



Applying for a Job

Existing Applicant Help Guide

Step-by-Step Instructions



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Existing Applicant - Search for Jobs

As an existing applicant, please be sure to have your Username & Password. If you have forgotten your Username and/or Password, please see section named '**Forgot Username and/or Password**' within this help guide.

- 1) Go to the Internet at www.ocgov.com/jobs
- 2) Scroll down to the list of open jobs
- 3) Select a job that interests you by clicking on its title

Position ▾	Emp. Type ▲	Salary ▲	Closing Date ▲
Administrative Manager III - Asset Manag...	Full-Time Regular	\$7,685.60 - \$12,596.13 monthly	Continuous
CMS Assistant Medical Director	Full-Time Regular	\$9,607.87 - \$15,395.47 monthly	Continuous
CMS Medical Director	Full-Time Regular	\$9,607.87 - \$15,395.47 monthly	Continuous
Comprehensive Care Registered Nurse I/II	Full-Time Regular	Not Displayed	Continuous
Comprehensive Nurse Practitioner II	Full-Time Regular	\$7,396.13 - \$8,938.80 monthly	Continuous

- 4) Review the Job Description and to apply for it, click on the '**Apply**' button (located on the top right side above the tabs)



NOTE You must first be registered

In order to apply for a position, you must first be a registered user (registration is free). For further details, please see the '**First Time Applicant Help Guide**'

- 5) A) Enter your **Username** and **Password**
B) Click on the '**Login**' button

Are you registered?

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#) [Help](#)

Username:

Password:

Login

[I Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here!](#)



Did your account get locked?

If you enter your correct Username, but fail to enter the correct password, after three (3) unsuccessful attempts the system will lock your account for 30 minutes and you'll see the message below.

The screenshot shows the GovernmentJobs.com website with a navigation bar containing 'Home', 'Job Search', 'Career Seekers', 'About Us', 'Post a Job', and 'Employer Login'. Below the navigation bar, the text reads 'Are you registered?' followed by instructions to create an account or log in. A yellow arrow points to a red-bordered box containing the following message: 'Your account has been locked due to too many invalid login attempts. Your account will be locked for 30 minutes. You can reactivate your account now by resetting your password with the Forgot Password form.'

6) You can either apply using one of your existing applications or create a new application

A) Click on the **title of the position** to apply with one of your existing applications, and continue on at *step 7*

OR

B) Click the '**Create Application**' button to create another application, name your new application, and then continue on at *step 8*

The screenshot shows a user interface with three tabs: 'Main Menu', 'Application Status', and 'My Account'. Below the tabs, there is a text box that says 'To apply for the position of Office Assistant click here.' Below this text box is a 'Create Application' button. A yellow arrow labeled 'B' points to the 'Create Application' button. Below the button is a table titled 'Applications You've Created:' with the following data:

Name	Date Created	Modify
Application 1	Feb 21, 2008	Edit Delete
Application 2	Sep 22, 2009	Edit Delete

Below the table, there is a tip: 'Tip: You do NOT need to recreate a new application every time you're applying for a position.' A yellow arrow points from the tip to the table, with the text 'Your existing applications' below it.

7) You can either apply using one of your existing applications or create a new application

- A) Select one of your existing applications
- B) Click on the **'Select Application & Continue'** button

Choose one of your stored applications!
To **apply** for this position, you must **select** one of your stored applications. Click on the box next to the application that you want to use to apply for this position, then click the **'Select Application & Continue'** button to continue. If you would like to modify your application before applying, click the 'Edit' link.

Application Title	Date Created	Modify
<input checked="" type="radio"/> Application 1	Feb, 21 2008	Edit
<input type="radio"/> Application 2	Sep, 22 2009	Edit

A → **B** → **Select Application & Continue**

8) Review and update your Contact Information, then click on the **'Save & View Application'** button

Job Application Profile

Cancel **Save & View Application** ←

Contact Information

* First Name: Joe
Middle Initial:
* Last Name: Doe
Primary Phone:
Alternate Phone:
* Email: jdoe1111@hotmail.com
* Notification Preference: Email

9) Review your Job Application and update any information as necessary, then click on the **'Go to Step 2: Agency-wide Questions'** button

NOTE **Creating a new application?**
If you already have other applications saved within your profile and are creating another application, you'll notice this step will NOT have any information in the sections for your Education, Work History, Resume, etc. You will need to enter this information for this new application.

10) Complete the Agency-wide Questions, scroll down the page and click on the ‘**Save & Proceed**’ button



30 minute Time Limit

Both the ‘**Agency-wide Questions**’ and ‘**Supplemental Questions**’ steps each have a 30 minute time limit, so if you need more than 30 minutes to complete each of these sections, it is highly advised for you to click ‘**Save Work in Progress**’ occasionally to save your work. (Typing does not extend your session)

If you go past the 30 minutes without clicking ‘**Save Work in Progress**’ or ‘**Save & Proceed**’, the system will lose your work (i.e., what you’ve entered thus far) and will time-out by taking you to the login screen again.

11) Complete all Supplemental Questions for this position and click on the **'Save & Proceed'** button



Not all positions will have Supplemental Questions
If you do not see STEP 3 (Supplemental Questions) for the position you're applying for, this means there are no Supplemental Questions for this particular position. You can skip to the next step **'Confirm Application'**

1 2 3 4 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Supplemental Questions * Required Field

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

These questions are required in addition to the standard job application.

*1. Are you currently a County of Orange employee, or have recently been laid off from the County of Orange within the last two (2) years?
 Yes No

←

* Required Field

12) Review your entire Job Application (update any information as necessary) and click on the **'Confirm Application'** button

1 2 3 4 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Confirm Application

Please review the application you're about to send for the position of **NAME OF POSITION WILL APPEAR HERE**. If you need to modify any parts of your application, just click the **'Edit'** button next to the section you wish to modify. Once you've reviewed the application click the **'Confirm Application'** button to proceed to the final **'Certify & Submit'** step.

←

Contact Information [Edit Contact Information](#)


Name:	Joe Doe	Address:	1111 Street Ave. Mycity, California 99999
		Email:	jdoe1111@hotmail.com
		Notification Preference:	Email

13) To submit your application, you'll need to certify it by clicking on the 'Accept' button


1 >>>> 2 >>>> 3 >>>> 4 >>>> 5

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Certify & Submit




Certificate of Applicant – By clicking ACCEPT, I certify that all statements made in this application and the attachments are true and I agree and understand that misstatements or omissions of any material fact may be cause for further investigation and may lead to disqualification or dismissal. I also grant permission for the County to verify any and all information contained within by contacting former employers and schools, etc.



14) You'll receive the following confirmation message.

Confirmation



Dear **Jay Doe**

Thank you for applying with the County of Orange. Please note: if you have not been contacted within approximately a couple of weeks, please follow-up with the recruiter whose name and contact information are located on the job bulletin.

Forgot Username and/or Password

Critical Information

Forgot which email address you used?

We encourage you to try using email addresses you think you might have used. The system will let you know if it did not recognize your email address. After you have tried entering several different ones and the system still does not recognize your email address, then this indicates it's an incorrect email address (i.e., one that was not recognized as it hasn't been used before).

Your Information – MUST be exact match with your Applicant Profile

EMAIL

In order to use this Forgot Username and/or Password feature, you must have access to your email address (i.e., johndoe@yahoo.com, johndoe@ocgov.com, etc.) that's on your Applicant Profile as the system will send an email to this email address which will enable you to retrieve your Username/Password.

If you no longer have access to this email address, there is nothing that can be done to lookup/update the email address on your Applicant Profile due to security purposes. As a result, you will have to create a new Applicant profile, which means creating a new Application as well.

FIRST & LAST NAMES

You MUST also enter your FIRST & LAST names **EXACTLY** the way it appears on your Application Profile (i.e., with spaces, commas, periods and/or a hyphenation).

Examples of how an applicant entered his/her name on their Application Profile, along with successful and unsuccessful formats of retrieving their login info:

APPLICANT #1 Jane Smith-Duncan	APPLICANT #2 Mike Jones, Jr.
<p>This applicant entered her name in the following format on her Application Profile:</p> <p>FIRST NAME = Janice LAST NAME = Smith-Duncan</p>	<p>This applicant entered his name in the following format on his Application Profile:</p> <p>FIRST NAME = Mike LAST NAME = Jones, Jr.</p>
<p>↓ Examples of <u>Successful</u> and <u>Unsuccessful</u> formats to retrieve your login info ↓</p>	
<p><u>SUCCESSFUL Retrieval</u> If <i>Jane Smith-Duncan</i> tries to retrieve her login info using the following format (as it appears on her Application Profile), the system WILL recognize her Applicant Profile FIRST NAME = Janice LAST NAME = Smith-Duncan</p> <p><u>UNSUCCESSFUL Retrieval</u> If <i>Jane Smith-Duncan</i> tries to retrieve her login info using the following formats, the system WILL NOT recognize her Applicant Profile</p> <p>FIRST NAME = Jan (Not the full/actual first name)</p> <p>LAST NAME = Smith Duncan (Incomplete - Missing HYPHEN)</p> <p>= SmithDuncan (Incomplete - Missing HYPHEN)</p> <p>= Duncan (Incomplete - Not the full last name)</p>	<p><u>SUCCESSFUL Retrieval</u> If <i>Mike Jones, Jr.</i> tries to retrieve his login info using the following format (as it appears on his Application Profile), the system WILL recognize his Applicant Profile FIRST NAME = Mike LAST NAME = Jones, Jr.</p> <p><u>UNSUCCESSFUL Retrieval</u> If <i>Mike Jones, Jr.</i> tries to retrieve his login info using the following formats, the system WILL NOT recognize his Applicant Profile</p> <p>FIRST NAME = Michael (Not the first name that appears on the Applicant’s Profile)</p> <p>LAST NAME = Jones,Jr. (Incomplete - NO SPACE <i>between</i> the comma after ‘s’ in Jones and the ‘J’ in Jr.)</p> <p>= Jones (Incomplete - Missing characters NO comma, space or ‘Jr.’)</p>

Instructions on Retrieval

- 1) Go to https://www.governmentjobs.com/js_login.cfm
- 2) Click on 'I Forgot My User Name and/or Password'

Are you registered?

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#) [Help](#)

Username:

Password:

Login

[I Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here!](#)

- 3) Retrieve **Username** - continue below
Retrieve **Password** - skip to # 6 below

A) Enter your **Email Address**, and **First/Last Names** – the exact way they appear on your on your applicant profile

B) Click '**Send Username**'

Forgot Username?

Enter your email address, first name, and last name and click the 'Send Username' button to have your username emailed to you.

Email:

First Name:

Last Name:

Send Username

- 4) If you entered your information correctly in STEP 3A above, you will then see a confirmation message like the one below and will then need to check your email

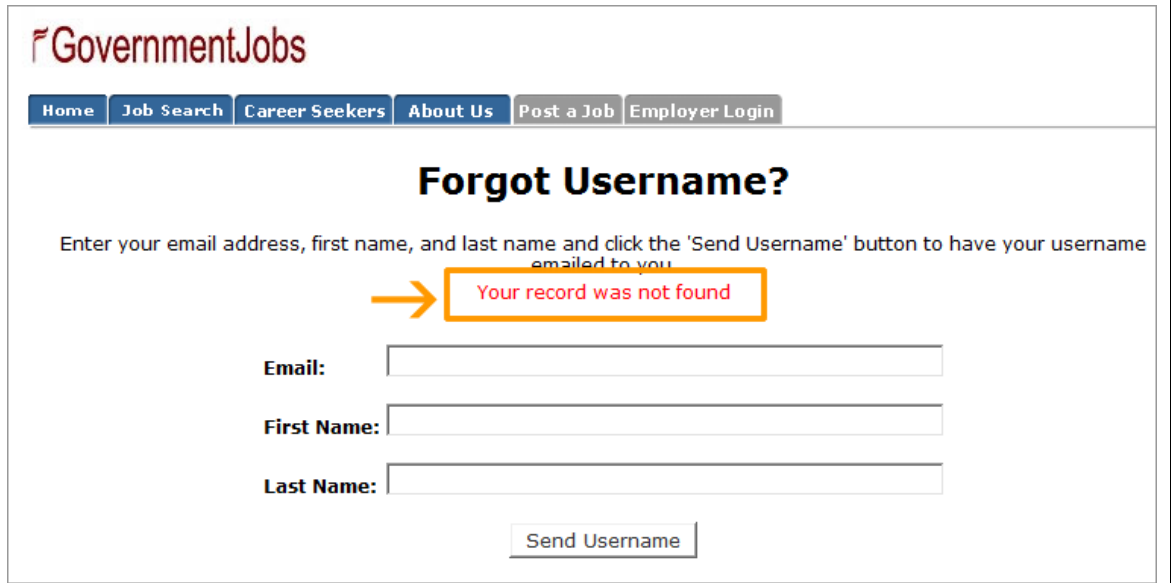
Forgot Username?

→ An email has been sent to you containing your username at jdoe@yahoo.com.

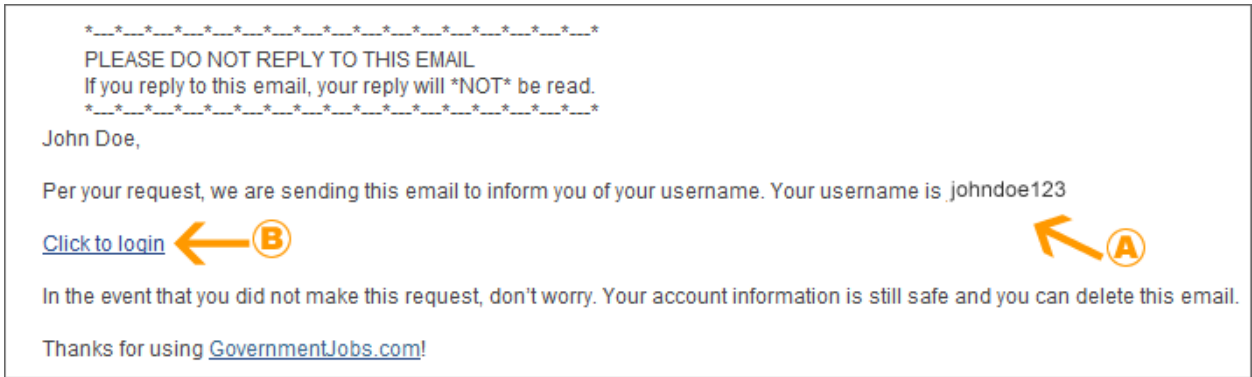


Record not found?

If your record was not found, you will see the following page and need to try again.



- 5) Open the email you received from noreply@governmentjobs.com
 - A) Your Username is displayed within the email
 - B) Click on the link ‘Click to login’



- 6) To retrieve your **Password**:
 - A) Enter your **Email Address**, and **First/Last Names** – the exact same way that you entered them on your applicant profile
 - B) Click **Reset Password**

Forgot Password?

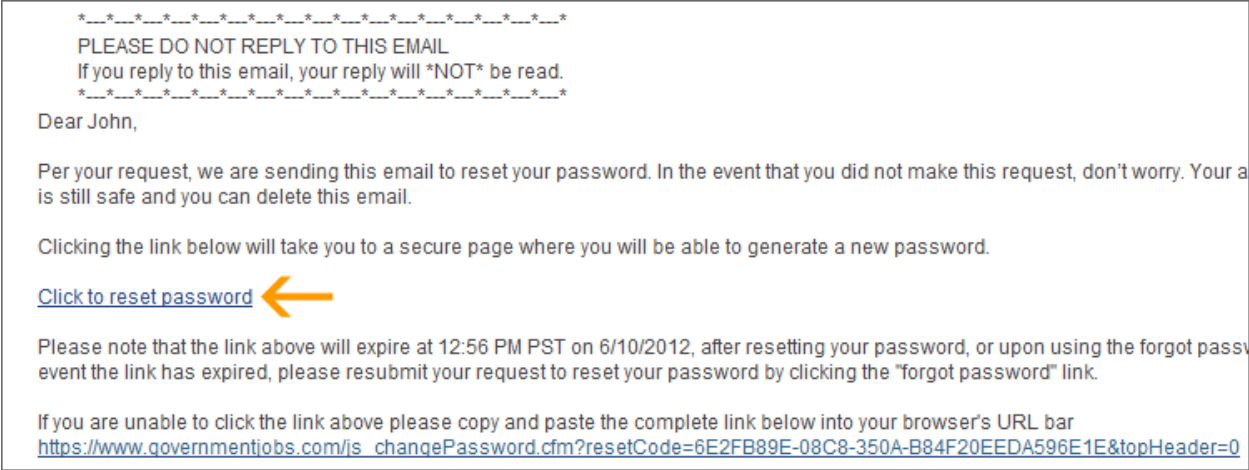
Enter your email address, first name, and last name and click the 'Reset Password' button to have an email sent to you to reset your password.

Email:

First Name:

Last Name:

7) Open the email you received from noreply@governmentjobs.com and click on the link 'Click to reset password'



- 8) A) Follow the password requirement guidelines
- B) Enter your username, your new password and confirm your password
- C) Click on 'Set Password'

GovernmentJobs

[Home](#) [Job Search](#) [Career Seekers](#) [About Us](#) [Post a Job](#) [Employer Login](#)

Reset Password

Please enter your username and new password below to access your account.

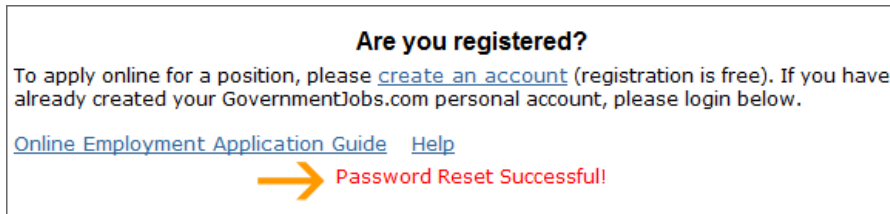
- Your password must not equal current password
- Your password must be at least 8 characters long
- Your password must contain at least one special character
- Your password must contain at least one letter (any case)
- Your password must contain at least one number

Username:

Password:

Confirm Password:

- 9) If you entered your information correctly in STEP 8A above, you will then see the following message stating your password was reset successfully.



Check the Status of your Application

To view the status for the position(s) you've applied for:

- 1) Go to **GovernmentJobs.com** at <https://www.governmentjobs.com>
- 2) Click on the **Career Seekers** tab



- 3) Login with your Username and Password
- 4) Click on the '**Application Status**' button



- 5) In the status column you'll see the status of the application(s) you've submitted

Sign up for Job Interest Card

If you are interested in a position that is NOT currently being advertised and wish to be informed when the position opens up, you can register for a Job Interest Card. To register, please follow steps below:

- 1) Go to the **County of Orange Job Opportunities** web page at www.ocgov.com/jobs

2) Click on the 'Click here' button


Welcome to the County of Orange job listing!

To apply for a position listed below, click on the job title and then the "Apply" link.

If this is the first time you are applying online, you will need to create an account that includes selecting a unique username and password. [Click here](#) to create your account! For more detailed instructions on applying and creating your account, [click here](#).

User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions you apply for.

If you are interested in a position that is not currently being advertised and wish to be informed when the position opens up, [click here](#).



3) Select each job category (by placing a check box next to it), for each job category for which you would like to receive email notifications for.

Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the 'Job Interest Card' section below, then click the 'Submit Request' button. For the next 12 months after you submit this form, you will receive an email notification each time a position opens with Orange County whose category matches one of the categories you've chosen. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year. To change the results, deselect and reselect the categories by using the Clear All Categories/Select All Categories links or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration
<input checked="" type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Agriculture	<input checked="" type="checkbox"/> Airports
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Animal Services	<input type="checkbox"/> Arts
<input type="checkbox"/> Attorney	<input checked="" type="checkbox"/> Building & Safety	<input type="checkbox"/> Building Maintenance

4) A) Scroll down the page and fill out your information in the Job Interest Card
B) Click on the 'Submit Request' button

Job Interest Card

Fields marked with a "*" are required.

* Last Name: * First Name:

* Address:

* City:

* State:

* Zip Code:

* Country:

Home Phone: Work Phone:

* Email Address:

A →

B →

Ensuring you Receive Emails

Please see information below on how to ensure you receive emails that you may get from:

- The recruiter for the job(s) you've applied for
- The Online Recruiting System, if you've signed up for the Job Interest Card (see section above)

IMPORTANT: HOW TO MAKE SURE THAT YOU RECEIVE YOUR USERNAME/PASSWORD REMINDER EMAIL

An increasing number of ISPs are using filtering systems in an effort to keep unwanted email out of customers' inboxes. However, this means that sometimes they also filter the email that you want to receive.

To make sure that our emails are not filtered into your "junk" or "bulk" folder, please add GovernmentJobs.com to your list of trusted senders. Here's how:

Hotmail: Place the domain governmentjobs.com in your safe list. The safe list can be accessed via the "Option" link next to the main menu tabs.

AOL: Place the domain governmentjobs.com in your address book:

1. In the "Buddy List" window (pops up automatically when you sign on), click on the Address Book. Then click the "Add" button.
2. A window will open that includes several contact or address fields. In the "Screen Name" field, type in info@governmentjobs.com. You do not need to complete any other fields.
3. Click on the "Save" button.

Even if you have not yet upgraded to AOL 9.0, you may want to add us to your address book now, to be sure that you continue to receive our messages if and when you do upgrade.

Yahoo! Mail: If one of our emails is filtered to your 'bulk' folder, open the message and click on the "this is not Spam" link next to the "From" field.

Other providers: If our emails are being filtered, try adding our domain (governmentjobs.com) to your address book or contact list. If this option is not available, try moving the message to your 'inbox' or forwarding the message to yourself.

If subsequent messages continue to be filtered, call or email your ISP's tech support and specifically ask how you can be sure to receive all email from GovernmentJobs.com.

Tips

- Each applicant must have his/her own user account and it should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions you apply for.
- You do not need to create a separate application for every job that you apply for.
- If you already have an account, login using your username and password. You will not be able to create another account using the same e-mail address.

- If the position you're applying for has Supplemental Questions, it may be a good idea to first prepare your answers on a word processing tool such as Microsoft Word or Works. Then when you are ready to apply, simply copy and paste your answers into the application.
- Make sure you **SAVE** your application throughout the steps in the application process! If you lose your internet connection in the middle of filling out an application, all the information you've entered will be lost!

Frequently Asked Questions

1) After I submit my application, what happens next?

Your application will be routed to the Agency/Department HR Contact listed on the job bulletin. You will be notified by the Agency/Department HR Recruiter of your status in the recruitment at each step.

2) How do I know that the County has successfully received my online application?

After you have submitted your online application, you will receive a confirmation. You can also check the status of your application to verify you have successfully sent your application. For more details, please see the section named '**Check the Status of your Application**' within this help guide.

3) I don't see the job that I'm interested in today. Does the County have more career opportunities?

You can only apply for today's job listings however you are encouraged to sign up for a Job Interest Card with the County of Orange. This feature provides you with the opportunity to select job categories that interest you, which will generate automatic e-mails when a new job opens up! To sign up, please see further details in the section named '**Sign up for a Job Interest Card**' within this help guide.

4) The information I'm viewing doesn't seem to be current. What can I do?

OC job listings are updated in real time. It is important to note the opening and closing date on the job bulletin for which you are applying for.

5) I was filling out my application and I lost all my information. What happened?

You may have used the Back Button (located on your toolbar) which when used removes all data. To avoid losing your information save your information periodically. You can then save all of your information so it can be automatically imported into your application every time you apply!

6) The job I am applying for only accepts online applications. Does the County offer internet access to the public?

Free internet access is available for you to apply for County Jobs. Locations include Orange County Public Library branches or One-Stop Centers. Online capabilities are also currently available at the Virtual Employment Center located at 333 Civic Center Plaza, Santa Ana (open Monday - Friday from 8:00 AM - 5:00PM).