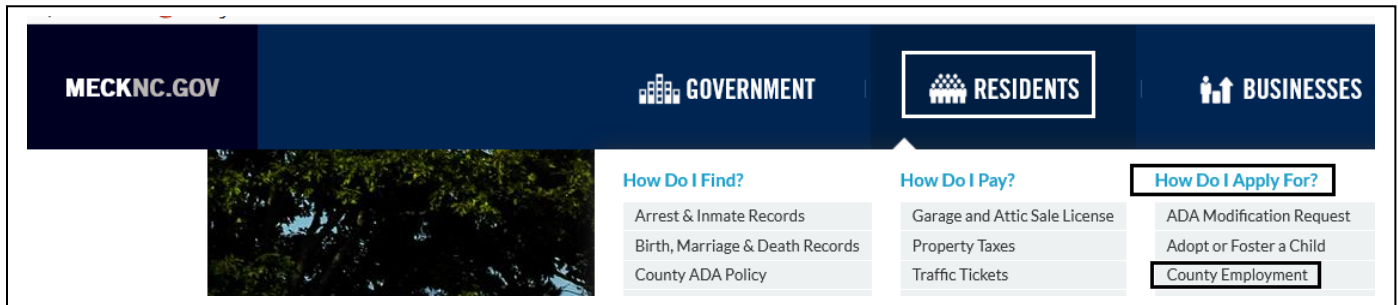


Mecklenburg County Online Application Instruction Guide

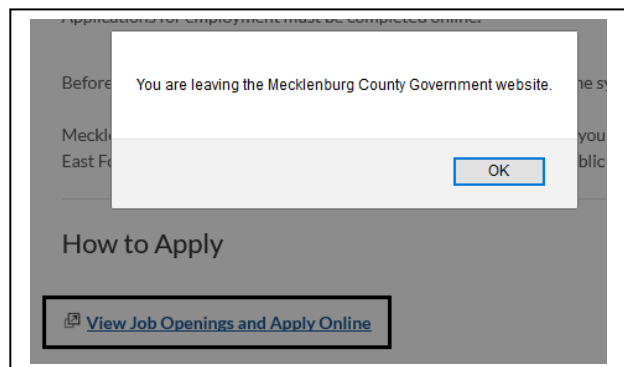
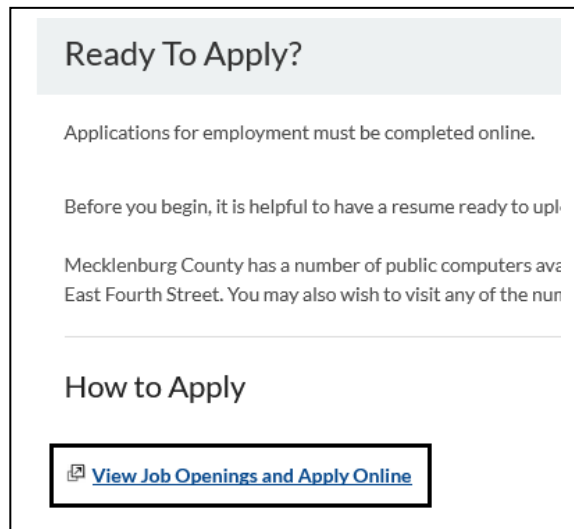
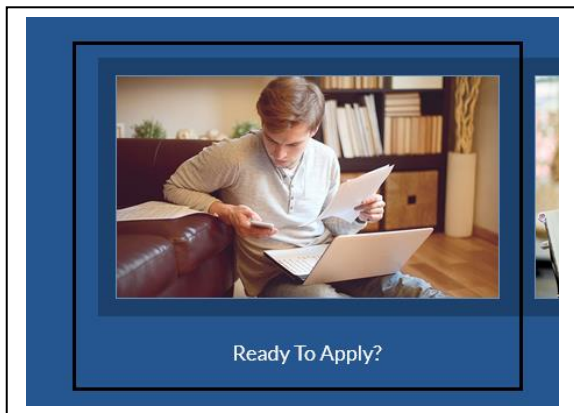
Our web address is <https://www.mecknc.gov/Pages/Home.aspx>

-Under **Residents** and then **How Do I Apply For?**, click **County Employment**

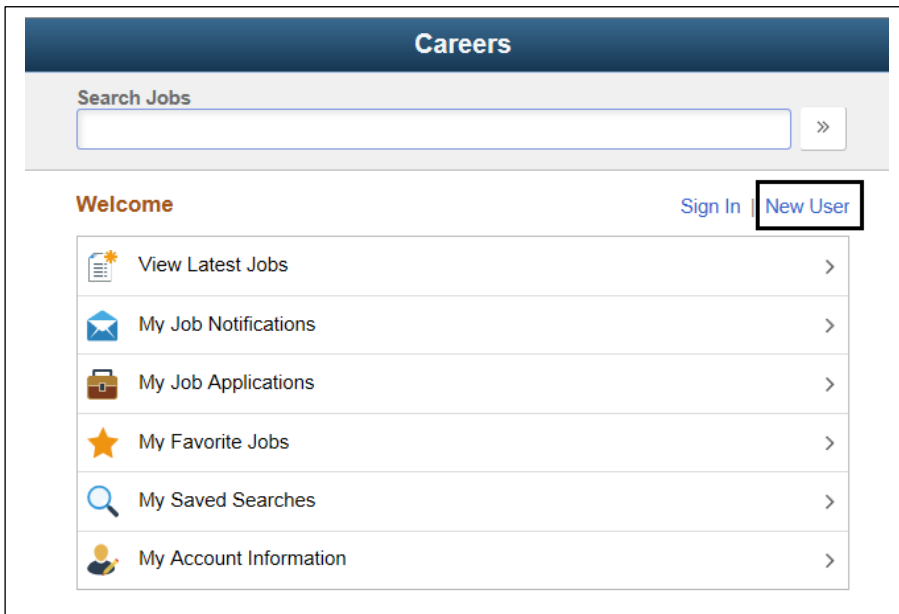


NOTE: Some corporate and institutional network security measures may prevent the online application system from opening or functioning correctly. The online application system is optimized for the Internet Explorer browser. Other browsers such as Mozilla Firefox, Google Chrome or Apple Safari may not function correctly without adjustment of pop-up blocking and cookie handling settings. Wireless internet connections may also not function correctly due to additional network and server security measures. The use of third party security programs such as Norton or McAfee may also affect the functioning of the online application system. Adjustments to pop-up blocking and cookie handling may enable better performance.

From the introduction page, select the Ready To Apply? tile. This will direct to the Ready To Apply? page with other information such as this instruction guide and the link to the online system: [View Job Openings and Apply Online](#).



-Click **New User** to register for first time use. Prior registrants use your user name and password to access the system via Sign In.

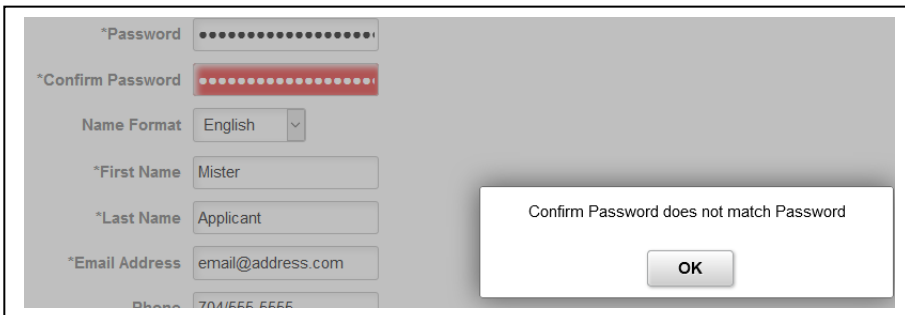


-Input your information in each of the fields according to the designation as indicated in the screenshots below.

User Name:

Password: Must meet the specified criteria. **NOTE:** Regardless of password length, there will be a number of dots visible.

Confirm Password: Be careful to enter the same password or you may get an error message



Name Format: Select appropriate language that matches your name

First Name: Your legal first name as written on your Social Security card

Last Name: Your legal last name as written on your Social Security card

Email Address:

Phone:

Secret Question: Please make a selection from the drop-down menu

Answer: Input the answer to the secret question.

Check the box: I agree to the Terms and Conditions

Click the Register button

[Careers](#) **New User Registration** [Already Registered? Sign In Now](#)

Account Information

*User Name

Please select a password that:
1. Has a minimum of 8 total characters with at least 1 digit and 1 uppercase character.
2. Does not match your user name.
3. Does not match any of your email addresses.

*Password

*Confirm Password

Name Format

*First Name

*Last Name

*Email Address

Phone

Secret Question for Forgot Password

*Secret Question

*Answer

[View Terms and Conditions](#)

I agree to the Terms and Conditions

*Secret Question

*Answer

- What city was your maternal parent born in?
- What city were you born in?
- What is your favorite food?
- Where did you meet your spouse?
- Who is your favorite author?

*Answer

You will see your Name after Welcome

Welcome Betty [Sign Out](#)

This is the main page of your applicant profile, called Careers. Clicking on the boxes of each category will open that category. The icon in the upper right corner will help navigate in and out of each category and back to the main page. **NOTE: Avoid using the browser Back button to navigate. Use the menu of the icon. Use the arrow icons at the right of each category to make selections.**

NOTE: Before viewing job postings or utilizing other menu selections, please click on **My Account Information** and enter your contact information.

The screenshot shows the 'Careers' page header. Below the header is a 'Search Jobs' section with a text input field and a search button. A 'Welcome Betty' message is displayed with a 'Sign Out' link. A list of navigation options is shown, each with an icon and an arrow: 'View All Jobs', 'My Job Notifications', 'My Job Applications' (with a count of 37), 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'. The 'My Account Information' option is highlighted with a black box.

The screenshot shows a dropdown menu with a blue header containing a three-dot menu icon. The menu items are: 'Careers', 'Search Jobs', 'My Job Notifications', 'My Job Applications', 'My Favorite Jobs', 'My Saved Searches', 'My Account Information', and 'Sign Out'.

The screenshot shows the 'My Account Information' page. At the top, there is a 'Save' button. Below it is a message: 'You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.' The page is divided into two sections: 'Account Settings' and 'Name'. In the 'Account Settings' section, 'User Name' is 'bettypage' and 'Contact Method' is 'Not Specified'. There are links for 'Change Password' and 'Change Secret Question'. In the 'Name' section, 'Name Format' is 'English', 'Name Prefix' is empty, '*First Name' is 'Betty', 'Preferred First Name' is empty, 'Middle Name' is empty, '*Last Name' is 'Page', and 'Name Suffix' is empty.

NOTE: This is where you can change both your Password and your Secret Question.

You can make selections for Contact Method, Name Prefix, Preferred First Name and Name Suffix in the Name section. If you only wish to change one section or multiple sections, always complete your update by clicking the green Save button in the upper right of the window.

Enter your current address in the Address section. To add additional Email addresses or Phone numbers, click the **+** icon. **NOTE:** The initially entered phone number and email address are designated as Primary. If you wish to designate a different email or phone number as the Primary, you can update the designation when you add the additional information.

Address

Country: United States

Address 1:

Address 2:

City:

Postal Code:

State:

County:

Email (Required)

Email	Type	Primary
address@email.com	Home	Yes

Phone

Phone Number	Extension	Type	Primary
704/123-4567		Home	Yes

Phone Type is a required field. This example is changing the Primary phone number. When complete, click Done.

Add Phone Number

*Phone Number:

Extension:

*Phone Type:

Primary

Phone

Phone Number	Extension	Type	Primary
704/123-4567		Home	No
704/555-5555			Yes

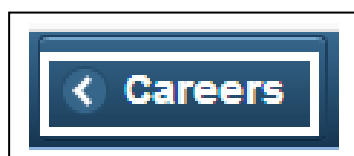
Click the Save button in the upper right corner. Then Careers in upper left corner to return to main page.

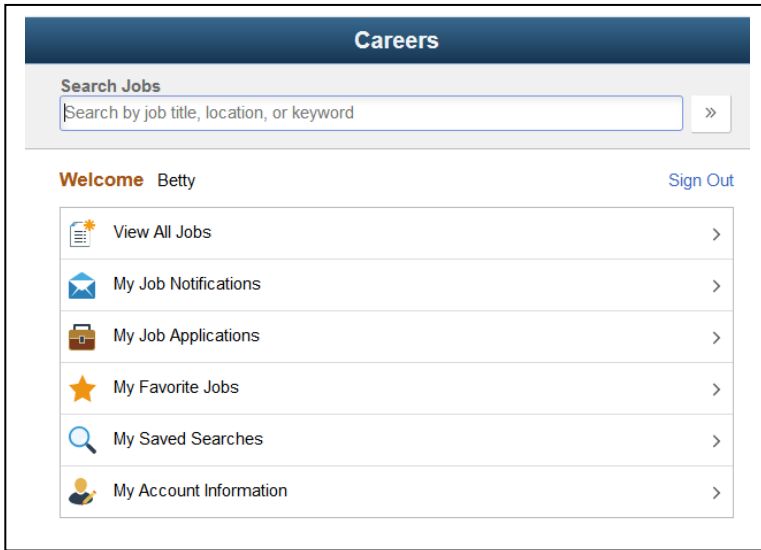
My Account Information

: updated on all of the jobs you have applied to.

My Account Information

Your account information has been saved.





The sections of Careers are as follows:

View All Jobs will be the current job openings posted.

My Job Notifications is important as this is one of the methods of communication between talent acquisition staff and each applicant.

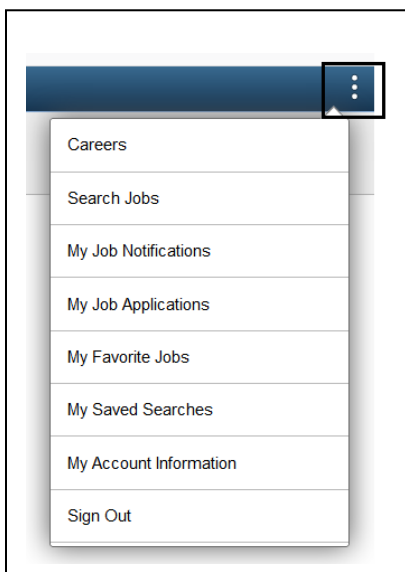
My Job Applications is the history of applications submitted

My Favorite Jobs isn't that useful because if you set aside an opening to look at later and the posting expires, you will not be able to submit an application for the opening.

My Saved Searches sets up search criteria for whatever type job opening you're looking for. This can be useful but only if the chosen key words are utilized within the job opening descriptions. For example, the word "secretary" will probably not yield many results as this word isn't used in any job descriptions. On the other hand, the word "administrative" will yield results for as many posted openings as may contain this word which might be several at any one time.

My Account Information is your contact information.

Following are screen shots of each section with basic functions. As mentioned earlier, navigation should be made by using the side menu bar instead of the browser back button. Careers is the home page.



View All Jobs

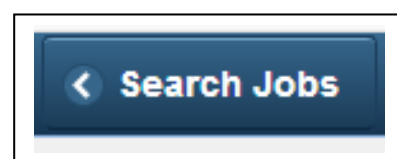
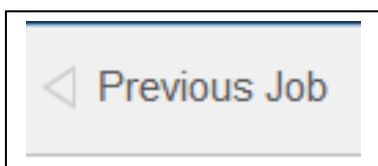
The Search Jobs field is for keywords. If you wish to save the search to your My Saved Searches, click the Save Search link. The links in the left navigation are shortcuts to different categories of job openings posted. The job listing may have up to thirty or more openings so you will have to scroll down the page to view them all.

Click on the job title area to open the posting where the description is detailed. Click Apply for Job to apply.

The screenshot shows the 'Search Jobs' interface. On the left, there are filters for Location (Mecklenburg County (52), Charlotte Mecklenburg Library (2)), Department (Children Services-Admin & Ops (8), Applications and Databases (4), Facility Mgmt and Maintenance (3), Aquatic Center (2), CDSA Childrens Dev Svc Agcy (2), Hybrid Collaborativ Deliv Team (2), IT SECURITY SERVICES (2), Internal Audit (2), Nature Preserves Maintenance (2), STD/HIV Clinics (2)), Job Family (No Value (55)), and Job Posted In (2019 (53), 2018 (2)). The main area shows 55 jobs found. The first job is 'Medical Office Assistant-STD/HIV Clinics' (Job ID 110806, Location Mecklenburg County, Department STD/HIV Clinics, Posted Date 05/20/2019). Other jobs include 'Nurse-STD/HIV Clinics' (Job ID 110805), 'School Health Nurse-10 Month Limited Part- Time' (Job ID 110797), and 'Child Welfare Specialist II' (Job ID 109843).

The screenshot shows the 'Job Description' page for 'Medical Office Assistant-STD/HIV Clinics'. It includes a 'Previous Job' link and an 'Apply for Job' button. The job details are: Job ID 110806, Location Mecklenburg County, Department HLT4245 STD/HIV Clinics, Hiring Range 12.635-16.583, Status Temporary, FLSA Status Non-exempt, and Please apply by 06/02/2019.

Use the navigation Next Job, Previous Job if active, or Search Jobs to continue viewing job openings. **DO NOT** use the browser back button.



After selecting Apply for Job, read the message displayed, click the Terms and Conditions agreement near the bottom of the page then click Next in upper right corner.

Medical Office Assistant-STD/HIV Clinics

Step 1 of 5: Start

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

Next >

[View Terms and Conditions](#)

I agree to the Terms and Conditions

Upload your resume. You can also upload a cover letter in this step. Click Next when finished.

Lifeguard

Step 2 of 5: Resume

Resume Attachment

You have not provided a resume.

[Attach Resume](#)

Cover Letter Attachment

You have not provided a cover letter.

[Attach Cover Letter](#)

Cover Letter Attachment

File Attachment

Choose From

My Device

My Device

Upload Clear

THIS IS A TEST res.pdf
File Size: 3KB

Done

Step 2 of 5: Resume

Resume Attachment

*Resume Title

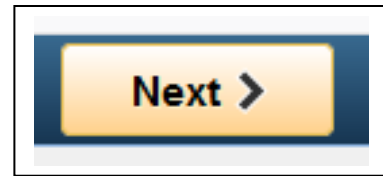
Language

Attached File [THIS_IS_A_TEST_res.pdf](#)
[Change Resume](#)

Cover Letter Attachment

*Cover Letter Title

Attached File [THIS_IS_A_TEST_cover_letter.pdf](#)
[Change Cover Letter](#)



Other supporting documents can be uploaded in the Attachments section. Select the Highest Education Level from the menu. There are several required fields on this page. You must list at least one Work Experience and you must complete all of the Questionnaire.

Apply for Job

Lifeguard

1 **Start**
Complete

2 **Resume**
Complete

3 **Education and Work Experience**
In Progress

4 **Diversity**
Not Started

5 **Review and Submit**
Not Started

Step 3 of 5: Education and Work Experience

Please refer to the job description for the types of documents we require.

Attachments

You have not added any attachments.

Education History

Highest Education Level

Work Experience (Required)

You must enter information in this section.

Degrees

You have not added any degrees.

Language Skills

You have not added any language skills.

Work Experience has several required fields including Reason for Leaving. Click Done when completed. Other fields can be completed if desired.

Cancel **Add Work Experience** **Done**

*Start Date 01/01/2001

End Date

*Employer Test

*Ending Job Title Test

Supervisor

Supervisor Email

Supervisor Phone

OK to contact? **Yes**

Reason for Leaving Test

Description Test

Country United States

Degrees

You have not added any degrees.

Add Degrees

Language Skills

You have not added any language skills.

Add Language Skills

Licenses and Certifications

You have not added any licenses and certifications.

Add Licenses and Certifications

References

You have not added any references.

Add Reference

The Questionnaire must be fully completed.

Questionnaire (Required)

1. May the hiring authority conduct a background check?

NO

YES

2. Have you been denied employment due to a positive drug test result within the last twelve months?

NO

If you miss one of the Questionnaire questions, a notice will pop up. Click Next.

7. **!** If you are currently working, may we contact your current employer?

NO

YES

8. May we contact your previous employer?

NO

You have not answered Questionnaire 7.
Please provide an answer to this question before continuing.

OK

Next >

Diversity information is voluntary and can be declined. Click Next.

Step 4 of 5: Diversity

You are invited to provide the information requested regarding diversity.

Diversity

Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation.

Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information.

Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

Gender

What is your gender?

Female

Male

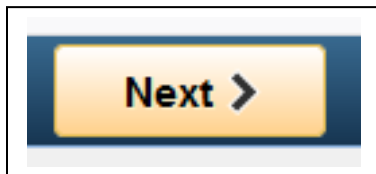
I decline to answer

Ethnic Identification

What is your ethnicity?

You have not added any ethnic groups.

I decline to answer



You may review each section or click the Submit button in upper right to submit the application.

Review your application and make any changes before submitting.

Step 5 of 5: Review and Submit

My Contact Information

Email	address@email.com	Address	
Phone	704/555-5555	Contact Method	Not Specified

[Modify](#)

Resume Attachment

Cover Letter Attachment

Attachments

Education History

Work Experience

Employer	Job Title	Start Date	End Date
Test	Test	01/01/2001	>

Degrees

Language Skills

Licenses and Certifications

References

Diversity



Click the Careers link to return to the main page.

Application Confirmation

You have successfully submitted your job application

Jobs Applied For

Job Title	Medical Office Assistant-STD/HIV Clinics	Posting Date	05/20/2019
Job ID	110806	Application Date	05/22/2019
Location	Mecklenburg County		

[Home](#) [Careers](#)



[View Submitted Application](#)

The count beside My Job Applications will reflect the number of applications begun and submitted.

Careers

Search Jobs

Welcome Betty [Sign Out](#)

-  View All Jobs >
-  My Job Notifications >
-  My Job Applications **1** >
-  My Favorite Jobs >
-  My Saved Searches >
-  My Account Information >

