DIRECTIONS FOR CREATING AN ON-LINE APPLICATION AND APPLYING FOR A POSITION

This quick reference card walks you through the process of creating an on-line application profile and applying for a position with Sacramento County.

Step 1: Go to the website for Sacramento County Department of Personnel Services, Employment Services Division at www.SacCountyJobs.net

Step 2: Read the instructions on the screen then scroll down and enter the job title in the Keywords search box then click 'Go' to view the job bulletin. Or you may search by job category. You may also review all the open job bulletins by using the < > arrows at the bottom of the screen. Then click on the title of the position you want to apply for.

Step 3: On the job bulletin you may review or print the information required for the position. Next, click on the *"Apply"* link.

Step 4: If you have an account already set up, just enter your Username and password, then click *"Sign in"* and go to Step 7. If you have an account but cannot remember your Username or password, click "Forgot Username" or "Reset Password". If you do not have an account, click *"Create an account."*

Step 5: "Create an account." Here you will need to enter a Username, a password, and the other required fields. Confirm the password. Make a note of your Username and password. Then click **"***Create***".**

Step 6: You may now begin completing the online application. If you have a resume on LinkedIn or an electronic document you can upload it to complete some of the basic profile information, which you could then edit as necessary. Otherwise, click *"Skip this step"* and begin completing the application sections manually. Your progress and current step in the process is shown on the left side of the screen. Your work is automatically saved. All fields marked with an * (asterisk) must be answered. When you are done with a section click *"Next"* to continue on.

Step 7: If you already have an account and have applied for positions previously, you can reuse or edit information on the application profile as needed. Click on one of the sections listed on the left of the screen to view its contents (e.g. Info, Work, Education, etc.), then add or edit as necessary. When you are done with a section click *"Next"* to continue on.

Step 8: Complete the required Agency-Wide Questions. All fields marked with an * (asterisk) must be answered. If there are no Supplemental Questions, click *"Proceed to review"* (bottom of screen). Skip to Step 11.

Step 9: Complete the Supplemental Questionnaire. Answer each question carefully and thoroughly. For many individuals, it is more efficient to develop responses to the Supplemental Questions in a word processing document and then paste them into the answer fields.

Step 10: When you are finished answering the Supplemental Questions, click *"Proceed to review"* (bottom of screen).

Step 11: Look over your Application and if applicable Supplemental Question Responses to ensure you are satisfied with the information you provided. Click *"Edit"* in any of the sections to make changes, then click *"Save"* when you are finished. Click *"Proceed to Certify and Submit"* at the bottom of the page.

Step 12: If you left the Education or Work sections on your application blank, you will be prompted to enter your initials to verify that intent. If that was <u>not</u> your intent click *"Review"* on the left side of the screen and repeat Step 11.

Step 13: Read the Certify and Submit statement carefully and click *"Accept and Submit"* to submit the application. A confirmation statement will be displayed. An application receipt will be emailed to you. If you don't see the email in your inbox, check your junk folder.

Continue on to Step 14 on rear panel.

Step 14: Click on your User Name on the top right of the screen and then select *"Sign Out."*

Step 15: To view the status of your application(s) use the following address to go to GovernmentJobs's home page. https://www.governmentjobs.com/ Click *"Sign In"* on the top right of the screen and enter your User Name and Password.

For answers to frequently asked questions, use the following QR code:

For additional information on how to get a job with Sacramento County, please visit us at:

Revised 06/5/23