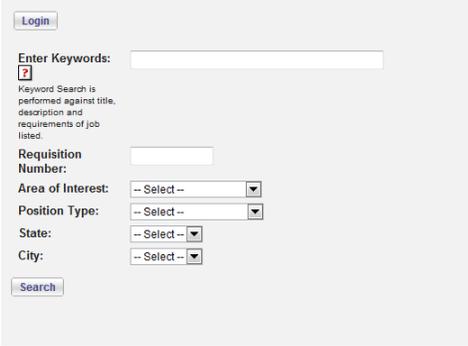


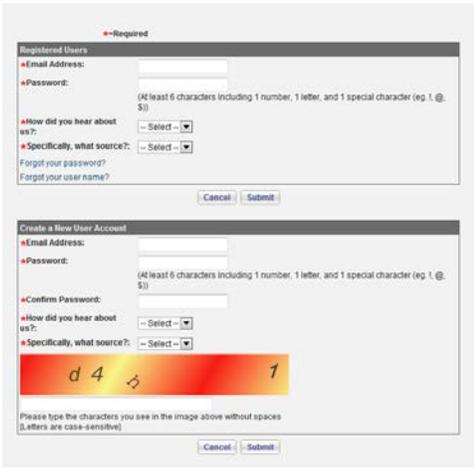
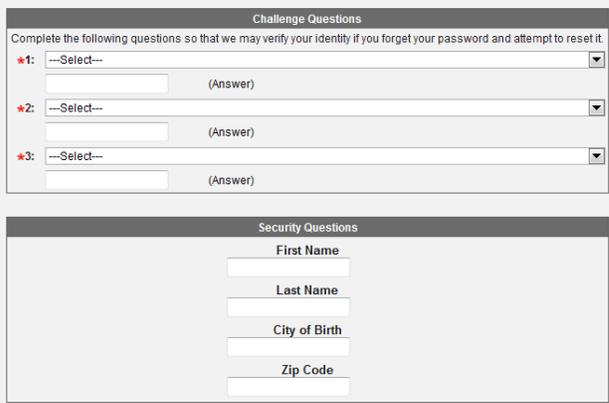
EXTERNAL CAREER CENTER: FOR ALL OTHER APPLICANTS

External candidates will search and apply to positions available within Pima County through the External Career Center. The link is located on the Pima County Human Resources website.

Step	Action
1	Access the Pima County External Career Center through the Human Resources page.
2	<p>External Career Center will open.</p> <p>Click Login to proceed to your profile or search for a position from the main page.</p> 

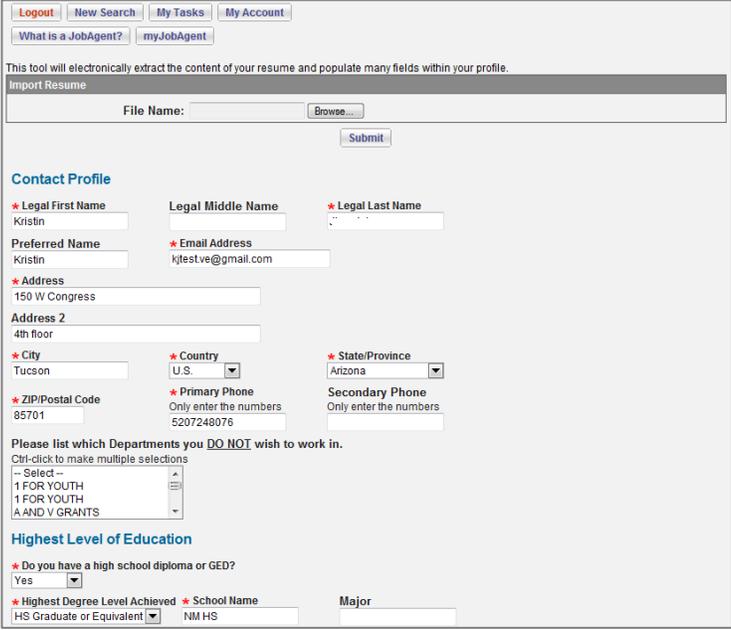
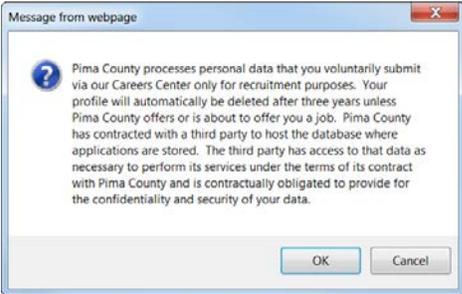
CREATING A NEW USER ACCOUNT

In order to apply for jobs, an external candidate must have an account and set up a profile. If the candidate clicks apply before logging into the External Career Center, he/she is prompted to create a user account.

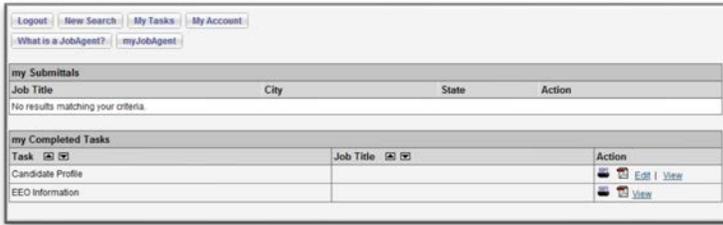
Step	Action
1	<p>Complete the Create a New User Account section.</p> <p>The user name is the candidate's email address.</p> <p>Email Address: _____</p> <p>Password: _____</p> 
2	<p>The system prompts the candidate to answer four challenge questions. On future logins, if he forgets the password, the candidate can answer the questions to access the career center.</p> <p>Answers must be unique, and at least two characters.</p> <p>When done, click the Submit button.</p> 

CREATE A CANDIDATE PROFILE

The career center collects information such as personal information, employment equal opportunity (EEO), most recent employment, education history, and job assessments in a candidate's profile. When a candidate applies for a job, the profile is linked to the requisition.

Step	Action
1	<p>To create a profile, all required information must be populated.</p> <p>A candidate can upload a resume to have some of the fields pre-populated.</p> 
2	When information is completed, click the Confirm button.
3	<p>The candidate profile appears for a final review.</p> <ul style="list-style-type: none"> • If there are changes, click the Edit button. • If there are no changes, click the Submit button.
4	<p>A message appears as shown. Click OK.</p> 
5	Complete the EEO Voluntary Self Disclosure fields.
6	Click the Confirm button.
7	Click the Submit button.

8 Your profile has been created.

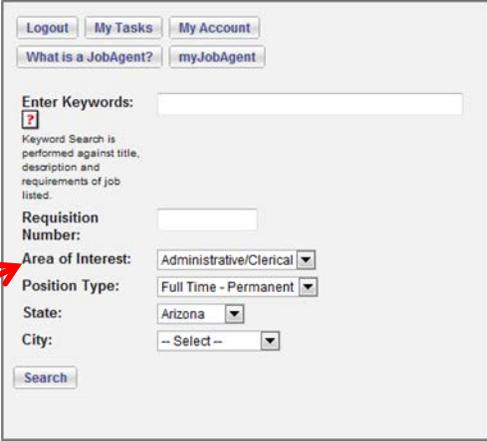
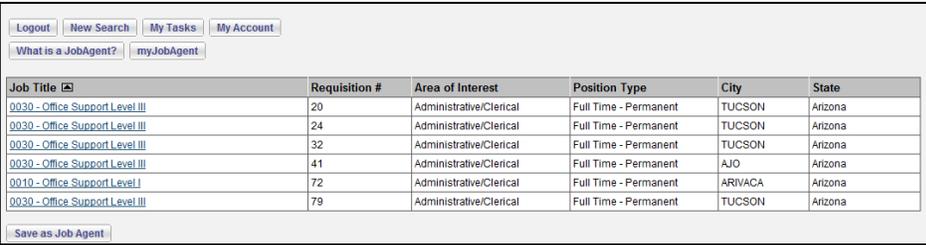
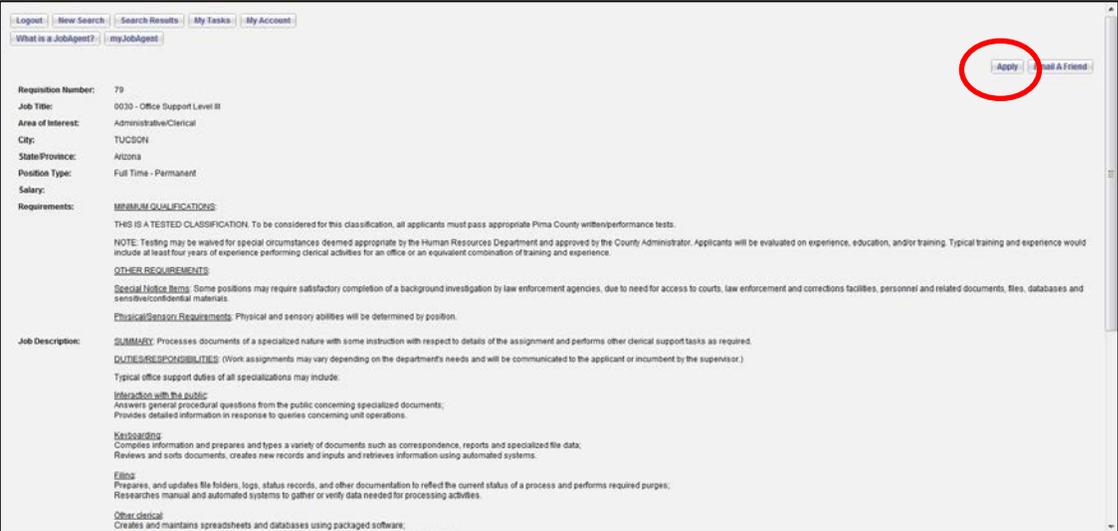


Note: After applying for a job, additional tasks will appear for the candidate including completing a full employment history and educational history.

COMPLETING CAREER CENTER TASKS

Step	Action
1	Log in to the career center.
2	Click the my Tasks button.
3	Click Start for the first task. <div data-bbox="750 758 1442 1050" data-label="Image"> <p>The screenshot shows a user interface with a navigation bar at the top containing links for 'Logout', 'New Search', 'My Tasks', and 'My Account'. Below this is a search bar with the text 'What is a JobAgent?' and a link to 'myJobAgent'. The main content area is divided into three sections: 'my Pending Tasks', 'my Submittals', and 'my Completed Tasks'. The 'my Pending Tasks' section has a table with columns for 'Task', 'Job Title', and 'Action'. The 'Task' column lists 'Employee Profile', 'Personal Information', 'Employment History', and 'Education History'. The 'Job Title' column is empty. The 'Action' column contains a 'Start' button for each task. The 'my Submittals' section has a table with columns for 'Job Title', 'City', 'State', and 'Action'. The 'Job Title' column lists '7136 - Program Specialist Undas'. The 'City' column lists 'Tucson' and the 'State' column lists 'Arizona'. The 'Action' column is empty. The 'my Completed Tasks' section has a table with columns for 'Task', 'Job Title', and 'Action'. The 'Task' column lists 'Offer Feedback'. The 'Job Title' column lists '7136 - Program Specialist Undas'. The 'Action' column contains a 'View Offer' link.</p> </div>
4	Complete the required fields within the task.
5	Click the Confirm button
6	Click the Submit button.
7	Complete the additional pending tasks.

SEARCHING FOR AND APPLYING FOR A JOB

Step	Action																																										
<p>1</p>	<p>To find an open position, you may search by:</p> <ul style="list-style-type: none"> • Keyword • Requisition Number • Area of Interest • Position Type • Location (City) <p>To search ALL openings, click Search.</p> <p>In this example, search by Area of Interest which allows a candidate to view all open requisitions in a particular area of interest. From the search screen, select an area of interest. Click Search.</p> 																																										
<p>2</p>	<p>A list of all openings in that Area of Interest will appear.</p> <p>To view an open position, click the job title, which is a link to the requisition.</p>  <table border="1" data-bbox="207 982 1133 1119"> <thead> <tr> <th>Job Title</th> <th>Requisition #</th> <th>Area of Interest</th> <th>Position Type</th> <th>City</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>0030 - Office Support Level III</td> <td>20</td> <td>Administrative/Clerical</td> <td>Full Time - Permanent</td> <td>TUCSON</td> <td>Arizona</td> </tr> <tr> <td>0030 - Office Support Level III</td> <td>24</td> <td>Administrative/Clerical</td> <td>Full Time - Permanent</td> <td>TUCSON</td> <td>Arizona</td> </tr> <tr> <td>0030 - Office Support Level III</td> <td>32</td> <td>Administrative/Clerical</td> <td>Full Time - Permanent</td> <td>TUCSON</td> <td>Arizona</td> </tr> <tr> <td>0030 - Office Support Level III</td> <td>41</td> <td>Administrative/Clerical</td> <td>Full Time - Permanent</td> <td>AJO</td> <td>Arizona</td> </tr> <tr> <td>0010 - Office Support Level I</td> <td>72</td> <td>Administrative/Clerical</td> <td>Full Time - Permanent</td> <td>ARIVACA</td> <td>Arizona</td> </tr> <tr> <td>0030 - Office Support Level III</td> <td>79</td> <td>Administrative/Clerical</td> <td>Full Time - Permanent</td> <td>TUCSON</td> <td>Arizona</td> </tr> </tbody> </table>	Job Title	Requisition #	Area of Interest	Position Type	City	State	0030 - Office Support Level III	20	Administrative/Clerical	Full Time - Permanent	TUCSON	Arizona	0030 - Office Support Level III	24	Administrative/Clerical	Full Time - Permanent	TUCSON	Arizona	0030 - Office Support Level III	32	Administrative/Clerical	Full Time - Permanent	TUCSON	Arizona	0030 - Office Support Level III	41	Administrative/Clerical	Full Time - Permanent	AJO	Arizona	0010 - Office Support Level I	72	Administrative/Clerical	Full Time - Permanent	ARIVACA	Arizona	0030 - Office Support Level III	79	Administrative/Clerical	Full Time - Permanent	TUCSON	Arizona
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<p>3</p>	<p>The requisition will appear.</p> <p>Click Apply to submit your profile and apply to that requisition.</p> 																																										

4 Requisitions with Assessments:

If the requisition has required assessments, they will display as soon as the candidate applies for the position.

Answer all questions in the assessment and click the **Submit** button.

Question	Answer
1 Do you speak Spanish fluently?:	-- Select --
2 Do you read Spanish?:	-- Select --
3 Do you write Spanish?:	-- Select --

Question	Answer
General Clerical Work:	4 + years experience
Telephone reception / Operator / PBX:	None
Desk Reception:	6 months - 2 years
Filing:	4 + years experience
Microfiche/microfilm operation:	None
Ten-key/calculator operation:	4 + years experience
Patient billing (including AHCCCS, Medicare and private insurance):	None
Handling money (cashiering or issuing/receiving money):	4 + years experience
Setting appointments and calendaring (manual or computerized):	4 + years experience
Desktop publishing (creating professional printed material - PhotoShop, Adobe, etc.):	2 - 4 years experience
Bookkeeping (manual or computerized):	Less than 6 months
Payroll (includes process, verify, and calculate timesheets, etc.):	6 months - 2 years
Inventory:	6 months - 2 years
Word processing (Word, WordPerfect, etc.):	4 + years experience
Data entry (entering info into a computer system):	4 + years experience
Spreadsheets (Excel, Quattro Pro, etc.):	4 + years experience
Database applications (Access, Sigma, ACIC, NCIC, FORCE, etc.):	6 months - 2 years
E-mail (Outlook, etc):	4 + years experience
Accounts payable:	6 months - 2 years
Accounts receivable:	6 months - 2 years
Using medical terminology on the job (verbal & written):	None
Using legal terminology on the job (verbal & written):	None
Lead or supervisory responsibility:	2 - 4 years experience

5 The application (your profile) has been submitted, however, there may still be tasks to be completed. Go to myTasks to view your Pending Tasks.

Upon completion of the tasks, the candidate must complete the eSignature and final submittal task in order for the application to change from draft to final.

Thank you ! Your application has been submitted !

Home | My Search | Search Results | My Tasks | My Account

What is a JobAgent? | myJobAgent

my Pending Tasks			
Task	Job Title		Action
Employment History			Start
Education History			Start
References			Start
Education Supplement			Start
Coursework Supplement			Start
Office Support Series			Start
Certification and Release			Start

my Submitted			
Job Title	City	State	Action
0030 - Office Support Level III	TUCSON	Arizona	

my Completed Tasks			
Task	Job Title		Action
Assessment	0030 - Office Support Level III		
Candidate Profile			Edit View
EEO Information			View
Personal Information			Edit View

Candidates can return to this page at any time to update completed Tasks. (Click Edit)

Note: If a candidate applies for a position but does not complete the tasks, the candidate's application will be incomplete. The candidate will not be considered for the position.

Go to Create Candidate Profile in this manual for instructions on completing tasks.