

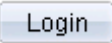
Orange County Government – Careers Guide

View Job Posting Description and Apply Online – For External Applicant

Instructions below are for applicants that have already registered.

The screenshot shows the 'Careers' page with a 'Basic Job Search' section. A red box highlights the 'Login' area, which includes fields for 'Email Addr:' and 'Password:', and a 'Login' button. Below the search section is a table of 'Latest Job Postings'.

Date	Job Title	Job ID	Location
08/24/2011	Fire Rescue Recruit	10526	Fire Training & Info Tech
08/22/2011	Administrative Specialist	10523	Human Resources
08/22/2011	Corrections Nurse	10525	Corr Health Services
08/08/2011	Sr. HRIS Analyst	10522	Human Resources
08/03/2011	Fire Rescue Recruit	10520	Fire Training & Info Tech

1. Enter your Email Addr (User Name) / Password and click the  button.

The screenshot shows the 'Careers Home' page with a 'Welcome Test' section. Below this is a 'Basic Job Search' section and a 'My Career Tools' sidebar. The main content area displays a table of 'Latest Job Postings'. The 'Sr. HRIS Analyst' job title is circled in red.

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	08/24/2011	Fire Rescue Recruit	10526	Fire Training & Info Tech
<input type="checkbox"/>	08/22/2011	Administrative Specialist	10523	Human Resources
<input type="checkbox"/>	08/22/2011	Corrections Nurse	10525	Corr Health Services
<input type="checkbox"/>	08/08/2011	Sr. HRIS Analyst	10522	Human Resources
<input type="checkbox"/>	08/03/2011	Fire Rescue Recruit	10520	Fire Training & Info Tech

2. Click the [Job Title](#) link to view the job posting description.

Job Description

Job Title: Sr. HRIS Analyst
Job ID: 10522
Location: Human Resources
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Email to Friend](#) [Save Job](#) [Apply Now](#) [Return to Previous Page](#)

General Functions

Performs professional and technical work managing or leading medium- to large-scale HRIS projects through the system project life cycle. Works on complex business problems, analyzing and evaluating current business methods and procedures for improvements. May provide overall project management for a given HR initiative. May supervise HRIS or Records Management staff in the conduct of daily work.

Work is performed under minimal direction as an internal subject matter expert in one or more related business processes. Work requires independent judgment and is performed under the general supervision of the HRIS Administrator or HRIS Advisor.

If the job posting description does not match your interests, click the [Return to Previous Page](#) link.

3. If the job posting descriptions were a match for your interests and you would like to apply, click the [Apply Now](#) button.

Apply Now

Choose Resume

Resume Options

How would you like to proceed?

Apply without using a resume
 Upload a new resume

[Continue](#) [Return to Previous Page](#)

Attached resumes will not be used in lieu of a complete Orange County application. If your application meets the minimum qualifications of the job opening(s) a copy of your resume will be forwarded to the hiring authority along with the application.

Orange County Government only accepts resumes with file extensions of ".rtf", ".pdf" or ".txt" and the maximum size of resume that can be uploaded is limited to 600KB.

Resume Option

There are two resume options when applying for a job for the first time:

- Apply without using a resume
- Upload a new resume

If you do not want to attach a resume, select "Apply without using a resume" and click Continue.

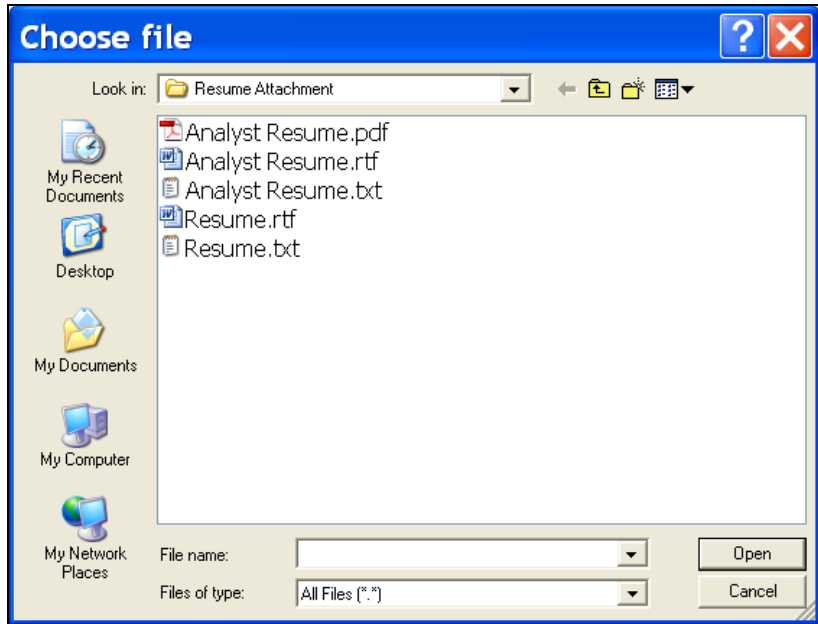
To attach a resume, select "Upload a new resume" and click Continue.

File Attachment

[Browse...](#)

[Upload](#) [Cancel](#)

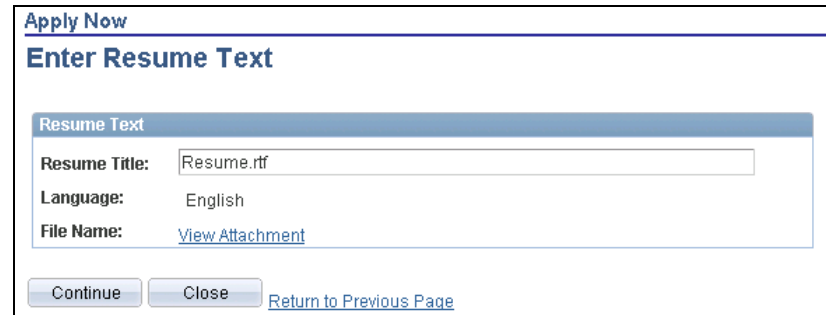
4. Click [Browse...](#) to find your file.

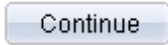


5. Select the resume attachment and click Open.



6. Click Upload.



7. You may rename the Resume Title or click  to proceed to the application.

A third resume option "Use an existing resume" is available only if a resume has been uploaded for a previous application.

Apply Now

Complete Application

Jobs you applied for

Posting Title	Remove
Sr. HRIS Analyst	

[Add Another Job to Application](#)

Resume.rtf [Use a Different Resume](#)

Test Tester
123 Any Lane
Orlando, FL 32801
Orange

[Submit](#) [Save](#) [Close](#) [Careers Home](#)

Complete Application

Complete the following sections, failure to answer all questions may result in your application not being considered for the position.

1. Preferences
2. Eligibility and Military Status
3. Highest Education Level
4. Work Experience
5. Education
6. Licenses & Certifications
7. Language Skills
8. Personal Information
9. Application Questionnaire

Failure to answer all questions before submitting, may result in your application not being considered for this position.

Use this section to tell us what you are looking for in terms of location, working time and type of job.

Preferences - Shift work may require availability 24/7

Desired Start Date:

Are you willing to relocate? Yes

Are you willing to travel? Yes Claim Vet Preference

Travel Percentage:

Regular/Temporary: Either

Desired Work Days

Monday Tuesday Wednesday
 Thursday Friday Saturday Sunday

Full/Part-Time: Either

Desired Shift:

Minimum Pay: Pay Frequency:

Currency Code: USD US Dollar

Desired Hours Per Week:

Location Preference

First Choice: Second Choice:

Comments:

Eligible to Work in U.S. Yes

Military Status:

Click the Drop Down button to view a list of available text for that field.


Click the Look-Up button to view a list of available text for that field.

• **Highest Education Level**

Indicate your highest level of education by selecting a value from the drop-down list below.

Education History

Highest Education Level:

Click the Drop Down  button to view a list of available text for that field.

• **Work Experience**



Please list All employment for the past 10 years beginning with your present or most recent employer. Account for all time periods, including unemployment. If you held multiple positions within the same organization, list each position as separate employment. **Note:** Include any additional employment history that is relevant to the position for which you are applying.

Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#) No Prior Work Experience

Click the [Add Work Experience](#) link to add Employment History Information.


- Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
- Click the Drop Down  button to view a list of available text for that field.
- Click on Save & Add More button to enter another employment information.
- Click on Save & Return button to go back to the Complete Application page.
- Click on the corresponding Employer link on the Complete Application page to edit or view existing work experience information.
- To delete work experience detail, click on the trash can  icon to the right of the Work Experience you wish to delete.


Add New Application

Add Employment History

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Enter Employment Details


*Start Date: 

End Date:  If currently employed, leave End Date field blank



*Employer: Contact Employer

*Ending Job Title: No. of Employees Supervised:

Telephone: Hours Worked / Week

Ending Hourly Rate: Currency  Pay Frequency:

Reason for Leaving:

Duties:  

Address

Country:

Address 1:

Address 2:

City:

State:

Postal:

County:

• **Education**

To add an Education, select the Add Education hyperlink below. To change information for Education, select the hyperlink under the Education field. Select the delete icon to remove Education information.



An education diploma/degree issued outside the United States or a United States territory in a foreign language must be evaluated for a determination of United States equivalency by a member of the National Association of Credential Evaluations Services (NACES) at your expense.

▼ Degrees

You have not added any Degrees to your application

+ Add Education


Click the [Add Education](#) link to add Education Diploma and or Degree information.


- a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
- b. Click the Look-Up  button to view a list of available text for that field.
- c. Click on Add Another button to enter another education or degree information.
- d. Click on OK button to go back to the Complete Application page.
- e. Click on the corresponding Degree link on the Complete Application page to edit or view existing education/degree information.
- f. To delete education/degree detail, click on the trash can  icon to the right of the Degree you wish to delete.


If you attended any school outside the US or if your school or major is not listed when you select the look up icon, enter the school or major in the 'Description' field.


Add Education

Details


*Degree: 

Country: 

State: 


School Code: 

School Description:

Major Code: 

Major Description:

Graduated

Credit Hours: 

OK Cancel Add Another

• **Licenses and Certifications**

To add Licenses & Certifications, select the Add Licenses & Certifications hyperlink below. To change information for Licenses & Certifications, select the hyperlink under the Licenses & Certifications field. Select the delete icon to remove Licenses & Certifications information.



▼ Licenses & Certifications

You have not added any Licenses & Certifications to your application

+ Add Licenses & Certifications

Click the [Add Licenses & Certifications](#) link to add License or Certificate information.


- a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.


- b. Click the Look-Up  button to view a list of available text for that field.
- c. Click on Add Another button to enter another license and certificate.
- d. Click on OK button to go back to the Complete Application page.
- e. Click on the corresponding License/Certificate link on the Complete Application page to edit or view existing license or certificate information.
- f. To delete a license or certificate, click on the trash can  icon to the right of the License/Certificate you wish to delete.


Select the look up icon to add a license or certificate that is relevant to the position you are applying for.


Add Licenses & Certifications


Details


*License: 


Country: 

State: 

Issue Date: 

Expiration Date: 

License/Certification Number: 

Issued By: 

OK Cancel Add Another

• Language Skills




To add Language Skills, select the Add Language Skills hyperlink below. To change information for Language Skills, select the hyperlink under the Language Skills field. Select the delete icon to remove Language Skills information.

Language Skills

You have not added any Language Skills to your application


[+ Add Language Skills](#)


Click the [Add Language Skills](#) link to add Language information.


- a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
- b. Click the Look-Up  button to view a list of available text for that field.
- c. Click the Drop Down  button to view a list of available text for that field.
- d. Click on Add Another button to enter another language.
- e. Click on OK button to go back to the Complete Application page.
- f. Click on the corresponding Language link on the Complete Application page to edit or view existing language information.
- g. To delete a language, click on the trash can  icon to the right of the Language you wish to delete.


Add Language Skills

Details

*Language: 

Reading Proficiency: 

Speaking Proficiency: 

Writing Proficiency: 


OK Cancel Add Another

• **Personal Information**

This information will be maintained separately from your application and will not be considered in the application evaluation process. This information is voluntary and not required for employment.

Personal Information

*Gender:

Click the Drop Down  button to view a list of available text for that field.

• **Application Questionnaire**

Answer all of the questions listed. Failure to answer all questions may result in your application not being considered for the position.

On this page provide your answers to questions related to this application.

Application Questionnaire - All questions are required

Do you have any relatives currently employed by Orange County Board of County Commissioners?

No
 Yes

If yes, indicate Relative Name, Relationship, and Division

If hired, can you provide proof that you are legally eligible to work in the United States?

No
 Yes

Submit Your Application

[Apply Now](#)

Complete Application

Jobs you applied for		Remove
Posting Title		
Sr. HRIS Analyst		

[Add Another Job to Application](#)

Resume.rtf [Use a Different Resume](#)

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[Submit](#) [Save](#) [Close](#) [Careers Home](#)

- When you have completed filling the application, click the [Submit](#) button.
- If you are NOT ready to Submit, click the [Save](#) button to save your application. You may access your application at any time through the My Applications page as long as the job posting is still open.
- To close your application without saving, click the [Close](#) button.

Self Identification (External Applicants Only)

Submit Online Application

Self Identification Details

Orange County is required by the U.S. Equal Employment Opportunity Commission (EEOC) to collect and maintain the information requested below for statistical reporting purposes only. This information will be maintained separately from your application and will not be considered in the application evaluation process. This information is voluntary and not required for employment consideration.

*Gender: Unknown ▼

Find First 1 of 1 Last

Ethnic Group

[Add Ethnic Group](#)

I decline to provide my self identification details.

Terms and Agreements

By submitting this application, I certify that the information provided is correct and complete to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or for dismissal from employment in accordance with Orange County Policy. I hereby authorize investigation of all statements I have made herein. I authorize the companies or persons named herein to give any information regarding my past employment, together with any information they may have regarding me, whether or not it is on their records. I hereby release said companies or persons, and Orange County Government from all liability for any damage whatsoever for issuing or obtaining this information. I understand that if I am selected for employment I will agree to comply with all its policies, rules, and regulations.

I agree to these terms
 I do not agree to these terms

[Return to Previous Page](#)

- Click the Drop Down ▼ button to view a list of available text for Gender and Ethnic Group or check the box, which reads: **I decline to provide my self-identification** details.
- Select either: **I agree to these terms** or **I do not agree to these terms** radio button. Applicants who selected I do not agree to these terms will not be allowed to submit an application for review.

- Click the Submit button to be considered for the position.

You have completed the application process. Upon submission, a confirmation of your application will be emailed to you and a list of positions for which you have applied will be displayed.

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Saved Searches](#)
[My Career Tools](#)

My Applications

✓ You have successfully submitted your job application.

My Applications

Display applications from: All Applications ▼

Applications In Progress		
Application	Status	Application Date
Sr. HRIS Analyst	Applied	08/24/2011 4:45PM

Note: Once you submitted your application, you will not be able to change it.