

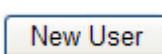
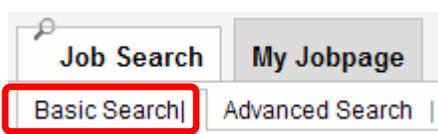
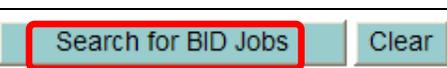
The Department of Human Resources has established a link on our website for candidates to create an email account. While it is not required to have an email address to create a candidate profile or apply for open positions, we strongly encourage candidates to create their own email address to enhance communication with the City of Chicago.

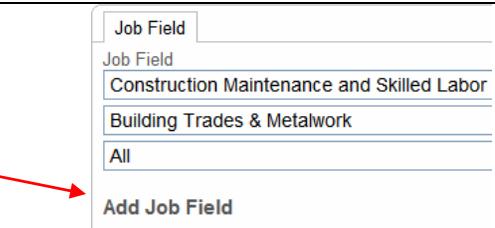
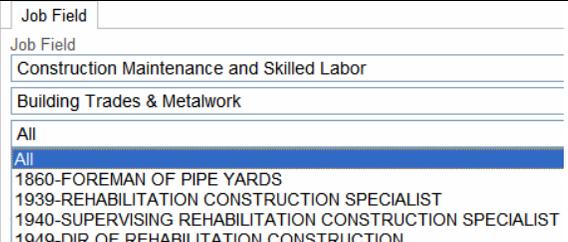
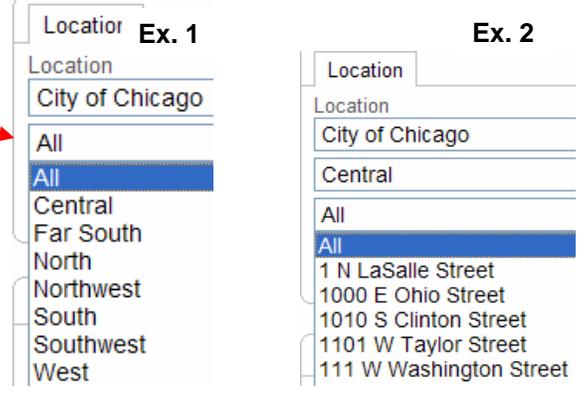
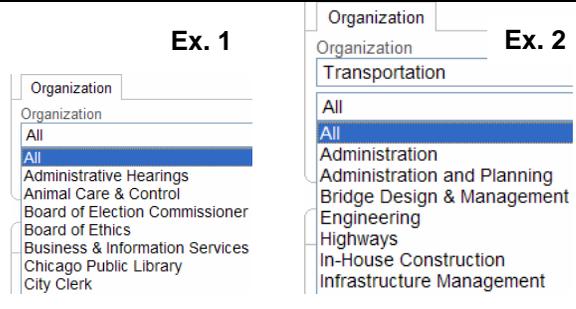
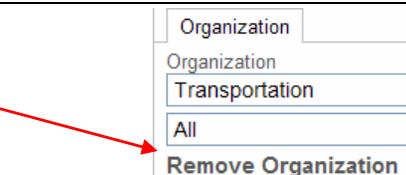
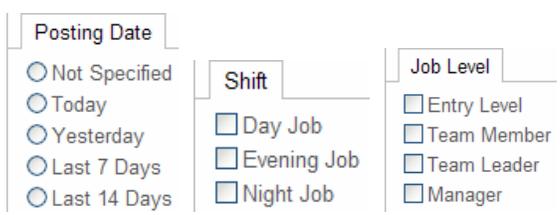
To find instructions to create an email address, simply:

- Access the City of Chicago Home Page: <http://www.cityofchicago.org>
- Select "Apply for Jobs" in the left column taking you to DHR's site
- Under "Apply Online", scroll down and click on "Signing up for a free email account" which takes you to detailed instructions on setting up an email address with free providers.

We hope you take advantage of this feature.

## Creating a User Name and Conducting a BID Search

<p><b>Navigating to Careers</b> Enter <a href="http://www.cityofchicago.org/CAREERS">www.cityofchicago.org/CAREERS</a> in the web address bar of the browser.</p>	
<p>From the <b>Apply Online</b> page click: <a href="#">Bid Opportunities - For City Of Chicago Employees and Bargaining Unit Members Only.</a></p>	
<p>Select <b>Sign In</b> in the upper right hand corner of the page.</p>	
<p>On the <b>Login Page</b> click the New User button. <b>If you have already created a user name please use it to login and go to Search step – 3 Steps below.</b></p>	
<p>Enter a User Name and then a Password, please be sure to record it somewhere for future reference, then click <b>Register</b>.</p>	
<p>Enter a security question and its answer, then click <b>OK</b>. The security question is used by the system if you forget your password.</p>	
<p><b>Please Note under the PERSONAL INFORMATION Tab</b> When you create your profile.</p> <p><b>If you are a current city employee and want to exercise your contractual rights to bid, you must check the box on the CAREERS application titled "Currently employed by the City of Chicago" and correctly enter your employee ID number. Your employee ID number can be found on the left hand corner of the pay check stub. Failure to do so will result in a REJECTED bid application.</b></p>	<p><b>Current City of Chicago Work Experience</b></p> <p><input type="checkbox"/> Currently employed by the City of Chicago</p> <p>Employee Number  <input type="text"/></p> <p><i>Your City of Chicago employee number is located on your paystub.</i></p> <p>*Bargaining Unit  <input type="text" value="Not Specified"/></p> <p><b>Failure to correctly enter your Employee ID will result in a rejected application. Your Employee ID can be found on the upper left hand corner of your pay check stub.</b></p>
<p><b>Search</b> This will automatically take you to the Basic Search tab as seen in the upper left corner.</p> <p>Click on the <b>Advanced Search</b> tab to begin searching for jobs.</p>	
<p><b>Bargaining Unit Search</b> The quickest and easiest way to see all the currently posted positions for a particular Bargaining Unit is to go to the bottom of the search options to the <b>Bargaining Unit</b> section and enter a Bargaining Unit number. Click on <b>Search for BID Jobs</b>. This will generate a current list of all the open positions for that Bargaining Unit.</p> <p>If you wish to reset your search click on the <b>Clear</b> button located at the top of the page. You will return to the <b>Advanced Job Search</b> page.</p>	
<p><b>Job Number Search</b> If you have the job number for a specific position you can enter it into the <b>Job Number</b> Field.</p>	<p>Job Number  <input type="text"/></p>
<p>Click on <b>Search for Jobs</b> and it will find that specific position.</p>	
<p><b>Job Field Search</b> Under <b>Job Field</b> you can leave it set to <u>All</u> or you can specify specific fields.</p>	<p>Job Field  <input type="text"/></p> <p>Job Field  <input type="text" value="All"/></p> <p>Accounting and Finance    Aviation</p>
<p>If you choose to select a field you can further choose to define your search by selecting a specific area under that field or you can leave it set to <u>All</u>.</p> <p><b>Example</b> <b>Job Field:</b> Construction Maintenance and Skilled Labor</p>	<p>Job Field  <input type="text"/></p> <p>Job Field  <input type="text" value="Construction Maintenance and Skilled Labor"/></p> <p>All    All    Animal Care Operations    Bridge Operations</p>

<p>Further refined the search by selecting a specific area under the selected job field. <u>Building Trades &amp; Metalwork</u> was selected.</p> <p>You can click <b>Add Job Field</b> and all the currently posted positions in the <u>Construction Maintenance and Skilled Labor</u> job field in the subgroup <u>Building Trades &amp; Metalwork</u> will show up in your search.</p>	
<p>You could choose to refine your search even further and select a specific position to search for by selecting a job title and then clicking <b>Add Job Field</b>.</p> <p>If you chose to do this, when you click the <b>Search for BID Jobs</b> button, if the position in the <u>Specified</u> job field in the specified subgroup is currently posted it will show up in your search. Repeat as desired.</p>	
<p>You can change these criteria by clicking on <b>Remove Job Field</b> and starting over.</p> <p>The more specific the search criteria the more refined the search results.</p>	
<p><b>Location Search</b> Under the Location Field you can leave it set to <u>All</u> or you can change it to City of Chicago. See Example 1.</p> <p>Changing this will allow you to search a specific section of the city for open positions.</p> <p>Click <b>Add Location</b> and when the search runs the currently posted positions in the specified section of the city will show up in the search. If Job Field was also used it will further refine the search.</p> <p>You could further refine your search and select a specific address to search for by selecting a specific address. See Example 2</p>	
<p>You can change these criteria by clicking on <b>Remove Location</b> and starting over.</p>	
<p><b>Organization Search</b> Under Organization you can leave it set to All or select a specific Department to search. See Example 1.</p> <p>Click <b>Add Organization</b> and when you run your search, all the currently posted positions in the specified organization will show up in your search. If Job Field and/or Location were also used, they will refine your search.</p> <p>You could choose to even further refine your search and select a specific Division or Bureau for by selecting a specific address. See Example 2</p>	
<p>You can change these criteria by clicking on <b>Remove Organization</b> and starting over.</p>	
<p>There are also five additional radio buttons and check boxes that can be used to quickly refine your search of the currently posted positions:</p> <ul style="list-style-type: none"> <li>▪ Posting Date</li> <li>▪ Shift</li> <li>▪ Job Level</li> <li>▪ Job Type</li> <li>▪ Education Level</li> </ul> <p>Simply click the radio button or mark the check boxes that you want to use to refine your search and then run your search by clicking on <b>Search for BID Jobs</b> at the bottom of the search section.</p>	 <p>Please remember, the more specific you are in regards to the position the more targeted the results will be.</p>
<p>Remember to click on <b>Search for Jobs</b> at the bottom of the search section.</p> <p>Please remember, the more specific the search criteria, the more refined the search results.</p>	