



# Candidate Experience Click-by-Click Guide

# Candidate Experience

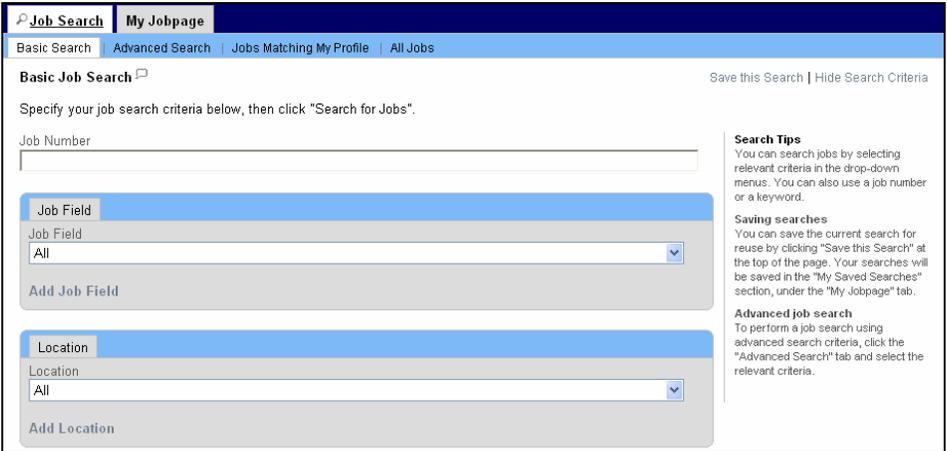
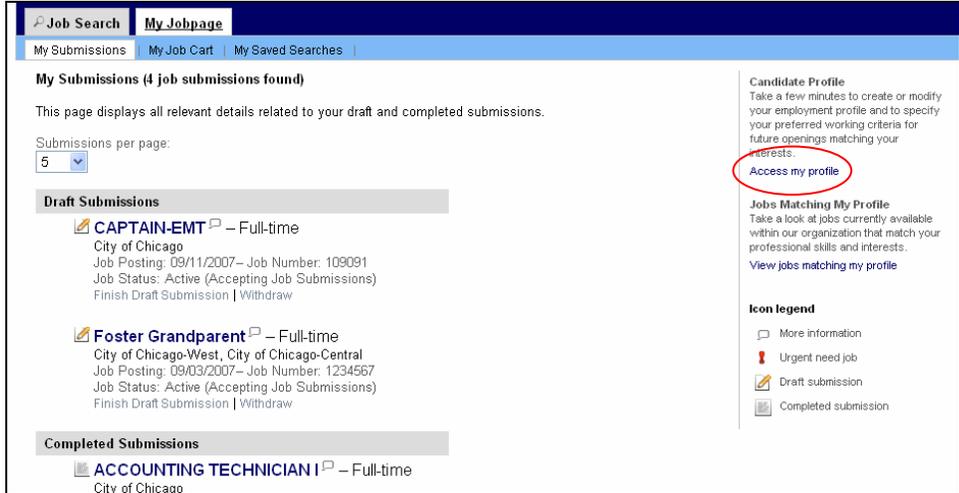
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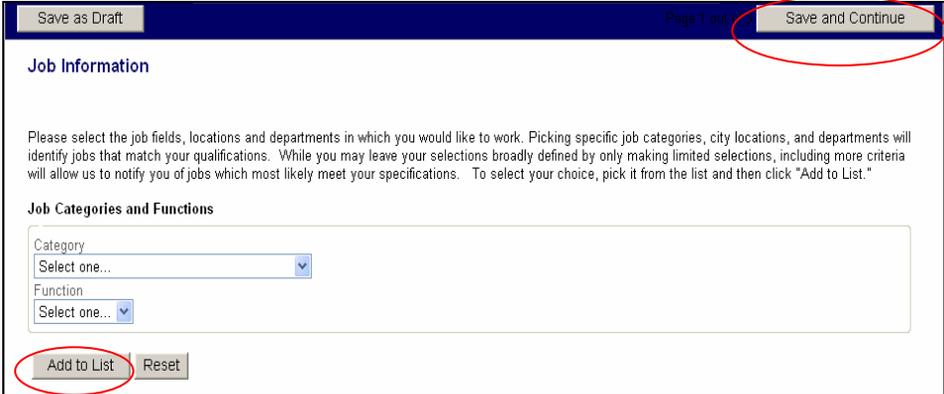
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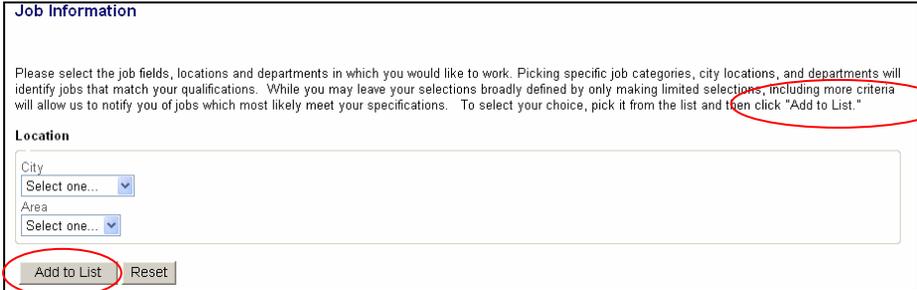
## Creating a Profile

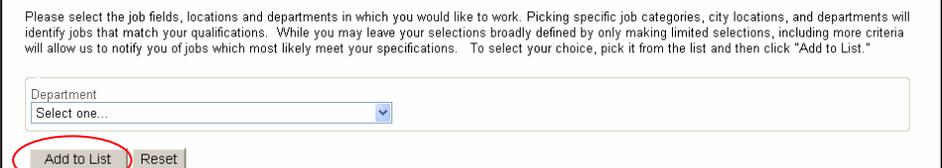
1	Access Taleo URL from Internet Explorer	<p>Open an Internet Explorer browser window and type the following URL into the address bar:</p> <p><a href="http://taleo.cityofchicago.org/">http://taleo.cityofchicago.org/</a></p> <p>Click on <b>Go</b> or hit the “Enter” key on your keyboard.</p> <p><i>Note: This URL does NOT have “www” in it.</i></p>
2	Select Career Section.	
3	Click Sign In.	

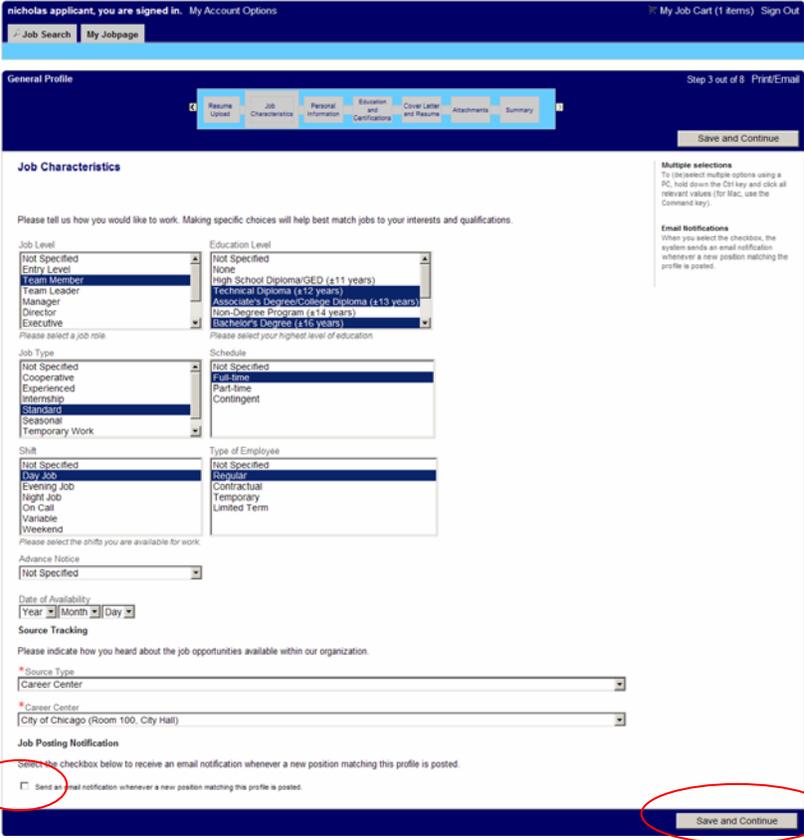
<p><b>4</b></p>	<p>Enter <b>User Name</b> and <b>Password</b> and Click Login if you are a returning user.</p>	<p>If you are a returning user, enter your <b>User Name</b> and <b>Password</b> that you previously created. Then click <b>Login</b>. This will log you in to your account. Skip to Step 8.</p>  <p><i>Note: User Names and Passwords are case sensitive</i></p>
<p><b>5</b></p>	<p>If you are a new user, click <b>New User</b>.</p>	
<p><b>6</b></p>	<p>The New User Registration window will open.</p> <p>Enter a user name and a password and click <b>Register</b>.</p>	<p><b>New User Registration</b></p> <p>Please take a few moments to register. You will need this information to access your account in the future.</p> <p><i>Mandatory fields are marked with an asterisk.</i></p> <p>*User Name JobApplicant@email.com</p> <p>*Password ●●●●●●</p> <p>*Re-enter Password ●●●●●●</p> <p><b>Register</b> Cancel</p>
<p><b>7</b></p>	<p>Create a security question, enter the answer and click OK to continue.</p>	<p><b>Security Question</b></p> <p>You must type a security question and provide its answer. This information will help us identify you if you forget your password and need to change it</p> <p>Question favorite color</p> <p>Answer blue</p> <p><b>OK</b></p>

<p>8</p>	<p>Click on My Jobpage</p>	<p>Click on My Jobpage.</p> 
<p>9</p>	<p>Click on <b>Access my profile</b></p>	<p>Click on <b>Access my profile</b> toward the bottom right hand corner of the screen.</p> 

10	Click on <b>Job Information</b>	Click on the <b>Job Information</b> link in the General Profile Section.
11	Select a <b>Category</b> and <b>Function</b>	
12	Click <b>Add to List</b>	Select a Job <b>Category</b> and related <b>Function</b> , then click <b>Add to List</b> . Continue this process until all job categories that you are interested in are added to the list.
13	Repeat Steps 10 and 11 as many times as necessary.	
14	Click <b>Save and Continue</b>	 <p>Select the Job Categories and Functions in which you would like to work. Picking specific job categories will identify jobs that match your qualifications. While you may leave your selections broadly defined by only making limited selections, including more criteria will allow us to notify you of jobs which most likely meet your specifications.</p>

15	Select a <b>Location</b> and <b>Area</b>	Select a <b>Location</b> and <b>Area</b> , then click <b>Add to List</b> . Continue this process until all locations that you are interested in are added to the list.
16	Click <b>Add to List</b>	
17	Repeat Steps 14 and 15 as many times as necessary	
18	Click <b>Save and Continue</b>	<p>Select the Locations and Areas in which you would like to work. Picking specific locations/areas will identify jobs that match your qualifications. While you may leave your selections broadly defined by only making limited selections, including more criteria will allow us to notify you of jobs which most likely meet your specifications.</p> <p>Click <b>Save and Continue</b>.</p>

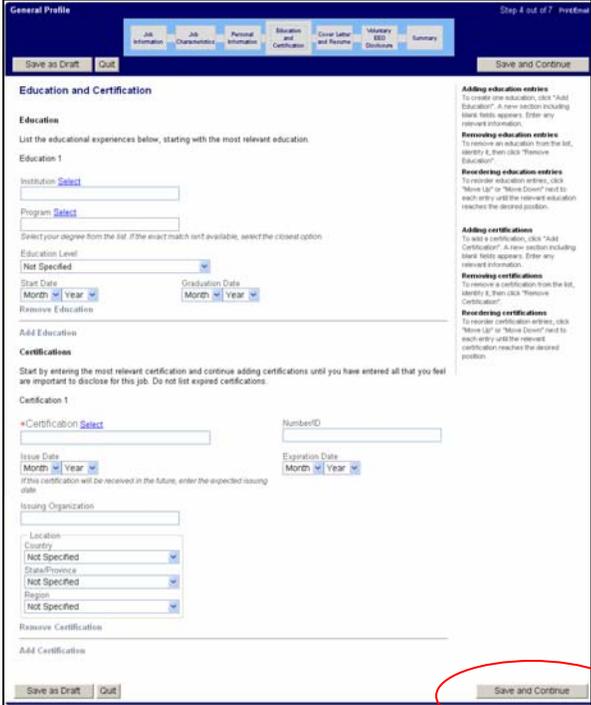
<p><b>19</b></p>	<p>Select a <b>Department</b></p>	<p>Select a <b>Department</b>, and then click <b>Add to List</b>. Continue this process until all locations that you are interested in are added to the list.</p>
<p><b>20</b></p>	<p>Click <b>Add to List</b></p>	
<p><b>21</b></p>	<p><b>Repeat Steps 18 and 19</b> as many times as necessary</p>	
<p><b>22</b></p>	<p>Click <b>Save and Continue</b></p>	<p>Select the Departments in which you would like to work. Picking specific departments will identify jobs that match your qualifications. While you may leave your selections broadly defined by only making limited selections, including more criteria will allow us to notify you of jobs which most likely meet your specifications.</p> <p>Click <b>Save and Continue</b>.</p>
<p><b>23</b></p>	<p>If you do not have an electronic resume to upload, select <b>I do not want to upload a resume</b>.</p> <p>If you do have an electronic copy of your resume and want the information populated, select <b>I want to upload a resume</b>.</p> <p>Click Browse to select the document you wish to upload.</p> <p>Click Save and Continue.</p>	<p><b>Resume Upload</b></p> <p><b>Resume Upload</b></p> <p>You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.</p> <p>If you do not upload a resume, you will need to fill out the online application manually.</p> <p><input checked="" type="radio"/> I do not want to upload a resume.</p> <p><input type="radio"/> I want to upload a resume.</p> <p>Select the resume file to upload</p> <p><input type="text"/> <input data-bbox="1003 1432 1133 1470" type="button" value="Browse..."/></p> <p>The attachment will be scanned to ensure it does not contain any viruses.</p> <p>Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.</p>

<p><b>24</b></p>	<p>Select <b>Job Characteristics</b></p>	<p>Select the <b>Job Characteristics</b> that best match your interests and qualifications.</p>
<p><b>25</b></p>	<p>Select a <b>Source Type</b> and <b>Related Event</b></p>	<p>Job Characteristics include:</p> <ul style="list-style-type: none"> <li>• Job Level</li> <li>• Education Level</li> <li>• Job Type</li> <li>• Schedule</li> <li>• Shift</li> <li>• Type of Employee</li> <li>• Advance Notice</li> <li>• Date of Availability</li> </ul>
<p><b>26</b></p>	<p>Click <b>Job Posting Notification</b></p>	<p>Select a <b>Source Type</b> and <b>Related Event</b> to indicate how you found out about the job opening.</p>
<p><b>27</b></p>	<p>Click <b>Save and Continue</b>.</p> <p>To select multiple values in the Job Characteristics section, hold the CTRL key and right click with the mouse.</p>	<p>Select a <b>Source Type</b> and <b>Related Event</b> to indicate how you found out about the job opening.</p>  <p>Click the Job Posting Notification checkbox to receive an email notification whenever a new position matching this profile is posted.</p> <p>Click Save and Continue.</p>

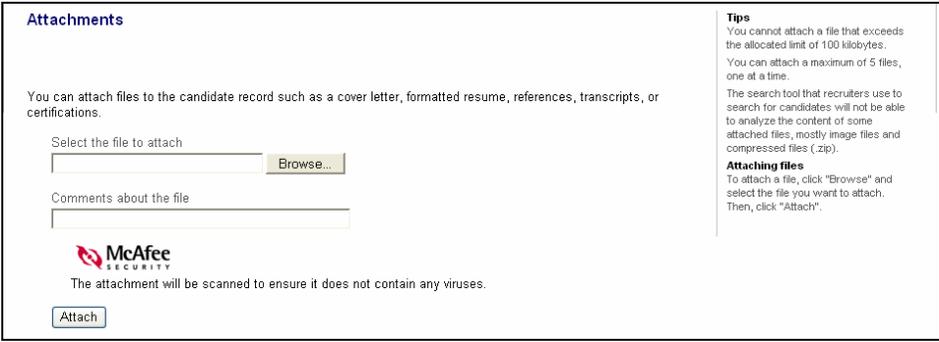
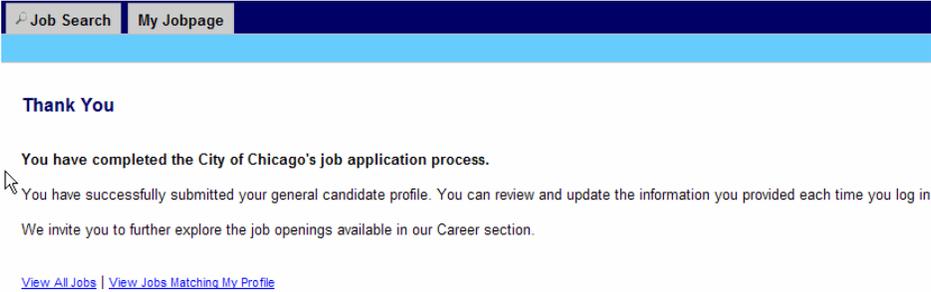
<p><b>28</b></p>	<p>Enter <b>Personal Information</b>.</p>	<p>Enter all relevant <b>Personal Information</b> in the fields.</p>
<p><b>29</b></p>	<p>Click <b>Save and Continue</b>.</p> <p><b>If you are a current city employee and want to exercise your contractual rights to bid, you must check the box on the CAREERS application titled "Currently employed by the City of Chicago", correctly enter your employee ID number, and select the appropriate Bargaining Unit. 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>Click either <b>Remove</b> or <b>Add Work Experience</b> to add another work experience entry. These links are located at the end of the work experience block on the Personal Information page.</p>	<p>Personal Information includes:</p> <ul style="list-style-type: none"> <li>• Contact Information</li> <li>• *Required Fields             <ul style="list-style-type: none"> <li>○ First Name*</li> <li>○ Last Name*</li> <li>○ Street Address (Line 1)*</li> <li>○ Place of Residence*                 <ul style="list-style-type: none"> <li>▪ Country</li> <li>▪ State/Province</li> <li>▪ Region</li> </ul> </li> <li>○ Zip/Postal Code*</li> <li>○ Phone Number*</li> <li>○ Bargaining Unit*</li> </ul> </li> <li>• Driver's License Information</li> <li>• Language Skills</li> <li>• Current City of Chicago Work Experience</li> <li>• Previous Employment with the City of Chicago</li> </ul> <p>Current City of Chicago Work Experience</p> <p><input type="checkbox"/> Currently employed by the City of Chicago</p> <p>Employee Number</p> <p><input type="text"/></p> <p><i>Your City of Chicago employee number is located on your paystub.</i></p> <p>*Bargaining Unit</p> <p><input type="text" value="Not Specified"/></p> <p>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.</p> <ul style="list-style-type: none"> <li>• Work Experience             <ul style="list-style-type: none"> <li>○ Current or Most Recent Employer</li> <li>○ Employer Address</li> <li>○ Supervisor Information</li> <li>○ Job Characteristics</li> </ul> </li> </ul> <p style="text-align: right;"><a href="#">Remove Work Experience</a></p> <hr/> <p style="text-align: right;"><a href="#">Add Work Experience</a></p>  <p>Click <b>Save and Continue</b>.</p>

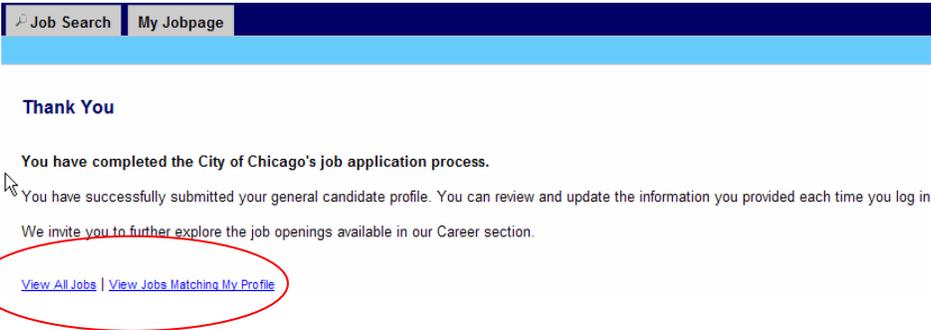
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<p><b>30</b></p>	<p>Enter <b>Education and Certification Information</b></p>	<p>Enter all relevant <b>Education and Certification</b> information in the fields.</p>
<p><b>31</b></p>	<p>Click <b>Add Education</b></p>	<p>Education Information includes:</p> <ul style="list-style-type: none"> <li>• Institution</li> <li>• Program</li> <li>• Education Level</li> <li>• Start Date</li> <li>• Graduation Date</li> </ul>
<p><b>32</b></p>	<p>Click <b>Add Certification</b></p>	<p>Click <b>Add Education</b> to include additional institutions and programs.</p>
<p><b>33</b></p>	<p>Click <b>Save and Continue</b></p>	<p>Certification Information includes:</p> <ul style="list-style-type: none"> <li>• Certification</li> <li>• Number/ID</li> <li>• Issue Date</li> <li>• Expiration Date</li> <li>• Issuing Organization</li> <li>• Location (Country/State/Province/Region)</li> </ul> <p>Click <b>Add Certification</b> to include additional institutions and programs.</p>  <p>The screenshot shows a web form titled 'Education and Certification' with a navigation bar at the top. The form is divided into two main sections: 'Education' and 'Certifications'. The 'Education' section includes fields for Institution, Program, Education Level, Start Date, and Graduation Date. The 'Certifications' section includes fields for Certification, NumberID, Issue Date, Expiration Date, Issuing Organization, and Location. A 'Save and Continue' button is circled in red at the bottom right of the form.</p>

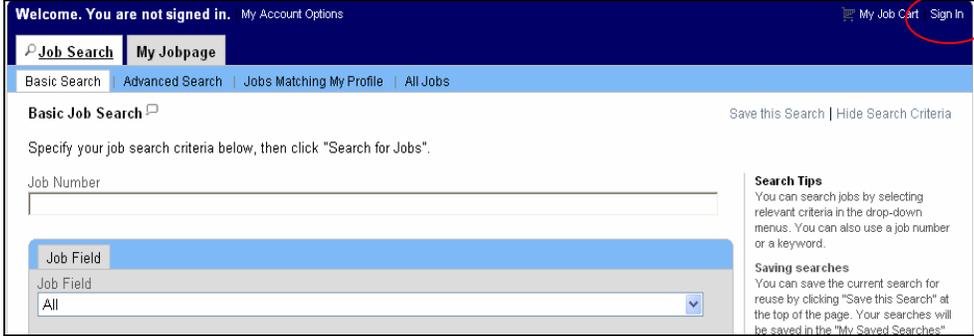
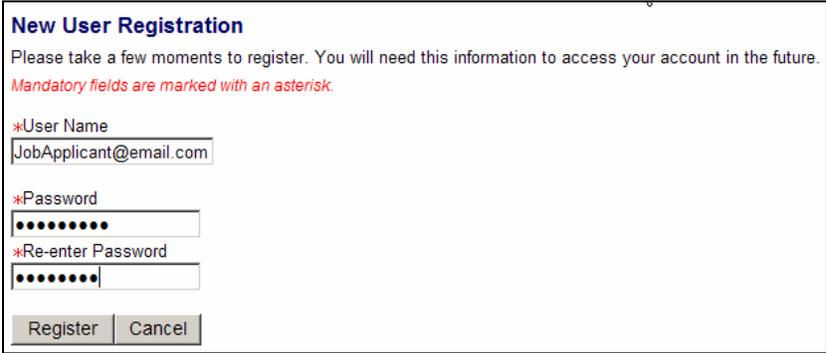
<p><b>34</b></p>	<p>Enter <b>Cover Letter</b> and <b>Resume</b> Information</p>	<p>Enter <b>Cover Letter</b> and <b>Resume</b> information. This information will be used when applying for jobs in the system.</p>
<p><b>35</b></p>	<p>Click <b>Save and Continue</b></p>	 <p><b>General Profile</b> Step 5 out of 7 Print/Email</p> <p>Job Information   Job Characteristics   Personal Information   Education and Certification   <b>Cover Letter and Resume</b>   Voluntary EEO Disclosure   Summary</p> <p>Save as Draft   <b>Save and Continue</b></p> <p><b>Cover Letter and Resume</b></p> <p><b>Cover Letter</b></p> <p>Type or paste a cover letter you want to submit along with the candidate record in the text field below. If you paste the text, please note that the original formatting will be modified. Plain text has no style elements, such as bullets, tables, bolded characters, etc. Make sure the text is properly formatted.</p> <p>Plain Text Cover Letter</p> <p><b>Resume</b></p> <p>You can provide a plain text version of your resume in the text field below. Type your resume directly in the text area or paste a copy from an original file. If you paste the resume, please note that the original formatting will be modified. Plain text has no style elements, such as bullets, tables, bolded characters, etc. Make sure the text is properly formatted.</p> <p>Plain Text Resume</p> <p>Save as Draft   Save and Continue</p> <p><b>What is "plain text"?</b> Plain text has no formatting at all (bold, italic, table, etc.). It is software independent and can be imported, read, and exported by virtually every software application.</p> <p><b>Copy-paste a cover letter</b> To copy and paste a cover letter: Open the cover letter file and highlight the text to copy. Hold down Ctrl + C simultaneously. The text is now copied. Place the cursor in the plain text cover letter field and hold down Ctrl + V simultaneously. The text is now pasted.</p> <p><b>Cover letter maximum length</b> The maximum length allowed in the cover letter text field is 4000 characters.</p> <p><b>What is "plain text"?</b> Plain text has no formatting at all (bold, italic, table, etc.). It is software independent and can be imported, read, and exported by virtually every software application.</p> <p><b>Copy-paste a resume</b> To copy and paste a resume: Open the original resume file and highlight the text to copy. Hold down Ctrl + C simultaneously. The text is now copied. Place the cursor in the plain text resume field and hold down Ctrl + V simultaneously. The text is now pasted.</p> <p><b>Resume maximum length</b> The maximum length allowed in the resume text field is 64000 characters.</p>
		<p>Click <b>Save and Continue</b>.</p>

<p><b>36</b></p>	<p>Click <b>Browse</b> to select a file for attachment.</p> <p>Click <b>Attach</b>.</p> <p>Select relevant files to be considered in conjunction with your profile information by placing a checkmark in the applicable boxes.</p> <p>Click <b>Save and Continue</b>.</p> <p>Attachments are limited to 500 kilobytes. If you are unsure of your file size, you may try uploading but may not be able to complete the task if the file is too large.</p>	 <p>Once the document is attached, you have the ability to designate which attachments are relevant to that particular job application.</p> <p>This section displays basic information regarding the files attached to the candidate record. The "Relevant Files" column allows you to select the files relevant to this job submission.</p> <table border="1" data-bbox="560 762 1474 850"> <thead> <tr> <th>Relevant Files</th> <th>File Name</th> <th>Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><a href="#">outstanding support processes_Aug26_08.xls</a></td> <td>2008.Aug.26</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">Heidi Crall Blanchard_Resume.doc</a></td> <td>2008.Aug.26</td> <td></td> </tr> </tbody> </table> <p>Click the <b>Attach</b> button to attach the file to you application. Click <b>Save and Continue</b>.</p>	Relevant Files	File Name	Date	Comments	<input type="checkbox"/>	<a href="#">outstanding support processes_Aug26_08.xls</a>	2008.Aug.26		<input checked="" type="checkbox"/>	<a href="#">Heidi Crall Blanchard_Resume.doc</a>	2008.Aug.26	
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<p><b>37</b></p>	<p>Review <b>Summary Information</b></p>	<p>Review all information that you've included to this point. After reviewing to your satisfaction click <b>Submit</b>.</p>												
<p><b>38</b></p>	<p>Click <b>Submit</b></p>	 <p><b>Summary</b></p> <p>This summary displays the information included in the job submission form. To modify some specific information, click "Edit" next to the relevant section.</p>												
<p><b>39</b></p>	<p>After submitting profile information, the <b>Thank You</b> page appears.</p>	 <p><b>Thank You</b></p> <p>You have completed the City of Chicago's job application process.</p> <p>You have successfully submitted your general candidate profile. You can review and update the information you provided each time you log in.</p> <p>We invite you to further explore the job openings available in our Career section.</p> <p><a href="#">View All Jobs</a>   <a href="#">View Jobs Matching My Profile</a></p>												

<p><b>40</b></p>	<p>There are three navigation options from the Thank You page.</p> <p>Click <b>View All Jobs</b> to see all positions posted on the City's career section.</p> <p>Click <b>View Jobs Matching My Profile</b> to see jobs that match the job characteristics identified in your Profile.</p>	 <p>The screenshot shows a dark blue header with 'Job Search' and 'My Jobpage' tabs. Below the header, the text reads: 'Thank You', 'You have completed the City of Chicago's job application process.', 'You have successfully submitted your general candidate profile. You can review and update the information you provided each time you log in.', and 'We invite you to further explore the job openings available in our Career section.' At the bottom, there are two blue links: 'View All Jobs' and 'View Jobs Matching My Profile', both of which are circled in red.</p>
<p><b>41</b></p>	<p>Another navigation option is Clicking <b>Job Search</b> from the <b>Summary</b> page to open the current list of open positions.</p>	 <p>The screenshot shows a dark blue header with the text 'nicholas applicant, you are signed in.   My Account Options'. Below this, there are two tabs: 'Job Search' and 'My Jobpage'. The 'Job Search' tab is circled in red.</p>
<p><b>42</b></p>	<p>Clicking <b>My Jobpage</b> from the Summary page gives you access to the <b>My Submissions, My Job Cart, and the My Saved Searches</b> tabs.</p>	 <p>The screenshot shows a dark blue header with the text 'nicholas applicant, you are signed in.   My Account Options'. Below this, there are two tabs: 'Job Search' and 'My Jobpage'. The 'My Jobpage' tab is circled in red. Below the tabs, there is a light blue bar with three links: 'My Submissions   My Job Cart   My Saved Searches  '.</p>
<p><b>Completed</b></p>		

## Applying for a Job

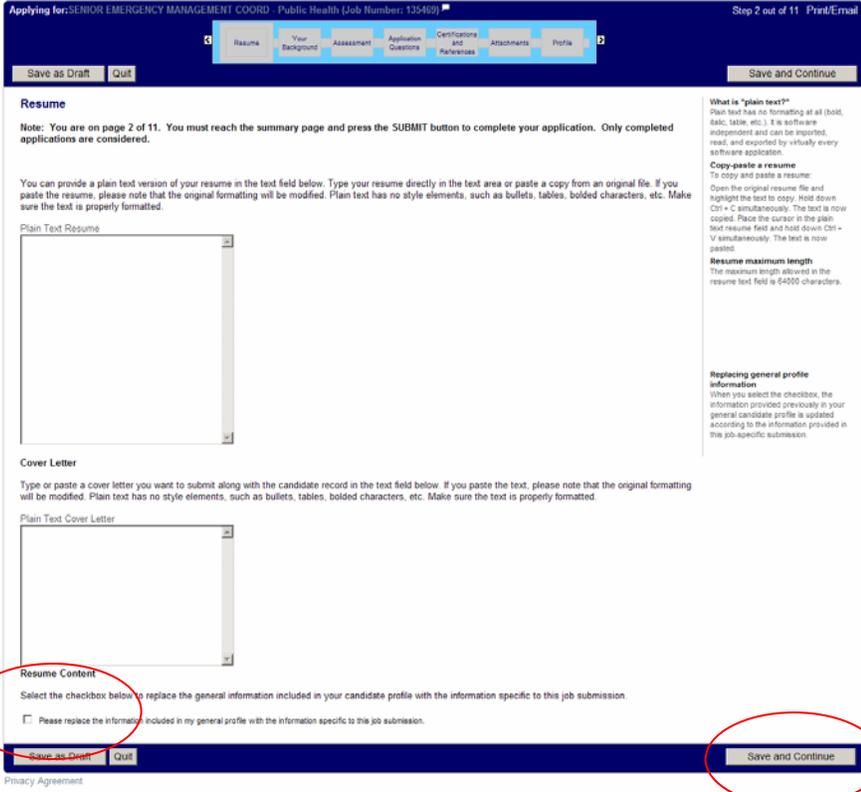
1	Access Taleo URL from Internet Explorer.	<p>Open an Internet Explorer browser window and type the following URL into the address bar:</p> <p><a href="http://taleo.cityofchicago.org">http://taleo.cityofchicago.org</a></p> <p>Click on <b>Go</b> or hit the “Enter” key on your keyboard.</p> <p><i>Note: This URL does NOT have “www” in it.</i></p>
2	Click on <b>Career Section</b> .	<p>At the Taleo menu page, click on <b>Career Section</b>.</p> 

<p>3</p>	<p>Click <b>Sign In</b></p>	<p>On the Job Search page click <b>Sign In</b>.</p> 
<p>4</p>	<p>Enter <b>User Name</b> and <b>Password</b> and Click Login if you are a returning user.</p>	<p>If you are a returning user, enter your <b>User Name</b> and <b>Password</b> that you previously created. Then click <b>Login</b>. This will log you in to your account. Skip to Step 8.</p>  <p><i>Note: User Names and Passwords are case sensitive</i></p>
<p>5</p>	<p>If you are a new user, click <b>New User</b>.</p>	
<p>6</p>	<p>The <b>New User Registration</b> window will open.</p> <p>Enter a user name and a password and click <b>Register</b>.</p>	

<p><b>7</b></p>	<p>Create a security question, enter the answer and click OK to continue.</p>	<div data-bbox="548 220 1497 443"> <p><b>Security Question</b></p> <p>You must type a security question and provide its answer. This information will help us identify you if you forget your password and need to change it.</p> <p>Question  <input type="text" value="favorite color"/></p> <p>Answer  <input type="text" value="blue"/></p> <p><input type="button" value="OK"/></p> </div>
<p><b>8</b></p>	<p>Click the <b>Job Search</b> tab.</p>	<p>Click on the Job Search tab.</p> <div data-bbox="532 575 1503 1031"> <p>The screenshot shows the 'My Jobpage' interface. At the top, there are navigation tabs: 'Job Search' (highlighted with a red circle), 'My Jobpage', 'Basic Search', 'Advanced Search', 'Jobs Matching My Profile', and 'All Jobs'. Below the tabs, the 'Basic Job Search' section is active. It includes a 'Job Number' input field, a 'Job Field' dropdown menu (set to 'All'), and a 'Location' dropdown menu (set to 'All'). There are also 'Add Job Field' and 'Add Location' buttons. On the right side, there are 'Search Tips', 'Saving searches', and 'Advanced job search' sections with explanatory text.</p> </div>

<p><b>9</b></p>	<p>Scroll down and browse through the list of jobs and click <b>Apply</b> on the job for which you wish to apply.</p>	<p>Scroll down the page and browse through the list of jobs that are posted.</p> <p>Click <b>Apply</b> on the job for which you wish to apply.</p> <div data-bbox="597 352 1453 1092" style="border: 1px solid black; padding: 5px;"> <p>Search Results (109 jobs found)</p> <p>Results per page 5</p> <p>Sort by Posting Date (Descending Order)</p> <p><b>CAPTAIN-EMT</b>   <input type="checkbox"/> Full-time City of Chicago Job Posting: 09/11/2007 Job Number109091</p> <p><b>Apply</b>   Add to My Job Cart</p> <p><b>CAPTAIN-EMT</b>   <input type="checkbox"/> Full-time City of Chicago Job Posting: 09/11/2007 Job Number312226</p> <p>Apply   Add to My Job Cart</p> <p><b>BATTALION CHIEF</b>   <input type="checkbox"/> Full-time City of Chicago-North Job Posting: 09/11/2007 Job Number116858</p> <p>Apply   Add to My Job Cart</p> <p><b>First Deputy Commissioner</b>   <input type="checkbox"/> Full-time City of Chicago-Central, City of Chicago-Central Job Posting: 09/11/2007 Job NumberGS12345678</p> <p>Apply   Add to My Job Cart</p> </div>
<p><b>10</b></p>	<p>Review the Privacy Agreement and click the radio button for <b>I Accept</b>. If you decline the Privacy Agreement, you will return to the job list page.</p>	<p>Review the Privacy Agreement and click the <b>I Accept</b> radio button and then click <b>Continue</b>.</p> <div data-bbox="597 1234 1432 1459" style="border: 1px solid gray; padding: 5px;"> <p>Privacy Agreement</p> <p>You must complete the entire application, submit your application, and reach the THANK YOU FOR YOUR SUBMISSION page to be considered for a position. Incomplete applications will not be evaluated.</p> <p>Please read these terms and conditions carefully.</p> <p>Welcome to the City of Chicago recruitment website. By registering at this site, you are authorizing the City of Chicago, "the City", acting on behalf of itself and its affiliates, to collect your personal information relevant to employment with the City, and hold it in a database physically located in Chicago, Illinois, United States of America. Your personal information will only be accessed by employees of the City of Chicago or its agents, whose job function involves hiring employees or human resource management and administration. As a result of your registration, you may be contacted in the future with details on other positions that match your expressed skills and background and to update your information.</p> </div>
<p><b>11</b></p>	<p>Click <b>Continue</b></p>	<div data-bbox="597 1459 722 1533" style="border: 1px solid gray; padding: 5px;"> <p><input checked="" type="radio"/> I Accept</p> <p><input type="radio"/> I Decline</p> <p>Continue Cancel</p> </div>

<p><b>12</b></p>	<p>Decide whether or not to upload an electronic copy of your resume.</p>	<p>Click the radio button for <b>I want to upload a resume</b> if you have an electronic copy of your resume.</p>
<p><b>13</b></p>	<p>To find your resume, click <b>Browse</b></p>	<p>Click the radio button for <b>I do not want to upload a resume</b> if you do not have an electronic copy of your resume.</p>
<p><b>14</b></p>	<p>Click <b>Save and Continue</b></p>	<div data-bbox="548 422 1516 930" style="border: 1px solid black; padding: 5px;"> <p><b>Resume Upload</b></p> <p>Note: You are on page 1 of 11. You must reach the summary page and press the SUBMIT button to complete your application. Only completed applications are considered.</p> <p>Resume Upload</p> <p>You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.</p> <p>If you do not upload a resume, you will need to fill out the online application manually.</p> <p> <input checked="" type="radio"/> I do not want to upload a resume.  <input type="radio"/> I want to upload a resume.         </p> <p>Select the resume file to upload</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> <input type="text"/> <input type="button" value="Browse..."/> </div> <p>The attachment will be scanned to ensure it does not contain any viruses.</p> <p>Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.</p> </div> <p>Click the <b>Browse</b> button to find the name of your resume.</p> <p>Once you have selected the document to parse, click <b>Save and Continue</b>. Your resume will be parsed into the system.</p> <p>Note: You should verify the information that is extracted to ensure that it is complete and accurate. You will have the option to verify all of the information that is uploaded as you complete your application.</p>

<p><b>15</b></p>	<p>Type your <b>Resume</b> and <b>Cover Letter</b> into the space provided</p>	<p>If you do not upload a resume, then type or paste your <b>Resume</b> and <b>Cover Letter</b> into the space provided.</p>
<p><b>16</b></p>	<p>Select <b>Please replace....</b> if your cover letter or resume were modified</p>	<p>If you entered a Resume and Cover Letter when you created your job profile, verify that the information carried over correctly.</p> <p>Select <b>Please replace the information included in my general profile with the information specific to this job submission</b> if a cover letter and/or resume were entered/modified in the above text boxes and you wish to overwrite your profile resume and cover letter. If you leave the box unchecked, the resume and cover letter created will be job specific.</p>
<p><b>17</b></p>	<p>Click <b>Save and Continue</b></p>	 <p>Click <b>Save and Continue</b> to move to the next page of the application.</p>

<p><b>18</b></p>	<p>Verify <b>Source Type</b> and <b>Related</b> information</p>	<p>Verify <b>Source Type</b> and <b>Related</b> information carried over if you previously created a profile. If this is your first application, complete <b>Source Type</b>.</p> <div data-bbox="435 323 1526 630" style="border: 1px solid black; padding: 5px;"><p><b>Your Background</b></p><p>Note: You are on page 3 of 11. You must reach the summary page and press the SUBMIT button to complete your application. Only completed applications are considered.</p><p>How did you learn about job opportunities with the City of Chicago?</p><p>*Source Type City of Chicago Website</p><p>*City of Chicago Website Career Section</p></div>
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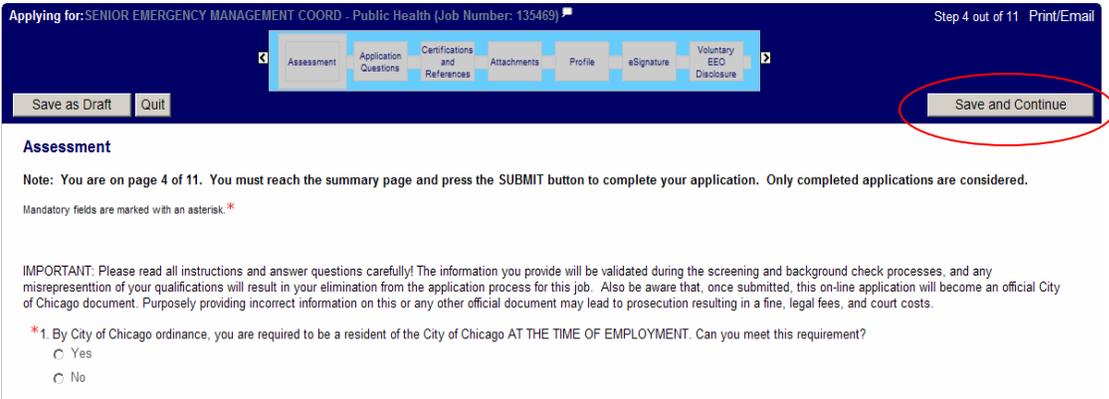
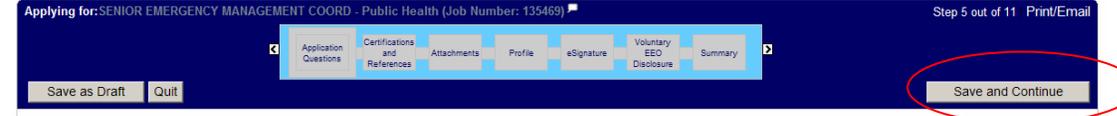
<p><b>19</b></p>	<p>Verify <b>Background Information</b> carried over from you job profile</p>	<p>Verify that the information from your job profile carried over to the <b>Your Background</b> page. Background Information includes:</p>
<p><b>20</b></p>	<p>Verify <b>Contact Information</b>. Required fields are marked with an asterisk.</p>	<p><b>Contact Information</b></p> <ul style="list-style-type: none"> <li>• First Name*</li> <li>• Last Name*</li> <li>• Street Address (Line 1)*</li> <li>• Place of Residence*             <ul style="list-style-type: none"> <li>○ Country</li> <li>○ State/Province</li> <li>○ Region (City)</li> </ul> </li> <li>• Zip/Postal Code*</li> <li>• Phone Number*</li> <li>• Email Address (desired)</li> <li>• Preferred Contact Method</li> </ul> <p>*Required Fields</p> <div data-bbox="565 840 1485 1612" style="border: 1px solid black; padding: 5px;"> <p><b>Your Background</b></p> <p>Note: You are on page 3 of 11. You must reach the summary page and press the SUBMIT button to complete your application. Only completed applications are considered.</p> <p>How did you learn about job opportunities with the City of Chicago?</p> <p>*Source Type  <input type="text" value="Career Center"/></p> <p>*Career Center  <input type="text" value="City of Chicago (Room 100, City Hall)"/></p> <p>Please complete the following fields.</p> <p>*First Name <input type="text" value="Nicholas"/> *Last Name <input type="text" value="Applicant"/></p> <p>*Street Address (Line 1)  <input type="text" value="123 N. Hollywood Blvd."/></p> <p>Street Address (Line 2)  <input type="text"/></p> <p>*Place of Residence          Country <input type="text" value="United States"/>          State/Province <input type="text" value="Illinois"/>          Region <input type="text" value="Chicago"/></p> <p>Current Address          *Zip/Postal Code <input type="text" value="60602"/></p> <p>Where can we contact you?          *Phone Number <input type="text" value="312-555-1212"/></p> </div>

<p><b>21</b></p>	<p><b>Verify Driver's License Information</b></p>	<p><b>Verify Driver's License Information.</b></p> <p><b>Driver's License Information</b></p> <p>Do you possess a valid US driver's license?  <input type="text" value="Yes"/></p> <p>Driver's License State of Issue  <input type="text" value="IL"/></p> <p>Driver's License Endorsements</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Not Specified</li> <li><input checked="" type="checkbox"/> T Double/Triple Trailers</li> <li><input type="checkbox"/> N Tank Vehicles</li> <li><input type="checkbox"/> H Hazardous Material Vehicles</li> <li><input checked="" type="checkbox"/> X Combination Hazardous Material/Tank Vehicles</li> <li><input type="checkbox"/> P Passenger Carrying Vehicles</li> <li><input type="checkbox"/> C Charter Bus</li> </ul> <p>Driver's License Type  <input type="text" value="Class A"/></p> <p><b>Driver's License Information</b></p> <ul style="list-style-type: none"> <li>• Do you possess a valid US driver's license?</li> <li>• Driver's License State of Issue</li> <li>• Endorsements</li> <li>• Driver's license type</li> </ul>
<p><b>22</b></p>	<p><b>Verify Language Skills</b></p>	<p><b>Verify Language Skills.</b></p> <p><b>Language Skills</b></p> <p>Please select all languages which you can read, write and speak.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Not Specified</li> <li><input type="checkbox"/> Afrikaans</li> <li><input type="checkbox"/> Arabic</li> <li><input type="checkbox"/> Cantonese</li> <li><input type="checkbox"/> Chinese</li> <li><input type="checkbox"/> Danish</li> <li><input type="checkbox"/> English</li> </ul>

<p><b>23</b></p>	<p><b>Verify Previous City of Chicago Work Experience.</b></p> <p>If you are a current City of Chicago employee, check the box and enter your <b>Employee Number</b>, which can be found on your paystub.</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 “already employed by this company” 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>Verify Previous City of Chicago Work Experience.</b></p> <div data-bbox="609 289 1442 1339" style="border: 1px solid black; padding: 10px;"> <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 a Bargaining Unit Member"/></p> <p><b>Previous Employment with the City of Chicago</b></p> <p>Have you previously been employed by the City of Chicago?  <input type="text" value="Not Specified"/></p> <p>If you have previously been employed by the City of Chicago, please provide the following:  <b>Start/End Dates, Job Title/Duties</b>  <input type="text"/></p> <p>If you have previously been employed by the City of Chicago, indicate the department(s) in which you worked.</p> <input type="text" value="Not Specified"/> <ul style="list-style-type: none"> <li>Office of the Mayor</li> <li>Office of the Inspector General</li> <li>O'Hare Modernization Program</li> <li>Office of Budget and Management</li> <li>Business and Information Services</li> <li>Planning and Development</li> </ul> <p>Why did you end employment with the City of Chicago?  <input type="text" value="Not Specified"/></p> </div> <p><b>Current City of Chicago Work Experience</b></p> <ul style="list-style-type: none"> <li>• Check the box if you are currently employed by the City of Chicago</li> <li>• Employee Number: Your employee number can be found on your pay stub.</li> </ul> <p><b>Previous Employment with the City of Chicago</b></p> <ul style="list-style-type: none"> <li>• Specify if you've previously been employed by the City of Chicago</li> <li>• Enter previous employment Start/End Dates and Job Title</li> <li>• Enter the Department(s) in which you were employed</li> <li>• Specify why your employment with the City of Chicago ended</li> </ul>
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<p><b>24</b></p> <p><b>Enter Previous Work Experience</b></p> <p>Clicking the link below Start Date or End Date will open a pop up calendar.</p>	<p><b>Enter your Work Experience.</b></p> <p>Work Experience 1</p> <p>Your Title  <input type="text"/></p> <p>Employer <a href="#">Select</a>  <input type="text"/></p> <p><input type="checkbox"/> Current Job</p> <p>Start Date <a href="#">Not Specified</a>      End Date <a href="#">Not Specified</a>  <small>Leave this field blank if this is your current employer.</small></p> <p><b>Employer Address</b></p> <p>Employer Address <input type="text"/>      Suite Number <input type="text"/></p> <p>City <input type="text"/>      State/Province/Region <input type="text"/></p> <p>Zip or Postal Code <input type="text"/>      Employer Country <input type="text"/></p> <p><b>Supervisor Information</b></p> <p>Supervisor's Name <input type="text"/></p> <p>Supervisor's Title <input type="text"/></p> <p>Supervisor's Phone <input type="text"/></p> <p><input type="checkbox"/> May we contact the supervisor?</p> <p><b>Job Characteristics</b></p> <p>Achievements <input type="text"/></p> <p>Average Hours Per Week <input type="text"/></p> <p>Years in this job in which you supervised others? <input type="text"/></p> <p>Largest number of employees supervised? <input type="text"/></p> <p>Example: 10</p> <p>Reason for Leaving  <input type="text" value="Not Specified"/></p> <p><a href="#">Remove Work Experience</a></p> <hr/> <p><a href="#">Add Work Experience</a></p> <p><b>Work Experience</b></p> <ul style="list-style-type: none"> <li>• Current or Most Recent Employer</li> <li>• Employer Address</li> <li>• Dates of Employment</li> <li>• Supervisor Information</li> <li>• Job Characteristics</li> </ul>
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<p><b>25</b></p>	<p>Enter <b>Education Information</b></p>	<p>Enter <b>Education Information.</b></p>
<p><b>26</b></p>	<p>Click <b>Save and Continue</b></p>	<p>Education 1</p> <p>Institution <a href="#">Select</a></p> <input type="text"/> <p>Program <a href="#">Select</a></p> <input type="text"/> <p><i>Select your degree from the list. If the exact match is not available, select the closest option.</i></p> <p>Education Level</p> <input type="text" value="Not Specified"/> <p>Type of Degree</p> <input type="text"/> <a href="#">Search</a> <p>Graduation Date</p> <a href="#">Not Specified</a> <p>Number of Credits Earned</p> <input type="text"/> <p>Example: 20</p> <p><a href="#">Remove Education</a></p> <hr/> <p><a href="#">Add Education</a></p> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Institution</li> <li>• Program</li> <li>• Education Level</li> <li>• Start Date</li> <li>• Graduation Date</li> </ul> <p>Click <b>Save and Continue</b> after verifying your information.</p>

<p><b>27</b></p>	<p>Complete <b>Assessment</b> questions.</p> <p>Press Save and Continue.</p>	 <p>After completing the information on the <b>Your Background</b> page, you will be presented with questions relating to your application for the position. These questions are found on the <b>Assessment</b> and <b>Application Questions</b> pages.</p>  <p><b>Assessment</b></p> <p>Note: You are on page 4 of 11. You must reach the summary page and press the SUBMIT button to complete your application. Only completed applications are considered.</p> <p>Mandatory fields are marked with an asterisk.*</p> <p>IMPORTANT: Please read all instructions and answer questions carefully! The information you provide will be validated during the screening and background check processes, and any misrepresentation of your qualifications will result in your elimination from the application process for this job. Also be aware that, once submitted, this on-line application will become an official City of Chicago document. Purposely providing incorrect information on this or any other official document may lead to prosecution resulting in a fine, legal fees, and court costs.</p> <p>* 1. By City of Chicago ordinance, you are required to be a resident of the City of Chicago AT THE TIME OF EMPLOYMENT. Can you meet this requirement?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p><b>28</b></p>	<p>Complete <b>Application Questions</b>.</p> <p>Press <b>Save and Continue</b>.</p>	 <p><b>Application Questions</b></p> <p>Note: You are on page 5 of 11. You must reach the summary page and press the SUBMIT button to complete your application. Only completed applications are considered.</p> <p><b>Questionnaire</b></p> <p>Please answer the following questions as accurately as possible.</p> <p>1. Please choose the statement that most accurately describes your level of proficiency with emergency management response planning and the principles governing emergency management operations as of today's date:</p> <p><input type="radio"/> None: No experience with this type of work.</p> <p><input type="radio"/> Novice: A beginner; new to this discipline or work activity with basic experience.</p> <p><input type="radio"/> Intermediate: Able to work independently in this discipline or activity.</p> <p><input type="radio"/> Advanced: Highly competent in this discipline or work activity; may provide coaching to others.</p> <p><input type="radio"/> Expert: Ability to demonstrate significant expertise developed over a period of time in this discipline or work activity.</p>

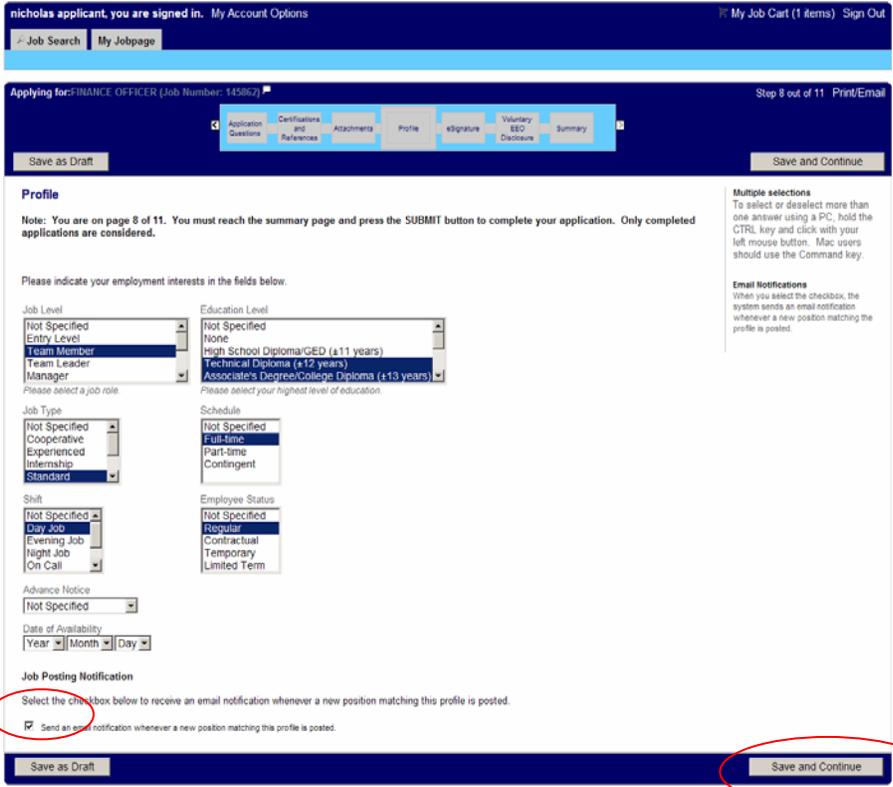
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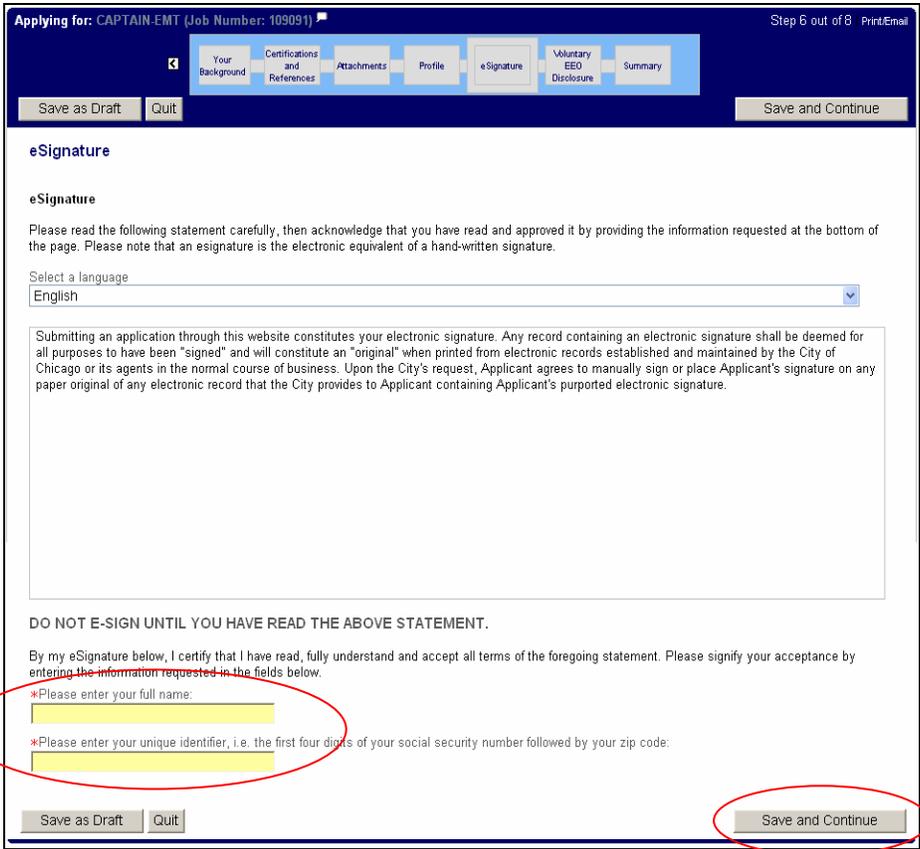
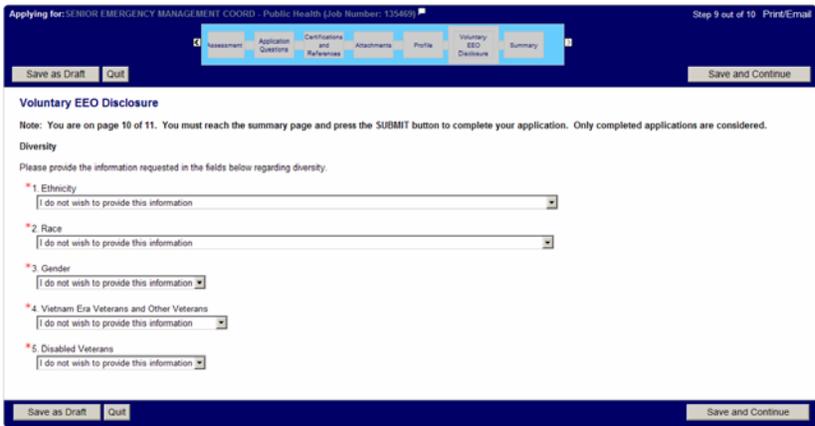
Enter **Certifications and References.**

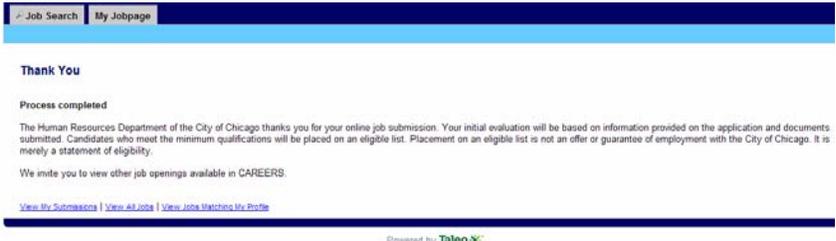
Press **Save and Continue** to advance.

Enter information on any certifications that you hold which may be relevant to your job application on the Certifications and References Page. Enter at least one reference who can speak to your professional skills.

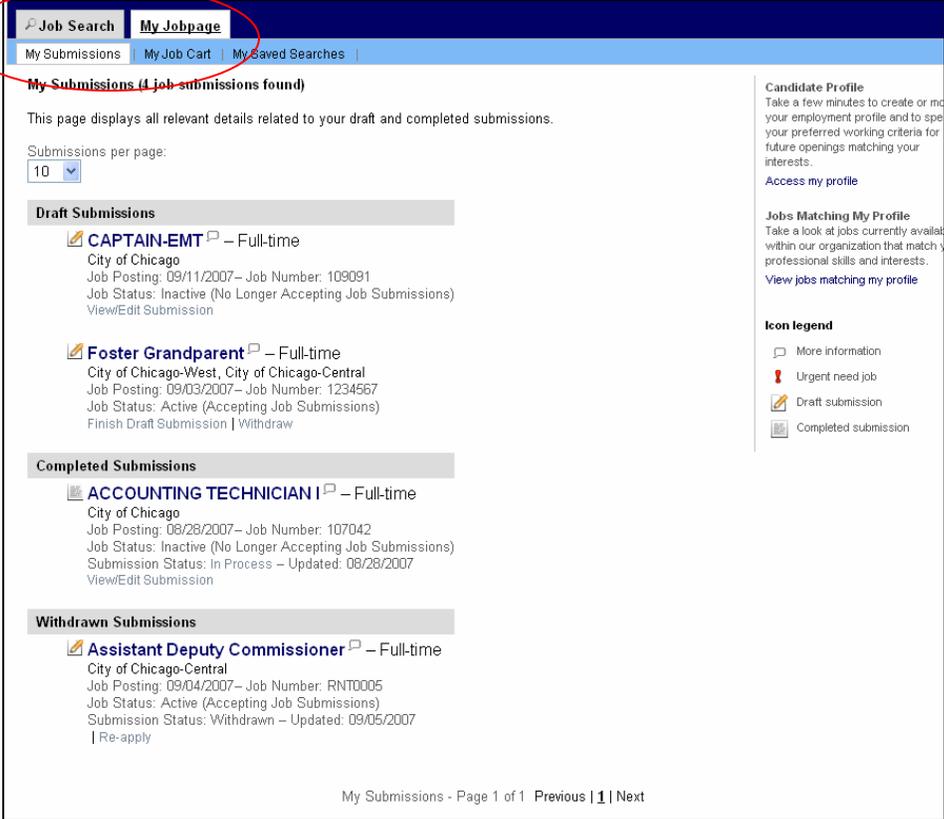
<p><b>30</b></p>	<p>Click <b>Browse</b> to select a file for attachment.</p> <p>Attachments are limited to 500 kilobytes. If you are unsure of your file size, you may try uploading but may not be able to complete the task if the file is too large.</p>	<p>Click the <b>Browse</b> button to select a file for attachment to your application.</p> <div data-bbox="560 289 1502 630"> </div>												
<p><b>31</b></p>	<p>Click <b>Attach</b></p>	<p>Once the document is attached, you have the ability to designate which attachments are relevant to that particular job application.</p>												
<p><b>32</b></p>	<p>Click <b>Save and Continue</b></p>	<p>This section displays basic information regarding the files attached to the candidate record. The "Relevant Files" column allows you to select the files relevant to this job submission.</p> <table border="1" data-bbox="560 829 1477 913"> <thead> <tr> <th>Relevant Files</th> <th>File Name</th> <th>Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><a href="#">outstanding support processes_Aug26_08.xls</a></td> <td>2008_Aug.26</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">Heidi Crall Blanchard_Resume.doc</a></td> <td>2008_Aug.26</td> <td></td> </tr> </tbody> </table> <p>Click the <b>Attach</b> button to attach the file to you application.</p> <p>Click <b>Save and Continue</b>.</p>	Relevant Files	File Name	Date	Comments	<input type="checkbox"/>	<a href="#">outstanding support processes_Aug26_08.xls</a>	2008_Aug.26		<input checked="" type="checkbox"/>	<a href="#">Heidi Crall Blanchard_Resume.doc</a>	2008_Aug.26	
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<input type="checkbox"/>	<a href="#">outstanding support processes_Aug26_08.xls</a>	2008_Aug.26												
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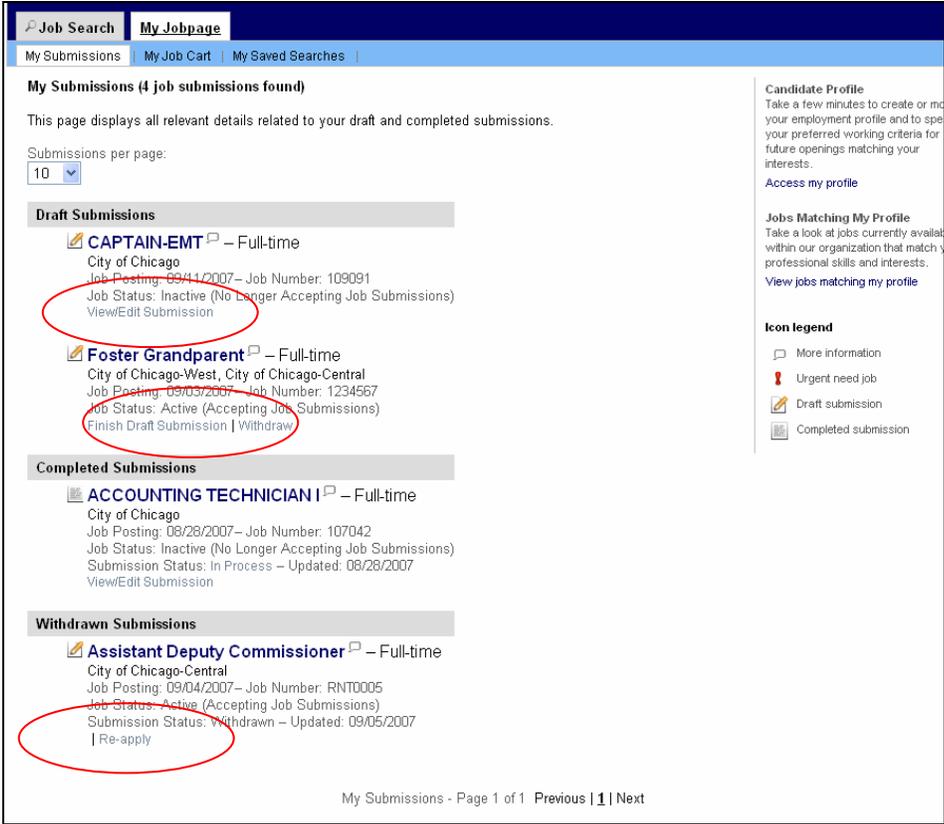
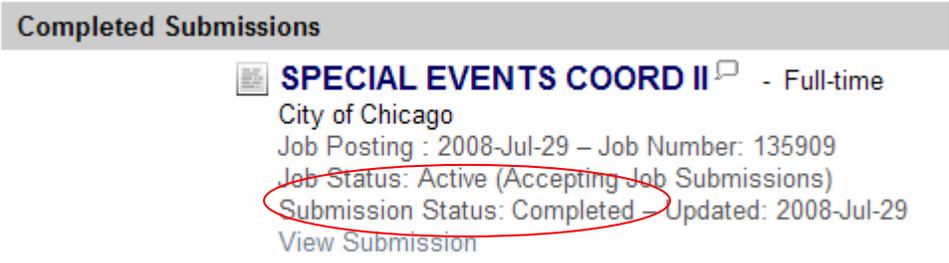
<p><b>33</b></p>	<p>Verify <b>Profile</b> information carried over from you job profile</p>	<p>Verify that information entered in the Job Profile carried over to the <b>Profile</b> page.</p>
<p><b>34</b></p>	<p>Check <b>Job Posting Notification</b></p>	<p>Profile information includes:</p> <ul style="list-style-type: none"> <li>• Job Level</li> <li>• Education Level</li> <li>• Job Type</li> <li>• Schedule</li> <li>• Shift</li> <li>• Employee Status</li> <li>• Advance Notice</li> <li>• Date of Availability</li> </ul>
<p><b>35</b></p>	<p>Click <b>Save and Continue</b></p>	 <p>The screenshot shows the 'Profile' page for a candidate named 'nicholas applicant, you are signed in.' The page is titled 'Applying for FINANCE OFFICER (Job Number: 142862)' and is 'Step 8 out of 11'. The 'Profile' section includes dropdown menus for Job Level (Team Member), Education Level (Associate's Degree/College Diploma), Job Type (Standard), Schedule (Full-time), Shift (Day Job), and Employee Status (Regular). A 'Job Posting Notification' section at the bottom has a checked checkbox, circled in red. The 'Save and Continue' button at the bottom right is also circled in red.</p> <p>Check the <b>Job Posting Notification</b> checkbox if you would like to be notified via email when a position matching this profile is posted. Note that you must provide an email address if you wish to receive notifications.</p> <p>Click <b>Save and Continue</b>.</p>

<p><b>36</b></p>	<p>Enter your <b>Full Name</b> and <b>Unique Identifier</b></p>	<p>Read the <b>Electronic Signature Statement</b> in full.</p> <p>Enter your <b>Full Name</b> and <b>Unique Identifier</b>.</p>
<p><b>37</b></p>	<p>Click <b>Save and Continue</b></p>	 <p>Click <b>Save and Continue</b>.</p>
<p><b>38</b></p>	<p>Complete the Voluntary EEO Disclosure. While each question is required, you have the ability to decline to disclose your personal information.</p>	

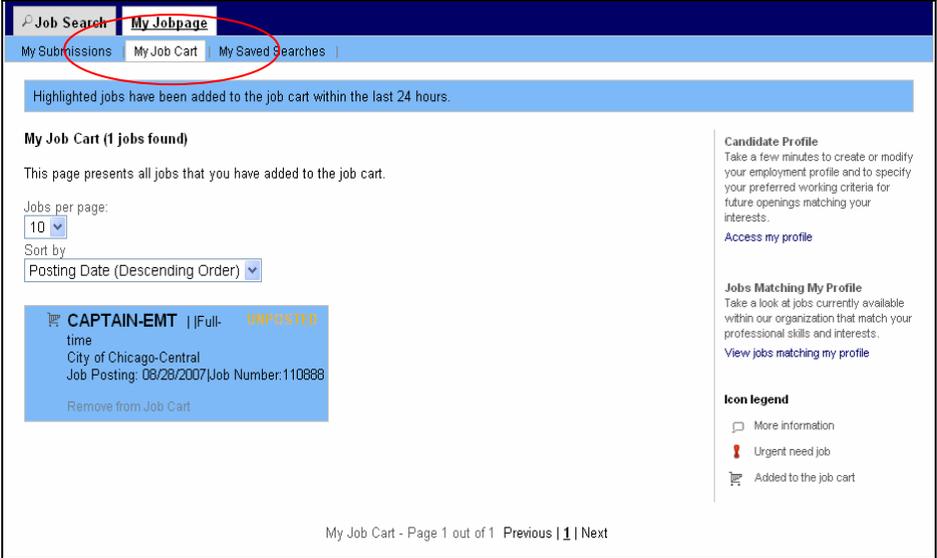
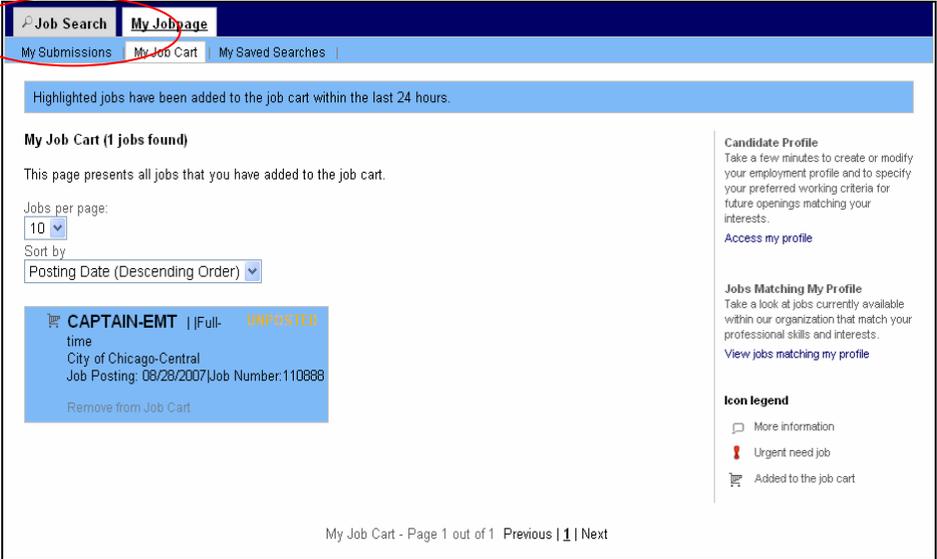
<p><b>39</b></p>	<p>Review the <b>Summary Page</b>.</p> <p>After reviewing your information, you must click <b>SUBMIT</b> to send your application.</p>	<p>Review the Summary Page for all edits that you've made to the job application, which is listed in the page header.</p> 												
<p><b>40</b></p>	<p>The <b>Thank You</b> page will appear.</p>													
<p><b>41</b></p>	<p>Navigation options from the Thank You page.</p>	 <table border="1" data-bbox="568 1192 1481 1507"> <thead> <tr> <th colspan="2">Navigation Options</th> </tr> </thead> <tbody> <tr> <td>Job Search</td> <td>To search and apply for another position</td> </tr> <tr> <td>My Jobpage</td> <td>Displays list of job applications</td> </tr> <tr> <td>View My Submissions</td> <td>Displays list of all job applications</td> </tr> <tr> <td>View All Jobs</td> <td>Displays all open jobs</td> </tr> <tr> <td>View Jobs Matching my Profile</td> <td>Filters open positions and displays applications according to preferences set in My Profile</td> </tr> </tbody> </table>	Navigation Options		Job Search	To search and apply for another position	My Jobpage	Displays list of job applications	View My Submissions	Displays list of all job applications	View All Jobs	Displays all open jobs	View Jobs Matching my Profile	Filters open positions and displays applications according to preferences set in My Profile
Navigation Options														
Job Search	To search and apply for another position													
My Jobpage	Displays list of job applications													
View My Submissions	Displays list of all job applications													
View All Jobs	Displays all open jobs													
View Jobs Matching my Profile	Filters open positions and displays applications according to preferences set in My Profile													
<p><b>Completed</b></p>														

## Viewing Jobs for Which You've Applied

<p>1</p>	<p>Click <b>My Submissions</b> on My Jobpage</p>	<p>Click <b>My Submissions</b> on My Jobpage. This page will display all of the City jobs for which you have applied.</p> <p>There are three categories of submissions: <b>Draft</b>, <b>Completed</b>, and <b>Withdrawn</b>. The status of the submission is determined by where you are in the process for that particular job.</p>  <p><b>My Submissions (4 Job submissions found)</b></p> <p>This page displays all relevant details related to your draft and completed submissions.</p> <p>Submissions per page: 10</p> <p><b>Draft Submissions</b></p> <ul style="list-style-type: none"> <li><b>CAPTAIN-EMT</b> – Full-time City of Chicago Job Posting: 09/11/2007 – Job Number: 109091 Job Status: Inactive (No Longer Accepting Job Submissions) View/Edit Submission</li> <li><b>Foster Grandparent</b> – Full-time City of Chicago-West, City of Chicago-Central Job Posting: 09/03/2007 – Job Number: 1234567 Job Status: Active (Accepting Job Submissions) Finish Draft Submission   Withdraw</li> </ul> <p><b>Completed Submissions</b></p> <ul style="list-style-type: none"> <li><b>ACCOUNTING TECHNICIAN I</b> – Full-time City of Chicago Job Posting: 08/28/2007 – Job Number: 107042 Job Status: Inactive (No Longer Accepting Job Submissions) Submission Status: In Process – Updated: 08/28/2007 View/Edit Submission</li> </ul> <p><b>Withdrawn Submissions</b></p> <ul style="list-style-type: none"> <li><b>Assistant Deputy Commissioner</b> – Full-time City of Chicago-Central Job Posting: 09/04/2007 – Job Number: RNT0005 Job Status: Active (Accepting Job Submissions) Submission Status: Withdrawn – Updated: 09/05/2007   Re-apply</li> </ul> <p>My Submissions - Page 1 of 1 Previous   1   Next</p>
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<p><b>2</b></p>	<p>Click the <b>hyperlink</b> below the submission to perform an action on the application.</p>	<p>Click the <b>hyperlink</b> below the submission to perform an action on the application.</p> <p>For the Foster Grandparent application you can click on either <b>Finish Draft Submission</b> or <b>Withdraw</b> to perform these actions on this application.</p> <p>For the Assistant Deputy Commissioner application you can click on <b>Re-apply</b> to perform this action on this particular application.</p>  <p>The screenshot shows the 'My Submissions' page with the following sections:</p> <ul style="list-style-type: none"> <li><b>Draft Submissions:</b> <ul style="list-style-type: none"> <li><b>CAPTAIN-EMT</b> – Full-time (City of Chicago, Job Posting: 09/11/2007, Job Number: 109091, Job Status: Inactive). Action links: View/Edit Submission.</li> <li><b>Foster Grandparent</b> – Full-time (City of Chicago-West, City of Chicago-Central, Job Posting: 09/03/2007, Job Number: 1234567, Job Status: Active). Action links: Finish Draft Submission   Withdraw.</li> </ul> </li> <li><b>Completed Submissions:</b> <ul style="list-style-type: none"> <li><b>ACCOUNTING TECHNICIAN I</b> – Full-time (City of Chicago, Job Posting: 08/28/2007, Job Number: 107042, Job Status: Inactive, Submission Status: In Process). Action link: View/Edit Submission.</li> </ul> </li> <li><b>Withdrawn Submissions:</b> <ul style="list-style-type: none"> <li><b>Assistant Deputy Commissioner</b> – Full-time (City of Chicago-Central, Job Posting: 09/04/2007, Job Number: RNT0005, Job Status: Active, Submission Status: Withdrawn). Action link: Re-apply.</li> </ul> </li> </ul>
<p><b>3</b></p>	<p>To find and confirm that your application was submitted, look for the jobs listed in the <b>Completed Submissions</b> section of the <b>My Submissions</b> tab.</p>	 <p>The screenshot shows the 'Completed Submissions' section with the following listing:</p> <ul style="list-style-type: none"> <li><b>SPECIAL EVENTS COORD II</b> – Full-time (City of Chicago, Job Posting: 2008-Jul-29, Job Number: 135909, Job Status: Active, Submission Status: Completed). Action link: View Submission.</li> </ul>

## Using the Job Cart (Adding/Removing Jobs)

<p><b>1</b></p>	<p>Click <b>My Job Cart</b> on My Jobpage</p>	<p>Click <b>My Job Cart</b> on My Jobpage. This page will display all of the City jobs that are in your cart. Your cart is like a supermarket cart. It contains jobs that you are interested in, but for which you have not applied.</p>  <p>The screenshot shows the 'My Jobpage' navigation bar with 'My Job Cart' highlighted. Below the navigation bar, there is a message: 'Highlighted jobs have been added to the job cart within the last 24 hours.' The main content area is titled 'My Job Cart (1 jobs found)' and contains a list of jobs. The first job is 'CAPTAIN-EMT' with details: 'Full-time', 'City of Chicago-Central', and 'Job Posting: 08/28/2007, Job Number: 110888'. There is a 'Remove from Job Cart' link below the job listing. On the right side, there are sections for 'Candidate Profile', 'Jobs Matching My Profile', and 'Icon legend'.</p>
<p><b>2</b></p>	<p>To add a Job to the cart, click <b>Job Search</b></p>	<p>To add a Job to the cart, click <b>Job Search</b>.</p>  <p>The screenshot is identical to the one above, but with 'Job Search' highlighted in the navigation bar instead of 'My Job Cart'.</p>

3

Scroll down to view open jobs or perform a job search for openings

Scroll through the job search page to view job openings or perform a job search for specific job fields, locations, organizations, or other keywords.

**Job Search** | **My Jobpage**

Basic Search | Advanced Search | Jobs Matching My Profile | All Jobs

### Basic Job Search

Specify your job search criteria below, then click "Search for Jobs".

Job Number:

**Job Field**  
Job Field: All  
Add Job Field

**Location**  
Location: All  
Add Location

**Organization**  
Organization: All  
Add Organization

Keywords:

Search for Jobs | Clear

Save this Search | Hide Search Criteria

**Search Tips**  
You can search jobs by selecting relevant criteria in the drop-down menus. You can also use a job number or a keyword.

**Saving searches**  
You can save the current search for reuse by clicking "Save this Search" at the top of the page. Your searches will be saved in the "My Saved Searches" section, under the "My Jobpage" tab.

**Advanced job search**  
To perform a job search using advanced search criteria, click the "Advanced Search" tab and select the relevant criteria.

### Search Results (124 jobs found)

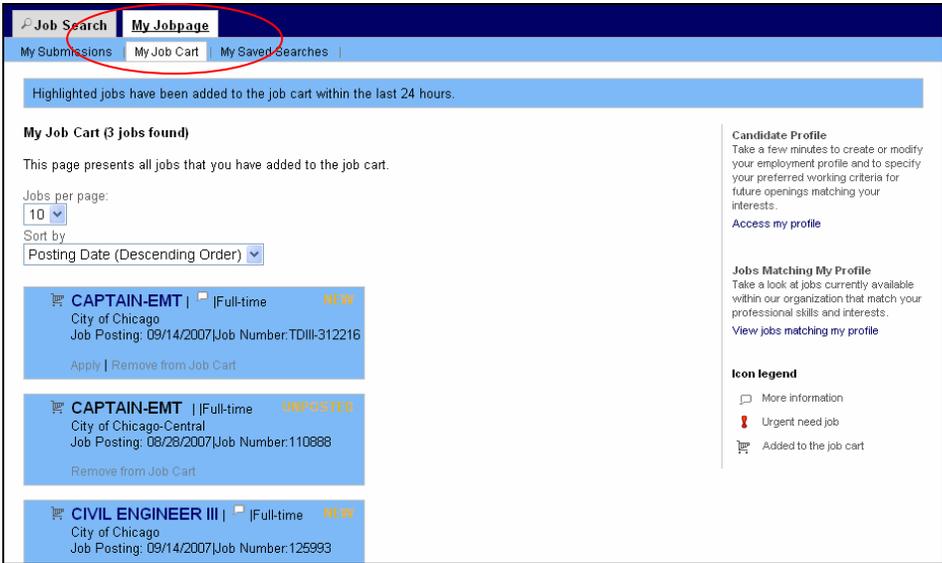
Results per page: 10  
Sort by: Posting Date (Descending Order)

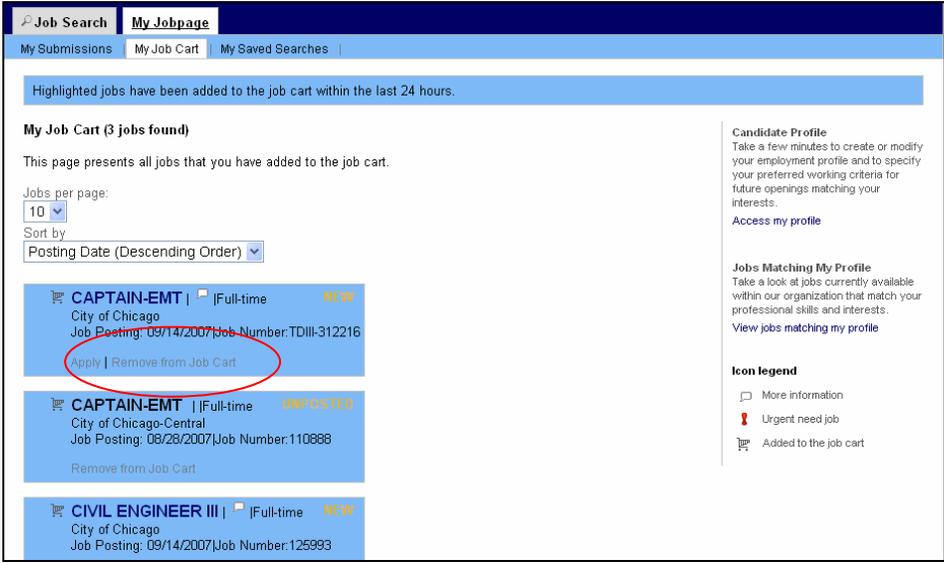
- TRAFFIC ENGINEER V** | Full-time  
City of Chicago  
Job Posting: 09/14/2007 | Job Number: 242424  
Apply | Add to My Job Cart
- CAPTAIN** | Full-time  
City of Chicago  
Job Posting: 09/14/2007 | Job Number: 119912  
Apply | Add to My Job Cart
- CAPTAIN-EMT** | Full-time  
City of Chicago  
Job Posting: 09/14/2007 | Job Number: 110412  
View | Edit Submission
- Nurse Practitioner (Final ST - Mark)** | Full-time  
City of Chicago-Far South  
Job Posting: 09/14/2007 | Job Number: 99998  
Apply | Add to My Job Cart
- Commissioner** | Full-time  
City of Chicago-Central  
Job Posting: 09/14/2007 | Job Number: 4211-8001-2007  
Apply | Add to My Job Cart
- CIVIL ENGINEER III** | Full-time  
City of Chicago  
Job Posting: 09/14/2007 | Job Number: 105152  
Apply | Add to My Job Cart

**Candidate Profile**  
Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.  
[Access my profile](#)

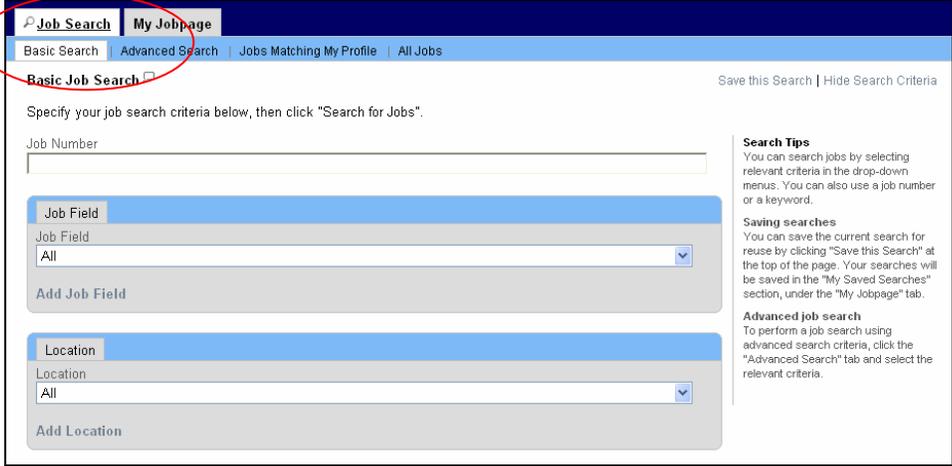
**Icon legend**

- More information
- Urgent need job
- Added to the job cart
- Draft submission
- Completed submission

<p><b>4</b></p>	<p>Click <b>Add to My Job Cart</b></p>	<p>When you find a job that interests you, click <b>Add to My Job Cart</b>. Perform this action for as many jobs as you are interested in.</p> <div data-bbox="542 321 1507 531" style="border: 1px solid black; padding: 10px;"> <p><b>CIVIL ENGINEER III</b>      Full-time                  City of Chicago                  Job Posting: 09/14/2007   Job Number: 125993</p> <p>Apply   <b>Add to My Job Cart</b></p> </div>
<p><b>5</b></p>	<p>Click <b>My JobPage</b></p>	<p>Return to the Job Cart by clicking <b>My JobPage</b>, and then <b>My Job Cart</b>. View the jobs listed to see that the postings were added to your cart.</p>
<p><b>6</b></p>	<p>Click <b>My Job Cart</b></p>	<div data-bbox="553 697 1495 1260" style="border: 1px solid black; padding: 10px;">  <p>The screenshot shows the 'My Jobpage' tab selected in the navigation bar. Below the navigation bar, a message states: 'Highlighted jobs have been added to the job cart within the last 24 hours.' The main content area is titled 'My Job Cart (3 jobs found)' and includes a sub-header: 'This page presents all jobs that you have added to the job cart.' There are filters for 'Jobs per page' (set to 10) and 'Sort by' (set to Posting Date (Descending Order)). Three job listings are displayed:</p> <ul style="list-style-type: none"> <li><b>CAPTAIN-EMT</b>   Full-time   <b>NEW</b> City of Chicago Job Posting: 09/14/2007   Job Number: TDIII-312216 Apply   Remove from Job Cart</li> <li><b>CAPTAIN-EMT</b>   Full-time   <b>UNPOSTED</b> City of Chicago-Central Job Posting: 08/28/2007   Job Number: 110888 Remove from Job Cart</li> <li><b>CIVIL ENGINEER III</b>   Full-time   <b>NEW</b> City of Chicago Job Posting: 09/14/2007   Job Number: 125993</li> </ul> <p>On the right side of the page, there are sections for 'Candidate Profile', 'Jobs Matching My Profile', and an 'Icon legend' with symbols for 'More information', 'Urgent need job', and 'Added to the job cart'.</p> </div>

<p><b>7</b></p>	<p><b>Click Remove from Job Cart</b></p>	<p>Click <b>Remove from Job Cart</b> to remove an unwanted job posting from your cart.</p>  <p>The screenshot shows the 'My Job Cart' page with three job listings. The first listing is 'CAPTAIN-EMT   Full-time NEW' from the City of Chicago, with a 'Remove from Job Cart' link circled in red. The second listing is 'CAPTAIN-EMT   Full-time UNPOSTED' from the City of Chicago-Central. The third listing is 'CIVIL ENGINEER III   Full-time NEW' from the City of Chicago. The page also includes navigation tabs, a message about highlighted jobs, and sections for 'Candidate Profile', 'Jobs Matching My Profile', and 'Icon legend'.</p>
<p><b>8</b></p>	<p><b>Verify Removal</b></p>	<p>Click <b>Yes</b> to verify that you want to remove the Job from your Cart.</p>  <p>The dialog box contains the text: 'You are about to remove the job "CHIEF OPERATIONS ANALYST" from the job cart. Are you sure that you want to remove it?' with 'Yes' and 'No' buttons.</p>
<p style="text-align: center;"><b>Completed</b></p>		

Using Job Search (Basic/Advanced)

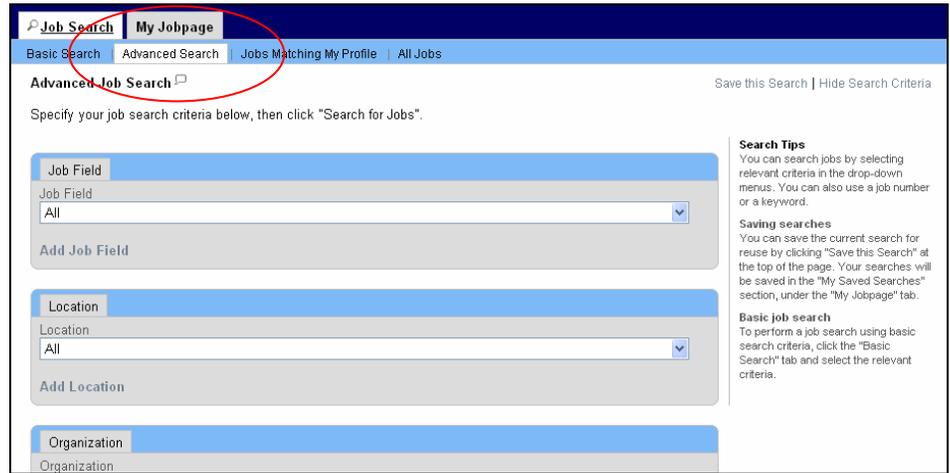
<p>1</p>	<p>Locate the <b>Job Search</b> tab.</p>	<p>Click the <b>Job Search</b> tab.</p>
<p>2</p>	<p>The <b>Basic Search</b> tab is the default search.</p>	 <p>The screenshot shows a web interface with two main tabs: 'Job Search' and 'My Jobpage'. The 'Job Search' tab is selected and highlighted with a red circle. Below the tabs, there are sub-tabs for 'Basic Search', 'Advanced Search', 'Jobs Matching My Profile', and 'All Jobs'. The 'Basic Search' sub-tab is also highlighted with a red circle. The main content area is titled 'Basic Job Search' and includes a search criteria form with fields for 'Job Number', 'Job Field', and 'Location'. Each field has a dropdown menu currently set to 'All'. There are 'Add Job Field' and 'Add Location' buttons below their respective dropdowns. On the right side, there are sections for 'Search Tips', 'Saving searches', and 'Advanced job search'.</p>

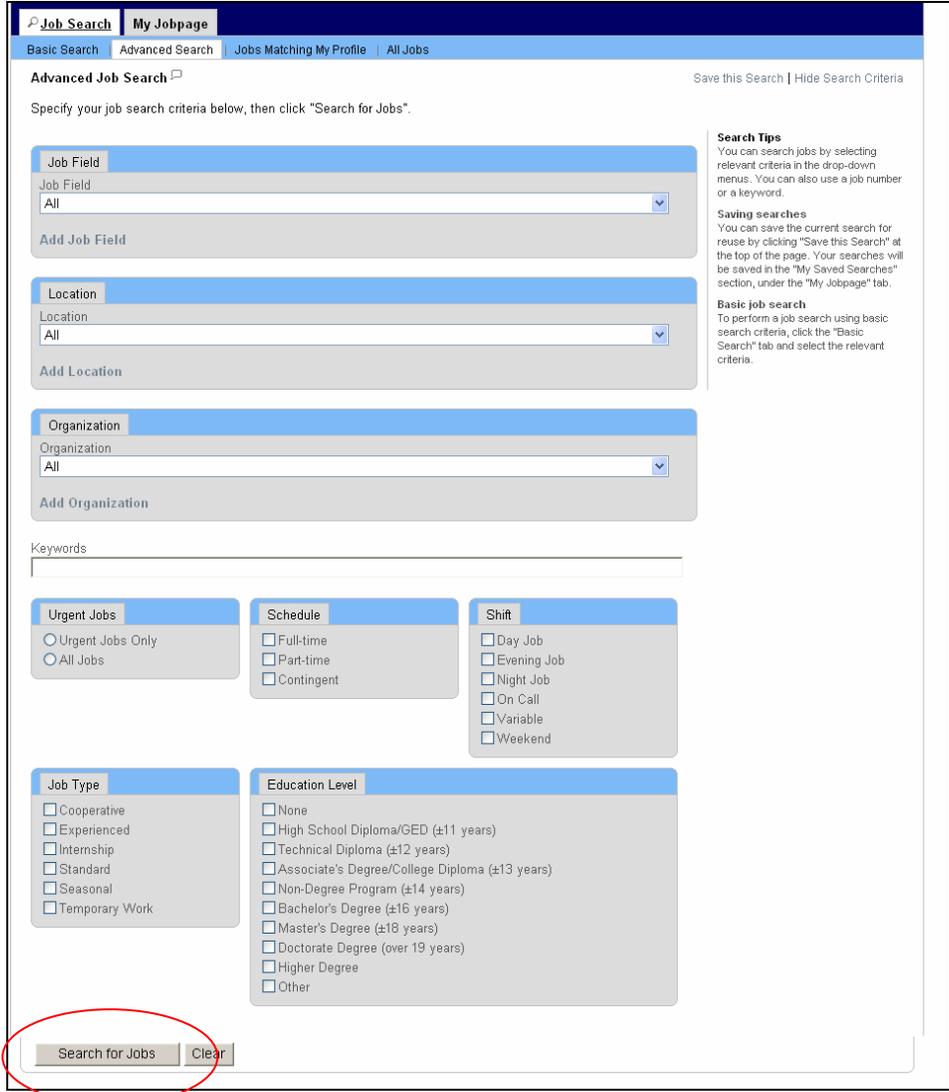
<p><b>3</b></p>	<p>Review Basic Search Criteria</p>	<p>Review the Basic Search criteria page. There are several ways to search, including by:</p>
<p><b>4</b></p>	<p>Enter <b>search criteria</b></p>	<ul style="list-style-type: none"> <li>• Job Number (Job Posting Number if you know this)</li> <li>• Job Field (Area of Expertise/Experience)</li> <li>• Location (Where the job is located in the City)</li> <li>• Organization (City Department)</li> </ul>
<p><b>5</b></p>	<p>Click <b>Search for Jobs</b></p>	<div data-bbox="565 495 1485 1184" data-label="Form"> <p>The screenshot shows the 'Basic Job Search' interface. It includes a navigation bar with 'Job Search' and 'My Jobpage' tabs. Below the navigation bar are tabs for 'Basic Search', 'Advanced Search', 'Jobs Matching My Profile', and 'All Jobs'. The main content area is titled 'Basic Job Search' and contains a 'Specify your job search criteria below, then click "Search for Jobs".' instruction. There are four main search criteria sections: 'Job Number' with a text input field; 'Job Field' with a dropdown menu set to 'All' and an 'Add Job Field' button; 'Location' with a dropdown menu set to 'All' and an 'Add Location' button; and 'Organization' with a dropdown menu set to 'All' and an 'Add Organization' button. At the bottom, there is a 'Keywords' text input field and two buttons: 'Search for Jobs' and 'Clear'. The 'Search for Jobs' button is circled in red.</p> </div> <p>Enter the search criteria for the types of postings you are interested in.</p> <p>Click <b>Search for Jobs</b>.</p>

6

Click **Advanced Search**

Click the **Advanced Search** Tab to perform a more detailed search.



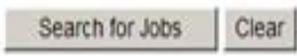
<p><b>7</b></p>	<p>Review the <b>Advanced Search</b> criteria</p>	<p>Review the Advanced Search criteria page. There are several ways to search, including by:</p>
<p><b>8</b></p>	<p>Enter <b>Search Criteria</b></p>	<ul style="list-style-type: none"> <li>• Job Field (Area of Expertise/Experience)</li> <li>• Location (Where the job is located in the City)</li> <li>• Organization (City Department)</li> <li>• Keyword</li> <li>• Urgent Jobs</li> <li>• Schedule</li> <li>• Shift</li> <li>• Job Level</li> <li>• Job Type</li> <li>• Education Level</li> </ul>
<p><b>9</b></p>	<p>Click <b>Search for Jobs</b></p>	 <p>The screenshot shows the 'Advanced Job Search' interface. It includes tabs for 'Job Search' and 'My Jobpage', and sub-tabs for 'Basic Search', 'Advanced Search', 'Jobs Matching My Profile', and 'All Jobs'. The main section is titled 'Advanced Job Search' and contains several filter categories: Job Field, Location, Organization, Keywords, Urgent Jobs, Schedule, Shift, Job Type, and Education Level. Each category has a dropdown menu or a list of checkboxes. At the bottom, there are two buttons: 'Search for Jobs' and 'Clear'. The 'Search for Jobs' button is circled in red.</p> <p>Enter the search criteria for the types of postings in which you are interested. Click <b>Search for Jobs</b>.</p>

Any postings matching your selections will be displayed.

Scroll down to the job title to read the job description.

Click the **Apply** link to begin the application process.

To change your search criteria and search again, click Clear and return to Step 8 to search again.



**nicholas applicant, you are signed in.** | My Account Options

[Job Search](#) | [My Jobpage](#)

[Basic Search](#) | [Advanced Search](#) | [Jobs Matching My Profile](#) | [All Jobs](#)

Welcome to the CAREERS site for the City of Chicago! 

Specify your job search criteria, then click "Search for Jobs".

**Search Results (5 jobs found)**

Results per page



Sort by



**PROJECTS ADMINISTRATOR**  Full-time

Starting Pay Rate: \$99,852.00

Job Posting:2008-Aug-31 | Job Number:143143

[Apply](#) | [Add to My Job Cart](#)

**STAFF ASST**  Full-time

Starting Pay Rate: 3544

Job Posting:2008-Aug-29 | Job Number:139902

[Apply](#) | [Add to My Job Cart](#)