Candidate Experience

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### Creating a Profile

<table>
<thead>
<tr>
<th></th>
<th>Access Taleo URL from Internet Explorer</th>
<th>Open an Internet Explorer browser window and type the following URL into the address bar:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><a href="http://taleo.cityofchicago.org/">http://taleo.cityofchicago.org/</a></td>
<td>Click on Go or hit the “Enter” key on your keyboard.</td>
</tr>
</tbody>
</table>

*Note: This URL does NOT have “www” in it.*

<table>
<thead>
<tr>
<th></th>
<th>Select Career Section.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td><img src="image" alt="Taleo Enterprise Edition" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Click Sign In.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td><img src="image" alt="Taleo Enterprise Edition" /></td>
</tr>
<tr>
<td>Step</td>
<td>Instructions</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>4</td>
<td>Enter <strong>User Name</strong> and <strong>Password</strong> and Click Login if you are a returning user. If you are a returning user, enter your <strong>User Name</strong> and <strong>Password</strong> that you previously created. Then click <strong>Login</strong>. This will log you in to your account. Skip to Step 8.</td>
</tr>
<tr>
<td>5</td>
<td>If you are a new user, click <strong>New User</strong>.</td>
</tr>
<tr>
<td>6</td>
<td>The New User Registration window will open. Enter a user name and a password and click <strong>Register</strong>.</td>
</tr>
<tr>
<td>7</td>
<td>Create a security question, enter the answer and click <strong>OK</strong> to continue.</td>
</tr>
</tbody>
</table>
8  Click on My Jobpage  

Click on My Jobpage.

9  Click on Access my profile  

Click on Access my profile toward the bottom right hand corner of the screen.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Click on <strong>Job Information</strong></td>
</tr>
<tr>
<td>11</td>
<td>Select a <strong>Category</strong> and <strong>Function</strong></td>
</tr>
<tr>
<td>12</td>
<td>Click <strong>Add to List</strong></td>
</tr>
<tr>
<td>13</td>
<td>Repeat Steps 10 and 11 as many times as necessary</td>
</tr>
<tr>
<td>14</td>
<td>Click <strong>Save and Continue</strong></td>
</tr>
</tbody>
</table>

Click on the **Job Information** link in the General Profile Section.

Select a **Job Category** and related **Function**, then click **Add to List**. Continue this process until all job categories that you are interested in are added to the list.

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.

Select a **Location** and **Area**, then click **Add to List**. Continue this process until all locations that you are interested in are added to the list.

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.

Click **Save and Continue**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Select a Department</td>
<td>Select a Department, and then click Add to List. Continue this process until all locations that you are interested in are added to the list.</td>
</tr>
<tr>
<td>20</td>
<td>Click Add to List</td>
<td>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. Click Save and Continue.</td>
</tr>
<tr>
<td>21</td>
<td>Repeat Steps 18 and 19 as many times as necessary</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Click Save and Continue</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>If you do not have an electronic resume to upload, select I do not want to upload a resume.</td>
<td>If you do not have an electronic resume to upload, select I do not want to upload a resume. If you do have an electronic copy of your resume and want the information populated, select I want to upload a resume. Click Browse to select the document you wish to upload. Click Save and Continue.</td>
</tr>
<tr>
<td></td>
<td>If you do have an electronic copy of your resume and want the information populated, select I want to upload a resume.</td>
<td></td>
</tr>
</tbody>
</table>

**Resume Upload**

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.

If you do not upload a resume, you will need to fill out the online application manually.

- I do not want to upload a resume.
- I want to upload a resume.

Select the resume file to upload

The attachment will be scanned to ensure it does not contain any viruses. 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>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td><strong>Select Job Characteristics</strong></td>
</tr>
<tr>
<td>25</td>
<td><strong>Select a Source Type and Related Event</strong></td>
</tr>
<tr>
<td>26</td>
<td><strong>Click Job Posting Notification</strong></td>
</tr>
<tr>
<td>27</td>
<td><strong>Click Save and Continue.</strong></td>
</tr>
</tbody>
</table>

Select the **Job Characteristics** that best match your interests and qualifications.

Job Characteristics include:
- **Job Level**
- **Education Level**
- **Job Type**
- **Schedule**
- **Shift**
- **Type of Employee**
- **Advance Notice**
- **Date of Availability**

Select a **Source Type and Related Event** to indicate how you found out about the job opening.

To select multiple values in the Job Characteristics section, hold the CTRL key and right click with the mouse.

Click the Job Posting Notification checkbox to receive an email notification whenever a new position matching this profile is posted.

Click Save and Continue.
28 Enter **Personal Information**.

29 Click **Save and Continue**.

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.

Click either **Remove** or **Add Work Experience** to add another work experience entry. These links are located at the end of the work experience block on the Personal Information page.

Enter all relevant **Personal Information** in the fields.

Personal Information includes:
- Contact Information
- *Required Fields
  - First Name*
  - Last Name*
  - Street Address (Line 1)*
  - Place of Residence*
    - Country
    - State/Province
    - Region
  - Zip/Postal Code*
  - Phone Number*
  - Bargaining Unit*
- Driver’s License Information
- Language Skills
- Current City of Chicago Work Experience
- Previous Employment with the City of Chicago

**Current City of Chicago Work Experience**
- [ ] Currently employed by the City of Chicago

Employee Number

Your City of Chicago employee number is located on your pay stub.

Bargaining Unit
- Not Specified

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.

- Work Experience
  - Current or Most Recent Employer
  - Employer Address
  - Supervisor Information
  - Job Characteristics

**Remove Work Experience**

**Add Work Experience**

Click **Save and Continue**.
Enter all relevant **Education and Certification** information in the fields.

**Education Information includes:**
- Institution
- Program
- Education Level
- Start Date
- Graduation Date

Click **Add Education** to include additional institutions and programs.

**Certification Information includes:**
- Certification
- Number/ID
- Issue Date
- Expiration Date
- Issuing Organization
- Location (Country/State/Province/Region)

Click **Add Certification** to include additional institutions and programs.

Click **Save and Continue**
Enter **Cover Letter** and **Resume** information. This information will be used when applying for jobs in the system.

Click **Save and Continue**.
Click **Browse** to select a file for attachment.

Click **Attach**.

Select relevant files to be considered in conjunction with your profile information by placing a checkmark in the applicable boxes.

Click **Save and Continue**.

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.

Once the document is attached, you have the ability to designate which attachments are relevant to that particular job application.

Review all information that you’ve included to this point. After reviewing to your satisfaction click **Submit**.

After submitting profile information, the **Thank You** page appears.
<table>
<thead>
<tr>
<th>40</th>
<th>There are three navigation options from the Thank You page. Click <strong>View All Jobs</strong> to see all positions posted on the City’s career section. Click <strong>View Jobs Matching My Profile</strong> to see jobs that match the job characteristics identified in your Profile.</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>Another navigation option is Clicking <strong>Job Search</strong> from the <strong>Summary</strong> page to open the current list of open positions.</td>
</tr>
<tr>
<td>42</td>
<td>Clicking <strong>My Jobpage</strong> from the Summary page gives you access to the <strong>My Submissions</strong>, <strong>My Job Cart</strong>, and the <strong>My Saved Searches</strong> tabs.</td>
</tr>
</tbody>
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**Completed**
Applying for a Job

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<td>Click on Go or hit the “Enter” key on your keyboard.</td>
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<td></td>
<td></td>
<td>Note: This URL does NOT have “www” in it.</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Click on Career Section.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>At the Taleo menu page, click on Career Section.</td>
</tr>
</tbody>
</table>
3. Click **Sign In**

On the Job Search page click **Sign In**.

4. Enter **UserName** and **Password** and Click Login if you are a returning user.

If you are a returning user, enter your **UserName** and **Password** that you previously created. Then click **Login**. This will log you in to your account. Skip to Step 8.

5. If you are a new user, click **New User**.

6. The **New User Registration** window will open.

Enter a user name and a password and click **Register**.

**Note:** **User Names and Passwords** are case sensitive.
<table>
<thead>
<tr>
<th>7</th>
<th>Create a security question, enter the answer and click OK to continue.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Click the <strong>Job Search</strong> tab.</td>
</tr>
</tbody>
</table>

### Security Question

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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
<th>Job Field</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer</td>
<td>Blue</td>
<td>Add Job Field</td>
<td>Add Location</td>
</tr>
</tbody>
</table>

---

**Save Search | Hide Search Criterias**

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

**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.

**Adding searchers**
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.
9 Scroll down and browse through the list of jobs and click **Apply** on the job for which you wish to apply.

Scroll down the page and browse through the list of jobs that are posted. Click **Apply** on the job for which you wish to apply.

- **Results per page**
  - 5

**Search Results (109 jobs found)**

- **CAPTAIN-EMT** | ☐ Full-time
  - City of Chicago
  - Job Number: 108181
  - *Apply* | *Add to My Cart*

- **CAPTAIN-EMT** | ☐ Full-time
  - City of Chicago
  - Job Number: 212226
  - *Apply* | *Add to My Job Cart*

- **BATTALION CHIEF** | ☐ Full-time
  - City of Chicago-North
  - Job Number: 116858
  - *Apply* | *Add to My Job Cart*

- **First Deputy Commissioner** | ☐ Full-time
  - City of Chicago-Central, City of Chicago-Central
  - Job Number: GS12545678
  - *Apply* | *Add to My Job Cart*

10 Review the Privacy Agreement and click the radio button for **I Accept**. If you decline the Privacy Agreement, you will return to the job list page.

Review the Privacy Agreement and click the **I Accept** radio button and then click **Continue**.

11 Click **Continue**
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
</table>
| 12   | Decide whether or not to upload an electronic copy of your resume.  
      | Click the radio button for **I want to upload a resume** if you have an electronic copy of your resume.  
      | Click the radio button for **I do not want to upload a resume** if you do not have an electronic copy of your resume.  
      | To find your resume, click **Browse**.  
      | Click **Save and Continue**.  
      | **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.  
| 13   | **Click Save and Continue**.  
      | **Resume Upload**  
      | 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.  
      | Resume Upload  
      | 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.  
      | If you do not upload a resume, you will need to fill out the online application manually.  
      | **I do not want to upload a resume**  
      | **I want to upload a resume**.  
      | Click the **Browse** button to find the name of your resume.  
      | Once you have selected the document to parse, click **Save and Continue**. Your resume will be parsed into the system.  
      | **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.  

| 15 | Type your **Resume** and **Cover Letter** into the space provided.  
 If you do not upload a resume, then type or paste your **Resume** and **Cover Letter** into the space provided.  
 If you entered a Resume and Cover Letter when you created your job profile, verify that the information carried over correctly. |
| 16 | Select **Please replace....** if your cover letter or resume were modified.  
 Select **Please replace the information included in my general profile with the information specific to this job submission** 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. |
| 17 | Click **Save and Continue** to move to the next page of the application. |
Verify **Source Type** and **Related** information carried over if you previously created a profile. If this is your first application, complete **Source Type**.

<table>
<thead>
<tr>
<th><strong>Your Background</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>How did you learn about job opportunities with the City of Chicago?</td>
</tr>
<tr>
<td><strong>Source Type</strong></td>
</tr>
<tr>
<td>City of Chicago Website</td>
</tr>
<tr>
<td>Career Section</td>
</tr>
<tr>
<td>19</td>
</tr>
<tr>
<td>----</td>
</tr>
<tr>
<td>20</td>
</tr>
</tbody>
</table>

Verify that the information from your job profile carried over to the **Your Background** page. Background Information includes:

**Contact Information**
- First Name*
- Last Name*
- Street Address (Line 1)*
- Place of Residence*
  - Country
  - State/Province
  - Region (City)
- Zip/Postal Code*
- Phone Number*
- Email Address (desired)
- Preferred Contact Method

*Required Fields

---

Your Background

Note: You are on page 3 of 11. You must reach the summary page and press the SUMMIT button to complete your application. Only completed applications are considered.

How did you learn about job opportunities with the City of Chicago?

*Source Type
- Career Center

*Career Center
- City of Chicago (Room 100, City Hall)

Please complete the following fields:
- **First Name**
- **Last Name**
- **Street Address (Line 1)**
- **Street Address (Line 2)**
- **Place of Residence**
  - **Country**
  - **State/Province**
  - **Region**
- **City of Chicago**
- **Current Address**
- **Zip/Postal Code**
- **Phone Number**
- **Email Address (desired)**
- **Preferred Contact Method**

Where can we contact you?
- **Phone Number**
  - 312-000-1212
## Verify Driver's License Information

**Driver's License Information**
- Do you possess a valid US driver's license?
- Driver's License State of Issue
- Endorsements
- Driver's license type

### Driver's License Endorsements

- T Double/Triple Trailers
- H Tank Vehicles
- X Combination Hazardous Material/Tank Vehicles
- P Passenger Carrying Vehicles
- C Charter Bus

### Driver's License Type

- Class A

## Verify Language Skills

**Language Skills**

Please select all languages which you can read, write and speak.

- Not Specified
- Afrikan
- Arabic
- Cantonese
- Chinese
- Danish
- English
<table>
<thead>
<tr>
<th>23</th>
<th>Verify Previous City of Chicago Work Experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you are a current City of Chicago employee, check the box and enter your Employee Number, which can be found on your paystub.</td>
</tr>
<tr>
<td></td>
<td><strong>Verify Previous City of Chicago Work Experience.</strong></td>
</tr>
<tr>
<td></td>
<td><img src="image_url" alt="Image" /></td>
</tr>
<tr>
<td></td>
<td><strong>Current City of Chicago Work Experience</strong></td>
</tr>
<tr>
<td></td>
<td>- Check the box if you are currently employed by the City of Chicago</td>
</tr>
<tr>
<td></td>
<td>- Employee Number: Your employee number can be found on your pay stub.</td>
</tr>
<tr>
<td></td>
<td><strong>Previous Employment with the City of Chicago</strong></td>
</tr>
<tr>
<td></td>
<td>- Have you previously been employed by the City of Chicago?</td>
</tr>
<tr>
<td></td>
<td>- Not Specified</td>
</tr>
<tr>
<td></td>
<td>- If you have previously been employed by the City of Chicago, please provide the following:</td>
</tr>
<tr>
<td></td>
<td>- Start/End Dates, Job Title/Duties</td>
</tr>
<tr>
<td></td>
<td>- If you have previously been employed by the City of Chicago, indicate the department(s) in which you worked.</td>
</tr>
<tr>
<td></td>
<td>- Not Specified</td>
</tr>
<tr>
<td></td>
<td>Office of the Mayor</td>
</tr>
<tr>
<td></td>
<td>Office of the Inspector General</td>
</tr>
<tr>
<td></td>
<td>O'Hare Modernization Program</td>
</tr>
<tr>
<td></td>
<td>Office of Budget and Management</td>
</tr>
<tr>
<td></td>
<td>Business and Information Services</td>
</tr>
<tr>
<td></td>
<td>Planning and Development</td>
</tr>
<tr>
<td></td>
<td>Why did you end employment with the City of Chicago?</td>
</tr>
<tr>
<td></td>
<td>- Not Specified</td>
</tr>
</tbody>
</table>

**Current City of Chicago Work Experience**
- Check the box if you are currently employed by the City of Chicago
- Employee Number: Your employee number can be found on your pay stub.

**Previous Employment with the City of Chicago**
- Specify if you’ve previously been employed by the City of Chicago
- Enter previous employment Start/End Dates and Job Title
- Enter the Department(s) in which you were employed
- Specify why your employment with the City of Chicago ended
Enter **Previous Work Experience**

Clicking the link below Start Date or End Date will open a pop up calendar.

<table>
<thead>
<tr>
<th><strong>Enter your Work Experience.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Experience 1</strong></td>
</tr>
<tr>
<td>Your Title:</td>
</tr>
<tr>
<td>Employer Select</td>
</tr>
<tr>
<td>Current Job</td>
</tr>
<tr>
<td>Start Date: Not Specified</td>
</tr>
<tr>
<td>End Date: Not Specified</td>
</tr>
<tr>
<td>Leave this field blank if this is your current employer</td>
</tr>
</tbody>
</table>

### Employer Address

- Employer Address: 
- Suite Number: 
- City: 
- State/Province/Region: 
- Zip or Postal Code: 
- Employer Country: 

### Supervisor Information

- Supervisor’s Name: 
- Supervisor’s Title: 
- Supervisor’s Phone: 
- May we contact the supervisor? 

### Job Characteristics

- Achievements: 
- Average Hours Per Week: 
- Years in this job in which you supervised others? 
- Largest number of employees supervised? 

**Example: 10**

- Reason for Leaving: Not Specified
- Remove Work Experience

### Work Experience

- Current or Most Recent Employer
- Employer Address
- Dates of Employment
- Supervisor Information
- Job Characteristics
<table>
<thead>
<tr>
<th>25</th>
<th>Enter Education Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Click <strong>Save and Continue</strong></td>
</tr>
</tbody>
</table>

Enter **Education Information**.

- **Institution**
- **Program**
- **Education Level**
- **Start Date**
- **Graduation Date**

Select your degree from the list. If the exact match is not available, select the closest option.

**Education Level**
- **Not Specified**

**Type of Degree**

**Graduation Date**
- **Not Specified**

**Number of Credits Earned**

**Example:** 20

**Remove Education**

**Add Education**

**Education**
- Institution
- Program
- Education Level
- Start Date
- Graduation Date

Click **Save and Continue** after verifying your information.
Complete Assessment questions. Press Save and Continue.

After completing the information on the **Your Background** page, you will be presented with questions relating to your application for the position. These questions are found on the **Assessment** and **Application Questions** pages.

Complete Application Questions. Press Save and Continue.
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.

![Certifications and References Page](image)

**Certifications and References**

*Note: You are on page 6 of 11. You must reach the summary page and press the SUBMIT button to complete your application. Only completed applications are considered.*

Please list any certifications that are required or desirable to have for this position. You may enter more than one certification. Please do not list any expired certifications.

**Certifications**

- **Certification: [Select]**
- **Issuing Organization**
- **Number IC**
- **Expiration Date**
- **Year**
- **Month**

![Certifications Entry](image)

**Add Certification**

List your references below in the order of contact preference, starting with the most relevant one. References are individuals who are familiar with your work experiences and your educational training.

**Reference 1**

- **First Name**
- **Last Name**
- **Employer**
- **Title**
- **Phone Number**
- **Email Address**
- **How long have you known the person?**
  - [ ] More than 1 year
  - [ ] 6 months to 1 year
  - [ ] Less than 6 months
- **Relationship**
- **Add Reference**

![Reference Entry](image)
30. Click **Browse** to select a file for attachment.

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.

31. Click **Attach**

Once the document is attached, you have the ability to designate which attachments are relevant to that particular job application.

32. Click **Save and Continue**

Click the **Attach** button to attach the file to your application.

Click **Save and Continue**.
<table>
<thead>
<tr>
<th>33</th>
<th><strong>Verify Profile information carried over from your job profile</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Verify that information entered in the Job Profile carried over to the Profile page.</td>
</tr>
<tr>
<td></td>
<td>Profile information includes:</td>
</tr>
<tr>
<td></td>
<td>• Job Level</td>
</tr>
<tr>
<td></td>
<td>• Education Level</td>
</tr>
<tr>
<td></td>
<td>• Job Type</td>
</tr>
<tr>
<td></td>
<td>• Schedule</td>
</tr>
<tr>
<td></td>
<td>• Shift</td>
</tr>
<tr>
<td></td>
<td>• Employee Status</td>
</tr>
<tr>
<td></td>
<td>• Advance Notice</td>
</tr>
<tr>
<td></td>
<td>• Date of Availability</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>34</th>
<th><strong>Check Job Posting Notification</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Check the Job Posting Notification 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>35</th>
<th><strong>Click Save and Continue</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Click Save and Continue.</td>
</tr>
<tr>
<td>36</td>
<td><strong>Enter your Full Name and Unique Identifier</strong></td>
</tr>
<tr>
<td>----</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Read the <strong>Electronic Signature Statement</strong> in full. Enter your <strong>Full Name</strong> and <strong>Unique Identifier</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>37</th>
<th><strong>Click Save and Continue</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Click <strong>Save and Continue</strong>.</td>
</tr>
</tbody>
</table>

| 38 | **Complete the Voluntary EEO Disclosure.** While each question is required, you have the ability to decline to disclose your personal information. |
| 39  | Review the **Summary Page**.  
    After reviewing your information, you must click **SUBMIT** to send your application. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review the Summary Page for all edits that you’ve made to the job application, which is listed in the page header.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Image of Summary Page" /></td>
</tr>
<tr>
<td></td>
<td><strong>SUBMIT</strong></td>
</tr>
<tr>
<td>40</td>
<td>The <strong>Thank You</strong> page will appear.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Image of Thank You Page" /></td>
</tr>
<tr>
<td>41</td>
<td>Navigation options from the <strong>Thank You</strong> page.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Image of Navigation Options" /></td>
</tr>
<tr>
<td></td>
<td><strong>View My Submissions</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Navigation Options</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Job Search</strong></td>
</tr>
<tr>
<td></td>
<td><strong>My Jobpage</strong></td>
</tr>
<tr>
<td></td>
<td><strong>View My Submissions</strong></td>
</tr>
<tr>
<td></td>
<td><strong>View All Jobs</strong></td>
</tr>
<tr>
<td></td>
<td><strong>View Jobs Matching my Profile</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Completed</strong></td>
</tr>
</tbody>
</table>
## Viewing Jobs for Which You’ve Applied

1. **Click My Submissions on My Jobpage**

   Click **My Submissions** on My Jobpage. This page will display all of the City jobs for which you have applied.

   There are three categories of submissions: **Draft**, **Completed**, and **Withdrawn**. The status of the submission is determined by where you are in the process for that particular job.

   ![Job Search My Jobpage My Submissions My Job Cart My Saved Searches My Submissions of Job Submissions found)

   This page displays all relevant details related to your draft and completed submissions.

   Submissions per page:

   ![Draft Submissions]

   **CAPTAIN-EMT** – Full-time
   City of Chicago
   Job Status: Inactive (No Longer Accepting Job Submissions)
   View/Edit Submission

   **Foster Grandparent** – Full-time
   City of Chicago-South, City of Chicago-Central
   Job Posting: 06/26/2007 – Job Number: 1234567
   Job Status: Active (Accepting Job Submissions)
   View/Edit Submission | Withdraw

   **Completed Submissions**

   **ACCOUNTING TECHNICIAN** – Full-time
   City of Chicago
   Job Posting: 08/28/2007 – Job Number: 127842
   Job Status: Inactive (No Longer Accepting Job Submissions)
   View/Edit Submission

   **Withdrawn Submissions**

   **Assistant Deputy Commissioner** – Full-time
   City of Chicago-Central
   Job Posting: 09/04/2007 – Job Number: 187005
   Job Status: Active (Accepting Job Submissions)
   Submission Status: Withdrawn – Updated 09/05/2007
   View/Edit Submission

   ![My Submissions - Page 1 of 1 Previous | Next]
2 Click the hyperlink below the submission to perform an action on the application.

For the Foster Grandparent application you can click on either Finish Draft Submission or Withdraw to perform these actions on this application.

For the Assistant Deputy Commissioner application you can click on Re-apply to perform this action on this particular application.

3 To find and confirm that your application was submitted, look for the jobs listed in the Completed Submissions section of the My Submissions tab.
## Using the Job Cart (Adding/Removing Jobs)

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Click My Job Cart on My Jobpage.</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>![Job Cart Image]</td>
</tr>
<tr>
<td>2</td>
<td><strong>To add a Job to the cart, click Job Search.</strong></td>
</tr>
<tr>
<td></td>
<td>![Job Search Image]</td>
</tr>
</tbody>
</table>
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.

Search Results (124 Jobs found)

10 Results per page
10

Sort by
Posting Date (Descending Order)

TRAFFIC ENGINEER V | Full-time
City of Chicago
Job Posting: 8941420023 Job Number: 304254
Apply | Add to My Job Cart

CAPTAIN | Full-time
City of Chicago
Job Posting: 8941420023 Job Number: 119912
Apply | Add to My Job Cart

CAPTAIN-EMT | Full-time
City of Chicago
Job Posting: 8941420023 Job Number: 10412

Nurse Practitioner (Final ST - Mark) | Full-time
City of Chicago/Far South
Job Posting: 8941420023 Job Number: 9598
Apply | Add to My Job Cart

Commissioner | Full-time
City of Chicago/Central
Job Posting: 8941420023 Job Number: 4021-8001-2087
Apply | Add to My Job Cart

CIVIL ENGINEER III | Full-time
City of Chicago
Job Posting: 8941420023 Job Number: 105152
Apply | Add to My Job Cart
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
</table>
| 4    | Click **Add to My Job Cart** | When you find a job that interests you, click Add to My Job Cart. Perform this action for as many jobs as you are interested in.  
**CIVIL ENGINEER III** | Full-time  
City of Chicago  
Job Posting: 09/14/2007 | Job Number: 125963 |
| 5    | Click **My JobPage**    | Return to the Job Cart by clicking My JobPage, and then My Job Cart. View the jobs listed to see that the postings were added to your cart.  
**CIVIL ENGINEER III** | Full-time  
City of Chicago  
Job Posting: 09/14/2007 | Job Number: 125963 |

...
7 Click **Remove from Job Cart** to remove an unwanted job posting from your cart.

8 **Verify Removal**

Click **Yes** to verify that you want to remove the Job from your Cart.

Completed
# Using Job Search (Basic/Advanced)

1. **Locate the Job Search tab.**

2. **The Basic Search tab is the default search.**

   - **Click the Job Search tab.**

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

   - **Job Field**
     - **Job Field**
       - **All**
     - **Add Job Field**

   - **Location**
     - **Location**
       - **All**
     - **Add Locations**
Review the Basic Search criteria page. There are several ways to search, including by:

- Job Number (Job Posting Number if you know this)
- Job Field (Area of Expertise/Experience)
- Location (Where the job is located in the City)
- Organization (City Department)

Enter the search criteria for the types of postings you are interested in. Click **Search for Jobs**.
Click **Advanced Search** Tab to perform a more detailed search.

<table>
<thead>
<tr>
<th>Job Field</th>
<th>Add Job Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Add Location</td>
</tr>
</tbody>
</table>

**Search Tips**
- You can search jobs by selecting relevant criteria in the dropdown 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.
- **Basic job search**
  - To perform a job search using basic search criteria, click the "Basic Search" tab and select the relevant criteria.
Review the Advanced Search criteria page. There are several ways to search, including by:

- Job Field (Area of Expertise/Experience)
- Location (Where the job is located in the City)
- Organization (City Department)
- Keyword
- Urgent Jobs
- Schedule
- Shift
- Job Level
- Job Type
- Education Level

Enter the search criteria for the types of postings in which you are interested. Click **Search for Jobs**.
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.

**PROJECTS ADMINISTRATOR**  Full-time
Starting Pay Rate: $99,652.00
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