

# Job Applicant Instructions

Thank you for your interest in employment with Durham County Government! Durham County employs over 1900 individuals engaged in various exciting professional, managerial, administrative, public, safety, technical, clerical, skilled trades and general labor work.

In this document you will find directions and important information so that you may successfully complete our online application process. **Please read and follow these instructions carefully in order to avoid missing the deadline for application submission.**

Please be aware that we do not accept resumes, letters, or any other documents related to your application without the application being submitted.

From the Durham County Government home page you may access the career page by completing one of the following steps.

- 1) Placing your pointer over the “I want to” tab (1) will reveal the heading Apply, select “For a job” this will open the Careers at Durham County page (2).
- 2) Clicking on the DCO Employment Opportunities link at the bottom of the home page.
- 3) To create a candidate profile you must select the “Career Center” link. You’re now ready to begin the job applicant steps.

Please note that you will not be able to complete this process without an email address. It is advisable that you read over these directions first before attempting the job application process; doing so will provide you with an overview of the application requirements.





## Step 1: Registration and Confirmation

As a first time applicant, you will need to set up an account.

**It is required that you have an email address.** You will not be able to create and complete your registration without one. If you do not have one, you can set up a free email account from a number of reputable hosts. Some examples with links are provided below:



[outlook.com](http://outlook.com)



[mail.google.com](http://mail.google.com)



[ymail.com](http://ymail.com)

From the Career Center webpage (<http://dconc.gov/index.aspx?page=976>), click on **First Time Applicant Registration**:

Next, fill in the required fields (marked with a \*).

### Registration

Do you want to find out more about your career options in our company?

We are always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career pages. You can find important information. If you cannot find a suitable job but would still like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that fits your profile.

**Name**

First Name:

Second Name:

Last Name: \*


**User Data**

User Name: \*

Password: \*

Repeat Password: \*

E-Mail: \*

 Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.


Repeat E-Mail: \*

Your username may be anything you would like. Your password, however, **must be between 6 and 8 characters and contain at least one number.**

Be sure to write down or otherwise save your username and password. This will allow you to log into your profile should you wish to return at a later time to apply for another position or update your profile information.

- If you lose your login information, you will need to contact the IS&T Help Desk to have them recover your username and reset your password. They may be reached at 919-560-7000.

⚠ Next, you must confirm that you accept our data privacy statement-The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

- Click Yes, I have read the data privacy statement and I accept it
- Click  and apply

Once you have registered, a confirmation email from the system will be sent to the email address you registered with. This email will contain a link for you to click (or copy & paste into your browser's address bar) that will complete your registration. This email can take up to 15 minutes to arrive in your inbox. Check your email account's spam filter as well in case it arrives there by mistake. **\*If you do not complete this step, your registration will not be complete and you will not be able to apply for a job\***

When you have confirmed your registration, you may then move on to Step 2.

## Step 2: Profile Creation

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The Candidate Profile is set up as a series of numbered sections:





**Tab 1 - Candidate Profile Creation:** This tab presents you with the option of uploading a resume in order to help fill out the application (known as resume parsing). The system will take information from your resume and input it into the Personal Data, Education, and Work Experience tabs.


However, *merely uploading your resume here is not sufficient* as most resumes do not include all the information needed for a recruiter to evaluate you. You will still need to go through and check the entries in the Education and Work Experience tabs in order to fill in what your resume did not (ex.: Supervisors, Reason for Leaving, years of part time and/or full time, etc.).


**Tab 2 - Personal Data:** The next tab is where you will be asked to input your name and contact information. The last section regarding an Internet reference is optional and may be skipped.

**Tab 3 - Education/Training:** This section is where you should list information about the schools and trainings you have attended. If you utilized the resume parsing feature from Tab 1, you may see that information listed. However, **it is strongly advised that you review each entry to ensure that the information contained is correct and complete. Incomplete entries may result in your application being rejected.**


Click the row to highlight the entry and then click the  button to review and make any changes to the information.


If you did not use resume parsing, or if you would like to add something else that is not listed, then click the  button to create a new entry.


Click  to save your additions and/or changes.


If you would like to totally remove an entry, highlight it and then click  .

**Tab 4 - Work Experience:** This section is virtually identical to the Education/Training tab as far as how to add, make changes, or remove to entries for your work history. As with Tab 3, you may see entries here if you used the resume parsing feature. Again, **it is strongly advised that you review each entry to ensure that the information contained is correct and complete. Incomplete entries may result in your application being rejected.**

Click the row to highlight the entry and then click the  button to review and make any changes to the information.


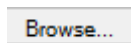
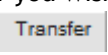
If you did not use resume parsing, or if you would like to add something else that is not listed, then click the  button to create a new entry.

Click  to save your additions and/or changes.

If you would like to totally remove an entry, highlight it and then click .

**Tab 5 - Preferences:** This tab is for if you would like to indicate what industry you are a part of or interested in and what your flexibility is. “Work Percentage” refers to what percentage of a full-time work week (40 hours) you are willing to work. For example, if you are looking for a part time position at 20 hours a week, you would indicate 50%.


**Tab 6 - Attachments:** Any additional, supplemental documentation that you would like to add to your application may be uploaded here. Resumes, cover letters, certificates, etc. are all acceptable.

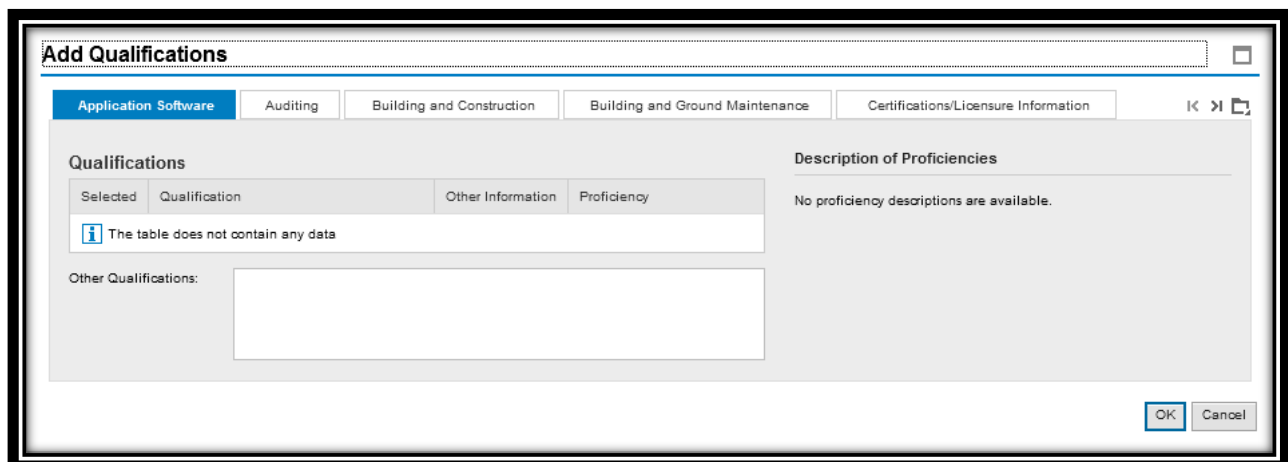
Click the  button to begin. Title the document if you wish, then click  to search for the document you would like to upload. Then click  to upload and save the document to the system.

You can click on the entry text to open and review the document to ensure that it is correct.

You may remove any saved entry by highlighting it and clicking .

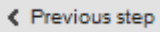
**Tab 7 - Qualifications:** This section is for you to indicate if you have any specialty skills or licenses. For example, if you are a licensed plumber, you may indicate it here.

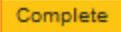
Click  to open the Qualifications pane:

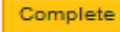


You can click on the different tabs (“Auditing”, “Building and Construction”, etc.) to see different lists of possible qualifications. You may also write in other qualifications, skills, or licenses that are not listed in the “Other Qualifications” box.

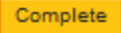
**Tab 8 - Overview and Release:** This section is for you to go over all of the information you have input into your applicant profile. The Data Overview is for you to see how your profile information is going to appear to a recruiter.

You may navigate back to any previous tab by clicking its corresponding number, or clicking the  button until you reach the appropriate section.

If you are satisfied with your Profile, you may click the  button to save it.

- If you do not see the  button, then you have **not** confirmed your registration. Please refer back to Step 1 of these instructions for how to confirm your registration.

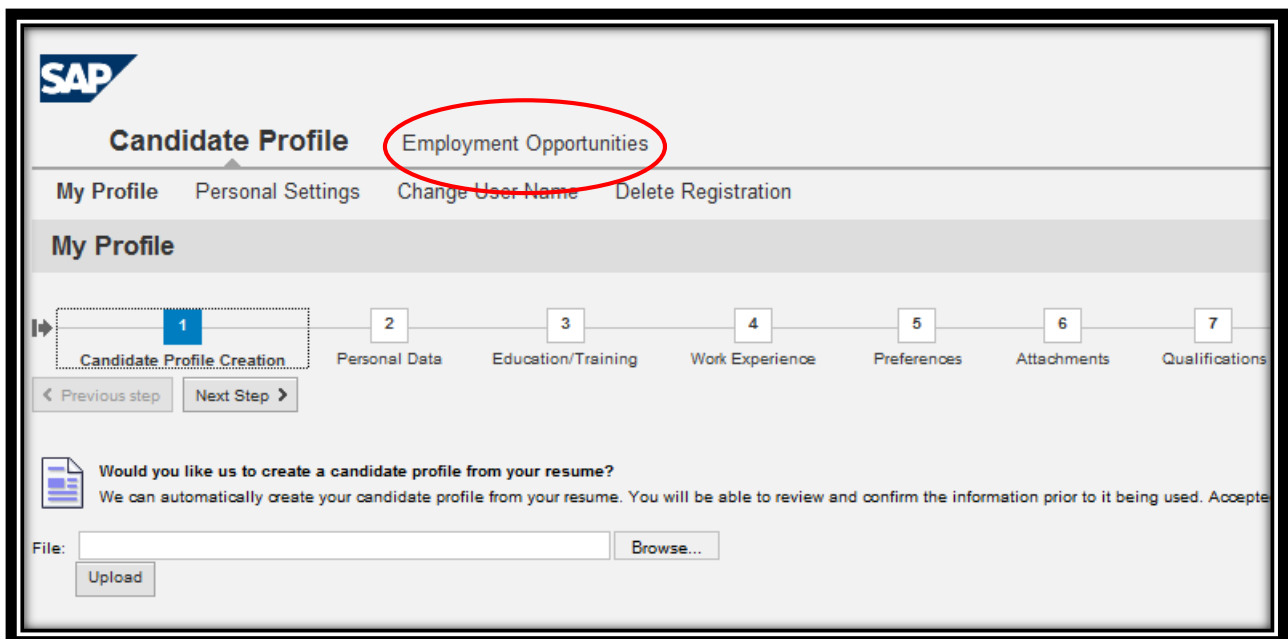
Even after completing your profile, you may make changes to any information at any time.

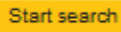
After making changes, go to Tab 8 and click  again to ensure that your information saves properly.



### Step 3: Submitting your profile for available positions

So you now should have a completed profile ready to go. Great! You will now need to submit it for an open position.

While logged into your profile, click where it says “Employment Opportunities”:



You will be brought to the Job Search screen. You may use it to help narrow down what is available, but if you would like to see all positions that are available, you may leave it alone and simply click  to generate all of the jobs that are currently available.

You may click the text of any position to view its description, salary range, etc. To apply, highlight the position and click , or click the  button while its description is open.


A new window will open with what looks nearly identical to the Candidate Profile screen. All of your information that you input will be here. However, this screen has two additional tabs for you to review.

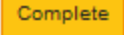
**Additional Tab 1 - Questionnaire:** This section contains questions that are required (indicated by an \*) for you to answer before you can submit your profile for a position. This is also where you should list references if you have not already included a list as an attachment.

Please answer “No” or “N/A” if the question does not apply to you. The system prevents you from submitting your profile if there are fields left blank.

**Additional Tab 2 - Cover Letter:** If you would like to upload a cover letter then you may do so here as an attachment.

Once you have completed the Questionnaire, you may then navigate to the Overview and Release tab to review your work.

As with the Candidate Profile, you may navigate back to any previous tab by clicking its corresponding number, or by clicking the  button until you reach the appropriate section.

When you are satisfied with your application, you may click the  button to submit it for the desired position.

Your application has gone through when the system advances you to Tab 10 (Completed) and displays a message indicating that you have successfully submitted your application. You will also receive a confirmation via email.

**If the system does not advance you to the Completed tab, then your application submission was UNSUCCESSFUL and you have not applied to the position. There will be an indication of the reason it was unsuccessful at the top of the Overview and Release screen. You must go back through the application and correct the reason/reasons indicated and then try to resubmit your application.**

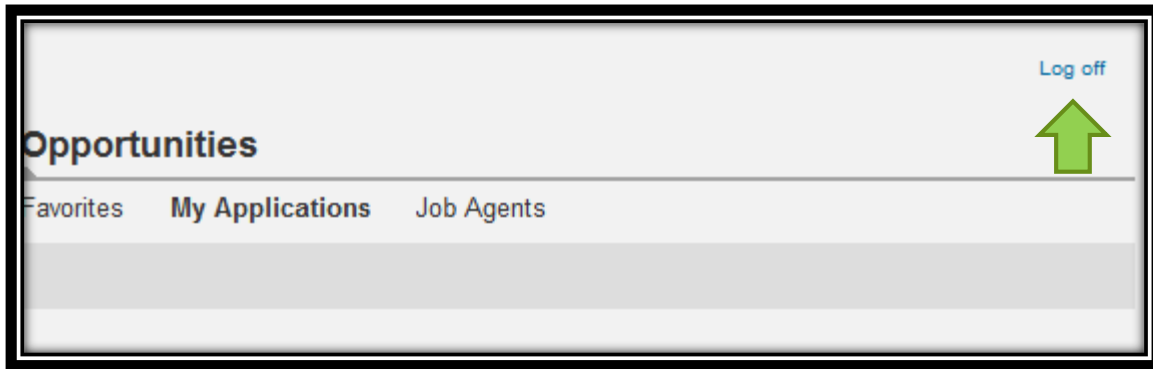
To apply for more positions, repeat the instructions in this step starting with the Job Search and by selecting a different position.

## Step 4: You are done!

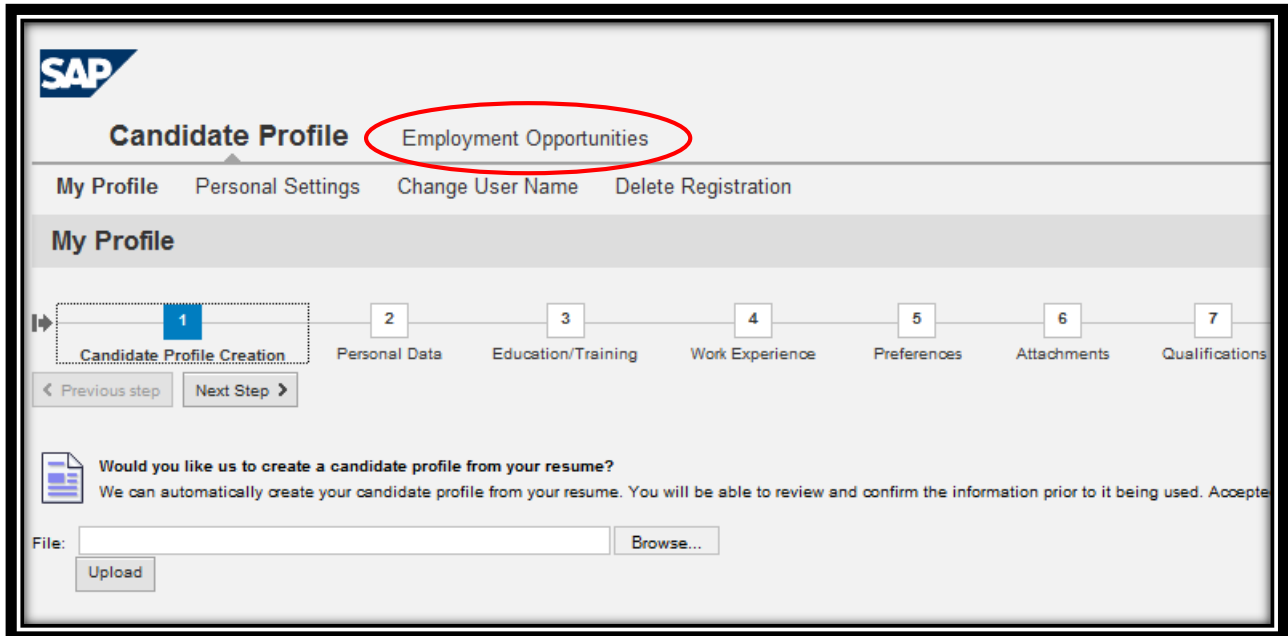
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**Congrats!** Thank you for your application. If you are using a public computer, be sure to click the “Log Off” button when you are finished so that others do not have access to your candidate profile:

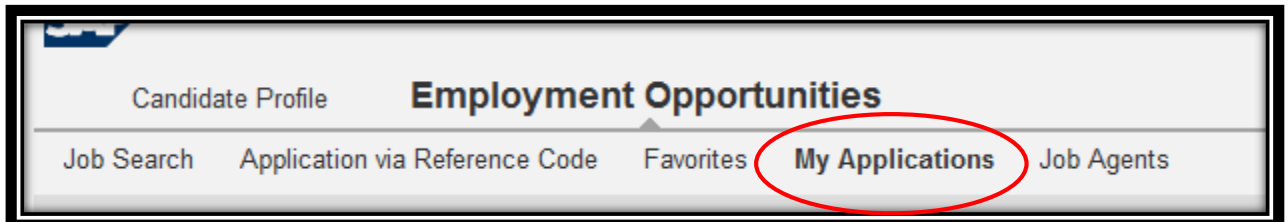




In order to keep track of the status of your applications you can access the “Employment Opportunities” tab again:



Then, click along the top bar where it says “My Applications”:



This will list what applications you have started but not completed (indicated by “Draft” status), and applications that you have completed and submitted (“In Process”).

Applications in “Draft” may be resumed by highlighting the row and clicking “Continue/Display Application”. Refer to Step 3.

A more detailed status is currently not displayed for applications that are “In Process”. For further detail, or if you have any other questions about the application not covered in these instructions, you may inquire with Human Resources by phone or by email at 919-560-7900 or [humanresources@dconc.gov](mailto:humanresources@dconc.gov).

- If you lose your login information, you will need to contact the IS&T Help Desk to have them recover your username and reset your password. They may be reached at 919-560-7000.

Thank you!

Recruitment Team

Durham County Government