Mecklenburg County Online Application Instruction Guide

Our web address is https://www.mecknc.gov/Pages/Home.aspx

-Under **Residents** and then **How Do I Apply For?**, click **County Employment**

NOTE: Some corporate and institutional network security measures may prevent the online application system from opening or functioning correctly. The online application system is optimized for the Internet Explorer browser. Other browsers such as Mozilla Firefox, Google Chrome or Apple Safari may not function correctly without adjustment of pop-up blocking and cookie handling settings. Wireless internet connections may also not function correctly due to additional network and server security measures. The use of third party security programs such as Norton or McAfee may also affect the functioning of the online application system. Adjustments to pop-up blocking and cookie handling may enable better performance.

-You can review the information on the How to Apply for a Job page using the various links. When you are ready to enter the online application system, select the link **View Job Openings and Apply Now**.
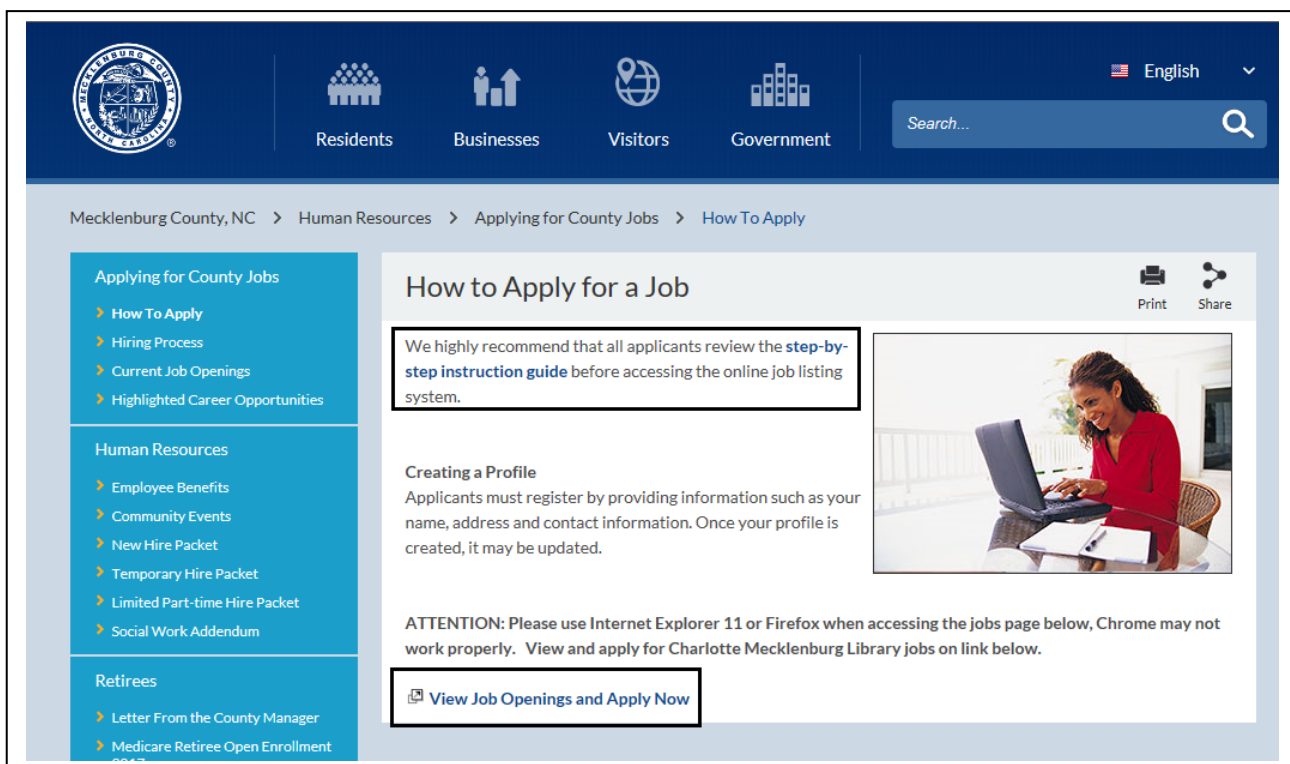
-Click **New User** to register for first time use. Prior registrants use your user name and password to access the system.
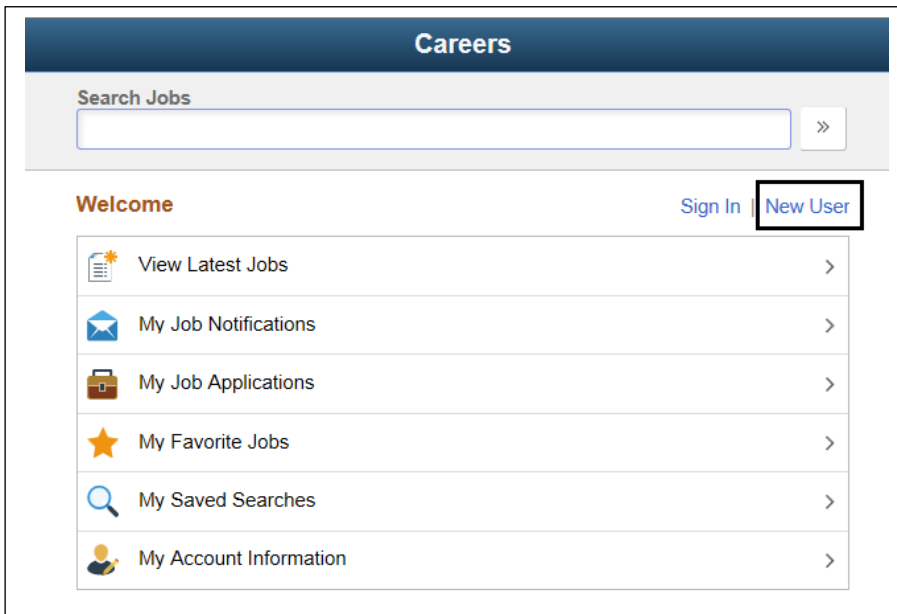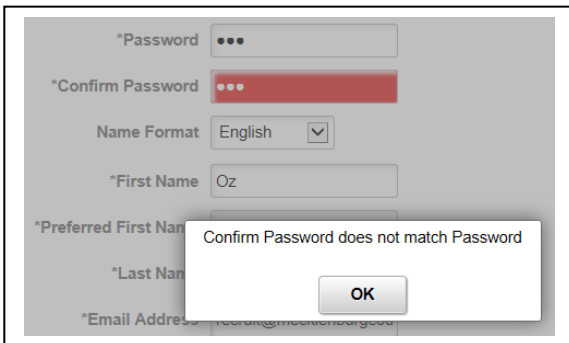

-Input your information in each of the fields according to the designation as indicated in the screenshots farther below.

User Name:

Password: Must meet the specified criteria. **NOTE:** Regardless of password length, there will be three dots visible.

Confirm Password: Be careful to enter the same password or you may get an error message

Name Format: Select appropriate language that matches your name

First Name: Your legal first name as written on your Social Security card

Preferred First Name: The first name you wish to be called

Last Name: Your legal last name as written on your Social Security card

Email Address:

Phone:

Secret Question: Please make a selection from the drop-down menu

Answer: Input the answer to the secret question.

Terms and Conditions: Check the box

Register: Click the Register button

New User Registration

Already Registered? Sign In Now   **Register**

Account Information

*User Name

Please select a password that:
1. Has a minimum of 8 total characters with at least 1 digit and 1 uppercase character.
2. Does not match your user name.
3. Does not match any of your email addresses.

*Password

*Confirm Password

Name Format   English

*First Name

*Preferred First Name

*Last Name

*Email Address

Phone

Secret Question for Forgot Password

*Secret Question

*Answer

View Terms and Conditions

☐ I agree to the Terms and Conditions

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*Secret Question

What city was you maternal parent born in?
What city were you born in?
What is your favorite food?
Where did you meet your spouse?
Who is your favorite author?

*Answer

---

*Answer

You will see your Preferred Name after Welcome

Welcome Oz   Sign Out

This is the main page of your applicant profile, called Careers. Clicking on the boxes of each category will open that category. The icon in the upper right corner will help navigate in and out of each category and back to the main page. **NOTE: Avoid using the browser Back button to navigate. Use the menu of the icon.**

NOTE: Before viewing job postings or utilizing other menu selections, please click on **My Account Information** and enter your contact information.

Careers	
Search Jobs	
[ ]	»
Welcome Oz	Sign Out
📋 View Latest Jobs	›
✉ My Job Notifications	›
💼 My Job Applications	›
⭐ My Favorite Jobs	›
🔍 My Saved Searches	›
👤 **My Account Information**	›

☰
Careers
Search Jobs
My Job Notifications
My Job Applications
My Favorite Jobs
My Saved Searches
My Account Information
Sign Out

My Account Information

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Save

Account Settings

User Name

Contact Method   [Not Specified ▾]

Change Password   Change Secret Question

Name

Name Format   [English   ▾]

Name Prefix   [▾]

*First Name   [Oz]

*Preferred First Name   [Oz]

Middle Name   [   ]

*Last Name   [   ]

Name Suffix   [▾]

You can make selections for Contact Method, Name Prefix and Name Suffix in the Name section. If you only wish to change one section or multiple sections, always complete your update by clicking the green Save button in the upper right of the window.

Enter your current address in the Address section. To add additional Email addresses or Phone numbers, click the **+** icon. **NOTE:** The initial phone number and email address are designated as Primary. If you wish to designate a different email or phone number as the Primary, you can update the designation when you add the additional information.

Address

Country	United States ⌄	
Address 1		
Address 2		
Address 3		
City		State ⌄
Postal		County

Email (Required)

+

Email	Type	Primary	
test@email.com	Home	Yes	›

Phone

+

Phone Number	Extension	Type	Primary	
704/987-6543			Yes	›

Phone Type is a required field. This example is changing the Primary phone number. When complete, click Done.

Cancel	**Add Phone Number**	Done
*Phone Number	704/123-4567	
Extension		
*Phone Type	Main ⌄	
	☑ Primary	

C

Phone

+

Phone Number	Extension	Type	Primary	
704/987-6543			No	›
704/123-4567			Yes	›

My Account Information

Your account information has been saved.

The sections of Careers are as follows:

View Latest Jobs will be the current job openings posted.

My Job Notifications is important as this is one of the methods of communication between talent acquisition staff and each applicant.

My Job Applications is the history of applications submitted

My Favorite Jobs isn't that useful because if you set aside an opening to look at later and the posting expires, you will not be able to submit an application for the opening.

My Saved Searches sets up search criteria for whatever type job opening you're looking for. This can be useful but only if the chosen key words are utilized within the job opening descriptions. For example, the word "secretary" will probably not yield many results as this word isn't used in any job descriptions. On the other hand, the word "administrative" will yield results for as many posted openings as may contain this word which might be several at any one time.

My Account Information is your contact information.

Following are screen shots of each section with basic functions. As mentioned earlier, navigation should be made by using the side menu bar instead of the browser back button. Careers is the home page.
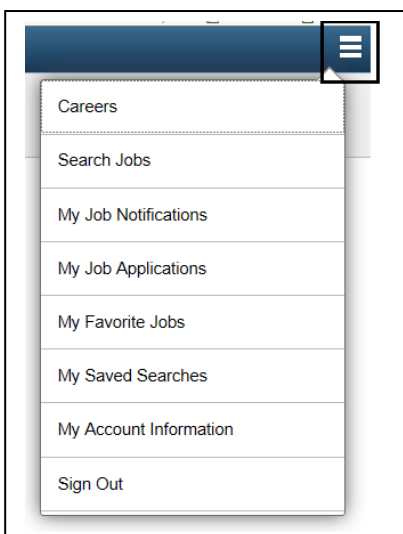
View Latest Jobs

The Search Jobs field is for keywords. If you wish to save the search to your My Saved Searches, click the Save Search link. The links in the left navigation are shortcuts to different categories of job openings posted. The job listing may have up to thirty or more openings so you will have to scroll down the page to view them all.
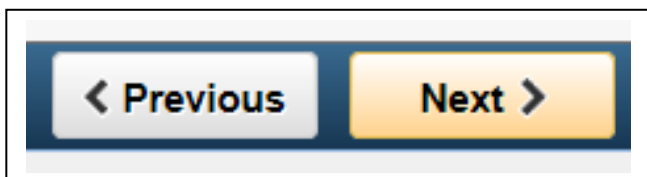
Click on the job title area to open the posting where the description is detailed. Click Apply for Job to apply.

The buttons Next and Previous are used to navigate through the various sections of the online application. **DO NOT** use the browser back button.

Read the message displayed, click the Terms and Conditions agreement near the bottom of the page then click Next.

Apply for Job		Next >

Lifeguard

1	Start In Progress	**Step 1 of 5: Start** We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.
2	Resume Not Started	This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.
3	Education and Work Experience Not Started	Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.
4	Diversity Not Started	
5	Review and Submit Not Started	

View Terms and Conditions

☑ I agree to the Terms and Conditions

Upload your resume. You can also upload a cover letter in this step. Click Next.

Lifeguard

1	Start Complete	**Step 2 of 5: Resume**
		Resume Attachment
2	Resume In Progress	You have not provided a resume.
		Attach Resume
3	Education and Work Experience Not Started	
		Cover Letter Attachment
4	Diversity Not Started	You have not provided a cover letter.
		Attach Cover Letter
5	Review and Submit Not Started	

Cover Letter Attachment

File Attachment

Choose From

My Device

c

My Device

Upload   Clear

PDF   THIS IS A TEST res.pdf
File Size: 3KB

Done

Step 2 of 5: Resume

Resume Attachment

*Resume Title [THIS_IS_A_TEST_res.p]

Language [English ▼]

Attached File THIS_IS_A_TEST_res.pdf
Change Resume

Cover Letter Attachment

*Cover Letter Title [THIS_IS_A_TEST_cover]

Attached File THIS_IS_A_TEST_cover_letter.pdf
Change Cover Letter

There are several required fields. You must list at least one Work Experience and you must complete the Questionnaire.

Apply for Job

Lifeguard

| 1 | Start |
| | Complete |

| 2 | Resume |
| | Complete |

| 3 | **Education and Work Experience** |
| | In Progress |

| 4 | Diversity |
| | Not Started |

| 5 | Review and Submit |
| | Not Started |

Step 3 of 5: Education and Work Experience

Please refer to the job description for the types of documents we require.

Attachments

You have not added any attachments.

[Add Attachment]

Education History

Highest Education Level [A-Not Indicated ▼]

Work Experience (Required)

You must enter information in this section.

[Add Work Experience]

Degrees

You have not added any degrees.

[Add Degrees]

Language Skills

You have not added any language skills.

[Add Language Skills]

Work Experience has several required fields including Reason for Leaving. Click Done when completed.

If you miss one of the Questionnaire questions, a notice will pop up. Click Next.

7. ⊗ If you are currently working, may we contact your current employer?

☐ NO

☐ YES

You have not answered Questionnaire 7.
Please provide an answer to this question before continuing.

OK

8. May we contact your previous employer?

☐ NO

Diversity information is voluntary. Click Next.

Step 4 of 5: Diversity

You are invited to provide the information requested regarding diversity.

Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self- identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender

What is your gender?

○ Female

○ Male

☐ I decline to answer

Ethnic Identification

What is your ethnicity?

You have not added any ethnic groups.

Add Ethnic Group

☐ I decline to answer

You may review each section or click the Submit button to submit the application.

Apply for Job   ‹ Previous   **Submit**

Lifeguard

1	Start Complete
2	Resume Complete
3	Education and Work Experience Complete
4	Diversity Complete
5	Review and Submit In Progress

Review your application and make any changes before submitting.

Step 5 of 5: Review and Submit

▼ My Contact Information

Email   Address   Test Street, Charlotte, NC 28204

Phone 704/555-5556   Contact Method Email

Modify

▶ Resume Attachment

▶ Cover Letter Attachment

▶ Attachments

▶ Education History

▶ Work Experience

▶ Degrees

▶ Language Skills

▶ Licenses and Certifications

▶ References

▶ Diversity

Click the Careers link to return to the main page.

The count beside My Job Applications will reflect the number of applications submitted.