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.

From the introduction page, select the Ready To Apply? tile. This will direct to the Ready To Apply? page with other information such as this instruction guide and the link to the online system: View Job Openings and Apply Online.
Click **New User** to register for first time use. Prior registrants use your user name and password to access the system via Sign In.

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

**User Name:**

**Password:** Must meet the specified criteria. **NOTE:** Regardless of password length, there will be a number of 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

**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.

**Check the box:** I agree to the Terms and Conditions
Click the Register button

You will see your Name after Welcome
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. Use the arrow icons at the right of each category to make selections.**

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

**NOTE:** This is where you can change both your Password and your Secret Question.

You can make selections for Contact Method, Name Prefix, Preferred First Name 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 initially entered 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.

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

Click the Save button in the upper right corner. Then Careers in upper left corner to return to main page.
The sections of Careers are as follows:

**View All 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 All 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.

Use the navigation Next Job, Previous Job if active, or Search Jobs to continue viewing job openings. **DO NOT** use the browser back button.
After selecting Apply for Job, read the message displayed, click the Terms and Conditions agreement near the bottom of the page then click Next in upper right corner.

Upload your resume. You can also upload a cover letter in this step. Click Next when finished.
Other supporting documents can be uploaded in the Attachments section. Select the Highest Education Level from the menu. There are several required fields on this page. You must list at least one Work Experience and you must complete all of the Questionnaire.
Work Experience has several required fields including Reason for Leaving. Click Done when completed. Other fields can be completed if desired.

The Questionnaire must be fully completed.

If you miss one of the Questionnaire questions, a notice will pop up. Click Next.
Diversity information is voluntary and can be declined. Click Next.

You may review each section or click the Submit button in upper right to submit the application.
Click the Careers link to return to the main page.

You have successfully submitted your job application.

Jobs Applied For

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Medical Office Assistant-STD/HIV Clinics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job ID</td>
<td>110800</td>
</tr>
<tr>
<td>Location</td>
<td>Mecklenburg County</td>
</tr>
<tr>
<td>Posting Date</td>
<td>05/20/2019</td>
</tr>
<tr>
<td>Application Date</td>
<td>05/22/2019</td>
</tr>
</tbody>
</table>

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