

# How to Apply for Open Postings

This guide provides instructions, tips, and tricks for applying to open postings at the City of Springfield.

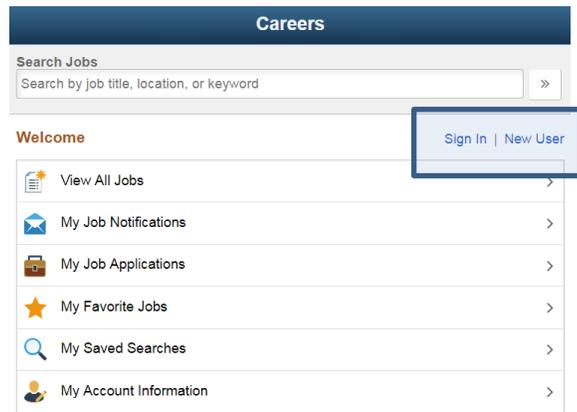
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# Accessing the System

## New to the Process?

1. Click **New User**



2. Enter your profile information.

**Account Information**

\*User Name

Please select a password that has the following:

1. a minimum of 8 characters;
2. one capital letter;
3. one lowercase letter;
4. one special character from the following ! @ # \$ % ^ & \* ( ) - \_ = + \ | [ ] { } ; : / ? . > <

\*Password

\*Confirm Password

\*First Name

\*Last Name

\*Email Address

Phone

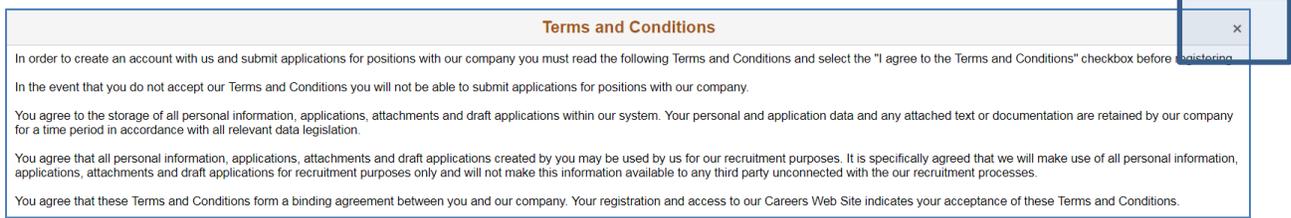
3. Scroll down and answer a secret question for password recovery

**Secret Question for Forgot Password**

\*Secret Question

\*Answer

4. Once the **Terms and Conditions** are read, click the **X** to return to the Registration page.



**Terms and Conditions**

In order to create an account with us and submit applications for positions with our company you must read the following Terms and Conditions and select the "I agree to the Terms and Conditions" checkbox before registering.

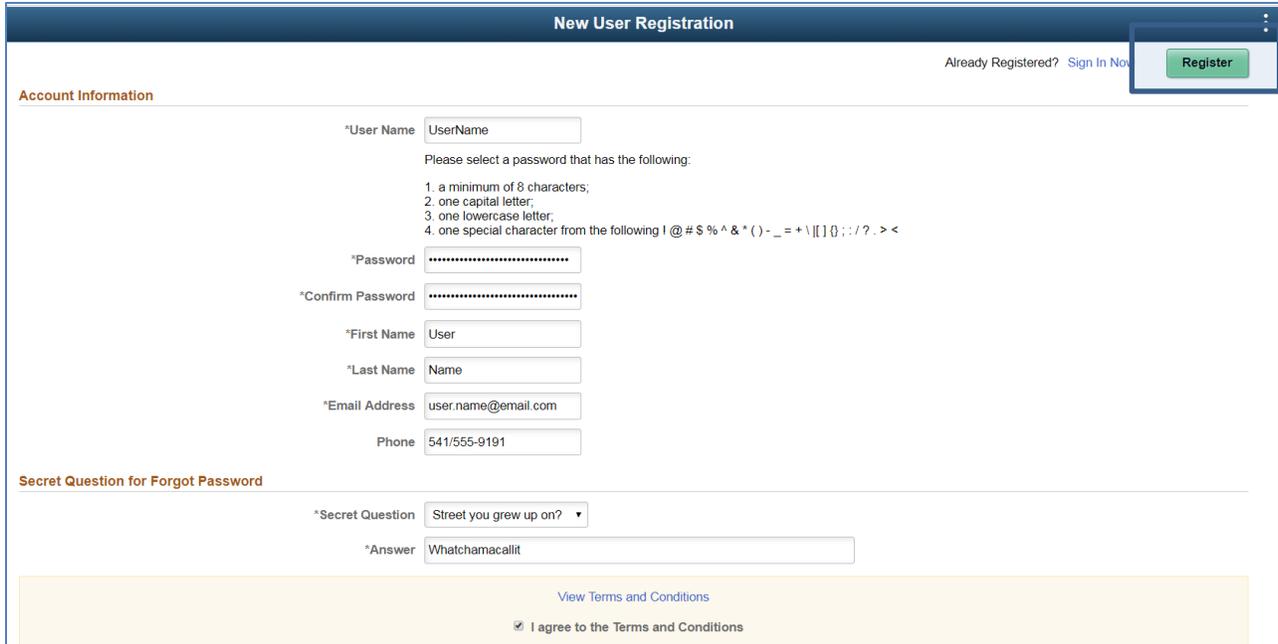
In the event that you do not accept our Terms and Conditions you will not be able to submit applications for positions with our company.

You agree to the storage of all personal information, applications, attachments and draft applications within our system. Your personal and application data and any attached text or documentation are retained by our company for a time period in accordance with all relevant data legislation.

You agree that all personal information, applications, attachments and draft applications created by you may be used by us for our recruitment purposes. It is specifically agreed that we will make use of all personal information, applications, attachments and draft applications for recruitment purposes only and will not make this information available to any third party unconnected with the our recruitment processes.

You agree that these Terms and Conditions form a binding agreement between you and our company. Your registration and access to our Careers Web Site indicates your acceptance of these Terms and Conditions.

5. Click the checkbox for "I agree" and click **Register** to create an account



**New User Registration**

Already Registered? [Sign In Now](#) **Register**

**Account Information**

\*User Name

Please select a password that has the following:

1. a minimum of 8 characters;
2. one capital letter;
3. one lowercase letter;
4. one special character from the following ! @ # \$ % ^ & \* ( ) - \_ = + \ [ ] ; : / ? . > <

\*Password

\*Confirm Password

\*First Name

\*Last Name

\*Email Address

Phone

**Secret Question for Forgot Password**

\*Secret Question

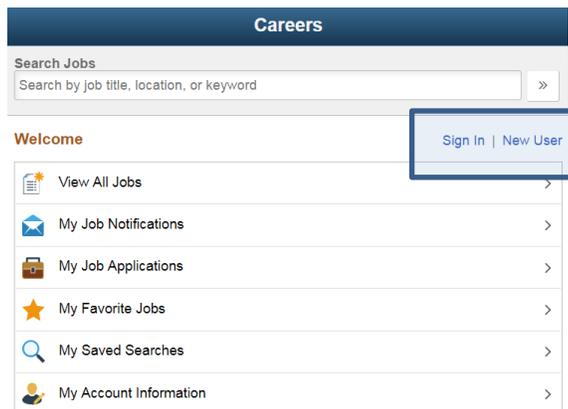
\*Answer

[View Terms and Conditions](#)

I agree to the Terms and Conditions

### Applied with us before?

1. Click **Sign In** and enter your user name and password.
2. If you've forgotten either of those, there are links to help retrieve/reset that information.



**Careers**

Search Jobs

Search by job title, location, or keyword

**Welcome**

[Sign In | New User](#)

- View All Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information

## Notes about the Application and Process

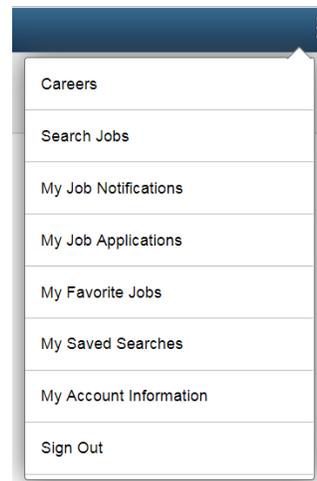
1. The recruitment process uses email as the main form of communication.
2. Any field with an asterisk (\*) is required. You must enter something in those field.
3. Most date fields will populate today's date. Unless directed otherwise in this guide, please don't change this field.
4. At any point during the application process, you can select **Save as Draft** from the application menu in the upper right corner.
5. The system will also save each time you move between steps. You do not need to finish the application in one sitting, but it must be submitted before the posting closes in order to be considered for that posting.
6. Once submitted, no changes can be made to the application. If you determine that your application needs to be corrected, and the posting is still open, you can withdraw your application and submit a new one.
7. If you submit multiple applications to one posting, the most recent application will be considered and any previous ones will be withdrawn from the posting.

## Getting Around

The three vertical dots in the upper right corner is an additional menu button.

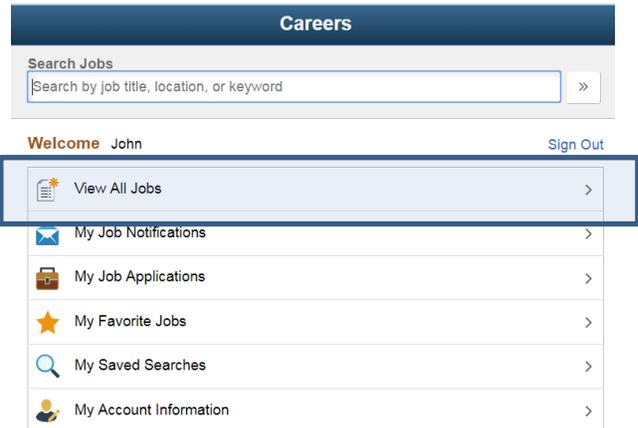
It is accessible from almost anywhere in the recruiting program including an active application.

The options vary depending on where you are in the system.



## Review Open Job Postings

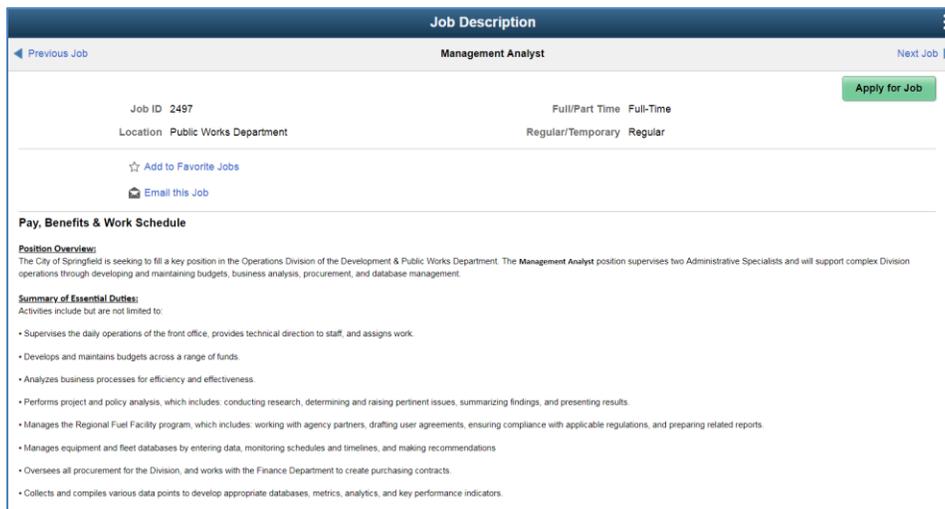
1. Click **View All Jobs**



2. Scroll through the list of open postings. You can also filter by clicking on the links under the left menu such as location, department or job family. Click on the job you're interested in reviewing.



3. Review the job posting description, minimum qualifications and other details about the position.



## Apply for a Job

1. To start an application, click **Apply for Job**.

**Job Description**

Management Analyst

Job ID 2497      Full/Part Time Full-Time

Location Public Works Department      Regular/Temporary Regular

[Add to Favorite Jobs](#)

[Email this Job](#)

**Pay, Benefits & Work Schedule**

**Position Overview:**  
The City of Springfield is seeking to fill a key position in the Operations Division of the Development & Public Works Department. The **Management Analyst** position supervises two Administrative Specialists and will support complex Division operations through developing and maintaining budgets, business analysis, procurement, and database management.

**Summary of Essential Duties:**  
Activities include but are not limited to:

- Supervises the daily operations of the front office, provides technical direction to staff, and assigns work.
- Develops and maintains budgets across a range of funds.

2. A page will appear that indicates how many steps there are to complete that application. These steps may vary depending on the type of position.

**Apply for Job**

Management Analyst

1 **Start** In Progress

2 **Resume** Not Started

3 **Qualifications** Not Started

4 **Online Questionnaire** Not Started

**Step 1 of 7: Start**

This job application allows you to attach a resume and has a number of sections, ranging from work experience to position-related questions. **Note that not all job postings require a resume. If it is required as part of the application process, it will be indicated in the job posting.** The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

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.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

3. Click **View Terms and Conditions**. Once these are read, click the **X** to return to the Start page.

**Terms and Conditions**

**Application Terms and Conditions**

By checking the box, you agree to the following:

1. I hereby certify the information in this application and attachments are true and complete to the best of my knowledge.
2. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for my employment in the United States.
3. I have reviewed the essential job functions of the position for which I am applying for and I certify that I can perform these essential functions with or without accommodations.
4. I am aware that any falsification, misrepresentation or omission may result in my disqualification for employment or discharge from employment.
5. I authorize my present and previous employers to release information regarding my job performance.
6. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents and employees, in regard to this exchange of information concerning my past employment.
7. I understand I may be required to submit to "conditional offer of employment" physical examinations and/or urinalysis testing for the presence of drugs and/or alcohol. I agree to such examinations and/or testing at the City's expense. I authorize release of the results to the City for the use in evaluating my suitability for employment. I release the City from all liability arising out of or connected with the examinations and/or testing.

4. Click **X** in the upper right corner to return to the Start page.
  - A. If you do not agree with these terms and conditions, **Exit** to return to the Careers site.
  - B. To continue your application, check the box for agreement and click **Next**.

Management Analyst

Apply for Job

Next >

1 Start  
In Progress

2 Resume  
Not Started

3 Qualifications  
Not Started

4 Online Questionnaire  
Not Started

**Step 1 of 7: Start**

This job application allows you to attach a resume and has a number of sections, ranging from work experience to position-related questions. **Note that not all job postings require a resume. If it is required as part of the application process, it will be indicated in the job posting.** The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

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.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

5. Click **Next** and the program will walk you through all the steps for applying to an open posting.

*Note – You do not need to complete the application in one sitting, but it must be submitted before the posting closes to be considered for the position.*

## Attach a Resume or Cover Letter

1. To attach a resume, click the **Attach Resume** button.

### Resume Attachment

You have not provided a resume.

**Attach Resume**

2. From the new window, click on the My Device icon.

3. Select your resume attachment, and click Upload.

### Choose From



**My Device**

### Choose From



My Device

**Upload**

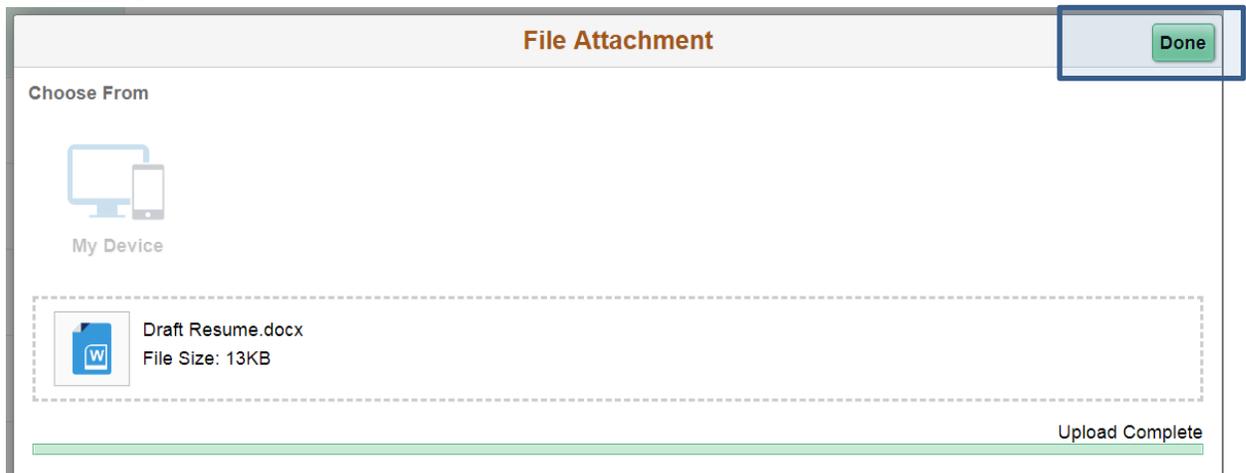
**Clear**



FILES.DOC  
File Size: 14KB

*Note - Attachments are limited to the following types: .doc, .docs, .pdf, .odt, .rtf, and .txt.*

4. Once the upload has finished, click **Done**.



5. Do the same for Cover Letter. Please note that a resume and/or cover letter is not required for a job posting unless it explicitly says so in the job posting description.

*If you have previously uploaded a resume, the system will allow you to attach it to future applications by clicking the Use Existing Resume. You can switch resumes between previously uploaded ones.*

6. Click **Next** to continue to the next step.

## Current and Prior Employment

1. Click **Add Work Experience** to enter your current and past work experience. Click **Done** when work history with that employer is complete.

2. Enter your previous (and current) work experience.
  - **Start Date:** enter the date you started with your most recent employer. This field is required.
  - **End Date:** enter the date you left employment with that employer. If you are currently working for this employer, leave the field blank.
  - **Employer:** enter the agency or company name.
  - **Ending Job Title:** if you held several positions with one employer, enter the most recent one.
  - **Supervisor Information:** include any information you have for this supervisor.
  - **Slider Bars:** Move the sliders to indicate no/yes for Full Time and Unpaid/Volunteer.
  - **Job duties:** describe the duties performed at this employer
  - **Reason for Leaving:** include the reason you left, if you are not currently employed there.
  - **City and State:** include the City and State for this employer. If it was in a different country, please select the appropriate one from the dropdown list.
3. Click the **+** to add additional work history. Work history should include paid and unpaid/volunteer positions.

4. Click Next when ready for the next section.

Employer	Job Title	Start Date	End Date
Nike	Analyst	01/01/2007	12/31/2012
Levi Strauss	Supervisor	01/01/2013	08/04/2016
City of Springfield	Manager	09/01/2016	

## Education

1. Select the Highest Education Level completed from the dropdown box.

2. Click  to enter information about your education and degrees.

- **\*Date Acquired:** this field autopopulates with the date of your application. You do not need to change this date.
- **\*Degree:** select degree type from the drop down list.
- **Major Code:** select the magnifying glass and then click the arrow next Search Criteria to open the search tool. Type in your degree field in the Description box. Use the % symbol to expand the search beyond the 'Begins with' condition.

Major Code	Description
40003	Aerospace Engineering
40035	Architectural Engineering
40052	Biochemical Engineering
40055	Bioengineering
40056	Bioengineering/Materials Sci
40059	Biomedical Engineering
40078	Chemical Engineering/Materials

- **School Description:** enter the school or university where your degree was obtained.
- **Major Description:** autofills based on previous search results.
- **Minor Description:** if applicable, type in your minor.
- **Graduated:** slide the button to the right if you graduated.

**Edit Degrees**

Cancel Done

\*Date Acquired 06/24/2019

\*Degree BS  
Bachelor of Science

Major Code 40035  
Architectural Engineering

School Description OSU

Major Description Architectural Engineering

Minor Description

Graduated Yes

Delete

3. Click **Done** and enter any additional degrees.
4. Click **Next** when finished entering education and degree information.

## Online Questionnaire

1. Answer all of the questions in the Online Questionnaire.
2. Questions cannot be skipped. All questions must be answered before proceeding. Enter N/A if a question doesn't apply to you. Text boxes are limited to 5000 characters.

The screenshot shows a web application titled "Apply for Job" for a "Management Analyst" position. The interface is divided into a left sidebar with a progress list and a main content area. The progress list includes: 1 Start (Complete), 2 Resume (Complete), 3 Qualifications (Complete), 4 Online Questionnaire (In Progress), 5 Referrals (Not Started), and 6 Self-Identify (Not Started). The main content area is titled "Step 4 of 7: Online Questionnaire" and contains a "Questionnaire (Required)" section. A modal dialog box is overlaid on the page, displaying the following text: "You have not answered Questionnaire 1, 2, 3, 4, 5, 6, 7. You have not answered Open Ended Questions 1, 2, 3. Please provide an answer to these questions before continuing." with an "OK" button.

3. Click **Next** when questions are complete to go to the next step.

## Referrals (How did you learn of the job opening?)

1. Select how you heard about the position.

The screenshot shows a web application interface for applying for a job. At the top, there is a dark blue navigation bar with 'Exit' on the left, 'Apply for Job' in the center, and 'Previous' and 'Next' buttons on the right. Below this is a header for 'Management Analyst'. The main content area is divided into a left sidebar and a main form area. The sidebar contains four steps: 1. Start (Complete), 2. Resume (Complete), 3. Qualifications (Complete), and 4. Online Questionnaire (Complete). The main form area is titled 'Step 5 of 7: Referrals' and contains the following fields: '\*How did you learn of the job?' with a dropdown menu set to 'Other', 'Specific Referral Source' with a text input field containing 'Craigslist', and 'Are you a former employee' with a dropdown menu set to 'No'.

2. If you heard about the posting from an employee, please select Employee and enter their name as the specific referral source.

3. Click Next to continue.

# Self-Identify

The following pages are completely voluntary and for reporting purposes only.

1. After selecting one of the **Self-Identify – Disability** options, click on **Next** to continue.

The screenshot shows a web application interface for 'Apply for Job' for a 'Library Technician' position. The progress bar on the left indicates that steps 1 through 5 are complete, step 6 'Self-Identify' is in progress, and step 7 'Review and Submit' is not started. The main content area is titled 'Step 6 of 7: Self-Identify - Disability'. It includes a sidebar with progress indicators for 'Start', 'Resume', 'Qualifications', 'Online Questionnaire', 'Referrals', 'Self-Identify', 'Disability', 'Veteran', 'Diversity', and 'Review and Submit'. The 'Disability' section is currently selected. The main content area contains the following text: 'Why are you being asked to complete this form?' followed by an explanation of the purpose of the form. Below this is the question 'How do I know if I have a disability?' with a definition and a list of disabilities including Blindness, Autism, Bipolar disorder, Post-traumatic stress disorder (PTSD), Deafness, Cerebral palsy, Major depression, Obsessive compulsive disorder, Cancer, HIV/AIDS, Multiple sclerosis (MS), and Impairments requiring the use of a wheelchair. There are also checkboxes for Diabetes, Schizophrenia, Missing limbs or partially missing limbs, and Intellectual disability (previously called mental retardation). Below the list is a section 'Please select one of the options below:' with three radio button options: 'YES, I HAVE A DISABILITY (or previously had a disability)', 'NO, I DON'T HAVE A DISABILITY', and 'I DON'T WISH TO ANSWER'. At the bottom, there is a 'Reasonable Accommodation Notice' section with a paragraph of text and a footnote.

2. After selecting one of the **Self-Identify – Veteran** options, click on **Next** to continue.

The screenshot shows a web application interface for 'Apply for Job' for a 'Library Technician' position. The progress bar on the left indicates that steps 1 through 5 are complete, step 6 'Self-Identify' is in progress, and step 7 'Review and Submit' is not started. The main content area is titled 'Step 6 of 7: Self-Identify - Veteran'. It includes a sidebar with progress indicators for 'Start', 'Resume', 'Qualifications', 'Online Questionnaire', 'Referrals', 'Self-Identify', 'Disability', 'Veteran', 'Diversity', and 'Review and Submit'. The 'Veteran' section is currently selected. The main content area contains the following text: 'Definitions' section with a paragraph of text defining protected veterans. Below this is a list of definitions for 'disabled veteran', 'recently separated veteran', 'active duty wartime or campaign badge veteran', and 'armed forces service medal veteran'. There is also a paragraph of text about 'Protected veterans may have additional rights under USERRA'. Below this is a section 'Self-identification' with a paragraph of text and a list of radio button options: 'I identify as one or more of the classifications of protected veteran listed' (with sub-options for Disabled Veteran, Recently Separated Veteran, Active Duty Wartime or Campaign Badge Veteran, and Armed Forces Service Medal Veteran), 'I am a protected veteran, but I choose not to self-identify the classification to which I belong', 'I am not a protected veteran', and 'I am not a veteran'. At the bottom, there is a 'Military Discharge Date' field.

4. After selecting one of the **Self-Identify – Diversity** gender, ethnicity and race identification options, click on **Next** to continue.

✕ Exit
Apply for Job
< Previous
Next >

**Library Technician**

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <b>1 Start</b> Complete         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <b>2 Resume</b> Complete         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <b>3 Qualifications</b> Complete         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <b>4 Online Questionnaire</b> Complete         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <b>5 Referrals</b> Complete         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #e6f2ff;"> <b>6 Self-Identify</b> In Progress         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <b>Disability</b> Complete         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <b>Veteran</b> Complete         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #e6f2ff;"> <b>Diversity</b> In Progress         </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <b>7 Review and Submit</b> Not Started         </div>	<p><b>Step 6 of 7: Self-Identify - Diversity</b> You are invited to provide the information requested regarding diversity.</p> <hr/> <p><b>Diversity</b></p> <p>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.</p> <p>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.</p> <hr/> <p><b>Gender</b></p> <p><b>What is your gender?</b></p> <p><input type="radio"/> Female</p> <p><input type="radio"/> Male</p> <p><input type="checkbox"/> I decline to answer</p> <hr/> <p><b>Ethnicity and Race Identification</b></p> <p><b>Are you Hispanic or Latino?</b> <a href="#">Definition</a></p> <p><input type="radio"/> Yes, I am Hispanic or Latino.</p> <p><input type="radio"/> No, I am not Hispanic or Latino.</p> <p><b>What is your race? Select one or more.</b> <a href="#">Definition</a></p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> I decline to answer</p>
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## Not ready to submit? Save a draft for later!

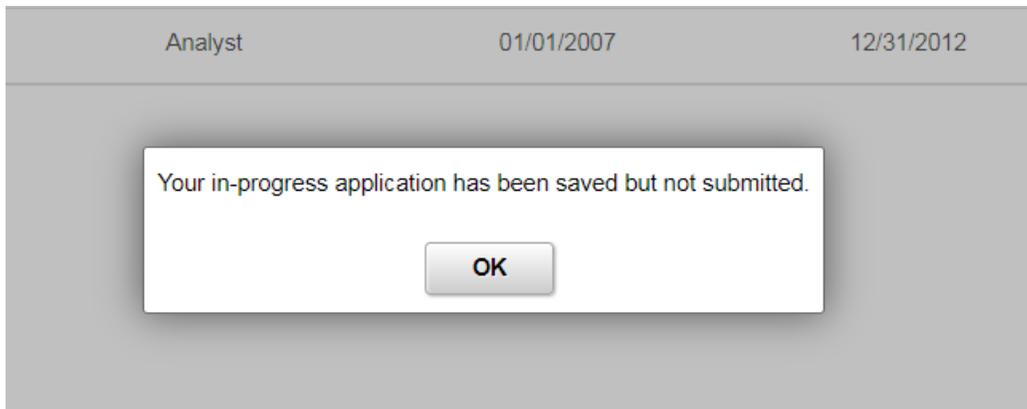
1. At any point during the application process, you can select **Save as Draft** from the application menu in the upper right corner.



The screenshot shows the 'Apply for Job' application interface. The top bar includes an 'Exit' button and the title 'Apply for Job'. The main content area is titled 'Library Technician' and 'Step 3 of 7: Qualifications - Work Experience'. A sidebar on the left shows progress indicators for 'Start', 'Resume', 'Qualifications', 'Work Experience', and 'Education'. The 'Work Experience' section is currently active. A table lists work experience entries with columns for Employer, Job Title, Start Date, and End Date. A 'Save as Draft' menu option is highlighted in the top right corner.

Employer	Job Title	Start Date	End Date
City of Springfield	Manager	09/01/2016	
Levi Strauss	Supervisor	01/01/2013	08/04/2016
Nike	Analyst	01/01/2007	12/31/2012

2. Click **OK**



The screenshot shows a confirmation dialog box with the message "Your in-progress application has been saved but not submitted." and an "OK" button. The background is a light gray color.

3. Click **Exit** in the upper left corner to leave the application.

## Review and Submit

1. Review your application by clicking on the different sections.
2. Click Modify to return to that section to make changes.

Management Analyst

1 Start Complete

2 Resume Complete

3 Qualifications Complete

4 Online Questionnaire Complete

5 Referrals Complete

6 Self-Identify Complete

7 Review and Submit In Progress

Review your application and make any changes before submitting.

**Step 7 of 7: Review and Submit**

- ▶ My Contact Information
- ▶ Resume Attachment
- ▶ Cover Letter Attachment
- ▼ Education History
  - Highest Education Level A-Not Indicated
- ▶ Work Experience
- ▶ Degrees
- ▶ Licenses and Certifications
- ▶ Language Skills

Modify

3. Click **Submit** when your application is complete.
4. You will receive the following when your application has been successfully submitted.

Application Confirmation

You have successfully submitted your job application

**Jobs Applied For**

Job Title	Management Analyst	Posting Date	05/06/2019
Job ID	2497	Application Date	05/08/2019
Location	Public Works Department		

[Careers](#)

[View Submitted Application](#)

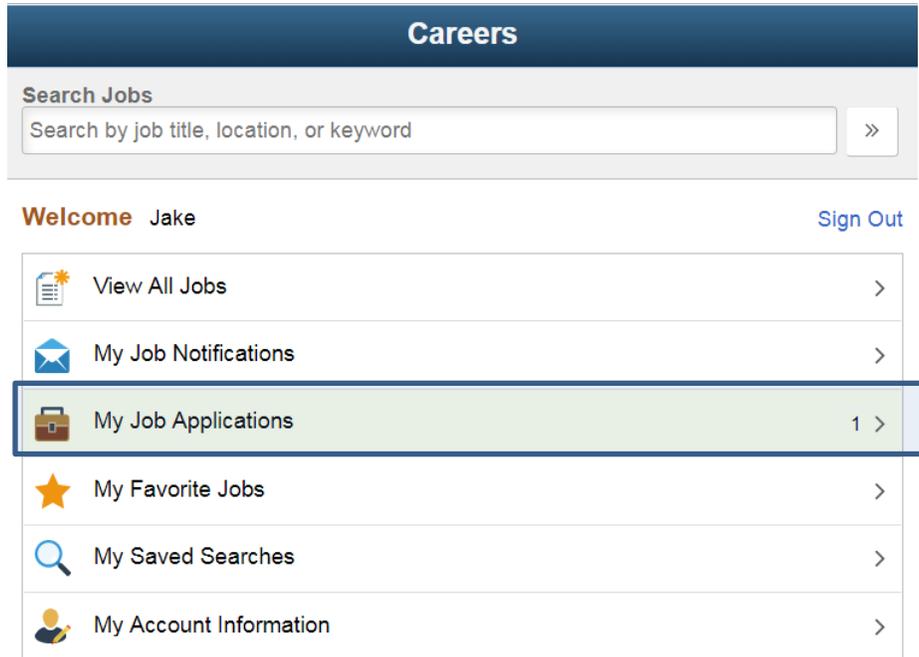
Once submitted, no changes can be made to the application.

If you determine that your application needs to be corrected, and the posting is still open, you can withdraw your application and submit a new one.

If you submit multiple applications to one posting, the most recent application will be considered and any previous ones will be withdrawn from the posting.

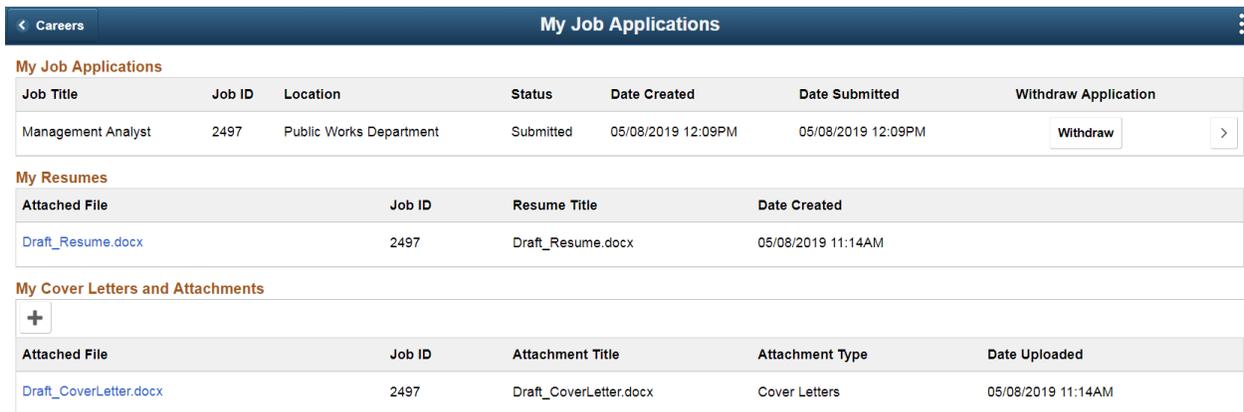
## Reviewing Submitted and Draft Applications and Attachments

1. On the Careers page, you can see all of your applications (draft and submitted) by clicking on **My Job Applications**.



The screenshot shows the 'Careers' page header. Below the header is a search bar for jobs. A welcome message for 'Jake' is displayed with a 'Sign Out' link. A vertical menu contains several options: 'View All Jobs', 'My Job Notifications', 'My Job Applications' (highlighted with a blue border and a '1 >' indicator), 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'.

2. This page also shows any resumes and cover letters submitted as part of an application.



The screenshot shows the 'My Job Applications' page. It features a table of applications, a section for resumes, and a section for cover letters and attachments.

My Job Applications						
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Management Analyst	2497	Public Works Department	Submitted	05/08/2019 12:09PM	05/08/2019 12:09PM	<a href="#">Withdraw</a> >

**My Resumes**

Attached File	Job ID	Resume Title	Date Created
<a href="#">Draft_Resume.docx</a>	2497	Draft_Resume.docx	05/08/2019 11:14AM

**My Cover Letters and Attachments**

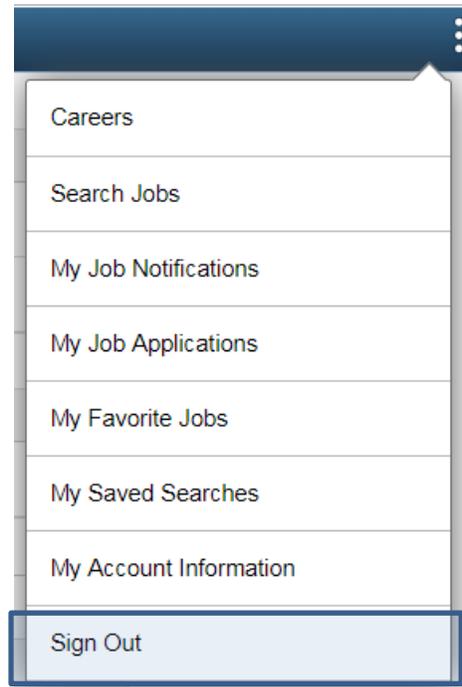
Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
<a href="#">Draft_CoverLetter.docx</a>	2497	Draft_CoverLetter.docx	Cover Letters	05/08/2019 11:14AM

3. Click the arrow at the end of the row to review what was submitted. This won't let you see responses to online questions, but it will let you see everything else submitted.

**Clicking "Withdraw" on this page will remove this application from consideration and from this list.**

## Exit the Recruitment Program

To leave the recruitment module, click on the 3 dots menu and select **Sign Out**.



Thank you for applying for a position with the City of Springfield!