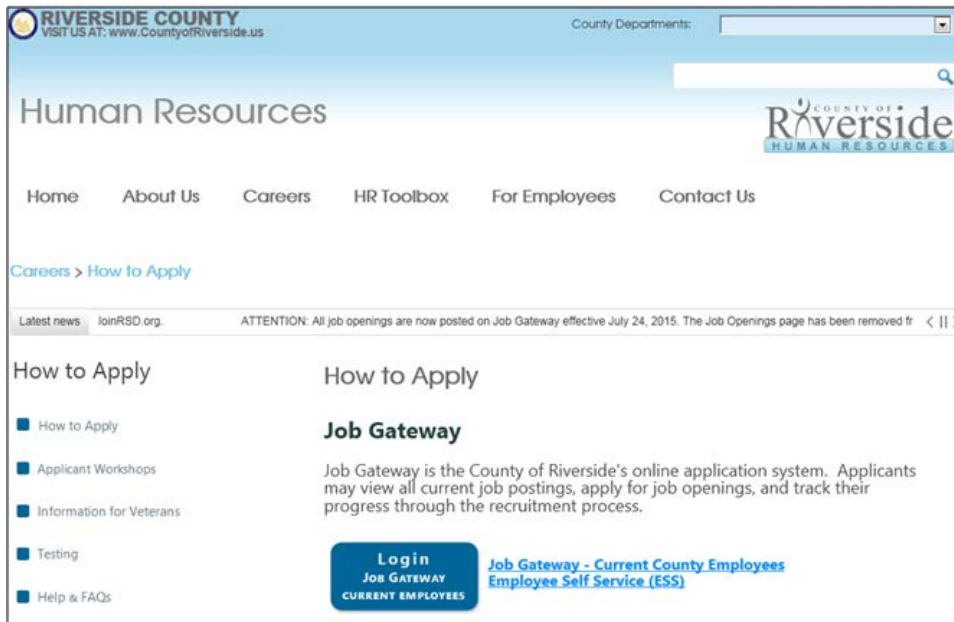




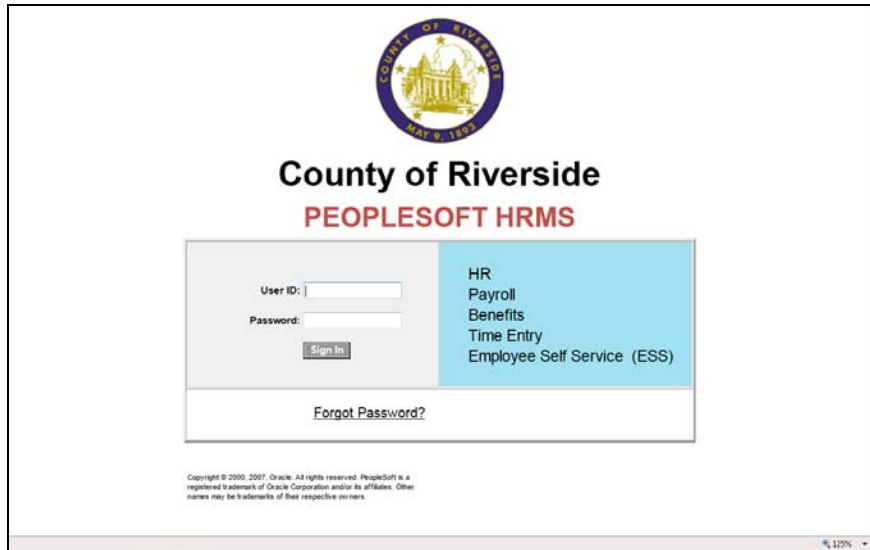





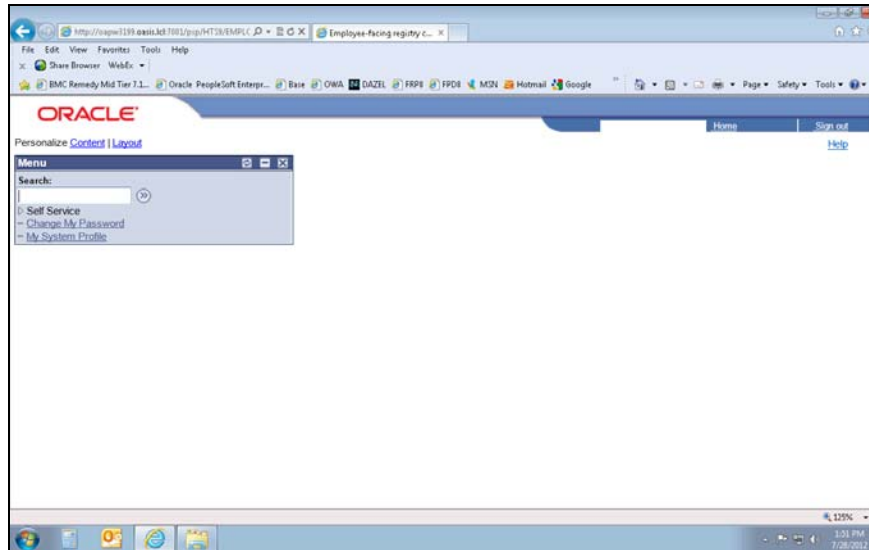
Step	Action
2.	Go to <a href="http://www.rc-hr.com/Careers/HowtoApply.aspx">http://www.rc-hr.com/Careers/HowtoApply.aspx</a> .

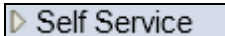


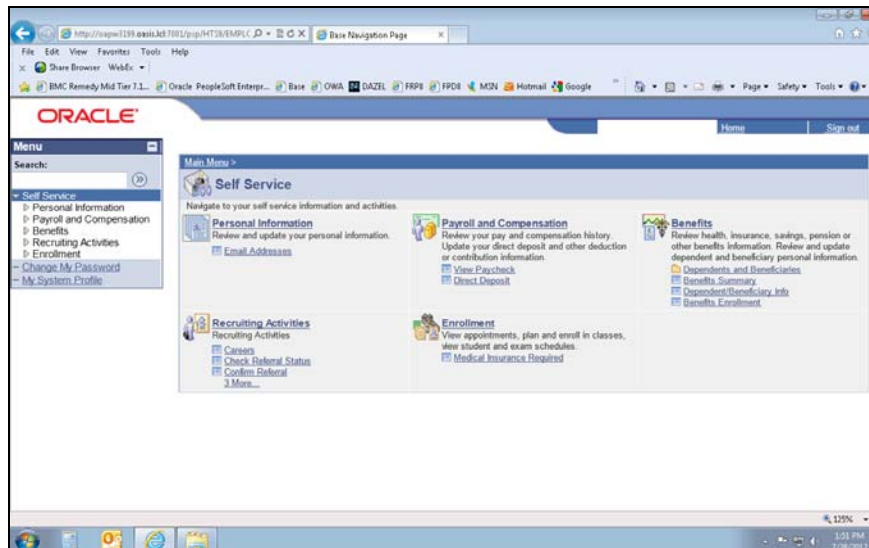
Step	Action
3.	Click on the Job Gateway - Current County Employees, Employee Self Service (ESS) link.





Step	Action
4.	<p>Enter your User ID. Your User ID should begin with the letters ESS, and should be followed by your 6 digit Employee ID.</p> <p>Example: ESS123456</p> <p>Enter the desired information into the <b>User ID:</b> field. Enter "<b>ESS and your Employee ID</b>".</p>
5.	<p>Enter the desired information into the <b>Password:</b> field. Enter "<b>Your Employee Self Service Password</b>".</p>
6.	<p>Use the <b><u>Forgot Password?</u></b> link to reset your expired or forgotten password. If you have locked yourself out you must contact the Help Desk (951-358-6100) to obtain assistance.</p>
7.	<p>Click the <b>Sign In</b> button.</p> 



Step	Action
8.	Click the <b>Self Service</b> link. 

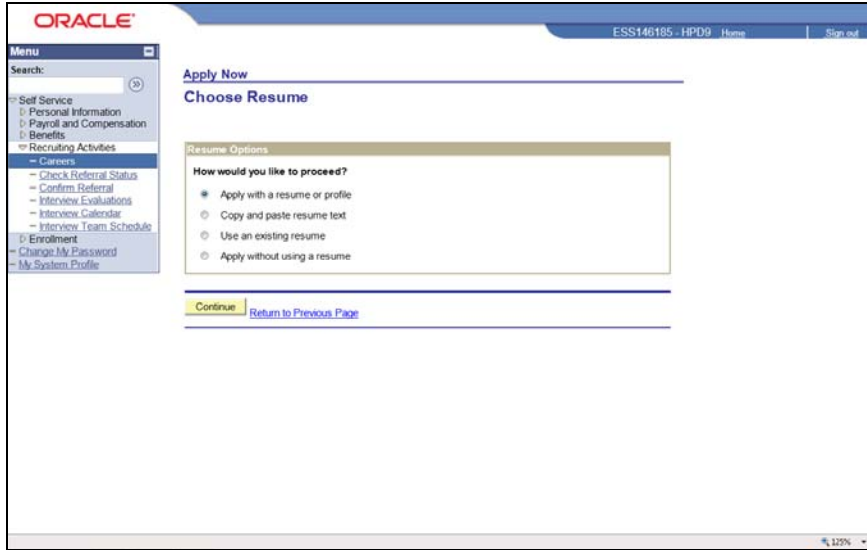




9.	Click the <b>Recruiting Activities</b> link. 
10.	Click the <b>Careers</b> link. 

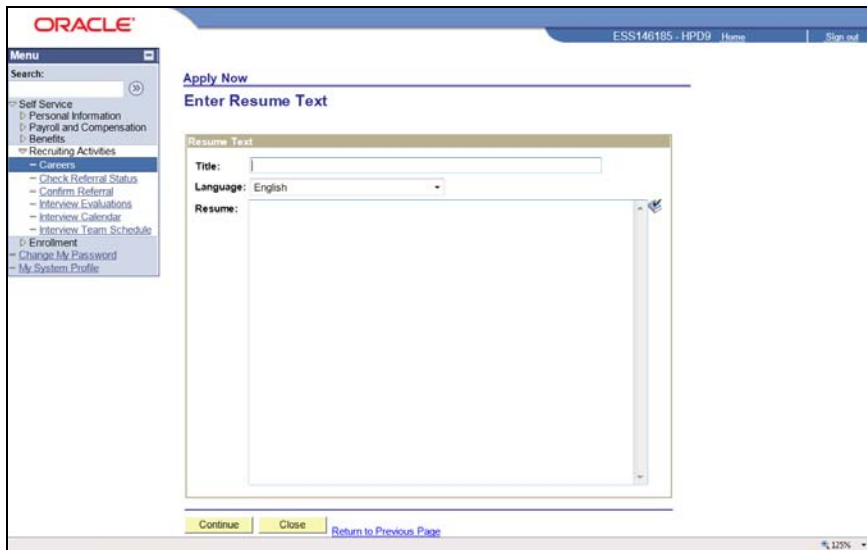
Step	Action
11.	This is the <b>Careers</b> Home page. This page contains information about available job openings. Jobs posted on this page may be available only to County employees. It is important that current county employees only use Employee Self Service when applying to jobs with the County of Riverside so recruiters can differentiate employees and outside applicants.
12.	Add a navigation for "My Profile". Tell them that address and phone number corrections cannot be made in Candidate Gateway, but must be made with their department representative.



Step	Action
13.	Scroll to the bottom of the page.  Click the scrollbar.
14.	Click the <b>Apply now without adding a job</b> link. <a href="#">Apply now without adding a job</a>



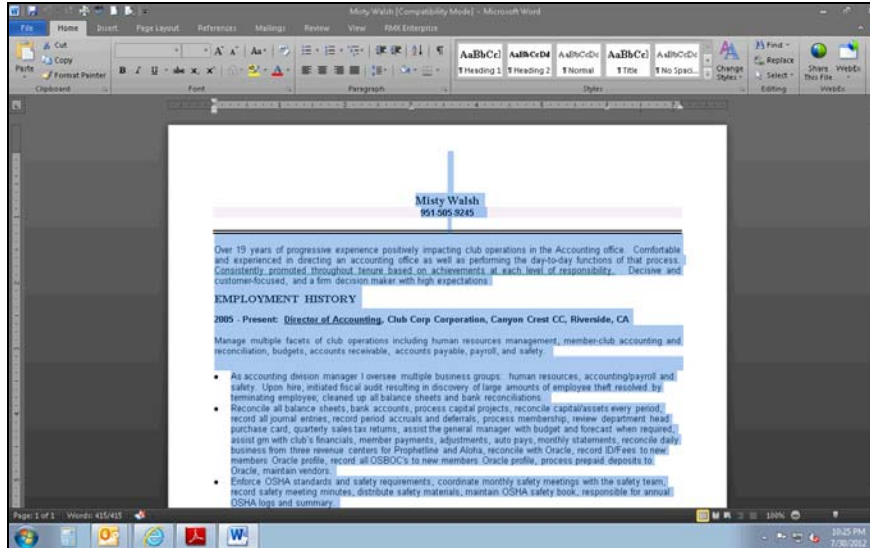
Step	Action
15.	Click the <b>Copy and paste resume text</b> option. 
16.	Click the <b>Continue</b> button. 



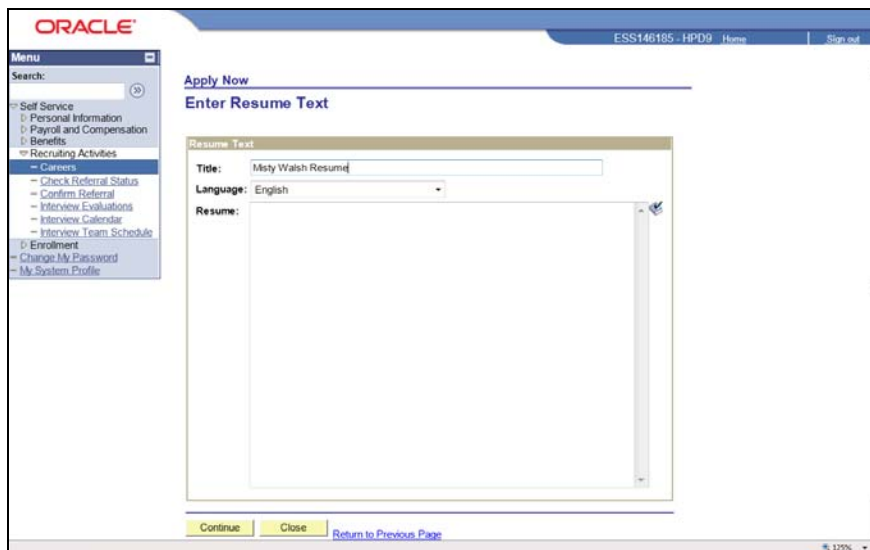
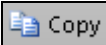
Step	Action
17.	Enter a title for your resume.  Enter the desired information into the <b>Title</b> field. Enter " <b>Misty Walsh Resume</b> ".



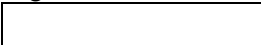
Step	Action
18.	Open your resume. Highlight the entire document.

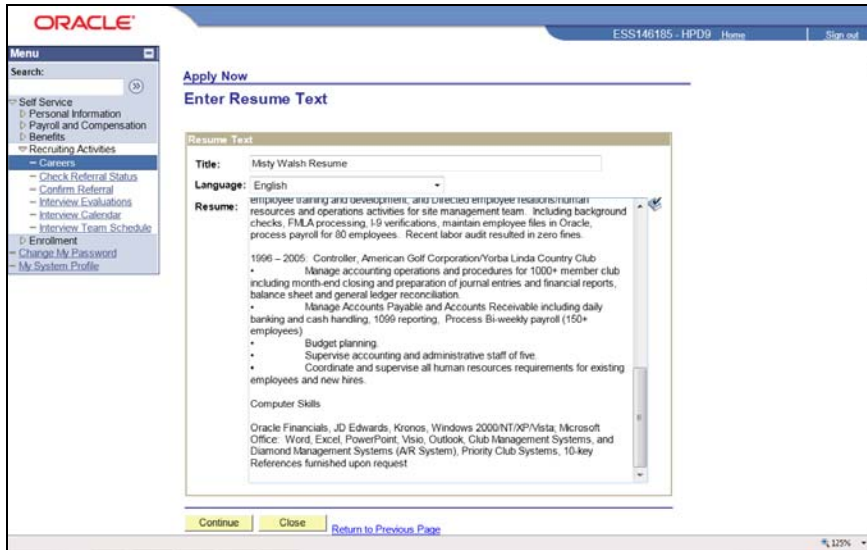


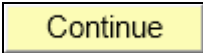
Step	Action
19.	Click the <b>Copy</b> button.

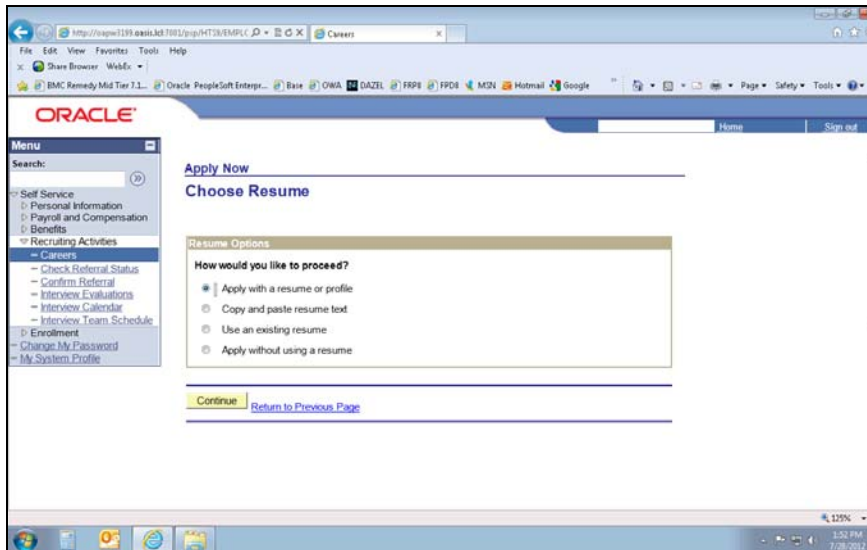



Step	Action
20.	Right-click the <b>Paste</b> menu.




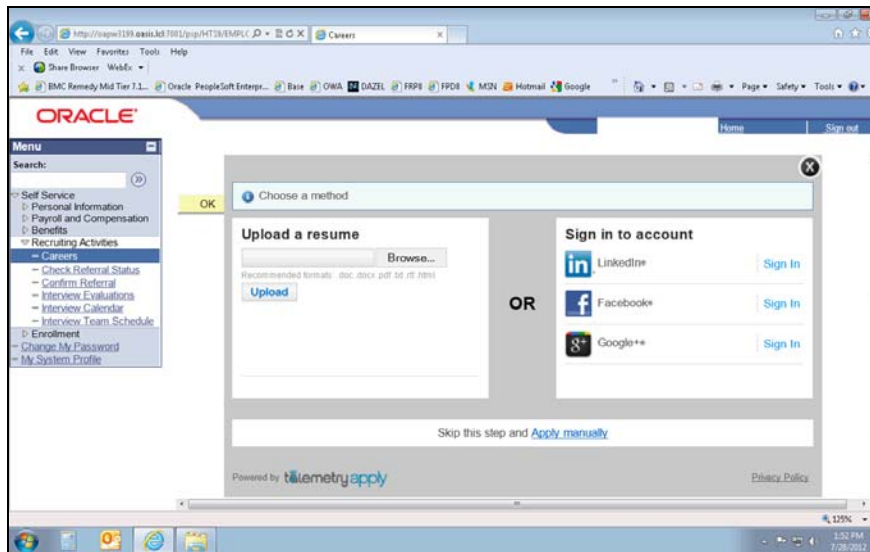


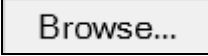
Step	Action
21.	Click the <b>Continue</b> button. 

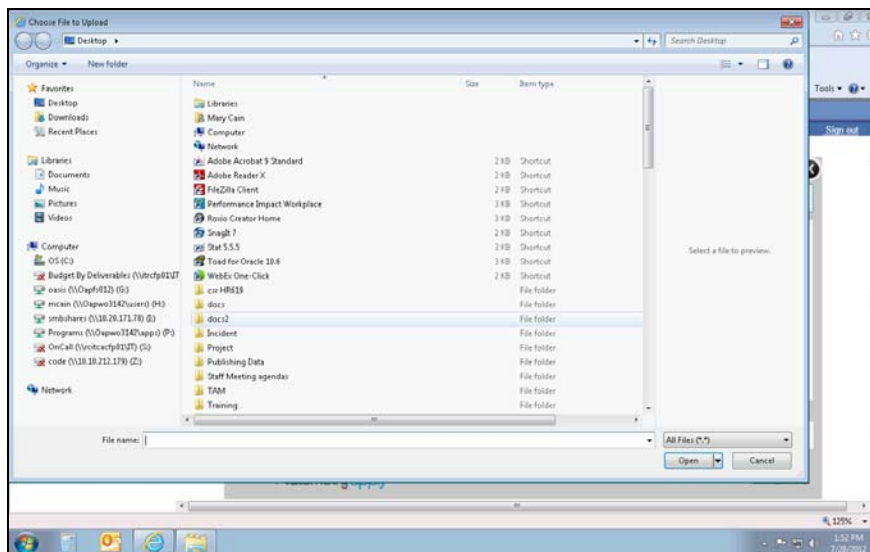


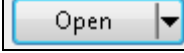
Step	Action
22.	Click the <b>Apply with a resume or profile</b> option. 

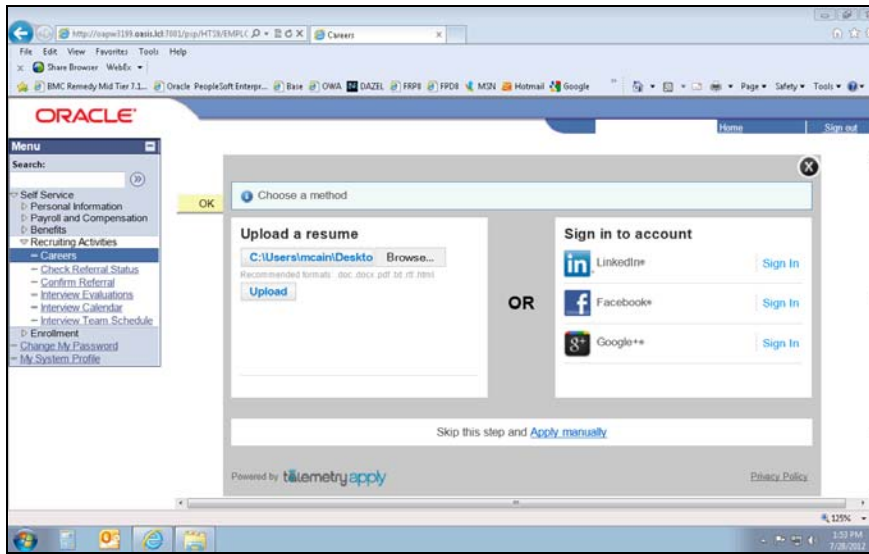
Step	Action
23.	Click the <b>Continue</b> button. 





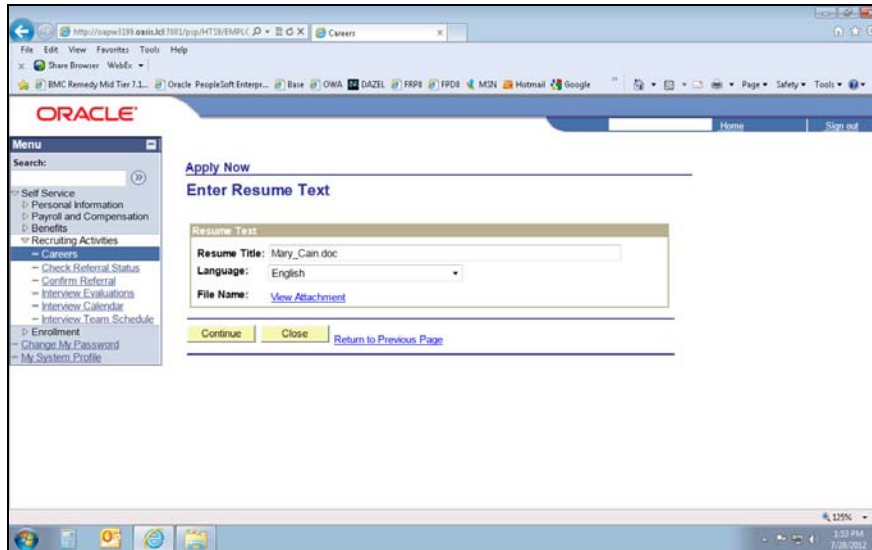
Step	Action
24.	Click the <b>Browse...</b> button. 



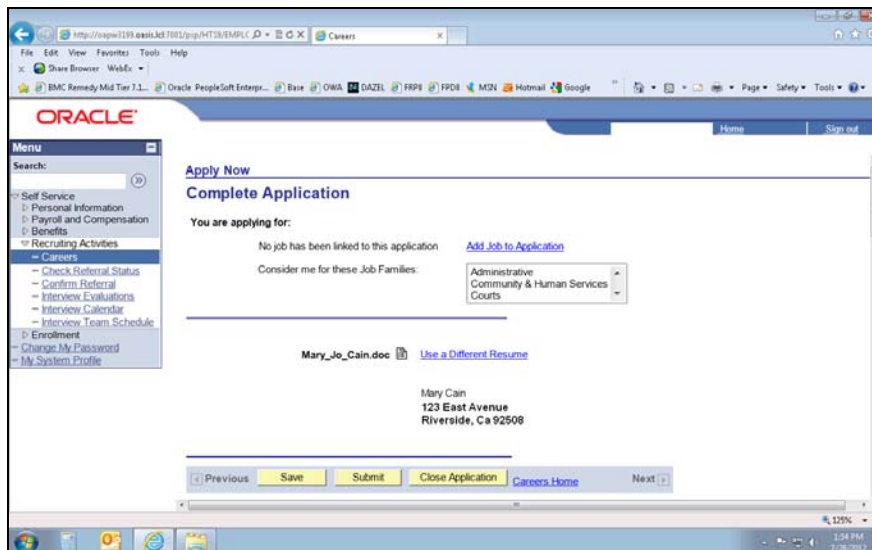
Step	Action
25.	Search for the document you wish to attach. mcaim_resume_trainingfocus.  Click the scrollbar.
26.	Click the <b>Open</b> object. 
	or Press <b>[Alt+O]</b> .





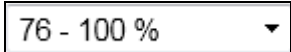

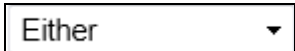




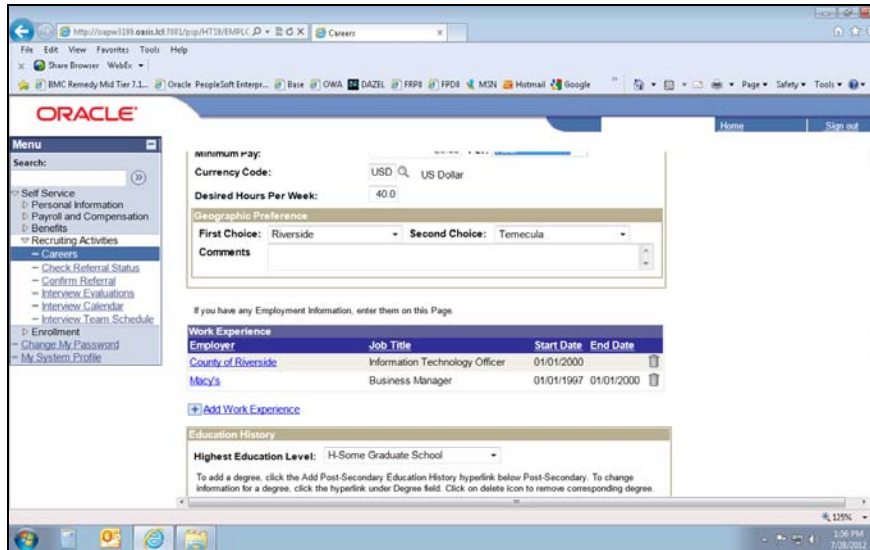
Step	Action
27.	Click the <b>Upload</b> button. 
28.	If your information does not default into the fields, enter your <b>Email Address, First Name</b> and <b>Last Name</b> .  Click the <b>Continue</b> button. 




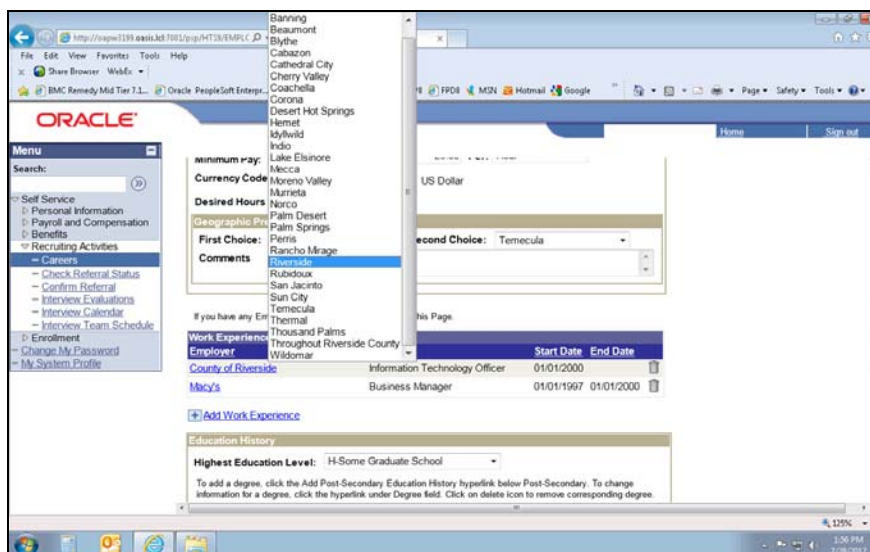
Step	Action
29.	<p>Many of the fields will default with information parsed from <u>your</u> resume. Each resume submitted must have a unique name. Edit the <b>Resume Title</b> as necessary.</p> <p>Enter the desired information into the <b>Resume Title</b> field. Enter "<b>Jo_</b>".</p>
30.	<p>Click the <b>Continue</b> button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: #ffffcc;">Continue</div>



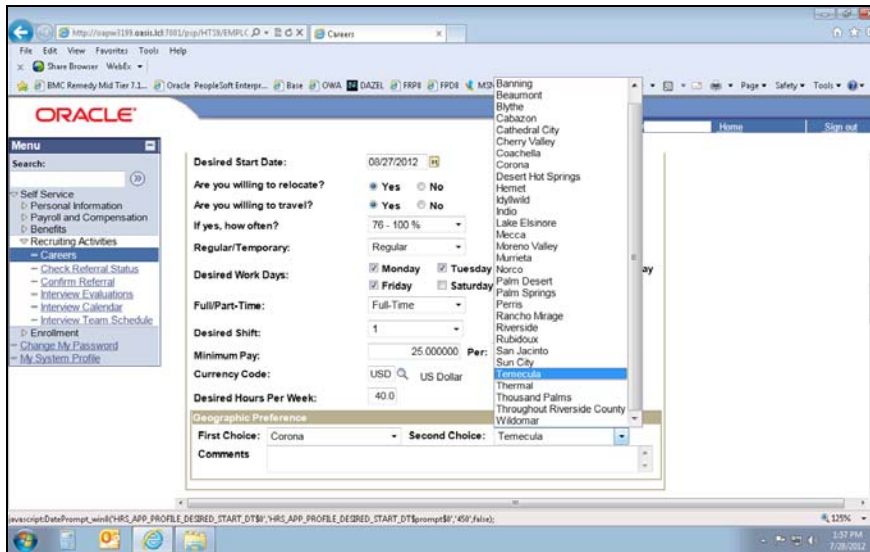
Step	Action
31.	Complete the application. Scroll through the application questionnaire.  Click the scrollbar.
32.	Click the <b>Desired Start Date</b> button. 
33.	Click the desired date. 
34.	Answer all questions by providing your responses.  Click the <b>Yes</b> option. 
35.	Click the <b>Yes</b> option. 
36.	Click the <b>If yes, how often?</b> list. 
37.	Select <b>Regular, Temporary or Either</b> .  Click the list. 
38.	<b>Desired Work Days</b> will default to Monday through Friday. Change if necessary.
39.	Select a Full or Part-Time shift. You can select <b>Regular, Temporary or Either</b> .  Click the list. 
40.	Select a <b>Full-Time</b> or <b>Part-Time</b> shift.  Click the list item. 
41.	Enter the desired information into the <b>Minimum Pay</b> field. Enter " <b>25.00</b> ".
42.	Select "Per:" Annual, Bi-Weekly, Hour, Month or Year.  Click the list. 
43.	Continue the application process.  Click the scrollbar.



Step	Action
44.	<p>Select your <b>Geographic Preference First Choice</b>. The values provided are cities where the County of Riverside has offices. If you prefer certain cities, indicate your preference. If you desire work in any location, select the <b>Throughout Riverside County</b> choice.</p> <p>Click the object.</p> 

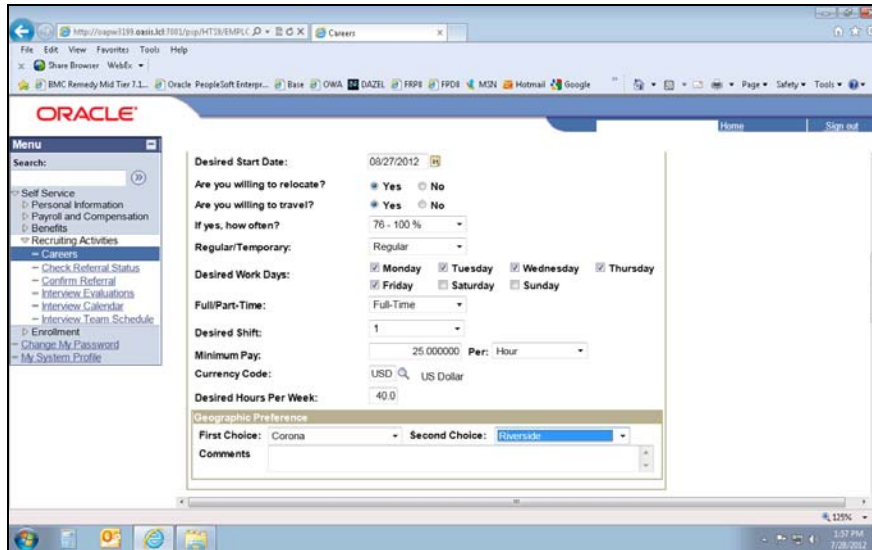


Step	Action
45.	Click the <b>Corona</b> list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Corona</div>
46.	Select your <b>Geographic Preference Second Choice</b> .  Click the <b>Second Choice</b> list. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Temecula ▼</div>


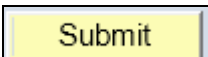


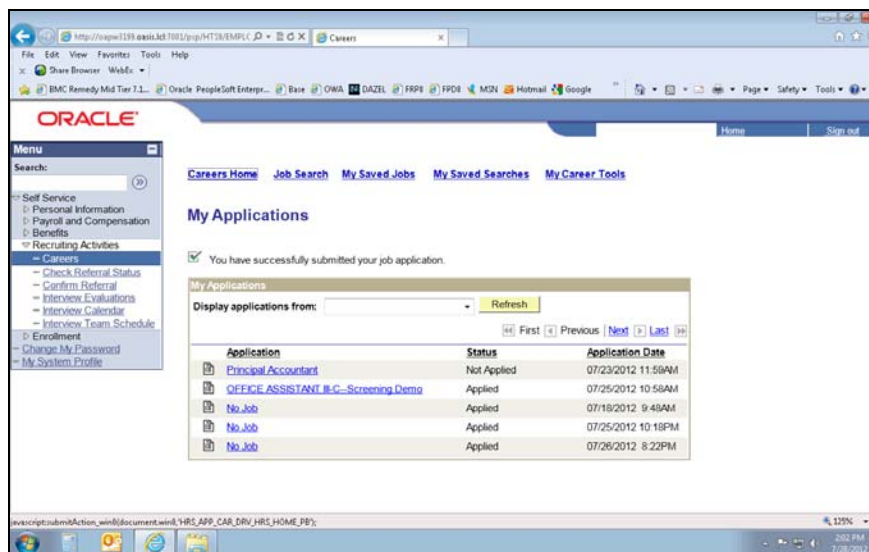
Step	Action
47.	Click the <b>Riverside</b> list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Riverside</div>






Step	Action
48.	Continue the application process. Click the scrollbar.
49.	The next five sections are optional. Add information as necessary. Click the <b>Highest Education Level</b> list. <div style="border: 1px solid black; padding: 2px; width: fit-content;">                     H-Some Graduate School                 </div>
50.	If relevant, select a <b>Highest Education Level</b> . Click the <b>F-2-Year College Degree</b> list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">                     F-2-Year College Degree                 </div>
51.	If relevant, select <b>Add Post-Secondary Education History</b> . Click the <b>Add Post-Secondary Education History</b> link. <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <a href="#">+ Add Post-Secondary Education History</a> </div>
52.	Add information as necessary.
53.	Click the <b>Add Job Training</b> link. <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <a href="#">+ Add Job Training</a> </div>
54.	Add information as necessary.
55.	Click the <b>Add Licenses and Certificates</b> link. <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <a href="#">+ Add Licenses and Certificates</a> </div>
56.	Add information as necessary.

Step	Action
57.	Click the <b>Add Languages</b> link. 
58.	Add information as necessary.
59.	If you have completed entering information on your application, click <b>Submit</b> to finalize and make it active for recruiters to use when searching for candidates for job openings.  If you need to continue working on this information and are not yet ready to submit, click <b>Save</b> . Your application will remain in draft status and will not be submitted until you click the <b>Submit</b> button.
60.	Click the <b>Submit</b> button. 
61.	You have successfully submitted your job application.



Step	Action
62.	Click the <b>Sign out</b> link. 
63.	Congratulations! You have successfully submitted your resume using Employee Self Service, Candidate Gateway. <b>End of Procedure.</b>