

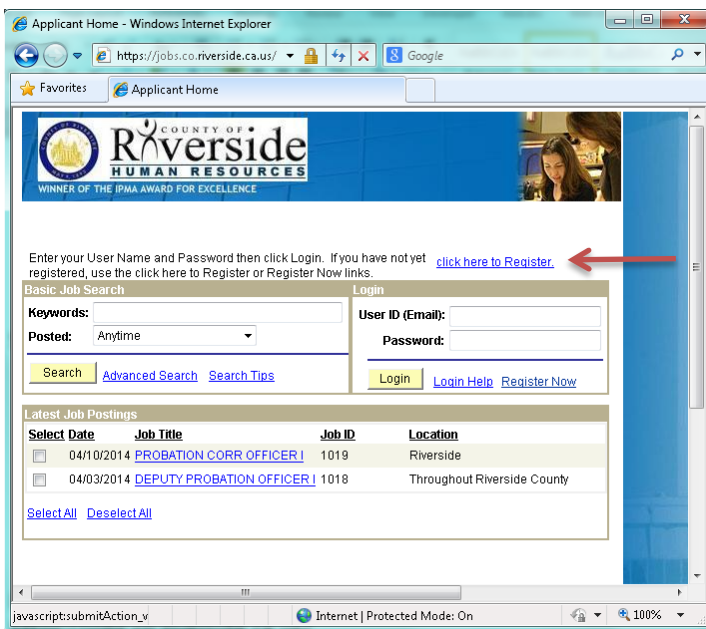
## Job Gateway for Layoff Employees: Guide for Creating Your Job Gateway Account

Please follow the instructions below for creating your account. Make sure to complete Step 7, so that Human Resources may enter your preferential interviewing for laid off applicants status in your account.

**Step 1.** Go to the Job Gateway page at <https://jobs.co.riverside.ca.us/> (see Figure 1 below). This is the Job Gateway page for external applicants.

Note: Even if you have not yet separated from the County, you must still create an account using the external applicant page. Once you separate from the County, your PeopleSoft Employee Self Service account is inactivated.

Figure 1- Job Gateway page for external applicants.



**Step 2.** Click on the "click here to Register" link on the Register page (see Figure 1 above). Then complete all fields on the Register page (see Figure 2 below).

Note: Once your account is created, you cannot change your User ID.

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Figure 2 - Register page.

The screenshot shows a web browser window titled "Applicant Home - Windows Internet Explorer" with the URL "https://jobs.co.riverside.ca.us/". The page is titled "Register" and contains the following elements:

- Instruction: "Enter a User ID (Email Address) and create a Password."
- Form section: "Enter Registration Information" with fields for "User ID (Email)", "Password", and "Confirm Password".
- Text: "Minimum six characters. Letters, numbers and ! @ # \$ % & \_ are permitted."
- Fields: "Last 4 digits of primary telephone number:" and "Last 4 digits of SSN:".
- Section: "Terms and Agreements" with text explaining the account creation process and terms.
- Text: "TERMS AND CONDITIONS APPLICABLE TO THE CREATION AND UTILIZATION OF A COUNTY OF RIVERSIDE CAREERS ACCOUNT".

Step 3. Click on the “Apply now without adding a job” link on the Careers Home page (see Figure 3 below).

Figure 3 - Careers Home page.

The screenshot shows a web browser window titled "Applicant Home - Windows Internet Explorer" with the URL "https://jobs.co.riverside.ca.us/". The page is titled "Careers Home" and contains the following elements:

- Navigation: "Careers Home", "Job Search", "My Saved Jobs", "My Saved Searches", "My Career Tools", "Logout".
- Section: "Welcome".
- Form section: "Basic Job Search" with fields for "Keywords:" and "Posted:" (Anytime).
- Section: "My Career Tools" with links: "0 Applications", "0 Cover Letters and Attachments", "0 Saved Resumes", "My Profile".
- Section: "Notifications" with text: "You do not have any notifications."
- Section: "Latest Job Postings" with a table of job listings.
- Table:

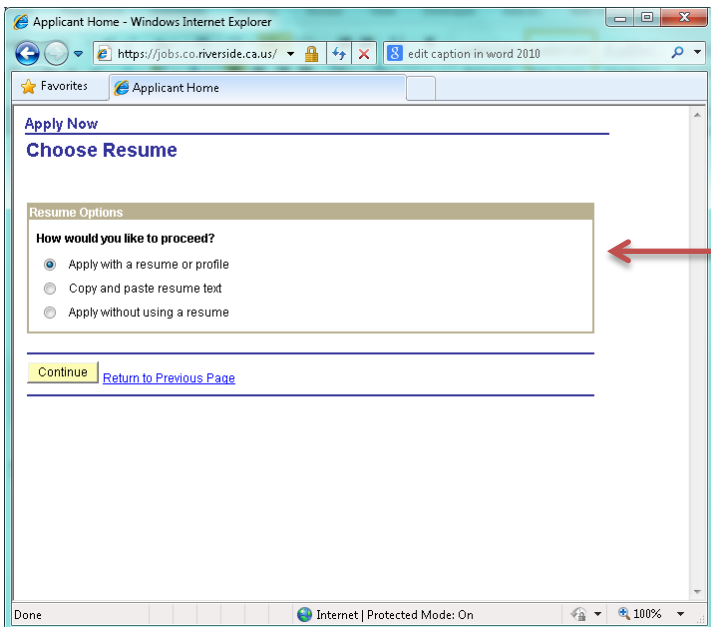
Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	04/10/2014	<a href="#">PROBATION CORR OFFICER I</a>	1019	Riverside
<input type="checkbox"/>	04/03/2014	<a href="#">DEPUTY PROBATION OFFICER I</a>	1018	Throughout Riverside County

- Buttons: "Select All", "Deselect All", "Save Jobs", "Apply Now".
- Link: "Apply now without adding a job" with a red arrow pointing to it.

Step 4. Select your Resume Option on the Apply Now page and click on the Continue button (see Figure 4 below). Although you may choose any option we recommend you use the “Apply with a resume or profile” option. If you use the “Apply without using a resume” option, you will complete a long-form application where you can enter your work experience and education details.

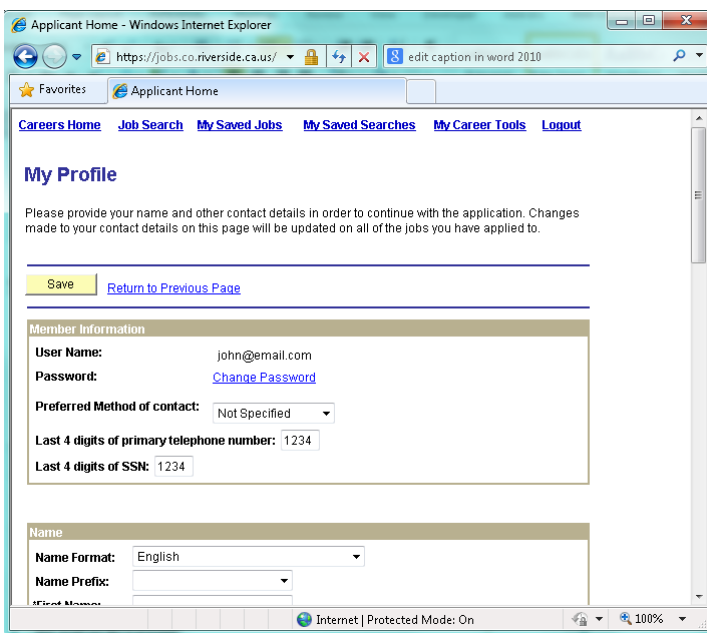
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Figure 4 – Apply Now page.



**Step 5. Enter your name and contact information on the My Profile page (see Figure 5 below).**

Figure 5 – My Profile page.



**Step 6. Verify or enter your work experience and education details on the Complete Application page (see Figure 6 below). Then click the Save button and then the Submit button.**

Do not forget to click on the Submit button once you have saved your application. You will know you have successfully submitted your application when you see this message on the Job Applications page: “You have successfully submitted your job application” (see Figure 7 below).

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Figure 6 – Complete Application page.

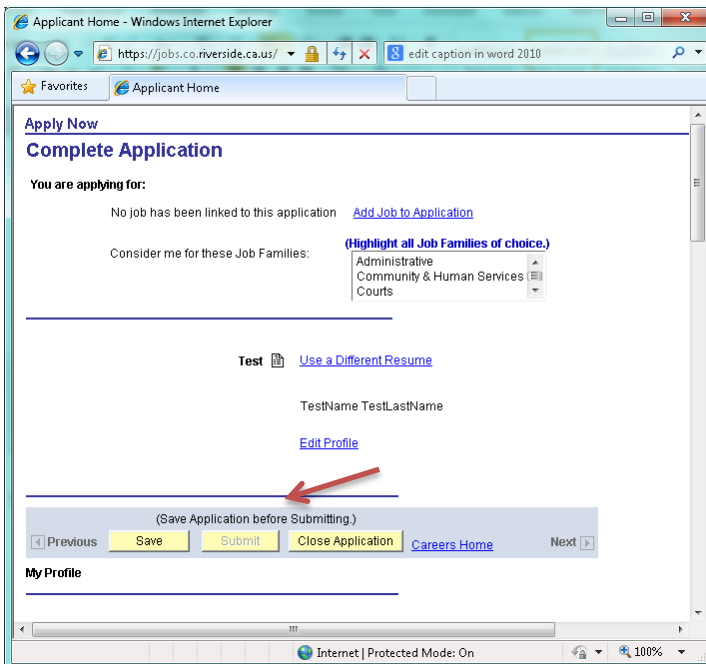
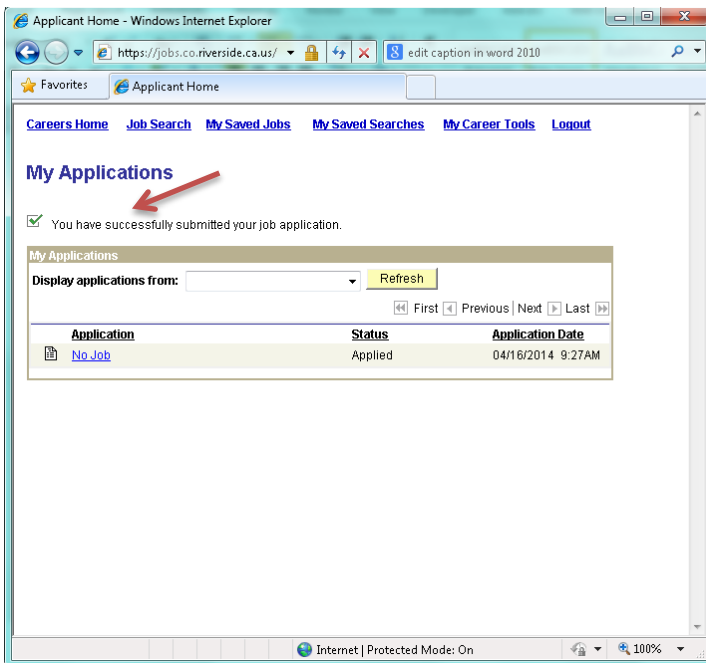


Figure 7 – My Applications page.



**Step 7. Once you have successfully submitted your application, email Human Resources at [Recruiting@rc-hr.com](mailto:Recruiting@rc-hr.com). In your email, provide your name and your job title at the time you were laid off.**

Once we receive your email, a Human Resources representative will enter your preferential interviewing for laid off applicants status in your account. We will send you a confirmation email once we enter your preferential status.

You're done! Your preferential status will remain active until the time designated by your bargaining unit's MOU.

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If you are no longer interested in receiving preferential consideration for jobs within your bargaining unit, please notify us at [Recruiting@rc-hr.com](mailto:Recruiting@rc-hr.com).

For additional information and FAQs about Job Gateway, go to Careers page on the Human Resources website at <http://www.rc-hr.com/Careers/HowtoApply.aspx>. Should you have any questions, please contact us at [Recruiting@rc-hr.com](mailto:Recruiting@rc-hr.com).