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Introduction

Purpose

This guide is to help applicants search for current jobs and create an applicant profile to apply for employment opportunities.

Accessing Online Job Opportunities

There are three methods to access the County of Santa Clara’s current job opportunities.

1. Visit the Employee Services Agency Website (www.sccgov.org/sites/esa), click on Job Opportunities and select the drop down Open-Competitive Opportunities.

2. Click on the link Open-Competitive Opportunities on the Job Opportunities site.
3. Use the direct link: [https://www.governmentjobs.com/careers/santaclara](https://www.governmentjobs.com/careers/santaclara)
Job Search

Applicants can conduct searches for job opportunities to meet specific criteria. The search results will generate a list for current job opportunities that meet the input criteria either in a grid or list view. The list provides general information (e.g., position title, salary, department, etc.) for each opportunity. Key points regarding the sections on the page are described below.

Grid View

List View
**Keyword Search**

To conduct a keyword search, you can type a keyword(s) (e.g. office specialist, information systems, etc.) in the **Search** box and hit the Enter key. The number of jobs found will change according to the search.

**Switching Views**

Click on the Grid View or List View to switch how the results are displayed.

**Sort Results**

By default, jobs are listed in alphabetical order by Job Title. To change how jobs are displayed click on **Sort** (as shown below). Please note, only one Sort option can be selected at a time.

**Filter Results**

*Filter* to view only jobs selected using any one of the five Filter categories (as shown above). Filter by multiple options within a single Filter category (e.g., Under Job Category: Corrections; Counseling; Criminology) or filter for multiple filter areas simultaneously (e.g. Job Category and Department). To remove any filter(s), click **Reset All**.
Multi-Page Search Results

To view search results across multiple webpages, click on a page number shown at the bottom of the search results page. To advance to the next page (if any), click on Next located at the bottom of the page.
Reviewing Job Opportunities

Job Postings

The following sections highlight portions of the job posting that pertain to the purpose of this guide. We encourage Applicants to review the job posting in its entirety for other purposes (e.g., understanding duties and knowledge and abilities, etc.) before submitting a job application.

Detailed Job Information

Click on the job title to view the official job posting that details important information such as typical tasks, requirements, department, salary, etc. When finished viewing the posting, close the window pane to return to the job search page.

The Description provides all of the information specific to the job opportunity. Typically the department, description, responsibilities, exam number, position information, and employment standards will be included in the posting.

Apply

Applicants must have access to e-mail and a user account to apply online. If you have not created or signed in to your user account, you will be prompted to login or create a user account when you click on Apply. If you are already signed in, you will be directed to your applicant profile.
Benefits

The Benefits tab provides information on all benefits offered by the County. **Click here to access** will redirect you to all of the County’s Memoranda of Understanding. Benefits differ based on the classification’s union.

![Epic Instructional Designer](image)

Supplemental Questions

The Questions tab are supplemental questions that applicants are required to answer when applying for a job opportunity. Please note, answers to supplemental questions may be reviewed and scored in a Competitive Rating Evaluation process based on pre-determined rating criteria. Responses such as “see resume” or “see application” will deem your application incomplete. Vague and/or incomplete answers may result in zero or low scores in a competitive rating process.
Creating and Accessing your Account

Create your User Account

To create an account, click on the **Sign In** icon on the top right corner. Click on **Create one**.

Applicants will need an email address and create a Username and Password. Once completed, click **Create**. You can Sign In without creating another user account if you have previously created an account and/or applied via governmentjobs.com.

Access your User Account

Once a User Account is created, access the account by logging in through the **Sign In** icon. If you do not remember your username or password, click **Forgot Username?** or **Reset Password**.

Once logged in, the username will be displayed on the upper right-hand corner.
Applicant Profile

The applicant profile includes general information such as contact information, education, references, work history, etc. The following section provides information on how to build the applicant profile.

Building your Profile

Login, then click on the username icon, and select Profile.

Applicants may start building a profile via LinkedIn transfer or uploading a resume. However, applicants may skip this step and build it through the site. Note: applicants will not be able to import a resume/LinkedIn information to auto-fill the applicant profile for future opportunities once the initial profile is setup.
To enter information, click on the respective tabs and enter or review the applicant profile information.

**Info** - Name, Mailing Address, Driver’s License, Preferences

**Work Experience** - Job History

**Education** - Degrees

**Additional Information** - Certificates and Licenses

**References** - Professional Contacts

To make any changes, click on the corresponding tab and click edit on the right-hand corner of the window. Applicants can make changes to the profile at any time.

**Note**: Applicants have the opportunity to review and update the information for each tab prior to submitting the application. Once the initial applicant profile is completed, the initial information will be auto-generated for future applications.
Using your Profile

After the profile is created, all of the information will be saved to the user account for future use so applicants will not have to re-enter the information for each submitted application. When applying for a job, the system will generate the basic information from the saved applicant profile. The work experience will be extracted from the most recently submitted application, but the information can be modified at any time prior to submitting the application.

Locating Job Applications

To access the submitted and/or incomplete applications, click on Applications from the Username menu as shown below.

After applying for a job, the system will automatically save a copy of the submitted application. If you began an application but did not submit, the system will automatically save the incomplete job application under the Incomplete tab.

An unlimited number of job applications are saved. However, after the final filing date for a job posting, the incomplete application will be removed from the system.
Other Website Features

Classification and Compensation

These sections provide information regarding job specifications, basic salary information, etc with a quick link to the County’s Memorandum of Understandings (MOU) and Memorandum of Agreements (MOA).

Job Specifications

Displays all the job specifications for all classifications within the County of Santa Clara. Browse the job specifications to learn about the different classifications in the County including employment standards and typical tasks for each classification. To receive notifications for open competitive recruitments for specific classifications, click on the specific job title, and subscribe on the upper right hand corner. The subscription will last 12 months.
Job Interest Notification

To receive email alerts about specific recruitments, set up job interest notifications. The job interest notification page displays all job categories at the County. When an applicant subscribes, you will receive an email notification as soon as a job posting opens up that aligns with the selected interests. Subscribe to all categories or just specific categories. For additional information, a video tutorial is available on our Job Search Tool Kit.

Job Search Tool Kit & Other Links

These sections include test preparation guides, videos and candidate’s frequently asked questions. Additionally, there are other quick links that provide additional information regarding our team here at the County of Santa Clara.
Contact Us

If you have any questions, you may click **Contact Us** to send an email with your inquiry
Social Media

Follow us on Facebook at the County of Santa Clara HR.

For questions regarding your application or information about a specific job posting, please refer to the contact name indicated on the job posting.

We hope this guide is helpful to your job search. Start applying today and join the team!