





Candidate Experience Click-by-Click Guide

Candidate Experience


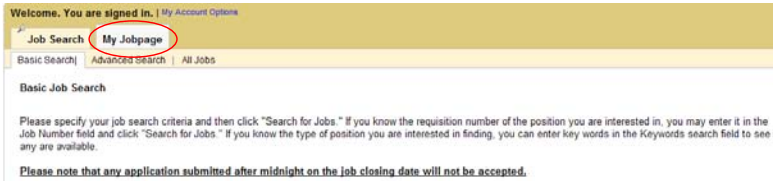
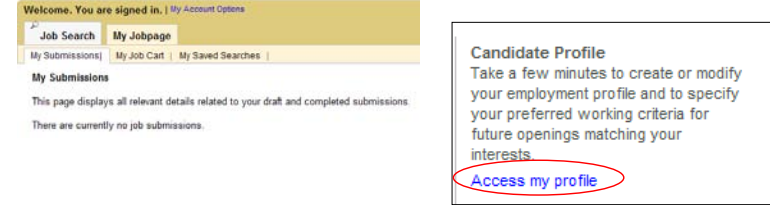
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Creating a Profile – This enables you to specify the type of job, location, etc. you are seeking and create an email agent to notify you when new positions are posted which meet your criteria.

<p>1</p>	<p>Access Taleo URL from Internet Explorer</p>	<p>Open an Internet Explorer browser window and type the following URL into the address bar:</p> <p>Click on Go or hit the “Enter” key on your keyboard.</p> <p>Note: This URL does NOT have “www” in it.</p>
<p>2</p>	<p>External Candidate Link Internal Candidate Link</p>	<p>If you are not a current Cook County Sheriff’s Office employee use: https://stgcookcountyil.taleo.net/careersection/300/jobsearch.ftl?lang=en</p> <p>If you are currently a Cook County Sheriff’s Office employee use: https://stgcookcountyil.taleo.net/careersection/350/jobsearch.ftl?lang=en</p>
<p>3</p>	<p>Click Sign In</p>	<p>On the Job Search page click Sign In.</p> 
<p>4</p>	<p>Enter User Name and Password and Click Login</p> <p>_____</p> <p>or Click New User</p>	<p>If you are a returning user, enter your User Name and Password that you created in your last session. Then click Login. This will log you in to your account. Skip to Step 7.</p> <p>If you are a new user, click the New User button to create a user name and password.</p>  <p>Note: User Names and Passwords are case sensitive</p>

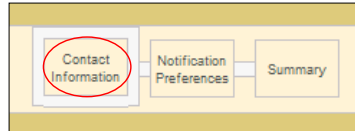
<p>5</p>	<p>Enter a User Name, Password, and then Re-enter your Password</p>	<p>Enter a User Name and Password that you will remember when you return to the site in the future. Re-enter your Password as verification that you typed it correctly.</p>
<p>6</p>	<p>Click Register. Complete the fields and click Register.</p>	<p>Note: To apply on line, YOU MUST HAVE AN EMAIL ADDRESS. If you do not have an email, you can create a free email address at either Yahoo or Hotmail. If you do not have access to a computer at home, you can set up an email at your local library.</p> <div data-bbox="443 688 1008 1100" data-label="Form"> <p>The screenshot shows a web page with a yellow header that says "Welcome. You are not signed in." and a "Job Search" button. Below the header is a "New User Registration" section. It contains the following text: "Please take a few moments to register. You will need this information to access your account in the future. Mandatory fields are marked with an asterisk." The form fields are: <ul style="list-style-type: none"> *User Name: [text input] *Password: [password input] *Re-enter Password: [password input] Email Address: [text input] Re-enter Email Address: [text input] At the bottom of the form are two buttons: "Register" and "Cancel". </p> </div>

<p>7</p>	<p>You will be asked to enter a security question. This question will allow you to reset your password if you forget it.</p> <p>Enter a question and answer.</p> <p>Click OK.</p>	
<p>8</p>	<p>Click on My Job page.</p>	<p>Click on My Jobpage.</p> 
<p>9</p>	<p>Click on Access my Profile.</p>	<p>Click on Access my Profile toward the right hand corner of the screen.</p> 

10 Begin with **Contact Information**.

Complete it and then click **Save and Continue** to advance.

The profile contains a contact information page and a notifications preferences section. Before submitting, you will have a chance to review a summary of your information.



Contact Information

Personal Information
Please enter all relevant personal information in the fields below.

Contact Information

Prefix
[Mr.]

*First Name
[Nik]

*Last Name
[Doe]


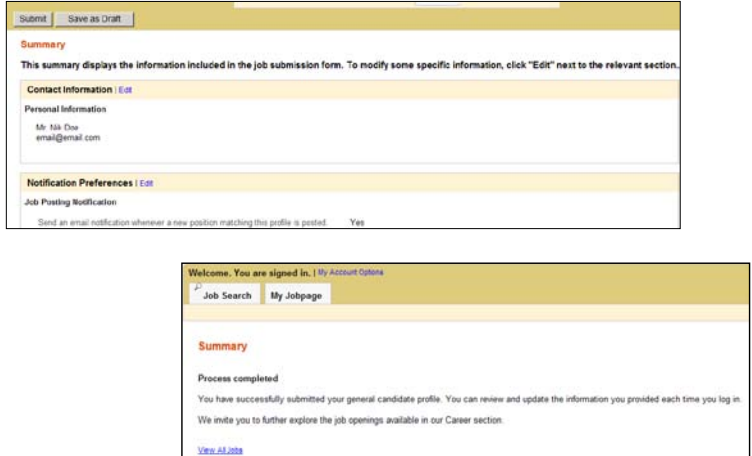
An email address is required to create a profile and to be notified about future job openings.

*Email Address
[email@email.com]

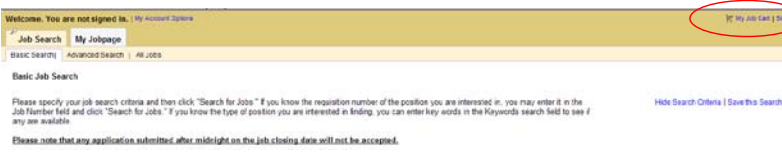

Save and Continue **Save as Draft**

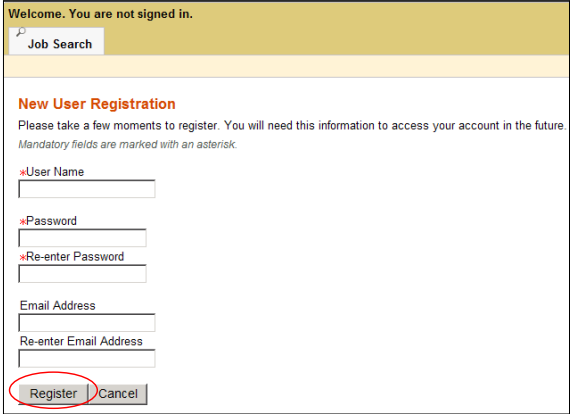
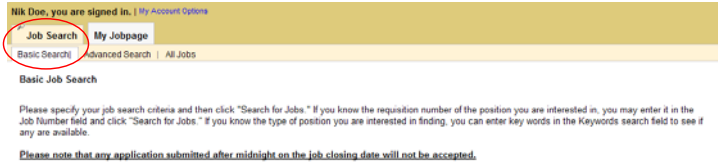
<p>11</p>	<p>The Job Posting Notification function will send you an email when new positions matching your preferences are posted.</p>	<p>Job Posting Notification</p> <p>Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.</p> <p><input type="checkbox"/> Send an email notification whenever a new position matching this profile is posted.</p>						
<p>12</p>	<p>Complete the profile fields to describe the type of work you are seeking and the qualifications you have.</p>	<table border="1"> <tr> <td data-bbox="363 722 607 932"> <p>Job Level</p> <ul style="list-style-type: none"> Not Specified Manager with Direct Report Individual Contributor Team Leader Manager Director Executive </td> <td data-bbox="623 722 1062 932"> <p>Education Level</p> <ul style="list-style-type: none"> Not Specified None High School Diploma/GED (±11 years) Technical Diploma (±12 years) Associate's Degree/College Diploma (±13 years) Non-Degree Program (±14 years) Bachelor's Degree (±16 years) </td> </tr> <tr> <td data-bbox="363 953 607 1142"> <p>Job Type</p> <ul style="list-style-type: none"> Not Specified Internship Summer Job Graduate Job Temporary Work Experienced </td> <td data-bbox="623 953 1062 1142"> <p>Schedule</p> <ul style="list-style-type: none"> Not Specified Part-time Full-time </td> </tr> <tr> <td data-bbox="363 1163 607 1352"> <p>Shift</p> <ul style="list-style-type: none"> Not Specified Day Job Evening Job Night Job Weekend Rotating </td> <td data-bbox="623 1163 1062 1352"> <p>Employee Status</p> <ul style="list-style-type: none"> Not Specified Regular Contractual Temporary Limited Term </td> </tr> </table>	<p>Job Level</p> <ul style="list-style-type: none"> Not Specified Manager with Direct Report Individual Contributor Team Leader Manager Director Executive 	<p>Education Level</p> <ul style="list-style-type: none"> Not Specified None High School Diploma/GED (±11 years) Technical Diploma (±12 years) Associate's Degree/College Diploma (±13 years) Non-Degree Program (±14 years) Bachelor's Degree (±16 years) 	<p>Job Type</p> <ul style="list-style-type: none"> Not Specified Internship Summer Job Graduate Job Temporary Work Experienced 	<p>Schedule</p> <ul style="list-style-type: none"> Not Specified Part-time Full-time 	<p>Shift</p> <ul style="list-style-type: none"> Not Specified Day Job Evening Job Night Job Weekend Rotating 	<p>Employee Status</p> <ul style="list-style-type: none"> Not Specified Regular Contractual Temporary Limited Term
<p>Job Level</p> <ul style="list-style-type: none"> Not Specified Manager with Direct Report Individual Contributor Team Leader Manager Director Executive 	<p>Education Level</p> <ul style="list-style-type: none"> Not Specified None High School Diploma/GED (±11 years) Technical Diploma (±12 years) Associate's Degree/College Diploma (±13 years) Non-Degree Program (±14 years) Bachelor's Degree (±16 years) 							
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<p>13</p>	<p>Continue to the Job Field section.</p> <p>Select a Category and Function, if desired.</p> <p>Click Add to List to include it in your selections.</p>	<div data-bbox="511 443 935 667"> <p>Job Field</p> <p>Category <input type="text" value="Food Services"/></p> <p>Function <input type="text" value="Chef"/></p> <p><input type="button" value="Add to List"/> <input type="button" value="Reset"/></p> </div> <p>The more specific you are, the more restricted your search will be. If you only want to be notified about Chef positions, include Chef in the function drop down. If you want to be notified about ALL Food Service positions, then do not add more information in the Function.</p> <p>Repeat this step as many times as necessary to identify all of the job categories in which you are interested.</p> <p>Click Save and Continue to advance to the next page.</p>
<p>14</p>	<p>Complete the Location preference section.</p> <p>Select the cities in which you are interested in working. Click Add to List to save the location preference.</p>	<div data-bbox="337 968 1112 1234"> <p>Notification Preferences</p> <p>Employment Preferences</p> <p>Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.</p> <p>You must select at least one value in the section "Location".</p> <p>Location</p> <p>City <input type="text" value="Oak Forest"/></p> <p>Work Location <input type="text" value="15900 S. Cicero Avenue"/></p> <p><input type="button" value="Add to List"/> <input type="button" value="Reset"/></p> <p>Location Preferences</p> </div> <p>Repeat this step as many times as necessary to add all of your location preferences. Click Save and Continue to advance to the next screen.</p>

<p>15</p>	<p>Complete the Organization preferences section to identify any specific organizations where you would like to work within Cook County.</p>	 <p>If you wish to be notified about any job meeting your criteria with the Cook County Sheriff's Office, only select Sheriff's Department in the Organization section.</p>
<p>16</p>	<p>Review the Summary page. If there is any information you would like to change on this page, click the Edit link next to that section.</p> <p>When you are finished, click the Submit button to finish your profile.</p>	

Applying for a Job

<p>1</p>	<p>Access Taleo URL from Internet Explorer. Choose the correct URL based on whether you are or are not currently a Cook County Sheriff's Office employee.</p>	<p>Open an Internet Explorer browser window and type the following URL into the address bar:</p> <p>If you are not a current Cook County Sheriff's Office employee use: https://stgcookcountyil.taleo.net/careersection/300/jobsearch.ftl?lang=en</p> <p>If you are currently a Cook County Sheriff's Office employee use: https://stgcookcountyil.taleo.net/careersection/350/jobsearch.ftl?lang=en</p> <p>Click on Go or hit the Enter key on your keyboard. Note: This URL does NOT have "www" in it.</p>
<p>2</p>	<p>Click Sign In.</p>	<p>On the Job Search page click Sign In.</p>  <p>The screenshot shows the top navigation bar of the Job Search page. The 'Sign In' link is circled in red. Other visible elements include 'Job Search', 'My Jobpage', and search options like 'Basic Search' and 'Advanced Search'.</p>
<p>3</p>	<p>Enter User Name and Password and click Login</p> <p>_____</p> <p>or click New User</p>	<p>If you are a returning user, enter your User Name and Password that you created in your last session. Then click Login. This will log you in to your account. Skip to Step 7.</p>  <p>The screenshot shows the login form on the Job Search page. The 'Login' and 'New User' buttons at the bottom of the form are circled in red. The form includes fields for 'User Name' and 'Password'.</p> <p>If you are a new user, click the New User button to create a User Name and Password.</p> <p>Note: User Names and Passwords are case sensitive</p>

<p>4</p>	<p>Enter a User Name, Password, and then Re-enter your Password</p>	<p>Enter a User Name and Password that you will remember when you return to the site in the future. Re-enter your Password as verification that you typed it correctly.</p> <p>Click Register.</p>
<p>5</p>	<p>Click Register</p>	 <p>Welcome. You are not signed in.</p> <p>Job Search</p> <p>New User Registration</p> <p>Please take a few moments to register. You will need this information to access your account in the future. Mandatory fields are marked with an asterisk.</p> <p>*User Name <input type="text"/></p> <p>*Password <input type="password"/></p> <p>*Re-enter Password <input type="password"/></p> <p>Email Address <input type="text"/></p> <p>Re-enter Email Address <input type="text"/></p> <p>Register Cancel</p>
<p>6</p>	<p>Click the Job Search tab.</p>	<p>Click on the Job Search tab.</p>  <p>Nik Doe, you are signed in. My Account Options</p> <p>Job Search My Jobpage</p> <p>Basic Search Advanced Search All Jobs</p> <p>Basic Job Search</p> <p>Please specify your job search criteria and then click "Search for Jobs." If you know the requisition number of the position you are interested in, you may enter it in the Job Number field and click "Search for Jobs." If you know the type of position you are interested in finding, you can enter key words in the Keywords search field to see if any are available.</p> <p><u>Please note that any application submitted after midnight on the job closing date will not be accepted.</u></p>

<p>7</p>	<p>Scroll down and browse through the list of jobs and click Apply on the job you wish to apply for</p>	<p>Scroll down the page and browse through the list of jobs that are posted.</p> <p>Click Apply on the job you wish to apply for.</p> <p>Search Results (1 job found)</p> <p>Results per page <input type="text" value="10"/></p> <p>Sort by <input type="text" value="Posting Date (Descending Order)"/></p> <p>Staff Pharmacist Requisition ID: 1245677 Work Locations: Chicago-1644 W. Walnut Collective Bargaining Unit: Local 150 Intl. Union of Operating Engineers Job Posting: Jul 22, 2010 Shift: Day Job <input checked="" type="radio"/> Apply Add to My Job Cart</p>
<p>8</p>	<p>Review Privacy Agreement and click the radio button for I Accept.</p>	<p>Review the Privacy Agreement and click the I Accept radio button and then click Continue.</p> <div data-bbox="370 1075 1062 1167"> <p>Privacy Agreement</p> <p>Select a language <input type="text" value="English"/></p> <p>Please read these terms and conditions carefully</p> </div>
<p>9</p>	<p>Click Continue.</p>	<div data-bbox="659 1192 776 1276"> <p><input checked="" type="radio"/> I Accept</p> <p><input type="radio"/> I Decline</p> <p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p> </div>

10	Click <i>I want to upload a resume</i>	Click the radio button for <i>I want to upload a resume</i> if you have an electronic copy of your resume.
11	Click <i>Browse</i>	
12	Click <i>Save and Continue</i>	<div data-bbox="407 527 1036 953"> </div> <p>Click the Browse button to find the name of your resume.</p> <p>Once you have selected the document to parse (download), click Save and Continue. Your resume will be parsed into the system.</p> <p>Note: <i>You should verify the information that is extracted to ensure that it is complete and accurate. You will have the option to verify all of the information that is uploaded as you complete your application.</i></p>

<p>13</p>	<p>The Candidate Personal Information page will open.</p> <p>Complete the required fields.</p>	<p>Verify the personal information that may have parsed from your uploaded resume. Required fields are indicated by a red asterisk.</p> <p>Contact Information</p> <ul style="list-style-type: none">• First Name• Last Name• Street Address• City• State• Zip/Postal Code• Primary Contact Number• Email Address• Current employment with any Cook County agency <div data-bbox="397 840 1047 1186" style="border: 1px solid black; padding: 10px;"><p>Candidate Personal Information</p><p>Personal Information</p><p>Please enter all relevant personal information in the fields below.</p><p>Prefix Mr.</p><p>*First Name Nik</p><p>Middle Name </p><p>Please list any other legal name(s) by which you have been known. Please exclude nicknames.</p><p> Nik Smith</p></div>
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Contact Information

*First Name *Last Name

Street Address (Line 1) Street Address (Line 2)

City *State

Zip/Postal Code

Where can we contact you?

Primary Number

Work Phone Number

Cellular Number

Home Phone Number

Email Address

Preferred Contact Method

Please supply a valid email address if you wish to receive email messages.

Complete the **Job Posting Notification** if you wish to receive emails when positions like the one to which you are applying are posted in the future.

Job Posting Notification

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

Send an email notification whenever a new position matching this profile is posted.

Source Tracking

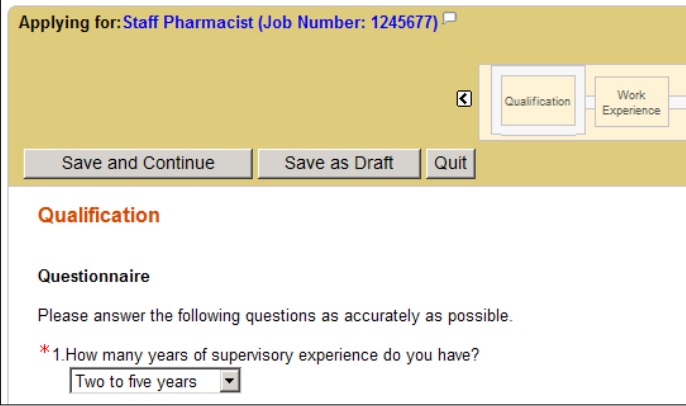
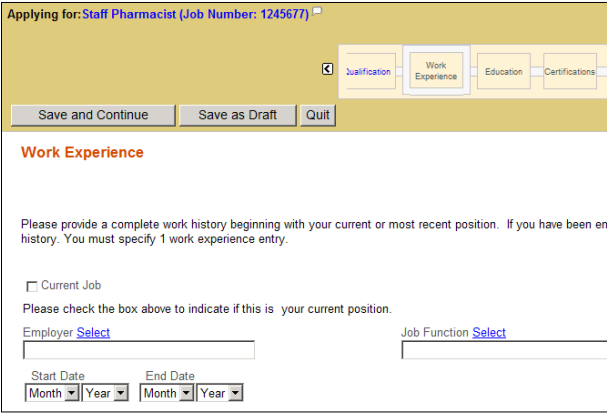
Please indicate how you heard about this job.

*Source Type

*Job Board

Complete the **Source Type** information to describe how you learned about the position.

Click **Save and Continue** to advance to the next page.

<p>14</p>	<p>Complete the Evaluation and Qualification pages which contain questions about your work experience and training.</p> <p>Click Save and Continue to advance to the next page.</p> <p>Note that all questions are required.</p>	
<p>15</p>	<p>Enter Previous Work Experience.</p> <p>Four (4) Work Experience entries are required.</p> <p>If you have no formal work experience, please provide a volunteer or internship example.</p> <p>Click Save and Continue to advance to the next page.</p>	 <p>After completing your most current Work Experience, click Add Work Experience to continue adding your work experience. Continue to click Add Work Experience until you have completed the required four (4) Work Experience entries.</p> <p>Note: Current Cook County Sheriff's Office employees must complete four (4) entries as well.</p>

<p>16</p>	<p>Enter Education Information</p>	<p>Enter Education Information. This is required.</p>
<p>17</p>	<p>Click Save and Continue</p>	<div data-bbox="423 501 1015 850" style="border: 1px solid black; padding: 10px;"> <p>Education</p> <p>List the educational experiences below, starting with the most relevant education.</p> <p>Institution Select</p> <input type="text"/> <p>Program Select</p> <input type="text"/> <p>Education Level</p> <input type="text" value="Not Specified"/> </div>
<p>18</p>	<p>Enter Certifications that are required or relevant to this position.</p>	<p>Enter information on any certifications that you hold which may be relevant to your job application on the Certifications Page.</p> <div data-bbox="362 1026 1081 1171" style="border: 1px solid black; padding: 10px;"> <p>Certifications</p> <p>Certifications</p> <p>Start by entering the most relevant certification and continue adding certifications until you have entered all that you feel are important to disclose for this job. Do not list expired certifications.</p> <p>+Certification Select <input type="text"/> NumberID <input type="text"/></p> </div>

Job Search
My Jobpage

Applying for: CAPTAIN EMT (Job Number: 109091)
Step 3 out of 8 [Print/Email](#)

3
Your Background
Certifications and References
Attachments
Profile
Signature
Voluntary EEO Disclosure
Summary

Save as Draft
Quit
Save and Continue

Certifications and References

Please list any certifications that are required or desirable to have for this position. You may enter more than one certification. Please do not list any expired certifications.

Certification 1

Certification [Select](#)

Issuing Organization

Number/ID

Expiration Date
 Month Year

Location
 Country
 State/Province
 Region

[Remove Certification](#)

[Add Certification](#)

List your references below in the order of contact preference, starting with the most relevant one. References are individuals that are familiar with your work capabilities and your educational training.

Reference 1

References
 Please provide up to three professional references. Choose individuals who are familiar with your work experience or educational background.

First Name Last Name

Employer Title

Phone Number Email Address

How long have you known this person? *Type

[Remove Reference](#)

[Add Reference](#)

Save as Draft
Quit
Save and Continue

Adding certifications
 To add a certification, click "Add Certification". A new section including blank fields appears. Enter any relevant information.


Removing certifications
 To remove a certification from the list, identify it, then click "Remove Certification".

Reordering certifications
 To reorder certification entries, click "Move Up" or "Move Down" next to each entry until the relevant certification reaches the desired position.

Adding references
 To create a reference, click "Add Reference". A new section including blank fields appears. Enter any relevant information.

Removing references
 To remove a reference from the list, identify it, then click "Remove Reference".



Reordering references
 To reorder reference entries, click "Move Up" or "Move Down" next to each entry until the relevant reference reaches the desired position.

19	Click Browse to select a file for attachment.	Click the Browse button to select a file for attachment to your application.										
20	Click Attach .	<p>Attachments</p> <p>You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). name and extension.</p> <p>Select the file to attach</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Attach"/></p> 										
21	Click Save and Continue .	<p>Once the document is attached, you have the ability to designate which attachments are relevant to that particular job application.</p> <p>This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission.</p> <table border="1"> <thead> <tr> <th>Relevant Files</th> <th>File Name</th> <th>Date</th> <th>Comments</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>04_Sullivan_Resume.docx</td> <td>7/22/10</td> <td>Standard Resume July 23/10</td> <td>Delete</td> </tr> </tbody> </table>	Relevant Files	File Name	Date	Comments	Actions	<input type="checkbox"/>	04_Sullivan_Resume.docx	7/22/10	Standard Resume July 23/10	Delete
Relevant Files	File Name	Date	Comments	Actions								
<input type="checkbox"/>	04_Sullivan_Resume.docx	7/22/10	Standard Resume July 23/10	Delete								
22	Enter your Full Name and Unique Identifier	Read the Electronic Signature Statement in full. Enter your Full Name and Unique Identifier .										
23	Click Save and Continue .	<p>Signature</p> <p>Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an signature is the electronic equivalent of a hand-written signature.</p> <p>I certify that the information provided on this Application for Employment (and accompanying resume, if any) is true and correct to the best of my knowledge. I understand that any misrepresentation, omission, or falsification of information contained in this application (or accompanying resume) will be cause for the denial of my application and constitute grounds for revocation (reversal) of any subsequent employment at Cook County Health and Hospital's System.</p> <p>I understand that this application does not constitute an employment contract or an offer of employment. In consideration of my employment, I agree to conform to the rules and regulations of Cook County Health and Hospital's System. I understand that if hired, my employment is at-will and can be terminated at any time, with or without reason and with or without notice at the discretion of Cook County Health and Hospital's System or myself.</p> <p>In further consideration of my employment, I understand and agree that my employment is contingent upon successful completion of a pre-employment physical including a drug screening, criminal background and reference checks.</p> <p>I hereby authorize persons, schools, and my current employer (if applicable) or other previous employers named in this application (and accompanying resume, if any) to provide Cook County Health and Hospital's System with any relevant information used in making an employment decision, and I release all individuals, partnerships, corporations or organizations from my liability regarding the use of such information.</p> <p>I certify that I have read and understood the foregoing paragraphs. By checking this box and the above true (is) statements, I understand that I am applying my electronic signature to this employment application stating that I have read and understood the above statements.</p> <p>DO NOT E-SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.</p> <p>By my eSignature below, I certify that I have read, fully understood and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.</p> <p>Signature (enter your full name): <input type="text"/></p>										
24	Complete the Voluntary EEO Disclosure . While each question is required, you have the ability to decline to disclose your personal information.	<p>Voluntary EEO Disclosure</p> <p>Diversity</p> <p>Please provide the information requested in the fields below regarding diversity.</p> <p>*1 Ethnicity</p> <p><input type="text" value="I do not wish to provide this information"/></p>										
25	Review the Summary Page .	Review the Summary Page for all edits that you've made to the job application.										

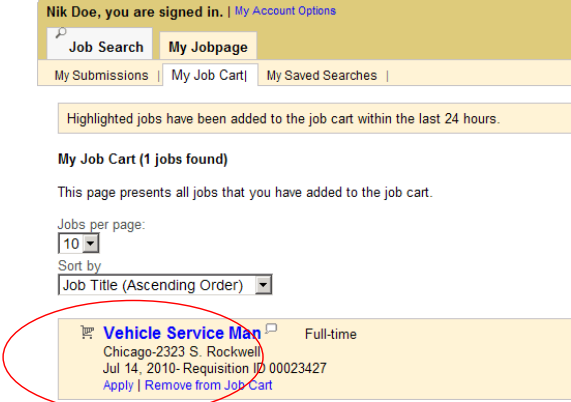


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<p>26</p>	<p>Click Submit.</p>	<p>Click Submit to save all changes and apply for the job. Please note that you must click Submit to send the job and to be considered for the position. Incomplete applications will not be considered. Also note that submissions must be completed and received before midnight on the date that the position closes. Submissions are automatically time stamped and those filed after midnight on the date the position closes will not be considered.</p>
<p>27</p>	<p>View Confirmation page. When your submission is confirmed, the system will display a process confirmed message.</p>	<p>Summary</p> <p>Process completed</p> <p>Thank you for expressing interest in a position with Cook County Health and Hospitals System. We have been fortunate to receive many job applications for this open position. Your application will be reviewed by a member of CCHHS Talent Management Team. Should your skills and experience match the criteria for the position, a member of our Talent Management Team will be in contact with you to discuss your interest in further detail. In the event that you are not considered for this position, we do encourage you to continue to view current openings at Cook County Health and Hospitals System via CCHHS's website at www.cookcountyhealth.net. If you would like to review your candidate file, or update your profile information, please click here. You will need your user name and password to access your file. Best wishes in your career search. CCHHS Talent Management Team</p> <p>We invite you to view the job openings available in our Career section and to further explore the functionalities of your account.</p> <p>View My Submissions View My Jobs</p>
<p style="text-align: center;">Completed</p>		

Viewing Jobs That You Have Applied For

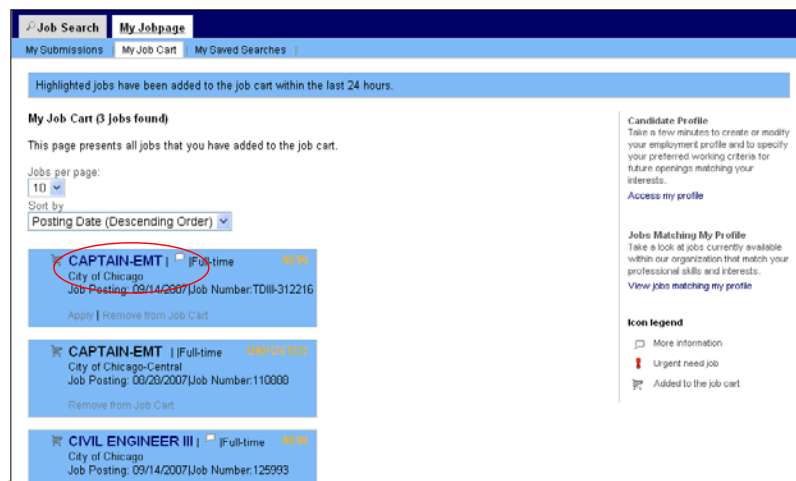
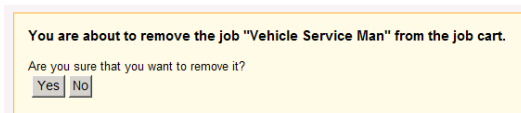
<p>1</p>	<p>Click My Submissions on My Jobpage.</p>	<p>Click My Submissions on My Jobpage. This page will display all of the Cook County Sheriff’s Office jobs for which you have applied.</p> <p>There are three categories of submissions: Draft, Completed, and Withdrawn. The status of the submission is determined by where you are in the process for that particular job.</p> 
<p>2</p>	<p>Click the hyperlink below the submission to perform an action on the application.</p>	<p>Click the hyperlink below the submission to perform an action on the application.</p>  <p>For example, for the Staff Pharmacist application listed above you can click on View/Edit Submission to edit your application for that job. You may only do this until the job posting closes. Once the posting has closed, you may no longer update your submission.</p> <p>For draft applications, you can click on either Finish Draft Submission or Withdraw to perform these actions on this application.</p> <p>For withdrawn positions, you can click on Re-apply to perform this action on this particular application.</p>

Using the Job Cart (Adding/Removing Jobs)

<p>1</p>	<p>Click My Job Cart on My Jobpage</p>	<p>Click My Job Cart on My Jobpage. This page will display all of the Cook County Sheriff's Office jobs that are in your cart. Your cart is like a supermarket cart, it contains job that you are interested in, but haven't yet applied for.</p> 
<p>2</p>	<p>To add a Job to the cart, click Job Search and review the available jobs. Click Add to my Job Cart to save them.</p>	<p>To add a Job to the cart, click Job Search.</p> 
<p>3</p>	<p>To remove a job from the job cart, click Remove from Job Cart.</p>	<p>Click Remove from Job Cart to remove an unwanted job posting from your cart.</p> 

4 Verify removal from job cart

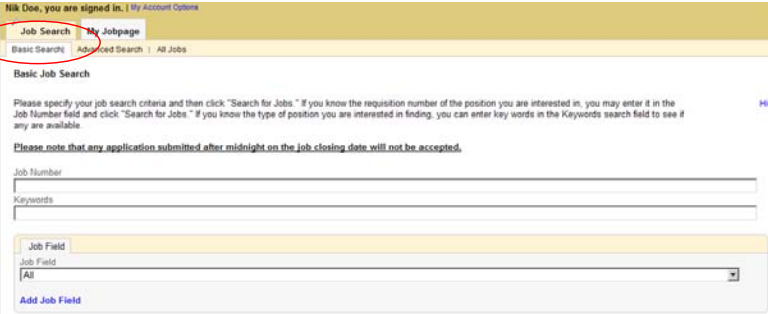
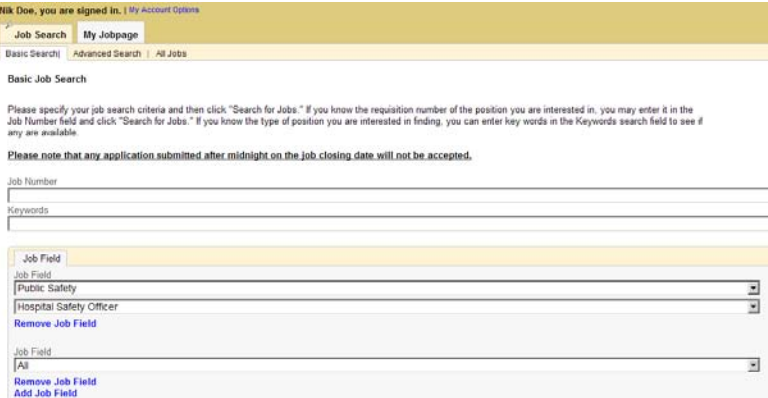
Click **Yes** to verify that you want to remove the Job from your Cart.

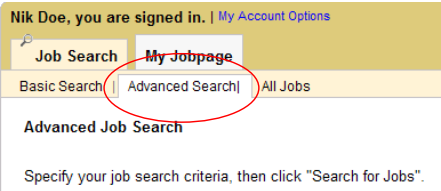
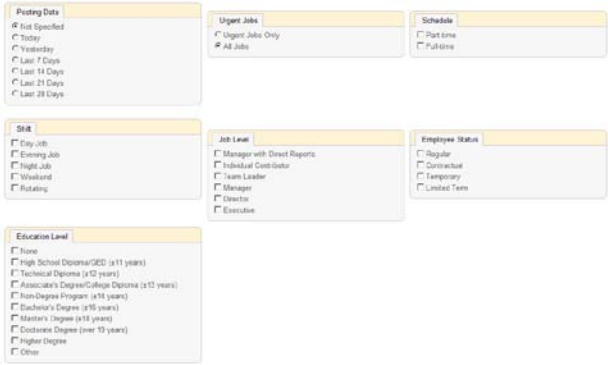


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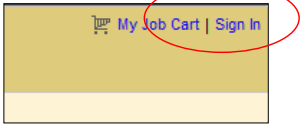
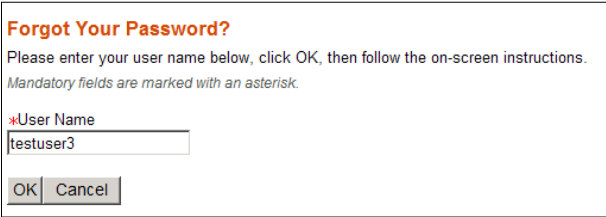
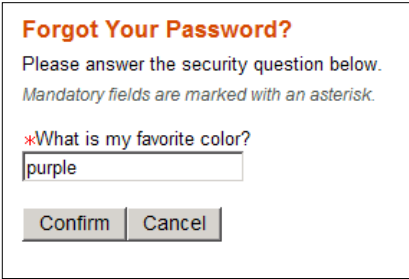
Completed

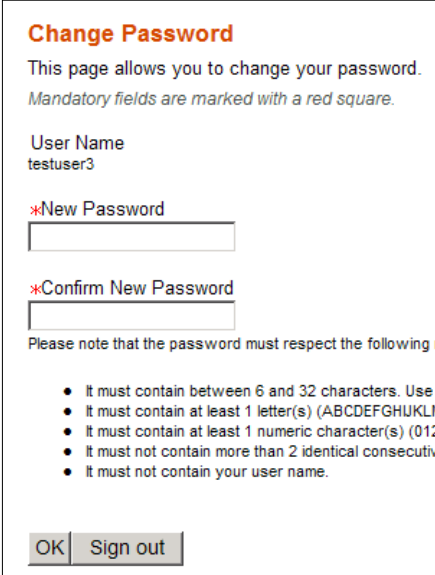
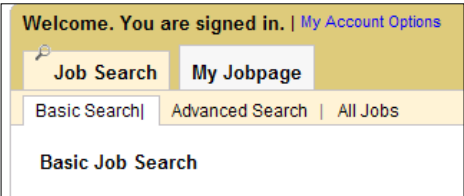
Using Job Search (Basic/Advanced)

1	Click <i>the Job Search</i> tab	Click the <i>Job Search</i> tab.
2	Click <i>Basic Search</i>	 <p>The screenshot shows the top navigation bar with 'Job Search' and 'My Jobpage' tabs. Below it are links for 'Basic Search', 'Advanced Search', and 'All Jobs'. The main content area is titled 'Basic Job Search' and contains instructions, a disclaimer, and input fields for 'Job Number', 'Keywords', and 'Job Field'.</p>
3	Review <i>Basic Search Criteria</i>	Review the <i>Basic Search Criteria</i> page. There are several ways to search, including by:
4	Enter <i>search criteria</i>	<ul style="list-style-type: none"> • Job Number (Job Posting Number if you know this) • Job Field (Area of Expertise/Experience) • Location (Where the job is located in the County) • Organization (Sheriff’s Department or other County Department)
5	Click <i>Search for Jobs</i>	 <p>The screenshot shows the 'Basic Job Search' page with the following criteria entered: 'Job Number' is empty, 'Keywords' is empty, and 'Job Field' is set to 'Public Safety'. Below the dropdown, 'Hospital Safety Officer' is listed as a suggestion. There are also links for 'Remove Job Field' and 'Add Job Field'.</p>

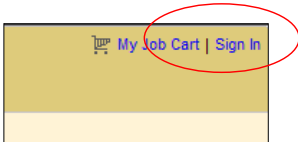
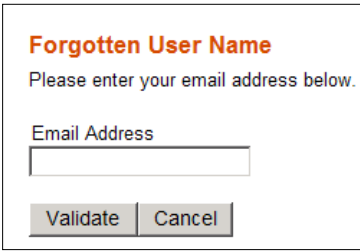
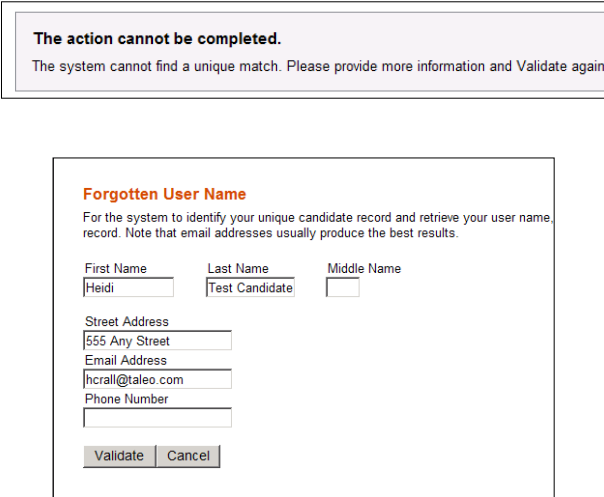
<p>6</p>	<p>Click Advanced Search</p>	<p>Click the Advanced Search Tab to perform a more detailed search.</p>  <p>Nik Doe, you are signed in. My Account Options</p> <p>Job Search My Jobpage</p> <p>Basic Search Advanced Search All Jobs</p> <p>Advanced Job Search</p> <p>Specify your job search criteria, then click "Search for Jobs".</p>
<p>7</p>	<p>Review the Advanced Search criteria</p>	<p>Review the Advanced Search criteria page. There are several ways to search, including by:</p> <ul style="list-style-type: none"> • Job Field (Area of Expertise/Experience) • Location (Where the job is located in Cook County) • Organization (City Department) • Keyword • Schedule • Shift • Job Level • Job Type • Education Level
<p>8</p>	<p>Enter Search Criteria</p>	
<p>9</p>	<p>Click Search for Jobs</p>	 <p>Enter the search criteria for the types of postings you are interested in.</p> <p>Click Search for Jobs.</p>

Forgot Password

<p>1</p>	<p>If you have already created an account and can't remember the password, you can use the Forgot Password or Forgot Username functionality.</p>	<p>Click Sign In to begin password recovery. The Sign In button is located in the upper right corner of the main screen.</p> 
<p>2</p>	<p>Click the Forgot Password option. Enter your User Name and click OK.</p>	
<p>3</p>	<p>You will receive a Forgot Password screen with the security question you originally created. Supply the answer and click Confirm.</p>	

<p>4</p>	<p>If you provide the correct answer for the question, you will see a Change Password screen. Enter a new password and confirm it in the second password field.</p> <p>Click OK to continue.</p>	
<p>5</p>	<p>If you have successfully changed your password, you will automatically be logged into the career section.</p>	

Forgot User Name

<p>1</p>	<p>If you have already created an account and can't remember the password, you can use the Forgot Password or Forgot Username functionality.</p>	<p>Click Sign In to begin password recovery. The Sign In button is located in the upper right corner of the main screen.</p> 
<p>2</p>	<p>Click the Forgot User Name option.</p> <p>Enter your Email address.</p> <p>Click Validate.</p>	
<p>3</p>	<p>You will be prompted to provide more information and click Validate again.</p>	

<p>4</p>	<p>Your username will be confirmed and displayed on the screen. If you want to return to the login page, click the Back to Login Page link. If you have forgotten your password, click the Forgot Password link.</p>	<div data-bbox="349 430 1088 562" style="border: 1px solid black; padding: 5px;"><p>Username Retrieval Confirmation</p><p>You can go back to the login screen to access the application or use the forgot password feature if you don't remember your password.</p><p>User Name testapplicant</p><p>Back to login page Forgot your password?</p></div>
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