



Applying for a Job with the City of Mesa

Using the Online Application System 2/7/2011

Table of Contents

City of Mesa Online Application System	4
Have Questions or Need Assistance?.....	4
Browsing For Jobs on the City of Mesa Careers Web Site	5
Register with the City of Mesa Careers Web Site	5
Logging in to the Careers Web Site.....	6
Getting Login Help	6
Changing Your Password.....	6
Completing Your Profile.....	7
Adding Additional Email Addresses and Phone Numbers	9
Finding the Right Job.....	9
Applying for a Job.....	11
Self Identification Details and Terms and Agreements	14
Completing the Self Identification Details Section	14
Completing the Terms and Agreements Section	15
Accessing Jobs Saved in My Saved Jobs.....	16
Applying for a Job Saved in the My Saved Jobs Folder	17
Choosing a Resume Option.....	17
Copy and Paste Resume Text.....	17
Upload a New Resume.....	18
Apply Without Using a Resume	20
Use An Existing Resume	20
Completing the Education and Work Experience Application Section.....	21
Adding Work Experience.....	21
Selecting Education Level.....	22
Adding School Education History.....	22
Adding College/University Education History.....	23
Adding Licenses and Certificates	25
Adding Languages	26
Adding Memberships.....	26
Application Questionnaire	27
Selecting Referral Information.....	27
My Career Tools.....	28
Updating Profile Information.....	29
Accessing Saved/Draft Applications.....	29

Accessing Saved Resumes.....	30
Using the Spell Check Feature	30
Using the Date Picking Feature.....	31
Using the Look Up Feature.....	32

City of Mesa Online Application System

The City of Mesa uses an **Online Application System** so applicants can apply online for open positions at any time that is convenient for them. There is no need for printing, copying or mailing your application. Applying online saves on postage and we are all saving paper.

As a job seeker, once you have registered with the City of Mesa **Online Application System**, you can apply for one or multiple jobs online and set up a search to email you when new jobs are added to the system. Job seekers can also track the positions they have applied for and online applications can be screened and evaluated more quickly by the City of Mesa.

The City of Mesa **Online Application System** allows applicants to save and return to finish the application. When applying for multiple positions at one time, the **Online Application System** will combine supplemental questions so the job seeker only has to respond to the same question one time.

The City of Mesa hopes you find the **Online Application System** friendly to use. We offer these instructions and other help features to assist applicants in completing their online application.

Have Questions or Need Assistance?

If you have questions about the City of Mesa, any open positions, or the application process, please feel free to call us at (480) 644-2750 any time between 7am and 6pm Monday through Thursday. You can also contact us via email at jobs.info@mesaa.gov.

Browsing For Jobs on the City of Mesa Careers Web Site

Anyone can visit <https://jobs.mesaaz.gov> and browse the selection of open positions with the City of Mesa. If you find a job that you would like to apply for or perhaps save to look at later, you will need to register with the City of Mesa. If you have registered with the City of Mesa in the past, you do not need to sign up again – [simply log in](#).

Register with the City of Mesa Careers Web Site

Any person that wishes to apply for a job with the City of Mesa will need to register on the **Careers** web page. To create a User Name and Password:

1. Click the **click here to Register** link or the **Register Now** link on the **Careers** web page.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search Keywords: <input type="text"/> Posted: Last Month <input type="button" value="v"/> <input type="button" value="Search"/> Search Tips	Login User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> Login Help Register Now
---	---

Latest Job Postings (click on any column heading to sort jobs)

Select	Date	Job Title	Job ID	Location
--------	------	-----------	--------	----------

2. Type a user name in the box to the right of ***User Name**. The City of Mesa recommends that your User Name be at least **six (6) characters** in length and combine elements of your first and last name.
3. Type a password in the box to the right of ***Password**. The City of Mesa recommends that your Password be at least **eight (8) characters**, combining alpha and numeric, upper and lower case.

NOTE: It is your responsibility to create a strong password and to safeguard its confidentiality. At no time should the user grant access to his/her account by providing someone else the password.


4. Type the password selected in step 3 above in the box to the right of ***Confirm Password**.
5. Click the **Register** button to complete the registration process.

Enter Registration Information

*User Name	<input type="text" value="erins"/>
*Password	<input type="password" value="....."/>
*Confirm Password	<input type="password" value="....."/>

[Return to Previous Page](#)

NOTE: If the User Name you selected already exists in the City of Mesa **Online Application System**, you will be alerted and required to select a different User Name before the registration process can be completed.

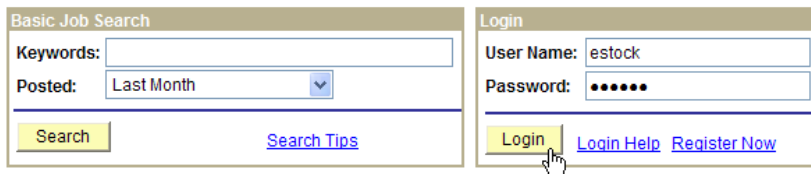
 **User Name already exists**

Logging in to the Careers Web Site

People who have previously registered on the City of Mesa Careers web site will log in by:

1. Typing in your user name (email address) in the box to the right of **User Name:** in the **Login** section.
2. Type your password in the box to the right of **Password:**.
3. Click the **Login** button.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

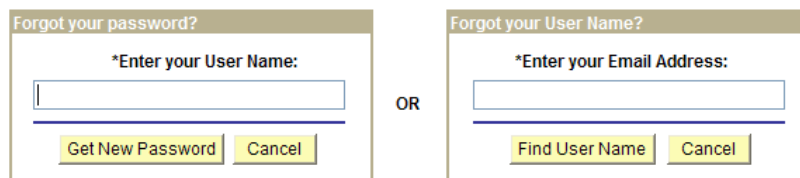


Getting Login Help

If you have forgotten your user name or password, click the **Login Help** link the **Login** section and complete either the **Forgot your password?** form or the **Forgot your User Name?** form as necessary.

Login Help

Choose One of These Options



Changing Your Password

If you need to change the password to your Careers account at any time:

1. Log in to the Careers web site.

2. Click the **My Profile** link in the **My Career Tools** section.

[Careers Home](#)
[Welcome](#)

The screenshot shows a web interface with two main sections. On the left is the 'Basic Job Search' section, which includes a text input for 'Keywords', a dropdown menu for 'Posted' set to 'Last Month', a 'Search' button, and a 'Search Tips' link. On the right is the 'My Career Tools' section, which contains several links: '0 Draft Applications', '0 Saved Resumes', and 'My Profile'. Below these links is a description: 'Update your contact information & password using My Profile.' An arrow points to the 'My Profile' link. Below the 'My Career Tools' section is a header for 'Latest Job Postings (click on any column heading to sort jobs)'.

3. Click the **Change Password** link in the **Member Information** section.

The screenshot shows the 'Member Information' section. It contains two rows: 'User Name: estock' and 'Password: Change Password'. A mouse cursor is pointing at the 'Change Password' link.

4. Type the new password in the box to the right of ***Enter New Password:**.
5. Type the password selected in step 4 above in the box to the right of ***Confirm New Password:**.
6. Click the **Save** button to complete the change.

[My Profile](#)

Change Password

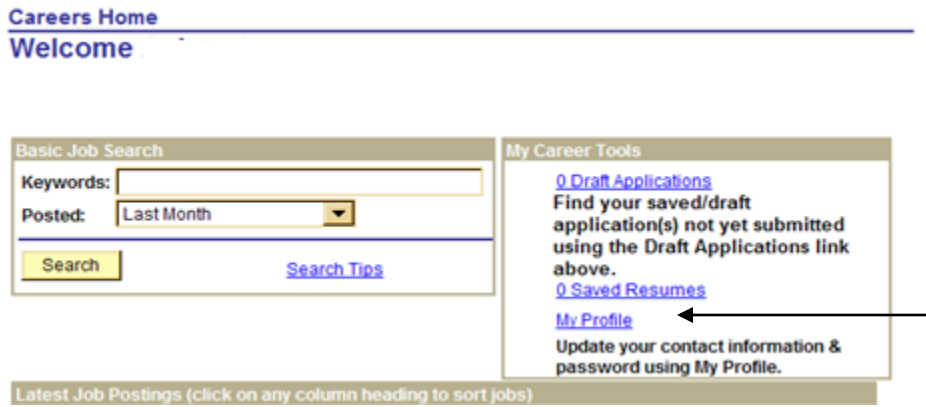
Choose your new password. Click Save when you're done.

The screenshot shows the 'Change Password' form. It has two input fields: '*Enter New Password:' and '*Confirm New Password:', both containing six dots. Below the fields are two buttons: 'Save' and 'Cancel'. A mouse cursor is pointing at the 'Save' button.

Completing Your Profile

Once you have registered on the City of Mesa Careers web site, you will need to complete your candidate profile. Your profile provides contact information that will be necessary to complete the application process. To complete your profile:

1. Click the **My Profile** link in the **My Career Tools** section.



2. Complete the fields in the **Name**, **Address**, **Email**, and **Phone Numbers** sections. Required fields must be completed in order to save changes. Required fields include **First Name**, **Last Name**, **Primary Email Type**, **Primary Phone Type**, and **Phone Number**. If you don't have an **Email Address**, select **None** from the pick list.

NOTE: The email address you provide will be used to contact you regarding your application. If the status of your application changes, you will be notified via email. If you do not provide an **Email Address**, the City of Mesa will notify you by US Mail. Please click [Adding Additional Email Address and Phone Numbers](#) for more information on additional contact options.

3. Click the **Save** button to update your profile information.
My Profile

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Save [Return to Previous Page](#)

Member Information

User Name: estock
 Password: [Change Password](#)

Name

Name Format: English
 Name Prefix:
 *First Name: Erin
 Middle Name:
 *Last Name: Stock
 If you have a suffix to your name enter it as part of your last name (i.e. Smith, Jr.).

Address

Country: United States
 Address 1: 200 S Center Street
 City: Mesa State: Arizona
 Postal: 85211
 County: Maricopa

Adding Additional Email Addresses and Phone Numbers

If you would like to include multiple email addresses or phone numbers simply click the **Add Another Email Address** or the **Add Another Phone Number** link and complete the **Alternate Phone Type** or **Alternate Email Type** information as necessary.

Email

*Primary Email Type:

Email Address: [Remove](#)

If you supply an email here, City of Mesa will use it to communicate with you about the status of your application(s).

[+ Add Another Email Address](#)

Phone Numbers

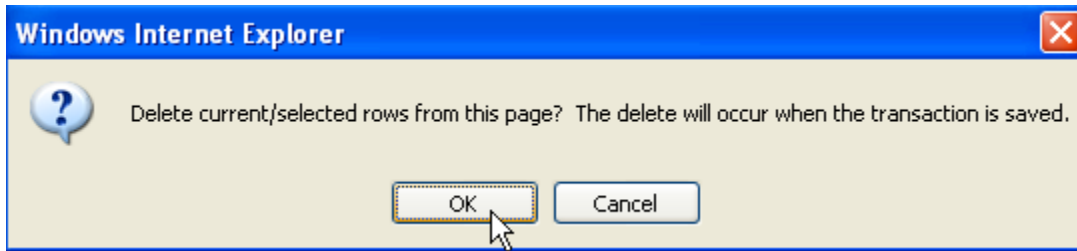
*Primary Phone Type:

Phone Number: Extension: [Remove](#)

[+ Add Another Phone Number](#)

[Return to Previous Page](#)

Also, if at any time you need to delete a contact phone number or email address, click the **Remove** link located to the right side of the field. Click the **OK** button when asked if you would like to **Delete current/selected rows from this page?**



Remember to click the **Save** button when you have finished making changes.

Finding the Right Job

At any one time, the City of Mesa may have many open positions. Applicants will see the complete list of all open positions with the City of Mesa on the Careers Home page. If you would like to narrow your results, you can [search the Job Postings](#).

To review information about a particular position, click the link under the **Job Title** section. It is important that you carefully review each job description, paying special attention to the **Minimum Qualification(s) Required** criteria in the **About The Qualifications** section.

Latest Job Postings (click on any column heading to sort jobs)

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	03/27/2009	Senior Revenue Collections Officer	1441	City of Mesa
<input type="checkbox"/>	03/20/2009	Intelligent Transportation System Technician I	1437	City of Mesa
<input type="checkbox"/>	03/20/2009	Assistant Controller	1439	City of Mesa
<input type="checkbox"/>	03/13/2009	Public Safety Dispatcher - Lateral - Part-time	1436	City of Mesa
<input type="checkbox"/>	03/06/2009	Communications Systems Coordinator	1431	City of Mesa
<input type="checkbox"/>	03/06/2009	IT Engineer II (V Posting Title 5 Network)	1419	City of Mesa

Once you have thoroughly reviewed the job description and qualifications, you have four (4) options:

Job Description

Department: Communications
Job Title: Communications Systems Coordinator
Job ID: 1431
Full/Part Time: Full-Time
Salary Range: (48) \$52,458.00 to \$ Annually
Open: Friday, March 6, 2009 through

[Email to Friend](#) [Save Job](#) [Apply Now](#) [Return to Previous Page](#)

ABOUT US 1 2 3 4

City of Mesa Mission

1. Click the **Email to Friend** button to send an email with a link to the job to someone who might be interested in the position.

Send Email

Enter the email address, using a comma as a separator, of the person to whom you are sending this job information. When you are finished, click the Send button.

 [Return to Previous Page](#)

***To:**
***Your Name:**
Subject: Interesting job at City of Mesa
Message: found this job and thought you might find it interesting.

Communications Systems Coordinator
 City of Mesa
 City of Mesa

You can view and apply for this job at:
https://mesajobs.insidemesa/psp/MESAJOBS/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=1431&SiteId=1&PostingSeq=1
 Thank you.

2. Click the **Save Job** button to put this job in your **My Saved Jobs** folder. This is a great option if you are interested in the position, but not yet ready to complete the application process.

My Saved Jobs

You have successfully saved your new jobs.

Saved Jobs			
Job Title	Job ID	Location	Status
<input type="checkbox"/> Communications Systems Coordinator	1431	City of Mesa	010-Open

[Deselect All](#)
Apply Now
Delete

[Return to Previous Page](#) [Find Jobs](#)

Review the section on [applying for jobs saved in the My Saved Jobs folder](#) to learn how to access and apply for jobs you opted to save.

3. Click the **Apply Now** button to begin the application process immediately. For more information on the application process, please [review the Applying for a Job section](#).
4. If after reading the job description, you decide that the job you selected is not for you, click the **Return to Previous Page** link to go back to the complete list of open positions. **DO NOT** use the Back button in your web browser.

Job Description

Department: Communications

Job Title: Communications Systems Coordinator

Job ID: 1431

Full/Part Time: Full-Time

Salary Range: (48) \$52,458.00 to \$ Annually

Open: Friday, March 6, 2009 through

Email to Friend
Save Job
Apply Now
[Return to Previous Page](#)

ABOUT US

Applying for a Job

Once you have found a job that you are interested in applying for, the next step is to begin the application process. As you work through the online application, remember to press the **Save** button regularly to save your progress. Saved applications can be accessed through **My Career Tools**.

1. Click the **Apply Now** button located near the top or below the job description.

Job Description

Department: Communications
Job Title: Communications Systems Coordinator
Job ID: 1431
Full/Part Time: Full-Time
Salary Range: (48) \$52,458.00 to \$ Annually
Open: Friday, March 6, 2009 through

You can also scroll down below the job description and click on **Apply Now**.

Email to Friend

Save Job

Apply Now

[Return to f](#)

ABOUT US

City of Mesa Mission

2. Thoroughly review the **On-Line Application** information page and click the **Next** button near the bottom of the screen to begin the application.

<https://jobs.mesaaz.gov> - Windows Internet Explorer

THE OFFICIAL WEB SITE FOR THE CITY OF MESA, ARIZONA

mesaaz.gov

HOME RESIDENT VISITOR BUSINESS CITY HALL JOBS

Apply for Job

On-Line Application

Welcome and thank you for considering the City of Mesa in your employment search. To ensure your application gets the consideration it deserves, please read the following tips:

1. Carefully review the Job Announcement to guide you in describing your experience and to be sure that you meet the requirements of the position. To view the job announcement, select "Return to Previous Page" at the bottom of this page and click on the position title.
2. Fill out application completely.
3. COMMON MISTAKES

Be sure to complete all 4 parts of the application (Education and Work Experience, Criminal History, Referral Information, and Accepting the Terms and Agreements.) Your application will not be complete until you accept the Terms and Agreements by clicking on the Yes, I Acknowledge button and click the final Submit button on the last page. The system will acknowledge you have successfully submitted your application or you may be asked what information you are missing.

10. If you need assistance please call (480) 644-2758 between 7:00 AM and 6:00 PM Monday - Thursday or e-mail us at jobs.info@mesaaz.gov or click on the Need Jobs Help box on the Jobs page at mesaaz.gov.

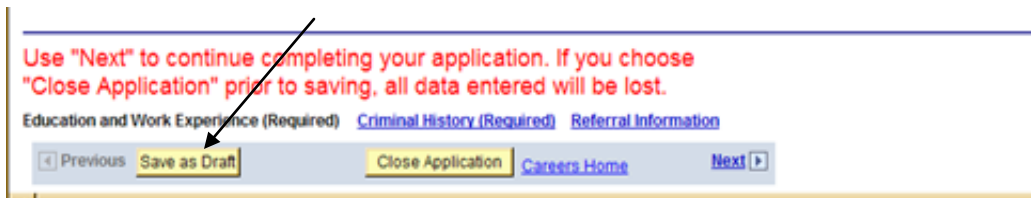
[Return to Previous Page](#)

3. Click the radio button to the left of one of the options on the **Choose Resume** screen. **Resume Options** include:

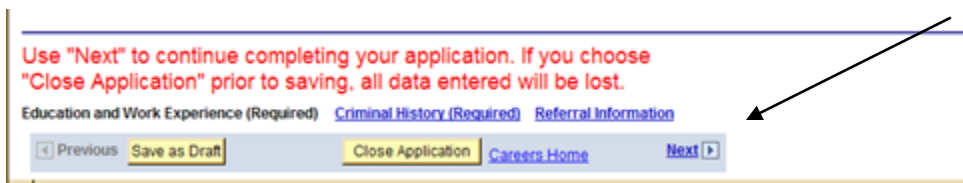
- a. Copy and paste resume text
- b. Upload a new resume
- c. Apply without using a resume
- d. Use an existing resume

To learn more about these resume options, including how to use them, please refer to the [Choosing a Resume Option](#) section.

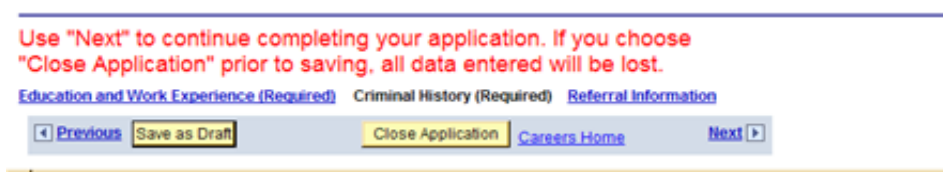
4. Click the **Next** button once you have made your resume selection and Copy/Paste, Upload, or selecting an existing resume as necessary.
5. Complete the **Education and Work Experience** section of the application. This is a required section that all applicants must complete. Items here include listing previous [Work Experience](#), [School Education History](#), [College Education History](#), [Licenses and Certificates](#) you may hold, additional [Languages](#) you may speak, [Memberships](#) to any organizations, as well as answering questions in the [Application Questionnaire](#) section.
6. Click the **Save as Draft** at the bottom of the **Education and Work Experience** section to save your progress.



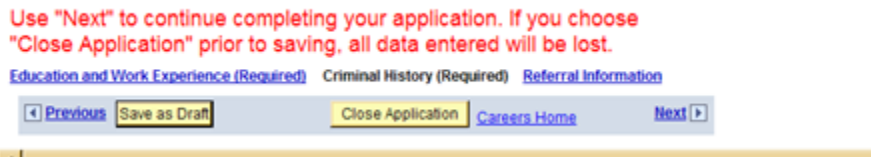
7. Click the **Next** link to move the **Criminal History** section of the application.



8. Complete the **Criminal/Traffic Conviction Details** section. This is a required section where applicants are asked to disclose any criminal convictions since the day they turned 18, as well as any traffic violation in the last 5 years. If the applicant has no criminal convictions or traffic violations to report, the applicant should type the word **None** in the text field.
9. Click the **Save as Draft** button at the bottom of the **Criminal History** section to save your progress.



10. Click the **Next** link to move to the **Referral Information** section of the application.

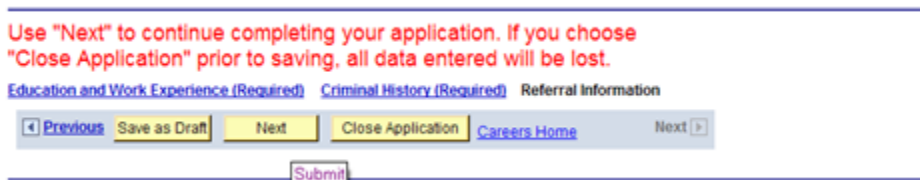


NOTE: If at any time you would like to return to the previous section in the application, click the **Previous** link located near the bottom left side of the screen. **DO NOT** use the Back button on your web browser or you may lose information you have already entered.

11. Complete the [Referral Information](#) section of the application.
12. Click the **Save as Draft** button at the bottom of the **Referral Information** section to save your progress.
13. Use the **Previous** and **Next** links to thoroughly review your application. Verify that you have completed all necessary information and make sure you have not omitted anything important.

NOTE: Not all fields in the Online Application System are marked as required, but this does not mean applicants should leave them blank; they do not supply information that could be vital to the application process. Fill out as many of the fields in the Online Application System as you can. You will **NOT** be alerted if you have left any of the optional fields blank – **please make sure to review your application carefully before proceeding to the Self Identification and Terms and Agreements steps described below.**

14. Use the **Next** button to continue through the completion and submission of your application.

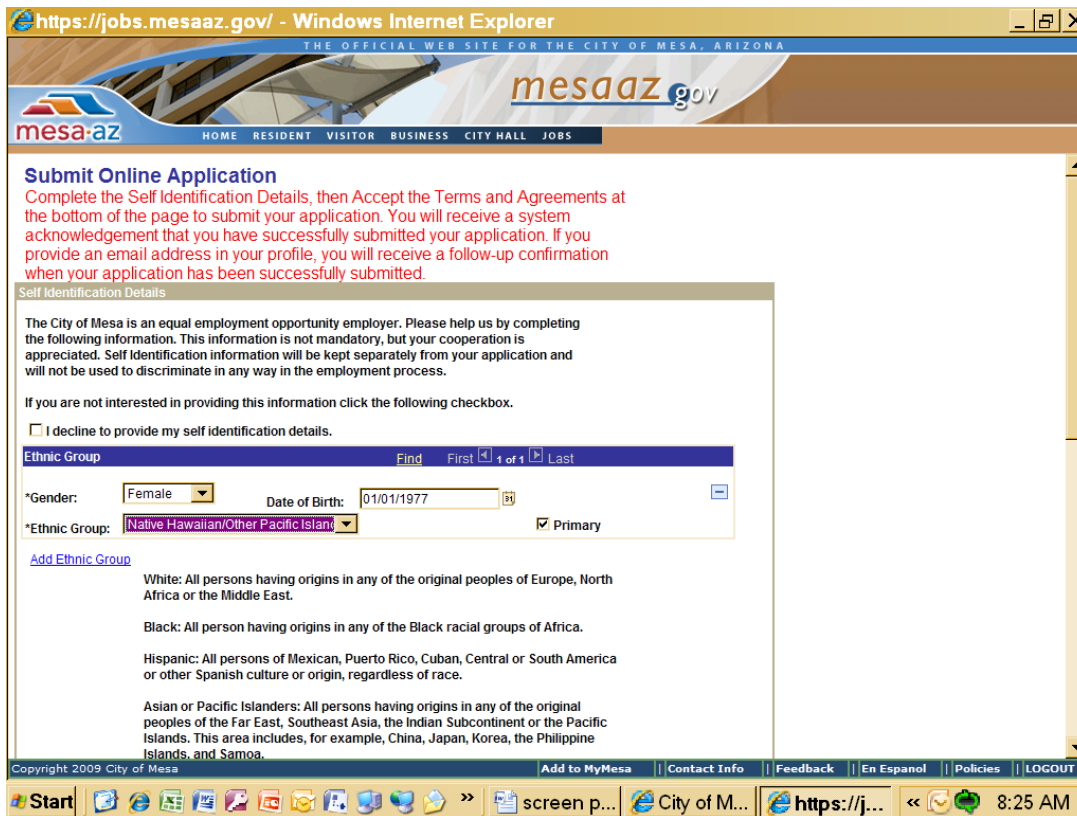


Self Identification Details and Terms and Agreements

The last thing each applicant is asked to do prior to submitting an application for a job is to complete the **Self Identification Details** and review and agree to the **Terms and Agreements** sections.

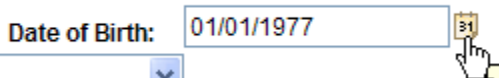
Completing the Self Identification Details Section

Once you select the **Next** button (following the completion of the **Referral Information**) you will be asked to complete some information related to gender, age, and ethnicity. This information is kept separate from your application and is not used during the application process. If you do not wish to provide the information, click the box to the left of **I decline to provide my self identification details** to select it. To provide the City of Mesa with the requested information:



1. Click the drop down menu to the right of ***Gender:** and select **Female, Male, or Unknown.**
2. Enter your birthday into the box to the right of **Date of Birth:**.

NOTE: Date of Birth should be entered in the field using MM/DD/YYYY format. You can also click the **Choose a date** icon to the right of the Date of Birth field and use the [Date Picking feature](#).



3. Click the drop down menu to the right of **Ethnic Group:** and select the option that best describes you.
4. Scroll down to the **Terms and Agreements** section.

Completing the Terms and Agreements Section

Each applicant needs to review the information in the **Terms and Agreements** section. After completing the **Self Identification Details**, scroll down and read the **Terms and Agreements** section:

1. Click the radio button to the left of **Yes, I acknowledge** to select it.

2. Click the **Submit** button near the lower left side of the screen to submit your completed application for review.

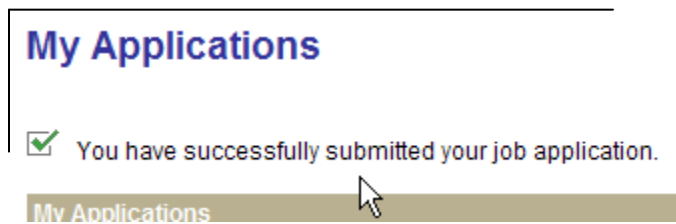
Personnel Office advised of any change of materials attached become the property of

Acknowledge that you have completed the & Criminal History sections of the on-line a

Yes, I acknowledge No, I do not

[Submit](#) [Cancel](#) [Return to](#)

The successful submission of your application will be confirmed.



Accessing Jobs Saved in My Saved Jobs

In the process of reviewing open positions with the City of Mesa, applicants have the ability to save the job to their My Saved Jobs folder. To access jobs saved in the My Saved Jobs folder:

1. [Log into the City of Mesa Careers web site.](#)
2. Click the **My Saved Jobs** link near the top of the screen.



If the **Status** says something other than **Open**, you cannot apply for that saved job.

3. The list of jobs you saved will appear.

Saved Jobs			
Job Title	Job ID	Location	Status
<input type="checkbox"/> Intelligent Transportation System Technician I	1437	City of Mesa	010-Open
<input type="checkbox"/> Communications Systems Coordinator	1431	City of Mesa	010-Open

[Deselect All](#) [Apply Now](#) [Delete](#)

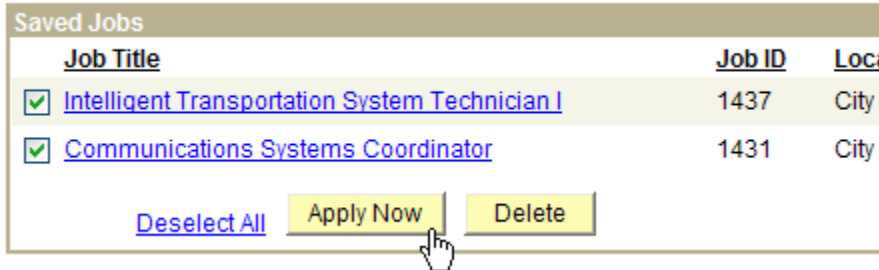
[Return to Previous Page](#) [Find Jobs](#)

4. Click the title of job to review the job description for any position saved in your My Saved Jobs folder.

Applying for a Job Saved in the My Saved Jobs Folder

Applicants can apply for any or all of the jobs saved in **My Saved Jobs** that show an **Open** Status. After reviewing the **Minimum Qualification(s) Required** criteria in the **About The Qualifications** section for each position to determine that you meet the eligibility requirements:

1. Click the box to the left of the Job Title for the position you wish to apply for to select it.



NOTE: Applicants can select multiple jobs to apply for. This practice can be beneficial in those situations where the supplemental questions in the [Application Questionnaire](#) are duplicated for both positions. Applicants will only have to answer these questions once – instead of multiple times.

2. Click the **Apply Now** button.
3. Complete the [Online Application starting with step 2.](#)

Choosing a Resume Option

The City of Mesa’s Online Application Systems allows users up to 4 resume options when applying for a position. You can choose to:

1. [Copy and paste resume text](#)
2. [Upload a new resume](#)
3. [Apply without using a resume](#)
4. [Use an existing resume](#)

Copy and Paste Resume Text

The option allows users to copy the text from an existing resume. To copy and paste resume text into your application:

1. Select the radio button to the left of **Copy and paste resume text**.

2. Click the button.

[Apply Now](#)
Choose Resume

Resume Options

How would you like to proceed?

Copy and paste resume text

Upload a new resume

Apply without using a resume

[Next](#) [Return to Previous Page](#)

3. Type a name for your Resume in the box to the right of **Title:** in the **Attach Resume** form.
4. Type or paste the text from an existing resume into the box to the right of **Resume:**.
5. Click the **Next** button when you have finished.

[Apply Now](#)
Enter Resume Text

Attach Resume

Title:

Language:

Resume: CAREER OBJECTIVE
To obtain a challenging technology management or training position in a small to mid-sized organization.

EDUCATION

University of Wyoming	Laramie, Wyoming		
Master of Science, Instructional Technology		May 2006	
Cumulative GPA 4.0			

DeVry Institute of Technology	Phoenix, Arizona		
Bachelor of Science, Computer Information Systems		June 2001	
Cumulative GPA 3.57, Cum Laude			

LANGUAGES/SOFTWARE

MS-Dos	Novell Netware	MS-Publisher	SQL
MS-Windows 3.1	Word	MS-FrontPage	COBOL III
MS-Windows 95	Excel	Dream Weaver	DB2
MS-Windows 98	Access	MS-Visual Studio	ASP

[Next](#) [Return to Previous Page](#)

NOTE: If you would like to perform a spell check on the text entered in the box to the right of **Resume:**, click the **Spell Check Resume** button located near the upper right corner of the **Resume:** section. Review [Using the Spell Check Feature](#) for more information.

[Apply Now](#)
Enter Resume Text

Attach Resume

Title:

Language:

Resume: CAREER OBJECTIVE
To obtain a challenging technology management or training position in a small to mid-sized organization.

[Spell Check Resume](#)

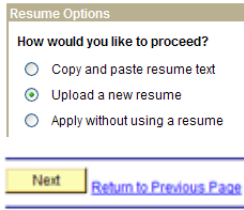
Upload a New Resume

The option allows users to upload a resume to the Online Application System from an outside source. To upload a resume:

1. Select the radio button to the left of **Upload a new resume.**

2. Click the **Next** button.

[Apply Now](#)
Choose Resume



Resume Options

How would you like to proceed?

Copy and paste resume text

Upload a new resume

Apply without using a resume

Next [Return to Previous Page](#)

3. Click the **Browse...** button to locate the resume.



Browse...

Upload **Cancel**

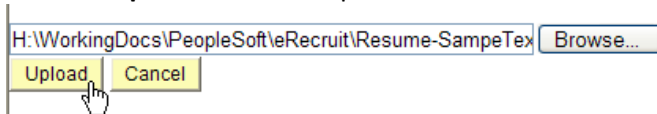
NOTE: The application can accept Word (.doc or docx), Rich Text Format (.rtf), Text (.txt), or PDF (.pdf). If you upload a Word document and wish to view it online, you may need to hold your Ctrl key down before clicking on the link, depending on your web browser and security settings.

4. Click the file to select it.

5. Click the **Open** button to close the **Choose file** window.



6. Click the **Upload** button to upload the resume to the Online Application System.



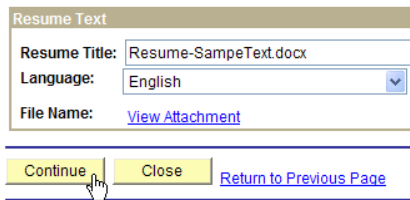
H:\WorkingDocs\PeopleSoft\eRecruit\Resume-SampeTex **Browse...**

Upload **Cancel**

7. Click the **Continue** button to move on to the next part of the application process.

[Apply Now](#)

Enter Resume Text



Resume Text

Resume Title: Resume-SampeText.docx

Language: English

File Name: [View Attachment](#)

[Continue](#) [Close](#) [Return to Previous Page](#)

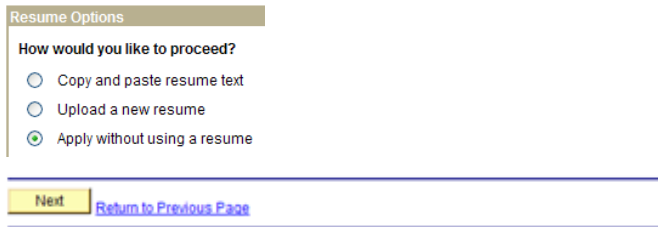
Apply Without Using a Resume

This option allows users to proceed directly to the application without uploading any resume information. To apply without a resume:

1. Select the radio button to the left of **Apply without using a resume**.
2. Click the **Next** button.

[Apply Now](#)

Choose Resume



Resume Options

How would you like to proceed?

Copy and paste resume text

Upload a new resume

Apply without using a resume

[Next](#) [Return to Previous Page](#)

Use An Existing Resume

This option will be available to those applicants that have uploaded a resume to the Online Application System in the past. To use an existing resume:

1. Select the radio button to the left of **Use an existing resume**.
2. Select the resume you would like to use, click on the drop down list to the right of **Use an existing resume**.

3. Click the **Next** button.

[Apply Now](#)

Choose Resume

Resume Options

How would you like to proceed?

Copy and paste resume text

Upload a new resume

Use an existing resume

Apply without using a resume

Select Resume...
Resume-SampeText.docx
Select Resume...

Next [Return to Previous Page](#)

Completing the Education and Work Experience Application Section

The **Education and Work Experience** section of the application is required. Applicants need to complete all of the fields that apply to their history.

Adding Work Experience

The **Work Experience** section gives applicants the opportunity to list previous employers and jobs. To add work experience to the **Work Experience** section:

1. Click the **Add Work Experience** link.

Work Experience

You have not added any emp

[+ Add Work Experience](#)

2. Complete the **Enter Employment Details** form. The **Start Date**, **End Date**, **Employer**, **Job Title**, and **Major Duties** fields are required. Applicants should also complete as many of the other fields as possible, including **Telephone**, **Reason for Leaving**, and information in the **Address** section of the form.

NOTE: **Start Date** and **End Date** should be entered in the field using MM/DD/YYYY format. You can also click the **Choose a date** icon to the right of the **Start Date** or **End Date** fields and use the [Date Picking feature](#).

Enter Employment Details

*Start Date: 

End Date: 

Choose a date (Alt+5)

Also, the **Major Duties** field will allow applicants to perform a spell check to ensure accuracy. Please refer to the [Using the Spell Check Feature](#) section for more information. Click the **Save & Return** button if you are done entering work experience. If you have additional **Work Experience** to add, click the **Save & Add More** button and repeat the previous steps.

Enter Employment Details

*Start Date: 07/12/2002 [B]

End Date: 07/31/2007 [B]

*Employer: University of Wyoming

*Job Title: Computer Support Specialist

Telephone: 307/555-5354

Reason for Leaving: Moved

Major Duties: Focus on supporting the technological needs of all staff in the Residence Life and Dining Services department. Responsible for installing, configuring, repairing, maintaining, and upgrading all personal computers, printers, and servers. Offer networking and general troubleshooting support to full-time staff and all students.

Address

Country: United States

Address 1: 1111 E. University Drive

City: Laramie State: Wyoming

Postal: 82601

County: Albany

Save & Return Save & Add More Cancel [Return to Previous Page](#)

* Required Field

NOTE: Not all fields in the **Work Experience** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **Work Experience** section as completely as possible.

Selecting Education Level

The options in the **Education Level** section, allows applicants to easily communicate the number of years of schooling they have completed, including high school, college, and any technical school education. To select an education level, click the drop down menu to the right of **Highest Education Level:** and select the option that best describes your educational background.

Education History

Highest Education Level: A-Not Indicated

School Education

You have not added any school education.

[+ Add School Education History](#)

College/University Education

You have not added any college/university education.

[+ Add College/University Education](#)

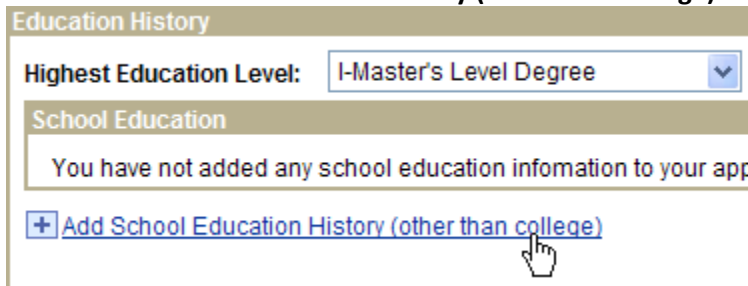
A-Not Indicated
 A1-Less than 10th Grade
 A2-Completed 10th Grade
 A3-Completed 11th Grade
 C-HS Graduate or Equivalent
 D-Some College
 E-Technical School
 F-2-Year College Degree
 G-Bachelor's Level Degree
 H-Some Graduate School
 I-Master's Level Degree
 J-Doctorate (Academic)
 K-Doctorate (Professional)

NOTE: Not all fields in the **Education Level** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **Education Level** section as completely as possible.

Adding School Education History

The **School Education History** section is where applicants can identify the schools they attended prior to college. To add a school education to the **School Education History** section:

1. Click the **Add School Education History (other than college)** link.

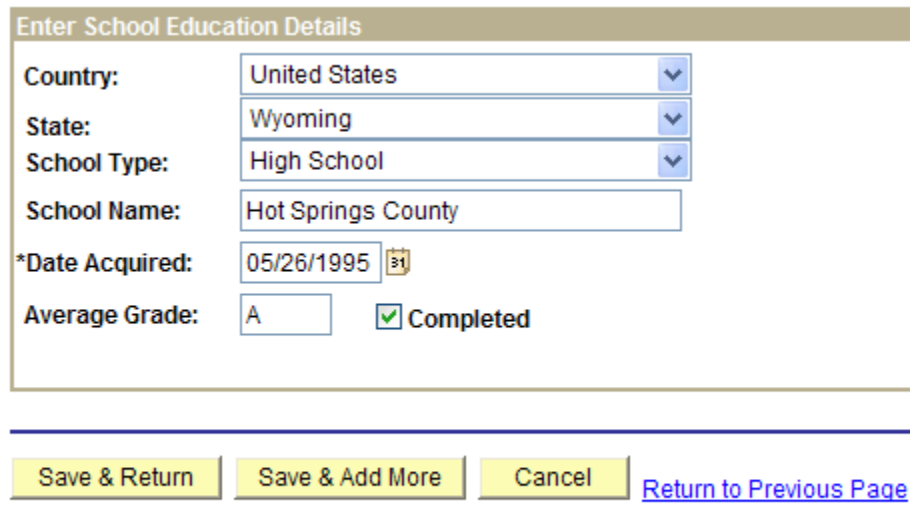


The screenshot shows a form titled "Education History". Under the "Highest Education Level:" label, there is a dropdown menu with "I-Master's Level Degree" selected. Below this is a section titled "School Education" with a message: "You have not added any school education information to your app". At the bottom of this section is a blue link with a plus icon: "+ Add School Education History (other than college)". A mouse cursor is pointing at this link.

2. Complete the **Enter School Education Details** form. The **Date Acquired** field is required. Applicants should also complete as many of the other fields as possible, including **Country**, **State**, **School Type**, **School Name**, and **Average Grade**. You should also click the box to the left of **Completed** if you completed your education at this school (i.e. received a diploma).

NOTE: **Date Acquired** should be entered in the field using MM/DD/YYYY format. You can also click the **Choose a date** icon to the right of the Date Acquired field and use the [Date Picking feature](#).

3. Click the **Save & Return** button if you are done entering **School Education Details**. If you have additional **School Education Details** to add, **Save & Add More** button and repeat the previous steps.



The screenshot shows the "Enter School Education Details" form. It contains the following fields:

- Country:** United States (dropdown)
- State:** Wyoming (dropdown)
- School Type:** High School (dropdown)
- School Name:** Hot Springs County (text input)
- *Date Acquired:** 05/26/1995 (text input with a calendar icon)
- Average Grade:** A (text input)
- Completed** (checkbox)

At the bottom of the form are three buttons: "Save & Return", "Save & Add More", and "Cancel". To the right of these buttons is a blue link: "Return to Previous Page".

* Required Field

NOTE: Not all fields in the **School Education History** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **School Education History** section as completely as possible.

Adding College/University Education History

The **College/University Education History** section is where applicants can identify the colleges and universities they have attended. To add a college or university to the **College/University Education History** section:

1. Click the **Add College/University Education History** link.

2. Complete the **Enter College/University Education Details** form. The **School, Major, and Degree** fields are required. Applicants should also complete as many of the other fields as possible, including **Country, State, Average Grade, and Hours Earned**. You should also click the box to the left of **Graduated** and complete the **Date Issued** field if you completed your degree at this school (i.e. received a diploma).

NOTE: The **Country, School, and Major** fields must be completed using the **Look Up** feature. Review [Using the Look Up Feature](#) for more information. If you cannot locate your **School or Major** using the **Look Up** feature, click the **Cancel** button and enter the information in the field labeled **Other:** located to the right of both **School** and **Major**.

Also, **Date Issued** should be entered in the field using MM/DD/YYYY format. You can also click the **Choose a date** icon to the right of the Date Issued field and use the [Date Picking feature](#).

3. Click the **Save & Return** button if you are done entering **College/University Education Details**. If you have additional **College/University Education Details** to add, **Save & Add More** button and repeat the previous steps.

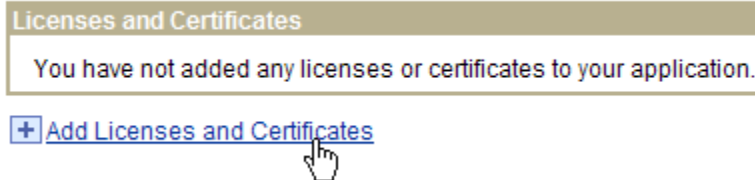
* Required Field

NOTE: Not all fields in the **College/University Education History** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **College/University Education History** section as completely as possible.

Adding Licenses and Certificates

The Licenses and Certificates section is the area of the application where applicants can list any special licenses or certificates they may hold that might be beneficial to the position. To add a license or certificate to the Licenses and Certificates section:

1. Click the **Add Licenses and Certificates** link.






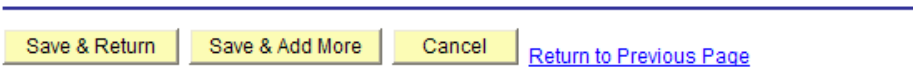
2. Complete the **Enter License or Certificate Details** form. The **License/Certificate** field is required. Applicants should also complete as many of the other fields as possible, including **Issued By**, **License/Certification Number**, **Date Issued**, and **Expiration Date**.

NOTE: The **License/Certificate** field must be completed using the Look Up feature. Review [Using the Look Up Feature](#) for more information.

Also, **Date Issued** and **Expiration Date** should be entered in the field using MM/DD/YYYY format. You can also click the **Choose a date** icon to the right of the Date Issued field and use the [Date Picking feature](#).

3. Click the **Save & Return** button if you are done entering License or Certificate Details. If you have additional License or Certificate Details to add, click the **Save & Add More** button and repeat the previous steps.

License or Certificate Details	
*License/Certificate	<input type="text" value="ADL"/> 
Issued By:	<input type="text" value="State of AZ"/>
License/Certification Number:	<input type="text" value="222-654D1"/>
Date Issued:	<input type="text" value="08/15/2007"/> 
Expiration Date:	<input type="text" value="01/26/2035"/> 
Example 12/31/2000. If you only know month and year, use 01 for day.	



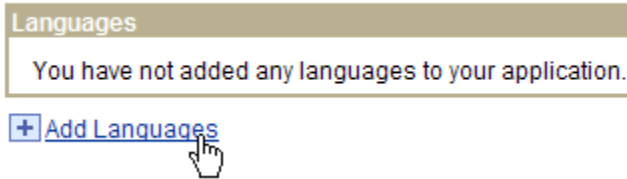
* Required Field

NOTE: Not all fields in the **Licenses and Certificates** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **Licenses and Certificates** section as completely as possible. Applicants having licenses or certificates not listed can include these in their resume.

Adding Languages

The **Languages** section allows applicants to identify any additional languages they might speak. To add a language to the **Languages** section:

1. Click the **Add Languages** link.

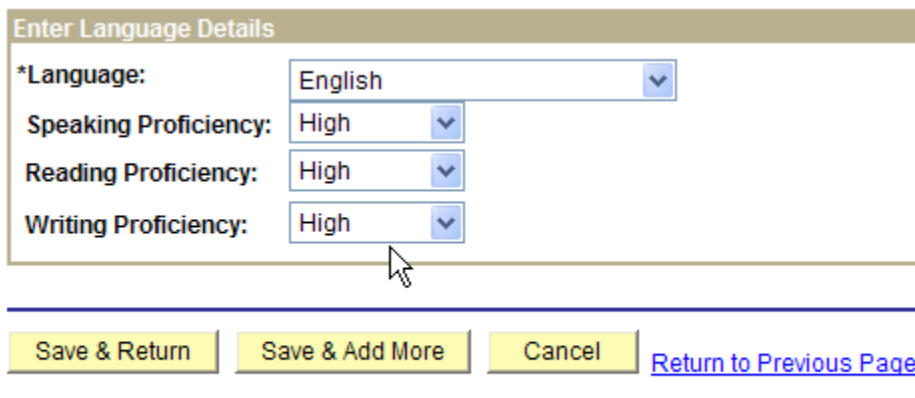


Languages

You have not added any languages to your application.

[+ Add Languages](#)

2. Complete the **Enter Language Details** form. The **Language** field is required. Applicants should also complete as many of the other fields as possible, including **Speaking Proficiency**, **Reading Proficiency**, and **Writing Proficiency**.
3. Click the **Save & Return** button if you are done entering **Language Details**. If you have additional **Language Details** to add, click the **Save & Add More** button and repeat the previous steps.



Enter Language Details

*Language: English

Speaking Proficiency: High

Reading Proficiency: High

Writing Proficiency: High

Save & Return Save & Add More Cancel [Return to Previous Page](#)

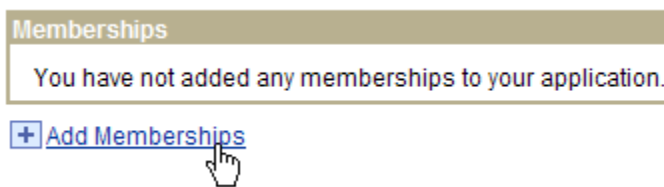
* Required Field

NOTE: Not all fields in the **Languages** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **Languages** section as completely as possible.

Adding Memberships

The **Memberships** section allows applicants to list any professional organizations they might be a member of. To add a membership to the **Memberships** section:

1. Click the **Add Memberships** link.



Memberships

You have not added any memberships to your application.

[+ Add Memberships](#)

2. Complete the **Enter Membership Details** form. Applicants should complete as many of the fields as possible, including **Membership** and **Date Issued**.

NOTE: **Date Issued** should be entered in the field using MM/DD/YYYY format. You can also click the **Choose a date** icon to the right of the **Date Issued** field and use the [Date Picking Feature](#).

Also, if your professional membership is **NOT** listed, please click the **Cancel** button and include the information with your resume.

3. Click the **Save & Return** button if you are done entering **Language Details**. If you have additional **Language Details** to add, click the **Save & Add More** button and repeat the previous steps.

Enter Membership Details

Membership: Association Intl Toastmasters

Date Issued: 03/18/2009

Example 12/31/2000. If you only know month and year, use 01 for day.

Save & Return Save & Add More Cancel [Return to Previous Page](#)

NOTE: Not all fields in the **Memberships** section are required, but this does not mean that you should not supply the information. Information provided in this section could be vital to the application process. Please fill out the **Memberships** section as completely as possible.

Application Questionnaire

The **Application Questionnaire** section contains a list of additional questions that applicants are required to answer as part of the application process. These questions are generally specific to the job and help to better determine qualifications. Applicants should be sure to complete the enter **Application Questionnaire**.

Selecting Referral Information

The City of Mesa likes to know where its applicants heard about job openings. The **Referral Information** section helps gather these details. To complete the **Referral Information** section:

1. Click the drop down menu to the right of **How did you find out about the job?** and select the option that best describes how you heard about the position.
2. Click the drop down menu to the right of **SubSource** and select the most appropriate option.
3. Type any specific referral information in the box to the right of **Specific Referral Source**.

- If have been previously employed with the City of Mesa, click the radio button to the left of **Yes** when asked **Are you a former employee?**. **No** is selected by default. If you have not been employed with the City of Mesa in the past, do not change the selection.

Referral Information

How did you find out about the job?

SubSource

Specific Referral Source:

Are you a former employee? Yes No

My Career Tools

The My Career Tools section gives Applicants one-stop access to profile information, saved applications, and saved resumes. To access **My Career Tools**:

- [Log into the City of Mesa Careers web site.](#)
- Click the **My Career Tools** link near the top of the screen.

Careers Home [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home
Welcome Frin

- From the My Career Tools home page, applicants can:
 - [Update Profile Information](#)
 - [Accessing Saved/Draft Applications and continue working on them.](#)
 - [View Saved Resumes](#)

NOTE: You can also quickly access the individual components of the **My Career Tools** section from the Careers home page.

Careers Home
Welcome Deborah

Basic Job Search

Keywords:

Posted:

[Search Tips](#)

My Career Tools

[3 Draft Applications](#)
 Find your saved/draft application(s) not yet submitted using the Draft Applications link above.

[0 Saved Resumes](#)

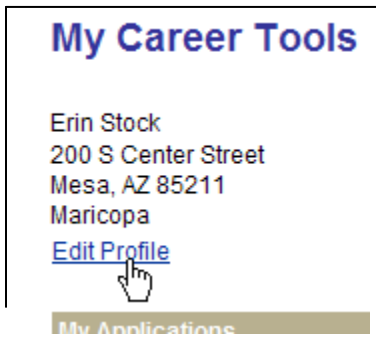
[My Profile](#)
 Update your contact information & password using My Profile.

Latest Job Postings (click on any column heading to sort jobs)

Updating Profile Information

Information in your profile can be updated as needed through **My Career Tools**. To update your profile:

1. Open [My Career Tools](#).
2. Click the **My Profile** link.
3. Click the **Edit Profile** link.

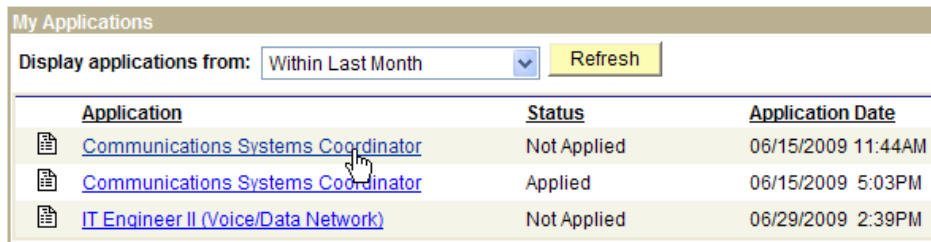





4. Make any necessary changes or [complete your profile](#).
5. Click the **Save** button to finalize your updates.

Accessing Saved/Draft Applications

As you work on applications, it is highly recommended that you save periodically – both to prevent loss of data and to provide the ability to return to an application you do not have time to complete. To access a saved application:

1. Open [My Career Tools](#).
2. Click on the link to **Saved/Draft Applications**.
3. Click the link for the job application that you would like to continue work on.

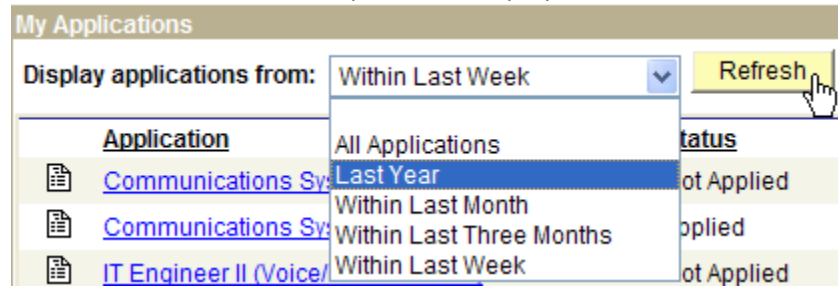


My Applications		
Display applications from:	Within Last Month	Refresh
Application	Status	Application Date
 Communications Systems Coordinator	Not Applied	06/15/2009 11:44AM
 Communications Systems Coordinator	Applied	06/15/2009 5:03PM
 IT Engineer II (Voice/Data Network)	Not Applied	06/29/2009 2:39PM

NOTE: The **Saved/Draft Application** screen allows applicants to view all application – complete and incomplete. The information under the **Status** heading indicates whether the application was completed (Applied) or incomplete, or Draft (Not Applied).

By default, only applications that have been accessed within the last week will be displayed. To show more applications:

- a. Click the drop down menu to the right of **Display applications from:** and select the desired time period.
- b. Click the **Refresh** button to update the display.



Accessing Saved Resumes

Applicants can open and view resumes that they have uploaded to the Online Application System. To open a saved resume:

1. Open [My Career Tools](#).
2. Click the title of the resume you wish to view.

Resumes		
Resume Title	Attached File	Created
Resume-SampeText.docx	Resume-SampeText.docx	06/15/2009 11:56AM

NOTE: To view resumes in a Word (.doc or .docx) format online, you may need to hold your Ctrl key down before clicking on the link, depending on your web browser and security settings.

Using the Spell Check Feature

Certain sections of the Online Application System allow applicants to perform a spell check. These sections will be identified with the following icon:



To begin performing a spell check on the section, simply click the icon. A window similar to the following will appear:

Spell Check

Field Label: Resume

Spell Check Text: Cumulative GPA 4.0

DeVry Institute of Technology Phoenix, Arizona
Bachelor of Science, Computer Information Systems
June 2001
Cumulative GPA 3.57 Cum Laude

Change To: GAP

Alternatives:
GAP
PA
GPI
GPO

Ignore Ignore All Change Change All Add

OK Cancel

Misspelled words will be highlighted in the box to the right of **Spell Check Text:**. The following options are available for correcting misspelled words:

1. **Ignore:** Skips the selected word. This is a good option if the selected word is correct or if you do not wish to change it.
2. **Ignore All:** Ignores every instance of the highlighted word if it appears multiple times in the text.
3. **Change:** Changes the highlighted word to the word that is selected in the box to right of Alternatives:.
4. **Change All:** Changes every instance of the highlighted word if it appears multiple times in the text to the word that is selected in the box to the right of Alternatives:.

Click the **OK** button when you have finished spell checking the section in question.

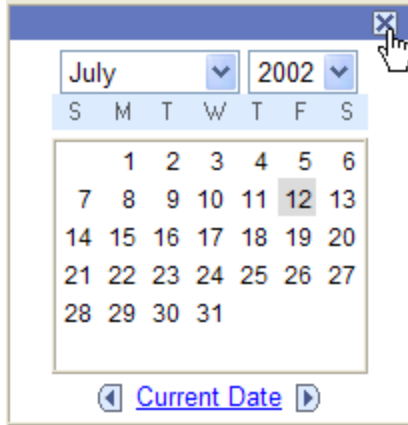
Using the Date Picking Feature

Certain sections of the Online Application System allow applicants to use a date selection tool to fill in fields. These sections will be identified with the following icon:



To select a date, simply click the **Calendar** icon and:

1. Click the drop down arrow next to the month and select the desired month.
2. Click the drop down arrow next to the year and select the desired year.
3. Click the appropriate date on the calendar.



4. The date picking window will close once all of the selections have been made and the date you selected will appear in the field.

*Start Date:

Using the Look Up Feature

Certain sections of the Online Application System require applicants to use a look up tool to fill in fields. When you click on the icon, you get a table list from which to make a selection. Users should not type in the field or try to search to find items on the table list – please scroll. In some cases, an “other” field is provided, which allows the user to type in information that they were not able to locate on the table list.

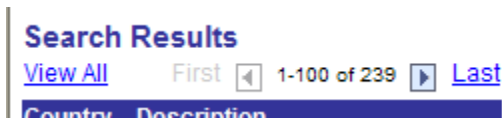
These sections will be identified with the following icon: 

To use the look up tool:

1. Click the **Look Up** icon. [**Warning!** Don't type in the field]
2. The first 100 options associated with the lookup field will be displayed.
3. Use the left and right arrows at the top of the list to navigate back and forth between the available pages of options.

OR

Click the **View All** link to see the entire list at one time.



4. Click the link associated with the desired option to select it.

Look Up Country

Search by: begins with

[Look Up](#)

[Cancel](#)

[Advanced Lookup](#)

Search Results

[View All](#) First 1-100 of 239 [Last](#)

Country	Description
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa

5. Your selected option will now appear in the form field.

Enter College/University Education Details

Country: Netherlands Antilles