Section 1: Getting Started

After reviewing this tutorial, you will be able to use the system to:

1) Learn about opportunities at the City of Chesapeake
2) Complete an application for employment
3) Apply for specific position(s)
4) Attach a resume or other document to your application for each position
5) Log in to the site to view your status for each position to which you have applied
Items To Gather Before Beginning Your Application:

1) Your complete education, reference, employment, and driver’s license information

2) An electronic (either Microsoft Word or PDF) copy of any document (such as a resume) you wish to attach to your application (if applicable).

Helpful Hints:

1) Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

2) To protect the security of your data, the system will log you out if it detects no activity for 60 minutes. Please do not leave your computer for more than 60 minutes while completing your application for employment.

Now, You’re Ready To Begin The Tutorial!
Q) Where do I begin?
A) To begin the application process, please select a user name and password that you will easily remember. You should write down your user name and password, as you will need it to apply for other positions or check the status of your application the next time you visit the site.

Q) What information will I be asked to provide?
A) You will be asked to provide personal information such as name, address, phone number, etc. You will also be asked to provide information about your driver’s license, education and previous employment, as well as contact information regarding your employment history and references. Please gather this information before beginning the application.

Q) What if I want to submit a resume, cover letter, or other document?
A) You will be able to submit a unique resume, cover letter or other document each time you apply for a position, if you choose. You may attach a different resume for each applied to position. This process occurs AFTER you click the “apply to position” button and answer any position-specific questions.

*Note: Not all positions require or allow you to attach a resume, cover letter or other documents.*
STEP 1 - Creating Your Login ID

Click the “Create Application” link to select a User Name and Password and to create your application.
Choose your Application type, then click “GO”. For this example, we will complete a Regular Employment Application.
Create a User Name

Create a password – you will type this word twice, but only *** will appear to protect your security

After typing your information, click the “continue” button to go to the next page.

Or click here to cancel.
what is my pet’s name

Type a question to which you will easily remember the answer.

spot

Type the answer here.

Click here to go to the next page.
Creating Your Application

This process consists of several separate “pages” (or web pages) of information. Each page will also have information that you may need to “scroll down” to access.

You may quit the application process at any time by clicking the “EXIT” button.

Once you have completed this section, click here to go to the next page.
Questions with asterisks next to them are required questions and must be answered to continue to the next screen.
If you’ve forgotten to complete any “required fields,” you will get an error message at the top of the page.

The “required fields” that you need to complete will be highlighted in yellow.
To continue completing your application, click Save and Continue to Next>>
EDUCATION

Please enter your education history. Include Vocational School, College and Graduate School if applicable. When finished, click on the **Save and Continue to Next>>** button at the bottom of the screen.

To add a new Entry, click the **Add New Entry** Button Below.
Once you have entered your information, click the **Add Entry** button.
On this page you will list your work experience.

To add a new entry, click **Add New Entry**.
Once you have entered your information, click the **Add Entry** button.
On this page you will list additional information related to licenses and other information.

*** When entering in Criminal History information, please be as DETAILED as possible, include dates, offenses, etc.***
On this page you will list driver's license information.

**DO NOT USE DASHES**

## Create General Application

### Virginia Licensed Drivers:

If you are selected as a finalist for a position that requires driving, we must ensure that your Driving Record is in compliance with City Driving Standards before scheduling an interview. The City of Chesapeake has the ability to electronically access Virginia DMV records. The Virginia Division of Motor Vehicles requires the following information in order for us to utilize this automated system.

#### Out-of-State Licensed Drivers:

The City of Chesapeake is unable to access driving records from states other than Virginia. If you possess a valid license from another state, in addition to completing the information requested below, you will be required to submit a current driving record to the Fire Department at the time of the interview.

If you are an unlicensed driver, please type NA in both the Driver’s License Number and State Issuing License fields.

*Required information is denoted with an asterisk.

### Driver’s License Information

<table>
<thead>
<tr>
<th>Driver’s License Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s License Number</td>
<td><em>(Please only use numbers and/or letters. Do not use dashes)</em></td>
</tr>
<tr>
<td>State Issuing License</td>
<td><em>(Please only use numbers and/or letters. Do not use dashes)</em></td>
</tr>
<tr>
<td>I authorize the Division of Motor Vehicles to furnish a copy of my driving record to the City of Chesapeake.</td>
<td>![Options: No Response, I agree, I do not agree]</td>
</tr>
</tbody>
</table>

*Required information is denoted with an asterisk.

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**NOTE:** To protect the security of your application information, please logout of the site and close your browser window when you are finished.
This screen displays our Voluntary Demographic Data screen. The information in this section is voluntary, but is greatly appreciated – your information will remain anonymous and is used for reporting purposes only.

The information you enter on this screen will have absolutely no bearing on any employment-related decision.

Click **Save and Continue to Next>>** to continue.
The Online ‘Consent’ Form

You will electronically “sign” your application by clicking here.

Then click here to continue.
Certifying Your Application

Click **Confirm** to certify that your answers are correct.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
After finishing your application, you will automatically be taken to the home page.
Section 2:

Applying for a Position

Step-by-step instructions on how to apply for positions

Now that you have completed your application, it’s time to begin applying for position(s).
You begin the process by searching for a posting. Click **SEARCH** to bring up a list of all open positions.
Click **VIEW** to see the Position details.
To apply for this position, click here.

The Position details are listed here.

<table>
<thead>
<tr>
<th>Position Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Vacant Position</td>
<td>Water/Wastewater Administrator</td>
</tr>
<tr>
<td>Job Type</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Posting Type</td>
<td>Public</td>
</tr>
<tr>
<td>Department/Division</td>
<td>Public Utilities (Water/Wastewater Maintenance &amp; Operations)</td>
</tr>
<tr>
<td>Requisition Number</td>
<td>20070138</td>
</tr>
</tbody>
</table>
Answering Supplemental Questions

Answer any supplemental questions here.

Note: not every position will have supplemental questions.

You have not completed applying for this position -- Your application is not eligible for review until you receive a confirmation number.

In order for your application to be reviewed for this position, please answer the following supplemental questions, check the certify statement, then click the Submit Answers to Supplemental Questions... button.

If you do not wish to be considered for this specific position, click the Cancel Applying to this Posting button.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

*Required information is denoted with an asterisk.

Supplemental Questions

- Do you possess a Virginia Professional Engineer’s License or have to ability to obtain a Virginia PE within 6 months of hire?
  - No Response
  - Yes
  - No

- Do you possess a Bachelor’s degree in Civil Engineering or closely related field?
  - Not Disclosed
  - Yes
  - No

- Do you possess at least six years experience in a Municipality Water/Wastewater environment?
  - No Response
  - Yes
  - No
Just as when you initially created your application, you will electronically “sign” your application by clicking here.

Then click here to submit your answers to the supplemental questions with your application.

Or click here to cancel applying to this position.
Some positions will ask for you to attach a resume, cover letter, or other document to your application. If you wish to do so, click **Attach** next to the relevant Document Type.

In order to attach a document, you will need to have saved it in an electronic format such as a Word document or a PDF file (see next slide).
Click here to search your computer’s hard drive or a floppy disc.

Or, copy and paste the text of your document here. Note that using this Paste box will not preserve the formatting of your documents (fonts, etc.)
For example - Double click on 3 ½ Floppy A: to search a disk.

A pop-up screen will open and you can search for your resume.

Select the location of your file

***If you are using our HR Customer Service Center, please ask the HR Associate for assistance with adding an attachment to your application.***
Click on the file name of your resume

Then click “Open” here
Confirm your attachment by clicking **Attach** here.
Click **Confirm Attaching Document** here.
To attach additional documents, click another Attach link for the relevant document. In order to complete applying, you must attach all required documents.

In this example, we will go ahead and attach all necessary documents.
CONGRATULATIONS!

You’ve just applied for a position. Please write down your confirmation number and click “OK”.

Confirmation number: 00000000
Section 2:
Checking the Status of Positions
Step-by-step instructions on how to check position status
Managing Your Positions

You can see your status and review your application to each position on this screen.

Position Status

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the Withdraw Application link for that position.
  (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Confirmation Nbr</th>
<th>Department</th>
<th>Application</th>
<th>Application Date</th>
<th>Status</th>
<th>Attached Documents</th>
<th>View Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water/Wastewater Administrator</td>
<td>628391</td>
<td>PUB UTIL (WATER) (68022)</td>
<td>View General Application</td>
<td>08-08-2007</td>
<td>In Progress</td>
<td>Resume</td>
<td>Res</td>
</tr>
</tbody>
</table>

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.
You can view the status of all applications by clicking the **Position Status** link any time you login.

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position. (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

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<th>Confirmation Nbr</th>
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<th>View Documents</th>
</tr>
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<tbody>
<tr>
<td>Water/Wastewater Administrator View</td>
<td>628391</td>
<td>PUB UTIL (WATER) (60022)</td>
<td>View General Application</td>
<td>08-08-2007</td>
<td>In Progress</td>
<td>Resume</td>
<td>Rec</td>
</tr>
</tbody>
</table>

**NOTE:** To protect the security of your application information, please logout of the site and close your browser window when you are finished.
To apply for additional positions, click **Search Postings** and follow the exact same process as before. You will NOT have to reenter your entire application information. You will only need to answer any questions associated with that position, and/or attach another document (resume, cover letter, etc.).

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the **View** link for that position. (Note: If you withdraw your application, you will NOT be able to apply for the same position again).

### Position Status

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Confirmation Nbr</th>
<th>Department</th>
<th>Application</th>
<th>View Date</th>
<th>Status</th>
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<td>In Progress</td>
<td>Resume</td>
<td>Rec</td>
</tr>
</tbody>
</table>

**NOTE:** To protect the security of your application information, please logout of the site and close your browser window when you are finished.
Whenever you return to the Online Employment System, just login using your User Name and Password.

Returning User
If you already have an electronic application on file with this City, please login using your User Name and Password.

****Important Update (7/15/2007)****

If you have *ALREADY CREATED* a General Application in CLICK, you must *Edit General Application* to provide certain Division of Motor Vehicle information.
Specifically, you will be asked to provide:

* Your driver’s license identification number
* Name of the state that issued your current license
* Approve the City's access to your current driving record if you are a Virginia-licensed driver.

The driving records of finalists for routine and occasional driving positions are pre-screened to determine compliance with the City's Driving Standards and, thereby, insure the safety of our workforce and our citizens.

If you need to *Edit* your Application Information you MUST do so before applying for a position. You will not be allowed to change your application information after you have applied for a position.

User Name:  
Password:  

[LOGIN]

You are about to log in to a secure system. When you are finished, please click [Logout] to ensure that others with access to your computer cannot view your information.

[*] I Forgot My Password
If you forget your PASSWORD, click here. Your secret question will be displayed for you to answer.

If you forget your USER NAME or need additional assistance, please contact the Human Resources Office.

Phone: 757-382-6492
E-mail: selection@cityofchesapeake.net
Thank you for viewing this presentation &
Best wishes in your job search!