



The Applicant Experience

Agenda

- ❖ Applicant Site Design
 - ❖ Searching for Jobs
 - ❖ Creating and Managing Your Account
 - ❖ Managing Your Documents
-

After this session, applicants should understand the new site and the features that are available to enhance their experience.

Applicant Portal



- Home
- Search Jobs
- Create Account
- Log In
- Help

Attention Applicants:

The City of Chesapeake has updated the employment site effective

As a result, you will need to create a new account and application to apply for future positions. If you need assistance, please contact the Department of Human Resources at 757-382-6492.

Welcome to the City of Chesapeake employment site! Our employees are an integral part of a diverse workforce of dedicated professionals. Each one plays a significant role in providing our citizens with exceptional services. The work our employees do everyday contributes to the outstanding quality of life that Chesapeake citizens enjoy.

Full Time Positions	Part Time Positions	Seasonal/Substitute Positions	Volunteer/Intern Opportunities
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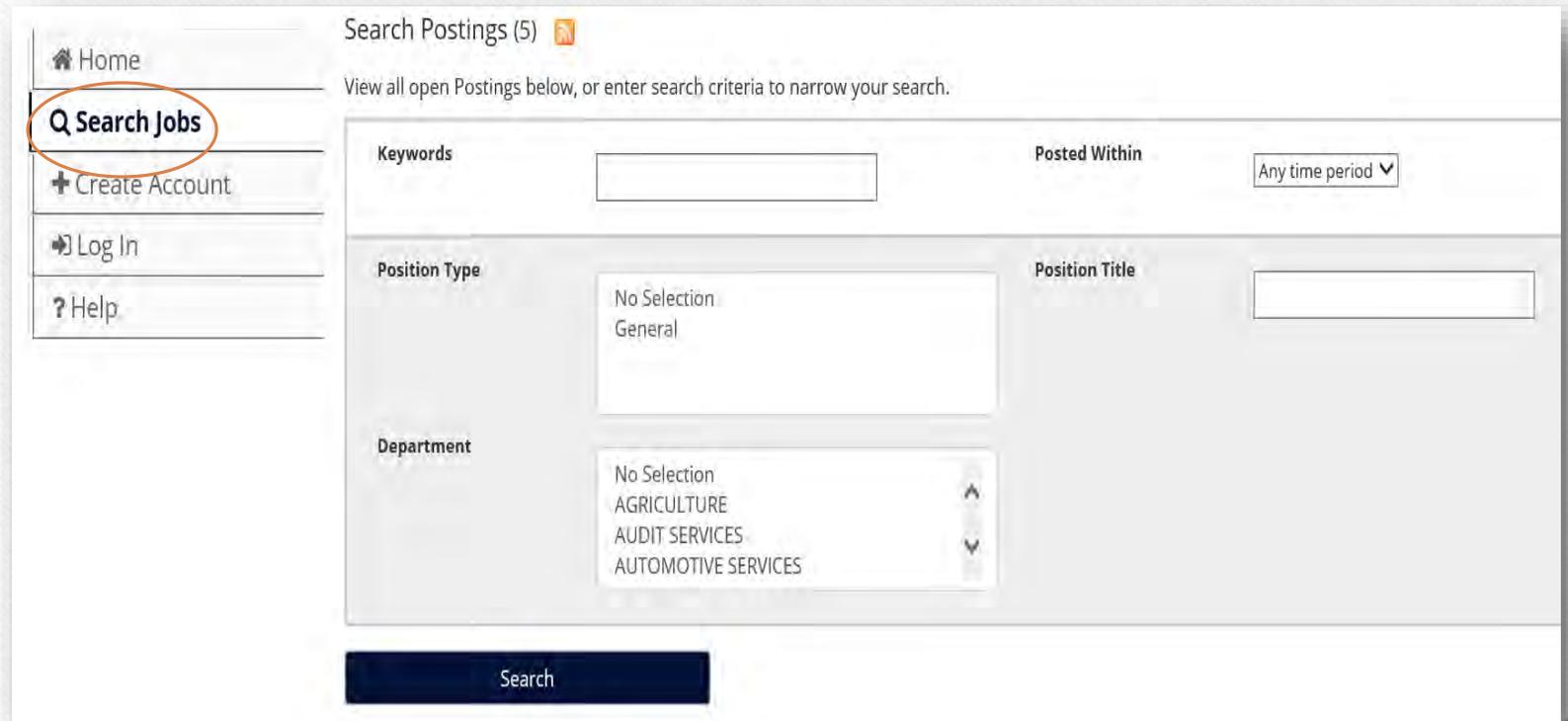


Searching for Jobs

Click on “Search Jobs”

Search options

- Keywords
- Posted Within
- Position Type
- Position Title
- Department



The screenshot shows a job search interface. On the left is a navigation menu with the following items: Home, **Q Search Jobs** (circled in red), Create Account, Log In, and Help. The main content area is titled "Search Postings (5)" and includes the instruction "View all open Postings below, or enter search criteria to narrow your search." Below this are several search filters: "Keywords" with an empty text box, "Posted Within" with a dropdown menu set to "Any time period", "Position Type" with a dropdown menu showing "No Selection" and "General", "Position Title" with an empty text box, and "Department" with a dropdown menu showing "No Selection", "AGRICULTURE", "AUDIT SERVICES", and "AUTOMOTIVE SERVICES". At the bottom of the search area is a dark blue "Search" button.

View the Search Results

You can now:

- View Posting Details
- Apply for the Position
- Email to a Friend
- Bookmark Posting

View Results (12)

To view the position details and/or apply to an open position, click on the position title or the **View Details** link. If you would like to bookmark a position for later review, click on the **Bookmark** link. To email a position to a friend, click on the **Email to a Friend** link.

	Posting Number	Department	Position Type	Job Close Date
Administrative Support Assoc	AS007P	Employee Relations	Administrative Staff	
<p>This position is characterized by their performance of a variety of administrative, secretarial, and office support duties. This position requires knowledge of the office or work unit policies and procedures in order to communicate information involving programs, functions, and services. Duties performed may include preparation of documents and reports, the use of office technology, compiling r...</p>				
<p>View Details Bookmark</p>				
Human Resources Consultant	AS010P	Benefits and Compensation	Administrative Staff	
<p>This position provides professional consultation in human resources best practices that support the university and/or agency in achieving stated goals and objectives. Employees may serve as lead consultant, program manager and/or project manager; in these roles, employees may supervise staff. Employees understand and can articulate the relationship between HR programs and activities and the org...</p>				
<p>View Details Bookmark</p>				

Viewing the Posting

- Bookmark Posting
- Print preview
- View Posting Details
- View Supplemental Questions
- View Required Documents
- Apply for this Job

The screenshot displays the City of Chesapeake Virginia career portal. At the top left is the City of Chesapeake Virginia logo, and at the top right is the 'CLICK Chesapeake's Career Link' logo. A navigation menu on the left includes links for Home, Search Jobs, Create Account, Log In, and Help. The main content area shows the job title 'Code Compliance Inspector III' and three action buttons: 'Bookmark this Posting', 'Print Preview', and 'Apply for this Job'. Below these buttons, the 'Position Details' section is visible, with 'Position Information' showing 'Working Title of Vacant Position' as 'Code Compliance Inspector III' and 'Job Type' as 'Full Time'.

Position Details	
Position Information	
Working Title of Vacant Position	Code Compliance Inspector III
Job Type	Full Time

Log In or Create an Account

- **Log In or Create an Account**
- Apply with LinkedIn

Applicants are able to retrieve User Name and Reset their own Password.

Account creation notification is immediate.

! Your account has been created

Administrative Support Assoc

Below you will find the details for the position including any supplementary documents before applying for the opening. To apply for the position, please click the **Apply for this**

****A valid email address is required on every account. This will ensure that important email communications are received by the applicant.**



Home

Search Jobs

Create Account

Log In

Help

Log in to your account

Required fields are indicated with an asterisk *

* Username

* Password

[Forgot your username or password?](#)

Log In

Log In with LinkedIn

[Or Create an Account](#)

Managing an Account

Once an applicant has an account and has applied to a job, he/she is able to see the status of all job applications online at any time.

- Applications to Complete
- Completed Applications
- Withdraw/Archive application
- Manage your Documents

Your Applications (3)

Applications to Complete (2)

In order to be considered for these postings, you must complete your application prior to the Closing Date.

	Job Number	Application Materials
TEST_2019Oct07_Posting_General Edit	S005P	Application
Code Compliance Inspector III Posting closed.	S006P	Posting closed.

Completed Applications (1)

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Account Technician Archive	CN000000013	S004P	In Progress Withdraw Application	October 18, 2019	Application Reference Requests

Managing your Documents

- Applicants may upload multiple documents, for example, a resume, cover letter or transcript.
- To add a document to the applicant profile, click on **Add Document**.



City of
CHESAPEAKE
Virginia

- Home
- Search Jobs
- Your Bookmarked Postings
- Your Applications
- Your Documents**
- Account Settings
- Logout Elaine
- Help

Uploaded Documents
You have not uploaded any documents.
[Add Document](#)

Managing Your Documents

City of CHESAPEAKE Virginia

CLICK
Chesapeake's Career Link

Home
Search Jobs
Your Bookmarked Postings
Your Applications
Your Documents
Account Settings
Logout Elaine
Help

Upload Resume

- Upload a document in any of the following file formats: .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls, .xlsx
- If your document is not in one of the above formats, please convert it to a PDF before uploading it.
- Encrypted or password-protected documents are not supported.

Name:
Resume 05-08-20 15:32:38

Description (optional):

File to Upload:
Browse...

Alternatives
Write Resume

Submit

- After selecting document type, the document name can be customized and the file uploaded.
- Alternatively, a resume may be written and submitted.
- Once complete, click on **Submit**.
- Documents will remain as part of the applicant profile unless removed or edited by the applicant.

Applicant Self Service

- **Account Settings** allows the applicant to update personal information at any time, which, in turn, updates all job applications.
- Always ensure email is valid. This is the primary way contact is made regarding applications.
- Update Demographic Information such as address and phone number.

Home

Search Jobs

Your Bookmarked Postings

Your Applications

Your Documents

Account Settings

Logout Page

Help

Edit Account Settings

This is the page where you keep your personal info up to date

Login Information

*Required fields are indicated with an asterisk **

*** Username**

*** Password**

*** Password Confirmation**

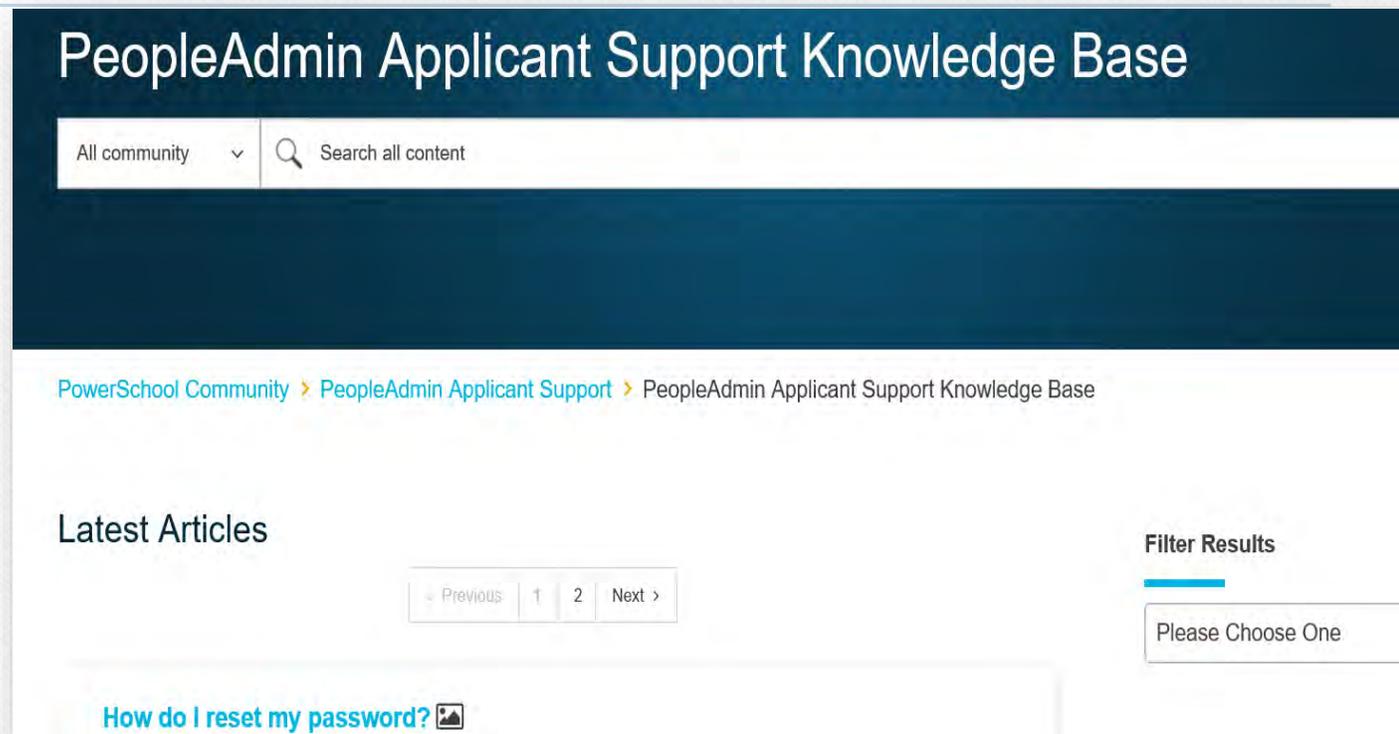
*** Email**

*** Challenge Question**

Support and Help

Clicking on **Help** in the sidebar links to the Applicant Support Knowledge Base.

There are many support articles available such as “How to reset a password” and “How to print your application”.



The screenshot displays the 'PeopleAdmin Applicant Support Knowledge Base' interface. At the top, there is a dark blue header with the title in white. Below the header is a white search bar containing a dropdown menu set to 'All community' and a search icon followed by the text 'Search all content'. A breadcrumb trail below the search bar reads: 'PowerSchool Community > PeopleAdmin Applicant Support > PeopleAdmin Applicant Support Knowledge Base'. The main content area is titled 'Latest Articles' and features a pagination control with 'Previous', '1', '2', and 'Next' buttons. On the right side, there is a 'Filter Results' section with a blue underline and a dropdown menu currently set to 'Please Choose One'. At the bottom of the page, a blue link reads 'How do I reset my password?' with a small icon to its right.

Questions?

Helpful Resources for questions:

- Email City of Chesapeake Human Resources at selection@cityofchesapeake.net.
- Support site on CLICK by clicking HELP.
- Applicant tutorials and job aid can be found on www.cityofchesapeake.net>Human Resources>Employment.

