



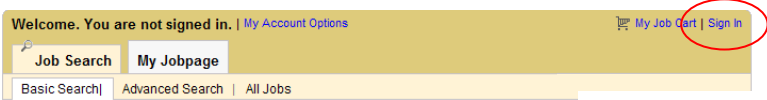
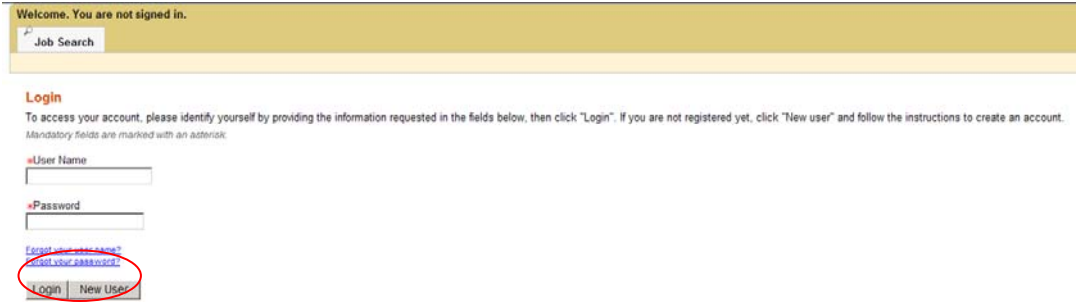
Candidate Experience Click-by-Click Guide

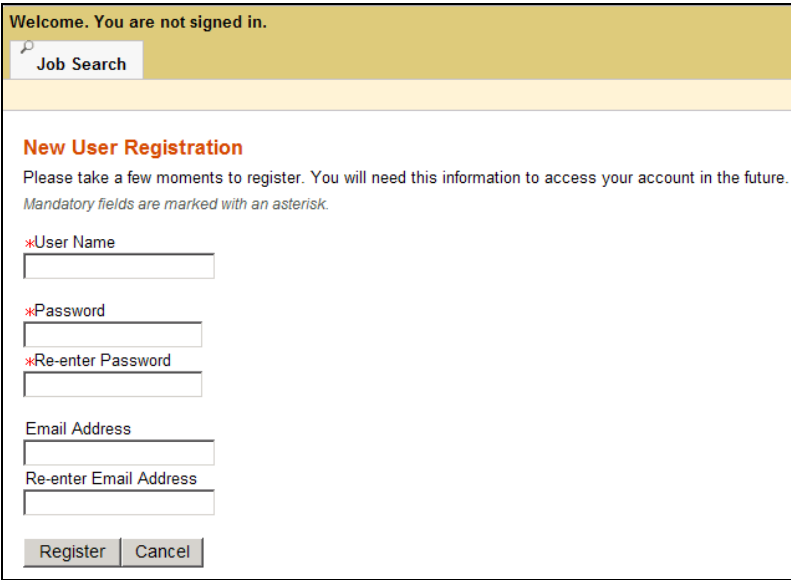
Candidate Experience

Table of Contents

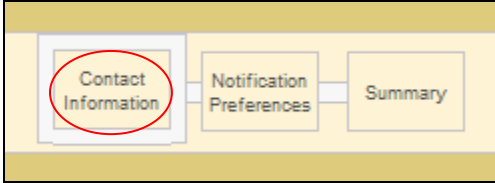
Creating a Profile	3
Applying for a Job	
Job Application.....	10
Navigating the Career Section	
Viewing Jobs for Which You've Applied	19
Using the Job Cart (Adding/Removing Jobs)	20
Using Job Search (Basic/Advanced)	22
Forgot Password.....	24
Forgot User Name.....	26
Creating an Email Address.....	27

Creating a Profile

<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><i>Note: This URL does NOT have “www” in it.</i></p>
<p>2</p>	<p>External Candidate Link</p> <p>Internal Candidate Link</p>	<p>External Link: https://cookcountyil.taleo.net/careersection/100/jobsearch.ftl?lang=en</p> <p>Internal Link: https://cookcountyil.taleo.net/careersection/150/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><i>Note: User Names and Passwords are case sensitive</i></p>

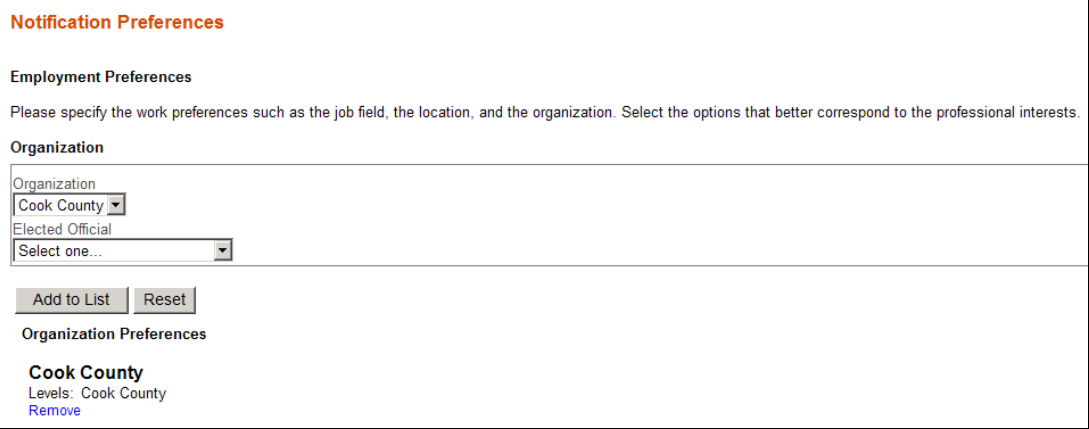
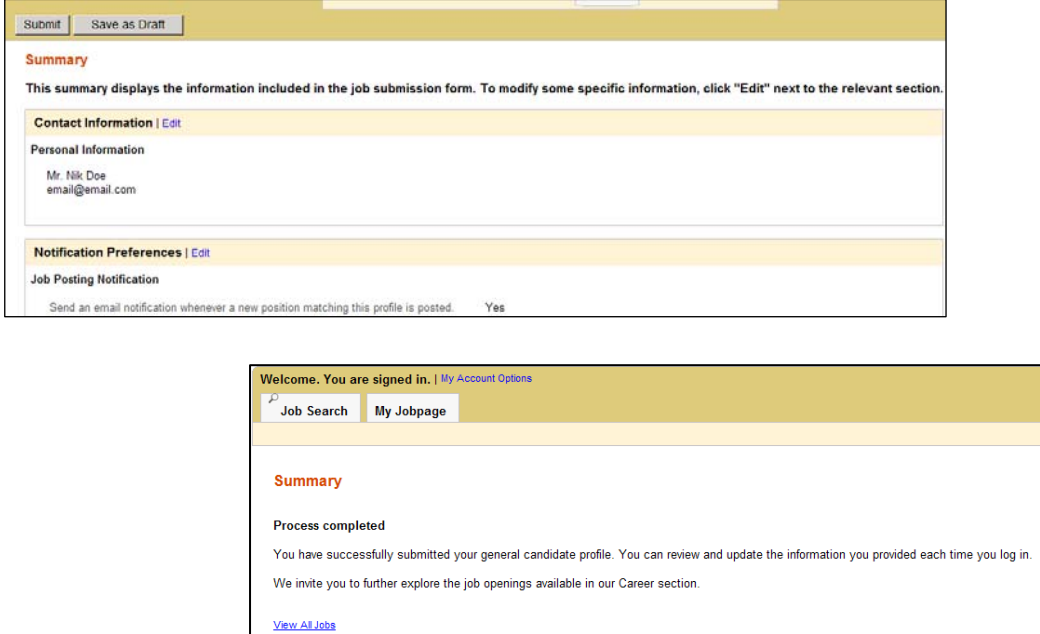
5	<p>Enter a User Name, Password, and then Re-enter your Password</p> <p>Your user name must not contain a space.</p>	<p>Enter a User Name and Password that you will remember when you return to the site in the future. Re-enter your Password as verification that you typed it correctly.</p> <p>Note: To 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>
6	<p>Click Register. Complete the fields and 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>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>	<div data-bbox="641 233 1339 667" style="border: 1px solid black; padding: 10px;"> <p style="color: #C00000; margin: 0;">Security Question</p> <p style="margin: 0;">You must type a security question and provide its answer.</p> <p style="margin: 5px 0 0 20px;">*Question</p> <div style="border: 1px solid gray; padding: 2px; margin: 2px 0 0 20px;">What is my favorite color?</div> <p style="margin: 5px 0 0 20px;">*Answer</p> <div style="border: 1px solid gray; padding: 2px; margin: 2px 0 0 20px;">Purple</div> <div style="margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Sign out"/> </div> </div>
<p>8</p>	<p>Click on My Jobpage</p>	<p>Click on My Jobpage.</p> <div data-bbox="456 909 1536 1157" style="border: 1px solid gray; padding: 5px;"> <p style="font-size: small; margin: 0;">Welcome. You are signed in. My Account Options</p> <div style="border: 1px solid gray; padding: 2px; margin: 2px 0 0 0;"> Job Search My Jobpage </div> <div style="border: 1px solid gray; padding: 2px; margin: 2px 0 0 0; font-size: x-small;"> Basic Search Advanced Search All Jobs </div> <p style="margin: 10px 0 0 0;">Basic Job Search</p> <p style="font-size: x-small; margin: 5px 0 0 0;">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 style="font-size: x-small; margin: 5px 0 0 0;">Please note that any application submitted after midnight on the job closing date will not be accepted.</p> </div>
<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> <div data-bbox="475 1295 1036 1478" style="border: 1px solid gray; padding: 5px;"> <p style="font-size: x-small; margin: 0;">Welcome. You are signed in. My Account Options</p> <div style="border: 1px solid gray; padding: 2px; margin: 2px 0 0 0;"> Job Search My Jobpage </div> <div style="border: 1px solid gray; padding: 2px; margin: 2px 0 0 0; font-size: x-small;"> My Submissions My Job Cart My Saved Searches </div> <p style="margin: 10px 0 0 0;">My Submissions</p> <p style="font-size: x-small; margin: 5px 0 0 0;">This page displays all relevant details related to your draft and completed submissions.</p> <p style="font-size: x-small; margin: 5px 0 0 0;">There are currently no job submissions.</p> </div> <div data-bbox="1081 1325 1528 1577" style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p style="margin: 0;">Candidate Profile</p> <p style="margin: 0;">Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.</p> <p style="margin: 5px 0 0 20px; color: #0000FF; text-decoration: underline;">Access my profile</p> </div>

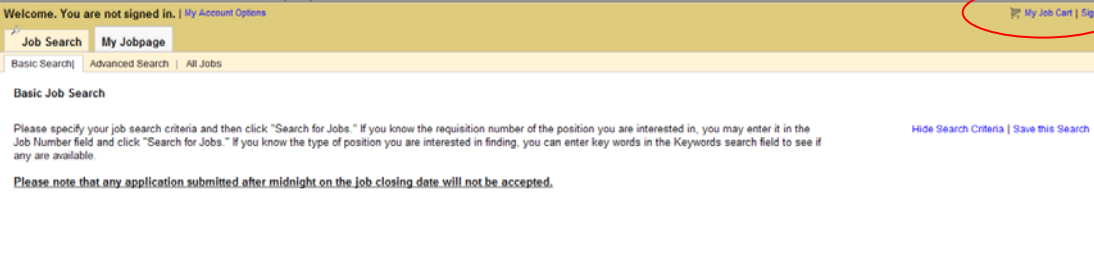
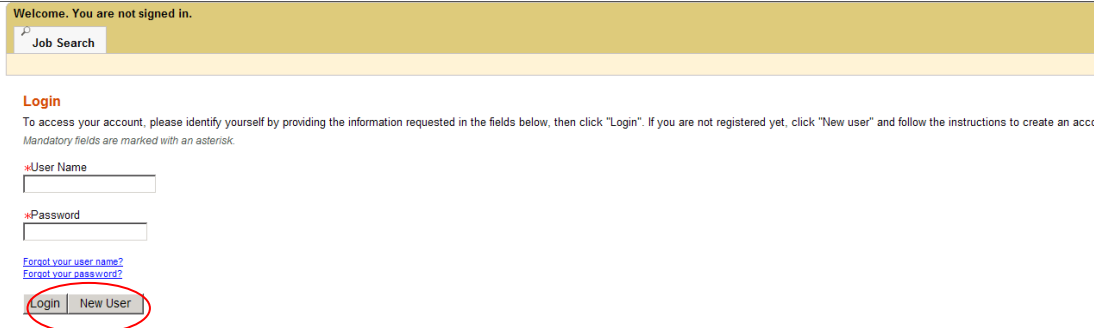
<p>10</p>	<p>Begin with Contact Information. Complete it and click Save and Continue to advance.</p>	<p>The profile contains a contact information page and a notifications preferences section. Before submitting, you will have a chance to review a summary of your information.</p>  <div data-bbox="508 573 1471 1039" style="border: 1px solid black; padding: 10px;"> <p>Contact Information</p> <p>Personal Information</p> <p>Please enter all relevant personal information in the fields below.</p> <p>Contact Information</p> <p>Prefix <input type="text" value="Mr."/></p> <p>*First Name <input type="text" value="Nik"/> *Last Name <input type="text" value="Doe"/></p> <p>An email address is required to create a profile and to be notified about future job openings.</p> <p>*Email Address <input type="text" value="email@email.com"/></p> <p style="text-align: right;"> <input type="button" value="Save and Continue"/> <input type="button" value="Save as Draft"/> </p> </div>
------------------	---	--

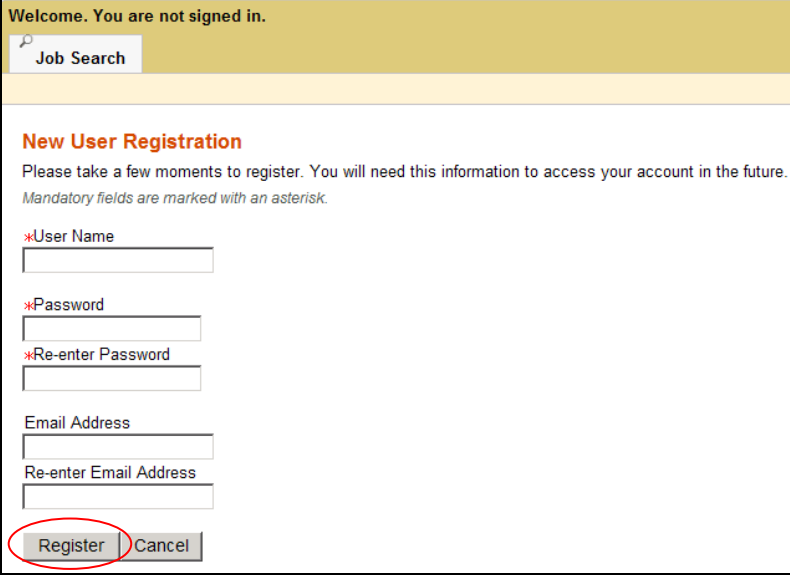

<p>11</p>	<p>The Job Posting Notification function will send you an email when new positions matching your preferences are posted.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Job Posting Notification</p> <p>Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.</p> <p><input type="checkbox"/> Send an email notification whenever a new position matching this profile is posted.</p> </div>						
<p>12</p>	<p>Complete the profile fields to describe the type of work you are seeking and the qualifications you have.</p>	<div style="border: 1px solid black; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; padding-right: 10px;"> <p>Job Level</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Manager with Direct Report</p> <p>Individual Contributor</p> <p>Team Leader</p> <p>Manager</p> <p>Director</p> <p>Executive</p> </div> </td> <td style="width: 50%; vertical-align: top;"> <p>Education Level</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>None</p> <p>High School Diploma/GED (±11 years)</p> <p>Technical Diploma (±12 years)</p> <p>Associate's Degree/College Diploma (±13 years)</p> <p>Non-Degree Program (±14 years)</p> <p>Bachelor's Degree (±16 years)</p> </div> </td> </tr> <tr> <td style="vertical-align: top; padding-right: 10px;"> <p>Job Type</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Internship</p> <p>Summer Job</p> <p>Graduate Job</p> <p>Temporary Work</p> <p>Experienced</p> </div> </td> <td style="vertical-align: top;"> <p>Schedule</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Part-time</p> <p>Full-time</p> </div> </td> </tr> <tr> <td style="vertical-align: top; padding-right: 10px;"> <p>Shift</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Day Job</p> <p>Evening Job</p> <p>Night Job</p> <p>Weekend</p> <p>Rotating</p> </div> </td> <td style="vertical-align: top;"> <p>Employee Status</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Regular</p> <p>Contractual</p> <p>Temporary</p> <p>Limited Term</p> </div> </td> </tr> </table> </div>	<p>Job Level</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Manager with Direct Report</p> <p>Individual Contributor</p> <p>Team Leader</p> <p>Manager</p> <p>Director</p> <p>Executive</p> </div>	<p>Education Level</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>None</p> <p>High School Diploma/GED (±11 years)</p> <p>Technical Diploma (±12 years)</p> <p>Associate's Degree/College Diploma (±13 years)</p> <p>Non-Degree Program (±14 years)</p> <p>Bachelor's Degree (±16 years)</p> </div>	<p>Job Type</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Internship</p> <p>Summer Job</p> <p>Graduate Job</p> <p>Temporary Work</p> <p>Experienced</p> </div>	<p>Schedule</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Part-time</p> <p>Full-time</p> </div>	<p>Shift</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Day Job</p> <p>Evening Job</p> <p>Night Job</p> <p>Weekend</p> <p>Rotating</p> </div>	<p>Employee Status</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Regular</p> <p>Contractual</p> <p>Temporary</p> <p>Limited Term</p> </div>
<p>Job Level</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Manager with Direct Report</p> <p>Individual Contributor</p> <p>Team Leader</p> <p>Manager</p> <p>Director</p> <p>Executive</p> </div>	<p>Education Level</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>None</p> <p>High School Diploma/GED (±11 years)</p> <p>Technical Diploma (±12 years)</p> <p>Associate's Degree/College Diploma (±13 years)</p> <p>Non-Degree Program (±14 years)</p> <p>Bachelor's Degree (±16 years)</p> </div>							
<p>Job Type</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Internship</p> <p>Summer Job</p> <p>Graduate Job</p> <p>Temporary Work</p> <p>Experienced</p> </div>	<p>Schedule</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Part-time</p> <p>Full-time</p> </div>							
<p>Shift</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Day Job</p> <p>Evening Job</p> <p>Night Job</p> <p>Weekend</p> <p>Rotating</p> </div>	<p>Employee Status</p> <div style="border: 1px solid black; padding: 2px;"> <p>Not Specified</p> <p>Regular</p> <p>Contractual</p> <p>Temporary</p> <p>Limited Term</p> </div>							

<p>13</p>	<p>Continue to the Job Field section. Select a category and function if desired. Click Add to List to include it in your selections.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>Job Field</p> <p>Category <input type="text" value="Food Services"/></p> <p>Function <input type="text" value="Chef"/></p> <p style="text-align: center;"> <input type="button" value="Add to List"/> <input type="button" value="Reset"/> </p> <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> </div>
<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 style="border: 1px solid black; padding: 10px;"> <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 style="text-align: center;"> <input type="button" value="Add to List"/> <input type="button" value="Reset"/> </p> <p>Location Preferences</p> <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> </div>

<p>15</p>	<p>Complete the Organization preferences section to identify any specific organizations where you would like to work within the county.</p>	 <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>Organization</p> <p>Organization Cook County</p> <p>Elected Official Select one...</p> <p>Add to List Reset</p> <p>Organization Preferences</p> <p>Cook County Levels: Cook County Remove</p> <p>If you wish to be notified about any job meeting your criteria at Cook County, only select Cook County 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>	 <p>Submit Save as Draft</p> <p>Summary</p> <p>This summary displays the information included in the job submission form. To modify some specific information, click "Edit" next to the relevant section.</p> <p>Contact Information Edit</p> <p>Personal Information Mr. Nik Doe email@email.com</p> <p>Notification Preferences Edit</p> <p>Job Posting Notification Send an email notification whenever a new position matching this profile is posted. Yes</p> <p>Welcome. You are signed in. My Account Options</p> <p>Job Search My Jobpage</p> <p>Summary</p> <p>Process completed</p> <p>You have successfully submitted your general candidate profile. You can review and update the information you provided each time you log in. We invite you to further explore the job openings available in our Career section.</p> <p>View All Jobs</p>

Applying for a Job

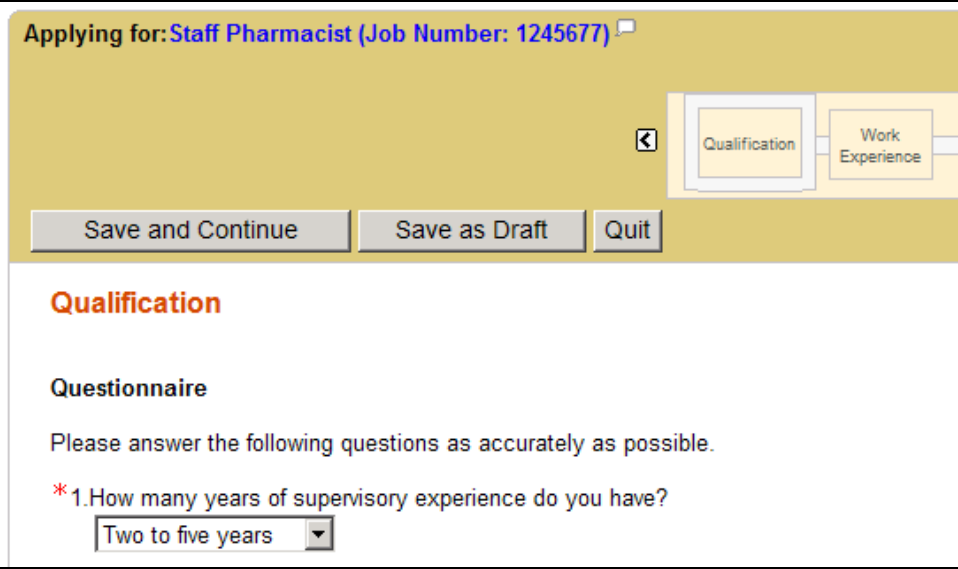
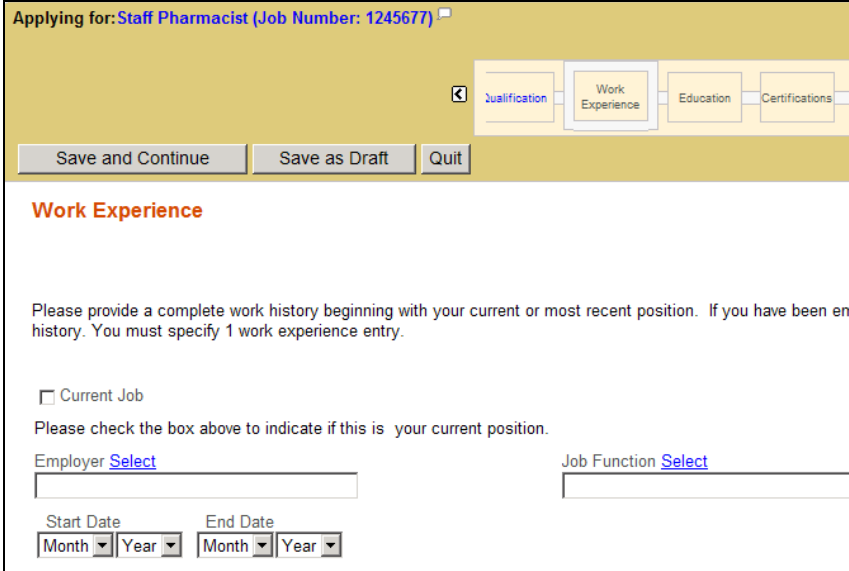
<p>1</p>	<p>Access Taleo URL from Internet Explorer</p>	<p>Open an Internet Explorer browser window and type the following URL into the address bar:</p> <p>https://stgcookcountyil.taleo.net/careersection/200/jobsearch.ftl?lang=en</p> <p>Click on Go or hit the “Enter” key on your keyboard. <i>Note: This URL does NOT have “www” in it.</i></p>
<p>2</p>	<p>Click Sign In.</p>	<p>On the Job Search page click Sign In.</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>If you are a new user, click the New User button to create a user name and password. <i>Note: User Names and Passwords are case sensitive</i></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>



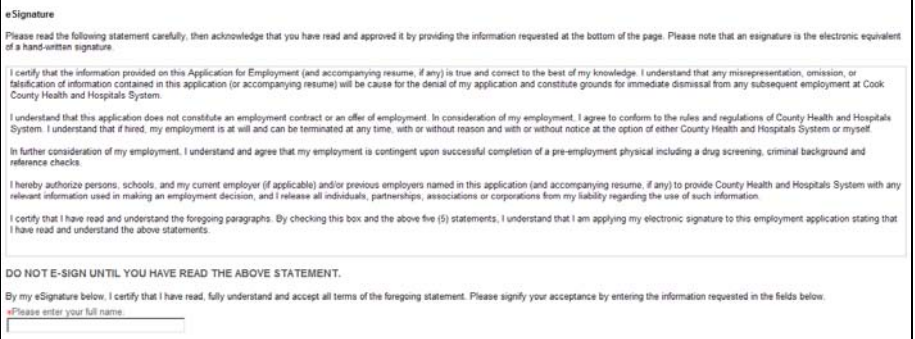
<p>7</p>	<p>Scroll down and browse through the list of jobs and click Apply on the job you wish to apply for</p>	<p>Scroll down the page and browse through the list of jobs that are posted.</p> <p>Click Apply on the job for which you wish to apply.</p> <p style="text-align: center;">Search Results (1 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 style="text-align: center;">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 type="button" value="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="495 1125 1461 1251" style="border: 1px solid black; padding: 5px;"> <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="896 1285 1058 1398" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="radio"/> I Accept <input type="radio"/> I Decline</p> <p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p> </div>

<p>10</p>	<p>Click I want to upload a resume</p>	<p>Click the radio button for I want to upload a resume if you have an electronic copy of your resume.</p>
<p>11</p>	<p>Click Browse</p>	
<p>12</p>	<p>Click Save and Continue</p>	<div data-bbox="500 359 1468 865" style="border: 1px solid black; padding: 5px;"> <p>Resume Upload</p> <p>Note: You are on page 1 of 11. You must reach the summary page and press the SUBMIT button to complete your application. Only completed applications are considered.</p> <p>Resume Upload</p> <p>You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.</p> <p>If you do not upload a resume, you will need to fill out the online application manually.</p> <p><input checked="" type="radio"/> I do not want to upload a resume.</p> <p><input type="radio"/> I want to upload a resume.</p> <p>Select the resume file to upload.</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> <input type="text"/> <input type="button" value="Browse..."/> </div> <p>The attachment will be scanned to ensure it does not contain any viruses.</p> <p>Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.</p> </div> <p>Click the Browse button to find the name of your resume.</p> <p>Once you have selected the document to parse, click Save and Continue. Your resume will be parsed into the system.</p> <p>Note: 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.</p>

<p>13</p>	<p>The Candidate Personal Information page will open. Complete the required fields.</p> <p>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.</p> <p>Complete the source type information to describe how you learned about the position.</p> <p>Click Save and Continue to advance to the next page.</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 entity <div data-bbox="532 753 1438 1226" style="border: 1px solid black; padding: 5px;"> <p>Candidate Personal Information</p> <p>Personal Information</p> <p>Please enter all relevant personal information in the fields below.</p> <p>Prefix <input type="text" value="Mr."/></p> <p>*First Name <input type="text" value="Nik"/></p> <p>Middle Name <input type="text"/></p> <p>Please list any other legal name(s) by which you have been known. Please exclude nicknames. <input type="text" value="Nik Smith"/></p> </div> <div data-bbox="443 1266 1432 1614" style="border: 1px solid black; padding: 5px;"> <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 checked="" type="checkbox"/> Send an email notification whenever a new position matching this profile is posted.</p> <p>Source Tracking</p> <p>Please indicate how you heard about this job.</p> <p>*Source Type <input type="text" value="Job Board"/></p> <p>*Job Board <input type="text" value="Internet Job Board"/></p> </div>
------------------	--	--

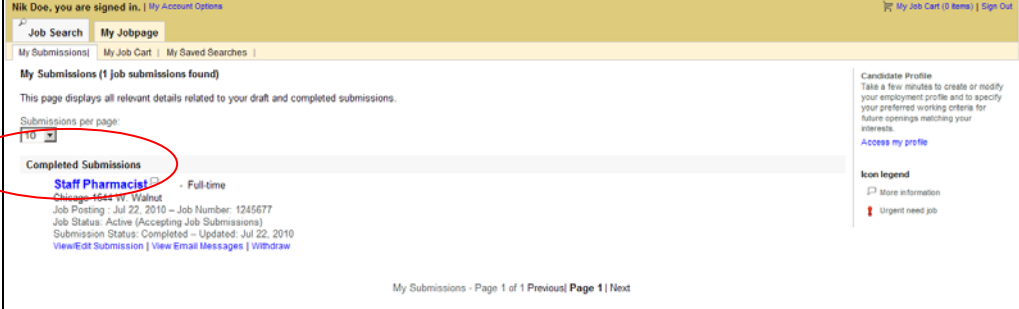

<p>14</p>	<p>Complete the Evaluation and Qualification pages which contain questions about your work experience and training.</p> <p>Click Save and Continue to advance to the next page.</p> <p>Note that all questions are required.</p>	
<p>15</p>	<p>Enter Previous Work Experience.</p> <p>One work experience entry is 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>16</p>	<p>Enter Education Information</p>	<p>Enter Education Information.</p>
<p>17</p>	<p>Click Save and Continue</p>	<div data-bbox="570 319 1398 808" 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 <input type="text"/></p> <p>Program Select <input type="text"/></p> <p>Education Level <input type="text" value="Not Specified"/></p> </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="483 1050 1485 1251" 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"/> Number/ID <input type="text"/></p> </div>

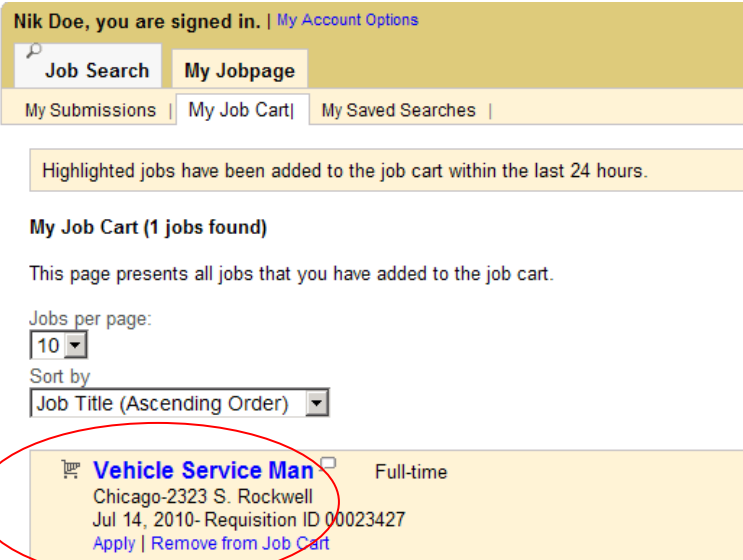


<p>19</p>	<p>Click Browse to select a file for attachment.</p>	<p>Click the Browse button to select a file for attachment to your application.</p>										
<p>20</p>	<p>Click Attach.</p>	<p>Attachments</p> <p>You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). name and extension.</p> <p>Select the file to attach</p> 										
<p>21</p>	<p>Click Save and Continue.</p>	<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" data-bbox="516 730 1458 772"> <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 checked="" type="checkbox"/></td> <td>Nik_Applcant_Resume.docx</td> <td>7/22/10</td> <td>Standard Resume July 2010</td> <td>Delete</td> </tr> </tbody> </table>	Relevant Files	File Name	Date	Comments	Actions	<input checked="" type="checkbox"/>	Nik_Applcant_Resume.docx	7/22/10	Standard Resume July 2010	Delete
Relevant Files	File Name	Date	Comments	Actions								
<input checked="" type="checkbox"/>	Nik_Applcant_Resume.docx	7/22/10	Standard Resume July 2010	Delete								
<p>22</p>	<p>Enter your Full Name and Unique Identifier</p>	<p>Read the Electronic Signature Statement in full. Enter your Full Name and Unique Identifier.</p>										
<p>23</p>	<p>Click Save and Continue</p>	 <p>eSignature</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 eSignature 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 immediate dismissal from any subsequent employment at Cook County Health and Hospitals 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 County Health and Hospitals 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 option of either County Health and Hospitals 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) and/or previous employers named in this application (and accompanying resume, if any) to provide County Health and Hospitals System with any relevant information used in making an employment decision, and I release all individuals, partnerships, associations or corporations from my liability regarding the use of such information.</p> <p>I certify that I have read and understand the foregoing paragraphs. By checking this box and the above five (5) statements, I understand that I am applying my electronic signature to this employment application stating that I have read and understand 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 understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.</p> <p>*Please enter your full name</p> <p>_____</p>										
<p>24</p>	<p>Complete the Voluntary EEO Disclosure. While each question is required, you have the ability to decline to disclose your personal information.</p>	<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="checkbox"/> I do not wish to provide this information</p>										
<p>25</p>	<p>Review the Summary Page.</p>	<p>Review the Summary Page for all edits that you've made to the job application.</p>										

<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 All Jobs</p>
<p>Completed</p>		

Viewing Jobs for Which You've Applied

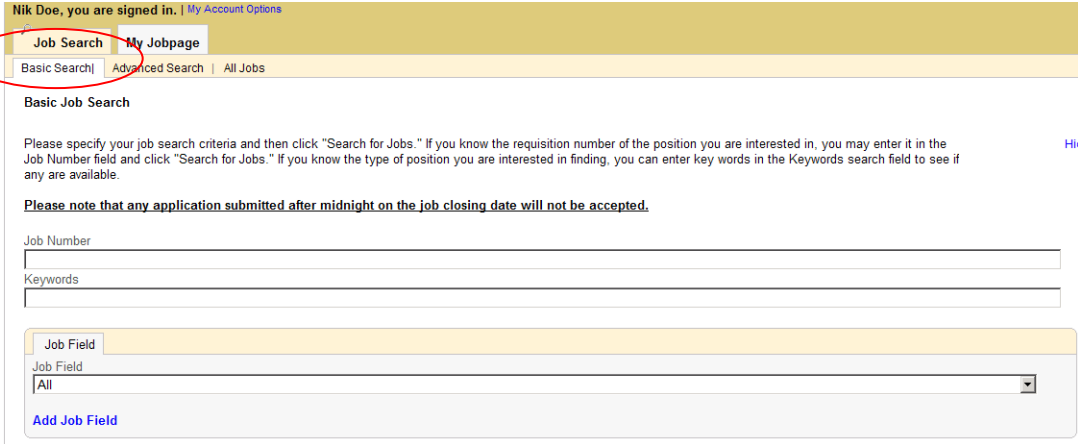
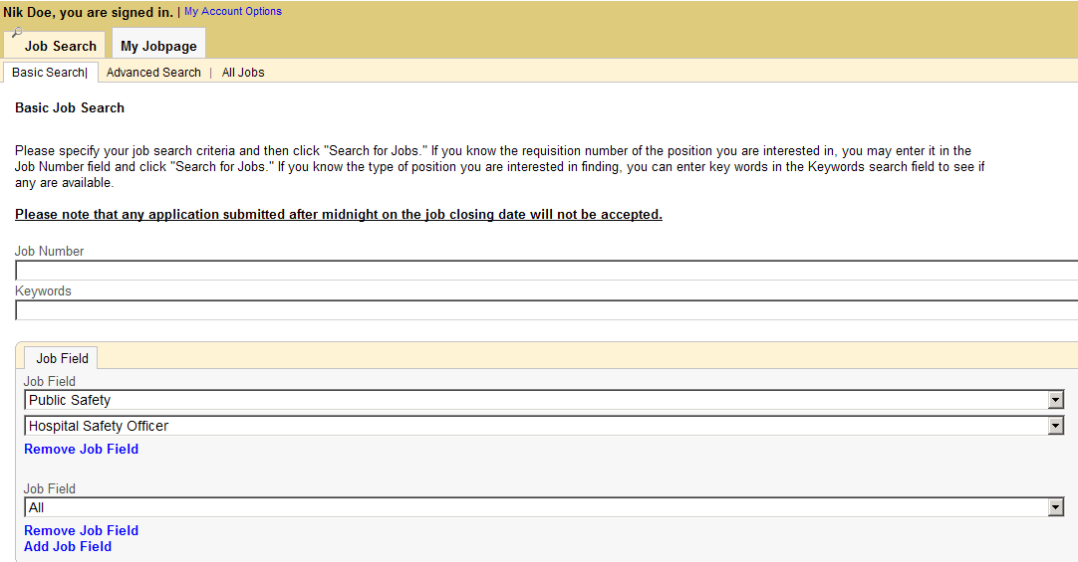
<p>1</p>	<p>Click My Submissions on My Jobpage.</p>	<p>Click My Submissions on My Jobpage. This page will display all of the Cook County jobs for which you have applied.</p> <p>There are three categories of submissions: Draft, Completed, and Withdrawn. The status of the submission is determined by where 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 below 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>

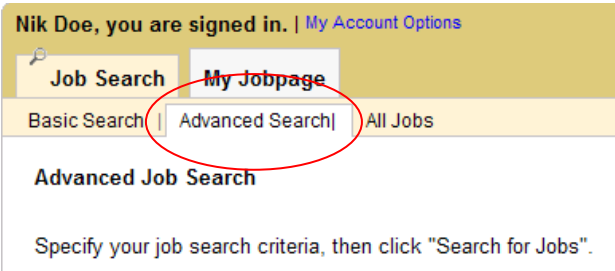
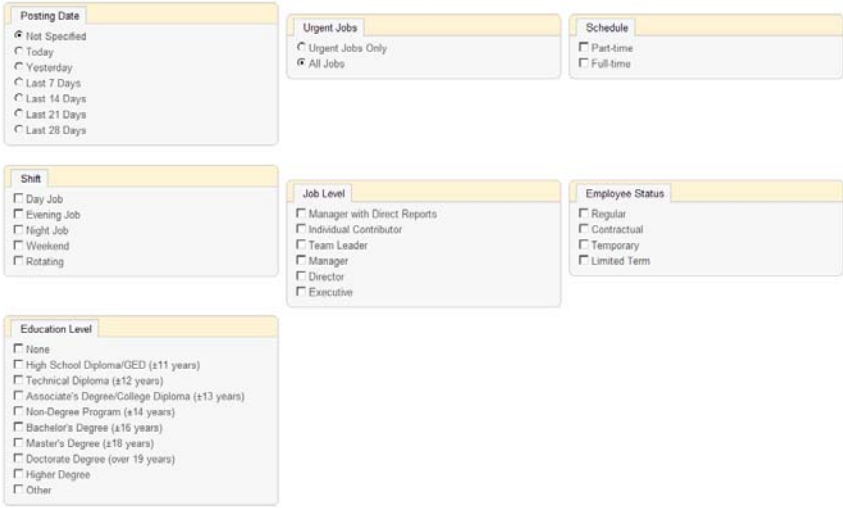
Using the Job Cart (Adding/Removing Jobs)

<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 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>The screenshot shows the user interface for 'My Job Cart'. At the top, it says 'Nik Doe, you are signed in.' with a link to 'My Account Options'. Below this are navigation tabs: 'Job Search', 'My Jobpage', 'My Submissions', 'My Job Cart', and 'My Saved Searches'. A message states: 'Highlighted jobs have been added to the job cart within the last 24 hours.' The main heading is 'My Job Cart (1 jobs found)'. Below this, it says 'This page presents all jobs that you have added to the job cart.' There are filters for 'Jobs per page' (set to 10) and 'Sort by' (set to 'Job Title (Ascending Order)'). A single job listing is shown for 'Vehicle Service Man', which is circled in red. The listing includes the location 'Chicago-2323 S. Rockwell', the date 'Jul 14, 2010', and the requisition ID '00023427'. It also has links for 'Apply' and 'Remove from Job Cart'.</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>The screenshot shows a job listing for 'Vehicle Service Man'. It includes the work location 'Chicago-2323 S. Rockwell', the job posting date 'Jul 13, 2010', and the start/end times 'Start Time: 7:00 End Time: 3:00'. The 'Add to My Job Cart' link is circled in red.</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>  <p>The screenshot shows the same job listing for 'Vehicle Service Man' as in the previous steps. The 'Remove from Job Cart' link is circled in red.</p>

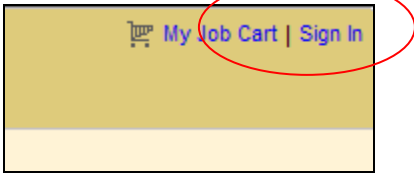
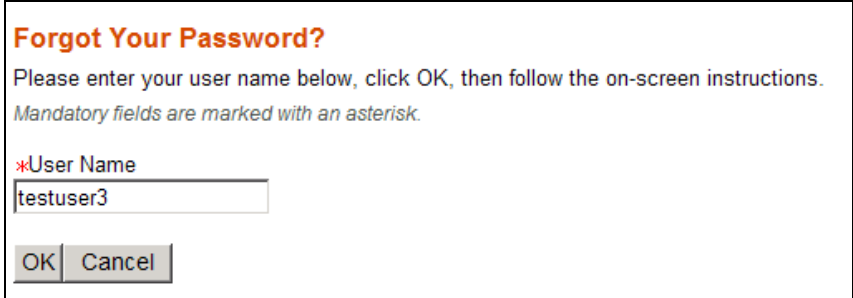
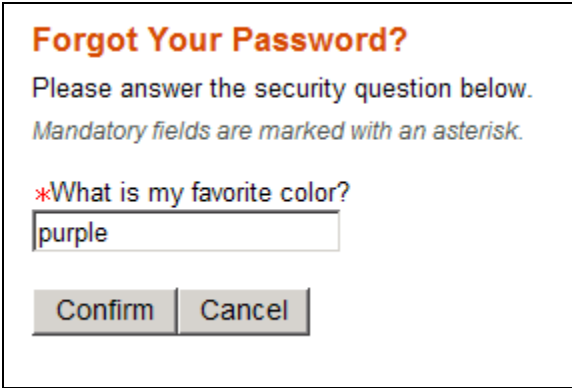
4	Verify Removal	<p>Click Yes to verify that you want to remove the Job from your Cart.</p> <div data-bbox="613 317 1344 470" style="border: 1px solid #ccc; padding: 10px; background-color: #fff9c4;"><p>You are about to remove the job "Vehicle Service Man" from the job cart.</p><p>Are you sure that you want to remove it?</p><p><input type="button" value="Yes"/> <input type="button" value="No"/></p></div>
Completed		

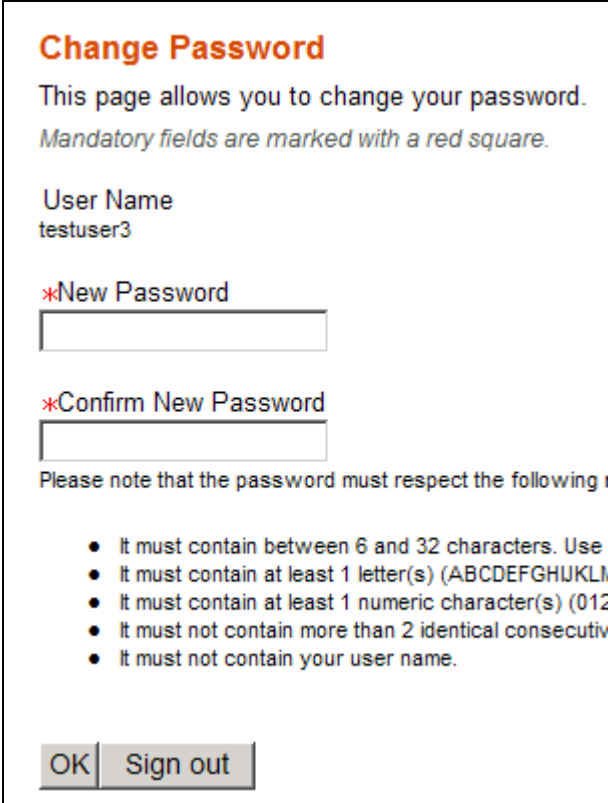
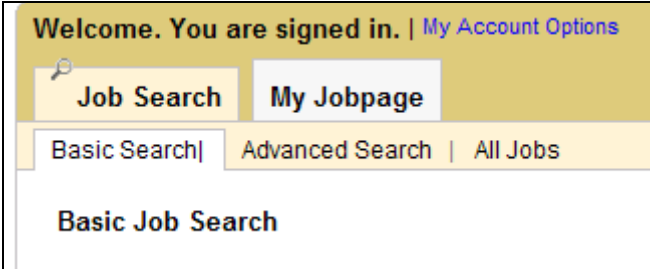
Using Job Search (Basic/Advanced)

<p>1</p>	<p>Click the Job Search tab</p>	<p>Click the Job Search tab.</p>
<p>2</p>	<p>Click Basic Search</p>	 <p>The screenshot shows the user interface for job searching. At the top, there is a navigation bar with 'Job Search' and 'My Jobpage' tabs. Below this, there are links for 'Basic Search', 'Advanced Search', and 'All Jobs'. The 'Basic Search' section is active, displaying instructions on how to use the search fields (Job Number and Keywords) and a note about application deadlines. There is also a section for 'Job Field' with a dropdown menu set to 'All' and an 'Add Job Field' link.</p>
<p>3</p>	<p>Review Basic Search Criteria</p>	<p>Review the Basic Search criteria page. There are several ways to search, including by:</p>
<p>4</p>	<p>Enter search criteria</p>	<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 (County Department)
<p>5</p>	<p>Click Search for Jobs</p>	 <p>This screenshot shows the same job search page as before, but with the 'Job Field' dropdown menu expanded. It now displays 'Public Safety' and 'Hospital Safety Officer' as selectable options. There are also links to 'Remove Job Field' and 'Add Job Field'.</p>

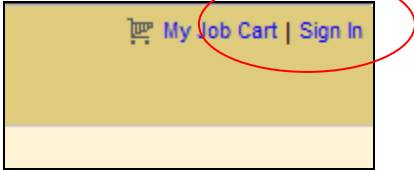
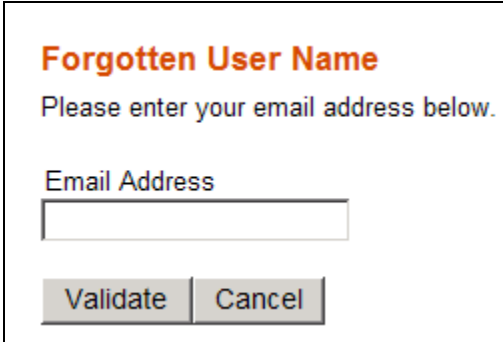
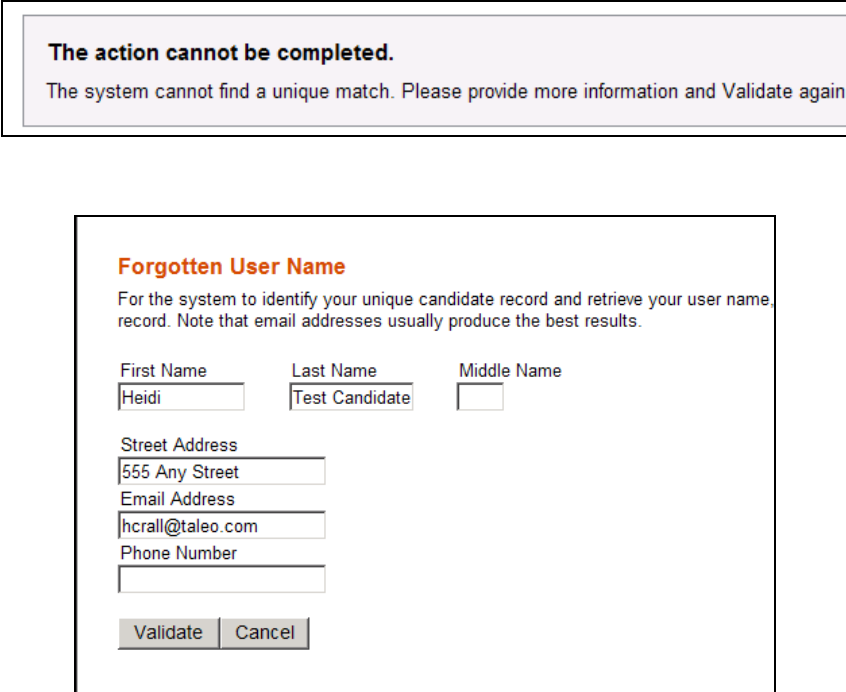
<p>6</p>	<p>Click Advanced Search</p>	<p>Click the Advanced Search Tab to perform a more detailed search.</p>  <p>The screenshot shows a user interface with a yellow header bar. On the left, it says 'Nik Doe, you are signed in. My Account Options'. Below this are two tabs: 'Job Search' and 'My Jobpage'. Under 'Job Search', there are three sub-tabs: 'Basic Search', 'Advanced Search' (which is circled in red), and 'All Jobs'. Below the tabs, the text reads 'Advanced Job Search' and '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>The screenshot shows several filter panels for search criteria:</p> <ul style="list-style-type: none"> Posting Date: Radio buttons for 'Not Specified' (selected), 'Today', 'Yesterday', 'Last 7 Days', 'Last 14 Days', 'Last 21 Days', and 'Last 28 Days'. Urgent Jobs: Radio buttons for 'Urgent Jobs Only' and 'All Jobs' (selected). Schedule: Checkboxes for 'Part-time' and 'Full-time' (selected). Shift: Checkboxes for 'Day Job', 'Evening Job', 'Night Job', 'Weekend', and 'Rotating'. Job Level: Checkboxes for 'Manager with Direct Reports', 'Individual Contributor', 'Team Leader', 'Manager', 'Director', and 'Executive'. Employee Status: Checkboxes for 'Regular', 'Contractual', 'Temporary', and 'Limited Term'. Education Level: Checkboxes for '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)', 'Master's Degree (≥18 years)', 'Doctorate Degree (over 19 years)', 'Higher Degree', and 'Other'. <p>Enter the search criteria for the types of postings you are interested in. Click Search for Jobs.</p>

Forgot Password

1	<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> 
2	<p>Click the Forgot Password option.</p> <p>Enter your User Name and click OK.</p>	 <p>Forgot Your Password?</p> <p>Please enter your user name below, click OK, then follow the on-screen instructions. <i>Mandatory fields are marked with an asterisk.</i></p> <p>*User Name <input type="text" value="testuser3"/></p> <p>OK Cancel</p>
3	<p>You will receive a Forgot Password screen with the security question you originally created. Supply the answer and click Confirm.</p>	 <p>Forgot Your Password?</p> <p>Please answer the security question below. <i>Mandatory fields are marked with an asterisk.</i></p> <p>*What is my favorite color? <input type="text" value="purple"/></p> <p>Confirm Cancel</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>	

4	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.	<div data-bbox="462 178 1495 361" 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>
----------	---	---

Creating an Email Account

1	You need an email address to apply for jobs at Cook County.	You can create a free email accounts with one of many commonly available sites such as (but not limited to) yahoo.com, google.com, hotmail.com, aol.com, etc. Instructions for establishing new accounts are available at those sites.
----------	---	--