

Job Board: Candidate Self-Service

From any Internet browser enter the following address:

www.county.milwaukee.gov/Careers

Look for the Quick Links area on the right side of the screen as shown below:

Quick Links

- Current Positions
- Promotional opportunities (employees only)
- Job Fairs
- How to Apply
- Libraries with internet access
- Contact Us

• Click on Current Position

The Search for Employment Opportunities Screen as seen below will appear.

Search for Employment Opportunities

Search Job Postings

Category:

Area of Interest:

Enter search words or phrases separated by commas:

Location:

Number of Results per Page:

Previous Visitors

If you have previously applied for jobs with us, you may log in here to update your profile, apply to additional jobs, and perform other actions.

(Reminder: Your Username is your Email Address.)

Username (Email Address):

Password:

[Click here if you need a password reminder.](#)

To create a candidate profile:

Please note this process will take 15-20 minutes to complete depending on the amount of education and employment history you have to enter and how fast you can type. Once you start the process you cannot exit.

1. On the Search for Employment Opportunities page, do one of the following:

- Enter search criteria and click **Search**

OR

- Click **View all Positions**

A list of open jobs appears.

2. Find a job that you want to apply for and click the job name. The job will open with a description of the job, salary, etc.

The screenshot shows a job listing for "Park Worker / Golf Starter Seasonal". The listing includes the following details:

Job Type:	Seasonal
Location:	Milwaukee, WI
Post Date:	12/22/2008
Job Class:	Classified
Closing Date:	
Salary Band:	\$10.7119

Below the details are two buttons: "Submit Your Application" (circled in red) and "Send to a Friend".

Job Description:

TO BE CONSIDERED FOR PARK WORKER III (SEASONAL) & GOLF STARTER II (SEASONAL). IT IS ONLY NECESSARY TO FILL OUT ONE APPLICATION.

3. Click **Submit Your Application** (pictured above)

4. To apply for a job, you must first create a username and password. Once you click on the **Submit Your Application** button the screen on the next page will appear to enter a user and profile.

5. Enter an email address that you can receive application and job opening information. The password you create will be used only to sign into the Milwaukee County Job Board

6. In password, enter 5 – 10 characters that you want to use as your password.

7. It is very important to make a note of your username and password because you will have to verify this data later in the application process. Also you will need this information so you can return to apply for additional jobs or update your application information.

To apply for this position, please enter your email address and password* below.

Username (Email Address):*

Password:*

Email Address Required: To apply to a job, you will need to enter an email address as part of your profile.

No email address? Click here to create an MSN Hotmail account.

***No Password?** Please enter a password between 5-10 characters. Use something easy to remember (but not easy for others to guess) such as a combination of letters and numbers or special characters.

Forget your password? Click here to have your password emailed to you. You must use the same email you used to register to utilize this option.

*Indicates required field.

8. Click **Login**.

The Upload Resume screen will appear as seen below.

Upload Resume

If you have a resume already saved in *Microsoft Word* or other word-processing program, you can easily upload the resume. Uploading a resume usually produces better results than copying and pasting resume text.

Upload a Resume
Click the **Browse** button and find your saved resume. Double-click the saved resume. The path to the saved resume should now be displayed in the **Locate Resume** box. Click the **Continue** button.

Copy and Paste a Resume
Hold down the **Ctrl** key and then hit the **A** key to select all of the text in your resume. Hold down the **Ctrl** key and then hit the **C** key to copy all of the selected text. Click inside the **Paste Text** box. Hold down the **Ctrl** key and then hit the **V** key to paste your resume into the box. Click the **Continue** button.

Please Note: HTML code or other characters may be displayed in the resume text box. These characters are not visible to the recruiter once the resume is submitted into the system.

9. Include your resume with your profile by doing **one** of the following:

- Click **Browse** to find and attach your resume to your profile.

OR

- In Paste Text Area, enter your resume.
- **Note:** it is not necessary to attach a resume, however it will give the hiring manager a better idea of you talents.

10. Click **Continue**.

11. The next screen to appear is the Resume Form. All of the fields with a red asterisk (*) need to be filled in. Note that your email address and password are already filled in, however you need to confirm the fields.

Resume Form

*Indicates required field.

Personal Information

Title:

First Name:*

Middle Name:

Last Name:*

Address:*

City/Town/County:*

State/Province/Country:*

Zip/Postal Code:*

Phone (### ### ####) :*

Secondary Phone (### ### ####) :

Email:*

Confirm Email:*

REMINDER: Your Email Address is also your Login Username.

Password:*

Confirm Password:*

How would you prefer for Milwaukee County to correspond with you regarding your application?

US Mail Email

12. In the Resume and Comments section, the Paste Your Resume Here field includes the resume that you uploaded or entered on the previous page. You can change your resume, if applicable.

- **Note:** it is not necessary to attach a resume, however it will give the hiring manager a better idea of you talents.
- For assistance, click the Help icon.


13. To include a cover letter or comments that you want to send to the recruiter, in Comments to the Recruiter or Cover Letter Create, enter text.

14. In Email Me New Jobs, you can specify how often you want to receive job notifications, Select **one** of the following:

- Daily
- Weekly
- No Job Notifications

Click **Submit Form**

15. The next screen that will appear is the application page as seen below



Application for Employment

Fields with an asterisk * are required

GENERAL INFORMATION			
Position Title Park Worker / Golf Starter Seasonal			
First Name	Middle Name	Last Name	
Address	City	State	Zip Code
Home Phone		Secondary Phone	
Are you a legal resident of Milwaukee County?*			
<input type="radio"/> Yes			
<input type="radio"/> No			
If you are not a United States citizen, you must have permission to work in the United States from the U.S. Immigration and Naturalization Service at the time of hiring.			
Are you currently employed by Milwaukee County Government?*			
<input type="radio"/> Yes			
<input type="radio"/> No			
Have you ever been terminated for cause by Milwaukee County Government?*			
<input type="radio"/> Yes			

16. The application includes the following sections:

1. General Information
2. Education
3. Experience
4. Employment Types
5. Authorization to Release Information
6. Criminal Background
7. Certification

17. Complete any required fields that have a red asterisk (*).

18. Click **Submit Form**.

19. Your Talent Acquisition Suite includes a custom job application. Complete the application and click **Save Application**.

20. The Self-identification Form appears. This form also includes the Veterans Survey. You can complete any or all of the following sections of the form.

- EEO/EOE
- Sex
- Veterans Survey

21. To decline to respond to any sections, click **I Prefer Not to Provide This Information**.

22. To sign the digital signature for the EEO/EOE and Veterans Survey sections, and to continue to the next page, do the following:

- Click **Applicant's Signature...** for each section.
- In **Type Name**, enter your name for each section.
- Click **Continue to Candidate Qualifier**.

23. If the job that you're applying has a Candidate Questions associated with it, you will see a heading on the page such as the one below:

Park Worker I, II and III and Golf Starter I and II - Set One

After completing the questions click **Submit Candidate Qualifier**.

There may be more than one set of question you have to answer. If there is more than one set, you will get taken to another page of questions with a different page head as shown below.

Park Worker I, II and III and Golf Starter I and II - Set Two

24. A confirmation message, shown below, indicates that you completed the candidate qualifier and that your application was received.

You can return to your profile at any time to:


- search and apply for jobs
- change your information on the Resume Form
- change or complete the Self-identification Survey
- change your information on the job application
- change your job preferences (custom codes)

Log Out	Search Jobs	Return To Profile	Self-Identification Survey	Edit Application	Edit Job Preferences
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Thank You,
You have completed the Candidate Qualifier(s).

Your application has been successfully submitted to our system. We will contact you if we need further information. Thank you for considering Milwaukee County as a place of employment.

[Back to Job Listings](#)

powered by


Once you see this screen you have successfully completed your profile and applied for the specific job you selected in the beginning of the process.