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CITY OF SAN JOSÉ **Prospective Employee Reference Guide**

How to:

- Access CityCareers
- Register
- Create/Update your Candidate File
- Apply to a Job



ACCESS INSTRUCTIONS

1. **Access** the City of San José Employment website at <http://sanioseca.gov/citycareers>.
2. **Select** and **click** the **Click here** hyperlink for **Open-Competitive Recruitments** to access the External Career Portal.

REGISTER (FIRST-TIME USERS)

1. To register without applying: **Select** the **Sign In** link at the top right of the CityCareers Career Section portal.
2. To register at the time of first application: **Select** the **Apply** link beneath the abstract in the posting, or the **Apply Online** button at the bottom of the full posting.
3. **Click** the **I Accept** button to accept the Privacy Agreement.
4. **Click** the **New User** button.
5. **Enter** a **User Name**, **Password**, and **Email Address**.
6. **Click** the **Register** button.

Note: Candidates may use their login to create/update their candidate file before searching for jobs, or may create their candidate file during their first application.



CREATE/UPDATE YOUR CANDIDATE FILE / CONTACT INFORMATION

1. Navigate to the External **Career Section** portal per the **ACCESS INSTRUCTIONS** above.
2. **Click** the **Sign In** link on the top right corner of the page.
3. **Click** the **I Accept** button to accept the Privacy Agreement.
4. **Enter** your **User Name** and **Password** when the CityCareers login screen appears to log in. (See **REGISTER (FIRST-TIME USERS)** for new candidate account creation instructions.)
5. **Scroll** down until you see the **Candidate Profile** heading in the right sidebar of the page and **click** the **Access My Profile** link.
6. **Click** the **Edit** link under the section of your general profile you would like to edit.
7. If it is your first time logging in, you may need to enter the information in each section, then **Save and Continue**.
8. **Review** your updates in the **Review and Submit** section of General Profile Update.
9. **Click** the **Submit** button to save your changes to your General Profile.
10. You will receive an email confirming the submission of your updates to CityCareers.

Note: Upon first login, you may populate your **Education and Employment History** by parsing from a resume or a from **LinkedIn** account; you are still responsible for verifying the information is complete and up to date.



APPLY TO A JOB

1. On the External **Career Section** portal, **click** the **Job Title** to which you want to apply; when the full posting appears, **click** the **Apply Online** button at the bottom of the page.
2. You may also **click** directly on the **Apply** link under the abstract in the list of current job openings to apply to a requisition.
3. **Click** the **I Accept** button to accept the **Privacy Agreement**.

4. **Enter** your **User Name** and **password** when the CityCareers login screen appears to log in and complete your application.
 5. **Follow** on-screen instructions/pathway to complete **Education** and **Employment History** via resume/LinkedIn (for first time application), or manual entry. For subsequent applications update as appropriate.
 6. **Respond** to **General Questions** and **Job Specific Questions**. You may **add File Attachments** if appropriate.
 7. **Click** the **Save Draft** button to save a draft of your application, but remember to **submit** before the closing date.
 8. **eSign** with your full name and **complete** the **Diversity Survey**.
 9. **Review** your application in the **Review and Submit** section.
 10. **Click** the **Edit** link by each section to add, update, or modify.
 11. **Click** the **Submit** button to submit your application through CityCareers. You will receive a confirmation email when your application is received. If you don't receive an email confirmation of your application submission, please contact Human Resources at 408-535-1285 or CityCareers@sanjoseca.gov.
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HELP

For CityCareers help, contact **Human Resources** at **(408) 535-1285** or CityCareers@sanjoseca.gov. Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.