

How to apply for employment opportunities with Lane County:

- 1) Go to Lane County's job Home Page <http://www.co.lane.or.us/jobs/>
- 2) Click on the "Apply for Employment Opportunities at Lane County" link.
- 3) You will see a list with all of the jobs for which Lane County is currently accepting employment applications.
- 4) **You may narrow down you search for desired job posting** (search tools at top of left menu bar) by:
 - a) **Key word search box.** Enter key word (title, posting #, department). This will show you all job announcements that have your search word *anywhere within* the job announcement. Click on the job title or "read more" links on the home page job summaries to go to the complete job announcement. Note: You may open and download a PDF document that has the same job information at the bottom of the page.
 - b) **Search By:** Job Title, Class, Category, Department. Clicking on any of these takes you to a search page with all these search tools.
 - c) **Control (+) F Search Box:** Depress control and F keys. Type a key word in the search box that opens, click "Find Next", and you will be taken to the first instance of that word *on that internet page*. The word will be highlighted. Click "Find Next" again, and you will be taken to the next instance of your search word.
- 5) **If you are submitting your employment application materials by mail**, follow the instructions on the job announcement. Your employment application materials must be received in our office by 5:00 PM of the closing date. If your application is postmarked by the closing date, but not received in our offices by the closing date, it will NOT be accepted. **Applications are NOT received by fax or email.**
- 6) The new dynamic PDF application form can be hand-written or completed on your computer and printed. If you are updating a PDF application you submitted previously, verify that you are using the correct application format, job announcement number, and job title.
- 7) If applying online:
 - a) Go to the specific job announcement in which you are interested. Review the job announcement for the specific requirements and application requirements.
 - b) Select "Click Here to Apply" at the bottom of the job announcement. This opens a user Logon window. **Before** clicking on this button, verify that you have added <http://jobs.lanecounty.org> to your computer's *trusted sites*. (If our jobs site is not on your computer's *trusted sites* list the submit button on the application form may be blocked. You may only discover this after you have completed the application, press "next" and the application goes blank indicating you have lost all the text you entered onto the form.)
 - c) If you are a new user, establish your initial logon information in the "**New User**" window.
 - d) If you are a returning user, sign in using the "**Existing User**" window. The application form will appear immediately.
- 8) Completing the online employment application materials:
 - a) *You will have 180 minutes to complete your application.* .
 - b) We encourage you to click on the "Save My Progress" button every 10 minutes to save your application in progress.
 - c) If you leave our web page and return later, you can retrieve the information you have entered by clicking on the "Edit Your Application in Progress" button from the left menu of the home page.
 - d) You do not have to submit your application when you begin completing it. You can finish and submit your application until the closing date of the job announcement.
 - e) *Retrieve Data From Last Submitted Application* button appears near the top of each application form IF YOU HAVE PREVIOUSLY SUBMITTED ONE. Clicking this button automatically populates the fields of the application form with the data from your last

submitted application form. You may then update the data on your application and submit it for the current job posting.

- f) Complete the application form and click on the “Next” button.
- g) You will then find the pre-qualifying questionnaire. Complete it and click on the “Next” button.
- h) You will then complete the Equal Employment Opportunity Form. This information will not be reviewed as part of the selection process. While the form is voluntary, we appreciate you taking the time to complete it as it helps us comply with reporting regulations to the Equal Employment Opportunity Commission. Complete it and click on the “Next” button.
- i) If a *Supplemental Questionnaire is required*, it will appear at this time. Complete it and click on the “Next” button. You can save all your work at any time by selecting the “Save My Progress” button. You may also go back to the application form and update any of its fields.
- j) Complete the *Supplemental Questionnaire*.
- k) Click on the *Next* button to submit your employment application materials.
- l) On the final page, you may click on the “Review Application” button to review your application materials before you submit them. If you don’t review your application materials at this point, you will not be able to alter them once you click on the submit button.
- m) BE SURE to print your employment application materials for your own records before you submit them.
- n) Click on the “Submit” button. Your data is now saved to your personal profile. You will receive instant notification that your application has been received.
- o) Best Wishes!

9) After you select submit your application, you will receive a response email at the email address you entered on your online application form:

Dear applicant:

We have received your message regarding job announcement 209XXX - Title.

Thank you for your interest in employment with Lane County! We appreciate the time you spent completing the employment application materials and look forward to the opportunity to consider you for this position.

Our review and evaluation of employment application materials are based upon the minimum and special requirements of the position. Only those candidates who most closely meet the criteria of the position will be invited to interview. Please be advised that our selection process is highly competitive as we generally receive a large number of applications for Lane County jobs. It may be three to four weeks before you learn the outcome of your application. You will be notified of your status in the selection process after the close date listed on the announcement. You may check the status of recently closed job postings on the jobs phone line, 541/682-4473, or on our website, www.lanecounty.org/jobs.

Best wishes in the selection process,

Lane County Human Resources

Please visit us on the Internet for other employment opportunities with Lane County at: www.lanecounty.org/jobs .

10) If you do not receive this email confirmation, your application may not have successfully submitted. Either:

- Try again online (You should be able to retrieve your application using the instructions above.)
- Check that you have provided a viable email address as part of the application. This field is optional on the application, but without it, email confirmation and further correspondence via email will not occur.
- Refer to the Technical Difficulties section.
- Print the PDF documents of the employment applications and submit them by US mail. We need to receive these documents by 5:00 of the closing date.
- Call Lane County for help (541) 682-3665, after 10:00 AM, Monday through Friday.