

# Resume Building Course

## Frequently Asked Questions

**Q: What if the position requires testing?**

A: Testing is done on an as needed basis. If testing is required the recruiter will contact you to set up a testing time.

**Q: How often can I take a specific test?**

A: Test scores expire after 6 months

**Q: How will I know if my test scores qualify me for a position?**

A: For all tested positions you will not receive your scores, your competitiveness will be determined by a combination of your test scores and your resume.

**Q: How do I submit my resume?**

A: On-line

Resume Builder form which can be located at [www.rc-hr.com](http://www.rc-hr.com)

**Q: How long should my resume be?**

A: The length of your resume will depend upon your work history. At a minimum, you should include one well defined paragraph of information for each position you have held. If you provide limited information you may be excluding knowledge, skills and abilities that are necessary to properly evaluate your experience. Keep in mind that your resume can be more than one page long and you should include all work history that is relevant to the position(s) you are interested in.

**Q: What if I gain new experience?**

A: You should update your resume whenever you have gained valuable experience and or education. When submitting a new resume, the one you currently have in the Job Match system will be replaced.

**Q: What if my contact information changes?**

A: Always keep your resume updated with your current contact information which should be a minimum of your address and one contact telephone number so recruiters can reach you. Submit a new resume with the updated contact information and the one you currently have in the Job Match system will be replaced.

**Q: How often should I submit my resume?**

A: "Pick a date to reactivate" - resumes submitted to the County of Riverside will stay active for one year unless you receive an employment offer and accept or do not show up for a scheduled interview, either of these two would cause your resume to be de-activated.

# Resume Building Course

## Frequently Asked Questions

**Q: How do I know my resume has been received?**

A: Once your resume is received and made active you will receive a letter to the mailing address provided on your resume.

**Q: What does keep your resume “active” mean?**

A: If your resume is “active” you may be considered for all open positions for which you are among the top qualified candidates. If the position requires testing your scores must also meet the minimum qualifications.

**Q: How will I know if I am qualified for an open position?**

A: Based on the information you provide in your resume, if you are among the most highly qualified candidates for the open position you will typically be contacted via phone to see if you are interested in interviewing.

**Q: How do I know what positions are open?**

A: The best way to search open positions with the County of Riverside is to visit our website at [www.rc-hr.com](http://www.rc-hr.com) under the “Job Openings” page. However, keep in mind not all jobs may be posted on this site so it’s always best to keep your resume active.

**Q: Is a separate resume required for each position I am interested in?**

A: No, one resume that includes all your knowledge, skills, and abilities is best. If you are interested in specific positions you should include that information in your objective.

**Q: Where can I find salary and benefit information?**

A: Salary and benefit information specific to each position can be found on the job description under the “benefits” tab. To access job descriptions visit [www.rc-hr.com](http://www.rc-hr.com).

**Q: Where can I find the typical qualifications and minimum educational requirements for positions?**

A: Typical qualifications and minimum educational requirements can also be found on the job description. Keep in mind the typical qualifications may not include all skills required for a position as each department has different requirements and needs.

**Q: How will I be notified of the interview results?**

A: A letter will be mailed to the address provided on your resume to notify you.

**Q: Is my resume still active once I accept a position with the County of Riverside?**

A: No, you will need to re-activate your resume to remain an eligible candidate for future opportunities.

# Resume Building Course

## Frequently Asked Questions

**Q: How does my resume become inactive?**

A: There are multiple ways your resume can become inactive

- If it is more than one year old

- If you do not show up for a scheduled interview

- If you accept a position within the County of Riverside

- If you contact a recruiter and voluntarily de-active your resume