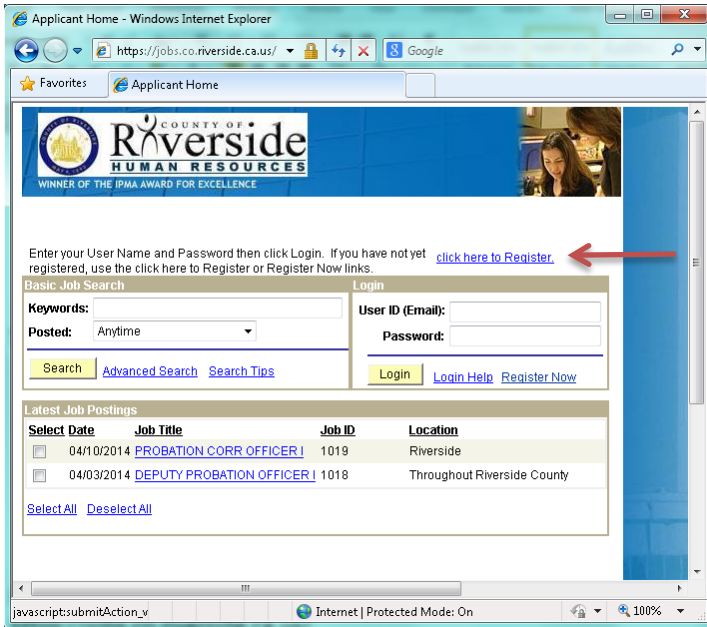


## Riverside County Human Resources Guide for Creating Your Job Gateway Account For External Applicants (non-employees)

Please follow the instructions below for creating an account in Riverside County’s Job Gateway system.

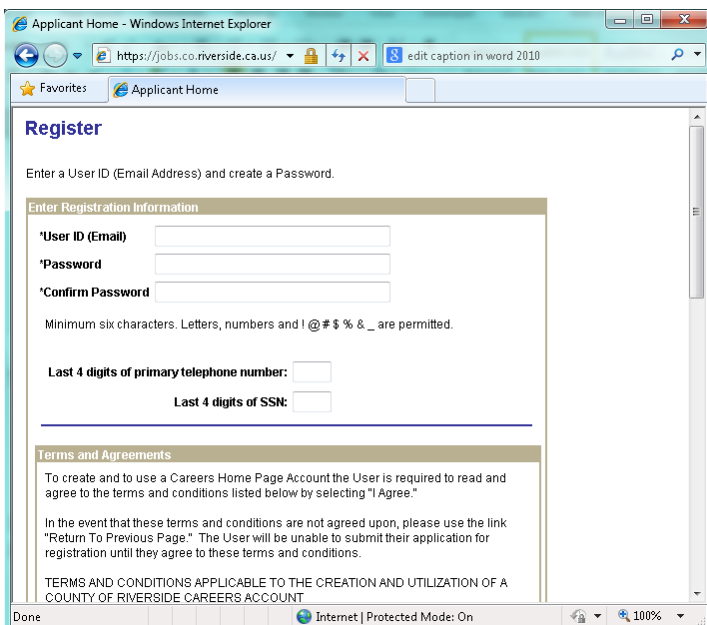
**Step 1. Go to the Job Gateway page at <https://jobs.co.riverside.ca.us/>** (see Figure 1 below). This is the Job Gateway page for external applicants. (Current County Employees must use their Employee Self-Service access to apply.)

**Figure 1- Job Gateway page for external applicants.**



**Step 2. Select the “click here to Register” link on the Register page (see Figure 1 above).** Then complete all of the fields on the Register page (see Figure 2 below). Important: Once your account is created, you cannot change your User ID.

**Figure 2 - Register page.**

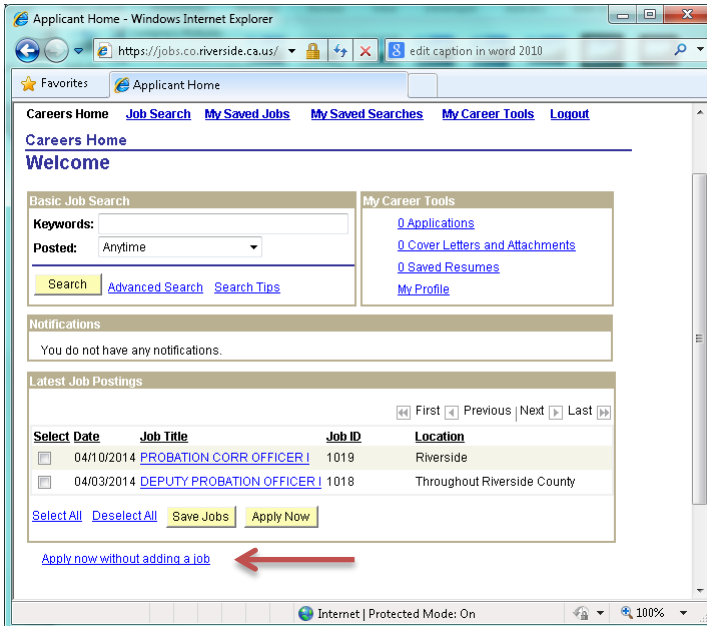


## Riverside County Human Resources Guide for Creating Your Job Gateway Account For External Applicants (non-employees)

### Step 3. Apply

- a. Click the check box next to the job title for which you would like to apply. Then scroll down and select **“Apply Now”**.
- OR-
- b. Scroll down to the bottom of the page, and select **“Apply now without adding a job”** (see Figure 3 below).

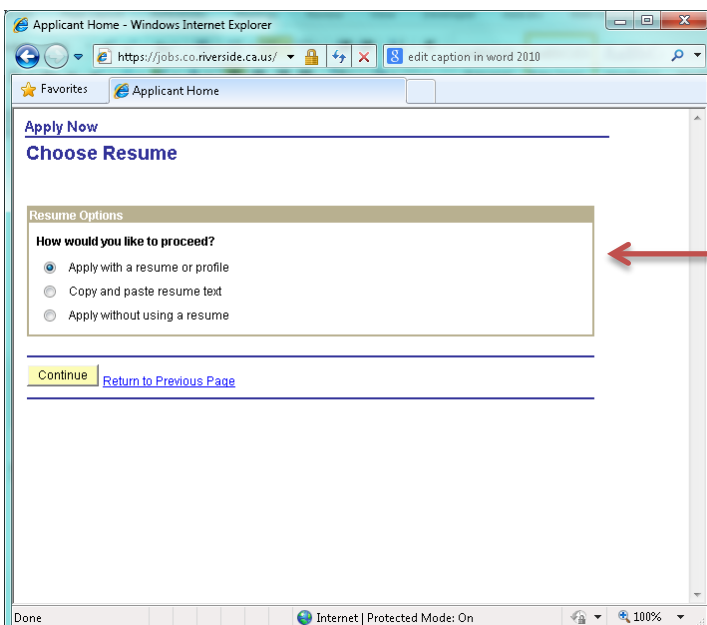
Figure 3 - Careers Home page.



### Step 4. Select your Resume Option on the Apply Now page and click on the Continue button (see Figure 4 below).

Although you may choose any option we recommend you use the “Apply with a resume or profile” option. If you use the “Apply without using a resume” option, you will complete a long-form application where you can enter your work experience and education details.

Figure 4 – Apply Now page.



## Riverside County Human Resources Guide for Creating Your Job Gateway Account For External Applicants (non-employees)

**Step 5. Enter your name and contact information on the My Profile page (see Figure 5 below).**

Figure 5 – My Profile page.

Applicant Home - Windows Internet Explorer  
https://jobs.co.riverside.ca.us/ edit caption in word 2010

Applicant Home

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

### My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Save](#) [Return to Previous Page](#)

**Member Information**

User Name: john@email.com  
Password: [Change Password](#)  
Preferred Method of contact: Not Specified  
Last 4 digits of primary telephone number: 1234  
Last 4 digits of SSN: 1234

**Name**

Name Format: English  
Name Prefix:  
First Name:

Internet | Protected Mode: On 100%

**Step 6. Verify or enter your work experience and education details on the Complete Application page (see Figure 6 below). Then click the Save button and then the Submit button.**

**IMPORTANT** Do not forget to click on the Submit button once you have saved your application. You will know you have successfully submitted your application when you see this message on the Job Applications page: “You have successfully submitted your job application” (see Figure 7 below).

**Riverside County Human Resources**  
**Guide for Creating Your Job Gateway Account**  
**For External Applicants (non-employees)**

Figure 6 – Complete Application page.

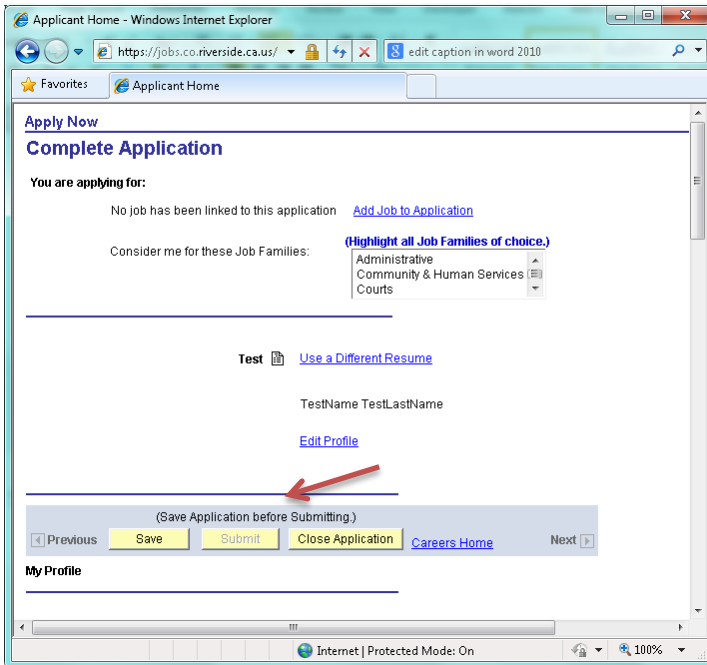
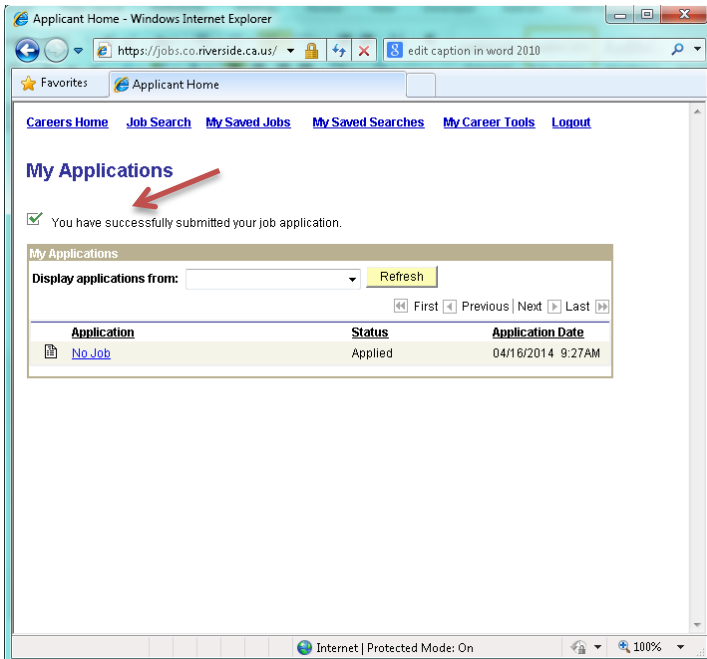


Figure 7 – My Applications page.



**Step 7. Once you have successfully submitted your application, you will receive an email confirmation.**

- a. If you applied to a job opening, you will receive updates and/or instructions from the recruiter regarding the job opening.
- b. If you applied without adding a job, your information is available for you to use when applying for future job openings.

**Riverside County Human Resources**  
**Guide for Creating Your Job Gateway Account**  
**For External Applicants (non-employees)**

**Step 8. If you received instructions from Human Resources to complete the application, please contact the recruiter to inform them that your account has been established and the application was submitted.**

For additional information and FAQs about Job Gateway, go to Careers page on the Human Resources website at <http://www.rc-hr.com/Careers/HowtoApply.aspx>.