

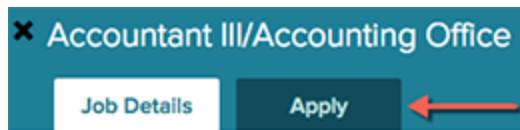


Effective September 1, 2020 the County of Riverside Human Resources will begin using a new recruiting system. This guide is provided to assist you in creating an account, applying for a job, as well as offering common navigation tips. Information within this guide will not include processes specific to the County of Riverside. Please refer to www.rc-hr.com for further information not contained in this guide.

Apply for a Job

To apply for a job:

1. Click on the Apply tab from job details:



2. You can accelerate completing basic profile information by importing a résumé.
3. Complete a series of steps (entries or screens). The specific steps that you must complete are determined by the employer, and may vary from this example.

Your progress and current step in the process is shown on the left. In the next example, the information step is in progress:



As you work on your application, refer to the progress bar to see the number of items for each entry, and errors. In the next example, the work entry contains one item, and the questions entry contains errors:

The screenshot shows a vertical progress bar for an application form. At the top, there are two tabs: 'Job Details' (selected) and 'Apply'. Below the tabs are nine steps, each with an icon and a status indicator:

- Info: Information icon, blue checkmark
- Work (1): Briefcase icon, blue checkmark
- Education (1): Graduation cap icon, blue checkmark
- Additional: Three dots icon, blue checkmark
- References: Speech bubble icon, blue checkmark
- Attachments: Paperclip icon, blue checkmark
- Questions: Question mark icon, red exclamation mark
- Review: Magnifying glass icon, blue checkmark
- Submit: Document icon, blue checkmark

 At the bottom of the form are two buttons: 'Review' (blue) and 'Submit' (grey).

- For each step, the buttons on the bottom allow you to save or discard your work on this entry.




- Although your typing is periodically automatically saved, it is good practice to click on the Save button.
 - The Cancel button discards any changes you have made since the last save.
 - For some entries, the Remove link is present, which deletes the current entry (such as a previous job) after a confirmation. Once deleted, the data cannot be recovered.
- Provide general contact information.
 - If required, provide previous work experience information.
 - If required, provide educational information.
 - If required, provide additional information, including certificates and licenses, skills, and languages.
 - If required, provide references.
 - If required, answer any agency-wide and/or supplemental questions. Depending on the hiring agency, this section may be blank.
 - Upload any attachments, such as a résumé, driver's license, or certificates. The supported file formats are determined by the employer.
 - If a particular attachment type is required by the employer, there is an area provided so that you can upload that attachment. For example:

Attachments

Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .wpd, .wp, .bmp

Cover Letter *



Click Upload or drag and drop a file into this box to start uploading.

↑ Upload
↻ Recent Uploads


- If there are no required attachments, then you can click Add Supplemental Attachment to attach files. Select Choose attachment type to select the type of document you want to attach, and then click the Upload button. If you have previously uploaded attachments, you can click the Recent Uploads button to access these files.

Attachments

Supported file types: .docx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .txt, .bmp

Attachment type
Select Attachment Type Dropdown

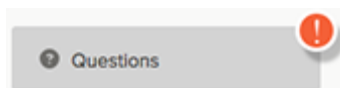
Choose attachment type
⌵




Click Upload or drag and drop a file into this box to start uploading.

↑ Upload
↻ Recent Uploads

- Review each section. If there is an error, it is shown in the progress bar and also in the section.



- Use **Edit**  to open this item and correct any errors.
- Once your application is complete, click on Proceed to Certify and Submit.

- On the Certify & Submit page, click on Accept & Submit. An Application Submitted message confirms that you have applied for the job.

Check Application Status

You can get more detailed status information for all applications by clicking on Applications & Status in the top menu bar (in the pulldown below your name).

- The Submitted button displays all applications that you have successfully submitted. For example:

Applications Submitted Incomplete

Police Recruit Applied on 08/07/2018 11:17 AM Pacific **Interview**
NEOGOV - Test, California [History](#)

Click on the job title for more information. You can then select Job Details to see the information on the job, and Application View to see the details of your application for this job.

You can also click on History to see more information. This can include a summary of the steps in the hiring process:

Application History Police Recruit

08/07/2018 11:19 AM
Interview


08/07/2018 11:19 AM
Performance Exam
Pass

08/07/2018 11:19 AM
Written Exam
Pass - 98.0000%

08/07/2018 11:18 AM
Application Received

- The Incomplete button displays all applications that you started but did not complete. For example:

Applications Submitted **Incomplete**

Accountant I/General Accounting Last step completed: Attachments 

Click on the job title, and then Apply to complete the application.