Orange County Government – Careers Guide

View Job Posting Description and Apply Online – For External Applicant

Instructions below are for applicants that have already registered.

1. Enter your Email Addr (User Name) / Password and click the **Login** button.

2. Click the Job Title link to view the job posting description.

Job Description

Job Title:	Sr. HRIS Analyst
Job ID:	8611
Location:	Human Resources
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

[Email to Friend] [Save Job] [Apply Now] Return to Previous Page

General Functions

Performs professional and technical work managing or leading medium- to large-scale HRIS projects through the system project life cycle. Works on complex business problems, analyzing and evaluating current business methods and procedures for improvements. May provide overall project management for a given HR initiative. May supervise HRIS or Records Management staff in the conduct of daily work.

Work is performed under minimal direction as an internal subject matter expert in one or more related business processes. Work requires independent judgment and is performed under the general supervision of the HRIS Administrator or HRIS Advisor.

If the job posting description does not match your interests, click the Return to Previous Page link.

3. If the job posting descriptions were a match for your interests and you would like to apply, click the [Apply Now] button.

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Complete Application

Complete the following sections, failure to answer all questions may result in your application not being considered for the position.

1. Preferences
2. Eligibility and Military Status
3. Work Experience
4. Highest Education Level
5. High School Education
6. Post Secondary Education
7. Licenses
8. Languages
9. Personal Information
10. Application Questionnaire
11. Referral Information

Apply Now

Complete Application

You are applying for:

Attorney IV   Remove

                         Add Another Job to Application

Test1 Applicant
123 Any Lane Hwy
Orlando, FL 32801
Orange
Edit Profile

Save   Submit   Close Application   Careers Home

Failure to answer all questions before submitting, may result in your application not being considered for this position.

Preferences - Shift work may require availability 24/7

Desired Start Date:	[ ]
Are you willing to relocate?	○ Yes ◉ No
Are you willing to travel?	○ Yes ◉ No [ ] Claim Veterans' Preference
If yes, how often?	[▾]
Regular/Temporary:	Either [▾]
Desired Work Days:	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday
Full/Part-Time:	Either [▾]
Desired Shift:	Any [▾]
Minimum Pay:	[ ] Per: [▾]
Currency Code:	USD 🔍 US Dollar
Desired Hours Per Week:	[ ]

Location Preference

First Choice:	[ ] 🔍 **Second Choice:** [ ] 🔍
Comments	[ ]

Eligible to Work in U.S.	○ Yes ○ No
Military Status:	Not indicated [▾]

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- **Work Experience**

Please list All employment for the past 10 years beginning with your present or most recent employer. Account for all time periods, including unemployment. If you held multiple positions within the same organization, list each position as separate employment. Note: Include any additional employment history that is relevant to the position for which you are applying.

Work Experience

You have not added any employment information to your new application.

⊞ Add Work Experience   ☐ No Prior Work Experience

Click the Add Work Experience link to add Employment History Information.

a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
b. Click on Save & Add More button to enter another employment history information.
c. Click on Save & Return button to go back to the Complete Application page.
d. Click on the corresponding Employer link on the Complete Application page to edit or view existing work experience information.
e. To delete work experience detail, click on the trash can 🗑 icon to the right of the Work Experience you wish to delete.

Add New Application

Add Employment History

| Save & Return | Save & Add More | Cancel | Return to Previous Page

Enter Employment Details

'Start Date: [   ] 📅

End Date: [   ] 📅   If currently employed, leave End Date field blank

'Employer: [   ]   ☐ Contact Employer

'Ending Job Title: [   ]   No. of Employees Supervised: [   ]

Telephone: [   ]   Hours Worked / Week [   ]

Ending Hourly Rate: [   ] Currency: USD 🔍 Pay Frequency: Hour ▾

Reason for Leaving: [   ]

Duties: [   ]

Address

Country: United States ▾

Address 1: [   ]

Address 2: [   ]

City: [   ]   State: [▾]

Postal: [   ]

County: [   ]

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- **Highest Level of Education**

Education History

Highest Education Level:	A-Not Indicated ▾

Select from the drop down list.

- **High School Education**

To add a high school, click the Add High School Education History hyperlink below High School Education. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding High School Information.

High School Education

You have not added any high school education information to your application.

➕ Add High School Education History

Click the Add High School Education History link to add High School or GED information.

a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
b. Click on Save & Add More button to enter another high school education history.
c. Click on Save & Return button to go back to the Complete Application page.
d. Click on the corresponding School link on the Complete Application page to edit or view existing high school information.
e. To delete high school detail, click on the trash can 🗑 icon to the right of the School you wish to delete.

Add New Application

Add High School Education

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Enter High School Education Details

Country:	▾	☐ Completed
State:	▾	
School Type:	▾	
School:		

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- **Post Secondary Education (College, University, Technical, or Vocational)**

To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.

An education diploma/degree issued outside the United States or a United States territory in a foreign language must be evaluated for a determination of United States equivalency by a member of the National Association of Credential Evaluations Services (NACES) at your expense.

Post-Secondary Education - Includes Colleges, Universities, Vocational, and Technical

You have not added any education information to your application.

⊞ Add Post-Secondary Education History

Click the Add Post-Secondary Education History link to add College, University, Technical, or Vocational information.

a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
b. Click on Save & Add More button to enter another post secondary education history.
c. Click on Save & Return button to go back to the Complete Application page.
d. Click on the corresponding Degree link on the Complete Application page to edit or view existing post-secondary education information.
e. To delete post-secondary education detail, click on the trash can 🗑 icon to the right of the Degree you wish to delete.

Add New Application

Add Post-Secondary Education

If you attended any school outside the US or if your school name or major is not listed when you select the look up icon, enter the school name and major in the 'Other' field.

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Enter Post-Secondary Education Details

Country 🔍
State: ▼
*School: 🔍   Other:
*Major: 🔍   Other:
*Degree: 🔍
Average Grade:
☐ Graduated

Credit Hours Completed:

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

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- **Licenses and Certificates**

Indicate any Professional / Occupational Licenses or Registrations / Certifications you currently hold.

Licenses, Certificates, and Registrations
You have not added any licenses or certificates to your application.

＋Add Licenses and Certificates

Click the Add Licenses and Certificates link to add License or Certificate information.

a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
b. Click on Save & Add More button to enter another license and certificate.
c. Click on Save & Return button to go back to the Complete Application page.
d. Click on the corresponding License/Certificate link on the Complete Application page to edit or view existing license or certificate information.
e. To delete a license or certificate, click on the trash can 🗑 icon to the right of the License/Certificate you wish to delete.

Add New Application

Add License or Certificates

Select the look up icon to add a license or certificate that is relevant to the position you are applying for.

License or Certificate Details	
*License/Certificate	🔍
Issued By:	
License/Certification Number:	
Date Issued: 📅 Expiration Date: 📅	

Issued In
Country: 🔍   State: 🔍

[Save & Return]   [Save & Add More]   [Cancel]   Return to Previous Page

* Required Field

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- **Languages**

Languages
You have not added any languages to your application.

➕ Add Languages

Click the Add Languages link to add Language information.

a. Complete all fields with an asterisk (*) to the left of the field name. These are required fields.
b. Click on Save & Add More button to enter another language.
c. Click on Save & Return button to go back to the Complete Application page.
d. Click on the corresponding Language link on the Complete Application page to edit or view existing language information.
e. To delete a language, click on the trash can 🗑 icon to the right of the Language you wish to delete.

Add New Application

Add Language

Enter Language Details	
'Language:	[▾]
Speaking Proficiency:	Low ▾
Reading Proficiency:	Low ▾
Writing Proficiency:	Low ▾

[Save & Return] [Save & Add More] [Cancel] Return to Previous Page

- **Personal Information**

This information will be maintained separately from your application and will not be considered in the application evaluation process. This information is voluntary and not required for employment.

Personal Information	
Date of Birth:	[ ] 📅
'Gender:	Unknown ▾

- **Application Questionnaire**

Answer all of the questions listed. Failure to answer all questions may result in your application not being considered for the position.

Application Questionnaire - All questions are required

Do you have any relatives currently employed by Orange County Board of County Commissioners?

◯ Yes

◯ No

If yes, indicate Relative Name, Relationship, and Division

[ ]

If hired, can you provide proof that you are legally eligible to work in the United States?

◯ Yes

◯ No

Have you ever pleaded no contest to, or been convicted of, a first degree misdemeanor or any felony?

◯ Yes

◯ No

If yes, please explain

[ ]

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- **Referral Information**

Submit Your Application

- When you have completed filling the application, click the **Submit** button.

- If you are NOT ready to Submit, click the **Save** button to save your application. You may access your application at any time through the My Applications page as long as the job posting is still open.

- To close your application without saving, click the **Close Application** button.

Self Identification (External Applicants Only)

- Select the appropriate Gender, Ethnic Group or check the box, which reads: **I decline to provide my self-identification** details.

- Select either the **I agree to these terms** or the **I do not agree to these terms** radio button. Applicants who selected I do not agree to these terms will not be allowed to submit an application for review.

- Click the **Submit** button to be considered for the position.

You have completed the application process. Upon submission, a confirmation of your application will be emailed to you and a list of positions for which you have applied will be displayed.

Careers Home   Job Search   My Saved Jobs   My Saved Searches   My Career Tools   Logout

My Applications

☑ You have successfully submitted your job application.

My Applications

Display applications from: [▼] Refresh

First ◀ Previous | Next ▶ Last

Application	Status	Application Date
Human Resources Analyst	Applied	12/23/2009 3:57PM

Note: Once you have submitted your application, you will not be able to change it.

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