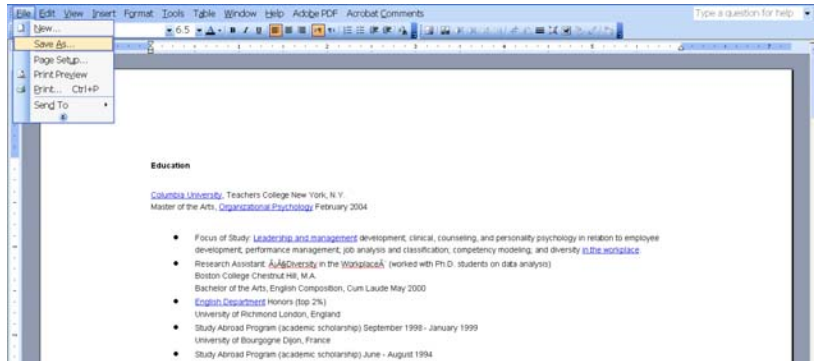


Orange County Government – Careers Guide

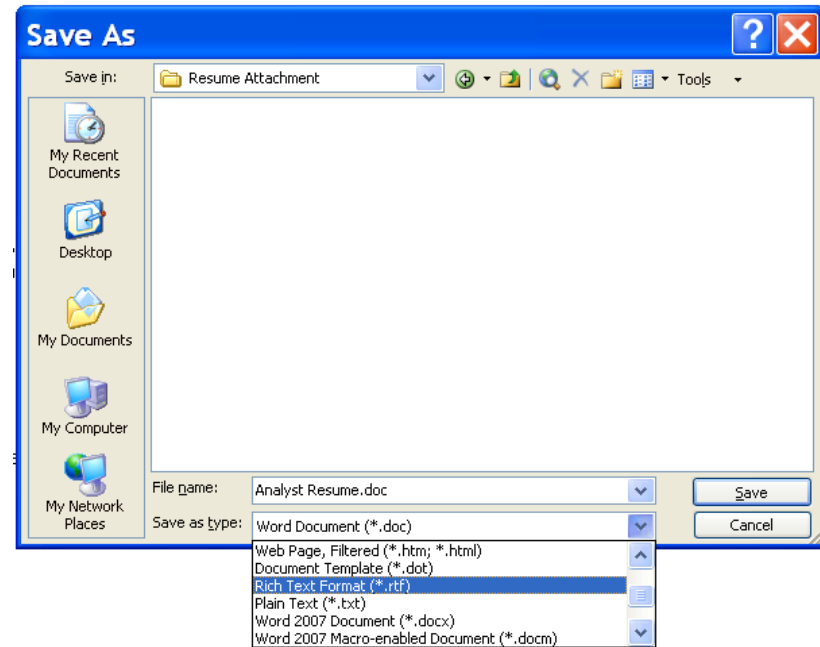
Resume Attachments – For External Applicants


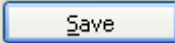
Orange County Government only accepts resumes with file extensions of ".rtf", ".pdf" or ".txt" and the maximum size of resume that can be uploaded is limited to 600KB.

Converting Word Document ".doc" to ".rtf" or ".txt"



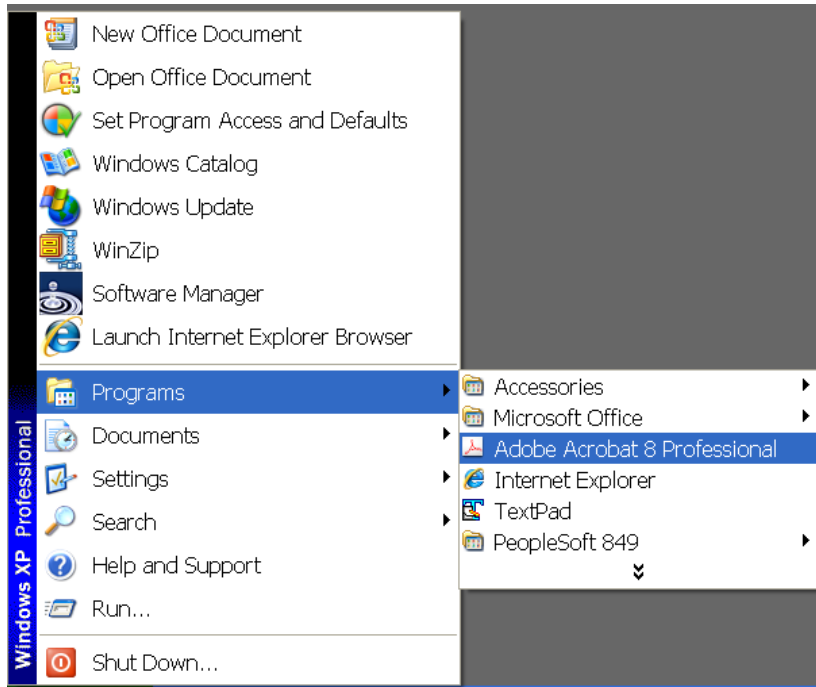
1. Open your resume in Microsoft Word and select File, Save As....



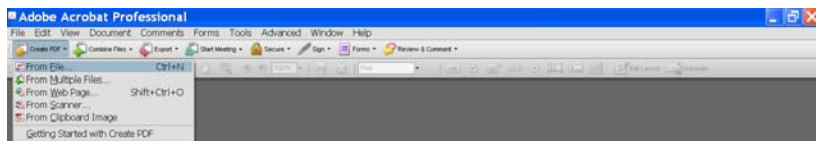
2. On Save as type, click  and select Rich Text Format (*.rtf) or Plain Text (*.txt) and click .
3. Your document has been converted to a different file format.

Converting Word Document “.doc” to “.pdf”

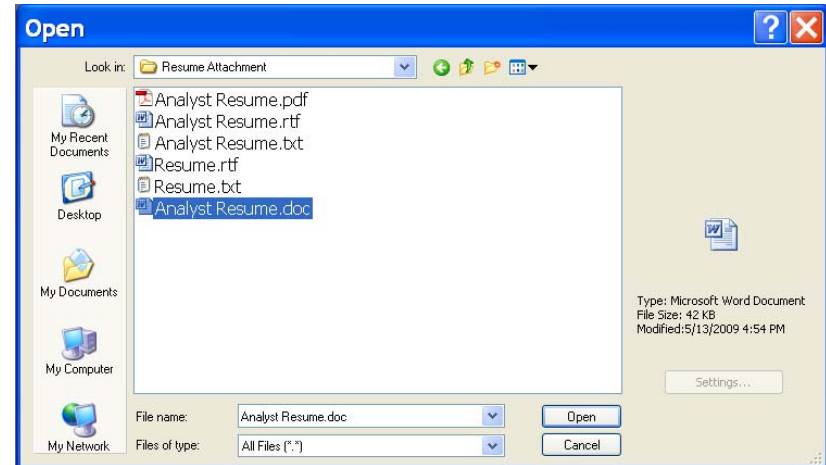
Note: You must already have Adobe Acrobat installed on your pc.



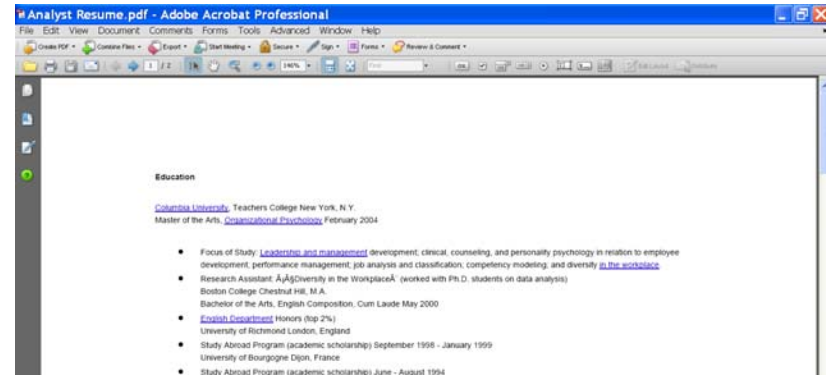
1. Go to Start, Programs, Adobe Acrobat



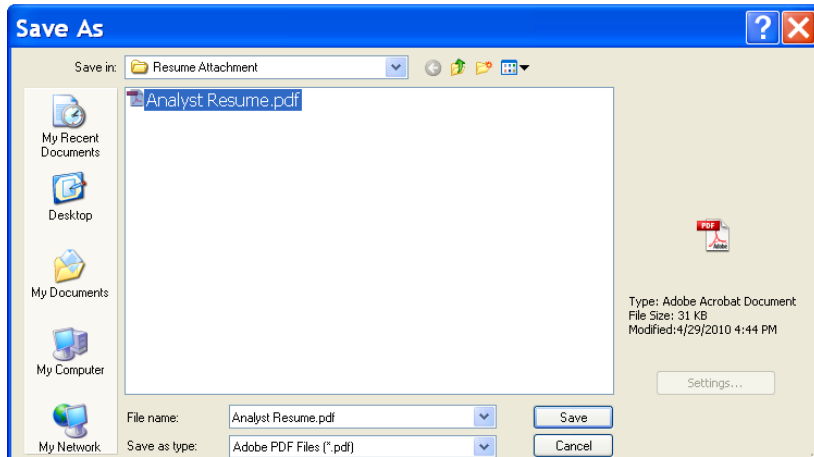
2. Select Create PDF, From File

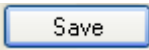


3. Locate and select the file you want to convert and click **Open**.



4. Your document has been converted to a different file format. Select File, Save.



5. Click  when finished.

Upload your Resume

Careers

Current employees of Orange County Government must apply using Self-Service Careers link through MyOCInfo. First time applicants, click the 'Register Now' link. If already registered, enter your Email Address (User Name) and Password, click Login.

Basic Job Search

Keywords:

Posted:

[Search](#) [Advanced Search](#) [Search Tips](#)

Login

Email Addr:

Password:

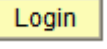
[Login](#) [Login Help](#) [Register Now](#)

Latest Job Postings - To view posting description, click the job posting title link.

Navigation: [First](#) [Previous](#) [Next](#) [Last](#)

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	12/18/2009	Human Resources Analyst	8813	Fire Administration
<input type="checkbox"/>	12/18/2009	Asst Mgr Youth & Family Svc	8812	Youth and Family Services
<input type="checkbox"/>	12/17/2009	Payroll Manager	8811	County Comptroller
<input type="checkbox"/>	12/17/2009	Enterprise Site Administrator	8810	Information Systems & Services
<input type="checkbox"/>	12/17/2009	Administrative Specialist	8809	Fire Rescue Dept

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)

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

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

Careers Home

Welcome Test2a

To add or change your Name / Address / Email / Phone / Password, click 'My Profile' link.

To apply for a position, select a job and click Apply Now.
Answer all questions on the Complete Application page and click Submit.

Basic Job Search **My Career Tools**

Keywords:

Posted: Last Month

[Advanced Search](#)
[Search Tips](#)

[4 Applications](#)
[My Profile](#)

Latest Job Postings - To view posting description, click the job posting title link.

[Next](#)

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	12/18/2009	Human Resources Analyst	8813	Fire Administration
<input type="checkbox"/>	12/18/2009	Asst Mgr Youth & Family Svc	8812	Youth and Family Services
<input type="checkbox"/>	12/17/2009	Payroll Manager	8811	County Comptroller
<input type="checkbox"/>	12/17/2009	Enterprise Site Administrator	8810	Information Systems & Services
<input type="checkbox"/>	12/17/2009	Administrative Specialist	8809	Fire Rescue Dept

[Select All](#)
[Deselect All](#)

2. Click the [Job Title](#) link to view the job posting description.

Job Description

Job Title: Sr. HRIS Analyst

Job ID: 8811

Location: Human Resources

Full/Part Time: Full-Time

Regular/Temporary: Regular

[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 button.

Apply Now

Choose Resume

Resume Options

How would you like to proceed?

Apply without using a resume

Upload a new resume

Continue [Return to Previous Page](#)

Attached resumes will not be used in lieu of a complete Orange County application. If your application meets the minimum qualifications of the job opening(s) a copy of your resume will be forwarded to the hiring authority along with the application.

Orange County Government only accepts resumes with file extensions of ".rtf", ".pdf" or ".txt" and the maximum size of resume that can be uploaded is limited to 600KB.

Resume Option

There are two resume options when applying for a job for the first time:

- Apply without using a resume
- Upload a new resume

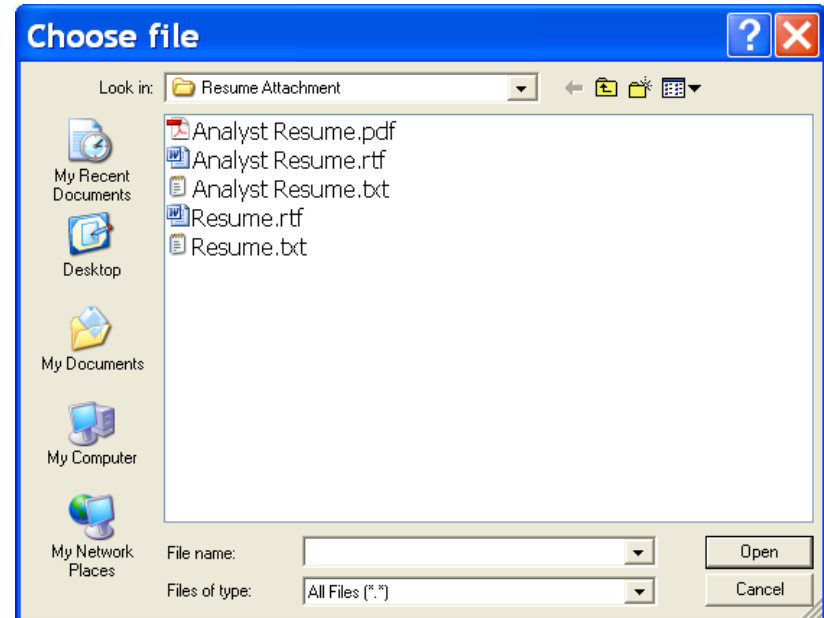
If you do not want to attach a resume, select "Apply without using a resume" and click Continue.

If "upload a new resume" is selected you can browse your documents to upload the file.

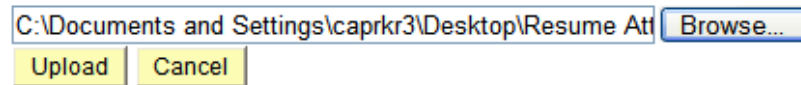
4. Click **Continue** to proceed.



5. Click **Browse...** to find your file.



6. Select the resume attachment and click Open.



7. Click **Upload**.

[Apply Now](#)

Enter Resume Text

Resume Text	
Resume Title:	<input type="text" value="Analyst_Resume.rtf"/>
Language:	English
File Name:	View Attachment

[Continue](#) [Close](#) [Return to Previous Page](#)

8. You may rename the Resume Title or click [Continue](#) to proceed to the application.

A third resume option "Use an existing resume" is available only if a resume has been uploaded for a previous application.

[Apply Now](#)

Choose Resume

Resume Options	
How would you like to proceed?	
<input type="radio"/> Apply without using a resume	
<input type="radio"/> Upload a new resume	
<input checked="" type="radio"/> Use an existing resume	<input type="text" value="Select Resume..."/>
	<input type="text" value="Analyst_Resume.rtf"/>
	<input type="text" value="Select Resume..."/>

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

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