

# Orange County Government – Careers Guide

## Search for Job Openings and Create Job Agents – For External Applicant

**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: Last Month

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

**Login**

Email Addr:

Password:

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

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

◀◀ First ◀ Previous | Next ▶ Last ▶▶

Date	Job Title	Job ID	Location
<input type="checkbox"/> 08/24/2011	<a href="#">Fire Rescue Recruit</a>	10526	Fire Training & Info Tech
<input type="checkbox"/> 08/22/2011	<a href="#">Administrative Specialist</a>	10523	Human Resources
<input type="checkbox"/> 08/22/2011	<a href="#">Corrections Nurse</a>	10525	Corr Health Services
<input type="checkbox"/> 08/08/2011	<a href="#">Sr. HRIS Analyst</a>	10522	Human Resources
<input type="checkbox"/> 08/03/2011	<a href="#">Fire Rescue Recruit</a>	10520	Fire Training & Info Tech

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

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

### Job Search

**3 Results Found**

**Search Results**

[Select All](#) [Deselect All](#)   ◀◀ First ◀ Previous | Next ▶ Last ▶▶

**Search Results**

Select	Created	Posting Title	ID Nbr	Job Family	Location
<input type="checkbox"/>	08/22/2011	<a href="#">Administrative Specialist</a>	10523	Administrative Support	Human Resources
<input type="checkbox"/>	07/29/2011	<a href="#">Administrative Specialist</a>	10516	Administrative Support	Human Resources
<input type="checkbox"/>	07/29/2011	<a href="#">Senior Program Manager</a>	10519	Head Start	Office of Medical Director

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

[Return to Previous Page](#)

2. The search criteria box will collapse and a list of matching jobs will be returned in the Search Results.
3. From here you can view the job posting description and apply for the position.

### Basic Job Search

Enables applicants to search for jobs that contain 'Keyword(s)' that fall within specific posting dates.

1. Enter a word or phrase to match the job title or job description and click the  button.

## Advanced Job Search

Enables applicants to enter additional search criteria to search for jobs that fall within specific posting dates.

**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:  ▼

**Login**

Email Addr:

Password:

---

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

◀◀ First | Previous | Next | Last ▶▶

Date	Job Title	Job ID	Location
<input type="checkbox"/> 08/24/2011	<a href="#">Fire Rescue Recruit</a>	10526	Fire Training & Info Tech
<input type="checkbox"/> 08/22/2011	<a href="#">Administrative Specialist</a>	10523	Human Resources
<input type="checkbox"/> 08/22/2011	<a href="#">Corrections Nurse</a>	10525	Corr Health Services
<input type="checkbox"/> 08/08/2011	<a href="#">Sr. HRIS Analyst</a>	10522	Human Resources
<input type="checkbox"/> 08/03/2011	<a href="#">Fire Rescue Recruit</a>	10520	Fire Training & Info Tech

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

1. Select the [Advanced Search](#) link.

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

## Job Search

**Advanced Job Search**

[Basic Search](#) [Search Tips](#)

**Enter Keywords:**

**Select Locations:**

- All Job Locations
- Administrative Services Dept
- Animal Services
- Board of County Commissioner
- Building Safety

To select multiple values, hold down the Ctrl key (Command key for Macs) while making selections

**Select Job Families:**

- All Job Families
- Administrative Support
- Animal Care & Control
- Arts & History Museum
- Building & Zoning

**Full/Part Time:**

**Regular/Temporary:**

**Desired Pay:**

**Currency:**

**Job Opening ID:**

**Recruiter:**

**Hiring Manager:**

**Find Jobs Posted Within:**  ▼

**Display Results Sorted By:**

[Basic Search](#) [Search Tips](#)

[Return to Previous Page](#)

- Set your job search criteria by using one of the following fields.

**Keywords** – This field is not case-sensitive. Enter a word or phrase to match the job posting title or job description.  
**Locations** – Recruiting location associated with the job opening. To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections.  
**Job Families** – Job Family associated with the job code. To select multiple job families hold down the Ctrl key (Command key for Macs) while clicking selections.  
**Full-Time/Part-Time** – Select Full or Part Time  
**Regular/Temporary** – Select Regular or Temporary  
**Desired Pay** – Enter the desired pay amount and select the currency type (USD is standard) from the drop down selection box.  
**Job Opening ID** – Enter the numeric identifier to search for a specific job opening. *Note: If you enter a number in this search criterion, it is not necessary to enter other search criteria.*  
**Find Jobs Posted Within** – Select a time duration to search for jobs posted within a specified period.  
**Display Results Sorted By** – Select a criteria in order to have search results display in a specified order.

- Once your search criteria are set, click the



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

### Job Search

[View Advanced Search Criteria](#)

3 Results Found

Search Results

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#) [First](#) [Previous](#) | [Next](#) [Last](#)

Select	Created	Posting Title	ID Nbr	Job Family	Location
<input type="checkbox"/>	08/22/2011	<a href="#">Administrative Specialist</a>	10523	Administrative Support	Human Resources
<input type="checkbox"/>	08/08/2011	<a href="#">Sr. HRIS Analyst</a>	10522	Human Resources	Human Resources
<input type="checkbox"/>	07/29/2011	<a href="#">Administrative Specialist</a>	10516	Administrative Support	Human Resources

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

[Return to Previous Page](#)

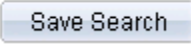
- The search criteria box will collapse and a list of matching jobs will be returned in the Search Results.
- From here you can view the job posting description and apply for the position.

## Save Search Criteria as a Job Agent

When applicant saves search criteria as a job agent, the system checks for job openings that meets the search criteria. If there's a match, the system sends an email to the applicant that notifies them of the job openings.

The screenshot shows the 'Job Search' page with the following elements:

- Navigation links: [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [My Saved Searches](#), [My Career Tools](#)
- Section: **Job Search**
- Section: **Advanced Job Search**
  - Buttons: Search, Clear, Save Search, Basic Search, Search Tips
  - Enter Keywords:
  - Select Locations:
    - All Job Locations
    - Administrative Services Dept
    - Animal Services
    - Board of County Commissioner
    - Building Safety
  - To select multiple values, hold down the Ctrl key (Command key for Macs) while making selections
  - Select Job Families:
    - All Job Families
    - Administrative Support
    - Animal Care & Control
    - Arts & History Museum
    - Building & Zoning
  - Full/Part Time:
  - Regular/Temporary:
  - Desired Pay:
  - Currency:
  - Job Opening ID:
  - Recruiter:
  - Hiring Manager:
  - Find Jobs Posted Within: Last Month
  - Display Results Sorted By:
- Buttons at the bottom: Search, Clear, Save Search, Basic Search, Search Tips

1. Select the criteria you want to use and click the  button.


The screenshot shows the 'Login' page with the following elements:

- Section: **Login**
- Text: You must login or register in order to continue. [Register Here.](#)
- Form:
  - Label: Login
  - Email Addr:
  - Password:
  - Buttons: Login, Login Help, Register Now
- Link: [Return to Previous Page](#)

2. You will be prompted to log in if you have not already done so.

The screenshot shows the 'Save Search' page with the following elements:

- Section: **Save Search**
- Form:
  - \*Name your search:
  - Use As Job Agent
  - Send Job Agent notification to:
- Buttons: Save Search, Cancel

3. Enter a description to name your search.
4. Select the 'Use As Job Agent' check box to save the search criteria as a job agent.
5. Enter the email address, to which the job agent notifications will be sent.
6. Click the  button.
7. Saved searches will be listed under My Saved Searches.

## My Saved Searches

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

### My Saved Searches

Saved Searches and Job Agents

Saved Search	Created On	Job Agent Email Address	Edit	Delete Search	Run Search
HUMAN RESOURCES	08/25/2011	test@gmail.com	<a href="#">Edit</a>	<a href="#">Delete Search</a>	<input type="button" value="Run Search"/>

1. To update your saved search, click on [Edit](#) link.
2. To remove your saved search, click on [Delete Search](#) link.
3. To start your search, click the  button.