How to Apply for a Job as an External Applicant

The training document provides instructions for how to apply for a job as an External Applicant using Employee Self Service.

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How to apply for a job as an external applicant

1. Visit [https://www.clackamas.us/jobs](https://www.clackamas.us/jobs) and click on the **Apply FOR A CAREER** button.

2. Click on **Job Search**.

3. Click **New User**. If you have an account, click Sign In and skip to #5.
4. Enter **Account** and **Address Information**. **Note:** the system auto fills extra dots as a security measure in *Password and *Confirm Password fields. Ignore the dots and continue.

5. Click **View Terms and Conditions**. Once the Application Terms and Conditions are read, click the X to return to the New User Registration page.

6. Click the checkbox **I agree to the Terms and Conditions** and click on **Register**.
7. Click View All Jobs.
Search for a job

1. Scroll through the list of jobs
2. Filter by clicking on links under headers such as location, department or job family
3. Search for available positions by entering the job opening id, keywords (i.e. Deputy, Manager or Nurse)
4. Click on the job row to view the job description.
1. After viewing the job description, click on **Apply for Job**.

![Job Description Page](image)

Not all positions require a resume.

- If a resume is required as part of the application process, it will be one of the job application steps.
- Please refer to the Table of Contents for instructions on adding a Resume and Cover Letter.
2. After clicking **Apply for Job**, a page will appear with Step 1 of XX (XX = # of Steps in the application process).

Based on the position, the # of steps in the application process can vary. The example in this training document illustrates Step 1 of 13 steps.

3. Click **View Terms and Conditions**. Once the Application Terms and Conditions are read, click the X to return to Step 1.

4. Click the checkbox **I agree to the Terms and Conditions** and click on **Next** to continue your application.
Preferences

5. Please select your employment preferences and click on **Next** to continue to the next step.

Online Questionnaire

6. Please answer the Online Questionnaire and click on **Next** to continue to the next step.

   All questions must be answered including the open-ended questions before continuing to the next step.

   ✓ If an open-ended question doesn’t apply to you, please enter N/A.
7. On the Education page, please select your **Highest Education Level** by clicking on the drop-down arrow.

8. If applicable, click on **Add Degrees**.

9. Click on the magnifying glass to access a Lookup menu for selecting data such as degrees and major codes.
10. Not finding what you need in the Search Results list? Click on **Search Criteria**.

11. Enter keyword in the **Description** field and click **Search**.

   **Note**: The Search locates records by the **beginning characters** of the **Description Name**.

   a. Use wildcards (% symbol) to expand the search beyond the ‘Begins with’ condition.

   i. **%Business**: Searches for data containing the word ‘Business’ at the end of a data string.
12. In the illustration below, the Search Results return any Description containing the word Business. Click on the applicable Description to select as the Major Code.

13. After all the required fields are entered on the Add Degrees page, click Done.

14. After entering all Education, click on Next to continue to the next step.
Current and Prior Employment

15. On the Current and Prior Employment page, click Add Work Experience or + to Add Work Experience. Please enter all relevant experience (paid and unpaid) that is applicable to the position you are applying.

16. After entering all Current and Prior Employment, click on Next to continue to the next step.
17. On the Languages page, click Add Language Skills or to Add Language Skills.

18. After entering all Languages (if applicable), click on Next to continue to the next step.
References

19. On the References page, click Add References or to Add References.

20. After entering all References, click on Next to continue to the next step.
Add Attachment

21. On the Add Attachment page, click Add Attachment to Add Attachment.

Only documents requested in the job posting should be added as an attachment.

Attachments added that were not requested in the job posting may not be reviewed or considered in the screening process.

22. From the drop-down arrow, select the *Attachment Type = Supplemental Materials and type in any *Attachment Title to describe the attachments.

23. Click Continue to access the File Attachment page.
   a. Click My Device to locate your attachments.
b. Once document is attached, click on **Upload**.

c. **Click Done** once the Upload Completes.

d. **Click Done** on the **Add Attachment page**.
24. After entering **Attachments**, click on **Next** to continue to the next step.

![Image of the Attachments section in the application process]

**Conviction Disclosure**

25. On the **Conviction Disclosure** page, click **Add Conviction Disclosure**.

Not all positions require Conviction Disclosure(s) as part of the application process.

- If the Conviction Disclosure is required as part of the application process, it will be one of the job application steps.
- This step only appears for those positions exempt from the restrictions under Oregon Law Chapter 559 (2015 Laws) House Bill 3025.
26. After entering **Conviction Disclosure**, click on **Next** to continue to the next step.

27. If applicable, enter **Accommodation Request**, click on **Next** to continue to the next step.
How did you find out about us?

28. After entering **How did you find out about us?**, click on **Next** to continue to the next step.

Self-Identify

29. After selecting one of the **Self-Identify – Disability** options, click on **Next** to continue to the next step.
30. After selecting one of the **Self-Identify – Veteran** options, click on **Next** to continue to the next step.

31. After selecting one of the **Self-Identify – Diversity**: Gender and Ethnicity and Race Identification options, click on **Next** to continue to the next step.
32. Review your application and make any changes before submitting.

No updates can be made to a Submitted application.

- If you determine data needs to be corrected on your submitted application, please CALL our office during regular business hours (M-Thr, 7:00 a.m. to 6:00 p.m., Pacific Time) PRIOR TO THE RECRUITMENT CLOSE DATE at (503) 655-8459.
- We can reset your status to “Not Submitted”. This allows you the ability to log back into ESS to update and re-submit your application prior to the recruitment close date.
- When you call, please provide your name, JOB TITLE and JOB ID for the position you are applying.
- Note: Under Preferences, please disregard Willing to Travel: Never or Rarely and Ready to Relocate: No. These fields are hidden on the preferences page and cannot be changed.

33. Once your application is complete, click Submit.
34. Once submitted, you will receive an Application Confirmation and an email confirmation.

Illustrates Application Confirmation

Illustrates Email Confirmation

[Please Note: This message was automatically generated. Please do not respond. We encourage you to save this email for future reference.]

Dear Applicant Name,

Thank you for expressing an interest in the following position(s) submitted on 2017-05-20:

104200-Administrative Assistant (Resolution Services)
Adding a Resume or Cover Letter

- If a resume is required as part of the application process, it will be one of the job application steps.

1. Click **Attach Resume**.

   a. Click **My Device** to locate your attachments.

   ![File Attachment Dialog](image1.png)

   b. Once document is attached, click on **Upload**.

   ![File Attachment Dialog](image2.png)

   c. Click **Done** once the Upload Completes.
d. Attach cover letter using the same method outlined for attaching the resume.

2. After adding Resume and Cover Letter attachments, click on Next to continue to the next step.
How to add Veterans’ Preference Proof of Eligibility Documents

Types of Eligibility Documents: DD214, DD215, and Letter from the Department of Veterans Affairs certifying Disabled Veteran Status

Once you provide your documentation there is no need to provide it again should you submit additional applications in the future.

If you need to delete your documentation or provide an updated copy contact the Department of Human Resources at (503) 655-8459 or send us an email.

1. After logging into ESS, click on Careers and click on My Job Applications on the Careers homepage or select My Job Applications under the Actions List.

2. Under My Cover Letters and Attachments, click Add Attachment.

3. After selecting *Attachment Type from the drop-down menu and entering the *Attachment Title, click Continue.
4. Click **My Device** to locate your attachments.

5. Once document is attached, click on **Upload**.

6. Click **Done** once the Upload Completes.
7. Click **Save**.

8. The illustration below displays how your attachments should look after uploading it.
Not Ready to Submit the Application? Save as Draft for Later Submission.

1. Click on **Save as Draft**.

2. Click **OK**.

Exit the Application

1. Click **Exit** on the top left hand side of screen and click **Yes** to exit the application.

   Make sure you have saved your application before exiting.
How do I sign out of Careers?

1. Click the **Actions List** and click **Sign Out**.