

Searching and Applying for Jobs In CAPPS Recruiting

Accessing Job Postings:

1. To search and apply for Jobs, click on the following link:
<https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>.
2. After clicking on the appropriate link, click either the 'My Jobpage' tab or the 'Sign In' link in order to login.

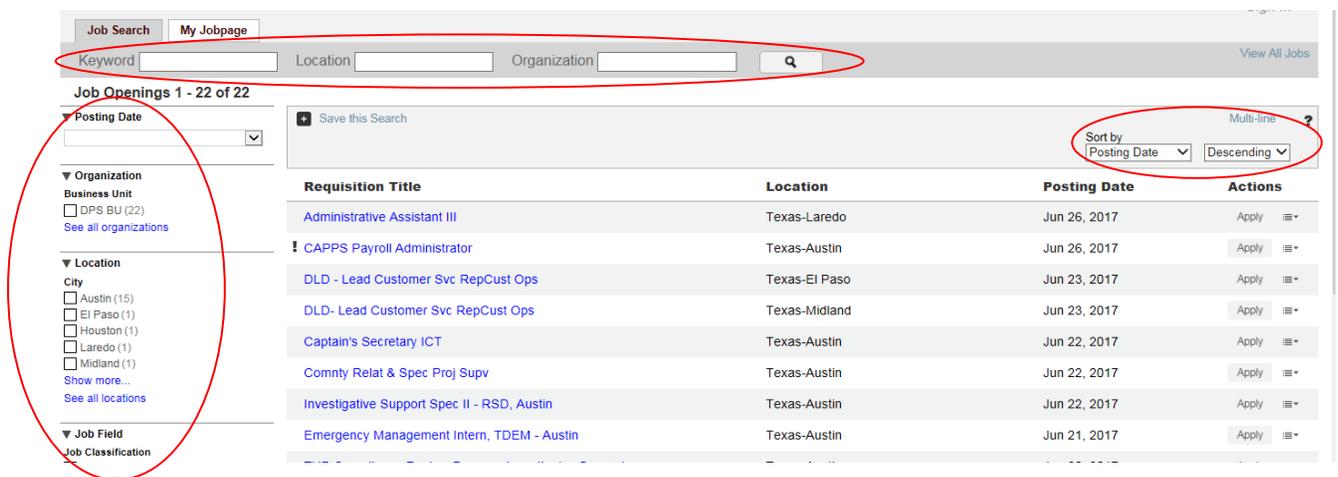


3. On the Privacy Agreement page, click "I Accept" to continue.
4. Enter your User ID (for current CAPPS User ID) and password in the appropriate fields.
5. **If you haven't created a CAPPS User Profile, then click "New User" to set up your profile.**

**** YOU MUST HAVE A CAPPS USER PROFILE TO SEARCH OR APPLY FOR JOBS ****

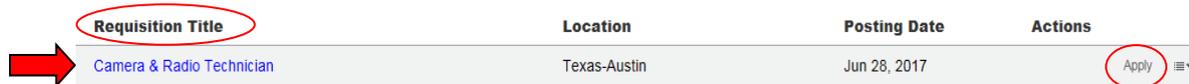
Search/Apply for a Job:

1. Select the 'Job Search' tab to search for posted vacancies. You may narrow your search results by using the various filters available.



2. Once you have found a Job you would like to apply for there are several options available; you can apply directly to a posting or you have the option of saving a Job(s) to your 'Job Cart'. The different options are listed below:

- a. On the main Search page, you can click on the 'Apply' button under 'Actions' for the specific Job you want to apply for.



- b. On the main Search page, you can click on the specific Requisition Title to bring up the Job Posting, then click on the 'Apply Online' button or you can click on the 'Add to My Job Cart' button to save the posting and apply later. See example:



Job Description

Camera & Radio Technician (00001166)

Organization: Department of Public Safety

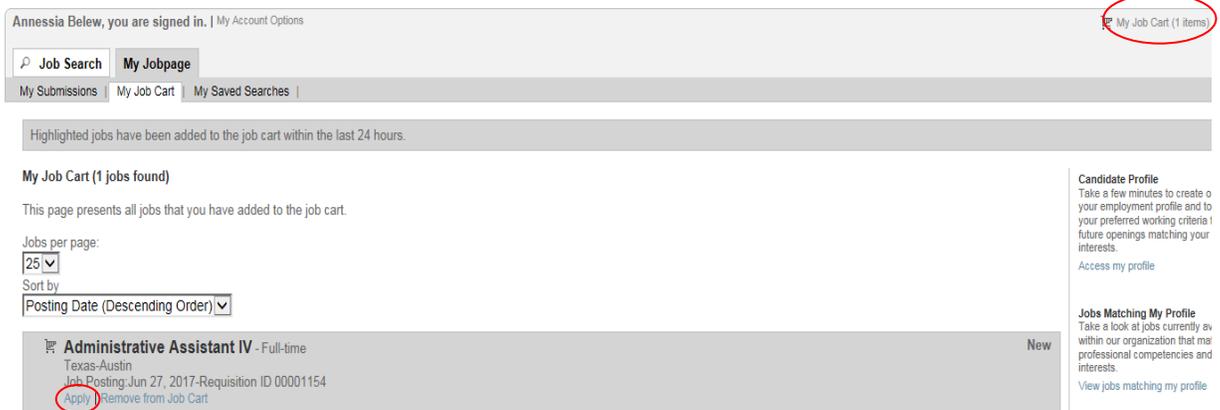
Primary Location: Texas-Austin

Work Locations: AUSTIN (GOLFCOURSE RD) 10335 GOLFCOURSE RD Austin 78719

Job: Architecture and Engineering

Employee Status: Regular

- c. If you save a Job(s) to your Job Cart, you can apply for those jobs by clicking on the 'My Job Cart' icon at the top right of the screen, then click the 'Apply' button under the Job Posting information.



3. After clicking on 'Apply' or 'Apply Online' it will automatically bring up your application where you can make any updates.

Note: You can quickly move to the different sections of the application by using the navigation tool at the top of the application. Use the arrow keys on each side to show additional sections, then click on the Section name to go to that particular part of the application.



4. You will be required to E-Sign your application in order to submit your application.

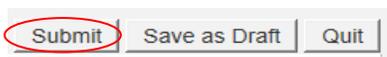
Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

Please enter your full name:

5. Next complete the 'Diversity Survey' and 'How did you Hear about this Job?' sections.
6. The last section is 'Review and Submit'. When you are ready to apply, click the 'Submit' button.

Note: If at any point you are unable to finish your application, you can click the 'Save as Draft' button and complete it at a later time. Just keep in mind that your application is not submitted until your application is complete, E-Signed and you click 'Submit'.



Viewing Profile/Employment Information:

- The 'My Jobpage' tab is where you can:
 - a. Update your Profile
 - b. View Draft and/or Completed Submissions
 - c. View the Job Status for each Job Posting (Inactive, Accepting Submissions, etc.)
 - d. View the Submission Status for each Job Posting (Under Consideration, Not Selected, etc.)
 - e. Withdraw your application for a particular Job Posting
 - f. View Email Messages

The screenshot shows the 'My Jobpage' tab selected. Below the navigation bar, there are links for 'My Submissions', 'My Job Cart', and 'My Saved Searches'. The main heading is 'My Submissions (8 job submissions found)'. A note states: 'This page displays all relevant details related to your draft and completed submissions.' Below this is a 'Submissions per page:' dropdown menu set to '10'. The 'Draft Submissions' section lists three jobs:

- Clerk/Receptionist** - Full-time
Texas-San Antonio
Job Number: 00001078
Job Status: Inactive (No Longer Accepting Job Submissions)
[View Submission](#) | [Withdraw](#)
- Admin Asst Capitol** - Full-time
Texas-Austin
Job Number: 00001107
Job Status: Inactive (No Longer Accepting Job Submissions)
[View Submission](#) | [Withdraw](#)
- DLD Hrlly Cust Svc Rep II HQ** - Part-time
Texas-Austin
Job Number: 00000999
Job Status: Inactive (No Longer Accepting Job Submissions)
[View Submission](#) | [Withdraw](#)

Logging out:

- To log out from the 'Job Search' tab click on the dropdown arrow next to your name and select 'Sign Out' or from the 'My Jobpage' tab click 'Sign Out' on the upper right corner.

The screenshot shows the user interface for Annessia Belew. At the top, it says 'Welcome Annessia Belew. You are signed in.' The user's name 'Annessia Belew' is in the top right corner with a dropdown arrow. The dropdown menu is open, showing options: 'Profile', 'Account', 'Saved Searches', 'Jobs Matching My Profile', and 'Sign Out'. The 'Sign Out' option is circled in red. Below the menu, there are search filters for 'Job Search' and 'My Jobpage', both circled in red. At the bottom of the page, there is a 'My Job Cart (0 items)' link and a 'Sign Out' link, both circled in red.