Jacksonville Transportation Authority Recruitment Site Reference Manual
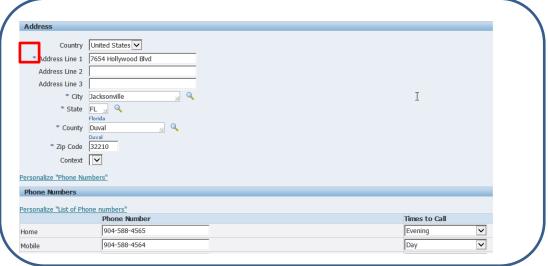
<u>Welcome to the JTA i-Recruitment web site</u>. This site allows for open collaboration between you and our organization during the recruitment process. First time users will have to register an account with us. Once you have opened this account you can log in and apply for a vacancy at any time.

During the account registration process you will be prompted to upload a Resume (if you have one) and complete 3 tabs of information – 'Personal Information', 'Qualifications & Skills' then 'Preferences'. This is the profile you will use to apply for any open job you're interested in.

<u>PERSONAL INFORMATION TAB</u> -- As you complete your profile you will find some fields are required indicated by an (*) others may not be required. It will be to your benefit to complete as many fields as possible or have that data referenced in your resume to ensure the best review of your qualifications.

QUALIFICATIONS AND SKILLS TAB -- If you have your employment history listed on your resume, please still include at minimum your current employment data and one prior history as well. Take advantage of Skills and Education Sections to further your profile.
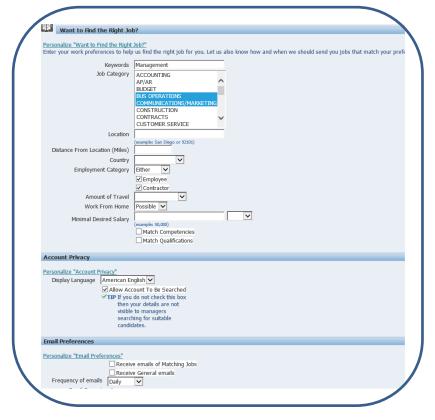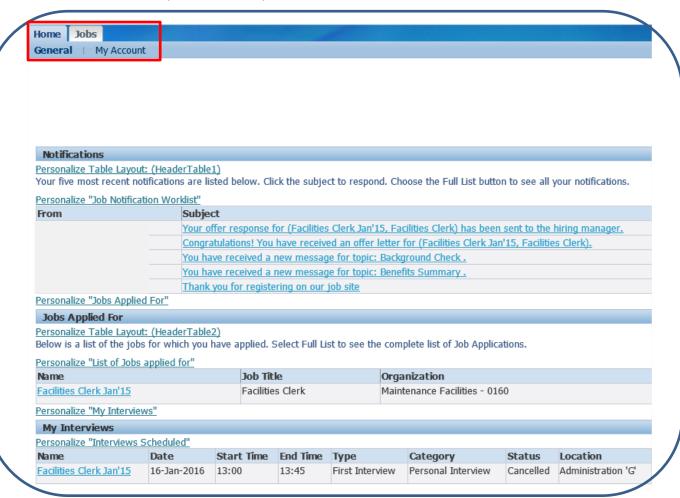
Personal Information	Qualifications and Skills	Preferences	Login Information

Personalize "Qualifications and Skills"
* Indicates required field
Personalize "Qualifications and Skills"
Personalize "Employment History"

Employment History

Personalize "List of Previous Employers"
Show All Details | Hide All Details

Details Employer		Start Date		End Date		Job Title	Location
⊟ Hide	Paramount Studios	April ▾	2000 ▾	September ▾	2015 ▾	Actor	Hollywood
Description of Job Duties	Filmed and Produced Movies						

[Add Another Employer]

Personalize "Skills"

Skills

Please enter your own assessment of the skills which you currently possess.
Personalize "List of Skills"

*Skill	Level	Additional Competence Element Details
Powerpoint	Skilled ▾	
Excel	Expert ▾	

[Add Another Skill]

Personalize "Education Qualifications"

Education Qualifications

Please enter details of the colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a scho... those later as Additional Qualifications.
Personalize "List of Educational Qualifications"

*College or University	*Location	*Degree	Major Subject	Date Received	
USC Berkley	Santa Monica	Doctorate Degree ▾	Philosophy	June ▾	1998 ▾

PREFERENCES TAB – Use the tools on this tab to help you stay alerted to areas of the JTA you are interested in. When you select specific keywords or job categories you can choose to receive alerts when we post vacancies that meet your criteria. The privacy feature allows us to find match your skills making you a potential candidate even though you may not have applied for an opening.

📖 **Want to Find the Right Job?**

Personalize "Want to Find the Right Job?"
Enter your work preferences to help us find the right job for you. Let us also know how and when we should send you jobs that match your prefe...

Keywords	Management
Job Category	ACCOUNTING
	AP/AR
	BUDGET
	BUS OPERATIONS
	COMMUNICATIONS/MARKETING
	CONSTRUCTION
	CONTRACTS
	CUSTOMER SERVICE
Location	
	(example: San Diego or 92101)
Distance From Location (Miles)	
Country	▾
Employment Category	Either ▾
	☑ Employee
	☑ Contractor
Amount of Travel	▾
Work From Home	Possible ▾
Minimal Desired Salary	▾
	(example: 50,000)
	☐ Match Competencies
	☐ Match Qualifications

Account Privacy

Personalize "Account Privacy"

Display Language	American English ▾
	☑ Allow Account To Be Searched
	✓TIP If you do not check this box then your details are not visible to managers searching for suitable candidates.

Email Preferences

Personalize "Email Preferences"

	☐ Receive emails of Matching Jobs
	☐ Receive General emails
Frequency of emails	Daily ▾

ADDITIONAL TIPS ABOUT I-RECRITMENT AND YOUR ACCOUNT – In addition to your account profile, you will have home page that will store any notifications you have received. It will also display a confirmation section for any jobs you've applied for and any interviews that have been scheduled. You will be notified at the e-mail address you have on file if the system generates a notification to your homepage so it will not be necessary to log onto your account on a frequent basis wondering. In the event you have an interview scheduled a recruiter will contact you personally. Your homepage only confirms the interview you have already discussed.

Home	Jobs
General	My Account

Notifications

Personalize Table Layout: (HeaderTable1)
Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.

Personalize "Job Notification Worklist"

From	Subject
	Your offer response for (Facilities Clerk Jan'15, Facilities Clerk) has been sent to the hiring manager.
	Congratulations! You have received an offer letter for (Facilities Clerk Jan'15, Facilities Clerk).
	You have received a new message for topic: Background Check .
	You have received a new message for topic: Benefits Summary .
	Thank you for registering on our job site

Personalize "Jobs Applied For"

Jobs Applied For

Personalize Table Layout: (HeaderTable2)
Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications.

Personalize "List of Jobs applied for"

Name	Job Title	Organization
Facilities Clerk Jan'15	Facilities Clerk	Maintenance Facilities - 0160

Personalize "My Interviews"

My Interviews

Personalize "Interviews Scheduled"

Name	Date	Start Time	End Time	Type	Category	Status	Location
Facilities Clerk Jan'15	16-Jan-2016	13:00	13:45	First Interview	Personal Interview	Cancelled	Administration 'G'

FINDING JOBS – Look for special 'Advanced Search Options' or 'Quicklinks' while navigating the system. If you are looking for the latest openings, click the New Jobs (Last 7 days) Link. If you are looking for something more specific use the advanced search feature.

Quick Links

- New Jobs (Last 7 days)
- New Contract Jobs
- Sales Jobs
- Search for Jobs

Advanced Search

Personalize Table Layout
Note that the search is case insensitive

Keywords
(example: Marketing Java DBA)
Location
(example: San Diego or 92101)
Country
Distance From Location (Miles)
☑ Employee
☑ Contract

Job Category
ACCOUNTING
AP/AR
BUDGET
BUS OPERATIONS
COMMUNICATIONS/MARKETING
CONSTRUCTION
CONTRACTS
CUSTOMER SERVICE

Date Posted
Amount of Travel
Work at Home
Employment Status

Search   Clear

Personalize "Results for the Job search"