

Welcome to the Oakland County Applicant Tutorial

This Tutorial will take approximately 15 minutes



Making the application work for YOU!

After reviewing this tutorial you will have learned how to apply for a job and manage your OAKLAND COUNTY Job Search

You will have the ability to:

- Learn about Employment Opportunities at Oakland County
- Search for specific Jobs
- Create an Employment Profile
- Apply online for a Job
- Add a resume or other documents to your Oakland County Employment Application
- Save your searches and set up a notification of new postings

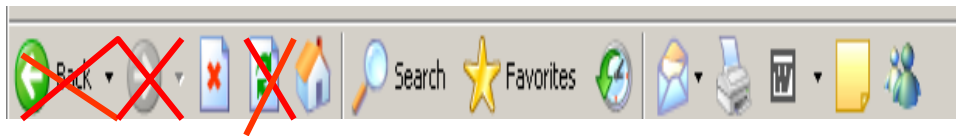
Getting Started

Suggested Items to have prior to applying

- Education, references, and employment information. It is a good idea to have your job duties saved in a Word document prior to completing your application so you can copy/paste into the application.
- An electronic copy of any document that you may want to include with your application (resume, cover letter) in Word format.

Helpful Tips

- ***Do not*** use your Browsers “**Back**” “**Forward**” or “**Refresh**” buttons to navigate the site. This may cause unexpected or unwanted results including losing your saved information. Please use the required navigational buttons within the site, to ensure the correct results.



- If you leave your computer before completing all of the data for your application, be sure to click **Save as Draft** to protect the security of your data. We recommend using the Save for Draft button often. There is a 15 minute timeout per page. Copy/paste your employment details from a Word document to save time.
- Asterisk (*) denotes a section where information is required

Careers

The screenshot shows the Oakland County Michigan Careers website interface. It includes a search section, a login section, and a table of latest job postings. Three callout boxes provide instructions: 'New users click here to Register' points to the 'click here to Register' link; 'Existing users log in here' points to the 'Login' button; and 'If you forget your password, click here' points to the 'Login Help' link.

Basic Job Search

Keywords:

Posted:

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

Login

User Name:

Password:

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

Latest Job Postings

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

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	05/10/2010	Clinical Psychologist I-Children's Village	10638	Children's Village
<input type="checkbox"/>	05/10/2010	Social Worker I-Children's Village	10639	Children's Village
<input type="checkbox"/>	05/10/2010	Chf Corrections Program Svcs- CLOSING 5/17/10	10640	Sheriff
		Contingent Staff Nurse-PART-		

Registering

Careers - Windows Internet Explorer

Oakland County
Michigan

Sign out

http

Register

Enter your new user name and password.

Enter Registration Information

*User Name

*Password

*Confirm Password

[Return to Previous Page](#)

This will be your new user name and password. You will need to use this information each time you log into Oakland County Job Applications

Select Register once you have completed your user name and password.

Careers Home

Basic Job Search

Keywords:

Posted:

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

My Career Tools

- [0 Applications](#)
- [0 Cover Letters and Attachments](#)
- [0 Saved Resumes](#)
- [My Profile](#)

Notifications

You do not have any notifications.

Latest Job Postings

Navigation:

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	05/10/2010	Clinical Psychologist I-Children's Village	40638	Children's Village

Callout 1: You will need to create your profile before applying. (Points to [My Profile](#))

Callout 2: You may view jobs prior to creating a profile. Click the job of interest you would like to view. (Points to [Clinical Psychologist I-Children's Village](#))

Your Profile

Please follow these instructions

Please provide your information and other contact details in order to continue with the application. WE STRONGLY RECOMMEND YOU INCLUDE AN E-MAIL ADDRESS to receive communications. If you edit this information, all prior applications will reflect this change.

Careers - Windows Internet Explorer

Oakland County Michigan Sign out

My Profile

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Save [Return to Previous Page](#)

Member Information

User Name: alex1
Password: [Change Password](#)
Preferred Method of contact:

Name

Name Format:
Name Prefix: Name Suffix:
*First Name:
Middle Name:
*Last Name:
Former Name(s):

Select your preferred method of contact

Enter any Former Names if applicable

Personal Information

Careers - Windows Internet Explorer

Oakland County Michigan

*Last Name:

Former Name(s):

List name(s) and relationship(s) of relatives employed at Oakland County (natural, adoptive, step, or foster).

Relative Name(s):

Address

Country:

*Address 1:

Address 2:

Address 3:

*City: *State:

*Postal:

County:

Email

Primary Email Type:

Email Address:

Enter any Relatives who are Oakland County employees

We strongly recommend that you provide an e-mail address. Free email accounts are available at yahoo.com or hotmail.com

You may add multiple email accounts

Personal Information

Careers - Windows Internet Explorer

Oakland County
Michigan

Sign out

*Postal: 48328
County: Oakland

Email

Primary Email Type: Business
Email Address: sample@hotmail.com

[+ Add Another Email Address](#)

Phone Numbers

Primary Phone Type: Home
Phone Number: 248/555-1212 Extension: Remove

Alternate Phone Type: Cellular
Phone Number: 248-444-1212 Extension: Re

[+ Add Another Phone Number](#)

You may add additional phone numbers if needed

After entering all of your information, click on Save. This will return you to the Careers Home Page

Postal Standards

- ❑ When entering your personal information (i.e. name and address), please follow these postal standards:
 - Eliminate All Punctuation
 - Use Common Abbreviations (i.e. Rd, Blvd, Apt)
 - Include Apartment Numbers
 - Leave one space between words

- ❑ If these standards are not used, you may notice corrections to your profile the next time you log in to view your information.

Job Postings

Careers - Windows Internet Explorer

Oakland County
Michigan

Sign out

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

Careers Home
Welcome Alex
Welcome to Oakland County's online application system.

Basic Job Search
Keywords:
Posted:
 [Advanced Search](#) [Search Tips](#)

My Career Tools
[0 Applications](#)
[0 Cover Letters and Attachments](#)
[0 Saved Resumes](#)
[My Profile](#)

Notifications
You do not have any notifications.

Latest Job Postings

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	05/10/2010	Clinical Psychologist I-Children's Village	10638	Children's Village


The system now recognizes you as an applicant

System notifications will be sent to the applicant and can be read here.

Select the job posting that is of interest to you. This displays the description of the position.

Job Description

Careers - Windows Internet Explorer

 **Oakland County**
Michigan

Sign out

http

OAKLAND COUNTY MICHIGAN

Job Title: Clinical Psychologist-Children's Village
Job ID: 10638
Location: Children's Village **Biweekly**
Full/Part Time: Full-Time

Minimum Pay Rate: \$1,759.68
Maximum Pay Rate: \$2,290.30

[Save Job](#) [Apply Now](#) [Return to Previous Page](#)

OAKLAND COUNTY MICHIGAN
OAKLAND COUNTY MERIT SYSTEM
AN EQUAL OPPORTUNITY EMPLOYER
L. BROOKS PATTERSON, OAKLAND COUNTY EXECUTIVE
Department Location
Children's Village
1200 N. Telegraph Road
Pontiac, MI 48341
Job Closing Statement


You can save jobs to your profile for future application. The job must be open to apply.

If you would like to apply for the job, click Apply Now

Or click here to return to the list of current openings

Applying for a Job

Careers - Windows Internet Explorer

 [Sign out](#)

Careers Home
Welcome Alex
Welcome to Oakland County's online application system.

Basic Job Search

Keywords:

Posted:

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

My Career Tools

- [0 Applications](#)
- [0 Cover Letters and Attachments](#)
- [0 Saved Resumes](#)
- [My Profile](#)

Notifications

You do not have any notifications.

Latest Job Postings

« First | Previous | Next | Last »

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	05/10/2010	Clinical Psychologist I-Children's Village	10638	Children's Village
<input type="checkbox"/>	05/10/2010	Social Worker I-Children's Village	10639	Children's Village
<input type="checkbox"/>	05/10/2010	Chf Corrections Program Svcs- CLOSING 5/17/10	10640	Sheriff
		Continuing Staff Nurse - PART		

Select the job you would like to apply for

Resume Information

Careers - Windows Internet Explorer

Oakland County Michigan

[Sign out](#)

[http](#)

[Apply Now](#)

Select an Option

Select one of the resume options below before continuing to the application.

Please note: You may submit a resume for the additional information it provides, but you must complete the online application to be considered. Incomplete applications may be rejected.

Resume Options

How would you like to proceed?

- Copy and paste resume text
- Apply without using a resume

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

You may add your resume text to your application. We suggest that you combine your cover letter and resume into one Microsoft Word document.

Note: We cannot accept a resume in lieu of a completed application. Resumes will be used for additional information only.

Select one option and then click continue.

Attaching a Resume

The screenshot shows a web browser window titled "Careers - Windows Internet Explorer" displaying the Oakland County Michigan website. The page is titled "Enter Resume Text" and features a "Sign out" link in the top right corner. Below the header is a section titled "Attach Resume" with the following form fields:

- Title:** A text input field containing "Alex Sample Resume".
- Language:** A dropdown menu currently set to "English".
- Resume:** A large text area containing the text: "Alex Sample Resume", "Employment History: Oakland County 1996-2007", "Education History: Oakland University 1991-1995", and "Bachelor's of Science Degree".

At the bottom of the form are two buttons: "Continue" and "Close".

Five instructional callout boxes are overlaid on the form:

- Enter your resume name:** Points to the "Title" input field.
- Spell check your Resume/ Cover Letter:** Points to the spell check icon (a blue 'A' with a checkmark) located to the right of the "Resume" text area.
- Paste your Resume/ Cover Letter text Here:** Points to the "Resume" text area.
- Select Continue once you have completed the Resume section:** Points to the "Continue" button.
- "English" must be selected as the Language before you can paste your information into the resume section:** Points to the "Language" dropdown menu.

Application

Careers - Windows Internet Explorer

Oakland County Michigan

Sign out

http

Apply Now

You MUST complete ALL sections

You are applying for:

[Clinical Psychologist I-Children's Village](#)

Alex Sample Resume [Use a Different Resume](#)

Alex Sample
123 Telegraph Rd
Pontiac, MI 48328
Oakland
[Edit Profile](#)

You MUST complete ALL sections. Select SUBMIT/APPLY to be considered as an applicant for the job...

Add Employment History before submitting. Incomplete applications may be rejected.

If you have any Employment Information, enter them on this Page.

Employment History

ADD EMPLOYMENT HISTORY HERE. You must complete the employment history section of this application. Submitting a resume is not sufficient. A resume is for additional information only. Incomplete applications will be rejected.


[+ Add Employment History](#)

Select Edit Profile to make corrections/ changes to your Personal Information if necessary

Select Add Employment History to add your work experience to your application.

Employment History

Careers - Windows Internet Explorer



Add New Application

Add Employment History

List your present position or most recent place of employment FIRST, include full time, part time, volunteer and military experience.
List every promotion as a new job. When you have completed the work experience section select Return to continue to the next section of the application. Use the Save as Draft button at the bottom of the application to save your changes.

[Return to Previous Page](#)

Enter Employment Details

*Start Date:

End Date:

*Employer: Pay Frequency:

*Ending Job Title: Ending Pay Rate:

Telephone: *Hours Per Week:

*Supv Name & Title:

*Job Duties:

Address

Country:

Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:

[Return to Previous Page](#)

* Required Field

Add employment history in chronological order starting with your most current employer

Spell check document

Click **Add More** to add additional work experience

Click **Return** when you have completed your Employment history

Education History

The screenshot shows the 'Careers - Windows Internet Explorer' browser window. The page header includes the 'Oakland County Michigan' logo and a 'Sign out' link. A red warning message states: 'You MUST complete ALL sections. Select SUBMIT/APPLY to be considered as an applicant. Add Employment History before submitting. Incomplete applications may be rejected.' Below this, a message says: 'If you have any Employment Information, enter them on this Page.'

The 'Employment History' section contains a table with the following data:

Employer	Job Title	Start Date	End Date	
Oakland County CV	Clinical Psychologist I	01/04/2005	02/01/2007	

Below the table is a '+ Add Employment History' link.

The 'Education History' section features a 'Highest Education Level:' dropdown menu currently set to 'I-Master's Level Degree'. Below this is a 'High School' section with a table:

School	School Type	Country	
Waterford Mott	High School	USA	

Below the high school table is a '+ Add High School Education History' link.

The 'College / Other Education' section is partially visible at the bottom.

Three callout boxes provide instructions:

- 'You may select the trash can to delete unwanted rows of data' (pointing to the trash icon in the Employment History table).
- 'Use the drop down to select the highest level of education you have achieved' (pointing to the 'Highest Education Level:' dropdown).
- 'Click on the Add High School Education History' (pointing to the '+ Add High School Education History' link).

Education History



[Sign out](#)

Add New Application

Add High School Education

[Return](#)

[Add More](#)

[Cancel](#)

[Return to Previous Page](#)

Enter Primary or Secondary Education Details

*Country:	<input type="text" value="United States"/>	
State:	<input type="text" value="Michigan"/>	
School Type:	<input type="text" value="High School"/>	
*School:	<input type="text" value="High School"/>	*HS Name: <input type="text" value="Waterford Mott"/>
*Level Achieved:	<input type="text" value="High School Diploma"/>	

Completed Not Completed

Use the drop downs to complete your High School Educational Information

Select Completed or Not Completed

[Return](#)

[Add More](#)

[Cancel](#)

[Return to Previous Page](#)

* Required Field


Select **Return** when you have completed entering your High School Information

Education History

Education History

Highest Education Level:

High School

School	School Type	Country	
Waterford Mott	High School	USA	

[+ Add High School Education History](#)

College / Other Education

You have not added any education information to your application.

[+ Add College / Other Education History](#)

Click the Add College/Other Educational History Link

Driver's/Prof. Lic. and Certificates

You have not added any licenses or certificates to your application.

[+ Add Driver's / Professional Licenses and Certificates](#)

Languages

You have not added any languages to your application.

[+ Add Languages](#)

Education History

Add New Application

Add College/Technical or Other

Use this page to tell us about your college/technical or other education history. Where indicated, click the drop down arrows to select from a list of choices. Click Return to add more than one.

[Return to Previous Page](#)

Enter Post-Secondary Education Details

*Country	<input type="text" value="USA"/> <input type="button" value="Search"/> United States
State:	<input type="text" value="Michigan"/>
*School:	<input type="text" value="College/University"/> *School Name: <input type="text"/>
*Major:	<input type="text" value="Psychology"/> <input type="button" value="Search"/> *Other: <input type="text" value="Psychology"/>
Degree:	<input type="text" value="Bachelor of Science"/>
*Number of Credit Hours Completed: <input type="text" value="180"/>	
<input checked="" type="checkbox"/> Graduated	
Educator:	<input type="text"/>

Use drop downs to complete your educational achievements

Select icon to select Degree from list. If Major is not listed, enter in the "Other" field.

If you graduated, click the graduated box

Select **Return** when you have completed entering your educational information

Driver's/ Professional License & Certificates

Education History

Highest Education Level:

High School

School	School Type	Country	
Waterford Mott	High School	USA	

[+ Add High School Education History](#)

College / Other Education

Degree	Major	School	
Bachelor of Science	Psychology	Oakland University	

[+ Add College / Other Education History](#)

Driver's/Prof. Lic. and Certificates

You have not added any licenses or certificates to your application.

[+ Add Driver's / Professional Licenses and Certificates](#)

Languages

You have not added any languages to your application.

[+ Add Languages](#)

Application Questionnaire (Required)

If you have a limiting disability that may require additional accommodations to take the examination defined on the announcement please contact the Human Resources Department. Call (248) 858-0548.

Do you have any relatives who are currently employed at Oakland County? (County Merit System Rule 18 prohibits placing an employee under the direct supervision of a relative. Relative is defined as: Spouse, Child (natural, adoptive, step or foster), Parent, Brother, Sister, Grandparent, Grandchild, First Cousin, Uncle, Aunt, Niece, Nephew, Parent-in-law, Child-in-law, Brother-in-law, or Sister-in-law.)

Yes

No

Select Add Driver's/
Professional License and
Certificates

Driver's/ Professional License & Certificates



Add New Application

Driver's/Prof Lic and Certific

Enter all licenses or certificates that you possess. Be sure to include your driver's license and CDL licenses. Do not include any spaces or punctuation in your license number.

NOTE: If operation of a vehicle is part of the job duties of the position you are applying for, the hiring department will be provided a copy of your driving record.

Select Add More to add additional licenses or certificates, or select Return when finished.

Driver's/Prof. Lic. and Certificates	
*License/Certification	DL <input type="text"/> DRIVER'S LICENSE-OPERATORS
Issued By:	State of Michigan
*License/Certification Number:	S111222333444
Expiration Date:	05/10/2014 <input type="text"/>

[Return to Previous Page](#)

Be sure to include your Driver's License in this section. You can also add additional licenses and certificates you may have received

Please include the state that your license/ certificates were issued by

Select **Return** when you have completed entering your Licenses and Certificates

Select **Add More** if you have additional licenses and certificates.

Languages

Careers - Windows Internet Explorer

Oakland County Michigan

Sign out

Languages

You have not added any languages to your application.

[+ Add Languages](#)

Application Questionnaire (Required)

If you have a limiting disability that may require additional accommodations take the examination defined on the announcement please contact the Human Resources Department. Call (248) 858-0548.

Do you have any relatives who are currently employed at Oakland County? (County Rule 18 prohibits placing an employee under the direct supervision of a relative. Relatives defined as: Spouse, Child (natural, adoptive, step or foster), Parent, Brother, Sister, Grandchild, First Cousin, Uncle, Aunt, Niece, Nephew, Parent-in-law, Child-in-law, Brother-in-law or Sister-in-law.)

Yes

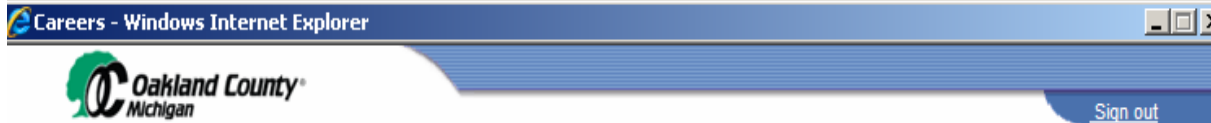
No

Candidates appointed to any position with Oakland County must, prior to the first day of work, provide original documents as required under the Immigration Reform & Control Act of 1986 to verify their legal right to be employed in the United States. If you cannot, any offer of employment will be rescinded. Do you have the legal right to be employed in the United States?

Yes

Select Add Languages if you have additional languages (other than English) you speak, read or write

Languages



Add New Application

Add Language

Enter Language Details

*Language:	Spanish
Speaking Proficiency:	High
Reading Proficiency:	Moderate
Writing Proficiency:	Low

Select a Language from the drop down menu

Please select your proficiency in speaking, reading and writing of each language

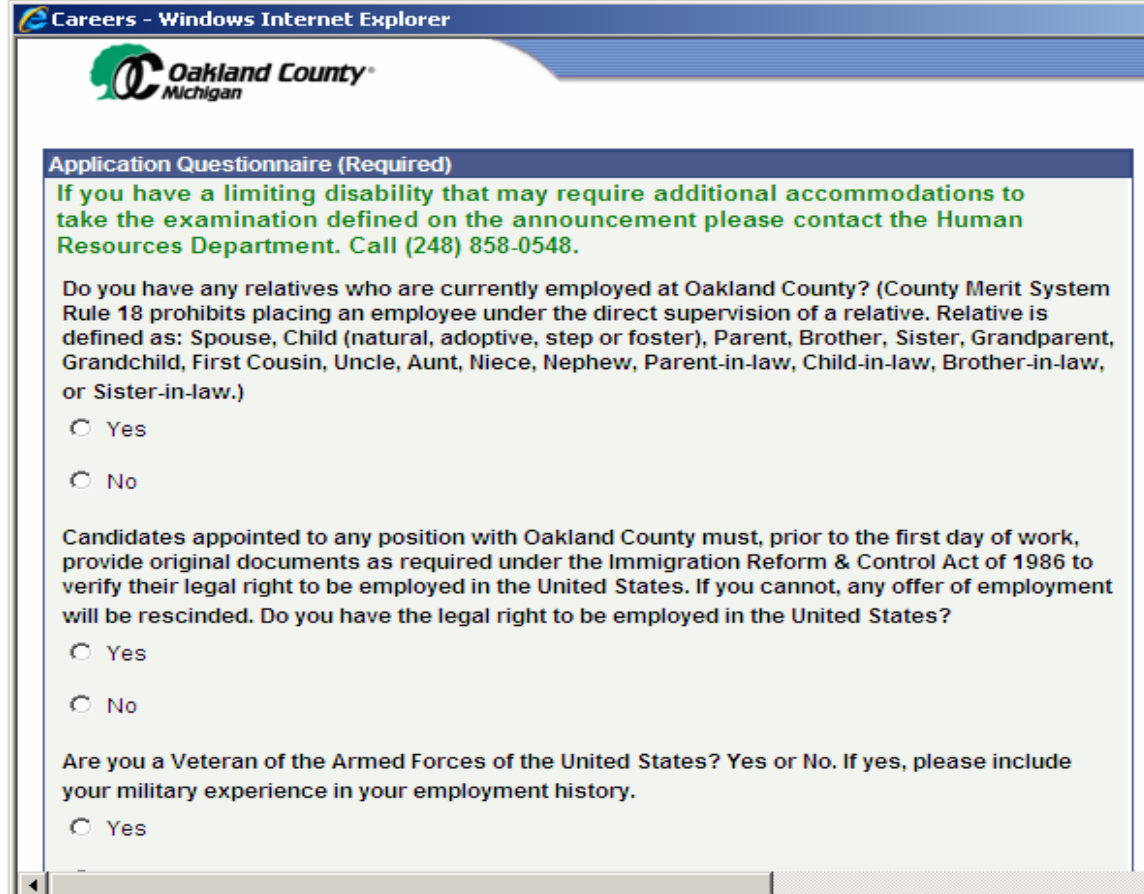
Return Add More Cancel [Return to Previous Page](#)

Select **Return** when you have completed adding any languages to your application

Select **Add More** until you have completed all languages you can read, write or speak

Questionnaire

You must complete all questions each time you apply for a position. Some questions are for informational use only while others may be scored as an exam.



The screenshot shows a web browser window titled "Careers - Windows Internet Explorer". The page header features the Oakland County Michigan logo. The main content area is titled "Application Questionnaire (Required)" and contains the following text:

If you have a limiting disability that may require additional accommodations to take the examination defined on the announcement please contact the Human Resources Department. Call (248) 858-0548.

Do you have any relatives who are currently employed at Oakland County? (County Merit System Rule 18 prohibits placing an employee under the direct supervision of a relative. Relative is defined as: Spouse, Child (natural, adoptive, step or foster), Parent, Brother, Sister, Grandparent, Grandchild, First Cousin, Uncle, Aunt, Niece, Nephew, Parent-in-law, Child-in-law, Brother-in-law, or Sister-in-law.)

Yes

No

Candidates appointed to any position with Oakland County must, prior to the first day of work, provide original documents as required under the Immigration Reform & Control Act of 1986 to verify their legal right to be employed in the United States. If you cannot, any offer of employment will be rescinded. Do you have the legal right to be employed in the United States?

Yes

No

Are you a Veteran of the Armed Forces of the United States? Yes or No. If yes, please include your military experience in your employment history.

Yes

References

Careers - Windows Internet Explorer



Select how you found out about the position you are applying for

Complete the SubSource Referral if it applies

Referral Information

*How did you find out about the job? Newspaper

SubSource Oakland Press

Specific Referral Source:

Referral Name:

Member of your family: Yes No

*Are you a former or current employee? Yes No

Complete the Specific Referral Source and Referral Name if applicable

You MUST complete ALL sections. Select SUBMIT/APPLY to be considered as an applicant for

Previous Save as Draft Submit/Apply Close Application Careers Home

When you have completed the application, you may select Save as Draft to save it for later, or Submit/Apply. Save as Draft will not apply you for the position. **If you wish to officially apply for the position, you must click Submit/Apply**

Identification Details

Submit Online Application

Self Identification Details

Under Equal Opportunity Employment guidelines, qualified applicants are considered for employment without regard to race, religion, color, sex, height, weight, marital status, national origin, age, or disability.

This information is requested in accordance with Federal and State EEO statistical reporting **ONLY**. Completion of this information is voluntary. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

*Gender:

Ethnic Group	
<input type="text" value="Hispanic/Latino"/>	<input checked="" type="checkbox"/> Primary

The following information is optional and used for **Equal Employment Opportunity** statistical reporting purposes **ONLY**

Terms and Agreements



Terms and Agreements

If selected for employment, the following prescribed conditions must be met before such employment offer is considered final. All persons hired by Oakland County Michigan must take and pass a medical examination from a County appointed physician at no cost to the applicant. The medical examination must be scheduled and taken prior to the employee's first date of employment. Before the physical examination, candidates must provide original documents establishing their employment eligibility as required under the Immigration Reform and Control Act of 1986. An investigation of past employment references and other information will be conducted. Appointees must satisfactorily complete a six month probationary period before the appointment process is considered complete. Acceptance of an offer of employment does not create a contractual obligation upon Oakland County to continue employment in the future.

I understand that by completing this application there is no guarantee of a job interview or a job offer. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the County. I also understand that nothing in this employment application, in the County's statements or personnel guidelines or in my communications with any County official or representative is intended to create an employment contract between the County and me. Additionally, I understand that if an employment relationship is established, I have a right to terminate my employment at any time. I also understand that the County retains the right to terminate my employment at any time. Further, I understand that the County has the right to modify its policies without giving me any notice of the change(s).

I hereby authorize Oakland County to verify all the information I have provided on my application. I also agree to execute, as a condition of employment or continued employment, any additional written authorizations necessary for the County to obtain access to and copies of records pertaining to this information. I expressly authorize Oakland County to contact any of my prior employers and by signing this application, I release Oakland County and all of my prior employers from any liability whatsoever (except liability under the civil rights laws) arising out of any information request or disclosure.

I agree that any claim or lawsuit relating to my employment with Oakland County and any of its departments must be filed no later than six months after the employment action that is the subject of the claim or lawsuit, unless applicable law provides for a shorter limitations period, in which case the shorter limitations period provided by law shall control. This paragraph does not apply to claims based on federal law for which filing a charge with the Equal Employment Opportunity Commission is a prerequisite to filing a lawsuit.

State and federal law requires the County to make reasonable accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the County. Michigan law provides that employees and applicants may request an accommodation of their disability by notifying the County in writing of the need for accommodation within 182 days of the date the individual knows or should know that an accommodation is needed. This requirement does not waive an individual's rights under the Americans with Disabilities Act of 1990, as amended. Federal law may provide different rights or remedies with regard to accommodation of disabled applicants or employees.

I certify that I can and will, upon request, substantiate all statements made by me on this application, that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient grounds for disqualification or misrepresentation of unscovered and unapproved. The disclosure of such information is covered by the terms of the application.

I agree to these terms I do not agree to these terms

 [Return to Previous Page](#)

When you have completed the entire application, select I Agree/ Do Not Agree with the Terms. If you select Do Not agree with the terms, your application will not be submitted for consideration.

Select Submit. This will submit your application for consideration. You will receive an e-mail confirmation once your application has been received by Oakland County.

My Applications

Oakland County Michigan

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

My Applications

You have successfully submitted your job application.

My Applications

Display applications from: Refresh

« First Previous | Next Last »

Application	Status	Application Date
Senior Auditor - CLOSING 02/19/08	005 Draft	01/25/2008 3:15PM
Public Health Sanitarian Supervisor	020-Applied	05/11/2010 10:29AM

When you are finished with your application, close your session

Once your application has been submitted, you can view the positions you have applied for with Oakland County

You will also receive an email notification that your application was successfully submitted, if an email address was provided.

My Applications

Careers Home allows you to return to the main page where current job postings are listed

Job Search allows you to search current postings by categories/ key words

My Saved Searches allows you to view any Job Searches that you may have saved for future use

My Applications

✓ You have successfully submitted your job application.

My Applications

Display applications from: Refresh

First Previous

Application	Status	App
Senior Auditor - CLOSING 02/19/08	005 Draft	01/2
Public Health Sanitarian Supervisor	020-Applied	05/7

My Career Tools allows you to view all applications submitted within specific time frames

Job Search

Oakland County Michigan

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

Job Search

Advanced Job Search

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

Enter Keywords:

Select Locations:
Addison Oaks Park (Oxford)
Animal Control
Any Location in Oakland Coun
Automation Alley

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Select Job Families:
Elected and Appointed Official
Office and Clerical
Officials and Administrators
Para_Professionals

Full/Part Time:

Regular/Temporary:

Desired Pay:

Job Opening ID:

Find Jobs Posted Within:

Display Results Sorted By:

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

[Return to Previous Page](#)

Job Search allows you to search current job postings using key words and categories.

First select your search criteria

Then save your personalized search.

Save Search

Oakland County
Michigan

Save Search

Save Search

*Name your search:

Receive notifications of new postings. The Job Agent box must be checked and an email address entered to receive notifications.

Use As Job Agent

Send notification to email address:

- Give your search a name
- Click "Use As Job Agent"
- Provide an email address
- Click Save Search button

By using your personalized, saved search "As Job Agent" the system will automatically perform your search for you daily. If any matches are found, an email notification will be sent to the email address provided and also to the Notification area on your Careers home page.

New jobs are posted weekly. You will receive these notifications for all new job postings that match your defined criteria. You may create multiple saved searches.

Notifications

Oakland County Michigan

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

Careers Home
Welcome Kari
Welcome to Oakland County's online application system.

Basic Job Search
Keywords:
Posted: Last Month
[Search](#) [Advanced Search](#) [Search Tips](#)

My Career Tools
[3 Applications](#)
[0 Cover Letters and Attachments](#)
[1 Saved Resumes](#)
[My Profile](#)

Notifications
◀◀ First ◀ Previous | Next ▶▶

	From	Subject	Received
<input type="checkbox"/>	Job Agent	ALL JOBS POSTED	03/10/2010 2:22PM
<input type="checkbox"/>	Job Agent	EXTERNAL JOB SEARCH	11/17/2009 4:30AM
<input type="checkbox"/>	Job Agent	EXTERNAL JOB SEARCH	12/21/2009 4:30AM
<input type="checkbox"/>	Job Agent	EXTERNAL JOB SEARCH	01/06/2010 4:30AM
<input type="checkbox"/>	Job Agent	EXTERNAL JOB SEARCH	01/11/2010 4:30AM

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

Latest Job Postings
◀◀ First ◀ Previous | Next ▶▶ Last ▶▶

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	03/10/2010	TESTING HRT3-Office Assistant I	10608	Main Campus
<input type="checkbox"/>	02/16/2010	Summer Student Sanitarian	10599	Main Campus
<input type="checkbox"/>	02/16/2010	Summer Student Epidemiologist	10600	Main Campus
<input type="checkbox"/>	02/11/2010	Social Worker I - PART-TIME	10606	Children's Village
<input type="checkbox"/>	02/08/2010	Appraiser Aide	10604	Oakland Pointe
<input type="checkbox"/>	01/05/2010	Second Cook - PART TIME	10584	Children's Village
<input type="checkbox"/>	10/12/2009	Correctional Health Nurse	10575	Sheriff Correct Hlth Nurse
<input type="checkbox"/>	05/04/2009	Public Health Sanitarian	10520	Any Location in Oakland County

Notifications are sent to the email address you provide and also here.

Saved Searches

My Saved Searches

Saved Search	Created On	Job Agent Email		Run Search
ALL JOBS POSTED	2007-07-03	schmalzelk@oakgov.com	Edit Delete	Run Search
EXTERNAL JOB SEARCH	2009-11-16	schmalzelk@oakgov.com	Edit Delete	Run Search

You may Delete your search at any time to stop receiving notifications.

You may also run your search at any time by clicking on the Run Search button.

Thank You!



Thank you for your interest in employment at Oakland County.

If you need further assistance, please contact:

Oakland County Human Resources Department

2100 Pontiac Lake Road
Dept 440, Building 41 West
Waterford MI 48328

Hotline: (248)858-0530

Email: ocijobs@oakgov.com

Or for technical assistance with your application, call 248/858-5214