



## City of Corpus Christi Job Recruitment [www.cctexasjobs.com](http://www.cctexasjobs.com)

**cctexasjobs** is a new and improved system that allows you to complete an application once. After you have submitted your Application, you will be able to apply for multiple jobs with the City of Corpus Christi without having to fill out the same information every time.

Read and follow instructions to view and apply for jobs.

### **NON-CITY EMPLOYEES**

- Non-City employees must complete an application/resume to establish an online job application account.
- From [www.cctexasjobs.com](http://www.cctexasjobs.com) page, select "External" link.
- To set up your account, first enter a email address and password. You may apply for jobs listed in "latest job postings" or you can "apply now without adding a job" click on "apply now", follow "Steps to Complete Your Online Applications" listed on the other side of this flier.
- **Please Note:** If you do not have an Email Address, you can enter a unique identifier that you will remember, such as your first Name, the @ symbol and the last four digits of your phone number and add ".com". The @ symbol and ".com" are required and spaces are not allowed. **Example: Smith@6934.com**
- Once you have established your account, you can login with your Email Address or Unique Identifier and Password you created and easily apply for new jobs or update your application.

### **CURRENT CITY EMPLOYEES**

- Current City employees have been assigned an online job application account User ID and password, but must complete an online application.
- From [www.cctexasjobs.com](http://www.cctexasjobs.com) page, select "Internal" link.
- Type in User ID and password provided to you by the City's Human Resources Department. Select "Sign In". Click on the link "Self Service". Select the link "Recruiting Activities". Then Select the link "Careers".
- To view current job postings, follow the steps listed below under "To View Job Postings/Apply For Jobs".
- To apply for jobs you must complete your online application. Follow "Steps to Complete Your Online Applications" listed on the other side of this flier.

Once you have logged in successfully, you will see the following links:

**My Career Tools** (This will allow you to view jobs you have applied for and track your status)

**My Profile** (This will allow you to make changes to your profile)

**Apply Now** (This will allow you to submit your application)

### **TO VIEW JOB POSTINGS/APPLY FOR JOBS**

- Select the criteria, such as Department, any Keywords, Regular/Temporary, and Full/Part Time. Select "Search".
- A list of job openings based on your criteria will be opened under the title heading. "Job Postings List".
- For information on a specific job, under "Job Title" column, click on the job name.
- Select the jobs you want to apply for by checking the box in the column called "Select".
- Select button named "Apply Now".

**Please do not use the "Back" button on the top internet explorer toolbar. As you are entering information and changing screens, remember you can go back at any time during the application process and edit and /or change information you entered by selecting the "Previous" button located at the bottom of the screen or by selecting the filled in circles fro each step at the top of the page. The job application process will not let you skip pages.**

## STEPS TO COMPLETE YOUR ONLINE APPLICATION

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### **STEP 1-**

You will be directed to “**Your Online Application**” page. Read the conditions of employment. Select “OK”.

### **STEP 2- CONTACT DETAILS “MY PROFILE”**

Enter all necessary information, then select “Next” button.

### **STEP 3- CURRENT & PRIOR EMPLOYMENT**

To add information, select “Add Work Experience” button. Once complete, select “OK”. A link to your information for that job will be created. After all jobs are entered and you are done entering job information, select “Save and Return”.

### **STEP 4- EDUCATION HISTORY**

Select highest education level. To add information, select “[Add Post-Secondary Education History](#)” button. Once complete, select “Save and Return”. A link to your school information will be created. After all information is entered, select “Next”. The magnifying glass provides a list of possible responses. If your major is not listed, enter into “Other” textbox.

### **STEP 5- LICENSES & CERTIFICATIONS**

To add information, select “[Add Licenses and Certificates](#)” button. Once complete, select “Save and Return”. A link to your information for that certification or license will be created. After all licenses and certifications are entered, select “Next”.

### **STEP 6- PREFERENCES**

Enter all applicable information. When finished, select “Save and Return” and then select “Next”.

### **STEP 7- HOW DID YOU FIND OUT ABOUT US? REFERRAL INFORMATION**

Fill out information to let us know how you were referred to the City. When finished, select “Next”.

### **STEP 8- ADDITIONAL INFORMATION**

Click on the link “[Add or Update Required Additional Information](#)”. Answer questions accurately. Once completed, select “Next”.

### **STEP 9- APPLICATION ATTACHMENT II**

Enter information accurately. If you need to add any traffic offenses and citations, please do so by selecting the “[Add Traffic Offenses and Citations/ Add Offenses](#)” button. Once completed, select “Save”. A link to your information for that offense and citation will be created. After all traffic offenses and citations are entered, select “Next”.

### **STEP 10- PRE-EMPLOYMENT INQUIRY RELEASE AND DISCLOSURE STATEMENT**

Read information thoroughly and completely. Select “I Agree to these terms” and then “Submit” when completed.

### **STEP 11- Check Application Status**

**\*\*Important\*\* Please be sure to check you application status (see below steps) to ensure that your application was successfully submitted. Applications with a status of “Draft” are incomplete and will not be considered. Your application status can be checked in “My Career Tools”.**

### Online Job Recruitment

#### THE APPLICATION / RESUME

★ ★ **cctexasjobs.com** allows you to complete an application and resume once. After you have submitted your Application / Resume, you will be able to apply for multiple jobs with the City of Corpus Christi without having to fill out the same information every time. Once you have set up your online resume/application, you also can update your information and check the status of different job positions online. You just use your log-in and password.

#### BEFORE YOU APPLY

**Advancement Opportunities** - Get more information about working for the City.

**Human Resources Policies** - Find out about benefits, pay, and other City policies.

**Benefits Summary** - A brief summary of benefits offered to our employees.

#### CURRENT JOB VACANCIES TO APPLY - Select appropriate link below

**EXTERNAL - NON-CITY EMPLOYEES**

**INTERNAL - CITY EMPLOYEES**

Non-City employees must complete an application / resume to establish an online job application account. Once you have your account, you can login to complete the process. Read and follow the **Instruction Sheet** before going to the link above.

Current City employees have been assigned an online job application account User ID and password, but must complete an online application / resume. Read and follow the **Instruction Sheet** before going to the link above.

Select Link to open the job posting page.

Non-City Employees select the external link

Current City Employees select the internal link

**Login** - If you've previously logged into the City of Corpus Christi Employment and have an established Email Address and Password (Password is CaSe sensitive, please enter exactly as it was created), enter this information now and click Login. If you have not yet registered, [click here to Register](#).

**Internal City Employees** - Please use the INTERNAL - CITY EMPLOYEES link on the previous page to login with your PeopleSoft HR user name and password.

Log In using your email address and password. (City Employees will log into PeopleSoft using their login ID and password.)

Login

Email Addr:

Password:

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

Careers Home  
Welcome Joe

My Career Tools

- [1 Applications](#)
- [0 Attachments](#)
- [My Profile](#)

Select Applications Link in "My Career Tools"

Notifications  
You do not have any notifications.

Latest Job Postings  
[First](#) [Previous](#) [Next](#) [Last](#)

## My Career Tools

Joe Applicant  
Any Street  
Corpus Christi, TX 12345  
This One  
[Edit Profile](#)

A status of “Applied” indicates that your application was successfully submitted

**My Applications**

Display applications from: Within Last Week Refresh

« First Previous Next »

<u>Application</u>	<u>Reference #</u>	<u>Status</u>	<u>Applica Date</u>
<a href="#">Animal Control Officer I</a>	400058	Applied	08/19/2012 8:35AM



Questions? Call (361) 826-3300 or e-mail [personnel@cctexas.com](mailto:personnel@cctexas.com)