Application Guide for Job Seekers

Applying for a job with Maricopa County at **jobs.maricopa.gov** is a simple online process. Once an applicant identifies a job of interest listed on any of our job posting pages an applicant may apply for the job by selecting the "Apply" link associated with any particular job posting. Applicants are then re-directed to a log-in screen that allows job seekers to access the online application through an applicant's existing Government Jobs (NEOGOV) account. If an applicant has not previously created a Government Jobs (NEOGOV) user profile/account, the log-in page includes a link to instructions for creating an account.

Process – In Summary

After an applicant enters a user id and password to access the online system, creating an electronic application is a straight-forward multistep process. First an applicant completes the necessary steps to provide all of the required application information (i.e. contact information, personal information, preferences, education, work experience, certificates and licenses, skills, and additional information, etc.). Applicants then answer agency-wide questions. Thereafter, applicants respond to any supplemental questions specific to the posting. Once these steps are complete, an applicant is afforded an opportunity to save and review the application before final submission. This review enables applicants to confirm any/all information detailed in the job posting has been supplied. After successful submission of the application, an applicant receives an email confirmation at the email address listed in an applicant's user profile. This same email address is used by Maricopa County for any/all other applicant communications.

Maricopa County is an application driven organization. Resumes are considered supplemental information only. Applicants who fail to complete the entire online application, including fully detailing all education and experience, will likely have their application removed from further consideration. Incomplete applications will be rejected without further review; therefore applicants should not waive completion of any section of the application. Further, all offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

For additional information on our application process, please review the following *Step by Step Instructions for Prospective Employees* (or *Steps for Current Employees* if you are already employed by Maricopa County), and/or the *Frequently Asked Questions – FAQs* in the following sections.

If you would like to receive job interest alert emails each time a position is published in a category of interest, visit jobs.maricopa.gov to subscribe.

Maricopa County is an Equal Opportunity Employer. Applicants have rights under federal employment laws. Please use these links to posters for information describing the Family and Medical Leave Act (FMLA) and Equal Employment Opportunity (EEO).

Step-by-Step Instructions for Prospective Employees

1. Search for a job that interests you using the search tool feature on our main jobs page.
2. Alternatively, scroll through the list of all jobs or filter results by Job Category, Location, Department, etc.
3. Click on the job title to review the posting, should you wish to apply, use the "Apply" link to access your user account. (Note: these steps assume you have already created your NEOGOV (Government Jobs) account).
4. Once successfully logged in, you may create your application by adding the necessary data to complete all applications steps.
5. General Information — Verify your general information is correct. Make changes as needed.
    o Contact Information — Opportunity to verify contact information is correct.
    o Personal Information — Complete to the best of your ability. Fields with an "*" denote a response is required.
    o Preferences — Complete to the best of your ability. There are no required fields for this section.
6. Application Sections — Access each of the listed sections by selecting each option in the left navigation menu to add/update the required or requested information. As each section is updated, select "save" or "next" to proceed to the next section.
    o Work Experience — Complete to the best of your ability being sure to include an entry for each position/job held. It is recommended that jobs be listed in reverse chronological order (i.e. current job first and then each previous job). Do not lump together multiple jobs for the same employer under one entry — instead list each as a separate entry by date held. Be as thorough as possible with each entry by including dates of employment (i.e. month/year from/to, hours worked per week, number of employees supervised (if applicable), duties summary etc.). Select "save" when finished with an entry. Select the "add work experience" option as many times as necessary. Fields with an "*" denote a response is required.
    o Education — Complete to the best of your ability being sure to include an entry for each level of education completed (e.g. when highest level of education completed is a Master's Degree, an applicant would be expected to list up to four (4) or more entries — High School or GED, Associates Degree, Bachelors, Masters). Select "save" when finished with an entry. Select the "add education" option as many times as necessary to fully list all education. Fields with an "*" denote a response is required.
    o Additional — Complete to the best of your ability.
        ▪ Certificates and Licenses — Pay particular attention to whether the job posting indicates any certificate or license requirements (e.g. driver's license, professional license). Use the "save and add" option as many times as necessary. Fields with an "*" denote a response is required.
        ▪ Skills — Complete to the best of your ability. There are no required fields for this section.

- - - Languages — Pay particular attention to whether the job posting indicated a language requirement or preference. Complete to the best of your ability. There are no required fields for this section.
    - Additional Information — Complete to the best of your ability. There are no required fields for this section.
  - References — Completion is recommended but not required. If completed, fields with an "*" denote a response is required.
  - Attachments — Applicants may upload appropriate or necessary files (e.g. cover letter, transcripts, etc.) in this section. Resumes may be included by either dragging/dropping the file or by uploading the resume as an attachment. Important Note: Resumes are not accepted in lieu of completing the online application. Furthermore, education, work history or any other information included only in the resume section will not be considered when determining your qualifications. All applicants MUST complete the required sections of the online application in order to be considered.
7. Questions — This section includes standard agency-wide questions asked of all applicants in addition to any supplemental questions specific to the recruitment. Complete to the best of your ability.
   - Agency Wide Questions — Review and respond to all agency-wide questions. Once all questions are answered, continue to the supplemental questions. Questions with an "*" denote a response is required.
   - Supplemental Questions — Most job postings will have supplemental questions associated with the recruitment.
   - Information provided in response to the supplemental questionnaire may be used to determine your initial eligibility for this position and is subject to verification during later stages of the selection or hiring process. Accordingly, be sure that all sections of **BOTH** the online application (including attachments) **and** the supplemental questionnaire are accurate, complete and consistent. Work history, job duties, education, licensing, dates, etc. listed in response to the supplemental questionnaire must be consistent with the corresponding details and information provided in your online application. Responses to the supplemental questionnaire which are not consistent with the online application may not be considered. Inconsistent information may result in disqualification or delay in consideration of your application. Once all questions are answered, select "proceed to review." Questions with an "*" denote a response is required.
8. Review — After completing all of the foregoing sections, your application is almost complete. Take this opportunity to review or edit any of the sections as needed by accessing each section from the left navigation menu.
9. After your review is complete, select "proceed to certify and submit" from the review section. If you receive a warning message that you have not completed the Education History or Work Experience sections, you must go back to the appropriate section of the online application and update it accordingly. If you choose not to make the update, you must confirm that you are aware and are choosing to submit the application without the requested information by checking the appropriate box and entering your initials. Taking this action will result in your application being removed from further consideration as your application will be deemed incomplete.

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10. Certify and Submit — After confirming the application, read the "Certify and Submit" screen before selecting "Accept."
11. Confirmation and Print — Applicants who successfully submit an application by following the foregoing steps will receive an "application submitted" confirmation screen. The screen includes a link to visit the applications portion of their account to access a printable version of the application.

Step-by-Step Instructions for Current Employees Applying to Internal Only Jobs

In addition to applying for all open, competitive jobs posted on the "Job Opportunities" list, and using the general step instructions detailed above, current employees may also view and apply for employment opportunities listed on the "County Internal Jobs" or "Judicial Internal Jobs" pages.

1. Search for an internal only job that interests you by accessing the "County Internal Jobs" or "Judicial Internal Jobs" from the main jobs page.
2. Be sure you are eligible to apply for the specific recruitment.
   a. Maricopa County employees are not eligible to apply for opportunities listed on the "Judicial Internal Jobs" page. Internal opportunities for employees within the County are available using the "County Internal Jobs" menu option.
   b. Judicial Branch employees (including Trial Courts, Adult Probation, Juvenile Probation and Justice Courts) are not eligible to apply for County opportunities listed on the "County Internal Jobs" page. Internal opportunities for employees within the Judicial Branch, are available using the "Judicial Internal Jobs" menu option.
3. Scroll through the list of jobs or filter the list using the available options.
4. Click on the job title to review the posting, should you wish to apply, use the "Apply" link to start the application process.
5. After selecting "Apply," but before logging in, you may be prompted to enter your Employee ID. If prompted, input your Employee ID.
6. Thereafter, you will be prompted to access your user account to continue with the application process using the same application steps information detailed in the *Step-by-Step Instructions for Prospective Employees* section above.

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Frequently Asked Questions (FAQs)

How do I claim preference points?

In accordance with A.R.S. §38-492, preference points are authorized for 4 major categories of applicants for merit system employment. Maricopa County gives special consideration to individuals who meet certain criteria. To see if you qualify for preference points, check out our Employment Preference Points Claim Form.

How do I view current job opportunities available with Maricopa County?

Navigate to **jobs.maricopa.gov** to view a list of job opportunities currently available. This web address takes you directly to the County's main career page, which is hosted by www.governmentjobs.com. Be sure to scroll down to view/search the list of all job opportunities. You may also filter the jobs list to view announcements about career opportunities in our more than 50 departments.

Where do employees find the list of current internal job openings?

Once you have navigated to **jobs.maricopa.gov**, access the menu in the upper left to find links lists of "County Internal Jobs" or "Judicial Internal Jobs."

Who is eligible to apply for job opportunities listed on the "County Internal Jobs" page?

Only current Maricopa County employees are eligible to apply for job opportunities listed under "County Internal Jobs."

Who is eligible to apply for job opportunities listed on the "Judicial Internal Jobs" page?

Only current Judicial Branch employees are eligible to apply for any job opportunities listed under "Judicial Internal Jobs."

Can non-employees view jobs listed on either of the internal job web pages?

Yes. While non-employees can view job opportunities listed on the internal job web pages, those without a valid Employee ID number should not apply to internal jobs.

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Can I save my application as a work in progress?

Yes. When creating an application, you are able to save your information and continue working on it at a later time. Be aware, however, that while you can start an application at any time, if you are applying for a specific position, you MUST submit your application prior to the recruitment closing date.

Can I view the status of my application after it has been submitted?

Yes. You can login to your account via www.governmentjobs.com and view the status of previously submitted applications with Maricopa County.

Will I receive an e-mail notification at the conclusion of the application review process?

You can view the status of your application at any time by logging into your account and checking your Application Status. Applicants may receive an email notification once the application review process is complete.

Can I view/print a copy of a previously submitted application?

Yes. You can login to your account via www.governmentjobs.com and obtain a copy of your previously submitted applications with Maricopa County.

Can I view/print a copy of a previous job posting that I applied for?

Yes. You can login to your account via www.governmentjobs.com and obtain a copy of the job posting to which you previously submitted an application.

I have a complete resume. Can I just attach my resume instead of completing the entire application?

No. Maricopa County requires that all applicants complete the employment application in its entirety. While resumes can be included as supplemental information, they do not replace the information requested in the employment application. Furthermore, Employment Services will not consider education, work history or other details provided only in the resume (and not in the employment application).

Do I have the ability to upload a copy of my resume to the application?

Yes. Applicants have the ability to drag and drop attachments or upload their resume file as an attachment to the application.

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What file types can I upload?

Any of the following: pdf, doc, docx, txt, rtf, jpeg, jpg, tif, tiff

Can I submit more than one application for a specific recruitment?

It depends. If you want to re-submit revised or new information for a recruitment that you have already applied for, you may do so if the recruitment is still open. If the recruitment has closed, you are unable to submit a new application. Therefore, the best approach is to ensure the first application submitted is as thorough and complete as possible.

My contact information has changed. How do I update my contact information for an application(s) that has already been submitted?

Unfortunately, applicants do not have the ability to update their contact information for applications that have already been submitted. In order to update contact information for existing applications, please contact Employment Services at 602-506-3755.

How will I receive notices from Maricopa County regarding my application?

All communications from Maricopa County Human Resources, Employment Services Division (i.e. application review results, testing notifications, etc.) will be sent to applicants via email using the email address specified on your application.