Viewing the Job Listing

The City of Plano ONLY posts our available job openings and accepts applications on-line no paper is accepted

It is recommended that if you do not have email, that you create one. Applicants are notified via email when your application is received as well as when a job opening to which you have applied for has been closed. Yahoo, Hotmail, AOL, Gmail are just a few that offer this service for free. Creating an email can be done from home, a library or even a friend's pc; however, due to security limitations applicants cannot do this from the computers in the Human Resources Department.

Job openings are posted as they are approved and closed once the position is fulfilled unless otherwise noted. To view a list of our current job openings please visit www.plano.gov

Scroll down the page and underneath the Green Information title box select the link titled 'EMPLOYMENT' (note the page may look different, but the link is still present)

INFORMATION
MEDIA ▶
MAP TO CITY HALL
RESIDENT GUIDE
EMPLOYMENT
POLICE
FIRE
LIBRARIES

This will bring you to the page that will explain our recruiting process and steps you need to be aware of to be a successful applicant.

Once you have finished reviewing the notes, please select View Online Job Listing link to view current job openings.
NOTE current City of Plano employees – you need to access your self-service account to apply for any current job openings so that you are identified as being a current employee

View Online Job Listings

You are not required to create/log in to your account unless you wish to apply for an open position. The Job Listing page updates as soon as an opened position is approved or the position is closed. To view information about a particular Job Opening, click on the Job Title

Illustration purposes only, these jobs may not be the specific jobs you see when you review the page.

Latest Job Postings			
Date	Job Title	Job ID	Location
06/24/2010	Gymnastics Assistant Head Coach	210149	Parks and Recreation
06/18/2010	Library Srvcs Rep PT 20	Select the Job Title to view the job's information	
06/15/2010	Route Driver	210139	Street Cleaning, Refuse Dispos
06/14/2010	Equipment Operator, Sr	210142	Streets/Highways/Bridges
06/11/2010	Library Services Representative - PT - Haggard Library	210141	Libraries
05/25/2010	Animal Services Officer I	210135	Licensing & Inspection
04/19/2010	Swimming Teaching Asst - Tom Muehlenbeck Center	210092	Parks and Recreation
04/16/2010	Sr Engineer	210090	City of Plano - All Others

This will bring you to the Job Description (which includes the minimum requirements) as well as information regarding the Job's:

- Pay
- Location
- Regular/Temporary & Full/Part-time

Job Description

Job Title:	Library Srvcs Rep PT 20
Job ID:	210146

Hourly Salary Range
Minimum $11.932800

Location:	Libraries
Full/Part Time:	Part-Time
Regular/Temporary:	Regular

[Apply Now]   Return to Previous Page

Job Description Information is listed here

To apply for this position select Apply Now, if you have not already done so you will be requested to Login/Register a new account, and then you may complete the application for the position.

Job Description

Job Title:	Library Srvcs Rep PT 20
Job ID:	210146

Hourly Salary Range
Minimum $11.932800

Location:	Libraries
Full/Part Time:	Part-Time
Regular/Temporary:	Regular

To apply for this position select Apply Now

[Apply Now]   Return to Previous Page

Job Description Information is listed here

To view other openings please select Return to Previous Page.

Applying for a Job – Logging In to Your Account

Anyone can view the job listing; however, the system will require you to register/log-in prior to applying for a position. If you have previously created an account please key your email address and password to access your information. If this is your first time applying please select Register Now.

For new applicants, please key your email address, password, and confirm your password and select Register.

If you do not wish to use an Email Address as your User Name, you can create a user name with no spaces in it; however you will not be notified regarding your application being received and we cannot inform you of this information via phone. In addition, if you forget your password we cannot send you any help, and you will have to recreate your entire account. You also will not get email notifications of when the position is filled.

You will then return to the main job listing.

Applying for a Job – Resume Screen

ONCE YOU START THE APPLICATION PROCESS YOU CANNOT HIT THE BACK BUTTON IN THE INTERNET TOOL BAR, THIS WILL STOP YOUR APPLICATION PROCESS.

From the "Job Description" screen, applicants apply for the position by selecting the Apply Now button

Job Description

Job Title:	Library Srvcs Rep PT 20
Job ID:	210146
Location:	Libraries
Full/Part Time:	Part-Time
Regular/Temporary:	Regular

Hourly Salary Range
Minimum $11.932800

To apply for this position select Apply Now

Apply Now ← Return to Previous Page

Job Description Information is listed here

You will first be brought to the page to add your resume.
*Resumes may accompany a COMPLETED application. Failure to complete the application sections completely may result in the applicant not being considered for a position.

To not add a resume, please select the Apply without using a resume button and select Continue (you may move to page 5 (Profile Section) of this document):

Apply Now

Choose Resume

Resume Options

How would you like to proceed?
○ Copy and paste resume text
◉ Apply without using a resume

For no resume, select here. And select Continue

Continue   Return to Previous Page

To add a resume, please select Copy and paste resume text and select Continue

Apply Now

Choose Resume

Resume Options

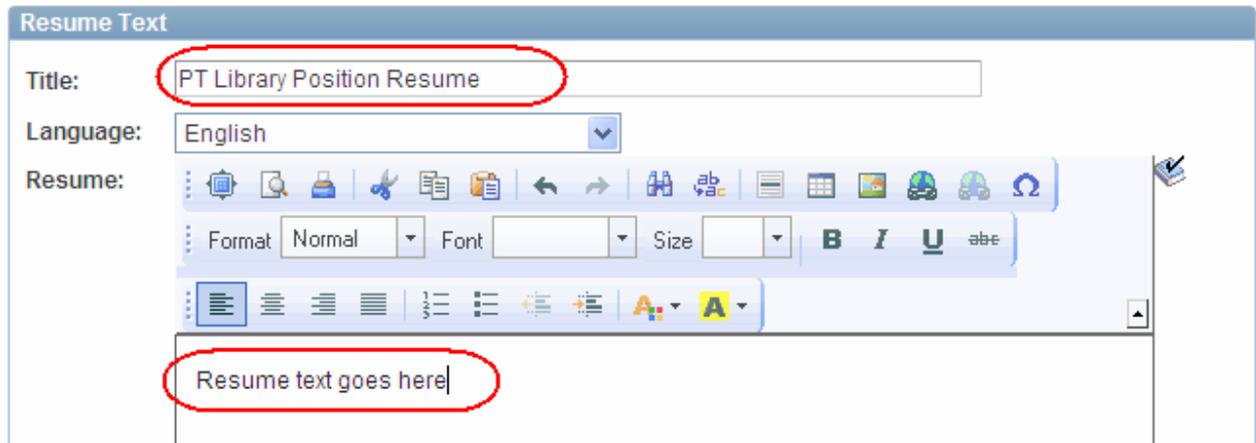How would you like to proceed?   To include your resume, select here. And select Continue
◉ Copy and paste resume text
○ Apply without using a resume

Continue   Return to Previous Page

You will need to name your resume, as well as type the resume text
*Resumes may accompany a COMPLETED application. Failure to COMPLETE the application sections completely may result in the applicant not being considered for a position.

You may choose to copy your resume text from a word document. If this is the case, we suggest you review the pasted information for formatting/character issues.

Once the resume text is edited to your liking, please scroll to the bottom of the page and select Continue
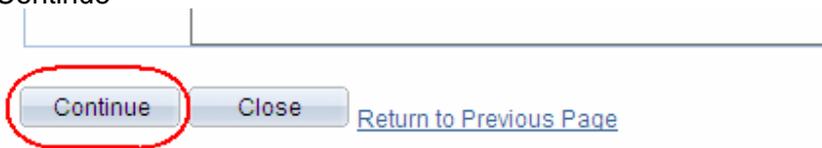
Applying for a Job – Creating Profile

If this is your first time applying for a position with the City of Plano you will be requested to complete your profile information. You will only have to do this once, this information will be remembered the next time you log in.

You will be required to key the following information (highlighted in yellow for illustration purposes):
- First Name
- Last Name

Name	
Name Format:	English
Name Prefix:	
*First Name:	
Middle Name:	
*Last Name:	
Name Suffix:	

- Address (including City, State, and Postal Code)

Address	
Country:	United States
Address 1:	
Address 2:	
Address 3:	
City:	
State:	
Postal:	
County:	

- Email Address (note you will receive an email when your application has been submitted)

Email Addresses		
Primary Email Type:	Select...	
Email Address:		Remove Email

+ Add Another Email Address

- Phone Number

Phone		
Alternate Phone Type:	Select...	
Phone Number:		Extension:	Remove Phone

Once you have completed this, click on "Save" to move to the next step of the process.

Applying for a Job – Application

Once you have completed the resume section you are brought to the application. The top portion of the application shows the job which you are applying for, your personal information, and the resume (if you have chosen to attach one).

Education History: please select your highest education level from the drop down menu.

Work Experience: please select Add Work Experience to add information regarding your employment history. Please note (as indicated on the page) 'See Resume' **IS NOT** a valid entry for this section.

We request that the following fields be completed:
- State Date
- End Date (if still employed leave blank)
- Employer
- Ending Job Title
- Telephone Number
- Reason for Leaving (if still employed leave blank)
- Job Details (please describe your responsibilities and job tasks)

- Address information for the Employer is requested, but not required

If you have additional employers to key please select Save & Add More (you will be required to key the same information for each employer)

If this is your last employment information please select Save & Return
After your final employer is keyed and you have selected Save & Return you will be brought back to your application and you will see your employer(s) listed. Should you wish to edit any of the information keyed, please select the Employer's Name link

Work Experience				
Employer	Job Title	Start Date	End Date	Delete
Sample Company	Sample Job Title	01/01/2000	01/01/2001	🗑
Sample Company 2	Sample Job Title	01/02/2001	02/01/2002	🗑

➕ Add Work Experience   Select here to edit information

Licenses & Certifications: please select Add Licenses & Certifications to add information regarding your licenses & certifications. Please note 'See Resume' **IS NOT** a valid entry for this section.

▼ Licenses & Certifications

➕ Add Licenses & Certifications

We request that the following fields be completed (note only the License field is required):
- License (select the magnify glass to view the list to select from)
- Country
- State
- If the license/certificate has an expiration date please select the date
- License/Certification Number
- Issued By

Details

*License: 🔍

Country: 🔍

State: 🔍

☐ Renewal Required
☐ Renewal In Progress
☐ License Verified

Expiration Date: 📅

License/Certification Number:

Issued By:

OK   Cancel   Apply and Add Another

If you have additional licenses to key please select Apply and Add Another (you will be required to key the same information for each license/certification)
If this is your last license you wish to provide information for please select OK

After your final license is keyed and you have selected OK you will be brought back to your application and you will see your license(s) listed. Should you wish to edit any of the information keyed, please select the License/Certification's Name link

▼ Licenses & Certifications   Find | 🔲 🗓 First ◀ 1-2 of 2 ▶ Last

License	Delete
AHA Healthcare CPR Cert	🗑
Texas CDL driver license	🗑

➕ Add Licenses & Certifications   Select here to edit information

Language: please select Add Language Skills to add information regarding your language proficiency. Please note 'See Resume' **IS NOT** a valid entry for this section.

▼ Language Skills

➕ Add Language Skills

We request that the following fields be completed:
- Language
- Reading Proficiency
- Speaking Proficiency
- Writing Proficiency
- Select if it is your Native Language, Able To Translate, and/or Able To Teach

If you have language(s) to key please select Apply and Add Another (you will be required to key the same information for each language)

If this is your last language you wish to provide information for please select OK

After your final language is keyed and you have selected OK you will be brought back to your application and you will see your language(s) listed. Should you wish to edit any of the information keyed, please select the language's link

Degree: please select Add Degree to add information regarding your degree. Please note 'See Resume' **IS NOT** a valid entry for this section.

We request that the following fields be completed:
- Degree (select the magnify glass to view the list to select from)
- Major Description
- Country
- State
- School Description (School's Name)
- Year Acquired (Year you received the degree)
- GPA

If you have additional degrees to key please select Apply and Add Another (you will be required to key the same information for each degree)

If this is your last degree you wish to provide information for please select OK

After your final degree is keyed and you have selected OK you will be brought back to your application and you will see your degree(s) listed. Should you wish to edit any of the information keyed, please select the Degree's Name link

Questions

You will now be required to answer specific questions, some pertain to your employment/life history and others pertain to the specific job that you are applying for. Please note that the answer(s) of yes to the questions will not disqualify you from employment, your case will be considered according to the requirements of the job for which you applied.

- For the questions with an option, you may select the box next to the answer that is correct for you.
- For the open ended questions we ask that you answer by typing either yes or no. If the answer is yes, please fully read the question and supply the additional information if requested.

Referral: after the questionnaire section we request that you inform us of where you learned of the position to which you are applying for. Please select the drop down list or key the information in the Specific Referral Source box.

After the referral section you have reached the bottom of the application please note the following concerning the buttons at the bottom of the page:

Submit – 'submit' application for consideration, you will be directed complete EEO and acknowledgement information on next page

Save – allows you to Save application to return to it later; however, access will only be granted should the position still remain open. Please note your application will not be considered for employment as we will not receive it.

Cancel – deletes application and you will not be able to recover it

Applying for a Job – EEO/Authorization

After you select Submit as an external applicant we request some additional information. To help us comply with EEO record keeping we ask you to (voluntarily) select from the drop down menu your:

- Gender
- Ethnic Group

Authorization: please read the information in the box regarding the authorization [the below information is for illustration purposes only, you must read the information presented to you on your application for the complete information]. Please select whether you agree or do not agree to the terms.

After you have completed the authorization section you have reached the end of the application please note the following concerning the buttons at the bottom of the page:

Submit – submits application for consideration
Cancel – deletes application and you will not be able to recover it
Return to Previous Page – brings you back to your application, your application has not be submitted until you select 'Submit'

Reviewing Application

Upon selecting the second submit button you will be brought back to the 'My Career Tools' page, here you will see your application has a status of 'Applied'. In addition you may select the Job Openings title to review your application. Once the application is in an 'Applied' status NO CHANGES may be made.

To review all applications you have submitted you may select the drop down next to Display application from. Please note applications in a 'Draft' status hiring managers will not be able to see; therefore you will not be considered for the position. Only applications in an 'Applied' status will be considered.

You have now completed the application process, if you keyed an email address associated with your account you should receive an email informing you that your application has been received. Please make sure to check your junk/spam account as your email may have routed it there.

Please note the following concerning the application process.
1. Human Resources will not know the status of your application. Applications are viewed by respective department(s) for their review.

2. The hiring department will call candidates to schedule interviews and select the applicant to be hired. Human Resources is not involved in this process. There are no time restrictions to complete this process. Applicants who supply an email address will be notified once the job is filled via email.