
Current Employee Reference Guide



How to:

- Access CityCareers
- Register
- Create/Update your Candidate File



WORK ACCESS INSTRUCTIONS – VIA INTRANET

1. **Access** Human Resources' intranet Employment site at www.sicity.net/index.aspx?nid=229.
2. **Click** on the link under Job Opportunities to access the **Internal Recruitments** web page.
3. **Read** the instructions and **click** the **log in** link on the **Internal Recruitments** web page to access the internal **CityCareers** portal.
4. **Click** the **I Accept** button to accept the Privacy Agreement.
5. **Enter** your **User Name** (Employee ID) and **Password** when the **CityCareers** login screen appears to log in.
6. Current employees can now view the **full** list of internal and external postings. (Prior to login, only external postings will be visible.)
7. **Select** the **Apply** link beneath the abstract in the posting, or the **Apply Online** button at the bottom of the full job announcement.

Note: Your User Name will be your six-digit Employee Identification Number. Your default password upon first login will be the first four letters of your last name capitalized, and the last four digits of your Social Security Number (Ex: ABCD1234). If your last name has four or fewer letters, use your full last name capitalized, and the last four digits of your Social Security Number (Ex: AB1234). If you receive an error message asking you to contact the System Administrator, please contact your department personnel staff to have them reset and issue a new, temporary password to you. Once you have entered the temporary password in **CityCareers**, you will then be prompted to create a new password and to create a security question. You may create any question you like. Answer the security question whenever prompted to reset your own password.



HOME ACCESS INSTRUCTIONS

Employees can access **CityCareers** from home to apply for jobs, and to update personal contact information for recruitment purposes.

1. **Access** the City of San José Employment website at www.sanjoseca.gov/citycareers.
2. **Click** on the link for **Internal Recruitments** to access the internal **CityCareers** portal.
3. **Read** the instructions and **click** the **log in** link on the **Internal Recruitments** web page.
4. **Click** the **I Accept** button to accept the Privacy Agreement.
5. **Enter** your **User Name** (employee ID) and **Password** when the **CityCareers** login screen appears to log in and complete your application.
6. Current Employees can now view the **full** list of internal and external postings. (Prior to login, only external postings will be visible.)
7. Select the **Apply** link beneath the abstract in the posting, or the **Apply Online** button at the bottom of the full job announcement.

Note: The same password information from above applies.



UPDATE YOUR CANDIDATE FILE / CONTACT INFORMATION

Note: Employees cannot change their contact information for **CityCareers** in PeopleSoft Self Service; they must use Personal Information in **CityCareers** to update their personal profile for recruitment.

1. Navigate to the internal **CityCareers** portal per the **WORK ACCESS INSTRUCTIONS** or **HOME ACCESS INSTRUCTIONS** above.
2. **Click** the **I Accept** button to accept the Privacy Agreement.
3. **Enter** your **User Name** (Employee ID) and **Password** when the **CityCareers** login screen appears to log in.
4. **Scroll** down until you see the **Candidate Profile** heading in the right sidebar of the page and **click** the **Access My Profile** link.
5. **Click** the **Edit** link under the section of your general profile you would like to edit.
6. If it is your first time logging in, you may need to enter the information in each section, then **Save and Continue**.
7. **Review** your updates in the **Review and Submit** section of General Profile Update.
8. **Click** the **Submit** button to save your changes to your General Profile.
9. You will receive an email confirming the submission of your updates to **CityCareers**.

Note: Upon first login, you may populate your Education and Employment History by parsing from a resume or a from LinkedIn account; you are still responsible for verifying the information is complete and up to date.



APPLY TO A JOB

1. Once logged in on the internal **CityCareers** portal, **click** the **Job Title** that you want to apply to; when the full posting appears, **click** the **Apply Online** button at the bottom of the page.
2. You may also **click** directly on the **Apply** link under the abstract in the list of current job openings to apply to a requisition.
3. **Follow** on-screen instructions/pathway to complete **Education** and **Employment History** via resume/LinkedIn (for first time application), or manual entry. For subsequent applications, update as appropriate.
4. **Respond** to **General Questions** and **Job Specific Questions**. You may **add File Attachments** if appropriate.
5. **Click** the **Save Draft** button to save a draft of your application, but remember to **submit** before the closing date.
6. **eSign** with your full name and **complete** the **Diversity Survey**.
7. **Review** your application in the **Review and Submit** section.
8. **Click** the **Edit** link by each section to add, update, or modify.
9. **Click** the **Submit** button to submit your application through **CityCareers**. You will receive a confirmation email when your application is received. If you don't receive an email confirmation of your application submission, please contact Human Resources at (408) 535-1285 or CityCareers@sanjoseca.gov.



HELP

For **CityCareers** help, contact **Human Resources** at **(408) 535-1285** or CityCareers@sanjoseca.gov. Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.
