

# Table of Contents

Log into the Self-Service System .....	2
Access Self-Service Screen.....	3
Employment Opportunities.....	4
Previous Visitors .....	5
Forgotten Password.....	6
Updating Information for a Previous Visitor .....	8
First-Time Visitors.....	9
Setting Up a Username and Password .....	12
Forgotten Password.....	13
Successfully logging into the System for the First Time .....	15
Filling Out the Resume Form .....	16
Filling Out the Application .....	17
Filling Out the Self Identification Form (SIF).....	18
Candidate Qualifier Questions.....	19

# Log into the Self-Service System

Log into Self-Service through the Single Sign-On screen. Press **OK**.



The image shows a dialog box titled "SSOWatch - Security Data Collect" with a close button in the top right corner. The dialog box has a blue header bar with the "goMilwaukee" logo and "> Milwaukee County" text. Below the header, the text reads: "Your password (or user name) known by SSOWatch is (are) not OK. Please enter it (them) again :". There is a text input field containing "Ceridian Self-Service". Below this, there are four input fields: "Account :" with a dropdown menu showing "Standard Account" and a key icon; "User Name :" with an empty text box; "Password :" with a text box containing ten black dots; and "Confirm password :" with a text box containing ten black dots. Below the password fields is a checkbox labeled "Disable SSO for this application". At the bottom, there are two buttons: "OK" and "Cancel". A red arrow points to the "OK" button.

## Access Self-Service Screen

The Ceridian Self-Service screen will be displayed. Click on **Link to Open Job Opportunities**.

Ceridian Self-Service

Home | Tutorial | Help | Logout | About |

**Ceridian Self-Service**

Note: This product uses email for important correspondence. You have no email address on record. [Enter your email address.](#)

**To Do**

- You have 0 [Pending Documents](#)
- You have 0 [Requests in Process](#)
- You have 0 [Documents Saved but Not Submitted](#)

**Personal Information**

- [My Employee Profile](#)
- [Change of Address](#)
- [Emergency Contacts](#)
- [My Credentials](#)
- [Password](#)
- [Email Address](#)
- [Employee Reports](#)
- [Contact for HR Questions](#)

**Payroll & Tax**

- [Link to Time and Attendance](#)
- [Earnings Statements](#)
- [Direct Deposits](#)
- [Check Calculations](#)
- [Federal Tax Form \(W-4\)](#)
- [Link to Wisconsin State Tax Form](#)
- [Retirement Contributions](#)

**Company Information**

- [Link to Open Job Opportunities](#)
- [Employee Directory Search](#)
- [Company Document Search](#)
- [Link to Kiosk Locations](#)
- [Link to Milwaukee County Intranet](#)

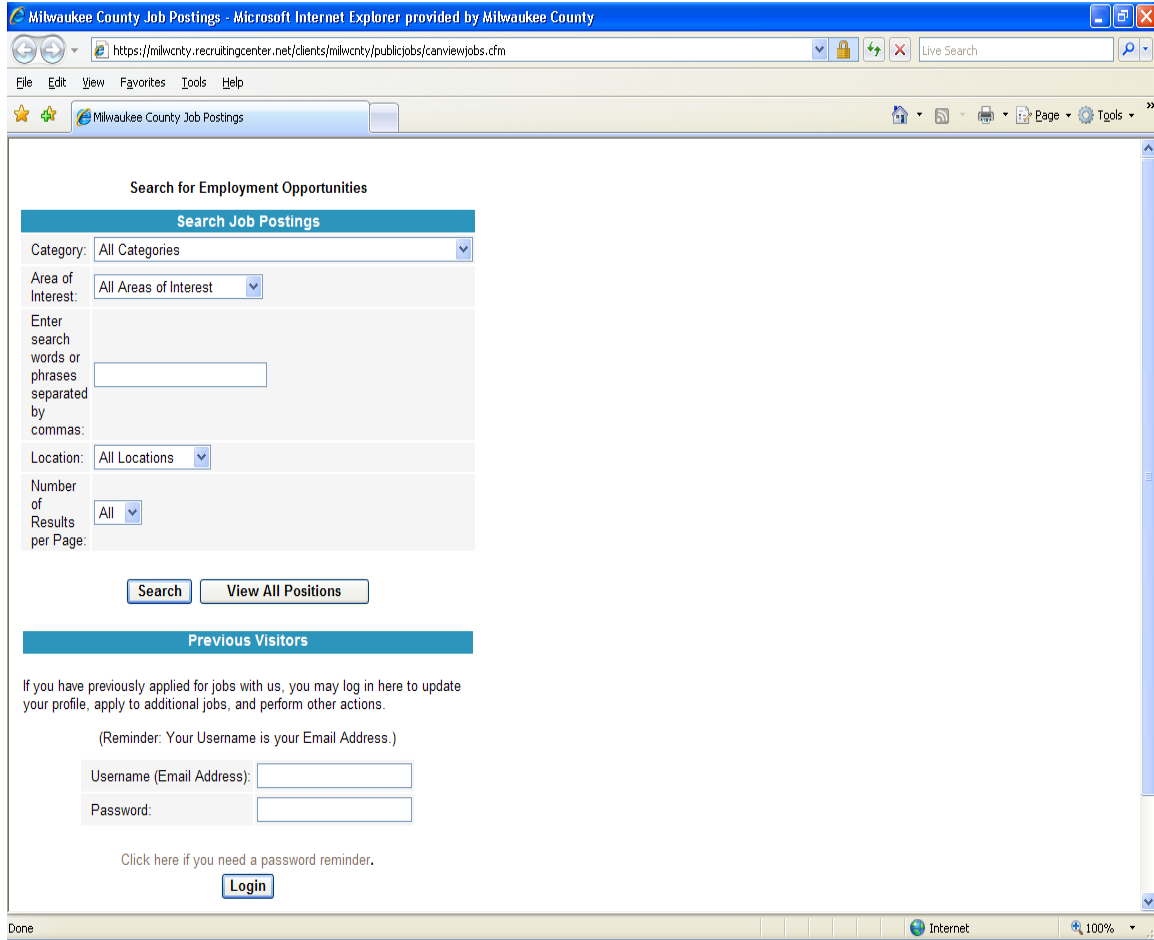
**Benefits**

- [Link to Benefits Site](#)
- [Life Works Link](#)
- [Contact for Benefits Questions](#)

Internet 100%

# Employment Opportunities

The Initial Employment Opportunities screen is displayed.



## Previous Visitors

If you are a returning visitor, log into the Employment Opportunities area under the 'Previous Visitors' section, then press the **'Login'** button.

The screenshot shows a web browser window titled "Milwaukee County Job Postings - Microsoft Internet Explorer provided by Milwaukee County". The address bar shows the URL: <https://milwcnty.recruitingcenter.net/clients/milwcnty/publicjobs/canviewjobs.cfm>. The page content includes a search section and a "Previous Visitors" section. The "Previous Visitors" section contains the following text and form elements:

If you have previously applied for jobs with us, you may log in here to update your profile, apply to additional jobs, and perform other actions.

(Reminder: Your Username is your Email Address.)

Username (Email Address):

Password:


Click here if you need a password reminder: [Link](#)

Two red arrows are overlaid on the image: one points to the "Login" button, and the other points to the "Username (Email Address)" input field.

## Forgotten Password

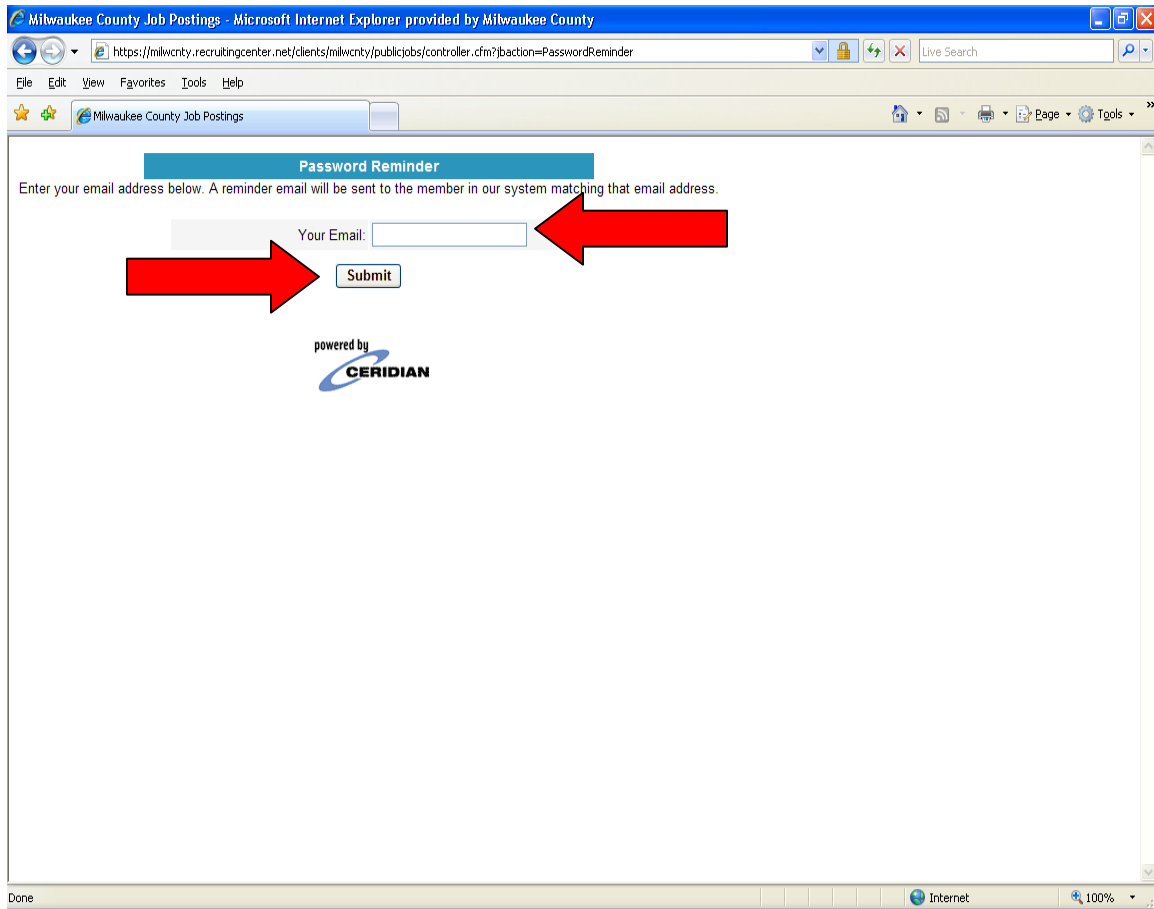
If you are a previous visitor and have forgotten your password, click on the 'Click here if you need a password reminder' link.

The screenshot shows a web browser window with the following content:

- Search for Employment Opportunities**
  - Search Job Postings**
    - Category: All Categories
    - Area of Interest: All Areas of Interest
    - Enter search words or phrases separated by commas: [text input]
    - Location: All Locations
    - Number of Results per Page: All
    - Buttons: Search, View All Positions
- Previous Visitors**
  - If you have previously applied for jobs with us, you may log in here to update your profile, apply to additional jobs, and perform other actions.
  - (Reminder: Your Username is your Email Address.)
  - Username (Email Address): [text input]
  - Password: [text input]
  - Click here if you need a password reminder. 
  - Login

When the 'reminder' link is pressed, a Password Reminder screen will appear.

**Note:** In order for the password to be sent to the requester, the requester must know the email address that they are using as the Username into the CRS system. They need to enter their Username email address in the 'Your Email' field and press the **'Submit'** button. Their password should be emailed to them shortly thereafter. After they receive their password, they can go back to the 'Previous Visitor' section and log in.



## Updating Information for a Previous Visitor

Once the 'previous visitor' has logged into the system, the resume form screen is displayed. From this screen the candidate can Log Out, Search for Jobs, Update or Fill Out the Self Identification Survey Form (SIF), Edit their Application, or Edit their Job Preferences using the buttons at the top of the screen.

They can also update their personal information such as their email address (which will change their username for login purposes). Any address, name or phone number changes should be made through self-service. The self-service changes will be updated in the Recruiting System.

A new, updated resume could also be pasted into the system from this page.

The screenshot shows a web browser window titled "Milwaukee County Job Postings - Microsoft Internet Explorer provided by Milwaukee County". The address bar shows the URL: <https://milwcnky.recruitingcenter.net/clients/milwcnky/publicjobs/controller.cfm?jaction=ReturnToProfile&esid=KDWIKN0UXXS5T7WzE0IAo%3D>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content features a navigation bar with buttons for "Log Out", "Search Jobs", "Self-Identification Survey", "Edit Application", and "Edit Job Preferences".

The main content area is titled "Resume Form" and includes a legend: "\*indicates required field." The form is divided into two sections:

- Personal Information:** Fields include Title (dropdown), First Name (Daniel), Middle Name, Last Name (Nunez), Address (536 5th St. Box 613), City/Town/County (Firestone), State/Province/Country (Wisconsin), Zip/Postal Code (53684), Phone (414-594-4747), Secondary Phone, Email (daniel.nunez@ceridian), and Confirm Email (daniel.nunez@ceridian). A reminder states: "REMINDER: Your Email Address is also your Login Username." Password and Confirm Password fields are masked with dots. A preference question asks: "How would you prefer for Milwaukee County to correspond with you regarding your application?" with radio buttons for "US Mail" and "Email". A note explains that email confirmation is required even if US Mail is selected.
- Professional Information:** A question asks: "Are you a U.S. Citizen, Permanent Resident, Temporary Resident, Applicant for Temporary Residence, Asylee or Refugee?" with radio buttons for "Yes" and "No".

The browser's status bar at the bottom shows "Internet" and "100%".



## First-Time Visitors

If this is the first time that the candidate (employee) is logging into the system, they cannot use the 'Previous Visitors' screen. Under the 'Search Job Postings' section, a candidate can choose to update any, none, or all of the following fields:

- Category
- Area of Interest
- Enter Search Words....
- Location
- Number of Results per Page

However, any updates to these fields are optional. After the fields are updated (if necessary), press **View All Positions**.

Milwaukee County Job Postings - Microsoft Internet Explorer provided by Milwaukee County

https://milwcnty.recruitingcenter.net/clients/milwcnty/publicjobs/canviewjobs.cfm

File Edit View Favorites Tools Help

Milwaukee County Job Postings

### Search for Employment Opportunities

#### Search Job Postings

Category: All Categories

Area of Interest: All Areas of Interest

Enter search words or phrases separated by commas:

Location: All Locations

Number of Results per Page: All

#### Previous Visitors

If you have previously applied for jobs with us, you may log in here to update your profile, apply to additional jobs, and perform other actions.

(Reminder: Your Username is your Email Address.)

Username (Email Address):

Password:

[Click here if you need a password reminder.](#)

A list of the current open positions will be displayed. The candidate should select a position that they are interested in by clicking on one of the **'Position Titles'**.

Milwaukee County Job Postings - Microsoft Internet Explorer provided by Milwaukee County

https://milwaukeecounty.recruitingcenter.net/clients/milwaukeecounty/publicjobs/controller.cfm

Found 43 Employment Opportunities


Click on each title to view details.

Position Title	City/Town/County	State/Province/Country	Job Type
Administrative Coordinator (CATC)	Milwaukee	WI	Full-Time
Advanced Practice Nurse Prescriber (BHD)	Milwaukee	WI	Full-Time
Advanced Practice Nurse Prescriber (Office of the Sheriff)	Milwaukee	WI	Full-Time
Advanced Practice Nurse Prescriber-Pool (BHD)	Milwaukee	WI	Hourly
Advanced Practice Nurse Prescriber-Pool (Office of the Sheriff)	Milwaukee	WI	Hourly
Airport Maintenance Worker	Milwaukee	WI	Full-Time
Airport Worker (Seasonal)	Milwaukee	WI	Seasonal
Assistant Nursing Director (Office of the Sheriff)	Milwaukee	WI	Full-Time
Automotive And Equipment Service Supervisor (DOT)	Milwaukee	WI	Full-Time
Automotive And Equipment Services Technician In-Charge (DOT)	Milwaukee	WI	Full-Time
Business Systems Project Manager	Milwaukee	WI	Full-Time
Certified Occupational Therapy Assistant	Milwaukee	WI	Full-Time
Clinical Program Director Psychology	Milwaukee	WI	Full-Time
Community Center Supervisor	Milwaukee	WI	Full-Time
Curator Large Mammals	Milwaukee	WI	Full-Time

In the example below, *Airport Maintenance Worker* was chosen. From this screen, press '**Submit Your Application**'. Note that if this is the candidate's first time logging into the system the candidate is not actually submitting their application.

The screenshot shows a Microsoft Internet Explorer browser window displaying a job posting page for 'Airport Maintenance Worker'. The browser's address bar shows the URL: [https://milwcnty.recruitingcenter.net/clients/milwcnty/publicjobs/controller.cfm?baction=JobProfile&Job\\_Id=10034&esid=az](https://milwcnty.recruitingcenter.net/clients/milwcnty/publicjobs/controller.cfm?baction=JobProfile&Job_Id=10034&esid=az). The page content includes a table of job details, two buttons ('Submit Your Application' and 'Send to a Friend'), and a 'Job Description' section. A large red arrow points to the 'Submit Your Application' button.

Airport Maintenance Worker	
Job Type:	Full-Time
Location:	Milwaukee, WI
Post Date:	12/01/2008
JobClass:	Classified
Closing Date:	Continuous Recruitment
Salary Band:	\$33,782.11 - \$41,335.84

[Submit Your Application](#) 

[Send to a Friend](#)

**Job Description:**

All names will be removed from eligible lists one (1) year after eligibility is established.

WORKING ON ANY ASSIGNED SHIFT ANY DAY OR NIGHT OF THE WEEK OR DURING EMERGENCY SITUATIONS WILL BE REQUIRED.

NOTE: THE REQUIREMENTS OF THE OMNIBUS TRANSPORTATION TESTING ACT OF 1991 AND THE DEPARTMENT OF TRANSPORTATION REGULATIONS, INCLUDING MANDATORY DRUG AND ALCOHOL TESTING, APPLY TO THESE POSITIONS. THE APPOINTING DEPARTMENT WILL CONDUCT A BACKGROUND INVESTIGATION WITH PREVIOUS EMPLOYERS AND DRUG TESTING OF ALL CANDIDATES CERTIFIED FOR APPOINTMENT

**EDUCATION AND EXPERIENCE:**  
Possession of a valid Wisconsin Commercial Driver's License (CDL) Class B (without an airbrake restriction) at time of application and maintained during incumbency is required for Airport Maintenance Worker. Experience operating a wide variety of vehicles and equipment preferred; experience in semi-skilled mechanical maintenance preferred; building and grounds maintenance and construction related work preferred. Graduation from high school or G. E. D. equivalent preferred.

## Setting Up a Username and Password

The screen below can be used for the following:

- Setting Up a Username and Password – First Time Users
- Logging in as a Previous Visitor

**NOTE:** It is highly advisable to suggest to candidates that they only use this screen to set up a username and password. If a candidate logged in as a previous visitor and they didn't type their username or password correctly, they would end up creating a second account within the system. This would then create a maintenance issue because one of the accounts would need to be purged from the system.

The rules for valid usernames and passwords are simple:

- The Username must be a valid email address
- The Password must be between 5 and 10 characters in length. There are no other restrictions.
- If the candidate does NOT have an email address, they can press the '[Click here to create an MSN Hotmail account](#)' link to create an email address. After creating the Hotmail account they can enter their new email address into the Username field.
- After entering a valid email address and password, press the '**Login**' button.

The screenshot shows a web browser window titled "Milwaukee County Job Postings - Microsoft Internet Explorer provided by Milwaukee County". The address bar shows the URL: <https://milwcnty.recruitingcenter.net/clients/milwcnty/publicjobs/controller.cfm>. The page content includes the following text and form elements:

To apply for this position, please enter your email address and password\* below.

Username (Email Address):\*

Password:\*

**Email Address Required:** To apply to a job, you will need to enter an email address as part of your profile.

**No email address?** [Click here to create an MSN Hotmail account.](#)

**\*No Password?** Please enter a password between 5-10 characters. Use something easy to remember (but not easy for others to guess) such as a combination of letters and numbers or special characters.

**Forget your password?** [Click here to have your password emailed to you.](#) You must use the same email you used to register to utilize this option.

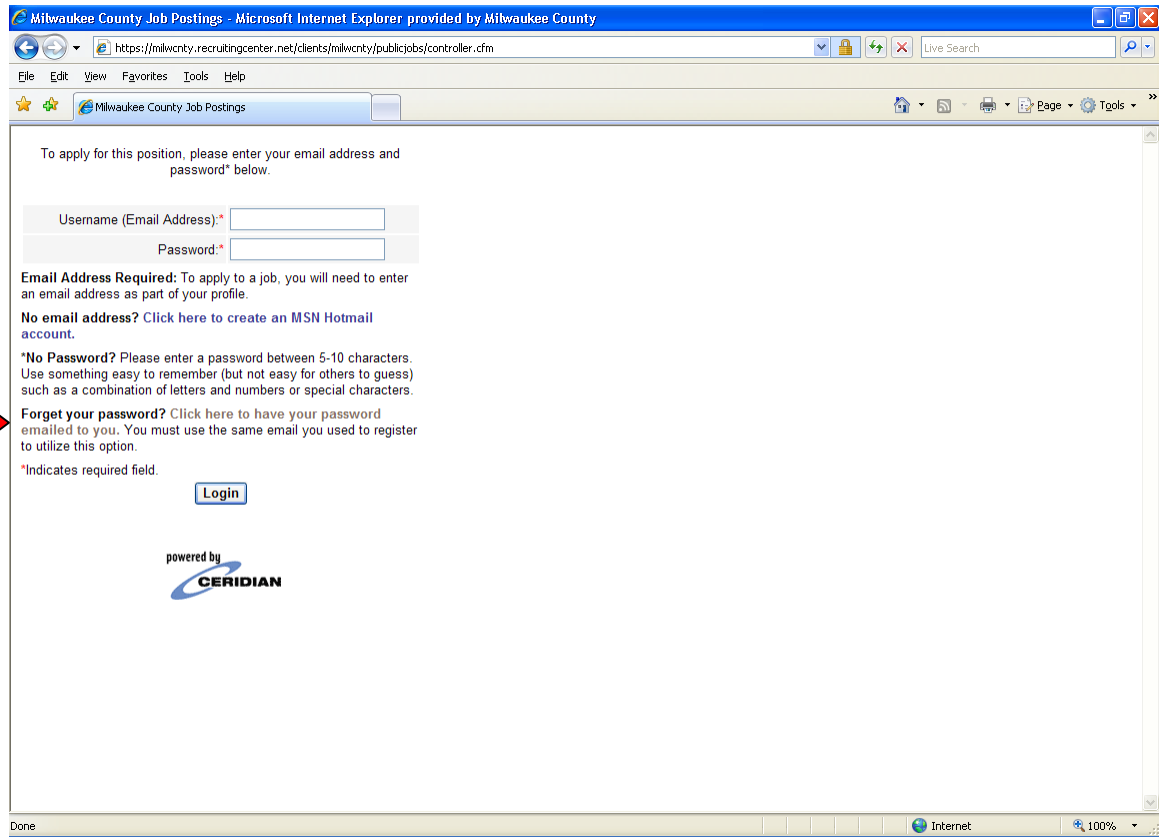
\*Indicates required field.

powered by  
**CERIDIAN**

Three red arrows are overlaid on the screenshot: one points to the Username field, one points to the Password field, and one points to the Login button.

## Forgotten Password

If you are using this screen as a previous visitor and have forgotten your password, click on the ['Click here to have your password emailed to you'](#) link.



Milwaukee County Job Postings - Microsoft Internet Explorer provided by Milwaukee County

https://milwcnty.recruitingcenter.net/clients/milwcnty/publicjobs/controller.cfm

File Edit View Favorites Tools Help

Milwaukee County Job Postings

To apply for this position, please enter your email address and password\* below.

Username (Email Address):\*

Password:\*

**Email Address Required:** To apply to a job, you will need to enter an email address as part of your profile.

**No email address?** [Click here to create an MSN Hotmail account.](#)

**\*No Password?** Please enter a password between 5-10 characters. Use something easy to remember (but not easy for others to guess) such as a combination of letters and numbers or special characters.

**Forget your password?** [Click here to have your password emailed to you.](#) You must use the same email you used to register to utilize this option.

\*Indicates required field.

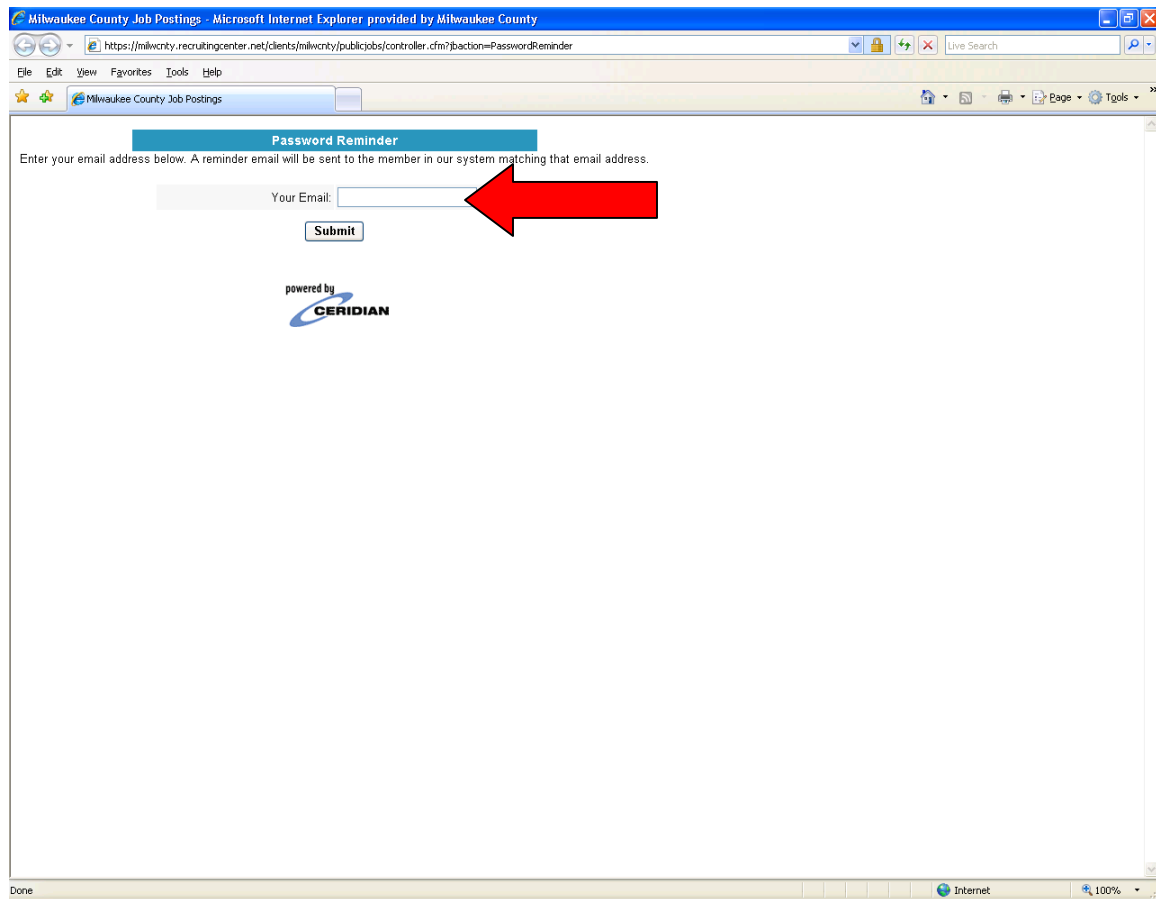
Login

powered by  
**CERIDIAN**

Done Internet 100%

When the 'reminder' link is pressed, a Password Reminder screen will appear.

**Note:** In order for the password to be sent to the requester, the requester must know the email address that they are using as the Username into the CRS system. They need to enter their Username email address in the 'Your Email' field and press the **'Submit'** button. Their password should be emailed to them shortly thereafter. After they receive their password, they can go back to the login section and log in.



## Successfully logging into the System for the First Time

Once the candidate has successfully logged into the Recruiting System for the first time, the following screen will be displayed. From here the candidate can either download their resume in the 'Locate Resume' field or paste their resume in the 'Paste Text' field. Press **Continue** when the resume has been updated. Note that the resume is not required and the candidate can simply press **Continue** to advance to the next page.

**Upload Resume**

If you have a resume already saved in *Microsoft Word* or other word-processing program, you can easily upload the resume. Uploading a resume usually produces better results than copying and pasting resume text.

**Upload a Resume**  
Click the **Browse** button and find your saved resume. Double-click the saved resume. The path to the saved resume should now be displayed in the **Locate Resume** box. Click the **Continue** button.

**Copy and Paste a Resume**  
Hold down the **Ctrl** key and then hit the **A** key to select all of the text in your resume. Hold down the **Ctrl** key and then hit the **C** key to copy all of the selected text. Click inside the **Paste Text** box. Hold down the **Ctrl** key and then hit the **V** key to paste your resume into the box. Click the **Continue** button.

Please Note: HTML code or other characters may be displayed in the resume text box. These characters are not visible to the recruiter once the resume is submitted into the system.

Locate Resume:

- or -

Paste Text:

## Filling Out the Resume Form

The next screen that is displayed is the resume form. The candidate must fill in every field that has a red asterisk (\*) next to it. When all necessary fields are filled in, press **Submit Form** button.

The screenshot shows a web browser window titled "Milwaukee County Job Postings - Microsoft Internet Explorer provided by Milwaukee County". The address bar shows the URL: <https://milwacnty.recruitingcenter.net/clients/milwacnty/publicjobs/controller.cfm>. The page content is titled "Resume Form" and includes the following sections:

- Indicates required field.**
- Personal Information**
  - Title: [Dropdown menu]
  - First Name:\*
  - Middle Name:
  - Last Name:\*
  - Address:\*
  - City/Town/County:\*
  - State/Province/Country:\*
  - Zip/Postal Code:\*
  - Phone (###-###-####) :\*
  - Secondary Phone (###-###-####) :
  - Email:\*
  - Confirm Email:\*
  - REMINDER: Your Email Address is also your Login Username.
  - Password:\*
  - Confirm Password:\*
  - How would you prefer for Milwaukee County to correspond with you regarding your application?
    - US Mail
    - Email
  - Note: Even if you select US Mail as your preferred method of correspondence, an email will be sent to the email address you have provided above to confirm receipt of your application for employment. After that time, all correspondence will be sent to you via the US Mail. You may log in to this system to change that preference at any time.
- Professional Information**
  - Are you a U.S. Citizen, Permanent Resident, Temporary Resident, Applicant for Temporary Residence, Asylee or Refugee? :\*
  - Yes  No
  - Are you a current employee of Milwaukee County? :\*
  - Yes  No
  - How did you hear about us? :\*
  - [Please select one...]
- Resume and Comments**
  - Paste your Resume here: \*
  - [Text area]
  - Comments to the Recruiter or cover letter:
  - [Text area]
- Email Me New Jobs**
  - We will send you an email (regardless of communication preference selected above) with new jobs that are posted based on the areas of interest you note below, and/or specific keywords that you wish to appear in either a job title and/or job description. You can control the frequency of these emails by noting you wish to receive them daily, weekly, or not at all. Whenever you log in you may change your preferences.
  - I would like to receive notification via email if Milwaukee County posts new jobs in my area of interest and/or keyword Selection.\*
  - [Please select one...]
  - All applicants are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other discriminatory factors prohibited by law.
- Submit Form** button

A red arrow points to the "Submit Form" button. Below the button, the text reads: "Please click this button one time only. Do not click your browser back button and resubmit your information."

powered by [Logo]



## Filling Out the Application


After the prior form has been submitted, the application form will be displayed. Again, all fields that have a red asterisk (\*) next to it needs to be filled in. When all necessary fields have been filled in, press the **Save Application** button at the bottom of the application.

Milwaukee County Job Postings - Microsoft Internet Explorer provided by Milwaukee County

https://milwcnty.recruitingcenter.net/clients/milwcnty/publicjobs/controller.cfm?action=CandidateApplied&newapplicant=1&message=CandidateApplied&esid=KFZeT0szN

File Edit View Favorites Tools Help

Milwaukee County Job Postings



Application for Employment

Fields with an asterisk \* are required

**GENERAL INFORMATION**

Position Title  
Advanced Practice Nurse Prescriber-Pool (BHD)

First Name John	Middle Name	Last Name Smith	Zip Code 53233
Address 123 Main Street	City Milwaukee	State WI	
Home Phone 414-125-7845	Secondary Phone		

Are you a legal resident of Milwaukee County?\*

Yes  
 No

If you are not a United States citizen, you must have permission to work in the United States from the U.S. Immigration and Naturalization Service at the time of hiring.

Are you currently employed by Milwaukee County Government?\*

Yes  
 No

Have you ever been terminated for cause by Milwaukee County Government?\*

Yes  
 No

Have you ever been terminated for cause from other government employment?\*

Yes  
 No

Are you applying for or claiming DECA status on this application?\*

Yes  
 No

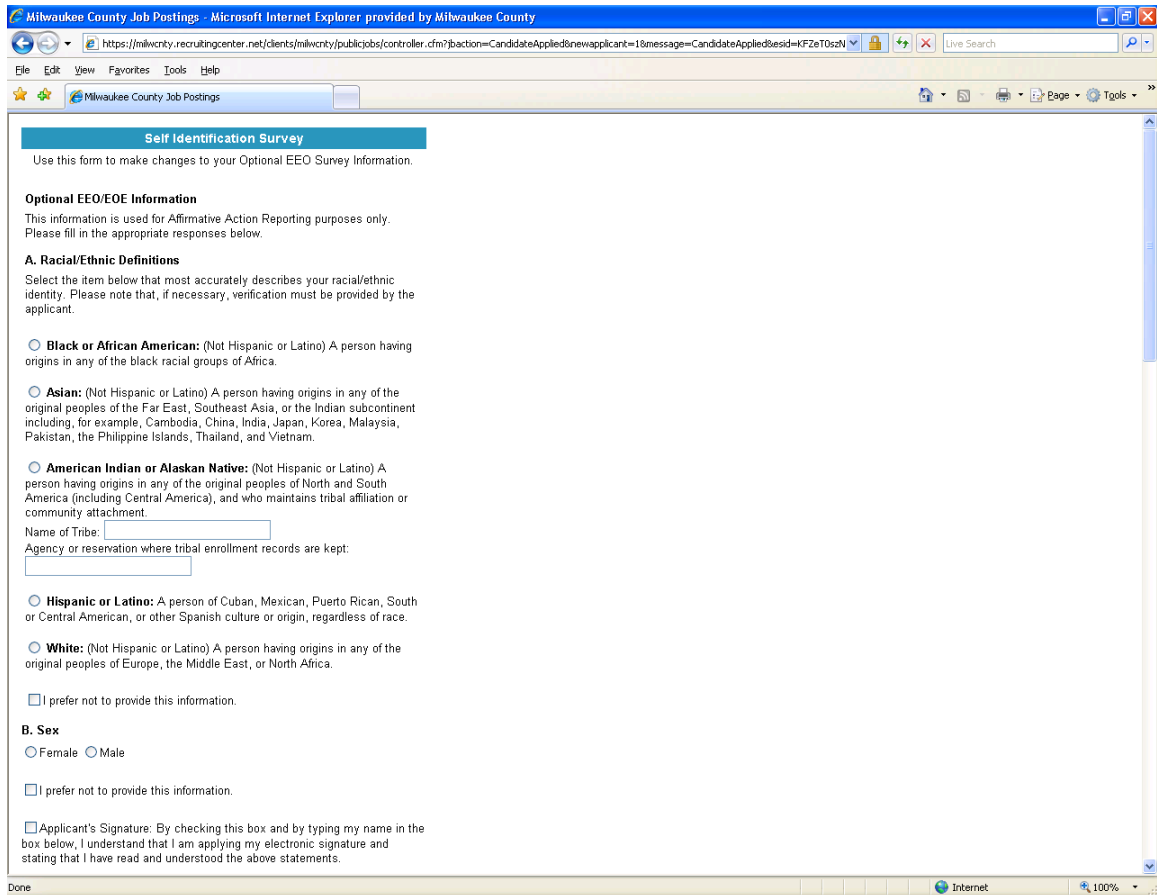
If you have completed a DECA interview and are eligible, select Yes. If you are unsure of your possible DECA status, continue this application and contact the DECA office. If you are not DECA eligible select No.

DECA: Disabled Expanded Certification Appointment is a voluntary program that provides access to qualified applicants with disabilities without participating in the exam process.

Done Internet 100%

## Filling Out the Self Identification Form (SIF)

The Self Identification Form requests EEO information such as ethnicity, gender and veteran status. The candidate can choose to fill the information or check the box for each section that states 'I prefer not to provide this information'. When all information has been entered, press the **Continue to Candidate Qualifier** button **at the bottom of the screen**. Note that if a field is missed, a message will be displayed requesting the candidate to fill in the missing information before continuing to the candidate qualifiers.



The screenshot shows a web browser window titled "Milwaukee County Job Postings - Microsoft Internet Explorer provided by Milwaukee County". The address bar shows a URL starting with "https://milwcnky.recruitingcenter.net/clients/milwcnky/publicjobs/controller.cfm?baction=CandidateApplied&newapplicant=1&message=CandidateApplied&esid=KFZeT0szN". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is titled "Self Identification Survey" and includes the following text:

Use this form to make changes to your Optional EEO Survey Information.

**Optional EEO/EOE Information**  
This information is used for Affirmative Action Reporting purposes only. Please fill in the appropriate responses below.

**A. Racial/Ethnic Definitions**  
Select the item below that most accurately describes your racial/ethnic identity. Please note that, if necessary, verification must be provided by the applicant.

- Black or African American:** (Not Hispanic or Latino) A person having origins in any of the black racial groups of Africa.
- Asian:** (Not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native:** (Not Hispanic or Latino) A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.  
Name of Tribe:   
Agency or reservation where tribal enrollment records are kept:
- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White:** (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

I prefer not to provide this information.

**B. Sex**

- Female  Male

I prefer not to provide this information.

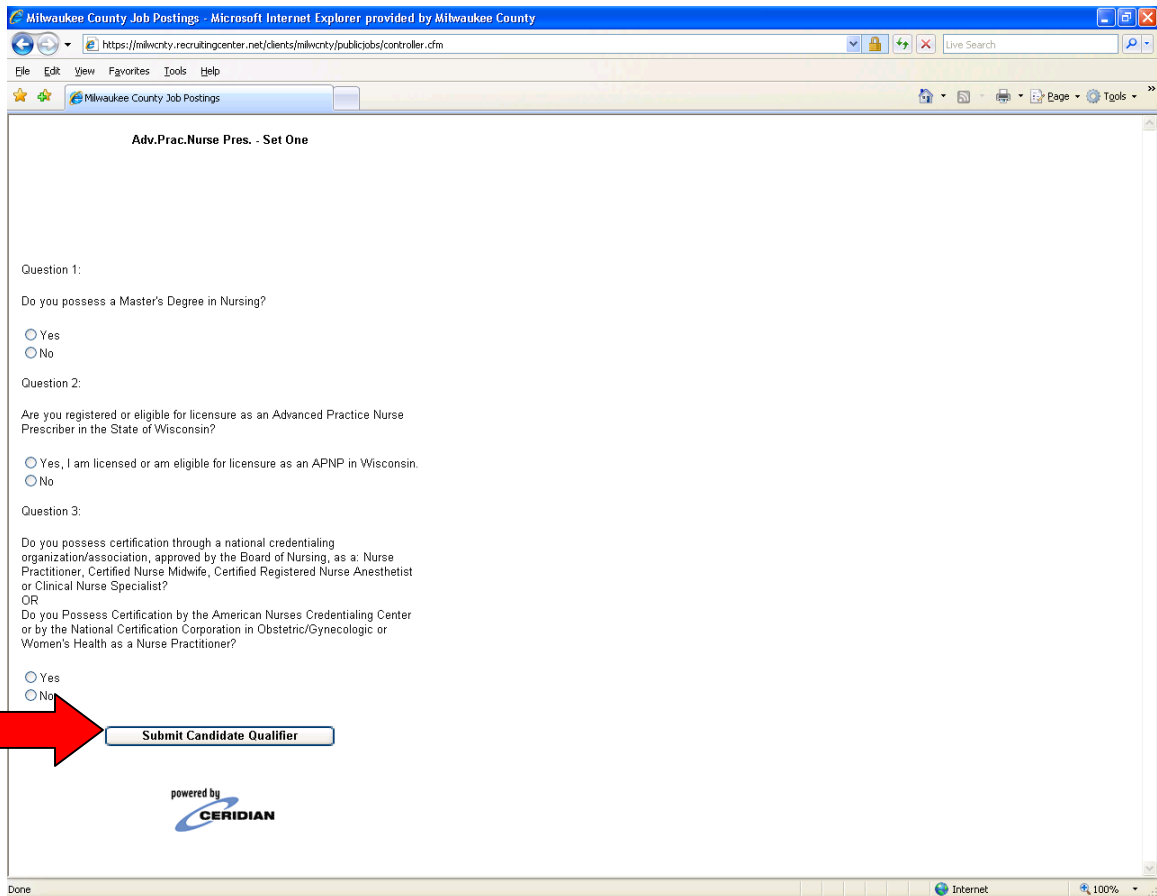
**Applicant's Signature:** By checking this box and by typing my name in the box below, I understand that I am applying my electronic signature and stating that I have read and understood the above statements.

The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

## Candidate Qualifier Questions

Answer each of the questions presented, then press the **Submit Candidate Qualifier** button. Note that if you do not answer all of the questions, you will not be able to submit your answers.

After submitting your answers, you may or may not be presented with a second set of candidate qualifier questions. Once all of the candidate qualifier questions are answered, the application is completed. Be aware that if a candidate does not complete the entire application process including the candidate qualifiers, none of the information that had been entered in the prior screens will be saved in the system and the candidate will need to start the entire process over.



Milwaukee County Job Postings - Microsoft Internet Explorer provided by Milwaukee County

https://milwauky.recruitingcenter.net/clients/milwauky/publicjobs/controller.cfm

Milwaukee County Job Postings

Adv.Prac.Nurse Pres. - Set One

Question 1:

Do you possess a Master's Degree in Nursing?

Yes  
 No

Question 2:

Are you registered or eligible for licensure as an Advanced Practice Nurse Prescriber in the State of Wisconsin?

Yes, I am licensed or am eligible for licensure as an APNP in Wisconsin.  
 No

Question 3:

Do you possess certification through a national credentialing organization/association, approved by the Board of Nursing, as a: Nurse Practitioner, Certified Nurse Midwife, Certified Registered Nurse Anesthetist or Clinical Nurse Specialist?  
OR  
Do you Possess Certification by the American Nurses Credentialing Center or by the National Certification Corporation in Obstetric/Gynecologic or Women's Health as a Nurse Practitioner?

Yes  
 No

**Submit Candidate Qualifier**

powered by  
**CERIDIAN**

Done Internet 100%