



## **Job Application - Tips and Techniques**

*To help you in the Milwaukee County job application process, before you begin your application, please read below.*

### **Applying Via Computer**

Apply for a Milwaukee County job via Milwaukee County's website at [www.jobs.milwaukeecounty.org](http://www.jobs.milwaukeecounty.org)

You may apply on any computer, including those at a public library or the computers in the HR Reception Area, Room 210 of the Courthouse. The computers in the HR Reception Area are available from 8:00 a.m. to 4:00 p.m. on regular business days.

If you happen to "time out" on the computer, you will need to return to the announcement and restart the process.

Some people have experienced problems using Apple equipment when applying. No matter what computer you use, if you receive a confirmation email, your application was received and processed.

### **Completing Both the Application and Candidate Qualifiers**

Submitting a thorough and accurate job application, as well as completing the candidate qualifiers, is crucial to your success in applying for a Milwaukee County job. To be considered eligible, you must fill out both the application and the candidate qualifiers.

A review and evaluation of your application with the accompanying candidate qualifiers will be the sole basis for determining your eligibility and ranking on an eligibility list. It is very important that the information on the application and candidate qualifiers be consistent. Correctly completing the application may take a bit more time, but it will ensure the reviewer has the best and most complete information with which to judge your application.

### **Tips for Completing a Job Application**

- Leave yourself enough time to create your user account (if you are a new user) and to complete your application.
- Have any reference materials prepared and handy prior to starting the online application process.
- To be considered eligible for a particular position, you must meet all of the job

requirements, as of the announced closing date, including:

- Residency
  - Application filing deadline, both date and time.
- False information on an application is grounds for a "no hire" decision or dismissal.
  - You will not be able to access the position description online after the job posting date and time deadline, so if you wish to print a copy of the position description, do so prior to the deadline.
  - Provide accurate and current information regarding your email and mailing address. Milwaukee County will be communicating to you via the email address you have added to your profile.
  - Do not submit your transcript with the application. During the interview and selection process, you may be asked to request an official transcript directly from the school.
  - Be sure that the dates and experience you list for each title you've held are accurate and complete. This is especially important for the candidate qualifiers and resume. Do not cut and paste parts of your resume onto the candidate qualifier questions. Please answer the question exactly as indicated on the candidate qualifiers.
  - If indicating part-time experience, list the number of hours worked per week.
  - If you are submitting a resume in addition to completing the application, make sure the information matches. If there are discrepancies between your application and resume, Milwaukee County may not credit all of your experience or you may be declined for the position.
  - Provide a complete and accurate description of your duties. If your description is not clear, Milwaukee County may not be able to determine if you meet the requirements, or you may receive less credit than you deserve.
  - Be careful when using jargon, buzzwords and lingo familiar only to people in your area of expertise. These words/phrases should be clearly defined so that anyone reading your application can understand them. Consider asking a friend or family member to read your application and tell you if there are things in it that are not clear.
  - Include information about any license, certification, training course, etc. you have earned if it is required or relevant to the position for which you are applying.
  - If you have experience with specific equipment, systems or programs that are required for a position, be sure to include that information on your application, resume and candidate qualifiers.
  - If you are interested in more than one position, you must apply separately for each one. You must also fill out the candidate qualifiers for each position to which you apply.
  - Don't include letters of reference or commendation with your application – save those for

the interview.

- Many Milwaukee County positions require in-depth background checks. If you are applying for such positions, you will be informed at a later date regarding the background checking process.
- Carefully review all requirements before submitting your application. Also review your application to ensure it is complete and accurate before submitting.

#### After Submitting Your Application

Once you have submitted the application, you will receive a confirmation email indicating your application was received and processed.

You will be sent an email stating whether you are either eligible for the position or have been declined for the job. It is your responsibility to regularly check your email for these notices. If you receive an email stating that you are eligible for the position, there is no further action on your part. If the hiring department is interested in learning more about your qualifications, a representative will contact **you**.

If your qualifications change, be sure to update your on-line application and resume to ensure that hiring managers have the most accurate and current information.

*We look forward to seeing your application!*