




How to Apply Online-6 Quick Easy Steps

1. Apply for a Milwaukee County job via Milwaukee County's website at:

www.jobs.milwaukeecounty.org

2. Searching for and locating a job(s) of interest.

- Type a keyword in search box then hit  or hit return; you can also browse through the pages, positions are sorted alphabetically.

Search by Keyword



[Create Job Alert](#)

3. Once you have located the position, click on the title to view the job description and minimum requirements. When you are ready, click on Apply Now in the **upper left-hand corner**.

[Apply Now](#)

[Terms of use](#)

- If you are returning applicant, simply log in using your email and password.
 - If you do not remember your password, follow the **Forgot Password** instructions. Make sure to check your SPAM on your email if you do not receive password reset link within a couple of minutes. Please note: we do not have access to your profile information so we can NOT change your email or reset your password for you.
 - You CANNOT create a NEW user profile using the same email address, the system will NOT allow duplicate emails. If you no longer have access to the email on file to receive a password reset, you will have to set up a new email address through another provider (e.g. yahoo or Gmail).
4. If you do not have a profile on file, you will need to *create a profile* (locate the link in the **upper right-hand corner**). Make sure to fill in all areas completely and double check spelling.

[Create a Profile](#) | [Log In](#)

TIP-please write down email/password for future application submissions.

Create a Profile

First Name:

Last Name:

Email:

Confirm Email:

Phone:

Password:

Confirm password:

[<< Back to Search](#)

By signing in or creating a profile you agree to our [Terms of Service](#)



- All verifications will have a CAPTCHA step, please type the words as they appear on your screen or it will error out. If you do not see this step, your computer's operating system may be outdated and you may need to use a different computer. *Computers are available in the Human Resources lobby area @ the Milwaukee County Courthouse, 901 N. 9th Street, Milwaukee, Room 210 M-F from 8 to 4 p.m.* You can also utilize your local public library as a resource for computers.



5. **Completing the on-line application:** You will have EIGHT (8) total steps to complete the application and each step requires you to hit NEXT or SUBMIT at **bottom of page**. If you didn't complete something on the page, it will alert to fix before it goes to the next step.

1	Introduction	2	Voluntary Questions	3	About You	4	Resume/Other Attachments	5	Qualifiers - Set I	6	Qualifiers - Set II	7	Disclaimer	8	Submit Application
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6. **Submitting online application material:**

- The average time to complete an online application depends on the complexity of the position and the number of qualifying questions you are required to answer. The total application process averages anywhere from 7 to 25 minutes.
- The applicant tracking system automatically logs users off when in idle for *60 minutes*. Any work not saved within the past 60 minutes cannot be recovered once the user is logged out. After the required fields are completed within each step of the process, you can hit the Save/Return Later button located at the bottom of each page.
- **The final tab (no. 8) is to verify and 'submit application.'** Within five minutes of your submission, you will receive a confirmation email stating you have applied for a position. Check your SPAM folders if you do not receive this message. Please note, we CANNOT reset your password or email. If you do not receive this email, contact Human Resources @ DHREmpStaff@milwaukeecountywi.gov to verify your email.
- Note: Once you have applied to a position, you cannot make any changes to your submitted information (i.e. application/resume). If necessary, you can log in and update contact information only in your profile. **By logging into your profile you will also be able to see the most up-to-date information regarding the status of your application.**