

How to Apply for a Position:

Search for jobs:

- Visit the Johnson County Government Human Resources Page at :
<http://www.jocogov.org/dept/human-resources/career-opportunities/jobs-open-public>.
- Select the job title to review the job details.
- When you find a position you would like to apply for click on 'Submit your Resume/CV to this Job' at the bottom of the page.

Create an Account:

- You must have an e-mail address to create an HR Smart account. If you do not have an e-mail address you can set up one for free at gmail.com, yahoo.com, or other various providers.
- If you are a returning user, enter your e-mail and password to login in and apply for the position.
- If you are a first time user, select 'Create new account and continue your application'.
- Enter your Account Information:
 - If you have a Resume, you can upload it by selecting 'Upload Resume/CV'. Select 'browse' and find where your resume is saved on your computer, then click 'continue'. This will pre-populate some of your information.
 - If you do not have a resume enter the required information in the fields.
- Click 'Submit'.

Complete your Profile:

- Enter your personal information and click 'Next'.
- Enter your Education and Training information. **Please list all education institutions attended including High School, Trade Schools and Colleges/Universities.**
 - To add additional educational institutions select 'Add New Section'. Once all the information is added select 'Next'
- Enter your employment history.
 - List all employment for at least the last 10 years. Be sure to include more employment history if you have additional experience that is relevant to the position for which you are applying.
 - Make sure to fill out all of the required information accurately and completely.
 - List out all of your duties and responsibilities for each job. Do not put "see resume", doing so will result in your application being considered incomplete.
 - To add additional employers click 'Add New Section'.
- Add professional references.
 - These should be people who have known you in a professional capacity, not family members or friends. Select 'Next'.
- Certification and Authorization
 - Sign your application and select 'Next'.

Apply for a Position:

- Complete the screening questionnaire for the position and then click 'Next'.
- Add a cover letter. *(This step is optional.)*
 - To add a cover letter enter a name and the content for your letter, then select 'Next'.
 - If you do not wish to add a cover letter select 'Skip Step'.
- Enter your Diversity Information. *(This step is optional and information provided has no bearing on employment decisions.)*
 - To add your information use the drop down menus and then click 'Next'.
 - If you do not wish to add your information click 'Skip Step'.
- Complete your skills profile.
 - For each category indicate your skills by clicking on the check box next to the skill name.
 - Use the drop down menus to choose your skill level, the length of time you have used that skill, and the last time it was used.
 - Once you are finished select 'Next'

Preview/Submit your Application:

- Review your application. If you need to correct information select 'Previous' at the bottom of the screen until you reach the page that needs editing. If everything is correct, select 'Finish'.
- When you select 'Finish' you will see a screen saying 'Submission completed'. You will also receive a confirmation e-mail.

If at any point you need to stop and complete your application at a later time, select 'Finish Later' at the bottom of the page. The next time you login to the system you will be taken to your Career Center page. Under 'Items That Require Your Attention' you will see a notice that you currently have an incomplete application in the system. Click on the link. To complete your application select the green arrow under 'actions'.

If you would like to withdraw your application from any positions to which you previously applied, go to your 'Resume/CV Submission History' and select 'Remove Self from Consideration' under 'Actions.'