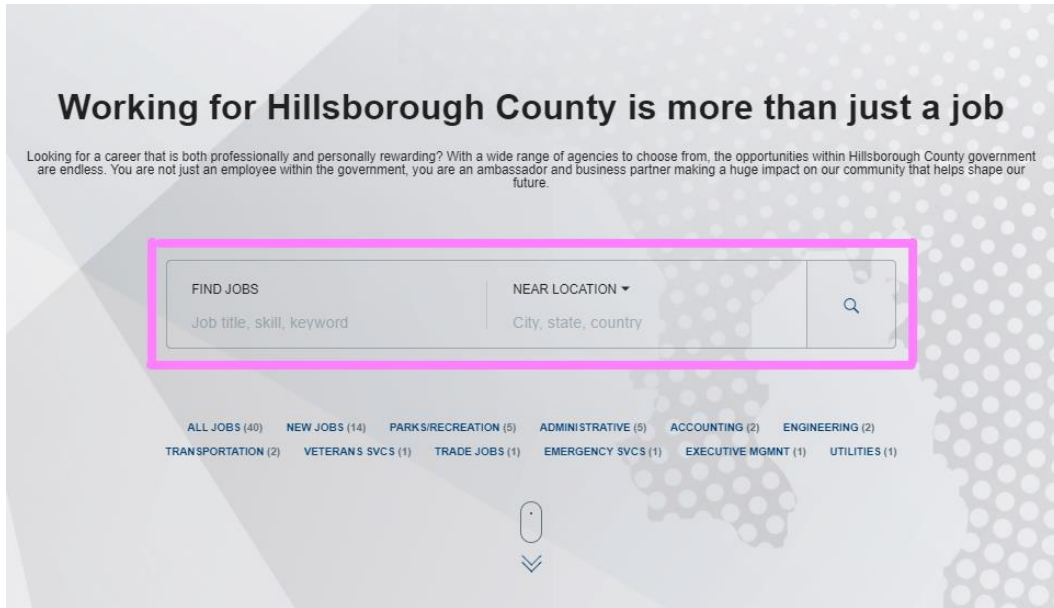


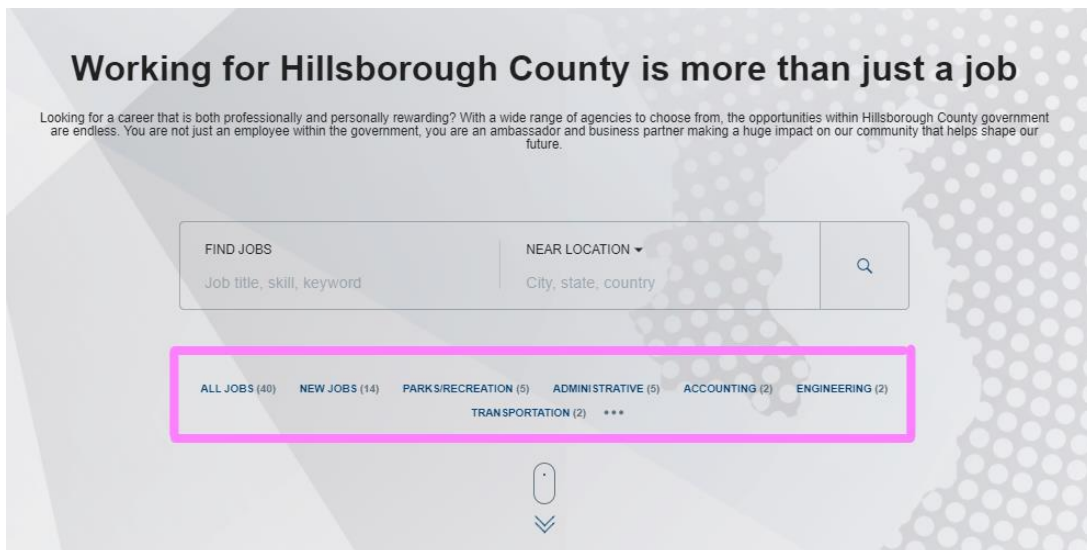
# Training Guide for External Applicants

## Applying for a Job

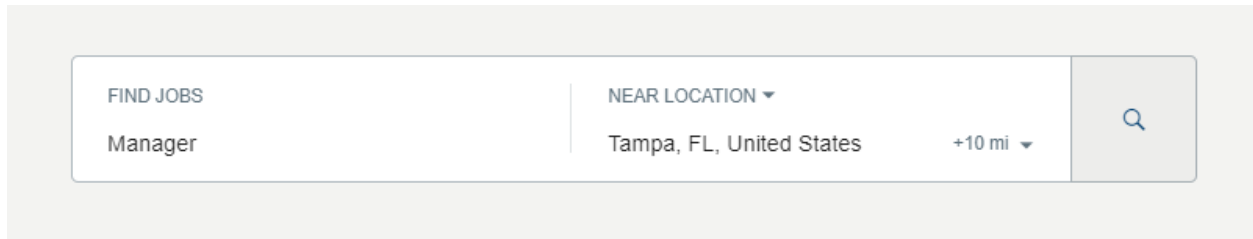
1. The Hillsborough County Job Board allows you to search by title, skill, keyword, location, or department to find current vacancies



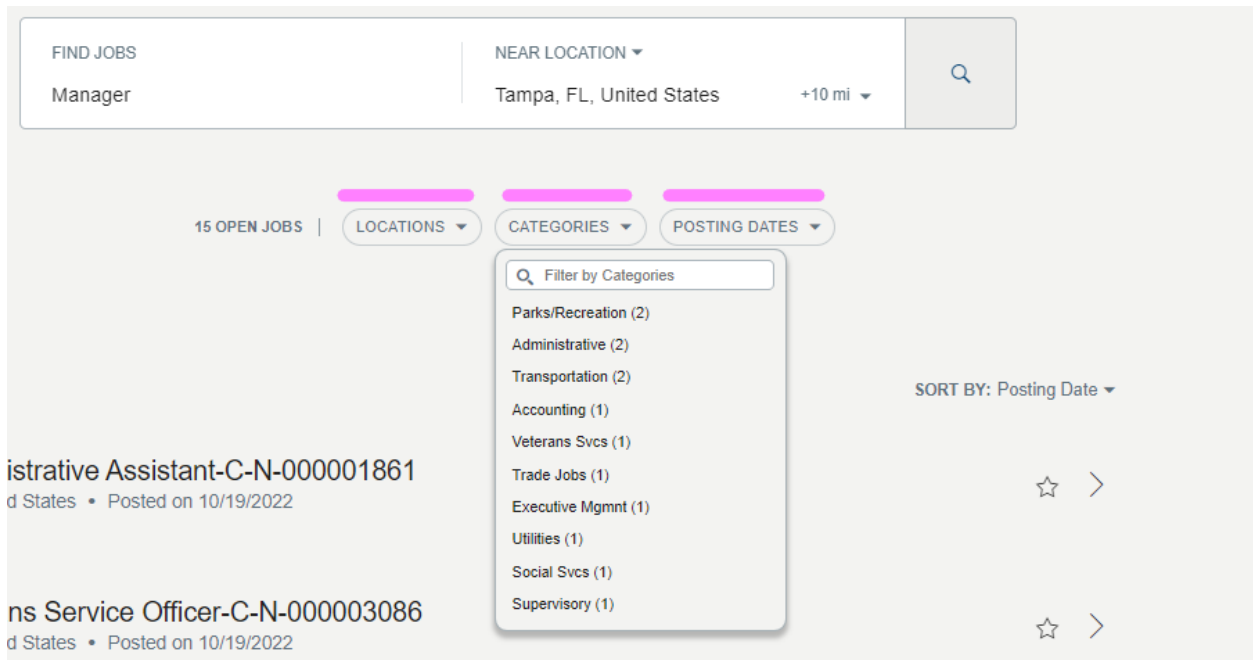
2. You can also select **All Jobs**, or from any of the departments listed below the search field



- To utilize the search function, enter the position title, skills, or keyword you're looking for under **Find Jobs**, and select a location, if desired



- Click the magnifying glass to enter and view results
- You can filter the results further by clicking the **Locations**, **Categories**, and **Posting Dates** dropdown, and selecting the options that suit you best



- You can also sort the results by posting date or by relevance

FIND JOBS  
Manager

NEAR LOCATION ▼  
Tampa, FL, United States +10 mi ▼

15 OPEN JOBS | LOCATIONS ▼ CATEGORIES ▼ POSTING DATES ▼

SORT BY: Posting Date ▼

Relevance  
Posting Date

Administrative Assistant-C-N-000001861  
ad States • Posted on 10/19/2022

7. Click on a position title to review the job description



## Administrative Assistant-C-N-000001861


FL, United States

### JOB DESCRIPTION

#### Job Overview

Performs administrative and office support activities providing customer service, clerical, secretarial, processing, mail sorting/delivery services, and/or internal Financial related duties, which may require varying degrees of independent judgment. Positions in this series normally support a Unit, Division, and/or Department.

#### Core Competencies

- The hyperlink icon  allows you to copy the job description's URL to your clipboard
- The star icon allows you to save the job to your **Job Selections**

8. The bottom of the page will display the job identification number, job category, posting date, job schedule, and location, as well as similar jobs that may interest you

APPLY NOW

Job Identification 65 Job Category Administrative Posting Date 10/19/2022, 10:26 AM  
Job Schedule Full time  
Locations 3402 N 22nd Street, Tampa, FL, 33605, US

## Similar Jobs

Administrative Assistant-C-N-000002694  
FL, United States and 1 more • Posted on 08/05/2022



9. If you'd like to apply, click **Apply Now**

APPLY NOW

Job Identification 65 Job Category Administrative Posting Date 10/19/2022, 10:26 AM  
Job Schedule Full time  
Locations 3402 N 22nd Street, Tampa, FL, 33605, US

10. Enter your email address and click Next
- If it's your first time visiting the Hillsborough County Job Board, you will begin building your profile and completing your first application on the next page
  - If you have visited before and already created a profile associated with your email address, you will need to confirm your identity

- i. Access your email to obtain a one-time 6-digit verification code – you have 10 minutes to complete this step
- ii. This email will come from the email address: **eqsq-dev1.fa.sender@workflow.mail.us2.cloud.oracle.com** and subject line will read: **Confirm Your Identity**
- iii. Return to your browser to enter the verification code, then click Verify
- iv. If you didn't receive the code or missed the 10 minute window, click Send New Code to receive a new one-time code

**Confirm Your Identity**

The verification code was sent to this email address: hckellam@gmail.com. When you get the code, type the code into the field to confirm your identity. Note that it may take some time before you receive the code.

Verification Code \*

7 1 0 3 1 0

**VERIFY** ▶

[Send New Code](#)

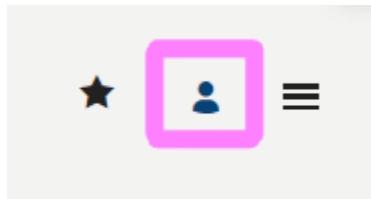
11. Complete all sections

- a. **Supporting Documents and URLs:** Add your resume and/or cover letter by dragging and dropping or uploading from your files
- b. **Contact Information:** Complete all required fields
- c. **Address:** Complete all required fields
- d. **DD214 Supporting Documents:** If you are a veteran claiming Veterans' Preference, select accordingly from the dropdown, and drag and drop or upload from your files a copy of your Member-4 DD214 showing "Honorable" discharge in the next section

- e. **Miscellaneous Documents:** Drag and drop or upload from your files any additional documents that have been requested during the application or that you feel are important for a recruiter and hiring manager to review
- f. **Application Questions:** Answer all required questions
- g. **Education:** Add details about your education
- h. **Experience:** Add details about your work experience
- i. **Licenses and Certificates:** Add details about your licenses and certificates
- j. **E-Signature:** Type your name as it appears under section B: Contact Information to certify that your responses are true and complete

12. Click **Submit**

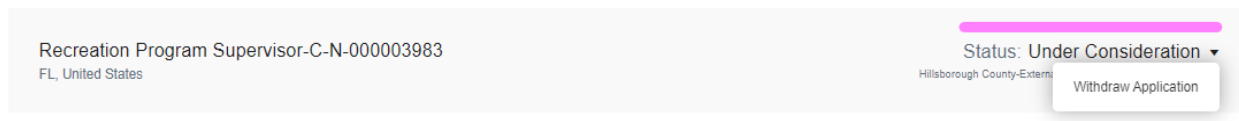
13. To monitor your applications, click the person icon in the upper right corner



14. Your profile will show all active job applications

- a. If you wish to remove yourself as an applicant from a job application, click the **Status: Under Consideration** dropdown and click **Withdraw Application**

ACTIVE JOB APPLICATIONS



15. Your profile will also show all inactive job applications

- a. The status will show as **Not Retained** if you were not selected for the position or if you were disqualified based on your answers during the application process