



iRecruitment Candidate Self-Service Guide

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Step 1: How to View Current Openings

Click on any of the [iRecruitment](#) links on the Careers page at www.hrsd.com

To view recent postings from the last seven days click the **New Jobs** link

The screenshot shows the HRSD iRecruitment website interface. At the top, there is a navigation bar with the HRSD logo and the text 'iRecruitment'. Below the navigation bar, there are tabs for 'Home' and 'Jobs'. A main banner features a photo of a smiling man and the text: 'We employ talented people who take pride in doing their best for the environment.' Below the banner, there is a paragraph of text about HRSD's mission and a 'Welcome to our Job Site' section. In the bottom left corner, a navigation menu is visible, with the link 'New Jobs (Last 7 days)' highlighted by a red box and a mouse cursor. Other links in the menu include 'Conduct an Advanced Search' and 'Post Your Resume'. On the right side of the page, there is a 'Login' section with a 'Register today' button, a 'Login' button, and a 'New to Our Jobs Site?' section with links for 'Manage My Account', 'Conduct Job Search', 'View Job Basket', and 'View Jobs Applied for'.

To perform a search of all postings click the **Conduct Job Search** link on the right, or use the **Job Search** area to search by Keywords, Job Category, Date Posted, or City Location.

This site allows you to search for jobs, create a profile, post your resume, and check the status of an existing job application. Please note that a completed application must be submitted in order to be considered for a position.

For questions using this site call Human Resources at (757) 460-7303 or (757) 460-7346, or email recruit@hrsd.com

Welcome to our Job Site

- New Jobs (Last 7 days)
- Conduct an Advanced Search
- Post Your Resume

Job Search

Want to find a job quickly? Choose one of the job categories on the left or use the fields below to refine your search and click Search to begin. Choose the Advanced Search button to further refine your search.

Keywords City Location

(example: Marketing Java DBA)

Job Category

- Administrative Support
- Communication
- Customer Service
- Electrical
- Engineering / GIS
- Finance / Accounting
- Human Resources
- Information Technology

Date Posted

TIP Did you forget your password?

New to Our Jobs Site?

- Manage My Account
- Conduct Job Search**
- View Job Basket
- View Jobs Applied for

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To search on more than one **Job Category** or **City Location**, press the **ctrl** button on your keyboard while clicking on the desired items (ctrl + click). You can also click and drag your cursor to select multiple values.

Job Search

Want to find a job quickly? Choose one of the job categories on the left or use the fields below to refine your search and click Search to begin. Choose the Advanced Search button to further refine your search

Keywords City Location

(example: Marketing Java DBA)

Job Category

- Administrative Support
- Communication
- Customer Service
- Electrical
- Engineering / GIS
- Finance / Accounting
- Human Resources
- Information Technology

Date Posted

Newport News, VA, US
Norfolk, VA, US
Suffolk, VA, US
Virginia Beach, VA, US
West Point, VA, US
Williamsburg, VA, US

To view all current postings select All Vacancies from the **Date Posted** field.

Job Search


Want to find a job quickly? Choose one of the job categories on the left or use the fields below to refine your search and click Search to begin. Choose the Advanced Search button to further refine your search

Keywords

City Location

Job Category
(example: Marketing Java DBA)
Administrative Support
Communication
Customer Service
Electrical
Engineering / GIS
Finance / Accounting
Human Resources
Information Technology

Date Posted
All Vacancies
Since Yesterday
Last 3 Days
Last 5 Days
Last Week
Last 2 Weeks
Last 30 Days



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Once you have chosen your search criteria click the **Search** button

Basic details will display in the search results. To view further details about the position click the posting **Name**. The name will begin with "IRC".

Search

Want to find a job quickly? Choose one of the job categories on the left or use the fields below to refine your search and click Search to begin. Choose the Advanced Search button to further refine your search

Keywords

Job Category
(example: Marketing Java DBA)
Administrative Support
Communication
Customer Service
Electrical
Engineering / GIS
Finance / Accounting
Human Resources
Information Technology

City Location
Newport News, VA, US
Norfolk, VA, US
Suffolk, VA, US
Virginia Beach, VA, US
West Point, VA, US
Williamsburg, VA, US

Date Posted
All Vacancies

Select Jobs:

Select All | Select None

Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Date Posted	Employment Status	Apply Now
<input type="checkbox"/>	IRC468	Lead Operator	Chesapeake Elizabeth Treatment Plant	Wastewater Operations	Under general supervision troubleshoots safety, operation, maintenance and training at the Wastewater Treatment facility during normal daytime work week and during off hour work shifts.	Virginia Beach, VA, US	24-Sep-2015	Full Time	<input type="button" value="Apply Now"/>

Step 2: How to Create your Candidate Profile

In order to apply for a posting you must register and enter your applicant details. **Only new users to HRSD's iRecruitment site must register.** If you have already created a candidate profile in iRecruitment you can login using your previously created credentials.

From the iRecruitment home screen click the **Register today** button.

HRSD iRecruitment

Home Jobs

Enable Screen Reader Mode

We employ talented people who take pride in doing their best for the environment.

Since HRSD's inception, there has been one overriding mission -- to protect public health and the waters of Hampton Roads by treating wastewater effectively. As an industry leader with a service area that includes 17 cities and counties of southeast Virginia, HRSD has received national, state and local honors for environmental excellence. Our diversely qualified workforce helps protect public health and the environment every day. If you share this vision and want to make a difference, join our award-winning team!

This site allows you to search for jobs, create a profile, post your resume, and check the status of an existing job application. Please note that a completed application must be submitted in order to be considered for a position.

For questions using this site call Human Resources at (757) 460-7303 or (757) 460-7346, or email recruit@hrsd.com

Welcome to our Job Site

- New Jobs (Last 7 days)
- Conduct an Advanced Search
- Post Your Resume

Login

Is this your first time to our Job Site?

Register today

Already registered on our Job Site?

Email

Password

Login

TIP Did you forget your password?

New to Our Jobs Site?

- Manage My Account
- Conduct Job Search
- View Job Basket
- View Jobs Applied for

If you click the Apply now link when viewing posting details you will be taken to the login screen. Click the Register link to create your profile.

HRSD iRecruitment

Home Jobs

Login

New to iRecruitment? Register today.

Email

Password

Login

Did you forget your password?

Enter your email address, name, and create a password then click submit.

The screenshot shows the 'iRecruitment' registration page. At the top, there is a dark blue header with the 'HRSD' logo on the left, the text 'iRecruitment' in the center, and icons for accessibility, shopping, and settings on the right. Below the header, there are tabs for 'Home' and 'Jobs'. The main content area is titled 'Registration' and includes a sub-header 'Home >'. A message states: 'If you have already registered with iRecruitment, then please log in now. If you have not already registered, please enter your details below.' There are 'Cancel' and 'Submit' buttons. A note indicates that an asterisk (*) denotes a required field. The 'Your Details' section contains three input fields: 'Email' with the placeholder 'your_email@provider.com', 'Last Name' with 'Smith', and 'First Name' with 'Jane'. The 'Your Password' section contains two input fields: 'Password' and 'Confirm Password', both masked with dots. At the bottom right, there are 'Cancel' and 'Submit' buttons.

If you have a resume you may browse for the file and attach it here. If you do not have a resume select the No option. You will have an opportunity to add other types of attachments like a cover letter or transcripts at a later step. Click continue when finished.

The screenshot shows the 'iRecruitment' 'Create Account' page. The header is dark blue with the 'HRSD' logo, 'iRecruitment' text, and icons for shopping, settings, and a notification bell. The user is logged in as 'YOUR_EMAIL@PROVIDER.COM'. Below the header, there are tabs for 'Home' and 'Jobs', and sub-tabs for 'General' and 'My Account'. The main content area is titled 'Create Account' and includes a message: 'If you have a resume, you can create your profile and attach your resume to your account. If you do not have a resume, then provide your details and we will create your resume online.' There are 'Cancel' and 'Continue' buttons. Two radio button options are present: 'Yes, I have a resume' (selected) and 'No, I do not have a resume'. The 'Yes' option is linked to a 'File Path' field containing a 'Browse...' button and the text 'No file selected.'. At the bottom right, there are 'Cancel' and 'Continue' buttons.

Enter your current address. County is a required field and should be entered last, or may default automatically based on the City and Zip Code you selected.

Note: When selecting your city, if multiple listings for your city appear, be sure to select the option with the appropriate Zip Code range.

The screenshot shows the HRSD iRecruitment registration interface. At the top, there is a navigation bar with the HRSD logo, 'iRecruitment' text, and icons for shopping cart, clock, star, gear, and a notification bell with a red '1'. The user is logged in as 'YOUR_EMAIL@PROVIDER.COM'. Below the navigation bar, there are tabs for 'Home' and 'Jobs', and sub-tabs for 'General' and 'My Account'. The main content area is titled 'Register: Personal Information' and includes a progress bar with three steps: 'Enter Personal Information', 'Add Qualifications and Skills', and 'Enter Preferences'. The current step is 'Enter Personal Information', which is 'Step 1 of 3'. There are 'Cancel' and 'Next' buttons. A note states '* Indicates required field'. Under the 'Basic Details' section, there are input fields for 'Last Name' (Smith), 'First Name' (Jane), and 'Email Address' (your_email@provider.com). The 'Address' section is highlighted with an orange box and contains the following fields: 'Country' (United States), '* Address Line 1' (123 Main Street), 'Address Line 2', 'Address Line 3', '* City' (Norfolk), '* State' (VA), '* County' (Norfolk (Ind City)), and '* Zip Code' (23523).

Enter any previous addresses you have had for the last seven years. You may complete these details now, at registration, or later if offered employment by HRSD. This information is required if you are offered employment so that we may complete the required background checks.

The screenshot shows the 'Previous Addresses' section of the registration form. It is titled 'Use the fields below to enter any addresses used during the last seven years.' and includes a note: 'Note: this information is required if an offer of employment is extended in order for HRSD to perform pre-employment background screening.' The form contains a table of input fields for previous addresses, with the first two rows highlighted by an orange box. The data in the highlighted rows is as follows:

Field	Value
Previous street address 1	331 Presidents Ave
Previous address city 1	Portsmouth
Previous address state 1	VA
Previous zip code 1	23703
Previous street address 2	8000 Washington Lane
Previous address city 2	Williamsburg
Previous address state 2	VA
Previous zip code 2	23185
Previous street address 3	
Previous address city 3	
Previous address state 3	
Previous zip code 3	
Previous street address 4	
Previous address city 4	
Previous address state 4	
Previous zip code 4	
Previous street address 5	
Previous address city 5	
Previous address state 5	
Previous zip code 5	

Enter your phone number(s) and the times to call. Please also select how you heard about HRSD. The Documents area is where you can upload any additional attachments you wish to include with your candidate profile, like transcripts, cover letter(s), etc.

Phone Numbers

Phone Type	Phone Number	Times to Call
Home	<input type="text" value="(757) 555-1234"/>	Day <input type="button" value="v"/>
Personal Mobile	<input type="text" value="(757) 555-1789"/>	Evening and Weekends <input type="button" value="v"/>
Work Office	<input type="text"/>	<input type="button" value="v"/>





Source Details




Please tell us how you heard about employment opportunities at HRSD.

Source Job Fair

Source Name
(example: if you saw our ad in a Newspaper, which Newspaper?)


Documents

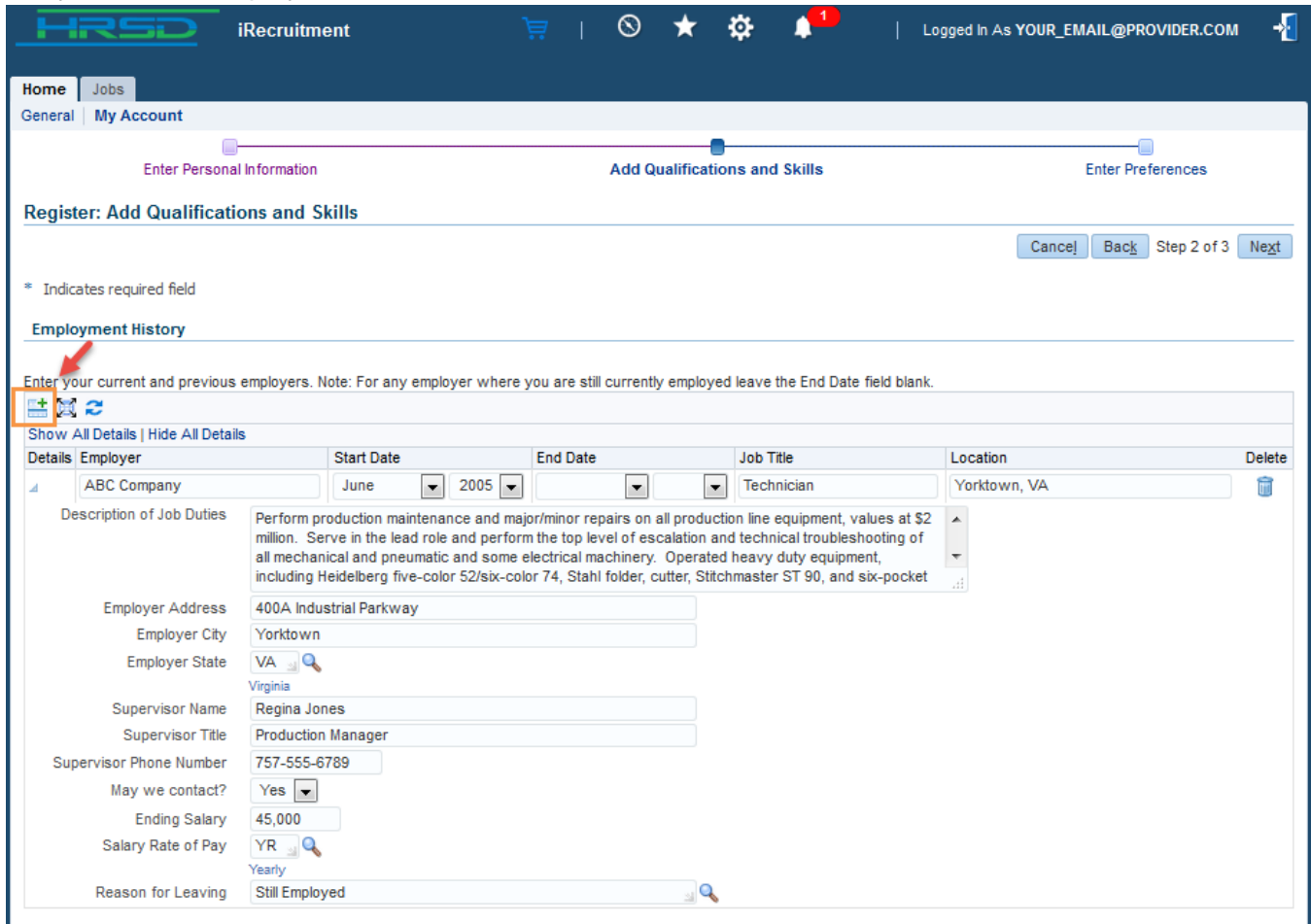
   

File Name ^	File Type ^	Upload Date ^	Description ^	Delete
Resume.docx	Resume	27-Sep-2015		
College Transcripts.docx	Other Document Type	27-Sep-2015	College Transcripts	
Cover Letter.docx	Cover Letter	27-Sep-2015	Cover Letter	

TIP To upload additional documents to your account, choose the Add Another Document button.

Step 1 of 3

Enter your employment history. Click the  icon to add an employer and enter your employment details. Note: if you are still employed leave the end date blank.



HRSD iRecruitment

Home | Jobs

General | My Account

Enter Personal Information | Add Qualifications and Skills | Enter Preferences

Register: Add Qualifications and Skills

Cancel | Back | Step 2 of 3 | Next

* Indicates required field

Employment History

Enter your current and previous employers. Note: For any employer where you are still currently employed leave the End Date field blank.

Show All Details | Hide All Details

Details	Employer	Start Date	End Date	Job Title	Location	Delete
	ABC Company	June 2005		Technician	Yorktown, VA	

Description of Job Duties: Perform production maintenance and major/minor repairs on all production line equipment, values at \$2 million. Serve in the lead role and perform the top level of escalation and technical troubleshooting of all mechanical and pneumatic and some electrical machinery. Operated heavy duty equipment, including Heidelberg five-color 52/six-color 74, Stahl folder, cutter, Stitchmaster ST 90, and six-pocket

Employer Address: 400A Industrial Parkway

Employer City: Yorktown

Employer State: VA

Supervisor Name: Regina Jones

Supervisor Title: Production Manager

Supervisor Phone Number: 757-555-6789

May we contact?: Yes

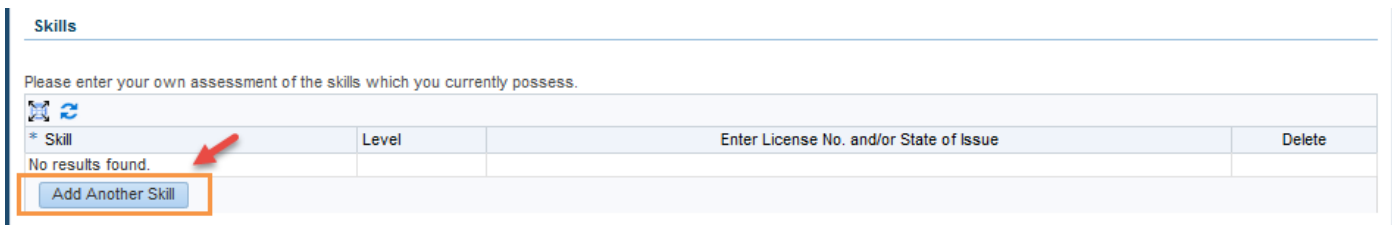
Ending Salary: 45,000

Salary Rate of Pay: YR

Reason for Leaving: Still Employed

Repeat the above step to add any additional employment records.

To enter your skills click the **Add Another Skill** button to add any qualifications you possess. Examples include a Driver's License, CDL, or any other type of license, a professional certification, or an ID card/credential.



Skills

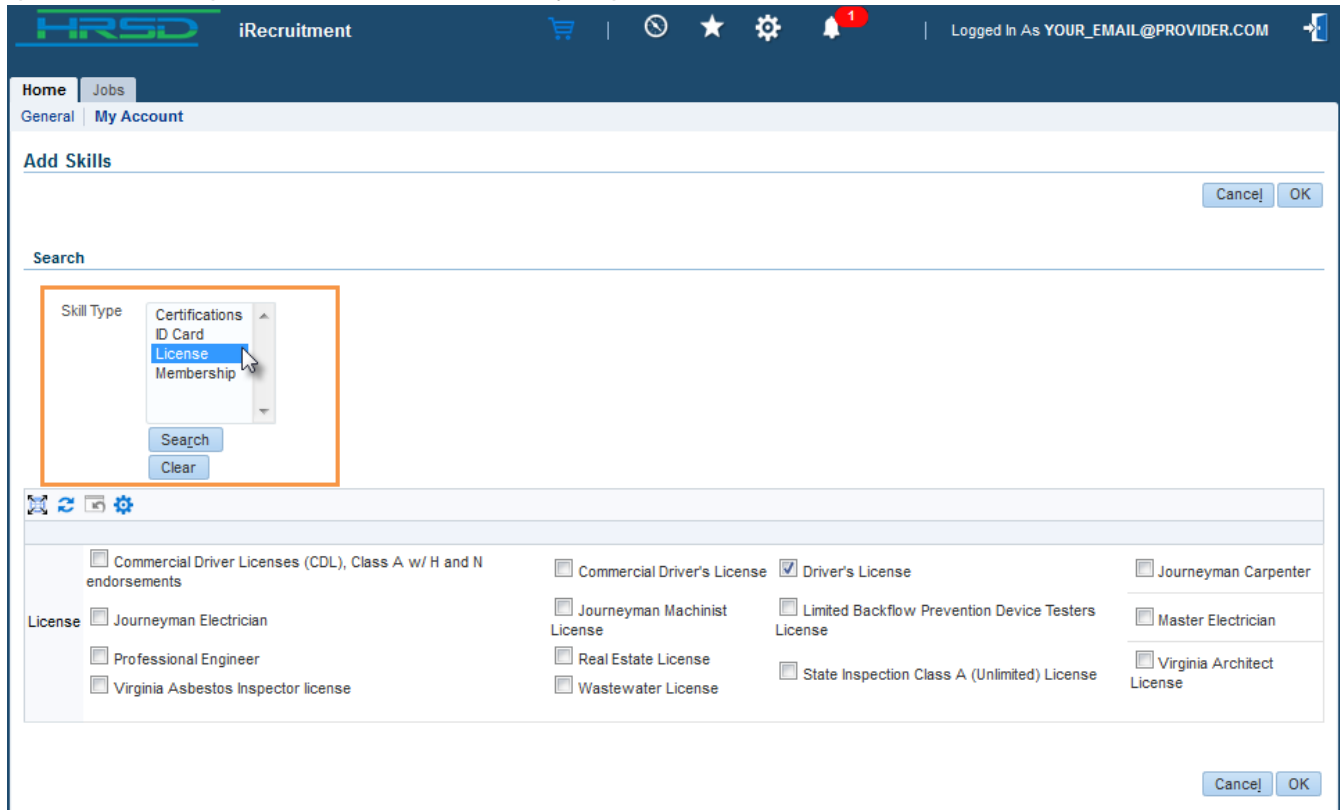
Please enter your own assessment of the skills which you currently possess.


* Skill	Level	Enter License No. and/or State of Issue	Delete
No results found.			

Add Another Skill

You can view all Certifications, ID Cards, Licenses, and Memberships available to choose from by clicking the appropriate **Skill Type** and then **Search**. Then check the box next to the skill(s) you possess and then click the **OK** button.

This process can be repeated to add all the skills you possess.




Once you have added all of your skills, select the appropriate **Level** and then click the  icon to add the license number (if applicable) and/or the state the skill was issued.

Skills

Please enter your own assessment of the skills which you currently possess.





* Skill	Level	Enter License No. and/or State of Issue	Delete
Driver's License	Licensed		
Transportation Worker Identification Credential	Valid		
Cardiopulmonary resuscitation and First Aid	Certified		

[Add Another Skill](#)

Next enter your education details including high school/GED and any post-high school education that is either completed or in progress/incomplete. Click the  icon to add an education entry.

Education Qualifications

Please enter details of the colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a school or college you may enter those later as Additional Qualifications.

* School Name	* City and State	* Degree	Major Subject	Date Received	Delete
Roosevelt High School	Blacksburg, VA	Diploma/GED			 
Tidewater Community College	Suffolk, VA	Associates	Instrumentation Technology	June 2015	 

[Cancel](#) [Back](#) Step 2 of 3 [Next](#)


Once you have entered everything on this screen click the **Next** button.

Select your email preferences to control what types of messages you will receive from HRSD.

Enter Personal Information Add Qualifications and Skills Enter Preferences

Register: Enter Preferences

[Cancel](#) [Back](#) Step 3 of 3 [Finish](#)

 **Want to Find the Right Job?**

Enter your work preferences to help us find the right job for you. Let us also know how and when we should send you jobs that match your preferences.

Keywords

Job Category

- Instrumentation / Industrial Controls
- Intern
- Maintenance
- Procurement
- Safety
- Training
- Wastewater Operations
- Water Quality / Environmental

City Location

- Newport News, VA, US
- Norfolk, VA, US
- Suffolk, VA, US
- Virginia Beach, VA, US
- West Point, VA, US
- Williamsburg, VA, US

Employment Category

TIP Click and drag or press Ctrl+Click to select more than one Job Category from the list

Account Privacy

Display Language

Allow Account To Be Searched

TIP If you do not check this box then your details are not visible to managers searching for suitable candidates.

Email Preferences

Receive emails of Matching Jobs

Receive General emails

Frequency of emails

Email Format HTML mail with attachments Plain text mail

Job Category: You can choose to receive new posting notifications for jobs in one or more categories (Customer Service, Maintenance, etc). Press the ctrl button on your keyboard and click to select multiple categories. You can also click and drag your mouse down the list to subscribe to all categories.

City Location: You can also choose to receive notifications for jobs in specific cities. Press the ctrl button on your keyboard and click to select multiple categories. You can also click and drag your mouse down the list to subscribe to all work locations.

Check the **Allow Account To Be Searched** box to allow HRSD to match you with jobs matching your skills.

Check the **Receive Emails of Matching Jobs** box to receive emails of postings that match the criteria you indicated above. **If you do not select this box you will not receive posting notifications from HRSD.**

You may also elect to receive additional general emails from HRSD by checking the **Receive General Emails** box. Examples of general emails would be announcements of job fairs, etc.

Note: your subscription preferences can be updated at any time.

After you have completed this screen click **Finish**. You will receive a confirmation message and will be shown any available postings that match the skills you entered.


You can view additional details about the postings by clicking the posting Name, or click the **Select** check boxes and then click **Add to Basket** to add the postings to your basket for later review.

You can also click the **Search for More Jobs** button to search for additional postings not listed here.

The screenshot displays a web interface for job search results. At the top, there are navigation tabs for 'Home' and 'Jobs', and sub-tabs for 'Available Jobs' and 'Jobs Applied For'. A confirmation message states 'Thank you for registering.' Below this, the 'Matching Jobs' section indicates that the jobs match the user's preferences and provides a 'Search for More Jobs' button. A table of job listings follows, with columns for 'Select', 'Name', 'Job Title', 'Organization Name', 'Professional Area', 'Brief Description', 'Location', 'Date Posted', 'Employment Status', and 'Apply Now'. The 'Add To Basket' button is highlighted with an orange box, and a red arrow points to the 'Search for More Jobs' button.

Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Date Posted	Employment Status	Apply Now
<input type="checkbox"/>	IRC468	Lead Operator	Chesapeake Elizabeth Treatment Plant	Wastewater Operations	Under general supervision troubleshoots safety, operation, maintenance and training at the Wastewater Treatment facility during normal daytime work week and during off hour work shifts.	Virginia Beach, VA, US	24-Sep-2015	Full Time	
<input type="checkbox"/>	IRC462	Plant Operator	Chesapeake-Elizabeth Treatment Plant	Administrative Support		Virginia Beach, VA, US	23-Sep-2015	Full Time	
<input type="checkbox"/>	IRC456	Account Investigator	CCC	Customer Service		Virginia Beach, VA, US	23-Sep-2015	Full Time	
					Under regular supervision of the Customer Care Supervisor, Customer Care Account Representatives support the Customer Care Center division through a variety of job duties				

Step 3: How to Apply for a Posting

Click the  icon to Apply Now icon. You can also click on any **Apply Now** button.

The first step allows you to review and edit your previously entered basic details, address, phone numbers, attached documents, employment history, education, and skills. You may make changes to your details if necessary.

[Basic Details](#) [Address](#) [Phone Numbers](#) [Documents](#) [Employment History](#) [Education](#) [Skills](#)

Application: Review Account IRC315

As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application. [Cancel](#) Step 1 of 6: Review Account [Next](#)

* Indicates required field

Resume

To upload your resume to your account click Upload Resume. [Upload Resume](#)

Basic Details

[Return to Top](#)

Please enter your personal information.

* Last Name

First Name

Email Address

Address

[Return to Top](#)

Country

* Address Line 1

Address Line 2

* City

* State

Virginia

* Zip Code

* County

Norfolk (Ind City)

Use the fields below to enter any addresses used during the last seven years.
Note: this information is required if an offer of employment is extended in order to perform pre-employment screening.

Previous street address 1

Previous address city 1

Previous address state 1

Previous zip code 1

Previous street address 2

Previous address city 2

Previous address state 2

If no changes are necessary click the **Next** button.

You can choose to enter how you heard about this posting as well as provide your demographic details.

Note that demographic information is voluntary and responses received are solely used for required Equal Employment Opportunity reporting.

* Indicates required field

Cancel Back Step 2 of 6: Enter Application Details Next

How Did You Hear About Us

Posting Source Job Fair
Source Name Fall Career Fair 2015
(example: if you saw our ad in a Newspaper, which Newspaper?)

Equal Employment Opportunity

We are an Equal Opportunity Employer. State and Federal regulations require us to obtain information from each applicant for statistical analysis of our compliance with fair employment practices. We request your cooperation in completing the following questions. All information which you voluntarily provide is confidential and is used only in accordance with the regulations governing Equal Employment Opportunity and Affirmative Action. If you do not wish to provide this information, you will not be subject to any adverse treatment.

Date of Birth 01-Jan-1980
(example: 27-Sep-2015)

Sex Female

Ethnic Origin Black or African American (Not Hispanic or Latino)

Select the ethnic group with which you identify most closely.

I do not want to disclose my EEO information.

Enter EEO response
OR
Check the box to not disclose

You must also read and acknowledge the State of Understanding and Certification statement in order to complete your application.

STATEMENT OF UNDERSTANDING

The Government Data Collection & Dissemination Act of 2001 requires that we inform you of the following information.

- The information you provided on the online application site will be used to determine your eligibility for employment with HRSD. Other access to this information will be limited to the courts, upon request, for legal proceedings, and to other Governmental bodies who may need to collect such information to accomplish their mission.
- You are not required by law to furnish this information. However, if you do not furnish the information requested, we will have no data from which to determine your eligibility for employment and will, therefore, be unable to refer you for employment.

Under the Americans with Disabilities Act (ADA), you have the right to ask for reasonable accommodations at any stage of the employment process or in the performance of the job for which you are appointed. You are responsible for making a request for such accommodations to the Human Resources Office. If no reasonable accommodations can be found for the position in question, or the accommodations constitute an undue hardship for HRSD, we cannot guarantee the offer for employment will be voided.

CERTIFICATION

Please Read Carefully Before Acknowledging

I acknowledge that I have read and understand the above. If I am employed I agree to comply with the standards set out here and other HRSD policies and procedures. I am aware that any employment offer, or continued employment once hired, may be subject to my providing additional information or reasonable assurances that I am fit for employment.

I acknowledge

Cancel Back Step 2 of 6: Enter Application Details Next

If the posting you are applying for requires completion of an assessment questionnaire you will be taken into the assessment. Assessments include questions related to your qualifications for the posting.

Note that not all postings require completion of an assessment.

Answer the questions then click **Finish Test**.

Test Instructions: UAT Assessment MSS
Answer the questions on this page. Click Summary to see which questions you need to answer before submitting the test. Click Finish Test if you are ready to submit your test.

Cancel Summary Page 1 of 1 Finish Test

Sample Assessment
(Answer all questions in this section)

1. Do you possess a valid driver's license from your state of residence?
 Yes
 No
2. This position requires working on regularly rotating shifts (8-12 hours) and overtime as necessary. Are you able to work a rotating shift?
 Yes
 No
3. This is an apprenticeship position which will require you to attend and travel to class two nights per week for four years. Are you able to attend and travel to class two nights per week for four years, or are you already a graduate of HRSD's Apprenticeship program?
 Yes
 No
4. Do you possess a high school diploma or GED?
 Yes
 No

Cancel Summary Page 1 of 1 Finish Test

The confirmation message will display, click **Submit Test** to continue.

Information
Review the information below before submitting the Test.

Confirm Test Submission: UAT Assessment MSS
If you are sure you want to submit the test, click Submit Test. Click Return to Test to revisit test questions. Click Summary to see a list of all questions in this test.

Cancel Summary Return To Test Submit Test

You have completed: 4 out of 4 questions.

Cancel Summary Return To Test Submit Test

The final step is a Review screen where you can scroll down to review the information you have entered. If you need to make any corrections click the Back button to return to the previous screen(s).

Click **Finish** to submit your application.

Cancel Back Step 6 of 6: Review Finish

Personal Details

Overview

Last Name	Smith
First Name	Jane
Email Address	your_email@provider.com
Address Line 1	123 Main Street
City	Norfolk
State	VA
	Virginia
County	Norfolk (Ind City)
	Norfolk (Ind City)
Zip Code	23523

You will receive a confirmation message upon submittal.

HRSD iRecruitment | Logged In As YOUR_EMAIL@PROVIDER.COM

Home Jobs

Confirmation
Thank you for submitting your application.

Jobs: Available Jobs Save Search

Search

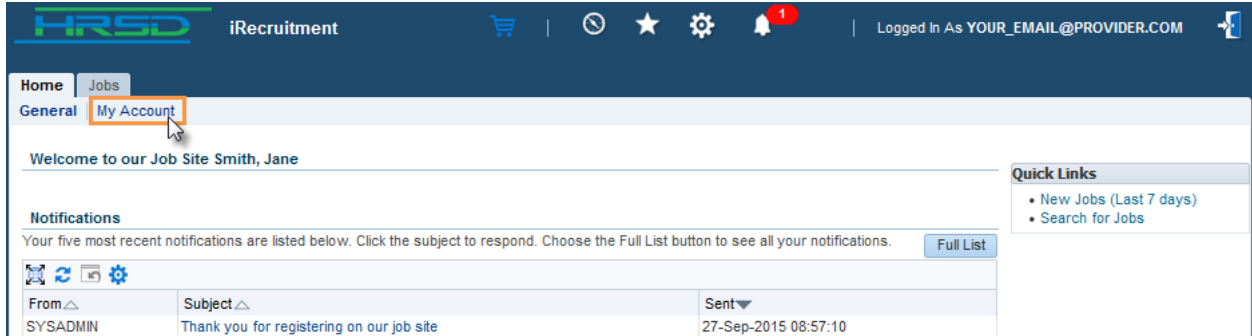
Use the fields below to refine your job search. For more search capabilities, choose the Advanced Search button. Advanced Search View Saved Searches



Keywords

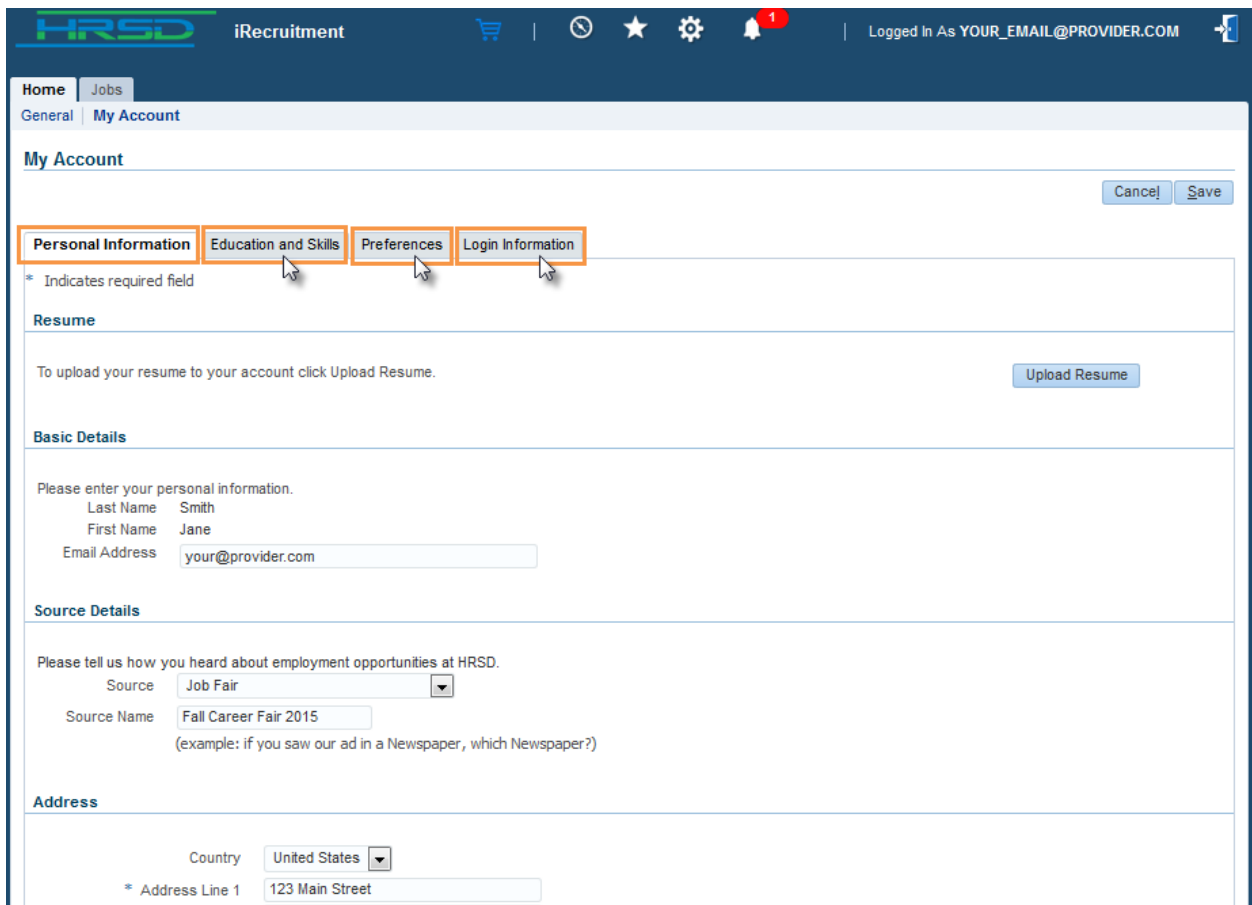
City/Location

Step 4: How to Update your Candidate Profile

On the Home tab, click the My Account link at the upper left area of the screen.



Click on the tab you wish to update and edit your details. You can either click the  icon to add an additional record or click the  icon to delete an entry.

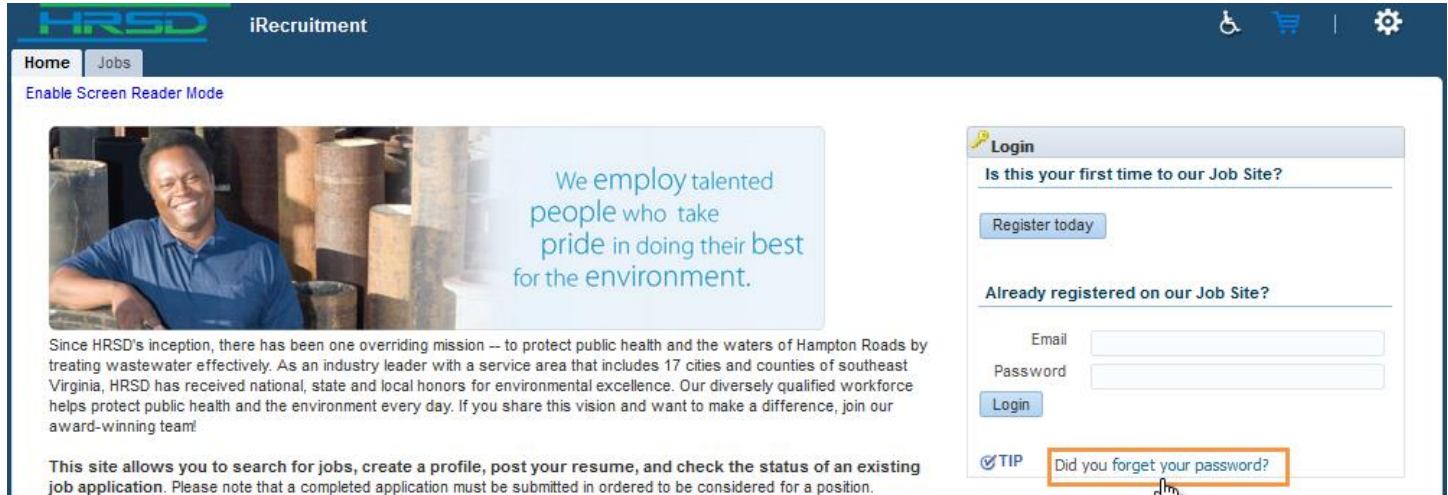


Once you are finished making updates click the **Save** button.

Step 5: How to Reset Your Password

5a. Reset a forgotten password

From the iRecruitment welcome screen click the **forget your password** link.



HRSD iRecruitment

Home Jobs

Enable Screen Reader Mode

We employ talented people who take pride in doing their best for the environment.

Since HRSD's inception, there has been one overriding mission -- to protect public health and the waters of Hampton Roads by treating wastewater effectively. As an industry leader with a service area that includes 17 cities and counties of southeast Virginia, HRSD has received national, state and local honors for environmental excellence. Our diversely qualified workforce helps protect public health and the environment every day. If you share this vision and want to make a difference, join our award-winning team!

This site allows you to search for jobs, create a profile, post your resume, and check the status of an existing job application. Please note that a completed application must be submitted in ordered to be considered for a position.

Login

Is this your first time to our Job Site?

Register today

Already registered on our Job Site?

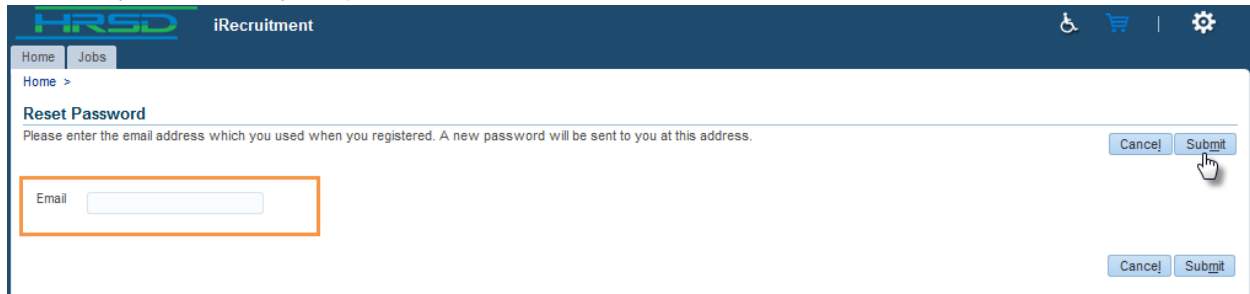
Email

Password

Login

TIP Did you forget your password?

Enter your email address and then click the **Submit** button. Instructions will be sent to your email address which will allow you to reset your password.



HRSD iRecruitment

Home Jobs

Home >

Reset Password

Please enter the email address which you used when you registered. A new password will be sent to you at this address.

Email

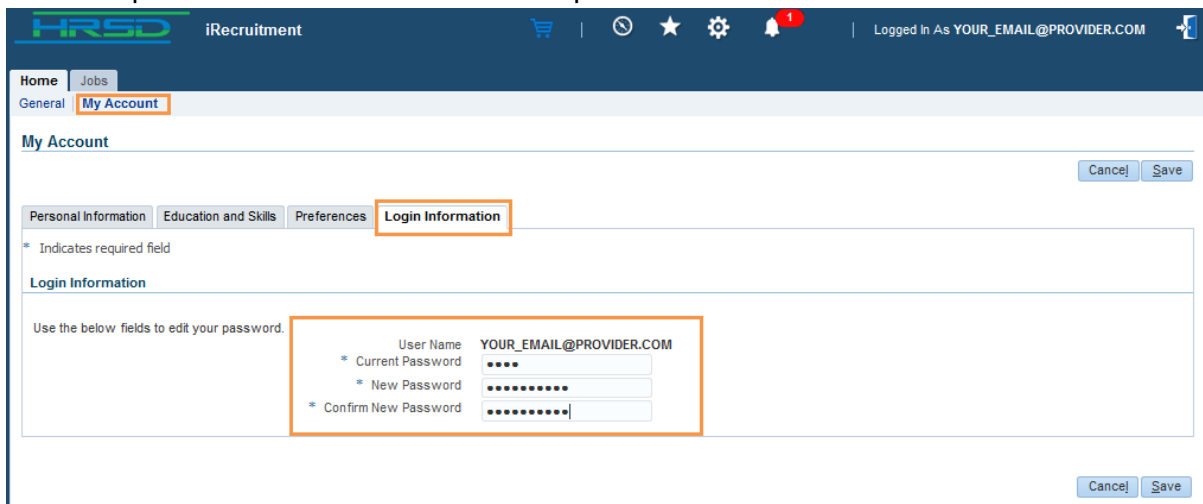
Cancel Submit

Cancel Submit

5b. Reset your password while logged into your iRecruitment profile

Click the **Home** tab, then the **My Account** link. Click the **Login Information** tab.

Enter your current password and then enter the new password. Click **Save**.



HRSD iRecruitment

Home Jobs

General My Account

My Account

Personal Information Education and Skills Preferences Login Information

* Indicates required field

Login Information

Use the below fields to edit your password.

User Name YOUR_EMAIL@PROVIDER.COM

* Current Password

* New Password

* Confirm New Password

Cancel Save

Cancel Save

Step 6: How to Subscribe to Posting Notifications, or Edit Your Subscription

Click the **Home** tab, then the **My Account** link. Click the **Preferences** tab.

The screenshot shows the HRSD iRecruitment 'My Account' page. The 'Preferences' tab is active. Under 'Job Category', a dropdown menu is open, showing a list of categories: Administrative Support, Communication, Customer Service, Electrical, Engineering / GIS, Finance / Accounting, Human Resources, and Information Technology. A mouse cursor is pointing at the bottom of this list. Below it, the 'City Location' dropdown is also open, showing a list of cities: Newport News, VA, US; Norfolk, VA, US; Suffolk, VA, US; Virginia Beach, VA, US; West Point, VA, US; and Williamsburg, VA, US. A mouse cursor is pointing at the bottom of this list. The 'Employment Category' is set to 'Either' and 'Employee' is checked. The 'Account Privacy' section has 'Allow Account To Be Searched' checked. The 'Email Preferences' section has 'Receive emails of Matching Jobs' checked, 'Receive General emails' unchecked, and 'Frequency of emails' set to 'Daily'. The 'Email Format' is set to 'HTML mail with attachments'.

Job Category: You can choose to receive new posting notifications for jobs in one or more categories (Customer Service, Maintenance, etc). Press the ctrl button on your keyboard and click to select multiple categories. You can also click and drag your mouse down the list to subscribe to all categories.

City Location: You can also choose to receive notifications for jobs in specific cities. Press the ctrl button on your keyboard and click to select multiple categories. You can also click and drag your mouse down the list to subscribe to all work locations.

Check the **Allow Account To Be Searched** box to allow HRSD to match you with jobs matching your skills.

Check the **Receive Emails of Matching Jobs** box to receive emails of postings that match the criteria you indicated above. **If you do not select this box you will not receive posting notifications from HRSD.**

You may also elect to receive additional general emails from HRSD by checking the **Receive General Emails** box. Examples of general emails would be announcements of job fairs, etc.

Once you made your changes click the **Save** button.