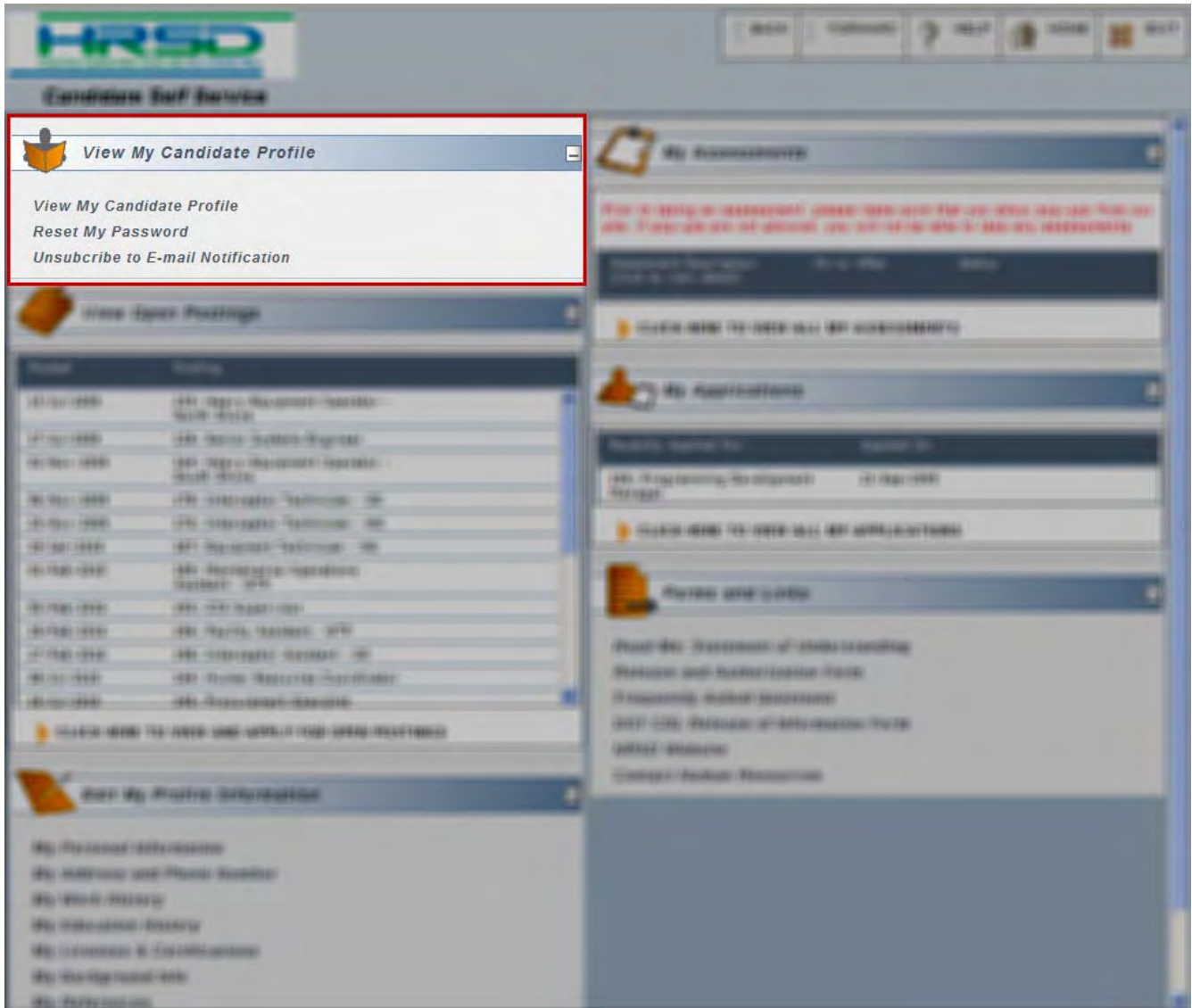




- **Section 2:** View My Candidate Profile section allows you to view a summary of the information you entered in all sections of your Candidate Profile. The Reset Your Password link will display the requirements for a password and allow you to change your password whenever you choose. The Unsubscribe to e-mail notifications link gives you the opportunity to sign up for or opt out of receiving email notifications from HRSD on upcoming recruiting events and job openings.





- **Section 3:** The “View Open Postings” section provides a listing of all current HRSD openings. Clicking on the “Click here to view and apply for open postings” link allows you to view the details of each posting, download the complete job description and apply.

Posted	Posting
13-Jul-2009	133: Heavy Equipment Operator - North Shore
17-Jul-2009	128: Senior Systems Engineer
02-Nov-2009	164: Heavy Equipment Operator - South Shore
06-Nov-2009	178: Interceptor Technician - SS
25-Nov-2009	170: Interceptor Technician - NS
29-Jan-2010	187: Equipment Technician - NS
01-Feb-2010	189: Maintenance Operations Assistant - NTP
05-Feb-2010	193: CIS Supervisor
18-Feb-2010	196: Facility Assistant - NTP
27-Feb-2010	198: Interceptor Assistant - SS
08-Jul-2010	244: Human Resources Coordinator
16-Jul-2010	245: Procurement Specialist

[CLICK HERE TO VIEW AND APPLY FOR OPEN POSTINGS](#)



- **Section 4:** The “Edit My Profile Information” section gives you an opportunity to update the information in your Candidate Profile. From here you can select the section of your candidate profile that you would like to update.

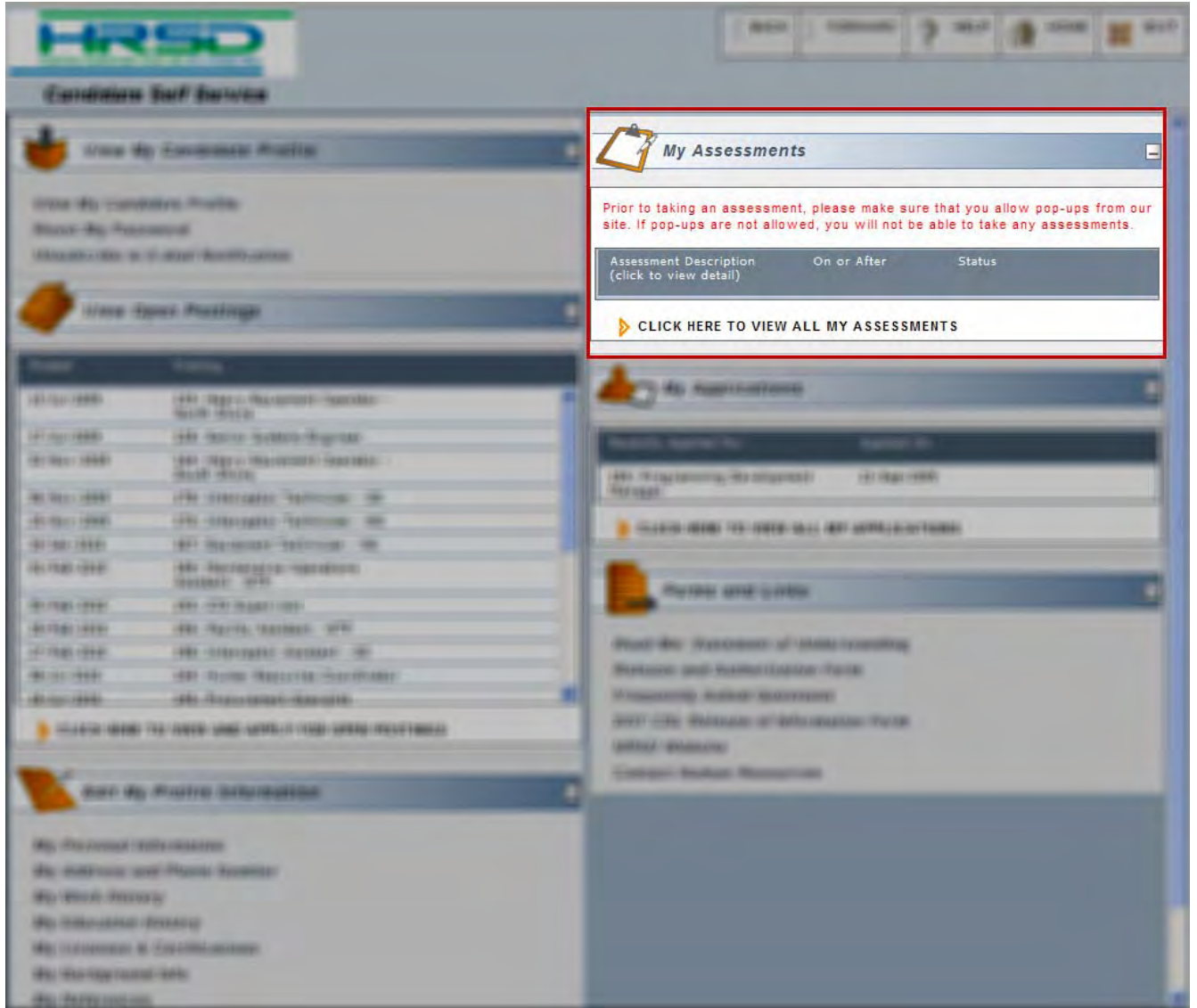
The screenshot displays the HRSD Candidate Self Service interface. A dropdown menu titled "Edit My Profile Information" is open, listing the following options:

- My Personal Information
- My Address and Phone Number
- My Work History
- My Education History
- My Licenses & Certifications
- My Background Info
- My References
- My Attachments
- My EEO Information



- **Section 5:** The “My Assessments” section provides a list of all assessments that you are scheduled to take. Clicking the “Click here to view all my assessments” link will allow you to complete your scheduled assessments as well as view the assessments you have completed including your responses to each question.

Assessments are brief questionnaires designed to assist HRSD’s recruiting staff in reviewing all interested candidates based on qualifications identified in the job description.





- **Section 6:** The “My Applications” section provides a list of all the postings you have applied for and the status of each application. It also provides a link that allows you to withdraw your application from a specific posting.

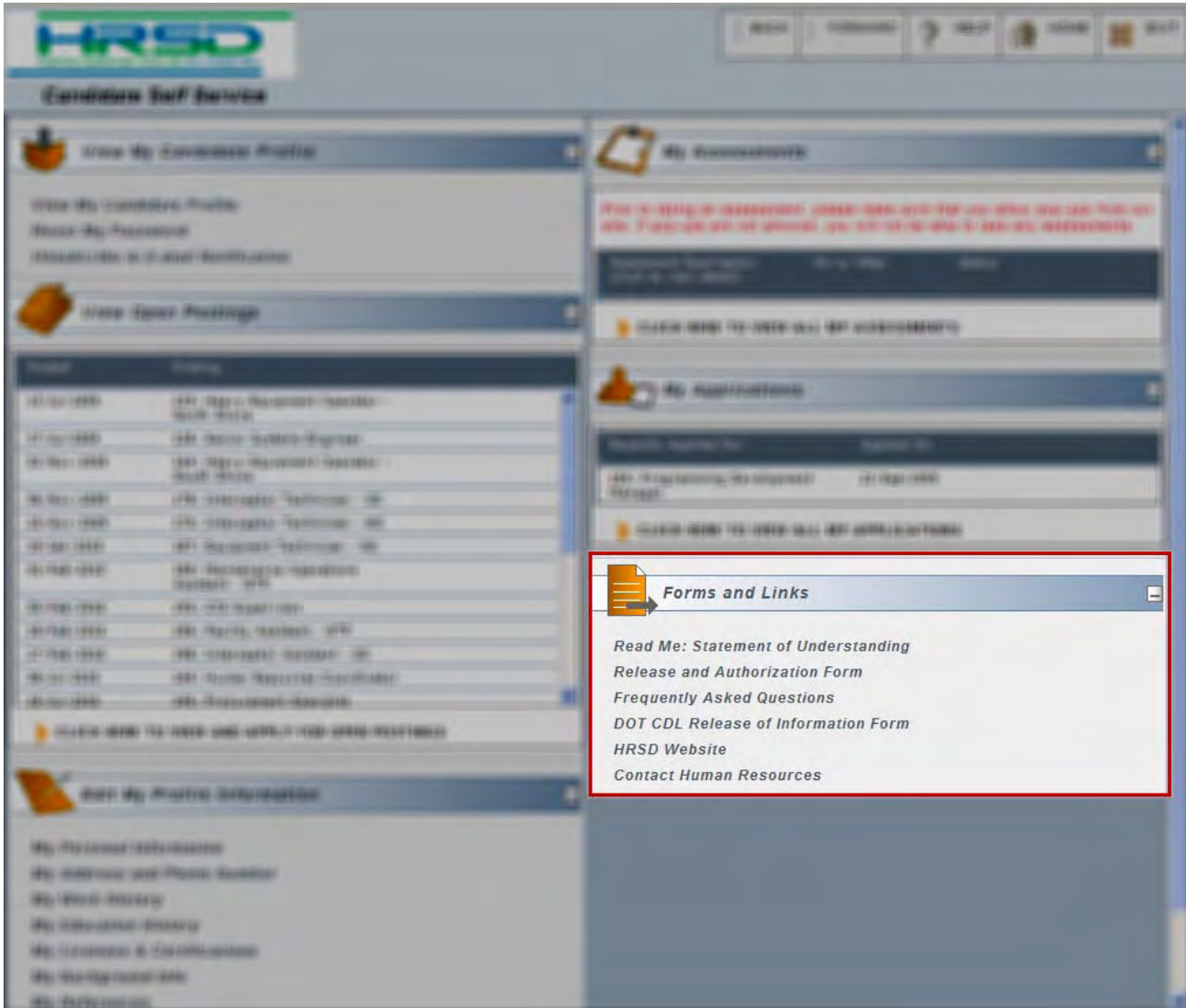
The screenshot shows the HRSD website interface. The 'My Applications' section is highlighted with a red border. It contains a table with the following data:

Recently Applied For	Applied On
150: Programming Development Manager	21-Sep-2009

Below the table is a link: [CLICK HERE TO VIEW ALL MY APPLICATIONS](#)



- **Section 7:** The “Forms and Links” section provides access to HRSD forms, the HRSD website and information on contacting Human Resources. You will be notified by HRSD’s recruiting staff if you need to complete any of the forms in this section



Tip: When making changes to any of the updatable sections from the CSS Splash, always remember to click on the floppy disk icon to ‘Save’ your changes. Click ‘Undo’ if you want to revert or cancel the changes.

Congratulations!

You have successfully completed the Candidate Self-Service Splash Overview

Next Lesson:

Part 3 – [Updating and Maintaining Your Candidate Profile](#)

or

Part 3a – [Updating and Maintaining Your Candidate Profile – for HRSD Employees](#)