



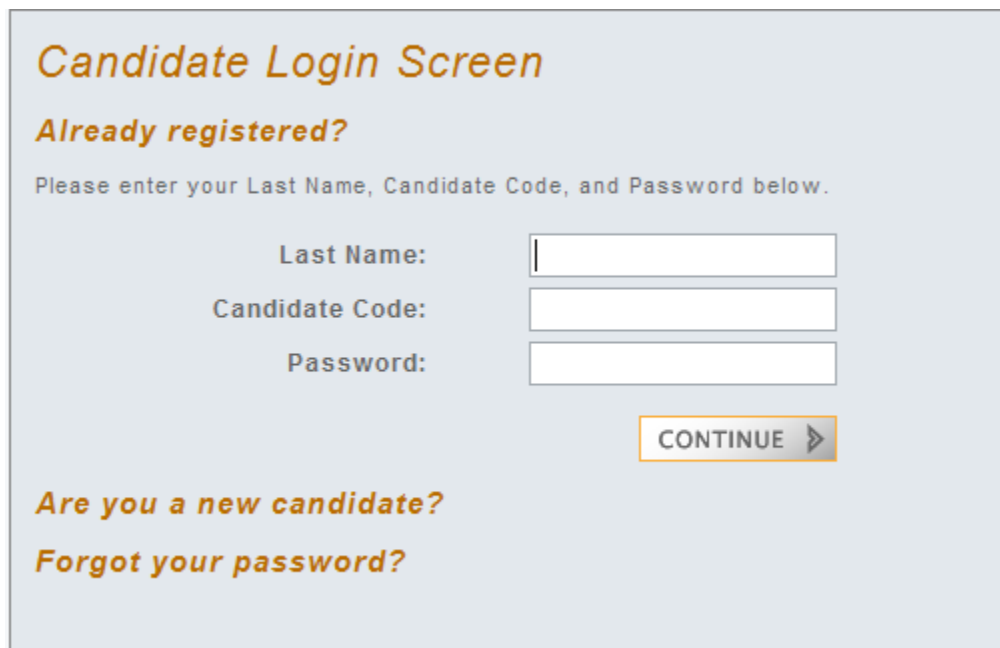
CANDIDATE SELF-SERVICE GUIDE

Part 3 – Updating and Maintaining Your Candidate Profile

[Click here to access these instructions in a video format](#)


Before applying for any postings, you will need to review and update your candidate profile. Your candidate profile is an electronic employment application listing your personal contact information, work and education history, licenses and certifications and references; it also allows you to attach your resume, transcripts and/or a cover letter.

- **Step 1:** Bring up the Candidate Self-Service Login Screen by clicking on the link '[Log-in to Candidate Self-Service](#)' from the 'Jobs at HRSD' page accessible from www.hrsd.com.
- **Step 2:** Provide the information requested on the Candidate Login Screen shown below. Refer to the instructional email you received from HRSD for your candidate code, or contact the Human Resources office at 460-7303 for assistance. If you forgot your password, click the 'Forgot your password' link and a new password will be e-mailed to you (refer to instructions "[CSS Password Request and Reset](#)" if you need assistance).

A screenshot of the 'Candidate Login Screen' from the HRSD website. The screen has a light blue background. At the top, the title 'Candidate Login Screen' is written in a bold, orange font. Below the title, the text 'Already registered?' is also in orange. Underneath, a grey instruction reads 'Please enter your Last Name, Candidate Code, and Password below.' There are three input fields: 'Last Name:', 'Candidate Code:', and 'Password:', each followed by a white text box. To the right of the 'Password:' field is a grey button with the text 'CONTINUE' and a right-pointing arrow. At the bottom of the screen, there are two more orange links: 'Are you a new candidate?' and 'Forgot your password?'.



- **Step 3:** Once logged in you will be taken to the Candidate Self-Service Splash Screen (CSS Splash) which serves as the main menu or the Home Page.



Clearing wastewater every day for a better Bay.

BACK FORWARD HELP HOME EXIT

Candidate Self Service

View My Candidate Profile

[View My Candidate Profile](#)

[Reset My Password](#)

[Unsubscribe to E-mail Notification](#)

View Open Postings

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](#)

Edit My Profile Information

[My Personal Information](#)

[My Address and Phone Number](#)

[My Work History](#)

[My Education History](#)

[My Licenses & Certifications](#)

[My Background Info](#)

[My References](#)

My Assessments

Prior to taking an assessment, please make sure that you allow pop-ups from our site. If pop-ups are not allowed, you will not be able to take any assessments.

Assessment Description (click to view detail)	On or After	Status
CLICK HERE TO VIEW ALL MY ASSESSMENTS		

My Applications

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

[CLICK HERE TO VIEW ALL MY APPLICATIONS](#)

Forms and Links

[Read Me: Statement of Understanding Release and Authorization Form](#)

[Frequently Asked Questions](#)

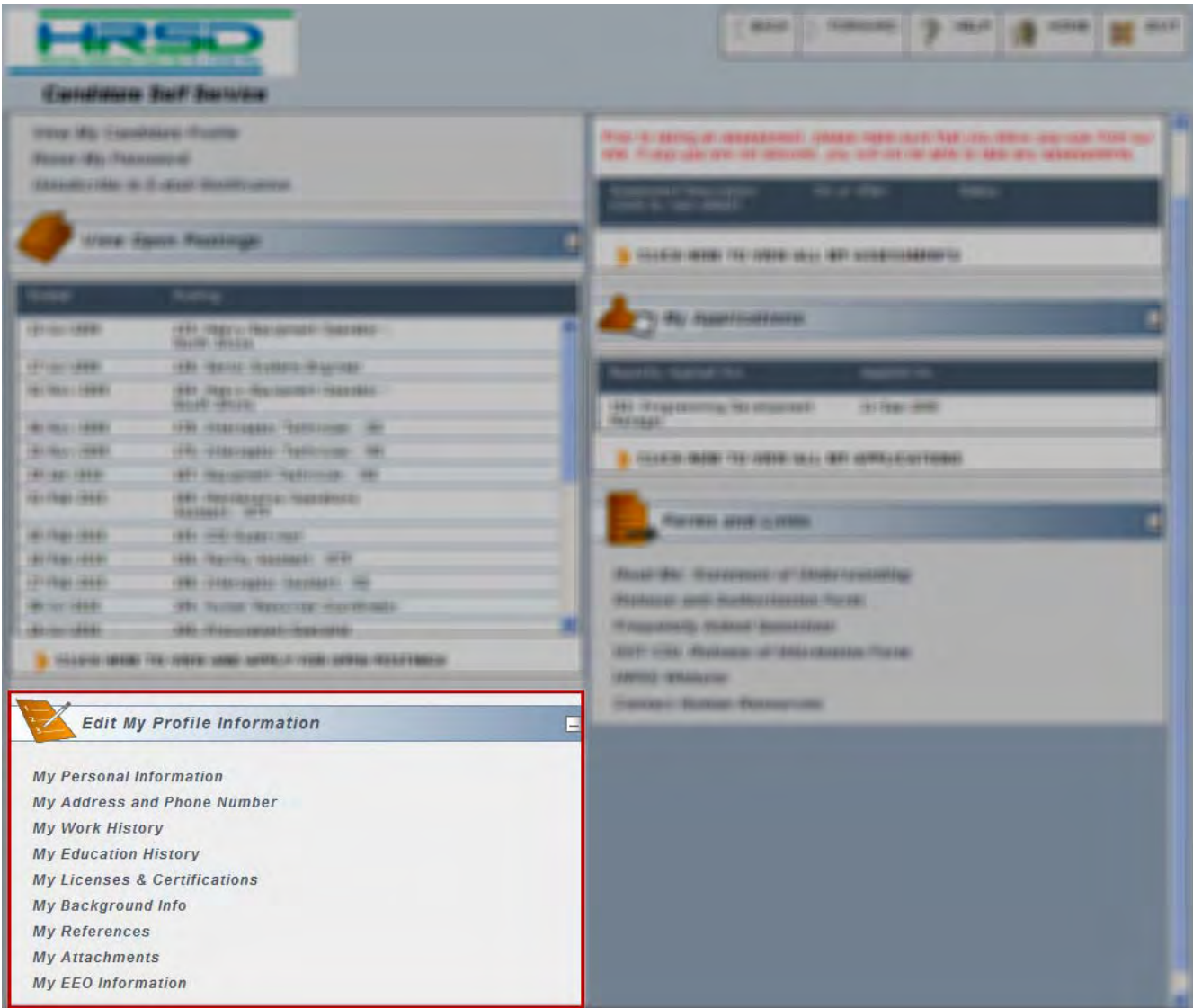
[DOT CDL Release of Information Form](#)

[HRSD Website](#)

[Contact Human Resources](#)

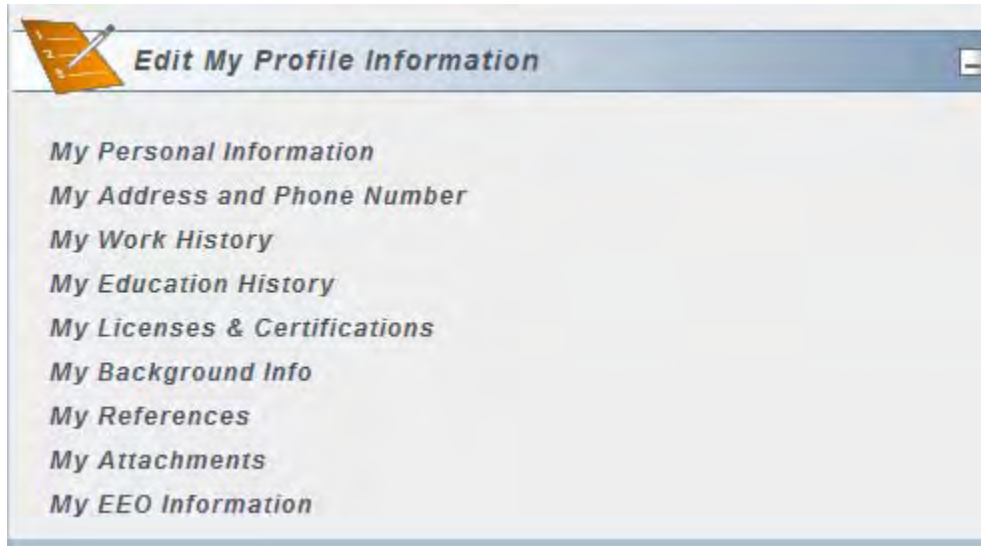


- **Step 4:** Go to the 'Edit My Profile Information' section at the bottom left of the Splash Screen.





- **Step 5:** The 'Edit My Profile Information' Section contains links to the various sub-sections of your candidate profile. You will need to click on each link in order to complete each section and/or update your information. It is important that you maintain and update your profile on a regular basis if you are interested in applying for open postings. The information you provide on your profile will be used by the recruiters and the interview panel during the selection process.

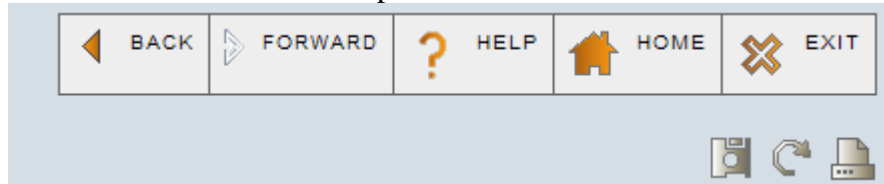


- **Step 6:** Go to each sub-section under the 'Edit My Profile Information' to either review or update your profile.
- **Step 7:** To begin, click on "My Personal Information" – In this section you will find your full name as given on your previously submitted application(s). If this information is not current or correct, please make changes as needed and complete any empty fields. Click the floppy disk icon at the upper right to save your changes. Click the "Home" or "Back" buttons at the top right corner to return to the Home/Splash page.
- **Step 8:** Click on "My Address and Phone Number" – In this section your home address along with contact information we have on file for you is shown. If you need to update this information do so, then click the floppy disk icon at the upper right to save your changes. Click "Home" or "Back" to return to the CSS Splash page.



- **Step 9:** Click on “My Work History” – In this section you will enter your work history. Please review the header information for instructions on entering your work history.

In reviewing this and the remaining sections of your profile, please keep in mind the following information and navigation tips – Instructions for completing each section are located on a header at the top of each page. Required fields are marked with a red asterisk which means this information must be entered before you can leave the page. When you make changes to a screen, you must click on floppy disk icon to save or the undo arrow to revert any changes made. Click the “Home” or “Back” button at the top right corner to return to the Home/Splash screen.



- **Step 10:** From there you should continue through the rest of the sections. The “My Education History” section allows you to list all educational degrees and/or diplomas that you have received.
- **Step 11:** The “My Licenses & Certifications” section allows you to list all licenses and certifications that you possess
- **Step 12:** The “My Background Information” section asks general questions relating to your background and skills. Review each section and question carefully before completing. Your previously given answers will already be filled in on this page. Note that if you select “No” to the questions relating to relatives employed by HRSD and criminal or motor vehicle convictions you must type “N/A” or “Not Applicable” in the appropriate details box(es). Enter relative/conviction details in the boxes if you selected “Yes”.
- **Step 13:** The “My References” section allows you to list any individuals that you would like an interviewing supervisor to contact in order to give reference.
- **Step 14:** The “My Attachments section allows you to attach an updated copy of your resume, college transcripts and/or a cover letter.
- **Step 15:** Finally, the “My EEO information” section is not required; you can review this information and complete the remaining fields if you choose. Fields on this page may be filled in based on answers you gave on your previous application(s).

Please make sure that you have verified and/or entered information in all sections listed under the Candidate Profile.

Congratulations!

You have successfully completed the instructions for updating your candidate profile.

Next Lesson: [Part 4 – CSS How to Apply to a Posting](#)