



CANDIDATE SELF-SERVICE GUIDE

Part 3a – Updating and Maintaining Your Candidate Profile HRSD Employees Only

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

This tutorial shows how to update your candidate profile and is meant for:

- **HRSD Employees**

If you are an HRSD employee you already have a candidate profile established and do not need to create one.

In order to login to candidate self-service, you must first initialize your candidate profile. For instructions on how to do this refer to the [Part 1a - Activate Internal Candidate Profile](#) tutorial.

Before applying for any postings, you will need to review and update your candidate profile, which 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 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 or from the Human Resources page on Sharepoint.
- **Step 2:** Provide the information requested on the Candidate Login Screen shown below. As an HRSD employee, your candidate code is your 4-digit employee ID number or payroll ID number. 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).

The screenshot shows a web form titled "Candidate Login Screen" in orange text. Below the title is the question "Already registered?" in orange. A grey instruction line reads "Please enter your Last Name, Candidate Code, and Password below." There are three input fields: "Last Name:" with a white box, "Candidate Code:" with a white box, and "Password:" with a white box. To the right of the password field is a "CONTINUE" button with a right-pointing arrow. At the bottom left, there are two 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 (CSS) Splash which serves as the main menu or the Home Page.

HRSD
Cleaning wastewater every day for a better Bay.

Navigation: 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
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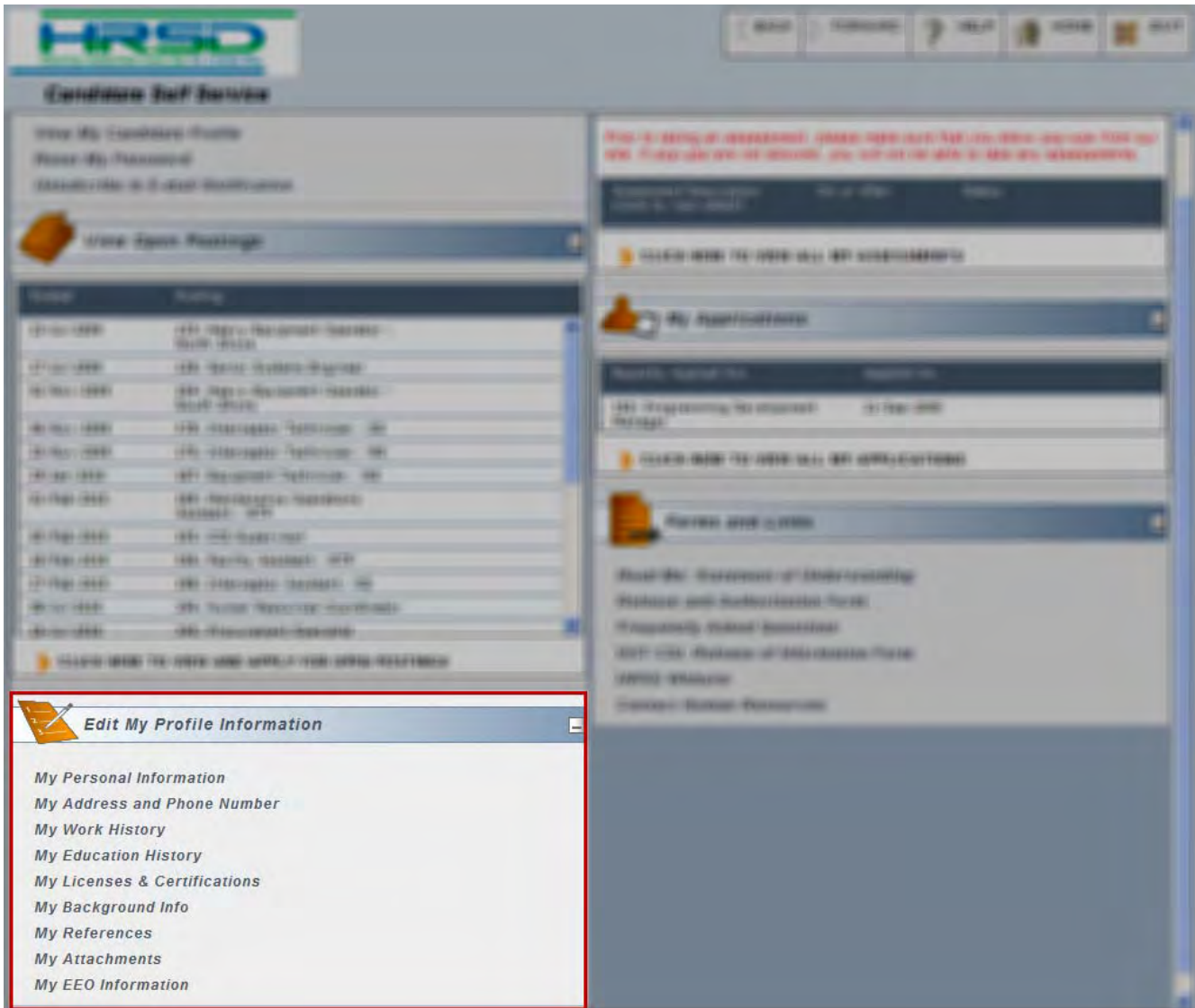
CLICK HERE TO VIEW ALL MY ASSESSMENTS
- My Applications**

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.

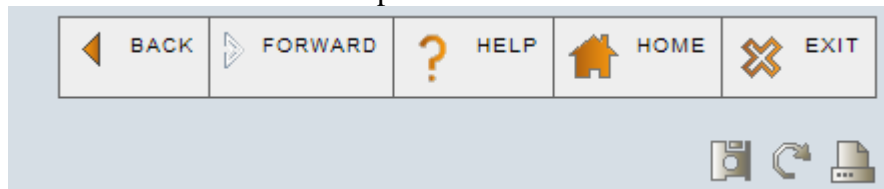


- **Step 6:** Go to each sub-section under the ‘Edit My Profile Information’ to either review or update your profile.
- **Step 7:** To begin, click on “My Personal Information” – In this section you will find your full name and driver’s license number; this information should be loaded from information previously gathered through human resources. If this information is not current or correct, please make changes as needed. 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. Your candidate profile is separate from your HRSD employee record, so do not be alarmed if the address listed is out of date. The information listed in your candidate profile is for recruitment purposes only and does not necessarily reflect the address on file for payroll/employment purposes. Because of this, please note that address and phone number changes should still be handled in the traditional way by notifying your workcenters administrative support contact. 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 all your work history prior to and including all HRSD positions. If you need assistance with this information, you can contact the human resources division for a copy of your original employment application and/or a printout of positions held at HRSD. 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.
- **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; however some of the information will be populated for you as a current HRSD employee. You can review this information and complete the remaining fields if you choose.

Please make sure that you have verified and/or entered information in all sections listed under the Candidate Profile. If you feel you need additional assistance in maneuvering through the screens in candidate self-service, please contact human resources and we will coordinate with your workcenter supervisor to get you scheduled for a face-to-face training class.

Congratulations!

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

Next Lesson: [Part 4 – CSS How to apply to a posting](#)