



# TEAM GEORGIA CAREERS

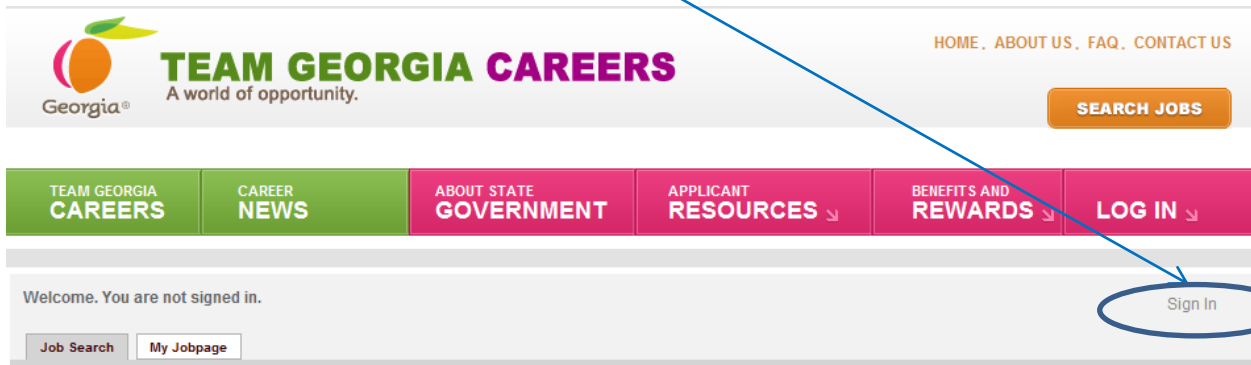
A world of opportunity.

## APPLICANT RESOURCE GUIDE

To create your profile and/or apply for jobs you must first create your user account on Team Georgia Careers.

### CREATE A USER ACCOUNT

1. To create account, click on the “**sign in**” link located beneath the “log in” tab. See below.



2. Next, read the privacy agreement and select “**accept**” or “**decline**”. (You must accept to continue)

### **Privacy Agreement**

Published October 23, 2014

Thank you for visiting the State of Georgia career website. Your privacy is important to us. We provide this Privacy Notice to address the collection, use, disclosure, and security of information that may be obtained by the State of Georgia when you visit Team Georgia Careers.

**The Information We Collect**

The information you provide on this site is used solely for the purpose of assessing your application for the position for which you applied or positions which you which you may qualify. In addition, as is the case with many websites, our servers may collect information such as your IP address, the pages you visit with the portal, the links to other websites through this site, and the referring page that linked you to our website.

**How We Use and Disclose This Information**

We may use the information you provide us in order to send you periodic updates about jobs for which you have indicated an interest. We sometimes use the non-personally identifiable information that we collect to improve the design and content of our websites and to enable us to personalize your internet experience. We also may use this information in the aggregate to analyze website usage.

- Once you've accepted the terms of the privacy agreement, you will be redirected to the login page where you will be prompted to enter a user name and password.  
If you are a new user, do not enter any information on this page. Instead, click on the "new user" button shown below.

## Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

*Mandatory fields are marked with an asterisk.*

\* User Name

\* Password

[Forgot your user name?](#)  
[Forgot your password?](#)

- You will then be taken to the new user registration screen.  
Please enter the required information in the fields.  
Then select "Register".

## New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

*Mandatory fields are marked with an asterisk.*

\* User Name

\* Password

\* Re-enter Password

Email Address

- Once you've successfully created your user name and password and entered your email address, you will be taken to the next screen.  
You will be prompted to create a security question and answer. Then select **"OK"**.

### Security Question

You must type a security question and provide its answer. This information will help us identify you if you forget your password and need to change it. The answer must contain at least 1 characters.

\*Question

\*Answer

OK Cancel

- You will then be **"signed in"** and taken to the **"job search"** page.  
Success! You have created your user account!  
You can now create your profile and apply for jobs with the State of Georgia.



Welcome CAIison. You are signed in. CAIison ▾ 0

[Job Search](#) [My Jobpage](#)

Keyword  Location  Organization   [View All Jobs](#)  
[Advanced Search](#)

Job Openings 1 - 25 of 63 RSS:

- You can update your account by clicking on the drop down arrow next to your login id.  
Then select account.

Welcome JEdwards. You are signed in. JEdwards ▾ 0

[Job Search](#) [My Jobpage](#)

Keyword  Location  Organization   [All Jobs](#)  
[Advanced Search](#)

Job Openings 1 - 25 of 56 RSS:

Posting Date   Account ?

8. Once select Account you will be directed to your “My Account” page. Here you can update your account information as well as choose your correspondence preferences.

**My Account** | [Deactivate](#)

This page displays your account options. To set or modify preferences, click "Edit" next to the relevant section.

Properties	
Account Creation Date	1/22/15
Last Access to the Submissions List	
Last Access to the Referrals List	

Personal Information   <a href="#">Edit</a>	
cjlive45@gmail.com	
Preferred First Name	
Primary Contact Number	
Alternate Contact Number	

Login Information   <a href="#">Edit</a>	
<b>Sign In and Password</b>	
User Name	JEdwards
New Password	*****
<b>Security Question</b>	
Security Question	who am i
Answer	*****

Correspondence   <a href="#">Edit</a>	
Send me an email notification whenever a new position matching my profile is posted (job posting notification).	No
Send me an email acknowledgment when you receive my job submission.	Yes

**Deactivating the account**  
To deactivate your account, click "Deactivate" next to the page header. Please note that by deactivating your account, the system automatically withdraws all your active job submissions.

## CREATE A PROFILE

Once you have created your account you can now create your General Profile. Your profile will contain your contact, educational and employment information. You can also create and store your job search preferences in your profile. You can receive notifications based on your selected preferences and agencies can search for candidates based on the information stored in the profiles. Once you create a profile you may apply for jobs without entering your information again. Each applicant is invited to revisit their profile to provide additional information or update information as needed. This is called a General Profile.

1. Once you've logged into Team Georgia Careers, locate the drop down arrow next to your login id and click on it.
2. Next select profile.



The screenshot shows the user interface of the Team Georgia Careers website. At the top left, it says "Welcome JEdwards. You are signed in." In the top right corner, the user's name "JEdwards" is displayed with a dropdown arrow. A blue arrow points from the text in the instructions to this dropdown arrow. Below the name, a dropdown menu is open, showing options: "Profile" (circled in blue), "Account", "Saved Searches", and "Sign Out". To the left of the dropdown menu, there are two buttons: "Job Search" and "My Jobpage". Below these buttons are search fields for "Keyword", "Location", and "Organization", followed by a search icon. At the bottom left, there is a "Posting Date" field and a "Save this Search" button. On the right side, there are links for "All Jobs", "Search", "SS:", and a question mark.

3. Once you select Profile you will be directed to your general profile page.  
This page allows you to add, delete or update information on your profile. Review the screenshot below.

General Profile Step 1 out of 8

Resume Upload | Personal Information | Work Preferences | Basic Profile | Work Experience | Education | Attachments


Save and Continue | Save as Draft | Quit

### Resume Upload

#### Profile Upload

You can submit personal and professional information by uploading a resume or by uploading a profile through a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.  
If you do not upload a profile or a resume, you will need to fill out the online submission manually.

**Upload data from**



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**Or upload a resume**

Select the resume file to upload

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

No thanks, I will fill out the online submission manually

Save and Continue | Save as Draft | Quit

Need Help? [HRA@doas.gov](mailto:HRA@doas.gov) or 1 (877) 318-2772 ?

4. You can upload information from your LinkedIn profile or upload your resume.  
You may also choose to fill in your information manually.  
You may save and continue or save as draft [for completing at a later time](#).

5. You must complete all required fields in each section.  
Required fields are indicated with a red star (\*).  
You may also choose to receive notification whenever a new position matching your profile is posted.  
Make sure that you save after each section.  
Please review the screenshot below.

Home | Personal Information | Work Preferences | Basic Profile | Work Experience | Education | Attachments | Summary

Save and Continue | Save as Draft

### Personal Information

**Personal Information**

Please enter all relevant personal information in the fields below.

Prefix  
[ ]

\*First Name [ ] Middle Name [ ] \*Last Name [ ]

Suffix [ ] Preferred First Name [ ]

\*Email Address  
cjlive45@gmail.com

\*Street Address (line 1) [ ] Address (line 2) [ ]

\*City [ ] \*Zip/Postal Code [ ]

\*Place of Residence  
Country  
Not Specified

\*Primary Contact Number [ ] Alternate Contact Number [ ]

### Job Posting Notification

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

Send an email notification whenever a new position matching this profile is posted.

**Email Notifications**  
When you select the checkbox, the system sends an email notification whenever a new position matching the profile is posted.

## APPLY FOR A POSITION

Once you've logged into the Team Georgia Careers website you may apply for positions with or without creating a profile.

1. To apply for a position, access your job search page.  
You can apply by clicking on "Apply" in the actions column.

**TEAM GEORGIA**  
For State of Georgia Employees

Welcome JEdwards. You are signed in. JEdwards ▾ 0

**Job Search** My Jobpage

Keyword  Location  Organization   [View All Jobs](#)  
[Advanced Search](#)

**Job Openings 1 - 25 of 56** [RSS](#)

▼ Posting Date  Save this Search [Multi-line ?](#)

Sort by Relevancy Descending

Organization	Requisition Title	Organization	Job Number	Actions
<input type="checkbox"/> Ga. Dept. of Corrections (39)	<a href="#">! MG1: Health Care</a>	Ga. Dept. of Corrections	SOC0005	<a href="#">Apply</a> ▾
<input type="checkbox"/> TEST (6)	<a href="#">Accountant, Senior</a>	TEST	FIN0002	<a href="#">Apply</a> ▾
<input type="checkbox"/> State Board Pardons & Paroles (1)	<a href="#">PS: Hum Res Specialist (WL) - Crystal</a>	TEST	HUM0015	<a href="#">Apply</a> ▾
<input type="checkbox"/> Ga. Dept. of Agriculture (1)	<a href="#">PS: Systems Administrator (AL) - Lester</a>	TEST	INF0006	<a href="#">Apply</a> ▾
<input type="checkbox"/> Ga. Dept. of Community Health (1)	<a href="#">MG1:HR Program Manager Beth</a>	TEST	HUM0014	<a href="#">Apply</a> ▾

▼ Organization  
Agency  
[Show more...](#)  
[See all organizations.](#)

▼ Location




2. You may also search for jobs on this page.

You may search for jobs by keyword, location or organization.


You can also save your searches by clicking on “save this search”

Once you click on save this search you will be prompted to enter a search name that you create.

Welcome JEdwards. You are signed in. JEdwards ▾  0

Job Search My Jobpage

Keyword  Location  Organization   [View All Jobs](#)  
[Advanced Search](#)




**Job Openings 1 - 25 of 56** RSS: 

▼ Posting Date   Multi-line ?

Sort by

Save this search so you do not have to select search criteria the next time you are looking for similar jobs.

Search Name    [Access My Saved Searches](#)

Requisition Title	Organization	Job Number	Actions
<a href="#">! MG1: Health Care</a>	Ga. Dept. of Corrections	SOC0005	<input type="button" value="Apply"/> 
<a href="#">Accountant, Senior</a>	TEST	FIN0002	<input type="button" value="Apply"/> 
<a href="#">PS: Hum Res Specialist (WL) - Crystal</a>	TEST	HUM0015	<input type="button" value="Apply"/> 

▼ Organization

Agency

- Ga. Dept. of Corrections (39)
- TEST (6)
- State Board Pardons & Paroles (1)
- Ga. Dept. of Agriculture (1)
- Ga. Dept. of Community Health (1)

[Show more...](#)  
[See all organizations.](#)

▼ Location

## REVIEWING SUBMISSION STATUS

1. You may check the status of your submission by accessing “My Jobpage”.



Welcome. You are signed in. | [My Account Options](#) [My Job Cart \(0 items\)](#) | [Sign Out](#)  
[Need Help? HRA@doas.ga.gov or 1 \(877\) 318-2772 ?](#)

[Job Search](#) **My Jobpage**

[My Submissions](#) | [My Job Cart](#) | [My Saved Searches](#)

### My Submissions

This page displays all relevant details related to your draft and completed submissions.




There are currently no job submissions.

**Candidate Profile**

Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.

[Access my profile](#)

**Icon legend**

-  Urgent need job
-  Draft submission
-  Completed submission

2. You can also view saved jobs in “My Job Cart”. You can apply for saved positions from your cart.
3. In addition you can view your saved searches in “My Saved Searches”. See the screen shot below.

[Job Search](#) **My Jobpage** [Tasks](#)

[My Submissions](#) | [My Job Cart](#) | [My Saved Searches](#)


Highlighted jobs have been added to the job cart within the last 24 hours.


### My Job Cart (1 jobs found)

This page presents all jobs that you have added to the job cart.

Jobs per page:

Sort by

 **MG1: Health Care** Full-time New

 United States  
Job Posting: Jan 15, 2015-Requisition ID SOC0005  
[Apply](#) | [Remove from Job Cart](#)

- Once you access your saved submissions you can view the status of your submission, access messages and outstanding tasks assigned to you.

[Job Search](#) [My Jobpage](#) [Tasks](#)



[My Submissions](#) | [My Job Cart](#) | [My Saved Searches](#)

### My Submissions (2 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Submissions per page:  
25 ▼

#### Completed Submissions

-  **Correctional Officer 2** - Full-time  
GA-Bacon-Alma  
Job Posting : Oct 24, 2014 – Job Number: LAW003B  
Job Status: Inactive (No Longer Accepting Job Submissions)  
Submission Status: Completed – Updated: Nov 5, 2014  
[View Submission](#) | [View Email Messages](#)
-  **Correctional Officer 2** - Full-time  
GA-Fulton-Atlanta  
Job Posting : Oct 7, 2014 – Job Number: LAW000H  
Job Status: Inactive (No Longer Accepting Job Submissions)  
Submission Status: Application Received – Updated: Oct 8, 2014  
[View Submission](#) | [View Email Messages](#) | [Withdraw](#)