



Applicant Tip Sheet

The new online employment application has been up and running since April 2007. The following tips will help you successfully complete your online application. Please keep this Tip Sheet handy when you are applying for a job:

- Read the **Applicant Tutorial** first. It will answer the majority of your questions about the application and is available at <http://www.oakgov.com/jobs/tutorial/>
- For security purposes, there is a **15 minute timeout per page**, whether you are actively typing on the page or not. We recommend you type your job duties in a Word document and copy/paste into your application so you do not have to retype anything if you encounter a timeout.
- If for any reason you lose your connection and are sent to a login screen, **clear your cache files** and open a new browser window before continuing.
- You may include a resume. However, we cannot accept a resume in lieu of a completed application. You must complete the **Employment History** section of the application.
- Be sure to answer each and every question on the questionnaire, even if you are selecting the option of "Not Applicable." **Every question needs an answer.**
- **Save often.** At the very bottom of the main application page you will see two buttons. "Save as Draft" will save your application as a draft until you are ready to submit. "Submit/Apply" will submit your application to HR.
- Once your application is submitted, no changes can be made to your application or your resume. If you need to add information to your application, please call or email your designated HR Analyst to assist you.
- There are several PCs available for you at our **Application Station** located in the new EOB, second floor. HR Staff will be available to assist you with your application during normal business hours 8:30am to 5:00pm.
- Read the **Applicant FAQ's** available on our Jobs web site for answers to your questions regarding the application process http://www.oakgov.com/jobs/job_applicant_faq/
- If you need assistance with your application or experience technical difficulty, please call 248/858-5214 or email ocijobs@oakgov.com