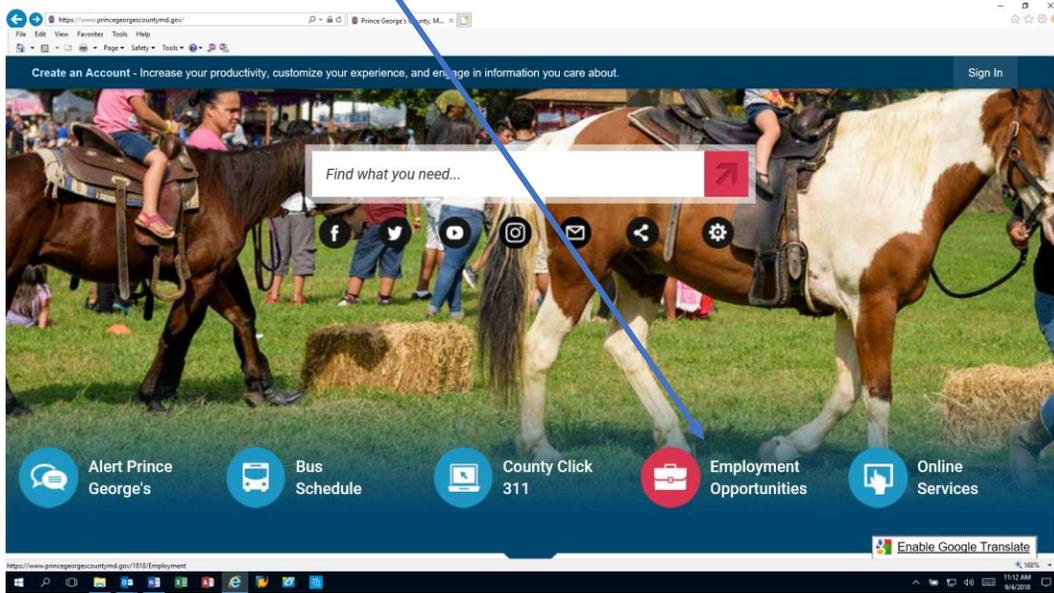
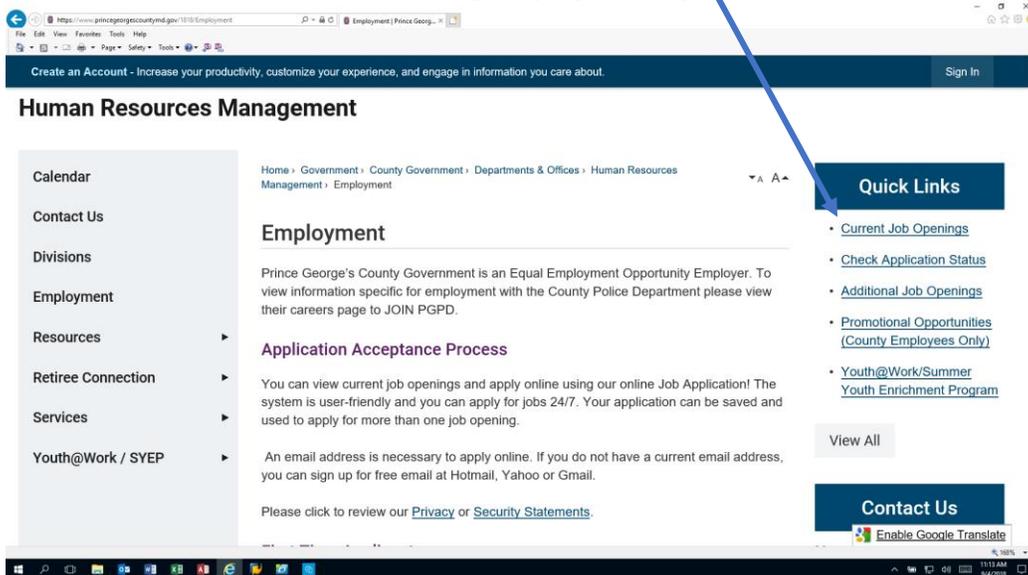


FIRST TIME USERS' GUIDE

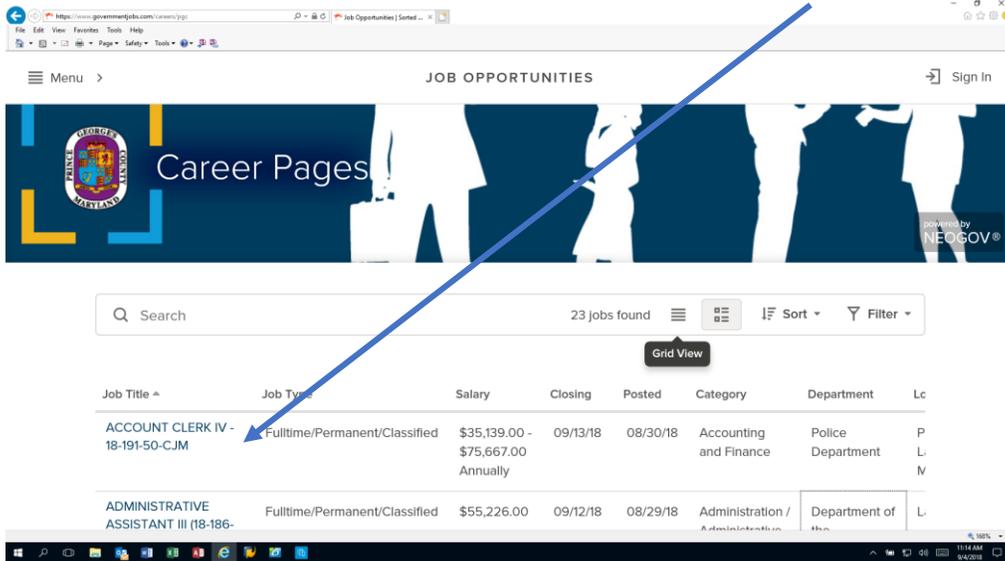
Access the Employment Opportunities site by visiting www.princegeorgescountymd.gov and click on Employment Opportunities.



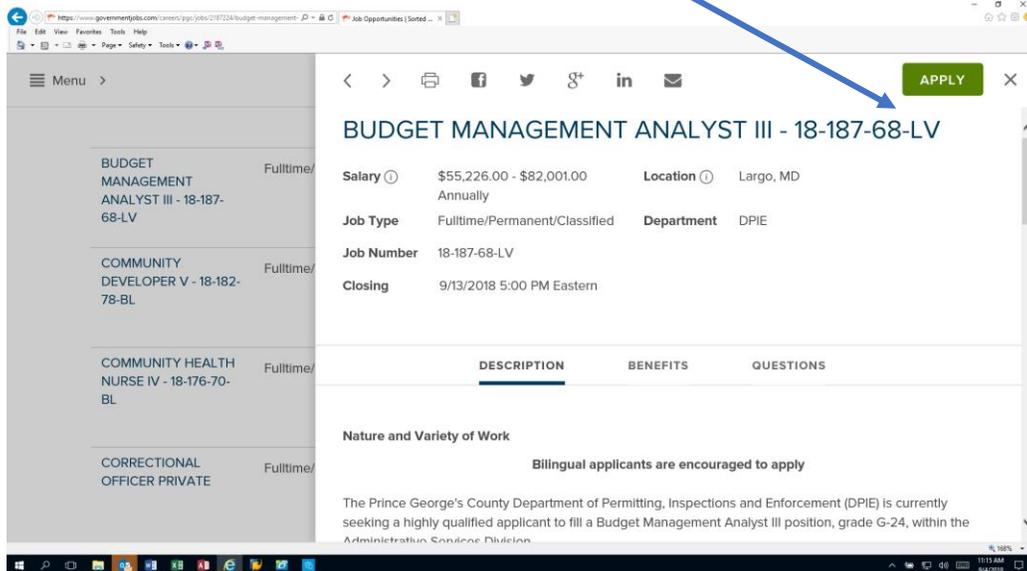
Go to Current Job Openings to view general employment opportunities or Promotional Opportunities, which are available for County employees only.



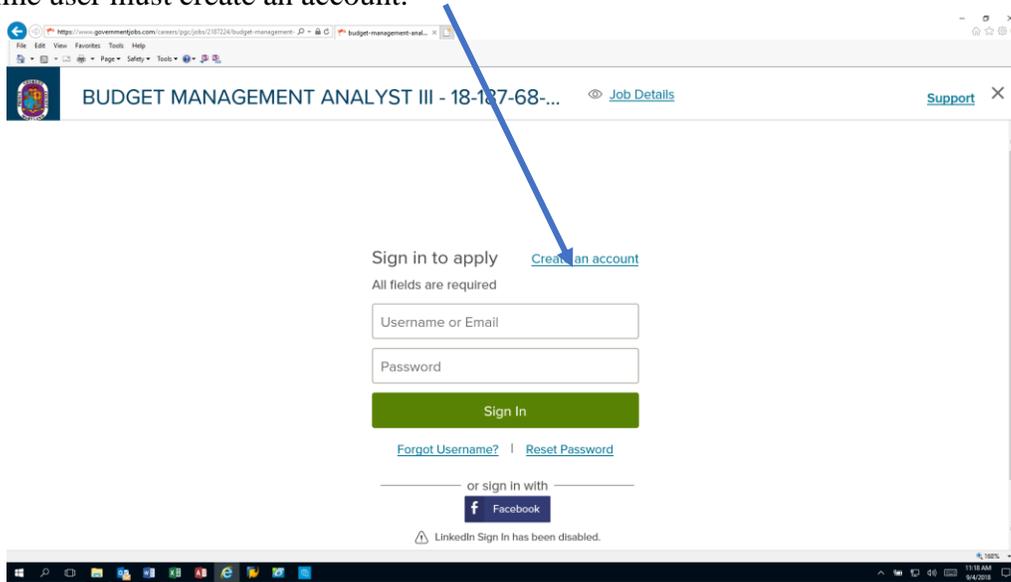
Locate and select a position from the list of available employment opportunities.



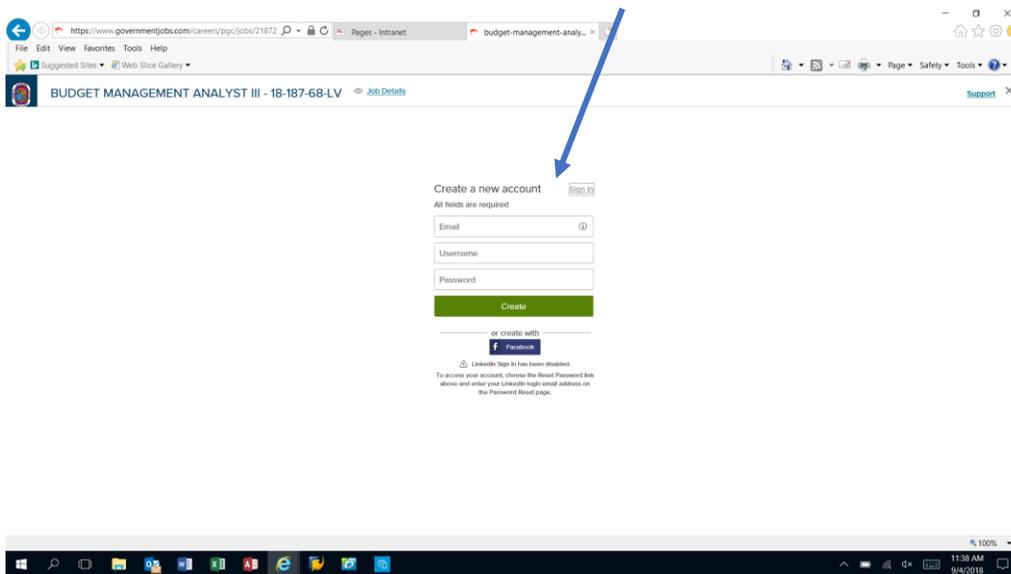
Click on the APPLY button to begin the application process.



A first time user must create an account.

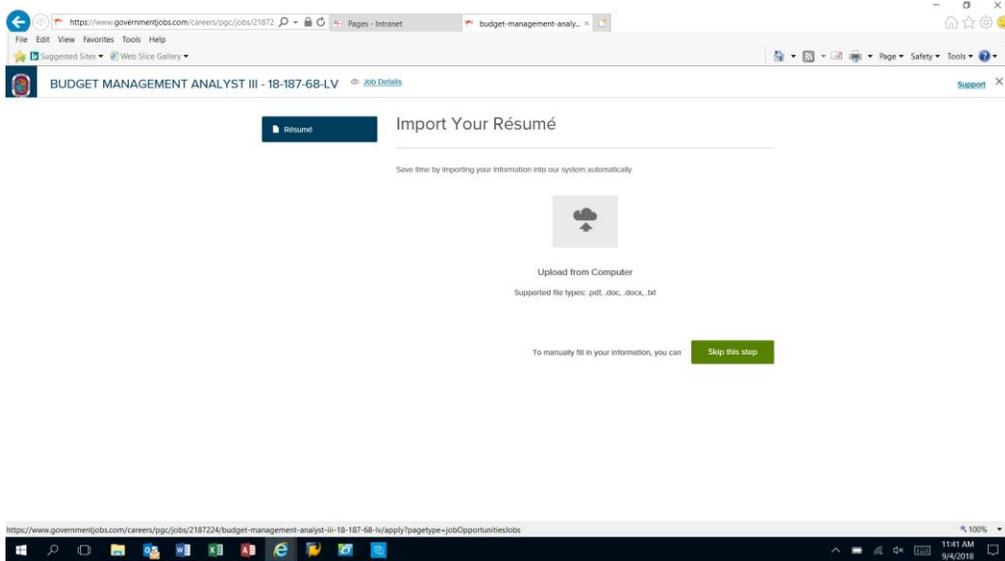


You must provide a valid email address to create an account. Enter your email address and follow the instructions on creating your user name and password. Please write down your username and password in a safe place for future employment opportunities.

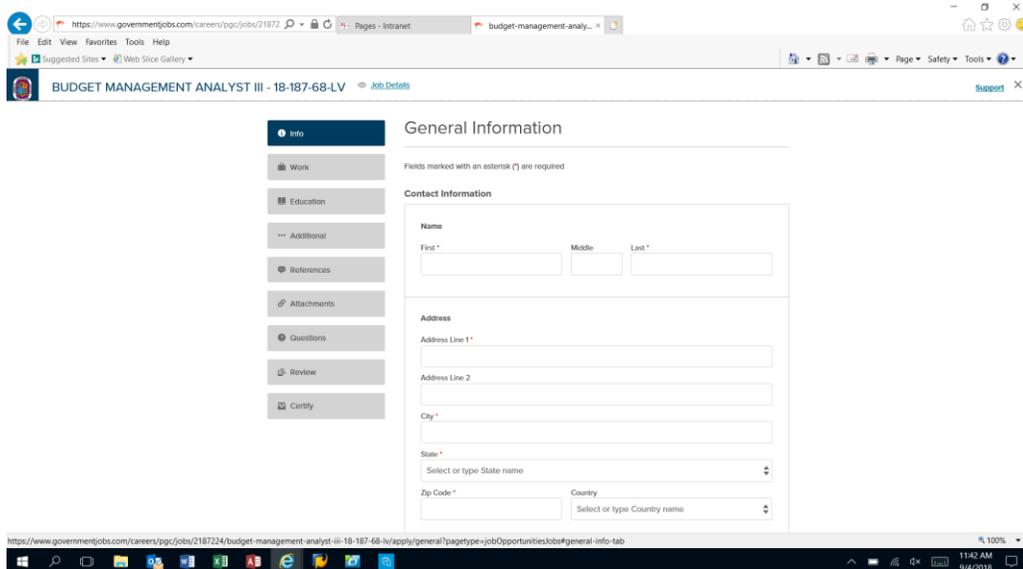


Complete the Terms of Service Agreement.

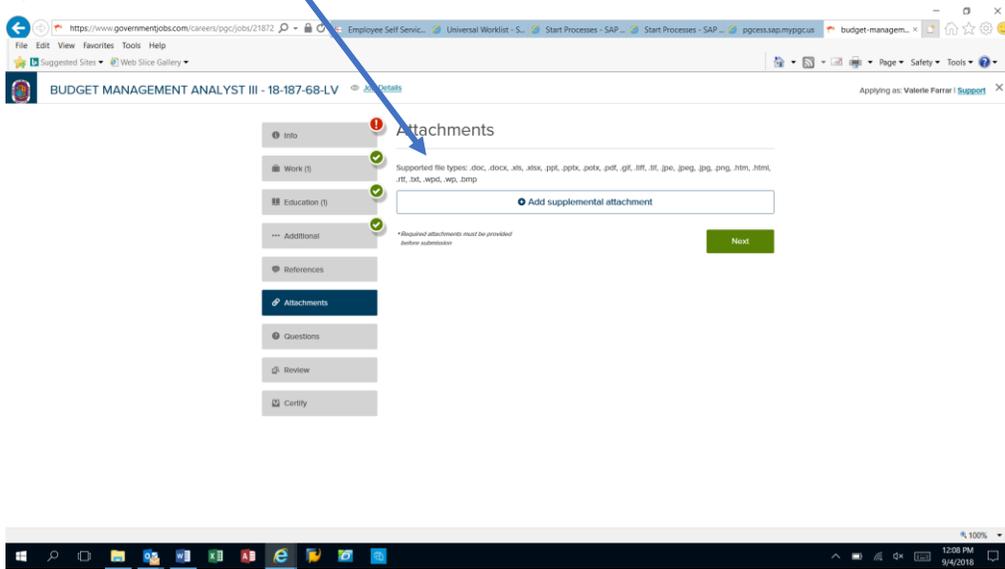
You may import your resume to populate the employment application or skip this step to manually enter your information.



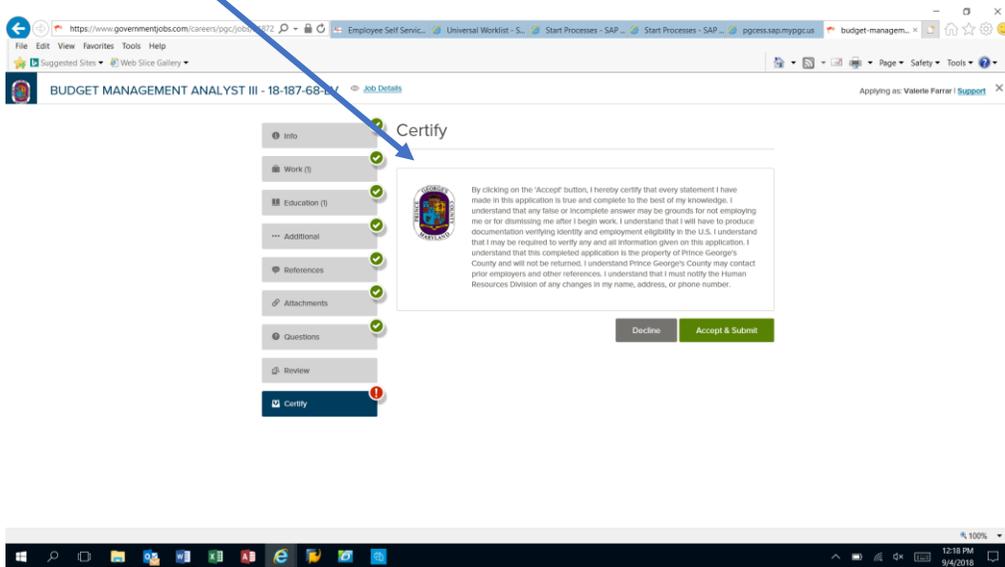
Complete the employment application. All fields that have an asterisk (*) are required fields.



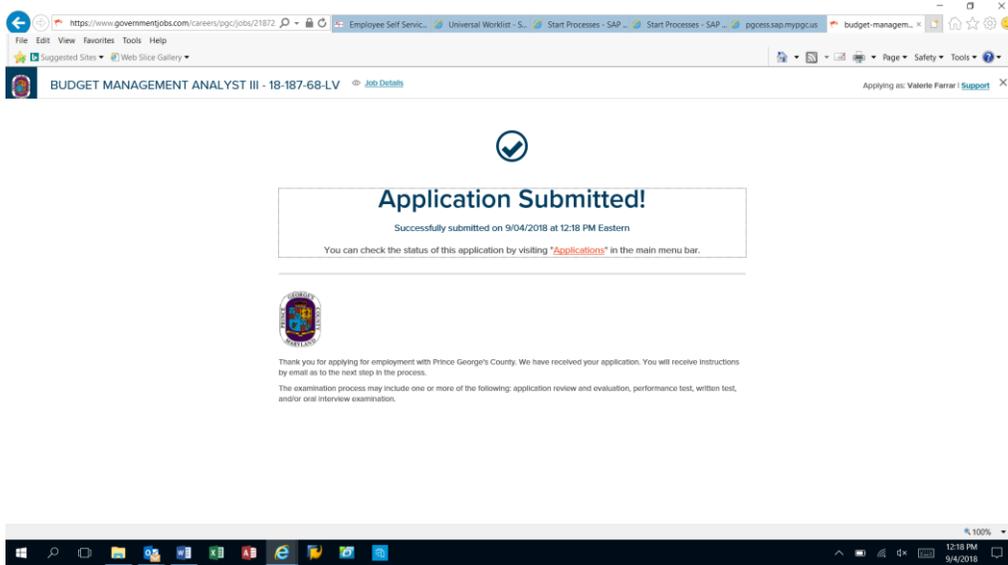
Under the Attachment section, you may attach your resume, cover letter, copies of certifications, transcripts, etc.



Once you have completed and reviewed your employment application, you will Certify that the information is accurate.



Once you have certified that the information is accurate, you must Accept and Submit your employment application. Your application was successfully submitted once you receive the Application Submitted! message. You will also receive a confirmation email.



NOTE:

Please be mindful of the application closing date and time. All applications must be received prior to the closing date and time. Applications that have not been submitted will not be eligible for consideration.

Applications will be screened once the job posting notice has closed. It may take two (2) to four (4) weeks to complete this process.