

Instructions for the External User – How to Register and Login to the Online Employment Application

Applications for Employment

Express your interest in employment with Miami-Dade County at any time and from any place where you have access to a computer and the Internet! Paper employment applications and resumes have been eliminated in favor of an online application that has been designed to make things more efficient and effective for both applicants and hiring managers.

To search for jobs or apply for employment go to www.miamidade.gov/jobs

Email Addresses

Miami-Dade County's online employment application requires applicants to have an email address. If you do not have an email account, please create one before beginning the application process. There are many email providers who offer the service free of charge. Selecting an email provider is a personal choice and Miami-Dade County does not endorse or prefer any one provider. Among the free email providers you are: www.gmail.com; www.hotmail.com; www.yahoo.com and www.aol.com.

Registration

Visitors to our employment application site need to log in only when they wish to file an application. Job searches can be conducted without logging in.

To get to the careers page, begin by going to www.miamidade.gov/jobs. External applicants can search for jobs without registering. However to apply for a job, save information on a job or use any of the system's personalized features, your will need to register. As indicated earlier in this document, you must have an email address.

For this user guide's purpose, assume you are an external applicant and your name is *Claudette Antoine*.

Careers

INSTRUCTIONS: For detailed help click on search tips.
To conduct a quick search enter a keyword, any word that describes the job, and click the search button. To conduct an advanced search using job families or locations, click on the advanced search link below.

Enter your Email Address and password to login. If you have not yet registered [click here to Register](#).

Quick Search
Keywords:
Posted: Last Month
 [Advanced Search](#) [Search Tips](#)

Login
Email Addr:
Password:
 [Login Help](#) [Regist](#)

Try It!
First time users, choose the click the [click here to Register](#) option.

[Apply now without a job](#)

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After you click [here to Register](#) you will find yourself at the following screen.

The screenshot shows the 'Register' page with the following sections:

- Name:** Name Prefix (with a magnifying glass icon), First Name, Middle Name, Last Name, and Name Suffix (with a magnifying glass icon).
- Address:** Address Line 1, Address Line 2, Address Line 3, City, State, and County.
- Phone (At minimum one phone number is required):** Business Phone, Business Phone Ext, Cellular Phone, and Home Phone, each with a 'Preferred' checkbox.
- Enter Registration Information:** Email Address, Confirm Email Address, Operator Password, Confirm Password, Date of Birth (with a calendar icon), and Last 5 digits of SSN.

A yellow tooltip titled 'Try It!' is positioned over the Address section, containing the text: 'Enter all appropriate information. If a required field is not entered, the system will give you a notice. Press [Enter] to [continue](#).' The tooltip has 'Try It!', 'Actions', and a close button (X) in its header.

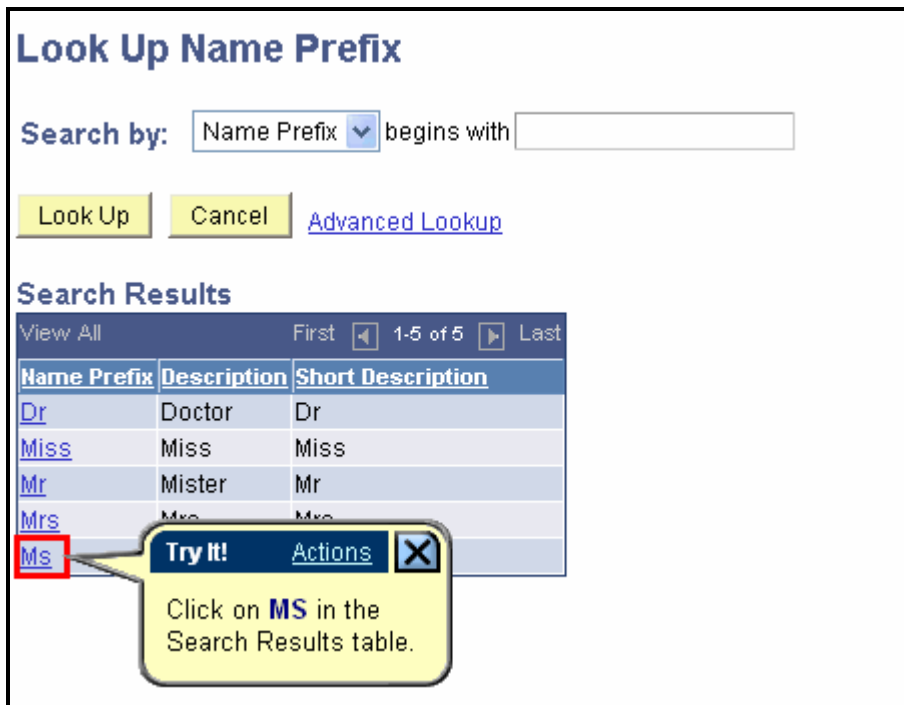
A yellow button labeled 'Return to Previous Page' is located at the bottom of the form.

Note that a magnifying glass means you can conduct a search.

This close-up screenshot focuses on the 'Name' section of the registration form. It shows the 'Name Prefix' field with a magnifying glass icon. A yellow tooltip titled 'Try It!' is pointing to the magnifying glass, with the text: 'Click the **Look up Name Prefix (Alt+5)** button.' The tooltip has 'Try It!', 'Actions', and a close button (X) in its header.

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When you click on the magnifying glass, in this particular example, the following options will pop up and you can choose the one that fits you best.



Look Up Name Prefix

Search by: Name Prefix begins with

[Advanced Lookup](#)

Search Results

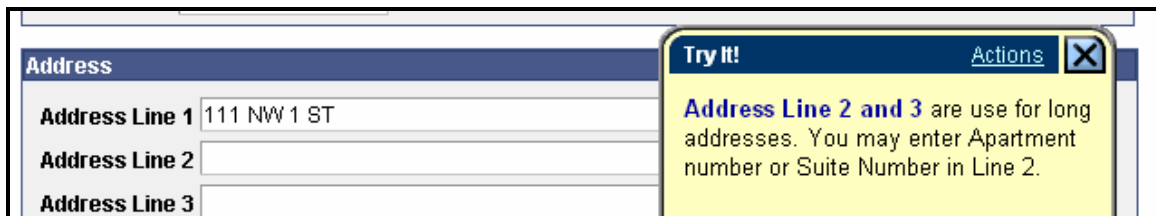
View All First 1-5 of 5 Last

Name Prefix	Description	Short Description
Dr	Doctor	Dr
Miss	Miss	Miss
Mr	Mister	Mr
Mrs	Mrs	Mrs
Ms		

Try It! Actions X

Click on **MS** in the Search Results table.

Once you enter the information requested, move down to the area where you can enter your street address.



Address

Address Line 1 111 NW 1 ST

Address Line 2

Address Line 3

Try It! Actions X

Address Line 2 and 3 are use for long addresses. You may enter Apartment number or Suite Number in Line 2.

You must provide at least one telephone number. Please note the format required, no dashes between numbers or sets of numbers.



Phone (At minimum one phone number is required)

Business Phone

Cellular Phone

Home Phone

Try It! Actions X

Enter the desired information into the **Business Phone** field.
Enter "3051234567".

The email address is critical. You will be unable to register without one. The system is set up to send correspondence to your email address.

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Enter Registration Information

Email Address

Confirm Email Address

Operator Password Date of Birth

Confirm Password Last 5 digits of SSN

You will need a password to get into the system. You select the password. Be sure it is something you will remember easily.

Try It! Enter the desired information into the ***Operator Password** field. Enter "123456".

Typing Complete

number is required)

Business Phone Ext Preferred

Preferred

Preferred

Email Address psclaudette@yahoo.com

Confirm Email Address psclaudette@yahoo.com

Operator Password Date of Birth

Confirm Password Last 5 digits of SSN

We need your birth date and the last five digits of your social security number. The information we will permit the system to recognize you. Please provide the information in the format requested, without any characters between digits.

County

one (At minimum one phone number is required)

Business Phone 305/123-4567 Bus Preferred

Cellular Phone 305/444-4444 Preferred

Home Phone 305/555-5555 Preferred

Try It! Enter the desired information into the ***Date of Birth** field. Enter "01211973".

Typing Complete

Enter Registration Information

Email Address psclaudette@yahoo.com

Confirm Email Address psclaudette@yahoo.com

Operator Password ••••• Date of Birth

Confirm Password ••••• Last 5 digits of SSN

Instructions for the External User – How to Register and Login to the Online Employment Application

Phone (at minimum one phone number is required)

Business Phone 305/123-4567 Business P
Cellular Phone 305/444-4444
Home Phone 305/555-5555

Enter Registration Information

Email Address psclaudette@yahoo.com
Confirm Email Address psclaudette@yahoo.com
Operator Password
Confirm Password

Date of Birth 01211973
Last 5 digits of SSN [red box]

Try It! Actions X
Enter the desired information into the **"Last 5 digits of SSN"** field. Enter **"65965"**.
Typing Complete

To move down the page, use the scroll bar to the right of the screen.

al Code 331 28

Preferred
 Preferred
 Preferred

Try It! Actions X
Click on the **Vertical** bar to scroll down.

Click the save button at the bottom left of the screen as shown below.

Home Phone 305/555-5555

Try It! Actions X
Click the **Save** button.
After you save, the system will verify for duplicates by checking the **Email Address, date of birth** and **last five digits of their social security** number. An error message will appear for duplications.

Return

Save

When you click on *save*, the system will automatically send you back to our careers home page. You are now a registered user and the system will recognize you.

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The screenshot shows the 'Careers Home' page for a user named Claudette. The navigation bar includes links for 'Careers Home', 'Job Search', 'My Saved Jobs', 'My Saved Searches', 'My Career Tools', and 'Logout'. The 'Careers Home' link is circled in red. Below the navigation bar, the user is greeted with 'Welcome Claudette'. Instructions for quick and advanced searches are provided. The 'Quick Search' section contains a text input for 'Keywords', a dropdown menu for 'Posted' set to 'Last Month', and three buttons: 'Search' (circled in red), 'Advanced Search' (circled in red), and 'Search Tips'. The 'My Career Tools' section includes links for '0 Applications', 'My Profile' (circled in red), and 'Test Information'. A 'Message Center' section indicates 'You do not have any notifications.' and a link for 'Apply now without a job' is at the bottom. A yellow 'Try It!' pop-up box is overlaid on the right side, containing instructions on how to use the 'Search' and 'Apply' buttons and how to update the 'My Profile'.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home

Welcome Claudette

To conduct a quick search enter a keyword, select when posted and click the search button.
To conduct an advance search by Location and/or Job Family, click on the Advanced Search link below.

Quick Search	My Career Tools
Keywords: <input type="text"/>	0 Applications
Posted: Last Month <input type="button" value="v"/>	My Profile
<input type="button" value="Search"/> Advanced Search Search Tips	Test Information

Message Center

You do not have any notifications.

[Apply now without a job](#)

Try It! [Actions](#)
After you Save, you return to your Careers home Page. You are now ready to **Search** and **Apply** for jobs. To update the information you just entered click on "**My Profile**".
Press [Enter] to [continue](#).