



## **HOW TO GET A JOB Frequently Asked Questions**

### **Santa Cruz Office:**

701 Ocean Street, Room 310, Santa Cruz, CA, 95060

(831) 454-2600

TDD: (831) 454-2123

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

**Santa Cruz County is an Equal Opportunity Employer.**

---

### **When can I file an employment application?**

The County of Santa Cruz accepts applications for current job openings. A list of current openings is available for your review on our website at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) and is also posted outside of the Personnel Department offices and in the basement of 701 Ocean Street, Santa Cruz. This list is updated weekly. Resumes are not accepted in lieu of an application.

### **How do I find out more about a specific job?**

A job bulletin is created for each job opening. These bulletins are available from the Personnel Department offices and website and include information regarding the salary, benefits, job duties, minimum qualifications required, the type(s) of examination(s) to be given, and the final filing date (the last day applications for that job will be accepted). Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) Submitted online before midnight of the final filing date.

Obtain a job bulletin for each job that interests you. Supplemental applications, if required, are attached to the job bulletins. You may apply for as many jobs as you choose. However, a separate application must be submitted for each job. If you are applying for more than one job, you can save time by using the online application system, which allows you to copy information from applications you've already created into new applications.

Applicants should photocopy or print applications for their own records before submitting them. The Personnel Department will not return originals or make copies of any materials once they are submitted.

### **How do I determine if I qualify for the job?**

The minimum qualifications for the position are listed on the job bulletin. Read these requirements carefully. Minimum qualifications may include college coursework, a specific amount of experience, a license or certificate, or skills, knowledge and abilities in a specific field. You should be able to determine whether or not you meet the minimum qualifications. If you are not sure, submit your application and the Personnel Department will make a determination.

## **How does the Personnel Department determine if I qualify for the job?**

A Personnel Analyst reviews your application and any other material required. These other materials may include a supplemental application designed for the position, a list of college classes, or a statement of qualifications. It is very important that everything about you--your education, experience (paid or volunteer), licenses, certificates, and special skills be submitted on the application so that the Personnel Analyst can make the correct decision. If all information is not provided, your application will be disqualified.

The type(s) of examination(s) given are listed on the job bulletin. They may consist of a single examination, or any combination of the following: written, oral, performance, bilingual skills, assessment center, or rating of training and experience shown on your application. Notification will be sent to you regarding when and where the examination will be given.

If you have a disability that would require special testing accommodations, please contact the Employment Services Division of the Personnel Department at least 48 hours prior to the examination at (831) 454-2600.

## **What happens after I take the examination?**

Those applicants who pass the examination(s) are placed on an eligible list in order of overall score. Notification of examination results will be sent to you approximately two weeks after the examination. If you were successful in the examination process, this notification will include your overall score, your rank and eligibility expiration date. Those applicants who fail the examination will also receive notification. The top ten names on the eligible list are referred to County departments for each permanent position. The departments schedule final selection interviews and notify candidates of the results of these interviews.

Unless you are otherwise notified, your name will remain on the eligible list for a minimum of six (6) months and a maximum of two (2) years.

## **What should I do if called for a selection interview?**

Remember that the selection interview is your opportunity to demonstrate to the department that you are the best person for the job. The following tips may help: review the job bulletin and your application in order to familiarize yourself with the position and with how your qualifications match those required of the position; conduct practice interviews with a friend (or a tape-recorder); be prompt; dress appropriately; if the interviewer does not thoroughly explain the job, ask for an explanation of duties; ask about training to be provided, and ask when you will be notified of the department's decision.

## **What happens when I am hired?**

If a department offers you a position, the following topics should be discussed: Starting salary; orientation/physical examination appointment; and details of your first day of work (start time, location, dress code).

Appointment to some positions are contingent upon passing a medical examination. The County of Santa Cruz provides this examination at no expense to you.

When you are selected for a permanent position, your name is automatically removed from the eligible list for that job classification. Your name will remain on any other eligible lists for other classifications for which you have applied.

### **What if I am not selected?**

Our objective is to hire the best person for the job, so competition is keen. If you are not successful in getting a job right away, your name remains on the eligible list until the list expires. If you are not hired during the life of the eligible list, you may re-apply when a new recruitment for that position opens.

### **How do I find out if I am still on the eligible list?**

You may request information regarding your status on the eligible list by submitting your request to the Employment Services Division of the Personnel Department. You will be given the following information: your eligibility status, the expiration date and your rank. To ensure that you are notified for job opportunities, please notify the Personnel Department of any address, electronic mail or phone number changes.

### **How do I find out about other positions that are not currently open?**

The County of Santa Cruz accepts applications for current job openings only. If you did not see the position you are interested in on this week's job listing, you can have your name placed in the Job Interest System so that you will be notified when the job opens.

First, check the Job Classification Schematic Listing for the exact title and class code for the position or positions in which you are interested. Then complete the Job Interest Form. You can access this information and submit the form online or in our offices.

You will be notified when recruitments open for any positions you have listed on your Job Interest Form.

Your name will remain in the Job Interest System for 365 days. If you have a change of physical address or electronic mail please notify the Personnel Department immediately.

The Job Interest System is maintained as a convenience to applicants. To have an application accepted for any position, a complete application packet must be submitted during the published recruitment period for that position.