Using the External Job Board

Thank you for your interest in Cuyahoga County employment. To apply for a job using our External Job Board, follow the instructions below.

1. Select the position you would like to apply for.

2. Click the **Apply** button.

3. If this is your first time applying, click the **Register** button.

    a. If you've applied to Cuyahoga County prior to December 2018, you'll need to create a new account.

4. Complete the Basic Information fields.

5. Select the appropriate Create Profile option.

    a. If you select Upload Resume, the system will examine the resume you upload and attempt to place the information from your resume into the relevant fields of the application. If you use this option, you should still review all parts of your application for accuracy.

6. On the Application Consent page, review and agree to the consent details, then click the **Continue** button.

7. Complete the Questions tab, then click the **Continue** button.

Note: Please answer all questions as accurately as possible. Applications may be rejected if responses to these questions show that you are not qualified for the position.

8. Review and agree to the Acknowledgement terms, then click the **Continue** button.

9. Complete the Self Identification fields, then click the **Continue** button.

10. Review your profile information, including the Employment and Education tabs in the Talent Profile section, then click the **Continue** button.
    a. The red asterisk ❗ means that there are incomplete fields.
    b. To edit a field, click the pencil icon ✎ .

Note: Only the Employment and Education tabs need to be completed. Please list your job duties accurately on the Employment tab, as this information will be used to determine if you meet the qualifications for the position.

11. To submit your application, complete the Submit tab fields, then click the **Submit** button.

Note: Clicking the Submit button will submit your application. You will not be able to make changes after submitting.

Your application has been submitted. You should receive a confirmation email. Please note that your profile information will be saved for future applications but should be reviewed to ensure profile information clearly demonstrates qualification prior to applying for future positions. Thank you for your interest in Cuyahoga County employment!

You can review your application status at any time by logging into your applicant profile and clicking the **My Applications** tab.