

## 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.

	Job Listings		Login 🖌 Language 🖌 ?
	Recent Job Listings	Recent   🗙 Featured Jobs   All	
	Sorting: Date Posted 👻	Page Size: 10 -	Clear Search
	★ Training Officer Location: US:OH:Cleveland	Posted: 11/28/2018 Category: Human Resources Management and Services	Keyword:
	Training Officer Location: US:OH:Cleveland	Posted: 11/28/2018 Category: Human Resources Management and Services	Location:
2. Click the Apply butt	on.		
	Job Listings		Login 🖌 Language 🖌 <b>?</b>
	A Back to Job Listing	Save	ob Summary

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

TRAINING OFFICER (JOB ID: 180)

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

Position

- Welcome
  Email Address
  Password
  Forgot your password?
  Login
  Cancel
  New User:
  Create an account to
  get started on your
  teach protes
- 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.

Step 1: Basic Information		
Email Address: *		
First Name:		
Last Name: *		
Password:		
Confirm Password:		
Don't have an email address? Create one here Step 2: Create Profile		
	owing.	
Step 2: Create Profile	owing. Upload Resume	
Step 2: Create Profile You can choose to create your profile from the follow		
Step 2: Create Profile You can choose to create your profile from the foil Enter Manually:	Upload Resume	



- 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 **9** 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.

Contact Informatic	n			1
Training Content		Contect Method Content Tone Home Wash Mathin Echod	initiaaning@cosistiogac.comp.co	
Work Preferences				,
Engloyment Type Resolute Toyver Percent Solary Expectation? When Can You Start?	Not Applicative Not Applicable	Professel Jan Localism		
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	Assumed all classroom responsibilities in data management for a class of 22 student Practiced classroom management prists	clading taxaon plaining, classifi to for els viveles	on management, and	
	10		2	

**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.





Job Listings	My Profile	My Saved Jobs	My Applications	My Job Alerts	Training Content 🖌 Language	. ?
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Training Applied: 12		tus: Not Being Conside	rred		View application   Withdr	aw