



Protect Your Privacy !!

1. **DO NOT** navigate away from the e-recruit system without clicking **LOGOUT**, which is found in the left hand menu column on the Career Opportunities recruitment home page.
2. **DO NOT** use the large X in the upper right corner of the browser window to close out your page unless you have **LOGGED OUT**.

If you do not **LOGOUT** properly your browser session is still open and your application and sensitive applicant profile information could be available to the next person using the internet on that computer.

Some Tips for Applicants using City's new e-Recruit system

Please refer to the Frequently Asked Questions document to assist you in applying for current open positions. A few common mistakes are:

1. Once you commence applying for a position, you must continue through each page, or choose **SAVE AND CONTINUE** in order to save a page and move through the process or to quit the process and continue it later.
2. If you miss completing a page on purpose and wish to continue your application later, you must still continue through each page until you reach the end and **CONFIRM** your application. This will hold your application "IN PROCESS" but "INCOMPLETE" until you complete all required pages.
3. You must click **CONFIRM** on the final page in the application process in order to receive your confirmation # by e-mail and be considered as an applicant for that posting.

We have found after reviewing activity on the electronic recruitment site, that applicants either do not use **SAVE** on the various pages, or once documents have been uploaded and all questions answered, the applicants simply stop before selecting **CONFIRM** on the final page.