

Searching and Applying for Jobs In CAPPs Recruiting

Accessing Job postings:

1. To search and apply for Jobs, you may have three different options available to Search for jobs.
 - a. If you are searching for a job open to the public, you may click on the following link:
<https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>.
 - b. **CAPPs Career Section for External Applicants Only** – ‘External’ Job opportunities

<p>Current and Former Employee Login</p> <p>User ID: <input type="text"/></p> <p>Secure Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p>Your User ID and/or Password are invalid.</p>	<p>Job Opportunities</p> <p>Several State of Texas agencies use CAPPs for recruiting functions. If you wish to search and apply to job at a CAPPs Recruit agency and are <i>not currently employed</i> by one of these agencies, visit the CAPPs Career Section for External Applicants Only</p> <p>If you are currently employed by a CAPPs Recruit agency and wish to search and apply to jobs within the agencies, you must login to CAPPs to access the <i>Career Section (CAPPs Internal Candidates)</i> on the home page.</p>
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- c. If you are a current DPS employee logged into CAPPs HR/Payroll you may click on one of the below options for DPS internal jobs (open to current DPS employees):
 - i. **Agency 405 Internal Career Section** – ‘DPS Internal’ Job opportunities for current DPS employees only.
 - ii. **Career Section (CAPPs Internal Candidates)** – ‘DPS External and/or any CAPPs Recruit Agency’ Job opportunities for current state employees.

My Pay	My Profile
My Time & Leave	Employee Separation
Career Section (CAPPs Internal Candidates)	
Agency 405 Internal Career Section	

2. After clicking on the appropriate link, click either the ‘My Jobpage’ tab or the ‘Sign In’ link in order to login.

Welcome. You are not signed in. [Sign In](#)

[Job Search](#) [My Jobpage](#)

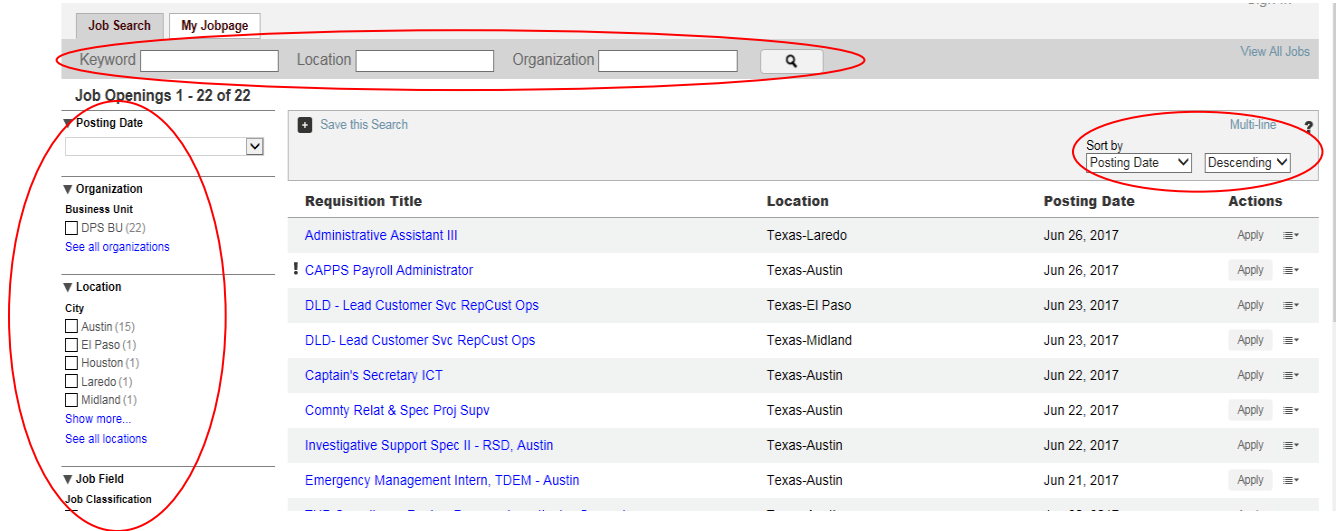
Keyword Location Organization [View All Jobs](#)

Job Openings 1 - 24 of 24

3. On the Privacy Agreement page, click ‘I Accept’ to continue.
4. Enter your User ID (for current DPS employees, this is your current CAPPs User ID) and password in the appropriate fields.
5. Click the ‘Sign In’ button.

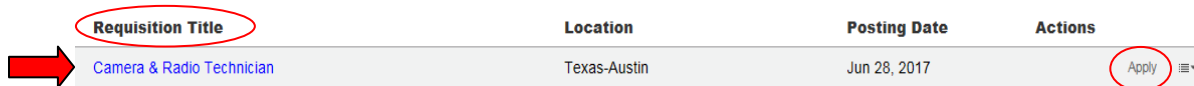
Search/Apply for a Job:

1. The 'Job Search' tab is where you will go to search for posted vacancies. You may narrow your search results by using the various filters available.



The screenshot shows the 'Job Search' tab with search filters for Keyword, Location, and Organization. A red circle highlights these search fields. Below the filters, there are sections for 'Posting Date', 'Organization' (with a dropdown for Business Unit), and 'Location' (with a dropdown for City). A red circle highlights the 'Organization' and 'Location' filter sections. The main area displays a table of job openings with columns for Requisition Title, Location, Posting Date, and Actions. A red circle highlights the 'Sort by' dropdown menu, which is set to 'Posting Date' and 'Descending'. The table lists several job openings, including 'Administrative Assistant III', 'CAPPS Payroll Administrator', 'DLD - Lead Customer Svc RepCust Ops', 'Captain's Secretary ICT', 'Comnty Relat & Spec Proj Supv', 'Investigative Support Spec II - RSD, Austin', and 'Emergency Management Intern, TDEM - Austin'.

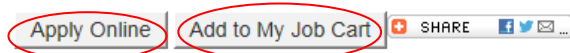
2. Once you have found a Job you would like to apply for there are several options available; you can apply directly to a posting **or** you have the option of saving a Job(s) to your 'Job Cart'. The different options are listed below:
 - a. On the main Search page, you can click on the 'Apply' button under 'Actions' for the specific Job you want to apply for.



The screenshot shows a table with columns for Requisition Title, Location, Posting Date, and Actions. A red arrow points to the 'Camera & Radio Technician' row, and a red circle highlights the 'Apply' button in the Actions column.

Requisition Title	Location	Posting Date	Actions
Camera & Radio Technician	Texas-Austin	Jun 28, 2017	Apply

- b. On the main Search page, you can click on the specific Requisition Title to bring up the Job Posting, then click on the 'Apply Online' button **or** you can click on the 'Add to My Job Cart' button to save the posting and apply later.



The screenshot shows two buttons: 'Apply Online' and 'Add to My Job Cart', both circled in red. To the right of these buttons are social media sharing icons for Facebook, Twitter, and Email, along with a 'SHARE' button.

Job Description

Camera & Radio Technician (00001166)

Organization: Department of Public Safety

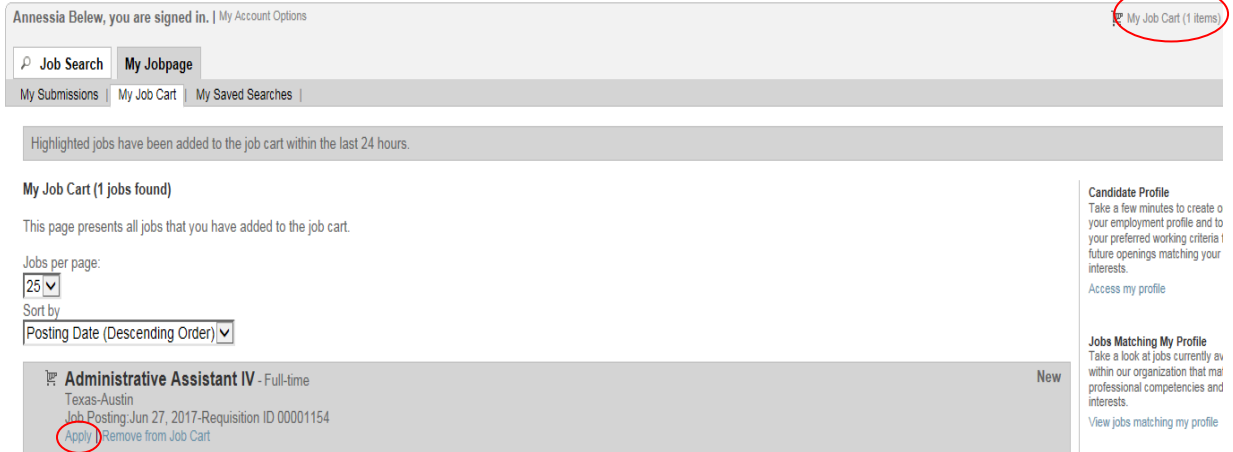
Primary Location: Texas-Austin

Work Locations: AUSTIN (GOLFCOURSE RD) 10335 GOLFCOURSE RD Austin 78719

Job: Architecture and Engineering

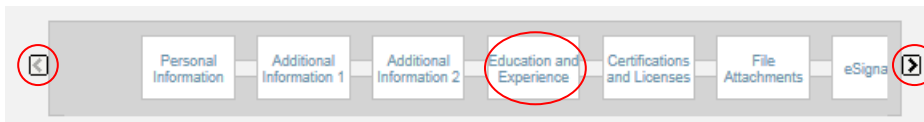
Employee Status: Regular

- c. If you save a Job(s) to your Job Cart, you can apply for those jobs by clicking on the 'My Job Cart' icon at the top right of the screen, then click the 'Apply' button under the Job Posting information.



3. After clicking on 'Apply' or 'Apply Online' it will automatically bring up your application where you can make any updates and answer the Required Supplemental Questions for that particular Job Posting.

Note: You can quickly move to the different sections of the application by using the navigation tool at the top of the application. Use the arrow keys on each side to show additional sections, then click on the Section name to go to that particular part of the application.



4. You will be required to E-Sign your application in order to submit your application.

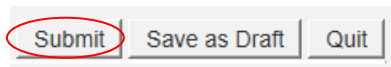
Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

Please enter your full name:

5. Next complete the 'Diversity Survey' and 'How did you Hear about this Job?' sections.
6. The last section is 'Review and Submit'. When you are ready to apply, click the 'Submit' button.

Note: If at any point you are unable to finish your application, you can click the 'Save as Draft' button and complete it at a later time. Just keep in mind that your application is not submitted until your application is complete, E-Signed and you click 'Submit'.



Viewing Profile/Employment Information:

- The 'My Jobpage' tab is where you can:
 - a. Update your Profile
 - b. View Draft and/or Completed Submissions
 - c. View the Job Status for each Job Posting (Inactive, Accepting Submissions, etc.)
 - d. View the Submission Status for each Job Posting (Under Consideration, Not Selected, etc.)
 - e. Withdraw your application for a particular Job Posting
 - f. View Email Messages

The screenshot shows the 'My Jobpage' tab selected. Below the navigation bar, there are links for 'My Submissions', 'My Job Cart', and 'My Saved Searches'. The main heading is 'My Submissions (8 job submissions found)'. A message states: 'This page displays all relevant details related to your draft and completed submissions.' Below this is a 'Submissions per page:' dropdown menu set to '10'. The 'Draft Submissions' section lists three jobs:

- Clerk/Receptionist** - Full-time
Texas-San Antonio
Job Number: 00001078
Job Status: Inactive (No Longer Accepting Job Submissions)
[View Submission](#) | [Withdraw](#)
- Admin Asst Capitol** - Full-time
Texas-Austin
Job Number: 00001107
Job Status: Inactive (No Longer Accepting Job Submissions)
[View Submission](#) | [Withdraw](#)
- DLD Hrlly Cust Svc Rep II HQ** - Part-time
Texas-Austin
Job Number: 00000999
Job Status: Inactive (No Longer Accepting Job Submissions)
[View Submission](#) | [Withdraw](#)

Logging out:

- To log out from the 'Job Search' tab click on the dropdown arrow next to your name and select 'Sign Out' or from the 'My Jobpage' tab click 'Sign Out' on the upper right corner.

The screenshot shows the user interface with the user name 'Annessia Belew' in the top right corner. A dropdown menu is open, showing options: 'Profile', 'Account', 'Saved Searches', 'Jobs Matching My Profile', and 'Sign Out'. The 'Sign Out' option is circled in red. In the top left, the 'Job Search' tab is also circled in red. At the bottom of the page, the 'My Jobpage' tab is circled in red, and a 'Sign Out' link is also circled in red.