

Getting Started

What do I need in order to get started?

- Access to a computer with a Web browser program
- A connection to the Internet
- An email address
- The information you'll need to complete your application (resume, work history, education, etc.)

Do I need to sign up for an account?

You can search for jobs at any time without creating an account or logging in. To apply for jobs, you will need to create a secure online account. You can create an account and start building your profile at anytime, so it's ready when you find a job posting you would like to apply for.

Keep a record of your Username and Password once you have set up your account; you will need them to apply for other positions or to check the status of your application.

What web browsers are acceptable?

The preferred web browsers are Internet Explorer 8.0 or higher and Firefox 4 or higher.

If you are still using an older version of one of the above browsers, an upgrade to one of the later versions is recommended.

What if I do not have a computer?

Visit your local [WorkSource Center](#); or use a public access computer at any Public Library. Click the link to find a [Public Library](#) near you.

I don't have an email address. What can I do?

An email address is required to create an on-line profile and apply for positions with Pierce County. There are many sources for free email accounts. Several options to set up free email accounts may be found at: <http://www.emailaddresses.com/>

May I use my existing governmentjobs.com account to apply for Pierce County jobs?

Yes.

I forgot my username and/or password. Is there a way to retrieve that information?

Yes. On the "Sign In to Apply" page, click on "Forgot Username" or "Reset Password" and follow the instructions that appear on the screen. An email will be sent to you with either your username or a link to reset your password, depending on which you need to retrieve. Follow the instructions within the email. Call (855) 524-5627 for assistance if this fails to work for you.

NOTE: If you get the message: "The email address you've entered does not exist in our records. Please try again." try any other email addresses you may have used to create your account. If you receive the same message, you will have to create a new profile.

I still can't login or am having technical difficulties, what can I do?

If you have tried and are not successful, call (855) 524-5627 for assistance.

Will the spam filters on my computer block emails from the system?

Yes they may. To make sure that our emails are not filtered into your "junk" or "bulk" folder, please add GovernmentJobs.com to your list of trusted senders.

Is this a secure site?

Yes. Only authorized employees in the Human Resource Department and authorized staff designated to review specific job information will have access. The Pierce County does not share its database with others.

Search for jobs

Do I need an account to search for jobs?

No. You can search for jobs at any time without creating an account or logging in. You will need an account in order to apply for jobs.

Is there a way to search for job vacancies that were posted since my last log in?

No, there is not a way to search for job vacancies with those search criteria, but you may review "Most Recent Postings". You may also want to "Employment Alerts" to be notified via email whenever a position is posted that matches your identified area of interest.

I don't see a job vacancy that I am interested in. Can the system notify me when a particular job is posted?

Yes. Go to "Employment Alerts". Select the check boxes for the job category you are interested in, or click "Select All Categories" for all. Complete your personal information. Click "Submit Request". You will be notified via email whenever a position is posted that matches your area of interest for 12 months.

To cancel your Employment Alerts subscription, click on the link at the bottom of your Job Interest Card Notification email and follow the on-screen instructions.

Apply for jobs

How do I apply for a job opening?

Once you find a job for which you'd like to apply, click on the Apply button at the top of the job posting. Please follow the application instructions in the job posting to ensure your materials are submitted correctly.

Do I have to apply for each job vacancy separately or is there a way to select more than one job at a time?

You must apply for each job vacancy separately because requirements and/or questions associated with each position may differ. However, once an application is complete and submitted, it is stored in the system and can be used to apply for other jobs.

How many job postings can I apply for?

You may apply for as many job postings as you choose; however, to be competitive you must meet the qualifications and experience described in the posting.

How do I know if I am qualified for a job posting?

Carefully read the job posting. Compare your qualifications to those identified on the posting, usually found under the "Qualifications" section.

How do I know if I am eligible to apply for a job posting?

Carefully read the job posting. If it indicates that it is only open for "Internal Candidates", you must be a current full-time or part-time employee and have completed initial probation. Some Limited Duration employees are also eligible to apply for promotional jobs. Some postings are internal to a specific Department, and only current employees of that particular Department may apply. If you are not currently employed by Pierce County, you will not be considered for promotional jobs.

I started applying for a job vacancy, but I had to save and come back later. How do I finish applying?

To finish applying for a job posting, log into your profile with your user name and password. Once logged in, click on your user name in the upper right corner and click on "Applications & Status" and then click on "Incomplete." Click on the job title to complete the remainder of the application and submit. To be considered for a job, your online application must be submitted by the closing date and time identified on the posting. A job posting with a closing date of "Continuous" means that applications are evaluated as they are received and the posting may close at any time.

When I apply for a job posting, the same Agency-Wide Questions appear. Do I have to respond to these questions every time I apply?

Once you have answered these questions when applying to a Pierce County posting, then the next time you apply using the same profile, your responses to the Agency-Wide Questions will automatically populate. Verify the responses each time you apply to a posting.

I did not receive an email confirmation that my on-line application was received. Why not?

Verify you've listed the correct email address on your profile and that you are able to receive emails. If you have spam blockers, the email may have been received as junk mail. Add www.governmentjobs.com to your safe senders list.

What happens after I apply for a job posting?

You will receive a confirmation email immediately and your materials become available to the human resources office for further screening. Applicants that are the best match for the position will be contacted to continue in the process.

What if I notice an error on my application after I submitted it?

There is no way to make changes to your application once you have certified and submitted it to Pierce County. Contact the Human Resources Department to see if you may be able to revise your application.

If I apply for a job vacancy and need to submit documentation with my application, what do I do?

Click on the "Attachments" section of your application. If you have submitted attachments on previous applications, then those attachments will appear for you to select or not. To add a new attachment, first save the document as one of the supported file types on your computer. The file must be closed. Click on "Choose Attachment Type" to first select the type of attachment you are including. Then click on the "Upload" button to browse for and select the attachment. Continue following the process until you have included all required attachments. Click on the "Next" button to proceed to the next step in the application process. Important Note: Do not include social security numbers on any attachments.

What file attachments are accepted?

The current acceptable file extensions with the maximum size of 10mb per attachment are:

- Acrobat Portable Document Format - .pdf
- Internet Explorer or other web browser - .htm, .html
- Microsoft Excel Spreadsheet - .xls, .xlsx
- Microsoft PowerPoint Presentation - .ppt, .pptx, .potx
- Microsoft Word Document - .doc, .docx
- Notepad - .txt Rich Text Format File - .rtf
- Windows Picture and Fax Viewer - .bmp, .gif, .jpe, .jpeg, .jpg, .png, .tif, .tiff
- WordPerfect Document - .wp, .wpd

Are military veterans given preference when filling job vacancies with Pierce County?

Pierce County does award veteran's preference and/or scoring criteria for veterans honorably discharged from active military service. While completing the application you will be asked a series of questions regarding your status as a veteran. These questions are used to determine your eligibility for claiming veterans preference and/or scoring criteria within the applicable laws. Proof of veterans status will be required to make the award.

Completing your application

Do I need to complete every field on the online profile?

Not necessarily. Follow the instructions on the job posting for which you are applying.

What are supplemental questions and how do I submit my answers to these?

These questions are used to gather job-related information about you, your educational and/or work history and can be used to assess your knowledge, skills and abilities as related to the position. Your answers to supplemental questions are automatically submitted with your application.

How do I print my profile?

Your profile cannot be printed, but you can print your application after you apply for a job.

What if a job vacancy has closed and I need to attach documentation to an application that I have already submitted?

If you need to attach a document to your application AFTER you've submitted an on-line application, you will need to contact the Human Resources office at pchumanresources@co.pierce.wa.us.

General Information

How do I change my contact information?

Once your contact information is entered in your profile, all future applications will have the updated information. To change your contact information, go to Sign in. Click on your user name in the upper right corner and click on "Account Settings." You will be taken to your Contact Info page, click on "Edit." Make the changes to your contact information and click on the "Save" button at the bottom of the page.

Note: this does not change your contact information for jobs that you've already applied for. You will need to contact the Human Resources Department at pchumanresources@co.pierce.wa.us to update your contact information for those positions.

When should I expect to hear from the County about scheduling an interview after a job posting closes?

If an applicant is selected for an interview, the length of time it takes to be contacted will depend on the department.

How do I obtain a copy of my online application?

To print, sign in and click on your user name in the upper right corner. Click on "Applications & Status" from the options that appear. Locate the application you want to print and click on the posting title. On the next page, click on "Print".

How do I get a copy of a job posting that has closed?

To view a posting that you applied to, log into your account. Once logged in, click on your user name in the upper right corner and then click on "Applications & Status." On your Applications page with the Submitted button selected, click on the arrow pointing down next to the job title. Then click on "View Job Listing."

What if I have additional questions?

If you have additional questions related to the online recruiting system, you will find contact information on the Help page.

If you have questions concerning the position you've applied for, contact the Human Resources Department at (253) 798-6370 or by email at pchumanresources@co.pierce.wa.us.