



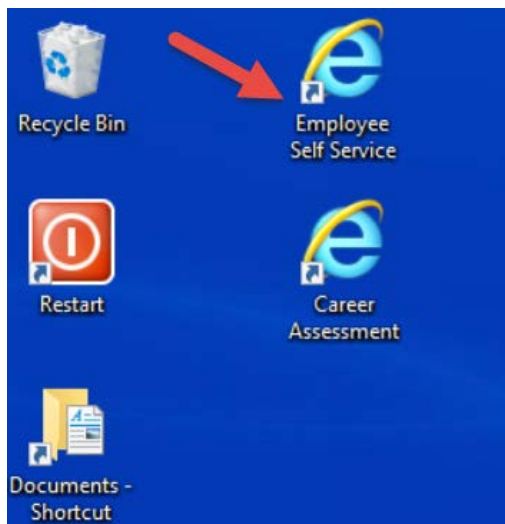
CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE

DEPARTMENT OF HUMAN RESOURCES - RECRUITMENT & EXAMINATION DIVISION
ONLINE EMPLOYMENT APPLICATION MANUAL

- Review this manual for instructions on submitting an employment application and providing application documentation (attachments). To attach documents to your Applicant Profile, see pages 8-10.

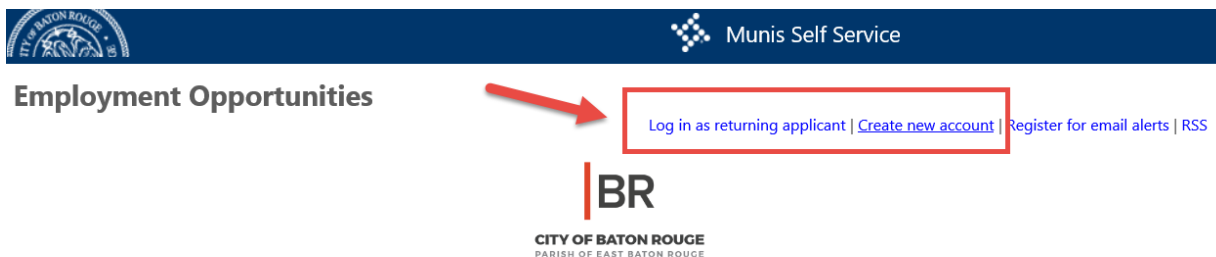
Step 1: To view Employment Opportunities, go to www.brla.gov/jobs - OR-

If applying from a HR/Recruiting Lobby PC, select **Employee Self Service** from the desktop.



Step 2: Select a Log in Option.

- Existing Users, click “Log in as returning applicant” enter log in credentials (**Proceed to Step 5**)
- New Users: click, “Create new account”.



Welcome to the new City of Baton Rouge/Parish of East Baton Rouge Self Service Portal

The City-Parish recently upgraded the system that manages our financial, procurement, and human resources programs including a new Employee Self Service and Employment Opportunities website with the ability to apply online for jobs.

Step 3: For New Users Only, to create an account please enter your **FIRST NAME, LAST NAME, ZIP CODE, and EMAIL ADDRESS**. Enter the **validation number** (in **blue** text) as it appears on screen. Once completed click **“CREATE ACCOUNT”**.

Create Account


First name *

Last name *

Zip Code *

Email * ⓘ

Enter these validation numbers into the box below them





Step 4: The system will generate a unique **PIN number**. Record this number. **You will be required to have it each time you access the system.** Next, click **“Continue”** to move to the next step of the application process.

! *DO NOT CREATE DUPLICATE ACCOUNTS, THIS MAY CAUSE ERRORS IN PROCESSING YOUR EMPLOYMENT APPLICATIONS* If you forget your PIN, on the Applicant Log in Page select **“Click here for PIN reminder”** to enter your email address and receive an email with your PIN. Additionally, you may call the Recruitment & Examination Division (389-3132) for your PIN (must answer identification questions).

Create Account

A PIN is required to access your account in the future. **Your PIN is 11.**



Step 5: Select Employment Opportunities. Read the Job Announcement for each position of interest. **ONLY apply for a position if you have the minimum requirements and selective certifications.**

Step 6: If you have all requirements, **select APPLY.** Next, **Read the Application Instructions.**

! FAILURE TO FOLLOW APPLICATION INSTRUCTIONS MAY RESULT IN A REJECTED APPLICATION OR LOWER APPLICATION SCORE.

Step 7: After reading the instructions, click **“Next Section”**.

Important Notes

- ❗ Any field notated with a red (*) asterick is a required field. You cannot proceed to the next page if you skipped a required field.
- ❗ At anytime during the process of completing the employment application, you may stop and resume completion later by clicking “**Save For Later**”. To retrieve the application, after log in select **Saved Applications**.

Step 8: Complete the **General Information** section. Must complete all fields with red (*) astericks. Once completed, click “**Next Section**”.

Step 9: Complete the **Work History** section. To add additional jobs click “**Add Another**”; you can also select “**Remove This Section**” to delete a job entry. Some fields on the Work History section are mandatory; red (*) astericks will appear once you enter a Job Title. You cannot proceed to the next page if you skipped a required field.

After you have completed your work history, click “**Next Section**”.

- ❗ All Date fields must be entered in this format: MM/DD/YYYY
- ❗ Enter Employer Telephone Number in this format: XXX-XXX-XXXX .
- ❗ **DO NOT** use pre-printed job descriptions; work tasks must be in your words. Resumes are not accepted in place of completing any portion of the application.
- ❗ **DO NOT** attach resumes to replace completing the Work History section of your application. Resumes are not evaluated for qualifications.
- ❗ Failure to provide a sufficient description of job duties may result in your application being rejected. Include supervisory responsibilities and software/equipment used.
- ❗ If the position requirements include a Selective Certification, provide your related experience.

VERIFY AVERAGE HOURS WORKED AND EMPLOYMENT DATES

JOB TITLE <input type="text"/>		
START DATE <input type="text"/>	END DATE (STILL EMPLOYED ENTER 12/31/9999) <input type="text"/>	
AVERAGE HOURS WORKED PER WEEK <input type="text"/>	EMPLOYER NAME <input type="text"/>	EMPLOYER STREET ADDRESS <input type="text"/>
EMPLOYER CITY <input type="text"/>	EMPLOYER STATE <input type="text"/>	EMPLOYER TELEPHONE NUMBER <input type="text"/>
NAME AND JOB TITLE OF IMMEDIATE SUPERVISOR <input type="text"/>	WAS THIS A PAID JOB OR VOLUNTEER WORK? <input type="text"/>	
REASON FOR LEAVING, IF APPLICABLE <input type="text"/>	MAY WE CONTACT THIS EMPLOYER? <input type="radio"/> Yes <input type="radio"/> No	
DESCRIBE JOB DUTIES & INCLUDE DETAILS SUCH AS: PEOPLE OR PROJECT SUPERVISION, NUMBER SUPERVISED, COMPUTER SOFTWARE USED, EQUIPMENT & TOOLS USED, GUIDELINES FOLLOWED, DECISIONS MADE, REPORTS COMPLETED, CUSTOMER SERVICE SPECIFICS, AGE GROUPS SERVED, ETC. <input style="width: 100%; height: 40px;" type="text"/>		

[Add Another](#)

[Remove This Section](#)

Step 10: Complete the **Educational Information** section. This section includes 1) Elementary and High School Education and 2) Vo-Tech, College, and University Education. Mandatory fields with red (*) astericks must be completed to proceed to the next page. After you have completed your Educational Information, click **“Next Section”**.

- ❗ If your College/University Name, Degree Major, or Degree Minor is not listed, select OTHER.
- ❗ If you DID NOT earn a degree, in the **Degree Earned** field select “Incomplete/Did Not Graduate” and complete the **Credit Hours Earned** field.
- ❗ You are required to attach proof of educational achievements. Failure to provide documentation may result in a rejected application or lower application score.

Step 11: Complete the **Language and Professional Skills** section. After completion, click “Next Section”.

Step 12: Complete the **Professional Certifications and Licenses** section. Mandatory fields with red (*) astericks must be completed to proceed to the next page. After completion, click **“Next Section”**.

- ❗ Enter driver’s license and Commercial Driver’s License information in this section.
- ❗ You are required to attach proof of certifications and licenses. Failure to provide documentation may result in a lower application score.

Step 13: Complete the **Professional Development Courses** section. After completion, click **“Next Section”**.

- ❗ Attach a City-Parish Transcript for courses completed 1/1/2007 – 12/31/2018. The Recruitment & Examination Division will view Munis records for City-Parish courses completed after 1/1/2019; no transcript or application entry required.
- ❗ In this section, only enter information for non City-Parish professional development courses.

Step 14: Complete **“Equipment Skills”** section. (**Optional**)

This section is **ONLY** required for applicants who are applying for the following classifications:

- Maintenance Worker I, II, or III
- Heavy Equipment Operator
- Maintenance Worker Supervisor I or II

Some fields in this section are mandatory; red (*) astericks will appear after you select a Equipment Skill. You cannot proceed to the next page if you skipped a required field. After completion, click **“Next Section”**.

- ❗ You must include using the selected equipment in your Work History.

To add additional Equipment Skills, click **“Add Another”**, you can also select **“Remove This Section”** to delete an equipment entry.

Step 15: Complete “**Applicant Data**” section. The information requested in this section will not affect you as an applicant, it is for recruitment purposes only. After completion, click “**Next Section**”.

- ❗ Applicants are recommended to provide Social Security Number, enter in format XXX-XX-XXXX.
- ❗ Date of Birth is a required field, enter in format MM/DD/YYYY.

Step 16: Complete “**Reference**” section. After completion, click “**Next Section**”.

- ❗ Limit to (3) references. To add additional references, click “**Add Another**”, you can also select “**Remove This Section**” to delete an entry.

Step 17: Application Attachments. To upload or attach documents, click “**Browse**” under Attachments.

- ❗ **Examples of documentation include: educational documents (diplomas, degrees, transcripts) volunteer letters, DD-214, certifications, licenses, course completion certificates, City-Parish Transcripts, City-Parish Proof/Memo of Working Out of Class, and other documents relevant to the position or application process.**
- ❗ You may provide all attachments in a single or multiple file. Name your file according to the attachments.
- ❗ Attachment Instructions: Select Browse, next a window will open to “Choose File to Upload”. Select your file, next select Open. Once this step is completed the attachment name will be listed. If the wrong attachment was selected, click “**Remove**” and repeat the process.
- ❗ To add additional attachments, click “**Add Another**”.

Example: To start an attachment, select BROWSE

APPLICATION ATTACHMENTS

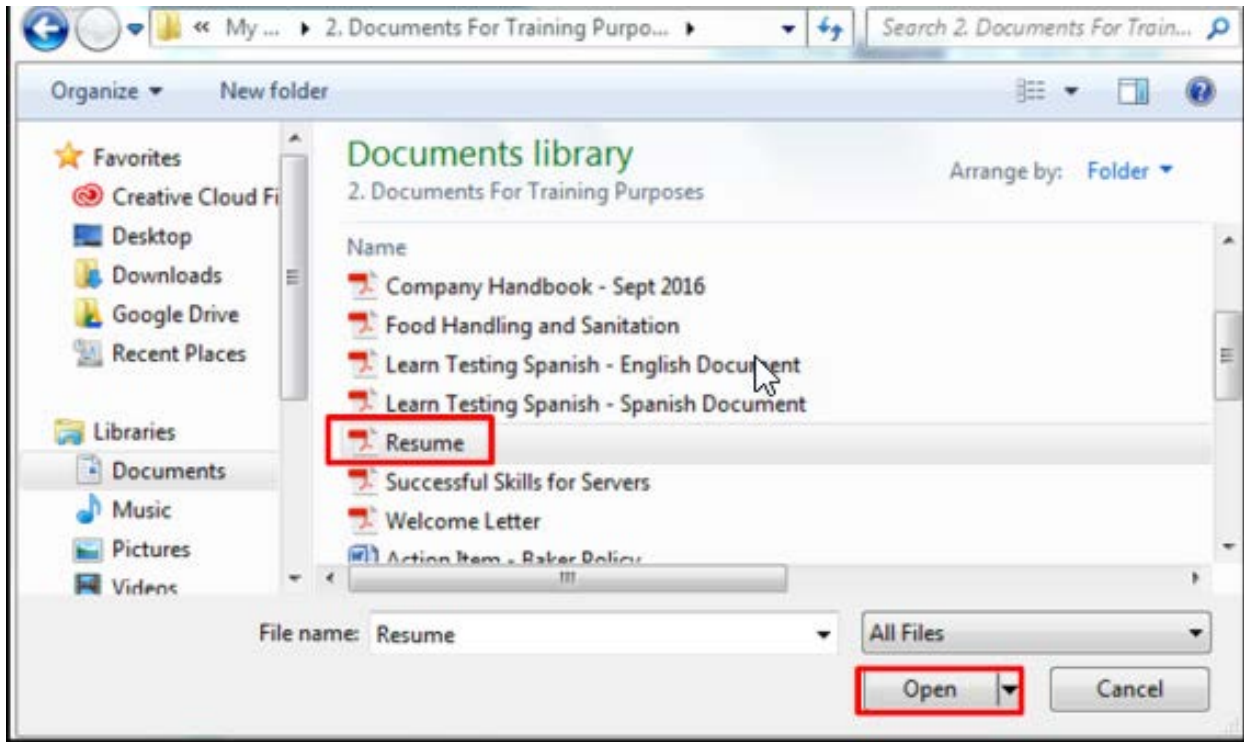
PROVIDE APPLICATION DOCUMENTS, SUCH AS: DIPLOMAS, TRA
CITY-PARISH PROOF OF WORKING OUT OF CLASS, ETC. YOU M

ATTACHMENTS
Attachments:

ATTACHMENTS
Attachments:

[Add Another](#)

Example: Choose/Click file to upload, then click “Open”



Example: Successful Attachment

APPLYING FOR CITY-PARISH JOBS

ATTACHMENTS
resume.docx [Remove](#)

If successfully
uploaded/attached, your file
will appear here

ATTACHMENTS
Attachments:

[Add Another](#)

<< Previous Section

Next Section >>

Save for Later

Step 18: Thoroughly **READ** the **Conditions of Employment Statement**. After completion, click **“Review Application”**.

Step 19: Review Application. Review all application entries for accuracy. To make a change in any section, select **“Change”**, located near the section title. This is the final application review before submission.

**THANK YOU FOR YOUR INTEREST IN CITY-PARISH EMPLOYMENT
CITY OF BATON ROUGE/PARISH OF EAST BATON ROUGE, EEO/ADA EMPLOYER**



PAGE 2

[Change](#)

GENERAL INFORMATION

FIRST NAME

LAST NAME

Step 20: Click **“Submit Application”** to finalize the application submission process.

BY SUBMITTING MY APPLICATION, I CERTIFY, AUTHORIZE, AND ACKNOWLEDGE THE ABOVE STATEMENTS AND DECLARE THAT I HAVE READ THE APPLICATION INSTRUCTIONS.

Submit Application



Step 21: After selecting **“Submit Application”**, at the top of your screen/page, you will receive a confirmation message (*allow up to 30 seconds for system processing to receive confirmation*).

Employment Opportunities



Your application has been submitted. Thank you for your interest.



YOUR APPLICANT PROFILE

- ❗ **Your online employment application is also your Applicant Profile. There is only one application/Applicant Profile for each applicant. When applying for a position, you are submitting the current version of your online application/Applicant Profile for the position.**
- ❗ **An Applicant Profile is auto provided AFTER submitting an employment application. To access your Applicant Profile, visit www.brla.gov/jobs and “Log in as returning applicant”.**

I. VIEWING YOUR APPLICATION STATUS

- ❗ **From the Applicant Profile, General Information Tab scroll down to “Employment Opportunities”. During the application period only, you can view the Status of submitted employment applications.**

Employment Opportunities

Job Description	Status	Action
HIGH SCHOOL STUDENT INTERNSHIP APPLICATION	APPLIED	
CREATE YOUR ONLINE APPLICATION ONLY	APPLIED	

❗ **Status Definitions:**

- APPLIED = you submitted an employment application; pending review.
- INELIGIBLE = your application was not accepted, i.e. cannot be employed in the department and/or City-Parish or do not have required selective certification.
- QUALIFIED = your application qualifies, no further action required by you.
- NOT QUALIFIED = your application does not meet the minimum requirements; rejected/not accepted.
- QUALIFIED – PENDING EXAM = you need to take the required written exam and obtain a passing score by the application deadline. Reference job announcement for testing information.
- QUALIFIED – PENDING SKILLS/EXAM = you need to take the required PC Skills Test and written exam by the application deadline. Reference job announcement for testing information.
- QUALIFIED – PENDING SKILLS = you need to take the required PC Skills Test by the application deadline. Reference job announcement for testing information.

- ❗ **Contact the Recruitment & Examination Division for additional information on your Application Status. If you opt to update your application, you must REAPPLY to the position and email recruiting@brla.gov to re-evaluate your application. All application updates must be submitted by the application deadline.**

II. ADDING ATTACHMENTS TO YOUR APPLICANT PROFILE

(Functions the same as adding attachments in the employment application form; **DO NOT** duplicate attachments)

- ❗ If there are no changes, only add these documents (1) time to your Applicant Profile. When attaching documents to your Applicant Profile, you are not required to attach those documents to employment applications.
- ❗ Your application and documents must be received by the announced deadline.

Step 1: From the Applicant Profile, select **Upload Attachment**.

Applicant Profile

General Information

[General Information](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Step 2: To attach documents click **Browse** to search for the correct document, next click **Open** to select the file.

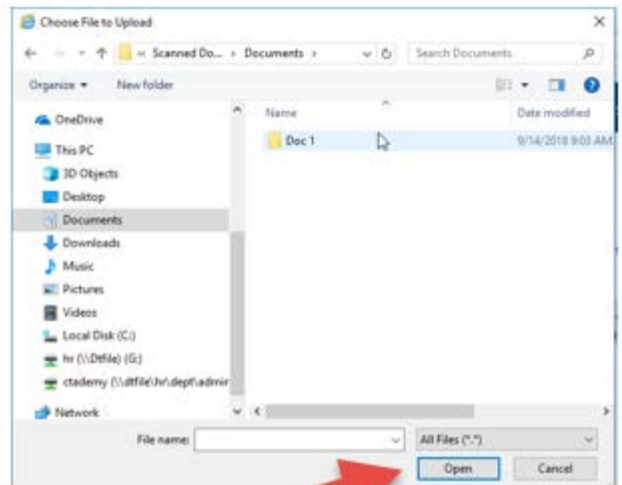
Select and upload a new file attachment

Doc 1.docx [Remove](#)

Attachments: [Browse...](#)

[Upload](#)

[Reset](#)



Step 3: To complete the attachment/upload click the **Upload** button.

Select and upload a new file attachment

Doc 1.docx [Remove](#)

Attachments: [Browse...](#)

[Upload](#)



[Reset](#)

! Wait up to (30) seconds for processing, system will provide the following Confirmation Message.



Applicant Profile

Upload an Attachment

 Selected files were successfully uploaded. 

! A list of all application attachments will appear in the “Previously Submitted Attachments” section.

Previously submitted attachments	
File name	Date submitted
Application Copy 2	9/11/2018

A red double-headed arrow is positioned over the 'Application Copy 2' entry in the table, pointing both left and right.