

Applying Online with the Metropolitan Council

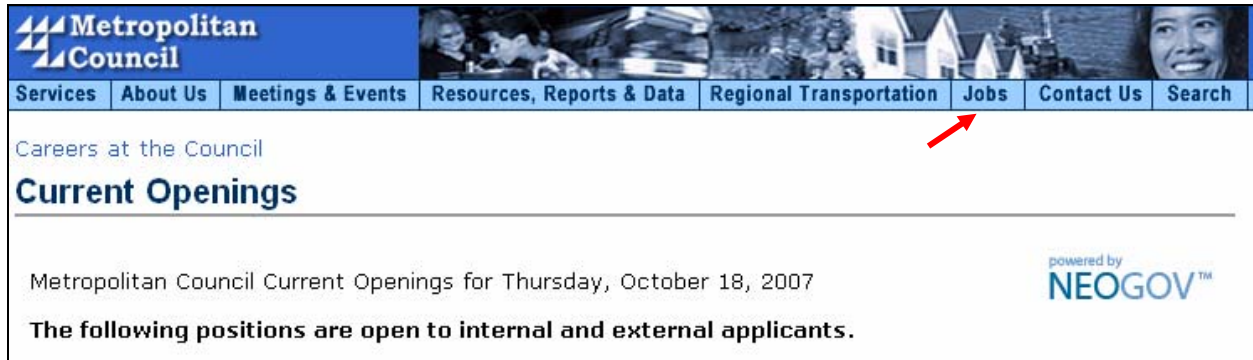
Applicant User Guide

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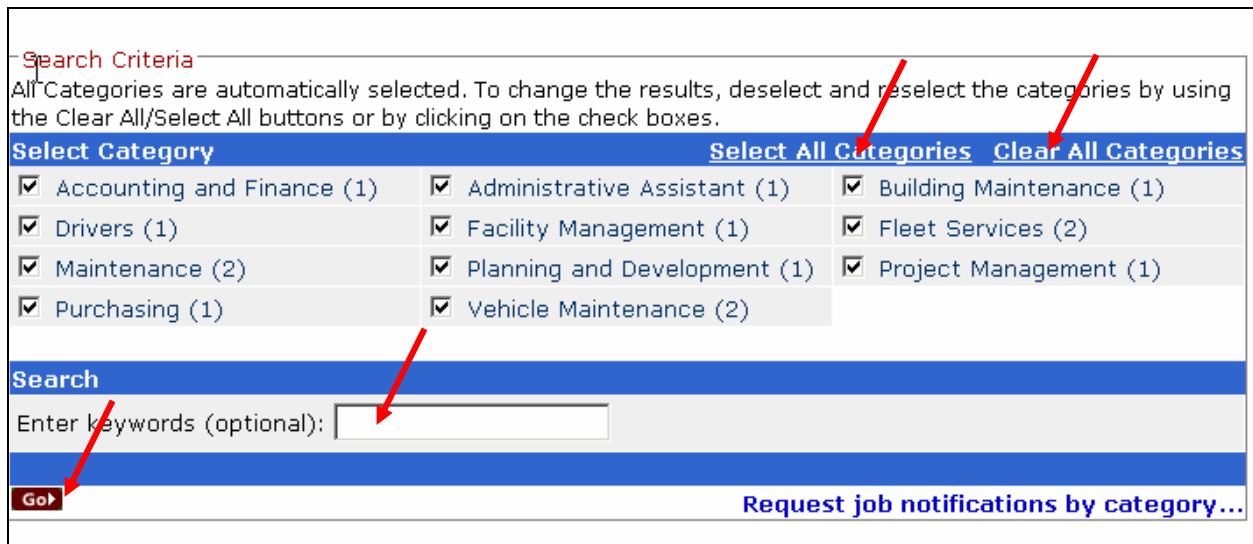
- I. [To View Current Job Openings](#)
- II. [To Apply for a Specific Job Opening](#)
- III. [To Check Your Application Status](#)
- IV. [To Complete A Job Interest / Notification Request](#)

I. Current Openings

1. From any PC with internet connection; go to www.metrocouncil.org. Click on **Jobs > All Job Openings** link.



2. Scroll down to the job category listings and check the boxes of the job types you are interested in. (Tip: Click **Select All Categories** or **Clear All Categories** to speed up the process). These categories are based on current openings at the Council.
3. Enter any keywords you wish for the search in the text box (optional). Click on the **Go** button.
4. Scroll to the bottom of the page. All job openings in the categories that you chose will be displayed alphabetically.



Search Criteria

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Accounting and Finance (1)	<input checked="" type="checkbox"/> Administrative Assistant (1)	<input checked="" type="checkbox"/> Building Maintenance (1)
<input checked="" type="checkbox"/> Drivers (1)	<input checked="" type="checkbox"/> Facility Management (1)	<input checked="" type="checkbox"/> Fleet Services (2)
<input checked="" type="checkbox"/> Maintenance (2)	<input checked="" type="checkbox"/> Planning and Development (1)	<input checked="" type="checkbox"/> Project Management (1)
<input checked="" type="checkbox"/> Purchasing (1)	<input checked="" type="checkbox"/> Vehicle Maintenance (2)	

Search

Enter keywords (optional):

Go Request job notifications by category...

[Top of page](#)

II. Apply

1. Click on the job title that you are interested in. Example **Helper**

Page 1 of 1

Position ▼	Emp. Type	Salary ▼	Filing Date ▲
Administrative Assistant, Senior	Full-Time	\$29,460.00 - \$40,876.00 annually	10/28/07
Performs a variety of routine and non-routine administrative activities associated with the support...			
Bus Operator - Part Time	Part-Time	\$15.88 - \$22.69 hourly	Continuous
Metro Transit, an operating division of the Metropolitan Council providing public transit services f...			
Helper	Full-Time	\$30,305.60/Year	10/25/07
To assist mechanics, repair equipment, fuel buses, inspect buses for graffiti and remove when necess...			
Manager, Facility Maintenance	Full-Time	\$51,746.00 - \$77,620.00 annually	Continuous
Plan, organize and manage the maintenance functions of the Metro Transit facilities...			
Mechanic	Full-Time	\$14.33/Hour	10/21/07
Repair and maintain Metro Transit buses, vehicles, equipment and parts/components....			

2. If, after reviewing the announcement, you wish to submit an application, click the **Apply** link on the right hand side of the screen.

powered by
NEOGOV™

Job Title: **Helper**

Closing Date/Time: Thu. 10/25/07 4:30 PM Central Time

Salary: \$30,305.60 / Year

Job Type: Full-Time

Location: Heywood office building, Minnesota

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
To assist mechanics, repair equipment, fuel buses, inspect buses for graffiti and remove when necessary. To install protective window film and seat cushions. To clean parts/components for mechanics/vendors using chemical baths, automated parts cleaner or pressure washer.		
Duties & Responsibilities:		
<ul style="list-style-type: none"> • Fuel buses, check vehicle fluids, perform modified pre-trip inspections, check safety equipment, drive buses through wash rack. • Pressure wash parts for mechanics/clean parts with automatic parts washer (typhoon)/clean parts in chemical hot tanks. • Move parts with pallet jack/forklift/overhead hoist 		

3. If you are first time user, click on **[Create Your Account Here!](#)** and follow the instructions. If you have already created an account here or at www.governmentjobs.com, log-in to the system.

Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Username:

Password:

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My Password](#)

4. *Setting up an account.* Choose your Username, Password, and Password Hint. Enter your email address where any information regarding application could be communicated. If you don't have an email account, you can create one free from Hotmail or Yahoo.
5. Click on the **Save** button once you have entered the required correct information.

Request New Job Seeker Account

Enter your account information:

Username

Tip: Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

Email Address

Create a Password:

Password

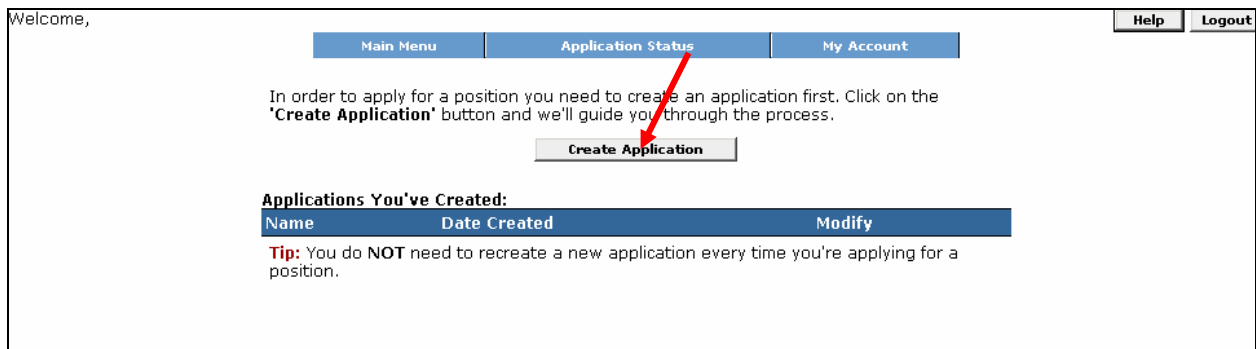
Confirm Password

Password Hint

Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

6. Print out or copy the information on the next screen for your record. It contains the information needed to log in to your account.

7. Log-in using the Username and Password you have just created.
8. If you have applied to other positions earlier then this screen will show you all the applications so far. If you start by clicking on the position title you have just selected then you would be able to use the information from pervious application if there are any. If you click on the **Create Application** button then you have to enter the information from the beginning.



Welcome,

Main Menu Application Status My Account Help Logout

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

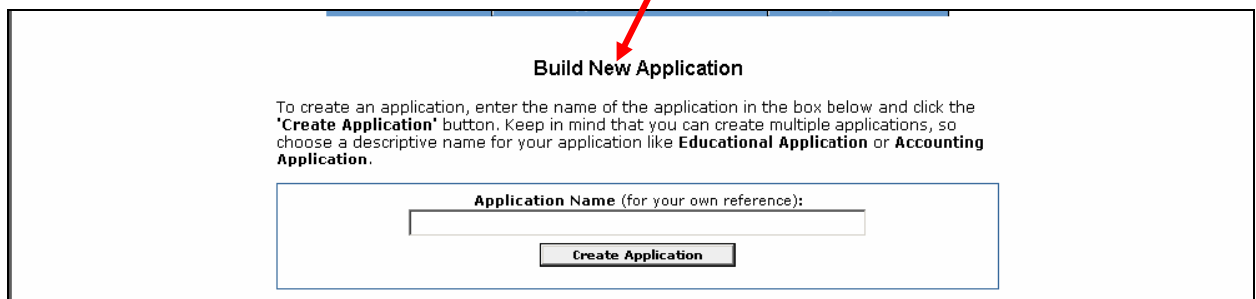
Create Application

Applications You've Created:

Name	Date Created	Modify
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Tip: You do NOT need to recreate a new application every time you're applying for a position.

9. When you create a new application enter a general descriptive name for the application and click on the **Create Application** button. (Note: You do not need to create an application for every job you wish to apply for. You may use one application to apply for many jobs.)



Build New Application

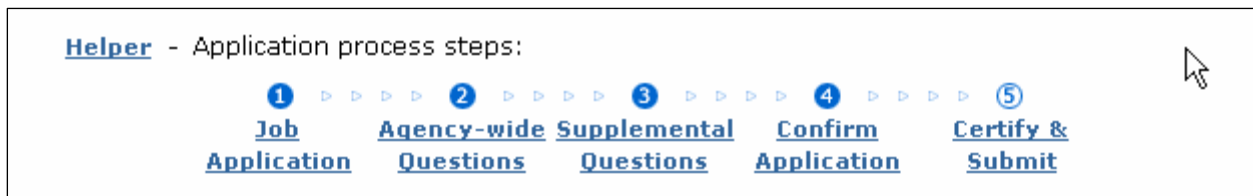
To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

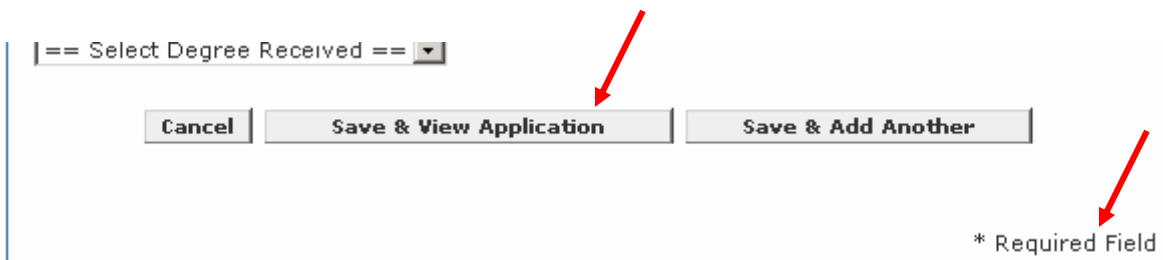
Create Application

10. Fill out all the five sections of application and its sub-sections as shown below with correct information.

1. Job Application
 - a. Personal Profile
 - b. Education
 - c. Work Experience
 - d. Certifications / Licenses
 - e. Skills
 - f. Additional Information
 - g. Reference
 - h. Resume Attachment
2. Agency Wide Questions
3. Supplemental Questions
4. Confirm Application
5. Certify and Submit



11. All fields accompanied by an asterisk symbol (*) require that you enter information to proceed. In each section click on **Save and View Application** in order to save your application progress as you move on. It is very **IMPORTANT** to use this button to save your progress in the application process.



12. If you did not enter information into a required field or if you have entered it incorrectly – for example, the phone number with a missing digit – you will see an error message as below. Simply correct the error and click the **Save and View Application** button and proceed to next section.

Job Application » Profile

* Required Field

Attention: Please correct the following errors:

- First Name is required
- Invalid Primary Phone

Contact Information

*First Name

Middle Initial

*Last Name

Primary Phone

Alternate Phone

13. The next window will show your full application. **To add information, simply click on the link in the appropriate sections.** For example, to add work experience to your application, scroll down to the WORK EXPERIENCE heading and click **Add Work Experience** on the right side of the screen. Now click on the **Save and View Application** button in order to proceed.

	<p>Preferences</p> <p>Preferred Salary:</p> <p>Are you willing to relocate?</p> <p>Types of positions you will accept:</p> <p>Types of work you will accept:</p> <p>Types of shifts you will accept:</p> <p>Objective</p>	
	<p>Education Add Education</p>	
	<p>Work Experience Add Work Experience</p>	
	<p>Certificates and Licenses Add Certificates or Licenses</p>	

14. You will see that your application now includes the work experience you have just added. Similarly you can add more information in respective sections. To **edit** or **delete** any information you have already entered click on the appropriate

link, **Edit** or **Delete**, next to the section that you want to make changes and perform.

Work Experience	Add Work Experience
Electrical Engineer 7/2005 - 1/2006	Hours worked per week: 40 Monthly Salary: \$0.00 May we contact this employer? No
Hawaiian Electric Company Honolulu, Hawaii	Edit Delete
Duties Maintenance of generators	

15. **Attaching a Resume:** You can either copy and paste your resume into the text box or attach a pre-made resume if you have it saved on this computer.

Resume
Text Resume
<div style="border: 1px solid gray; height: 200px;"></div>
Resume Attachment Please attach your resume here:
<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Cancel"/> <input type="button" value="Save & View Application"/>

16. Always, click the **Save and View Application** button to save your progress. When you are finished with the first section of your application, click on **Go to Step 2: Agency-wide Questions**.

[View Current Attachment](#)


Go to Step 2: Agency-wide Questions



17. Read through the instructions and complete the Agency-wide Questions. When you are done with this section, click on the **Save and Proceed** button at the bottom of the page.

Internet: MNjobs.com
 Internet: Minnesotajobnetwork.com
 Internet: Monster.com
 Internet: Other (please specify specific source below)
 Minnesota Workforce Center
 Professional Association or Website
 Other (please specify specific source below)

Save Work in Progress **Save & Proceed**



18. If the job you are applying for requires you to answer **supplemental questions**, they will be shown on the next page. Read the instructions then complete the supplemental questions. Continue by clicking on the **Save and Proceed** button at the bottom of the page.

[Help](#) Application process steps:

1 2 3 4 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Supplemental Questions

* Required Field


If you need more than **one hour** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

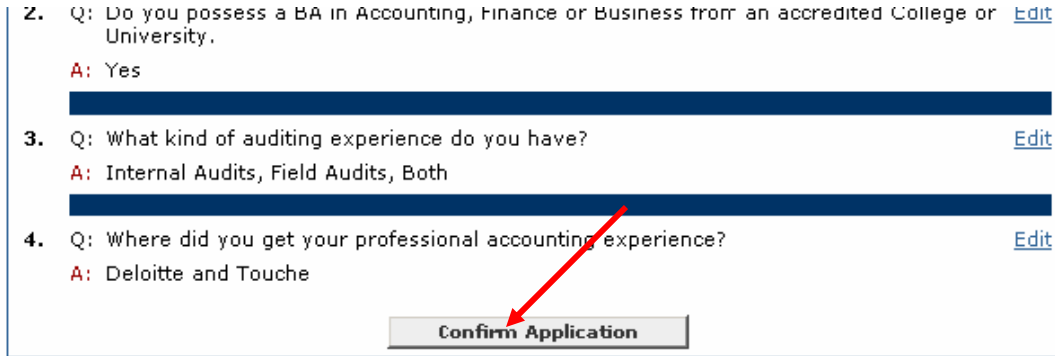
*1. Can you work 40 hours a week?

Can work 20-30 hours
 Can work 30-35 hours
 Can work 40 or more hours

Save Work in Progress **Save & Proceed**



19. The next page will be a preview of your entire application so far. Review all of the information on the page to ensure its accuracy. If it is complete, click the **Confirm Application** button at the bottom of the page.



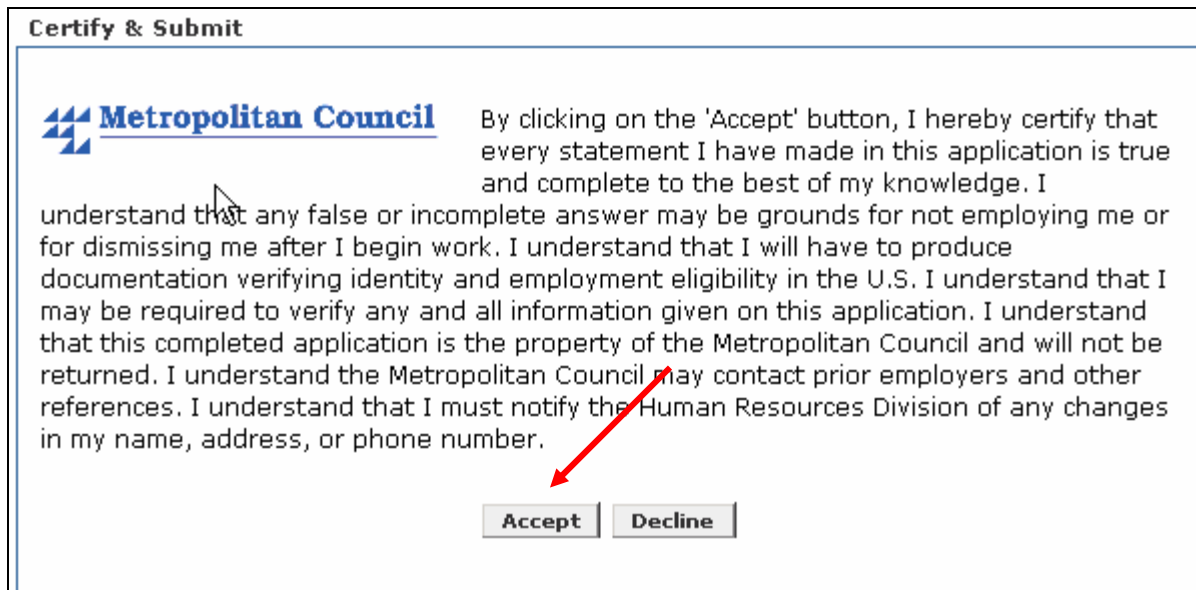
2. Q: Do you possess a BA in Accounting, Finance or Business from an accredited College or University. [Edit](#)
A: Yes

3. Q: What kind of auditing experience do you have? [Edit](#)
A: Internal Audits, Field Audits, Both


4. Q: Where did you get your professional accounting experience? [Edit](#)
A: Deloitte and Touche

Confirm Application

20. Read the statement that follows and click the **Accept** button if you choose to agree to the statement.



Certify & Submit

 **Metropolitan Council**

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the Metropolitan Council and will not be returned. I understand the Metropolitan Council may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

Accept **Decline**

21. A confirmation screen will appear verifying that your application has been received. You will also receive an email confirmation that your application has been submitted to the Metropolitan Council.

Confirmation



Dear

Thank you for applying for employment with the Metropolitan Council. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

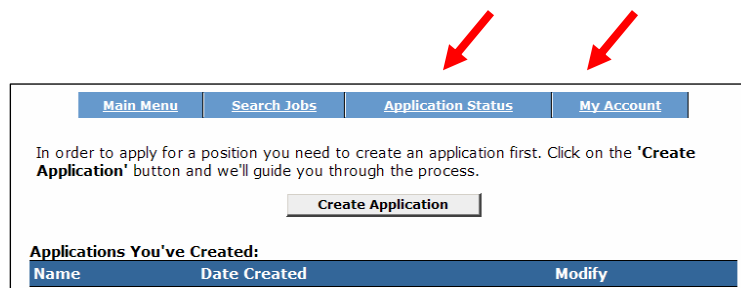
The examination process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination.

Questions asked during the examination process are based on the knowledge and abilities required to successfully perform the job.

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III. To Check your application Status

1. At www.metrocouncil.org/jobs/jobs.htm, go to **All open positions** and click on any position then on **Apply**. Log into the system and instead of applying for the position, Click on the **Application Status** tab at the top of the page.
2. Here you view your application status for the applications you have submitted. (*Note: You may also update your account information through 'My Account.'*)



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IV. To Complete A Job Interest / Notification Request

1. From any PC with internet connection; go to www.metrocouncil.org. Click on **Jobs > All Job Openings**.
2. Scroll down and click on **Request job notifications by category...**

Search Criteria
 All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes.

Select Category			Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Accounting and Finance (1)	<input checked="" type="checkbox"/> Administrative Assistant (1)	<input checked="" type="checkbox"/> Building Maintenance (1)		
<input checked="" type="checkbox"/> Drivers (1)	<input checked="" type="checkbox"/> Facility Management (1)	<input checked="" type="checkbox"/> Fleet Services (2)		
<input checked="" type="checkbox"/> Maintenance (2)	<input checked="" type="checkbox"/> Planning and Development (1)	<input checked="" type="checkbox"/> Project Management (1)		
<input checked="" type="checkbox"/> Purchasing (1)	<input checked="" type="checkbox"/> Vehicle Maintenance (2)			

Search
 Enter keywords (optional):

[Request job notifications by category...](#)

3. Check all the desired job categories that you wish to get notified when there are relevant openings at Council. At the bottom of the page, fill in your personal information and Click **Submit Request**.

<input type="checkbox"/> Urban Forestry	<input type="checkbox"/> Utilities	<input type="checkbox"/> Vehicle Maintenance
<input type="checkbox"/> Visitor and Convention Bureau	<input checked="" type="checkbox"/> Warehouse	<input checked="" type="checkbox"/> Waste Management
<input checked="" type="checkbox"/> Wastewater	<input type="checkbox"/> Water Agency	<input type="checkbox"/> Water Treatment
<input type="checkbox"/> Web Design	<input type="checkbox"/> Wetlands	<input type="checkbox"/> Zoo

Job Interest Card

Fields marked with a '*' are required.

Last Name:

 *

First Name:

 *

Address:

 *

City:

 *

State:

 *

Zip Code:

 *

Country:

 *

Home Phone:

Work Phone:

Email Address:

 *

Submit Request

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