

Guide to Completing a County Job Application

Step 1: Create a Profile

Governmentjobs.com is a job application system which hosts all available job opportunities for the County of San Bernardino. When you create a profile, you will be asked to provide personal information, preferences, work experience, education, certificates, licenses, languages, supplemental information and references.

Create a Login

New User: Create an account by visiting www.governmentjobs.com
Select "SIGN UP" to begin creating your profile. Please remember your username and password as you will use this information to apply for all future county positions as they become available.

Existing User: Visit www.governmentjobs.com and login into your account to update your profile.

Completing the Work Experience Section

Is this section of the job application important? **Yes!**

Do not assume that the analyst will pull the information out of your application and pick up the salient points. **They will not.** Even if there were time for such insight, reviewers/evaluators are not allowed to infer anything. When you apply for a position, the work experience you provide in your profile will be evaluated and used to determine if you meet the minimum qualifications to be considered and moved into the next phase of the examination process.

Hints to follow when completing your profile:

- Use lots of examples
- State specifically what you have done
- Do not use acronyms
- Present yourself in "clear and plain" language
- Do not borrow language from the position description

Example Duty Statement

Review the duty statement below. Which statement provides the reader greater detail into the work completed and relevant knowledge and skills used.

I reviewed board agenda items.

OR

I analyzed monthly board agenda items received by the Supervisor. I reviewed sections of the item for accuracy and analyzed content as it relates to program implementation and fiscal documentation. I used Statistical Analysis software to evaluate the outcomes presented in the agenda and disseminated the results of the analysis in both written and visual formats. Based on the information gathered, I provided recommendations and/or collaborated with others to obtain clarifying information.

See the following, "Useful Words and Phrases for Job Application" guide ...

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Useful words and phrases for job applications ...

Describing your personality	What you did	Changed/Fixed	Looked at	Helped	Started	Made/Built
Adaptable	Achieved	Arranged	Analyzed	Advised	Began	Assembled
Capable	Administered	Broadened	Assessed	Aided	Commenced	Completed
Competent	Collated	Completed	Consulted	Assisted	Devised	Composed
Consistent	Communicated	Controlled	Diagnosed	Enabled	Established	Constructed
Customer-focused	Completed	Determined	Evaluated	Encouraged	Generated	Created
Dedicated	Coordinated	(an issue)	Identified	Facilitated	Implemented	Designed
Determined	Demonstrated	Eliminated	Instigated	Motivated	Initiated	Devised
Diligent	Distributed	Improved	Monitored	Supported	Introduced	Engineered
Effective	Ensured	Minimized	Planned		Launched	Fashioned
Efficient	Expanded	Modernized	Quantified		Proposed	Fabricated
Experienced	Facilitated	Organized	Recommended		Set up	Generated
Expertise	Interacted	Refined	Researched			Originated
Flexible	Liaised	Repaired	Reviewed			Produced
Focused	Maintained	Resolved				
Goal-oriented	Networked	Restored				
Hard-working	Operated	Revamped				
Helpful	Participated	Simplified				
Honest	Performed	Solved				
Keen	Planned	Streamlined				
Proactive	Presented	Strengthened				
Productive	Processed	Transformed				
Proficient	Programmed					
Profitable	Promoted					
Qualified	Provided					
Resourceful	Reacted					
Successful	Represented					
Thorough	Responded					
Trustworthy	Specialized					
Valued	Undertook					
Versatile	Unsupervised					
Willing	Volunteered					

Useful phrases

<p>Demonstrated skills in...</p> <p>Proven track record in...</p> <p>Extensive academic / practical background in...</p> <p>Experienced in all facets / phases / aspects of...</p> <p>Accurately checked...</p> <p>Experience involved / included...</p> <p>Knowledge of... / experienced as...</p> <p>Successful in / at developing...</p> <p>Extensive training / involvement in...</p> <p>Reported to senior management when...</p> <p>Constant interaction with...</p>	<p>Disseminated results of analysis...</p> <p>Provided technical assistance to...</p> <p>Professionally handled...</p> <p>Worked closely with...</p> <p>Familiar with...</p> <p>Efficiently organized...</p> <p>Supported customers and colleagues with...</p> <p>Planned and managed...</p> <p>Researching, assessing and synthesizing...</p> <p>Initiated financial savings by...</p> <p>Promoted to...</p>
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Step 2: Search for Available Job Openings and Apply

Visit <https://www.governmentjobs.com/careers/sanbernardino> to search for open positions. If you see a job of interest, select apply, located in the upper right-hand corner and click

APPLY

You will be directed to enter your governmentjobs.com login information to begin reviewing and confirming the information already established in your profile before you certify the job application to submit.

Hints to follow when completing your job application:

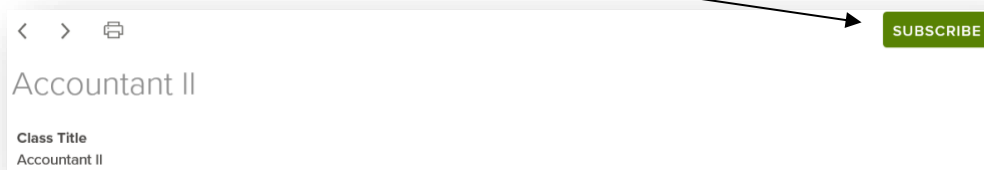
- Read the job bulletin carefully and review the minimum qualifications.
 - **What is a Minimum Qualification?**
Minimum qualification is **a term used in job descriptions to refer to the skills and experience needed for a position**. Hiring managers often make a distinction between minimum and preferred qualifications, with the latter denoting the employer's ideal candidate.
- Remember, an analyst will be reviewing your job application to ensure your knowledge, skills and abilities reflect that you meet the minimum qualifications for the job.
- All job bulletins will have a hyperlink to redirect you to job description. Review and highlight identified job duties to ensure that your knowledge, skills and abilities match your ability to perform the essential functions of the job.
- Review the Supplemental Questions and preplan how you will respond to each question using applicable knowledge, skills and abilities.
 - **What are Supplemental Questions?**
Supplemental Questionnaires consist of a series of questions that may be scored as part of the application screening process and may serve as a written interview for the recruitment. Supplemental questions are part of a Supplemental Questionnaire, a group of questions for obtaining an applicant's qualifications and experience in job-related areas.

Step 3: Request Job Interest Notifications

Sometimes positions may not be open for application during an initial search. Visit the County's Job Classification (also known as Job Descriptions) list at <https://www.governmentjobs.com/careers/sanbernardino/classspecs> to review various job classifications maintained by the county and see what provides the most interest to your career goals.

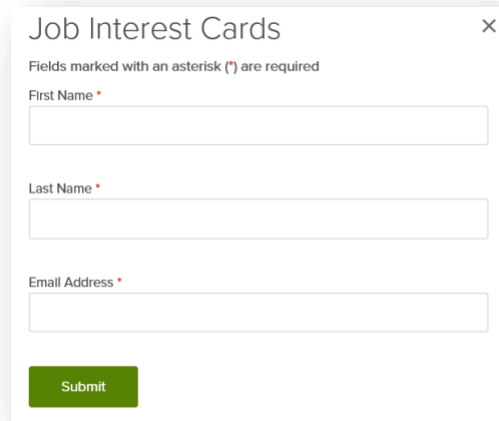
If interested in receiving a notification when a job opens, complete the following steps:

- 1) Click on the job and click on the SUBSCRIBE button in the upper right corner.



- 2) Enter your information and select SUBMIT.

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Job Interest Cards ×

Fields marked with an asterisk (*) are required

First Name *

Last Name *

Email Address *

3) Once a job opens, you will be notified by email.