



## PCWA's Online Application and Recruitment System

### Candidate's Frequently Asked Questions *The Candidate Experience*

#### FREQUENTLY ASKED QUESTIONS

**Question:** *Is there a way to be automatically notified when a job title becomes an open recruitment?*

**Answer:** No, this option is not available at this time. It is recommended you visit the Agency's website on a periodic basis to stay current with our recruitment opportunities.

**Question:** *What if I am trying to change my password and have forgotten the answer to my security question?*

**Answer:** If, after several tries to reset your password, you are still unsuccessful, please contact Human Resources.

**Question:** *What if I am partway through my application and want to finish it later?*

**Answer:** You may do so. Be sure to save your application before logging out and log out of the system. When you return to the system and log back in, you may return to your partially completed application by clicking the Your Applications link and selecting the in-process application you wish to complete. There is no limit to the number of partially completed applications you may have in your account.

**Question:** *I previously submitted an application for a currently open recruitment and I noticed I forgot to add something/need to make a correction. How do I get back into my already submitted application?*

**Answer:** Unfortunately, you are not able to make changes to an already submitted application. You may, however, make edits and updates to your account profile at any time, and those changes will be stored for use on future applications.

**Question:** *I accidentally withdrew my application. Can I resubmit it or apply again?*

**Answer:** Please contact Human Resources immediately to explain the reason for your withdrawal. The conditions of an application re-entry will be considered.

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### FREQUENTLY ASKED QUESTIONS (continued)

**Question:** *I have recently updated my resume. Is there a way to go back and add it to a currently open recruitment I have already applied for?*

**Answer:** Please contact the Human Resources Division immediately to discuss the possibility of an application modification. You may, also, make edits and updates to your account profile at any time, which may include uploading a revised resume under account settings for use on future applications.

**Question:** *Do I have to answer the Demographic Information questions? Is this information part of my application review?*

**Answer:** As stated on the Demographic Information Tab, Placer County Water Agency is an Equal Opportunity Employer. PCWA conducts a survey of all job applicants. Submission of this information is voluntary and its contents are confidential to Human Resources. Your response will not be used in any way to determine your eligibility for employment. Your cooperation is greatly appreciated.

**Question:** *Do you have any exam study guides available for upcoming entry level recruitments?*

**Answer:** No, general study guide materials are not available. However, each job specification clearly lists the knowledge; skills and abilities desired for the position and is a good review reference for further personal research. If study material is available as part of a recruitment opportunity, the job posting will make note of this and those materials will be made available as part of the recruitment process.

**Question:** *What is the External Authentication Key field, located in Account Settings?*

**Answer:** This field is not being used by the system at this time. You do not need to make any entry.

**Question:** *What does this symbol  located on the Job Board and each job specification mean?*

**Answer:** You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer via your Favorites Bar and can be viewed through your web browser (e.g., Internet Explorer, Google Chrome, Firefox, and other programs).

*For additional assistance with other questions you may have about PCWA's online application and recruitment system, utilize the Help link located on PCWA's Careers page.*