BREC Careers Online Application System
Job Applicant Guide

Welcome to **BREC CAREERS Online**! BREC vacancies are now posted online using **NEOGOV** software. This guide is provided to help you understand the online application requirements and thus help you prepare a complete and successful application. This document provides answers to questions that often arise for first-time users as well as helpful resources.

Getting Started

❖ **Arrange access to a computer with a web browser program (such as Internet Explorer or Goggle Chrome).** NEOGOV is a web based application system. BREC Careers Online Application system supports all web browsers used by 10% or more of applicants, but we find that Internet Explorer 10 or 11, Mozilla Firefox version 25 or above, and Google Chrome work **the best. If you encounter difficulty in the application process, upgrading to one of these browsers may** resolve your issues.

❖ **Sign up for or use an email address that you will check regularly.** A valid email address is needed to create an applicant account as well as receive notifications through the NEOGOV system. This way you will receive notifications faster than relying on paper notices.

❖ **Check your spam blocker and enable pop-ups.** Be sure to allow emails from BREC sent from governmentjobs.com. Enabling pop-up messages from governmentjobs.com will enable you to receive important system messages.

❖ **Set up your User Account**. This is required to apply for positions. **Write down your User Name and Password** as they will be needed every time you sign into the system to apply for jobs or check the status of your application.

You'll need to enter your User Name and Password each time exactly as they were entered when you set up your account; therefore, pay close attention to uppercase/lowercase letters, spaces and special characters.

The process consists of the following steps:

- **Create An Account**
- **Find Jobs**
- **Apply for a Job**

Follow these steps to sign In:

Step 1. Go to **www.brec.org** and select "BREC Careers" **or**
    Go directly to **http://agency.government.com/brec**

Step 2. Select the Job Opportunities link.

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Step 3. Scroll down to the job category listings and check the boxes of the job types you are interested in (Tip: Click the **Select All Categories or Clear All Categories** buttons to speed up the process). Or enter any key word(s) you are looking for in the text box (optional). Press the **Go** button.

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. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category	Select All Categories Clear All Categories	
☐ Accounting and Finance (2)	☐ Administration (3)	☐ Administrative Assistant (2)
☐ Building & Safety (1)	☐ Building Maintenance (2)	☐ Clerical & Data Entry (1)
☐ Code Enforcement (1)	☐ Custodial (1)	☐ Engineering (5)
☐ Finance (1)	☐ Parks and Recreation (1)	☐ Planning and Development (1)

Search

Enter keywords (optional): [   ]

Go▶ or Clear Search

Step 4: Scroll to the bottom of the page. All job openings in the categories that you chose will be displayed **alphabetically**. **Click** on the position title that you are interested in (Note: If you do not find a job opening that you are interested in but would like to fill out an application and/or be notified when there are openings for the categories, complete a **job interest card** online to be notified by email when a job is posted matching one of your specific selected categories.

Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
Administrative Assistant 3	Full-time	$36,700.92 Year	11/03/15
Area Curator (Primates & Carnivores)	Full-time	$32,003.87 Year	10/27/15
Assistant Golf Superintendent	Full-time	$31,465.12 Year	10/29/15

Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
Custodian	Part-time	$8.45 - $ 13.52 Hourly	Continuous

Step 5: Review the job announcement carefully, noting the essential functions, minimum qualifications, and knowledge, skills & abilities. Also, you may review the benefits that are offered through BREC by clicking on the Benefits tab and following the links. If supplemental questions will be asked with the general application, the Supplemental Questions tab will be available for your review. To apply for the position, click on the **Apply** link to submit an application.

Job Title: Custodian

Salary: $8.45 – $13.52 Hourly

Job Type: Part-time

Location: BREC PARKS, Louisiana

Print Job Bulletin   Apply

General Summary   **Benefits**   **Supplemental Questions**

The Custodian is responsible for the basic upkeep of facilities, including, cleaning all areas inside and out, moving and using light cleaning equipment, collecting trash from grounds and building, replenishing supplies and materials, and will communicate with supervisor regarding required maintenance.

Requirements and Job Specifications:

Education Required:
No formal education required. Must read & write to receive work instructions.

License(s) Required: Valid LA driver's license in good standing.

Years Relevant Work Experience: 1 year experience in manual labor & janitorial work.

Other Job Specifications:

- Knowledge of cleaning materials & equipment
- Familiarity with operation & maintenance of industrial cleaning equipment including the use of the high powered buffer.

Functions and Duties:

• Be patient and courteous at all times when working with campers, BREC staff, patrons, and general public
• Pick up and deliver students as per set schedule
• Drive routes timely and safely
• Drive routes assigned by supervisor in emergency situations
• Perform daily pre/post trip inspections of bus before and after each driving assignment
• Provide for maintenance of bus and other equipment

• Attend safety, in-service, and other meetings scheduled by Recreation Department
• Clean the bus as scheduled and required
• Take attendance of riders, route summaries and directions of travel for routes on the bus
• Ensure bus is safely secure and stored

Supplemental Information:

Seasonal position, must be able to work a minimum of two hours as scheduled for camp sessions, within general framework of 8 hours per day, 5 days per week; meal break as needed.

Step 6: Click on **HERE** to create a **new** account.

The following are the steps needed for a first-time user.

- If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- If you have a Linkedin or Facebook account those can be utilized to create your account as well.
- If you created an account before and can't remember you username, click on **Forgot username**. This sends you email with your username.
- Your password must be at least six characters in length, and contain at least one number.
- Answer the security question. In this example, type 14.
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:

* Click "**Create"**

When you are signed in, your username appears on the right in the top menu bar:

If you already created a user account, login using the previously created username and password. Otherwise, Click Create and create an account, and then enter your new account information.

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- **If you are still unable to access your account or the system indicates that you already have an account, please contact NEOGOV Customer Support at 1-(855)-524-5627.**

• <u>Collect all the information you will need to complete your application.</u> This includes your resume, work history, educational credentials (i.e., transcripts), licenses, DD214 (if applicable), Veterans Affairs disability letters, etc., and anything else that might be related to the positions for which you are applying

- o You should be prepared to submit your transcript either electronically with the application or through other means (e.g., by mail, fax, email, etc.) when required to do so as stated in the particular posting.

- o Unofficial transcripts may be at the time of application; however, please keep in mind that official documents will be needed at the time of hire if you are offered a job.

- o Professional Licensure: Please provide your valid license number in the Certificates and Licensure section of the online application along with complete information such as issuing body, issue date, and expiration date. When applying to jobs in the future, be sure to update your profile to reflect the current expiration dates of licenses/certificates.

• **READ THE POSTINGS CAREFULLY.** Your responses and associated documentation will determine your eligibility for the vacancy. Be sure to answer the **agency-wide questions** as well as any **supplemental questions specific to each job.**

- o When it comes to questions about years of experience related to the position, be sure to count only your work experience that directly applies to the position. This means that you may answer questions differently for various positions for which you apply.

- o Any experience claimed in the response to a supplemental question **must be included in the experience portion** of you online application and is subject to verification.

- o It is a good practice to click on the Save button periodically as you complete your application. If you remain on a page for over 30 minutes without saving, you may lose the information you entered on the page. Typing does not extend the 30 minute session time-out. If you've enabled pop-ups, you will be asked if you'd like to continue your session.

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What Happens to my Application Once I Apply?

- Once you have submitted an application for a position with all required documents, your application is screened by a Human Resources professional in relation to any required education and/or experience as stated in the minimum requirements on the posting.

If you meet the qualification and testing requirements, you are placed on the eligible list.

- Candidates are then referred to the hiring manager by the agency with the vacancy. All candidates on the eligible list are eligible to be referred.

- The hiring manager then reviews the referral list and selects applicants for interview based upon test scores, qualifications, and suitability for the job. The hiring process will be specific to the position. Please keep in mind that it is up to the hiring manager to determine which referred candidates will be offered an interview.

- You can check the status of your submitted applications at any time by logging into your account.

- The chart below shows the most common status messages and their meanings.

Application Status Message	What it Means
Application received	Your application has been submitted successfully.
Checking for required test score	We are making sure you have an active, passing score for the required written test.
Evaluating experience	Your application is being reviewed by Human Resources to ensure you meet the minimum qualifications for the position.
Eligible for consideration	You are among a group of applicants who MAY be selected for the position.
Referred to hiring manager for review	Your application has been delivered to the hiring manager. You may or may not be called for an interview.
Position filled	Someone has been selected for the position.
Position cancelled	The agency has decided not to fill the position.