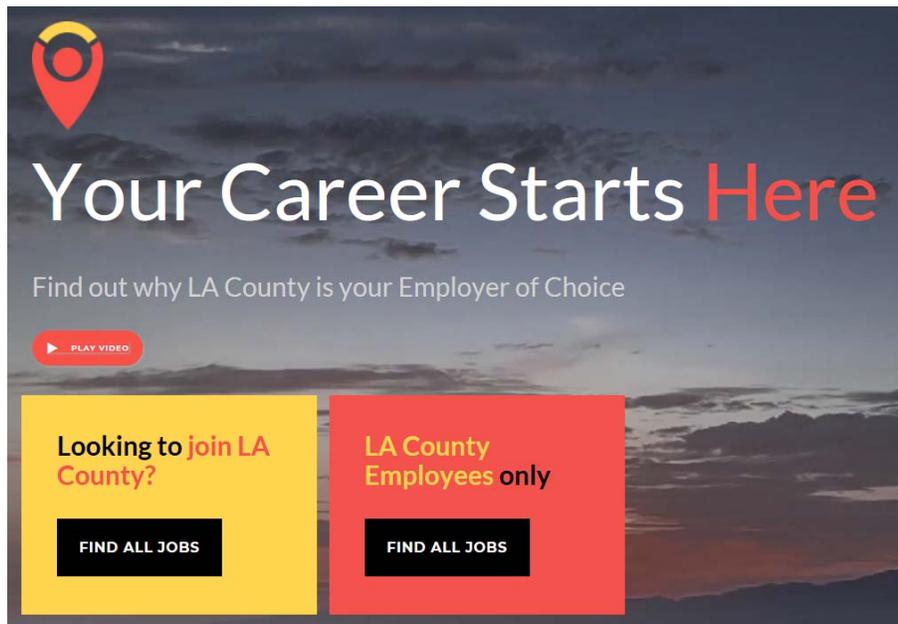




Visit <http://hr.lacounty.gov>

Scroll down a little and you will find two selections on the left. One is for the applicants who are interested in joining the County of Los Angeles (Yellow box). The other one is for the County employees who are seeking for another career opportunities (Red box).



If you click on the *Find All Jobs* button for:

- A. **Looking to Join LA County** – It will list in alphabetical order all open competitive examinations available for **Non-County employees**.
- B. **LA County Employee Only** – It will list in alphabetical order all open, interdepartmental and transfer job opportunities for **County employees**.

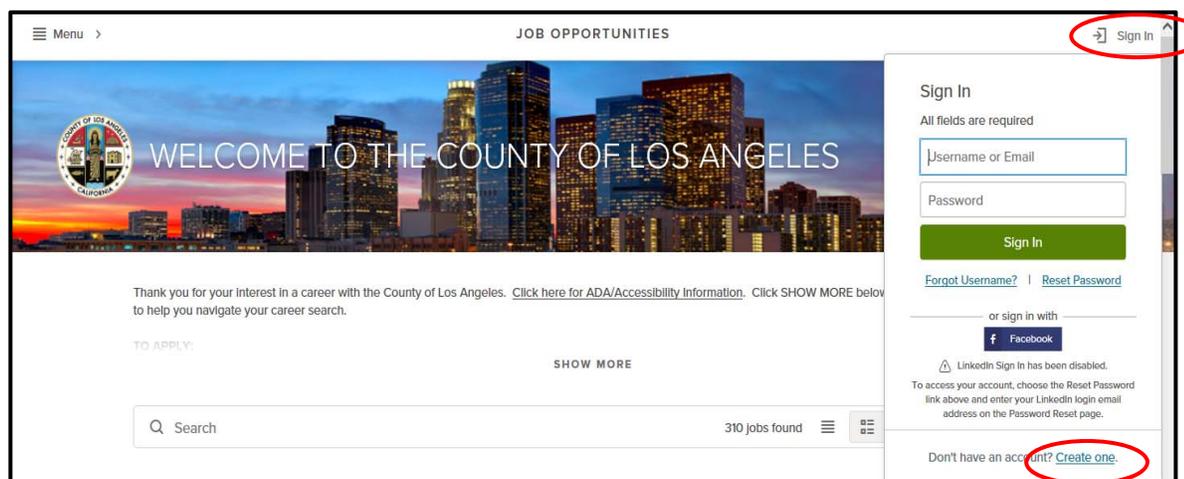
HOW TO CREATE AN ACCOUNT (To be able to apply for job opportunities)

Step 1: Click on *Find All Jobs* button.

Step 2: Click on *Sign in* located at the top right side of the screen.

Step 3: Click on *Create one*.

Step 4: Complete the requested information, and then click on *Create*.



HOW TO APPLY FOR A JOB

The screenshot shows the top of the County of Los Angeles Job Opportunities website. At the top right, the 'Sign In' link is circled in red. Below it is a sign-in form with fields for 'Username or Email' and 'Password', and a green 'Sign In' button, which is also circled in red. There are also links for 'Forgot Username?' and 'Reset Password', and a 'Facebook' login option.

Step 1: After an account has been created, click on **Sign In**.

Step 2: All open job opportunities will be displayed.

Step 3: Search for or select the desired job title. Click on the job title to display the job description and the **Apply** button.

HOW TO CREATE A JOB INTEREST CARD (Notification for future job opportunities)

If you click on any of the **Find All Jobs** button, it will bring you to the next screen.

- Click on the **Menu** located at the top left side of the screen
- Select **Job Interest Card**
- Check on all desired categories
- Click on **Subscribe** located at the right side of the screen
- Complete the Job Interest Card, and then click on **Submit**

The first screenshot shows the 'Menu' button circled in red (a). The second screenshot shows the 'Job Interest Card' option selected in the menu (b). The third screenshot shows the 'Job Interest Card' form with fields for Exam Type, First Name, Last Name, Street Address, City, Zip Code, State, Country, Home Phone Number, Work Phone Number, and Email Address. The 'Submit' button is circled in red (e). Below the form, there is a grid of job categories with checkboxes, and the 'Subscribe' button is circled in red (d).