



COUNTY OF MAUI Candidate Self Service Guide

Creating Your Candidate Profile (New Users Only)

If you have never used the Candidate Self Service (CSS) system before, you must create a candidate profile before you can use the system. You only need to do this the first time you log in. If you already have a profile, but have forgotten the password or candidate code, you may use the "Forgot your password?" link to access the CSS system.

FOR CURRENT COUNTY EMPLOYEES: You do not need to create a new profile. A profile is automatically created for all employees, and logging in as an employee allows you to see postings that are not open to the general public. While you can log into CSS using your employee number as your candidate code, we recommend using the Employee Self Service system instead. The CSS password is separate from your Employee Self Service password, so you will need to remember both passwords if you use both systems.

Before you begin creating a new profile, you should gather the following information:

- Your employment history, including details such as dates of employment, job title, address of employer, contact person and phone number, and details of the duties that you performed.
- Your education history details.
- Details regarding any on licenses and/or certifications that you hold.
- Documents necessary to verify your qualifications, such as your college diploma or transcripts, DD-214, etc., either scanned or paper copies.
- Details of any personal or professional references that you wish to provide.

Having this information prepared will reduce the amount of time it takes to create your profile, and reduce the possibility of being interrupted, disconnected, or timing out.

Begin creating your profile by clicking on the "Are you a new candidate?" link on the login screen.

Candidate Login Screen

Already registered?

Please enter your Last Name, Candidate Code, and Password below.

Last Name:

Candidate Code:

Password:

CONTINUE ➤

Are you a new candidate?

Forgot your password?

Logged Out

This will take you to the New Candidate Verification screen. Enter your first and last name and your email address.

New Candidate Verification

Please enter your First Name, Last Name, and Email Address below:

First Name

Last Name

Email Address

CONTINUE ➤

[Return to Candidate Login?](#)

- An email address is required to use the CSS system. Use an email address that is unique to you, i.e., one that is not shared by anyone else, and that you will check frequently. Using a shared email address may result in misdirected correspondence or other issues with your account. **If we need additional information, we may contact you via email, so please remember to check your email often.** Free email accounts can be obtained at a variety of providers, including Microsoft, Yahoo!, and Google.

When you are finished filling out the fields, click on “Continue.” You will then be stepped through a series of screens where you will create your candidate profile.

- Although it is not mandatory that you fill out every screen in order to create a profile, remember that your application will be evaluated based on the information in your profile, so it is important that your profile is accurate, complete, and current. If you skip a step when creating your profile, make sure to go back and update your information as soon as possible.
- You can step back and forth between the screens by clicking on the step number at the top right of the screen.
- Each screen has an additional help screen to assist you, available by clicking on

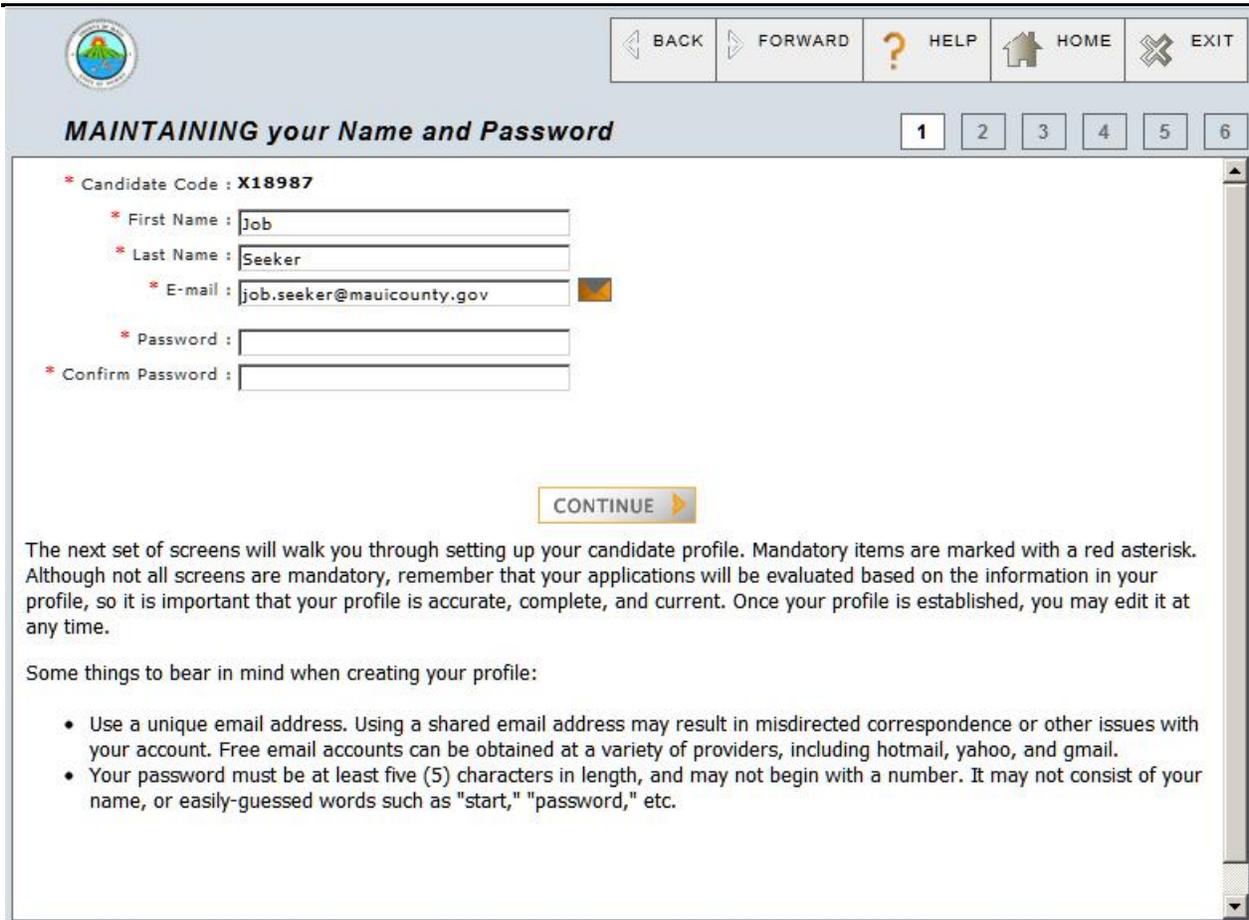
the “Help” icon.



- You can exit the new candidate procedure by clicking on the “Complete” button on the last screen.
- Do not use your browser’s back, forward, or home buttons to navigate within the CSS system. Use the separate back, forward and home buttons provided within the CSS system.

Step One: Set a Password for Your Account

The system will automatically assign you a candidate code, but you must set a password to secure your account.



MAINTAINING your Name and Password

* Candidate Code : **X18987**

* First Name :

* Last Name :

* E-mail : 

* Password :

* Confirm Password :

[CONTINUE](#)

The next set of screens will walk you through setting up your candidate profile. Mandatory items are marked with a red asterisk. Although not all screens are mandatory, remember that your applications will be evaluated based on the information in your profile, so it is important that your profile is accurate, complete, and current. Once your profile is established, you may edit it at any time.

Some things to bear in mind when creating your profile:

- Use a unique email address. Using a shared email address may result in misdirected correspondence or other issues with your account. Free email accounts can be obtained at a variety of providers, including hotmail, yahoo, and gmail.
- Your password must be at least five (5) characters in length, and may not begin with a number. It may not consist of your name, or easily-guessed words such as "start," "password," etc.

Make sure to take note of your candidate code and password, as you will need them to log in the next time you visit. You will receive an email to confirm the creation of your candidate profile.

Step Two: Enter Your Address and Phone Numbers

Next, let us know how to contact you.



BACK FORWARD ? HELP HOME EXIT

My Address and Phone Number

1 2 3 4 5 6

Tip: Remember to keep your information current, in case we need to contact you.

Address

* Address 1 :
Address 2 :
City :
State, Country :
Zip Code :

Phone

Phone # :
Ext. :

Alt Phone

Alt. Phone # :
Alt Ext. :

Mail Address (if different from above)

Address 1 :
Address 2 :
City :
State, Country :
Zip Code :

Other

Fax # :
Cell # :
E-mail :

Details :

CONTINUE

Quick Tip: Enter all ten digits of the phone number with no dashes or parentheses. The system will automatically format the number appropriately.

Step Three: Enter Your Work History

Next, enter the details of your work history.

My Work History 1 2 3 4 5 6

You must complete this section even if submitting a resume. Begin with your most recent job. You may include volunteer and military experience. For part-time experience, please note average hours worked per week. If you held several jobs with the same organization, please list them separately. Please include a detailed description of your job duties.

* Start Date	End Date	* Title	* Employer	Yrs/Mths	Available to Contact
01-Jan-2001	01-Jul-2005	Astronaut	NASA		<input checked="" type="checkbox"/> <input type="checkbox"/> Delete

[+Add](#) 1 - 1 of 1

Employer Address

* Employer : NASA

Address 1 : 1234 Space Street

Address 2 :

City : Houston

State, Country : Texas , USA

Zip Code : 12345

Employer Contact

Name : R. Goddard

Title : Founder

Phone # : (142) 578-8965

Phone Extn :

Job Info

* Title : Astronaut

Reason for Leaving : Under Challenge

Full/Part Time : Full Time

Avg. Hours/Week : 40.0000

Summarize Major Work Duties (4,000 characters max.)

Details : Commands space shuttle missions. Responsible for execution of missions, their rules and control directives. Assesses problems and implements deviations from flight plan, procedures, or personnel assignments in the interest of safety or mission accomplishment.

Pilots space shuttle. Operates all shuttle vehicle systems through ascent, on-orbit, reentry, and landing phases of flight. Maneuvers shuttle vehicle to establish mission attitudes or

CONTINUE

Quick Tip: You can enter dates in the format 'ddMMyy' (day-month-year, with no dashes or slashes.) The system will automatically format them appropriately.

Remember that this information will be used to determine whether you meet minimum training and experience requirements, so be complete, thorough, and as detailed as possible. You may add as many records as you need by clicking on the green plus sign [+Add](#) to add a record.

Step Four: Enter your Education History

Next, enter your education history.

My Education History

You must complete this section even if submitting a resume.

Start	End	Institution	Type	Certification	Status	Verified Status
dd-MMM-yy		U.S. Air Force Academy	University	Bachelor's Degree	Completed	Delete

+Add 1 - 1 of 1

Institution Details

Institution : **U.S. Air Force Academy**

* Type : **University**

City : Colorado Springs

State, Country : Colorado , USA

Degree/Diploma Details

Certification : **Bachelor's Degree**

* Status : **Completed**

Major : Engineering

Minor :

Description :

Credit Hrs. Compl. :

Additional Info (4,000 characters max.)

Details :

CONTINUE

To receive credit for education or special training beyond high school, the education/training must be verified. You may verify it by submitting a copy of your diploma, official transcript, or certificate to the Department of Personnel Services. (If your diploma does not indicate the course of study, please provide transcripts.) You may submit documents in person or by mail, or upload them via the "My Resumes/Documents" screen. If submitting in person or by mail, please include a [cover sheet](#) indicating your employee/candidate number and the posting that you are applying for.

Once the education/training has been verified, it will show a verified status of "Verified OK." Once your education has been verified, you do not need to submit any additional verification, unless you make changes to your record or unless requested by the Department of Personnel Services.

Enter the details of any education or special training that you have had. Be complete, thorough, and as detailed as possible. You may add as many records as you need by clicking on the green plus sign  to add a record.

Step Five: Enter Your Other Qualifications

Next, enter any other qualifications (driver's license, training certificates, etc.) that you may have:

My Qualifications 1 2 3 4 5 6

Please indicate any job-related licenses, certificates, or other qualifications (e.g., driver's license, CPR certification, etc.) **You must complete this section even if submitting a resume.**

* Qualification	* Type	Subtype	* Status	Confirmed Status
Type 3 Driver's License	License	DRIVERS (TYPE 3)	Completed	

+Add 1 - 1 of 1 Delete

Qualification Details **Validity (e.g. for Licenses, Certifications, etc.)**

* Qualification : **Type 3 Driver's License** Start : 01-Jan-2010

Description : Expires : 31-Dec-2018

Additional Info (Where is it valid or recognized, etc. Max. 4,000 characters.)

Details :

CONTINUE

You must submit copies of licenses, certificates, etc., in order to receive credit for them. You may submit the copies in person or by mail to the Department of Personnel Services, or you may upload them via the "My Resumes/Documents" screen. If submitting in person or via mail, please include a [cover sheet](#) indicating your employee/candidate number and the posting that you are applying for.

Once the documents have been verified, the record will show a confirmed status of "Confirmed OK."

Remember that this information will be used to determine whether you meet any minimum requirements, so be complete, thorough, and as detailed as possible. You may add as many records as you need by clicking on the green plus sign  to add a record.

Step Six: Upload Your Resumes/Other Documents

If you would like to upload a digital copy of your resume or other documents, you may do so here:

The screenshot shows a web application interface for managing resumes. At the top, there is a navigation bar with buttons for BACK, FORWARD, HELP, HOME, and EXIT. Below this is a header for 'My Resumes' with a page indicator showing 1 to 6. The main content area is titled 'Resume Details' and contains a table with the following structure:

* Added	Location / Comments	Document file name	
03-Nov-2010	Resume	resume.pdf	Delete

Below the table, there is a '+Add' button and a '1 - 1 of 1' indicator. A 'COMPLETE' button is also visible. Below the table, there is a disclaimer:

Remember that by uploading a document, you are certifying that the document is true and correct, to the best of your knowledge, and agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment with the County of Maui.

If you are submitting a document that contains your social security number, driver's license number or Hawaii identification card number, and/or an account number, credit or debit card number, access code, or password that would permit access to your financial account, please redact (black out) that information. County policy and state law stipulate that we reduce or eliminate the collection of such information except when absolutely necessary.

Uploaded documents must be smaller than 8MB in size, and must be either .pdf, .doc, .txt, .rtf, or .jpg format. All others will be deleted. File name cannot exceed 50 characters.

You may add as many records as you need by clicking on the green plus sign to add a record.

When you are finished entering data on these screens, simply click on "Complete." Your profile has now been created, and you will be taken to the Home screen where you can view and apply for postings.

Remember that you can edit your candidate profile at any time. Please keep this information accurate and current so we will be able to contact you and have your most up-to-date qualifications.