

Searching and Applying for Jobs in CAPPs Recruiting

Accessing Job Postings:

1. To search and apply for Jobs, you may have three different options available.

a. If you are searching for a job open to the public, you may click on the following link:

<https://entprtlprd.cpa.texas.gov/psp/pspihprd1/?&>.

b. **CAPPs Career Section for External Applicants Only** – ‘External’ Job opportunities

The screenshot shows two side-by-side panels. The left panel is titled "Current and Former Employee Login" with a red underline. It contains a "User ID:" field, a "Secure Password:" field with a lock icon, and a "Sign In" button. Below the fields is a red error message: "Your User ID and/or Password are invalid." The right panel is titled "Job Opportunities". It contains text explaining that several State of Texas agencies use CAPPs for recruiting. It provides a link to the "CAPPs Career Section for External Applicants Only" (underlined in red) and states that current employees must log in to access internal jobs.

c. If you are a current RRC employee logged into CAPPs HR/Payroll you may click on the Recruiting Center for RRC internal jobs (open to current RRC employees):



2. After clicking on the appropriate link, click either the 'My Jobpage' tab or the 'Sign In' link in order to login.

The screenshot shows the top of the CAPPs job search interface. It includes a "Welcome. You are not signed in." message. There are two tabs: "Job Search" and "My Jobpage", with "My Jobpage" highlighted. Below the tabs are search fields for "Keyword", "Location", and "Organization", along with a search icon. On the right side, there is a "Sign In" link and a "View All Jobs" link. The "Sign In" link is circled in red.

3. On the Privacy Agreement page, click 'I Accept' to continue.

4. Enter your User ID (for current RRC employees, this is your current CAPPs User ID) and password in the appropriate fields.

5. Click the 'Sign In' button.

Search/Apply for a Job:

1. The 'Job Search' tab is where you will go to search for posted vacancies. You may narrow your search results by using the various filters available. RRC jobs will be titled with "RRC - ..." For example, "RRC – Administrative Assistant II".

The screenshot shows the 'Job Search' tab with search filters on the left and a list of job openings on the right. The filters include Posting Date, Organization (RAILROAD COMMISSION OF TEXAS), Location (Austin, Abilene), and Job Field (Office and Administrative Support, Production). The job list has columns for Requisition Title, Location, Posting Date, and Actions.

Requisition Title	Location	Posting Date	Actions
RRC - Staff Svcs Offcr I	Texas-Abilene	May 11, 2018	Apply
RRC-Oil & Gas Field Inspector I-II-III	Texas-Abilene	May 11, 2018	Apply
RRC - Admin Assnt II (Austin)	Texas-Austin	May 11, 2018	Apply
Data Base Administrator III	Texas-Austin	May 11, 2018	Apply
RRC-Accountant I	Texas-Austin	May 11, 2018	Apply

2. Once you have found a Job you would like to apply for there are several options available; you can apply directly to a posting **or** you have the option of saving a Job(s) to your 'Job Cart'. The different options are listed below:

a. On the main Search page, you can click on the 'Apply' button under 'Actions' for the specific Job you want to apply for.

b. On the main Search page, you can click on the specific Requisition Title to bring up the Job Posting, then click on the 'Apply Online' button **or** you can click on the 'Add to My Job Cart' button to save the posting and apply later.

c. If you save a Job(s) to your Job Cart, you can apply for those jobs by clicking on the 'My Job Cart' icon at the top right of the screen, then click the 'Apply' button under the Job Posting information.

3. After clicking on 'Apply' or 'Apply Online' it will automatically bring up your application where you can make any updates and answer the Required Supplemental Questions for that particular Job Posting.

Note: You can quickly move to the different sections of the application by using the navigation tool at the top of the application. Use the arrow keys on each side to show additional sections, then click on the Section name to go to that particular part of the application.

4. You will be required to E-Sign your application in order to submit your application.

5. Next complete the 'Diversity Survey' and 'How did you Hear about this Job?' sections.

6. The last section is 'Review and Submit'. When you are ready to apply, click the 'Submit' button.

Note: If at any point you are unable to finish your application, you can click the 'Save as Draft' button and complete it at a later time. Just keep in mind that your application is not submitted until your application is complete, E-Signed and you click 'Submit'.

Viewing Profile/Employment Information:

The 'My Jobpage' tab is where you can:

- Update your Profile
- View Draft and/or Completed Submissions
- View the Job Status for each Job Posting (Inactive, Accepting Submissions, etc.)
- View the Submission Status for each Job Posting (Under Consideration, Not Selected, etc.)
- Withdraw your application for a particular Job Posting
- View Email Messages

Logging out:

To log out from the 'Job Search' tab click on the dropdown arrow next to your name and select 'Sign Out' or from the 'My Jobpage' tab click 'Sign Out' on the upper right corner.