

## External Applicants

### Searching and Applying for Jobs in CAPPS Recruiting

#### Accessing Job Postings:

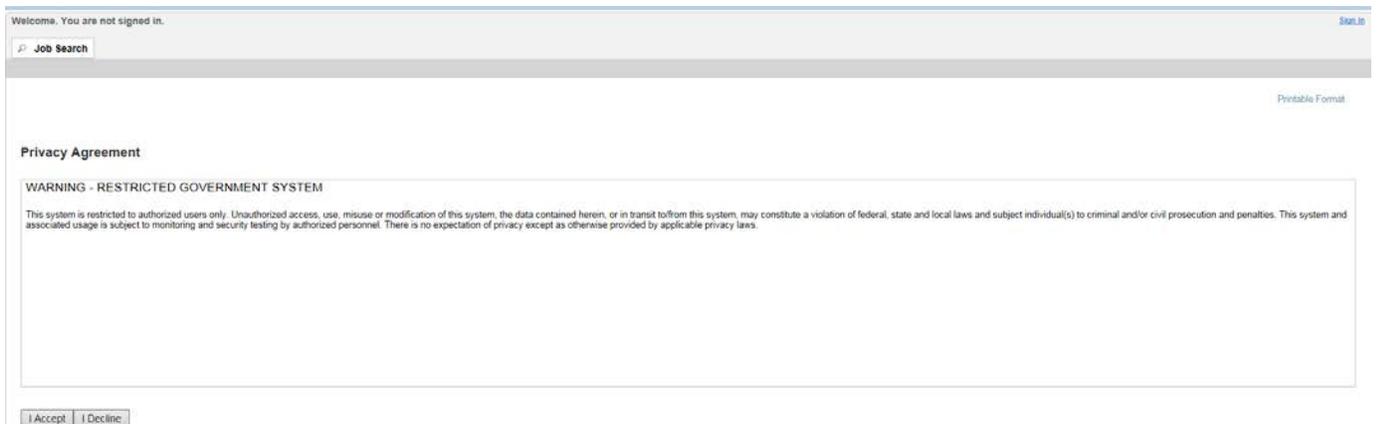
1. To search and apply for Jobs, please click on the following link: <https://entprtlprd.cpa.texas.gov/psp/pspihprd1/?&>. Then, click the **CAPPS Career Section for External Applicants Only** link

<p><b><u>Current and Former Employee</u></b> <b>Login</b></p> <p>User ID: <input type="text"/></p> <p> Secure Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p>Your User ID and/or Password are invalid.</p>	<p><b>Job Opportunities</b></p> <p>Several State of Texas agencies use CAPPS for recruiting functions. If you wish to search and apply to job at a <a href="#">CAPPS Recruit agency</a> and are <i>not currently employed</i> by one of these agencies, visit the <a href="#">CAPPS Career Section for External Applicants Only</a></p> <p>If you are currently employed by a <a href="#">CAPPS Recruit agency</a> and wish to search and apply to jobs within the agencies, you must login to CAPPS to access the <i>Career Section (CAPPS Internal Candidates)</i> on the home page.</p>
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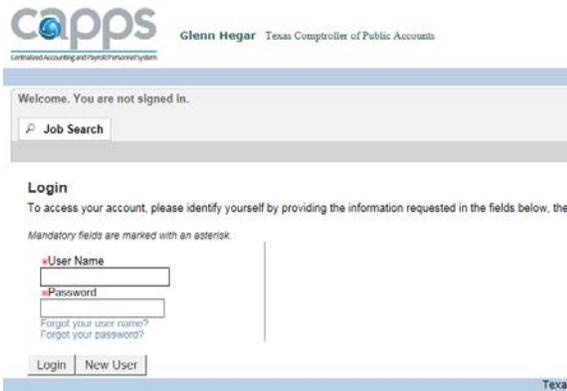
2. After clicking the **CAPPS Career Section for External Applicants Only** link, click either the 'My Jobpage' tab or the 'Sign In' link in order to login.



3. Both links will bring you to the Privacy Agreement page, please review the warning and click 'I Accept' if you agree.

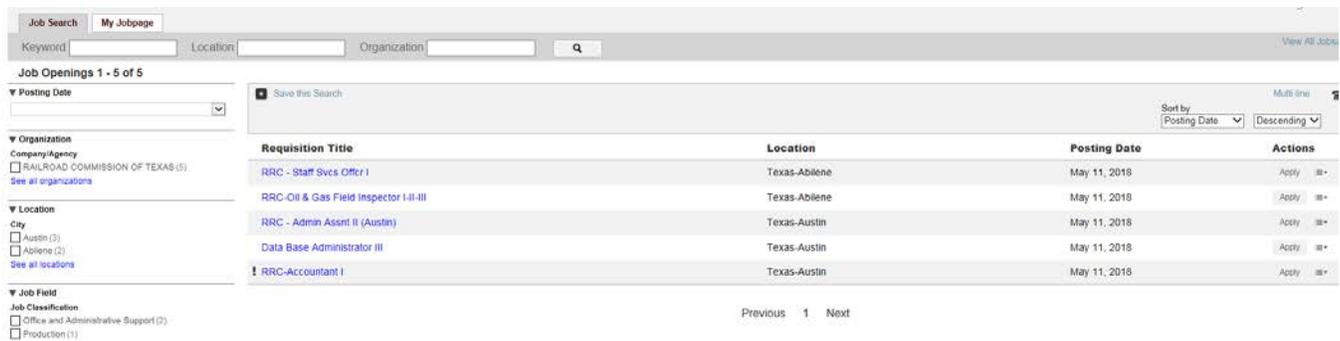


4. Enter your User ID and password in the appropriate fields and click “Login” or select “New User”.



### 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”.

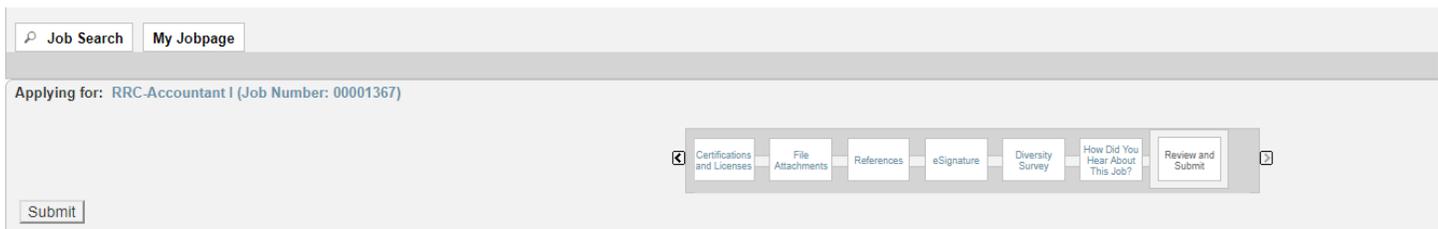


2. Once you have found a Job you would like to apply for there are several options available; you can apply directly to a posting **or** you have the option of saving a Job(s) to your ‘Job Cart’. The different options are listed below:

- 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. **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:

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