

How to:

- Access DISTRICT JOBS
- Register as a first-time user
- Login as a returning user
- Create your profile
- Create an Automatic Job Notification E-mail
- Apply to a job



ACCESS INSTRUCTIONS

1. Access San Mateo County Transit District's Web site at <http://www.smctd.com/jobs.html>
2. Select the link for **Prospective Employees**.

REGISTER (FIRST-TIME USERS)

1. Select either the **Click here to register** link or the **Register Now** link.
2. Enter a **User Name** and **Password**. Confirm your password in the corresponding field.
3. Select the **Register** button.
4. You are now ready to **Create Your Profile**.



LOGIN (RETURNING USERS)

1. Enter your **User Name** and **Password** in the login box on the **Careers** page
2. Click the **Login** button. If you have forgotten either your User Name or Password, select the **Login Help** link.

CREATE YOUR PROFILE

1. After you are logged into the **Careers Home** page, select the **My Profile** link.
2. Enter your **contact information** in the corresponding fields for name, address, county, e-mail, and phone number. Note: Entering a primary e-mail address is important to ensure you receive timely notifications.
3. Click **Save**.



CREATE AUTOMATIC JOB NOTIFICATION E-MAIL

1. Click **Job Search** link at the top of the **Careers Home** page.
2. Enter the search criteria to define your job notifications, i.e. jobs with a keyword = "analyst." You can go down the page filling in the remainder of the criteria if desired. Note: Narrowing the job search will limit the possible job notifications available.
3. Click the **Save Search** button.
4. Enter the **Name of your Search**, check **Use as a Job Agent**, and enter your e-mail address in the field called **Send Job Agent notification**.
5. Click the **Save Search** box.
6. Click on the **Run Search** link to view any positions that match your criteria.



APPLY TO A JOB

1. If there were any positions that matched your job agent search criteria after doing step 6 above, you will see them listed on the **Job Search** page; if no jobs appear, go to the **Latest Job Postings** area on the **Career Home** page to view positions.
2. Click on the **Job Title** that you want to apply to.
3. When the **Job Description** page appears, click the **Apply Now** button.
4. You will be asked: **How you would like to proceed?** Make a selection and click the **Continue** button.



5. You will be directed to the **Complete Application** page. On this page, complete all pertinent areas: Work Experience (click the [+Add Work Experience](#)), Highest Education Level (use drop down box to make the appropriate selection), Post-Secondary Education (click the [+Add Post-Secondary Education History](#)), Licenses and Certifications (click the [+Add Licenses and Certifications](#)), and Languages (click [+ Add Languages](#)).
6. Complete the questions within the **Application Questionnaire** and **Referral Information** sections; hit the **save** button, followed by the **submit** button.
7. Complete the **Self Identification Details** section and review the **Terms and Agreements**, then select **I agree to these terms**.
8. Click the **Submit** button. A screen will appear indicating that you have successfully submitted your job application. Note: Jobs close at midnight on the close date.



HELP

If you need assistance, please e-mail Human Resources at jobs@smctd.com (allow up to 48 hours for a response) or call 650-508-6308 during regular business hours: 8 am to 5 pm.