



Candidate FAQ's for Career Center change

Q: I applied for a position before the new Career Center went up on May 8 and haven't heard back. Should I reapply?

A: No. You do not need to reapply if you submitted an application before May 8 through the old Career Center. Any applications that were received before the new Career Center are valid and still in consideration.

Q: I already created a profile before May 8. Can any of that transfer over to the new Career Center?

A: Information from previous profiles will not be pulled into the new Career Center. Once you see a new job post you are interested in, you may create a new account profile and apply.

Q: Can I go ahead and make a new profile even if I don't see a job that I'm interested in?

A: Yes, you are welcome to start your new profile at any time.

Q: Once I create a new profile will my information be saved to use for future applications?

A: Yes, once your profile is created, all your information will be saved and can be used and edited for future applications.

Q: What if I apply for a new position that is similar to a position that I had previously applied for?

A: Every job posting is considered independently. All applications submitted are reviewed for every job posting to determine who will move forward to the next step.

Q: How do I know the status of a recently submitted application?

A: Once an application is reviewed, hiring supervisors will reach out to qualified candidates to set up an interview. Candidates not moving forward may also receive an email notification.

Q: I can't remember what I applied for in the old system, before May 8. How can I check?

A: Before May 8 you may log into your old profile. Under the *Jobs* tab page, click on the button in the center of the page that says "Jobs Applied For". All jobs that you have previously applied for will be listed on this page. After May 8, you may contact the HR team at hr@jamescitycounyva.gov to confirm what applications were submitted through the old Career Center.