

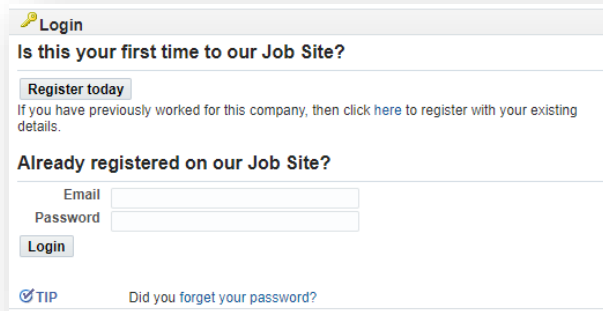


Returning User – Profile Update Instructions

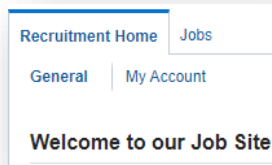
Thank you for your interest in a Career with PBSO!!!

Please review the following Profile Update Instructions ***PRIOR*** to submitting your application!
This application works best on a computer or laptop using Chrome or Edge.
Smartphones and tablets are NOT recommended.

If you have already registered on our Job Site, from the Human Resources Careers page, click on “**Apply Now**” to be directed to the login page. Enter your Email Address and Password in the “**Already registered on our Job Site?**” section of the login page.

The screenshot shows a login interface. At the top, it says 'Login' with a key icon. Below that, it asks 'Is this your first time to our Job Site?'. There is a 'Register today' button and a note: 'If you have previously worked for this company, then click here to register with your existing details.' Underneath, it asks 'Already registered on our Job Site?'. There are input fields for 'Email' and 'Password', and a 'Login' button. At the bottom, there is a 'TIP' icon and a link 'Did you forget your password?'.

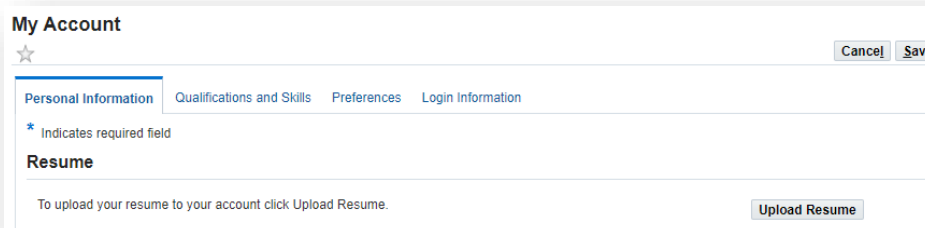
Once you are logged in, click on “**My Account.**”

The screenshot shows a navigation menu. The top row has 'Recruitment Home' and 'Jobs'. The second row has 'General' and 'My Account'. Below the menu, it says 'Welcome to our Job Site'.

Personal Information

Review and make any necessary updates to the information located under the “**Personal Information**” tab. Please remember to click “**Save**” when you have completed the necessary updates.

TIP – if you have a resume, it can be uploaded here.

The screenshot shows the 'My Account' page. At the top, there is a star icon, a 'Cancel' button, and a 'Save' button. Below that, there are tabs for 'Personal Information', 'Qualifications and Skills', 'Preferences', and 'Login Information'. Under the 'Personal Information' tab, there is a note: '* Indicates required field'. Below that, there is a section for 'Resume' with the text 'To upload your resume to your account click Upload Resume.' and an 'Upload Resume' button.

Qualifications and Skills

My Account


[Personal Information](#)
[Qualifications and Skills](#)
[Preferences](#)
[Login Information](#)

➤ Employment History

Resumes are ***NOT*** a substitute for a completed profile.

Please list ALL employment for the **last 20 years** with no GAPS. Any paid or unpaid Law Enforcement or Corrections experience outside of the 20 years must be included. Be sure to include a description of job duties for each position listed. For your current employer, leave the End Date field BLANK.

TIP – If you were unemployed or a student for ANY period of time during the last **20** years, please add those dates as separate line items in your Employment History to account for those timeframes.

Example:

Employer: ABC College

Start Date: 01/01/2001

End Date: 12/31/2004

Job Title: College Student

Description of Job Duties: Attending College to obtain Bachelor's Degree

TIP – If you already have some Employment History listed and need to ADD additional employment, click **+**. Please do not delete what you have already added in order to insert in the proper sequence as the employment history will populate in chronological order for Human Resources when your application is reviewed.

Employment History



Show All Details | Hide All Details

Details	Employer	Start Date	End Date	Job Title	Location
▲	<input type="text"/>	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>
Description of Job Duties		<input type="text"/>			

➤ Skills

Please complete a self-assessment of the skills **YOU** currently possess. Each position may have a different set of **Required/Essential Skills** listed on the posting. Please refer to the posting

First Time Completing Skills Section

- Click **“Add Another Skill.”**

Skills

Please enter your own assessment of the skills which you currently possess.

* Skill	Level
No results found.	

Add Another Skill

Previously Added Skills but need to add additional skills

- If you previously added skills, scroll to the bottom of the skills section and click **“Add Another Skill.”**

Skills

Please enter your own assessment of the skills which you currently possess.

*** Rows 1 to 14

* Skill	Level	Additional Competence Element Details
Computer Software.Microsoft Excel		
Clerical Skills.Typing		
Clerical Skills.Telephone Skills		
Clerical Skills.Math		
Clerical Skills.Customer Service (Dealing with the public)		
Clerical Skills.Computer Data Entry		
Clerical Skills.Business Spelling		
Clerical Skills.Alphanumeric - (key stroke count) minimum 5,500		
Clerical Skills.10-Key Calculator (Touch)		

Add Another Skill

TIP – When the Add Skills page opens, simply click **“Search”** to populate **ALL** Skills on one page, then select **ANY & ALL** Skills you possess. When done, click **“OK”**.

Recruitment Home: My Account >

Add Skills

Search

Skill Type:

Search

Clear

Once Skills have been added, please select the **“Level”** for each skill.

TIP – not all skills will have a level in the drop box. However, if levels are an option, please select the appropriate level from the list of values.

➤ Education Qualifications

Please enter details for **ALL** schools attended and qualifications received, to include High School or GED.

TIP – You must list the name of the High School or Institution where you earned your High School Diploma or GED along with the month & year you graduated. For this entry, list HS/GED in the “Degree” field.

Then enter details for **ALL** additional education to include, but not limited to: College, Trade/Vocational/Business School, Military, and Criminal Justice Education/Training.

Education Qualifications

Please enter details of the high school, colleges and universities which you have attended as well as the Qualifications received. If you have q

+ ...


* College or University	* Location	* Degree
No results found.		

Preferences*

*OPTIONAL – Complete any preferences that you would like to add.

My Account

Personal Information Qualifications and Skills **Preferences** Login Information

 **Want to Find the Right Job?**

Enter your work preferences to help us find the right job for you. Let us also know how and when we should send you jobs that match your preferences.

****IMPORTANT NOTE****

To ensure that your details are searchable, under **Account Privacy**, please be sure to there is a checkmark in the box next to “Allow Account To Be Searched.” (See below)

Account Privacy

Display Language American English ▼

Allow Account To Be Searched

TIP If you do not check this box then your details are not visible to managers searching for suitable candidates.

Click **Save** when done to save your profile information.

Jobs: Available Jobs

Once you have completed updating your profile, you are now ready to search and apply for available jobs. Click on the “Jobs” tab to populate a list of “**Available Jobs.**”

When you locate a position of interest from the Available Jobs list, click on the IRC# hyperlink in the “NAME” column to view the complete details of the job.

TIP – When reviewing the Job Details, be sure to scroll down to the SKILLS section and make note of all skills and skills levels listed as essential for this position.

When you are ready to apply, click the “Apply Now” button for the corresponding position. This will prompt you to review all of the account information provided in your profile before submitting your application to include Disability Information & Veteran Information, if applicable. Then you will be prompted to complete the Application Test which is titled PBSO Join Minimum Criteria-New.

Application Test

The “PBSO Join Minimum Criteria –New” Application Test is the final step of the process and must be completed before you submit an application. Read each question carefully. When done, click “Finish Test” to submit your responses.

If you have any questions, please feel free to reach out to Human Resources at 561-688-3540 (Mon-Fri 8am-5pm) or email HRCustomerService@pbsso.org

**Palm Beach County Sheriff’s Office is an Equal Opportunity Employer.
Veterans’ Preference to be requested at time application is submitted.**

Certain service members may be eligible to receive waivers for postsecondary educational requirements and are encouraged to apply.

Applicants with a disability who require accommodation within the application/interview process should direct a request in advance to Human Resources.

Thank you for your interest in the Palm Beach County Sheriff’s Office!