

Frequently Asked Questions

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Registration and Login

How do I register if I am an external applicant?

Step 1: Register with PBSO iRecruitment at <http://www.pbso.org>

Step 2: Click on Careers at PBSO.

Step 3: Click on External Candidates and Ex-employees, please Click here.

Step 4: Click on Register Today.

Step 5: Provide your email address, last and first name and create a password. Click *Submit*. If you would like to attach a resume, refer to the FAQ regarding “How to include a resume or other document with my online application.” Click *Continue* if you do not want to attach a resume.

Step 6: Enter personal and professional information to complete your on-line application. Click on the next tab at the top of the screen to complete the remaining steps (2-4). After completing the final step, click “Finish.”

Step 7: To continue and apply for a job, click on How Do I apply for a job if I am an external applicant.

Do I have to register in order to apply for a job?

YES. You must register with an email address and create a password in order to apply for a job. You will not be able to continue without an active account.

What should I do if I have forgotten my password?

Access the iRecruitment Home Page. Under the password field, you will see “TIP: Did you forget your password.” Click that and follow the directions to reset the password.

Search/Apply for Jobs

How do I find out about P.B.S.O. employment opportunities?

You can find out about PBSO employment opportunities from any computer, tablet or smartphone. Type in <http://www.pbso.org> into your web browser and access the home page. Click “Careers at PBSO”. Click the “Register.” On the next screen, click “GO” under Date Posted. On this screen you will find employment opportunities.

Does P.B.S.O. accept paper applications?

NO. All applications and application attachments for positions must be submitted through our on-line recruitment system, Oracle iRecruitment. NO EXCEPTIONS.

How do I apply for a job if I am an external applicant?

After you have registered, a list available external position appears on the screen page. Click the box under the "Select" field to apply for a position of interest and also click the icon under "Apply Now" to apply for the position.

Then complete Steps 1-4 of the application process, which includes the Posting Source, Equal Employment Opportunity (optional), Assessment, and the Review Page to make any necessary corrections. Then click "Finish."

This will be followed by a Confirmation message.

To log into the network from home.

Visit the web site at <http://www.pbso.org>:

1. Select Inside PBSO tab.
2. Select Employee Portal link.
3. Follow the instructions for the Employee Portal Login

How often are jobs vacancies posted and updated?

Job vacancy information is updated weekly. Please note, however, the availability of each position is subject to change at any time.

Can I apply for more than one job?

YES. You will need to click "Apply Now" for each position of interest.

Do I need to fill out all portions of the application, if I attach a resume?

YES. All portions of the application must be completed in order to be considered for the position, even if you attach a resume.

Can I partially complete my application and complete the remaining later?

YES. You may complete parts of the online application process and return later to complete the remainder. You must click the "Save" button to save the information you have entered. If you close

your browser before clicking the “Save” button, your application data will be lost. Clicking “Save” ensures your account information is saved.

Can I use my browser BACK and FORWARD buttons as I am working on my online job application?

NO. Avoid using your browser BACK and FORWARD buttons while completing the job application.

If I am qualified for another position, but did not apply for it, will you consider my application for other position I may qualify for?

NO. You will only be considered for the position(s) you submitted an application(s) for. If you would like to be considered for other available positions, you will need to submit an application for each position.

When is the application due?

All applications must be submitted via the on-line application process no later than 11:59 p.m. EST on the closing date listed on the job posting. Applications cannot be submitted after the closing date has expired.

How do I know my application has been received?

Once your application is submitted, you will receive a confirmation message on the top of the application screen page.

Can I complete an application even though I’m not applying for a posted position?

YES. You can complete a candidate profile in an effort to decrease the amount of time when you actually apply for a position. This application is not reviewed or screened until you actually apply for a position.

Resume Upload/Attachments

How do I include a resume or other document with my online application?

At the bottom of the personal information page, click the “Add Another Document.” Click “Browse” locate your document, and then click on your resume or other document(s). The resume or document(s) will populate in the File Path field. Then click “Continue or Upload” to proceed.

Can I change a document, if I uploaded the incorrect document?

If you attach an incorrect resume or document to your application, you cannot change it. To submit the document with the correct information, you must contact Human Resources at 561-688-3540 and request the document be added to your profile.

Inquires/Help

Who is considered an external applicant?

An external applicant is a person who is not currently employed by P.B.S.O. It is important to note that a contingent worker or volunteer is considered as an external applicant.

Who is considered an internal applicant?

An internal applicant is an individual currently employed by P.B. S. O. and has an active employee ID number.

How can I check the status of my application?

Log on the <http://www.pbso.org> website and click "Careers at PBSO." Click "Log In" and enter your login information and click login. You will see the status of your application listed under "Jobs Applied For."

What does the Application Status column mean?

Active Application - your application was successfully submitted, but no action has been taken on it yet.

Application Under Review - your application has been forwarded to the hiring manager for review.

First Interview - Interview consideration.

Incomplete Application - Your application has been declined for this vacancy.

More Qualified Applicants Being Considered - other candidates' qualifications appear to be a better fit for this position.

Opening Filled - The hiring manager has selected another applicant for the position.

Offer - An offer has been extended to you for this position.

Pending - Candidate interviews are in progress.

If you no longer see a specific vacancy listed on your "Jobs Applied For" page (be sure to click "Full List" to be certain), the vacancy was cancelled.

Don't give up - keep checking back to our job listing page, and keep working on improving your qualifications.

I need help. Who do I contact?

If you are experiencing technical issues, please send an email to JOBS@PBSO.ORG. For other questions, you may contact PBSO Human Resources at 561-688-3540.