

# NEW APPLICANT'S GUIDE TO MUNIS ONLINE APPLICATION

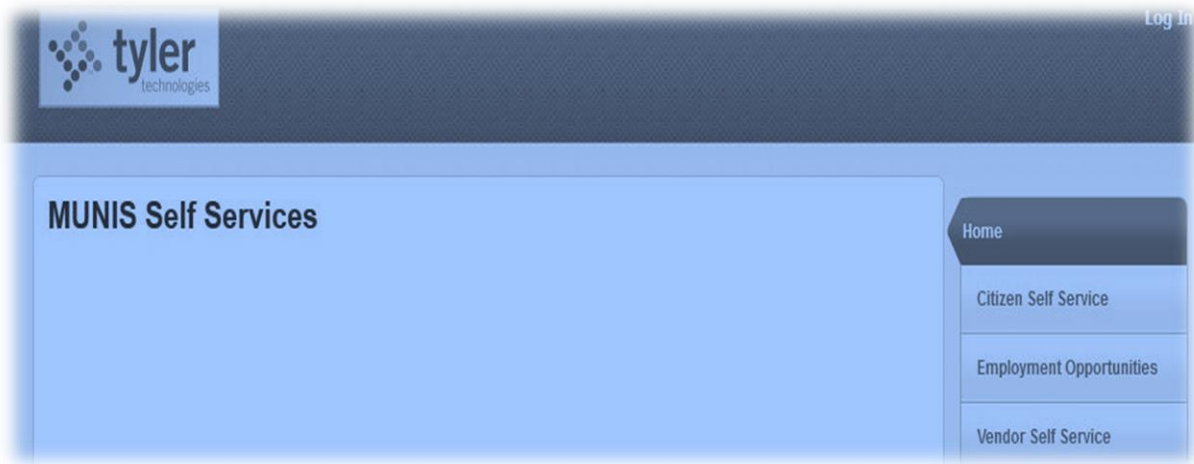
July 26, 2013

*Ingham County  
Human Resources*

# NEW APPLICANTS USER GUIDE

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1. Go to <http://mol.ingham.org/MSS/employmentopportunities/>
2. Select the **Employment Opportunities** link to see the list of open employment opportunities.



3. To review the job position you want to apply for, click on the **Job description** link. When you are ready to apply, click on the **Apply** link (located under Special Requirements/Notes).

**Employment Opportunities**

If you are a returning applicant and have previously applied for a job with us, please log in here.

**WELCOME TO THE INGHAM COUNTY ONLINE APPLICATION**

**Please note the following before starting the application:**

1. Please complete the application within the pre-set 1 hour window that the system has established. If the application is not submitted within this timeframe please begin again.
2. Please have all required attachments (Cover letter, resume, transcripts, etc) and information available before beginning the application.
3. Tab through the application, do not hit "Enter" until ready to submit.
4. Do not use "Refresh" or "Back" buttons from your browser.
5. The system will check for errors before submitting; errors will be noted by a red asterisk(\*)
6. To receive communication regarding your application, you will need an email account. If you do not have an email address, you may set one up at a free site (Google, Yahoo, MSN, etc.).
7. The new online application currently works best using Mozilla Firefox and Google Chrome web browsers.

**Certain fields require specific formats. Please use the following when entering information:**

Phone numbers: 999-999-9999  
Date: mm/dd/yyyy

Due to the volume of applications processed by our department, it is not possible to notify all applicants, in writing, when the position is filled.

All jobs

Positions Available	Special Requirements/Notes
ANIMAL CONTROL DIRECTOR - (NEW) Position: 421001 (ANIMAL CTL DIRECTOR) Details: Job Description SALARY RANGE: \$70,039.00-\$70,039.00	Resume, cover letter, college transcript, application Apply
ASSISTANT PROSECUTING ATTORNEY Position: 229005 (ASST PROSECUTING ATTY) Details: Job Description SALARY RANGE: \$46,969.00-\$46,969.00	Resume, cover letter, law school transcript, application Apply

4. If this is your first time to complete our online application after August 2013 and have received the message below after putting in your Social Security Number, click the **Cancel** button and proceed with the application process.

**FACILITIES SEASONAL MAINTENANCE WORKER - TEMPORARY (NEW)**

PAGE 1 (section 1 of 5)

INGHAM COUNTY ONLINE APPLICATION  
Ingham County Human Resources  
5303 S. Cedar, Suite 2102, 2nd Floor  
517.887.4328 | 517.887.4367 | Fax: 517.887.4367  
website: pa.ingham.org | Email: hr@ingham.org

Please complete all the required fields.

**PERSONAL INFORMATION**  
(A Social Security Number is REQUIRED)

Social Security No. (SSN format: xxx-xx-xxxx)  
123-45-6789

Last Name

Address

City

State

Zip/Postal Code

**Applicant login**

You have been recognized as a returning applicant. Log in below to expedite this application. All fields are required.

First name

Last name

Zip Code

Pin

Forgot your pin? Click here for email reminder.

Please enter these validation numbers into the box below them

7759

5. Continue filling out the rest of the application.
6. Attach and upload your cover letter, resume and other supplemental documents.

**FACILITIES SEASONAL MAINTENANCE WORKER - TEMPORARY (NEW)**

PAGE4 (section 4 of 5)

Please complete all the required fields in this section.

Attachments:

Include cover letter, resume, transcripts and additional requested documents. Accepted types are PDF, DOC, DOCX and TXT

Cover Letter  
 No file selected. \*

Resume  
 No file selected. \*

Transcripts  
 No file selected.

Licenses  
 No file selected.

Other  
 No file selected.

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ALL CRIMINAL JUSTICE, COURT AND CORRECTIONS & LAW ENFORCEMENT APPLICANTS: (INCLUDING FAMILY DIVISION OF CIRCUIT COURT, FRIEND OF THE COURT AND YOUTH DETENTION CENTER)

7. Scroll down and click on the **Review Application** button.

Please complete all the required fields in this section.

INGHAM COUNTY HUMAN RESOURCES APPLICANT SURVEY

Below is a short survey regarding the Ingham County online application process. Please take a few minutes to complete this survey. It is important to us, and we hope to use the information we gather from this survey to improve our online application process.

Please rank your response from 1-5, with the rankings as follows:

- 1 - Strongly Disagree
- 2 - Disagree
- 3 - Neither Agree or Disagree
- 4 - Agree
- 5 - Strongly Agree

I think that the job posting provides enough information for me to know whether I am qualified to apply for a particular position or not.  
 5

I know where to find job postings for Ingham County.  
 5

The process of completing the application for Ingham County employment was an easy task in comparison to other electronic applications.  
 5

When reviewing an Ingham County job posting, the education requirements are appropriate for the position.  
 5

When reviewing an Ingham County job posting, the experience requirements are appropriate for the position.  
 5

I feel comfortable applying for Ingham County job openings electronically.  
 5

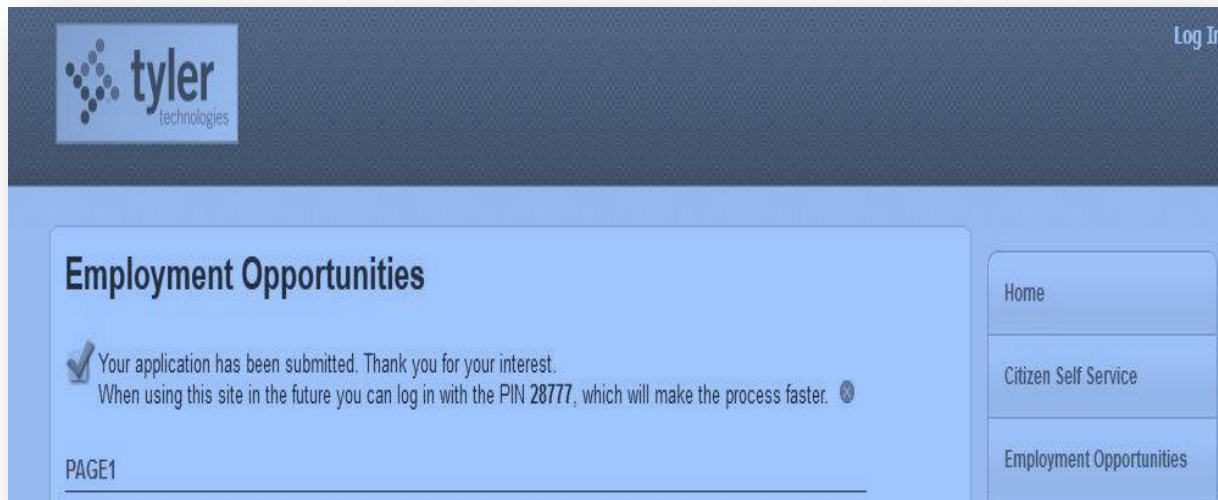
The new electronic application process is accessible and easy to navigate.  
 5

The Ingham County job postings are visible in my community. (If not an Ingham County Resident, please choose No. 3)  
 5

The workforce of Ingham County represents the Ingham County community and population.  
 5

<< Previous Section      Review Application

8. After you have reviewed your application, click the **Submit Application** button to submit your application.
9. A confirmation of your application submission and PIN will show up on top of the page.
- 10.



**NOTE: Please remember that you will need your PIN to re-apply for other jobs and to update any of your personal information.**