

Omnitrans e-Recruitment System

List of FAQ's

General Questions

1. What is e-Recruiting?

e-Recruiting is an Omnitrans recruiting tool which facilitates the relationships between Omnitrans and its candidates.

2. Which internet browsers are supported?

For optimum functionality please use Internet Explorer 6.0 or higher.

3. What can candidates use the e-Recruiting tool for?

- a) Finding job postings - Candidates can search for job postings published by Omnitrans.
- b) Applying for advertised job postings - Candidates can apply online for advertised job postings.

4. Is my data safe?

The e-Recruiting tool complies with all the stipulations of the Data Protection Act and with Omnitrans' data protection guidelines.

5. Do I need to disable Internet Explorer pop-up blocker(s) when trying to access e-Recruiting?

Yes, you may need to disable your pop-up blocker for the e-Recruiting site. If you do not disable the pop-up blocker, the e-Recruiting screens cannot be accessed. To disable the pop-up blockers right click on top of the message and click 'always allow pop-ups.'

Access to e-Recruiting

6. Do I need to register to apply for a job opening?

Yes, you must be registered to apply for a job posting.

7. I am a First Time applicant, how do I access e-Recruiting?

You can access e-Recruiting via www.Omnitrans.org/jobs. Click the 'Registration' link, then complete and release your profile. To apply, search for one or more job postings under the 'Employment Opportunity' tab and click on 'Apply'.

8. I am an employee, how do I apply for a job opening?

You can access internal e-Recruiting site via ESS as per current process. Please check with Human Resources for more information.

9. I am an external applicant, how do I apply for a job opening?

You can access e-Recruiting via www.Omnitrans.org/jobs. Search for one or more job postings under the 'Employment Opportunity' tab and click on 'Apply'.

10. What if I do not have an e-mail address?

An e-mail address is required so that we can communicate with you about your application. There are many sources for free e-mail accounts. Use a search engine like Yahoo, Google, or others, to locate these services and set up a free account.

11. I forgot my password and my user name, what can I do?

On the log-in page, click on 'Password Forgotten' to retrieve your password.

12. What if my e-mail address has changed?

Log into your account. Under the 'Communication Data' section, enter your new e-mail address and click Overview and Release to verify that your e-mail was changed.

14. How can I edit the entries in my profile?

You can change your entries at any time using the 'Edit' button. There is also a 'Delete' button for removing entries.

15. Can I enter my data in more than one language?

No, your application must be completed in English.

16. Do I really have to make entries in every section of 'My Profile' tab?

While some questions may be optional, many are required and it is in your best interest to be complete when filling out the Candidate Profile and Personal Data sections and to provide a cover letter specific to the job for which you are applying. We screen for qualified candidates based on the information you provide.

17. I was asked to attach additional documents to my application, can the HR department see all my documents immediately or do I have to re-apply?

The HR department can see the newly attached documents; therefore you do not have to re-apply.

18. I have uploaded all my application documents. If I am applying for more than one job, can I select which documents I attach to each separate application?

As soon as you release your profile, all the documents you have attached to your profile are visible in every application you submit. However, you have the option in the application wizard of including additional attachments under the 'Attachments' tab specific to the job you are applying for and/or writing a new cover letter for each application in the 'Cover letter' tab.

19. How can I add a cover letter and/or resume after submitting an application?

Once you have submitted your application, you cannot go back to that specific application to add any additional information; however, there is the option of attaching additional documents to your account. The way you would do this is similar to how you attached your resume. Under the Candidate Profile link, navigate to the Attachments tab, and click 'Add'. Select an Attachment Type and then click the Browse button to navigate to the file on your computer. Click on the file name. Give the file an appropriate document title like 'Cover Letter for Analyst Position' and click Save. The Recruiting team will be able to view this in the same manner as your application. Make sure to notify the Recruiting team that you forgot to attach a document when submitting your application and you have attached it to your profile.

20. I'm trying to attach my resume, but I get the message 'invalid file format'. I have it saved as a Word document. What is wrong?

The system can accept any Word documents, however if the document name has certain characters (e.g. more than one period) in the name, it will generate the error message "invalid file format". For example, "My Resume 7.01.2017" will generate the error message. Change the name to "My Resume 7-01-2017".

What happens next?

21. What does the 'Candidate' status tell me?

It provides information about the current status of your application, such as whether it is In-Process, To Be Hired, Rejected, Withdrawn, and Deleted or in Draft form.

Draft – The application has not been submitted.

In-Process – The application is being reviewed by a Recruiter and, if applicable, the hiring panel.

To Be Hired – The candidate is in the process of being hired.

Rejected – The candidate has been rejected.

Withdrawn – The candidate has elected to remove their application from further consideration.

Deleted – Only applications in draft format can be deleted. This will permanently delete the application.

22. Who can access my application and uploaded documents?

Nobody can, except you. Not even the HR Recruiters can see your data until you have given your consent and released your profile. Please read the corresponding data privacy statement carefully and then click the button to agree and accept it. You can lock your profile at any time to prevent further access to your data.

Job Opportunities, Searching for Job Postings

23. Can I search for all job opportunities without specifying any search criteria?

Yes, click Search by keyword. If you do not specify any criteria and click Start Search the system will display all current job openings.

24. How can I search for suitable jobs in e-Recruiting?

You can use the "Apply via Reference Code" function, if you already know which job you want to apply for and you know the reference code for this job. Selecting 'Favorites' allows you to display the results of previous searches and apply directly for one of the jobs listed. Under 'Applications', you can view a summary of the applications you have released and also withdraw individual applications. Withdrawn applications are no longer visible to anyone.

25. Can I submit an application without applying for a specific job?

No, we will only accept applications for listed job openings.

26. Are the job postings I am interested in up-to-date?

All job postings on www.Omnitrans.org are updated daily.

27. I am logged into 'Application Cockpit' and clicked 'Job Search' but no jobs are appearing, what's wrong?

If there is a problem with the keyword search functionality in Job Search, you can click 'Start' this will give you a list of all current job openings.

Application

28. How can I apply for various jobs at the same time?

If you want to apply for more than one job you can display a selection of job postings in the 'Job Search' section. Mark the first job posting you favor and click 'Apply'. The application wizard opens and you can enter your data, upload your documents, and so on. When you click 'Submit' on the last page, your complete application data is transferred to our database. By clicking 'Back', you return to the search results and you can apply for the next job of your choice.

29. What happens when I apply for a job?

First, a recruiter checks your completed application. If it matches the job profile, the recruiter forwards your application to the hiring panel. The panel then decides how to proceed with the application.

30. How can I withdraw my application?

When you select 'My Applications', you get an overview of all the applications you have submitted. Mark one of the applications displayed and click 'Delete/Withdraw'.

**** Important ****

When you click Delete/Withdraw you receive the following message: "If you withdraw your application, we won't be able to consider you for this job opening." To avoid your application being withdrawn by mistake, please confirm your wish to withdraw by selecting "Yes." The hiring manager and recruiter can see the application status has changed, but they can no longer see your completed application and documents.

31. I applied for a job; will my application be automatically checked for a match with all other job postings?

No, you need to apply separately for every job you're interested in. That means you must assign your application in your profile to further job postings.

32. Can I apply via e-mail, submit by fax or send paper applications?

If you encounter problems with your internet browser, you may submit paper applications to 1700 W. 5th St., San Bernardino, CA 92411.