WISCONSIN
Calumet County

Employment Opportunities
Frequently Asked Questions

1. **How do I learn about Calumet County employment opportunities?**
   Calumet County uses an internet based online job application process for all positions. Any computer with internet access should be able to connect to our website at www.calumetcounty.org. Computers are available for public use at any public library.

2. **How do I know what positions are available?**
   Check our current postings on the Calumet County website. Click on *Employment* and then click on *Review job opportunities or log into your account.*

3. **How do I apply for a position?**
   You may apply online for any current postings by clicking on the position you are interested in applying for; and then clicking on the *Apply* button and follow the prompts. On your first visit to the website, you will need to create an account by establishing a username and password. You will create a "master" application that you can review and edit each time you apply for a job. You can log into your application account at any time to check on your application status by using your username and password. Click on *Applications* to view the status of submitted applications.

4. **What if I don't have an email address?**
   To apply online, an email address is required. If you do not currently have your own email address, click on the link to create your new Gmail address. It only takes a few minutes to set-up an account, just follow the prompts.

5. **What if I forgot my username and password?**
   Go to the Applicant Login page and click *Forgot Username? and/or Reset Password*. Enter your email address and click the *Submit* button to have your username and/or password emailed to you.

6. **How many of my previous jobs should I put on my application?**
   It is important that your application show all the relevant work experience you possess. Give a complete record of any employment, self-employment, military service, or volunteer experience you have had in the past 20 years. Please include positions beyond the 20-year period, if they are related to the position for which you are applying. Start at the top with your present or most recent job. Indicate any change in job title under the same employer as a separate position.

7. **How many references should be included on my application?**
   Please include four professional references. Applications may be rejected if incomplete.

8. **Can I attach a resume?**
   Yes, you may upload a resume or other supplemental information. A resume is NOT a substitute for an application. All blanks on the application must be filled out completely. "See Resume" responses are not acceptable and may not be processed.

9. **Is there an application deadline?**
   Yes, each job posting shows a Closing Date/Time. Applications must be received by the Closing Date/Time to be considered for the position. Late applications will not be accepted. Check our website regularly and apply for new positions as soon as they are posted to avoid missed deadlines.

10. **How do I know my application was received?**
    When you have completed your entire application online and have clicked on the *Accept & Submit* button, the next screen will acknowledge that your application has been submitted. In addition, a confirmation email will be provided to you.

11. **Can I apply for more than one job at a time?**
    Yes, you can apply for more than one job at a time. Be sure to go through the application process for each position.

12. **Can I make changes to my application once the application has been submitted?**
    No, once the application has been submitted, the applicant will no longer be able to make changes to their online application. We will accept address and home telephone number changes.

13. **I already applied for one job. Do I need to apply again, if I'm interested in another job?**
    Yes, you need to submit a completed application for each position you are interested in. Each application is evaluated and scored separately based upon the specific recruitments.

14. **How does the application process work?**
    After the deadline, all applications will be screened by Calumet County staff. Those applicants who are selected to continue in the recruitment process will be notified by email during the selection process. Applicants disqualified from the hiring process will also be notified by email, to notify them of the status of their application. Due to the volume of applications received for each job opening, and variations in the selection process being used for each job opening, notices may go out several weeks after the recruitment closing date. Please note that it is the applicant's responsibility to provide an accurate email address and to notify the Department of Administration – Human Resources Division of a change of address.

15. **What type of tests might I have to take during the hiring process?**
    Testing and assessment vary for each position. Testing is usually scheduled during normal business hours and may include, but is not limited to written exam, personality profile, oral interview, psychological exam, drug test, medical exam, and other job-related exams. Some exams (e.g. drug test and medical exam) are conducted only after a conditional offer of employment is made. Background and reference checks will be conducted on all finalists.

16. **Should I call to follow up on my application?**
    The status of your application, scoring results, interview notification, testing dates and locations, or any other personnel related matter will be sent to you via email. Should you have any further questions and need answers on the hiring process, please refer to the *Employment FAQs* section of our website.

17. **How will I know if Calumet County will be hiring in the future for a job I am interested in?**
    You may complete a "Job Interest Card" for notification on specific jobs or job categories by going to the Calumet County website at www.calumetcounty.org, click on *Employment > Review job opportunities or log into your account > Menu > Job Interest Card.*

18. **Must I live in Calumet County to be hired for employment?**
    County residency is not required for employment.

19. **What if I need accommodations during the recruitment or employment process?**
    If you need any accommodations during the recruitment or employment process because of a disability, please notify the Department of Administration – Human Resources Division at (920) 849-1611 or at HRDept@calumetcounty.org, so appropriate accommodations can be made. Requests for accommodation should be made well in advance of the testing or interview date, but not less than 24 hours, is required.

20. **Where do I go for more help?**
    Live help from the Calumet County Department of Administration – Human Resources Division during business hours at (920) 849-1611, at HRDept@calumetcounty.org or online help 24/7.