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## Applying with Henrico County

### What You Need to Know

General Government • Public Schools

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#### What is changing, and why?

Henrico County is launching Avature, a new online job application system, on May 6, 2026, replacing iRecruitment for both General Government and Public Schools positions.

The new system is faster, easier to navigate, and, for the first time, fully mobile-friendly so you can search and apply from your phone or tablet.

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### Before May 6: What You Need to Do Now

#### Do I need to do anything before the new system launches?

Yes. If you have any documents saved in your iRecruitment account (resumés, cover letters, certifications, or other attachments): log in now and download copies. Documents will not transfer to the new system, and Henrico County HR will not retrieve or email them on your behalf.

#### When do current job postings close?

All active General Government postings will close at 11:59 PM on Sunday, May 4, 2026. At the same time, access to iRecruitment will also end. If you are interested in an open position, do not wait. Submit your application before that deadline.

For Public Schools positions, contact HCPS Human Resources for specific closing information: 804-652-3664.

#### What happens on May 5?

May 5 is a one-day blackout period. No application link will be visible for any Henrico County position on that day. This is a planned part of the system transition. The new careers portal opens on May 6.

#### I already applied for a position. What happens to my application?

Your application is on file with HR and will continue to be reviewed. You do not need to reapply. After May 6, iRecruitment will no longer be accessible, so you will not be able to log in to check your status. If you have a question about a pending application, contact HR directly:

- General Government: [perinfo@henrico.gov](mailto:perinfo@henrico.gov) | 804-501-4625, Option 0
- Public Schools: [hcpshr@henrico.k12.va.us](mailto:hcpshr@henrico.k12.va.us) | 804-652-3664

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### Your Account in the New System

**Can I use my iRecruitment login in the new system?**

No. Avature is a completely separate platform. You will need to create a new account the first time you apply for a position. The process is quick: just your name, contact information, and resumé to get started.

**Will my profile information carry over (name, address, work history, education)?**

No. Profile data does not transfer from iRecruitment. When you apply for your first position in Avature, you will start fresh. This also means everything you enter will be current and accurate from day one.

**Will iRecruitment still be accessible after May 6?**

No. iRecruitment access ends at 11:59 PM on May 4, 2026, one day before the new system launches. If there are documents in your account you want to keep, please download them before that time.

**Finding Jobs and Applying**

**Where do I find Henrico County job openings after May 6?**

Your starting point has not changed. Visit your area's jobs page and follow the link to the new careers portal:

General Government	Henrico County Public Schools
<p><a href="https://henrico.gov/services/jobs">henrico.gov/services/jobs</a>                      County departments, libraries, public works, parks, public safety, and more.                      Questions:  <a href="mailto:perinfo@henrico.gov">perinfo@henrico.gov</a>                      804-501-4625, Option 0</p>	<p><a href="https://henricoschools.us/page/careers">henricoschools.us/page/careers</a>                      Teachers, administrators, support staff, substitutes, and more.                      Questions:  <a href="mailto:hcpshr@henrico.k12.va.us">hcpshr@henrico.k12.va.us</a>                      804-652-3664</p>

**How do I apply in the new system?**

- Go to the careers portal and search for an open position.
- Click Apply and create your account with your name and contact information.
- Upload your resumé and enter your education and work experience.
- Answer any position-specific screening questions.
- Complete the voluntary EEOC section and submit your application.

**Do I need to upload a resumé?**

A resumé is strongly recommended, though most positions also allow manual entry of your education and work history. Some roles require additional documents; the application will tell you what is needed.

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## Can I apply from my phone or tablet?

Yes. Avature is fully mobile-friendly and works on any smartphone, tablet, or computer. No special software required.

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## Emails and Status Updates

### How will I know my application was received?

You will see a confirmation on screen after submitting and receive email updates as your application progresses.

### What email address will notifications come from?

All system emails come from [recruitment@henrico.gov](mailto:recruitment@henrico.gov). Add this address to your contacts so messages do not land in your spam folder.

### What if I have a question not answered here?

Reach out to the HR team for your area:

- General Government: [perinfo@henrico.gov](mailto:perinfo@henrico.gov) | 804-501-4625, Option 0
- Public Schools: [hcpshr@henrico.k12.va.us](mailto:hcpshr@henrico.k12.va.us) | 804-652-3664

### Quick Checklist: Action Items Before May 6

- ✓ Log in to iRecruitment and download any documents you want to keep.
- ✓ Submit any open applications before 11:59 PM on May 4, 2026. iRecruitment access ends at the same time.
- ✓ Note that May 5 is a blackout day. No application link will be available. The new portal opens May 6.
- ✓ Save [recruitment@henrico.gov](mailto:recruitment@henrico.gov) in your contacts so you do not miss notifications.
- ✓ Bookmark your jobs page: [henrico.gov/services/jobs](https://henrico.gov/services/jobs) (General Government) or [henricoschools.us/page/careers](https://henricoschools.us/page/careers) (Schools).
- ✓ Starting May 6, visit your jobs page, click the new portal link, create your account, and apply!