



ONLINE APPLICATION INSTRUCTIONS



1 Login

Create an iRecruitment account.

If you are not a current Henrico County employee

Login to your existing account.

If you are a current Henrico County employee

Login to your existing account.

If you are a former Henrico County employee,

2 Search for Jobs

After logging in, search for open positions. You can also find this by selecting the "Jobs" tab in the left hand corner.

3 Narrow the Search

On the "Jobs" tab, use the search function to tailor the search.

- Use "Keywords" to type a position's title or vacancy name .
 - Example: "Teacher" or "IRC99999"
- Use "Job Category" to select a position's field of work.
- Use "Date Posted" to see recent openings.
 - It is recommended that you select "All Vacancies" in order to see all openings listed.



4 Apply to a Position

- After viewing the search results, click on the opening's hyperlinked IRC number under the "View Details and Apply" tab.
- To apply for the position, select "Apply Now" in the top right hand.



5 Input Credentials

When prompted, type in your login credentials to gain access to the application.



6 Complete Application

Complete and submit an application.

