

There are several ways to get into our jobsite to apply:

Copy and Paste this link into your browser:

1. <http://henrico.us/hr/>

Under Services click on

Apply for a Job

Under Online Service

click on Apply for Jobs through iRecruitment

Or

2. <http://henrico.us/hr/>

Under Services click on “Become an Intern”

Next: under links click on “Apply for Internship”

Under Links, click on “Search/Apply for a job”

Note: If you have not created an iRecruitment Account, you will need to do so in order to create an application, click Register today.

No Matter the method you selected you should be on the screen below

The screenshot shows a web browser window with the URL https://ebiz.henrico.us/OA_HTML/RF.jsp?function_id=17134&resp_id=23350&resp_appl_id=800&security_group_id=0&lang_code=l. The page header features the Henrico County Virginia logo and the text "iRecruitment". Navigation links for "Home" and "Jobs" are present, along with "Accessibility" and "Job Basket" links.

The main content area is divided into several sections:

- Welcome to Henrico County's Job Site**
- Learn More About Us:**
 - [General Government](#)
 - [Public Schools](#)
 - [Henrico County, Virginia - Official Site](#)
 - [Review Our Benefits](#)
- Job Opportunities**
- Want to find a job quickly?**

Choose one or more options below and click Search.

 - Type in a keyword like Coach OR like IRC#.
 - Click Date Posted Arrow and select Date Range.
 - Click Main Organization Arrow and select Organization.
 - Click Employment Status Arrow and select Status.

Keywords: Date Posted:

Main Organization:

Employment Status:
- Login**
 - Is this your first time to our Job Site?**
 -
 - If you have previously worked for this company, then click [here](#) to register with your existing details.
 - Already registered on our Job Site?**
 - Email:
 - Password:
 -
 - [Henrico County Employee? Click Here](#)
 - TIP** Did you [forget your password?](#)
- New to Our Jobs Site?**
 - [Manage My Account](#)
 - [Conduct Job Search](#)
 - [View Job Basket](#)
 - [View Jobs Applied for](#)

Browse Opportunities through the Job Search feature: The fastest way to find intern positions is to select under the main organization “General Government” and under Date Posted select “All Vacancies”

The screenshot shows the Henrico County iRecruitment website. The header features the Henrico County logo and the text "Henrico County iRecruitment VIRGINIA". Navigation links for "Home" and "Jobs" are visible. A "Welcome to Henrico County's Job Site" banner is present. The "Learn More About Us:" section includes links for "General Government", "Public Schools", "Henrico County, Virginia - Official Site", and "Review Our Benefits". The "Job Opportunities" section has a "Want to find a job quickly?" heading and a list of instructions: "Type in a keyword like Coach OR like IRC#", "Click Date Posted Arrow and select Date Range.", "Click Main Organization Arrow and select Organization.", and "Click Employment Status Arrow and select Status." Below these instructions is a search form with fields for "Keywords", "Date Posted" (a dropdown menu), "Main Organization" (a dropdown menu set to "General Government"), and "Employment Status" (a dropdown menu). "Search" and "Clear" buttons are at the bottom of the form. On the right side, there is a "Login" section with a "Register today" button, a "Login" button, and a "Did you forget your password?" link. Below the login section is a "New to Our Jobs Site?" section with links for "Manage My Account", "Conduct Job Search", "View Job Basket", and "View Jobs Applied for". The footer contains "Privacy Statement", "Home Jobs Accessibility Job Basket", and "Copyright (c) 1998-2016. All Rights Reserved."

From here you should highlight "Intern" within the Job Category and hit search

The screenshot shows the Henrico County iRecruitment website. The search filters are set to 'All Vacancies' and 'Search' has been clicked. The job category dropdown is open, with 'Intern' selected. The search results table displays the following data:

Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted	Employment Status	Apply Now
<input type="checkbox"/>	IRC82957	Content Writer/Social Media Specialist (Recreation Specialist)	County of Henrico Department of Recreation and Parks	Recreation	Closing Date: This position closes on Monday, October 31, 2016. Assists in the development and administration of social media for the Tourism Division of Recreation and Parks on a County-wide basis; does related work as required.	Henrico, VA, US		13-Oct-2016		
<input type="checkbox"/>	IRC82949	Senior Cook (Relief)	County of Henrico Juvenile Detention Center	Detention	Closing Date: This position closes on Monday, October 31, 2016. Prepares and cooks nutritious and attractive meals for large groups of people in an hourly/relief capacity; does related work as required.	Henrico, VA, US		13-Oct-2016		
<input type="checkbox"/>	IRC82937	Licensed Practical Nurse	County of Henrico Department of Mental Health and Developmental Services	Health/Mental Health	Closing Date: This position closes on Monday, October 31, 2016. This is a technical, practical nursing class. Under supervision, assists clinical nursing staff by performing basic medical testing, providing immunizations, collecting specimens, maintaining a clinic room, and	Glen Allen, VA, US		13-Oct-2016		

From here you should see all available intern positions.

- If you find opportunity of interest, click **“Apply Now”**
- If you have not created an iRecruitment Account you will need to do so, and click Register today.

https://ebiz.henrico.us/OA_HTML/RF.jsp?function_id=171348res

iRecruitment Visitor Home ...

File Edit View Favorites Tools Help

HCPL - Locations Home - County of Henric... Henrico County Intranet HCPS-Jobs HR Intranet hr.henrico Oracle Login ZIP Code 23059, U.S. ZIP C... NCJ E-Verify I-9 DHS KACE Office 365 Google DMV Risk Management

Henrico County VIRGINIA iRecruitment

Accessibility Job Basket

Home Jobs

Welcome to Henrico County's Job Site

Learn More About Us:

- [General Government](#)
- [Public Schools](#)
- [Henrico County, Virginia - Official Site](#)
- [Review Our Benefits](#)

Job Opportunities

Want to find a job quickly?

Choose one or more options below and click Search.

- Type in a keyword like Coach OR like IRC#.
- Click Date Posted Arrow and select Date Range.
- Click Main Organization Arrow and select Organization.
- Click Employment Status Arrow and select Status.

Keywords Date Posted

Main Organization

Employment Status

Login

Is this your first time to our Job Site?

If you have previously worked for this company, then click [here](#) to register with your existing details.

Already registered on our Job Site?

Email

Password

[Henrico County Employee? Click Here](#)

TIP Did you forget your password?

New to Our Jobs Site?

- [Manage My Account](#)
- [Conduct Job Search](#)
- [View Job Basket](#)
- [View Jobs Applied for](#)

Privacy Statement Home Jobs Accessibility Job Basket Copyright (c) 1996-2016. All Rights Reserved.

Here are the **Password Guidelines:**

Passwords must be a minimum of 8 characters and must contain at least one letter and one number.

Passwords cannot contain consecutively repeating characters.

Passwords cannot contain the user name.

User will be locked out of the system after 3 failed attempts.

Passwords will expire every 90 days.

Passwords cannot be reused within 365 days.

After you complete the all the fields press Submit.

The screenshot shows a web browser window displaying the Henrico County iRecruitment registration page. The browser's address bar shows the URL: https://ebiz.henrico.us/OA_HTML/OA.jsp?page=/oracle/apps/irc. The page title is "Visitor Registration Page". The browser's address bar also shows "Login". The page features the Henrico County Virginia logo and the text "iRecruitment". There are navigation links for "Home" and "Jobs", and "Accessibility" and "Job Basket" links. The main content area is titled "Registration" and includes a note: "If you have previously worked for this company, then click [here](#) to register with your existing details." Below this, there are two sections: "Your Details" and "Your Password". The "Your Details" section has input fields for "Email", "Last Name", and "First Name". The "Your Password" section has input fields for "Password" and "Confirm Password". Below the password fields, there is a paragraph of text: "By submitting this application, I authorize (1) Henrico County (Henrico) to investigate my background, and (2) all other persons and entities to release information to Henrico in connection with my application for employment. This information may include criminal history record information, fingerprints, driving records, references, and information from educational institutions and previous employers. I waive access to this information and release Henrico and all sources providing information from liability in connection with the release and use of that information. I certify that I have provided true, correct, and complete answers and information, and I understand that any material omission or falsification of any part of this application or any supplement to it will be grounds for failure to employ or discharge from employment should I become employed by Henrico. I agree to submit to fingerprinting and to provide personal descriptive information that will be forwarded to the Central Criminal Records Exchange and the Federal Bureau of Investigation so that Henrico may obtain criminal history record information. Further, I understand that I may be required to submit to drug/alcohol testing for and during my employment. If I am interviewed by a panel that includes non-Henrico employees, I authorize the panel to review my application. I understand that any offer of employment is contingent on my ability to produce information required by U. S. Department of Homeland Security documenting my eligibility for employment. To the extent permitted by law, information provided or obtained in connection with this application will be treated as confidential." At the bottom of the form, there are "Cancel" and "Submit" buttons. The footer of the page includes "Privacy Statement", "Home Jobs Accessibility Job Basket", and "Copyright (c) 1996-2016. All Rights Reserved."

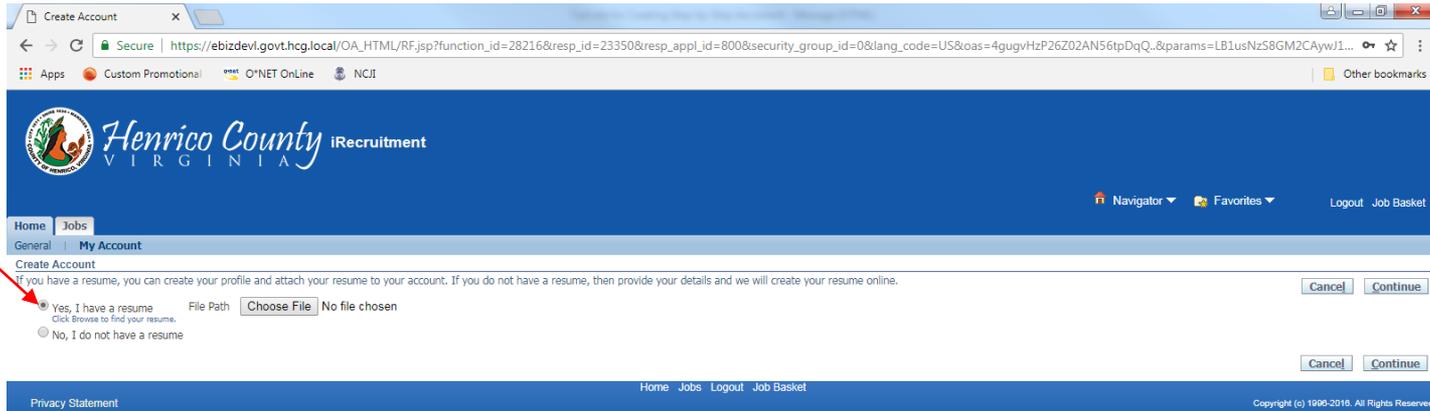
If you have an account and forgot or need your Password Reset

- Please enter the email address which you used when you registered. A new password will be sent to you at this address. School employees or applicants should email edareset@henrico.k12.va.us for assistance. If further assistance is needed, call 804-652-3664. General Government employees should call 804-501-4357.
- If you should experience system trouble, it could be related to scheduled downtime

Apps Product	Time	Duration	Reason for Down	Affected Modules
Database	Mon, Wed, Thu, Fri, Sat 8:30 PM	~ 3 hours	Online (Compressed) Backup	HRMS will be available.
Database	Sun, Tue 12:20 AM	~ 3 hours	Online Backup	HRMS will be available.
Apps Server	Mon-Friday @ 5am	15 mins	Bounce the Apache and Apps server components	HRMS will not be available.
Concurrent Manager	Everyday @ 5:35am	5 mins	Bounce the CM server components	HRMS will be available; however, the concurrent process can not be run at this down time
Index	As needed	~3 hours	Rebuild selected tables and indexes for Payroll and OTL	HRMS will be available. Any process related to payroll and otl will run slow.

If you have an account, type in Email and Password and log in, to begin the Application process.

When you create your account:
The first thing they should do is click on “Yes, I have a resume” – attach the resume so that it can be uploaded. Repeat the process for cover letter, transcript, certifications, etc.



The screenshot shows a web browser window with the URL https://ebizdevl.govt.hcg.local/OA_HTML/RF.jsp?function_id=28216&resp_id=233508&resp_appl_id=800&security_group_id=0&lang_code=US&oas=4gugvHzP26Z02AN56tpDqQ..¶ms=LB1usNzS8GM2CAywJ1.... The page header features the Henrico County Virginia logo and the text "iRecruitment". Below the header, there are navigation links for "Home", "Jobs", "General", and "My Account". The main content area is titled "Create Account" and contains the following text: "If you have a resume, you can create your profile and attach your resume to your account. If you do not have a resume, then provide your details and we will create your resume online." Below this text, there are two radio buttons: "Yes, I have a resume" (which is selected) and "No, I do not have a resume". To the right of the "Yes, I have a resume" radio button, there is a "File Path" field with a "Choose File" button and the text "No file chosen". There are "Cancel" and "Continue" buttons at the bottom right of the form. A red arrow points to the "Yes, I have a resume" radio button.

Enter Personal Information

Add Qualifications and Skills

Enter Preferences

Register: Personal Information

Provide your personal and professional details to complete your profile.

Cancel Step 1 of 3 Next

* Indicates required field

Basic Details

Please enter your personal information.

* Last Name

First Name

Email Address

Are you legally eligible for employment in the US?

Are you now a Henrico General Government or Henrico Public School Employee?

Have you worked for Henrico County in the Past?

Do you have any relatives currently employed for Henrico County?

Do you have a Valid Drivers License?

Do you have a Commerical Drivers License?

Have you ever been convicted of a Felony?

If Yes, please provide an explanation?

Have you ever been convicted of a Misdemeanor?

If Yes, please provide an explanation?

Have you ever been convicted of any Traffic infractions?

If Yes, please provide an explanation?

Have you ever been Fired or asked to Resign from a job?

If Yes, please provide an explanation?

Henrico County Public Schools Graduate?

Military Status

May we contact your former employers?

May we contact your present employer?

If no, when?

Source Details

Source

Source Name

(example: if you saw our ad in a Newspaper, which Newspaper?)

Address

Country

* Address Line 1

Address Line 2

Address Line 3

* City

* State

* County

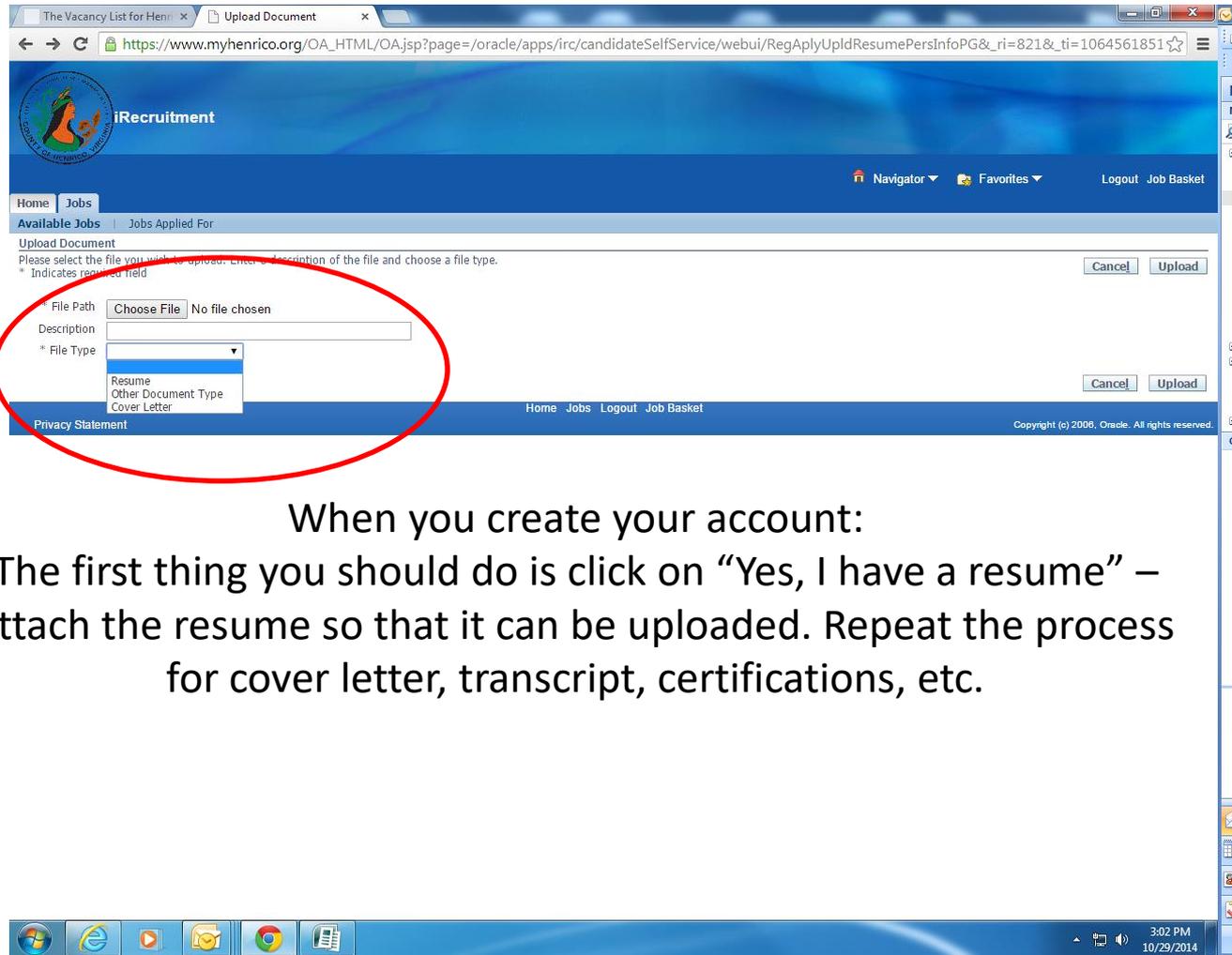
* Zip Code

Magisterial District (Henrico Residents Only)

Phone Numbers

Phone Type	Phone Number	Times to Call
Home Secondary	<input type="text"/>	<input type="button" value="Any"/>
Mobile	<input type="text" value="804-555-1234"/>	<input type="button" value="Any"/>
Work Phone	<input type="text"/>	<input type="button" value="Any"/>
Work Fax (available in STEP Directory)	<input type="text"/>	<input type="button" value="Any"/>

Documents



When you create your account:
The first thing you should do is click on “Yes, I have a resume” – attach the resume so that it can be uploaded. Repeat the process for cover letter, transcript, certifications, etc.

Complete all sections

Enter Personal Information:

- Basic Details
- Address information
- Phone numbers

Add Qualifications and Skills:

- Employment History
- Education Qualifications
- Additional Qualifications – if any

Enter Preferences:

- Want to find the right job
- Email Preferences

Additional Details:

- How did you hear about us
- Equal Employment Opportunity

When all sections are complete,
click Next, Review, and click Finish

The screenshot shows a web browser window with the URL https://www.myhenrico.org/OA_HTML/OA.jsp?page=/oracle/apps/irc/documentLoad/webui/AplApplyDocUpldPG&_ri=821&_ti=1064561851&retainAM=Y&a. The page title is "Register and Apply: Personal Information". The navigation bar includes "Home", "Jobs", "Available Jobs", and "Jobs Applied For". The main content area has a progress bar with five steps: "Enter Personal Information" (current), "Add Qualifications and Skills", "Enter Preferences", "Additional Details", and "Review". A confirmation message states "Document has been successfully uploaded". The form is titled "Register and Apply: Personal Information" and includes a "Cancel" button, a "Step 1 of 5: Enter Personal Information" dropdown, and a "Next" button. The form is divided into sections: "Basic Details" and "Address". The "Basic Details" section includes fields for "Last Name" (intern), "First Name" (intern), and "Email Address" (intern@intern.com). It also contains several yes/no questions with dropdown menus for "Are you legally eligible for employment in the US?", "Are you now a Henrico General Government or Henrico Public School Employee?", "Have you worked for Henrico County in the Past?", "Do you have any relatives currently employed for Henrico County?", "Do you have a Valid Drivers License?", "Do you have a Commerical Drivers License?", "Have you ever been convicted of a Felony?", "Have you ever been convicted of a Misdemeanor?", "Have you ever been convicted of any Traffic infractions?", and "Have you ever been Fired or asked to Resign from a job?". There are also fields for "HPCS Graduate?", "Military Status", and "May we contact your former employers?". The "Address" section includes a "Country" dropdown (United States), "Address Line 1" (<Please enter>), "Address Line 2", "Address Line 3" (P.O. 7714), and "City" (Henrico). The Windows taskbar at the bottom shows the time as 3:03 PM on 10/29/2014.

Search and Select List of Values - Google Chrome

https://www.myhenrico.org/OA_HTML/cabo/jsps/a.jsp?_t=fredRC&enc=US-ASCII&_minWidth=750&_n

Search and Select: HCPS Graduate?

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By HCPS Graduate? Go

Results

Select	Quick Select	HCPS Graduate?	Description
<input type="radio"/>		N	No
<input type="radio"/>		N/A	Not Applicable
<input type="radio"/>		Y	Yes

Cancel Select

Country United States

* Address Line 1 <Please enter>

Address Line 2

Address Line 3 P.O. 7714

* City Henrico

* State VA

* County Henrico

* Zip Code 23238

Magisterial District

Phone Numbers

	Phone Number
Work Phone	
Work Fax (available in STEP Directory)	
Mobile	

Note: Anytime you see a magnifying glass, you should click on it. There will be a field of choices that you can select to answer the question that was associated with the magnifying glass. If you use the radio button to select then you will need to press the select button. If you click on quick select it is automatically done.

The Vacancy List for Henric... Register and Apply: Person...
https://www.myhenrico.org/OA_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/webui/RegAplyUpldResumeQualsPG&_ri=821&_ti=1064561851&...
If Yes, please provide an explanation?
HCPS Graduate?
Military Status
May we contact your former employers?
May we contact your present employer?
If no, when?

Address

Country: United States
* Address Line 1: <Please enter>
Address Line 2:
Address Line 3: P.O. 7714
* City: Henrico
* State: VA
* County: Henrico
* Zip Code: 23238
Magisterial District:

Phone Numbers

	Phone Number	Times to Call
Work Phone		
Work Fax (available in STEP Directory)		
Mobile		
Home Secondary		

Documents

File Name	File Type	Upload Date	Description	Delete
Adverse Weather Policies for our Training Locations 2014-2015.doc	Resume	29-Oct-2014		
ACT directions 2014-2015.docx	Cover Letter	29-Oct-2014	ACT	
CCWA Directions 2014-2015.doc	Resume	29-Oct-2014		

Add Another Document

TIP To upload additional documents to your account, choose the Add Another Document button.

Cancel Step 1 of 5: Enter Personal Information Next

Privacy Statement Home Jobs Logout Job Basket Copyright (c) 2006, Oracle. All rights reserved.

3:06 PM 10/29/2014

Look at bottom left and see under Documents there is a button "Add Another Document" click on this and File Path – student would select what they want to upload, and under file cover letter or other and repeat this process for each document they are adding. The files should be Word, PDF or JPG files.

This is where Cover Letter, Transcript, Certifications etc., and additional documents can be added.



iRecruitment

Register and Apply: Add Qualifications and Skills

* Indicates required field

Employment History

Details Employer	Start Date	End Date	Job Title	Location	Delete
No results found.					
Add Another Employer					

Education Qualifications

Please enter and/or verify details of the High School, College and/or University which you have attended as well as the degrees received (disregard "S_"/"G_"). If you have qualifications which were not obtained at a school or college you may enter those in the next section.

*College or University	*Location	*Degree	Major Subject	Date Received	Add Degree	Delete
No results found.						
Add Another Establishment						

TIP If you have more than one qualification from an establishment, press the Add Degree icon to record further qualifications.

Additional Qualifications

Please enter and/or verify details of your additional qualifications (disregard "S_"/"G_"). Degrees obtained from a college or university should be entered as part of your Education information.

Category	*Qualification Type	Qualification	Grade/Level	Date Received	Delete
No results found.					
Add Another Qualification					

Additional Information and Qualifications



Recruitment

Home Jobs

Available Jobs | Jobs Applied For

Enter Personal Information

Add Qualifications and Skills

Enter Preferences

Additional Details

Review

Register and Apply: Enter Preferences

Cancel Back Step 3 of 5: Enter Preferences Next

* Indicates required field



Want to Find the Right Job?

Enter your job and email preferences to be notified via email when a vacancy matches your preferences.

Keywords

Job Category

- Administrative
- Administrative Support
- Coaching
- Computing
- Construction and Maintenance
- Court Services
- Detention
- Engineering
- Employee
- Contractor

Main Organization

Employment Status

Email Preferences

Receive emails of Matching Jobs

Receive General emails

Frequency of emails

Email Format

- HTML mail with attachments
- Plain text mail

Cancel Back Step 3 of 5: Enter Preferences Next



iRecruitment

Home Jobs

Available Jobs | Jobs Applied For

Enter Personal Information

Add Qualifications and Skills

Enter Preferences

Additional Details

Review

Register and Apply: Additional Details IRC76731

* Indicates required field

Cancel Back Step 4 of 5: Additional Details Next

How Did You Hear About Us

Posting Source

Source Name

(example: if you saw our ad in a Newspaper, which Newspaper?)

Career Fair Name:

Equal Employment Opportunity

We are an Equal Opportunity Employer. State and Federal regulations require us to obtain information from each applicant for statistical analysis of our compliance with fair employment practices. We request your cooperation in completing the following questions. All information which you voluntarily provide is confidential and is used only in accordance with the regulations governing Equal Employment Opportunity and Affirmative Action. If you do not wish to provide this information, you will not be subject to any adverse treatment.

Sex

Ethnic Origin

Select the ethnic group with which you identify most closely.

I do not want to disclose my EEO information.

Cancel Back Step 4 of 5: Additional Details Next



The Vacancy List for Henrico | Register and Apply: Review

https://www.myhenrico.org/OA_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/webui/RegAplyUpldResumeOtherInfoPG&_ri=821&_ti=106456181

Overview

Family Name: Intern
 First Name: Intern
 Email Address: intern@intern.com
 Display Language: American English

Are you legally eligible for employment in the US?
 Are you now a Henrico General Government or Henrico Public School Employee?
 Have you worked for Henrico County in the Past?
 Do you have any relatives currently employed for Henrico County?
 Do you have a Valid Drivers License?
 Have you ever been convicted of a Felony?
 If Yes, please provide an explanation?
 Have you ever been convicted of a Misdemeanor?
 If Yes, please provide an explanation?
 Have you ever been convicted of any Traffic Infractions?
 If Yes, please provide an explanation?
 Have you ever been fired or asked to Resign from a job?
 If Yes, please provide an explanation?
 Military Status: HCS Graduate
 May we contact your former employer? If no, when?
 May we contact your present employer? If no, when?

Agency Name: <Please enter>
 Address Line 1: P.O. 7714
 Address Line 2: Henrico
 City: Henrico
 State: VA
 County: Henrico
 Zip Code: 23238
 Magisterial District: Henrico
 Country: United States

Phone Numbers

	Phone Number	Times to Call
Work Phone		
Work Fax (available in STEP Directory)		
Mobile		
Home Secondary		

Documents

File Name	File Type	Upload Date	Description	Preview
Adverse Weather Policies for our Training Locations 2014-2015.doc	Resume	29-Oct-2014		
ACT_directions 2014-2015.docx	Cover Letter	29-Oct-2014	ACT	
CCWA Directions 2014-2015.doc	Resume	29-Oct-2014		

Education, Qualification and Employment Details

Employment History

Details Employer	Start Date	End Date	Job Title	Location
No results found.				

Education

Establishment	Location	Start Date	End Date	Degree	Major Subject	Date Received
No results found.						

Additional Qualifications

Category	Type	Qualification	Grade/Level	Date Received	How Received
No results found.					

Job Posting Details

Job Posting Information

Source Type
 Source Name

Work Preferences

Keywords: Professional Area
 Minimum Salary: Employment Category: Either
 Currency: Employee: Yes
 Main Organization
 Employment Status

Cancel | Back | Step 5 of 5: Review | Finish

Privacy Statement | Home | Jobs | Logout | Job Basket | Copyright (c) 2006, Oracle. All rights reserved.

Note: This screen shot is just a sample. I've not answered the question or completed the sections but **you should complete this information.**

This is just example of all the fields that will show all the information that the applicant has provided and allow for review before they click finish.

If you have already submitted your application and failed to attach documents you should log back into your account.

Once you have logged in you should see three tab across top (Personal Information, Qualifications and Skills, Preferences, Login Information).

You will need to be on the Personal Information tab, you will see Resume, Upload Resume button, Basic Details, continue to scroll until you see “Documents” and look for Add Another Document. Click this and add the documents, and save, or ...

To edit your application in iRecruitment, you login, click on the “My Account” link under the symbol of Pocahontas and then update the information on the various tabs. You can hit the “SAVE” button at any time.