

RECRUITMENT MANAGEMENT SYSTEM (RMS) USER REFERENCE GUIDE

Welcome to the State of Virginia's Recruitment Management System (RMS)

RMS makes it easy for you to apply for a job with Blue Ridge Community College or other state agencies. After you complete your application and save it online, you can apply for jobs with just a click of the mouse.


This reference guide covers the following topics:

- Creating your application
- Viewing and editing your application
- Searching for a position
- Applying for a position
- Checking your application status

Getting Started

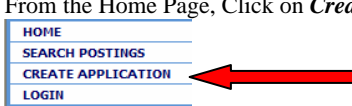
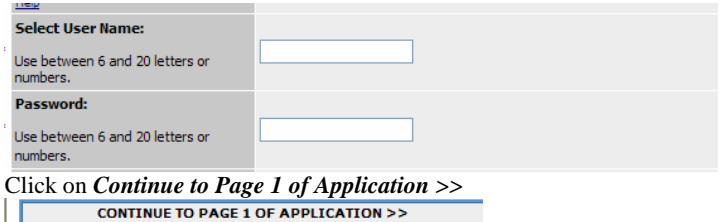
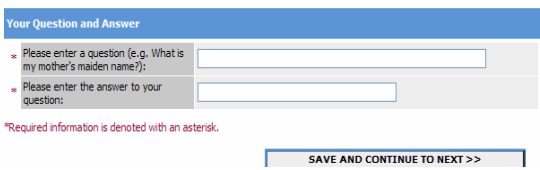
You will need access to the internet and a web browser like Internet Explorer. You may also want to provide an e-mail address.

Before you begin... Gather all the work/education information you will need to complete a state application. You may also attach a resume and cover letter in either Microsoft Word or PDF format.

STEP	ACTION
1.	Open your web browser and type: https://jobs.agencies.virginia.gov - Press Enter and you will be taken to the RMS Home Page 

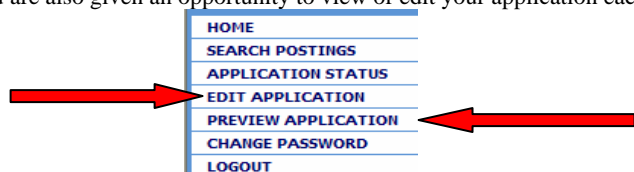
Creating Your Application

Before you can apply for a job, you must create an online application. If this is the first time you are using the system, you will also need to create a User Name and Password. **IMPORTANT...** You will use this user name and password every time you access the system, so be sure to write it down.

STEP	ACTION
1.	From the Home Page, Click on <i>Create Application</i> 
2.	Enter a User Name and Password 
3.	Enter a security question and answer. Click on <i>Save and Continue to Next >></i> – The system will display the first page of the state application  Read and follow the directions on each screen. Use the RMS navigation buttons to navigate. DO NOT use the Back & Forward buttons on your browser as you may lose data

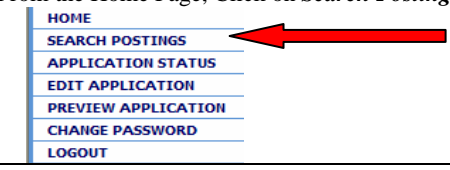
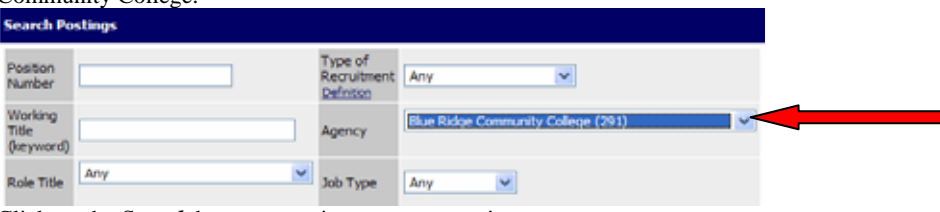
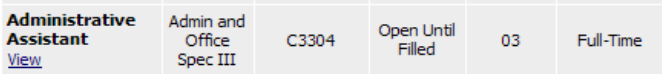
Viewing and Editing Your Application

You should carefully review and edit your application before you apply. Go to the RMS Home Page and select **Preview** and **Edit**. You are also given an opportunity to view or edit your application each time you search postings or prepare to apply for a position.



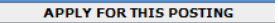
Searching For A Position

You can search for a position before or after you create an online application. RMS enables you to search for a position by title, type of position, location, and/or agency.

STEP	ACTION
1.	<p>From the Home Page, Click on <i>Search Postings</i></p> 
2.	<p>To search for all positions currently available at BRCC, click on the arrow next to Agency, and select Blue Ridge Community College.</p>  <p>Click on the <i>Search</i> button to retrieve current openings</p>
3.	<p>From the Search Results Screen, click on the View hyperlink for a detailed job description</p>  <p>RMS displays the Job Details screen and you can apply for the job from this screen</p>

Applying For A Job

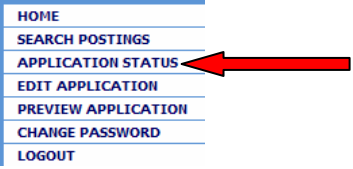
To apply for a job, you should make sure that your online application is up-to-date. You can always edit your application before applying for a position. You may also want to attach electronic documents (in some cases, you may be required to do so).

STEP	ACTION																				
1.	<p>When you Click <i>Apply For This Posting</i>, the system will take you through the steps in completing the application and allow you to create or edit your application.</p> 																				
2.	<p>At the end of the electronic application process, you may be allowed or required to attach documents (i.e. resume, cover letter, transcripts). Click on the Attach hyperlink and select the file you would like to upload, or paste the document in the text box provided.</p> <table border="1" data-bbox="251 1155 917 1270"> <thead> <tr> <th>Required</th> <th>Attach / Remove</th> <th>Document Type</th> <th>Attached Document ("Type" "Date" "Time")</th> <th>View Document</th> </tr> </thead> <tbody> <tr> <td></td> <td>Attach</td> <td>Resume</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Attach</td> <td>Cover Letter</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Attach</td> <td>Other Document</td> <td></td> <td></td> </tr> </tbody> </table> <p>FINISHED ATTACHING DOCUMENTS</p> <p>Once you have attached all necessary documents, click on <i>Finished Attaching Documents</i> and then click on <i>Yes</i> to confirm that you want to attach the document. RMS will give you a Confirmation Number. IMPORTANT... Either print the confirmation number or write it down so that you can easily track the progress of your application. To finish, click OK.</p>	Required	Attach / Remove	Document Type	Attached Document ("Type" "Date" "Time")	View Document		Attach	Resume				Attach	Cover Letter				Attach	Other Document		
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Checking Your Application Status

You can check the status of your application(s) using the RMS. You will see one of three possible status notes:

- In Progress** – Position is still open and you may or may not be selected for an interview.
- Not Hired** – You are no longer under consideration for this position.
- Position Filled** – A candidate has been selected and the position has been filled.

STEP	ACTION
1.	<p>From the Home Page, click on Application Status</p>  <p>RMS displays the Application Status screen. IMPORTANT... You can withdraw from the application process by clicking on the Withdraw Application hyperlink. Note that you WILL NOT be able to re-apply for the position after you withdraw.</p>

QUESTIONS? Call Tim Nicely (540) 453-2371 or June Powers (540) 453-2303