



Candidate Guide

SuccessFactors Recruiting Platform



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1. How to use this guide?

The purpose of this guide is to support candidates during the application process and HR administrators during testing phases in the system of **State of Texas**.

After the initial chapters focusing on general information and navigation around the SuccessFactors Recruiting Platform for internal candidates, the main focus will be on the **internal** candidate application process, covering following aspects:

- Navigation in the Internal Career Center
- Save the Candidate Profile
- Apply for internal Job Postings

For better understanding, letters and numbers will be used in the screenshots of this guide, structuring a step-by-step approach to cover the different topics.

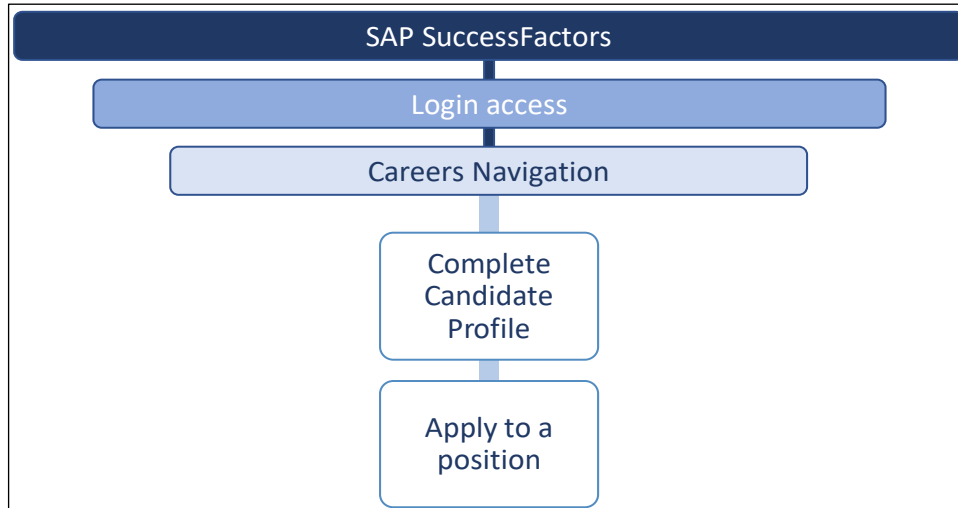
2. Introduction to SuccessFactors Recruiting Platform

The SuccessFactors solution is the new State of Texas' recruiting system. Using SAPs market leading solution, SuccessFactors provides a high quality, digital employee/candidate experience and access to Best Practice HR processes for recruiters. The platform is accessed through the internet, therefore users are not location dependent when using it.

3. Roles of this Process

Internal Candidate – All State of Texas employees that decide to apply for another internal position through the *Internal Career Center*.

4. Process Flow



5. Internal Candidate: SuccessFactors Recruiting Platform Navigation

The first time logging into SuccessFactors, the user will need to review and accept/decline the Data Privacy Consent Statement (DPCS).

Data Privacy Consent Statement

WARNING - RESTRICTED GOVERNMENT SYSTEM

This system is restricted to authorized users only. Unauthorized access, use, misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal, state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws.

Once accepted, the user will be redirected to the Home Page and doesn't need to accept the DPCS again when accessing the system the next time.

Note: There is no Single-Sign On with this platform. The user will need to log into the system each time.

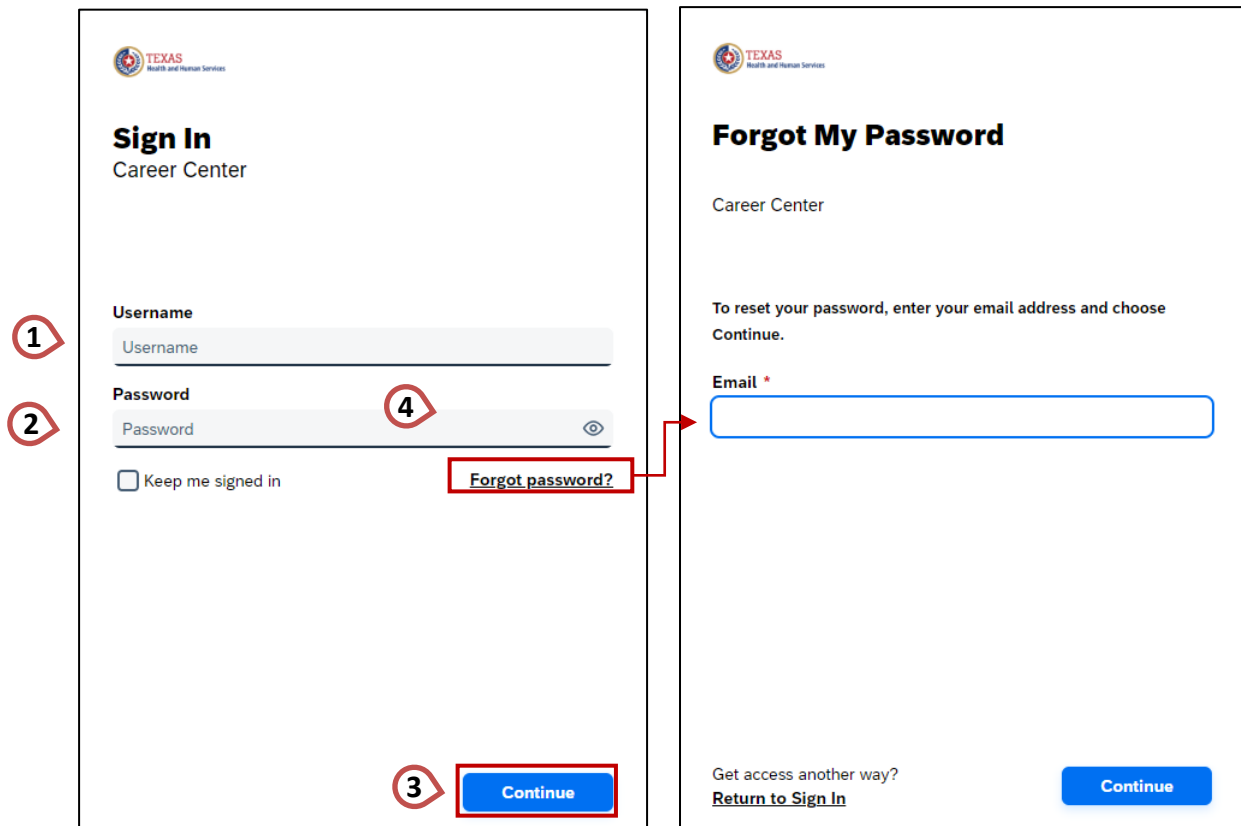
5.1. SuccessFactors Login

This section describes how to log into SuccessFactors as an internal candidate/employee.

1. Open [SuccessFactors URL](#). For quick access later, save the URL as a favorite by clicking on the *Star* icon on the right side of the URL bar.

Once the Login page is opened, you can log into SuccessFactors:

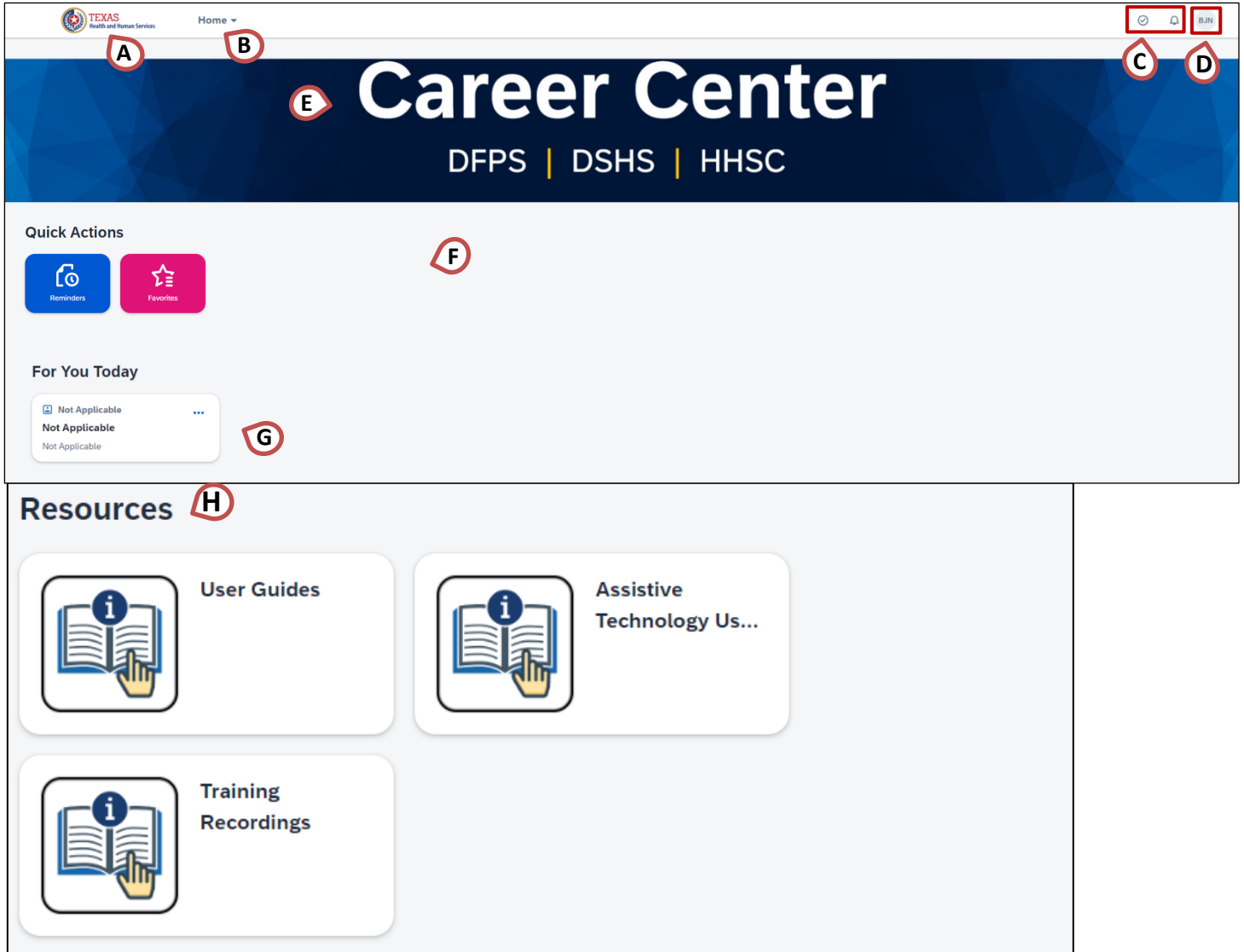
1. Enter your username. This will be your CAPPs Employee ID#.
2. Enter your password.
3. Click on *Continue*.
4. If you have forgotten your password, select the hyperlinked [Forgot password?](#) button below the password box to start resetting your password by entering your Email address on the next screen, click on *Continue* and receive a password reset email.



The image displays two screenshots of the SuccessFactors login interface. The left screenshot is titled "Sign In Career Center" and features a "Username" field (callout 1), a "Password" field (callout 2), a "Keep me signed in" checkbox, and a "Forgot password?" link (callout 4). A blue "Continue" button is at the bottom right (callout 3). The right screenshot is titled "Forgot My Password Career Center" and features an "Email *" field. A red arrow points from the "Forgot password?" link in the first screenshot to the "Email *" field in the second. A blue "Continue" button is at the bottom right of the second screenshot. The "Return to Sign In" link is also visible at the bottom left of the second screenshot.

5.2. Home Page: Basic Navigation

The Home Page is the default start page of the SuccessFactors system. For employees, it is the main entry point to the application and generally the first page they see after logging in. It shows pending tasks, highlights, recent activities and helps you to take actions.



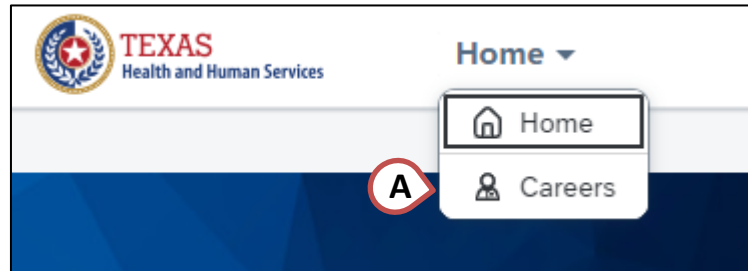
The screenshot shows the SuccessFactors Career Center Home Page. At the top left is the Texas Health and Human Services logo (A) and a 'Home' navigation menu (B). At the top right are icons for To-Do Alerts and Notifications (C) and a Profile Menu (D). The main header features the 'Career Center' title (E) and the text 'DFPS | DSHS | HHSC'. Below the header is a 'Quick Actions' section (F) with 'Reminders' and 'Favorites' buttons. Underneath is a 'For You Today' section (G) with a 'Not Applicable' card. The 'Resources' section (H) contains three cards: 'User Guides', 'Assistive Technology Us...', and 'Training Recordings', each with an information icon and a hand cursor.

- A) Company Logo: State of Texas Logo. It will be always visible on the top left of the system screen, redirecting the logged in user back to the home page when you select it.
- B) Navigation Menu: This is the main menu to access the sections of the system, mainly *Careers and Recruiting*. It is locked and always accessible on the top left of the system.
- C) To-Do Alerts and Notifications: Quick access for open To-Do items and system Notifications. Same as for the Action Search bar, those icons will be visible on all the pages when navigating through the system.
- D) Profile Menu: Shows the name of the logged in user and options for system *Settings*, viewable system *version information* and the *Log Out* feature.

- E) Banner: Appears as Career Center.
- F) Quick Actions: Designed to promote efficient actions for the most common use cases.
- G) For You Today: Shows other tasks and information relevant for the candidate.
- H) Resources: Shows three tiles (User Guides, Assistive Technology User Guide and Training Recordings) that store additional resources that can be downloaded.

5.3. Navigation Menu

The Navigation Menu will help to navigate through different sections of SuccessFactors.

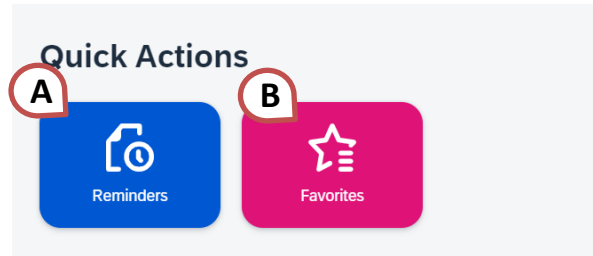


- A) Careers: Internal candidates will use the *Careers* section to search for and apply for positions. Selecting this will lead you to the *Internal Career Center*.

To return back to the home page, click on the *Home* icon above *Careers*.

5.4. Quick Actions

The Quick Actions section enables users to complete the most frequent or important actions. It's always visible at the top of the page and is designed to promote efficient, focused action for the most common use cases.



Quick Actions are visible in the Home Page and the following quick actions are available:

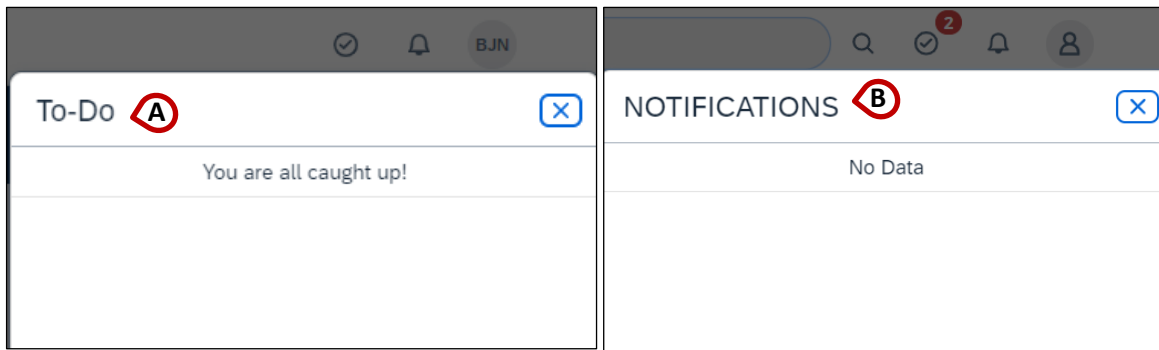
- A) Reminders: Home Page cards that were temporarily pushed to the next day. Reminders reappear on the Home Page 24 hours after their setup.
- B) Favorites: Enables users to save quick links to the most frequently used parts/actions in the system. SuccessFactors provides a default list of available links, users can choose which ones to mark as their personal favorites for quick-access.

5.5. To-Do Items and Notifications

On the top right of the screen, the To-Do items check mark icon is visible. The icon shows the number of pending To-Do's. Next to it, there is an icon to view new, user-specific notifications.



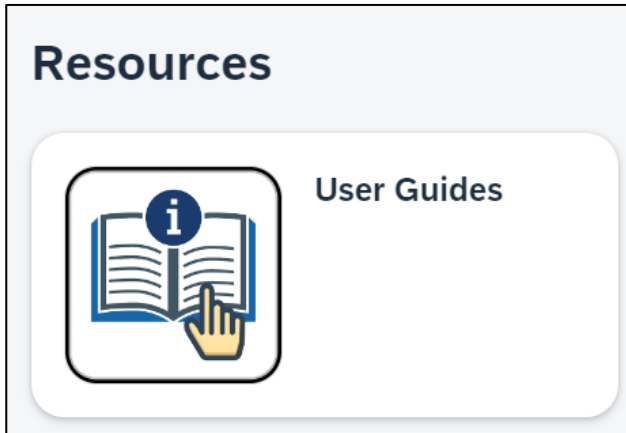
- A) To-Do Items This will show the pending To-Do's you have
- B) Notifications Here you can see the notifications



Note: These icons will be visible on any page in the system as the upper frame is locked and always available throughout the system.



5.6. Resources



User Guides

- [Hiring Manager User Guide](#)
- [HR Professional and Other Roles Guide](#)
- [SuccessFactors Roles Definition Document](#)
- [Candidate User Guide](#)
- [Mobile App User Guide](#)

Disclaimer: Depending on the employee's permission levels in the Career Center, the number and types of User Guides and other documents that are displayed here may vary.

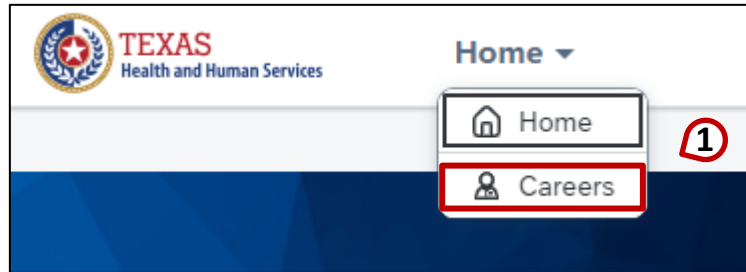
Scrolling down the home page, *Resources* will be visible below the *For You Today* section. In this section you can find the User Guides.



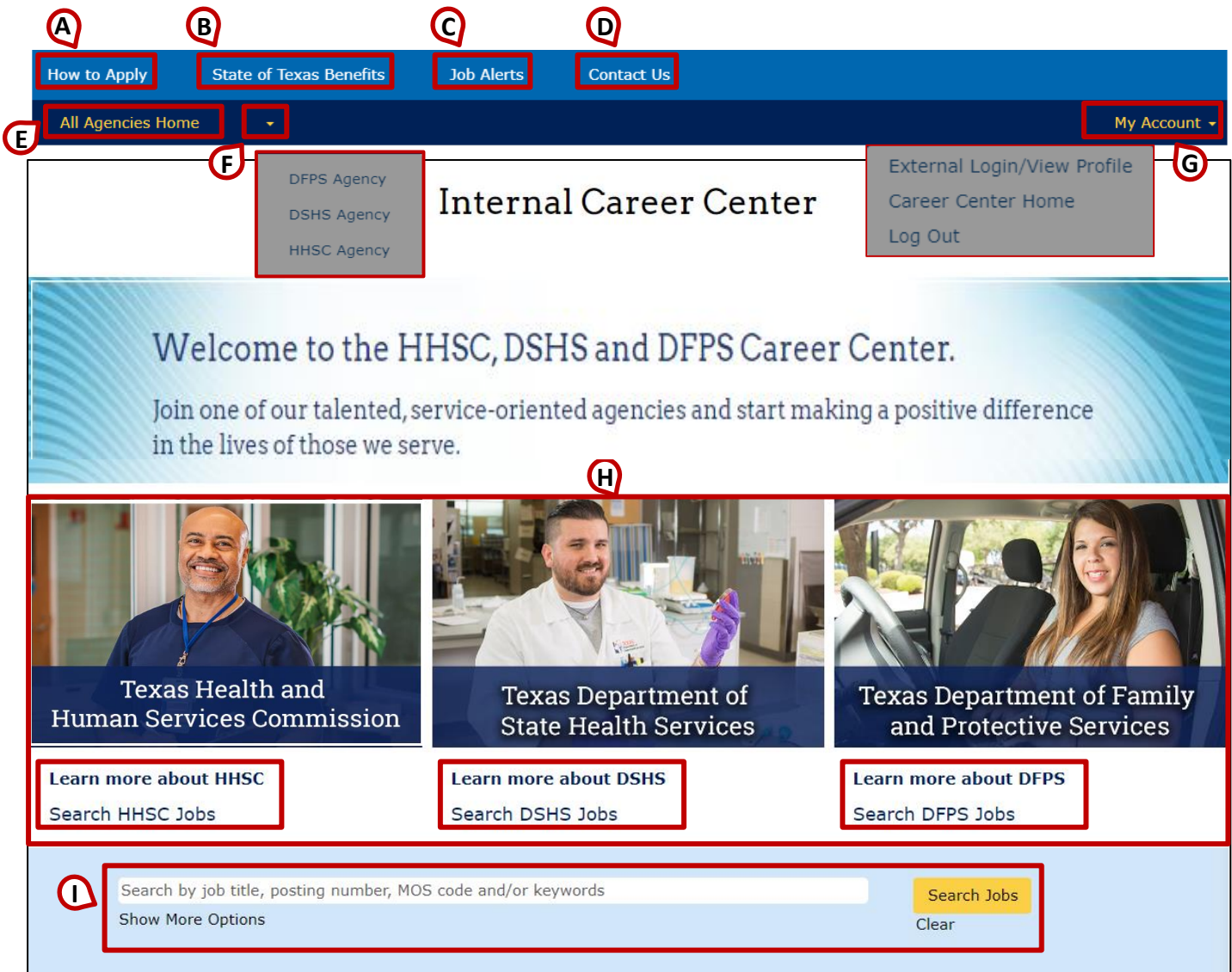
6. Internal Candidate: Career Center Navigation

Internal candidates access the *Internal Career Center* through the *Careers* section of the platform:

1. Open the Navigation menu of the SuccessFactors home page and select *Careers*.



You will be redirected to the *Internal Career Center* home page.





- A) How to Apply: Redirects to a step-by-step [web-version instruction](#) on how to apply through the site. Further information about this process: [6.2. Apply for Job Postings](#).
- B) State of Texas Benefits: Redirects to the Employees Retirement System (ERS) site for the State of Texas.
- C) Job Alerts: Lets you create alerts/searches and receive notifications for certain vacancies, getting notified for newly published jobs via email based on the individually set up alerts. Further information: [6.1.8. Job Alerts](#).
- D) Contact Us: Redirects to the basic public contact information of the State of Texas and an email address that should be optionally used by candidates to apply via email.
- E) All Agencies Home: Redirects to the home page that is shown in the image.
- F) Agencies quick-menu: Three agencies are listed as quick-links for you to access the agency-specific parts of the site.
- G) Account Navigation: Navigate to the own candidate profile with the first text link of this drop-down menu. The second option redirects the page back to the SuccessFactors home page and the third one logs you out of the system.
- H) Agencies Overview: An overview of the agencies of the State of Texas. You can learn more about every agency and search for agency-specific jobs by selecting the images or links.
- I) Job Search area: Use the search bar to search by job title, posting number, MOS code and/or keywords. Explained further in [6.2. Apply for Job Postings](#).



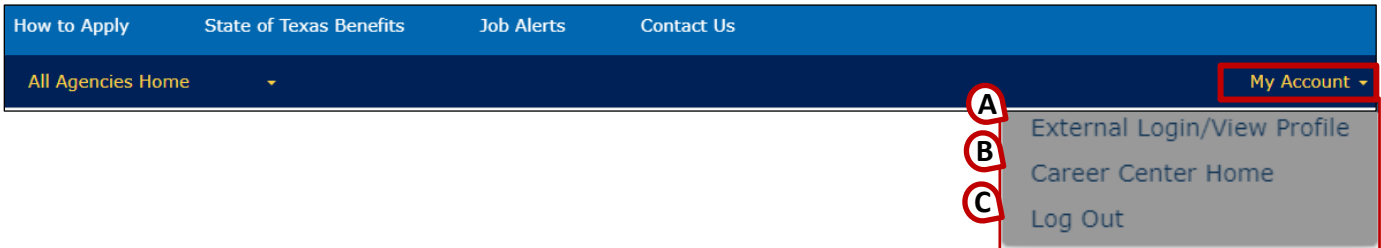
- J) Home Page Footer: The footer on the bottom of the page provides copyright information and links for further information about public sources regarding the State of Texas.

Note: The header (A – G) and footer of the Career Center are locked and always visible while you navigate through the site.



6.1. Account Navigation

At the top right of the home page, select the *My Account* link to open the menu.



- A) External Login/View Profile: Redirects to the *Candidate Profile*.
- B) Career Center Home: Redirects back to the SuccessFactors system.
- C) Log Out

6.1.1. Candidate Profile

Candidate Profile

A

Options ▾

My Profile

Job Alerts

My Offers

My Candidate Profile - Internal Candidate

First-time applicants will need to build a candidate profile to apply for job opportunities. Your profile will be saved and each time you apply to a job, you should update your profile's content and work history to ensure it is current.

The fields you complete in your candidate profile and Job-Specific Information section make up your State of Texas application. Please review the [Tips for Success](#) When Applying for Jobs at DFPS, DSHS and HHSC.

Step 1 – If you upload a resume, some fields in the profile will be populated automatically. Review and/or update each of the fields within the sections in your candidate profile. Required fields are indicated by an asterisk (*). Although you can upload your resume, ensure your profile is accurate and complete. If questions are not applicable, enter "N/A". Make sure to select the Save button at the bottom of the page.

Step 2 – After completing your profile, select the All Agencies Home link above to search for jobs.

Step 3 – After choosing the job you want to apply for, click the Apply now button. Repeat this step for each job posting.

B
C

D + Expand all sections E - Collapse all sections F Preview

- ▶ My Documents D
- ▶ Profile Information E
- ▶ Status of Submitted Applications (3) F
- ▶ Unsubmitted Applications (1) G
- ▶ Formal Education: Applicants may be required to provide proof of diploma, degree, and transcripts. H
- ▶ Employment History - This information will be the official record of your employment history and must accurately reflect all significant duties performed. I
- ▶ License & Certifications: Applicants may be required to provide proof of licenses and certifications. J

Save

[Texas.gov](#) | [Texas Homeland Security](#) | [Statewide Search](#) | [Report Fraud, Waste and Abuse](#) | [Compact with Texans](#) | [Cookie Consent Manager](#)

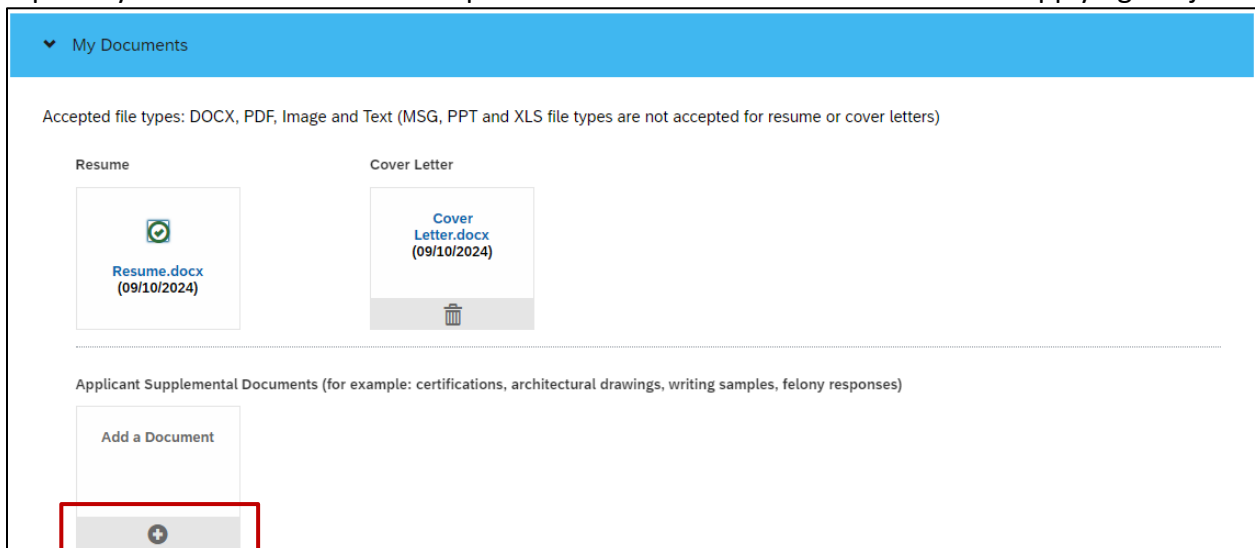
© Copyright 2016-2024. Texas Health & Human Services Commission. All rights reserved.

- A) Options menu: Placed at the top right corner of the *Candidate Profile* screen view, three sections of the profile are available, the profile itself, the *Job Alerts* tab and the tab to manage *Offers*.
- B) Expand or Collapse all sections: All sections listed below can be opened or collapsed (like shown in the image) with these buttons.
- C) Preview: Opens a new window with all sections listed below portrayed in full screen for better overview and review purposes.
- D) My Documents: Contains the upload of the own resume and other supplemental documents like certifications or other references.
- E) Profile Information: Contains the contact and address information. The section also includes questions to be answered around the academic background, technical skills and language skills of the candidate.
- F) Status of Submitted Applications: Contains application cards of the candidates' submitted applications with information about the *Job Title*, *Job Location*, *Application Status* and *Application Date*.
- G) Unsubmitted Applications: Saved and not yet submitted applications can be accessed here to continue the application process.
- H) Formal Education: Adopted from the structure of CVs. Candidates may be required to provide the history of their Formal Education (proof of diploma, degree, and transcripts).
- I) Employment History: Adopted from the structure of CVs. Reflects the official record of employment history and must accurately portray all significant duties performed.
- J) License & Certifications: Further relevant proof of licenses and certifications must be entered accurately to increase the chance for successful applications.

To update your Candidate Profile, follow the steps from 6.1.2 *My Documents* to 6.1.7. *Licenses & Certifications*.

6.1.2. My Documents

Upload your resume and other important documents to attach them when applying for jobs.





6.1.3. Profile Information

Review the fields and enter as much information as possible. When clicked on, the field for *job related trainings or skills* opens up a text box to have more text space when entering your answer.

▼ Profile Information

* Daytime Phone: <input type="text" value="1122233445"/>	Applicant Mailing Address: <input type="text" value="Acuna St. 100"/>	City <input type="text" value="Dallas"/>
State: <input type="text" value="Texas"/>	ZIP Code: <input type="text" value="75217"/>	Country <input type="text" value="United States"/>
Work Phone Number (optional): <input type="text" value="112"/>	High School Graduate or GED? <input type="text" value="Yes"/>	If Yes, name and location of high school or GED institute: <input type="text" value="Test"/>
List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printing computer equipment hardware. <input type="text" value="SuccessFactors Implementations Test"/>	Approximately how many words per minute do you type? <input type="text"/>	Sign Language? (if required for this position) <input type="text"/>
Do you speak a language required for this position? <input type="text"/>	If yes, what language(s) do you speak? <input type="text"/>	How Fluently? <input type="text"/>
Are you a certified interpreter? <input type="text"/>	Do you write in a language other than English? (if required for this position) <input type="text" value="No Selection"/>	If yes, which language(s)? <input type="text"/>

6.1.4. Status of Submitted and Unsubmitted Applications

To redirect the page for review or withdraw purposes, click on the cards of specific applications.

▼ Status of Submitted Applications (3)

Custodian III
 📍 VERNON, United States (US)
 Not Selected
 06/24/2024

Hiring Specialist
 📍 SAN ANTONIO, United States

Custodian II
 📍 VERNON, United States

▼ Unsubmitted Applications (1)

Environmental Protection Specialist I (Sanitarian-in-Training) or Sanitarian I
 📍 AUSTIN, United States (US)
 03/12/2024

Custodian III (2241) Options ▼

Expand all sections Collapse all sections | Preview

▼ My Documents

Accepted file types: DOCX, PDF. Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)

Resume

Test.pdf
 (03/06/2024)

▶ Job-Specific Information

View Profile
Withdraw Application



6.1.5. Formal Education

▼ Formal Education: Applicants may be required to provide proof of diploma, degree, and transcripts.

Type of School Graduate Schools	Name of School Test1	Location London
Start Date 09/03/2007	End Date 07/29/2011	Date Graduated / Expected Date of Graduation 07/29/2011
Type of Diploma or Degree	Semester/Clock Hours Completed:	Major/Minor Fields of Study:
Remove		

Type of School Technical, Vocational, or Busir	Name of School TestTech	Location London
Start Date 10/03/2016	End Date 02/28/2020	Date Graduated / Expected Date of Graduation 02/28/2020
Type of Diploma or Degree Bachelor	Semester/Clock Hours Completed: 7	Major/Minor Fields of Study: Tech
Remove		

Add Remove

As known from CVs, provide the history of your formal education. To update the information, use the **Add** and **Remove** buttons on the bottom left and right sides of the section.



6.1.6. Employment History

Provide proof of your employment history here. When clicked on, the field regarding *Duties and Responsibilities* opens up a text box to have more text space. To update the information, use the *Add* and *Remove* buttons on the bottom left and right sides of the section.

▼ Employment History - This information will be the official record of your employment history and must accurately reflect all significant duties performed.

* Your Job Title SAP SF Consultant	Duties and Responsibilities SuccessFactors Implementations Test	Name of Employer Solutions
Currently Employed No	Type of employment Full-Time	Years of work experience Technical
If Supervisory, number of employees you supervise []	Hours Per Week 40	Start Date 03/01/2019
End Date 12/31/2022	Reason For Leaving Moving	Employer's Mailing Address (City & State/Zip) []
Employer's Telephone Number []	Supervisor's Name []	Supervisor's Title []
Supervisor's Phone Number []	Your name, if different during employment []	Current/Final Salary in \$ 40000

+ Add Remove

6.1.7. License & Certifications

Provide proof of licenses and certifications here. Use the *Add* and *Remove* buttons on the bottom left and right sides of the part. At the bottom right of this section, use the *Save* button you keep your updated changes in the profile.

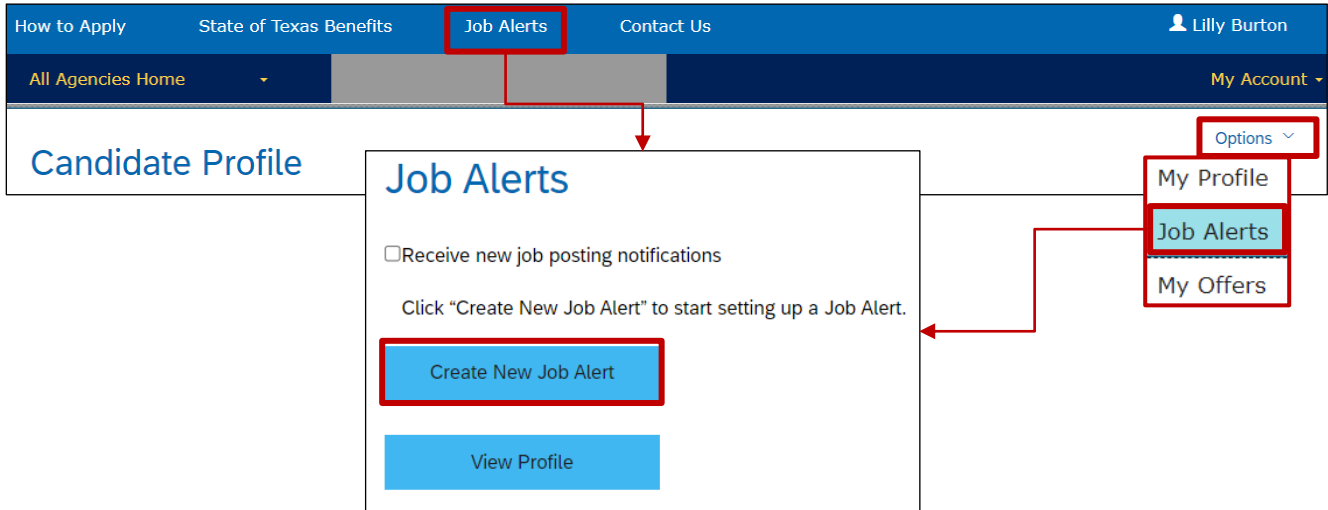
▼ License & Certifications: Applicants may be required to provide proof of licenses and certifications.

License/Certification SuccessFactors Recruiting	Issued By/Location of issuing authority (State or other authority) SAP online portal	Issued By/Location of issuing authority (City & State) SAP online portal
Date Issued 03/01/2019	Date Expires MM/DD/YYYY	License Number 0987654321

+ Add Remove Save

6.1.8. Job Alerts

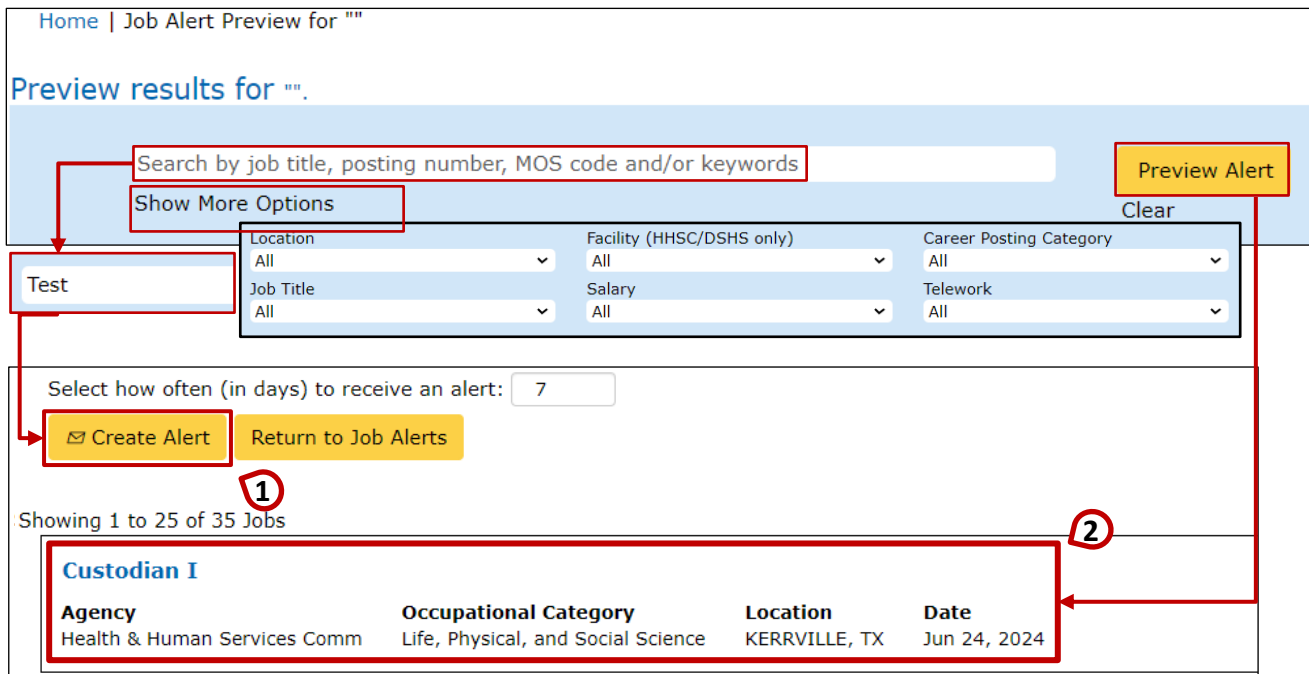
When you are in your profile area (candidate profile, applications, offer history etc.), you have two options to open the *Job Alerts* tab, either by the *Options* menu on the right or via the general header of the Career Center.



The screenshot shows the Career Center interface. At the top, there is a navigation bar with links for 'How to Apply', 'State of Texas Benefits', 'Job Alerts', and 'Contact Us'. The 'Job Alerts' link is highlighted with a red box. Below the navigation bar, there is a 'Candidate Profile' section on the left and a 'Job Alerts' section in the center. The 'Job Alerts' section contains a checkbox for 'Receive new job posting notifications', a text prompt 'Click "Create New Job Alert" to start setting up a Job Alert.', and two buttons: 'Create New Job Alert' and 'View Profile'. The 'Create New Job Alert' button is highlighted with a red box. On the right side, there is an 'Options' dropdown menu with three items: 'My Profile', 'Job Alerts', and 'My Offers'. The 'Job Alerts' item is highlighted with a red box. A red arrow points from the 'Job Alerts' link in the navigation bar to the 'Job Alerts' section. Another red arrow points from the 'Job Alerts' option in the dropdown menu to the 'Create New Job Alert' button.

Here you have the option to *Create New Job Alerts* and save set up searches.

- 1) Use the search bar to set up alerts for *jobs by job title, posting number, MOS code and/or keywords* and click on *Create Alert*. Matching text will trigger job notifications via email.
- 2) Search specific job postings and click on *Preview Alert* entering search text. The *Show More Options* text helps to refine your search and filter by *Location, Facility, Career Posting Category, Job Title, Salary or Telework*. Select one job posting in the search results to be redirected and have the option to create an alert for the specific posting.



The screenshot shows the 'Job Alert Preview for ""' interface. At the top, there is a search bar with the text 'Search by job title, posting number, MOS code and/or keywords'. To the right of the search bar is a 'Preview Alert' button. Below the search bar is a 'Show More Options' button. To the right of the 'Show More Options' button is a 'Clear' button. Below the search bar and 'Show More Options' button is a table with three columns: 'Location', 'Facility (HHSC/DSHS only)', and 'Career Posting Category'. Each column has a dropdown menu with 'All' selected. Below the table is a 'Test' button. Below the 'Test' button is a text input field for 'Select how often (in days) to receive an alert:' with the value '7'. Below the text input field are two buttons: 'Create Alert' and 'Return to Job Alerts'. The 'Create Alert' button is highlighted with a red box and has a red circle with the number '1' next to it. Below the 'Create Alert' button is a table with the following data:

Agency	Occupational Category	Location	Date
Health & Human Services Comm	Life, Physical, and Social Science	KERRVILLE, TX	Jun 24, 2024

The table is highlighted with a red box and has a red circle with the number '2' next to it. A red arrow points from the search bar to the 'Preview Alert' button. Another red arrow points from the 'Show More Options' button to the 'Create Alert' button. A red arrow points from the 'Preview Alert' button to the 'Create Alert' button.



- 3) Create the alert for the specific job posting or use the opportunity and select *Apply Now* right away. At the top left there will be the option to go *back to your previous search results*. Think about how often you want to receive notifications for the specific job posting before you select *Create Alert*.

← Back to search results

Search by job title, posting number, MOS code and/or keywords Search Jobs
 Show More Options Clear

Select how often (in days) to receive an alert: 3

✉ Create Alert Apply now »

Custodian I Job Alert created. Thank You.

Date: Jun 24, 2024 Back to Job Listings View Profile

- 4) Return and review the *Job Alerts* tab for your set up alerts/searches.
- 5) Select the *Eye icon* in the *Actions* column of the table to initiate a saved job alert/search or the *Delete icon* to remove a job alert.

Job Alerts 4

Receive new job posting notifications

Job Alerts	Frequency	Actions
Test	7	
Custodian I	7	5

Create New Job Alert

View Profile

Preview results for "Custodian I, KERRVILLE TX US".

Showing 1 Job

Custodian I

Agency	Occupational Category	Location	Date
Health & Human Services Comm	Life, Physical, and Social Science	KERRVILLE, TX	Jun 24, 2024

6.1.9. My Offers

In your profile area (candidate profile, applications, offers etc.), you can use the *Options* menu on the right to navigate to your personal **Offer History** in the system. From there, you can review the *Offer Letter* and *Job Description* by using the *View Offer* and *View Job Description* buttons. When reviewing the *Offer Letter*, you have the option to *download* it as a PDF document.

Candidate Profile

My Candidate Profile - Internal Candidate

First-time applicants will need to build a candidate profile to apply for job opportunities. Your profile will be saved and each time you apply to a job, you should update your profile's content and work history to ensure it is current.

The fields you complete in your candidate profile and Job-Specific Information section make up your State of Texas application. Please review the [Tips for Success](#) When Applying for Jobs at DFPS, DSHS and HHSC.

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Step 2 – After completing your profile, select the All Agencies Home link above to search for jobs.

Step 3 – After choosing the job you want to apply for, click the Apply now button. Repeat this step for each job posting.

Options ▾
 My Profile
 Job Alerts
My Offers

Custodian III

Options ▾
[Back to Profile](#) [View Job Description](#)

Offer Date	Action Taken On	Start Date	Job Location	Attachments	Actions
Monday, Jun 24, 2024 Accepted	Monday, Jun 24, 2024			-	View Offer

Job Description for Custodian III

Join the Texas Health and Human Services Commission (HHSC) and be part of a team committed to creating a better life at each stage of your life and work journey. Our comprehensive benefits package includes 100% paid employee benefits, numerous opportunities for career advancement and more. Explore more details on the [Benefit](#)

[Download](#)


Offer Letter for Custodian III

Posting Type: Internal and External

Category: Architecture and Engineering

Agency: Health & Human Services Commission

Job Title: Custodian III



06/24/2024

Lilly Burton
Acuna St. 100
Dallas, Texas 75217

Re: Conditional Offer of Employment

↓

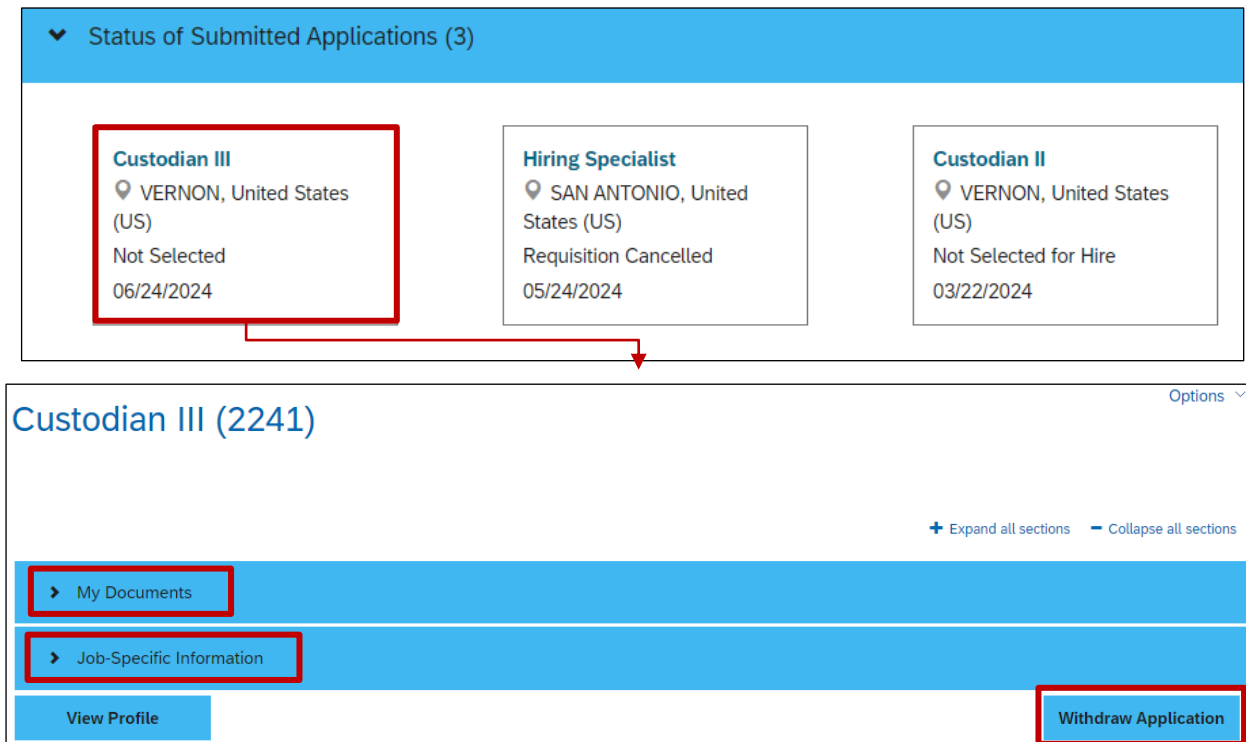
Close

6.1.10. Status of Submitted Job Applications

Use this section to see a list of the job postings that you've applied for. Each job posting will be represented by a card. Within each card, you'll see the title of the position, the location, the status of your application and the date that you applied.

The list of status options you could see include: Application Submitted, Reviewing Application, Interviewing, Offer Under Review, Hire Approved, Not Selected, Not Selected for Hire, Requisition Cancelled, Not Selected for Hire, Disqualified, Posting Closed, Candidate Withdrew.

When looking into one of the *Submitted Applications* via your own profile, you have the option to review the uploaded documents and job specific information, but also to *Withdraw* your application.



▼ Status of Submitted Applications (3)

<p>Custodian III</p> <p>📍 VERNON, United States (US)</p> <p>Not Selected</p> <p>06/24/2024</p>	<p>Hiring Specialist</p> <p>📍 SAN ANTONIO, United States (US)</p> <p>Requisition Cancelled</p> <p>05/24/2024</p>	<p>Custodian II</p> <p>📍 VERNON, United States (US)</p> <p>Not Selected for Hire</p> <p>03/22/2024</p>
---	---	---

Custodian III (2241) Options ▾

+ Expand all sections - Collapse all sections

- ▶ My Documents
- ▶ Job-Specific Information

View Profile
Withdraw Application



6.1.11. Unsubmitted Job Applications

When looking into *Unsubmitted Applications*, you can continue the application process, update and *Save* the information entered in the profile sections, *Apply* for the job or *Delete the Application*.

Unsubmitted Applications (1)

Environmental Protection Specialist I (Sanitarian-in-Training) or Sanitarian I
AUSTIN, United States (US)
03/12/2024

Environmental Protection Specialist I (Sanitarian-in-Training) or Sanitarian I (2396)

+ Expand all sections - Collapse all sections | Preview

- My Documents
- Profile Information
- Formal Education: Applicants may be required to provide proof of diploma, degree, and transcripts.
- Employment History - This information will be the official record of your employment history and must accurately reflect all significant duties performed.
- License & Certifications: Applicants may be required to provide proof of licenses and certifications.
- Job-Specific Information

View Profile

Save Apply Delete Application

Note: Keep in mind that on most pages of the Career Center you will find buttons and text links to return to previous pages or to the own profile.

6.2. Apply for Job Postings


To apply for a *Job Posting*, first navigate to the *Careers* section via SuccessFactors and check that your *Candidate Profile* information is established and up to date (refer [6.1.1. Candidate Profile](#)).

- 1) On the Career Center, to search for jobs (across all agencies). Utilize the search field on the home page and type in text to *search by job title, posting number, MOS code and/or keywords*.

Note: If you want to use additional search filtering for the job search, click on the *Show More Options* text link below the search bar. If needed, refine your search then and filter by *Location, Facility, Career Posting Category, Job Title, Salary* or *Telework*. All of the filter criteria will be shown as drop-down lists. The *Clear* text link resets the previously set filters.


How to Apply
State of Texas Benefits
Job Alerts
Contact Us

All Agencies Home
My Account




Texas Health and Human Services Commission

Learn more about HHSC
[Search HHSC Jobs](#)



Texas Department of State Health Services

Learn more about DSHS
[Search DSHS Jobs](#)



Texas Department of Family and Protective Services

Learn more about DFPS
[Search DFPS Jobs](#)

1

Search by job title, posting number, MOS code and/or keywords Search Jobs

Show Fewer Options Clear

Location All ▼	Facility (HHSC/DSHS only) All ▼	Career Posting Category All ▼
Job Title All ▼	Salary All ▼	Telework All ▼

Texas.gov | Texas Homeland Security | Statewide Search | Report Fraud, Waste and Abuse | Compact with Texans | [Cookie Consent Manager](#)

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- 2) Type in a your search text and select *Search Jobs*. You will be redirected to the *Search results* page.
- 3) If the search was successful, select a listed *job card* to open the job posting.

Search Jobs
2

Show Fewer Options
Clear

Location

Facility (HHSC/DSHS only)

Career Posting Category

Job Title

Salary

Telework

Home | Custodian at TX-HHSC-DSHS-DFPS

Search results for "Custodian".

Search Jobs

Show More Options
Clear

Select how often (in days) to receive an alert:

✉ Create Alert

Showing 1 Job

Custodian I

Agency	Occupational Category	Location	Date
Health & Human Services Comm	Life, Physical, and Social Science	KERRVILLE, TX	Jun 24, 2024

- 4) Review the job posting information and descriptions by scrolling down the page, then select *Apply now* to initiate the application process. You will find the *Apply now* button on the top and bottom right corner of the posting.

4
Apply now »

Custodian I

Date: Jun 24, 2024

Location: KERRVILLE, TX

Join the Texas Health and Human Services Commission (HHSC) and be part of a team committed to creating a positive impact in the lives of fellow Texans. At HHSC, your contributions matter, and we support you at each stage of your life and work journey. Our comprehensive benefits package includes 100% paid employee health insurance for full-time eligible employees, a defined benefit pension plan, generous time off benefits, numerous opportunities for career advancement and more. Explore more details on the [Benefits of Working at HHS webpage](#).

On the next page, you will see instructions for the application process and how you should set up your candidate profile before applying for job postings.



How to Apply State of Texas Benefits Job Alerts Contact Us Lilly Burton

All Agencies Home My Account

Custodian I (2684) Options

My Candidate Profile - Internal Candidate

First-time applicants will need to build a candidate profile to apply for job opportunities. Your profile will be saved and each time you apply to a job, you should review your profile's content and work history to ensure it is current.

The fields you complete in your candidate profile and Job-Specific Information section make up your State of Texas application. Please review the [Tips for Success](#) When Applying for Jobs at DFPS, DSHS and HHSC.

Step 1 – If you upload a resume, some fields in the profile will be populated automatically. Review and/or update each of the fields within the sections in your candidate profile. Required fields are indicated by an asterisk (*). Although you can upload your resume, ensure your profile is accurate and complete. If questions are not applicable, enter "N/A". Make sure to select the Save button at the bottom of the page.

Step 2 – After completing your profile, select the All Agencies Home link above to search for jobs.

Step 3 – After choosing the job you want to apply for, click the Apply now button. Repeat this step for each job posting.

If the own candidate profile is already established, the saved data will automatically appear prepopulated in the *Profile Information, Employment History, Formal Education, License & Certifications* sections. Otherwise, you have to fill out all the sections by hand.

Further information: [6.1.1. Candidate Profile](#).

- 5) Check the data sections and make sure you have entered accurate information about yourself. The *Job Specific Information* section needs to be reviewed and all mandatory fields filled, every time you apply for a new job. The job-specific information contains different sections to be filled: *Additional Information, Employment Information, Former Foster Youth Status, Military Service, EEO Information, Signature, Assessment Questions (If Applicable)*. Use the Preview text link to open a full screen overview of all the sections.

Note: Fields marked with a red asterisk (*) within individual sections are mandatory to fill.

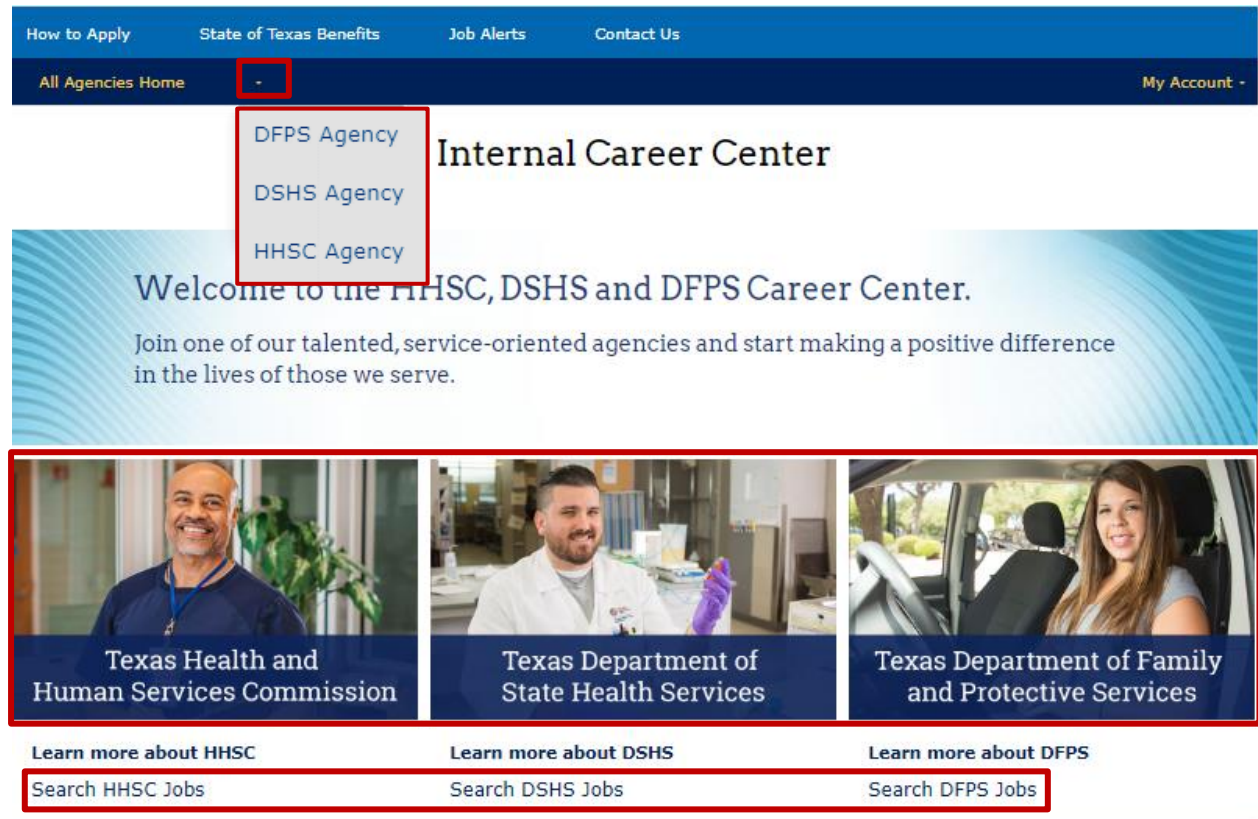
+ Expand all sections - Collapse all sections Preview

- > My Documents 5
- > Profile Information
- > Formal Education: Applicants may be required to provide proof of diploma, degree, and transcripts.
- > Employment History - This information will be the official record of your employment history and must accurately reflect all significant duties performed.
- > License & Certifications: Applicants may be required to provide proof of licenses and certifications.
- > Job-Specific Information

View Profile
Save
Apply

6.2.1. Agency specific job search

If you are interested in searching for jobs at a particular agency, select the appropriate *agency image* or *Search link* below each agency image on the home page. You can also use the drop-

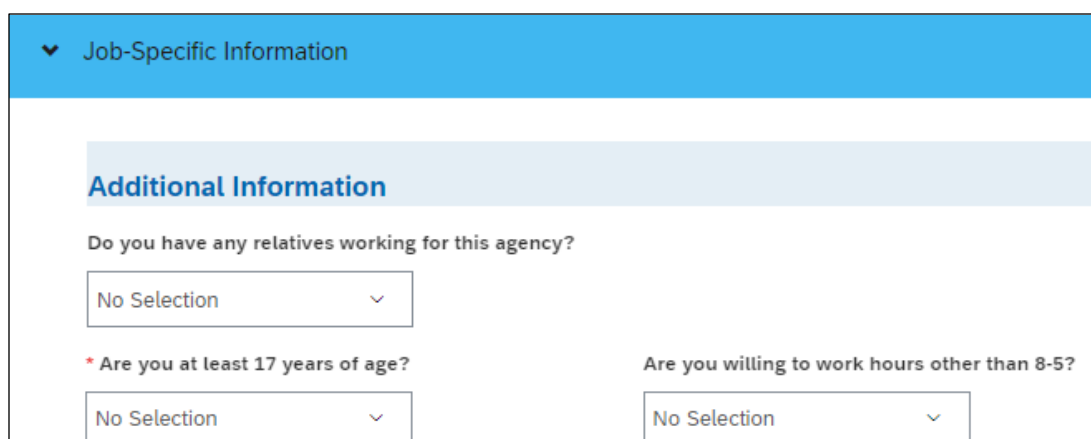


down list next to the *All Agencies Home* link in the header to select an agency.

On one of the agency specific pages, use the search bar at the bottom and follow the same steps as described previously for job searches across all agencies (refer [6.2. Apply for Job Postings](#)).

6.2.2. Additional Information

When you are in the Job-Specific Information section before applying, the first section asks for more information about the candidate. The image shows three example fields.



The screenshot shows the 'Job-Specific Information' section. It has a blue header with a dropdown arrow and the text 'Job-Specific Information'. Below the header is a section titled 'Additional Information'. The first question is 'Do you have any relatives working for this agency?' with a dropdown menu showing 'No Selection'. The second question is '* Are you at least 17 years of age?' with a dropdown menu showing 'No Selection'. The third question is 'Are you willing to work hours other than 8-5?' with a dropdown menu showing 'No Selection'.



6.2.3. Employment Information

This section will ask you about the source for your interest for this job.

Employment Information	
How did you first find out about this job?	If selected other, please specify
<input type="text" value="No Selection"/>	<input type="text"/>

6.2.4. Former Foster Youth Status

Optionally, candidates can provide information about a *Former Foster Youth Status* here.

Former Foster Youth Status (Verification may be required)	
Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday?	If yes, are you currently 25 years of age or younger?
<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>

6.2.5. Military Service

If applicable, the next section is to inform the State of Texas agency about a personal *Military Service* background.

Military Service (A copy of a report of separation from Armed Services may be required)		
Are you a veteran?	If yes, list type of discharge	Dates of Service (From/To)
<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>
Are you a surviving spouse of a veteran who has not remarried?	Are you a surviving orphan of a veteran killed while on active duty?	If yes, complete dates of service for veteran(From/To):
<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>	<input type="text"/>
Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty?	Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability?	
<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>	



6.2.6. EEO Information

Optionally, candidates can provide EEO (Equal Employment Opportunity) information to report to Federal and Equal Employment Opportunity Agencies here. A description is of this part shown in the system itself.

EEO Information

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application. Ethnicity definitions below:

White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black - a person having origins in any of the black racial groups of Africa.

Hispanic - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaskan Native - a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. **Native Hawaiian or Other Pacific Islander** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Two or More Races - a person who primarily identifies with two or more of the above race/ethnicity categories.

Gender: Date of Birth: Ethnicity:

6.2.7. Signature

Candidates should read the statements in this section before accepting the *Signature Check* and entering the *Electronic Signature*. A signature should be inserted only after completing all other sections and be sure about the entered information.

Signature

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY ENTERING YOUR NAME INTO THE SPACE PROVIDED.

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
4. I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
5. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

Your electronic signature indicates your application is complete and ready to be evaluated by the hiring authority. Once signed, you will no longer be able to make changes. Please do not include your signature until you have completed all sections of the application.

PLEASE SIGN THIS APPLICATION BY TYPING YOUR NAME BELOW AND SELECTING APPLY.

By selecting the checkbox below, you acknowledge that once the application is signed and submitted it is a legal document.

* Signature Check

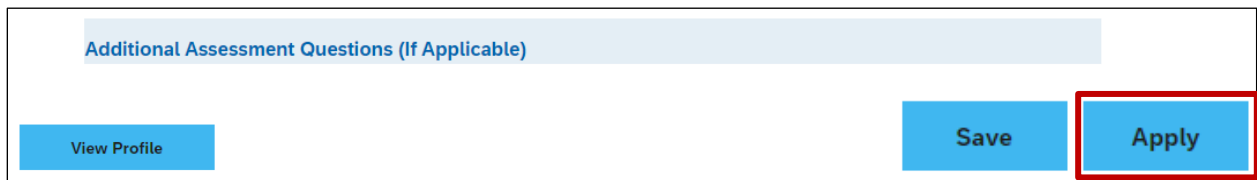
* Electronic Signature

6.2.8. Assessment Questions (If Applicable)

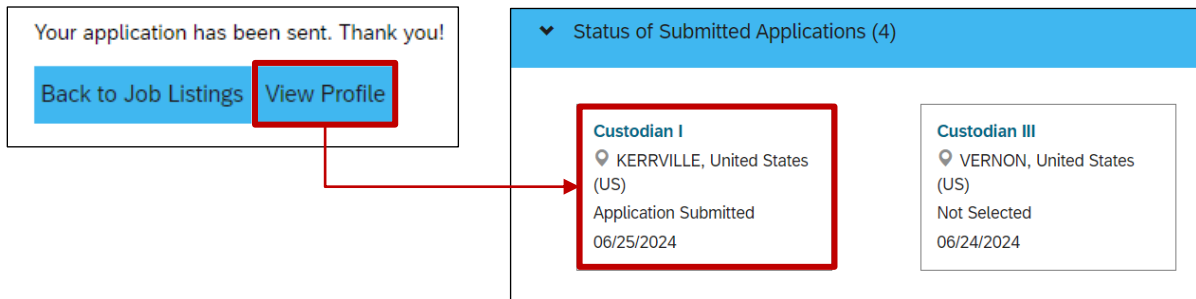
If any assessment questions were set up by the hiring authorities, candidates need to provide answers to them as these answers will be considered for the screening and interview phase of the application.

6.2.9. Submit the Application

When all sections are completed, clicking on *Apply* will submit the application. The other option is to select *Save*: and store the application under the *Unsubmitted Job Applications* section (refer: [6.1.11. Unsubmitted Job Applications](#)) in the profile to continue the process later.

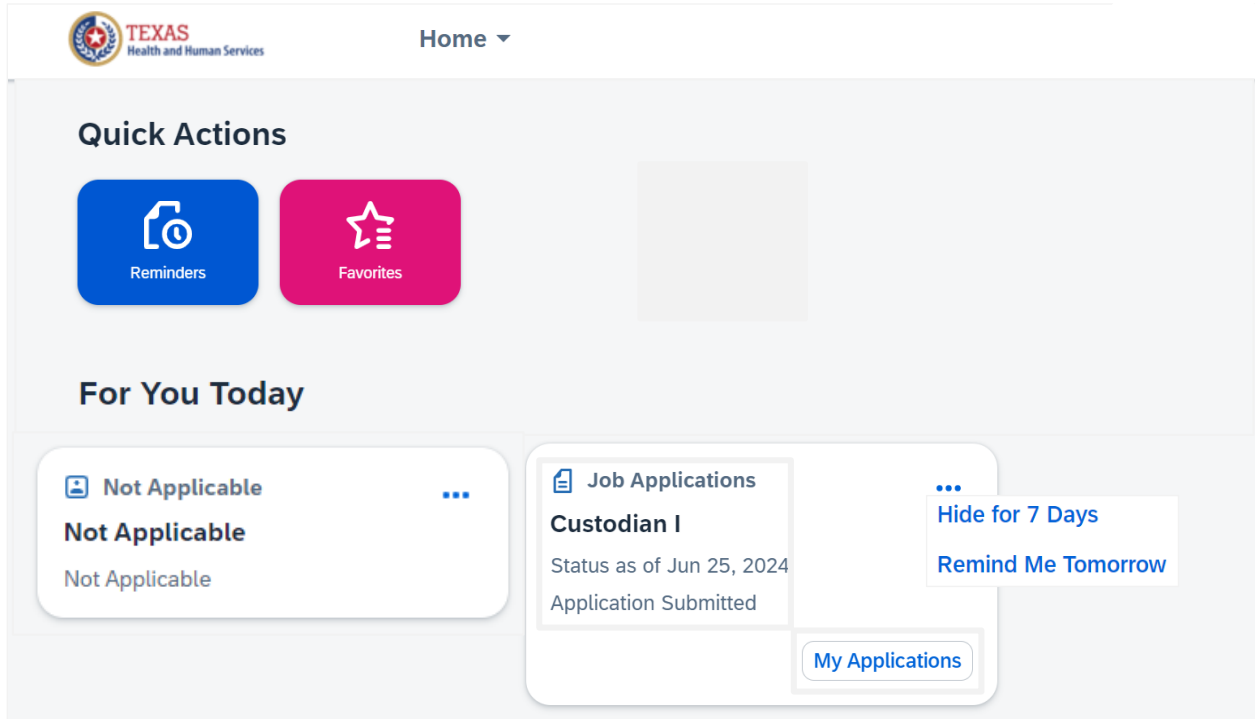


The last screen will show a confirmation for successfully submitting the application. Select View Profile and confirm that the application is now visible in the *Status of Submitted Job Applications* section.

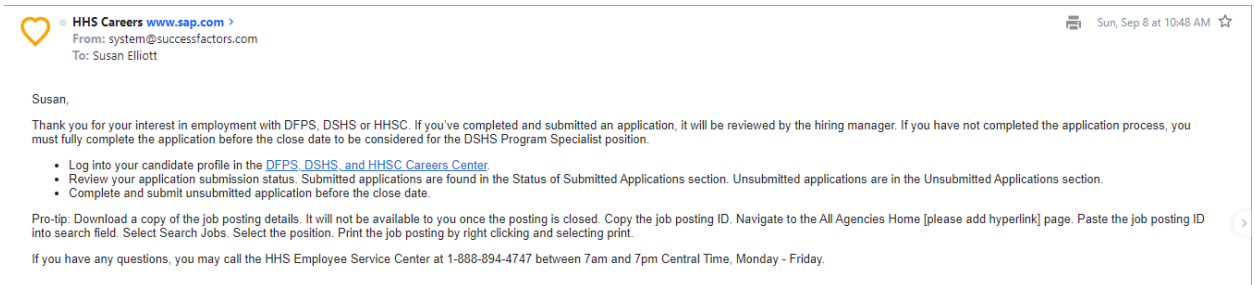


A new quick card regarding the submitted application will appear on the home page of the internal candidate. It can be hidden for 7 days or 24 hours if required.

Selecting the *My Applications* button redirects the page *Status of Submitted Job Applications* and *Unsubmitted Applications* sections of the candidate profile in the *Internal Career Center*. Further information: [6.1.10. Status of Submitted Job Applications](#). The quick card itself leads to the application data to review, but is non-editable for the candidate at this time, but there is the option to *Withdraw* the application.



When you apply for a position, you will also receive confirmation via email.



HHS Careers www.sap.com
From: system@successfactors.com
To: Susan Elliott

Susan,

Thank you for your interest in employment with DFPS, DSHS or HHSC. If you've completed and submitted an application, it will be reviewed by the hiring manager. If you have not completed the application process, you must fully complete the application before the close date to be considered for the DSHS Program Specialist position.

- Log into your candidate profile in the [DFPS, DSHS, and HHSC Careers Center](#).
- Review your application submission status. Submitted applications are found in the Status of Submitted Applications section. Unsubmitted applications are in the Unsubmitted Applications section.
- Complete and submit unsubmitted application before the close date.

Pro-tip: Download a copy of the job posting details. It will not be available to you once the posting is closed. Copy the job posting ID. Navigate to the All Agencies Home [please add hyperlink] page. Paste the job posting ID into search field. Select Search Jobs. Select the position. Print the job posting by right clicking and selecting print.

If you have any questions, you may call the HHS Employee Service Center at 1-888-894-4747 between 7am and 7pm Central Time, Monday - Friday.