

Candidate Guide

Career Center Recruiting Platform



TEXAS
Health and Human
Services

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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 Career Center 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 Career Center Recruiting Platform

The Career Center solution is the new State of Texas' recruiting system. It 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: Career Center Recruiting Platform Navigation

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

Data Privacy Consent Statement
<p style="text-align: center;">WARNING - RESTRICTED GOVERNMENT SYSTEM</p> <p>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.</p>
<div style="text-align: right;"><input type="button" value="Accept"/> <input type="button" value="Decline"/></div>

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 Career Center Login

This section describes how to log into the Career Center.

1. Open the [Career Center URL](#). For quick access later, save the URL as a favorite.

Once the Login page is opened, you are able to log into the Career Center:

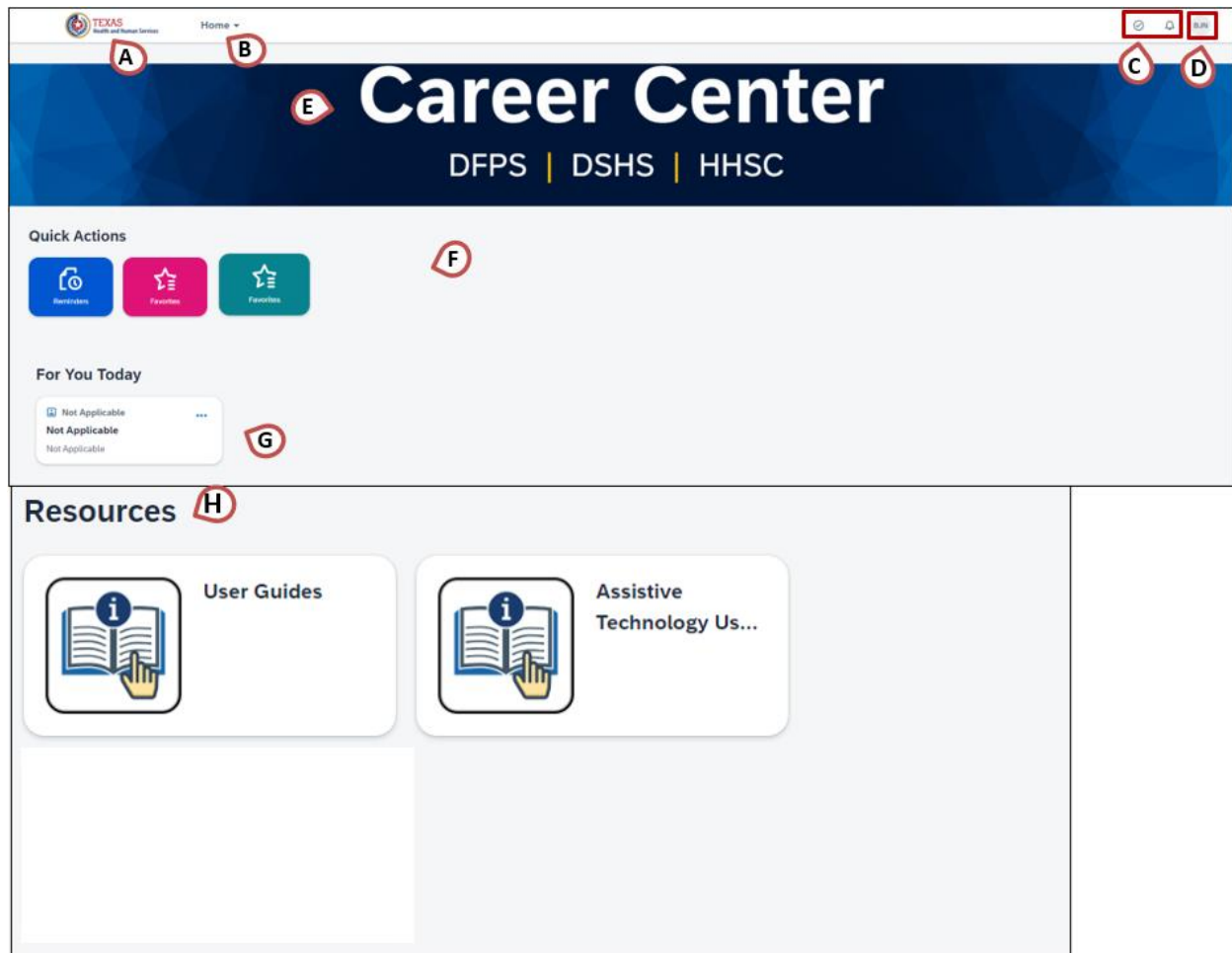
1. Enter your username. You will use your CAPPS Employee ID#.
2. Enter your password.
3. Select *Continue*.
4. If you have forgotten your password, select the *Forgot/Change Password* link below the password text field to reset your password. On the next screen, Forgot My Password, enter your Employee ID#. Click on the *Continue* button and you will receive a password reset email.

The diagram illustrates the login process flow. On the left, the 'Sign In' page is shown with fields for 'Employee ID' and 'Password', a 'Keep me signed in' checkbox, and a 'Forgot / Change Password' link. A red box highlights the 'Forgot / Change Password' link, with a red arrow pointing to the 'Forgot My Password' page on the right. The 'Forgot My Password' page features an 'Employee ID' field and a 'Continue' button. Both pages include a 'Continue' button at the bottom right.

5.2 Home Page: Basic Navigation

The Home Page is the default start page of the Career Center 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.

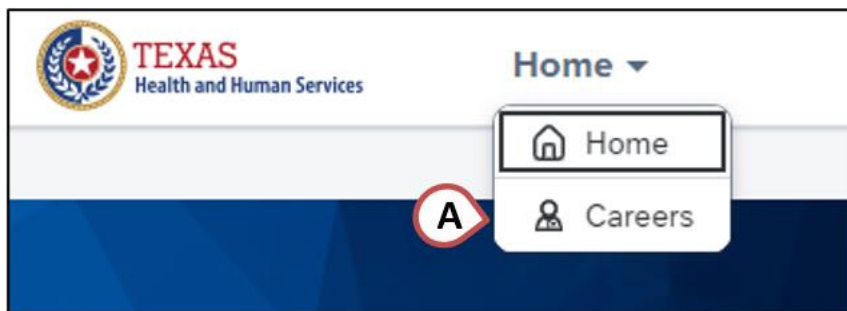


- A. **Company Logo:** State of Texas Logo. It will be always visible on the top left of the system screen, redirecting the logged in user back to the home page when you select it.
- B. **Navigation Menu:** This is the main menu to access the sections of the system, mainly Careers and Recruiting. It 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 for the Action Search bar, those buttons 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 two buttons (User Guides and Assistive Technology User Guide) that store additional resources that can be downloaded.

5.3 Navigation Menu

The Navigation Menu will help to navigate through different sections of the Career Center.

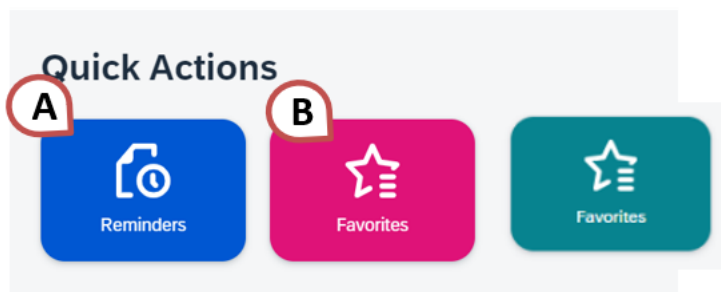


- A. **Careers:** Internal candidates will use the *Careers* section to search for and apply for positions. Selecting this will lead you to the *Internal Career Center*.

To return back to the home page, click on the *Home* button 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.

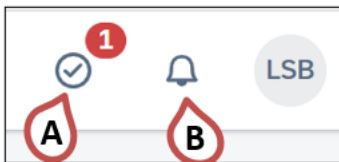


Quick Actions are visible in the Home Page and the following quick actions are available:

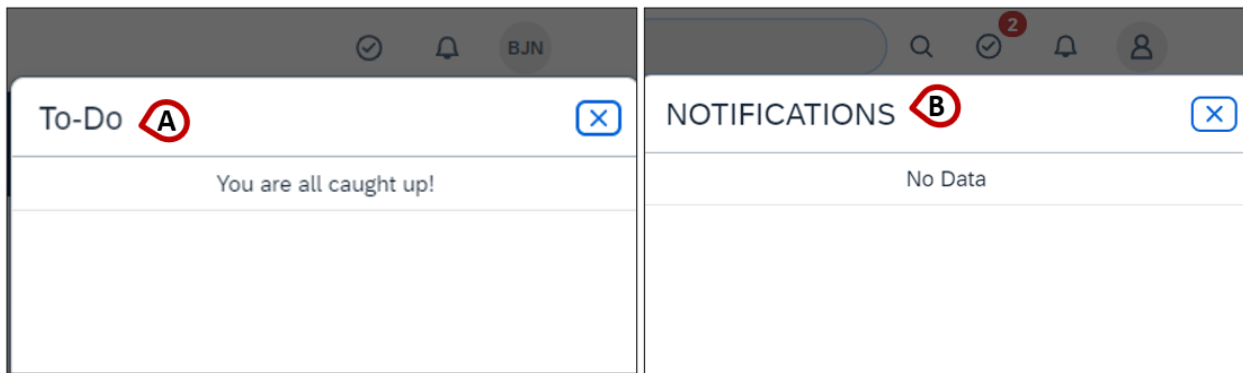
- A. **Reminders:** Home Page cards that were temporarily pushed to the next day. Reminders reappear on the Home Page 24 hours after their setup.
- B. **Favorites:** Enables users to save quick links to the most frequently used parts/actions in the system. The Career Center provides a default list of 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 button (a check mark icon) is visible. The button shows the number of pending To-Do's. Next to it, there is a button to view new, user-specific notifications.

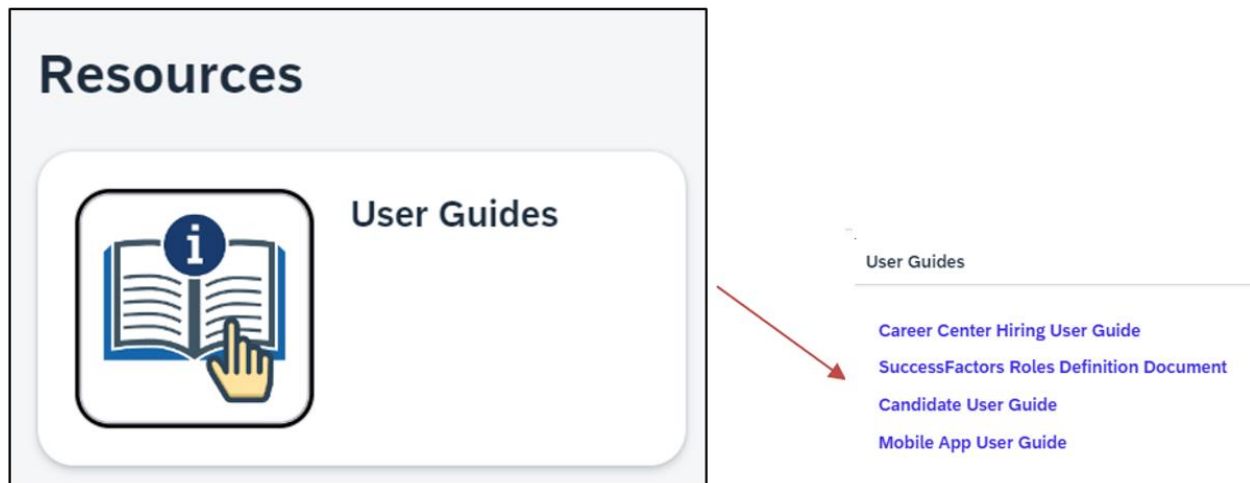


- A. **To-Do Items:** This will show the pending To-Do's you have.
- B. **Notifications:** Here you can see the notifications.



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

5.6 Resources



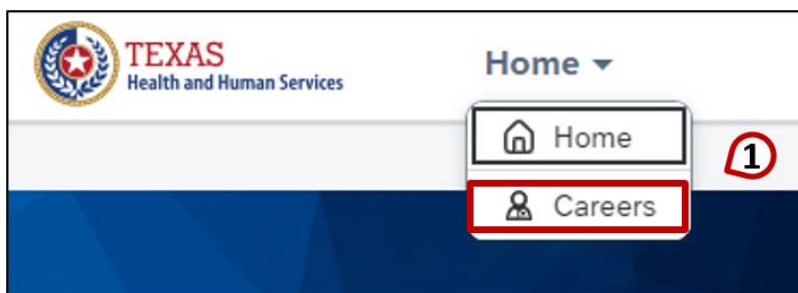
Resources is visible below the *For You Today* section. In this section you can find the User Guides.

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.

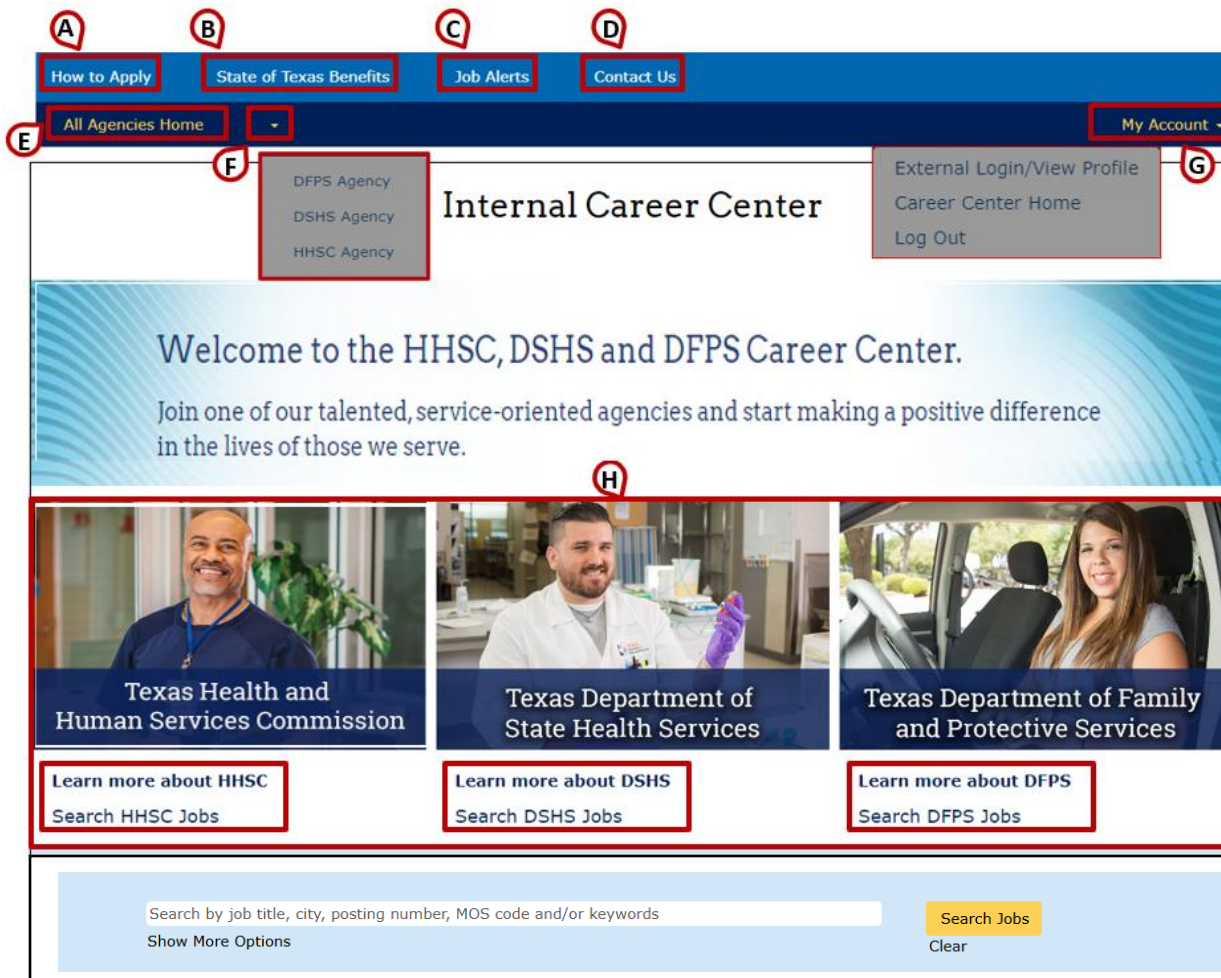
6. Internal Candidate: Career Center Navigation

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

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



You are 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 Career Center 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, city, posting number, MOS code and/or keywords. Explained further in [6.2 Apply for Job Postings](#)

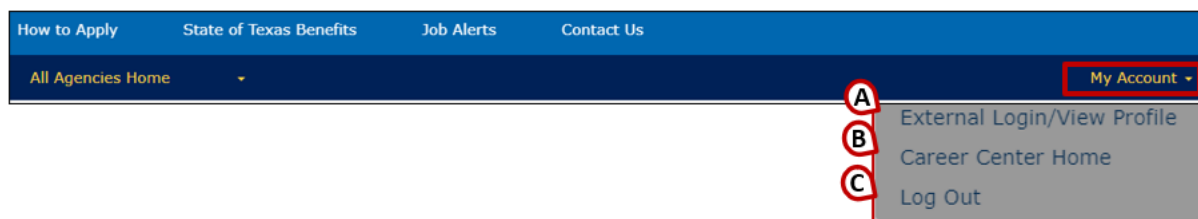


- J. **Home Page Footer:** The footer on the bottom of the page provides copyright information and links for further information about public sources regarding the State of Texas.

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* menu button to open the menu.



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

6.1.1 Candidate Profile

The screenshot shows the 'Candidate Profile' page. At the top left, the title 'Candidate Profile' is highlighted with a red box. To the right, an 'Options' dropdown menu is shown with three items: 'My Profile' (highlighted with a red box and callout A), 'Job Alerts', and 'My Offers'. Below the title, there is a section titled 'My Candidate Profile - Internal Candidate' with instructions for first-time applicants and steps for completing the profile. Below the instructions, there are three buttons: '+ Expand all sections' (callout B), '- Collapse all sections' (callout C), and 'Preview'. The main content area consists of several blue expandable sections: 'My Documents' (callout D), 'Profile Information' (callout E), 'Status of Submitted Applications (3)' (callout F), 'Unsubmitted Applications (1)' (callout G), 'Formal Education: Applicants may be required to provide proof of diploma, degree, and transcripts.' (callout H), 'Employment History - This information will be the official record of your employment history and must accurately reflect all significant duties performed.' (callout I), and 'License & Certifications: Applicants may be required to provide proof of licenses and certifications.' (callout J). A 'Save' button is located at the bottom right of the sections. At the bottom of the page, there is a footer with links to 'Texas.gov', 'Texas Homeland Security', 'Statewide Search', 'Report Fraud, Waste and Abuse', 'Compact with Texans', and 'Cookie Consent Manager'. A copyright notice '© Copyright 2016-2024. Texas Health & Human Services Commission. All rights reserved.' is also present.

- 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 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.

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

Cover Letter

Resume.docx (09/10/2024)

Cover Letter.docx (09/10/2024)

Applicant Supplemental Documents (for example: certifications, architectural drawings, writing samples, felony responses)

Add a Document

+

6.1.3 Profile Information

Review the fields and enter as much information as possible.

▼ Profile Information

* First Name

Susan

List any other names used if different from name on application

* Applicant Mailing Address

1105 Garden Path Dr.

* ZIP Code

78664

* High School Graduate or GED?

Yes

Middle Name

Ann

* Email

susanelliott123@yahoo.com

* City

Round Rock

* Country

United States

If Yes, name and location of high school or GED institute

Salzburg Int'l Prep School

* Last Name

Elliott

* Daytime Phone

5123841207

* State

Texas

Work Phone Number (optional)

List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware

Conducting training

Approximately how many words per minute do you type?

45

If yes, what language(s) do you speak?

Do you write in a language other than English? (if required for this position)

No

Sign Language? (if required for this position)

No

How Fluently?

No Selection

If yes, which language(s)?

Do you speak a language other than English? (if required for this position)

No

Are you a certified interpreter?

No

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.

The screenshot displays the 'Status of Submitted Applications (3)' and 'Unsubmitted Applications (1)' sections. A red box highlights a submitted application for 'Custodian III' in VERNON, United States (US), dated 06/24/2024, with a status of 'Not Selected'. A red arrow points from this box to a detailed view of the application. The detailed view shows the job title 'Custodian III (2241)', location 'VERNON, United States', and a 'My Documents' section with a resume file 'Test.pdf (03/06/2024)'. At the bottom, there are 'View Profile' and 'Withdraw Application' buttons.

6.1.5 Formal Education

The screenshot shows the 'Formal Education' section with a header stating: 'Formal Education: Applicants may be required to provide proof of diploma, degree, and transcripts.' There are two entries for schools. The first entry is for 'Graduate Schools' in 'Test1' in 'London', with a start date of '09/03/2007' and an end date of '07/29/2011'. The second entry is for 'Technical, Vocational, or Busir' in 'TestTech' in 'London', with a start date of '10/03/2016' and an end date of '02/28/2020'. Both entries have a 'Remove' button. At the bottom left, there is a red box around the '+ Add' button, and at the bottom right, there is a red box around the 'Remove' button.

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

The screenshot shows a form titled "License & Certifications: Applicants may be required to provide proof of licenses and certifications." The form contains three columns of input fields. The first column has "License/Certification" (text: SuccessFactors Recruiting) and "Date Issued" (calendar icon, text: 03/01/2019). The second column has "Issued By/Location of issuing authority (State or other authority)" (text: SAP online portal) and "Date Expires" (calendar icon, text: MM/DD/YYYY). The third column has "Issued By/Location of issuing authority (City & State)" (text: SAP online portal) and "License Number" (text: 0987654321). At the bottom left is a red-bordered "Add" button with a plus icon. At the bottom right is a red-bordered "Remove" button with a trash icon. At the bottom right corner is a blue "Save" button.

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 "Job Alerts" section of a user profile. The top navigation bar includes "How to Apply", "State of Texas Benefits", "Job Alerts" (highlighted with a red box), and "Contact Us". The user's name "Lilly Burton" is in the top right. Below the navigation bar, the "Candidate Profile" section is visible. The "Job Alerts" section is highlighted with a red box. It contains a checkbox "Receive new job posting notifications" (unchecked), a text instruction "Click 'Create New Job Alert' to start setting up a Job Alert.", a blue "Create New Job Alert" button (highlighted with a red box), and a blue "View Profile" button. On the right, the "Options" menu is open, showing "My Profile", "Job Alerts" (highlighted with a red box), and "My Offers". Red arrows indicate the flow from the "Job Alerts" tab in the navigation bar to the "Job Alerts" section, and from the "Job Alerts" option in the "Options" menu to the "Job Alerts" section.

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*. The *Show More Options* button helps to refine your search and filter by *Location*, *Facility*, *Occupational Category*, *Job Title*, *Minimum 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.

Home | Texas Health and Human Services | | Job Alert Preview for "Accountant"

Preview results for "accountant".

accountant [Show Fewer Options](#) [Preview Alert](#) [Clear](#)

Location: All Facility (HHSC/DSHS only): All Occupational Category: All
Job Title: All Minimum Salary: All Telework: All

Select how often (in days) to receive an alert: 7

1 [Create Alert](#) [My Job Alerts](#)

Showing 1 to 7 of 7 Jobs

2 **Regional Accountant II**

Agency	Occupational Category	Location	Posting Date
Health & Human Services Comm	Business and Financial Operations	BEAUMONT, TX	Jan 5, 2025

3. Create the alert for the specific job posting or use the opportunity and select *Apply Now* right away. 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, city, posting number, MOS code and/or keywords [Search Jobs](#)
[Show More Options](#) [Clear](#)

Select how often (in days) to receive an alert: 7 [Create Alert](#)

Accountant II
Date: Jan 16, 2025

Job Alert created. Thank You.
[Back to All Agencies Home Page](#) [View Profile](#)

[Apply now >](#)

- Return to the *Job Alerts* tab. Click on the My Job Alerts button to review for your set up alerts/searches. You can also check the Receive new job posting notifications checkbox.
- Select the Preview button (*eye icon*) in the Actions column of the table to initiate a saved job alert/search or the Delete button (*trashcan 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 button 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

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.

Custodian III

Options

Back to Profile

View Job Description

Offer History

Offer Date	Action Taken On	Start Date	Job Location	Attachments	Actions
Monday, Jun 24, 2024	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 future for all Texans at each stage of your life and work journey. Our comprehensive benefits package includes 100% paid employee health insurance, numerous opportunities for career advancement and more. Explore more details on the [Benefits Page](#).

Posting Type: Internal and External
Category: Architecture and Engineering
Agency: Health & Human Services Commission
Job Title: Custodian III

Download

Offer Letter for Custodian III

TEXAS

Health and Human Services

06/24/2024

Lilly Burton
 Acuna St. 100
 Dallas, Texas 75217

Re: Conditional Offer of Employment

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)

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

Hiring Specialist
📍 SAN ANTONIO, United States (US)
Requisition Cancelled
05/24/2024

Custodian II
📍 VERNON, United States (US)
Not Selected for Hire
03/22/2024

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*.

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

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

6.2 Apply for Job Postings

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, city, posting number, MOS code and/or keywords*.

23
Revised: 8/6/2025

drop-down lists. The *Clear* button resets the previously set filters.

How to Apply State of Texas Benefits Job Alerts Contact HHS Service Center

All Agencies Home External Login/View Profile Employee Login

Welcome to the HHSC, DSHS and DFPS Career Center.

Join one of our talented, service-oriented agencies and start making a positive difference in the lives of those we serve.

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

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

Location Facility (HHSC/DSHS only) Occupational Category
All All All
Job Title Minimum Salary Telework
All All 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 your search text and select *Search Jobs*. You will be redirected to the *Search results* page.

If the search was not successful the system will notify you that there are no open positions matching your criteria and suggest that you amend your search criteria.

How to Apply State of Texas Benefits Job Alerts Contact HHS Service Center

All Agencies Home External Login/View Profile Employee Login

Home | at TX-HHSC-DSHS-DFPS

Search results for "ABILENE, TX AND Terrell State Hospital".

THERE ARE CURRENTLY NO OPEN POSITIONS MATCHING "ABILENE, TX AND Terrell State Hospital."

Please amend your search to see open job postings.

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

Location: ABILENE, TX Facility (HHSC/DSHS only): Terrell State Hospital Occupational Category: All
Job Title: All Minimum Salary: All Telework: All

3. If the search was successful, select a listed *job card* to open the job posting.

Home | Accountant at TX-HHSC-DSHS-DFPS

Search results for "accountant".

accountant Search Jobs
Show Fewer Options Clear

Location: All Facility (HHSC/DSHS only): All Occupational Category: All
Job Title: All Minimum Salary: All Telework: All

Select how often (in days) to receive an alert: 7
Create Alert

Showing 1 to 19 of 19 Jobs

③ **Regional Accountant II**

Agency	Occupational Category	Location	Posting Date
Health & Human Services Comm	Business and Financial Operations	BEAUMONT, TX	Jan 5, 2025

4. Review the job posting information and descriptions, 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

Options ▾

Custodian I (2684)

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 button to open a full screen overview of all the sections.

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

The screenshot shows a user profile form with a blue header bar containing the text "+ Expand all sections" and "- Collapse all sections". To the right of the header is a "Preview" button. Below the header is a list of sections, each with a right-pointing arrow icon and a description. A red rectangular box highlights the entire list of sections. To the right of the list, a red circle with the number "5" inside is visible. At the bottom of the form are three buttons: "View Profile", "Save", and "Apply".

Section	Description
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	

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*. You can also use the drop-down list next to the *All Agencies Home* link in the header to select an agency.

The screenshot shows the 'Internal Career Center' website. At the top, there is a blue navigation bar with links: 'How to Apply', 'State of Texas Benefits', 'Job Alerts', and 'Contact Us'. Below this, a dark blue bar contains 'All Agencies Home' and a dropdown menu icon. The dropdown menu is open, showing 'DFPS Agency', 'DSHS Agency', and 'HHSC Agency'. To the right of the dropdown is the text 'Internal Career Center'. Below the navigation bar is a large blue banner with the text: 'Welcome to the HHSC, DSHS and DFPS Career Center. Join one of our talented, service-oriented agencies and start making a positive difference in the lives of those we serve.' Below the banner are three columns, each featuring a photo of a person and the name of an agency: 'Texas Health and Human Services Commission', 'Texas Department of State Health Services', and 'Texas Department of Family and Protective Services'. At the bottom of each column are links: 'Learn more about HHSC', 'Search HHSC Jobs', 'Learn more about DSHS', 'Search DSHS Jobs', 'Learn more about DFPS', and 'Search DFPS Jobs'.

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 questions are:

- Do you have any relatives working for this agency?
- * Are you at least 17 years of age?
- Are you willing to work hours other than 8-5?

Job-Specific Information

Additional Information

Do you have any relatives working for this agency?

No Selection

* Are you at least 17 years of age?

No Selection

Are you willing to work hours other than 8-5?

No Selection

6.2.3 Employment Information

This section will ask you about the source for your interest for this job. The questions are:

- How did you first find out about this job?
- If selected other, please specify questions.

Employment Information

How did you first find out about this job?

No Selection

If selected other, please specify

6.2.4 Former Foster Youth Status

Optionally, candidates can provide information about a *Former Foster Youth Status* here. The questions are:

- 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? question.

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?
<div>No Selection</div>	<div>No Selection</div>

6.2.5 Military Service

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

- Are you a veteran?
- If yes, list type of discharge
- Dates of Service (From/To)
- 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)
- 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?

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)
<div>No</div>	<div></div>	<div></div>
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):
<div>No Selection</div>	<div>No Selection</div>	<div></div>
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?	
<div>No Selection</div>	<div>No Selection</div>	

6.2.6 EEO Information

Optionally, candidates can provide EEO (Equal Employment Opportunity) information to report to Federal and Equal Employment Opportunity Agencies here.

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.

Sex	Date of Birth	Ethnicity
<div>No Selection</div>	<div>MM/DD/YYYY</div>	<div>No Selection</div>

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.
6. I certify that I'm not employed by and do not have any connection or continuous connections to any governmental entity or political apparatus of a country listed in 15 C.F.R §791.4.

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.

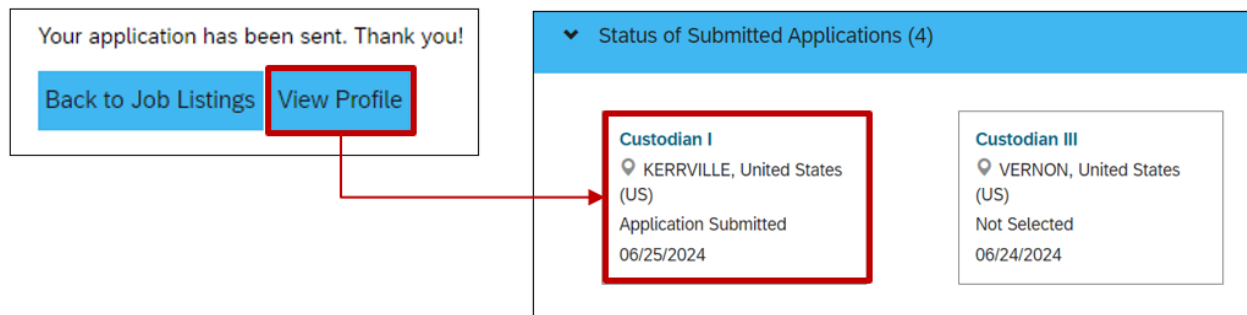
Additional Assessment Questions (If Applicable)

View Profile

Save

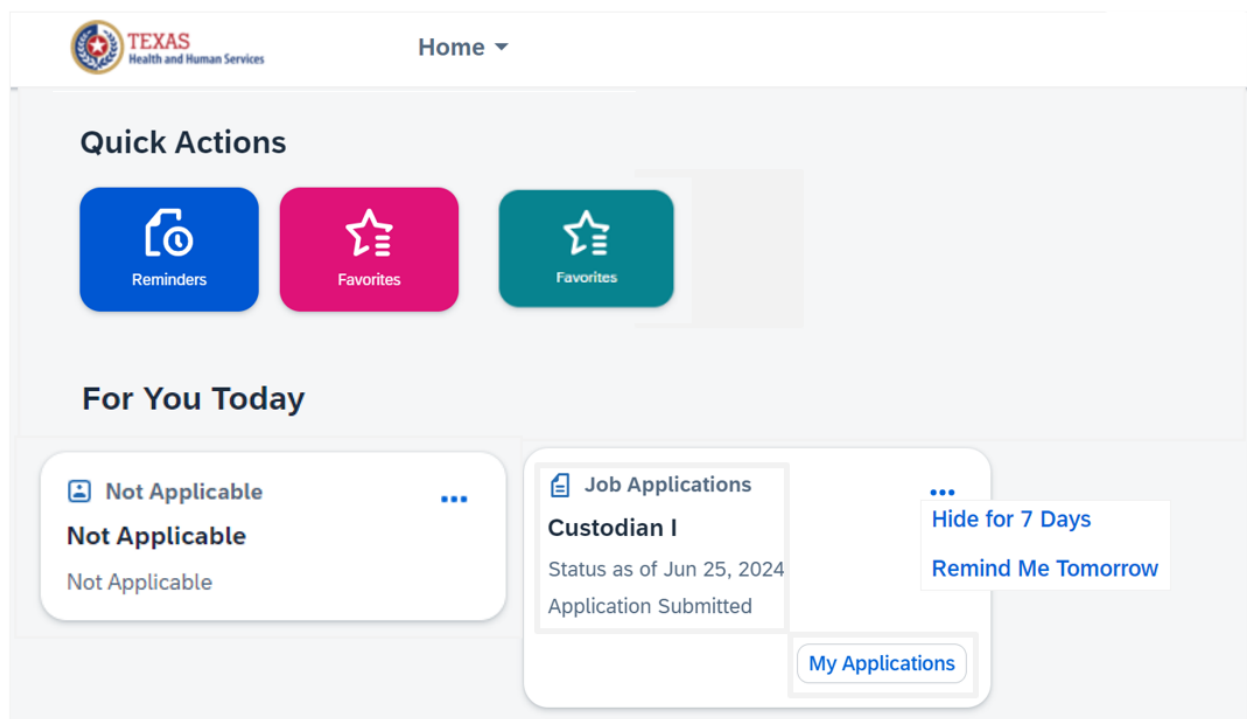
Apply

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.

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.

Note: Fields in the candidate profile section can be updated by the candidate after application submission.

7. Document Change Log

02/18/2025	Defect #40 – Changed Fluency open-text box to drop down menu; new screen shot needed p.15. Updated footer. Added Document Change Log at the end of doc for consistency between both User Guides.
2/20/2025	Added note to page 34 indicating that candidate can update the data on the Profile section after submitting their application.
8/6/2025	Updated the application agreement screenshot on page 32