

San Mateo County TRANSIT DISTRICT

DISTRICT JOBS

Employee Reference Guide

How to:

- Access DISTRICT JOBS
- Create an Automatic Job Notification E-mail
- Apply to a job
- Update your Employee Profile

ACCESS INSTRUCTIONS

Method #1:

1. Access San Mateo County Transit District's Web site at <http://www.smctd.com/jobs.html>.
2. Select the link for **Current Employees**.
3. You will be directed to the Oracle – PeopleSoft Enterprise screen. Enter your **User ID** and **Password**.



Note: To obtain your **User ID** and **Password** information, you will have to e-mail the SamTrans IT Helpdesk, during regular business hours, at it-helpdesk@samtrans.com; for security purposes, you must send them an e-mail from your SamTrans e-mail account.

Method #2:

1. Logon to the SamTrans Network.
2. Access the Depot page. Click on either the Jobs link or click on the desired position within the Job Position section.
3. You will be directed to the Oracle – PeopleSoft Enterprise screen. Enter your **User ID** and **Password**. See the note above for information regarding your **User ID** and **Password**.

The screenshot shows the Depot website interface. The browser address bar displays <http://depot/>. The page features a blue header with logos for samtrans, Caltrain, and TGA. A left sidebar contains a navigation menu with 'Jobs' circled in red. The main content area includes sections for 'What's New', 'Quick Links', 'Applications for District Staff', 'Guidance, Manuals, Policies, Procedures', 'Public Facing Web Sites & Services', and 'Public Facing Websites & Services'. On the right, there are sections for 'SamStars', 'Specials and Offers', 'Phone Directory', 'Upcoming Events', and 'Job Openings'. The 'Job Openings' section is circled in red and lists 'Employee Relations Officer' and 'Scheduler'.

CREATE AUTOMATIC JOB NOTIFICATION E-MAIL



1. Click **Job Search** from the top of the **Careers Home** page.
2. Enter the search criteria to define your job notifications i.e. jobs with a keyword = “analyst.” You can go down the page filling in the remainder of the criteria if desired. Note: Narrowing the job search will limit the possible job notifications available.
3. Click **Save Search** button.
4. Enter the **Name of your Search**, check **Use as a Job Agent**, and enter your e-mail address in the field called **Send Job Agent notification**.
5. Click the **Save Search** box.
6. Click on the **Run Search** link to view any positions that match your criteria.

APPLY TO A JOB



1. If there were any positions that matched your job agent search criteria after doing step 6 above, you will see them listed on the **Job Search** page; if no jobs appear, go to the **Latest Job Postings** area on the **Career Home** page to view positions.
2. Click on the **Job Title** that you want to apply to.
3. When the **Job Description** page appears, click the **Apply Now** button.
4. You will be asked: **How you would like to proceed?** Make a selection and click the **Continue** button.
5. You will be directed to the **Complete Application** page. On this page, complete all pertinent areas: Work Experience (click the +Add Work Experience), Highest Education Level (use drop down box to make the appropriate selection), Post-Secondary Education (click the +Add Post-Secondary Education History), Licenses and Certifications (click the +Add Licenses and Certifications), and Languages (click +Add Languages).
6. Complete the questions within the **Application Questionnaire** and Referral Information sections; hit the **save** button, followed by the **submit** button.
7. Complete the **Self Identification Details** section and review the **Terms and Agreements** (select **I agree to these terms**).
8. Click the Submit button. A screen will appear indicating that you have successfully submitted your job application. Note: Jobs close at midnight on the close date.



TO UPDATE YOUR EMPLOYEE PROFILE

Employees are **not** able to change their contact information directly from the DISTRICT JOBS online process. Employees must contact the Human Resources Department to update their personal information.

HELP



If you have access problems, please e-mail the District’s IT Department at it-helpdesk@samtrans.com or call 650-508-7746, during regular business hours. If you need assistance with DISTRICT JOBS, please e-mail Human Resources at jobs@smctd.com (allow up to 48 hours for a response) or call 650-508-6308 during regular business hours: 8 am to 5 pm.