



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Candidates – Searching and Applying for Jobs

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

TABLE OF CONTENTS

Overview	1
Navigating to the CAPPS Career Site	1
Viewing and Searching Job Openings.....	1
Reviewing Job Descriptions	2
Applying for a Job	3
Step 1 – Start (Instructions and Attestation)	3
Step 2 – Resume	3
Step 3 – Attachments	4
Step 4 – Work Experience	6
Step 5 – Education.....	7
Step 6 – Questionnaire	9
Step 7 – Licenses and Certifications	9
Step 8 – Applicant References.....	10
Step 9 – Referrals.....	11
Step 10 – Personal Information.....	12
Step 11 – Felony Details	12
Step 12 – Diversity	13
Step 13 – Review and Submit	13
Additional Functionality on the Explore Jobs Page	14
My Job Notifications	15
Reviewing a Job Offer	15
Review Offer	15
Accept/Reject Offer	16
Return Documents.....	16
Personal Data.....	16
My Job Applications.....	16
My Favorite Jobs.....	17
My Saved Searches.....	17
My Account Information	17
Revision History.....	18

Candidates – Searching and Applying for Jobs

Overview

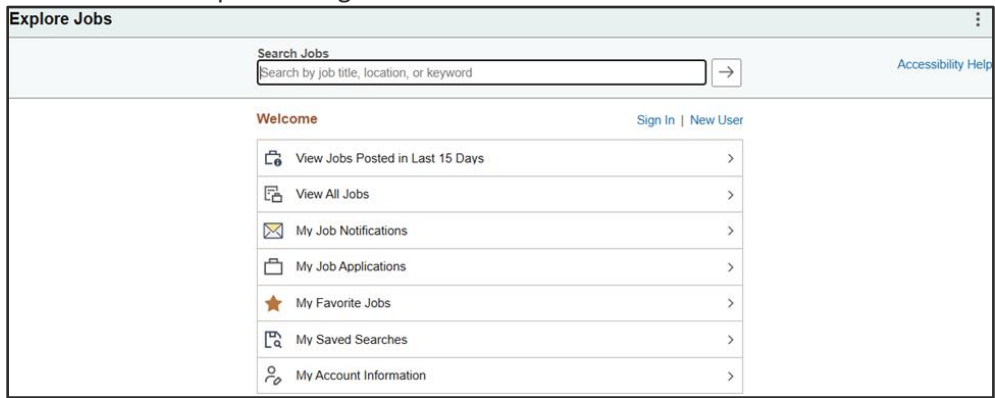
This desk aid explains how applicants can search and apply for jobs in CAPPS Recruit.

The applicant should be familiar with:

- Registering as a new user.
- Using the **Forgot User Name** hyperlink to retrieve the user name.
- Using the **Forgot Password** hyperlink to reset their password.

Navigating to the CAPPS Career Site

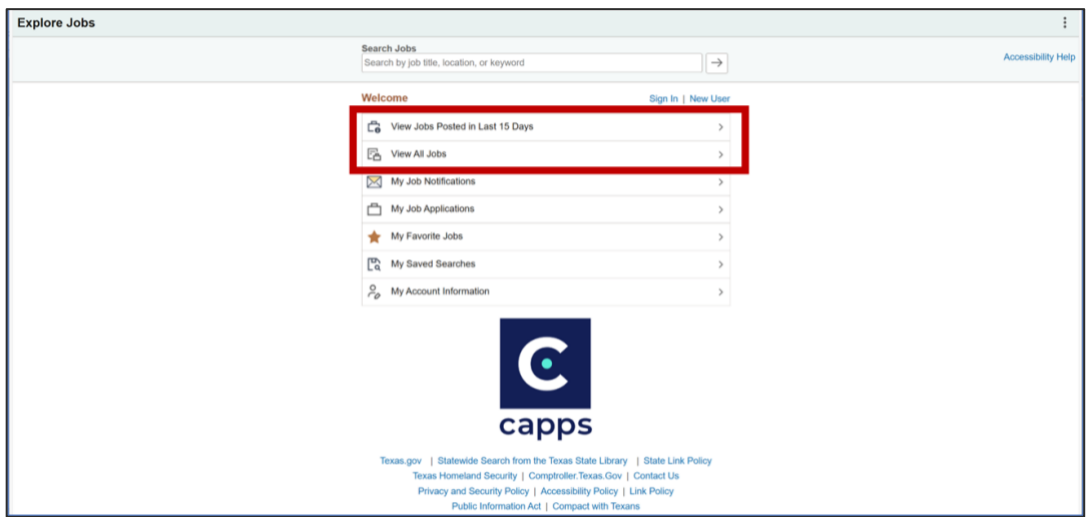
Navigate to the **Explore Jobs** dashboard and select an option for searching jobs, managing account information or to performing another task.



Viewing and Searching Job Openings

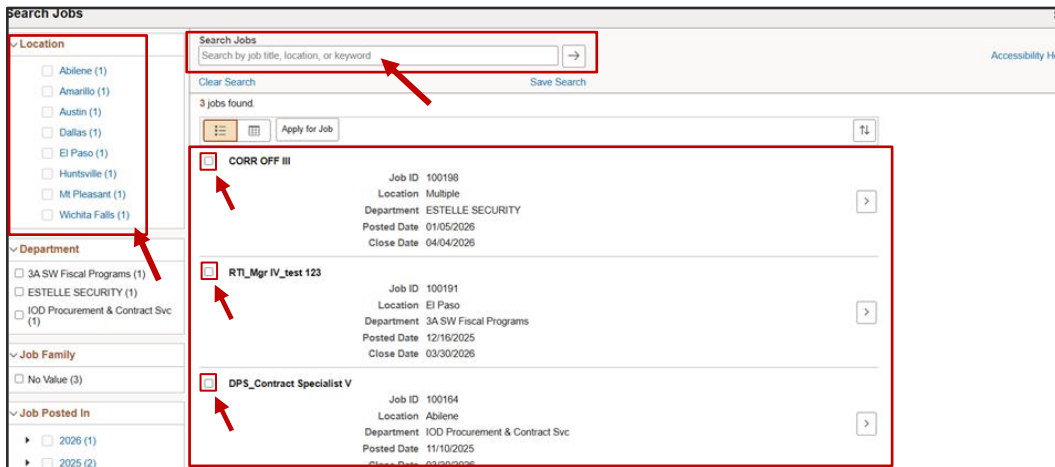
There are two options for viewing job openings:

- View Jobs Posted in Last 15 Days
- View All Jobs



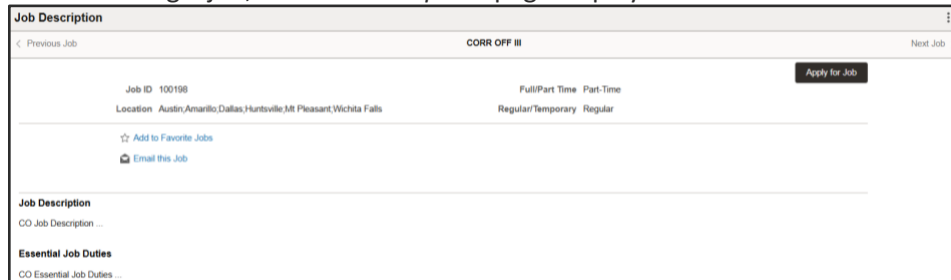
Selecting **View Jobs Posted in Last 15 Days** displays the *Search Jobs* page.

- The left menu contains the following-sections (or facets) that help narrow job search criteria:
 - Location – Lists the number of job openings per city. One or more cities can be selected to view available jobs.
 - Department – Lists the number of job openings per department.
 - Job Family – Lists the number of job openings per the Job Family referenced in the posting.
 - Job Posted In – Lists available jobs by posting year. For example, 2026 displays a counter of 1 for Dallas.
- The SEARCH JOBS drop-down menu at the top of the page assists in narrowing job postings by title, location or keyword.
- Open jobs display in the center of the page alphabetically by title.
- A checkbox is available for each job posting and can be selected to apply for that posting.



Reviewing Job Descriptions

After selecting a job, the *Job Description* page displays.



- The header contains the:
 - Job opening title.
 - *Previous Job* hyperlink (top left) navigates to the previously listed job opening from the initial search results.
 - *Next Job* hyperlink (top right) navigates to the next listed job opening from the initial search results.
- In the center (below header) are the JOB ID, LOCATION, FULL/PART TIME and REGULAR/TEMPORARY fields. Also included are two hyperlinks:
 - **Add to Favorite Jobs** saves the job opening for later review.
 - **Email the Job** initiates an email with a link to the job opening.
- The lower area of the page includes the *Job Description*, *Agency Information*, *Qualifications*, *How to Apply* and *Essential Job Duties*.

Applying for a Job

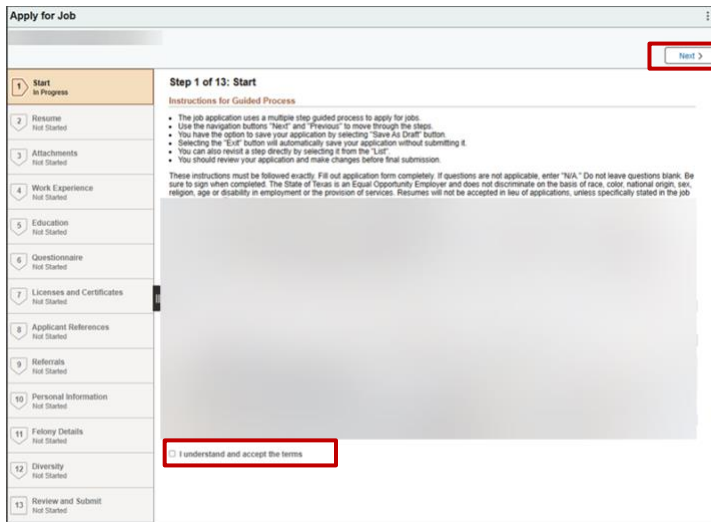
After signing in, the applicant is navigated through the following 12-step application process.

Step 1 – Start (Instructions and Attestation)

The *Apply for Job* process begins with the *Start* page, which provides instructions for navigating through the job application.

1. Select the I UNDERSTAND AND ACCEPT THE TERMS checkbox (under instructions) to attest that *"I hereby certify that the information being submitted is true and correct to the best of my knowledge."*

Note: The attestation comprises part of the digital signature.



2. Select **Next** to proceed to the next step.

Step 2 – Resume

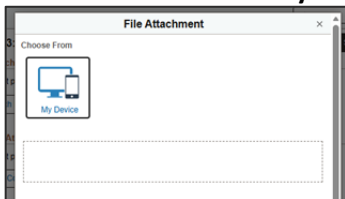
To upload a resume to the application:

1. Select **Attach Resume**.



The *File Attachment* page displays.

2. Select **Choose From – My Device**.

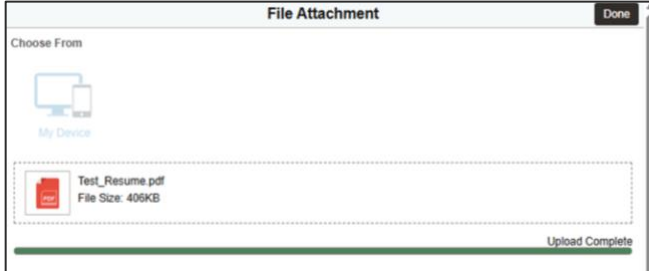


The *File Explorer* window displays.

3. Navigate to your resume file and select it.
4. Select **Open**.
5. Select **Upload**. Once complete, the *Upload Complete* message appears.

–or–

Select **Clear** to remove the uploaded file. Once cleared, a different file can be selected and uploaded.



6. Select **Done**.
7. Enter a unique RESUME TITLE for the uploaded file in the *Resume Attachment* section.

Note: If the title matches a previously used title, the system displays an error message. Ensure the file has a unique title not previously used –or– a previously uploaded resume can be used by selecting **Use Existing Resume**.

8. Select **Attach Cover Letter** (if desired) and follow the same steps used to attach a resume.
9. Select **Save as Draft** to save the application.

–and/or–

Select **Next** to proceed to the next step.

(The system allows returning to this step before submitting the application.)

Step 3 – Attachments

The applicant can upload any attachments required for the application using the *Attachments* page.

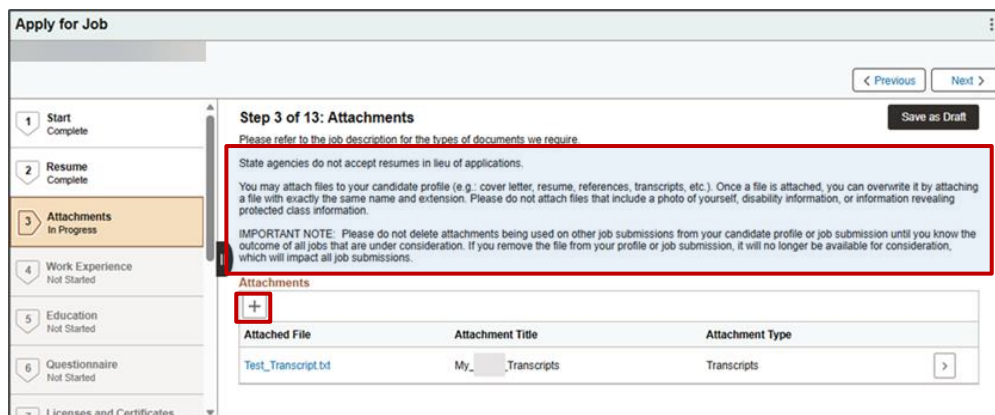
The *Attachments* page includes the following directives:

"Please refer to the job description for the types of documents we require.

State agencies do not accept resumes in lieu of applications.

You may attach files to your candidate profile (e.g., cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension. Please do not attach files that include a photo of yourself, disability information, or information revealing protected class information.

IMPORTANT NOTE: *Please do not delete attachments being used on other job submissions from your candidate profile or job submission until you know the outcome of all jobs that are under consideration. If you remove the file from your profile or job submission, it will no longer be available for consideration, which will impact all job submissions."*



To upload an attachment:

1. Select the **plus (+)** icon in the *Attachments* section.

The *Add Attachment* page displays.

2. Select the appropriate ATTACHMENT TYPE.
3. Enter an appropriate ATTACHMENT TITLE for each document.

Note: Appropriate titles helps recruiters identify uploaded items and determine whether to request additional attachments to complete the application process.

4. Select **Continue**.

The *Edit Attachments* page displays any previously uploaded attachments.

5. Select **Done** to continue.
 –or–
 Select **Cancel** (to stop editing the attachment).
 –or–
 Select **Delete** (to remove the attachment).
6. **Upload** the attachment using the same process detailed above for resumes and cover letters. After the file uploads, the *Add Attachment* page displays the ATTACHMENT TYPE, ATTACHMENT TITLE and the ATTACHED FILE name.

7. Update the fields
 –or–
 Select a different attachment.
8. Select **Done** to complete the process.

The *Attachments* page displays the attached file(s).

Attached File	Attachment Title	Attachment Type
Test_Transcript.txt	My_...Transcripts	Transcripts

9. Select **Save as Draft** to save the application (optional).

Note: The system allows returning to this step before submitting the application.

10. Select **Next** to proceed to the next step.

Step 4 – Work Experience

The *Work Experience* page displays the following instructions:

"This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. *Include ALL employment. Begin with your current or most recent position and work backward to your first. Employment history should include each position held, even those with the same employer.*
2. *Employer addresses must be complete mailing addresses, including ZIP (postal) code.*
3. *Answer all questions and completely summarize your experience, including technical and managerial responsibilities and any special training, skills, and qualifications for each position you have held."*

Previously provided work experience records are displayed and can be reviewed and removed (if necessary). Records that remain are included with the current application.

To add a Work Experience record:

1. Select the **plus (+)** icon in the *Work Experience* section.
The *Add Work Experience* page displays.

2. Enter the **START DATE**.
–or–
Select the date using the calendar icon.
3. Enter the **END DATE** (or leave it blank if this work experience is your current job).
–or–
Select the date using the calendar icon.
4. Enter the **EMPLOYER** name.

5. Enter the ENDING JOB TITLE.
6. Enter the following optional fields (as necessary):
 - Supervisor
 - Supervisor Email
 - Supervisor Phone
 - OK to contact? (allows recruiters or hiring managers to contact the supervisor listed)
 - Description (of job duties)
 - Country
 - Address 1
 - Address 2
 - City
 - State
 - Postal (ZIP code)
7. Select the COUNTY using the search (magnifying glass) icon.
8. Select **Done**.
9. Select **Save as Draft** to save the application (optional).

Note: The system allows returning to this step before submitting the application.
10. Select **Next** to proceed to the next step.

Step 5 – Education

The *Education* page displays any existing education records from a previous application and attaches them to the current application by default.

To remove or update an existing education record from the current application:

1. Select the arrow icon on the desired row to review existing education records.
2. Select **Delete**.
 –or–
 Update any of the existing information displayed.
3. Select **Save**.

Applicants should be aware that (as the page displays) *"Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations."*

Apply for Job ⋮

Step 5 of 13: Education Save as Draft

Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.

Education History

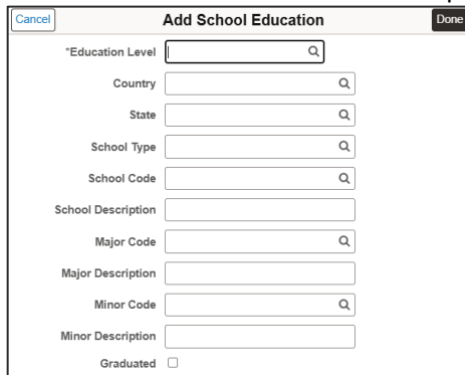
Highest Education Level Bachelors Level Degree ▼

School Education

+		
Education Level	School Description	Major Description
Bachelor of Science	Texas A&M	Computer Science

To add an education record:

1. Select the **plus (+)** icon in the *School Education* section.
The *Add School Education* section displays.



2. Select the EDUCATION LEVEL using the search (magnifying glass) icon.
 3. Enter the following optional fields as necessary:
 - COUNTRY
 - STATE
 - SCHOOL TYPE
 - SCHOOL CODE
 - SCHOOL DESCRIPTION
 - MAJOR CODE
 - MAJOR DESCRIPTION
 - MINOR CODE
 - MINOR DESCRIPTION
 - GRADUATED (indicates that the applicant graduated)
 4. Select **Done**.
 5. Select **Save as Draft** to save the application (optional).
- Note:** The system allows returning to this step before submitting the application.
6. Select **Next** to proceed to the next step.

Step 6 – Questionnaire

On the **Questionnaire** page, questions marked with an asterisk (*) are required. Applicants must:

1. Answer all required questions.
 –or–
 Enter **N/A** for questions that are not applicable.
2. Select **Save as Draft** to save the application (optional).

Note: The system allows returning to this step before submitting the application.

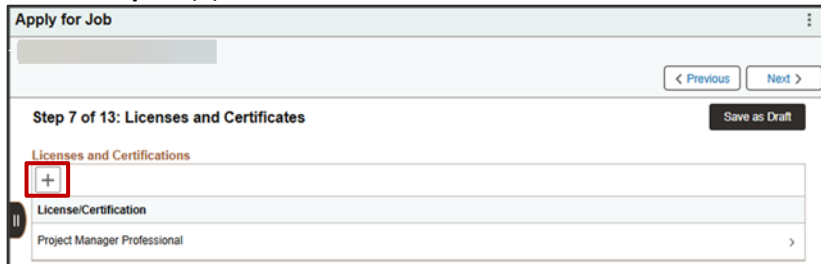
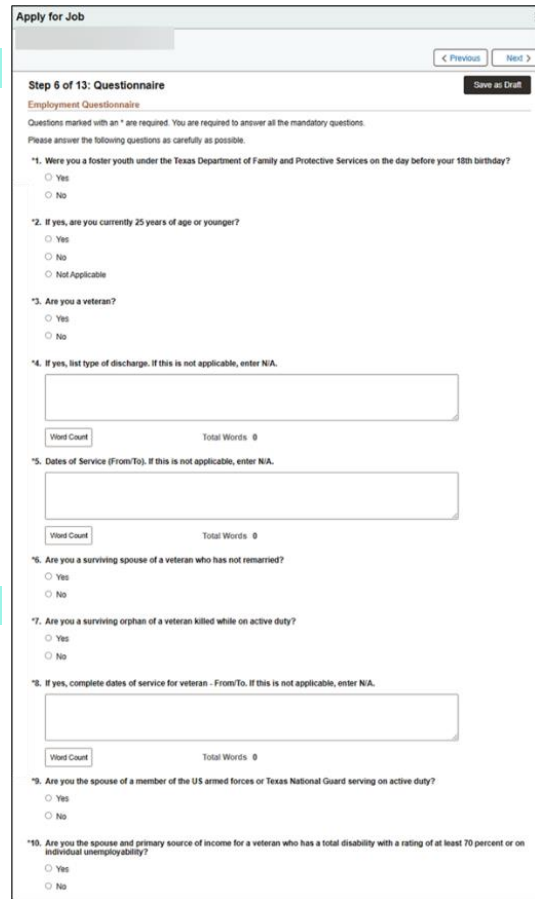
3. Select **Next** to proceed to the next step.

Step 7 – Licenses and Certifications

An applicant’s existing licenses and certifications from previous applications can be reviewed, edited or deleted in the current application process.

An applicant may have earned new licenses and certifications since their previous application. To add the applicant’s new licenses and certifications:

1. Select the **plus (+)** icon.



The *Add Licenses and Certifications* page displays.



2. Enter the **START DATE**.
 –or–
 Select the date using the calendar icon.
3. Select the **LICENSE/CERTIFICATION** using the search (magnifying glass) icon.
4. Enter the **DATE EXPIRES**.
 –or–
 Select the date using the calendar icon.

5. Enter the LICENSE/CERTIFICATION NUMBER.
6. Select **Done** to complete and save the license and certification information.
7. Select **Save as Draft** to save the application (optional).

Note: The system allows returning to this step before submitting the application.

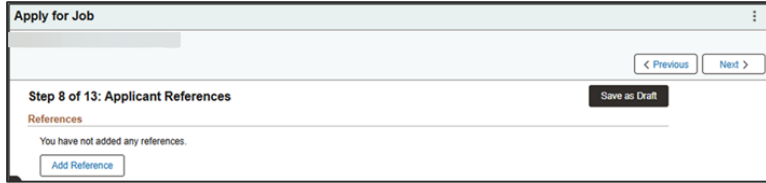
8. Select **Next** to proceed to the next step.

Step 8 – Applicant References

To add references to the application:

1. Select **Add Reference**.

The *Add Reference* page displays. Entry on this page is optional, but if a reference record was started, several fields are required.



2. Select the REFERENCE TYPE from the drop-down menu.
3. Enter the REFERENCE NAME.
4. Enter the TITLE.
5. Enter the remaining fields (optional):
 - EMPLOYER
 - PHONE
 - EMAIL ADDRESS
 - COUNTRY
 - ADDRESS 1
 - ADDRESS 2
 - CITY
 - STATE
 - POSTAL (ZIP code)
6. Select the COUNTY using the search (magnifying glass) icon. If this field displays, then an entry is required even if the other address fields are not provided. This information is used later for payroll purposes.
7. Add additional references (if necessary).
8. Select **Done** to complete and save.
9. Select **Save as Draft** to save the application (optional).

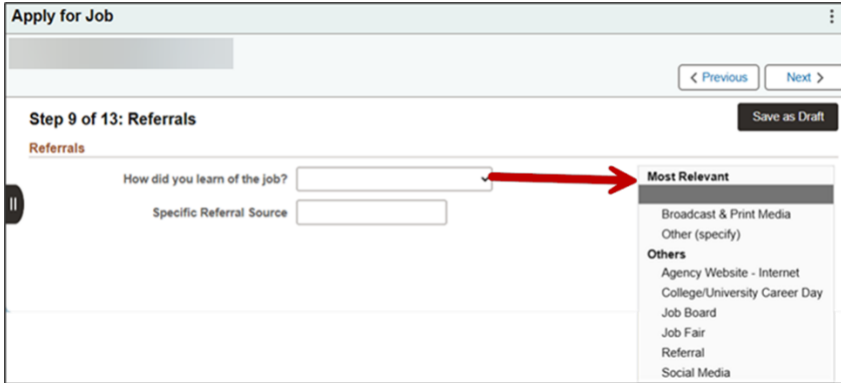
Note: The system allows returning to this step before submitting the application.

10. Select **Next** to proceed to the next step.

Step 9 – Referrals

CAPPS uses the Referrals page to collect information about how the applicant learned of the job opening.

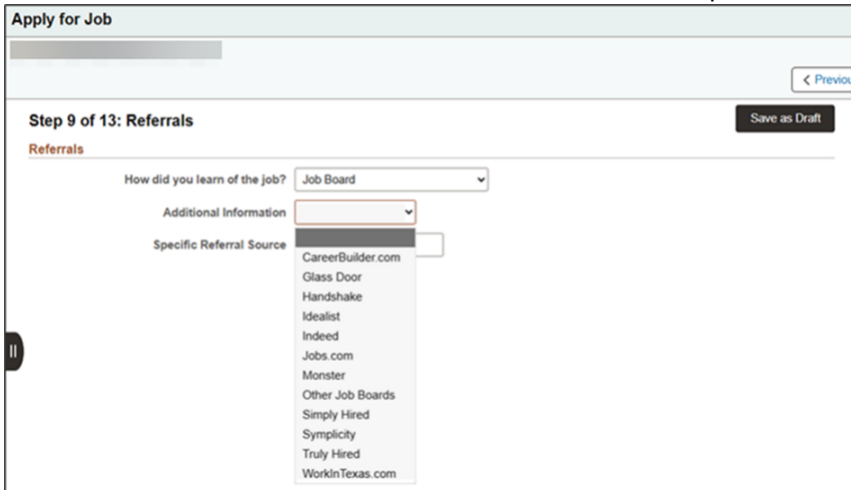
1. Select a value from the **How did you learn of the job?** drop-down menu. The options are:
 - Agency Website – Internet
 - Broadcast & Print Media
 - College/University Career Day
 - Job Board
 - Job Fair
 - Other
 - Referral
 - Social Media



Note: The ADDITIONAL INFORMATION field displays with a drop-down menu if any of the following options are selected:

- Broadcast & Print Media
- College/University Career Day
- Job Board
- Job Fair
- Social Media

2. Select a value from the ADDITIONAL INFORMATION drop-down menu (if applicable).



3. Make an entry for the SPECIFIC REFERRAL SOURCE field, if applicable (for example, the applicant can provide the name of a referral source from a job fair).

Note: The state of Texas does not have a typical referral program like those used by private-sector companies. However, a referral is still useful for determining whom the applicant spoke with, so the recruiter can note any part of the conversation in the system on the applicant's behalf.

4. Select **Save as Draft** to save the application (optional).

Note: The system allows returning to this step before submitting the application.

5. Select **Next** to proceed to the next step.

Step 10 – Personal Information

The *Personal Information* page displays the following instructions:

"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."

This page collects the applicant’s date of birth, which is optional and will not affect the application and review process.

1. Enter the DATE OF BIRTH.

–or–

Select the date using the calendar icon.

2. Select **Save as Draft** to save the application (optional).

Note: The system allows returning to this step before submitting the application.

3. Select **Next** to proceed to the next step.

Step 11 – Felony Details

The applicant must provide all relevant details or state that there are no felony charges.

Felony	Yes/No	Explanation
Felony Details	NO	N/A

Step 12 – Diversity

On the Diversity page:

1. Select the appropriate value for Gender (FEMALE or MALE).
–or–
 Select the I DECLINE TO ANSWER checkbox.
2. Select **Add Ethnic Group** to enter one or more applicable groups.
–or–
 Select the I DECLINE TO ANSWER checkbox.

Apply for Job

< Previous Next >

Step 12 of 13: Diversity Save as Draft

You are invited to provide the information requested regarding diversity.

Diversity

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.

Gender

What is your gender?

Female

Male

I decline to answer

Ethnic Identification

What is your ethnicity?

You have not added any ethnic groups.

I decline to answer

Step 13 – Review and Submit

Applicants can review/modify all sections of the application before submitting it.

Note: Once an application is submitted, it cannot be modified. If a change is necessary after submitting, the application can be withdrawn and resubmitted.

To change application information in the *Review and Submit* step:

1. Expand a specific section by selecting the drop-down arrow to review the information in that section of the application.

Apply for Job

< Previous Submit

Review your application and make any changes before submitting.

Step 13 of 13: Review and Submit Save as Draft

My Contact Information

Email Address

Phone Contact Method Not Specified

Modify

- > Resume Attachment
- > Cover Letter Attachment
- > Attachments
- > Education History
- > Work Experience
- > School Education
- > Licenses and Certifications
- > Felony Details
- > References
- > Personal Information
- > Referrals
- > Diversity
- > Employment Questionnaire

2. Select the **Modify** hyperlink to review/modify the section’s information.

Note: In the *My Contact Information* section, the address does not display by default; select the **Click to View** hyperlink next to the address field to display it.

3. Select **Save as Draft** to save the changes to the application and select **Next** to proceed to the next section.

–and/or–

Select **Submit** after completing the review of the application.

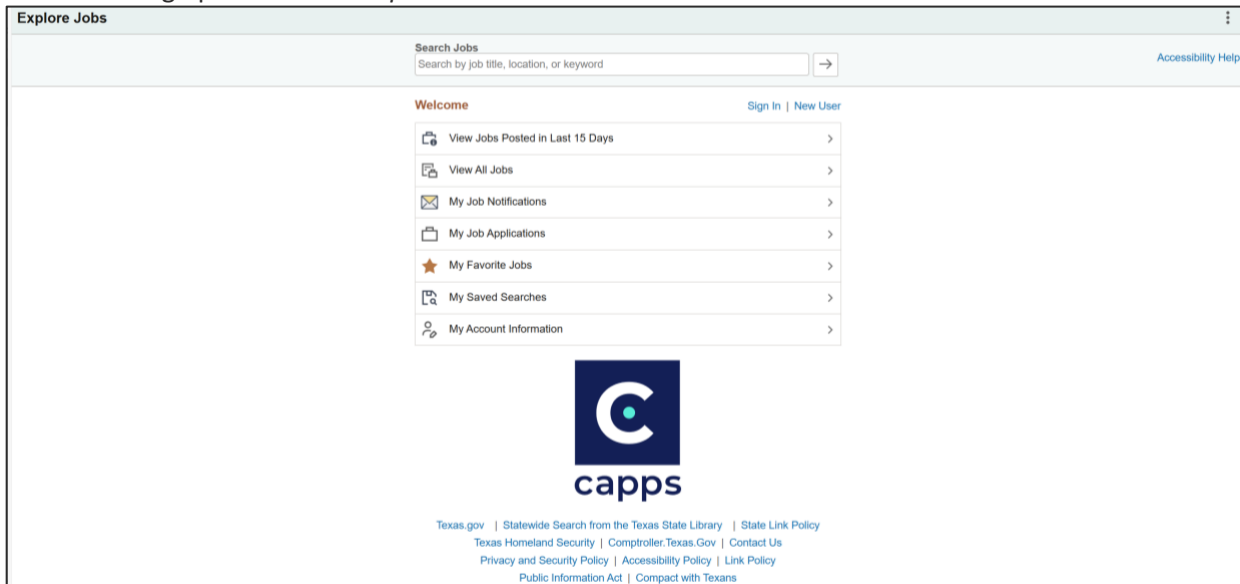
Note: After submitting the application, a confirmation page displays and the system sends a confirmation email to the applicant with an embedded hyperlink for the CAPPS Career site, where they can monitor the progress of the current application.

4. Select one of the available interactive options on the *Application Confirmation* page:

- **Explore Jobs** — redirects to the Explore Jobs dashboard.
- **View Submitted Application** — view the application that was just submitted.

Additional Functionality on the Explore Jobs Page

The remaining options on the *Explore Jobs* dashboard are described in this section.



Accept/Reject Offer

1. Enter COMMENTS.
2. Select **Accept** or **Reject** to acknowledge that you reviewed and understand the job offer details.

Return Documents

In the *Return Documents* section:

1. Select **Add Document** to return a:
 - Signed document
 - Scanned copy
 - or–
 - Another document (such as an I-9 form)

Personal Data

The *Personal Data* section allows adding or editing several items of personal data:

1. Select **Add/Edit National ID** to enter the Social Security number (SSN).

Note: The SSN is required for the hiring transaction and for payroll purposes.

2. Select **Add/Edit Driving License** to enter the driver's license number.

Note: This is optional unless the job description requires it or the recruiting team instructs you to provide it.

3. Select **Add/Edit Date of Birth** to enter or update the date of birth.

Note: The date of birth is required for the hiring transaction and for payroll purposes.

4. Select **Submit Personal Data** when finished entering or editing the information.

My Job Applications

The *My Job Applications* page allows users to:

- View current and past applications.
- View an application's status.
- Withdraw an application.
- Review and download resumes and attachments.

To withdraw your application from a job opening:

1. Select **Withdraw** for the desired application.
The system displays a warning message confirming the intent to withdraw from a job opening.

You are about to withdraw a submitted job application. This action cannot be undone. Do you want to continue?

OK

Cancel

Job Title	Job ID	Location	Application Status	Application Status Information	Date Created	Date Submitted	Date Withdrawn	Withdraw Application
Accountant IV- Screening Demo2	100063	Ablene	Under Consideration		04/06/2026 8:52AM	04/06/2026 8:52AM		Withdraw
No Job Selected			Application Received		03/01/2026 8:43PM	03/01/2026 10:25AM		Withdraw
Park Gate Staff	100018	Austin	Withdrawn		03/01/2026 8:43PM	03/01/2026 10:25AM	04/06/2026 9:13AM	
Accountant IV- Screening Demo1	100073	Ablene	Withdrawn		04/06/2026 5:24PM	04/06/2026 5:24PM	04/07/2026 8:03AM	

Attached File	Job ID	Resume Title	Date Created
test_resume.docx	Multiple	test_resume.docx	03/01/2026 8:58PM

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
Test_Cover_Letter.docx		Test_Cover_Letter.docx	Cover Letters	03/01/2026 9:56PM
Training.txt		My Transcript for this job	Transcripts	03/01/2026 9:02PM

Job Title	Job ID	Date/Time Stamp
Accountant IV- Screening Demo2	100063	03/07/26 10:12:48AM
Accountant IV- Screening Demo1	100073	03/07/26 10:12:48AM
Park Gate Staff	100018	03/07/26 10:12:48AM
Park Gate Staff	0	03/07/26 10:12:48AM

2. Select **OK** to continue withdrawing.
–or–
 Select **Cancel** to abandon the withdrawal.

Note: Once you withdraw from a job opening, you can update your application (as necessary) and reapply to the same job if it is still open.

In the *My Resumes* section, the previously uploaded resume files display. To review or download, select the file name.

Note: The resume file cannot be edited.

In the *My Cover Letters and Attachments* section, previously uploaded cover letters and attachments display. To review or download, select the attachment.

Note: Cover letter and attachment files cannot be edited.

My Favorite Jobs

The *My Favorite Jobs* page displays a list of jobs that were marked as favorites during the job search.

My Saved Searches

The *My Favorite Jobs* page displays all saved searches.

My Account Information

The *My Account Information* page allows reviewing and updating account details, including contact information.

To review or update your account settings:

1. Select the **CONTACT METHOD** in the drop-down menu.
2. Select the **Change Password** hyperlink to change your account password (optional).
3. Select the plus (+) icon in the *Email* section to add another email address that can be used to contact you (optional).
4. Select the plus (+) in the *Phone* section to add another phone number that can be used to contact you (optional).
5. Select **Save** to save the updates and return to the *Careers* page.

The screenshot shows the 'My Account Information' page. At the top, there is a 'Save' button. Below it, the 'Account Settings' section includes 'User Name', 'Contact Method' (set to 'Not Specified'), and a 'Change Password' link. There is also a 'Screen Reader Mode' checkbox. The 'Name' section has fields for 'Name Profile', 'First Name', 'Middle Name', 'Last Name', and 'Name Suffix'. The 'Address' section includes 'Country' (United States), 'Address 1', 'Address 2', 'City' (Austin), 'State' (Texas), 'Postal' (76791), and 'Country' (245). Below the address is an 'Email (Required)' section with a table for adding email addresses. The table has columns for 'Email', 'Type', and 'Primary'. There are two rows: one for 'Business' (Primary: Yes) and one for 'Home' (Primary: No). Below the email section is a 'Phone' section with a table for adding phone numbers. The table has columns for 'Phone Number', 'Extension', 'Type', and 'Primary'. There is one row for 'Home' (Primary: Yes).

Revision History

Date	Description of Change	Changed By
May 26, 2026	Initial release.	D. Stobee