



RECRUITING – EXTERNAL APPLICANT

External Applicant



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Introduction to GJ CLOUD User Guides

What is GJ CLOUD?

GJ Cloud is a powerful Enterprise Resource Planning (ERP) system designed to manage and automate tasks related to Finances, Human Resources, and Budgeting operations. As an employee, you will use GJ Cloud to complete a variety of tasks such as completing your timecard, submitting expense reports, enrolling in benefits, and many more.

How Do I Use This Guide?

This guide is both module and audience-specific, ensuring that you receive the most relevant information for your role. Each guide is titled with the Module Name, Subject, and Audience (i.e., General Ledger – Journal Processing - General Accountant, General Accounting Manager, Budget Manager, Financial Analysts). Each guide includes a Table of Contents that outlines the various topics covered.

Topics are organized as follows:

- **Topic Name:** Description of GJ Cloud process

Test Script ID: Test Script name linked to topic (i.e., Test Script | GL.TS.003.001).

Topics that are referenced with no steps or screenshots are marked with an “**Instructions**” label after the **Topic Name** and a link to the folder

- **Audience:** Designated role(s) associated with the User Guide
- **Purpose:** Action performed by the user within GJ Cloud
- **NOTE:** City of Grand Junction specific information to be aware of, such as:
 - Scenarios and workflows
 - Terminology
 - Policies, documents found outside of GJ Cloud
 - Impacts to other GJ Cloud modules
- **Steps:** Table of actions and detailed screenshots that provide a visual aid to perform the GJ Cloud process

By familiarizing yourself with this guide, you will be able to navigate GJ Cloud functionalities with greater ease and efficiency.



1. External Applicant

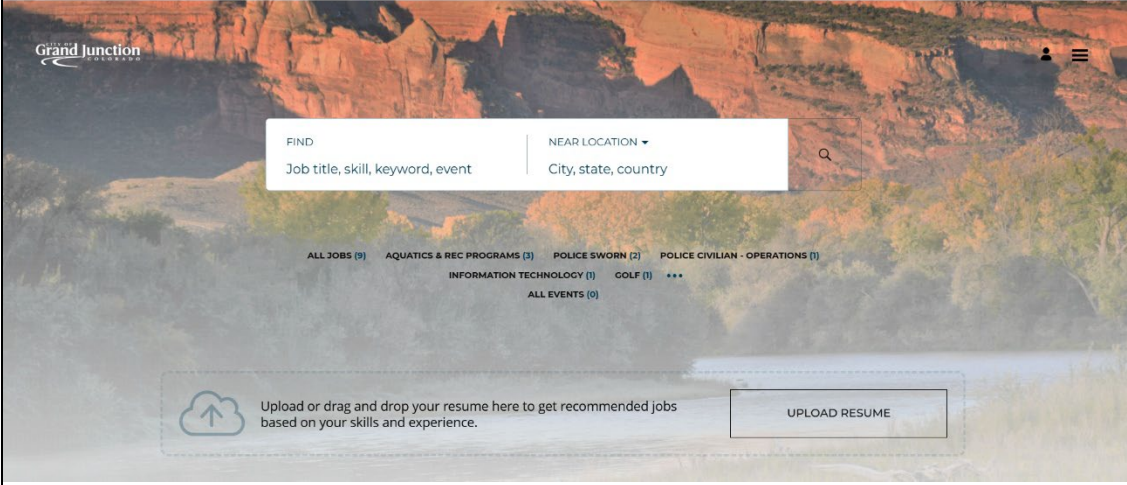
1.1 Apply as External Candidate

Test Script | REC.TS.005.001

Audience: External Applicant

Purpose: Apply for a Job as an External Candidate.

Note: External candidates can search and apply to positions posted on the career site.

Step	Action
1.	<p>Go to External Career Site</p> <p>https://iascqy.fa.ocs.oraclecloud.com/hcmUI/CandExpSecured/en/sites/CX_1</p> 



2. Enter search criteria and click the Magnifying Glass (or click 'Enter')

iascqy-test.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2001

Oracle Cloud Marke... Jira The Fusion Insider SHRM SIOP Oracle Visual Build... Redwood- Office H... Service Requests

Grand Junction

FIND Job title, skill, keyword, event NEAR LOCATION City, state, country

ALL JOBS (9) AQUATICS & REC PROGRAMS (3) POLICE SWORN (2) POLICE CIVILIAN - OPERATIONS (1) INFORMATION TECHNOLOGY (1) GOLF (1) ALL EVENTS (0)

Upload or drag and drop your resume here to get recommended jobs based on your skills and experience. UPLOAD RESUME

3. Locate and select the job you wish to apply to

Upload or drag and drop your resume here to get recommended jobs based on your skills and experience. UPLOAD RESUME

Posting Date ↑↓

Police Officer	Grand Junction, CO, United States • POSTING DATES 01/09/2025 • BE THE FIRST TO APPLY	☆ >
Civilian Investigator	Grand Junction, CO, United States • POSTING DATES 01/09/2025 • BE THE FIRST TO APPLY	☆ >
Apprentice Equipment Operator	Grand Junction, CO, United States • POSTING DATES 01/09/2025 • BE THE FIRST TO APPLY	☆ >
PT LIFEGUARDWSI	Grand Junction, CO, United States • POSTING DATES 01/08/2025 • BE THE FIRST TO APPLY	☆ >



4. Click on the 'Apply Now' button

- **Flexible Health Insurance** – Choose from a variety of plans to fit all your healthcare needs.
- **Retirement** – Benefit from the employer-matched at 9% with full vesting on your first day to help you plan for the future.
- **City Resources** – Gain access to the City's Employee Health & Wellness Clinic and childcare center for added convenience.
- **Wellness & Support Programs** – Take advantage of our incentive-based wellness program and our Employee Assistance Program (EAP) for additional support
- **Voluntary Benefits** – Opt into additional coverage, including life insurance, accident insurance, identity theft, and pet insurance for extra peace of mind. More than just great benefits, working with us means making a real impact in the community where you live and work. Our employees find their roles meaningful and fulfilling, knowing their contributions create a better city every day.

More than just great benefits, working with us means making a real impact in the community where you live and work. Our employees find their roles meaningful and fulfilling, knowing their contributions create a better city every day. **Join us and be a part of something bigger!**

To view more information about our benefits visit: <https://www.gjcity.org/333/Employee-Benefits>

APPLY NOW

JOB INFO

Job Identification

36

Job Category

Maintenance and Operations



5. Enter email address and click 'Next'

🏠 | Apprentice Equipment Operator

You don't need to have an account

Get started right away by simply using your email. Your profile will be created and kept up to date automatically as you enter details for each of your job applications.

Email Address *

sally.sample@yopmail.com

◀ CANCEL

NEXT ▶

You may be requested to enter a verification code. The code will be sent to the email address you provided.

🏠 | Apprentice Equipment Operator

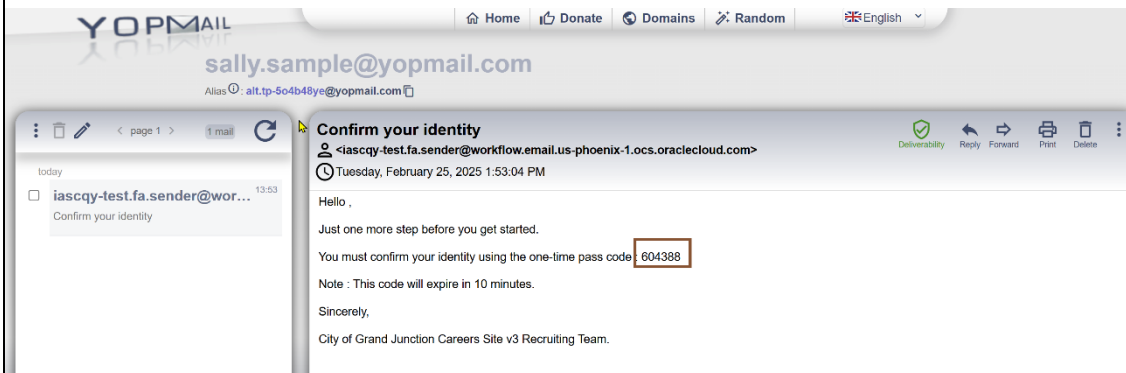
Confirm Your Identity

The verification code was sent to this email address: sally.sample@yopmail.com. When you get the code, type the code into the field to confirm your identity and complete your job application. Note that it may take some time before you receive the code.

Verification Code *

VERIFY ▶

Send New Code





6. Enter your applicant information as you move throughout the page.

🏠 | Apprentice Equipment Operator 1 / 4

IMPORT YOUR PROFILE
You can import your information.

CONTACT INFORMATION
Please enter your contact information.

Last Name *

First Name

Title

7. Enter esignature (exact name used on the application) and click 'Submit' when finished

🏠 | Apprentice Equipment Operator 4 / 4

For Employer Use Only
Employers may modify this section of the form as needed for recordkeeping purposes.
For example:
Job Title:
Date of Hire:

☐ I agree to receive updates about new job opportunities.

☐ I agree to receive marketing communications

E-SIGNATURE
Your Talent Profile must be updated to be considered for any City internal job application.

Full Name *



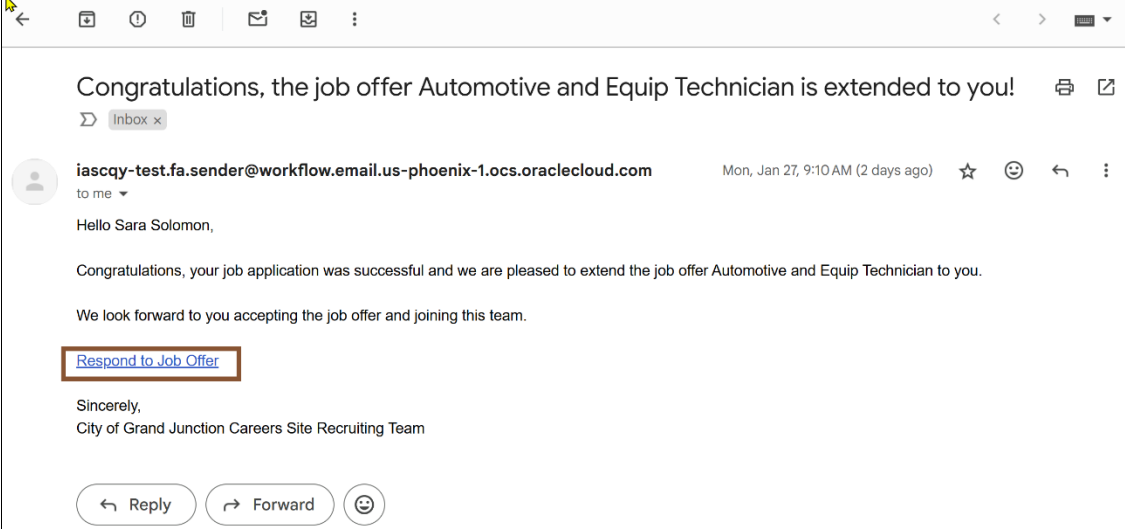
1.2 Accept Job Offer

Test Script | REC.TS.014.001

Audience: External Applicant

Purpose: Accept a Job Offer as an External Candidate.

Note: Offer candidates can accept the job offer electronically

Step	Action
1.	Log-in to the email you used on your job application
2.	Locate and select the email with ' Congratulations, the job offer... ' in the subject line
3.	Click on the 'Respond to Job Offer' link above the email signature. 



4. You may need to **confirm your identity** before viewing the offer letter contents.

Oracle will send you a **6-digit code via email**, to be entered in the fields provided.

Enter the verification code and click **'Verify'** to submit the code for verification.



Once your identity is confirmed, the job offer letter should display for your review.



SARA ▾ ☰

We invite you to review your job offer carefully.



January 29, 2025

Sara Solomon
10299 Belvedere Ln,
Grand Junction, CO, 81501

Dear Sara,

Congratulations and welcome to the City of Grand Junction. This letter serves as confirmation that you have accepted the position of Firefighter – Emergency Medical Technician (EMT) Class Sponsorship with the Grand Junction Fire Department effective January 29, 2025. This offer is contingent upon successful completion of the EMT Class and the Grand Junction Fire Department Recruit Academy. While in EMT Class and Fire Academy, your starting wage will be \$39.69 per hour. The City will be paying your tuition while in the EMT Course. As a result, you will be asked to sign a tuition repayment agreement and promissory note. In addition, you will receive 40 hours of paid time off. You have been chosen to join a team that has served the citizens of this community for over 100 years. Becoming a member of the team means you are about to begin a career that will challenge you and demand the very best you have to give.

Scroll to the bottom of the page to download if needed and respond. **Click Accept**

I am pleased to have you as a member of our team, and I look forward to working with you in providing exemplary service to our community. If I can answer any questions before your orientation, please don't hesitate to call me at 970-244-1539.

Welcome aboard!

Kathy Sargent

Human Resources Business Partner

250 NORTH 5TH STREET, GRAND JUNCTION, CO 81501 P (970) 244-1512 F (970) 246-4007 www.gjcity.org

[Decline](#)

[Accept](#)

Enter your full name (exactly as entered on your job application) and click **'Submit'**



Accept Job Offer

Full Name *

John Smith

← BACK

SUBMIT




1.3 Pre-Hire Onboarding (Pending Worker)

Test Script | REC.TS.018.001

Audience: External Applicant

Purpose: Instructions on Pre-Hire Onboarding.

Note: New Hires will be assigned several onboarding tasks to be completed prior to their start date, upon accepting the job offer.

Step	Action
1.	<p>Pending Workers will receive a 'New Account Created' email notification from Oracle. This notification will have instructions on how to request a password reset and set a temporary password in the GJ Cloud System to access pre-hire onboarding tasks.</p> <p>From: iascqy-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com <iascqy-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com> Sent: February 25, 2025 8:31 PM To: <pending worker home email address> Subject: Oracle Fusion Applications-Welcome E-Mail</p> <p>Dear Sandy Sample,</p> <p>Congratulations! Your Grand Junction Oracle Fusion Applications account has been successfully created and your User Name is Sandy.Sample.</p> <p>Please follow the link below to reset your password.</p> <p>https://iascqy-test.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?_afid=1e30c99da9884f45b4fab222ce3292e3</p> <p>For any issues, contact your system administrator.</p> <p>Thank You, Oracle Fusion Applications</p> <p>Pending Workers will also receive a 'Start Journey' email notification to start their onboarding tasks. Click on 'Start Journey' to get started.</p> <p>You have a new journey - City of Grand Junction Pre-Hire Onboarding Tasks (2). Let's get going. Inbox x</p> <p> iascqy-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com to me ▼ Mon, Jan 27, 9:45 AM (2 days ago) ☆ 😊 ↩ ⋮</p> <p>Hello, Sara Solomon</p> <p>You have a new journey to go on.</p> <p>Start journey</p> <p>Thank you.</p> <p>↩ Reply ➡ Forward 😊</p>



2. Enter the log-in credentials you just created.

The screenshot shows the Oracle Applications Cloud sign-in interface. At the top, a dark banner reads "Sign In Oracle Applications Cloud". Below this, a "Company Single Sign-On" button is centered. A horizontal line with "or" in the middle separates this from the main login form. The login form is enclosed in a brown border and contains a "User ID" field, a "Password" field, and a "Forgot Password" link. Below the password field is a "Sign In" button. At the bottom of the form is a "Select Language" dropdown menu currently set to "English".

3. **Task list** is displayed. Click on the Welcome task to begin reviewing and completing your pre-hire onboarding tasks.

The screenshot shows the Oracle Applications Cloud welcome page. At the top, a dark banner reads "Welcome aboard!". Below this is a large blue area with a red diagonal line and white circles. A "Tasks" section is highlighted with a brown border. It contains a list of tasks: "Welcome to the Team!" and "Employee I-9 Section 1". To the right of the tasks is a "Tasks completed" progress bar showing "0 of 14".

Click on each **task** to provide requested information.



4. **Click 'Done' after each task is completed.**

A screenshot of a web interface for task management. At the top, a header bar says "Welcome to the Team!" with a "Required" status and a menu icon. Below this, a main content area titled "Welcome to the City of Grand Junction!" contains a congratulatory message and a task instruction: "Please mark this task 'Done' once completed." Below the text are three buttons: "Done" (highlighted with a red box), "Not Applicable", and "More Actions" with a dropdown arrow. Further down, a "Contact Info" section shows a profile for "Clinton Oviatt" with the email "clintono@gjcity.org". At the bottom, a footer bar shows "Employee I-9 Section 1" with a "Required" status and a menu icon.



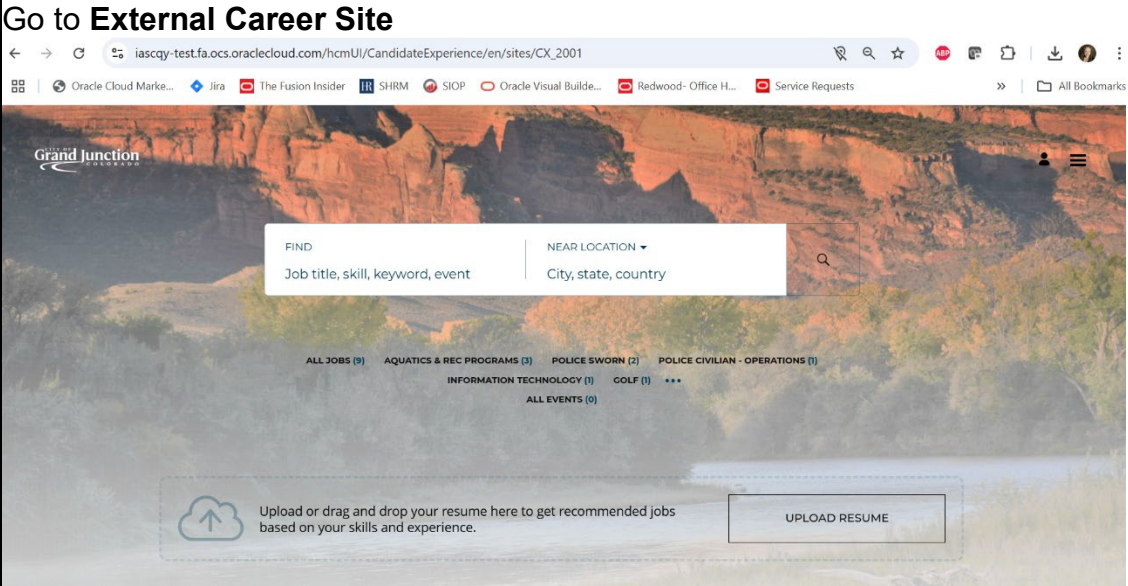
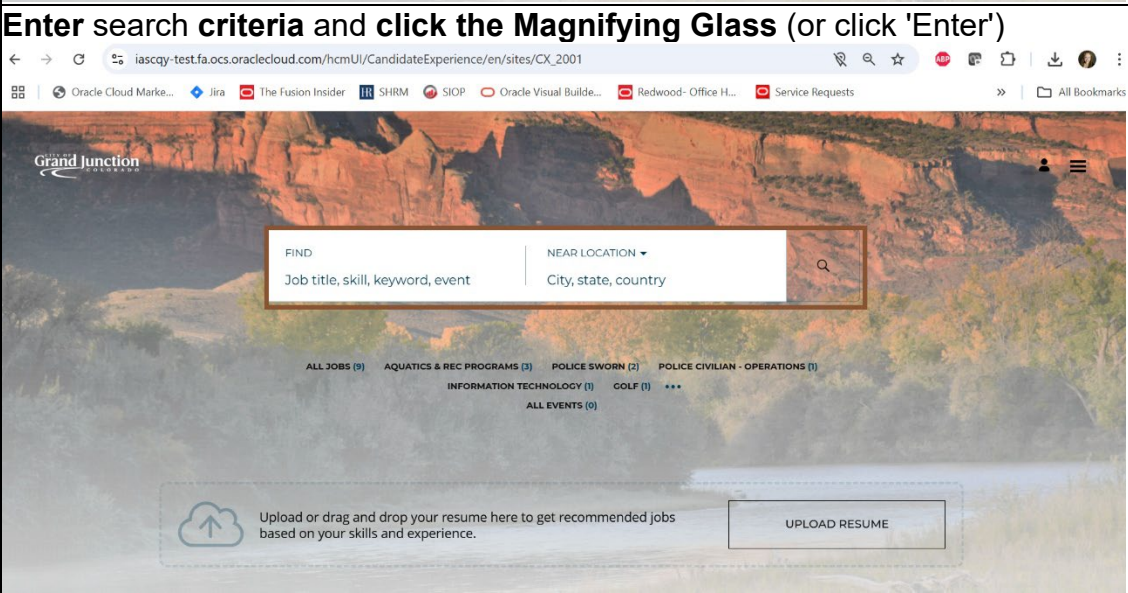
1.4 Apply with Indeed

Test Script | REC.TS.033.001

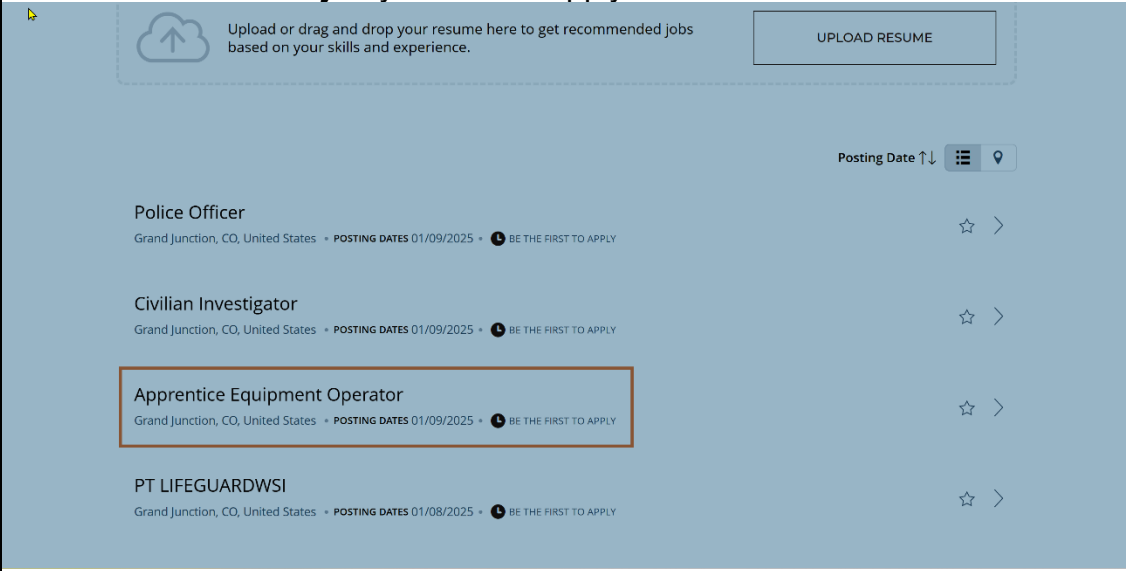

Audience: External Applicant

Purpose: Instructions for Applying with Indeed.

Note: External applicants can import their Indeed profile when applying.

Step	Action
1.	Go to External Career Site 
2.	Enter search criteria and click the Magnifying Glass (or click 'Enter') 



3.	<p>Locate and select the job you wish to apply to</p> 				
4.	<p>Click on the 'Apply Now' button</p> <ul style="list-style-type: none">• Flexible Health Insurance – Choose from a variety of plans to fit all your healthcare needs.• Retirement – Benefit from the employer-matched at 9% with full vesting on your first day to help you plan for the future.• City Resources – Gain access to the City's Employee Health & Wellness Clinic and childcare center for added convenience.• Wellness & Support Programs – Take advantage of our incentive-based wellness program and our Employee Assistance Program (EAP) for additional support• Voluntary Benefits – Opt into additional coverage, including life insurance, accident insurance, identity theft, and pet insurance for extra peace of mind. More than just great benefits, working with us means making a real impact in the community where you live and work. Our employees find their roles meaningful and fulfilling, knowing their contributions create a better city every day. <p>More than just great benefits, working with us means making a real impact in the community where you live and work. Our employees find their roles meaningful and fulfilling, knowing their contributions create a better city every day. Join us and be a part of something bigger!</p> <p>To view more information about our benefits visit: https://www.gjcity.org/333/Employee-Benefits</p>  <p>APPLY NOW</p> <p>JOB INFO</p> <table><tr><td>Job Identification</td><td>36</td></tr><tr><td>Job Category</td><td>Maintenance and Operations</td></tr></table>	Job Identification	36	Job Category	Maintenance and Operations
Job Identification	36				
Job Category	Maintenance and Operations				



5. Enter email address and click 'Next'

| Apprentice Equipment Operator

You don't need to have an account

Get started right away by simply using your email. Your profile will be created and kept up to date automatically as you enter details for each of your job applications.

Email Address *

sally.sample@yopmail.com

◀ CANCEL

NEXT ▶



6. Check the email inbox for a verification code. **Enter the verification code** and click **'Verify'**

The screenshot shows a YOPMAIL email interface. The inbox on the left lists an email from 'iascqy-test.fa.sender@wor...' with the subject 'Confirm your identity'. The main view displays the email content, which includes a greeting, instructions to confirm identity using a one-time pass code '604388', and a note that the code expires in 10 minutes. Below the email content, there is a 'Confirm Your Identity' section with instructions to enter the code into a field. The field is a six-digit input box with the first digit highlighted. Below the input field is a 'VERIFY' button and a 'Send New Code' link.

YOPMAIL

Home Donate Domains Random English

sally.sample@yopmail.com

Alias: alt.tp-5o4b48ye@yopmail.com

Confirm your identity

<iascqy-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com>

Tuesday, February 25, 2025 1:53:04 PM

Hello ,

Just one more step before you get started.

You must confirm your identity using the one-time pass code: 604388

Note : This code will expire in 10 minutes.

Sincerely,

City of Grand Junction Careers Site v3 Recruiting Team.

Apprentice Equipment Operator

Confirm Your Identity

The verification code was sent to this email address: sally.sample@yopmail.com.
When you get the code, type the code into the field to confirm your identity and complete your job application. Note that it may take some time before you receive the code.

Verification Code *

1

VERIFY

Send New Code




7. Click on 'Apply with Indeed'

🏠 | Police Officer

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IMPORT YOUR PROFILE

You can import your information.

Apply with 

RESUME

CONTACT INFORMATION

Please enter your contact information.



Click **'Continue'** if needed.



Ready to take the next step?

Create an account or sign in.

By creating an account or signing in, you understand and agree to Indeed's [Terms](#). You also acknowledge our [Cookie](#) and [Privacy](#) policies. You will receive marketing messages from Indeed and may opt out at any time by following the unsubscribe link in our messages, or as detailed in our terms.



Continue with Google



Continue with Apple

or

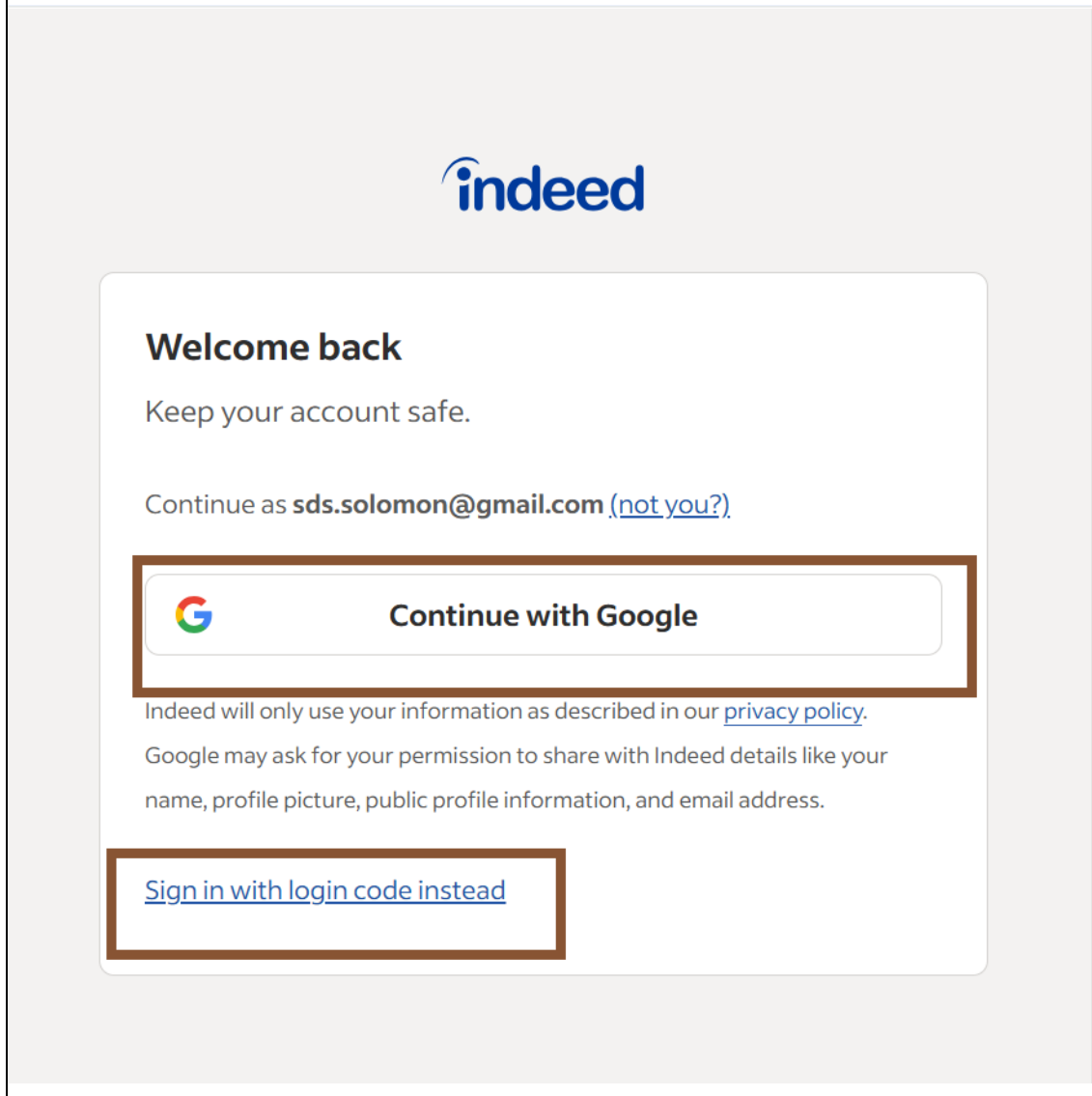
Email address *

sds.solomon@gmail.com

Continue →

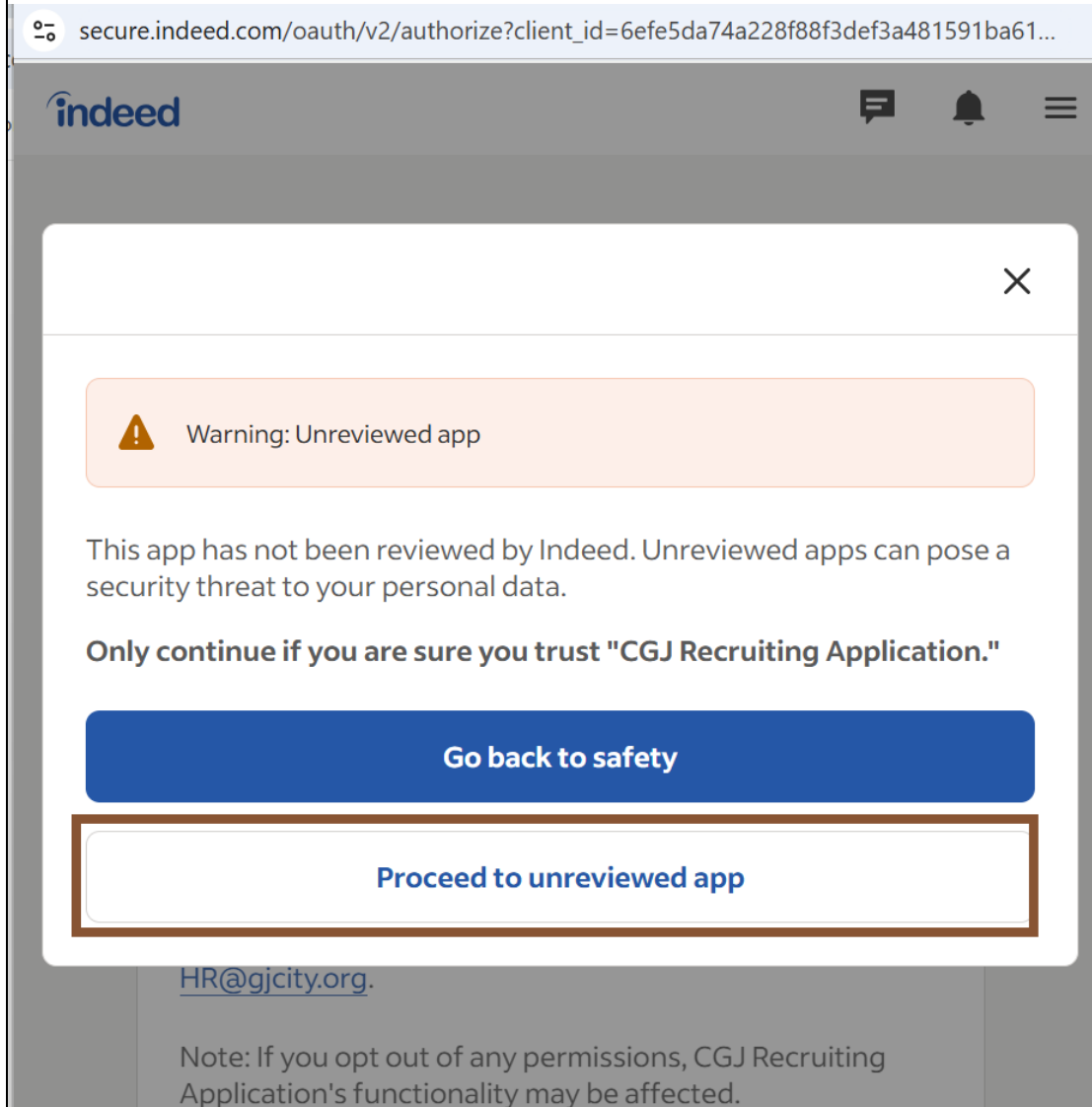


8. Proceed to log-in, using Google or request a verification code.





9. If using Google to log-in to **Indeed**, you'll receive a pop-up warning. **Click 'Proceed to unreviewed app'** to proceed to Indeed.





Click 'Allow'

sds.solomon@gmail.com [Not you?](#)

[CGJ Recruiting Application](#) is requesting the following permissions:

☒ View and save your Indeed resume

Before using this app, you are encouraged to review their [privacy policy](#). For support using the app, contact HR@gjcity.org.

Note: If you opt out of any permissions, CGJ Recruiting Application's functionality may be affected.

Allow

Cancel

[Hiring Lab](#) [Career advice](#) [Browse jobs](#) [Browse companies](#) [Salaries](#)
[Indeed Events](#) [Work at Indeed](#) [Countries](#) [About](#) [Help](#) [ESG at Indeed](#)



Job application page will **load information from Indeed profile.**

🏠 | Police Officer

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IMPORT YOUR PROFILE

You can import your information.



Profile successfully imported.

IMPORT PROFILE AGAIN

Scroll down to **review** and correct or edit any discrepancies. Indeed may not populate all fields on the application. You can click on the red icon in the upper right corner of the page to see any missing entries.

🏠 | Police Officer

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First Name

Sara

Title

Middle Name

Email Address

sds.solomon@gmail.com

Phone Number



Once all required fields are satisfied, enter your **esignature** and click '**Submit.**'

Apprentice Equipment Operator

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For Employer Use Only

Employers may modify this section of the form as needed for recordkeeping purposes.
For example:
Job Title:
Date of Hire:

☐

I agree to receive updates about new job opportunities.

☐

I agree to receive marketing communications

E-SIGNATURE

Your Talent Profile must be updated to be considered for any City internal job application.

Full Name *

SUBMIT >

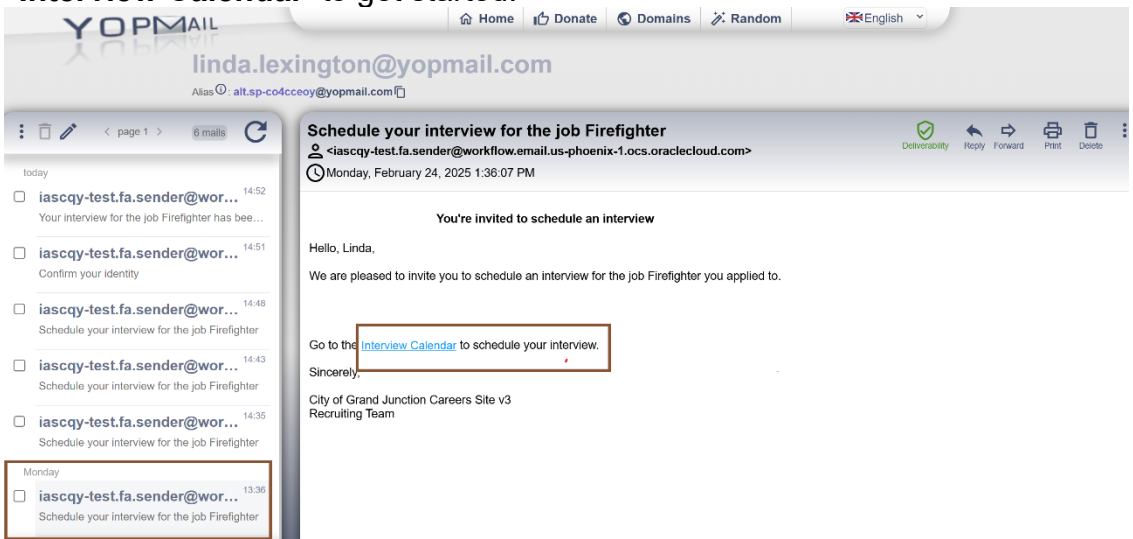


1.5 Interview Self Scheduling

Audience: External Applicant

Purpose: Instructions for self-scheduling a candidate interview.

Note: External applicants will be requested to schedule their own interviews, via interview self-scheduling.

Step	Action
1.	<p>Qualified candidates will receive an interview invite email notification. Click on “Interview Calendar” to get started.</p> 



Confirm your identity by entering the code you receive via email.

The screenshot shows a YOPMAIL interface. At the top, the user's email is linda.lexington@yopmail.com. Below the header, there's a list of emails. The selected email is from iascqy-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com, dated Wednesday, February 26, 2025 5:13:20 PM. The email content says: "Hello Linda, Just one more step before you get started. You must confirm your identity using the one-time pass code: 611485. Note : This code will expire in 10 minutes. Sincerely, City of Grand Junction Careers Site v3 Recruiting Team." Below the email, there's a "Confirm Your Identity" form. The form has a title "Confirm Your Identity" and a message: "The verification code was sent to you. When you get the code, type the code into the field to confirm your identity. Note that it may take some time before you receive the code." There's a "Verification Code" input field with a red asterisk, a "VERIFY" button, and a "Send New Code" link.

2.



	<p>Select from the available interview timeslots.</p> <p>Home Schedule Interview</p> <div><div>Schedule Interview</div><div>Please bring your resume.</div><div><div>THIS WEEK</div><div>Time zone: America/Denver</div></div><div><div>Friday February 28, 2025</div><div>1:00 PM</div></div><div>Request additional interview slots</div></div>
3.	<p>Click Schedule Interview to schedule the interview.</p> <div><div>×</div><div>Would you like to schedule this interview?</div><div>Friday, February 28, 2025 1:00 PM - 5:00 PM America/Denver</div><div>Location 250 N 5th Street, Grand Junction, CO 81501, Mesa, United States</div><div>Interviewer Clinton Oviatt</div><div>Location Details 2nd floor check-in with front desk in HR</div><div>SCHEDULE INTERVIEW</div></div>
4.	



Confirmation pop-up window **confirming the interview is scheduled.**

[Home](#) | [Schedule Interview](#)

✓ Your interview was scheduled. ✕

Your interview is scheduled. Here are the details.

Friday, February 28, 2025
1:00 PM - 5:00 PM America/Denver

Location: **250 N 5th Street, Grand Junction, CO 81501, Mesa, United States**

Interviewer: **Clinton Oviatt**

Location Details: **2nd floor check-in with front desk in HR**

You're coming to City Hall! Plan to be here for about 30 minutes.

Check in with HR second floor

[BACK TO MY PROFILE](#)