



# 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

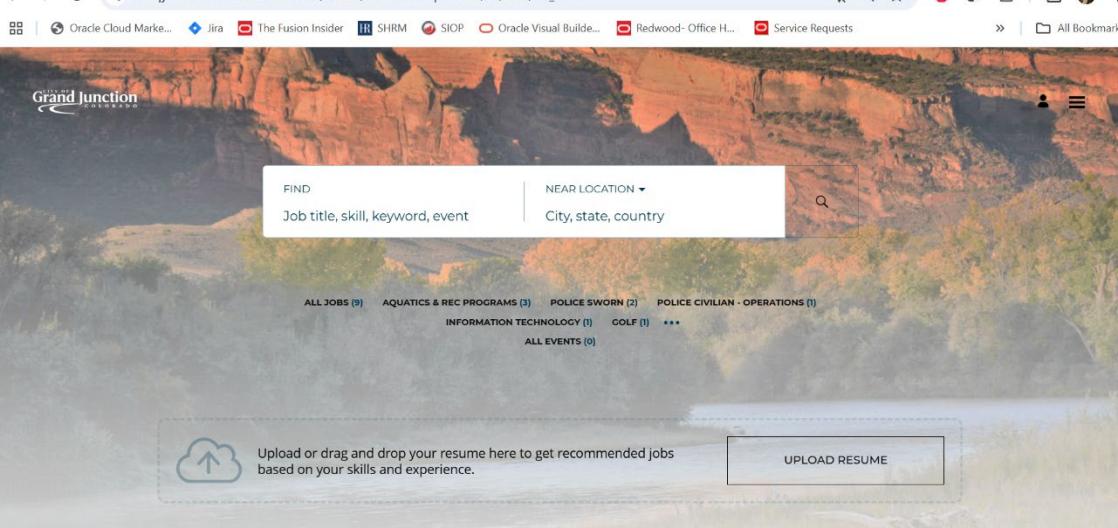
## 1.1 Apply as External Candidate

Test Script | REC.TS.005.001

**Audience:** External Applicant

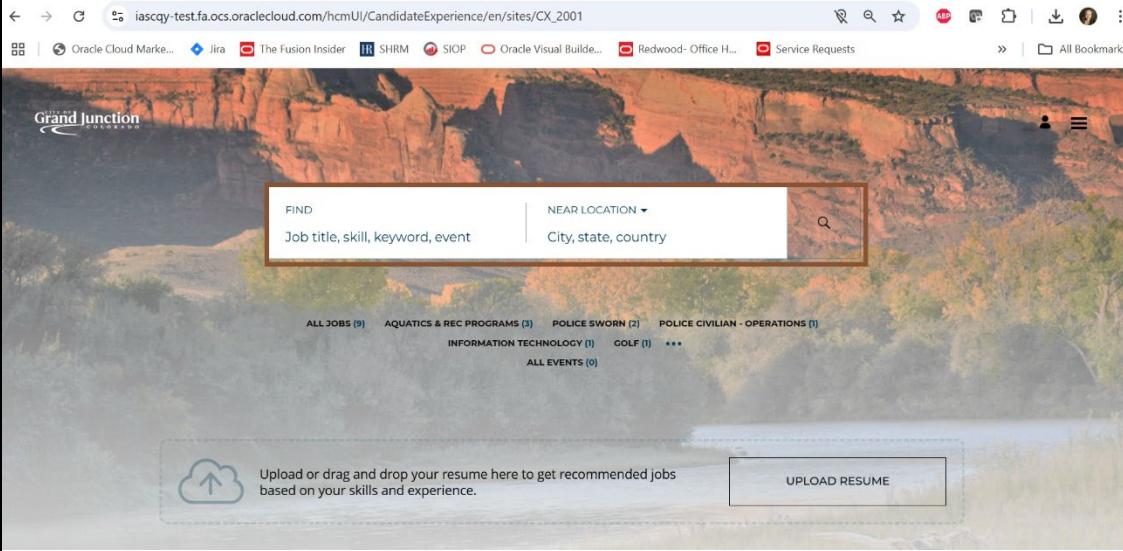
**Purpose:** Apply for a Job as an External Candidate.

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

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

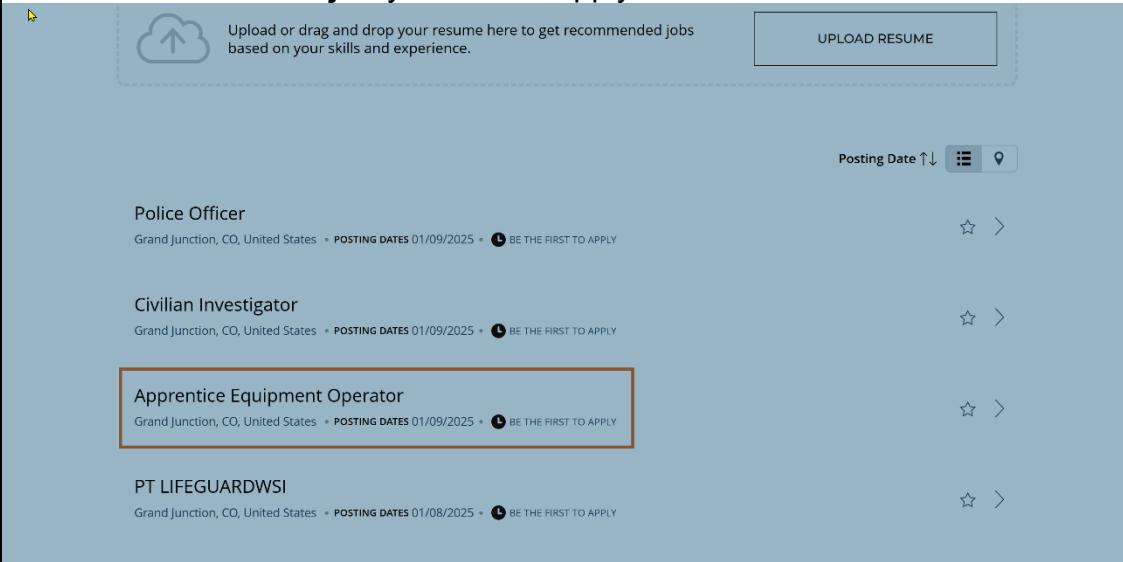


## 2. Enter search criteria and click the Magnifying Glass (or click 'Enter')



A screenshot of a web browser showing a job search interface. The background image is a scenic view of a river and red rock mountains. At the top, there is a navigation bar with various links like 'Oracle Cloud Market...', 'Jira', 'The Fusion Insider', 'SHRM', 'SIOP', 'Oracle Visual Builde...', 'Redwood- Office H...', and 'Service Requests'. Below the navigation bar is a search bar with two input fields: 'FIND' (containing 'Job title, skill, keyword, event') and 'NEAR LOCATION' (containing 'City, state, country'). A magnifying glass icon is positioned to the right of the 'NEAR LOCATION' field. Below the search bar, there are several category filters: 'ALL JOBS (9)', 'AQUATICS & REC PROGRAMS (3)', 'POLICE SWORN (2)', 'POLICE CIVILIAN - OPERATIONS (1)', 'INFORMATION TECHNOLOGY (1)', 'GOLF (1)', and 'ALL EVENTS (0)'. At the bottom of the search interface is a dashed box containing a cloud icon with an upward arrow, the text 'Upload or drag and drop your resume here to get recommended jobs based on your skills and experience.', and a 'UPLOAD RESUME' button.

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



A screenshot of a job listing interface. The background is a light blue color. At the top, there is a dashed box containing a cloud icon with an upward arrow, the text 'Upload or drag and drop your resume here to get recommended jobs based on your skills and experience.', and a 'UPLOAD RESUME' button. Below this, there is a search bar with the text 'Posting Date ↑' and a sorting icon. The main content area displays four job listings: '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, highlighted with a red border), and 'PT LIFEGUARDWSI' (Grand Junction, CO, United States, POSTING DATES 01/08/2025, BE THE FIRST TO APPLY). Each job listing has a star icon and a right-pointing arrow icon to its right.



#### 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'

[Home](#) | 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 \*

[CANCEL](#)

[NEXT >](#)

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

[Home](#) | Apprentice Equipment Operator

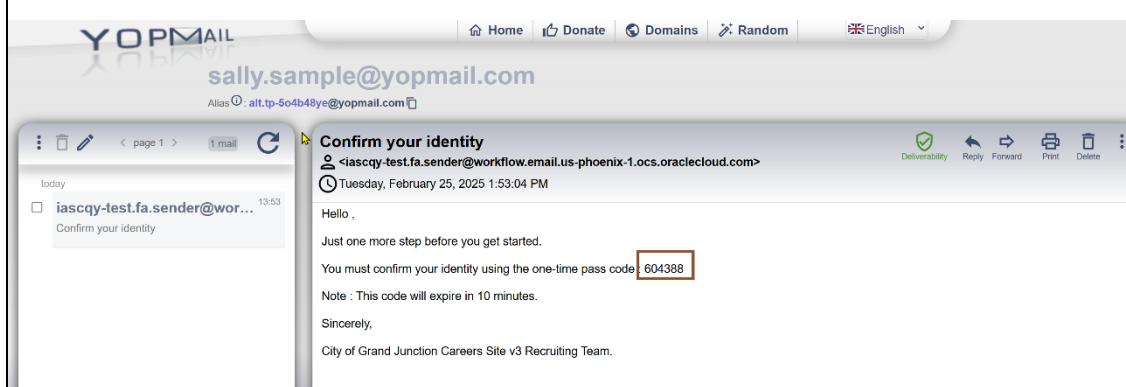
### Confirm Your Identity

The verification code was sent to this email address: [sally.sample@yopmail.com](mailto: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

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### IMPORT YOUR PROFILE

You can import your information.

Apply with Indeed

RESUME

### CONTACT INFORMATION

Please enter your contact information.

Last Name \*

Sample

First Name

Sally

Title

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

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 ▶



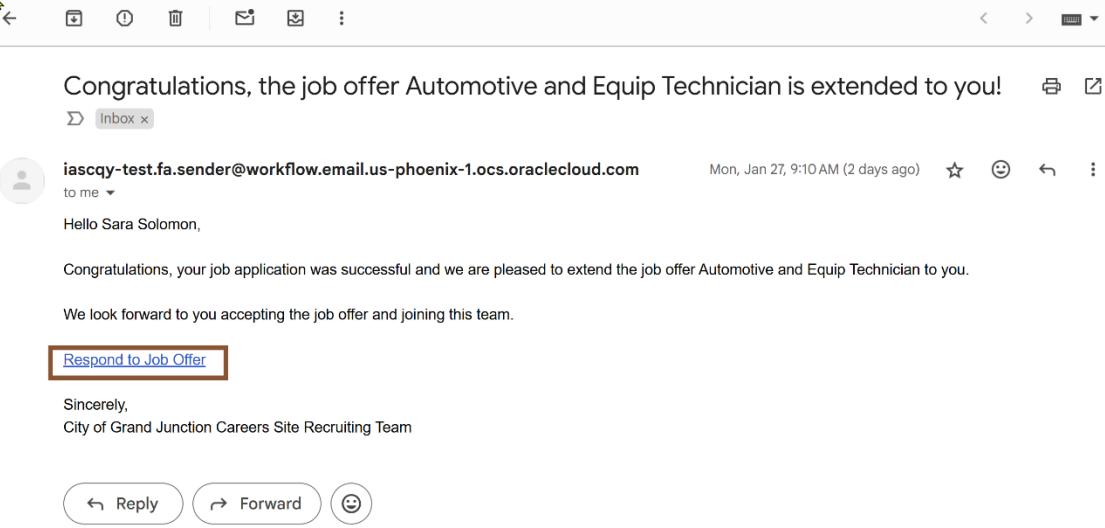
## 1.2 Accept Job Offer

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 ' <b>Congratulations, the job offer...</b> ' in the subject line
3.	<b>Click on the 'Respond to Job Offer' link above the email signature.</b> 



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

GJ

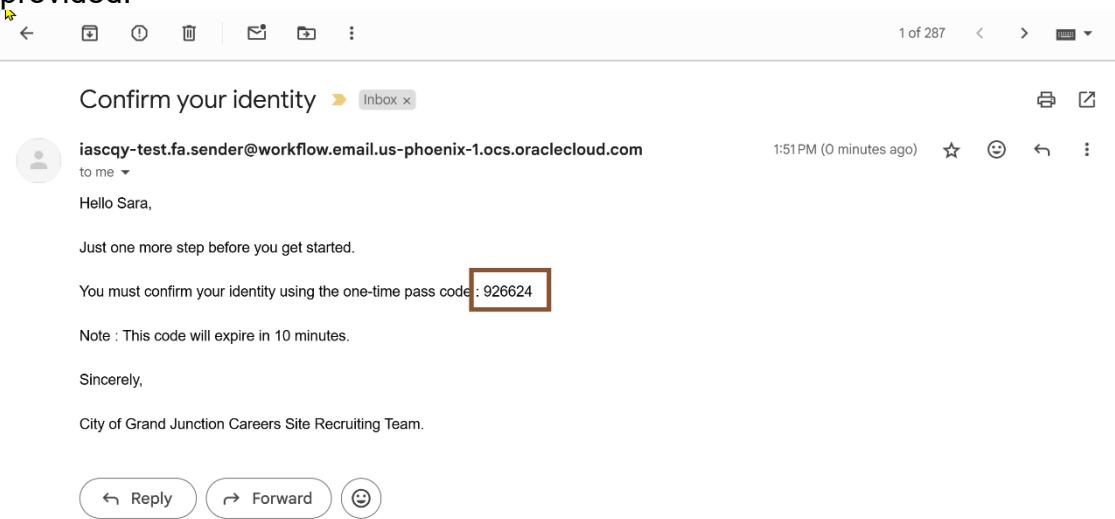
#### Confirm Your Identity

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.

Verification Code \*

[Send New Code](#)

**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 1ST STREET, GRAND JUNCTION, CO 81501 P [970] 244 1512 F [970] 256 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

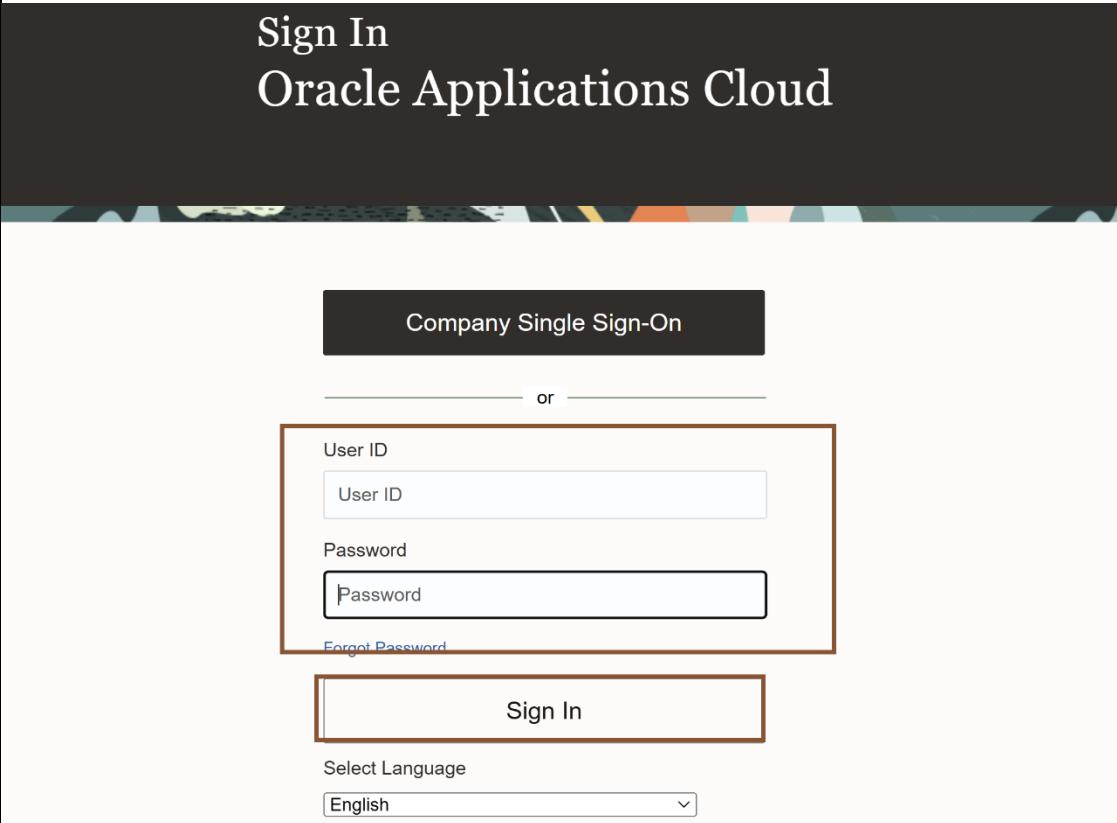
**Purpose:** Instructions on Pre-Hire Onboarding.

**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><b>Pending Workers</b> 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><b>From:</b> iascqy-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com &lt;iascqy-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com&gt; <b>Sent:</b> February 25, 2025 8:31 PM <b>To:</b> &lt;pending worker home email address&gt; <b>Subject:</b> 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><a href="https://iascqy-test.fa.ocs.oraclecloud.com:443/hcmUi/faces/ResetPassword?ase.gid=1e30c99da9884f45b4fab222ce3292e3">https://iascqy-test.fa.ocs.oraclecloud.com:443/hcmUi/faces/ResetPassword?ase.gid=1e30c99da9884f45b4fab222ce3292e3</a></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. ⏺ <a href="#">Inbox</a></p> <p> iascqy-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com to me</p> <p>Hello, Sara Solomon</p> <p>You have a new journey to go on.</p> <p><a href="#">Start journey</a></p> <p>Thank you.</p> <p>✉ Reply ⏺ Forward ⏺</p>



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

A screenshot of the Oracle Applications Cloud sign-in page. The top header reads "Sign In Oracle Applications Cloud". Below the header is a "Company Single Sign-On" button. A horizontal line with the word "or" in the center separates this from the login fields. The login fields include "User ID" and "Password" input boxes, a "Forgot Password" link, and a "Sign In" button. Below the login form is a "Select Language" dropdown menu set to "English".

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID  
User ID

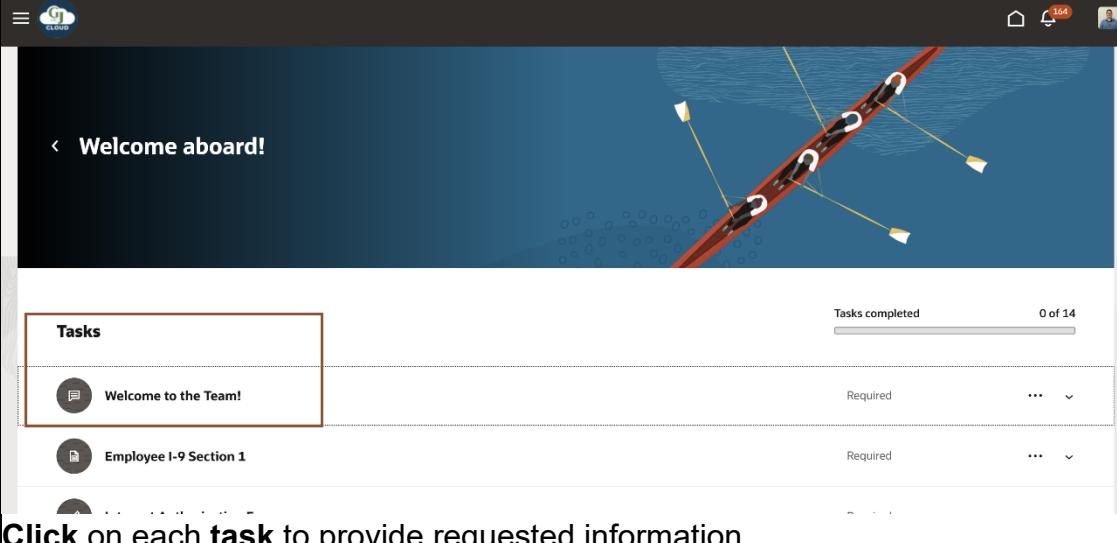
Password  
Password

[Forgot Password](#)

Sign In

Select Language  
English

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

A screenshot of a task list interface. The top features a "Welcome aboard!" message with a small icon. Below is a "Tasks" section with a table. The table has two rows: "Welcome to the Team!" and "Employee I-9 Section 1". Each row has a small icon, a task name, a "Required" status, and a "..." button. A progress bar at the top right shows "Tasks completed 0 of 14". A note at the bottom of the table says "Click on each task to provide requested information."

Tasks	Required	...
Welcome to the Team!	Required	...
Employee I-9 Section 1	Required	...

Click on each task to provide requested information.



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

A screenshot of a digital onboarding task interface. The task is titled "Welcome to the Team!" and is marked as "Required". The description reads: "Welcome to the City of Grand Junction! Congratulations on your new position! As you embark on this exciting chapter, we're here to ensure your smooth transition into our vibrant community. Your upcoming orientation is designed to provide you with a comprehensive understanding of our culture, values, and operations. You'll have the opportunity to familiarize yourself with our policies, meet your colleagues, select your benefit options, and dive into resources that will empower you to thrive in your role. To kickstart this process, please make sure to complete the necessary tasks assigned to you." Below the description, a note says: "Please mark this task 'Done' once completed." There are three buttons: "Done" (highlighted with a red box), "Not Applicable", and "More Actions".  
  
The task then transitions to "Contact Info", showing an initiator named Clinton Oviatt with the email clintono@gjcity.org. Below this is another task titled "Employee I-9 Section 1", also marked as "Required".



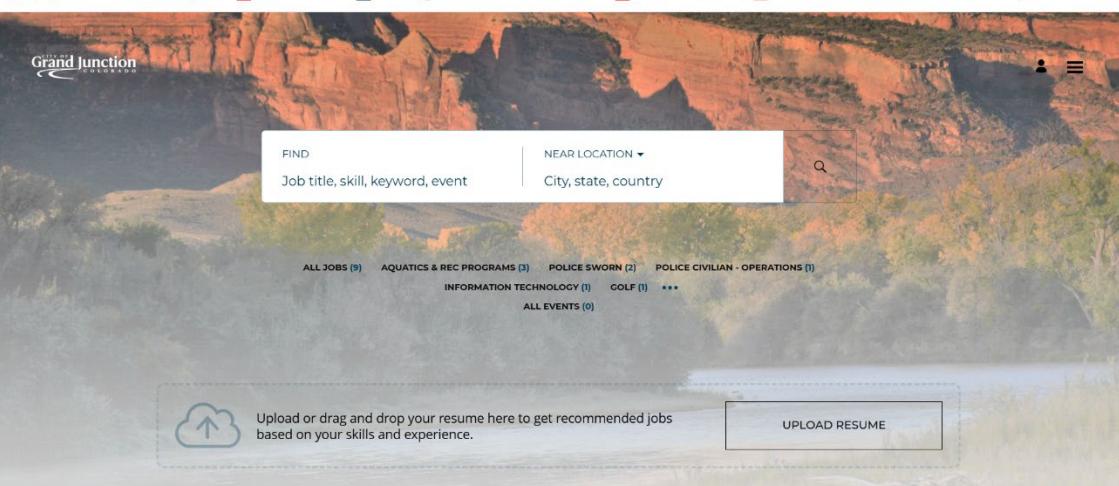
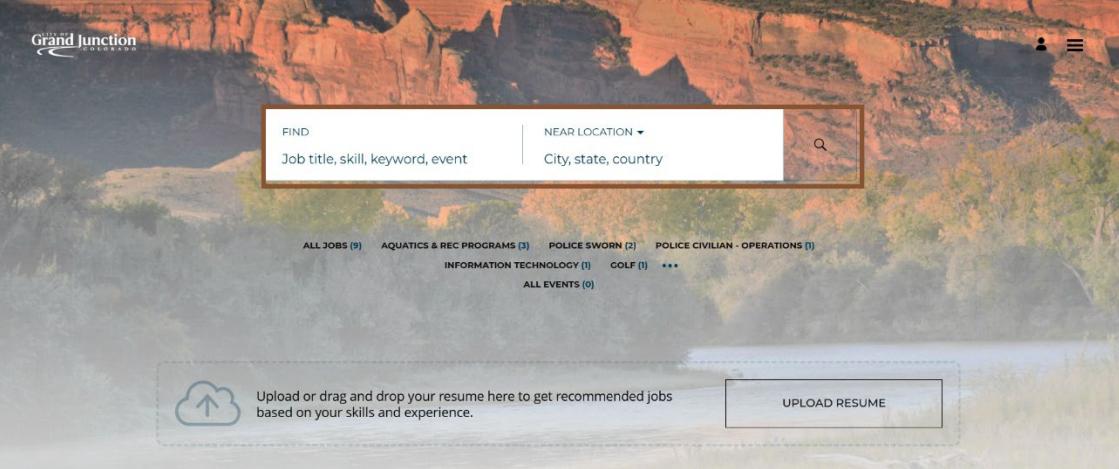
## 1.4 Apply with Indeed

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.	<p><b>Go to External Career Site</b></p> 
2.	<p><b>Enter search criteria and click the Magnifying Glass (or click 'Enter')</b></p> 



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

A screenshot of a job search interface. At the top, there is a resume upload section with a cloud icon, an 'UPLOAD RESUME' button, and a 'Posting Date ↑↓' filter. Below this, a list of jobs is shown: 'Police Officer' (Grand Junction, CO, United States, POSTING DATES 01/09/2025), 'Civilian Investigator' (Grand Junction, CO, United States, POSTING DATES 01/09/2025), 'Apprentice Equipment Operator' (Grand Junction, CO, United States, POSTING DATES 01/09/2025), and 'PT LIFEGUARDWSI' (Grand Junction, CO, United States, POSTING DATES 01/08/2025). The 'Apprentice Equipment Operator' job is highlighted with a red border. Each job listing includes a star and a greater-than symbol icon.

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'**

[Home](#) | 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 \*

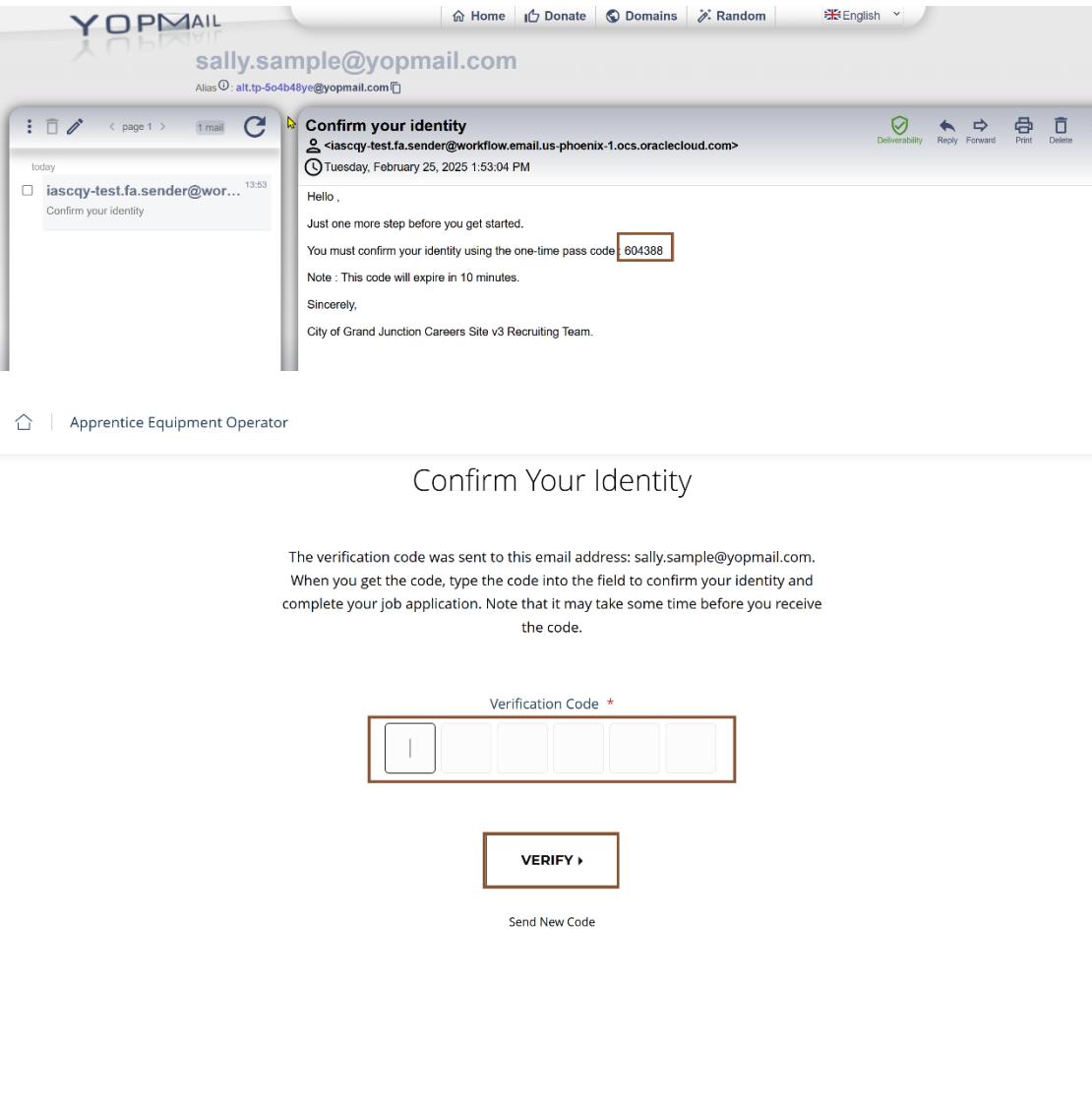
sally.sample@yopmail.com

◀ CANCEL

NEXT ▶



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



The image shows a composite screenshot of a web-based email interface and a verification page. At the top, the YOPMAIL interface is visible, showing an email from 'sally.sample@yopmail.com' to 'sally.sample@yopmail.com'. The subject is 'Confirm your identity'. The email body contains a message from 'iascqy-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com' dated 'Tuesday, February 25, 2025 1:53:04 PM'. It includes a greeting, instructions to confirm identity using a one-time pass code (604388), a note about the code's expiration, and a signature from 'City of Grand Junction Careers Site v3 Recruiting Team'. Below this, a 'Confirm Your Identity' page is displayed. It reiterates the email address and the verification code '604388'. A text input field is labeled 'Verification Code \*' and contains the code '604388'. A 'VERIFY >' button is positioned below the input field. A 'Send New Code' link is located at the bottom of the page.



**7. Click on 'Apply with Indeed'**

Police Officer

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**IMPORT YOUR PROFILE**

You can import your information.

**Apply with Indeed**

RESUME

**CONTACT INFORMATION**

Please enter your contact information.



Click 'Continue' if needed.

indeed

### 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

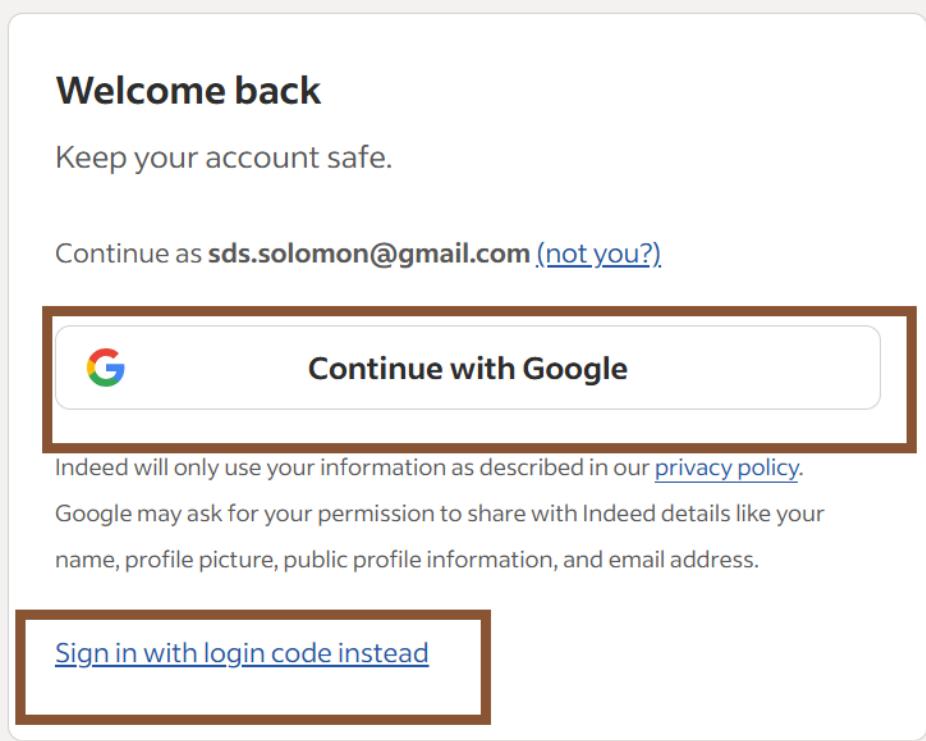
Email address \*

sds.solomon@gmail.com

Continue →



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

A screenshot of the Indeed login page. The page has a light gray background with a white rounded rectangular box in the center. At the top of this box, the word "Welcome back" is displayed in bold black text. Below it, the text "Keep your account safe." is shown in a smaller, regular black font. Underneath that, the email address "Continue as sds.solomon@gmail.com ([not you?](#))" is displayed. A "Continue with Google" button is centered in the box, featuring the Google "G" logo and the text "Continue with Google" in black. Below the button, a note states: "Indeed will only use your information as described in our [privacy policy](#). Google may ask for your permission to share with Indeed details like your name, profile picture, public profile information, and email address." At the bottom of the central box, there is a link "[Sign in with login code instead](#)".

Welcome back

Keep your account safe.

Continue as [sds.solomon@gmail.com](#) ([not you?](#))

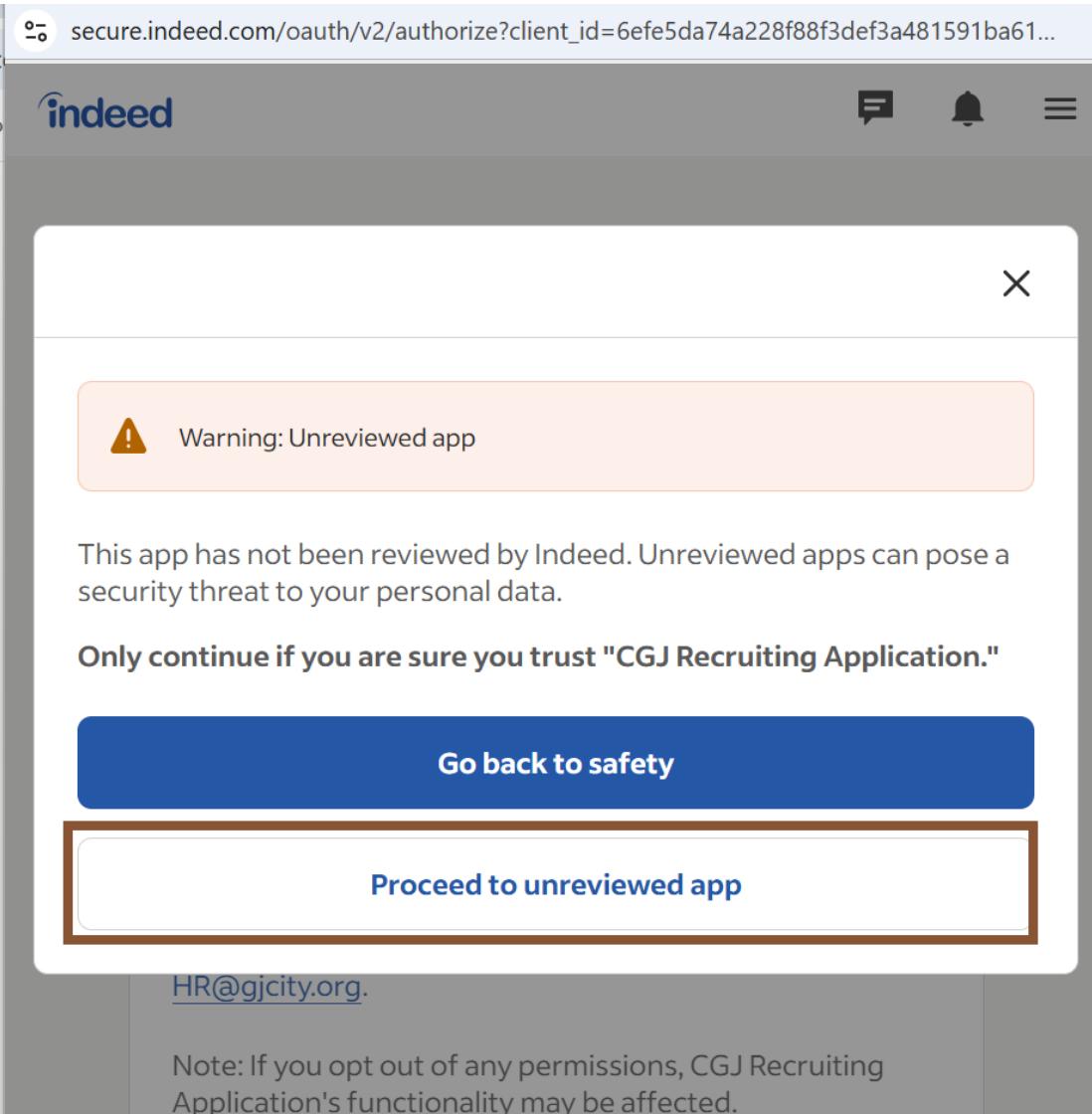
 Continue with Google

Indeed will only use your information as described in our [privacy policy](#). Google may ask for your permission to share with Indeed details like your name, profile picture, public profile information, and email address.

[Sign in with login code instead](#)



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](mailto: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**.

Home | 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.

Home | 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 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 \*

**SUBMIT >**

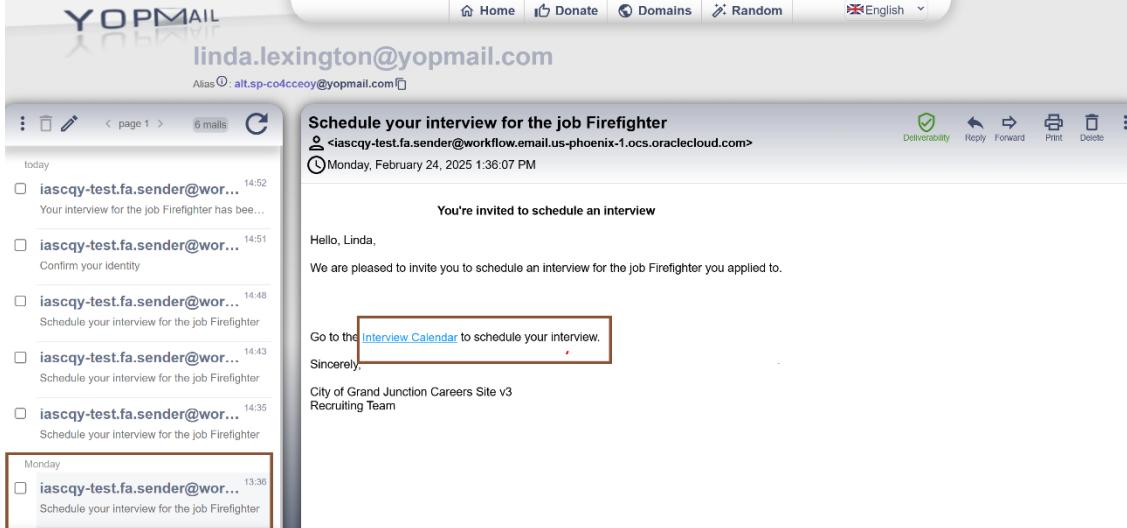


## 1.5 Interview Self Scheduling

**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 <b>candidates</b> will receive an interview invite email notification. Click on <b>'Interview Calendar'</b> to get started.</p>  A screenshot of a YOPMAIL inbox. The subject line is 'Schedule your interview for the job Firefighter'. The message is from 'iascqy-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com'. The body of the email includes a message to 'Hello, Linda.' and a link to 'Go to the Interview Calendar to schedule your interview.' The email is dated Monday, February 24, 2025, 1:36:07 PM. The inbox shows several other messages from the same sender, all related to scheduling an interview for a firefighter position.



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

A composite screenshot showing the YOPMAIL inbox and a verification code entry page. The inbox on the left shows several test emails from 'iascqy-test.fa.sender@...' with subject lines like 'Confirm your identity', 'Your interview for the job Firefighter has bee...', and 'Schedule your interview for the job Firefighter'. One email is highlighted with a red box around its subject line. The main content area on the right shows a 'Confirm your identity' page with a heading, a recipient email 'linda.lexington@yopmail.com', a timestamp 'Wednesday, February 26, 2025 5:13:20 PM', and a message body. A red box highlights the one-time pass code '611485'. Below the message is a note: 'Note : This code will expire in 10 minutes.' and 'Sincerely, City of Grand Junction Careers Site v3 Recruiting Team.' At the bottom of the page is a 'VERIFY' button. The entire screenshot is framed by a large red border.

2.



### Select from the available interview timeslots.

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

#### Schedule Interview

Please bring your resume.

THIS WEEK

Friday  
February 28, 2025

1:00 PM

Time zone: America/Denver

[Request additional interview slots](#)

3. **Click Schedule Interview to schedule the interview.**

[X](#)

Would you like to schedule this interview?

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**

**SCHEDULE INTERVIEW**

4.



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

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

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

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