



**Setting up Your
SmartR Profile
with SmartRecruiters**

SmartR Profiles
Winter 2021
DHR Workforce Development




Benefits of SmartR Profile




- If you setup a SmartR Profile, you can easily apply for jobs within the City and with any company that uses SmartRecruiters
- You can also use the SmartR Profile with LinkedIn and Indeed

World Class Companies Hire Here



5,000 companies have made over 10,000,000 hires on this platform. Join us.

[Create Your Profile](#)



SmartR Profile



<https://www.smartr.me/>

SmartR

Job Search Made Easy

Looking for work? 10 Million+ people have been hired through SmartR.

Want an amazing experience? Organize your search, stand out to employers, and track your progress here. Let's get to work.

[Get SmartR](#)

Signing Up for a SmartR Profile



SmartR

Fresh look, same login.

- SmartRecruiters candidate portal is now SmartR.
- Enter the same login info used for your SmartRProfile.
- If login details were saved, you may need to re-save.

Why SmartR? [Read here.](#)

Get started

First name
Jo

Last name
Smith

Email
josmithcity99@email.com

Password
.....

Your password should meet the following requirements:

- Should be at least 8 characters long
- Should contain uppercase letters
- Should contain lowercase letters
- Should contain a number
- By checking this box you will declare that you read and understand the SmartR Services Agreement. *

[Get started now](#)

Setting Up Your Profile

Home Search My Jobs Upgrade

Jo J. Smith
joesmithcity99@email.com

Profile completeness 0%

Complete My SmatrProfile

Welcome back, Jo J. !

My Job Applications

No job applications yet
Apply to jobs and track your applications here.
Add a new job

Jo J. Smith
joesmithcity99@email.com

My SmatrProfile

Upgrade **NEW**

Smatr Job Search **NEW**

Jobseeker Guide

Settings

Logout

Add / Edit Options

(Optional: Add a Professional Photo)

Jo J. Smith
joesmithcity99@email.com

Share Export to PDF

Profile completeness 0%

Drop your resume here to quickly build SmatrProfile

See sharing statistics

My SmatrProfile


About me

Experience + Add

83% of recruiters regard the description of work experience as the most important part of a resume
Add your work experience and highlight your achievements in this section.

Education + Add

About Me / Professional Summary




? Would you like to update the companies you applied to with recent changes? No Yes ← (optional)


Profile completeness

10%

You have suggested skills based on your profile Add X



Drop your resume here to quickly build SmartProfile

[See sharing statistics.](#) 

About me ?


Customer service representative with 5+ years of experience in telephone customer service, tech support, and customer care. Familiar with Intercom, Salesforce, and several other customer service software solutions. Very organized and meticulous with organizing customer interaction logs. Handled up to 100 calls daily, with duties including helping customers sign up and retrieving customer data.

Experience + Add

? 83% of recruiters regard the description of work experience as the most important part of a resume

Add your work experience and highlight your achievements in this section.

Adding Skills to Your Profile




? Would you like to update the companies you applied to with recent changes? No Yes


Profile completeness

10%

You have suggested skills based on your profile Add X



Drop your resume here to quickly build SmartProfile

[See sharing statistics.](#) 

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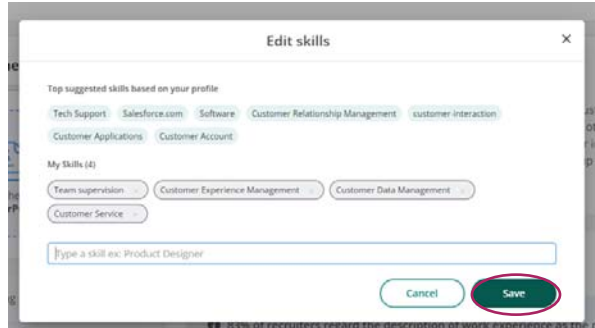
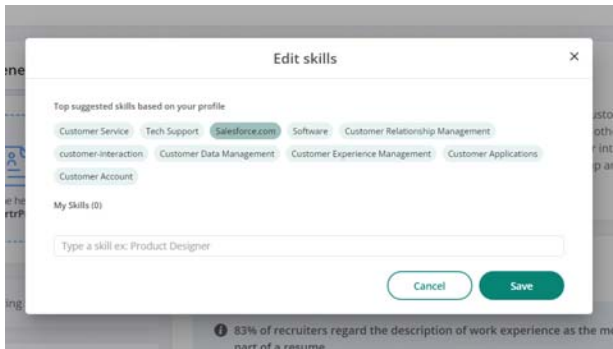
Experience + Add

? 83% of recruiters regard the description of work experience as the most important part of a resume

Add your work experience and highlight your achievements in this section.



Adding Skills (Click or Type)



83% of recruiters regard the description of work experience as the most important part of a resume.

83% of recruiters regard the description of work experience as the most important part of a resume.



Customize Your Profile

Profile completeness

60%

See sharing statistics

My SmartProfile

Make my profile public View

Link to my applications

Skills

- Team supervision
- Customer Experience Management
- Customer Data Management
- Customer Service

Languages

English	Native
Spanish	Professional
Japanese	Intermediate

About me

Customer service representative with 5+ years of experience in telephone customer service, tech support, and customer care. Familiar with Intercom, Salesforce, and several other customer service software solutions. Very organized and meticulous with organizing customer interaction logs. Handled up to 100 calls daily, with duties including helping customers sign up and retrieving customer data.

Experience

Customer Service Supervisor 2015 - Now

Startup Inc
San Francisco, United States


- Supervised a team of 8-10 employees at a startup focused on food chain supply and distribution. Managed customer relationships with the application and with external vendors and suppliers.

Education

University of California, San Diego 2008 - 2012

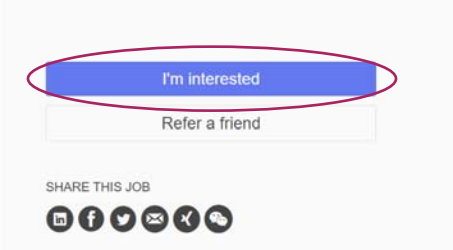
Bachelor of Science, Business Administration

Where to Begin on the DHR Website



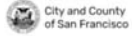
**City and County
of San Francisco**

Jr. Contracts and Compliance Analyst (1820)
1390 Market St, San Francisco, CA 94102, USA
Full-time
Fill Type: Permanent Exempt
Work Hours: Regular
Job Code and Title: 1820-Junior Administrative Analyst




Click on the "I'm interested" button to start the application process.

Start Applying



Jr. Contracts and Compliance Analyst (1820)
1390 Market St, San Francisco, CA 94102, USA



Easy Apply

Choose an option to autocomplete your application. You can still fill your profile manually.


[Browse resume](#) or just drop it here
(Optional)

Apply with SmartrProfile

Apply with Indeed


Personal information

<p>First name *</p> <input type="text"/>	<p>Last name *</p> <input type="text"/>
<p>Email *</p> <input type="text"/>	<p>Confirm your email *</p> <input type="text"/>
<p>Place of residence *</p> <input type="text"/>	<p>Phone number *</p> <p>+1 201-555-0123</p>



[Privacy - Terms](#)

Use SmartR Profile or Manually Apply




Easy Apply
Choose an option to autocomplete your application. You can still fill your profile manually.

[Browse resume](#) or just drop it here
(Optional)

Apply with SmartProfile

Apply with Indeed

Personal information



First name *

Email *

Place of residence *

Last name *


Confirm your email *

Phone number *

Experience + Add

Education + Add

Optional: Add Social Media



On the web

LinkedIn	Facebook
<input type="text"/>	<input type="text"/>
Twitter	Website
<input type="text"/>	<input type="text"/>

If adding social media pages, make sure pages are professional and/or highlight skills.

Preliminary Questions (MQSQ)



Preliminary questions

Thank you for your application!

If you've never applied for a position at the City before, click [here](#) for an overview of the timeline and what to expect while you are in the recruitment process

To help us understand more about the information you have provided and to ensure we have a complete application, we would like to ask a few additional questions about your education and experience. **This information is required and will be considered your official application for this recruitment. Please note that only the information entered here will be considered when determining whether you meet minimum qualifications. Resumes provided will not be considered.**

Your Experience

Tip: One year full-time employment is equivalent to 2,000 hours (2,000 hours of qualifying work experience is based on a 40 hour work week). Any overtime hours that you work above 40 hours per week are not included in the calculation to determine full-time employment.

How many years of verifiable experience do you have for the minimum qualifications in this job announcement? *

For each of the professional experiences that you have listed on the previous page (and that contributed to your answer above), please list the name of the employer, the relevant duties and responsibilities, the total number of weeks worked, the average number of hours worked per week, and start and end dates.

Example:

*Company ABC, 104 weeks worked, 20 hrs/per week on avg., 1/1/2019 - 12/31/2020
Description of relevant duties/responsibilities **

Please list your relevant licenses and certificates along with the number and expiration date. This should include driver's license information if required in the job ad.

Other Information



Languages

Please select all of the languages that you speak, read or write in addition to English

For each language you selected, please enter the language and your level of proficiency.
Example: Chinese (Mandarin) - Fluent
Chinese (Cantonese) - Intermediate

Languages

[Add another](#)

Please attach documents specified in the job announcement

Additional attachments

Have you included all of the documents requested in the job announcement?

(If no attachments were requested, please answer "Yes" to the question below) *

- Yes
- No

Veteran Status

Are you a United States Veteran? *

- Yes
- No

You can add additional information, such as languages and Veteran Status and attach supporting documentation.

Refer a Friend



City and County of San Francisco

Senior Human Resources Analyst - Examinations and Classification Unit - SF Municipal Transportation Agency - (1244)

1 Van Ness Ave, San Francisco, CA 94103, USA
Full-time
Exam Type: Position Based Test
Eligible List Type: Combined Promotive and Entrance
Certification Rule: Rule of 10
Fill Type: Permanent Civil Service
Job Code and Title: 1244-Senior Human Resources Analyst

Company Description

The SFMTA, a department of the City and County of San Francisco, oversees Muni (the historic Municipal Railway), parking and traffic, bicycling, walking and taxis. Over one million people get around San Francisco and rely on us to ensure safe and reliable travel.

I'm interested

Refer a friend

SHARE THIS JOB



OTHER JOBS AT CITY AND COUNTY OF SAN FRANCISCO

Coordinator of Citizen Involvement - Multiple Divisions HI...
San Francisco, CA

Manager, Funding, Strategy and Programs - Finance & I...
San Francisco, CA

Maintenance Machinist - Streets Division - SFMTA (7332)
San Francisco, CA

You can submit an application on behalf of someone else, but may need their resume ahead of time.

Add Your Referral's Info and Resume



Do you have a SmartRecruiters login?

If you are a City and County of San Francisco employee and you have a SmartRecruiters account, please log in.

Login

About your referral

First, please enter some details about your referral

First name * Last name *


Email * Confirm email *

Phone number How do you know this person? *
Please select

Recommendation *

Resume
[Browse resume or just drop it here](#)

Add Your Information for the Referral



About you

Next, please enter your contact information to let the recruiting team know who is the referrer


Your first name * Your last name *

Your email *

You confirm having received authorization to forward the above-mentioned information from the referral. *


Please be informed that by submitting this form you will trigger some processing of your personal data by the recruiting company, the data controller. SmartRecruiters, the data processor, has no control over such personal data processing. For more information on these personal data processing, please refer to the recruiting company's privacy policy. *



To confirm your request, please check the box to let us know you're a human (sorry, no robots allowed)

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Submit](#)

Track Applications on SmartR.Me



SmarrtrHome Search My Jobs Upgrade 

Saved Jobs My Applications

[Add application manually](#)

APPLIED 0	IN REVIEW 0	INTERVIEW 0	OFFER 0
No jobs added	No jobs added	No jobs added	No jobs added

Questions?

