

Applying for a Job Online



Thank you for your interest in employment with the State of Texas health and human services agencies. We welcome you to search and apply for jobs using our online accessHR Job Center.

The accessHR Job Center is a website where you can locate available opportunities and complete an online State of Texas application. After applying for a job, you can return to the website to track the status of any applications that you've submitted. The accessHR Job Center website also saves your State of Texas application so you can use it to apply for another HHS job in the future.

To use the accessHR Job Center, complete the following steps:

| Step | Process |
|--|---|
| <p>1. Enter the accessHR Job Center</p> | <p>1. Go to the internet and enter https://accesshr.hhsc.state.tx.us as your internet address.</p> <p>2. Click HHS Job Opportunities found under the <i>Prospective Employees</i> section.</p> |
| <p>2. Create Your Profile</p> | <p>1. From the <i>accessHR Job Center Homepage</i>, go to the <i>New Member</i> section and select My Profile from the menu bar.</p> <p>2. Complete all required fields (i.e., all fields in red marked with asterisks).</p> <p>3. Complete the <i>Future Access</i> section of the <i>Profile</i> page. (Note: The accessHR Service Center may contact you about your application.)</p> |
| <p>3. Search for a Job</p> | <p>There are two ways to search for a job:</p> <p>(A) Job Search – This feature allows you to search for a job based on specific criteria.</p> <ol style="list-style-type: none"> 1. Enter your search criteria (e.g., location, agency, occupational category). 2. Click the Search button. The website will present a of jobs matching your search criteria. 3. Select a job (or jobs) from the list to review. <p>(B) Or Alternative Search – This feature allows you to search for a job based on your work experiences and skills.</p> <ol style="list-style-type: none"> 1. Copy and paste your resume or a set of skills into the text box. 2. Click the Search button. The jobs that most closely match your resume/skills will be sorted to the top of the search list. 3. Select a job (or jobs) from the list to review. |
| <p>4. Complete Your Application</p> | <p>Once you have reviewed the job (or jobs), you have several options, including applying for the job, adding the job to your job cart, sending the information on to a friend or viewing similar jobs. To complete your application for this job, click the Apply to this job button on the <i>Job Profile</i>.</p> |

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The accessHR Job Center offers some additional features that might be helpful as you search for and apply for a job with the State of Texas Department of health and human services agencies.

| Additional Features... | |
|---|---|
| If... | Then... |
| You want to review the details for several jobs all at once... | <p>Use the <i>Job Cart</i> feature to store a link to each selected Job Profile so you can review the details for several jobs before applying. To use this feature:</p> <ol style="list-style-type: none"> 1. From the list of job search results, click the Add to job cart button. This saves the selected <i>Job Profile</i> to your <i>Job Cart</i>. 2. To view your saved job profiles, select Job Cart from the menu bar. |
| You want to receive an email notification when a job that fits your criteria becomes available... | <p>Use the <i>Job Agent</i> feature to create and save a job search that fits your specific criteria. You will automatically receive emails each time a new job becomes available that meets your criteria. After creating your preferred job search, complete the following steps:</p> <ol style="list-style-type: none"> 1. From the list of job search results, click the Save this search button. 2. The <i>Job Agent</i> page appears with your previously-selected search criteria. Review this information. 3. Give your job search a name. 4. Select how often (e.g., daily, weekly, etc.) you wish to receive an email notifying you of new jobs that match your criteria. (Note: If you select Never, you will not be notified via email. However, you will be able to run this search again.) 5. Click the Save this search button to save your Job Agent. <p>The accessHR Job Center will automatically check any new jobs that meet your criteria and notify you (e.g., daily, weekly, etc.).</p> |
| You want to track the status of your application... | <p>Use the <i>My Workbench</i> feature to check the status of any application that you submitted within the last four months. To use this feature:</p> <ol style="list-style-type: none"> 1. From the <i>accessHR Job Center Homepage</i>, click on the My Workbench tab. (Note: This tab will only appear after you have logged on and created your profile.) 2. Go to the Job Postings Applied To (Last 120 Days) section. Here you can review the date you applied and the status of your application within the hiring process. |