

# CAPPS Recruit FAQs

## How do I create a CAPPS Recruit Candidate account?

Click [CAPPS Career Section](#) to create your candidate account. Click Sign In, review Privacy Agreement, click I Accept. On the next page select “New User” to complete the registration and your candidate profile.

## Will my attachments be visible to the employer?

Yes, however, additional steps may be required.

- Attachments added to an individual job submission will be marked as ‘Relevant Files’ and will be visible to the employer.
  - The Relevant Files column allows the applicant to select which files are relevant to the job submission. Relevant documents are files you want to attach to your job submission, including those files requested by the employer.
- Attachments added to a candidate profile will only be visible to the employer if marked as ‘Relevant Files’.
- Additional documents (college transcript, DD214, etc.) are often required during the application process. Resumes may be attached as a supplement; however, a resume will not be accepted in lieu of the job submission.

## I forgot my User ID/email address, how do I log in?

If you know your email address, use the ‘Forgot Username’ link to obtain your User ID. If you do not remember your email address, you must create a new account.

If you do not remember your password, use the “Forgot Password” link to reset your password.

## What do I do if my CAPPS Account is locked?

If you are locked out, it’s only for 5 minutes and your account will unlock automatically.

- Navigate to the external career section (<https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>), selecting Sign In in the upper right hand corner, clicking I Accept, and then selecting the Forgot your password? link. Enter the username and email on file (the information you already provided).
- **Tip:** It’s best to close out the browser at this point to avoid confusion.
- Access your email and get to the latest forgotten password email that was just generated. This email usually comes quickly but it may take a couple minutes. Wait for the email and check junk/spam folders if it may have ended up there.
- From the email, **click on the link to reset your password.** If you don’t use this link, the reset will not work correctly.
- Enter the username and access code from the email. The access code should be accepted and should prompt for a password reset.

## Am I required to register with CAPPS Recruit to apply for a TCEQ Position?

Yes. The candidate must be registered in CAPPS Recruit Career Center to apply.

## Can I apply to available positions through WorkInTexas?

Yes. Applications submitted through WorkInTexas will be accepted. However, certain job postings may require responses to supplemental questions that will only appear on the CAPPS Recruit webpage. We strongly encourage all candidates to apply in CAPPS Recruit.

**Can I be notified when there are new positions posted in CAPPS Recruit Career Center that match my profile?**

**Yes.** Complete a candidate profile, go to preferences, and identify the job classifications and locations for which you wish to be notified. Additionally, go to My Account, Correspondence, and select “Send me an email notification whenever a new position matching my profile is posted (job posting notification) to set up email notifications.

**How can I check the status of my application?**

The status of your application can be viewed by selecting the ‘My Jobpage’ tab when logged in the CAPPS Recruit system.