



How to Apply Online for a City of Seattle Job

A Quick Tip Sheet

It Only Takes Three Steps:

Step 1: Set Up your Applicant Account/Profile – contact information; create a username and password

Step 2: Find Jobs – that match your interest and experience

Step 3: Apply for a City job in response to a City job posting



THIS GUIDE WILL WALK YOU THROUGH EACH STEP OF THE WAY! SOME TIPS BEFORE YOU BEGIN:

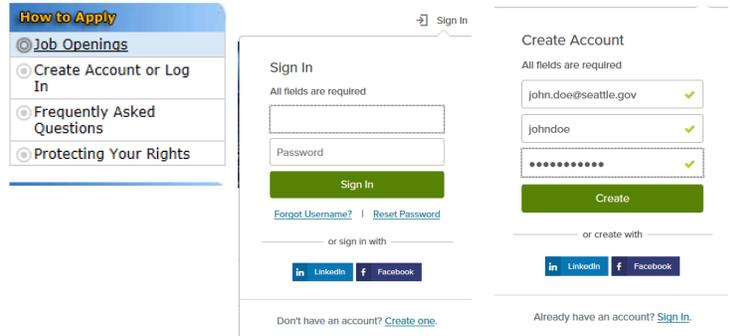
- Choose a Username and Password you'll remember.
- You can import your resume or LinkedIn profile to speed up basic profile information.
- Collect all the information you will need to apply for a job.
- If you have any application problems, contact Neogov directly toll free at 877.204.4442 or 310.469.0515.

Step 1: Set Up Your Applicant Account/Profile

Go to the City's Career Center website at www.seattle.gov/jobs

Click the **Job Openings** link and then click the **Sign In** link Select

Create an Account: Type your email account, username, password and answer a security question. Click Create



- If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- Your password must be at last six characters in length and contain at least one number.

Step 2: Find Jobs

At the City's Career Center website at www.seattle.gov/jobs, you can a search to find jobs that matches your education, experience and interest. Click on **Job Opportunities** tab and scroll down the page and find the Search feature.

Search

Enter keywords (optional):

My Minimum Desired Annual Salary:

Type keywords for your job search and/or minimum desired annual salary.

The jobs that match your search are shown.

Click on the position title to open the job details.

Step 3: Apply for a City Job

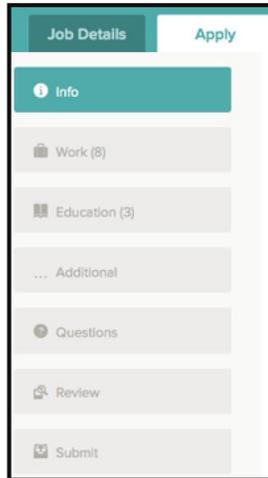
If you aren't already logged in, **login now**.

From the **Job Opportunities** list, **click on the job that interests you**.

Position	Emp. Type	Salary	Closing Date
Accountant, Principal	Classified Civil Service, Regular, Full-Time	\$25.00/Hour	04/27/10

Select the job that you would like to apply for, by picking the position title and selecting **'Apply'**.

Complete a series of steps (entries or screens).



Provide general contact information, previous work experience, educational information, additional information, including certificates, licenses, skills and languages, references and any additional supplemental questions.

You can speed completing basic profile information by importing a resume from LinkedIn or by uploading a file.

As you work on your application, refer to the progress bar to see the number of items for each entry and errors.

For each step, the buttons on the bottom allow you to save or discard your work on this entry.



The Cancel button discards any changes you have made since the last save.

For some entries, the Remove link is present. It deletes the current entry, after a confirmation. Once deleted, the data cannot be recovered.

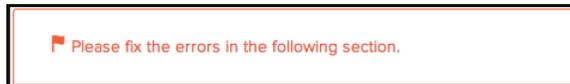
Although your typing is periodically automatically saved, it is good practice to click on the Save button.

The last time that the entry was saved is also displayed at the top:



Upload any attachments, such as a resume, cover letter, transcript or driver's abstract. Supported file types are doc, docx, pdf, jpeg, jpg, html, rtf, bmp

Review each section. If there is an error, it is shown in the progress bar and also in the section.



Open any needed items and correct any errors.

Once your application is complete, **click on Proceed to Certify and Submit.**

On the Certify & Submit page, **click on Accept and Submit.**

An Application Submitted message confirms that you have applied for the job.

Success!!!