

# 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: Complete the Application** – work history; education; training; skills

**Step 3: Submit your Application** 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
- Have a list of website addresses from your previous jobs
- Be sure to **SAVE your work often**. The system will automatically log you out in 30 minutes from the last time you clicked the mouse or used the keyboard
- Complete and save your resume in advance to copy and paste or upload as an attachment

### Step 1: Set Up Your Applicant Account/Profile

Login to <http://www.seattle.gov/jobs>. Click the **Job Openings** link and then click the **Applicant Login** link



Click **Create Your Account Here**

Enter your **Account Information**; create a **Username Name & Password**. Click **SAVE**.



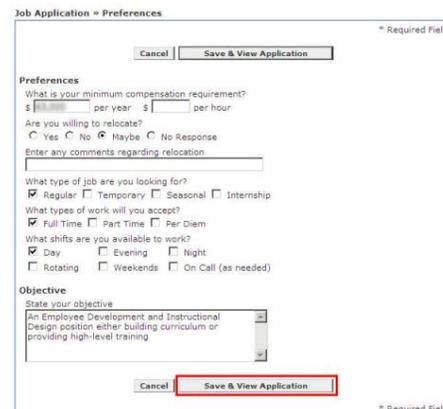
### Step 2: Create an Application

Click the **Create Application** button on the first and the second screens that appear. Name the **Application** for your reference.



Your **Profile** will appear – click **Save & View Application**.

Enter **Other Personal Information** and click **Save & View Application**. Enter **Preferences** and click **Save & View Application**



Next, enter **Education**. For multiple entries, click **Save & Add Another**. Click **Save & View Application**.

Enter at least one record in the **Work Experience** section. **This is not a summary – be specific and detailed.**

For multiple entries, click **Save & Add Another**.  
When finished, click **Save & View Application**.

Next, enter any **Certificates and Licenses** you have.

Next, enter the **Skills** you want to highlight. **This is where you can really “strut your stuff”.** For multiple entries, click **Save & Add Another**. When finished, click **Save & View Application**.

Next, enter **Additional Information**. Another chance to showcase your skills, strength, attributes, honors, etc. The system even gives you specific categories to sort your information. Note the **Spell Check** button

Information Type	Description	Modify
Additional Information	Designated to work on Special Assignment with the Department of Information Technology (DoIT) GroupWise to Exchange Migration and Office 2007 Project Teams and external consultants to plan and execute massive Citywide training in support of the Office and Outlook 2007 migrations and to develop	Edit   Delete
Personal	Member, Garden Court Board of Directors and Liaison	Edit   Delete
Publications	Cited as source expert in Chapter 5 of Public Personnel	Edit   Delete
Volunteer Experience	Lead Volunteer assigned to National Advance Teams	Edit   Delete

Next, enter **References**. **TIP: check with your references before adding them**

There are **TWO** ways to enter your Resume: **Copy & Paste** or **Upload as an Attachment**. If Copying and Pasting, make sure your Resume is a **PLAIN TEXT** version for readability, and click **Save & View Application**.

If **Attaching**, click **Add Attachment**, then **Browse** to locate. Click **Upload**. The **Attached Resume** will appear under **Attachment**.

Your **Personal Homepage** will display your completed **Application(s)**

Name	Date Created	Modify
Primary Application	Feb 8, 2010	Edit   Delete
SPU Application	Apr 20, 2010	Edit   Delete

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

### Step 3: Apply for a City Job

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

From the City's Website, click on the job you are interested in.

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

Click **Apply** and answer the **Agency-Wide Questions**.

Click **Save & Proceed** at the bottom.

Answer the **Supplemental Questions**. **NOTE: This is a required & critical part of your Application – be as thorough as possible!**

Click **Save & Proceed** at the bottom.

Review your **Application** and click **Confirm Application**.

On the **Certify and Submit** page, click **Accept**. A **Confirmation** will appear – your **Application** is complete!