# How to Apply Online with the City of Dallas

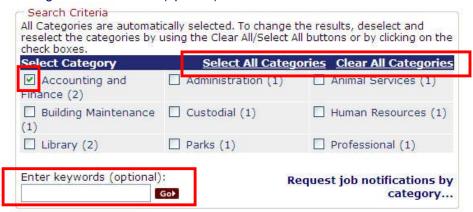
This is a "How To" for the first time online application system user. (Note: You will need an email address. If you do not have an email address, you can get one free from AOL, Excite, GMail, Hotmail, or Yahoo.)

Step 1: Go to www.dallascityhall.com and select "Find a Job" or go directly to http://agency.governmentjobs.com/dallas

Step 2: Select the Open Positions link (or Internal Positions link for promotional only positions)



<u>Step 3</u>: Scroll down to the job category listings and check the boxes of the job types you are interested in (Tip: Click the **Select All Categories** or **Clear All Categories** buttons to speed up the process). Or enter any key word(s) you are looking for in the text box (optional). Press the **Go** button.

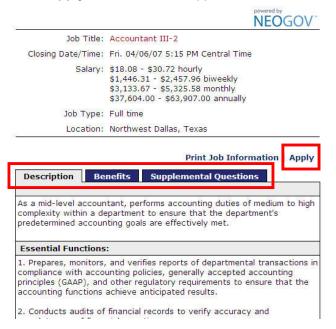


<u>Step 4</u>: Scroll to the bottom of the page. All job openings in the categories that you chose will be displayed alphabetically. Click on the position title that you are interested in (Note: If you do not find a job opening that you are interested in but would like to fill out an application and/or be notified when there are openings for the categories, proceed to pages 11 and 12, **Don't See a Job Opening You Are Interested In?** section).



<u>Step 5</u>: Review the job announcement carefully, noting the essential functions, minimum qualifications, and knowledge, skills & abilities. Also, you may review the benefits that are offered through the City of Dallas by clicking on the **Benefits** tab and following the links. If supplemental questions will be asked with the general application, the **Supplemental Questions** tab will be available for your review.

To apply for the position, click on the **Apply** link to submit an application.



**Step 6**: Click on **HERE** (Note: If you have already created an account here or at <a href="www.governmentjobs.com">www.governmentjobs.com</a>, go to Step 9 and log in now. You can either create a new application or click "To apply for the position of for the position title> click here" and follow the directions.) The following are the steps needed for a first-time user.

# Are you registered? To apply online for a position, please create an account HERE (registration is free). If you have already created your GovernmentJobs.com persunal account, please login below. Online Employment Application Guide Username: Password: Login

Not Registered Yet? <u>Create Your Account Here!</u>
<u>I Forgot My Password</u>

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our <a href="Privacy">Privacy</a> Policy.

<u>Step 7</u>: Choose your Username, Password, and Password Hint. Enter your email address (Note: confirmation emails will be sent to this address when you submit an application). Click on the **Save** button.

### Request New Job Seeker Account



<u>Step 8</u>: Copy the information on the next screen for your records. It contains the information needed to log in to your account. Click on the **Login** button.

Thank you for registering with GovernmentJobs.com. Your account is now active.



Step 9: Enter the Username and Password you have created. Click on the Login button.

### Are you registered?

To apply online for a position, please create an account <u>HERE</u> (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Online Employment Application Guide



Not Registered Yet? <u>Create Your Account Here!</u>
<u>I Forgot My Password</u>

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our <a href="Privacy Policy">Privacy Policy</a>.

### Step 10: Click on the Create Application button.

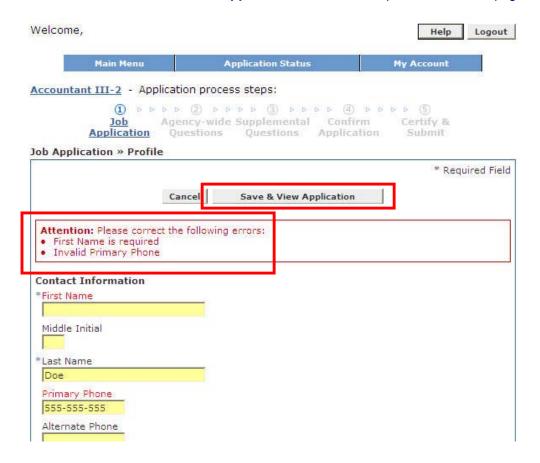


<u>Step 11</u>: Enter a general descriptive name for the application you are about to create and click on the **Create Application** button. (Note: You do not need to create an application for every job you wish to apply for. You may use one application to apply for many jobs.)



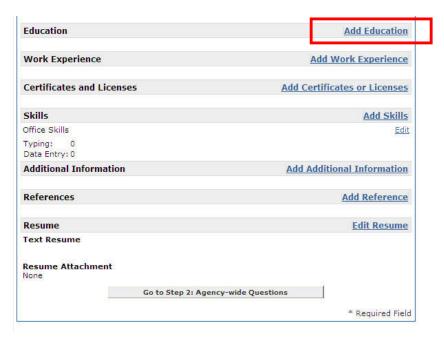
<u>Step 12</u>: Enter your information into the application. All fields designated by an asterisk symbol (\*) require that you enter information to proceed. When you are finished, click on the **Save and View Application** button at either the top or bottom of the page. It is very important to use this button to save your progress as you move forward.

If you did not enter information into a required field or if you have entered it incorrectly – for example, the first name field is blank and the phone number is missing a digit – you will see the message highlighted below. Simply correct the error and click the **Save & View Application** button at the top or bottom of the page.



<u>Step 13</u>: The next window will show your full application. To add information, simply click on the link to the appropriate section. For example, to add education background to your application, scroll down to the **Education** heading and click the **Add Education** link on the right side of the screen.

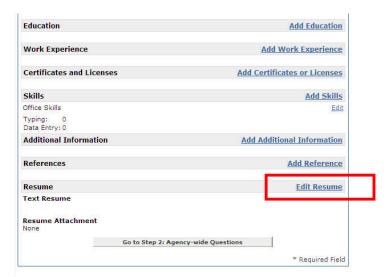
If you need to add more than one (1) set of information (for example, entering the multiple work experience you have), you can continue to click on the **Add...** link for each set of information.



At a minimum, you must enter information related to your **Education** and **Work Experience**. Additionally, provide personal and/or professional **references**.

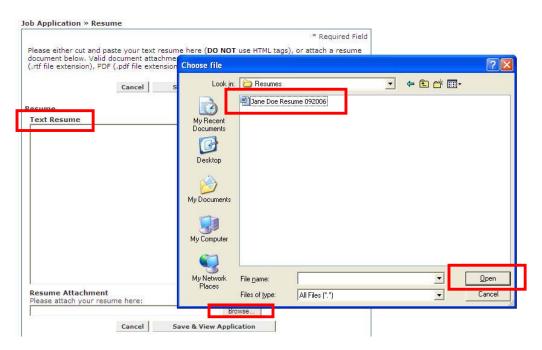
Sections	Description
Education	Enter information about high school, college, graduate school, and/or professional education
Work Experience	Enter information about your work experience (Note: Phone Number format = 000-000-0000)
Certificates and Licenses	Enter information about any professional certification and/or licenses you have obtained
Skills	Enter information related to: Office Skills, Language Other than English, Other Skills
Additional Information	Enter other information related to: clinical experience, honors & awards, interests & activities, military service, personal, professional associations, professional membership, publications, technical, and volunteer experience
References	Enter personal and/or professional references
Resume	See Steps 14 and 15 below.

Step 14: You can add your resume to your application by selecting the Edit Resume link.



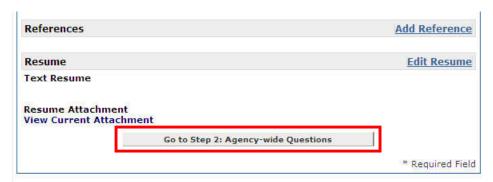
<u>Step 15</u>: You can either type or copy and paste the contents of your resume in the **Text Resume** box. Alternatively you can attach your resume (Note: The maximum attachment size is 1 Meg; if your file size exceeds this limitation you will receive an error message. You will need to edit it to reduce its size – e.g., remove images)

- To attach your resume, click on the **Browse** button.
- A smaller window will appear. Find the file that contains your resume, click on it (your resume file name should appear in the "File name" text box) and then press the **Open** button.
- Click the Save & View Application button to save your progress.





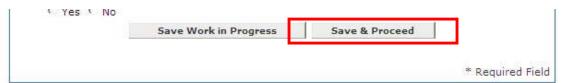
Step 16: When you are finished with your application, click on the Go to Step 2: Agency-wide Questions button.



<u>Step 17</u>: Read the instructions and complete the Agency-wide Questions. When you are finished, click on the **Save & Proceed** button on the bottom of the page. (Note: If you need to leave the application process you can click on the **Save Work in Progress** button, logout and return at a later time.)



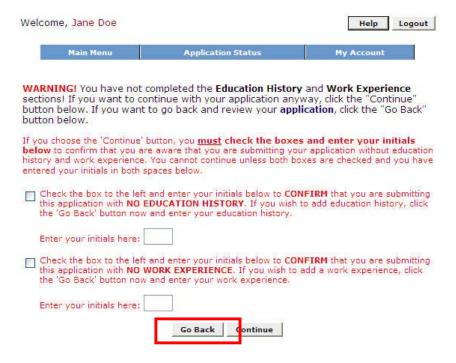
<u>Step 18</u>: If the job you are applying for requires you to answer supplemental questions, they will be shown in the next section, **Supplemental Questions**. Read the instructions then complete the supplemental questions. Continue by clicking on the **Save & Proceed** button at the bottom of the page.



**Step 19**: You will be shown your entire application that you have entered. Review all of the information on the page to ensure its accuracy. If it is complete, click on the **Go to Confirm Application** button.

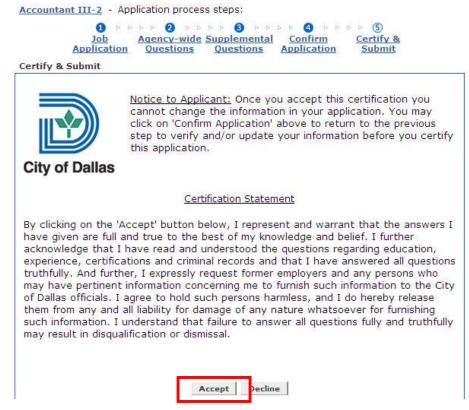


<u>Step 20</u>: If you tried to confirm the application and the system determines you have not entered the minimum information (i.e., education and work experience) the following will display. We recommend that you return to the appropriate sections and enter the information to ensure your qualifications are presented to the City. Select the **Go Back** button and update the information.



If you choose not to enter any education history or work experience, follow the instructions on the page and select the **Continue** button.

**Step 21**: Read the statement that follows and click the Accept button if you agree to the statement. If you select the Decline button the application will not be submitted to the City of Dallas for consideration.



<u>Step 22</u>: If you accepted the statement, a confirmation screen will appear verifying that your application has been received. You will also receive an email confirmation that your application has been submitted to the City of Dallas.



<u>Step 23</u>: If you wish to apply for another job opening go back to the job listing at <a href="http://agency.governmentjobs.com/dallas">http://agency.governmentjobs.com/dallas</a>, find the job you want to apply for and after reviewing it, click on the Apply button as shown in the beginning of this guide.

## Don't See a Job Opening You Are Interested In?

**OPTION 1**: You can prepare (and modify) an application and store it for future use.

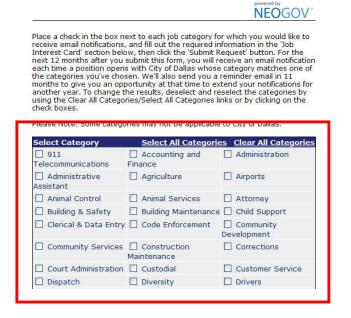
- Go to www.governmentjobs.com and click the Career Seekers tab at the top of the page
- Log in with your Username and Password or follow the instructions to create a new account if you do not have one
- Create an application (or you can modify one) and it will remain stored in the system for your future use (You can create and modify as many applications as you wish)
- Be sure to record and remember your Username and Password for future use
- When you apply for jobs with the City of Dallas, you will use the same Username and Password you created at www.governmentjobs.com
- Your ready-made applications will be waiting for you to use. Simply choose which one you want to use, fill out any supplemental questions required for the particular position, and submit the application.

**OPTION 2**: You can submit a job interest card to be notified when positions have been posted in the categories you have selected.

Select the Request job notifications by category... link.



Select the category or categories for which you would like to be notified of job postings



Scroll down and fill out the Job Interest Card and click on the Submit Request button.



• If you submitted the request, a confirmation screen will appear verifying that your job interest card has been received and that it is valid for 12 months. You will need to record the web address shown on this screen for future reference should you want to cancel the notifications.

