

# TEAM AUBURN Human Resources

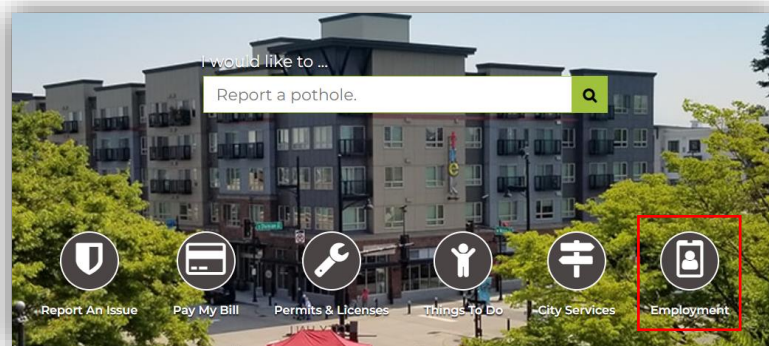
## How To: Apply Online for City of Auburn Job Openings

All candidates must submit their application through the Human Resources' online application process. Please read the instructions below to apply.

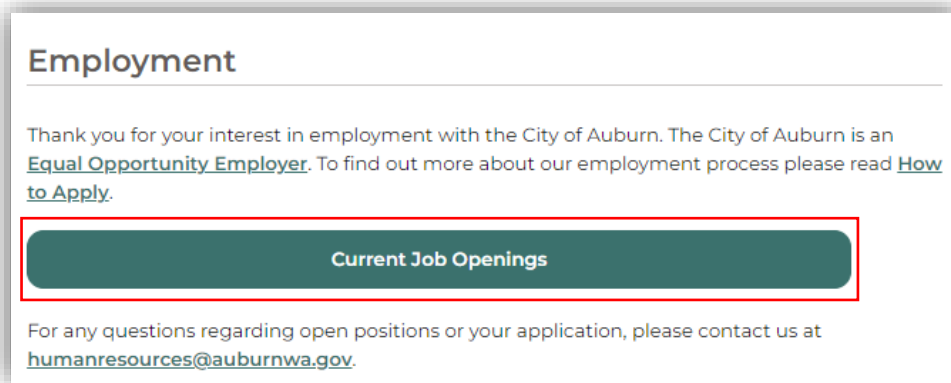
**NOTE:** The screen shots listed in this document are just examples of how to apply, and are not specific to the position you may be applying for.

### Step 1: Visit Auburn's Employment Page

Visit the City of Auburn website at [www.auburnwa.gov](http://www.auburnwa.gov). click on the "Employment" icon to view the City's current job openings and other employment information.

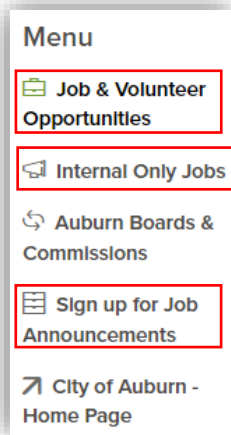


Click the "Current Job Openings" link to view current job postings.



## Step 2: Job Opportunities Menu Bar

Click the button in the upper left corner to select the type of job you would like to view.



- **Job & Volunteer Openings:** This tab will display all benefited, full- and part-time, temporary, seasonal, and volunteer positions with the City of Auburn.
- **Internal Only Jobs:** This tab will display positions that are only available to current, benefited City of Auburn employees.
- **Sign up for Job Announcements:** Sign up for job alerts and receive an email when Auburn posts a new position.

## Step 3: View Specific Job Openings

Scroll down the page to view the current job openings. Click on the job title to view the job announcement.

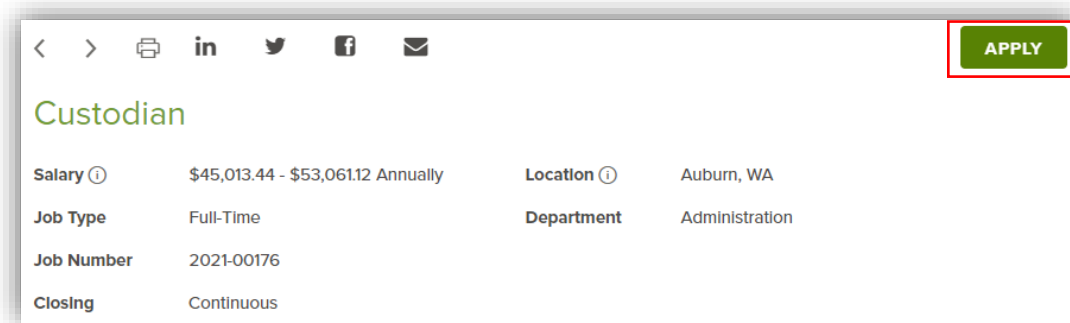
Job Title ^	Job Type	Salary ⇅	Closing ⇅	Department
*Parks & Recreation Job Fair*	Variable-Hour	\$0.00 Hourly	02/10/22	Parks, Arts & Recreation
BRAVO! Auburn Arts Volunteer	Volunteer	\$0.00 Annually	Continuous	Parks, Arts & Recreation
Building Inspector	Full-Time	\$77,381.52 - \$95,119.20 Annually	Continuous	Community Development
Communications Manager <span>New</span>	Full-Time	\$90,221.76 - \$110,903.76 Annually	Continuous	Administration

Click the tabs to view the description of the position, associated benefits, and supplemental questions.

Custodian			
Salary ⓘ	\$45,013.44 - \$53,061.12 Annually	Location ⓘ	Auburn, WA
Job Type	Full-Time	Department	Administration
Job Number	2021-00176		
Closing	Continuous		
<div>DESCRIPTION BENEFITS QUESTIONS</div>			

## Step 4: Apply for Opening

Click on the green Apply button from the announcement flyout.

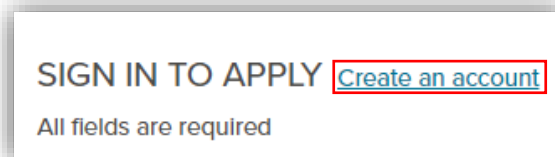


This will take you to a sign in page where you can access your GovernmentJobs.com account or create an account.

## Step 5: Create an Online Account

If you do not have an account follow these instructions to create one.

Select the create account link.





**NOTE:** Passwords must be at least 8 characters in length and must contain an upper case and lower case letters, numbers, and a symbol (#, &, ...)

You can also create an account using your Facebook profile. To do so, click their icon below the username and password fields.


Be sure to write down your username and password as you will use this information in the future to login and view your application status.

## Step 6: General Information Tab

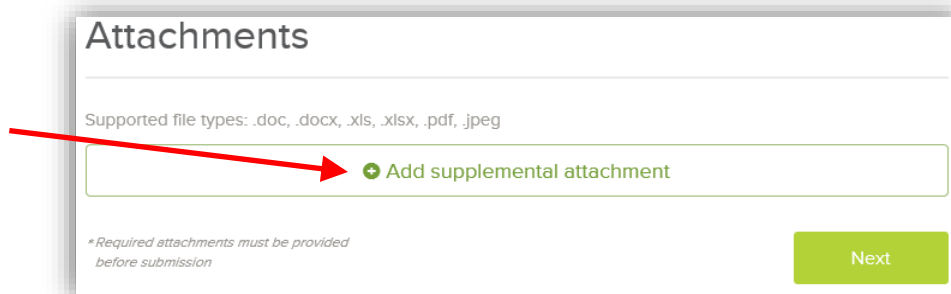
The application contains the following tabs: Info, Work, Education, Attachments, and Questions. If you are creating an account, the system will initially ask if you would like to import your resume (you can skip this step if you prefer). From there, the system will automatically direct you to the information tab. Once you are done filling out the information page, please click on the  button to proceed to the next tab.

**TIP:** Please be sure to hit the  button at the end of each section in order to move forward in the application process. The system will not let you move on until you save all sections.

## Step 7: Add Attachments

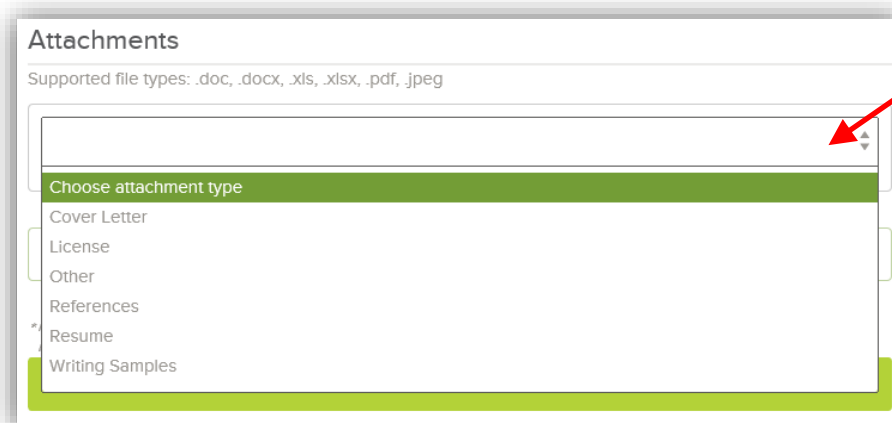
The system will direct you to the Attachments page, where you can upload a resume, cover letter, DD-214, or other documents. Click on the “Add Supplemental Attachment” link (Figure 7.1) and then select the type of attachment by clicking on the drop down menu (Figure 7.2). Once you have finished uploading your documents, click on the  button to proceed to the Questions tab.

**Figure 7.1**



The screenshot shows the 'Attachments' page. At the top, it lists supported file types: .doc, .docx, .xls, .xlsx, .pdf, .jpeg. Below this is a green button labeled '+ Add supplemental attachment'. A red arrow points to this button. At the bottom right is a green 'Next' button. A small note at the bottom left states: '\*Required attachments must be provided before submission'.

**Figure 7.2**



The screenshot shows the 'Attachments' page with the dropdown menu open. The menu lists the following options: 'Choose attachment type' (highlighted in green), 'Cover Letter', 'License', 'Other', 'References', 'Resume', and 'Writing Samples'. A red arrow points to the dropdown arrow on the right side of the menu.

## Step 8: Questions

The system will now direct you to the Questions page, where you will need to answer the City's standard "Agency" questions as well as the application's "Supplemental" questions. When you have finished answering the questions, please click the "Proceed to review" link to continue.

A rectangular button with a light green background and a thin black border. The text "Proceed to Review" is centered in a black, sans-serif font.

## Step 9: Review and Submit Application

*Carefully review your application – you will not be able to make edits once submitted!*

Once completed, click on the "Proceed to Certify and Submit" link at the bottom of the page. The system will now walk you through the last few steps in the submission process. Once you click on the "Accept and Submit" button an application submitted message will confirm that you have applied for the position.

A rectangular button with a light green background and a thin black border. The text "Proceed to Certify and Submit" is centered in a black, sans-serif font.

***TIP:** You can check on the status of your application by clicking on your username in the top right hand corner of the screen. Click on the "Applications" link to view your incomplete and completed applications.*