Steps to Opportunity:

Applying for jobs at the City of Sacramento

This City is Your City.

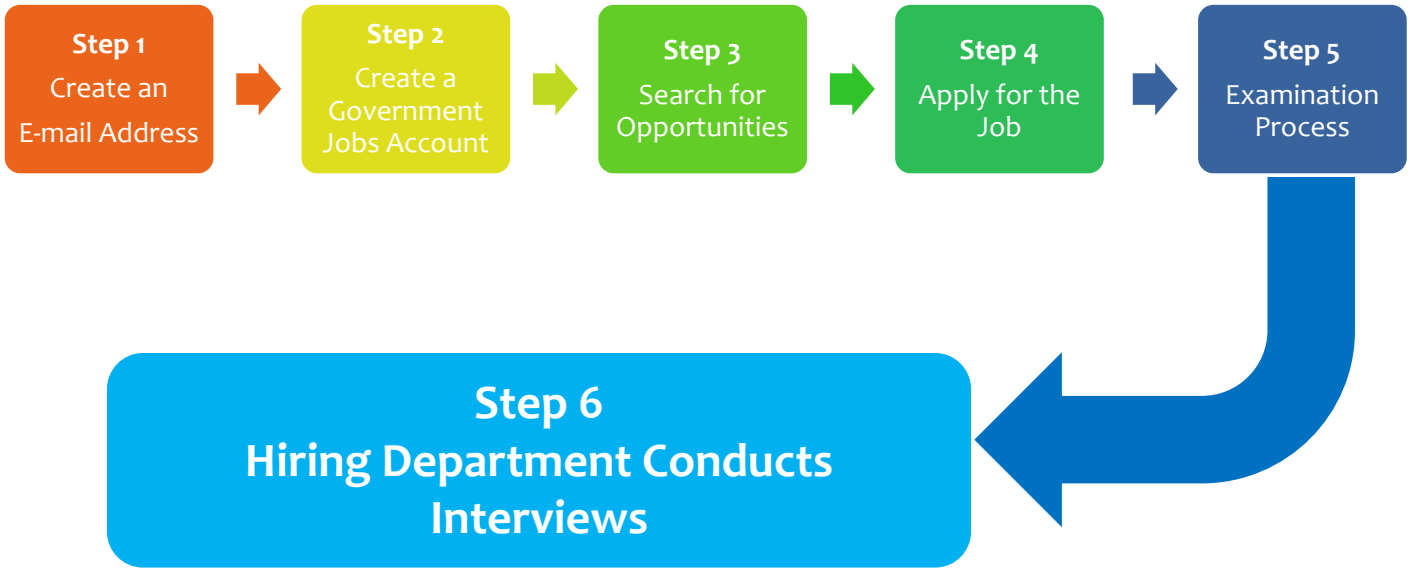
City of SACRAMENTO
Human Resources

Agenda

* Steps to Opportunity
  * Steps you will take to search and apply for job openings
* Things to Remember
* Questions and Contact Information

City of SACRAMENTO Human Resources

Steps to Opportunity



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Human Resources

Step 1 - Creating an E-mail Address

* **Be sure to use an e-mail address you will always have access to.**
* E-mail accounts can be created for free at:
  * www.yahoo.com
  * www.gmail.com
  * www.outlook.com
* This e-mail address will be tied to your applicant profile and will be used for all correspondence with HR.
  * Use an appropriate e-mail address.

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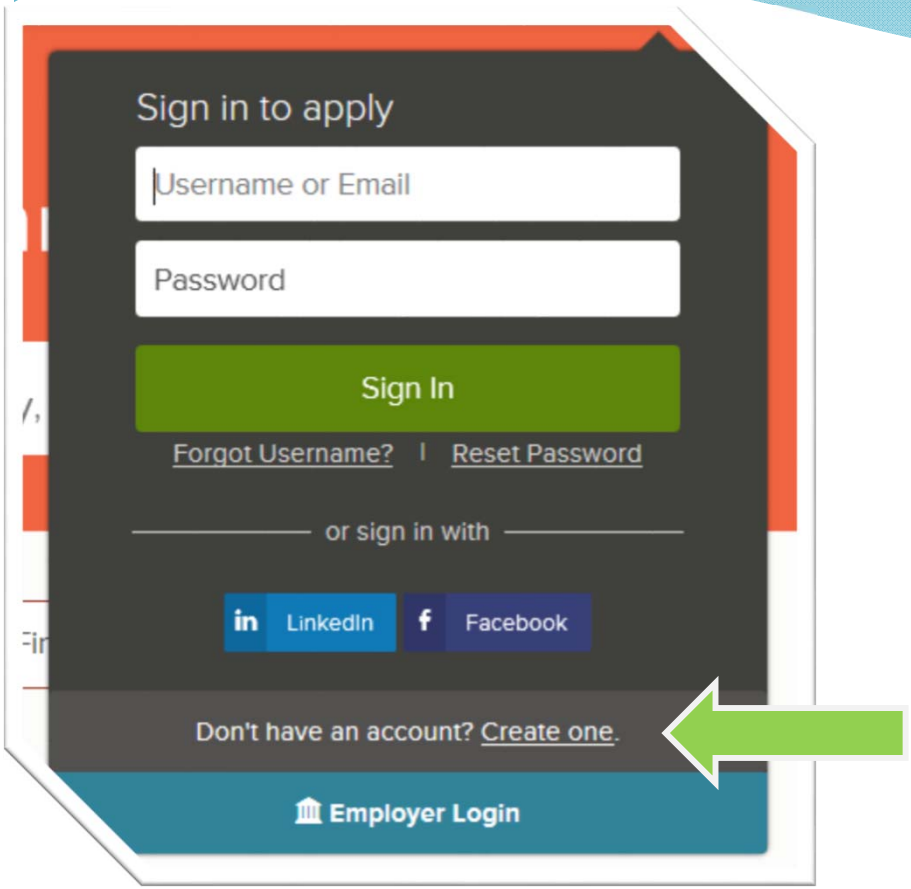
Step 2 – Creating an Account



* https://www.governmentjobs.com/
* To submit an online application, you must have a Government Jobs account.
* Please note: many agencies use Government Jobs – you can apply for multiple agencies using a single login.

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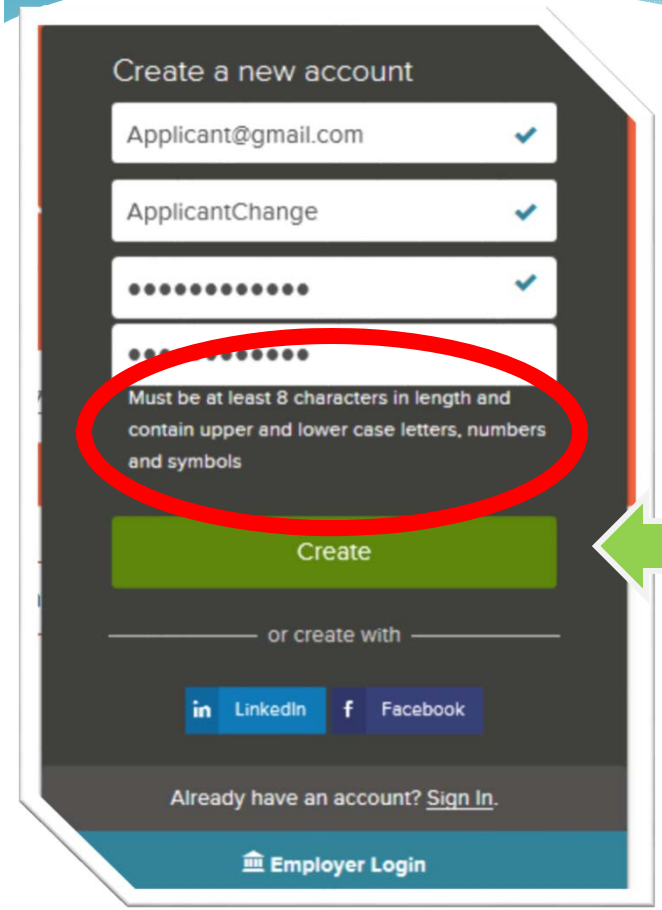
Step 2 – Creating an Account



- Input your e-mail address, select a username, and create a password.
- The website will automatically notify you in red text if you need to edit any of your information.

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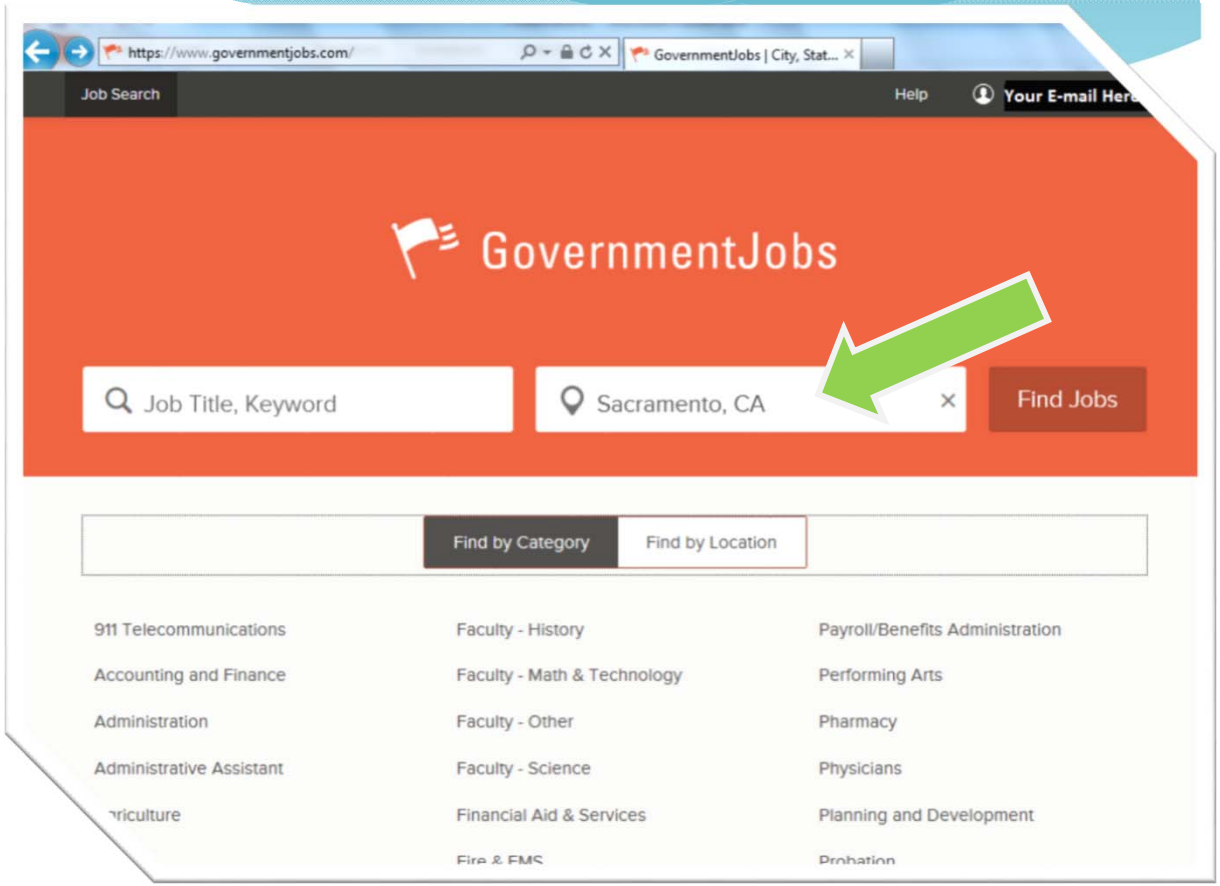
Step 3 – Searching for Opportunities

* Once you have created your account, you will see this page.
* Now you can begin your search!
* Input Sacramento, CA and click "find jobs."



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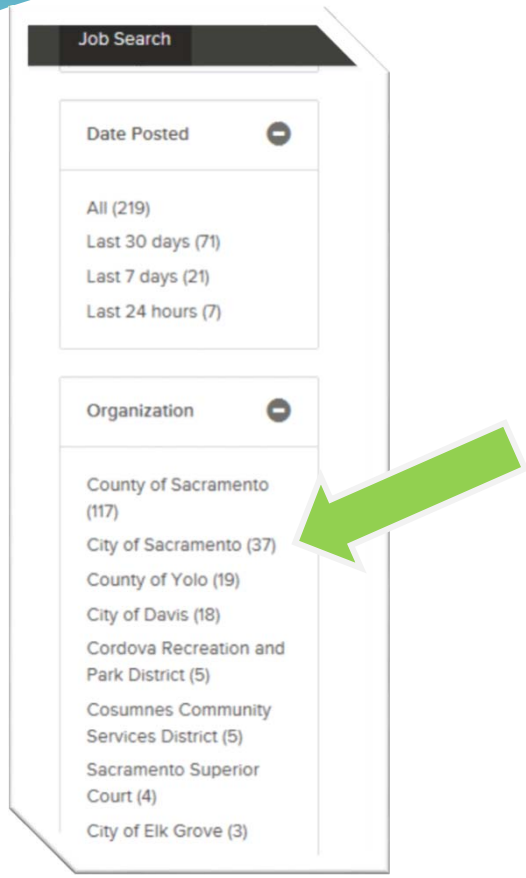
Step 3 - Searching for Opportunities



* Your search will produce all agencies within Sacramento, CA. To narrow the list to only City of Sacramento jobs, scroll until you see "City of Sacramento" on the left-hand side of your screen.

* Click on "City of Sacramento."

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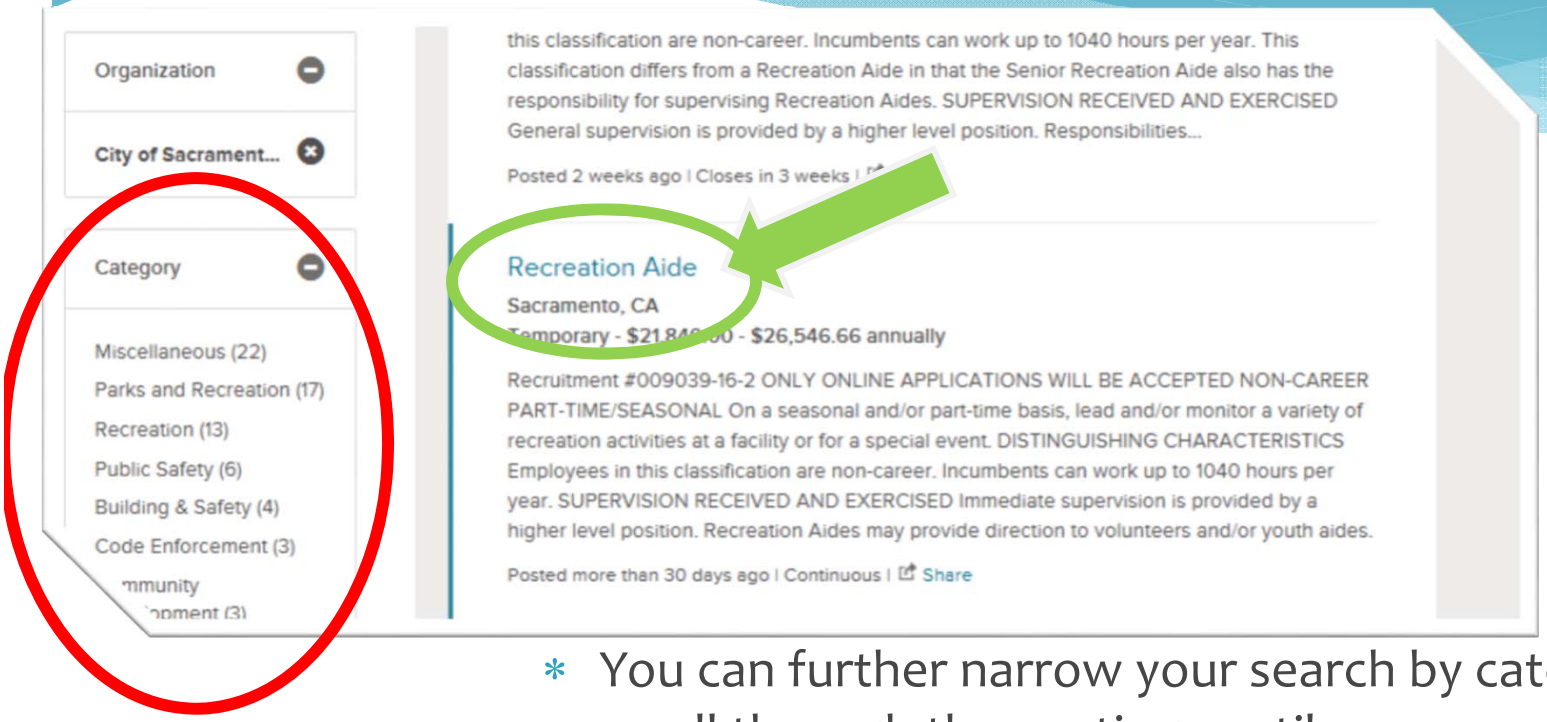
Step 3 - Searching for Opportunities



- You can further narrow your search by category, or scroll through the postings until you see one that interests you.
- Click on the title to open details about the position.

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Step 3 - Searching for Opportunities

Recreation Aide

Job Details | Apply | Print

Salary	$21,840.00 - $26,546.66 Annually	Location	Sacramento, C
Job Type	Temporary	Department	Parks and Rec
Job Number	009039-16-2	Closing date and time	Continuous

Description | Benefits | Questions

THE POSITION

Recruitment #009039-16-2

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED
NON-CAREER PART-TIME/SEASONAL

On a seasonal and/or part-time basis, lead and/or monitor a variety of recreat at a facility or for a special event.

DISTINGUISHING CHARACTERISTICS

Employees in this classification are non-career. Incumbents can work up to 1040 hours per year.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by a higher level position. Recreation Aides may provide direction to volunteers and/or youth aides.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon assignment, duties may include, but are not limited to, the following:

Provide leadership in various City leagues, contests, and tournaments.

QUALIFICATIONS

Knowledge of:

- Basic first aid and safety practices.

Ability to:

- Read, write, and speak the English language at a level necessary for efficient job performance.
- Lead a variety of recreation activities.
- Establish and maintain cooperative rel[illegible] those contacted in the course of work.

Experience: None required.

SPECIAL QUALIFICATIONS

Minimum Age: 16 years of age

THE SELECTION PROCEDURE

1. Application: (Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application by the final filing deadline (**Open/Continuous**);

- Employment applications must be submitted online; paper applications will not be accepted.

* Details about the position will open on your screen. You can scroll down to review the Duties, Description, and Experience required to qualify for the position.

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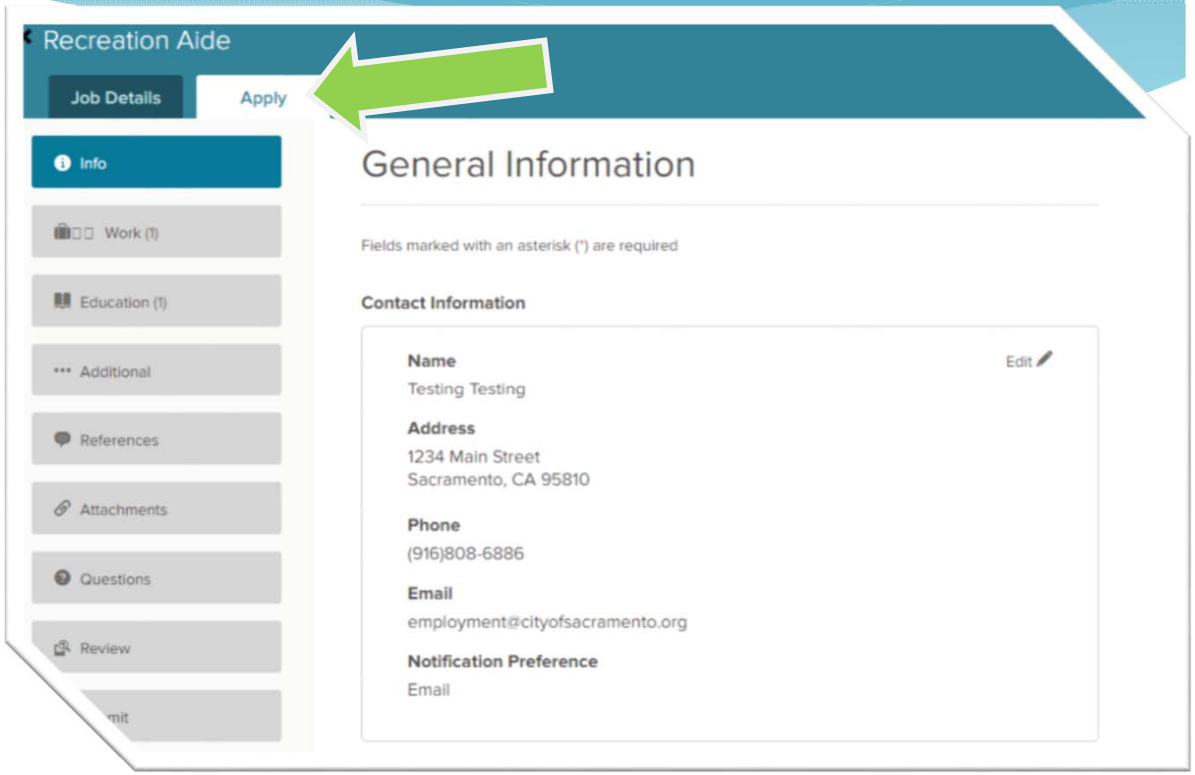
Step 4 – Applying for the Job

* Once you determine you possess the required education and experience for a position, the next step is to complete an application.
* When you click on the "Apply" tab at the top, the online application will open.
* Fill in each area to ensure your application is complete.



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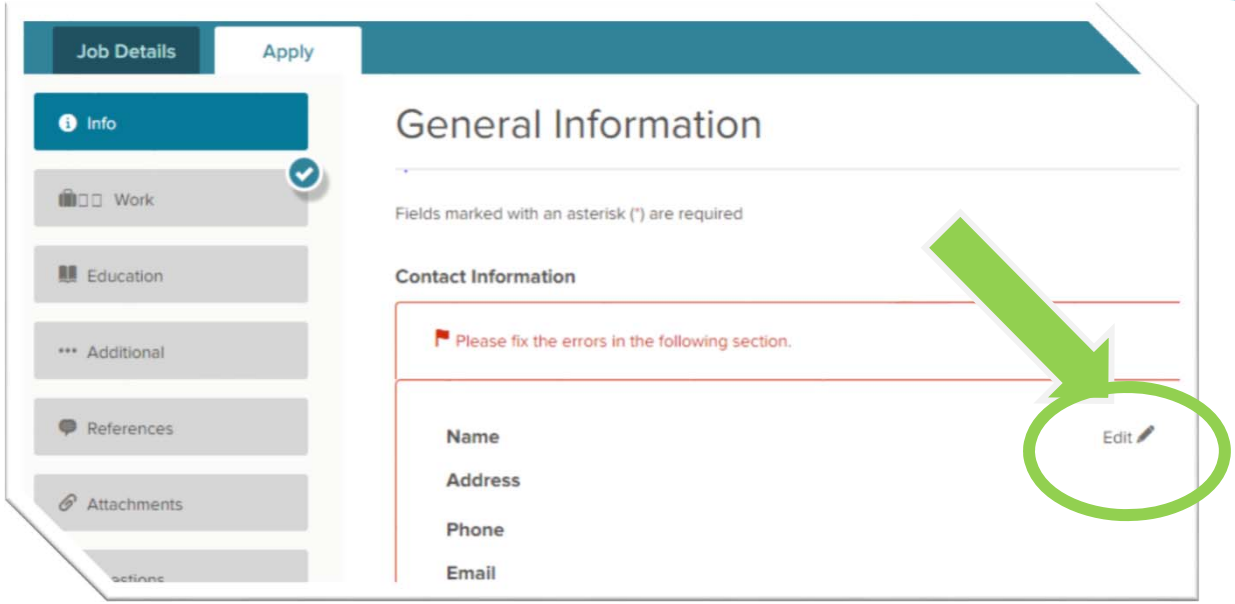
Step 4 – Applying for the Job



* You will need to complete all parts of the online application fully.
* Click "edit" to update the information.

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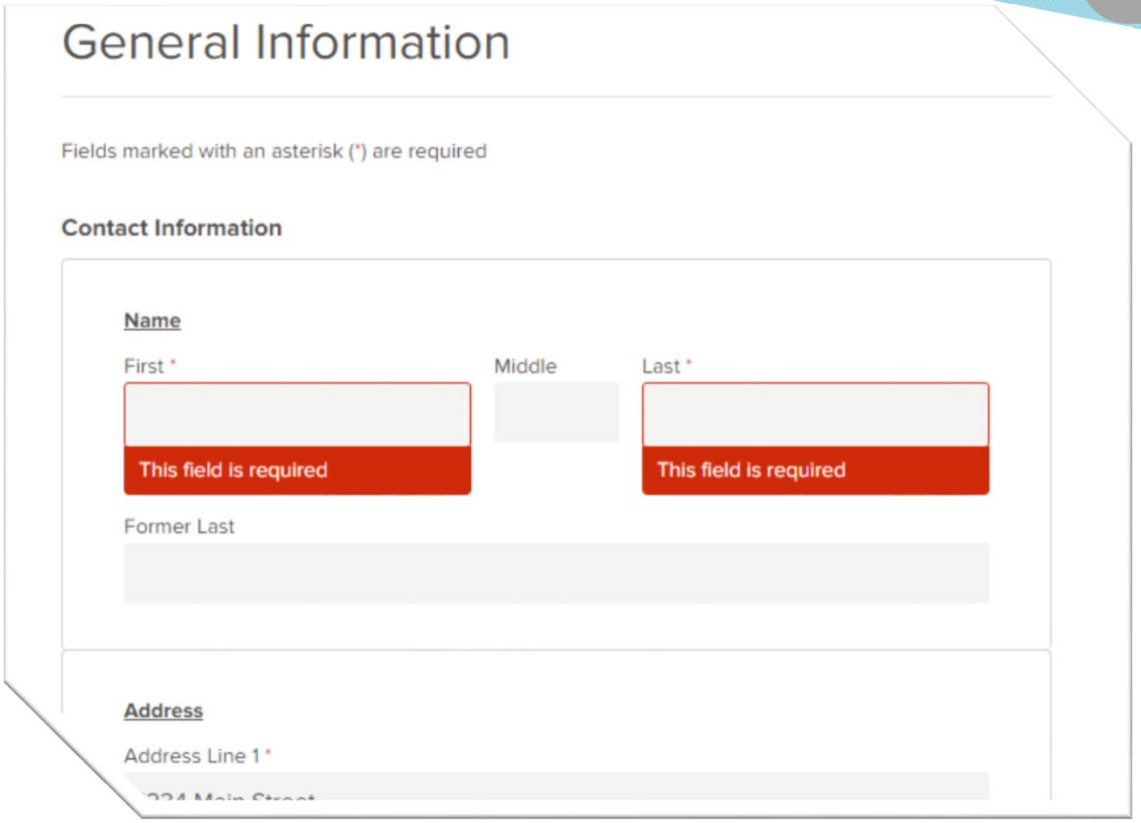
Step 4 – Applying for the Job

General Information



- The General Information part of the application collects your contact information.
- Required fields will highlight in red if you have not completed them.

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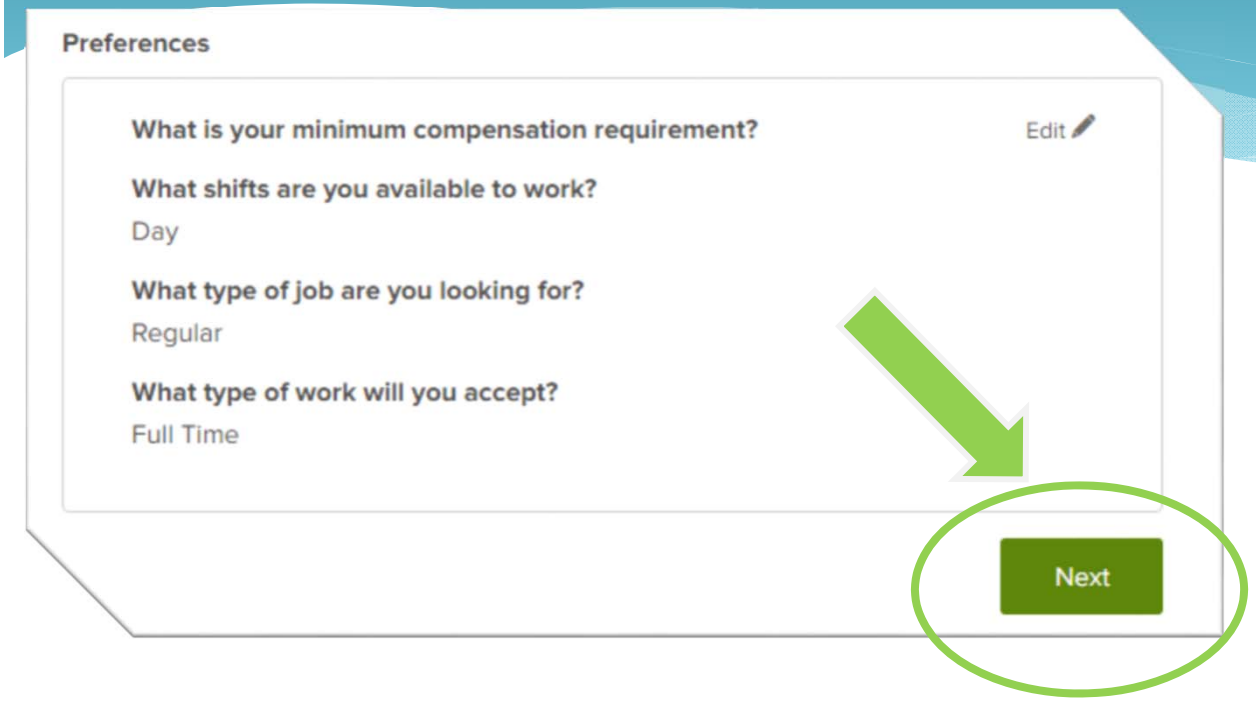
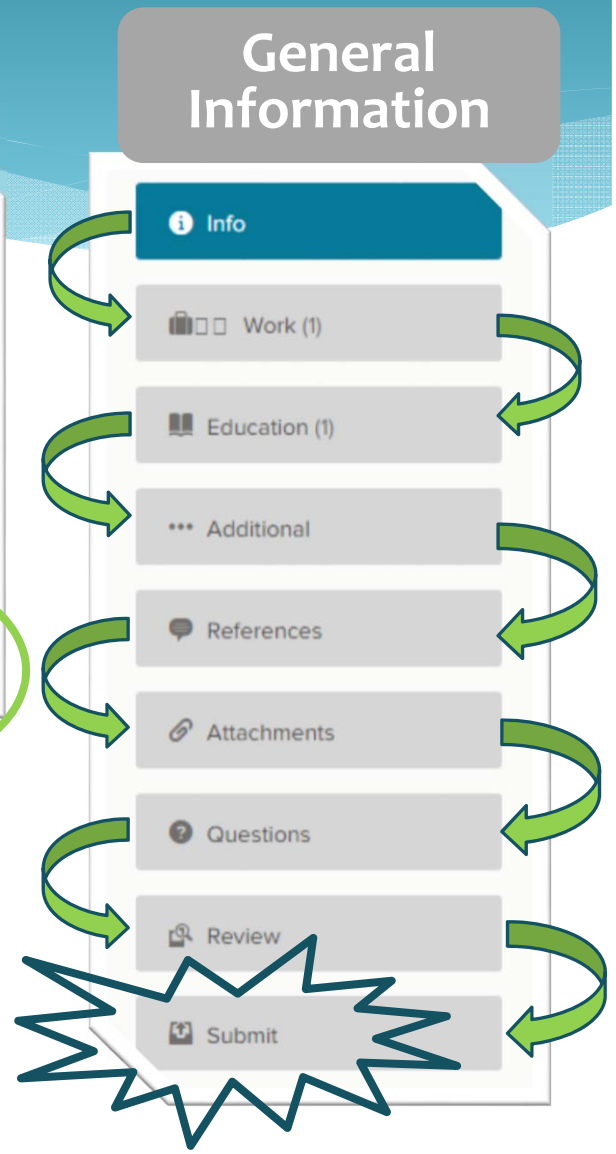
Step 4 – Applying for the Job





* The bottom of each page will have a green "next" button to walk you through each category.

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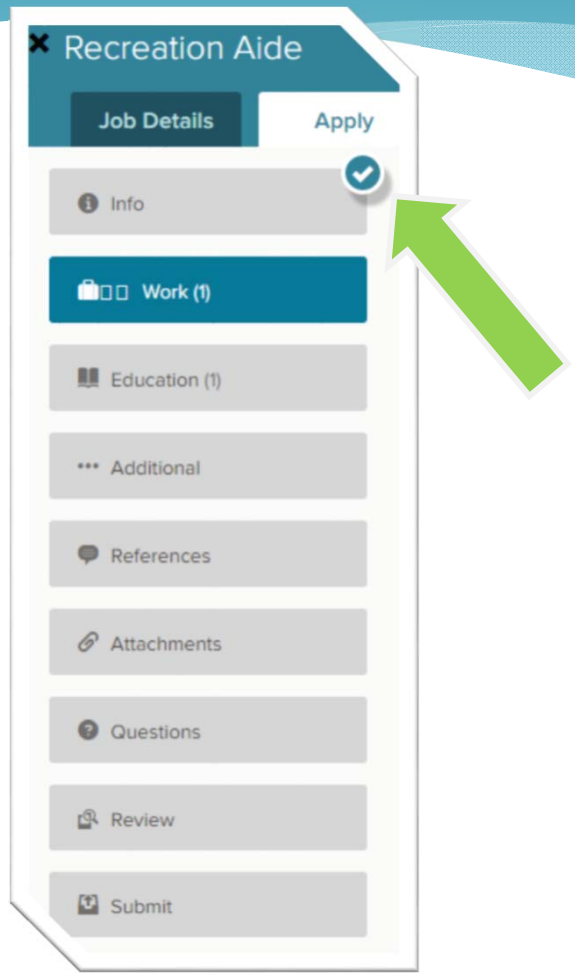
Step 4 – Applying for the Job

General Information



* A checkmark will appear by each category when you've completed the step.

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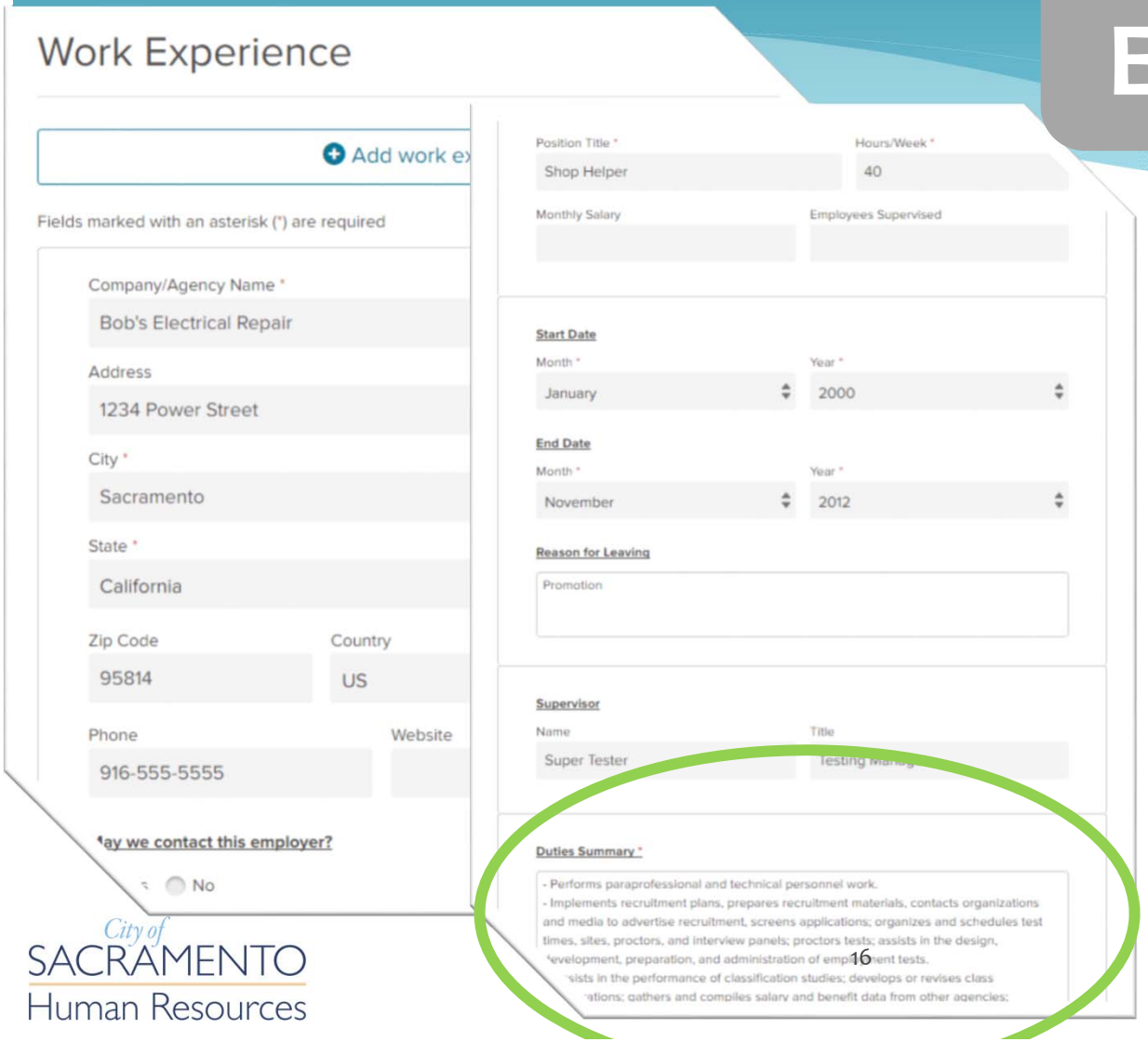
Step 4 – Applying for the Job

Work Experience



- Work Experience collects information about your employment history.
- Be as detailed as possible in the "Duties Summary"
- Add as many previous employers as you like. The application will put it in date order for you.
- Remember: do not type "see resume" or you will automatically be disqualified.

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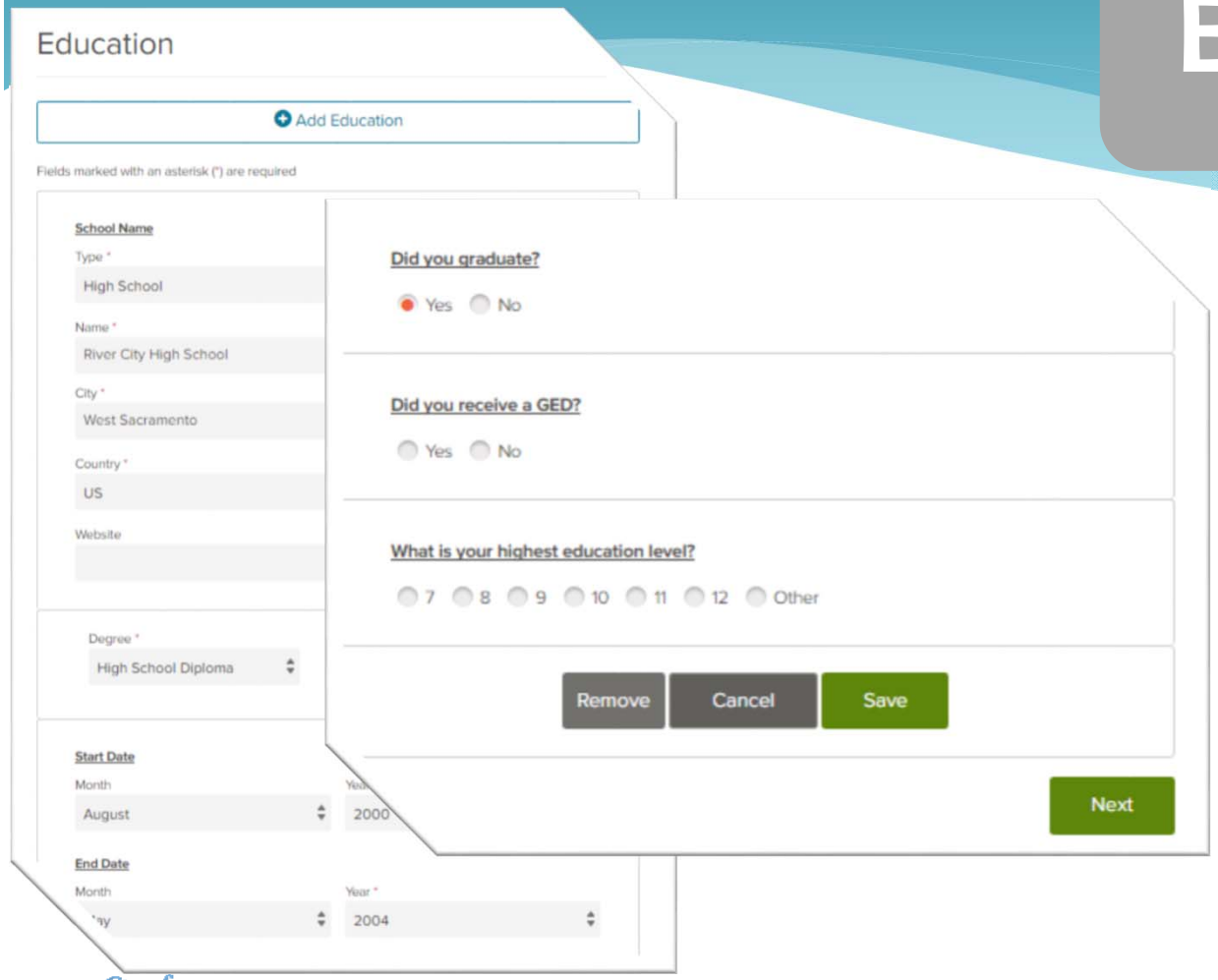
Step 4 – Applying for the Job

Education



* Input information regarding your high school diploma and any college or technical education you have received.
* Be sure to list education in progress.

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Step 4 – Applying for the Job

Education

- Proof of college education (transcripts) must be submitted with your application by the closing date if the position has an education requirement.
- Transcripts do not need to be official.
- A college degree obtained outside the United States must have education records evaluated by a credential evaluation service. This evaluation must be submitted before you will be considered for any positions with an education requirement.

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Step 4 – Applying for the Job

Additional Information

- This is where you list other great items which contribute to your qualifications:
  - Certificates and Licenses
  - Skills
  - Languages Spoken
  - Supplemental Information

Did you know that the City offers bilingual pay?

That's right! Most labor agreements offer the option of providing employees with bilingual pay if the department deems it to be operationally necessary.

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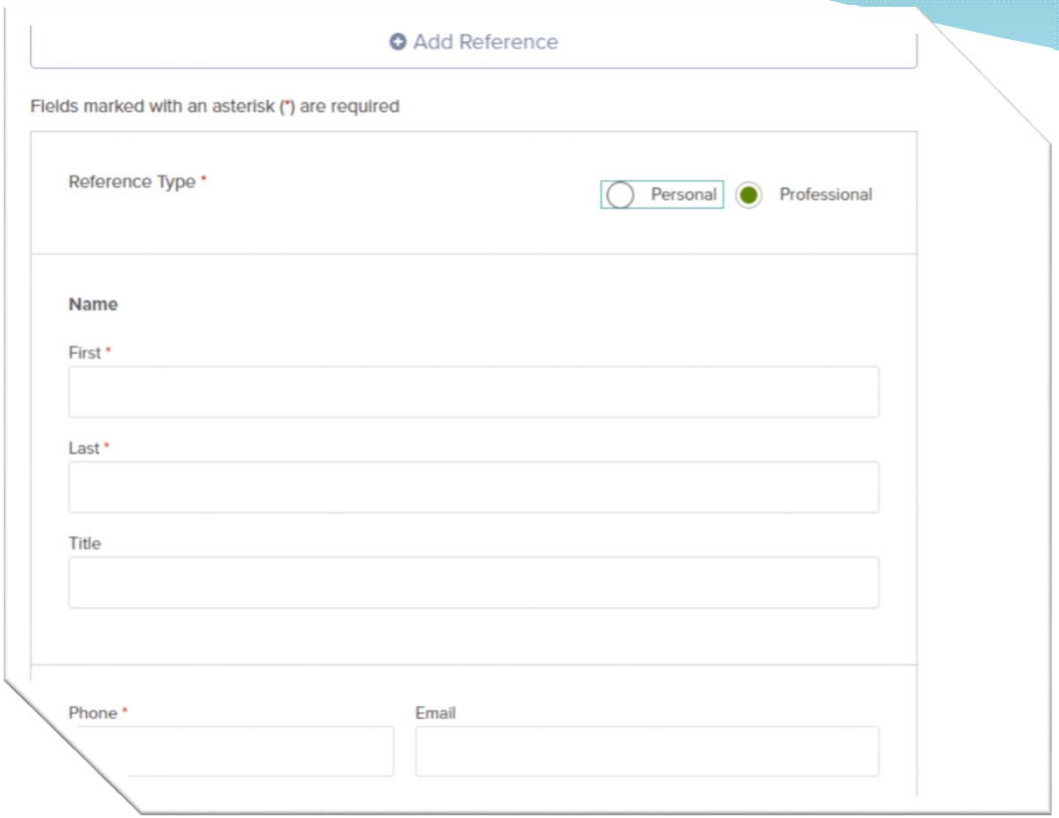
Step 4 – Applying for the Job

References



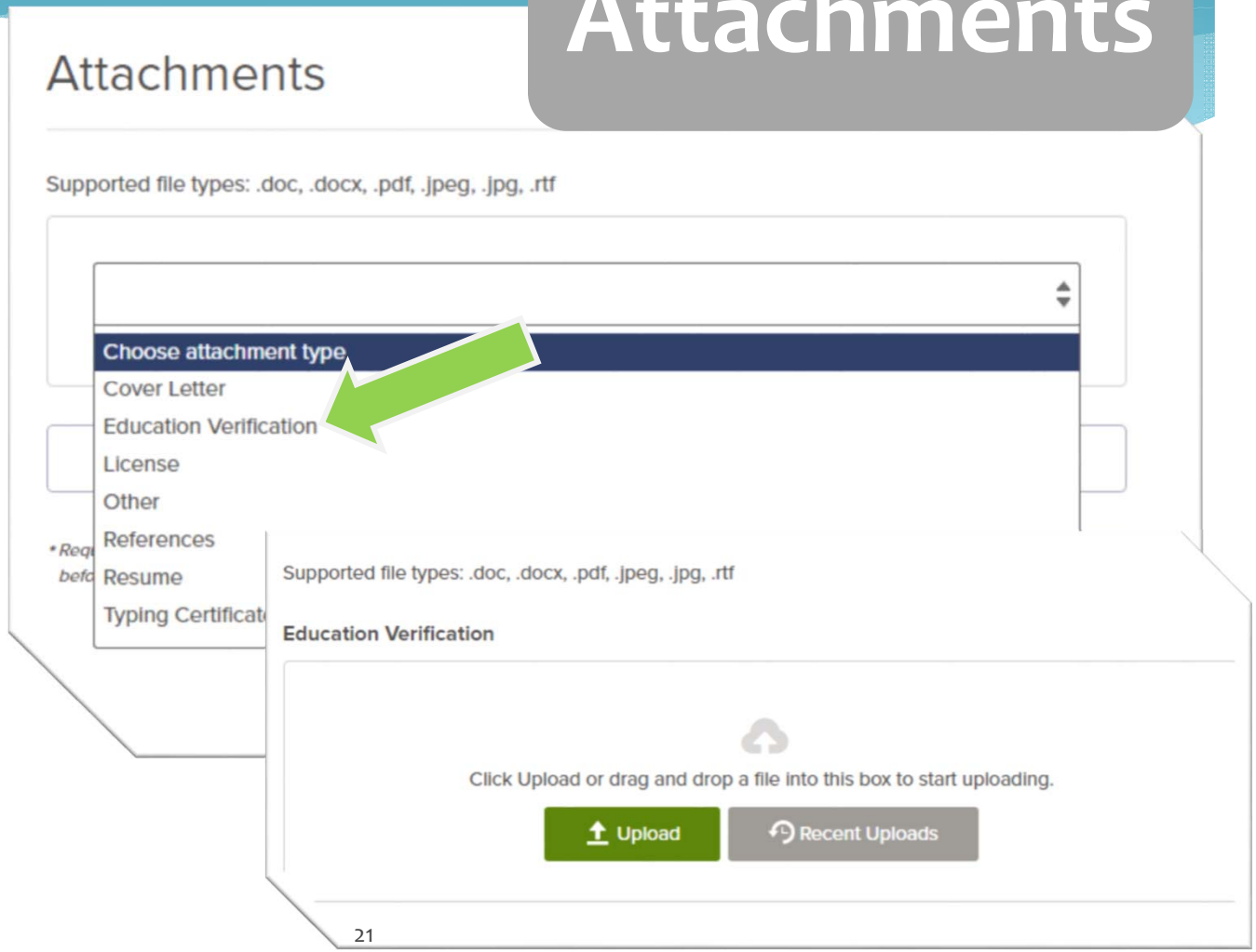
- Please list 2 – 3 references.
- References should be able to speak to your work ethic, work product, experience, and characteristics that make you the best candidate for the job.

City of SACRAMENTO Human Resources

Step 4 – Applying for the Job

Attachments

- If you are using education to meet the minimum qualifications of a position, Education Verification <u>must</u> be attached to your application.
  - You can also fax your attachment (the fax number will be listed in the job posting).
  - Please include the job # if faxing. The job number can be found at the top of the job posting.
- Other attachments are optional unless stated in the job posting.



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Step 4 – Applying for the Job

Questions

Agency Questions

Supplemental Questions

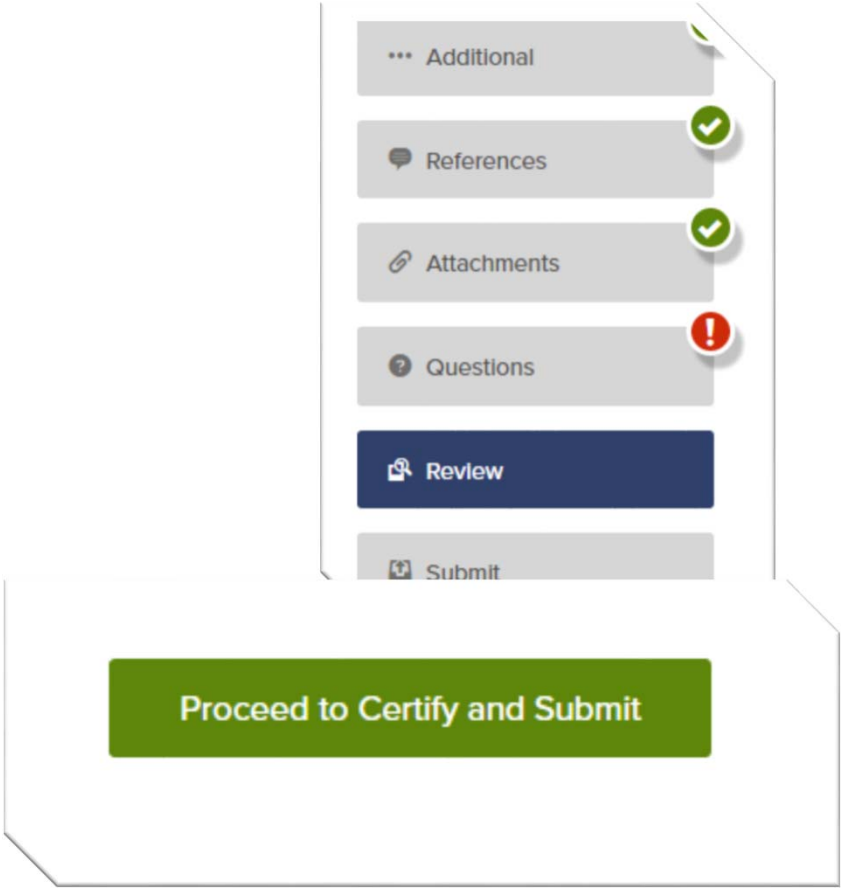
* Agency and Supplemental Questions are an essential part of the application process to further explain your qualifications.
* Be thorough – complete all required questions.

City of SACRAMENTO Human Resources

Step 4 – Applying for the Job

Review

- If you have missed any required fields, an exclamation point will appear. Click on the category button to go back to that step and complete the field.
- This will be your **last** opportunity to review your application in it's entirety. Take your time, ensure all information is accurate and detailed.
- When you're ready, click the button to "Proceed to Certify and Submit"



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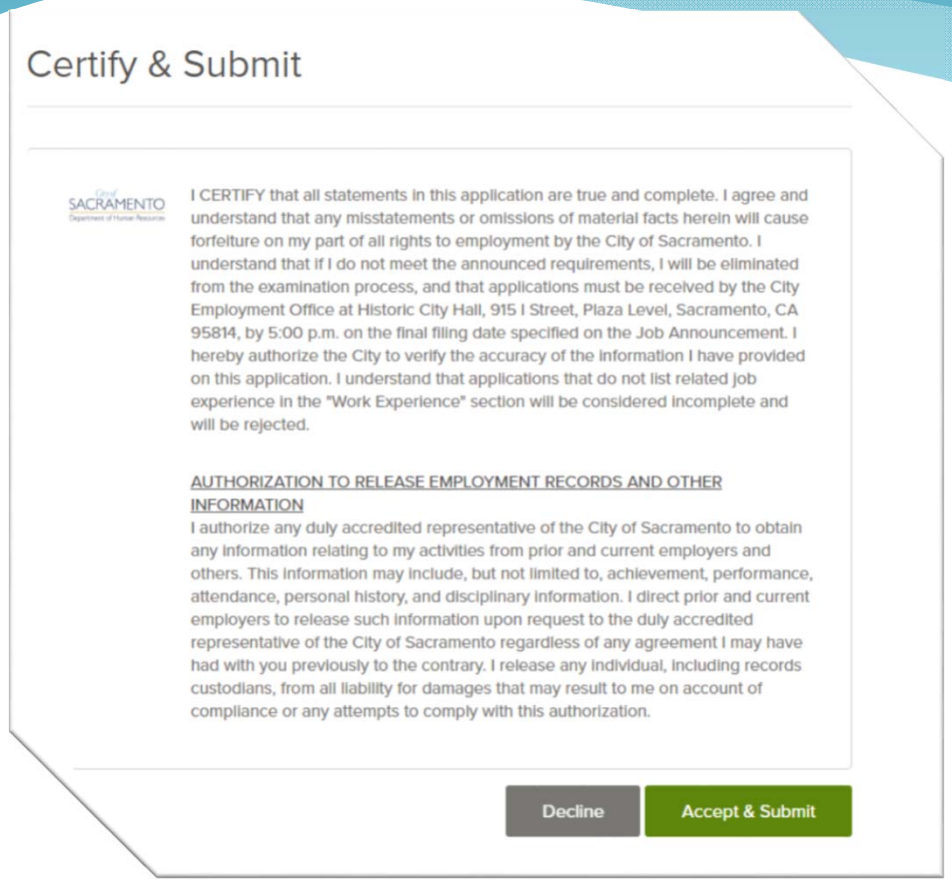
Step 4 – Applying for the Job

Submit



Certify & Submit

I CERTIFY that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of material facts herein will cause forfeiture on my part of all rights to employment by the City of Sacramento. I understand that if I do not meet the announced requirements, I will be eliminated from the examination process, and that applications must be received by the City Employment Office at Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814, by 5:00 p.m. on the final filing date specified on the Job Announcement. I hereby authorize the City to verify the accuracy of the information I have provided on this application. I understand that applications that do not list related job experience in the "Work Experience" section will be considered incomplete and will be rejected.

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS AND OTHER INFORMATION

I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers and others. This information may include, but not limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request to the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

Decline | Accept & Submit

- You're almost done!
- Accept & Submit your application and you've successfully applied for an opportunity with the City of Sacramento!
- But wait, there's more…

City of SACRAMENTO Human Resources

Step 5 – Examination Process

* The job posting will outline what type of examination, if any, you can expect, and what skills and abilities you will be tested for.
* If the position requires an examination, you will be notified by e-mail two (2) weeks prior to the examination date.
* Depending upon the number of applications received, it may take a few weeks for you to hear about the exam date.
* The examination is intended as an opportunity for you to demonstrate your skills and abilities as they relate to the job.
* Make sure you study, arrive early, and do your best.
* You will be notified of your exam results approximately 2 – 3 weeks following the final exam administration date.

Step 6 – Hiring Process

* If you successfully passed the examination, Human Resources will forward your complete application to the hiring department.

* The hiring department will screen applications and identify the applicants they would like to invite in for an interview.

* If you are selected for an interview, you will be contacted by the hiring department.

City of SACRAMENTO Human Resources

Things to Remember

- **Review the required Education and Experience.**
- **Be aware of the final filing date.** Late applications will not be accepted.
- **Submit your attachments on-time.** Late attachments will not be accepted.
- **Complete all required fields and save your application often.**
- **Be as detailed as possible in describing your experience and duties performed.**
- **Proofread your application.** Your application is your first impression!
- **Check your e-mail often – including your spam or junk folders.** We communicate via email.
- **Put your best foot forward!**

on time
complete
correct™

City of SACRAMENTO
Human Resources

Questions

* If you have a problem with your Government Jobs account and are unable to login, contact them at (855) 524-5627

* An Online Employment Application Guide is available at https://www.governmentjobs.com/home/applicationguide

* For other assistance, contact Human Resources at (916) 808-5726 or employment@cityofsacramento.org

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