

HOW TO: Apply Online for Auburn Job Openings

Candidates must submit their application through the Human Resources' online application process. Please read the instructions below to apply. *PLEASE 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.*

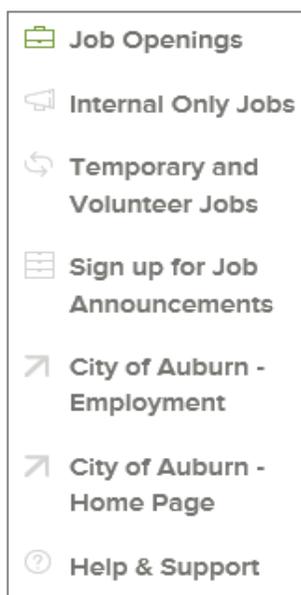
STEP 1: Visit Auburn Job Opportunities Webpage

Visit the City of Auburn website at www.auburnwa.gov. Click on "Employment" to view the City's employment information. Then, click on the "Openings" link on the left hand tool bar, to view the current job postings.



STEP 2: Job Opportunities Menu Bar

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



- **Job Openings:** This tab will display all benefited, full- and part-time 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.
- **Temporary and Volunteer Jobs:** This tab will display temporary, seasonal, non-benefited, and volunteer positions with the City of Auburn.
- **Job Announcements:** Sign up for job alerts and receive an email when Auburn posts a new position.

STEP 2: View Specific Job Opening

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
Assistant City Attorney	Regular Full Time	\$86,724.00 - \$106,608.00 yr	Continuous	Legal
Custodian	Regular Full Time	\$35,508.00 - \$41,856.00 yr	Continuous	Maintenance and Operations
Human Resources Assistant	Regular Full Time	\$42,516.00 - \$52,260.00 yr	Continuous	Human Resources
Police Officer (entry)	Regular Full Time	\$53,544.00 - \$67,716.00 yr	Continuous	Police
Web Specialist	Regular Full Time	\$55,740.00 - \$68,520.00 yr	Continuous	Information Systems

STEP 3: Apply for Opening

Click on the tabs to view the description of the position as well as any associated benefits or supplemental questions. Click on the "Apply" link to apply for this opening or the "Printer" icon to print a copy of the job posting. **Please note that in order to submit your application online to Human Resources you must click on the "Apply" link.**



Web Specialist

Salary ⓘ \$55,740.00 - \$68,520.00 Annually **Location** ⓘ WA, WA
Job Type Regular Full Time **Department** Information Systems
Job Number 080508tm **Closing** Continuous



Position Details

This position is responsible for developing and managing the City of Auburn World Wide Web and Intranet sites. Position works within the Information Services Department, acting as a technical liaison between Multimedia and Information Services

Primary Duties

Maintains and updates the City Intranet and Internet (www.auburnwa.gov) websites with content, as provided by City departments.

STEP 4: Create Online Account

Once you click on the “Apply” link, the Applicant Login window will appear in the top right corner of the screen. The window will ask you to log in or create an account with Governmentjobs.com. Click on the “Create an Account” link to get started. **Please note that passwords must be at least 8 characters in length, and must contain an upper case and lower case letters, numbers, and symbols (#, &, etc.).** If you already have an account you can login using your username and password.

You can also create an account using your Facebook or LinkedIn profile. To do so, click their icon, as seen below.

You must have an email address in order to sign up for an account. You can create a free email address through yahoo, gmail, hotmail, or AOL. **Be sure to write down your username and password as you will use this information in the future to log in and view your application status.**

The screenshot shows a sign-in form with the following elements: a 'Sign In' button at the top right; a 'Sign In' link and a 'Create an account' link; two input fields for '*Username or Email' and '*Password'; a green 'Sign In' button; links for 'Forgot Username?' and 'Reset Password'; and social media options for 'LinkedIn' and 'Facebook' with the text 'or sign in with' above them. Two red arrows point to the 'Create an account' link and the social media options.

STEP 5: 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 6: 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 6.1) and then select the type of attachment by clicking on the drop down menu (Figure 6.2). Once you have finished uploading your documents, click on the  button to proceed to the Questions tab.

Figure 6.1

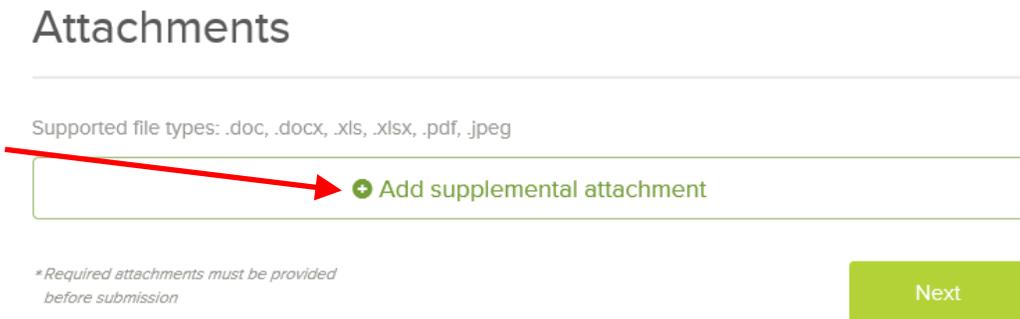


Figure 6.2



STEP 7: 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.



STEP 8: 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.

Proceed to Certify and Submit

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.