

Human Resources and Risk Management Department
HOW TO: Self-Schedule Exam Online

The instructions listed below are to help guide candidates as they self-schedule their exam appointment with the City of Auburn.

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 current openings. Then, click on the “Openings” link on the left hand tool bar.



STEP 2: View the Applicant Login Webpage

From the Job Openings webpage, click on the “Sign in” link on the left-hand menu.

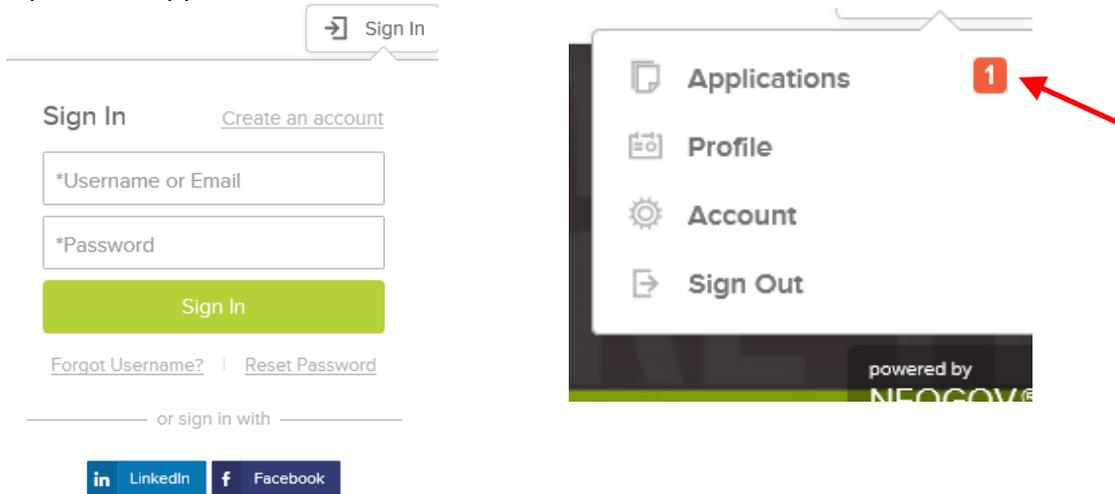


Welcome to the City of Auburn’s online employment application process! You can now apply online by clicking on the job title you are interested in and clicking on the “Apply” link! If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the “Build Job Application” link. This application can be saved and used to apply for more than one job opening. Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted. It is important that

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STEP 3: Sign In and View Applications

Log in to your account with your username and password. Once you are signed in, click on your username in the upper right-hand corner of the screen. Select “Applications” to view the positions you have applied for.



STEP 4: Schedule Exam Appointment

If self-scheduling is enabled, you will see a link to “Schedule Appointment.” Select the desired appointment time, and click “Submit.”

Police Services Specialist
City of Auburn, Washington

Applied on 09/28/2015 01:15 PM Pacific Invitation to Skills Testing
[History](#)

[Schedule Appointment](#)

