



# City of Urbandale

## Online Employment Application Guide

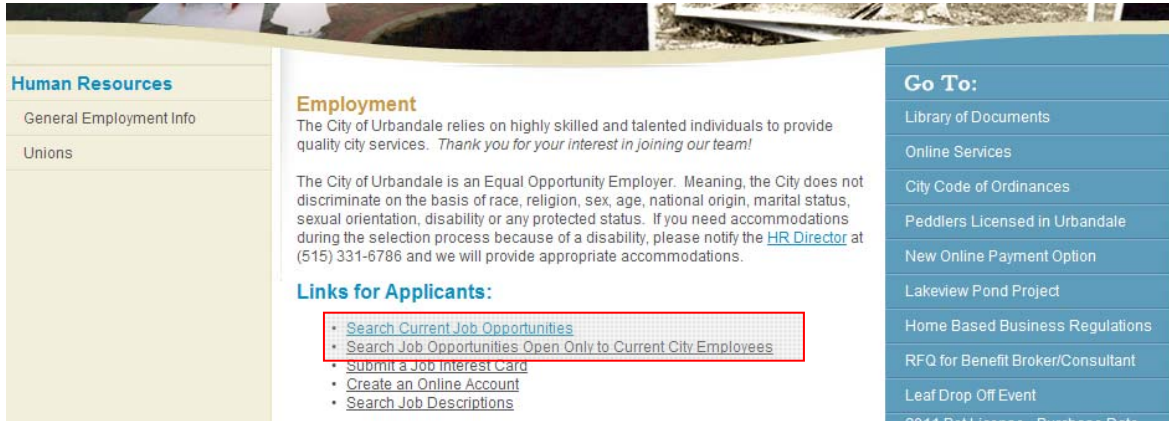
## City of Urbandale Online Employment Application Guide

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### To Apply for a Specific Job Opening

- From [www.urbandale.org/employment-info](http://www.urbandale.org/employment-info), go to the desired Job Opportunities page:



On the 'Job Opportunities' page, click on the job title you are interested in.

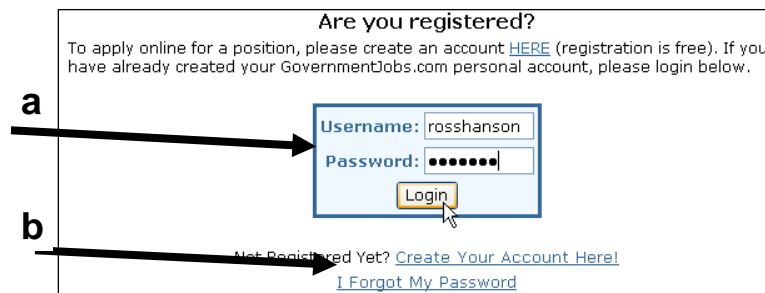


2. Review detailed information regarding the job: Job Description, Benefits, Supplemental Questions, Salary, etc. **Click on the Apply link to move into the application.**



3. Logging in:

- a If you already have a **City of Urbandale Online** or **governmentjobs.com** account, log in using the applicant username and password that you created previously (option **a** in the figure below). Skip to Step 6 or 7. *Note: You will not be able to create another account using the same e-mail address.*
- b Or, if you have never registered with City of Urbandale or governmentjobs.com, you will first need to set up an account. To do so, click on 'Not Registered Yet? Create Your Account Here!' (option **b** in the figure below).



4. Enter your new account information (you **MUST** remember this information)

- Write your username and password here:

\_\_\_\_\_ / \_\_\_\_\_  
 Username                      Password

- Click on the 'Save' button when you are done.
- A page is displayed with your login information. Click on the 'Login' button
- Enter your username and password and click 'Login'

**NOTE: Each applicant must have his/her own account and email address; you can not share accounts or email addresses! You can create a free email address through [www.hotmail.com](http://www.hotmail.com); [www.yahoo.com](http://www.yahoo.com); [www.google.com](http://www.google.com)**

5. If you have never created an application online in our system, this will be your next step. Click on 'Create Application.'

Name	Date Created	Modify
Parks and Recreation	Dec 23, 2005 (In Progress)	Edit   Delete
Leadership/Management	Dec 23, 2005	Edit   Delete

- Input a title for your application for your future reference
- Click on the 'Create Application' button and Skip to Step 8.

**Or, if you already have an application in our online system, YOU DO NOT NEED TO RECREATE A NEW APPLICATION EVERY TIME YOU APPLY FOR A POSITION.**

Apply for new jobs with a previously created application by simply clicking on 'To apply for the position of Account Clerk II click here.' You will be given a chance to update your information and tailor it as needed to the job you are currently applying for.

Name	Date Created	Modify
Parks and Recreation	Dec 23, 2005 (In Progress)	Edit   Delete
Leadership/Management	Dec 23, 2005	Edit   Delete

6. Fill in the 'Personal Profile' information if you are creating a new application. If this is a previously created application, review and update. **Note: Required information is marked with an asterisk (\*) and must be completed.** Click 'Save and View' to proceed.

7. Add Education, Work Experience, Certificates, and other information by clicking on the Add links. Click the 'save' button at the bottom of each section. To add additional entries in any of these sections, click on Add again.

8. If you wish to enter a resume, click 'Edit Resume.' You may cut and paste from a previously completed resume into this section. Or you may start from scratch. Resumes are not required for every position, but in certain cases will reflect positively on your application.
9. Answer the agency-wide supplemental questions (or review your answers if you are using a previously created application). Click on the 'Save & Proceed' button at the bottom of the page.
10. Answer the job-specific supplemental questions (if any).

11. Click on the 'Save & Proceed' button at the bottom of the page.

12. Review your application carefully. Incomplete information may disqualify your application. When you are satisfied that your application is complete, scroll to the bottom and click 'Confirm Application.'

13. Click the 'Accept' button on the digital signature screen.

14. Click on the 'Logout' link in the upper-right-hand corner.

**Congratulations! You have successfully completed your job application with the City of Urbandale. We wish you the best in your job search.**

## Additional Information

### To Complete A Job Interest Card/ Notification Request

1. Log in to: [www.urbandale.org/employment-info](http://www.urbandale.org/employment-info) and go the “Submit a Job Interest Card” link.
2. Place a check in the box next to each job category for which you would like to receive email notifications. Scroll down to the bottom and complete the Job Interest Card. Click ‘Submit Request.’ *For the next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Urbandale whose category matches one of the categories you've chosen.*

**CITY OF URBANDALE**

**Job Interest Cards**

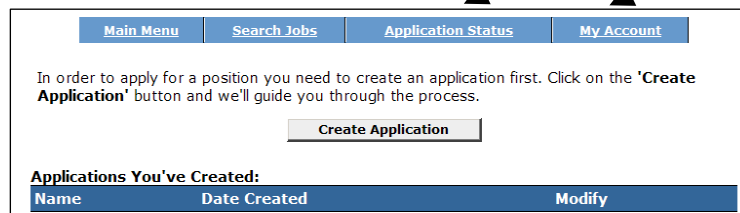
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Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the 'Job Interest Card' section below, then click the 'Submit Request' button. For the next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Urbandale whose category matches one of the categories you've chosen. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year. To change the results, deselect and reselect the categories by using the Clear All Categories/Select All Categories links or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration	<input type="checkbox"/> Administrative Assistant
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Airports	<input type="checkbox"/> Animal Control
<input type="checkbox"/> Animal Services	<input type="checkbox"/> Architecture	<input type="checkbox"/> Arts, Design, Entertainment & Media
<input type="checkbox"/> Athletics	<input type="checkbox"/> Attorney	<input type="checkbox"/> Audit
<input type="checkbox"/> Automation	<input type="checkbox"/> Buildings & Grounds	<input type="checkbox"/> Buildings & Safety

## To Check Your Application Status

1. This can be done by logging into: [www.governmentjobs.com](http://www.governmentjobs.com). Click on the 'Career Seekers' link.
2. Or you may log into the Job Opportunities page at [www.urbandale.org/employment-info](http://www.urbandale.org/employment-info), click on any job, and click on Apply. Do not proceed with submitting an application; instead, logout when you are done.
3. Once you are logged into either site, click on 'Application status.' You may also update account information through 'My Account.'



The screenshot shows a navigation bar with four tabs: 'Main Menu', 'Search Jobs', 'Application Status', and 'My Account'. Below the navigation bar, there is a text instruction: 'In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.' A 'Create Application' button is located below the text. Below the button, there is a section titled 'Applications You've Created:' followed by a table with three columns: 'Name', 'Date Created', and 'Modify'. Two black arrows point from the top of the page towards the 'Application Status' and 'My Account' tabs.

Name	Date Created	Modify
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**To Create An Application Before Applying for a Job**

1. Log in to: [www.governmentjobs.com](http://www.governmentjobs.com) and create an applicant account
  - Click on the 'Career Seekers' link



2. Click on 'Create Your Account Here!' **Note:** If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same e-mail address.**



- Enter your new account information (you **MUST** remember this information)
- Write your username and password here: \_\_\_\_\_ / \_\_\_\_\_  

Username                      Password

**NOTE: Each applicant must have his/her own account and email address; you can not share accounts or email addresses! You can create a free email address through [www.hotmail.com](http://www.hotmail.com); [www.yahoo.com](http://www.yahoo.com); [www.google.com](http://www.google.com)**

3. Proceed by following the screen directions. Save your work on each screen and when you are done, logout.
4. When you are ready to apply for a City of Urbandale job, go to Page 1, Step 1 of this manual and proceed from there.