HOW TO REGISTER TO APPLY ONLINE FOR CITY JOBS:

STEP ONE: **SET-UP AN EMAIL ACCOUNT** (if you don't already have one)

In order to sign up for Job Alerts or submit an online application you must have a valid, active email address. If you do not currently have an email address, you can set-up a free email account at www.yahoo.com, www.outlook.com, www.aol.com, www.gmail.com, or any other free web mail service.

STEP TWO: **REGISTER**

- Make sure cookies are enabled in your browser's preference settings in order to fully access our site.
- From columbus.gov/civilservice, click the *Login* link under the "Jobs Center" tab within the page, then click *create an account*.
- Complete the required fields (email, username of your choosing, password creation, etc.) then click the dark gray *Create* button.

NOTE: *Passwords are case sensitive* and the inclusion of at least one capital letter, one number, and one special symbol (e.g. ".", or " * ", etc.) is required in its creation.

STEP THREE: **COMPLETE YOUR PROFILE OR APPLY FOR A CURRENT JOB**
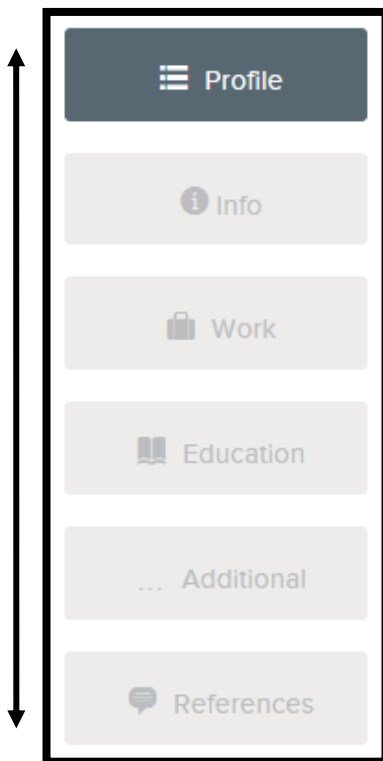
Upon successful registration, you'll be able to establish, or update your *Profile*, adjust your *Account Settings* (including your password), and manage "submitted" as well as any "incomplete" job *Applications* you have on file. New users will be able to merge your new City account with a LinkedIn account if you have one, or you may skip to the next screen to begin entering your *Profile* information. Add all your personal Info, Work history, Education, and Additional information under each designated profile screen (scroll to the bottom of the page and hit "Next" to advance to the next section). The information you enter under your *Profile Settings* will be stored and will automatically be included in any application you file online with us in the future. Please see our "Tips For Completing Online Applications" for more information.

From our Employment Center you may immediately begin applying for jobs by clicking the *Current Job Openings* link. If you are not interested in any of the currently open jobs listed at that time, but would like to be notified when jobs you would like to apply for open, please click on the *Job Alerts* link and make your preferred selection(s). You will be directly notified the next time the jobs of your choice open for application filing.

Please be sure to update your *Account Settings* anytime your personal information changes.

If you have any technical, website-specific questions, please contact our website host, NEOGOV, at (855) 524-5627, Monday through Friday, 11:00AM - 8:00PM EST. If you have any questions regarding any step of the application process with the City of Columbus, please call (614) 645-8369 to connect with a Civil Service staff member.