

## TIPS FOR COMPLETING ONLINE APPLICATIONS

Your online application is the only source of information our staff has to determine whether or not you qualify to take an examination for a competitive class or to be considered for a position in a noncompetitive class. Missing or incomplete information in your profile may result in your application being rejected or delayed because more information is needed. To make the application process run smoothly for you, we have put together some suggestions for ensuring your applications are complete.

### **PUTTING YOUR PROFILE TOGETHER**

When it applies, check the boxes in the upper left corner of the form indicating a high school diploma (HSD) or GED, and check the appropriate box according to the type of driver's license you hold. **If you have a college degree, it is best to attach an electronic copy of your transcript and/or diploma to your profile.**

### **TRAINING/EDUCATION**

Indicate any and all post-high school education you have, including the start and end dates, credit hours completed, type of degree, and the date you received your degree. If you attended college but did not graduate, fill in all the above information, but leave the degree date blank.

Indicate any training you received, such as computer certifications, automotive repair certifications, etc., but remember to include all the relevant information listed above.

***If you complete additional education, or receive additional training, you should update your profile with that information.***

### **WORK EXPERIENCE**

The number of jobs that you may include in your profile is not limited. However, be sure to include all the information requested.

For **each** job, it is important to provide the following:

- ✓ The complete name of your employer, including the city and state (if outside the United States, include the country)
- ✓ Your official title, that is, the name of the position for which you were hired
- ✓ Both the month and year you started the job
- ✓ Both the month and year you ended the job – if you are still employed at the job leave the end date blank and answer “True” to the question “Still Employed?”
- ✓ The name and title of your supervisor, and if possible, the phone number
- ✓ The number of hours you worked per week (be as accurate as possible)
- ✓ A list of specific tasks performed at this job\*

\*It is very important to provide a detailed list of specific tasks performed, such as *collected payments for utility bills, updated client records using Excel software, completed weekly and monthly reports on utility shutoffs, answered phones*. Do not use vague terms and generalized statements, such as *responsible for increasing company profits, received numerous awards for customer service, served as an expert resource for technology issues*. These types of statements do not give a clear picture of the type of work performed. The more specific information you provide to us, the better.

Provide all the above information for each of your jobs. However:

- If you had different positions within the same company, treat each position as a separate job providing the information listed above for each job
- If you worked a seasonal job for multiple years, treat each year as a separate job and include start and end dates for each year (ex. summer intern, holiday help).

***If you leave a job and obtain another job, you should update your profile with that information.***

Make sure you indicate in your profile how you wish to receive notices from the Civil Service Commission – email or hard copy.

## **SIGNING UP FOR JOB ALERTS**

Once you have completed your profile, you should review the types of jobs used by the City of Columbus. Pick from areas of interest under the *Job Alerts/Job Categories* page or choose to receive alerts for only specific job titles under *Job Class Info/Class Specifications*, to subscribe to job alerts for any and all jobs for which you qualify. When an opening becomes available, you will receive an email notifying you that the job you expressed interest in is now open for application.

## **SUBMITTING AN APPLICATION ONLINE**

**Be sure to read the minimum qualifications that are listed in the Examination Announcement.** If you feel that you meet the minimum qualifications, review your profile to make sure that it is up-to-date and contains information that shows you qualify. Submit your application before the deadline. **You will receive a confirmation email if your online application has been received.** We recommend that you save that notice.