

# ONLINE APPLICATION PROCESS: How to Apply

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 Renton Job Opportunities Webpage

Visit the City of Renton website at [www.rentonwa.gov](http://www.rentonwa.gov). Click on "Job Openings" to view the City's current openings.



## 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.

3 records found.

Page #  of 1

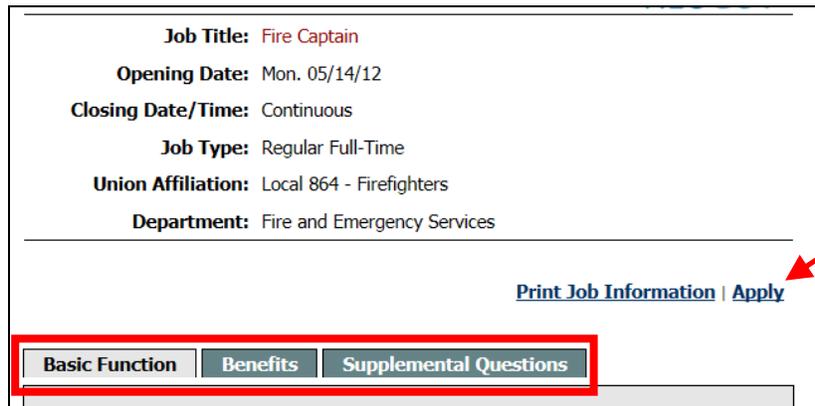
Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
<a href="#">Accounting Assistant II</a>	Regular Full-Time	\$3,289.00 - \$4,004.00 Monthly	Continuous
<a href="#">Facilities/Custodial (POOL)</a>	Seasonal/Intermittent	\$28.86 - \$35.15 Hourly	Continuous
<b>NEW!</b> <a href="#">Fire Captain</a>	Regular Full-Time	Not Displayed	Continuous

Page #  of 1

### **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 “Print Job Information” link 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.***

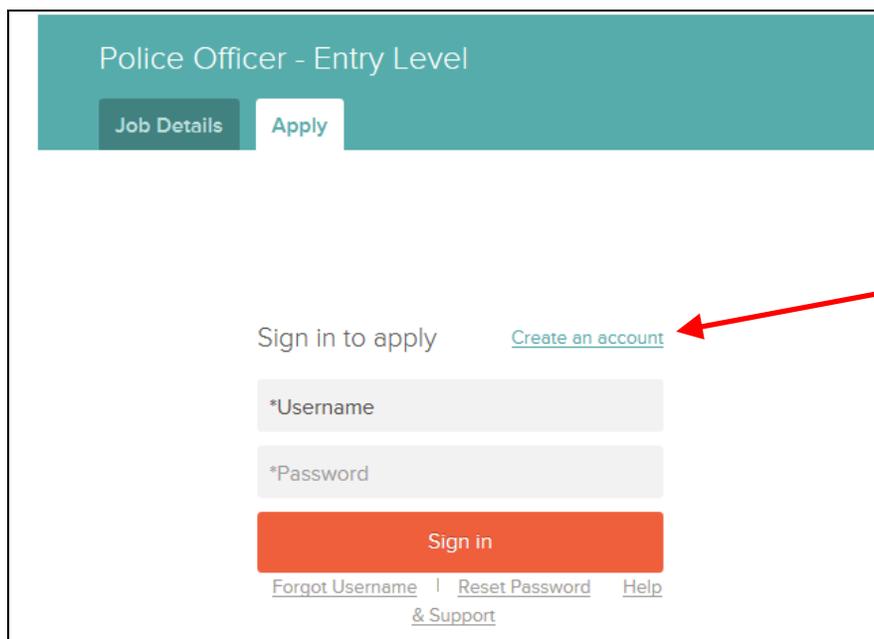


The screenshot shows a job posting for a Fire Captain. The details listed are: Job Title: Fire Captain, Opening Date: Mon. 05/14/12, Closing Date/Time: Continuous, Job Type: Regular Full-Time, Union Affiliation: Local 864 - Firefighters, and Department: Fire and Emergency Services. At the bottom right, there are two links: "Print Job Information" and "Apply". A red arrow points to the "Apply" link. Below the job details, there are three tabs: "Basic Function", "Benefits", and "Supplemental Questions". The "Basic Function" tab is currently selected and highlighted with a red box.

### **STEP 4: Create Online Account**

Once you click on the “Apply” link you will be directed to the Applicant Login webpage. The screen will ask you to create an account with Governmentjobs.com. Click on the “Create an Account” link to get started. If you already have an account you can login using your username and password.

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 applications status.**



The screenshot shows the applicant login page for a Police Officer - Entry Level position. The page has a teal header with the job title and two tabs: "Job Details" and "Apply". Below the header, there is a "Sign in to apply" section with a "Create an account" link highlighted by a red arrow. The sign-in section includes input fields for "\*Username" and "\*Password", a "Sign in" button, and links for "Forgot Username", "Reset Password", and "Help & Support".

## STEP 5: General Information Tab

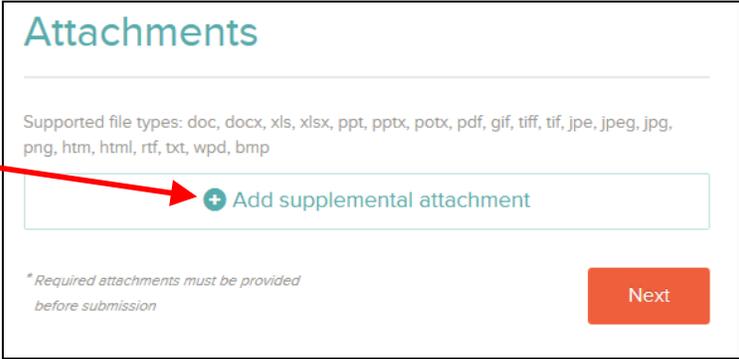
The application contains the following tabs: General Information, Attachments, and Questions. If you are creating an account, the system will initially ask if you would like to import your resume (you can skip this step if you prefer). From there, the system will automatically direct you to the General Information tab. Once you are done filling out the General Information page, please click on the **Next** button to proceed to the Attachments tab.

**TIP:** Please be sure to hit the **Save** 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

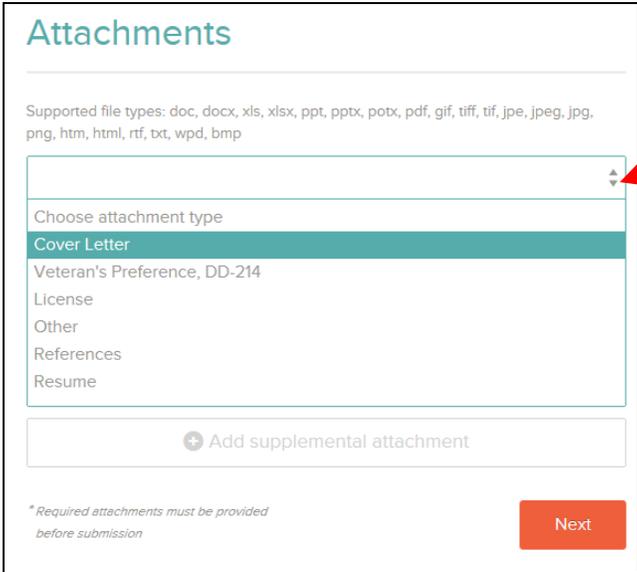
The system will direct you to the Attachments page, where you can upload a resume, cover letter, DD-214, or other documents. Click on the “Add Supplemental Attachment” link (Figure 6.1) and then select the type of attachment by clicking on the drop down menu (Figure 6.2). Once you have finished uploading your documents, click on the **Next** button to proceed to the Questions tab.

Figure 6.1



The screenshot shows the 'Attachments' page. At the top, it lists supported file types: doc, docx, xls, xlsx, ppt, pptx, potx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, htm, html, rtf, txt, wpd, bmp. Below this is a button with a plus sign and the text 'Add supplemental attachment'. A red arrow points to this button. At the bottom right, there is a red 'Next' button. A note at the bottom left states: '\* Required attachments must be provided before submission'.

Figure 6.2



The screenshot shows the 'Attachments' page with the dropdown menu open. The dropdown menu is titled 'Choose attachment type' and lists the following options: Cover Letter (highlighted), Veteran's Preference, DD-214, License, Other, References, and Resume. A red arrow points to the dropdown menu. Below the dropdown is the 'Add supplemental attachment' button. At the bottom right, there is a red 'Next' button. A note at the bottom left states: '\* Required attachments must be provided before submission'.

## **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 on the "Proceed to review" link to continue.

Proceed to review

## **STEP 8: Review and Submit Application**

***Carefully review your application.*** 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 "Job Applications" link to view your incomplete and completed applications. Your username also indicates the number of in-progress and complete applications.***