



Enhanced Online Employment Application



City of Arts & Innovation

The **City of Riverside's Human Resources Department** is pleased to announce the implementation of an upgraded online employment application/applicant tracking system which will be launched **October 1, 2012**. The new system will allow us to offer increased service and information to our candidates. Starting October 1st, candidates interested in job opportunities with the City of Riverside will have the opportunity to utilize this new system to submit and manage their online employment application materials.

Benefits for Applicants:

- * **Application Completion at your Convenience** – If you are completing your online employment application and are called away, you are now able to stop and save your employment application and complete it at a later time.
- * **Self-Scheduling Feature** – When you are invited to participate in the selection process, you will be able to conveniently login to your account and select the best date and time that works for your schedule.
- * **Attachment Feature** – You will have the ability to attach resumes, degrees, and certifications.
- * **Job Interest Cards** – You can register to receive automatic notification regarding positions that you are interested in as they are posted for recruitment.

Too excited to wait until October 1st? Prepare ahead of time...

- * **Create/Access your GovernmentJobs Account** – You must have a valid personal email address to create a GovernmentJobs account. If you don't already have one, free email is available through providers such as Yahoo, Google, and Hotmail. Each applicant must have their own unique email address.
- * **Gather your Personal Information** – Collect details about your education and employment history to complete your personal profile.
- * **Time Management** – The first time you create an application, be ready to spend 30 minutes or more, though you can save your work at any time and return to it later.
- * **Have you submitted an employment application through GovernmentJobs before?** If you have, there is no need to create a new governmentjobs.com account. You can simply use your current account to apply with the City of Riverside.
- * You must use the GovernmentJobs system and complete an online application in order to be considered for any position posted with the City of Riverside after October 1, 2012.

Launch date: October 1, 2012

If you have any questions or would like additional information or assistance, please contact the Human Resources Department at (951) 826-5808.