



# HOW TO APPLY FOR JOBS AT THE CITY AND COUNTY OF SAN FRANCISCO

We are excited to know you are interested in applying for a job at the City and County of San Francisco. To support you through the application process, the Office of the City Administrator, in partnership with the Department of Public Works and the Department of Technology developed this step-by-step guide with tips and resources.

## STEP 1 Find a role you are interested in

Visit [www.careers.sf.gov](http://www.careers.sf.gov) to find job openings across all City Departments. You can scroll through the page, use the search box, or filter by Department to find jobs that interest you.

## STEP 2 Review the job posting

Read the job description and pay close attention to the minimum qualifications required for the position. Take a look at the job specifications at the top of the page. There, you will see whether the job is full-time or part-time, the exam types required, and the role type. See how role types differ below:

Permanent Civil Service	Permanent Exempt	Temporary Exempt
<ul style="list-style-type: none"> <li>No term limit.</li> <li>Examination is required to be eligible for the role.</li> <li>Granted some additional rights and benefits.</li> <li>Most common type of position within the City.</li> </ul>	<ul style="list-style-type: none"> <li>No examination required.</li> <li>In most cases, limited to a specific period of time.</li> <li>At-will employment.</li> </ul>	<ul style="list-style-type: none"> <li>No examination required.</li> <li>Appointed by department heads, commissions, or the Mayor</li> <li>At-will employment.</li> </ul>

## STEP 3 Apply!

When you are ready to start your application, press the **"Apply Now"** button at the top of the page. You will be directed to enter your information and upload your resume on SmartRecruiters. You may choose to import your information from your resume, LinkedIn, or Indeed. With any option, make sure to double-check the form entries for accuracy. You may also enter your information manually.

Some jobs may require you to answer preliminary questions. Make sure to answer them thoroughly to demonstrate you meet or exceed the minimum qualifications for the job. Review your application before pressing the **"Submit"** button.

## STEP 4 Examination and Interviews

If you meet the minimum qualifications for the job, the steps after you submit your application depend on its role type.

**Permanent jobs:** the hiring department will invite you to take the examination required. If you pass, you will be placed on an eligible applicant list ranked by your score and the department will reach out to you when a position you qualify for opens.

**Exempt jobs:** the hiring department may contact you to invite you to one or more interviews with the hiring manager or the department's team.

## STEP 5 Background Check

Before being officially hired, some positions require candidates to complete a personal history statement and go through a background check. It includes verification of relevant employment experience, financial history, criminal and motor vehicle records, and a reference check.



# TIPS FOR APPLYING FOR JOBS AT THE CITY AND COUNTY OF SAN FRANCISCO

The Office of the City Administrator, the Department of Public Works, and the Department of Technology are committed to ensuring our workplaces are safe, equitable, and inclusive of individuals of all races, religions, genders, sexual orientations, national origins, ages, and disability status. We encourage job seekers to review the practical tips and resources below to support their application process with the City and Country of San Francisco.

- 1 Take the time to completely fill out the work history section of the application
- 2 Use complete sentences and correct grammar in your application answers
- 3 List your start and end dates in the following format: month/day/year
- 4 Make sure to provide proof of how you meet the job's minimum qualifications
- 5 Focus on speaking about your work history during your Interview
- 6 Be prepared for various types of exams that may be required
- 7 Be honest but refrain from speaking poorly about former employers
- 8 Show interest in the Department and job by asking questions during the interview
- 9 Prepare references and documentation to verify your work history ahead of time
- 10 Practice answering interview questions with a friend, family member, or mentor

Use your phone to scan the QR codes below to access online resources for job seekers.

## Hiring Process Overview

[careers.sf.gov/knowledge/process](https://careers.sf.gov/knowledge/process)



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## City Job Listings

[careers.sf.gov](https://careers.sf.gov)



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## How to Apply

[sfdhr.org/how-apply-position](https://sfdhr.org/how-apply-position)



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## Resources for Job Seekers

[sf.gov/build-your-career-city-administrators-office](https://sf.gov/build-your-career-city-administrators-office)



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## City Career Pathway Programs

[sfdhr.org/career-pathway-programs](https://sfdhr.org/career-pathway-programs)



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