

Tips for Success

- For many positions, the application serves as a test document. Treat it like one.
- Complete the entire application thoroughly
- Provide your complete work history, don't pick and choose what you disclose
 - Be honest
 - Use complete sentences
 - Use correct grammar
 - Check your spelling
- Use the Applicant Statement to sell yourself. It's ok to "toot your own horn" when applying for a job.
- Give yourself time to review your application, don't wait until the last minute to apply. Deadlines are strictly enforced.
- If you are interested in eventually securing permanent City employment, consider applying for a temporary or seasonal job.

**Questions??
Feel free to contact us!**



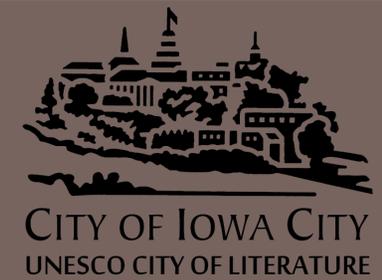
CITY OF IOWA CITY
Human Resources/Personnel

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Understanding
the Application
and Hiring
Process for City
Employment



Hiring Process

1. City of Iowa City employment application must be received in Human Resources by the deadline stated on the job posting.
2. Applicants are screened for minimum qualifications and potential candidates are identified.
3. If a driver's license or CDL is required, driving records reviews are conducted by Human Resources on candidates being considered for an interview.
4. Written and physical fitness test, if required (see FAQ #3).
5. Interviews are conducted by a team led by a department supervisor.
6. If applicable, criminal background checks are conducted and screened on finalists (see FAQ #5).
7. (Civil Service positions only) A hiring list is forwarded to the Civil Service Commission for certification after a tentative offer is made to and accepted by the candidate selected.
8. A final offer is extended and start date is established.



Frequently Asked Questions



1. Where can I learn about current openings?

- Visit www.icgov.org (Jobs)
- Visit the Human Resources Office in City Hall, 410 E. Washington Street
- Call the City's JOBLINE at 319-356-5021
- Register with the City's e-Subscription service at www.icgov.org to receive email alerts
- Follow us on Facebook "City of Iowa City—Employment"
- Follow us on Twitter @CityIowaCityHR

2. Are all City vacancies open for public application?

No. Due to labor contract requirements, many permanent City jobs are first advertised to current employees (internal candidates) with consideration given to employee seniority. If the position cannot be filled internally or there are limited internal candidates, the vacancies are then advertised to the general public.

All temporary and seasonal jobs are opened to external applicants. Many permanent City employees began their careers in temporary or seasonal positions and were then hired into permanent vacancies as internal applicants during the course of their employment with the City.

3. Will I have to pass a test to be hired by the City?

It depends on the position. While some positions including temporary/seasonal are exempt, the majority of the City's permanent positions are covered by Iowa's Civil Service law which requires a testing process and the certification of a hiring list by the City's Civil Service Commission. The City has an extensive testing process including written exams, physical fitness testing, and oral interviews for Police Officer and Firefighter positions resulting in a hiring list used to fill vacancies over an extended period of time. However, for the majority of Civil Service positions the testing process merely consists of a review of the written employment application and employment interview with only the name of the preferred candidate placed on the certified hiring list.

4. Do I have to have a valid driver's license?

Again, it depends on the position. Some positions require a valid driver's license or CDL because driving is a required duty of the job. In these cases, the City requires not only a valid driver's license or CDL, but also that a candidate have an acceptable driving record for insurability purposes. For positions that require a license, candidate driving records are reviewed to determine whether they meet the insurance criteria for employment.

5. If I have a criminal conviction in my background can I still be hired?

Yes. If a criminal background check is required for a position, that requirement will be noted on the job posting. In those cases, criminal background checks are screened for convictions that are *directly related to the job* and candidates are given an opportunity to discuss a potentially disqualifying conviction with Human Resources staff before a final determination is made. On the other hand, some jobs do not require any criminal background screening due to the nature of the position.

Note: There is no disclosure of criminal convictions required on the employment application. Criminal background screening is not conducted until after an employment interview and is only conducted on candidates being considered for hire and for those positions where necessary.