



# INTERESTED IN JOINING OUR TEAM? CHECK OUT THESE TIPS:

1

## ARE WE A GOOD MATCH?

- Review required & preferred qualifications for the position
- Compare these to your skillset, talents, training & experience
- Read our application; understand what we are looking for
- Sign up for Notify Me job posting alerts

2

## READY TO APPLY?

- Be clear, concise, thorough, and honest!
- Assume the reviewer has no prior knowledge of job titles and associated duties
- Avoid using jargon, slang and abbreviations.
- Complete the application in full; Enter N/A instead of leaving an area blank.
- Your Resume may supplement but not replace an application. Do not write "see resume"
- Submit your application before the deadline, each position requests its own application

3

## WHAT HAPPENS NEXT?

- Applications are reviewed after the posting closes
- The review process takes about 7-10 days AFTER the posting has closed
- The hiring team will select applicants to interview, HR will contact you to schedule
- Please do not call or email requesting status updates

4

## READY TO INTERVIEW?

- Check out our website and social media to learn why Geneva is a great place to work
- What questions do you have about working at the City?
- Set up mock interviews with family and friends
- Notes are OK! Key words can help if you're anxious
- Be ready to exemplify that you would be a great addition to our team