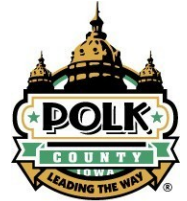


Polk County Human Resources

www.polkcountyiaowa.gov/hr/jobs



HOW TO APPLY ONLINE

Prepare Before Applying Online

- ⇒ You will need an email account. If you do not already have one, free email is available through providers such as Yahoo Mail, Hotmail or Excite. (You cannot create another user account using the same email address).
- ⇒ Collect details about your education and employment history.

How to Login to our Secure Website

- ⇒ Go to www.polkcountyiaowa.gov/hr/jobs, and scroll down to view openings.
- ⇒ Current employees: click on the "[Internal Job Opportunities](#)" link to see internal postings.
- ⇒ Click the title of the job for which you are applying. Review the job qualifications.
- ⇒ Click "[Apply](#)."
- ⇒ If this is your first online application with us, you will need to set up an account with a Username and Password, create your user account profile and build your application. Save your username and password for future use. Do not share your username and password with anyone or share your account. If you forget your Username or Password, go to the "Applicant Login" screen for help.

Create a New Online Application, Edit a Prior One or Apply for Another Position

- ⇒ The first time you create an application, be ready to spend 30 minutes or more. You can save your work at any time and return to it later.
- ⇒ Be thorough. Your application is the primary tool used to evaluate your job qualifications.
- ⇒ Answer all agency-wide questions and job specific questions (if any). These questions are identified on the application.
- ⇒ Since you are applying online, you do not need to create a separate application for every posted job.
- ⇒ You may attach a resume when applying by using the resume attachment functionality. A resume cannot substitute for the application. Do not use HTML tags.
- ⇒ You may login to your account to edit, update, or change information on your application.
- ⇒ If applying for another posted job, login by entering your username and password created previously. Click on the name of the job for which you are applying. Click "[Apply](#)." *Do not click "create an application" when applying for another posted job or you will be required to re-enter all information on the application.*
- ⇒ Applications must be submitted no later than 11:59 p.m. on the closing day of each posted job.
- ⇒ You will receive online confirmation that your application has been received.
- ⇒ Incomplete applications may be rejected.

(Note: The use of the Polk County Transfer Form and paper application will be discontinued July 1, 2010.)

If you would like to build an application prior to applying for posted County jobs, you can set up your user account by going to the "Applicant Login" screen and following the online directions.

For More Help

- ⇒ Click: "[Online Employment Application Guide](#)".
- ⇒ Click: "[HELP](#)" after you are logged in.
- ⇒ Contact our system administrators:
Gail Stevenson, Employment Administrator, or Julie Akkerman, HR Administrative Assistant at (515) 286-3200.