City of Toledo: How to Apply for Promotions

## PART 1: Creating a governmentjobs.com profile

Follow these steps to Sign In:

1. Point your web browser to www.governmentjobs.com.
2. Click **Sign In** in the top right of the menu bar.
3. If you already created a user account for governmentjobs.com, login using your previously created username and password. Otherwise, Click "Create one" to create an account, and then enter your new account information.

4. You must have a valid email address to use the governmentjobs.com profile. You may obtain a free email address from the following: www.yahoo.com, www.gmail.com, www.live.com

Create a new account                Sign in

*Email                               ⓘ

*Username

*Password

What's 5 + 9?                        ⓘ

**Create**

o If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique. If an error message states "email not valid," your email address is already in use.

o If you created an account before and can't remember you username, click on Forgot username. This sends you an email with your username.

o Your password must be at least six characters in length, and contain at least one number.

o Answer the security question. In this example, type 14.

o As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:

Create a new account                Sign in

paulcsmith@gmail.com                 ☑

paulcrasmith                         ☑

•••••••••••                          ☑

What's 5 + 9?                        ⓘ

**Create**

o Click Create.

Keep a record of your username and password. When you are signed in, your username appears on the right in the top menu bar:

## PART 2: Apply for a Promotion

1. You must have a valid governmentjobs.com profile and email address to apply for the position of Firefighter with the City of Toledo. (See Part 1.)
2. GO TO: toledo.oh.gov
3. Click on job opportunities.
4. On the left side of the screen, click promotional opportunities
5. Find the job you want to apply for and click the job title (it will be blue)
6. To apply, look under the tab labeled definition and click the "to apply for this promotion click here
7. If you are not logged in to your governmentjobs.com account, log in using your username and password
8. When asked to upload your resume, upload a resume if you have one available. A resume is **not required**.
   a. If you do NOT have a resume, click the orange **"skip this step**
9. On the next screen, "general information", complete the contact information and personal information. Click save and next.
10. On the next screen, fill in your work history. Be sure to add any alternate positions you have.
11. On the next screen, fill in your education. You may be required to attach a copy of your high school diploma or transcripts.
12. Answer the agency wide questions and associated questions. Click next.
13. On the next screen, review your information to ensure it is correct. If it is correct **click the orange button labeled "Proceed to certify and submit."** If you need to correct information, click the edit buttons to correct information.
14. On the next screen, click the orange "**Submit your information**" button.
    a. You must click this button in order to apply for the promotion.
15. After completing steps 1-14, you have successfully applied for the promotion.
    a. You will receive an email from governmentjobs.com indicating your application was received.
    b. Check you "junk" or "spam" mail for this email.

- Please direct all questions regarding applying for a promotion to 419-245-1500.
- All information and correspondence with the Department of Human Resources for all promotions will be via email.