

## **FAQs ON APPLYING FOR EMPLOYMENT WITH THE CITY OF COVINGTON**

***Q: I know I can access job descriptions of employment openings online, as well as the employment application. Is there any other way that I may obtain an application packet?***

A: There are two other options for obtaining an application packet, besides accessing it on the city's website. You may either visit City Hall, Monday through Friday between the hours of 8 a.m. to 5 p.m., to pick up an application packet in our front lobby, or you may call the Personnel Manager at (253) 480-2410 to have an application packet mailed to you.

***Q: I see two employment positions currently open in the city that I am interested in. May I apply for more than one position; and, if so, may I submit just one application for both positions?***

A: You may apply for as many open positions that you are interested in. However, you must fill out a separate application for each position and attach any additional supporting documents (i.e., cover letter, resume) to each application. You may, however, forward multiple application packets to the City in one single, large envelope or through a single e-mail to the Personnel Manager at nbeaufre@covingtonwa.gov.

***Q: May I submit an application or even just a resume for the city to hold on file for a position that is not currently being advertised?***

A: No. Please check to make sure that an employment opening exists for the position you are seeking, as the city only accepts resumes when accompanied by a completed and signed application in response to an **active** job opening. Applications and/or resumes submitted that are not in response to an active employment opening will not be reviewed or retained.

***Q: I filled out the employment application and signed it. Do I need to attach a resume and cover letter?***

A: The signed employment application is the most critical piece of the application process, because it is the official, signed document that you are submitting to the city. For this reason, please be sure that you read and follow all directions on the application completely. However, unless you have very limited business experience, a resume is very important, too. The cover letter, while only mandatory for certain positions as noted in the employment ad, is definitely a good idea—it is your opportunity to highlight to the city how your skills uniquely fit the listed job requirements.

***Q: I've heard over and over that resumes should be brief—no more than one page. Is this true?***

A: That depends on the organization. While a resume that goes on and on in excruciating detail makes it difficult for the prospective employer to pick out the KSAs (Knowledge, Skills, and Abilities) that are important to a particular position, too little information can leave too many questions. We very much prefer that you include starting and ending months/years of employment in your work history—not just the year. It is also important to list your job title and major responsibilities for each previous position—especially if those responsibilities relate to the position you are applying for. Be more concerned about supplying that information in a clear, concise format, than whether or not your resume takes up two pages, rather than one. On the other hand, if your resume is several pages long, you likely need to make it more concise.

***Q: Seven months ago, I applied for an employment opening at the City of Covington, but did not get the job, nor was I called for an interview. Covington just advertised for another employment opening with the same job title. Should I assume my application has been retained from the first opening and that it will be reviewed for the current opening?***

A: No. You will need to submit a new application for each employment opening you are interested in, even if additional openings occur with the same job title or require a similar skill set.

***Q: I submitted my application packet for an employment opening two weeks ago, and have not yet heard from the city. Should I call to demonstrate my interest in the position by calling or stopping by to find out what the status is?***

A: The fact you submitted an employment application already demonstrated you are interested in the position. Due to demanding workloads and the time required for applications to complete all steps of the review cycle, it can take anywhere from two to six weeks, and possibly even a little more, to contact those applicants who are selected to participate in the interview process. Please refrain from calling or stopping in to visit with Human Resources for status on your application. Status-seeking phone calls or visits further burden city staff and slow the process even further. Rest assured that each application is carefully reviewed, often by several people, even for those positions where large numbers of applications have been received. If you are selected to participate in the interview process, we will make several attempts to contact you in a variety of ways to set up an interview appointment.

***Q: I have a question that has not been answered by reading the above FAQs. Who should I contact?***

If you have a question that has not been sufficiently answered by the above information, please contact the Personnel Manager at (253) 480-2410.