

## **Find your exciting career with the City of Phoenix at Sky Harbor, Deer Valley, or Goodyear airports!**

### **Here's how to apply:**

1. Go to the [City of Phoenix career website](#).
2. Click on "View all jobs."
3. Peruse our job listing and select the job announcement that interests you.
4. The job announcement will include key information you need to know, such as:
  - a. Job summary.
  - b. Recruitment Dates. (Scheduled closing of announcement)
  - c. Salary information.
  - d. Job Requirements. (Minimum qualifications required to apply)
  - e. Additional instruction of what to you need to know and include.
5. Click "Apply for Job" to begin application.
  - a. If not logged into the online portal, you may now login or register for an account.
6. Follow all instructions and fill in required fields.
  - a. Remember to combine all cover letters, resumes, and/or additional documents that are requested into one file to upload.
7. Review your information and click submit.
  - a. Applications are screened to determine if the job requirements are met.

### **Not sure if you submitted your application correctly?**

Click "My Job Applications" on the home screen to view status as "Submitted."

### **What is an "Eligible for Hire list"?**

- A list that provides hiring departments access to candidates who meet the minimum qualifications of the position for which they have applied.
- Applicants will receive an e-mail after their application has been processed to verify if the applicants qualified for the list and the length of time the list will remain active. \*

### **What now?**

- Departments will request access to eligible for hire lists to review applicants when vacancies occur.
- Hiring supervisors will contact the top candidates for further screening. \*\*
- Keep looking and apply for jobs you qualify for within the City of Phoenix!

OR

[Subscribe](#) to the City of Phoenix Weekly Job Opportunities Mailing List

*\* Vacancies may appear in multiple departments under the same classification/job title within the life of a single list. As long as it is the same classification, the same list can be used for another vacancy.*

*\*\* Applicants not selected for further screening of a vacancy will not be contacted or notified.*

**Need assistance?**

Please contact the City of Phoenix's Human Resources Connection Center at (602) 495-5700 or e-mail [hrc@phoenix.gov](mailto:hrc@phoenix.gov) with your questions.