

Applying to City Jobs

Quick Guide

What Are You Looking For

When beginning your job hunt it is important to note what skills and experiences you bring. Think about if there is a department whose work inspires you or a city role you are particularly interested in. These questions will help guide you to what City jobs to look out for.

Find The Job That's Right For You

Start by visiting the jobseekers page at <https://sfdhr.org/job-seekers> to learn about city employment benefits and the application process or to browse open positions. Once you find a position you are interested in click on it to read the full job description, position details, and any minimum qualifications required.

Apply For The Position

To apply to a position you will be asked to upload your resume or you can manually enter your education and professional experience. Next, you will be prompted to answer some preliminary questions that will vary depending on whether it is a non-civil service or permanent civil service recruitment.

Once you click submit you will be asked if you want to create a Smarter profile. This profile will allow you to track your applications in one place and reuse your information to apply to other jobs in the future.

Sign Up for Job Alerts

If the position you are looking to apply to is not being actively recruited for you can sign up for job announcements via the "Notify me of Jobs" button on the <https://sfdhr.org/job-seekers> webpage. If you are interested in a specific job class you can type the four-digit job code in the keyword field.

Once you sign up for these notifications you will receive email alerts as jobs that match your criteria open for applications.

