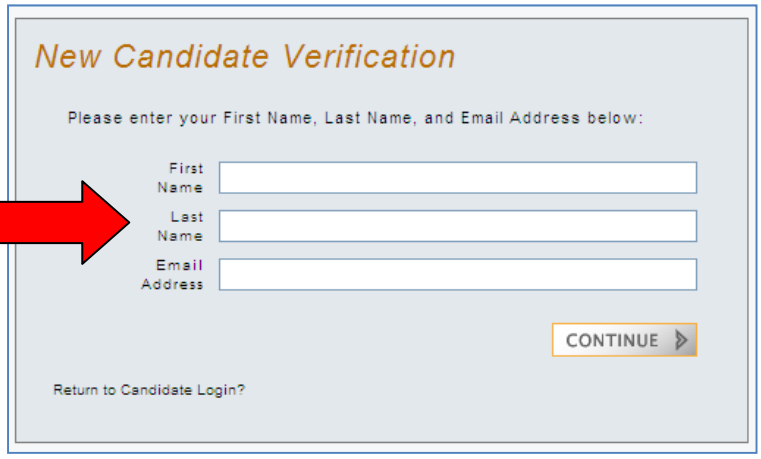
Creating Your Candidate Log-In Screen

Welcome! The City of West Des Moines requires all applicants to apply using our online application process. If you need an ADA accommodation to complete the online application please contact the Human Resources Department at 515-222-3616.

To apply online for a position with the City of West Des Moines, please create a Candidate Profile. Internet Explorer 7 or higher is highly recommended, however the site is also compatible with Chrome and Firefox. If you have any difficulties with this online process please contact Human Resources at 515-222-3616.

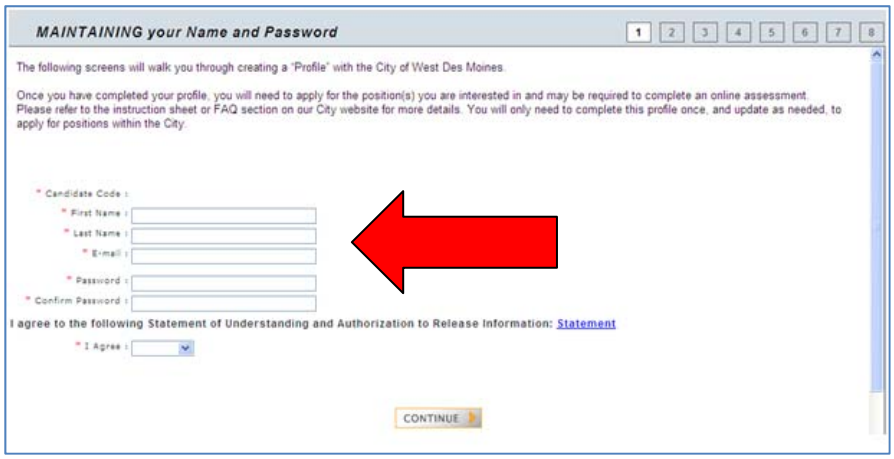
Need access to a computer? Computers are available in the Human Resources Office located at City Hall and in the West Des Moines Public Library.

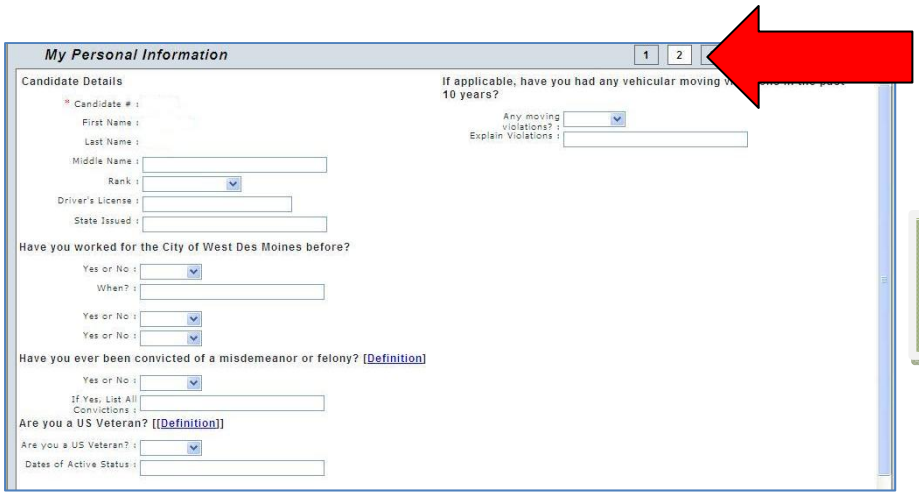
After entering the site, please select "Are you a new candidate".



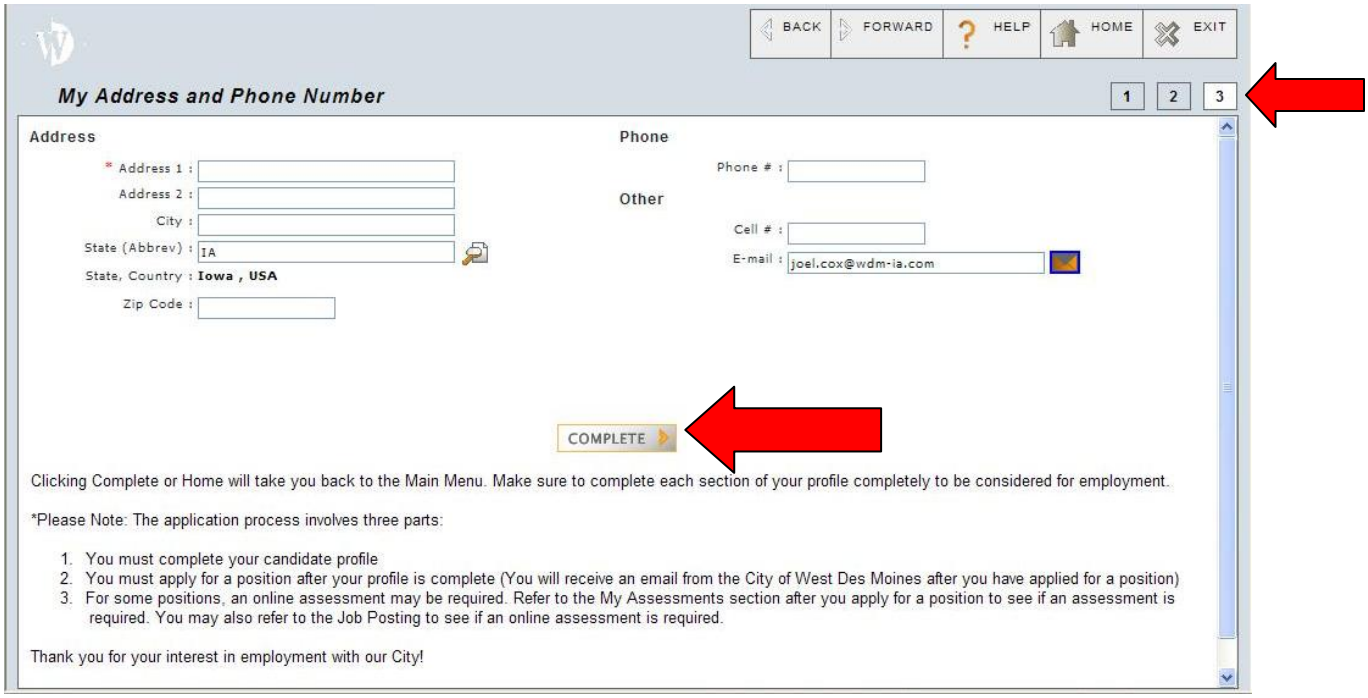
After clicking "Are you a new candidate", you will be directed to a screen like this one. Please enter your legal name (as it appears on your Social Security Card) and valid email address. Information will be sent to you at the email address you provide.

In Step One you will be assigned a candidate code and will be given an opportunity to set your own password. **Your Candidate Code and Password are unique to your profile. Please write these down to use next time you visit this site.

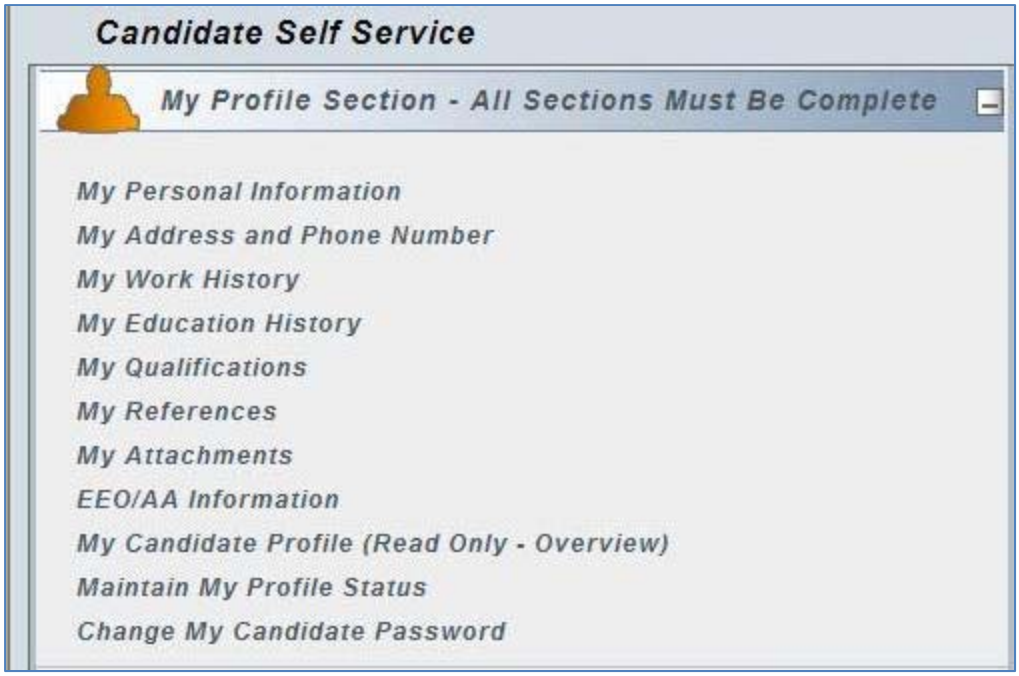




Step Two and Three: Complete "My Personal Information" and "My Address and Phone Number"….



You have now completed entry of "My Personal Information" and My Address and Phone Number". Click Complete to return to the Candidate Self Service page.

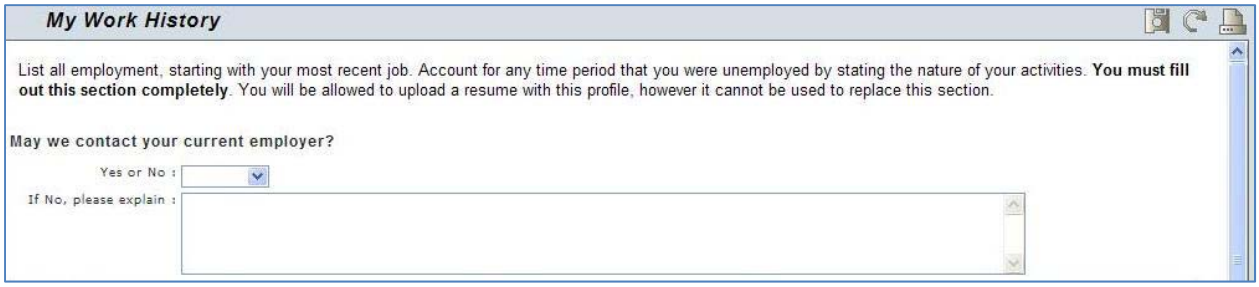


To complete your Profile, you will fully complete each of the sections listed above including:

- My Work History
- My Education History
- My Qualifications
- My References
- My Attachments
- EEO/AA Information

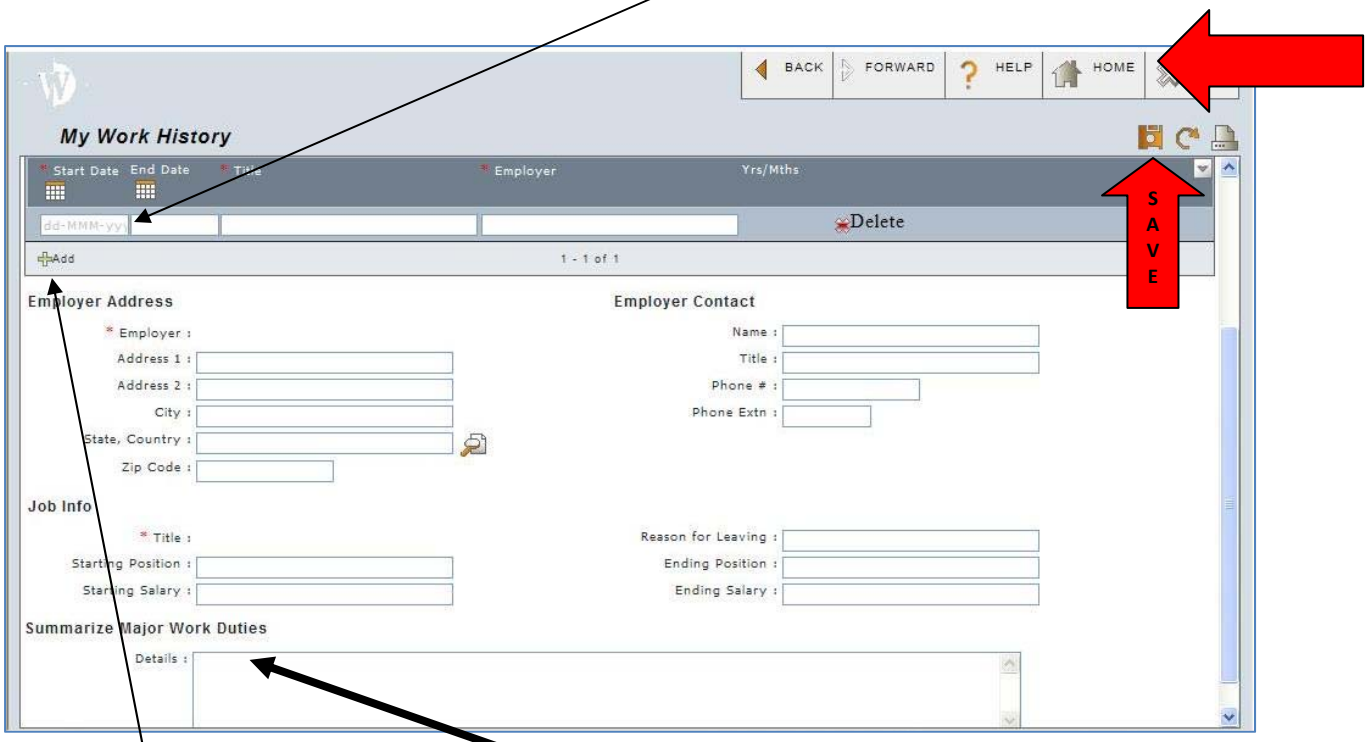
These steps are easy to complete!

My Work History:



Complete "My Work History". Once completed click "Save", then "Home".

Please use the DD/MM/YYYY format when entering dates.



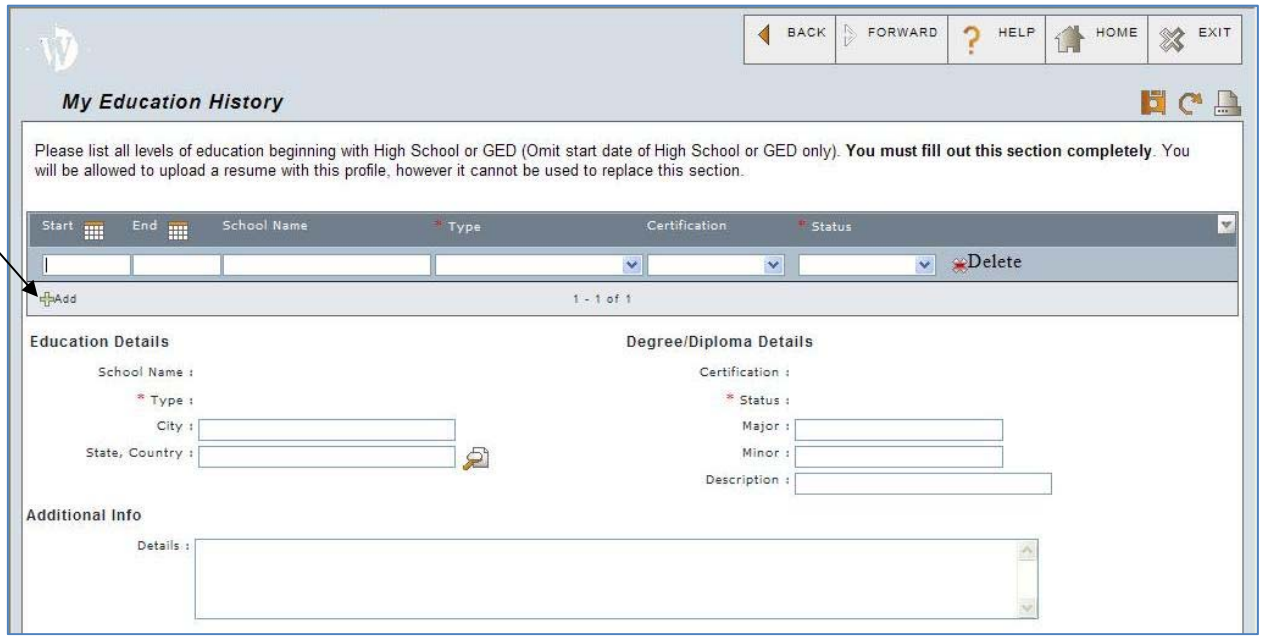
The button allows you to add additional information to your profile. In "My Work History" clicking the allows you to expand on your employment history as shown.

An empty box will be reviewed as an incomplete application! Please be sure to enter the information requested in each box, including the "Details" Text Boxes.

Step Four: Complete "My Education History"…

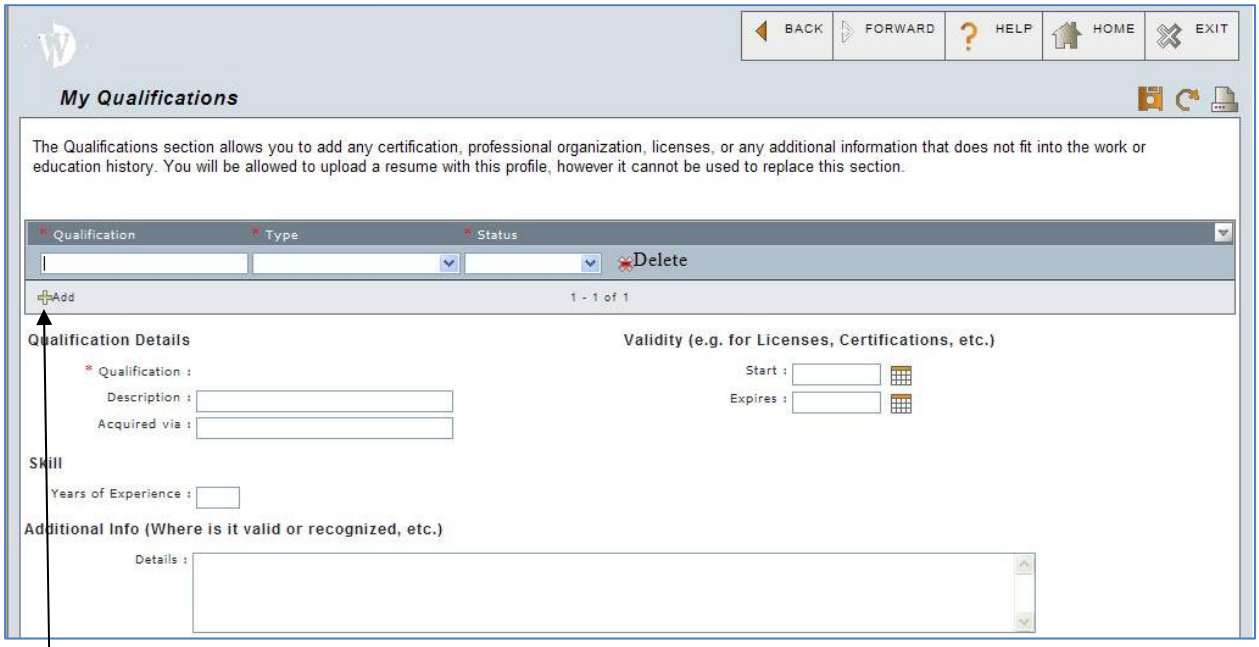
My Education History:

The button allows you to add additional information to your profile. In "My Education History" clicking the allows you to expand on your education history as shown.



Once complete click Save then Home. Your next screen is "My Qualifications".

My Qualifications:



Again, the button allows you to add additional information to your profile.

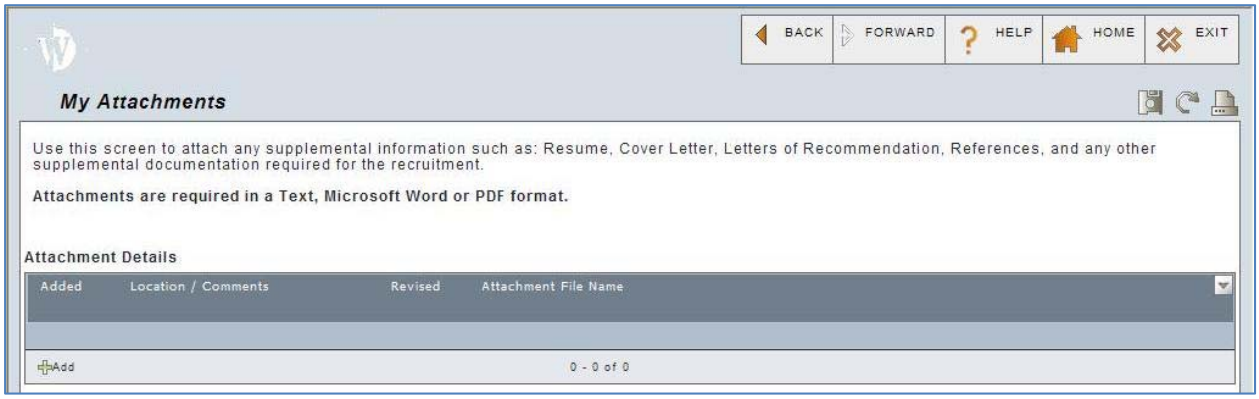
Once complete click Save then Home. Your next screen is "My References".

My References:

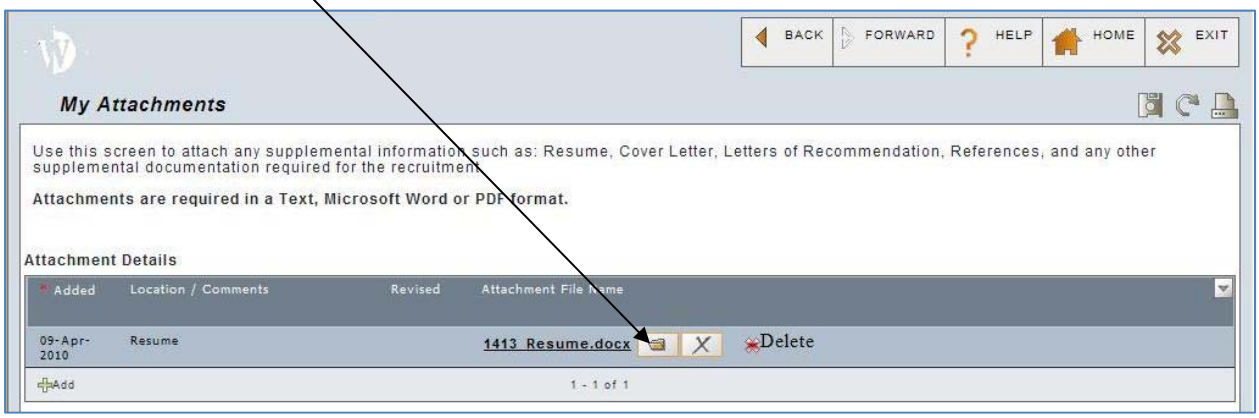
Clicking the button allows you to add additional References to your profile.

Once complete click Save then Home. Your next screen is "My Attachments".

My Attachments:

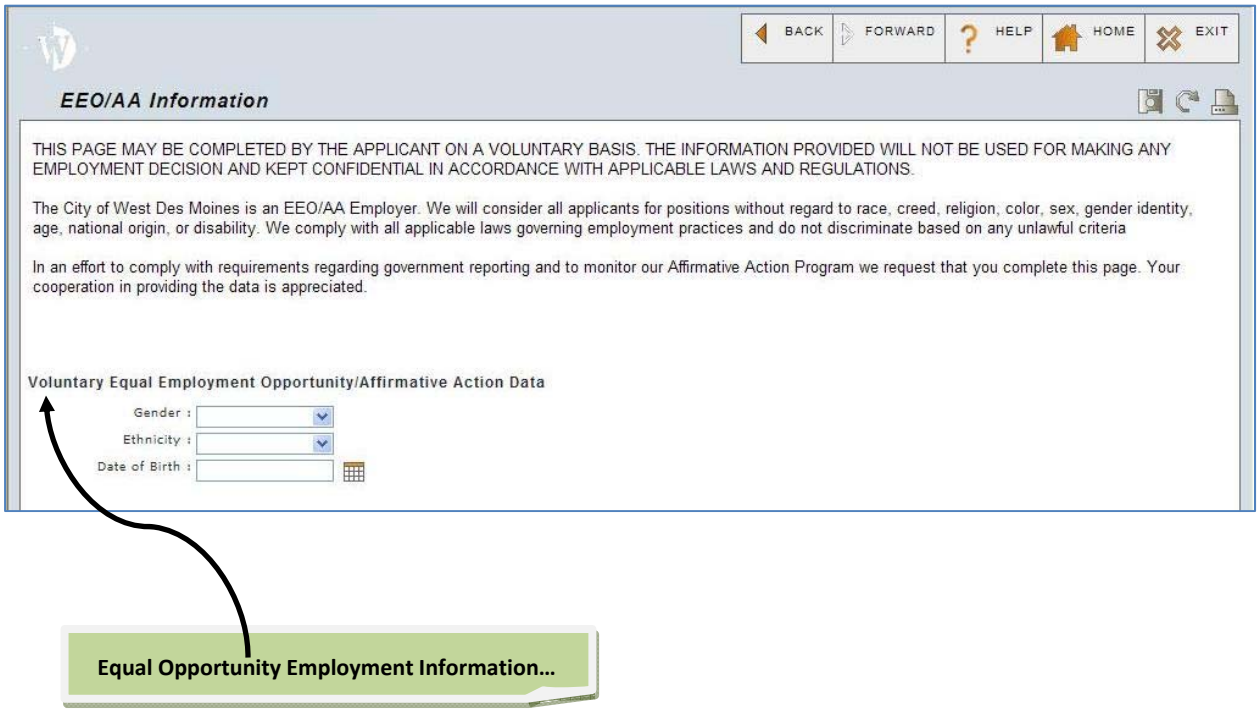


Click the button allows you to add a resume, cover letter, or other required documents. Once opened, click on the file icon to access your electronic documents.

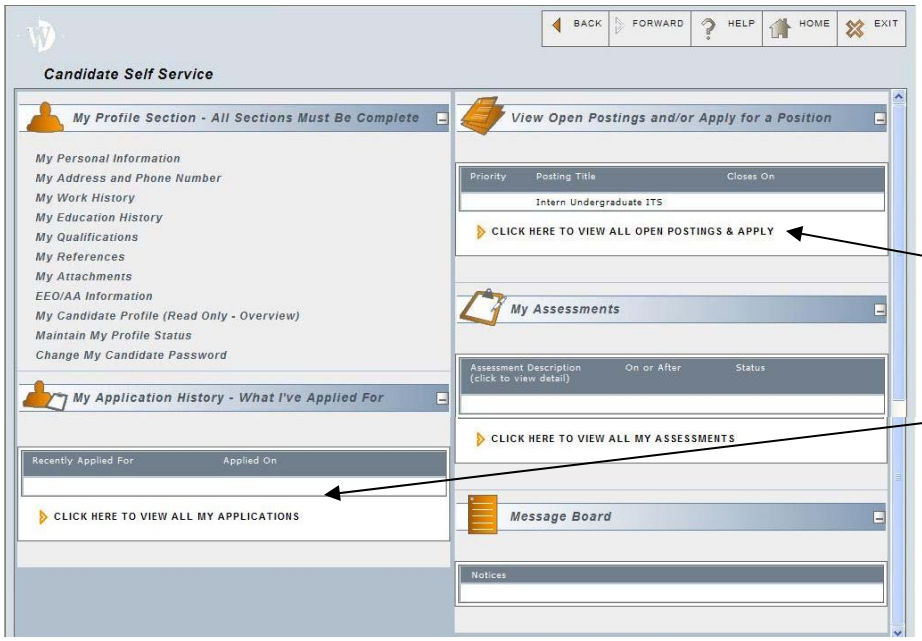


Once complete click Save then Home. Your next screen is "EEO/AA Information".

EEO/AA Information



Equal Opportunity Employment Information…



After you access your Candidate Self Service page you will be able to perform the following:

- **Update any of your candidate profile details.**
- **View and Apply for open job postings with the City of West Des Moines.**
- **View a list of jobs you have applied for.**
- **Take online assessments assigned to you as part of the recruitment process.**
- **And, view messages left on your message board.**

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Once you have completed your Candidate Profile, please refer to "How to Apply" instructions to apply for a position!

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