Online Application Process
for Terminated/Inactive/Returning Employees, or Current/Active Employees applying for Internal Postings
- UKG

Terminated/Inactive/Returning Employees

- Go to the City of West Des Moines online application link:
  https://secure4.saashr.com/ta/6073685.careers?CareersSearch
- Click on the Log In button in the upper right-hand corner.

  - Username: Will be your employee number. Example: 123456
  - If you do not remember your employee number, use the "Forgot Username?" link on the login screen or contact HR at 515-222-3616 or humanresources@wdm.iowa.gov
  - DO NOT create a new profile. If you have problems logging in, contact HR.

- Make sure to complete each step in the instructions, including attaching all required documents.
- Once your profile is updated, be sure to apply for the position(s) you are interested in.
- Please contact Human Resources with questions at humanresources@wdm.iowa.gov or 515-222-3616

Current/Active Employees Applying for Internal Postings

- Go to the City of West Des Moines online application link:
  https://secure4.saashr.com/ta/6073685.careers?CareersSearch
- Click on the Log In button in the upper right-hand corner.

- **If this if your first time creating a profile, click on the Create New Account link.**

  - For your email address, use your employee number followed by @wdm.iowa.gov. Example: 123456@wdm.iowa.gov

- Do NOT use your employee number only. Make sure to include the @wdm.iowa.gov
- From this point forward you can refer to the instruction sheets and/or instruction video on creating a profile and applying.
- Make sure to complete each step in the instructions, including attaching all required documents.
- Once your profile is complete, be sure to apply for the position(s) you are interested in.
- Please contact Human Resources with questions at humanresources@wdm.iowa.gov or 515-222-3616

A computer is available in Human Resources at: 4200 Mills Civic Pkwy, Suite 1E
Monday – Friday from 8 am – 5 pm | 515-222-3616

You may also access the online application software at the
West Des Moines Library during normal business hours.