

Creating your Candidate Profile 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. Chrome is the preferred browser, however you may also use Edge, Safari, or Firefox. The site does support mobile devices, however if you are required to attach documents or want to use the resume parsing (“populate your application”), then a desktop is preferred. If you have any difficulties with this online process, please contact Human Resources at 515-222-3616 or humanresources@wdm.iowa.gov

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.

The screenshot shows a web browser window displaying the City of West Des Moines career search page. The browser address bar shows the URL secure4.saashr.com/ta/6073685.careers?CareersSearch. The page header includes the text "CITY OF WEST DES MOINES" and a "Log in" link with the time "11:56AM (CDT)".

Callout boxes provide instructions:

- An orange box on the right says "New or Returning to the City's application system?" with an arrow pointing to a blue button labeled "Start by Clicking Here".
- An orange box on the left says "Ready to apply?" with an arrow pointing to a blue button labeled "Click Here".

The main content area shows a search bar with "Results (1)" and a job listing for "Seasonal Horticulturist II, West Des Moines".

General Information	
Job Title:	Seasonal Horticulturist II
Location:	4200 MILLS CIVIC PARKWAY PO BOX 65320 West Des Moines, IA, 50265-2000 United States
Base Pay:	\$17.75 - \$20.58 / Hour
Relocation Expense Covered:	No
Employee Type:	Seasonal
Job Category:	Active
Required Degree:	High school
Manage Others:	No

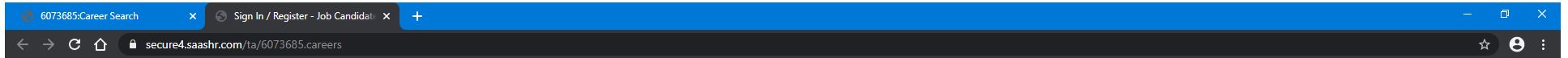
Contact Information	
Phone:	515-222-3616
Email:	humanresources@wdm.iowa.gov

Description

Tip: Your username is your email address. If you've forgotten your password, use the "Forgot Password?" link.

Current Employees (who have NOT already created a profile): After clicking the Create New Account, your email address should be your employee number followed by @wdm.iowa.gov, example: 123456@wdm.iowa.gov

Current/Former Employees (who HAVE already created a profile): Log in using your employee number @wdm.iowa.gov email for your user name



City of West Des Moines

CITY OF WEST DES MOINES

Log In 11:58 AM [CDT]

i If you're a current or former employee, your username is your company username, otherwise, it should be your email address.

Username*

Password*

[Forgot Password?](#)

LOG IN

OR

CREATE NEW ACCOUNT

Copyright © 2020 All Rights Reserved. v70 Artifact: r70.257

Returning to the City's application system?

- Sign in Here
- Jump to Page 6

New to the City's application system?

- Click Here

Fill out all required fields and click Save & Continue

Tip: Required fields are indicated with a red asterisk. Keep in mind however that just because a field is not marked as required, does not mean it does not need to be filled out. The application system caters to a wide range of applicants. For example, a library page position may not require any prior work experience so the work history may not apply, whereas an administrative assistant position may require 1-3 years' experience that must be shown in the work history.

The screenshot shows a web browser window with two tabs: '6073685:Career Search' and 'Open Job Candidate Account'. The address bar shows the URL 'secure4.saashr.com/ta/6073685.careers?rnd=MPE&@rtm=1'. The page header features the City of West Des Moines logo and the text 'City of West Des Moines'. The main content area is titled 'CITY OF WEST DES MOINES' and contains a 'Create Login' form. The form has the following fields and labels:

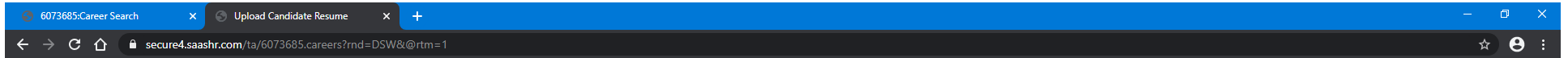
- Email Address (Username)*
- Re-Enter Email Address*
- First Name*
- Last Name*
- Password*
- Re-Enter Password*
- Postal/Zip Code*

At the bottom of the form are two buttons: 'CANCEL' and 'SAVE & CONTINUE'. The 'SAVE & CONTINUE' button is highlighted in blue. A copyright notice is visible at the very bottom of the page: 'Copyright © 2020 All Rights Reserved. u70 Artifact'.

Tip: You may choose to upload your resume here and have the option to populate/parse your profile.

***NOTE* Make sure to review the information that is populated/parsed as resume styles and templates vary and may not populate correctly. It is your responsibility to ensure your profile is accurate and complete.**

If you do not have a resume, a sample resume is available for download. Click the “Sample Resume” link to download.



City of West Des Moines

CITY OF WEST DES MOINES

Add Your Resume

Jumpstart your application profile by uploading a resume.

[Sample Format](#)

[SKIP TO PROFILE](#)

[UPLOAD RESUME](#)

PDF, DOC, DOCX, RTF, TXT

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r70.257

NOTE Make sure to review the information that is populated/parsed as resume styles and templates vary and may not populate correctly. It is your responsibility to ensure your profile is accurate and complete.

The screenshot shows a web browser window with two tabs: "6073685:Career Search" and "Upload Candidate Resume". The address bar shows the URL "secure4.saashr.com/ta/6073685.careers?rnd=DSW&@rtm=1". The page header includes the City of West Des Moines logo and name. The main content area is titled "CITY OF WEST DES MOINES" and "Add Your Resume". Below this, it says "Jumpstart your application profile by uploading a resume." and provides a "Sample Format" link. A modal dialog box is open in the center, titled "Upload Complete". It contains an information icon, the text "Your file upload was complete. Would you like to populate your applicant profile with the information from your uploaded resume?", and two buttons: "DONE" and "POPULATE".

Tip: Use the Save & Continue buttons as you progress through the section so you don't lose your progress. You may save, and return to the system if you are unable to complete all steps in one sitting.

The screenshot shows a web browser window with the URL `secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&stft=EXDIUXQEGP#applicant/profile`. The page title is "MY JOBS PORTAL". The user is logged in as "JT Hill Just".

Navigation tabs include "My Applicant Profile", "Find Jobs", and "My Applications". A progress indicator shows "Incomplete" at 0%, with "Last Updated on: Oct 6, 2020 12:00 PM".

Buttons for "POPULATE FROM LINKEDIN", "SAVE", and "SAVE & CONTINUE" are visible. A green arrow labeled "Tip" points to the "SAVE & CONTINUE" button.

The "Contact Information" section is active, with a message: "Please complete and save all sections of your profile to save when you complete your pages." Below this, a blue callout box says: "As you create your profile you will progress through each section." An orange callout box labeled "Progress" points to the "Contact Information" section.

The "Personal Information" section contains the following fields:

- Salutation:
- First Name:
- Middle Name:
- Last Name:
- Suffix:
- Personal Email:
- Secondary Email:
- Work Phone: Primary
- Cell Phone: Primary
- Home Phone: Primary

The "Address" section contains the following fields:

- Country:
- Street:
- City:
- State:
- Zip:

The "Additional Information" section is partially visible at the bottom.



MY JOBS PORTAL

Hi! Just

My Applicant Profile Find Jobs My Applications

United States	4200 Mills Civic Pkwy	
Zip *	City *	State *
50265	West Des Moines	Iowa

Additional Information

Have you worked for the City of West Des Moines before? *

No

If Yes, when?

Do you have any relatives employed with the City of West Des Moines? *

No

If Yes, list name(s) and relationship to you

Driver's License Number

123AA4567

State Driver's License Issued

Iowa

POPULATE FROM LINKEDIN

SAVE

SAVE & CONTINUE

Tip: If you uploaded your resume when you first started, you do not have to upload your resume again. However if you have not yet uploaded it, you will have the option on this page.

6073685:Career Search x CITY OF WEST DES MOINES - My x +

secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&sf=EXDIUXQEGP#applicant/profile

MY JOBS PORTAL

My Applicant Profile Find Jobs My Applications

Incomplete 14%
Last Updated on: Oct 6, 2020 12:02 PM

Contact Information

Resume & Qualifications

Work Experience

Education

EEO Information

Professional References

My Summary

POPULATE FROM LINKEDIN SAVE SAVE & CONTINUE

Resume & Qualifications

Save time and populate your profile during a resume upload. For the best results download the preferred resume format template.

Resume Upload

You may load one single file into this area. You will have the option to upload a cover letter and other documents at the end of your application.

Add Resume

Add your resume and allow our Applicant Profile Builder to fill in your information. Don't have a resume? No worries, fill out as much as you can. Be sure to fill in all required fields.

To change your current Resume, please select 'Choose' to search and upload a new file. Be sure your resume meets the upload requirements.

- Valid resume formats are PDF, DOC, DOCX, TXT, RTF.
- Uploading your resume could take several minutes depending on file size and your internet connection.

Chris_Test_-_PreferredResume.doc (39 KB)
Created: 10/06/2020 by Just Test

• If you still need to/want to attach your resume

Resume Upload

Upload Resume

Not sure if you have the best resume format?
Download the help document which shows our preferred resume format.

RESUME FORMAT

Additional Information

Referral *

Qualification/Certification/License



Upload Resume

Not sure if you have the best resume format?

Download the help document which covers our preferred resume format.

RESUME FORMAT

Additional Information

Referral *

City of WDM Website

Qualification/Certification/License

This section allows you to add any qualification, certification, professional organization, license, or additional information that does not fit into the Work Experience or Education sections. Please list all and include if applicable: Name, Issue/Expiry Date, License/Certification Number, Years of Experience

Qualification

120 - GWPM
Nominated Twice for Employee of the Year

Certification/License

EMTP - 123456789 - National Registration - Issued 01/01/2020 -

NOTE Make sure to click the Show Details link to expand your work history. If you populated/parsed your resume, this information may be populated, but make sure to confirm it is complete and accurate.

6073685:Career Search x CITY OF WEST DES MOINES - My x +

secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&sf=EXDIUXQEGP#applicant/profile

MY JOBS PORTAL

My Applicant Profile Find Jobs My Applications

Incomplete 29% Last Updated on: Oct 6, 2020 12:06 PM

POPULATE FROM LINKEDIN SAVE SAVE & CONTINUE

Work Experience

Start with your current/most recent employer and click Add Another Company to include more work history.

List all employment, starting with your most recent job. Account for any time period that you were unemployed by stating the nature of your activities. You must fill out this section completely.

Click on **Show Details** to enter all of the required information for each job held.

General Information

Do you have any previous work experience? * Yes

May we contact your current employer? Yes

If we can't contact current employer, please explain

Click on Show Details for each company to enter all the required information for each job held.

Description field is limited to 1024 characters. If you populated your resume please verify for accuracy.

(Current/Most Recent Employer)Company Name #1

City of Somewhereelse

Show Details

+ Add Another Company

NOTE

Tip: The Description field is limited to 1024 characters and may have cut off information if you populated/parsed your resume.

6073685:Career Search CITY OF WEST DES MOINES - My

secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&sft=EXDIUXQEGP#applicant/profile

MY JOBS PORTAL

My Applicant Profile Find Jobs My Applications

(Current/Most Recent Employer)Company Name #1
City of Somewhereelse

City Somewhereelse	State Iowa	Supervisor Name Chris Testing
Supervisor Phone Number 515-222-3616	Starting Pay 10.00	Ending Pay 15.00
Pay Type Hourly		

Reason for Leaving
The City of West Des Moines is the best city to work for and I couldn't pass up the opportunity to work for you.

How many job titles held with the company?
1


Job Title #1
Director of Awesome

Starting Date
May 2019

Ending Date
Present Present Present

Description
My goal is to make sure that we have awesomeness everywhere within our City.

Hide Details Clear



NOTE Make sure to click the Show Details link to expand your education. If you populated/parsed your resume, this information may be populated, but make sure to confirm it is complete and accurate.

The screenshot shows a web browser window with the URL `secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&stft=EXDIUXQEGP#applicant/profile`. The page title is "MY JOBS PORTAL" and the user is logged in as "JT Hill Just". The navigation menu includes "My Applicant Profile", "Find Jobs", and "My Applications".

The profile completion status is "Incomplete" at 43%, with a progress bar. The last update was on Oct 6, 2020 12:11 PM. The left sidebar lists profile sections: Contact Information, Resume & Qualifications, Work Experience, Education (selected), EEO Information, Professional References, and My Summary.

The "Education" section contains the following text and form elements:

- Information icon and instruction: "Start with your current/most recent school attended and click Add Another School to include more education history." (with a close button 'X')
- Instruction: "Please list all levels of education beginning with most current and include High School or GED (Omit start date of High School or GED only). You must fill out this section completely." (with a close button 'X')
- Instruction: "Click on **Show Details** to enter information about each school attended."
- Form field: "Highest Education Completed *" with a dropdown menu showing "High School Diploma/GED".
- Text: "(Current/Most Recent School) School Name #1" above a text input field containing "University of Awesome".
- Link: "Show Details" (highlighted in blue)
- Link: "+ Add Another School"

At the bottom right, there are three buttons: "POPULATE FROM LINKEDIN", "SAVE", and "SAVE & CONTINUE".

A red arrow with the text "*NOTE*" points to the "Show Details" link.

- Education
- EEO Information
- Professional References
- My Summary

Click on **Show Details** to enter information about each school attended.

Highest Education Completed *

High School Diploma/GED

(Current/Most Recent School)

School Name #1

University of Awesome

Country: United States

Type: College/University

Starting Date: January 2020

Ending Date: month year

Status: In Process

Major: Communication

Minor:

GPA: 4

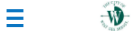
Extracurricular Activities

Rugby and Chess

Hide Details

Clear

+ Add Another School



57%
Last Updated on: Oct 6, 2020 12:14 PM

- Contact Information
- Resume & Qualifications
- Work Experience
- Education
- EEO Information**
- Professional References
- My Summary

EEO Information

THIS PAGE MAY BE COMPLETED BY THE APPLICANT ON A VOLUNTARY BASIS. THE INFORMATION PROVIDED WILL NOT BE USED FOR MAKING ANY EMPLOYMENT DECISION AND WILL BE KEPT CONFIDENTIAL IN ACCORDANCE WITH APPLICABLE LAWS AND REGULATIONS.

The City of West Des Moines is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital status, veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state and local laws. Information voluntarily disclosed by the applicant assists the City in evaluating our recruitment processes to ensure it does not have an adverse impact on any marginalized community. Voluntary disclosure of this information is not disclosed or used during the recruitment process.

Ethnicity Are You A Protected Veteran?

Additional Information

If you believe you are eligible for veterans preference consideration, please attach a copy of your DD214 and, if applicable, proof of service connected disability on the Apply For Job section.

Do you have a copy of your DD214 and/or proof of service connected disability? (Documentation required)

If you selected that you are a disabled veteran, please list disability detail:

Gender



Incomplete
71%
Last Updated on: Oct 6, 2020 12:15 PM

POPULATE FROM LINKEDIN SAVE SAVE & CONTINUE

- Contact Information
- Resume & Qualifications
- Work Experience
- Education
- EEO Information

Professional References

My Summary

Professional References

A professional reference is someone that can attest to your work ability and someone who has been your manager/supervisor. Click on **Show Details** to enter contact information for each professional reference.

Reference #1

Company

City of Somewhereelse

Contact Person

Jane Doe

Relationship to Contact

Direct Supervisor

Email

jane.doe@somewhereelse.com

Phone Number

515-222-3616

Years Known

5

May we contact this reference?

Yes

Hide Details

Clear

Reference #2

Company

Show Details

Reference #3

Company

Show Details

Tip: Make sure to review your summary carefully to make sure everything is complete. You can jump back to the respective sections if you need to update.

Once you are done with your profile, click the Add Signature button. It will ask you to type in the password you created for your profile. This password will be required for logging into the system in the future.

The screenshot shows a web browser window with the URL `secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&sft=EXDIUXQEGP#applicant/profile`. The page title is "MY JOBS PORTAL" and the user is logged in as "JT Hill Just". The navigation menu includes "My Applicant Profile", "Find Jobs", and "My Applications". A progress bar indicates the profile is 86% complete. The left sidebar lists profile sections: Contact Information, Resume & Qualifications, Work Experience, Education, EEO Information, Professional References, and My Summary (highlighted). The main content area shows the "My Summary" section with a message: "To complete your Applicant Profile - please add your signature." Below this, there are instructions to review application information and a note about saving and signing. A red warning states: "Scroll to the bottom of this page and Sign your application before proceeding." The user agrees to the "Statement of Understanding and Authorization to Release Information". The "Thank you for your interest in employment with our City!" message is followed by the "Contact Information" section. The "Personal Information" section includes fields for Name (Just Testing) and Personal Email (justtesting@nope.com). The "Address" section includes Country (United States), Street (4200 Mills Civic Pkwy), Zip Code (50265), City (West Des Moines), and State (Iowa). The "Additional Information" section includes a question about previous employment with the City of West Des Moines (answered "No") and a field for Driver's License Number (123AA4567). An "ADD SIGNATURE" button is located in the top right corner.

6073685:Career Search x CITY OF WEST DES MOINES - Mj x +

secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&sft=EXDIUXQEGP#applicant/profile

MY JOBS PORTAL

My Applicant Profile Find Jobs My Applications

Incomplete 86% Last Updated on: Oct 6, 2020 12:17 PM

ADD SIGNATURE

My Summary

To complete your Applicant Profile - please add your signature.

Please review your application information below to ensure all required information has been completed. Each position can be different, so it's important for you to review this information carefully.

On the Apply For Job page you will be allowed to upload supplemental documents and apply.

Please Note: You can Save and come back to your profile at any time prior to the job closing. **However, once you have applied you will NOT be able to make changes to this application.**

Scroll to the bottom of this page and Sign your application before proceeding.

By signing below, I agree to the following: [Statement of Understanding and Authorization to Release Information](#)

Thank you for your interest in employment with our City!

Contact Information

Personal Information

Name	Personal Email
Just Testing	justtesting@nope.com

Address

Country	Street	Zip Code
United States	4200 Mills Civic Pkwy	50265
City	State	
West Des Moines	Iowa	

Additional Information

Have you worked for the City of West Des Moines before?	Do you have any relatives employed with the City of West Des Moines?	Driver's License Number
No	No	123AA4567

The screenshot shows a web browser window with the URL `secure4.saashr.com/ta/6073685.careers?rnd=MZE&Ext=careers&sft=EXDIUXQEGP#applicant/profile`. The page title is "MY JOBS PORTAL" and the user is logged in as "JT Just".

On the left, a navigation menu includes "My Applicant Profile", "Find Jobs", and "My Applications". Below this is a progress indicator for "Incomplete" at 86%, with a last update on Oct 6, 2020 at 12:17 PM. A list of profile sections includes Contact Information, Resume & Qualifications, Work Experience, Education, EEO Information, Professional References, and My Summary (which is currently selected).

The main content area is titled "My Summary" and contains a message: "To complete your Applicant Profile - please add your signature." Below this, there is a warning: "Please review your application information below to ensure all required information has been completed. Each position can be different, so it's important for you to review this information carefully." A note states: "On the Apply For Job page you will be allowed to upload support documents. Please Note: You can Save and come back to your profile at a later date. You will not be able to make changes to this application." A red instruction reads: "Scroll to the bottom of this page and Sign your application below." A statement of understanding is provided: "By signing below, I agree to the following: Statement of Understanding. Thank you for your interest in employment with our City!"

An "Add Signature" modal window is open in the center, with the message: "Please type your (Just Testing) password to confirm." It includes a "Password *" input field and a confirmation message: "By clicking the 'I Agree' button, you acknowledge that you have read, understand and agree that your profile is accurate and complete before applying for a job." The modal has "CANCEL" and "I AGREE" buttons.

The background form shows the following information:

- Contact Information:** Name: Just Testing
- Personal Information:** Country: United States, Street: 4200 Mills Civic Pkwy, Zip Code: 50265, City: West Des Moines, State: Iowa
- Additional Information:** Have you worked for the City of West Des Moines before?: No, Do you have any relatives employed with the City of West Des Moines?: No, Driver's License Number: 123AA4567

You are now done creating your Profile! Proceed to the How to Apply instructions to apply for posted jobs.

City of West Des Moines Human Resources

515-222-3616

humanresources@wdm.iowa.gov