Guide to Using SmartRecruiters to Apply for Jobs at the City and County of San Francisco

Developed by the Office of the City Administrator in partnership with the Department of Public Works
The City and County of San Francisco posts job openings for all its Departments on the SmartRecruiters recruiting platform. The platform standardizes the application process for job seekers and facilitates the management and tracking of applications submitted.

We encourage job seekers and current employees seeking promotion opportunities to use this document to support them through the application process.
There are three ways to access SmartRecruiters.

The first way is by going directly to [www.smartrecruiters.com](http://www.smartrecruiters.com) and clicking on “Job Seekers” in the navigation menu to create or access your account.
Front there, you will be redirected to Smartr, SmartRecruiters’ job seeker application management platform.

Press the “Sign up” button to start creating your account or “Sign in” if you already have one.
If you need to create an account, enter your information and press the “get started now button.” Make sure to go to your email to confirm your account.

1. If you already have an account, select the “Sign in” option. You will be redirected to the sign in page.

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On the home page, select “Complete my SmartrProfile”. You will be taken to the profile editing page where you can enter your work experience and education history.

Your SmartrProfile allows you to save your information to use it in all your job applications.

It saves you a lot of time!
On the profile editing page, you can drop your resume to automatically import your information. Make sure to review the entries in case any information is misplaced.

You can also manually add your information by pressing the “+ Add” button.

After completing your profile, go to the City’s career site at www.careers.sf.gov to search for jobs. You will be able to use your SmartrProfile to quickly complete your application!

Follow the next instructions to do so.
The second way to access SmartRecruiters is directly from the City’s job postings. Visit the City and County of San Francisco careers site at **Careers.sf.gov** to find a job you are interested in.
Scroll down the careers page to find a job you are interested in

Use the search box to type keywords related to the job. For example, “construction,” “animal shelter,” “manager,” or “analyst.”

You can also filter the jobs list by City Department.

Once you find a job you are interested in, click on it to view the job description and other important details about the role.
Read the job’s description closely. Press on the “Apply Now” button when you are ready to start your application.

Pay attention to the job’s:

- Work hours and location
- Compensation
- Exam type, if required
- Role type - Learn more about role types on the City’s careers site.
- Role description
- Minimum qualifications required
- Other application requirements established by the hiring department
There are three ways to automatically upload your work history to complete your application.

1. Apply with SmartrProfile
2. Drop in your resume
3. Apply with your Indeed.com account

You can also add your work history manually on the same page.
Select “Apply with SmartrProfile”

If you already created your SmartrProfile and are logged in, your information will be imported into the application. You manually can edit your information.

If you are not logged in or have not created your SmartrProfile, you will see the options below. Sign in or press the “get started now” option to create your profile.
Before submitting your application, make sure all the information required is included and accurate.

You can edit your application after submission if you used your SmartrProfile to complete it.
Some jobs may require you to complete a preliminary questionnaire about how you meet the position’s minimum qualifications. Make sure to thoroughly answer each of the questions.
The third way to access SmartRecruiters is through SF Employee Gateway by visiting the MyApps Portal page. This option is only available to current City employees.

We encourage City employees to create a SmartrProfile to apply to promotion opportunities.
All job seekers using their SmartrProfile to apply for jobs can track their applications.

From your account, click on “My Jobs” to view your applications.
## Links to City resources for job seekers

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**City Career Opportunities**
- ![QR Code](image)

**SmartRecruiters**
- ![QR Code](image)

**Office of the City Administrator**
- ![QR Code](image)

**Department of Public Works**
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Click on the resource you'd like to access or scan the QR code with your phone.