



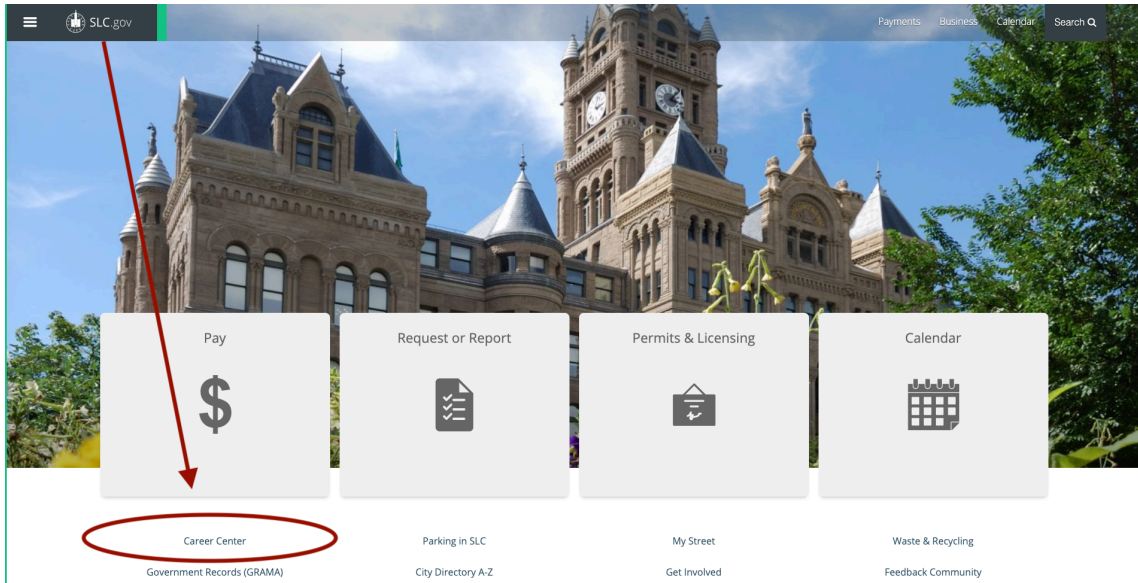
SALT LAKE CITY FIRE DEPARTMENT 2020 HIRING GUIDE

SIGN UP INSTRUCTIONS FOR 2020 INTEREST LIST

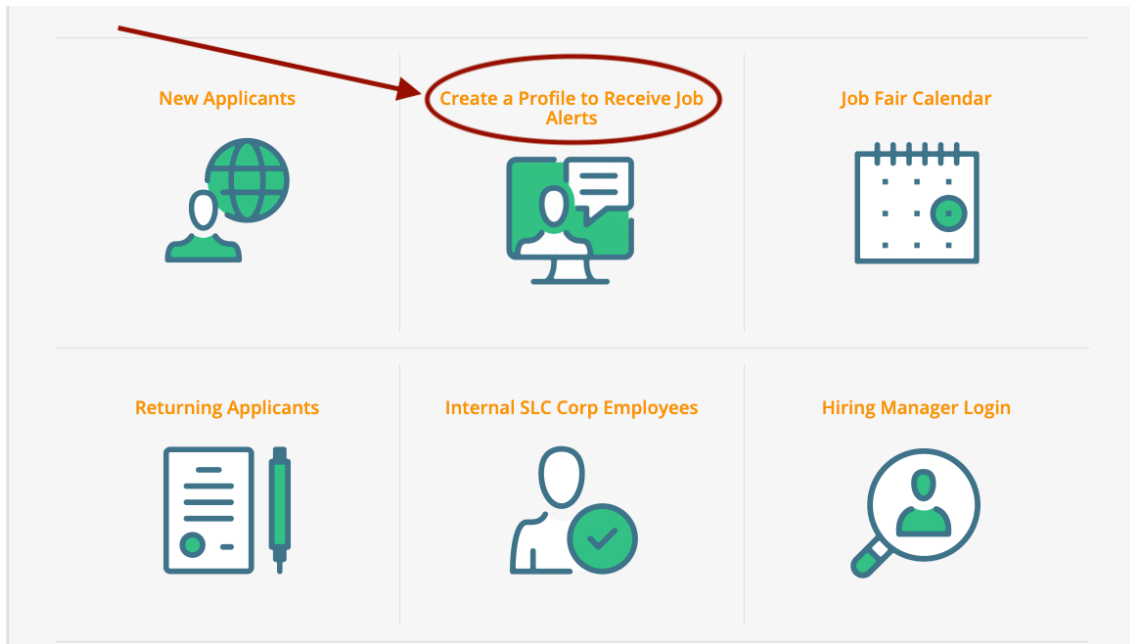
To receive communications related to SLC Fire, including hiring e-tips, test-preparation events, and deadline reminders, subscribe to our new interest list via slc.gov.

NEW USERS

- Visit slc.gov and click on the *Careers Center* link.



- Click on *Create a Profile to Receive Job Alerts!*



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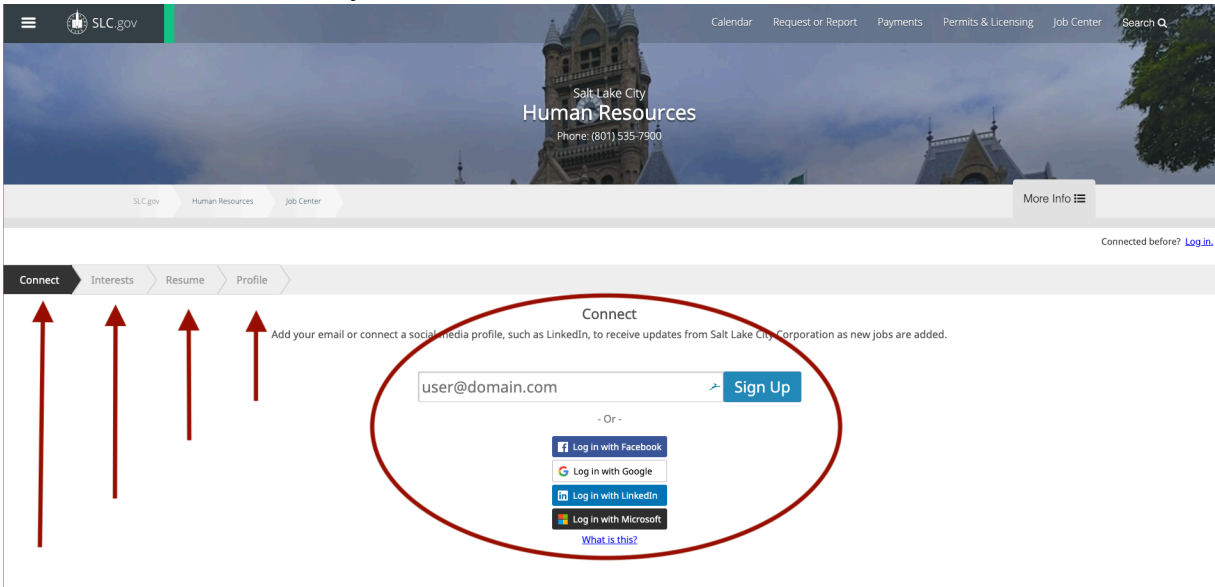




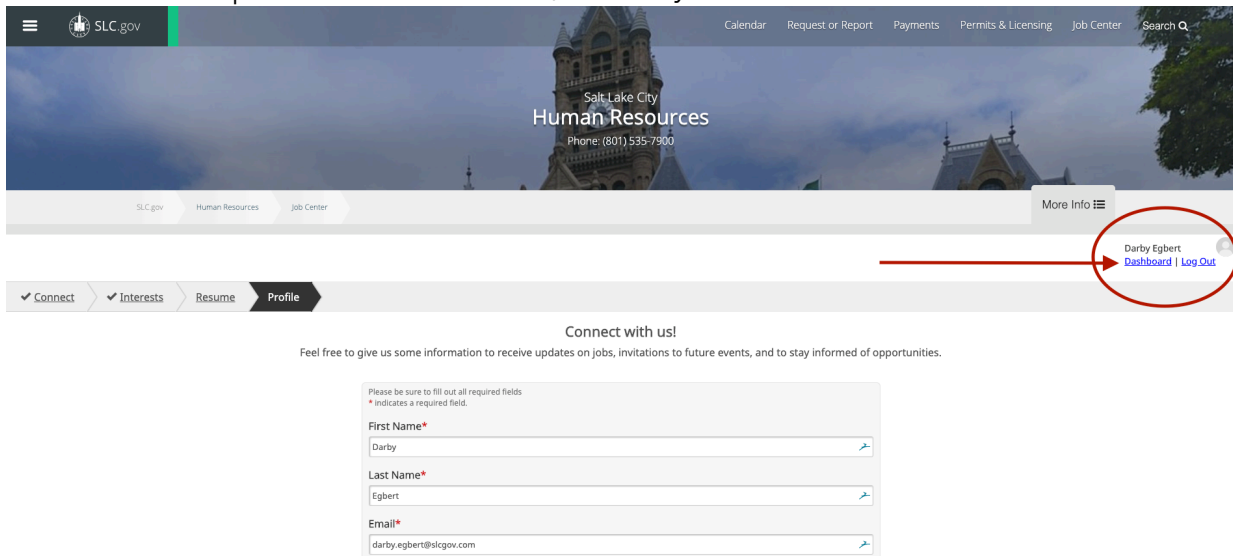
SALT LAKE CITY FIRE DEPARTMENT 2020 HIRING GUIDE

SIGN UP INSTRUCTIONS FOR 2020 INTEREST LIST

- On the following screen, you can connect an existing LinkedIn, Google, Facebook, etc. account or sign-up using your email address. You will then be prompted to indicate career interests, upload your resume, and complete your career profile. *Note: You can skip indication of interests and uploading your resume, as these tasks can be done from the Dashboard at any time.*



- Once the profile has been created, click on your **Dashboard**.



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SALT LAKE CITY FIRE DEPARTMENT 2020 HIRING GUIDE

SIGN UP INSTRUCTIONS FOR 2020 INTEREST LIST

- From the *SLC Jobs Dashboard* click on *Manage your email subscriptions*.

The screenshot shows the SLC.gov website's Human Resources section. The user is logged in as Darby Egbert. Under the 'General Options' section, there are four buttons: 'Update your profile', 'View your job recommendations', 'View current job opportunities', and 'Manage your email subscriptions'. The 'Manage your email subscriptions' button is circled in red, and a red arrow points to it from the left.

- Scroll down and check the box to subscribe to our interest list (*Fire: Entry-Level Firefighter (Firefighter I)*).

The screenshot shows the 'Email Subscriptions' section of the SLC Jobs Dashboard. A red arrow labeled 'Scroll down' points to the 'Available Interests' section. Below this section is a list of interests with checkboxes and 'Show Details' links. The first item is 'Subscribe to 911 Emergency'.

Interest	Show Details
<input type="checkbox"/> Subscribe to 911 Emergency	(Show Details)
<input type="checkbox"/> Subscribe to Accounting/Purchasing/Finance	(Show Details)
<input type="checkbox"/> Subscribe to Administrative Management	(Show Details)
<input type="checkbox"/> Subscribe to Airfield Maintenance	(Show Details)
<input type="checkbox"/> Subscribe to Airport	(Show Details)
<input type="checkbox"/> Subscribe to Attorney	(Show Details)
<input type="checkbox"/> Subscribe to Clinical / Social Work	(Show Details)
<input type="checkbox"/> Subscribe to Commercial Driver's licenses (CDL)	(Show Details)
<input type="checkbox"/> Subscribe to Community and Neighborhoods	(Show Details)

- Communications will be sent periodically leading up to and during the January 2020 hiring process.

STOP!

The below instructions are for existing SLC Career Center users who previously created an *slc.gov* profile. **DO NOT CONTINUE IF YOU ARE A NEW USER.**



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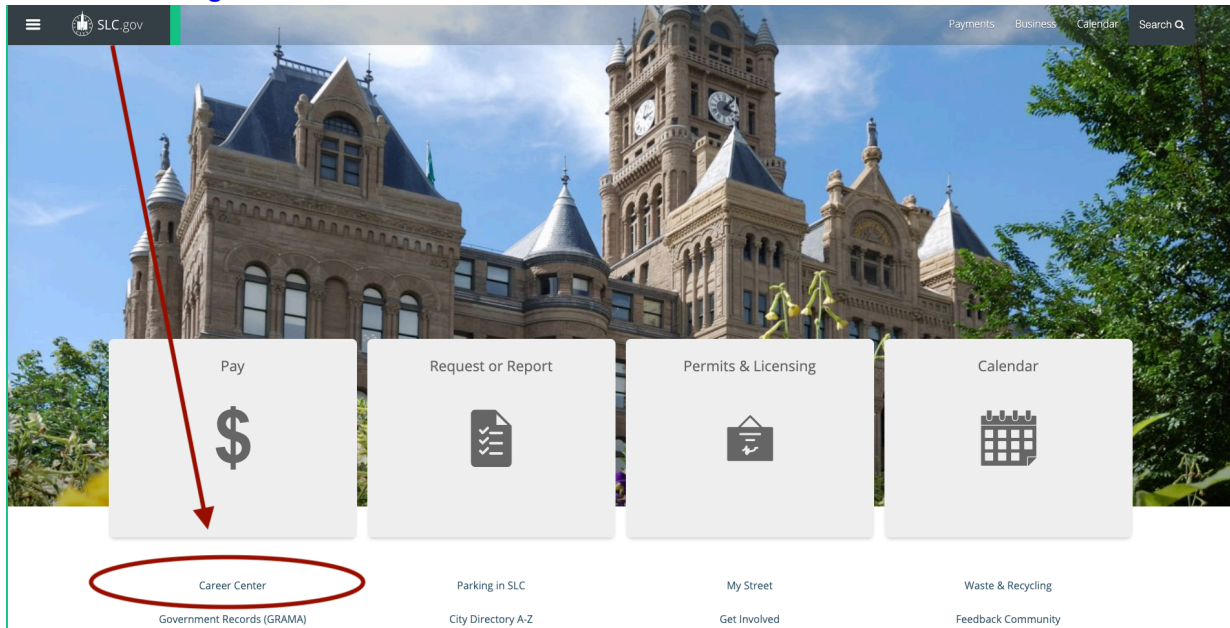


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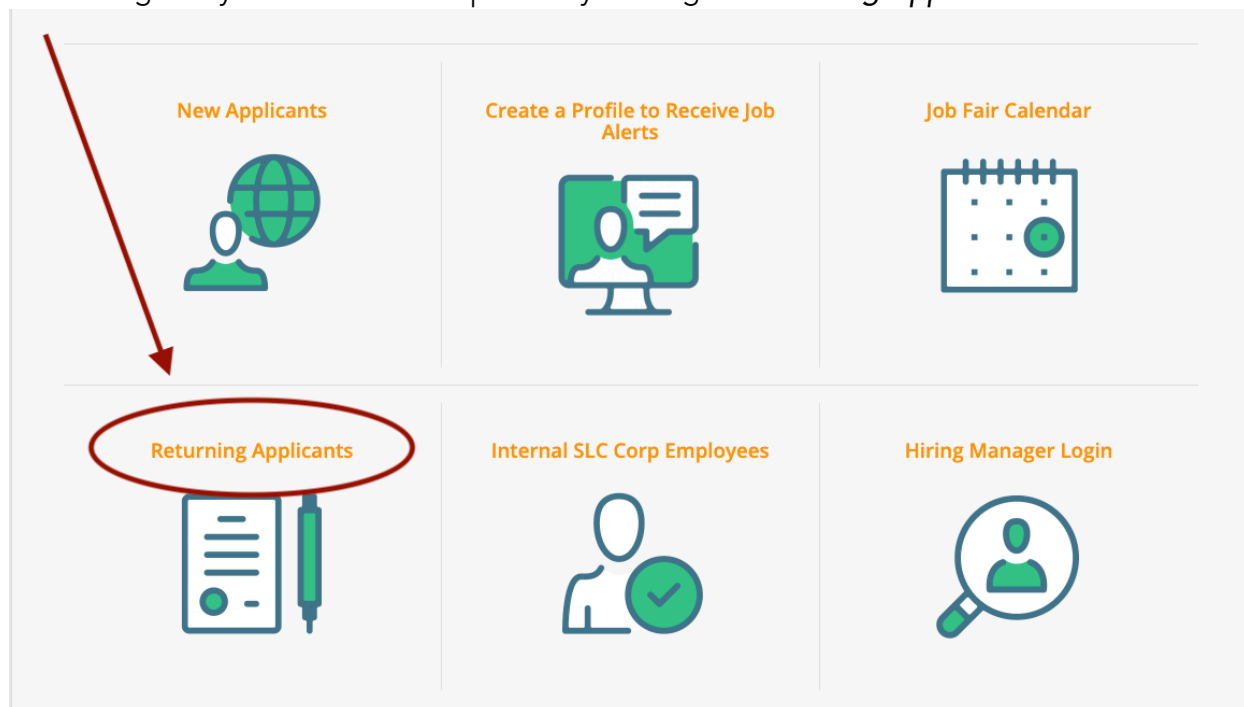
SIGN UP INSTRUCTIONS FOR 2020 INTEREST LIST

EXISTING USERS

- Visit slc.gov and click on the *Careers Center* link.



- Login to your *Career Portal* profile by clicking on *Returning Applicants*.



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SALT LAKE CITY FIRE DEPARTMENT 2020 HIRING GUIDE

SIGN UP INSTRUCTIONS FOR 2020 INTEREST LIST

- From the *SLC Jobs Dashboard* click on *Manage your email subscriptions*.

The screenshot shows the SLC Jobs Dashboard with a navigation bar at the top. Below the navigation bar, there's a header for 'Salt Lake City Human Resources' with a phone number. The main content area is titled 'Welcome to your SLC Jobs Dashboard' and contains a 'General Options' section with four buttons: 'Update your profile', 'View your job recommendations', 'View current job opportunities', and 'Manage your email subscriptions'. The 'Manage your email subscriptions' button is circled in red, and a red arrow points to it from the 'View current job opportunities' button.

- Scroll down and check the box to subscribe to the new list titled *Fire: Entry-Level Firefighter (Firefighter I)*.

The screenshot shows the 'Email Subscriptions' page. A red arrow labeled 'Scroll down' points to the 'Available Interests' section. Below this section, there is a list of subscription options with checkboxes and 'Show Details' links:

Subscription Option	Action
<input type="checkbox"/> Subscribe to 911 Emergency	(Show Details)
<input type="checkbox"/> Subscribe to Accounting/Purchasing/Finance	(Show Details)
<input type="checkbox"/> Subscribe to Administrative Management	(Show Details)
<input type="checkbox"/> Subscribe to Airfield Maintenance	(Show Details)
<input type="checkbox"/> Subscribe to Airport	(Show Details)
<input type="checkbox"/> Subscribe to Attorney	(Show Details)
<input type="checkbox"/> Subscribe to Clinical / Social Work	(Show Details)
<input type="checkbox"/> Subscribe to Commercial Driver's licenses (CDL)	(Show Details)
<input type="checkbox"/> Subscribe to Community and Neighborhoods	(Show Details)

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