

**PERSONNEL
FREQUENTLY ASKED QUESTIONS**

1. How do I file an application for Fulltime employment with the City of Inglewood?

You may file an application for any position that the City is currently recruiting for by **clicking here** and downloading the official employment application. Once complete, you can mail the application to the address listed below, or you can visit our offices during normal business hours at City Hall, One Manchester Boulevard, Inglewood, CA 90301 (cross streets: La Brea & Manchester). The Personnel Department is open Monday thru Friday 7:30 A.M. to 5:30 P.M. and closed alternating Fridays.

2. If the position I am interested in is not currently open for recruitment, what can I do to be notified when the position becomes available?

You can submit an interest card for any classification (job title) for which you believe you may qualify. Interest cards are maintained in the Personnel Department for a period of one year from the date submitted.

3. How often do positions open?

That is difficult to answer. Positions open when vacancies occur. The best way to assure that you are notified when positions that you are interested in are open is to complete interest cards for each desired position.

4. If I want to apply for more than one job, do I have to file more than one application?

Yes, a separate application must be completed for every position for which you want to be considered.

5. Can I submit my résumé in lieu of the application?

Résumés are accepted along with a completed official City application. Résumés must not replace any information that is requested on the employment application (e.g., do not put "see résumé" in lieu of providing any requested information).

6. Once I submit an application, how do I get an interview?

For all fulltime positions within the City, you must participate in an examination process. The type of exam(s) that will be given for the position you have applied for will be listed on the job announcement. The Personnel Department will contact you via U.S. Mail, telephone, and/or e-mail regarding the date of the exam once we are no longer accepting applications for the position.

7. Will everyone who applies for a position take an exam?

No, not everyone who applies for a fulltime position will be invited to participate in the exam process. Candidates who meet the minimum requirements and/or those determined to be "most qualified" will normally be invited to participate in the examination process.

8. How will I be notified if I am selected to participate in the exam process?

The Personnel Department will notify you via U.S. Mail, telephone, and/or e-mail if you are invited to participate in the exam process.

9. What kind of exam will I have to take?

For each job announcement, the type of exam(s) for that position will be listed. The Personnel Department administers a variety of examinations such as: Written (multiple choice, essay, etc.), Oral, Performance, Computer-based, Interviews, and evaluations of education, training, and/or work experience.

10. How do I prepare for the exam? What do I study?

All tests given by the City are job-related and designed to test the knowledge, skills, and abilities required to perform the functions of the job. Read the job announcement, then study any materials that you feel would directly or indirectly relate to the necessary knowledge, skills, or abilities to perform the assigned tasks for the job. For example, if two of the requirements for the job are performing mathematical calculations and interpreting regulations, some of the exam questions may require you to perform math-related calculations and some questions may involve reading comprehension.

If you may need reasonable accommodation at any phase of the application or testing process, please make known your request for reasonable accommodation as described on the job announcement.

11. What happens after I take an exam?

Once the exam(s) is(are) completed, your score will be computed along with other exam participants. Candidates earning a passing score in the exam process will have their names placed on an eligibility list.

12. What happens if I am not selected for the position, do I have to start all over again when the position opens again?

If you are not selected for the current open position, your name remains on the eligibility list for a period of one year or whatever is stated on the job announcement. The Personnel department will continue to send your name to hiring departments who have vacancies for the position for which you have applied until the eligibility list expires. At anytime you no longer want to interview, you may contact the Personnel Department to have your name removed from the eligibility list. Otherwise, you will remain on the eligibility list until it has expired.

13. What if the eligibility list expires before my rank is reached, and I have not interviewed?

Once an eligibility list is expired, in order to be considered for the position for future opportunities, you will need to apply again and go through the designated examination process.

14. Can I submit an application for part-time employment with the City?

Normally, individuals interested in part-time employment should go directly to the department to submit their application materials. It is best to provide a résumé to the department head or division head (if known) identifying the position for which you are interested and your qualifications. This should only be done if you want to work as needed part-time.

15. Can a part-time position turn into a fulltime position?

Absolutely, but not without a competitive exam being administered. The City of Inglewood is committed to promoting from within. Many of our exams for fulltime

opportunities are conducted on a promotional basis. This means only those who are currently employed by the City in some capacity may apply. We encourage all of our employees to participate in employment exams that they feel they qualify for in order to continue building their careers within the organization.