

HOW TO CREATE AN ACCOUNT

1. Go to www.stpaul.gov/jobs

2. Click on

Current Job Openings

3. Click on

→ Sign In

4. Click on

Create an account

5. Enter in the following

1. Email
2. Username
3. Password

6. Click on

Create

EXAMPLE

Create Account [Sign In](#)

Email ⓘ

Username

Password

Create

or create with

[in](#) LinkedIn [f](#) Facebook

COMPLETE YOUR PROFILE

7. Click on your username

8. Click on

📁 Profile

9. Complete your profile

1. Info - Contact information
2. Work - Employment History
3. Education
4. Additional
5. References

HOW TO APPLY

1. Go to www.stpaul.gov/jobs

2. Click on

Current Job Openings

3. Select the job title you want to apply for

4. Click

APPLY

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5. Complete application

