W.A.V.E. Applicant Guide

This guide includes:

- “Quick Steps” to apply for City of Virginia Beach jobs
- Links to more in-depth information on these steps
- Links to additional City of Virginia Beach career information

Using the W.A.V.E. - Web Application for Virginia Beach Employment - applicants will apply online via the Internet at http://www.vbgovcareers.com. W.A.V.E. is available 24/7 at any computer with internet access. Applications will not be accepted via fax, email, or hard copy.

Assistance Is Available via HR Business Hours. For more details, visit our Careers page on vbgov.com
Quick Steps & Resources

The below table is a list of steps to apply for an open position. Click on the link associated with each step for more information. Under “Quick Links/References” there are links to the “Preparing to Apply” information sheet included within this document, as well as other resources you may find helpful.

Depending on your device settings, you may need to hold down the control key (ctrl) while clicking on the link.

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While the latest version of the most common browsers should work sufficiently well to search our job postings and apply for positions that interest you, we recommend using the latest version of Google Chrome.

From our search page, without logging in, you can do the following:

1. See how many positions for which we are currently accepting applications. You can also click on this number to see the entire list of posted openings.
2. Apply filters to narrow your search.
3. Search for postings after applying any filters. You can also click on “Search” without applying any filters to see a complete list of all posted openings.
4. Clear all of your filter selections to conduct a new search.
5. Login if you are a returning applicant.
6. Find useful information on how to apply.
7. Check out our public safety jobs with VB 9-1-1, Police, Fire, or EMS.

Applicants who have already logged in will also be able to:

8. View the status of their applications as well as their job alert subscriptions via “My Jobs”.
9. Update their contact information in “My info”.

![Screen Shot of Job Search Page](image)
Based on the filters you chose to apply (or not apply), you will see a list of currently posted positions. You can further sort the list of openings in either ascending or descending order by:

- Title
- Working Title
- Department/Division
- Job Type

For each posted job, you can choose to:

- Email a friend telling them about the position.
- View the full job posting/position description by clicking on the title or
- Apply for the position.
Register/Log In

In order to apply for a job, you must either register or log in.

a. **New applicants** must begin the process by registering. Enter your email address and a password. Then click on the blue button with a right arrow on it at the bottom of the screen to continue.

b. **Returning applicants** may click on “Login Page” in the top right corner of the screen above, log in using their established email address and password, and then click on the blue “Login” button.

The W.A.V.E. system will automatically log you out after 2 hours of inactivity and any unsaved entries or edits will not be saved. No changes can be made to an application once it has been submitted.
Complete and Submit an Application

Once you identify a position for which you would like to apply:

- Make note of the position for which you are applying as well as the closing date for the position.
- Review the online application and decide what information you will need to complete it. Follow all instructions carefully.
- Prior to completing the application, organize your thoughts and information. Make notes on positions you have held and on the job duties and responsibilities of those positions.
- Type the information that is requested on the application, referring to your notes or resume. Resumes may be included as supplemental information to the application. Never leave a blank space. Write 'not applicable' if necessary.
- As the application form is the official document describing the candidate’s qualifications, it is very important for an applicant to be as specific and detailed as possible, describing his/her qualifications in their entirety.

There are six steps to complete your application.

1. Your Information

   This section requests personal information such as your name and contact information, as well as asks a few questions.

   - **New Applicants Only – Upload Resume or LinkedIn Profile** (optional):
     You may also upload a resume or LinkedIn Profile to populate key personal information, education and work history fields, which will significantly speed up the application process.
     o Applicants must review, correct and/or complete missing information that did not pass correctly or completely from the resume to the application document.
     o You may also attach a resume and other documents at a later step in the application process.
   - **Returning Applicants**: Returning applicants should consider the following cautionary statements.
     o If you are a returning applicant, do not upload a resume or LinkedIn Profile to update your profile. This may result in the deletion of information on your profile/application.
     o You may also attach a new resume at a later step in the application process.
   - All fields marked with a red asterisk (∗) are required fields.
   - Other information fields are not required; however, we do request that you complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the
application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete.

It is recommended that you save your application after completing the required fields at each step and before proceeding to the next step/screen by clicking on the “Save Draft” button at the bottom of the screen. Then click on the right arrow button to move to the next page/screen. If you need to go back to the previous screen/step, click on the left arrow button after saving.

If you would like to exit the application and return later to complete it, click on the “Exit” button at the top of the page.

As long as you have saved your application and the job is still posted, you may return to it and continue working on your application by clicking on the “Proceed” button associated with that position. In the “My Jobs” page you will find your
saved draft applications grouped together below the list of positions that you have already applied for:

2. Work and Education History

In this section, be sure to describe all full time, part time and/or seasonal work experience, as well as any volunteer experience, accounting for any gaps in employment. Begin with your most recent job or assignment first and list each job/gap in employment separately. Since this is the primary document that will be used to evaluate your qualifications be sure to fully and thoroughly complete the application fields.

You can add additional work or education history by clicking on the “Add Work History” or “Add Education” buttons.

- Note: If you are selected for the position, you will be required to provide official post-high school transcripts by bringing or mailing them to our Human Resources office.
Complete the requested information, as applicable.

- Information with red asterisks (*) is required.
- Other information fields are not required; however, we do request that you complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete.
- Click on “Save” when finished.
To edit an existing Work or Education History item, locate the blue circle with the arrow in it, and associated with that item, then click on it to expand the description. Then click on the “Edit” button. You can also choose to remove an item by clicking on the “Remove” button. Make your edits and click on “Save”.
As mentioned earlier, it is recommended that you save your draft before moving on to the next step.

3. **Other History**
In this section you can enter information about any certificates or licenses that you hold. Edit and save information in this step the same way that you edited the Work and Education History step.

Copies of licenses and certifications are required once you are hired.

4. **Attachments and Supplemental Questions**
You can attach a resume and up to 6 additional documents (not to exceed 10MB of data) that may be needed to support the application information. Such supplemental items may include professional licenses, certifications, DD 214 or transcripts when required for the position.

To best utilize this data space, attach Word / Excel / PowerPoint files not PDF as these are large imaged documents. A 20KB Word document becomes a 370KB Adobe/PDF document.

Edit the options the same way that you did for the other steps, except to attach a document you will need to click on the “Browse” button and select the file to
upload before saving it. You may also remove documents by clicking on the “Remove” button.

Warning! Removing attachments will remove them from all applications, including those already submitted.

Instead of removing attachments, we recommend naming your documents by type and the job application. A date may also be included. (transcript_accountant_09/15/20xx)

a. Attaching a Resume
   In this step you attach a resume if you have not already done so, and would like to attach a resume. If you chose to upload your resume when you began the application process you will see that you already have a resume attached. Uploading a resume, or replacing an existing resume in step 4 will not replace the information entered in any of your application fields, but will update the resume attached to your application.

b. Entering a Cover Letter
   You can enter text in the “Cover Letter” field or you can attach a formatted cover letter in the attachments section (section C below). However, please be aware that this field will not retain any formatting.

c. Attaching Other Documents
   You can also attach other documents to support your application in this step. For example, if you wish to include a formatted cover letter, you can choose to attach one. In particular, please be sure to attach any required documents as noted in the job requisition/posting.

d. Questions
   Please answer any supplemental questions listed, if any.

As always we recommend that you click on “Save Draft” before proceeding to the next step.
5. **Review / Print and Submit Your Application**

Read the certification statement, then sign and date your application.

- You cannot apply if you do not.
- Use the calendar icon to select the date.

**Printing Your Application:** If you would like to review and/or print a copy of your application, you must expand the Application Review and print from your browser (right click and select print) **before** clicking the submit button.
Once submitted, you will not be able to view a copy of your application.
Click on SUBMIT to apply for your selected job.

6. **Voluntary Equal Opportunity Questionnaire**

The City of Virginia Beach considers applicants for all positions without regard to race, color, sex, religion, national origin, genetics, disability, age pregnancy and childbirth, military status, sexual orientation and gender identity, or other legally protected class that is not related to ability to perform essential job functions. We welcome you as an applicant for employment. Any information you provide in this step is voluntary, and is not required for your application to be considered complete.

**Veterans:** The City of Virginia Beach complies with the State of Virginia employment requirements of veterans. To do so, veterans need to self-identify on the supplemental (confidential) section of the application. This information will NOT be provided to hiring managers or interviewers.
7. Click on the “Submit” button again to finish submitting your application.

Once you have submitted your application, you will receive a “Thank You for Your Submission” screen. Click on “Continue” to return to your “My Jobs” screen.

8. Log out when you are finished.
Job Alerts

If you would like to receive notification of new postings that match the criteria you selected to search for jobs, you can set up a Job Alert. Simply click on the bell icon toward the top of the page and you’re all set to begin receiving email notifications the day after new positions are posted. You can set up as many job alerts as you like!

Using multiple key words in a job search will return results with any, or all, of the included words in the phrase; however, the job alert will only notify you of postings that contain an exact match of the entire phrase. Partial matches won’t trigger a job alert email.

Careers Account

To create a careers account, scroll to the bottom of the job listings and click on “Apply” in the careers account section.

By creating a careers account, you have not actually applied for any openings. You must complete the entire process in one sitting, as you cannot save your work in increments. Once created you may update your name and contact information in the “Update My Information” section, and other details when applying for posted job openings.

Hiring Process

From the information submitted on the online application, candidates are first screened to ensure that they meet the minimum required qualifications and if his/her education and experience relates to the position for which he/she is applying. Candidates that do not meet the minimum position requirements will not be given further consideration for the position.
The most qualified candidates, based upon a review of the candidates’ application and other required application materials, will be invited to interview. Interviews are scheduled by the hiring department, followed by confirmation emails issued via the W.A.V.E. system. Interviews are conducted by the job’s supervisor or by a selection panel. The time frame involved in the application review, interviews and final selection process varies with each posted job. Applicants may view the status of their application(s) by logging into their W.A.V.E. careers account and clicking on the “My Jobs” button. Candidates no longer under consideration for a particular position will also receive an automated email from the W.A.V.E. system.

Applicants selected for a job will receive a verbal offer from the hiring manager or their representative. Upon verbal acceptance, a confirming offer letter will be sent to your email that was listed in your application. This will be followed by email notifications of assigned tasks and activities as part of your onboarding process.

- **Pre-employment Physicals:** As a condition of employment, some positions will require a medical and/or psychological evaluation. In accordance with the City of Virginia Beach Substance Abuse Policy, the medical evaluation may include drug screening.
- **Pre-employment Background Checks:** All job offers are made contingent on passing a criminal background check. Depending on the job, employment can begin prior to our receiving the results. Negative findings will be cause for immediate termination. Select jobs have mandatory exclusions that prohibit the hiring of applicants having specific criminal histories (referenced as barrier crimes). For more information concerning barrier crimes visit:
- **Official, post-high school transcripts and professional licenses/certifications** will be required of new employees prior to their starting date. The hiring department will coordinate the receipt of these documents.