Human Resources FAQ & Job Seeker Resources

1. **What if I do not have access to a computer?**
   If you do not have access to a computer at home to submit an online application, computer access is available at public libraries, workforce centers or at City Hall.

2. **Do I need a separate application for each position I want to apply?**
   Yes. The information submitted from your original application will be transferred to your new application. You will have the opportunity to update your information before submitting your application to the new position of interest.

3. **Are all applicants contacted about the status of their application?**
   Yes. All candidates will receive communication via e-mail regarding their application status.

4. **Once I have submitted my application, what is the process?**
   After the closing date, Human Resources will screen applicants for the minimum qualifications. Qualified applicants will be reviewed with the department hiring manager. Candidates whose qualifications best meet the department's needs will be contacted for testing and/or interviews.

5. **Should I send my application/resume directly to the City Department where the vacancy exists? Will this give me a better chance at an interview?**
   No. All applications and resumes must be submitted via the online application program for consideration.

6. **Is there an age restriction to work for the City of DeKalb?**
   Applicants must be 18 year of age or older to work as a City Employee.

7. **I am having difficulty submitting my application. What can I do?**
   Please contact Government Jobs for help and support by clicking here or contacting applicant support at (855) 524-5627.