Promotional Application Process
for Current City of Spokane Employees

A completed application is required to apply for all promotional positions.

Start here

- By visiting: my.spokanecity.org/jobs/classified
- Promotional recruitments may be found by clicking the tab located on the right side of the Career Center opening page or go to: https://www.governmentjobs.com/careers/spokanecity/promotionaljobs
- New job postings are announced each Monday.
- All applications must be submitted electronically through the City website.
- Employees are invited to use the computer kiosk at Civil Service, 4th floor City Hall, to submit applications.

Call 855.524.5627 immediately if you experience any difficulties logging in or completing your application.

Written exam

- You will be notified by e-mail to self schedule your exam, when applicable.
- Bring a valid photo identification on exam day.

Interested in a promotional opportunity

- Carefully review the minimum qualifications and exam details.
- Select "Apply" at top of screen to get started.
- You are now at the Governmentjobs.com sign in page.

Complete application

- Complete all sections to establish a master profile or update your current master profile.
- Show all relevant work experience and education.
- Attach required documentations, e.g., transcripts, DD214, license, etc. (Must be present a time of application.)
- Answer all supplemental questions.
- Please consider providing optional EEO information when applying to help Civil Service track diversity.
- Review and select "Submit" by closing date/time. Late applications will not be accepted.
- This application will be forwarded to hiring managers, so make sure it is complete and highlights all of your experience, education and skills.

Sign in or create an account

- If you have not created an account, select "Create an account," and assign a username, email and password.
- This is a new application system in use since May 2015. Login information from the old system will not work.
- If you already have a Governmentjobs.com account, sign in with your username or email and password.

You must notify Civil Service at 509.625.6160 before the closing date/time if you are unable to submit your application.