



8 tips for completing your employment application at Metropolitan Water District (MWD)

We want to know about you! Describing your experience and education in your online application is one of the most important steps in competing for a position with the Metropolitan Water District.

It is important that you describe your qualifications accurately and thoroughly. Your application may be reviewed many times by different people.

1. **Review the job announcement carefully** to understand the type of work performed by people in these jobs and to decide if this is the right job for you.
2. **Evaluate your own experience and education** to determine if you have the minimum qualification requirements regarding education, training/certifications, and experience
3. **Be honest.** If you are the successful candidate in the selection process your previous employer(s) will be contacted to verify your experience. Education and/or special license/certification will be verified if applicable.
4. **Be specific.** Your resume should tell us as much relevant information about you as possible. Provide the position title, and the dates that you were employed in the position. Provide specific information about the individual job duties of each position you have held. Include enough detail so that every person reviewing your application can understand what you did.
5. **Supplemental questions** are often included for positions where a specific type of experience is needed. Instructions are provided on the supplementary application form along with questions asking you to describe your experience performing very specific tasks. Read the instructions and questions carefully before answering to be sure that your responses are complete.
6. **Applications** must be submitted online. You may want to save a copy of your application. MWD cannot provide you with copies and you may wish to refer to your application when preparing for a panel or hiring interview.
7. **Submit your application on time.** Applications and completed supplementary materials, if requested, must be received online by 4:30 p.m. on the final application acceptance date stated in the job announcement. Allow yourself sufficient time to complete your application as the system will close out by the 4:30 p.m. deadline.
8. **Your application will speak for you** as you will not have an opportunity to explain your experience until later in the selection process if you move forward in the process.

4 steps to an MWD career

When you come to work at Metropolitan, you don't come just for a job; you come for a career. We use a multi-step selection process to hire the best person for the job.

1. **Minimum qualifications** - After we receive your application, we review it to determine if you have the minimum related education and experience to perform the job. If your application does not clearly show that you meet the minimum qualifications, you will not continue in the selection process. Current and past MWD employees also must submit a current application to be considered for an open position.
2. **Testing** - Candidates with the best qualifications may be asked to take one or more tests, such as a multiple choice/written exam, practical exam, or other skills-specific test.
3. **Panel interview** - Candidates from the previous steps may be invited to a panel interview. Prior to interviewing you, the panel will review your qualifications. Panel interview will determine who will move forward to final interview.
4. **Final Hiring interview** - The top ranked candidates from the previous steps are invited to a hiring interview that will include the hiring manager.