

# Job Aide

## Subscribe to Job Category Interest Cards

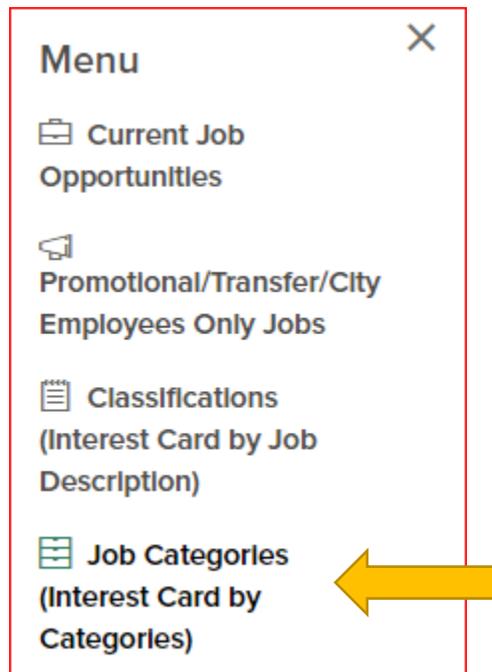
Step 1 – From the civil service home page click the Classifications (Job Description / Interest Card) button.



Step 2 – At the top left click the Menu button.



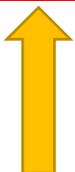
Step 3 – The menu will open, click the Job Categories (Interest Card by Categories) Button.



Step 4 – Check the boxes for each job category you are interested in applying to.

The image shows a selection interface for job categories. At the top, it says '5 Job Categories selected' and has buttons for 'Select All', 'Clear All', 'My Subscriptions', and 'Subscribe'. Below is a grid of 40 job categories, each with a checkbox. The following categories are checked: Customer Service, Communications, Administration, Arts, and Arts, Design, Entertainment & Media. A yellow arrow points to the 'Customer Service' checkbox.

<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Administrative Assistant
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Airports	<input type="checkbox"/> Allied Health	<input type="checkbox"/> Animal Control
<input type="checkbox"/> Animal Services	<input type="checkbox"/> Architecture	<input checked="" type="checkbox"/> Arts	<input checked="" type="checkbox"/> Arts, Design, Entertainment & Media
<input type="checkbox"/> Athletics & Fitness	<input type="checkbox"/> Attorney	<input type="checkbox"/> Audit	<input type="checkbox"/> Automotive
<input type="checkbox"/> Building & Grounds Cleaning and ...	<input type="checkbox"/> Building & Safety	<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Business
<input type="checkbox"/> Career Exploration	<input type="checkbox"/> Child Care	<input type="checkbox"/> Child Support	<input type="checkbox"/> Clerical & Data Entry
<input type="checkbox"/> Code Enforcement	<input checked="" type="checkbox"/> Communications	<input type="checkbox"/> Community and Social Services	<input type="checkbox"/> Community Development
<input type="checkbox"/> Community Services	<input type="checkbox"/> Construction Maintenance	<input type="checkbox"/> Construction Trades	<input type="checkbox"/> Corrections
<input type="checkbox"/> Counseling	<input type="checkbox"/> Court Administration	<input type="checkbox"/> Criminology	<input type="checkbox"/> Custodial
<input checked="" type="checkbox"/> Customer Service	<input type="checkbox"/> Database Administration	<input type="checkbox"/> Development/Fundraising	<input type="checkbox"/> Dispatch



Step 5 – Once the boxes are checked, click the subscribe button.



Step 6 – Fill in the required sections of the job interest card then click the submit button.

## Job Interest Card ×

Fields marked with an asterisk (\*) are required

First Name \*

Mayor

Last Name \*

Garcia

Street Address \*

333 W. Ocean Blvd

City \*

Long Beach

Zip Code \*

90802

State \*

California

Country \*

US

Home Phone Number

Work Phone Number

Email Address \*

RGB@aol.com

Submit



Step 7 – You will see that your request has been submitted.

Click the view subscriptions button.



Thank you for your request.

An email has been sent to you at RGB@aol.com.

For the next 12 months, you will be notified when any position for City of Long Beach that matches the job categories you've selected becomes available. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year.

[View Subscriptions](#)



Step 8 – You will see the expiration dates for each job category of interest.

We found the following job interest card(s) for your email address. Check each subscription you wish to cancel in both types of subscriptions, Job Categories and Class Specs, and press the 'Unsubscribe' button to cancel. When a subscription will expire in less than one month, a link to 'Extend Notifications' will appear on the right of that subscription. Click this to extend the subscription for another year.

	<u>JOB CATEGORIES</u>	<u>CLASS SPECS</u>	<a href="#">Subscription Info</a>	<a href="#">Unsubscribe (0)</a>
<input type="checkbox"/>	Administration	Requested: 07/24/2019	Expires: 07/24/2020	
<input type="checkbox"/>	Arts	Requested: 07/24/2019	Expires: 07/24/2020	
<input type="checkbox"/>	Arts, Design, Entertainment & Media	Requested: 07/24/2019	Expires: 07/24/2020	
<input type="checkbox"/>	Communications	Requested: 07/24/2019	Expires: 07/24/2020	
<input type="checkbox"/>	Customer Service	Requested: 07/24/2019	Expires: 07/24/2020	

