Job Aide
Subscribe to Job Category Interest Cards

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

- CURRENT JOB OPPORTUNITIES
- UPCOMING JOB OPPORTUNITIES
- CLASSIFICATIONS (JOB DESCRIPTION/INTEREST CARD)

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.
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.

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

We found the following job interest cards 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.

<table>
<thead>
<tr>
<th>JOB CATEGORIES</th>
<th>CLASS SPECS</th>
<th>Subscription Info</th>
<th>Unsubscribe (0)</th>
</tr>
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<tbody>
<tr>
<td>Administration</td>
<td>Requested: 07/24/2019</td>
<td>Expires: 07/24/2020</td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td>Requested: 07/24/2019</td>
<td>Expires: 07/24/2020</td>
<td></td>
</tr>
<tr>
<td>Arts, Design, Entertainment &amp; Media</td>
<td>Requested: 07/24/2019</td>
<td>Expires: 07/24/2020</td>
<td></td>
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<tr>
<td>Communications</td>
<td>Requested: 07/24/2019</td>
<td>Expires: 07/24/2020</td>
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<tr>
<td>Customer Service</td>
<td>Requested: 07/24/2019</td>
<td>Expires: 07/24/2020</td>
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