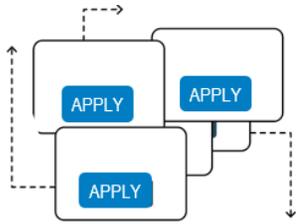


# Candidate Career Guide for the San Francisco Public Utilities Commission (SFPUC)

As you explore career opportunities at the San Francisco Public Utilities Commission (SFPUC), use this Candidate Career Guide to learn about what you can expect during the hiring process. To learn about how to apply to jobs at the SFPUC, visit: [www.sfdhr.org/how-apply-position](http://www.sfdhr.org/how-apply-position).

## Learn about opportunities ongoing



The primary search portal for current career opportunities at the SFPUC is located on San Francisco's HR department website:

[www.jobapscloud.com/sf/default.asp?deptnumber=puc](http://www.jobapscloud.com/sf/default.asp?deptnumber=puc).

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## Find the right role ongoing



Finding the right role can be challenging because government job postings aren't written in "plain speak." They can also have really specific requirements to qualify.

The SFPUC career site is full of great resources to help you find the right role, so be sure to check it out!

[www.sfwater.org/careers](http://www.sfwater.org/careers).

## Do you have the right skills? 4-16 weeks



Your application is an important part of assessing whether you have the right skills. Look out for minimum qualifications (MQs) and complete your application demonstrating how you meet those MQs. Some roles will require a multiple-choice, written or performance exam as part of your application process. These examinations are intended to give an unbiased comparison of different candidates' abilities, and are often a very important factor in hiring decisions.

## Are you the right fit? 1-3 weeks



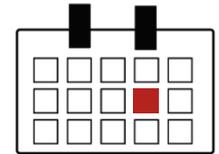
The interview process is a standard step to help you and the hiring manager determine whether you are the right fit for the job. You will receive communication from SFPUC staff at this stage. Don't worry if it sounds like a canned "cold" response—in the public sector, we have to abide by fair and impartial hiring practices, which often includes using specific terminology. Be prepared for this, and feel free to reach out to HRS if you have questions. If you are the top candidate, you will receive a conditional offer letter.

## Background checks 1-8 weeks



At this stage, it is common for you to have to complete background checks, fingerprinting, and other types of screens. Everyone who works in public service has gone through some type of standard screening. Having a conviction history doesn't necessarily exclude you from a job offer. The number of checks is determined by the roles and responsibilities you will have and department you will be joining. This part of the process involves the Department of Justice and the FBI, so it is common for it to take a while to complete.

## Your first day! 1-2 weeks



Congratulations on obtaining a position with the SFPUC! You will be scheduled to attend a New Employee Orientation (NEO) on your first day, which may or may not be located at your assigned worksite. Make sure you know where to go after NEO. Questions about the hiring process? We're here to help! Contact HRS at: (415) 554-1670.

Here's a guide to help you understand job postings:

