

City Employment Cheat Sheet

Applying for City jobs

- Candidates can apply for City employments in three ways:
 - Internships/Fellowships (nyc.gov/jobs)
 - Open positions posted on job board (nyc.gov/jobs) – “Competitive” title classification requires exams either before or after being hired
 - **Tip:** It’s best to search for jobs by area of interest.
 - Civil service exams - Best option and covers 83% of City jobs (nyc.gov/dcas).

Civil Service Examination Process - Six-Steps

Step 1: Find out about Exams

- Candidates can learn about civil service exams by visiting nyc.gov/dcas.
- Titles can be very broad and are used in many different agencies – read the job description to get a clear picture of the actual job.
 - Example: Staff Analyst is a title that includes, but is not limited to, Human Resources, Accounting, Marketing, etc.

Step 2. Apply for an Exam

- Exams are offered monthly. Applications are typically only open for 3 weeks.
- You can apply at home or at a testing center located in each of the five boroughs.
- Each exam has a Notice of Examination (NOE), which is a legal document that tells you what you need to know about that exam. **Read it carefully!**

Fee Waivers

- Fee waivers are available for US Veterans or people who are unemployed or receiving benefits from the City. Visit <https://bit.ly/Oasys2> to learn more.

Step 3: Take an Exam

Most Common Types of Exams

- Education and Experience Exam (EEE) – Exam is taken online at the time of application.
 - No multiple-choice test is given.
 - Candidates are graded based on their education and experience.
- Multiple Choice Exams – Exams are given at a school or a testing center.
 - No study material is provided or endorsed.
 - NOE clearly states the tasks and abilities to be tested.

- Questions are mostly scenario-based; and candidates are tested on how they can apply their knowledge to different situations.

Step 4: Get Your results

- It typically takes 6-12 months to rate an exam.
- For multiple choice exams taken on a computer, a tentative score is given at the end of the test.
- Education and Experience exams – some tentative scores are posted immediately while others may take a few months.
- All candidates will receive their official score in via mail and email.

Step 5: Get called for an interview

- When an agency that is hiring reaches your number on the established list, you will be sent a Call Letter, which is an invitation to a hiring pool.
- **Do not ignore!** Respond to the letter immediately.
 - If you are not interested in the position at that time, please fill out the form attached and send it back.
- Candidates can decline the interview 3 times before being removed from the list for that agency.

Step 6: Get the Offer

- Congratulations! HR hiring process can be lengthy – be patient.
- All employees will be fingerprinted and will receive a background check.

Resources

- ❖ To learn about the civil service process, sign-up for the Exams Newsletter, and view exam schedule: nyc.gov/dcas
- ❖ To apply for current open positions: nyc.gov/jobs
- ❖ To get information on fee waivers and to apply for exams online: nyc.gov/examsforjobs
- ❖ To receive updates on exams already taken:
 - Log into your OASys account at nyc.gov/examsforjobs; or
 - Call DCAS's Interactive Voice Response System: [212-669-1357](tel:212-669-1357)

- ❖ To view information on civil service exams and established Lists:
<https://opendata.cityofnewyork.us> - Search "Civil Service"
- ❖ Office of Citywide Recruitment Contact Info: Citywiderecruitment@dcas.nyc.gov or
[212386-1701](tel:212386-1701)
- ❖ To get the status of an eligible list: LMAcustomerservice@dcas.nyc.gov
- ❖ For issues with the Online Application System (OASys): OASys@dcas.nyc.gov
- ❖ To view full list of Frequently Asked Questions (FAQ): <https://bit.ly/Oasys2>