

Online Application Process for Current/Active Employees

Instructions to access the online application system:

- Go to the City of West Des Moines online application link:
<https://secure4.saashr.com/ta/6073685.careers?CareersSearch>
- Click on the Log In button in the upper right-hand corner.
- If you've created a profile in Kronos, go ahead and log in.
 - **Username should be your employee number followed by @wdm.iowa.gov.**
Example: 123456@wdm.iowa.gov
- If this is your first time creating a profile, click on the Create New Account link.
 - **For your email address, use your employee number followed by @wdm.iowa.gov. Example: 123456@wdm.iowa.gov**
- From this point forward you can refer to the instruction sheets and/or instruction video on creating a profile and applying. <https://www.wdm.iowa.gov/government/human-resources/employment/instruction-sheets-for-online-recruitment>
- Make sure to complete each step in the instructions, including attaching all required documents.
- Once your profile is complete, be sure to apply for the position(s) you are interested in.

A computer is available in Human Resources at: 4200 Mills Civic Pkwy, Suite 1E
Monday – Friday from 8 am – 5 pm | 515-222-3616

You may also access the online application software at the
West Des Moines Library during normal business hours.