



2.2 Tips & Suggestions When Applying for a Position with Basin Recreation

Purpose of This Directive

As a special service district, Basin Recreation is a small government entity serving the Snyderville Basin area of Summit County, Utah.

Applying for a position with a government entity is a little different than applying for a job in the private sector. Knowing what to include and how to proceed when completing your application will help increase your chances for an interview. As the expectations and approach may differ slightly from what you are accustomed to, these tips and suggestions are meant to help you better navigate the process when preparing and submitting an application. However, these recommendations *do not* imply or otherwise guarantee that an interview or job offer will be forthcoming; they are simply intended to provide some direction and clarity regarding the application process.

Our Eight Tips & Suggestions for a Better Job Application

- 1. Do not use your mobile phone or tablet when applying for a position with Basin Recreation.** While convenient, these devices may not provide full functionality or access to all portions of the application. If you do not have access to a computer or laptop at home, computers are available at your local public library or school (if you are currently enrolled). If you are an existing part-time employee with Basin Recreation and would like to apply for another position, please speak with your supervisor. Arrangements can be made to provide access to a Basin computer or laptop so that you may complete the application process.
- 2. Carefully read and review the job announcement and position description.** While this may seem obvious, many people skim over the minimum requirements and essential functions outlined in the position description, or worse, skip this step entirely. It's always a good idea to make certain your skills and experience meet the minimum qualifications listed in the position description before spending the time applying for the job. Applicants who do not fulfill the minimum qualifications as outlined in the position description are typically the first to be eliminated from consideration.
- 3. Use your full legal name and a professional email address when beginning your application.** When applying for a job, it's generally not recommended to use a nickname or other identifier that does not match your legal documentation (e.g., driver's license, birth certificate, passport, etc.). If you are offered the position later in the process, you can always share those preferences with your supervisor and coworkers as part of the onboarding process. Also, ensure that your email address is not overly complicated, cutesy, offensive, or otherwise inappropriate. Many free email services are available if you need to create a more professional account.



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4. **Follow the instructions and complete the application in its entirety.** Take the time to finish all the steps in the process and answer any questions included in the application as accurately and thoroughly as possible. Applicants who skip portions of the application may rob themselves of the opportunity to interview. Your application is only as good as the information it contains. Basin Recreation cannot assess or consider information that is not included within the body of the application.
5. **Consider importing your resume (if you have one), but *do not* rely on the resume as a replacement for a properly completed application.** Resumes can be a helpful tool, but they vary widely from candidate to candidate. Importing your resume could potentially save you time, but you must be sure that all the imported information is allocated correctly within the application – don't assume it loads accurately. Review all your imported content for accuracy and completeness. Also, do not enter "see resume" as a response to questions within the application. Responses such as these will be considered invalid.
6. **Include keywords from the position description – if they apply and are accurate.** After carefully reviewing the job announcement and position description (see Tip #2), be thoughtful about your responses to application questions. For example, suppose there are keywords, phrases, skills, or other expertise contained in the position description that correlates to your skill set. In that case, you may want to incorporate those into your responses. Again, be honest and do not excessively embellish, but do your best to demonstrate your relevant experience as it relates to the position you are applying for.
7. **Quantify your relevant or related experience, education, or skills as much as possible.** Be objective where you can and quantify your responses in measurable and relatable ways. Rather than provide vague references to your experience and accomplishments, apply metrics such as time, quantities, or percentages that better demonstrate why you are a good match for the position.
8. **Check your application for errors, missing information, or mistakes.** This step isn't just about grammatical or spelling errors (although you want to check for those). Please review your application thoroughly and ensure your contact information is accurate, your work history, education, and other skills are current and complete, and all your responses are in their proper place. If you have previously applied for a position with Basin Recreation, there may be old or outdated information associated with your profile, so be sure to check and update that information as needed.

We are always looking for talented individuals to join our ranks or provide advancement opportunities to existing staff from within the Basin Recreation family. Use these tips and suggestions to your advantage so that your application represents a true portrayal of your experience and qualifications.

To explore current opportunities, visit www.basinrecreation.org/jobs