



Town of Westerly

Applicant Guide

1. The Town only accepts applications for open vacancies. We do not accept unsolicited resumes or applications.
2. The Town does not retain nor keep applications on file. Interested applicants must submit a new application or resume for each open vacancy they are interested in.
3. Effective June 1, 2016, the Town only accepts e-mailed resumes or applications. Resumes/applications can be e-mailed to HR@westerly.org. Be sure to put the title of the position you are applying for in the subject line.
 - a. For individuals who do not have a personal e-mail address, you can create a free e-mail account at www.live.com or www.gmail.com.
 - b. For individuals who do not have access to a computer, residents of the Westerly/Pawcatuck area can visit the Westerly Public Library and utilize their computers. Residents outside of Westerly/Pawcatuck are encouraged to visit their local libraries or workforce development offices.
4. For regular full- and part-time positions, the Town uses a thorough selection process, which typically includes a skills assessment, scored interview and a selection interview. The specific details of the selection process will be outlined in the job advertisement.
5. All job advertisements for open positions typically contain a job description. When completing your application and/or resume, it is important to **clearly** identify how you meet the qualifications outlined in the job description. The hiring panel can't any make assumptions about your skills and experiences, and screens all application materials against the job description.
6. Due to the quantity and quality of applicants, it is common the hiring panel has to screen beyond the minimum requirements identified in the job description. Even if an applicant meets the minimum qualifications outlined in the job description it is not a guarantee they will be invited to participate in the selection process.
7. Potential candidates for employment will also undergo final testing including background checks, pre-employment drug testing, employment history and



reference checks. Certain positions also require completion of a credit check, polygraph exam, post-offer medical exam and/or post-offer psychological exam.

8. Due to the quantity of applications received, the HR Department is unable to respond to receipt requests.
9. The scored interview portion of the selection process uses the behavioral based interview technique. It is highly encouraged that applicants invited to this stage of the interview process, research and study this process and be prepared to answer questions on how their past experiences have prepared them for the position they have applied for.
10. Applicants may submit a resume in-lieu of an electronic application; however, it is strongly advised that you review the sample resume document and ensure at minimum the following is outlined on your resume:
 - a. Employment Dates are in [MM/YYYY] – [MM/YYYY] format.
 - b. You describe your job duties and/or accomplishments for each position you list on your resume.
 - c. You clearly identify how you meet the qualifications outlined in the job advertisement/description.
 - d. There is not a page limitation placed on resumes. Please be sure to use as many pages as necessary to capture your related skills and experience.

There are numerous formats for resumes that are suitable for submission in place of the electronic application. This guide and the sample resume only demonstrate one format, but please keep the above in mind as a minimum.

Please Note: While the sample resume is only one page, we highly encourage you to use as many pages as possible to capture your knowledge, skills, abilities and experiences. The HR Department reviews all information submitted.

11. Remember the hiring panel can't make any assumptions about your application materials. If you do not identify the full dates of your employment you may not be given full credit for your experience. Job titles vary industry to industry. Clarifying your experience by providing your duties and responsibilities is the best way to ensure your experience is getting appropriate review. The hiring panel will always screen applications against the job description. It is very important you outline how you meet the qualifications listed in the job description.
12. If invited to participate in the selection process, be prepared to talk about your



past experience, education, skills and abilities as they relate to the position. Past experiences can include customer service, high public contact, and other related experience applicable to the position you are interested in.

13. Be sure to fully to fully explain your skills and abilities even if the interviewer is familiar with your background and resume. Don't assume that an interviewer will just know that you are the best candidate.
14. The Town highly encourages all applicants who progress through our selection process to access our Glassdoor page and leave a comment on the process.

Applicants can access our Glassdoor page at: <http://bit.ly/GlassdoorWesterly>.

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