

City of Virginia Beach
Hiring Process





Hiring Process

1. Job Process

If you see a job that's a perfect fit for you, we encourage you to apply. Our positions will either have an application deadline OR they will be posted as "open until filled."

2. Application Review

Applications are reviewed on an ongoing basis by the hiring manager until the position is filled.

3. Hiring Manager

The hiring manager identifies candidates to interview – those who most closely match the ideal profile. You will find the ideal candidate profile in the "preferences" section of the job posting.

4. Interviews

The hiring manager/department will contact candidates to set up an interview via phone, video chat and/or in-person with a diverse panel knowledgeable about the position. Interview questions consist of a combination of technical and behavioral questions designed to assist the panel in selecting the right fit for the position.

5. Selection

The hiring manager will make a candidate-selection, conduct references, and get Human Resources' approval to make a job offer. Non-selected candidates will be notified of their non-selection.

6. Job Offer

After the candidate accepts the verbal offer, Human Resources will send a formal offer letter through the applicant tracking system. The selected candidate will review the offer letter and officially "accept" or "decline" the job offer. Once the written job offer is accepted, we will begin the pre-employment screening/onboarding and welcome you to the City.

Careers Information & More detail

How to Apply

Using the WAVE - Web Application for Virginia Beach Employment - applicants will apply online via the Internet at vbgovcareers.com. WAVE is available 24/7 at any computer or mobile phone with internet access.

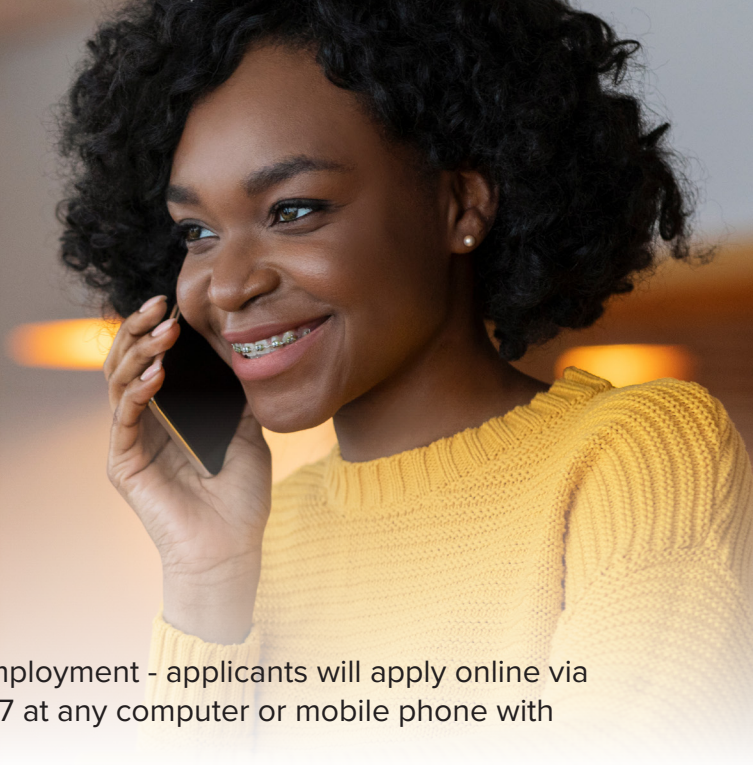
Persons requiring personal assistance completing a job application or onboarding materials can call our Careers Office at 757-385-4157 and select Option 9. Our phone is staffed 8 a.m. – 5 p.m., Monday – Friday. Applicants may also use the computers at any of our Virginia Beach Public Libraries.

Once you submit your application, you can check the status of the position by logging back into WAVE.

General Application Information

Applications are accepted for the City of Virginia Beach for positions that are currently vacant. Please note - applications that are incomplete, received after the closing date, or do not meet the minimum position requirements, will not be given further consideration for the position.

- It is the policy of the City of Virginia Beach that applicants and current City employees shall be afforded equal opportunity in the various aspects of personnel management without regard to race, color, religion, national origin, political affiliation, disabilities, sex, sexual orientation, gender identity or age.
- The City of Virginia Beach considers education and experience to be interchangeable in determining whether applicants meet minimum qualifications for positions advertised (e.g. a B.A. or B.S. degree equals four years of experience; a M.A. or M.S. degree equals six years of experience) provided the education or experience listed provides the knowledge, skills and abilities needed for that position as listed in the official job description.
- Copies of transcripts and professional certifications may be required at the time of application. Human Resources will verify education via a third-party vendor after an offer has been extended as a part of the onboarding process.
- As a condition of employment, some positions may require a medical and/or psychological evaluation. In accordance with the City of Virginia Beach Substance Abuse Policy, the medical evaluation may include drug screening.





Application Completion

The online application is used to obtain information about an individual's education and work experience. From the submitted application, the Department of Human Resources will determine if an applicant meets the required minimum qualifications for a position and if his/her education and experience relates to the position for which the individual is applying.

It is in the applicant's best interest to complete the application thoroughly and to describe his/her qualifications in their entirety. When applying for a City position, please consider the following:

Make note of the position for which you are applying as well as the closing date for the position.

Review the online application and decide what information you will need to complete it. Follow all instructions carefully. Prior to completing the application, organize your thoughts and information. Make notes on positions you have held and on the job duties and responsibilities of those positions.

Organize and fill in your educational experience in the Education History section. Complete all information requested from all colleges or schools attended.

Complete the Licenses/Certification section as applicable and the Driver's License Section. Copies of licenses and certifications are required when hired.

In the Employment History section, be sure to include all full-time, part-time and/or seasonal work experience. Volunteer experience is recorded in the Volunteer History section.

Attaching documents to supplement the application is acceptable. An applicant can attach a resume and 6 additional documents that may be needed to support the application information. Such supplemental items may include professional license, certifications, DD 214 or transcripts when required for the position.