

Apply  
Online 



## Steps for Applying On-Line

1

Go to [www.columbiasc.net/hr/employment](http://www.columbiasc.net/hr/employment)

(This application is not fully supported by Internet Explorer; we recommend using Google Chrome or other internet browser)

2

Click “City of Columbia Career Portal”

3

Search all open positions by clicking on the blue “search” button or enter a job or keyword in the search bar to find a specific position

4

Click on a position to read the full job description

5

If interested, click “Apply Now”

6

Create a New Profile by entering your contact information and resume (optional)

7

Complete steps 1-8

8

Once all steps are completed, “Submit” your application

9

Go to “My Profile” to review the status of your application, review any employment-related follow up tasks, change your job alerts, or apply for additional positions.

10

If you have any questions, contact our HR department at 803-545-3010