

Interested in a position that is not currently posted? Create an Interest Card and you will receive an email communication when HR is accepting applications for the position.

1. Visit toledo.oh.gov
2. Once on the site, click [Job Opportunities](#) (left side of the screen)
3. There are two ways to create a job interest card:
 - a. Select the link titled [Job Interest Cards](#) – using this link, you will select categories that you are interested in. If a position you are interested in is within the category, you will receive an email communication when HR is accepting applications for a position that fits the category. After selecting the categories, complete the requested information below the list of categories.
 - b. Select [Job Descriptions](#) – locate the class title that you are interested in and select it by clicking on the title. Above the description on the right side of the screen will be a link titled “Email me when more jobs like this become available” click the link and fill in the requested information.
4. Submit your request