



Recruitment Process

Step 1: View open positions

The Desert Recreation District only accepts applications for open positions. Please view our open positions to see if there is one that fits your unique and individual talents.

Step 2: Complete application and questionnaire

Complete a District application and supplemental questionnaire (associated with the job for which you are applying). Please note that meeting the minimum qualifications does not guarantee an applicant will be invited to continue on in the applicant process.

Note: Resumes and cover letters are important screening tools and applications not accompanied with this information may be more difficult to assess. Resumes are not accepted in lieu of an official District application. Resumes may be submitted with employment applications; however, do not substitute any part of the application form with the words "SEE RESUME".

Step 3: Apply by mail, fax or e-mail

Download, complete and mail, fax or e-mail your application, resume, questionnaire and supporting documents to*:

Desert Recreation District
45-305 Oasis Street
Indio, CA 92201
Fax: (760) 347-0675
Email: hr@drd.us.com

**You may fax or email your application materials, but if called for an interview, you will be required to provide an originally signed application*

Step 4: Evaluation

Application materials are reviewed and evaluated. Only those candidates who clearly demonstrate the necessary education, skills and abilities required to meet the minimum qualifications and have been determined to possess the most desirable qualifications will continue on in the recruitment process. Meeting the minimum listed qualifications and requirements does not guarantee an applicant will be invited to continue on in the recruitment process.

Step 5: Assessment

If selected to continue on in the recruitment process, you'll be notified by e-mail (if provided on the application) or by phone, and will be asked to take a series of Assessment tests. Only applicants that complete the Assessment tests will be considered for continuation in the selection process.

The results of the Assessment tests will be attached to the applicant's application and forwarded to the Hiring Supervisor for review.

Step 6: Interview

The Supervisor will then interview applicants who have been chosen for a position.