

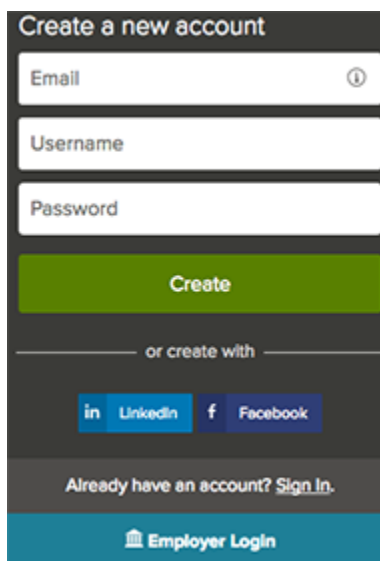
This guide describes how to apply for jobs using the Government Jobs web site. The process consists of the following steps:

- [Create an Account](#)
- [Find Jobs](#)
- [Apply for a Job](#)
- [Check Application Status](#)
- [Schedule an Exam](#)
- [Delete an Account](#)

Create an Account

Follow these steps to Sign-in:

1. Point your web browser to www.governmentjobs.com.
2. Click **Sign In** in the top right of the menu bar.
3. If you already created a user account, login using your previously created username and password. Otherwise, Click Create one to create an account, and then enter your new account information.

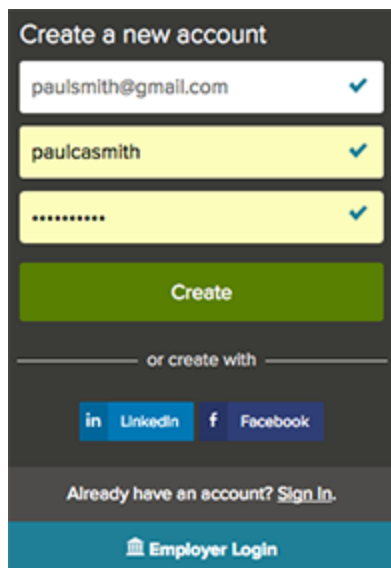


The screenshot shows a 'Create a new account' form with the following elements:

- Header: 'Create a new account'
- Input fields: 'Email' (with an information icon), 'Username', and 'Password'.
- Button: A green 'Create' button.
- Separator: 'or create with'.
- Social login options: 'in LinkedIn' and 'f Facebook' buttons.
- Footer: 'Already have an account? [Sign In.](#)'
- Bottom bar: A blue 'Employer Login' button.

- If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- If you created an account before and can't remember your username, click on Forgot username. This sends you email with your username.
- Your password must be at least 8 characters in length and contain upper and lower case letters, numbers and symbols.

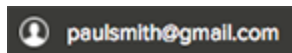
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:



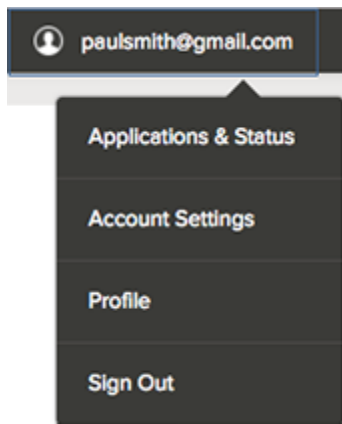
- Click Create.

Keep a record of your username and password.

When you are signed in, your username appears on the right in the top menu bar:



The pulldown menu under your username lets you quickly access common options:



These are:

- Use Applications & Status to [review](#) all of your job applications.
- Use Accounts Settings to edit your contact information, or change your password. If you change your contact information, this information is updated with employers with which you have applied.

- Use Profile to update basic information that you use to apply for jobs, such as work experience. Changes that you make do not update previously submitted applications, but are saved for use when you are applying for other jobs in the future.

Find Jobs

You can find jobs using search as follows.

1. Type a job title in the search box. You can further limit the search by providing a state, city, or zip code. For example:

The screenshot shows a search bar with a magnifying glass icon on the left. Inside the bar, the word 'accountant' is entered. To the right of the search bar is a location selection box with a location pin icon and the word 'california'. Further to the right is a dark orange button with the text 'Find Jobs' in white.

As you type in these boxes, it suggests jobs or locations that match, for example:

The screenshot shows a search box with a magnifying glass icon and the word 'accounting' entered. Below the search box is a dropdown menu with a white background and an orange border. The menu has a 'Title' column on the left and three suggestions on the right: 'accounting clerk', 'accounting manager', and 'accounting supervisor'.

2. Click Find Jobs.
3. The jobs that match your search are shown, for example:

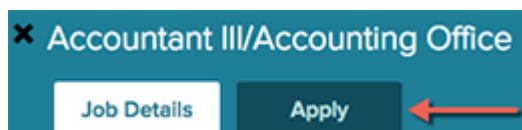
The screenshot shows a job search results page for 'GovernmentJobs'. On the left side, there are search filters: a search box with 'accounting', a location box with 'california', and a 'Find Jobs' button. Below these are 'Sort By' (set to 'Relevance') and 'Filter Results' (with 'Clear all' and 'Date Posted' filters). The main content area shows job listings. The first listing is for 'Accountant Job' from 'careerbuild...'. The second listing is for 'Accounting Manager I (Open and Promotional)' in Redwood City, CA, with a salary range of \$93,017.60 - \$116,292.80 annually. The third listing is for 'ACCOUNTING MANAGER' at Any Orange County Court Facility, CA, with a salary range of \$8,035.73 - \$11,433.07 monthly. The fourth listing is for 'Accounting Manager (U)' in San Bernardino, CA.

4. Click on the title to open the job details.

Apply for a Job

To apply for a job:

1. Click on the Apply tab from job details:

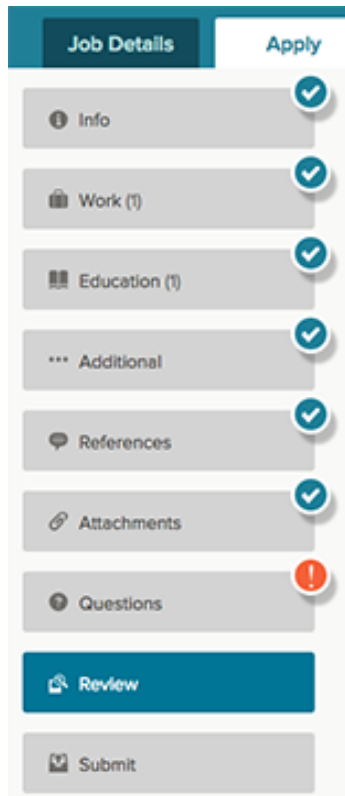


2. You can accelerate completing basic profile information by importing a résumé.
3. Next you complete a series of steps (entries or screens). The specific steps that you must complete are determined by the employer, and may vary from this example.

Your progress and current step in the process is shown on the left. In the next example, the information step is in progress:



As you work on your application, refer to the progress bar to see the number of items for each entry, and errors. In the next example, the work entry contains eight items, and the questions entry contains errors:



4. For each step, the buttons on the bottom allow you to save or discard your work on this entry.



Although your typing is periodically automatically saved, it is good practice to click on the Save button.

The Cancel button discards any changes you have made since the last save.

For some entries, the Remove link is present. It deletes the current entry (such as a previous job), after a confirmation. Once deleted, the data cannot be recovered.

The last time that the entry was saved is also displayed at the top:



5. Provide general contact information.
6. If required, provide previous work experience information.
7. If required, provide educational information.
8. If required, provide additional information, including certificates and licenses, skills, and languages.
9. If required, provide references.

10. If required, answer any additional supplemental questions. These are general and agency supplemental questions. Depending on the hiring agency, this section may be blank.
11. Upload any attachments, such as a résumé, driver's license, or certificates. The supported file formats are determined by the employer.
 - If a particular attachment type is required by the employer, there is an area provided so that you can upload that attachment. For example:

Cover Letter

Click Upload or drag and drop a file into this box to start uploading.

Upload Recent Uploads

Add supplemental attachment

* Required attachments must be provided before submission

Next

- If there are no required attachments, then you can use Add supplemental attachment to add additional files. First, use Choose attachment type to select the type, and then use the Upload button. In the next example the License type attachment is selected to upload a file:

Attachments

Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .wpd, .wp, .bmp

License

Click Upload or drag and drop a file into this box to start uploading.

Upload Recent Uploads

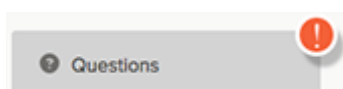
Add supplemental attachment

* Required attachments must be provided before submission

Next

If you have previously uploaded attachments, you can use the Recent Uploads button to access these files.

12. Review each section. If there is an error, it is shown in the progress bar and also in the section.



Use **Edit**  to open this item and correct any errors.

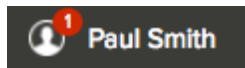
Once your application is complete, click on Proceed to Certify and Submit.

13. On the Certify & Submit page, click on Accept and Submit.

An Application Submitted message confirms that you have applied for the job.

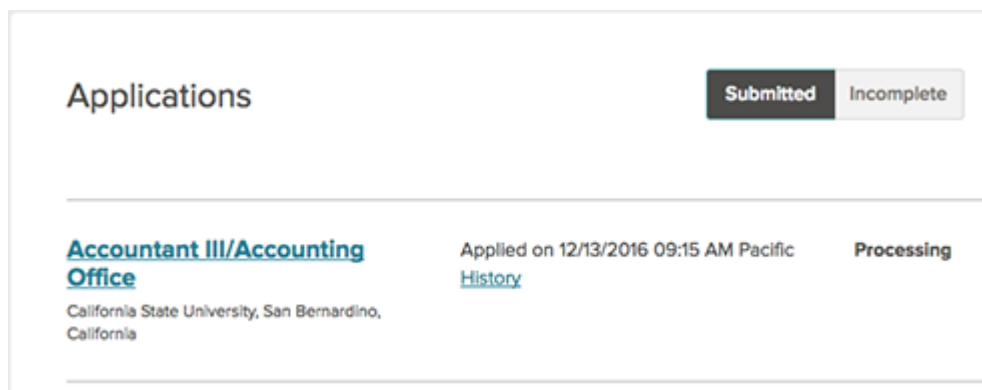
Check Application Status

Your username indicates the number of in-progress applications, for example:




You can get more detailed status information for all applications by clicking on Applications & Status in the top menu bar (in the pulldown below your username).

- Use the Submitted button to see all applications that you have successfully submitted. For example:



Click on the job title for more information. You can then use Job Postings to see the information on the job, and Application View to see the details of your application for this job.

You can also click on the down arrow  to see more information. This can include a summary of the steps in the hiring process:

Administrative Assistant

NEOGOV - Test, California | Applied on: 02/06/2014 09:08 AM Pacific Time



* Application Received [Schedule Exam](#)

[View job listing](#)

Application Received

Pass

Oral Exam (**Current step**)

N/A

Click on View job listing to see more information on the job.

- Use the Incomplete button to see all applications that you started, but did not complete. For example:

Applications

Submitted

Incomplete

Accountant I/General Accounting

Last step completed: Attachments



Click on the job title, and then Apply, to complete the application.

You can use Remove if you want to delete an application without completing it.

Schedule an Exam

If the employer wants you to attend an exam, you can schedule it as follows:

1. Click on Applications & Status in the top menu bar.
2. Applications where you can schedule an exam are noted with a Schedule Exam link:

Administrative Assistant

NEOGOV - Test, California | Applied on: 02/06/2014 09:08 AM Pacific Time



* Application Received [Schedule Exam](#)



3. Click on Schedule Exam. A list of locations, dates, and times displays:

Schedule an Exam
Admin Assistant III

Please choose an exam location and date/time from the choices below.
Note: All dates and times displayed below are Pacific.

Department of Parks & Recreation
Conference Room

123 First Street
Kailua-Kona, 96740
(808) 323-4320

Thursday, January 12

08:00 AM

Confirm Appointment

4. Select a time, and then click Confirm Appointment.
5. The application status now shows the time of the exam appointment:

Administrative Assistant

NEOGOV - Test, California | Applied on: 02/06/2014 09:08 AM Pacific Time

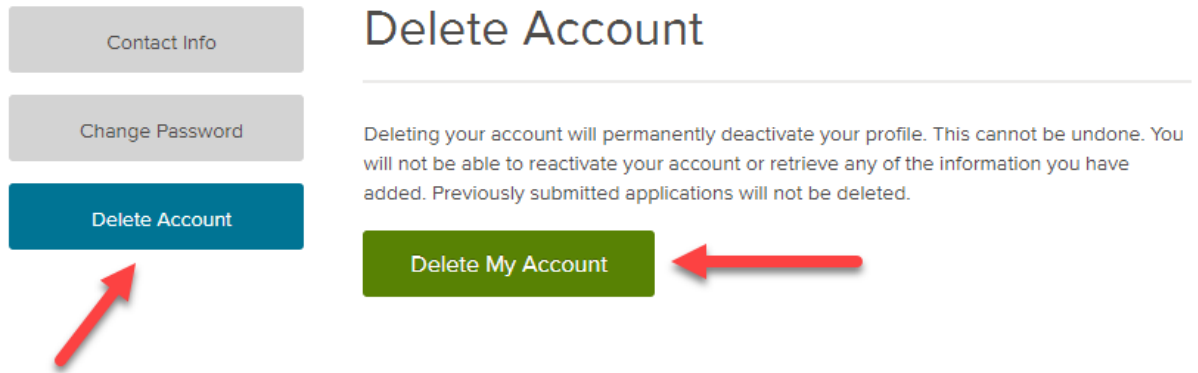
* Application Received [Update Schedule | 4/24/2014 08:00 AM Pacific Time](#)

You can use the Update Schedule link if you need to change the appointment.

Delete an Account

To delete an account that is no longer in use:

1. Click on Account Settings in the top menu bar.
2. Click on Delete Account.
3. Click on Delete My Account.



4. Click on Delete Account to confirm.

Important: This action is permanent. Once an account is deleted, it cannot be accessed or recovered.

