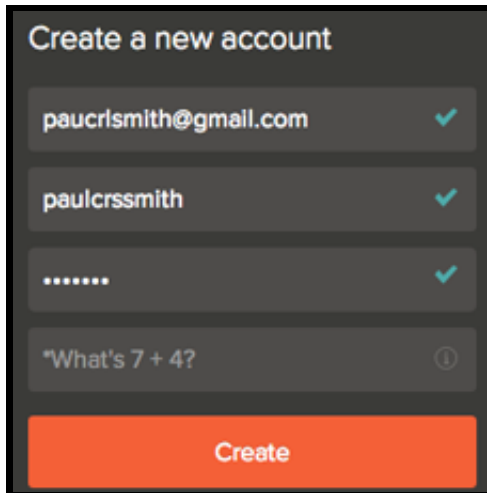




- As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:



Create a new account

pauclsmith@gmail.com ✓

paulcrsmith ✓

..... ✓

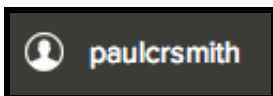
\*What's 7 + 4? ⓘ

Create

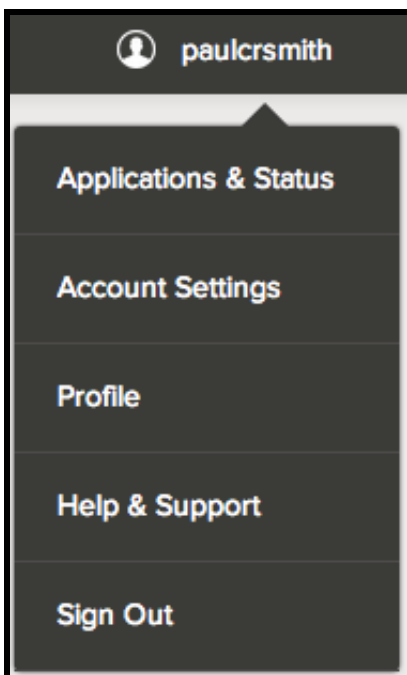
- Click Create.

Keep a record of your username and password.

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



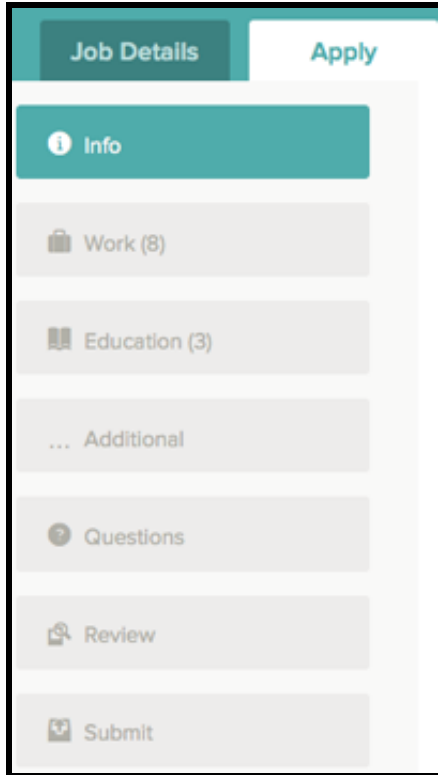
The pulldown menu under your username lets you quickly access common options:



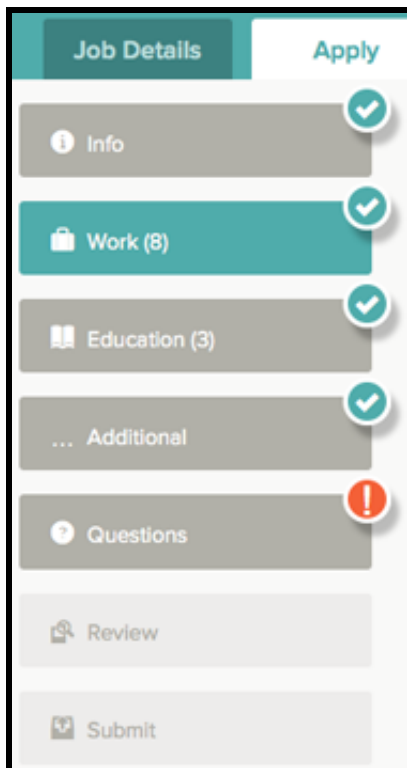




Your progress and current step in the process is shown on the left. In the next example, the information step is in progress:



As you work on your application, refer to the 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 resume, drivers 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 \***





You can click upload button or drag and drop a file into this box to start uploading

**Resume \***



You can click upload button or drag and drop a file into this box to start uploading


 

- 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, pdf

**License**




You can click upload button or drag and drop a file into this box to start uploading





\* Required attachments must be provided before submission



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.

 Please fix the errors in the following section.

Use  to open this item and correct any errors.

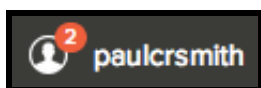
Once your application is complete, Click on Proceed to Certify and Submit.

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

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

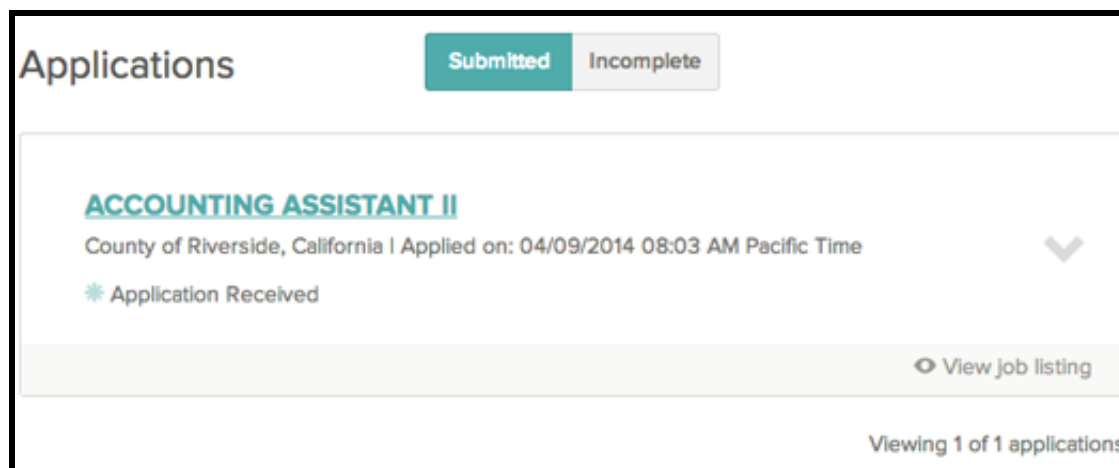
## Check Application Status

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 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

**Accounting Technician 1** Remove  
 Last step completed: Review  
 \* Incomplete Application

**SENIOR ACCOUNTING ASSISTANT** Remove  
 Last step completed: Questions  
 \* Incomplete Application

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**  
Administrative Assistant

Please choose an exam location and date/time from the choices below.

Note: All dates and times displayed below are Pacific Time .

**GJ HR Office**  
123 First Street  
El Segundo, California 90245  
310-555-3434

Thursday, April 24

|          |                 |          |          |
|----------|-----------------|----------|----------|
| 08:00 AM | 09:00 AM        | 10:00 AM | 11:00 AM |
| 01:00 PM | <b>02:00 PM</b> | 03:00 PM | 04:00 PM |

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.