

Online Employment Application Guide

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

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

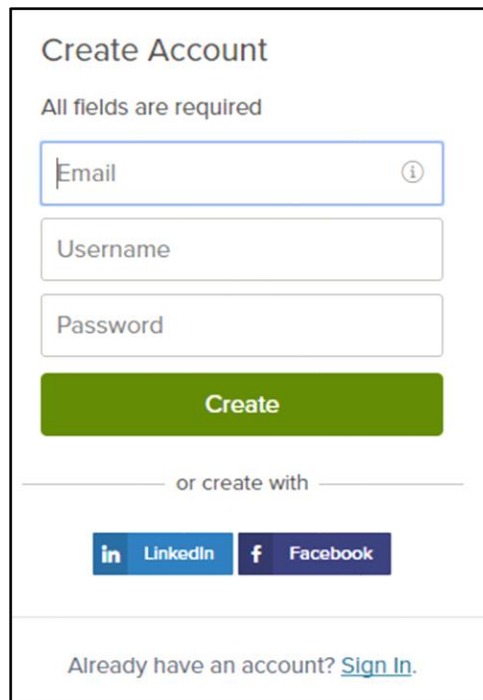
Create an Account

Follow these steps to Sign In:

1. Point your web browser to [My Career Page Website](#).



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.

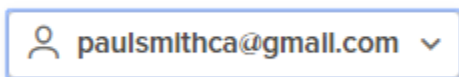
A screenshot of a "Create Account" form. At the top is the title "Create Account" and a note "All fields are required". Below are three input fields: "Email" (with an information icon), "Username", and "Password". A green "Create" button is below the fields. Underneath is the text "or create with" followed by two buttons: "LinkedIn" and "Facebook". At the bottom, it says "Already have an account? [Sign In.](#)"

- 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 six characters in length, and contain at least one number.
- Answer the security question. In this example, type 11.
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct.

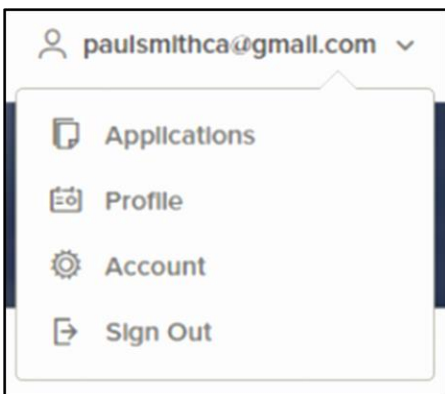
- Click Create.

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** to **review** all of your job applications.
- Use **Accounts** 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.

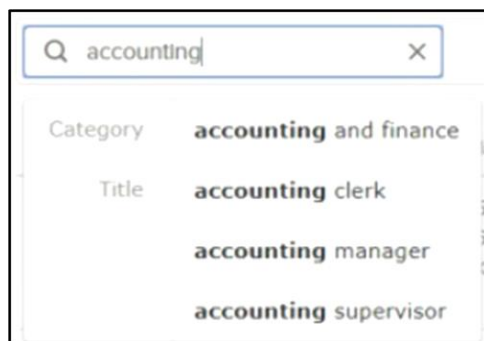
Find Jobs

You can find jobs on the School Jobs/Job Opportunities page. To search for positions:

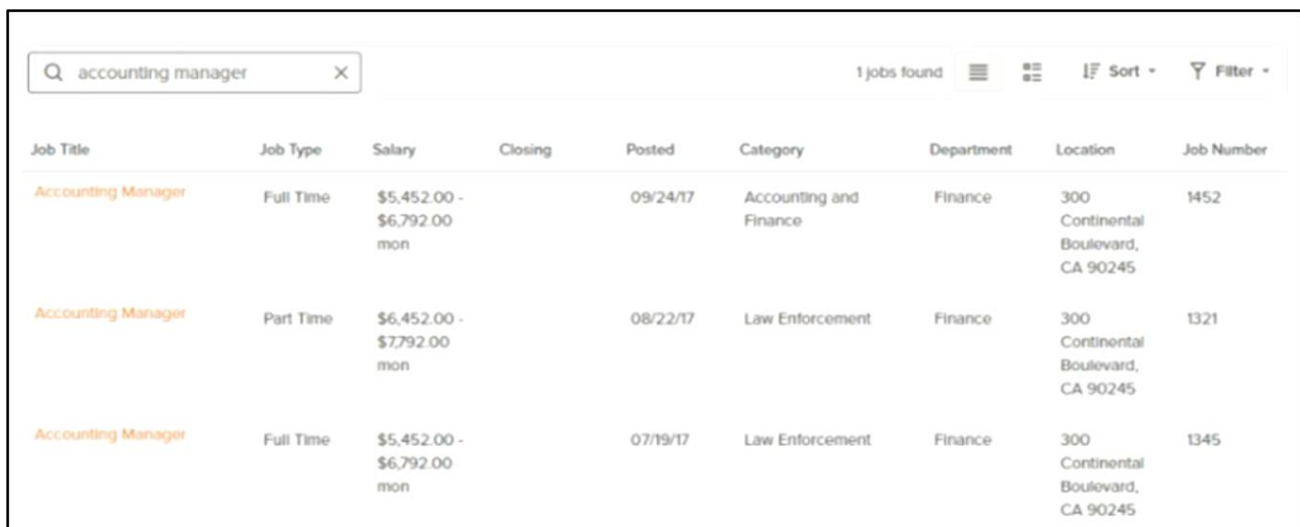
1. Type a job title in the search box. You can further limit the search by providing a state, city, or zip code.



As you type in these boxes, it suggests jobs or locations that match.



2. Click Find Jobs.
3. The jobs that match your search are shown.



Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
Accounting Manager	Full Time	\$5,452.00 - \$6,792.00 mon		09/24/17	Accounting and Finance	Finance	300 Continental Boulevard, CA 90245	1452
Accounting Manager	Part Time	\$6,452.00 - \$7,792.00 mon		08/22/17	Law Enforcement	Finance	300 Continental Boulevard, CA 90245	1321
Accounting Manager	Full Time	\$5,452.00 - \$6,792.00 mon		07/19/17	Law Enforcement	Finance	300 Continental Boulevard, CA 90245	1345

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

Apply for a Job

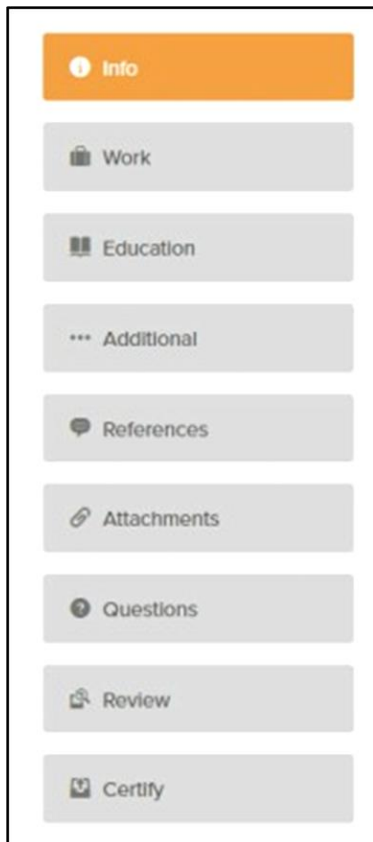
To apply for a job:

1. Click on the Apply button from job details:

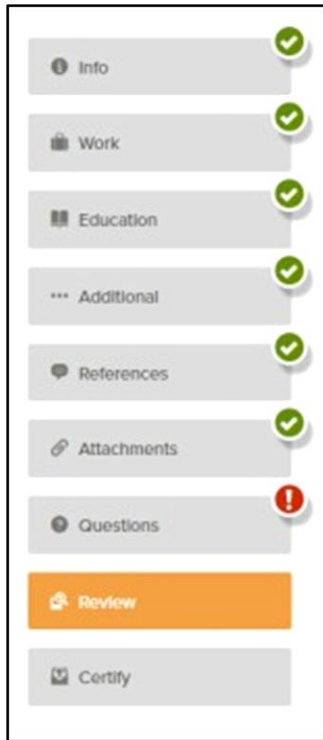


2. You can accelerate completing basic profile information by importing a résumé.
3. Next you complete a series of steps (entries or screens). The specific steps that you must complete are determined by the employer, and may vary from this example.

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.

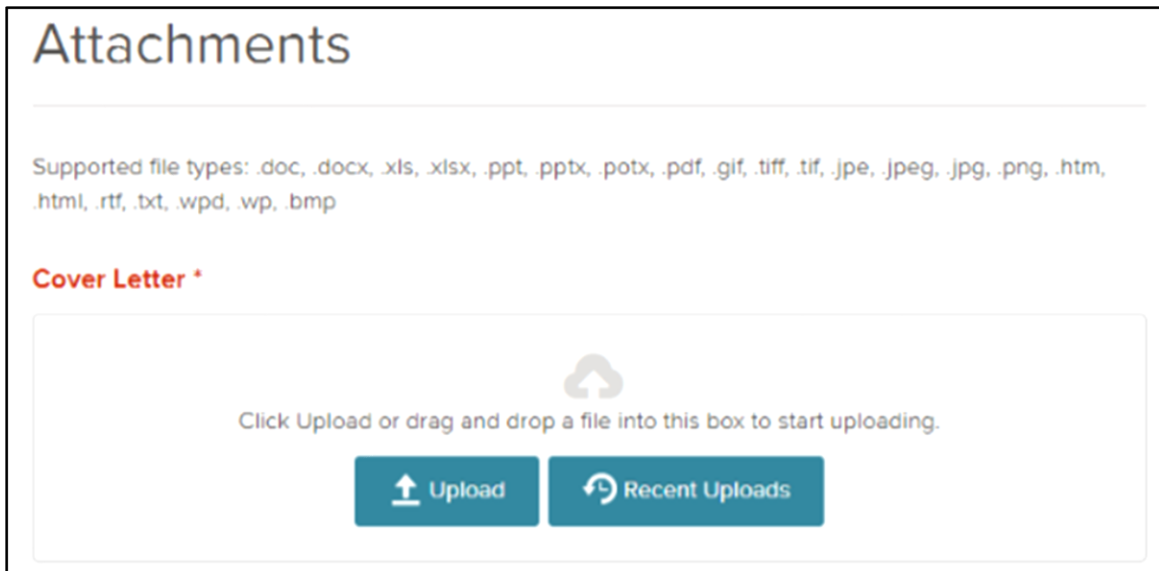
The Cancel button discards any changes you have made since the last save.

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.

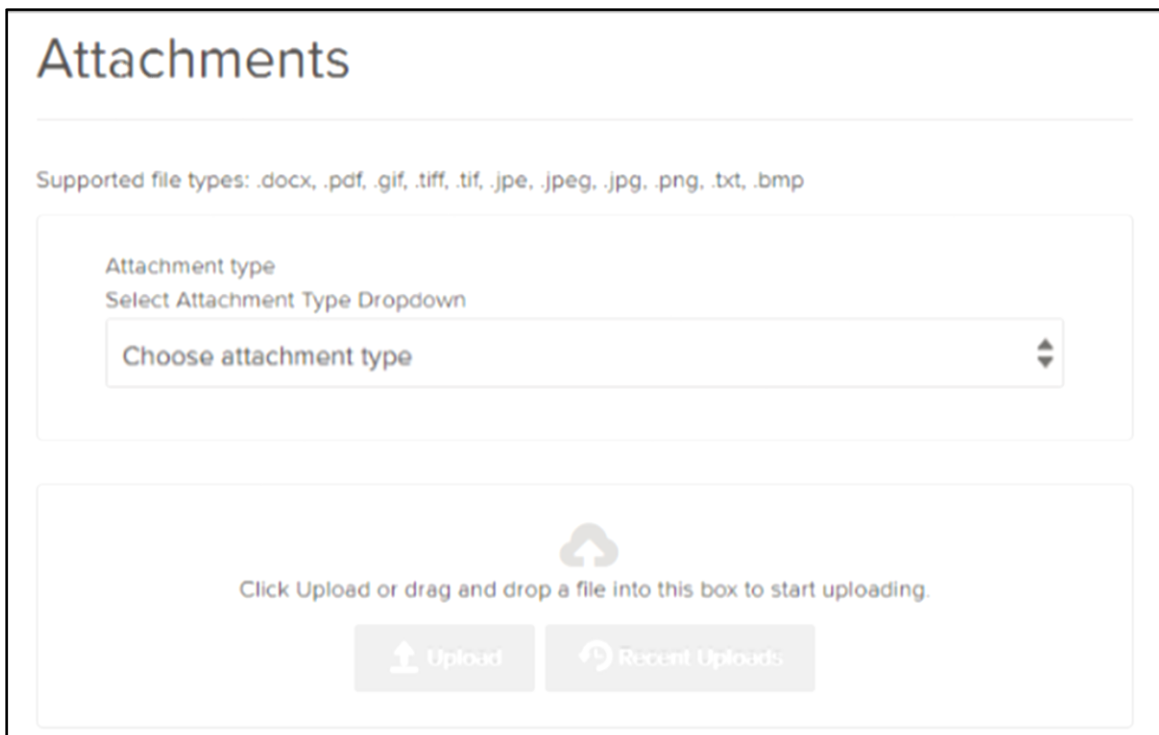
The last time that the entry was saved is also displayed at the top:



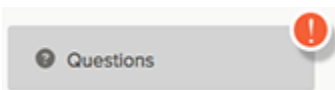
5. Provide general contact information.
6. If required, provide previous work experience information.
7. If required, provide educational information.
8. If required, provide additional information, including certificates and licenses, skills, and languages.
9. If required, provide references.
10. If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



- 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:



- 12. If you have previously uploaded attachments, you can use the Recent Uploads button to access these files.
- 13. Review each section. If there is an error, it is shown in the progress bar and also in the section.





Click "Edit" to open this item and correct any errors.

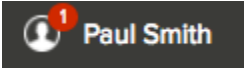
Once your application is complete, click on Proceed to Certify and Submit.

14. 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.



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

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

Applications Submitted Incomplete

[Police Recruit](#) Applied on 08/07/2018 11:17 AM Pacific Interview
NEOGOV - Test, California [History](#)

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.

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 Appointment

Employers may invite you to participate in an interview or exam. Employers may set the schedule or ask you to select a time from a list of available time slots.

If the employer has invited you to select a time for your interview or exam:

1. Click on Applications in the top menu bar.

2. Applications where you can schedule for an interview or exam noted with a Schedule Exam link:

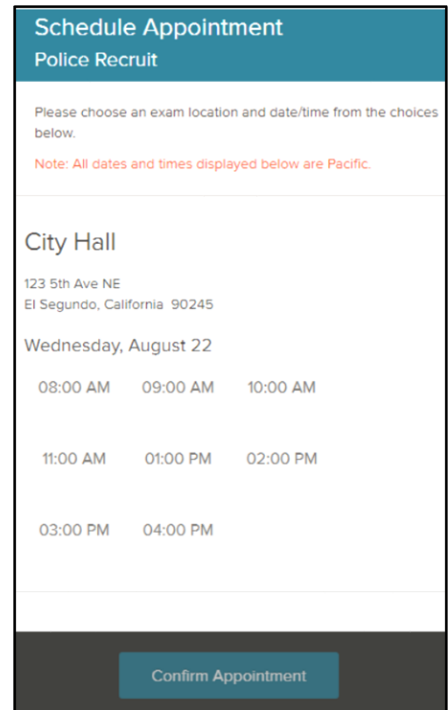


Police Recruit
NEOGOV - Test, California

Applied on 08/07/2018 11:17
AM Pacific
[History](#)

Interview  [Schedule Appointment](#)

3. Click on Schedule Exam. A list of locations, dates, and times displays:
4. Select a time, and then click Confirm Appointment.



Schedule Appointment
Police Recruit

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

City Hall
123 5th Ave NE
El Segundo, California 90245

Wednesday, August 22

08:00 AM	09:00 AM	10:00 AM
11:00 AM	01:00 PM	02:00 PM
03:00 PM	04:00 PM	

[Confirm Appointment](#)

5. The application status now shows the time of the exam appointment:



Police Recruit
NEOGOV - Test, California

Applied on 08/07/2018 11:17
AM Pacific
[History](#)

Interview  Appt. Scheduled 8/22/2018 08:00
AM Pacific
[Change Appointment](#)

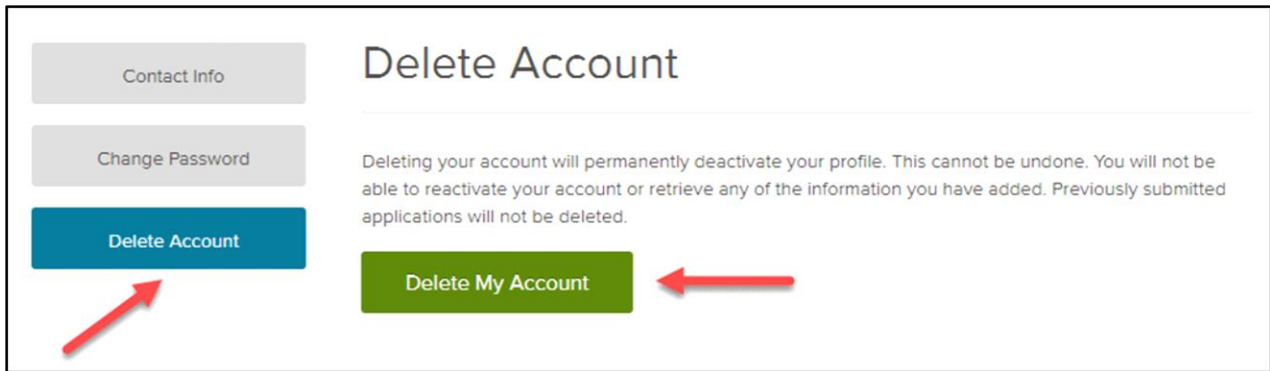
You can use the Change Appointment link if you need to update your scheduled time.

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.

