GOVERNMENTJOBS

Government Jobs Application Guide

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Overview

This guide is a comprehensive step-by-step manual for users navigating NEOGOV's GovernmentJobs.com platform, covering account creation, job application, and exam scheduling.
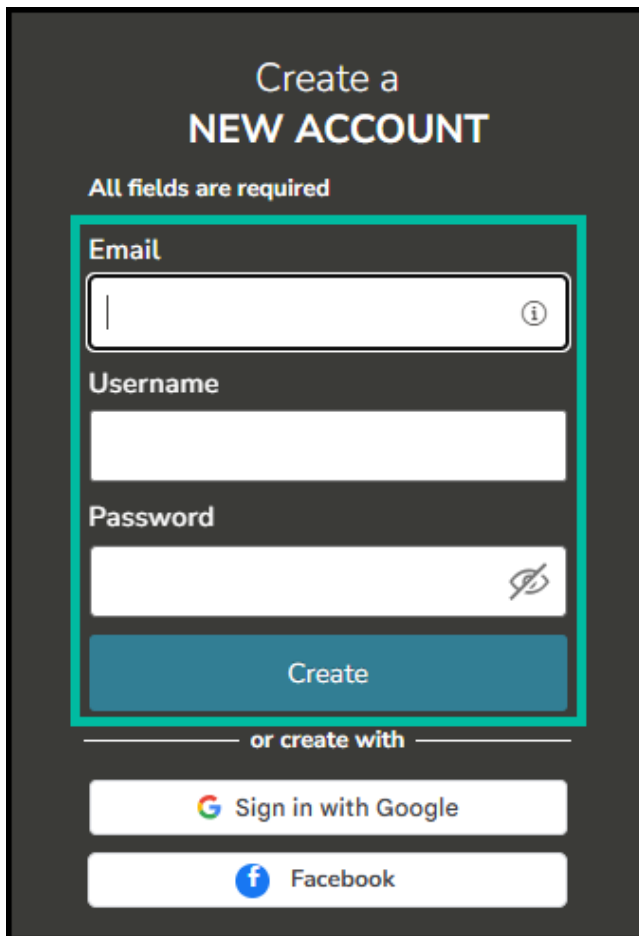
Create a New Account

Follow these steps to create a new account.

1. Go to www.governmentjobs.com.
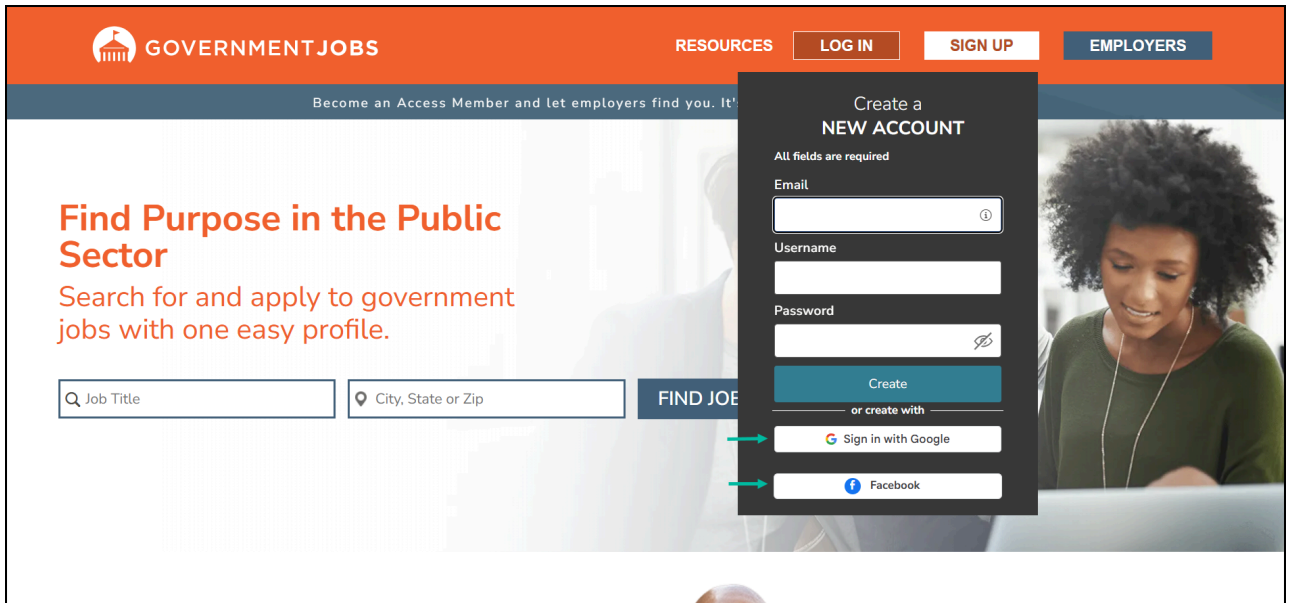2. Select **SIGN UP.**

3. Create an account with an email, username, and password. Passwords require at least eight characters, including upper and lower case letters, numbers, and symbols.

> **Note**: If you have an existing account, you cannot use the same email address to create a new account. The email you use must be unique.

- ○ You may also create a new account with your Google credentials by selecting **Sign in with Google**.
- ○ You may also create a new account with your Facebook credentials by selecting the **Facebook** button.

4. Review and accept the **Terms of Service**.
5. Opt-in to share your profile with potential employers and receive relevant job opportunity emails, interview advice, resume tips, and related articles.
   - ○ To opt in, select **Upgrade Free**.

○ To opt out, select **No, Thanks**.
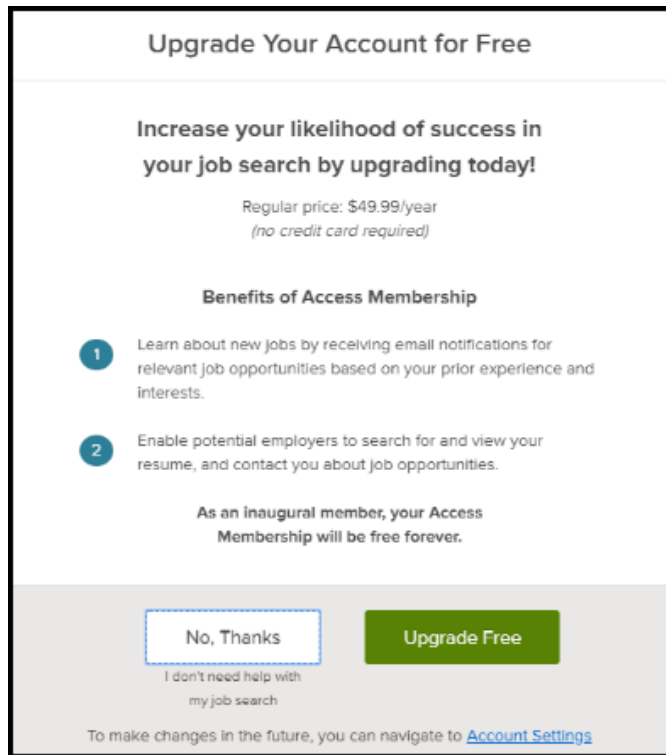
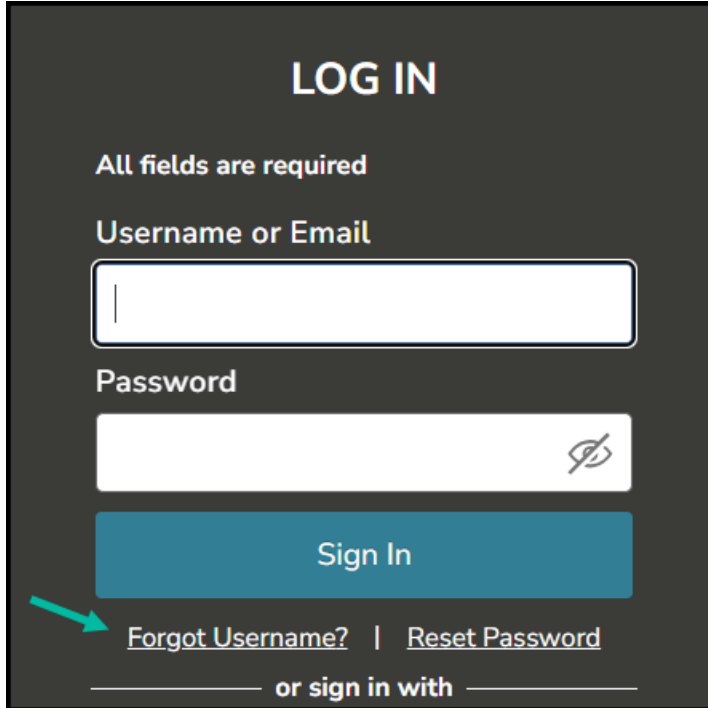# Log in to an Existing Account

Follow these steps to log in to an existing account.

1. Go to www.governmentjobs.com.
2. Select **LOG IN**.

3. Enter your username and password, or select **Sign in with Google** or **Facebook** and sign in to your account with your credentials.

○ To retrieve your username, select **Forgot Username?** and enter your account's email address. An email containing your username will be sent to you.
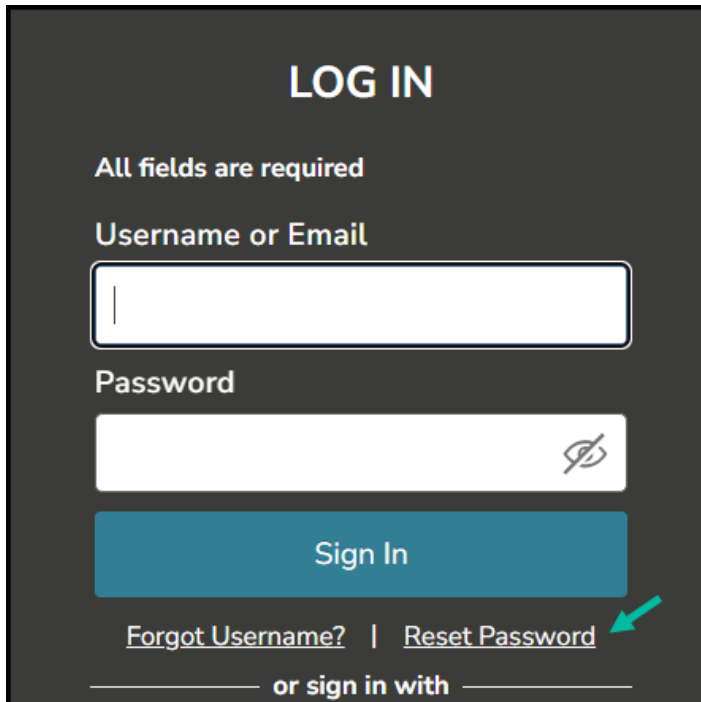
○ To reset your password, select **Reset Password** and enter your account's email address. A password reset link will be emailed to you.

4. Select **Sign In**.

Account Options

Once you have signed in, the drop-down menu in the upper right lets you quickly access pertinent account information.
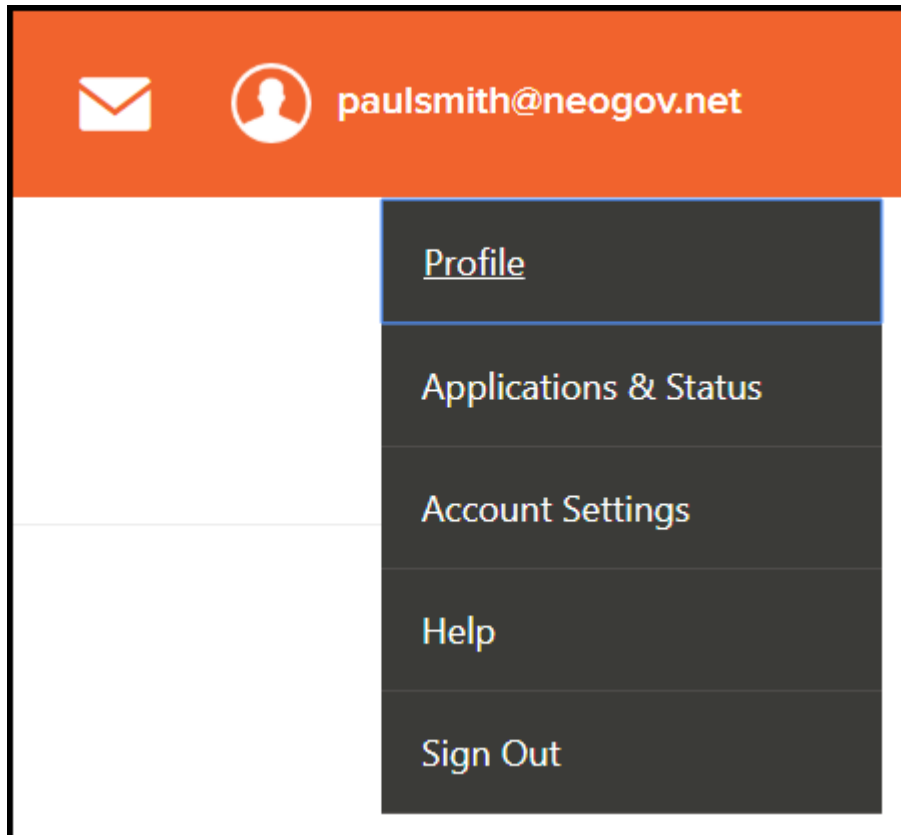
- **Profile**: Update basic information (work experience, education) for future job applications. Changes don't affect previously submitted applications.
- **Applications & Status**: Review submitted applications or access unsubmitted ones.
- **Account Settings**: Manage contact details, password, sharing/email preferences, and delete your account. Contact info updates are shared with employers you've applied to.
- **Help**: Access the Application Guide and other job seeker resources
- **Inbox**: Click the envelope to view email notices from organizations you've applied to.

Find Jobs

Follow these steps to find jobs using the search function.

1. Search by term, state, city, or zip code.

These boxes offer job or location suggestions as you type.

2.   Select **FIND JOBS**.

3. Government Jobs shows the jobs that match your search.

4. Select the job's title to open the job details.
    ○ To view more jobs, select **Next Job** or **Back to Job Search** to view the list of jobs.
    ○ To view the previous job, select **Previous Job**.

Apply for a Job

Follow these steps to apply for a job.

1. Select **APPLY**.

2. You can accelerate completing basic profile information by importing a résumé. Select **Upload from Computer**.

3. You can enter your details manually by selecting **Skip this step**.
4. Complete all required employer-determined application steps.

   The steps may vary from this example.

5. Your progress and current step in the process are shown on the left.

As you work on your application, refer to the progress bar to see the number of items for each entry and errors.

The following entry contains one item with errors.

6. For each step, the **Cancel** and **Save** buttons allow you to save or discard your work on this entry.

- Periodically, typing is automatically saved, but clicking **Save** is good practice.

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

- The **Remove** link permanently deletes entries, such as previous jobs, after confirmation.

7. Provide general contact information.

8. If available, provide the following:

   ○ Previous work experience information.

   ○ Educational information.

   ○ Additional information, including certifications and licenses, skills, and languages.

   ○ Personal/Professional references.

9. Answer any applicable agency-wide and/or supplemental questions; this section may be blank depending on the hiring agency.

10. Upload any attachments, such as a résumé or certificates. The employer determines the supported file formats.

   ○ Upload required attachments in the designated area.

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
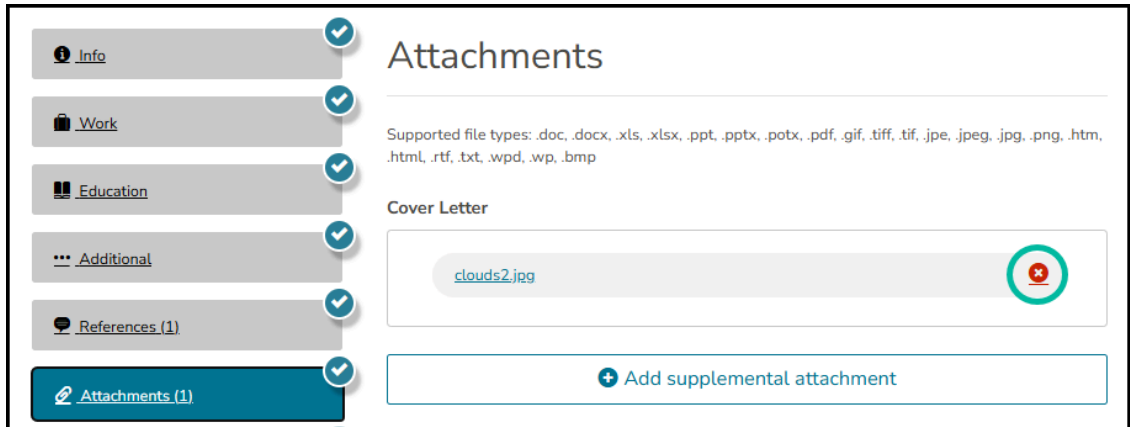
Cover Letter *

Click Upload or drag and drop a file into this box to start uploading.
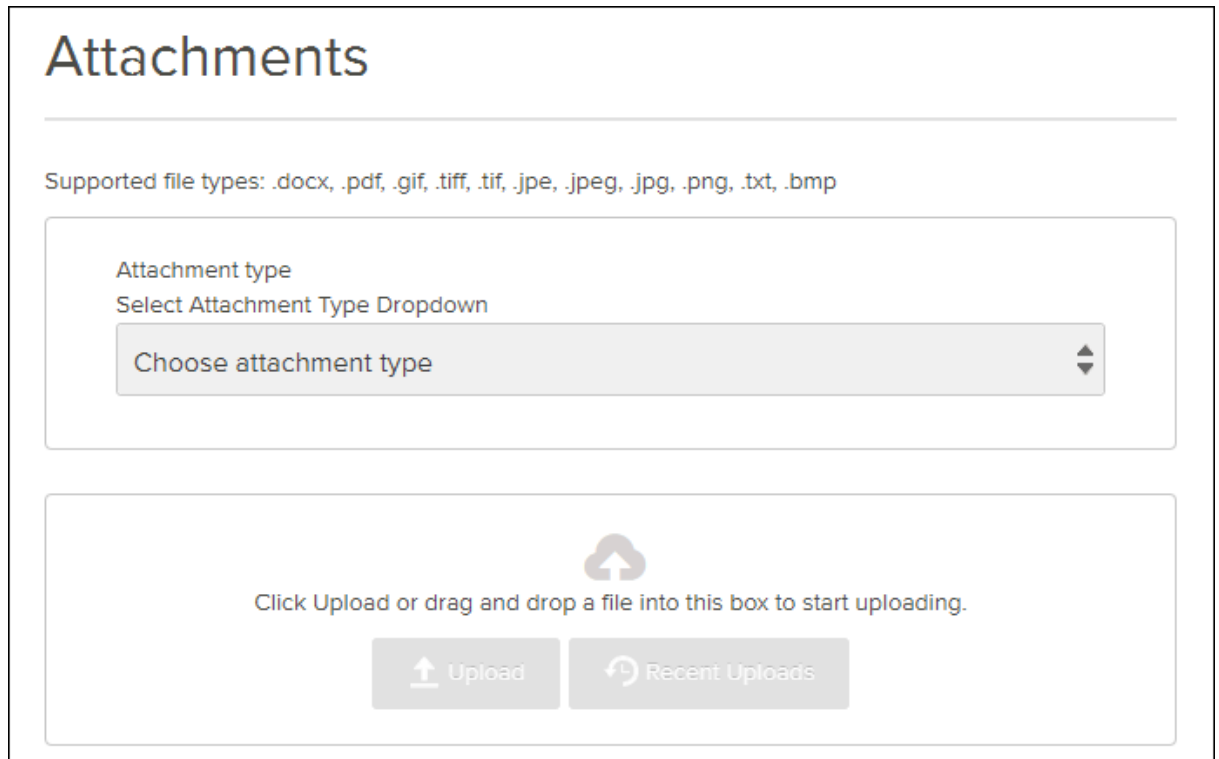
⬆ Upload   🕙 Recent Uploads

○ Select **X** to remove an attachment.

11. If there are no required attachments, then you can click **Add Supplemental Attachment** to attach files.

12. To attach a document, click **Choose attachment type,** then **Upload**. Previously uploaded files can be accessed via **Recent Uploads**.

13. Review each section. Errors are shown in the progress bar and also in the section.

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

14. Once your application is complete, select **Proceed to Certify** and **Submit**.

15. On the **Certify & Submit** page, click on **Accept & Submit**. An **Application Submitted** message confirms that you have applied for the job.

Check Application Status

You can get more detailed status information for all applications by selecting **Applications & Status** in the top menu bar (in the drop-down below your name).
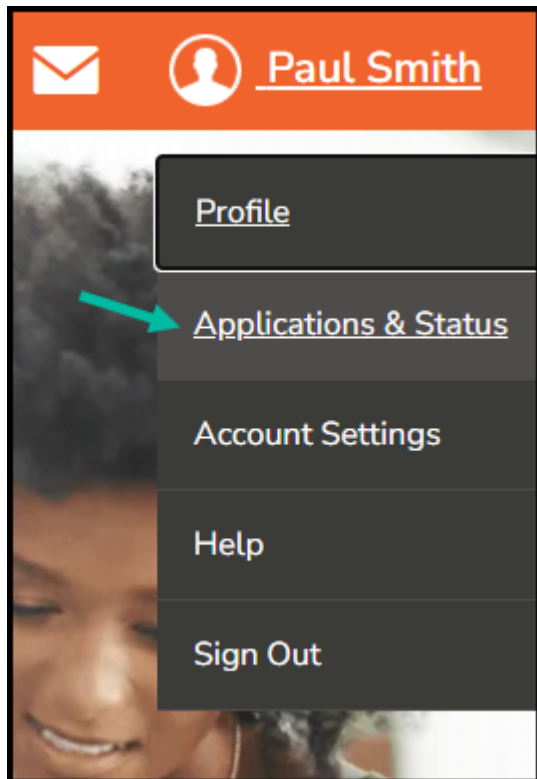
The **Submitted** button displays all applications that you have successfully submitted.
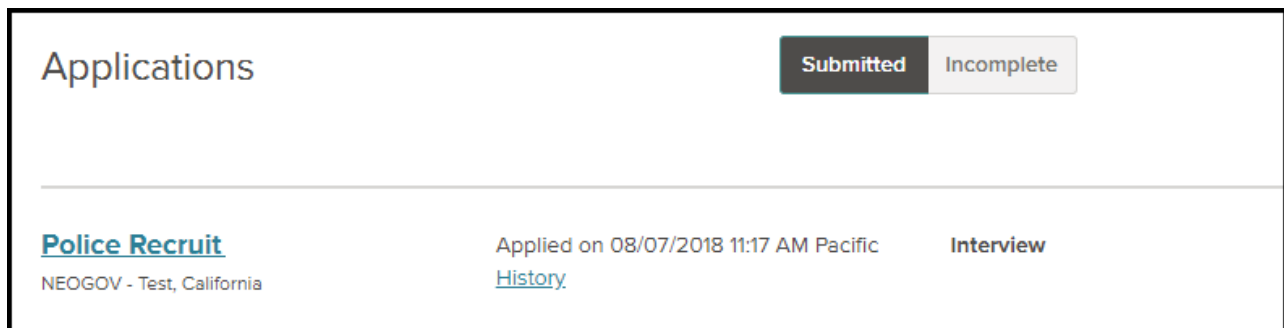
Select the job title for more information.

Select **Job Details** to see the information on the job, and **Application View** to see the details of your application for this job.

You can also select **History** to see more information. This can include a summary of the steps in the hiring process.

The Incomplete button displays all applications that you started but did not complete.

Select the job title, and then **Apply** to complete the application. You can click the trash can icon to delete an application without completing it.

Schedule an Exam

Follow these steps to schedule an exam or interview that an employer has invited you to attend.

1. Select **Applications & Status** from the menu bar (in the drop-down below your name).
2. A **Schedule Appointment** link identifies applications offering exam scheduling.

3. Select a time, and then click **Confirm Appointment**.

4. The application status now shows the time of the exam appointment. You can use the **Change Appointment** link to change your appointment.

Delete an Account

To delete an account that is no longer in use:

1. Select **Account Settings** from the top menu bar (in the drop-down below your name).
2. Select **Delete Account**.

3. Select **Delete My Account**.

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4. Click **Delete Account** to confirm.

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