

Career Pages Application Guide

Table of Contents

Overview	3
Create a New Account	3
Log in to an Existing Account	5
Account Options	8
Find Jobs	9
Apply for a Job	12
Check Application Status	15
Schedule an Exam	16
Delete an Account	19

Overview

This guide is a comprehensive step-by-step manual for users navigating NEOGOV's Career Pages platform, covering account creation, job application, and exam scheduling.

Create a New Account

Follow these steps to create a new account.

1. Go to the [My Career Page Website](#).
2. Select **Sign In**.

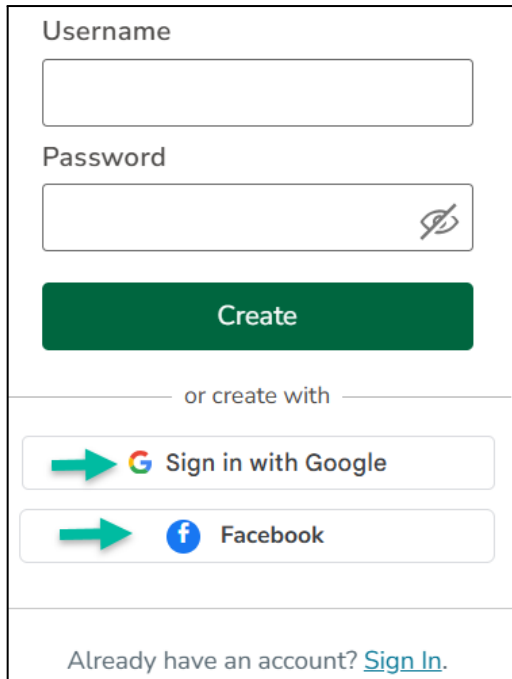


3. If you have already created a user account, log in using your previously created username and password. Otherwise, select **Don't have an account? Create** an account, and then enter your new account information.

A screenshot of the 'Sign In' form on the NEOGOV website. The form has a title 'Sign In' and a note 'All fields are required'. It contains two input fields: 'Username or Email' and 'Password'. Below these is a green 'Sign In' button. Under the button are two links: 'Forgot Username?' and 'Reset Password'. Below these links is a separator line with the text 'or sign in with'. Under this line are two buttons: 'Sign in with Google' and 'Facebook'. At the bottom of the form, there is a link 'Don't have an account? Create one.' which is highlighted with a green rectangular box.

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.



The image shows a registration form for NEOGOV. It has two input fields: 'Username' and 'Password'. The 'Password' field has a small icon of a crossed-out eye, indicating a toggle for password visibility. Below these fields is a green 'Create' button. Underneath the button is a separator line with the text 'or create with'. Below this are two buttons: 'Sign in with Google' (with a green arrow and Google logo) and 'Facebook' (with a green arrow and Facebook logo). At the bottom, there is a link that says 'Already have an account? [Sign In.](#)'

4. Click **Create**.
5. Review and accept the **Terms of Service**.

Log in to an Existing Account

Follow these instructions to sign in to Career Pages.

1. Enter the career page URL of the employer in your browser
2. Select **Sign In**.
3. Enter your username and password, or select **Sign in with Google** or **Facebook** and sign in to your account with your credentials.

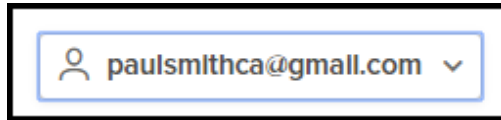
- To retrieve your username, select **Forgot Username?** and enter your account's email address. An email containing your username will be sent to you.

- To reset your password, select **Reset Password** and enter your account's email address. A password reset link will be emailed to you.

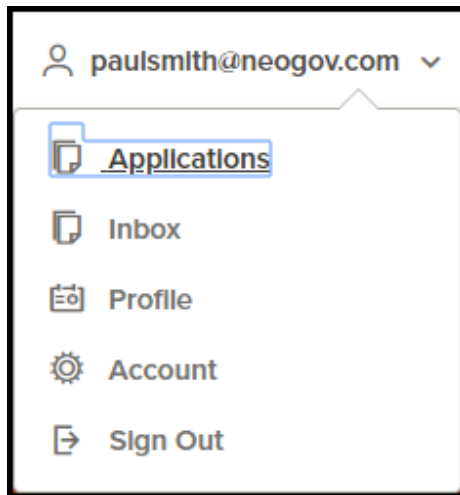
4. Select **Sign In**.

Account Options

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:



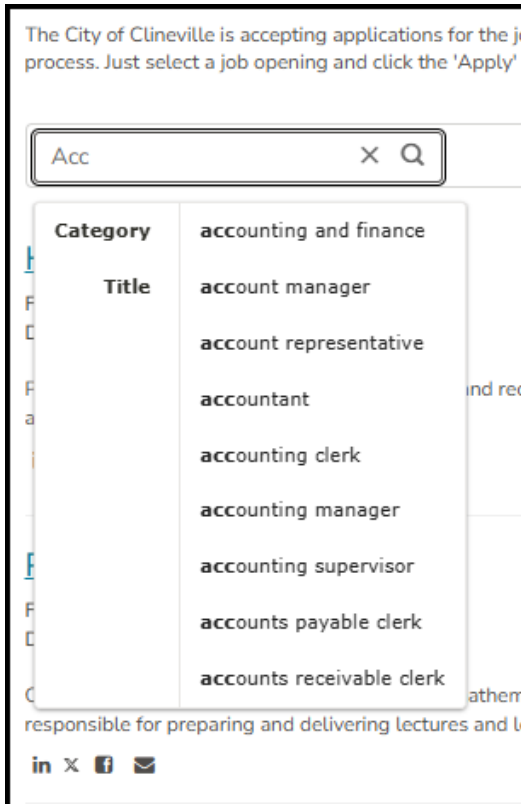
Once you have signed in, the drop-down menu in the upper right lets you quickly access pertinent account information.

- **Applications:** Review your job applications.
- **Inbox:** View email notices sent to you by the employer.
- **Account:** Manage your contact details, password, and email preferences, or delete your account. Updates to contact information are shared with employers you've applied to.
- **Profile:** Update your job application information, such as work experience. Changes apply to future applications, not previously submitted ones.

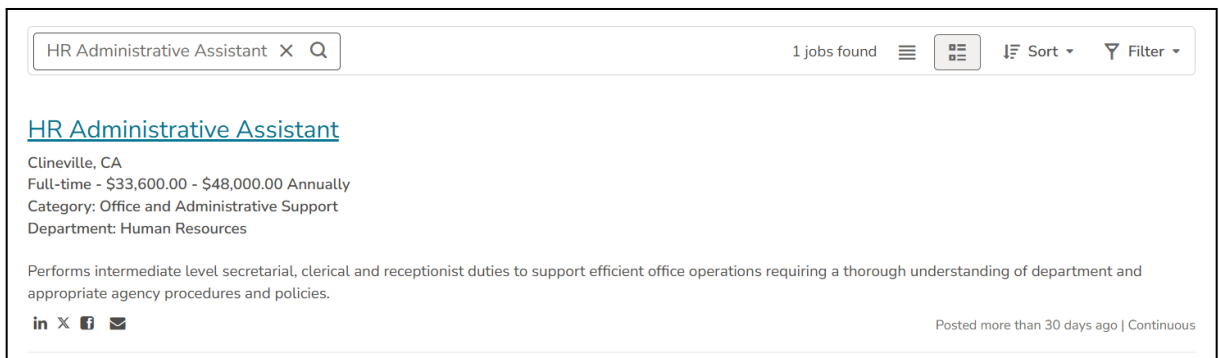
Find Jobs

Follow these steps to find jobs using the search function.

1. Type a search term in the search box. As you type in the box, it suggests job categories and titles that match your search.



2. Select a category or title, or select **Enter**. The jobs that match your search are shown.



3. You can sort and filter your results.

The screenshot shows the NEOGOV job search interface. A red box highlights the 'Sort' and 'Filter' buttons in the bottom left corner. To the right, the 'Sort by' dropdown menu is open, showing options: 'Posting Date, Newest to Oldest', 'Posting Date, Oldest to Newest', 'Job Title A-Z' (selected with a green checkmark), 'Job Title Z-A', 'Salary, Highest to Lowest', and 'Salary, Lowest to Highest'. Below this, the 'Filter' dropdown menu is also open, showing options: 'Department', 'Job Type', and 'Estimated Annual Salary'. A 'Reset All' link is visible at the top of the filter menu.

4. Select the job's title to open the job details.

The screenshot shows the job details page for 'HR Administrative Assistant'. At the top, there are navigation arrows (left and right) and social media icons (LinkedIn, Facebook, Email). A green 'APPLY' button is visible in the top right corner, with a red arrow pointing to it. The job details are listed in a table format:

Salary	\$33,600.00 - \$48,000.00 Annually	Location	Clineville, CA
Job Type	Full-time	Job Number	2016-00008
Department	Human Resources	Opening Date	10/09/2016
Closing Date	Continuous		

Below the table, there are three tabs: 'DESCRIPTION' (selected), 'BENEFITS', and 'QUESTIONS'. The 'DESCRIPTION' tab shows the following text:

Description

Performs intermediate level secretarial, clerical and receptionist duties to support efficient office operations requiring a thorough understanding of department and appropriate agency procedures and policies.

- To view the previous job, click the left arrow.
- To view the next job, click the right arrow.

- Select the **X** to close the fly-out.
- Select **Description** (this is the default) for information about the job.
- Select the **Benefits** button for information about the job's employee benefits.
- Select the **Questions** button for a list of application questions.

<

>

🖨

in

x

📱

✉

APPLY

HR Administrative Assistant

Salary①	\$30,000.00 - \$45,000.00 Annually	Location ①	Clineville, CA
Job Type	Full-time	Job Number	2016-00008
Department	Human Resources	Opening Date	10/09/2016
Closing Date	Continuous		

DESCRIPTION

BENEFITS

QUESTIONS

Description

Performs intermediate level secretarial, clerical and receptionist duties to support efficient office operations requiring a thorough understanding of department and appropriate agency procedures and policies.

Example of Duties

EXAMPLES OF DUTIES - DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Independently prepares, maintains and disseminates detailed records and statistics; establishes and updates manual and computerized record-keeping systems. Retains and retrieves files, requiring knowledge of department procedures.
- From written drafts or oral instructions, prepares a variety of letters, memos, forms and reports using office machines as required such as computer terminal, typewriter, word processor, calculator, photocopier and other standard office equipment. Composes and proofs material to assure proper layout, grammatical composition and inclusion of all pertinent information.
- Initiates completion of regularly recurring reports and standard form letters. Maintains accumulative records, making periodic audits as necessary; maintains follow-up system on reports requiring action on a periodic basis.
- Serves as secretary to boards and committees. Prepares agendas and supporting materials; takes and transcribes minutes. Prepares and distributes final minutes and reports; conducts follow-up assignments.
- Searches files and records for readily identifiable information as directed or based on agency policies or legal requirements. Obtains information from others as necessary to complete assignment.
- Compiles data from varied sources and makes summary reports. May involve statistical calculations and tabulations in accordance with established formulas and equations.
- Processes purchase orders and requisitions assuring proper approvals, coding and records; purchases office supplies and equipment for the unit; tracks unit budget.

Apply for a Job

Follow these steps to apply for a job.

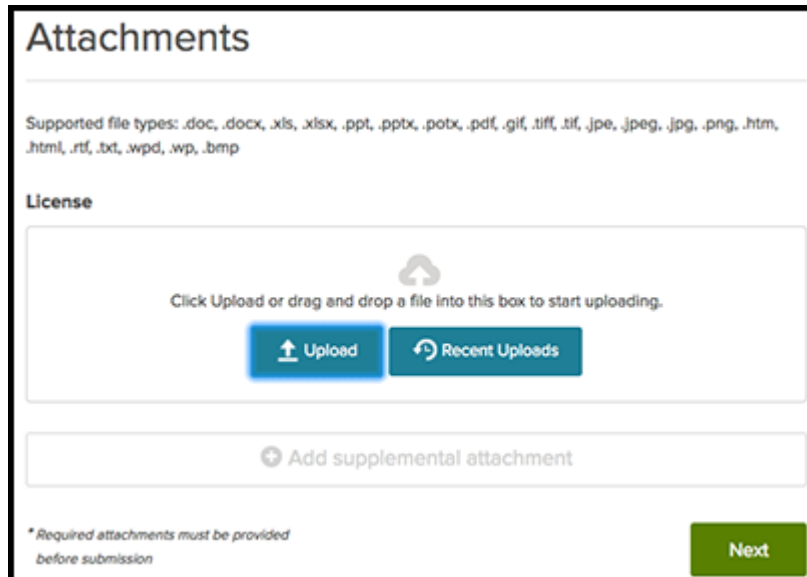
1. Click the **Apply** button.

2. You can accelerate completing basic profile information by importing a résumé.
3. Your progress, current step in the process, and errors are shown in the progress bar.

4. 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.

5. Provide general contact information.
6. If available, provide the following:
 - Previous work experience information.
 - Educational information.
 - Additional information, including certifications and licenses, skills, and languages.
 - Personal/Professional references.
7. Answer any applicable agency-wide and/or supplemental questions; this section may be blank depending on the hiring agency.
8. Upload any attachments, such as a résumé or certificates. The employer determines the supported file formats.
 - Upload required attachments in the designated area.



The screenshot shows a web interface titled "Attachments". Below the title, it lists 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. A section labeled "License" contains a large box with a cloud upload icon and the text "Click Upload or drag and drop a file into this box to start uploading." Below this box are two buttons: "Upload" (with an upward arrow icon) and "Recent Uploads" (with a circular arrow icon). Below these buttons is a button labeled "Add supplemental attachment" with a plus icon. At the bottom left, there is a note: "* Required attachments must be provided before submission". At the bottom right, there is a green button labeled "Next".

- If no attachments are required, select **Add supplemental attachment** to add files. Choose the attachment type, then upload. For example, select **License type** to

upload a license file.

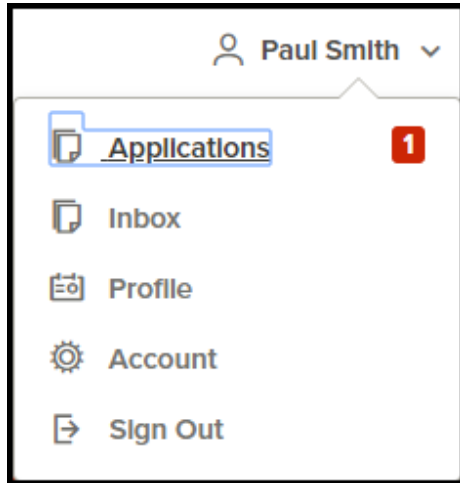
9. If you have previously uploaded attachments, you can use the Recent Uploads button to access these files.
10. Review each section. If there is an error, it is shown in the progress bar and also in the section. Use **Edit** to open this item and correct any errors.

11. Once your application is complete, click on **Proceed to Certify** and **Submit**.
12. On the **Certify & Submit** page, click on **Accept & Submit**.

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

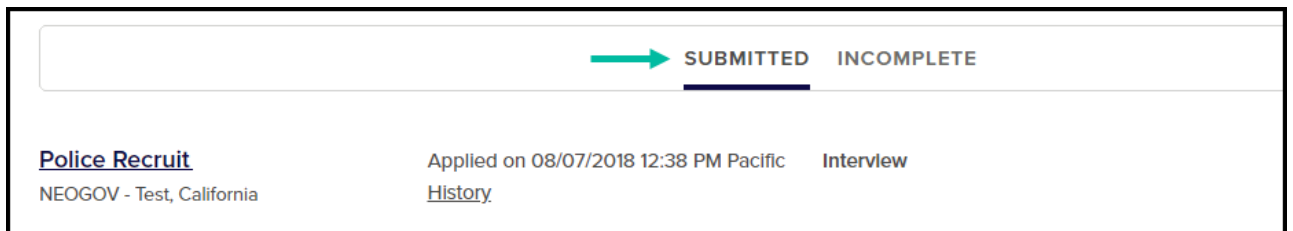
Check Application Status

The Applications option in the drop-down menu under your name indicates the number of in-progress applications.



You can get more detailed status information for applications you have submitted for this employer by selecting **Applications**.

- The **Submitted** tab displays the applications that you have successfully submitted.



- Select the job title for more information. You can then select **Job Details** to see the information on the job, and **Application** 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.

Application History	
Police Recruit	
08/07/2018 11:19 AM	Interview
08/07/2018 11:19 AM	Performance Exam
	Pass
08/07/2018 11:19 AM	Written Exam
	Pass - 98.0000%
08/07/2018 11:18 AM	Application Received

- The **Incomplete** tab displays the applications that you started but did not complete.

SUBMITTED INCOMPLETE		2 Incomplete Applications found
Fiscal Analyst 3	Last step completed: Info	
English Instructor	Last step completed: Info	

- Select the job title, and then **Apply** to complete the application.
- Select the trash icon 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. Select **Applications & Status** in the top menu bar. Applications with an option to schedule an exam are noted with a **Schedule Appointment** link.

Police Recruit NEOGOV - Test, California	Applied on 08/07/2018 11:17 AM Pacific History	Interview	 Schedule Appointment
---	--	------------------	--

2. Select **Schedule Appointment**. A list of locations, dates, and times is displayed.

Schedule Appointment

Police Recruit

Please choose an appointment 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

3. Select a time, and then click **Confirm Appointment**. The application status now shows the time of the exam appointment.

- You can use the **Change** link to change the appointment.

Police Recruit NEOGOV - Test, California	Applied on 08/07/2018 11:17 AM Pacific History	Interview	8/22/2018 08:00 AM Pacific  Change
---	---	-----------	--

Delete an Account

To delete an account that is no longer in use, follow these instructions.

- Select **Account Settings** in the top menu bar.
- Select **Delete Account**.
- Select **Delete My Account**.

Contact Info

Change Password

Delete Account

Delete Account

Deleting your account will permanently deactivate your profile. This cannot be undone. You will not be able to reactivate your account or retrieve any of the information you have added. Previously submitted applications will not be deleted.

Delete My Account




- Select **Delete Account** to confirm.

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

Contact Info

Change Password

Delete Account

Delete Account

Deleting your account will permanently deactivate your profile. This cannot be undone. You will not be able to reactivate your account or retrieve any of the information you have added. Previously submitted applications will not be deleted.

Delete My Account

Are you sure you want to delete your account?

Cancel

Delete Account

