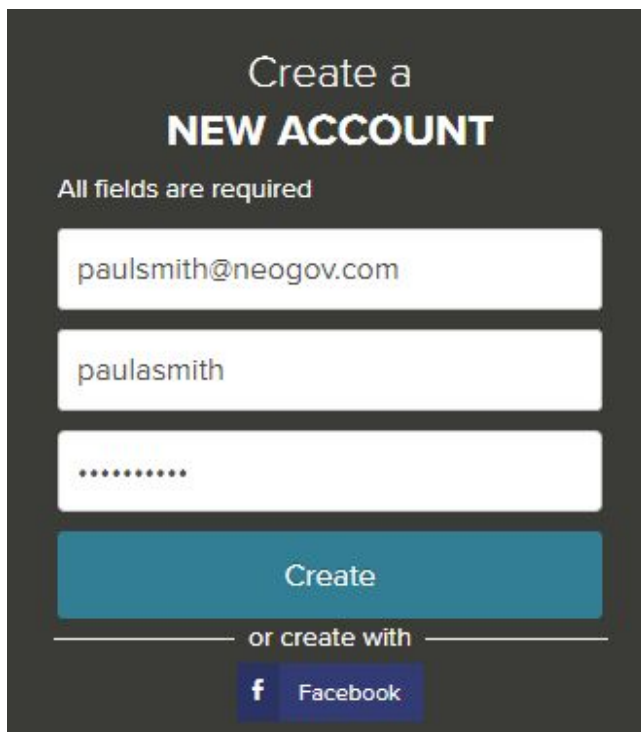This guide describes how to apply for jobs using the Government Jobs website. The process consists of the following:

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

Create a New Account

Follow these steps to create a new account:

1. Point your web browser to www.governmentjobs.com.

2. Click **SIGN UP** in the top right of the page.

3. Enter an email address, username, and password for your new account. You may also create a new account with your Facebook credentials by clicking Facebook.

   - 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.
   - Your password must be at least 12 characters in length and contain upper and lower case letters, numbers and symbols.

Create a
NEW ACCOUNT
All fields are required

paulsmith@neogov.com

paulasmith

••••••••••

Create
━━━━ or create with ━━━━
f Facebook

4. Review and accept the Terms of Service.

5. You have the opportunity to opt in to becoming an Access Member by upgrading your account for free. To remain opted out of everything, click No, Thanks.

Login to an Existing Account

Follow these steps to login to an existing account:

1. Point your web browser to www.governmentjobs.com.

2. Click **LOG IN** in the top right of the page.

3. Enter your username and password or click Facebook and sign into your account with your Facebook credentials.
   - If you can't remember your username, click on Forgot Username and enter the email address associated with your account. You will receive an email with your username.
   - If can't remember your password, click Reset Password and enter the email address associated with your account. You will receive an email with a link to reset your password.
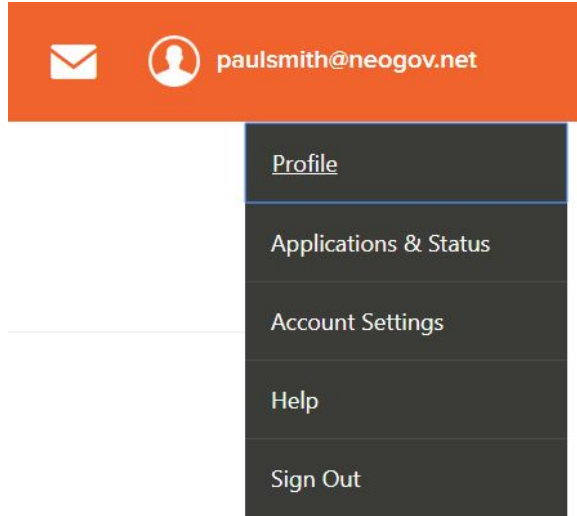
4. Click Sign In.

Account Options

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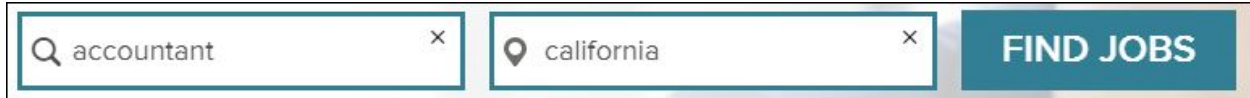

- **Profile:** Update basic information that you use to apply for jobs, such as work experience and education. Changes that you make do not update previously submitted applications but are saved for use when you are applying for other jobs in the future.

- **Applications & Status:** Check the status of previously submitted applications and access applications you have started but not yet submitted.

- **Account Settings:** Update your contact information, change your password, update your profile sharing and email preferences, and delete your account. If you update your contact information, this information is updated with employers with which you have applied.

- **Help:** Access the Application Guide and other job seeker resources

- **Inbox:** Click on the envelope icon to view email notices sent to you by organizations with which you have applied.
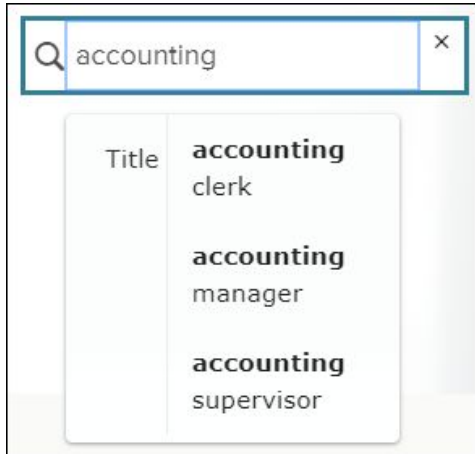
Find Jobs

You can find jobs using search as follows.

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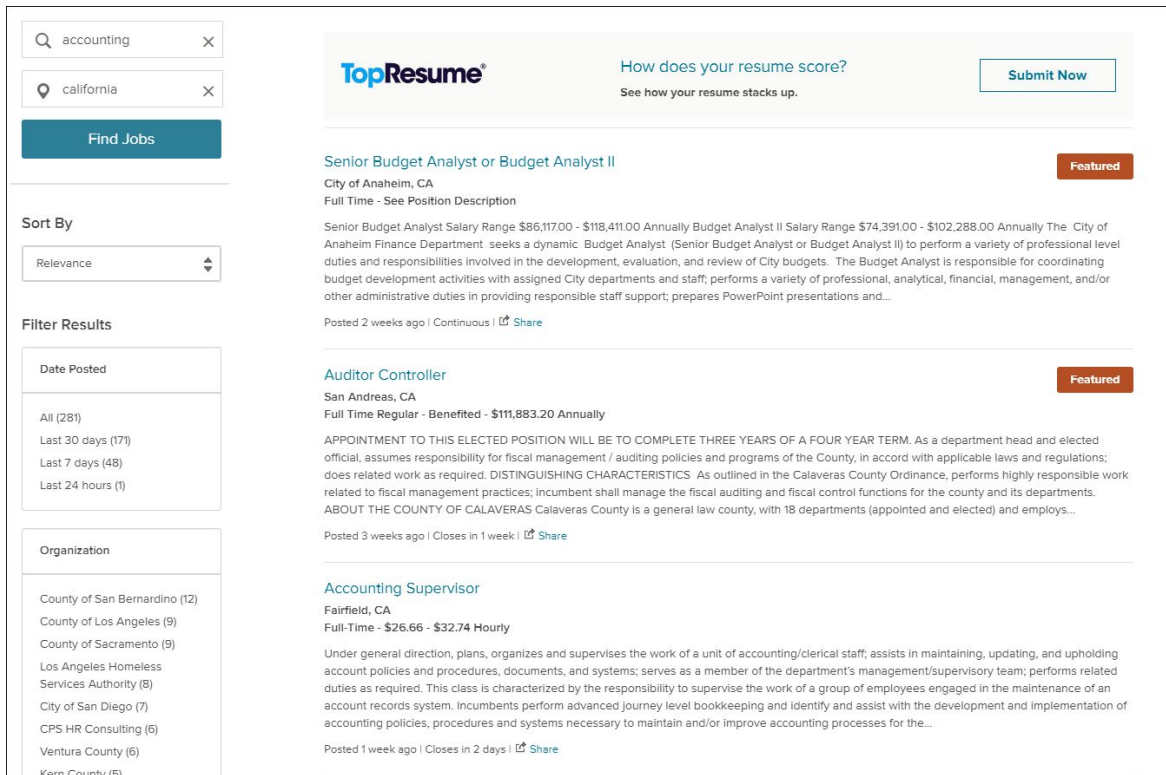

As you type in these boxes, it suggests jobs or locations that match, for example:

2. Click Find Jobs.

3. The jobs that match your search are shown, for example:

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:
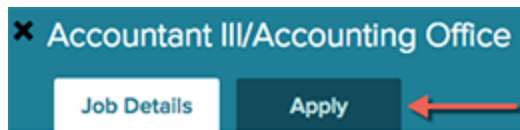
2. You can accelerate completing basic profile information by importing a résumé.

3. 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:
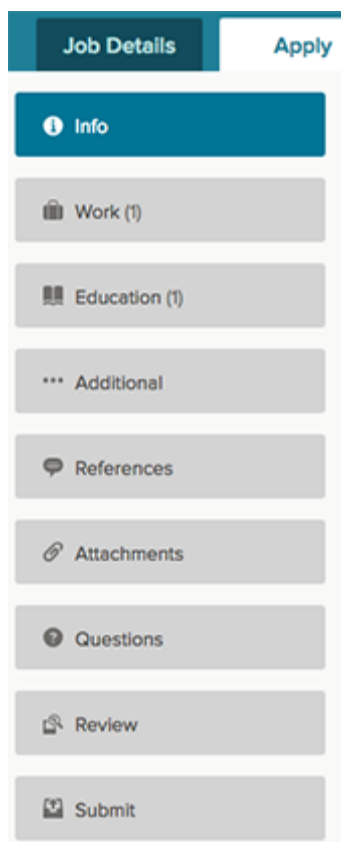
As you work on your application, refer to the progress bar to see the number of items for each entry, and errors. In the next example, the work entry contains one item, and the questions entry contains errors:
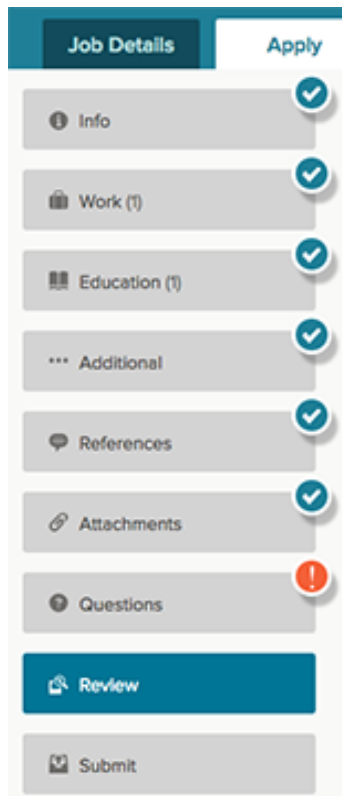
4. For each step, the buttons on the bottom allow you to save or discard your work on this entry.

- 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, which deletes the current entry (such as a previous job) after a confirmation. Once deleted, the data cannot be recovered.

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 agency-wide and/or 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:

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]

- If there are no required attachments, then you can click Add Supplemental Attachment to attach files. Select Choose attachment type to select the type of document you want to attach, and then click the Upload button. If you have previously uploaded attachments, you can click the Recent Uploads button to access these files.

Attachments

Supported file types: .docx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .txt, .bmp

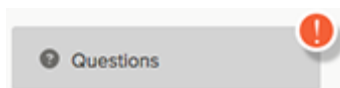Attachment type
Select Attachment Type Dropdown

Choose attachment type   ⬍

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

[⬆ Upload] [↺ Recent Uploads]

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

❓ Questions ❗

- 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 & 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 clicking on Applications & Status in the top menu bar (in the pulldown below your name).

- The Submitted button displays all applications that you have successfully submitted. For example:

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 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 click on 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 button displays all applications that you started but did not complete. For example:

Applications   [Submitted] [Incomplete]

Accountant I/General   Last step completed: Attachments   🗑
Accounting

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

You can click the trash can icon if you want to delete an application without completing it.

Schedule an Exam

To schedule an exam or interview an employer has invited you to attend:

1. Click on Applications & Status in the top menu bar (in the pulldown below your name).

2. Applications where you can schedule an exam are noted with a Schedule Appointment link.

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

4. Select a time, and then click Confirm Appointment.

5. The application status now shows the time of the exam appointment. You can use the Change Appointment 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 (in the pulldown below your name).

2. Click on Delete Account.

3. Click on Delete My Account.
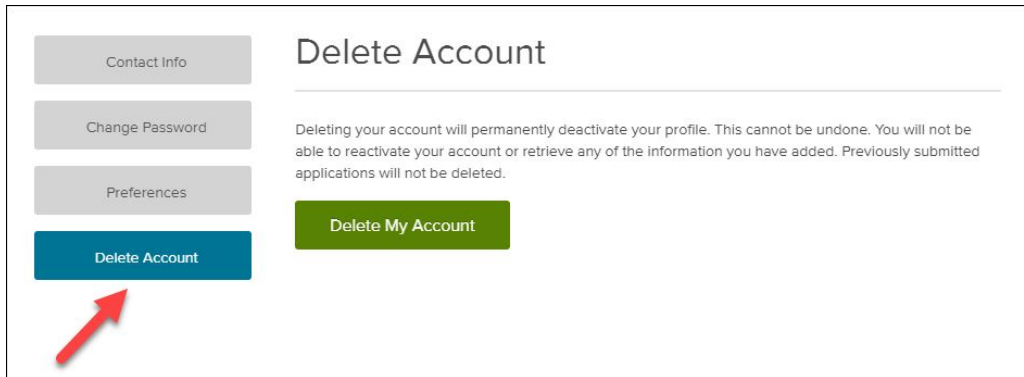
4. Click on Delete Account to confirm.

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