Guide to the Online Employment Application

Deschutes County Personnel Department
Guide to Apply Online

> **If you have applied for jobs online using a *Governmentjobs.com account*, you may use your same username and password to apply for a job at Deschutes County!**

Deschutes County has joined with many other agencies to accept applications online using a web-based application program called NeoGov, a division of *Governmentjobs.com*. If you have applied for jobs at agencies such as the State of Oregon, Parks & Rec, or many Oregon cities and counties, you may already have an account: established accounts can use their Governmentjobs.com username and password to apply for jobs with Deschutes County.
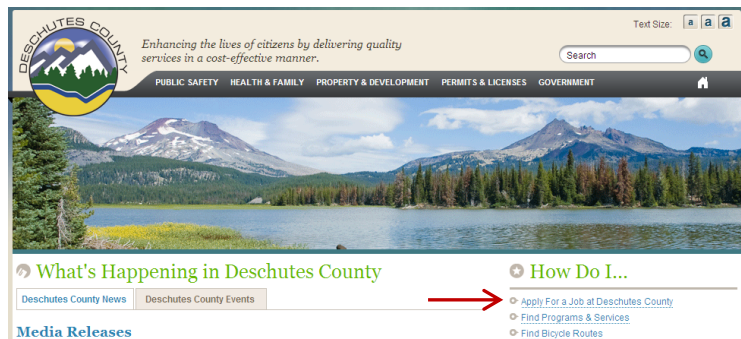
Inside This Guide:

Go to www.deschutes.org

1. Click on *How Do I... Apply For a Job at Deschutes County*

   Veterans – go to www.deschutes.org/Personnel for information about the required documentation to request *Veteran's Preference*.

   A. This will bring you to the *Current Job Openings* page of the Deschutes County website: www.deschutes.org/jobs.

2. Read information, scroll down to the *Position* section, and click on the Deschutes County job you are interested in:

3. You will be directed to the *Summary* tab: a full description of the recruitment. Read the posted information <u>and</u> Supplemental Questions to determine if you qualify. Click *Apply* to begin the application process.
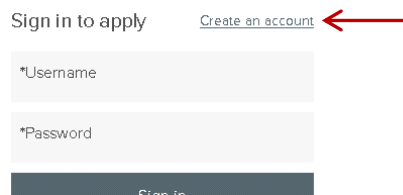
4.   The application process consists of the following four steps:

   A. Create An Account
   B. Apply for a Job
   C. Check Application Status
   D. Schedule an Exam

A. **Create An Account**

1.) If you <u>do not</u> have a Governmetjobs.com account, you will need to create one. Click *Create an account* to begin the process. (If you have an account, *Sign in*):
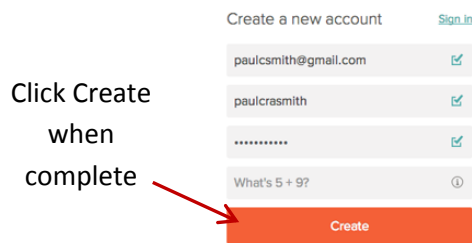
Sign in to apply   Create an account ←

*Username

*Password

Sign in

2.) As you supply correct information for each field, a checkmark on the right indicates that the value is correct (passwords must be at least 6 characters with 1 number). Answer the security question (in this example, type 11):

Create a new account   Sign in ←

paulcsmith@gmail.com   ☑

paulcrasmith   ☑

•••••••••••   ☑

What's 5 + 9?   ⓘ

Create

Click Create when complete →

If you created an account before, you cannot use the same email address again to create a new account. Click Sign in and enter your username and password. If you have forgotten your username or password, click the appropriate button at the bottom of the sign in box:
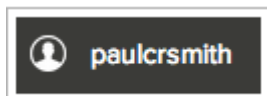
Sign In

Forgot Username | Reset Password

Keep a record of your username and password.

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

ⓘ paulcrsmith

4.) The pulldown menu under your username lets you quickly access several common options as well *Help & Support*:

ⓘ paulcrsmith

Applications & Status

Account Settings

Profile

Help & Support
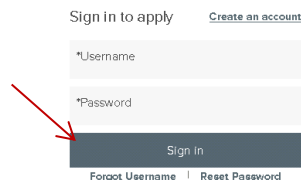
Sign Out
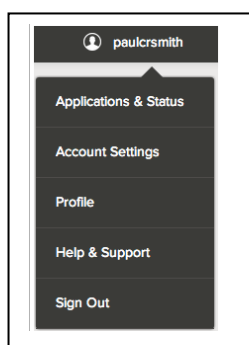
Options include:
   Applications & Status to review all of your job applications and schedule interviews or exams.

   Account Settings 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.

   Profile to update or correct application information, 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.

B. **Apply for a Job**

1.) Your first application will require that you complete a series of steps (entries or screens). The specific steps that you must complete are determined by the employer. If you have created an application previously, and already have an account with Governmentjobs.com, just type in your username and password and click Sign in:

- If you are applying with a pre-established application template, please remember to update and edit each section of the application before submitting to the new position.
- To keep your application current, you can always access your applications template by going to www.governmentjobs.com. Click [Sign In] in the top right of the menu bar to access your account. Then click Profile and edit as necessary. The next time you apply for a job, the new information will be updated.

2.) As you complete your application, your progress and current step in the process is shown on the left. In this example, the information step is in progress at the Questions step:

If you already have an application completed, you will be directed into each section for editing. Click the edit pencil.

3.) For each step or section, the buttons on the bottom allow you to save or discard your work:

- Although your typing is periodically saved automatically, 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:

4.) As you work through the steps, you will:

- Provide general contact information.
- Provide previous work experience information.
- Provide educational information.
- If required or desired, provide additional information, including certificates and licenses, skills, etc.
- Provide references.

5.) Deschutes County has required "agency" questions that are part of each application. In addition, there are usually *Supplemental Questions* for each position that are directly related to the skills required for the job. Please complete all information requested completely and accurately. Incorrect or missing information may be reason to disqualify you.

6.) Upload any attachments, such as a resume, cover letter, or certificates.

7.) You can use add supplemental attachments at your discretion. In the *Attachments* section, choose attachment type, and then use the Upload button:
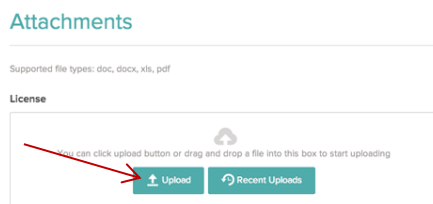
8.) Review each section. If there is an error, it is shown in the progress bar and also in the section.
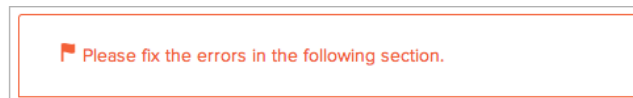
9.) Use [Edit ✏] to open the section and correct any errors.

Review your application carefully: incomplete information may result in disqualification.

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

11.) On the Certify & Submit page, click on *Accept and Submit*.

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

C. **Check Application and Status**

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

2.) Click [Sign In] in the top, right corner of the menu bar and sign in as described above.

3.) Your username indicates the number of in-progress applications you currently have open (in this case, 2):
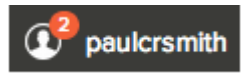
4.) You can get detailed information for all applications by clicking on the *Applications & Status* link in the pulldown below your username.
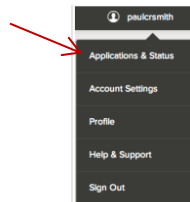

5.) Use the *Submitted* button to see all applications that you have successfully submitted. For example:
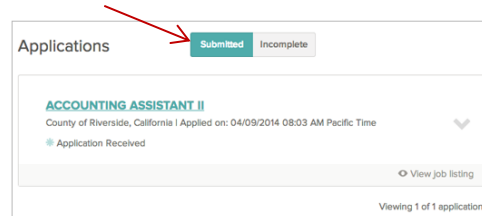
6.) Review job and other information by clicking on the job title. Click on *Application View* to see the details of your application. You can also click on the down arrow [⌄] to see additional related information.

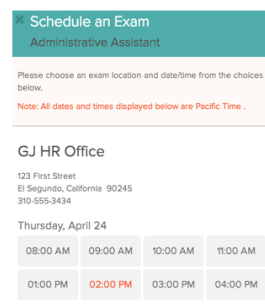7.) Use the Incomplete button to see all applications that you started, but did not complete.
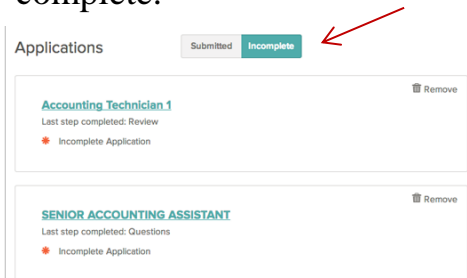
Click on the job title and then Apply to complete the application. Or, use Remove if you want to delete an application without completing it.

D. **Schedule an Exam**

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

2.) Click [Sign In] in the top, right corner of the menu bar and sign in as described above.

3.) Click on *Applications & Status* in the dropdown under your username (top menu bar). Applications that are requesting an interview or exam will be noted with a *Schedule Exam* link:
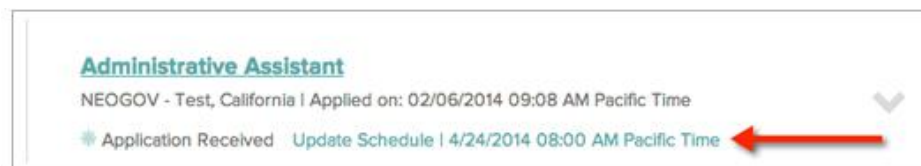

- Click on Schedule Exam. A list of locations, dates, and times will display:

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

- You can use the *Update Schedule* link if you need to change the appointment prior to the scheduling deadline.

4.) ✱✱✱Please note that Governmentjobs.com no longer supports some of the older-version web browsers, such as Internet Explorer 8 and 10. If you are using an older version web browser, please consider updating it. Scheduling exams and updating application templates may not function correctly when using older versions of your web browser.

Job Interest Cards

5. **To Be Notified of Future Openings at Deschutes County, go to www.Deschutes.org/jobs:**

   A. If you would like to apply for a position, but it is not currently open, you may request notification when the job becomes available in two ways.

By Job Category:

   B. To select a category of positions, and be notified when something in your field becomes available, click on *Job Interest Cards* in the *Links* section and follow instructions. A notification will be sent to your email when a recruitment in that *category* becomes available.

By Specific Position:

   C. To be notified for a specific position <u>only</u>, click on *Job Descriptions* in the *Links* section and then the job title of interest.

   D. When the description opens, click on *Email me when jobs like this become available*.

Deschutes County is an Equal Opportunity Employer. Women, Minorities and the disabled are encouraged to apply. Deschutes County does not discriminate on the basis of race, color, national origin, age, gender, sexual orientation, marital status, religion, political affiliation, physical or mental disability, or any other basis prohibited by State of Oregon, federal or local law. Deschutes County provides reasonable accommodations for persons with disabilities. To request this information in an alternate format, please call (541) 617-4747 or send email to ken.harms@deschutes.org.