



Guide to the Online Employment Application

Deschutes County Human Resources 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 jobs at Deschutes County!

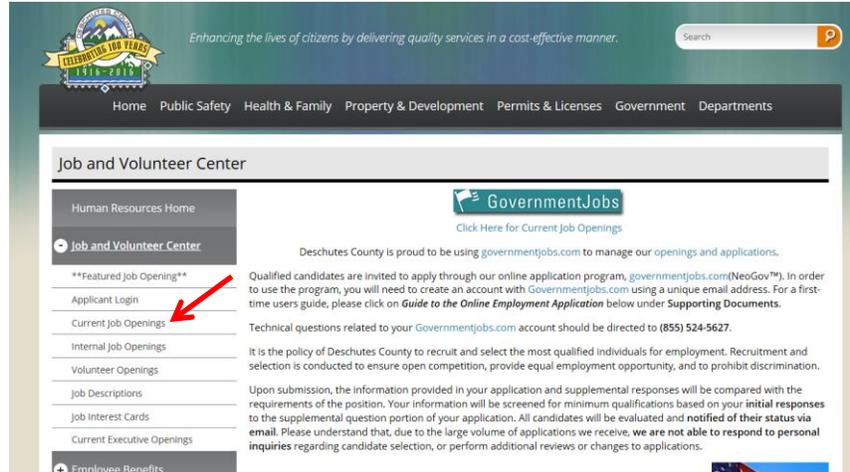
Deschutes County has joined with many other agencies to accept applications online using a web-based application program called NeoGov, a division of *Governmentjobs.com*. If you have applied for jobs at agencies such as the State of Oregon, Bend Parks & Rec, or many Oregon cities and counties, you may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

Inside This Guide:

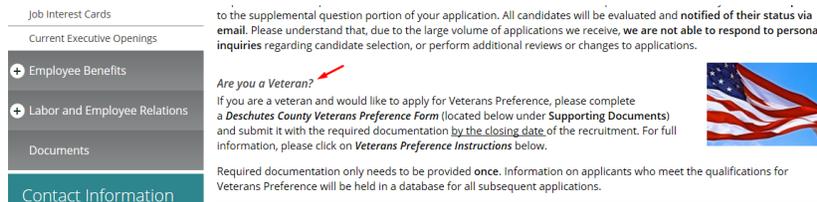
1. **View current openings and apply2**
2. **Check application status or schedule an interview (exam)4**
3. **Sign up for job opening notification.....6**

1. View current openings and apply

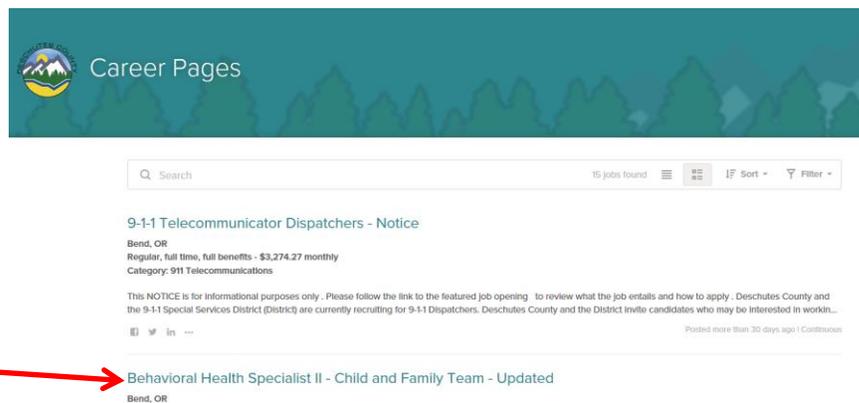
- A. Go to www.deschutes.org/jobs
- B. Click on *Current Job Openings*:



Veterans – please review the paragraph on our *Jobs homepage* to apply for Veterans' Preference.

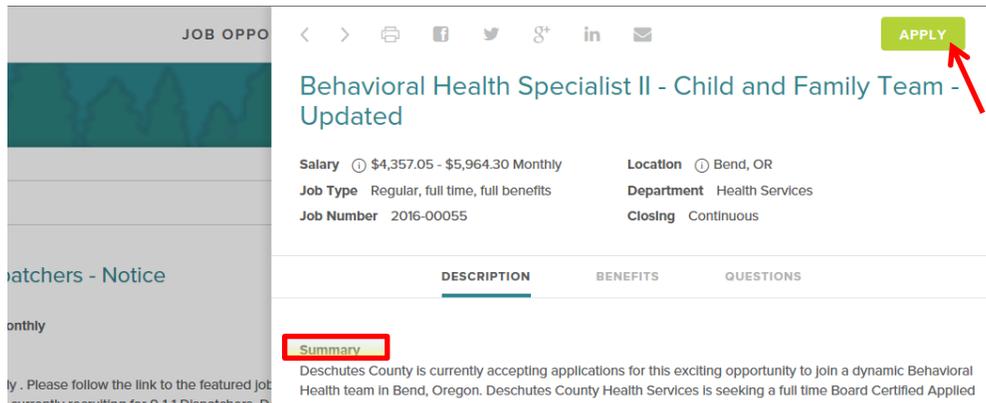


- C. This will bring you to the *Career Pages* where open positions (recruitments) are listed.

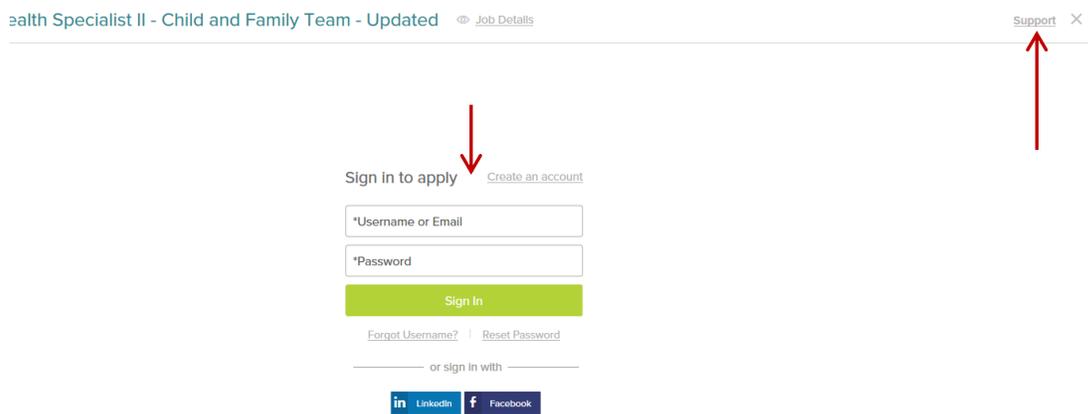


- D. Click on the title of the job you are interested in to activate it, and then click again to view the full job posting.

- E. Read the job description including minimum qualifications. Then click the Apply button to begin the application process:

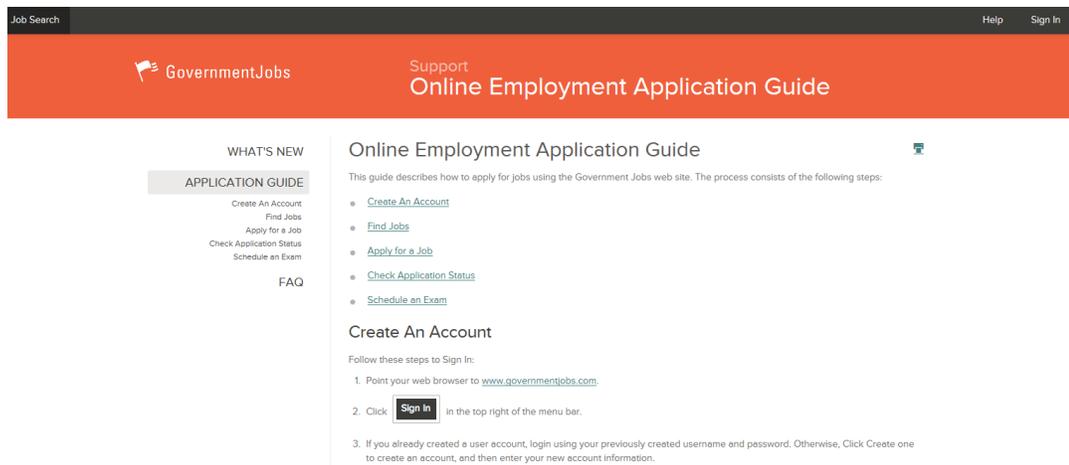


- F. Sign into your *Governmentjobs.com* account, or click Create an account:



- G. If you need help with creating an account or navigating NeoGov, click on the Support button in the upper, right corner of the sign-in screen.

- H. The *Support* page has links to information needed:



1. After signing in or creating a new account, follow instructions to complete, review, edit, then certify and submit your application.

Review your application carefully: incomplete information may result in disqualification

2. Check application status or schedule an interview

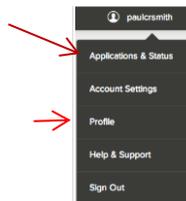
- A. Go to www.governmentjobs.com

- B. Click  in the top, right corner of the menu bar and sign in.

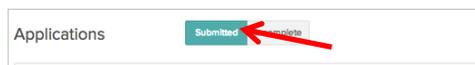
- C. The number next to your logged-in name indicates the number of *in-progress* applications you currently have open (in this case, 2).



- D. You can get detailed information for **all applications** by clicking on your name, and then Applications & Status. (Clicking Profile allows you to update each application **template** that you have on file, or **make changes** to your name, address and other master profile information that will transfer to applications submitted).



- E. The system defaults to your Submitted applications (these may not be edited except by the master profile function under the Profile link described above).



- F. Your application status will show in the right "status column" next to each job title – status will vary based on recruitment progress:

Health Educator I - Cuidate and Reproductive Health Deschutes County Human Resources, Oregon	Applied on 12/11/2015 07:52 AM Pacific History	Application Received ↑
Contract/Credentialing Specialist - EXTENDED Deschutes County Human Resources, Oregon	Applied on 07/31/2016 11:18 AM Pacific History	First Application Screen ↑
Deputy Sheriff and Corrections Deputy Jail Deschutes County Human Resources, Oregon	Applied on 02/13/2014 03:46 PM Pacific History	Positions filled ↑

G. Click on History to view the list of activity on each specific application:

Applied on 07/31/2015 10:46 AM Pacific Application Screening

History ←

Deschutes County Human Resources, Oregon

Application History
Telecommunicator I - 9-1-1 Service District - REOPENED

08/07/2015 12:42 PM
Application Screening →

07/31/2015 11:44 AM
Typing Test →

07/31/2015 10:47 AM
Application Received →

H. If you receive an email to schedule an interview, click Schedule Exam in the status column:

Schedule Exam ←

I. Pick a time, or date and time, and Confirm it.

J. Your appointment is now documented in your status column for the job:

Applied on 07/31/2016 11:18 AM Pacific Interview Appt. Scheduled 09/12/2016 03:00 PM Pacific

History Health Services (Req. 2016-00065) Change Appointment →

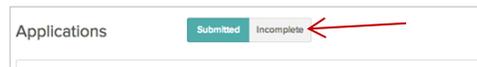
K. You can review the job posting (for review prior to interview), as well as your submitted application information by clicking on the job title from your *Applications and Status* page. The system defaults to *Application View*, showing what you have submitted. (You may not edit this information except for contact information changes that can be made through the Profile link under your sign-in name). The *Job Details* tab will show the original job posting for the recruitment:

Contract/Credentialing Specialist - F

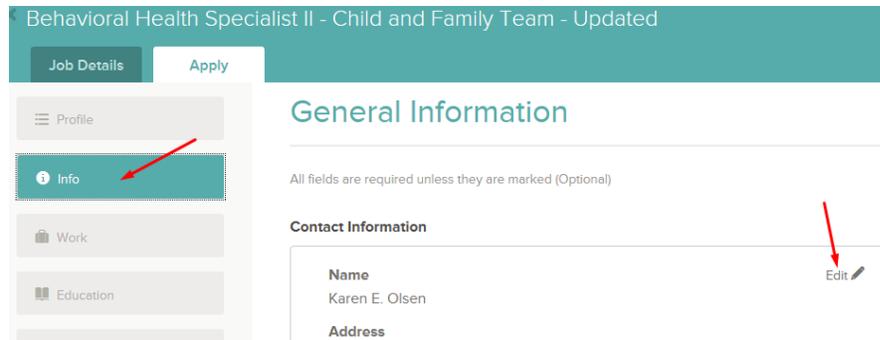
Job Details → Application View

General Information

- L. From *Applications and Status*, you can also use the Incomplete button to return to applications that you started, but did not complete:



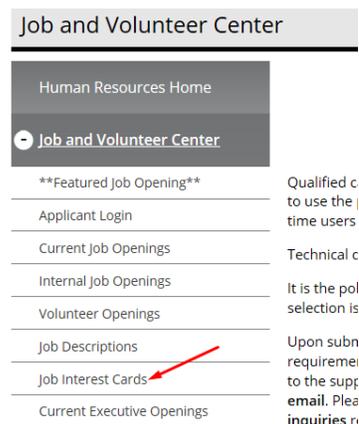
- M. Click on the job title and the section (i.e., Info) you were working on before exiting an unfinished application. Click on Edit to finalize each section and follow through to Certify and Submit.



Please note that Governmentjobs.com no longer supports older versions of web browsers, such as Internet Explorer 8 or 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 versions that are not supported by the NeoGov program.

3. Sign up for job opening notification:

- A. If you would like to sign up to be notified of openings as they become available, go to www.deschutes.org/jobs and click on *Job Interest Cards*:



- B. You may request notification of all positions, or narrow your search down to a category by following the instructions below:

- C. You can also sign up to be notified by a specific job classification. Go to www.deschutes.org/jobs and click on *Job Descriptions*:

- D. Search for a job (type a key word in the search field), or scroll the list of job titles. Click the job title to view the description:

- E. Review the information and click Subscribe if you wish to be notified when it becomes an open recruitment:

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.