city of CINCINNATI

NEOGOV™

Applicant User's Guide

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First Time Applicant Job Search
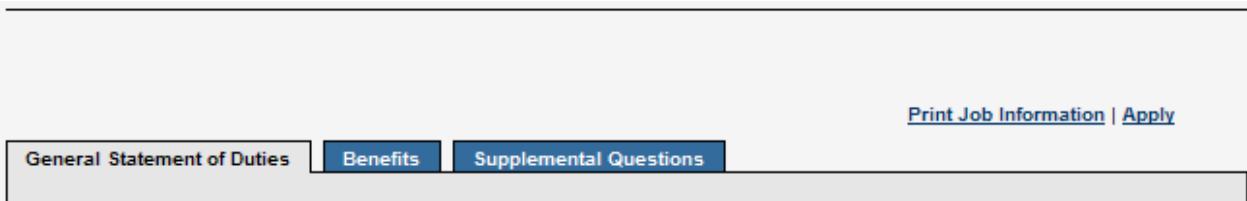
Step 1: Accessing the City of Cincinnati's Jobs Page

- Go to http://agency.governmentjobs.com/cincinnati/default.cfm
- Scroll down the page to view the current job openings
- Select the position that you wish to apply for by clicking on the job title

Senior Chemist	Full Time	$56,564.09 - $76,017.41 Annually	12/31/12

Leads, assigns, reviews and participates in the work of staff responsible for assigned laboratory activities and functions; ensures work quality and adherence to established policies and procedu...

- Select the position to review the Job Description and to **APPLY** for the position
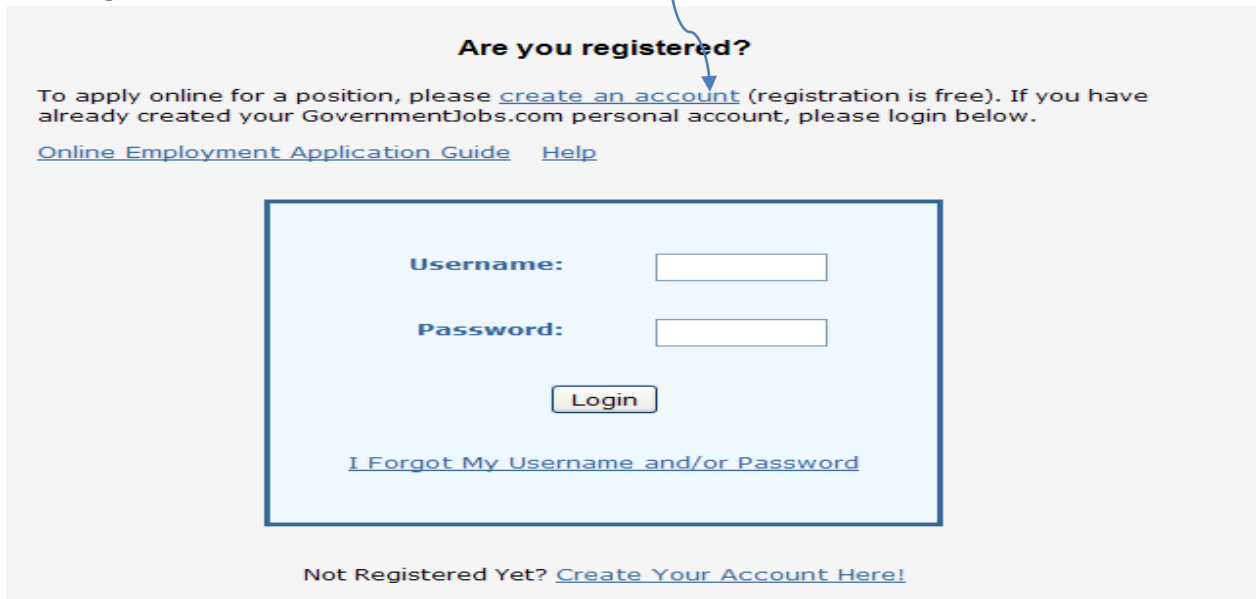
Print Job Information | Apply

General Statement of Duties   Benefits   Supplemental Questions

Step 2: Creating a Username and Password

- As a **FIRST** time applicant, you will need to register and create an account by clicking on the **"create an account"** link

Are you registered?

To apply online for a position, please create an account (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Online Employment Application Guide   Help

Username: _____

Password: _____

[Login]

I Forgot My Username and/or Password

Not Registered Yet? Create Your Account Here!

Do you think you have already registered on www.GovernmentJobs.com in the past?

Many governmental and higher education institutions are using NEOGOV for their online application process. If you have applied for a position with an agency and the agency uses www.GovernmentJobs.com, then you do not need to create another Username and Password.

- Complete **ALL** account information fields and click **"Save"**.

Job Opportunities
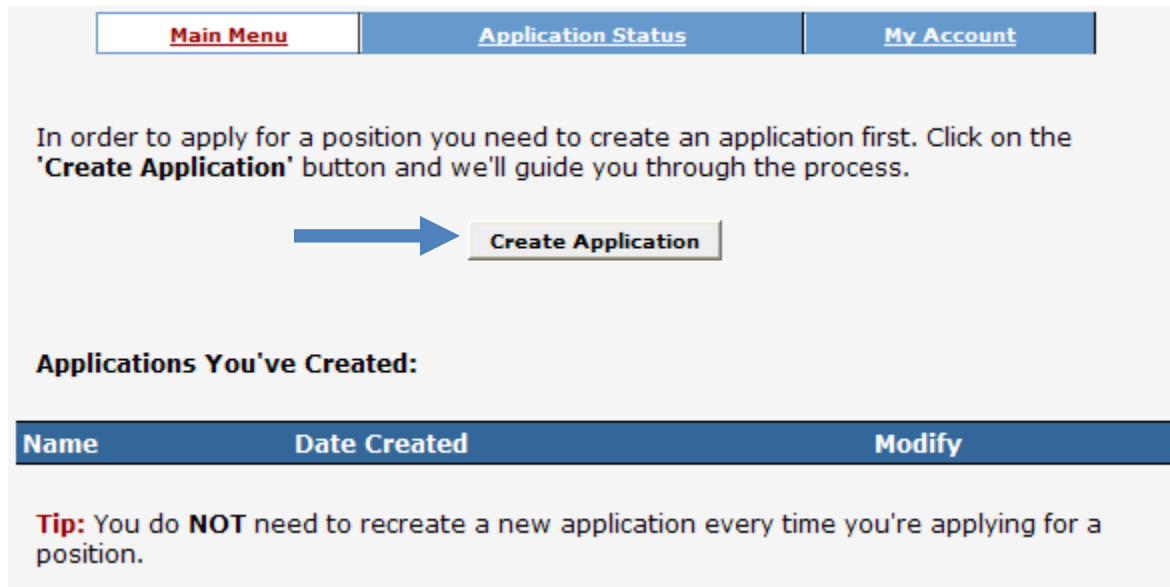
Request New Job Seeker Account

Field	Input
* First Name	[ ]
Middle Initial	[ ]
* Last Name	[ ]
Primary Phone	[ ]
Alternate Phone	[ ]
* Email	[ ]
* Notification Preference	== Select == ▼

By which method would you prefer to be notified about application status, testing dates and examination results?

Field	Input
* Address 1	[ ]
Address 2	[ ]
* City	[ ]
Address 2	[ ]
* City	[ ]
* State	== Select == ▼
* Zip	[ ]
Country	== Select == ▼
* Username	[ ]

Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". *Example:* john_doe25

Field	Input
* Password	[ ]

Password must be at least 8 characters long
Password must contain at least one special character
Password must contain at least one letter (any case)
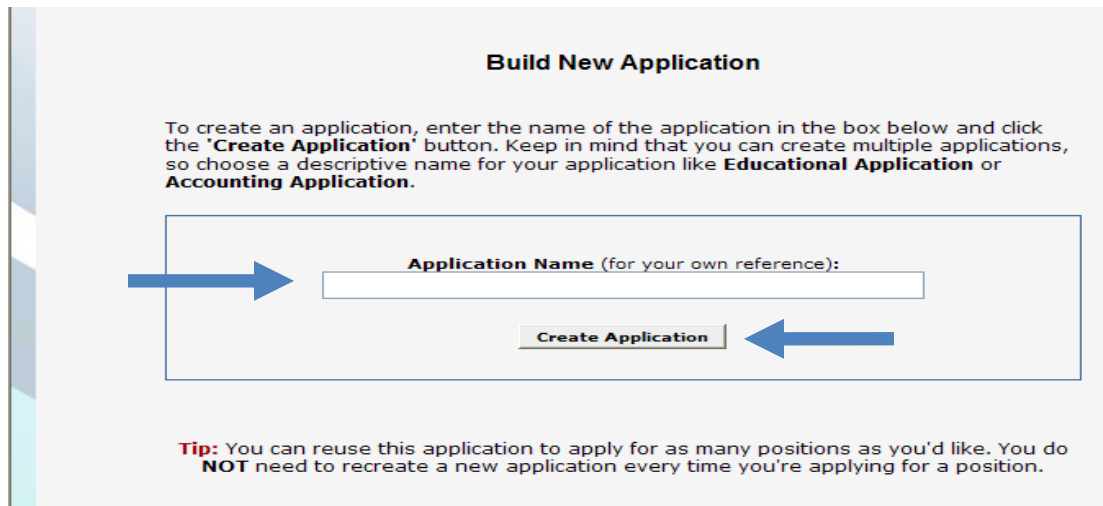Password must contain at least one number

Field	Input
* Confirm Password	[ ]

Save

Step 3: Creating an Application

- On the Employment Main Menu page, click on the "**Create Application**" button.

- On the Build New Application page, enter a name for your application, then click the **"Create Application"** button.

- Verify and enter your contact information, then click on the **"Save & View Application"** button

Job Application » Profile

* Required Field

Cancel   Save & View Application

Contact Information

* First Name   Alexandria

Middle Initial

* Last Name   White

* Address 1   805 Central Avenue

Address 2   Ste 200

* City   Cincinnati

* State   Ohio

* Zip   45206

Country   US

* Primary Phone   513-352-2400

Alternate Phone

* Email   alexandria.white@cincinnati-oh.gov

Notification   Email
Preference   By which method would you prefer to be notified about
                   application status, testing dates and examination results?

Former Last Name
                   list only one; leave blank if none

Month and Day of Birth   MM / DD

Cancel   Save & View Application

* Required Field

- Update the Personal Information Section by clicking on the "**Edit Personal Information**" link.

- Enter the additional personal information that's required and click on the **"Save & View Application"** button

- Complete the additional sections (i.e. Education, Work Experience, Certificates and Licenses, etc.) by clicking on the title for the specific item. Once complete click on the **"Go to Confirm Application"** button
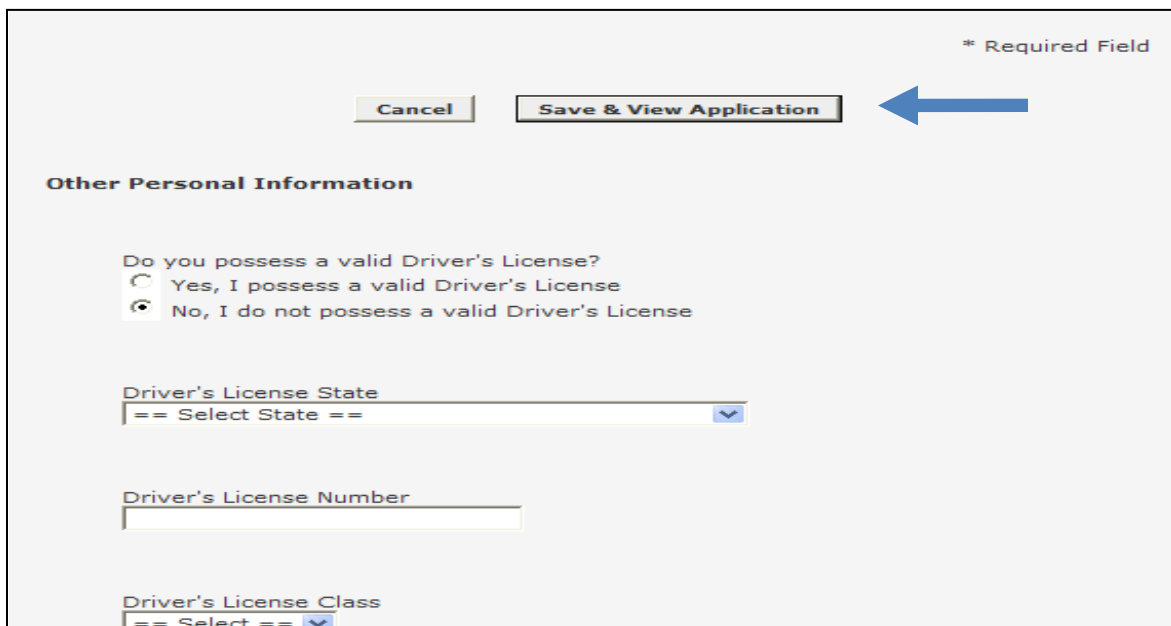
Preferences	Edit Preferences

Preferred Salary:

Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

Objective

Education	Add Education

Work Experience	Add Work Experience

Certificates and Licenses	Add Certificates or Licenses

Skills	Add Skills

Office Skills   Edit

  Typing: 0

  Data Entry: 0

Additional Information	Add Additional Information

References	Add Reference

Resume	Edit Resume

Text Resume

Attachments	Add Attachment(s)

Go to Confirm Application

* Required Field

- Complete the Agency-wide Questions, scroll down the page and click on the **"Save & Proceed"** button

Agency-wide Questions

* Required Field

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

1. The following questions are kept confidential and separate from your application. The questions are used for governmental reporting requirements only. The Federal Government requires us to collect the following statistics to ensure that we are following the Equal Opportunity Guidelines. It will not be used in connection with your name, your application, or any test that you take. Submission of the questions are voluntary. If you choose not to answer any of the questions, you will not be penalized.

Complete all Supplemental Questions for the selected position and click on the **"Save & Proceed"** button

Supplemental Questions

* Required Field

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

*1. Which best describes your level of education?

  ⦿ High School or GED

- Review your entire Job Application (update any information as necessary) and click on the **"Confirm Application"** button.

Please review the application you're about to send for the position of **Accountant-Alex W..** If you need to modify any parts of your application, just click the **'Edit'** button next to the section you wish to modify. Once you've reviewed the application click the **'Confirm Application'** button to proceed to the final 'Certify & Submit' step.

| Confirm Application |

Contact Information   Edit Contact Information

Name:	Sally Smile	Address:	123 Main Street Cincinnati, Ohio 45206 US
Home Phone:	(513) 352-2400	Alternate Phone:	
Email:	whiteam2007@gmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	01/25

- To submit your application, you will need to certify it by clicking on the **"Accept"** button

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of City of Cincinnati and will not be returned. I understand City of Cincinnati may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

| Accept | | Decline |

- You will receive the following confirmation message

city of CINCINNATI HUMAN RESOURCES

Dear **Sally Smile**

Cincinnati. We have received your application. You will receive instructions by email as to the next step in the process.

The examination process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination.
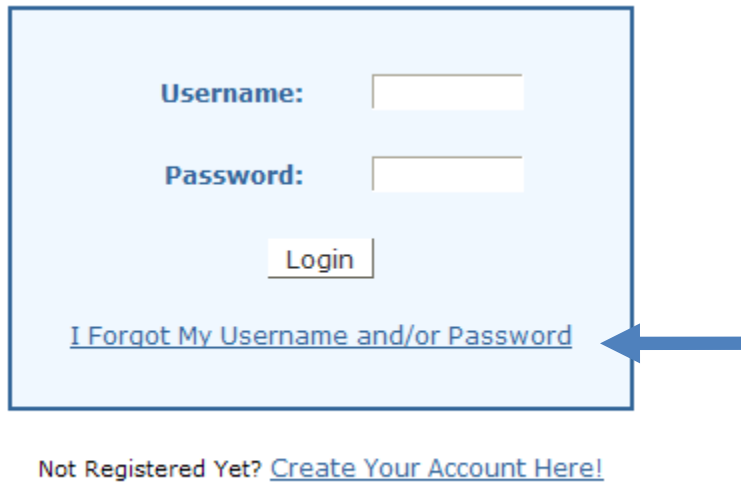
Questions asked during the examination process are based on the knowledge, skills, and abilities required to successfully perform the job.

FORGOT USERNAME AND/OR PASSWORD

- Go to the City's website at:
  http://agency.governmentjobs.com/cincinnati/default.cfm
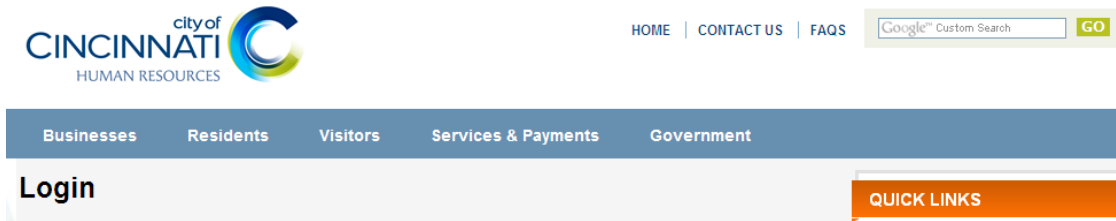
- Click on the **"I Forgot My Username and/or Password"** link

- Fill out the information and click on the **"Reset Password"** button and an email will be sent to you with instructions to reset your password.

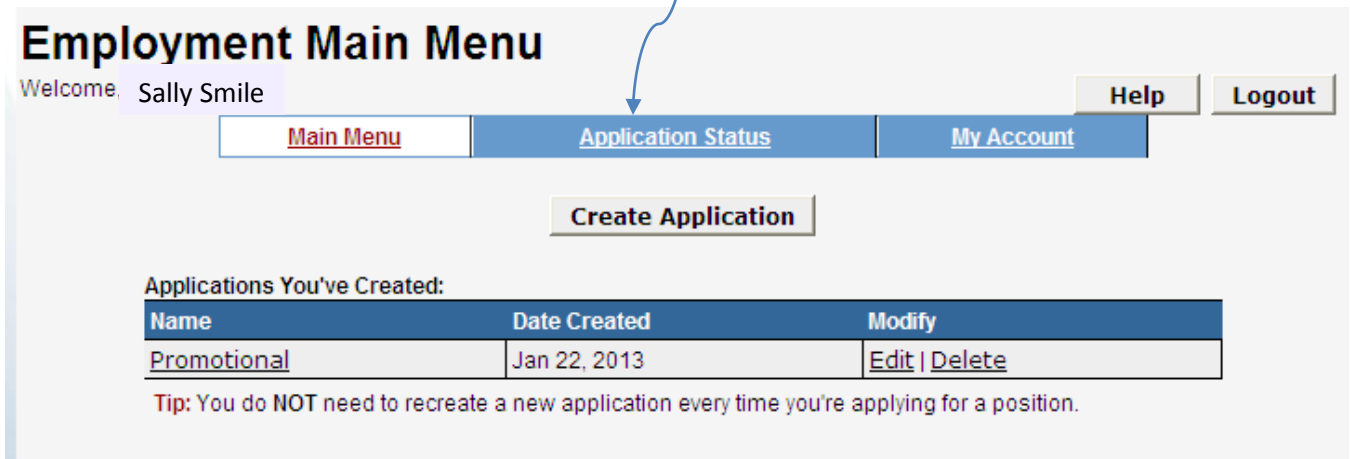# CHECK THE STATUS OF YOUR APPLICATION

To view the status for the position(s) that you have applied for:

- Go to the City's website at:
  http://agency.governmentjobs.com/cincinnati/default.cfm
- Click on **"Applicant Login"**
- Login with your Username and Password
- Click on the **"Application Status"** button

- In the status column you will see the status of the application(s) you have submitted

SUBMIT A JOB INTEREST CARD

If you are interested in a position that is not currently posted and would like to be informed when the position is posted, you can register for a Job Interest Card. To register, please follow the listed steps below:

- Go to the City's website at:
  http://agency.governmentjobs.com/cincinnati/default.cfm
- Click on the Job Interest Card link under the **Quick Links** menu
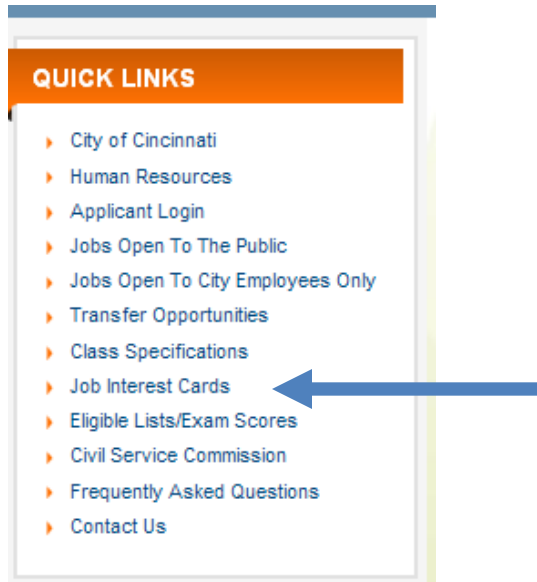
- Select each job category by clicking on the check box next to the job category for which you would like to receive email notifications for

Select Category	Select All Categories	Clear All Categories
☐ 911 Telecommunications	☐ Accounting and Finance	☐ Administration
☐ Administrative Assistant	☐ Airports	☐ Architecture
☐ Attorney	☐ Audit	☐ Automotive
☐ Building & Grounds Cleaning and Maintenance	☐ Building & Safety	☐ Building Maintenance
☐ Business	☐ Clerical & Data Entry	☐ Code Enforcement
☐ Communications	☐ Community Development	☐ Construction Maintenance
☐ Counseling	☐ Customer Service	☐ Database Administration
☐ Dispatch	☐ Drivers	☐ Education
☐ Education, Training & Library	☐ Emergency Management	☐ EMS
☐ Engineering	☐ Environmental Services	☐ Executive Management
☐ Facility Management	☐ Fire & EMS	☐ Fleet Services
☐ Forensics	☐ Forestry	☐ Grants Administration
☐ Graphic Arts	☐ Green-Collar/Environmental	☐ Grounds & Landscaping
☐ Health Education	☐ Health Services	☐ Hearing Examiner
☐ Horticulture	☐ Human Resources	☐ Internship
☐ Investigative	☐ IT and Computers	☐ Laboratory
☐ Law Enforcement	☐ Legal	☐ Maintenance
☐ Management	☐ Medical	☐ Medical/Dental

- Scroll down the page and fill out the Job Interest Card

Job Interest Cards

Fields marked with a '*' are required.

* Last Name:

* First Name:

* Address:

* City:

* State:

== Select State ==

* Zip Code:

* Country:

US

Home Phone:

Work Phone:

* Email Address:

Submit Request

- Click on **"Submit Request"** button

ENSURING YOU RECEIVE EMAILS

Please see the information below to ensure you receive emails that may be sent to you by:

- The Analyst from the job(s) you have applied for
- The Online Recruiting System, if you have signed up for the Job interest Card

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IMPORTANT: HOW TO MAKE SURE THAT YOU RECEIVE YOUR USERNAME/PASSWORD REMINDER EMAIL

An increasing number of ISPs are using filtering systems in an effort to keep unwanted email out of customers' inboxes. However, this means that sometimes they also filter the email that you want to receive.

To make sure that our emails are not filtered into your "junk" or "bulk" folder, please add GovernmentJobs.com to your list of trusted senders. Here's how:

Hotmail: Place the domain governmentjobs.com in your safe list. The safe list can be accessed via the "Option " link next to the main menu tabs.

AOL: Place the domain governmentjobs.com in your address book:

1. In the "Buddy List" window (pops up automatically when you sign on), click on the Address Book. Then click the "Add" button.
2. A window will open that includes several contact or address fields. In the "Screen Name" field, type in info@governmentjobs.com. You do not need to complete any other fields.
3. Click on the "Save" button.

Even if you have not yet upgraded to AOL 9.0, you may want to add us to your address book now, to be sure that you continue to receive our messages if and when you do upgrade.

Yahoo! Mail: If one of our emails is filtered to your 'bulk' folder, open the message and click on the "this is not Spam" link next to the "From" field.

Other providers: If our emails are being filtered, try adding our domain (governmentjobs.com) to your address book or contact list. If this option is not available, try moving the message to your 'inbox' or forwarding the message to yourself.

If subsequent messages continue to be filtered, call or email your ISP's tech support and specifically ask how you can be sure to receive all email from GovernmentJobs.com.

QUICK TIPS

- Each applicant **MUST** have his/her own email account. Email accounts should **NEVER** be shared with another applicant.

- You do not need to create a separate application for EVERY job you apply for.

- If you already have an account, login using your Username and Password. You will not be able to create another account using the same email address.

- If the position you are applying for has Supplemental Questions that require descriptive answers, it is suggested that you prepare your answers using a word processing tool such as, Microsoft Word. Then you may simply copy and paste your answers into your application.

- Make sure you **SAVE** your application throughout each step of the application process. Failure to do so could result in the loss of all the information you entered in the event of power outages, etc.