

# NEOGOV Employment Application Guide

This guide describes how to apply for Fresno County employment opportunities using the NEOGOV online application system. The process consists of the following steps:

- Create An Account
- Find And Apply For Jobs

## Create An Account

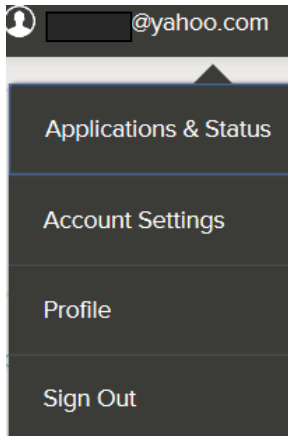
1. Visit the Fresno County Employment Opportunities webpage located at: <http://agency.governmentjobs.com/fresnoca>
2. Click on the [Online Registration](#) link located on the left hand side of the webpage.
3. Click on the [Create an account](#) link located in the upper right hand corner of the dialog box to enter your new account information. Click “Create” to complete the process.

Create a new account [Sign In](#)

The screenshot shows a registration form with three input fields and a button. The first field is labeled '\*Email' and has an information icon (i) on the right. The second field is labeled '\*Username'. The third field is labeled '\*Password'. Below the fields is a dark grey button with the text 'Create'.

- If you have created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- Usernames must be unique and can't contain spaces or special characters.
- Passwords must be at least 8 characters in length and must contain upper and lower case letters, numbers and symbols.
- As you supply correct information for each field, a check mark on the right indicates the value is correct.
- After entering correct information into all fields, click Create.
- If you previously created an account and do not remember your username, click on Forgot Username to have your username will be emailed to you.

- If you previously created an account before and do not remember your password, click on Reset Password and instructions will be emailed to you.
4. After signing in, click on your username, displayed in the top right-hand corner of the webpage, then click on “Profile” to begin entering your personal information.



5. You may import information directly to your application from your LinkedIn account or from a document in .pdf, .doc, or .txt format by clicking on one of the options listed below. If you elect to import your resume be sure to carefully proof read your application to assure information has been uploaded correctly. If you prefer to manually enter your information you may click the “Skip this step” button in the lower right hand corner.

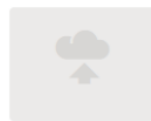
## Import Your Résumé

Save time by importing your information into our system automatically



Transfer from LinkedIn

Use your LinkedIn résumé information for your new profile. You can edit this info later.





Upload from Computer

Supported file types: .pdf, .doc, .txt

To manually fill in your information, you can

Skip this step


- The first section of your profile is General Information. Enter your personal information by clicking on the **Edit**  button in the upper right-hand corner of the various dialogue boxes. When you have finished entering information for this section click  to move on to the next section.


## General Information

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All fields are required unless they are marked (Optional)

### Contact Information

 Please fix the errors in the following section.

**Name** Edit 

**Address**

**Phone**

**Email**  
...@yahoo.com

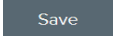
**Notification Preference**  
Email


- The next section is Work Experience. To add your work experience, click the “Add work experience” button and enter the required information into the appropriate fields. Please ensure that you have read and reviewed a job flyer in its entirety to ensure your work experience reflects information needed in order to meet the minimum qualifications for a classification (e.g. experience performing specific required functions, job titles of staff supervised, etc).

## Work Experience

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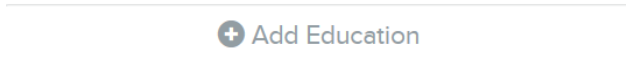
 Add work experience



When you have completed entering information for a specific job, click the  button at the bottom of the screen. You may enter additional positions by clicking on the “Add work experience” button and repeating the process as many times as


necessary to enter your complete employment history. When you have completed entering your work experience proceed to the next step by clicking  .

8. The next section is Education. To add your Education history, click the “Add Education” button and enter the required information into the appropriate fields. Please ensure that you have read and reviewed a job flyer in its entirety to ensure your education reflects information needed in order to meet the minimum qualifications for a classification (e.g. total number of semester units completed).

## Education




When you have completed entering information for specific education, click the  button at the bottom of the screen. You may enter additional education by clicking on the Add Education button and repeating the process as many times as necessary to enter your complete education history. When you have completed entering your education proceed to the next step by clicking  .


9. The next section is Additional Information. Here you may enter information pertaining to certificates and licenses possessed, skills, languages spoken and any supplemental information you would like to include. When you have completed entering additional information proceed to the next step by clicking  .


## Additional Information

**Certificates and Licenses**

 + Add certificate and license


**Skills**

 + Add skills


Typing speed Edit 

Data Entry

**Languages**

 + Add language

**Supplemental Information**

 + Add supplemental information

10. The final section is References. To add references, click the “Add References” button and enter the required information into the appropriate fields.

## References

+ Add Reference

When you have completed entering information for a specific reference, click the Next button at the bottom of the screen. You may enter additional references by clicking on the “Add References” button and repeating the process as many times as necessary. When you have completed entering your references proceed to the next step by clicking Save.

## Find And Apply For Jobs

1. Visit the Fresno County Employment Opportunities webpage located at: <http://agency.governmentjobs.com/fresnoca>
2. Scroll down to find a listing of current employment opportunities. Click on desired position title to open recruitment flyer and click the “Apply” button on the right side to begin application process.

Position <input type="checkbox"/>	Emp. Type <input type="checkbox"/>	Salary <input type="checkbox"/>	Closing Date <input type="checkbox"/>
AGRICULTURAL FIELD AIDE (EXTRA-HELP)	Extra-Help	See Position Description	Continuous
AGRICULTURAL TECHNICIAN - SEASONAL (Extr...	Extra-Help	\$12.00/Hour	04/19/16
BUILDING MAINTENANCE ENGINEER	Permanent	\$1,546.00 - \$1,977.00 Biweekly	04/21/16
COMMUNICATIONS DISPATCHER III/III	Permanent	See Position Description	Continuous
DEFENSE INVESTIGATOR I	Permanent	\$1,733.00 - \$2,216.00 Biweekly	04/18/16
DEPUTY SHERIFF III	Permanent	\$2,204.00 - \$2,819.00 Biweekly	Continuous
ELECTIONS OUTREACH COORDINATOR	Extra-Help	\$13.00/Hour	
ELECTIONS WORKER	Extra-Help	\$10.00/Hour	04/15/16
FACILITY SERVICES MANAGER	Permanent	See Position Description	Continuous
INFORMATION TECHNOLOGY ANALYST I	Permanent	\$1,526.00 - \$1,952.00 Biweekly	04/18/16
LIBRARIAN I	Permanent	\$1,646.00 - \$2,105.00 Biweekly	04/22/16
LIBRARY DEVELOPMENT PROGRAM COORDINATOR	Permanent	See Position Description	Continuous
LICENSED MENTAL HEALTH CLINICIAN	Permanent	\$2,189.00 - \$2,800.00 Biweekly	Continuous
MAINTENANCE PLUMBER	Permanent	\$1,662.00 - \$2,127.00 Biweekly	Continuous
OCCUPATIONAL THERAPIST III/III/III	Permanent	See Position Description	Continuous
PHYSICAL THERAPIST III/III/III	Permanent	See Position Description	Continuous
PUBLIC HEALTH MICROBIOLOGIST I	Permanent	\$1,556.00 - \$1,991.00 Biweekly	Continuous
PUBLIC HEALTH NURSE III	Permanent	See Position Description	Continuous
PUBLIC HEALTH PHYSICIAN	Permanent	See Position Description	Continuous
SAN JOAQUIN VALLEY LIBRARY SYSTEM ADMINI...	Permanent	See Position Description	Continuous
UTILIZATION REVIEW SPECIALIST	Permanent	\$2,461.00 - \$3,148.00 Biweekly	Continuous

Recruitments open to Fresno County employees only can be accessed by clicking on the “Promotional Opportunities” or “Transfer and Reinstatement Opportunities” links on the top of the web page.

Contact the Personnel Services Department at (559) 600-1830

[Home](#) | [Personnel Services Home](#) | [Applicant Login](#) | [Job Opportunities](#) | [Job Specifications](#)  
[Promotional Opportunities](#) | [Transfer & Reinstatement Opportunities](#) | [Job Interest Cards](#)

3. Enter Username or Email address and password. Click “Sign In” to access online account and complete online application. If you have not created an account, you may do so at this time by clicking on the “Create an account” button in the top right corner and following the instructions in the Create An Account section.

Sign in to apply      [Create an account](#)


\*Username or Email


\*Password

Sign In

[Forgot Username](#) | [Reset Password](#)


4. For first time applicants, enter personal information into required fields by following steps 6-10 of the Create An Account section above.
5. After entering References information click [Next](#) to get to the Attachments section. You may attach any supplemental information you wish, such as resumes, certifications or transcripts by clicking the “Add supplemental attachment” button. Once you have finished entering desired attachments click on the [Next](#) button.
6. The next section is Agency Questions. This section contains questions pertaining to job related information as well as statistical information. Additionally, some positions may require the applicant to provide supplemental information by answering questions which will be located in the Supplemental Questions section below the Agency Questions. After answering all questions, click [Proceed to Review](#).

7. Review information previously entered into the various fields. You may edit information entered by clicking on the **Edit**  button located the top right hand corner of the various sections of your application. Please ensure that you have read and reviewed a job flyer in its entirety to ensure your work experience reflects information needed in order to meet the minimum qualifications for a classification (e.g. experience performing specific required functions, job titles of staff supervised, etc). Amendments cannot be made to an application once it has been submitted; for this reason, it is absolutely critical that you thoroughly review your information before submitting an application.

Once you have you reviewed various fields and are satisfied with the information contained within your application proceed to click  .

8. To finalize the application process read the information in the dialog box (below). Click on “Accept and Submit” to submit finalized application. As stated in the previous step, amendments **will not** be possible after submitting your application.

## Certify & Submit



**READ THIS STATEMENT BEFORE CHECKING THE SIGNATURE BOX:**

Information provided on this application may be verified, including but not limited to, contacting former employers. 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, including that regarding my education and experience. I understand and agree that any misstatements or omissions of material facts herein will cause forfeiture on my part of all rights to employment by Fresno County.

**IMPORTANT NOTICE REGARDING EMPLOYMENT:**

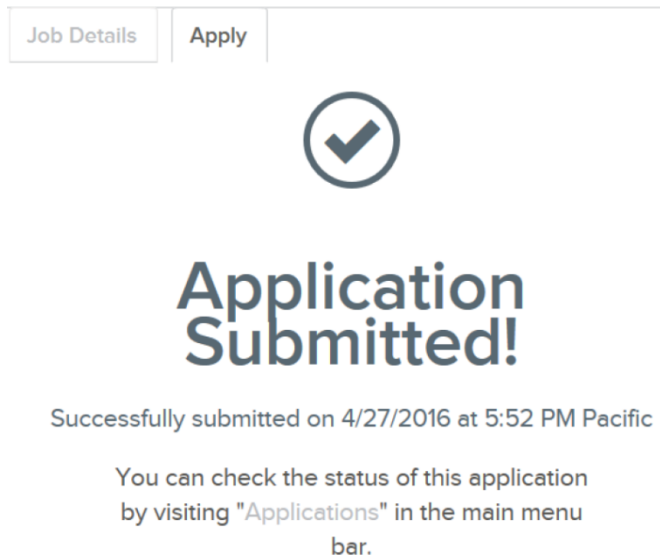
Employment with the County of Fresno does not occur until the Department Head and the County Administrative Officer sign and file a formal document appointing the applicant to a job position following successful completion of all employment procedures, including a medical evaluation. Until formal appointment is made in this manner, any offers of County employment are conditional and preliminary and may be withdrawn. At time of hire, County employees must meet documentation requirements of the Federal Immigration Reform and Control Act of 1986. NOTE: We are unable to provide photocopies of submitted applications, resumes and other materials.

By clicking on the 'Accept' button, I hereby certify agreement with the terms given above for Applicant Release of Employment Information.

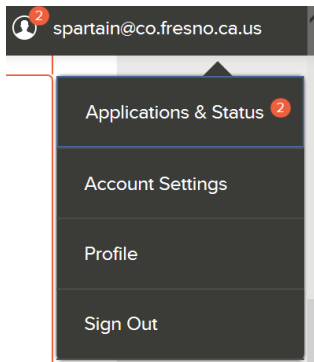
Decline

Accept & Submit

Successful submission of an application will be accompanied by the following screen.



Once successfully submitted, you may check the status of any application submitted through the NEOGOV system by signing into your account, clicking on your email or username in the upper right-hand corner of the webpage and clicking on the “Applications & Status” link from the dropdown menu.



For additional information or assistance regarding the NEOGOV online application process or the status of a recruitment, please contact Employment Services at (559) 600-1830.

For technical assistance with the NEOGOV system, please contact the NEOGOV Helpdesk toll-free at (855) 524-5627. This is a voice mail operating system. You will have to leave a message and a customer representative will return your call within 24 business hours.