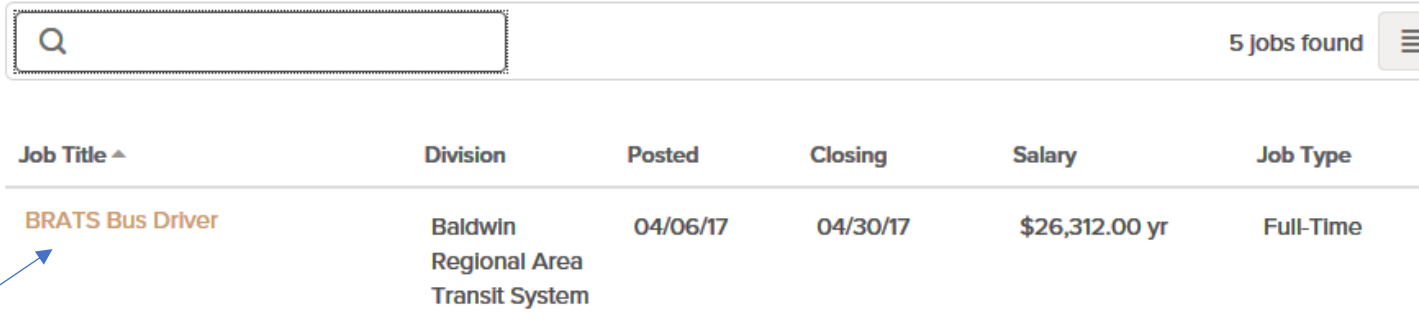


# NEOGOV – How to Submit an Online Application

1. Click on the job title from the *Job Title* column to view the job posting.



| Job Title ^                      | Division                                   | Posted   | Closing  | Salary         | Job Type  |
|----------------------------------|--|----------|----------|----------------|-----------|
| <a href="#">BRATS Bus Driver</a> | Baldwin<br>Regional Area<br>Transit System | 04/06/17 | 04/30/17 | \$26,312.00 yr | Full-Time |

2. The job posting will display, click *Apply*



Navigation icons: back, forward, print, Facebook, Twitter, Google+, LinkedIn, Email


## BRATS Bus Driver

|                   |                            |                   |                                      |
|-------------------|----------------------------|-------------------|--------------------------------------|
| <b>Salary</b> ⓘ   | \$26,312.00 Annually       | <b>Location</b> ⓘ | Robertsdale, AL                      |
| <b>Job Type</b>   | Full-Time                  | <b>Department</b> | Baldwin County Commission            |
| <b>Job Number</b> | 42567                      | <b>Division</b>   | Baldwin Regional Area Transit System |
| <b>Closing</b>    | 4/30/2017 11:59 PM Central |                   |                                      |

[APPLY](#)

3. If you have already created an applicant account, you can sign in, otherwise, click *“Create an Account”*

## NEOGOV – How to Submit an Online Application

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

All fields are required



Username or Email

Password

Sign In

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

or sign in with

 LinkedIn    Facebook

4. Enter in an email address
5. Create a user name (*user names may contain letter, numbers, and underscore characters*)
6. Create a password (*must be 8 characters in length, contain upper and lower case letter, at least one number and one special character.e.g. exclamation point.*)
7. When completed, click **Create**

Create a new account   [Sign In](#)

james.t.learner@gmail.com ✓

jtlearner1 ✓

•••••••• ✓

Create

## NEOGOV – How to Submit an Online Application

The next page that displays is the resume import page which reduces the amount of time to set up your profile, particularly your work history and education.

You have three options:

- 1) Transfer from LinkedIn
- 2) Upload a resume document, or
- 3) If you do not have a LinkedIn account or resume, click ***Skip this Step*** and manually enter in your information.

**Résumé** Import Your Résumé

Save time by importing your information into our system automatically

**in**  
Transfer from LinkedIn  
Use your LinkedIn résumé information for your new profile. You can edit this info later.

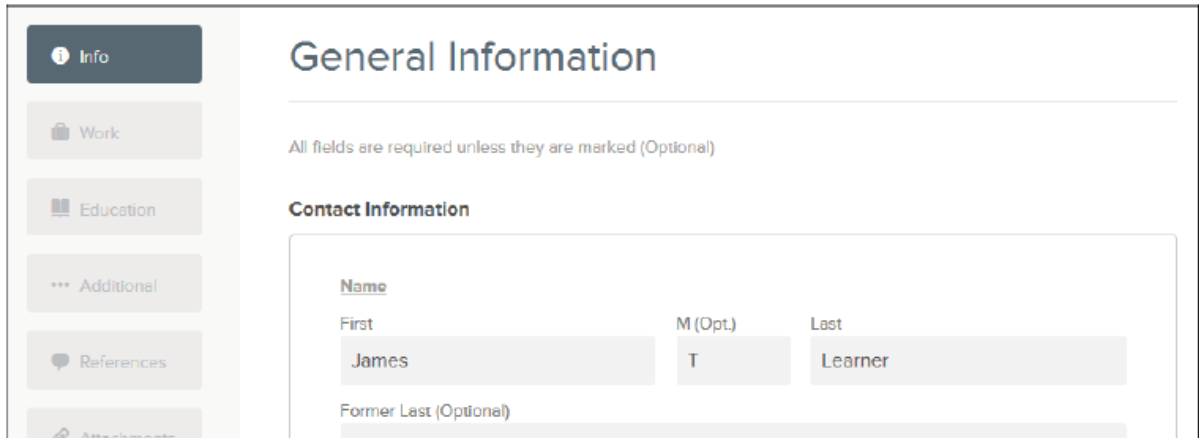
**Upload from Computer**  
Supported file types: .pdf, .doc, .docx, .txt

To manually fill in your information, you can **Skip this step**

# NEOGOV – How to Submit an Online Application

## To manually fill in your information:

8. Fill in the *General Information* section and click *Save*



**General Information**

All fields are required unless they are marked (Optional)

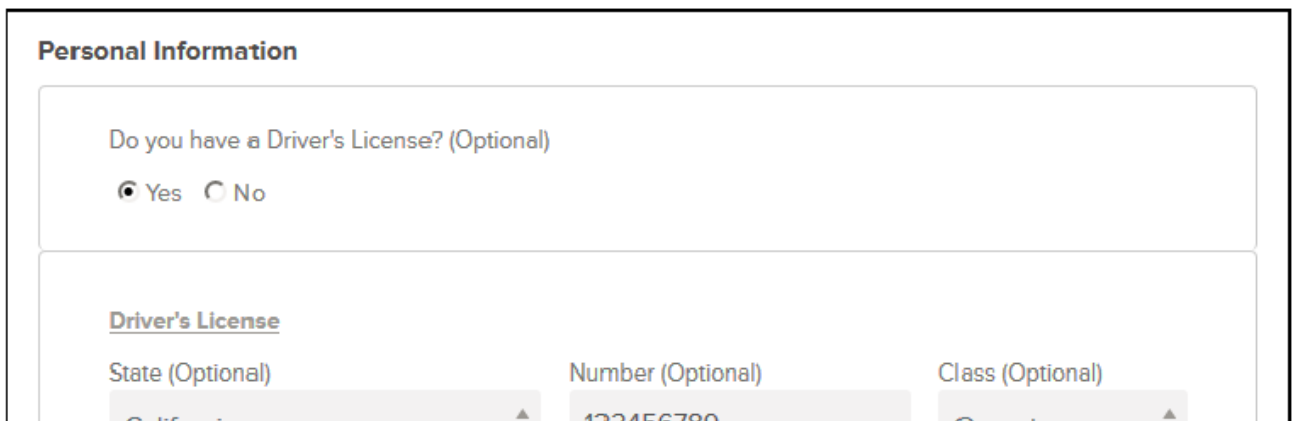
**Contact Information**

Name

First: James M (Opt.): T Last: Learner

Former Last (Optional):

9. Fill in the *Personal Information* section and click *Save*



**Personal Information**

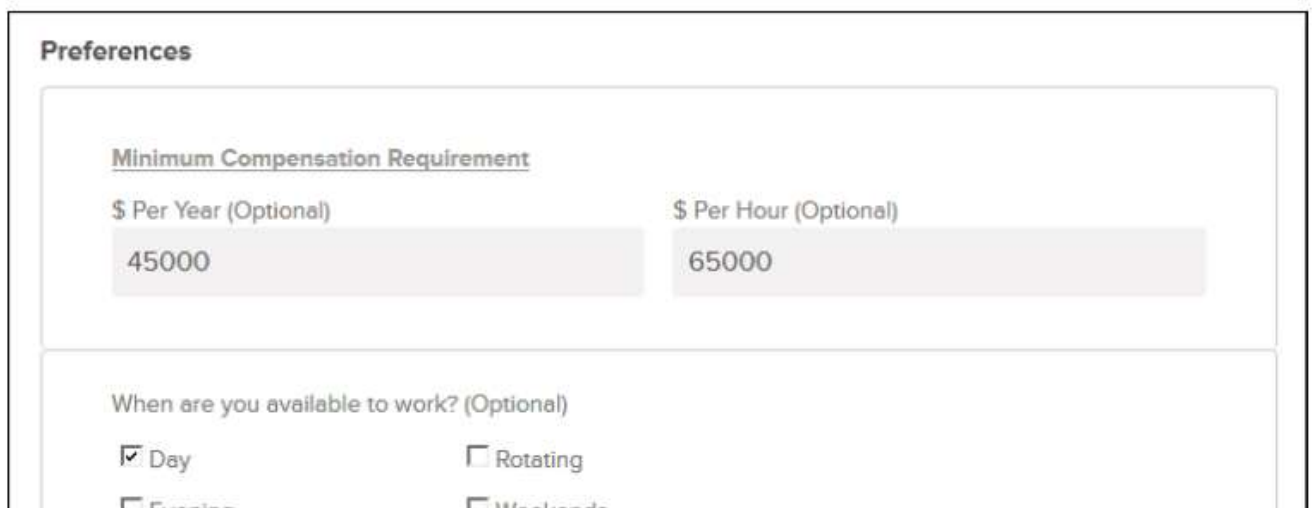
Do you have a Driver's License? (Optional)

Yes  No

Driver's License

State (Optional): California Number (Optional): 123456789 Class (Optional): Operator

10. Fill in the *Preferences* and click *Save*



**Preferences**

Minimum Compensation Requirement

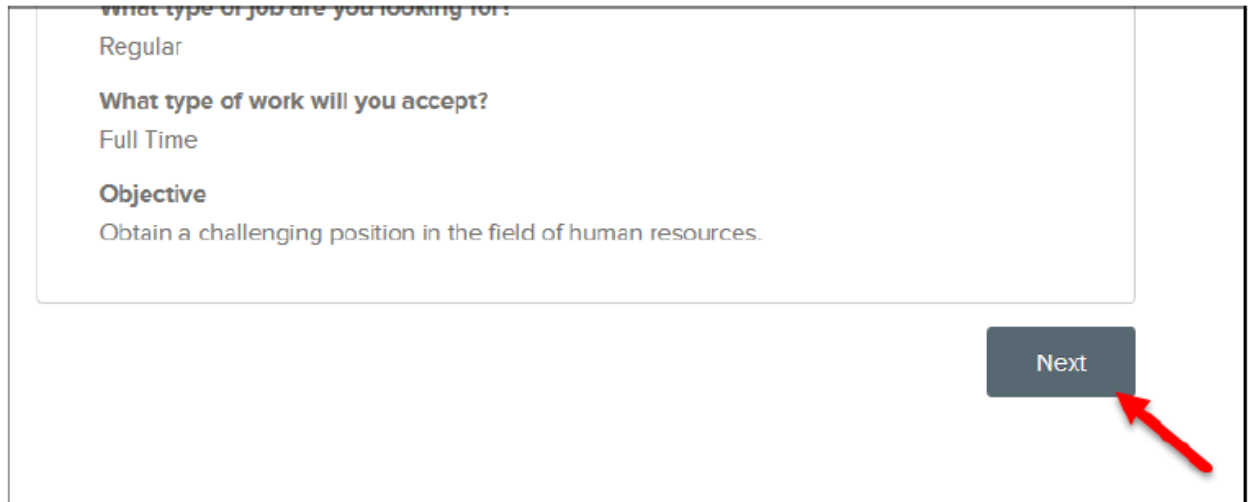
\$ Per Year (Optional): 45000 \$ Per Hour (Optional): 65000

When are you available to work? (Optional)

Day  Rotating  
 Evening  Weekends

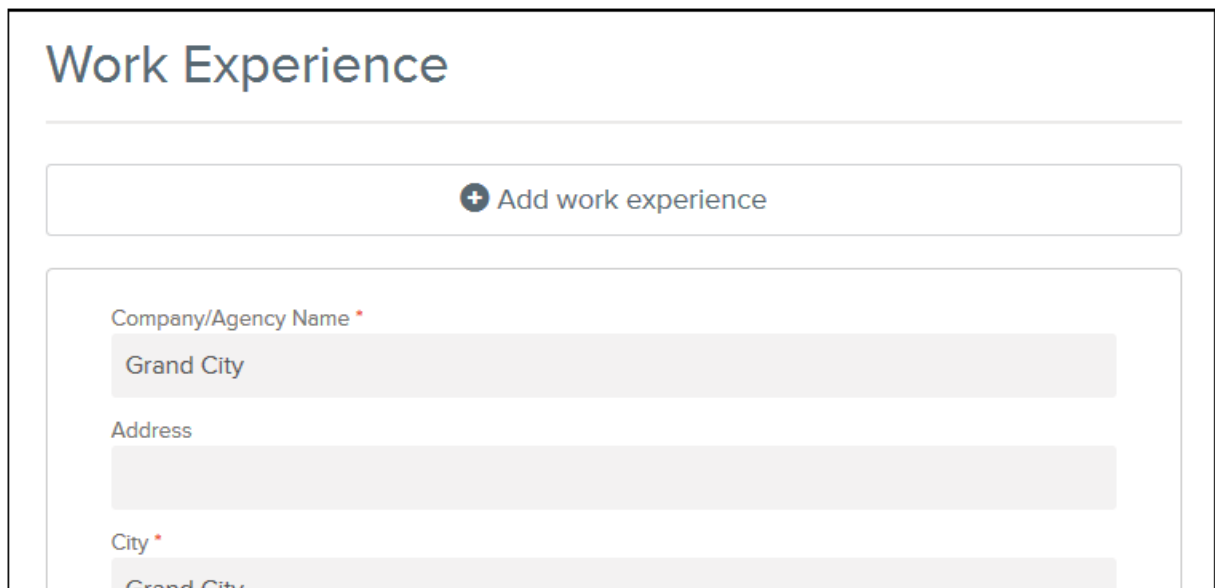
## NEOGOV – How to Submit an Online Application

11. Once you're done, click *Next* to proceed to the *Work Experience* section.



A screenshot of a web form. The form contains three sections: "What type of job are you looking for?" with the option "Regular" selected; "What type of work will you accept?" with the option "Full Time" selected; and "Objective" with the text "Obtain a challenging position in the field of human resources." A dark grey button labeled "Next" is located at the bottom right of the form, with a red arrow pointing to it.

12. Click *Add Work Experience*, fill in the work experience form and click *Save*.



A screenshot of a web form titled "Work Experience". At the top, there is a button with a plus sign and the text "Add work experience". Below this, there is a form field for "Company/Agency Name" with the text "Grand City" entered. Below that is a field for "Address" which is currently empty. Below that is a field for "City" with the text "Grand City" entered. The form fields are greyed out, suggesting they are not yet active or are in a preview state.

13. Repeat this step for any additional work experience.

## NEOGOV – How to Submit an Online Application

14. Once you're done, click *Next* to proceed to the *Education* section.



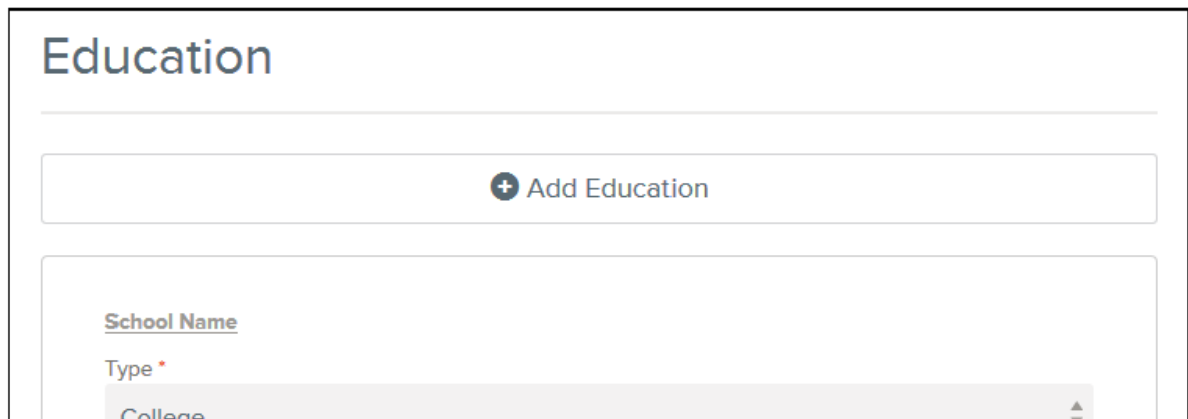
may we contact this employer?  
Yes

**Duties Summary**  
HR analyst tasks.

Next

A screenshot of a web form. At the top, there is a question "may we contact this employer?" with a "Yes" option. Below that is a section titled "Duties Summary" with the text "HR analyst tasks." In the bottom right corner of the form, there is a dark grey button labeled "Next". A red arrow points to the "Next" button.

15. Click *Add Education*, fill in the education form and click *Save*



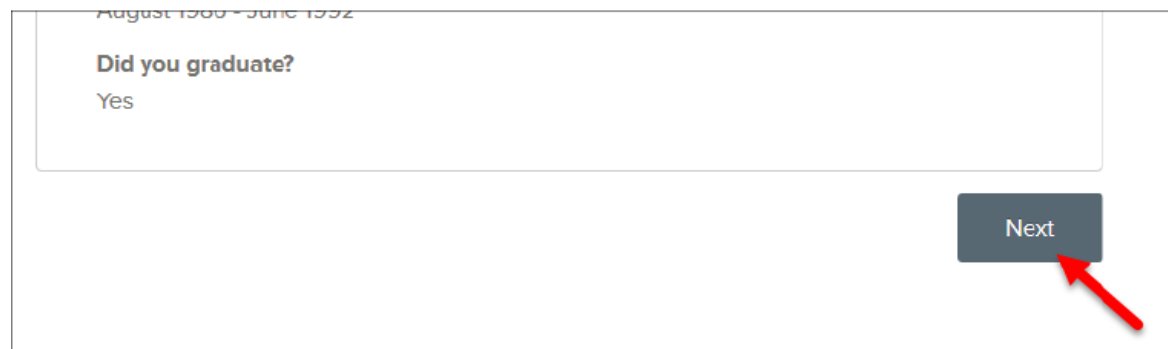
Education

+ Add Education

School Name  
Type \*  
College

A screenshot of the "Education" section of a web form. The title "Education" is at the top. Below it is a large button with a plus sign and the text "Add Education". Underneath is a form for adding education records. It has a label "School Name" and a "Type \*" dropdown menu. The dropdown menu is open, showing "College" as the selected option.

16. Repeat this step for any additional education records.
17. Once you're done, click *Next* to proceed to the *Additional Information* section.



August 1989 - June 1992

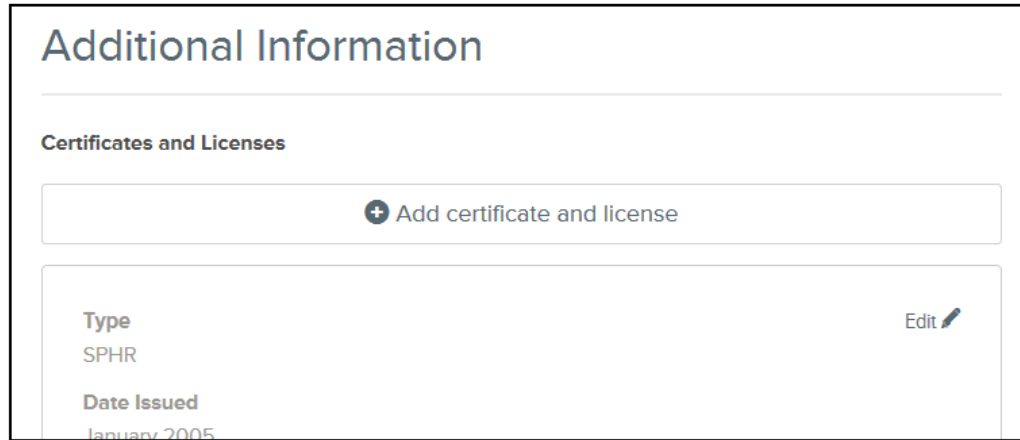
**Did you graduate?**  
Yes

Next

A screenshot of a web form. At the top, there is a date range "August 1989 - June 1992". Below that is a question "Did you graduate?" with a "Yes" option. In the bottom right corner of the form, there is a dark grey button labeled "Next". A red arrow points to the "Next" button.

## NEOGOV – How to Submit an Online Application

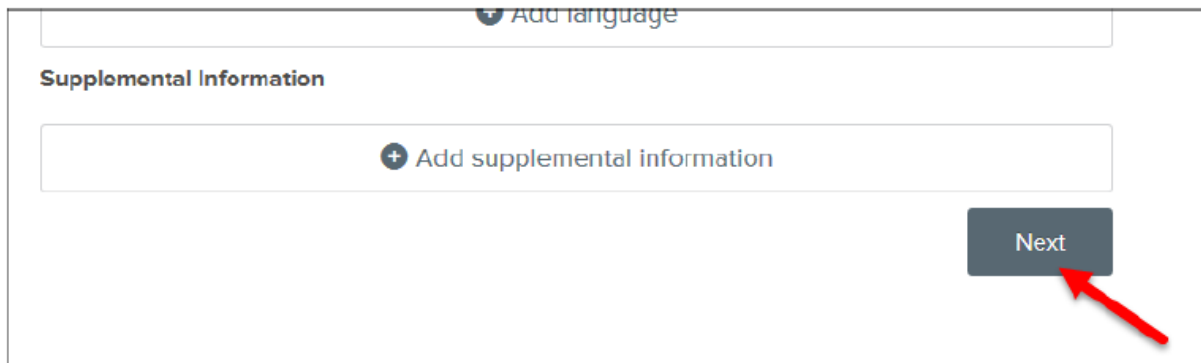
18. The *Additional Information* page will display. From here you can add licenses, certifications, skills, typing/data entry speeds, languages and any other supplemental information.



The screenshot shows the 'Additional Information' page. At the top, there is a section titled 'Certificates and Licenses'. Below this title is a button with a plus sign and the text 'Add certificate and license'. Underneath is a table with the following visible content:

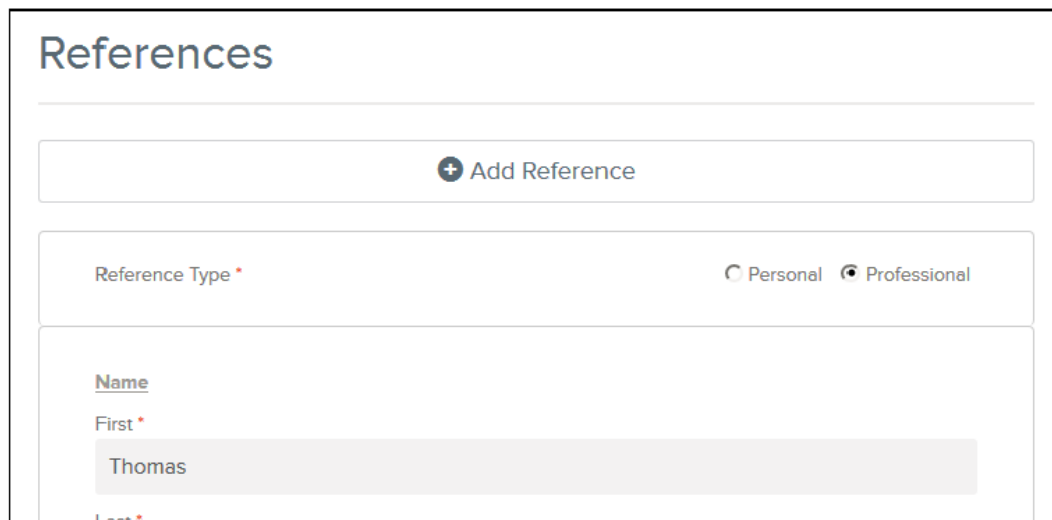
| Type         | Edit |
|--------------|------|
| SPHR         |      |
| Date Issued  |      |
| January 2005 |      |

19. Once you're done, click *Next* to proceed to the *References* section.



The screenshot shows the 'Supplemental Information' page. At the top, there is a button with a plus sign and the text 'Add language'. Below this is a section titled 'Supplemental Information' with a button that says 'Add supplemental information'. In the bottom right corner, there is a dark grey button labeled 'Next', which is highlighted by a red arrow.

20. Click *Add Reference*, populate the references form and click *Save*.



The screenshot shows the 'References' page. At the top, there is a button with a plus sign and the text 'Add Reference'. Below this is a section titled 'Reference Type' with two radio buttons: 'Personal' and 'Professional'. The 'Professional' radio button is selected. Below this is a form with the following fields:

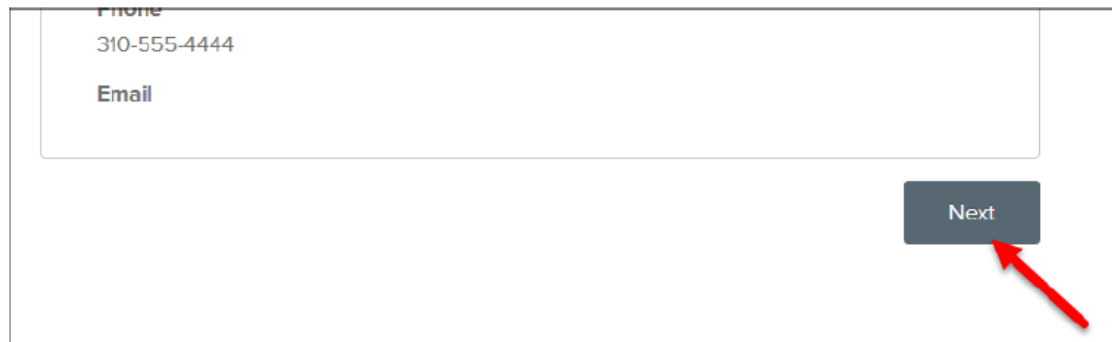
**Name**

First \*  
Thomas

Last \*

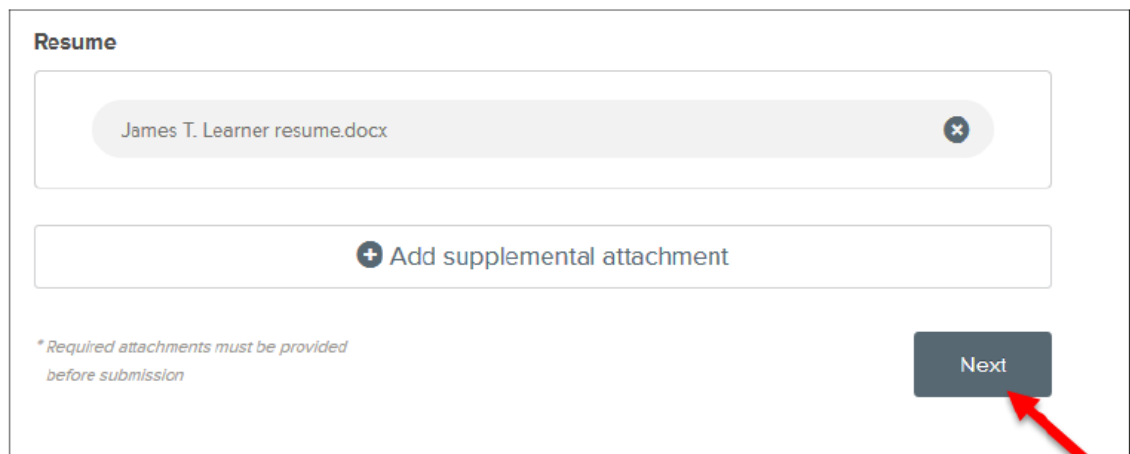
## NEOGOV – How to Submit an Online Application

21. Once you're done, click *Next* to proceed to *Attachments* section.



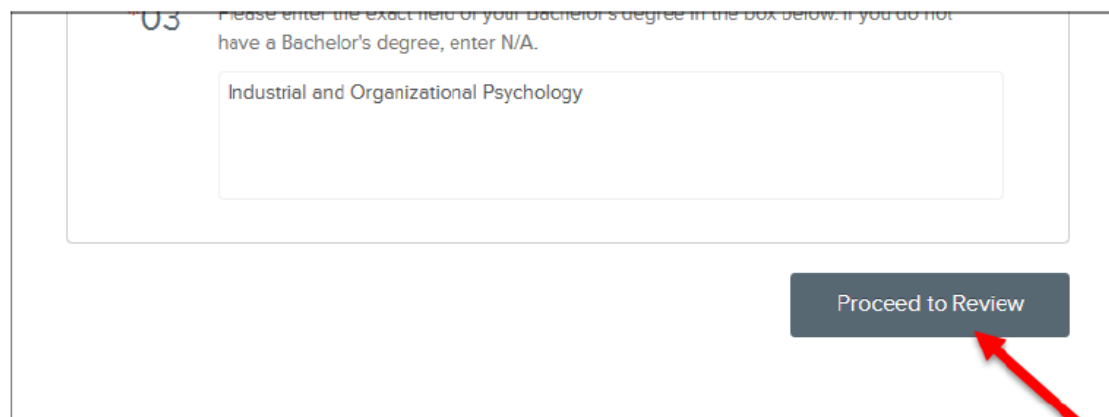
A screenshot of a web form. At the top, there is a field labeled "Phone" containing the number "310-555-4444". Below it is a field labeled "Email". To the right of the form, there is a dark grey button with the word "Next" in white text. A red arrow points from the bottom right towards the "Next" button.

22. Click "*Choose attachment type*" and select *Resume* from the pulldown.
23. From this page use the upload page, or, drag and drop the file into the box. Click Next once you're done to proceed to the *Agency Questions* and *Supplemental Questions* sections.



A screenshot of a web form titled "Resume". It features a file upload area with a single file named "James T. Learner resume.docx" and a close button (an 'x' in a circle). Below the upload area is a button with a plus sign and the text "Add supplemental attachment". At the bottom left, there is a note: "\* Required attachments must be provided before submission". To the right, there is a dark grey button with the word "Next" in white text. A red arrow points from the bottom right towards the "Next" button.

24. Populate *Agency Questions* and *Supplemental Questions* sections and click *Proceed to Review*.

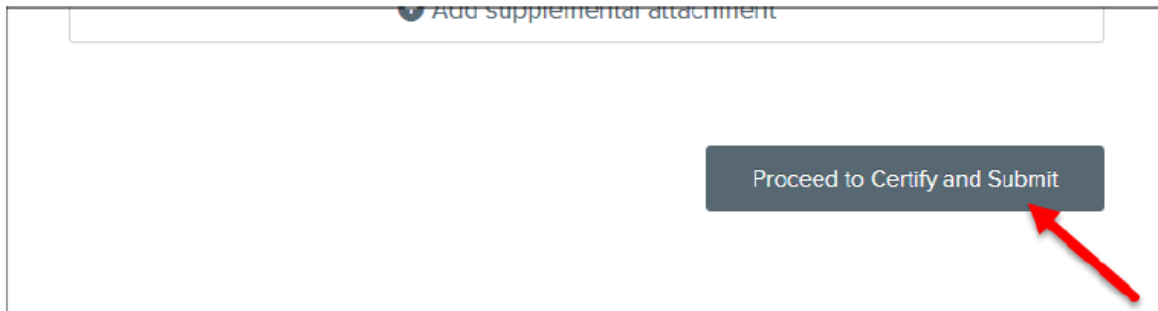


A screenshot of a web form. At the top, there is a question number "03" followed by the text: "Please enter the exact field of your Bachelor's degree in the box below. If you do not have a Bachelor's degree, enter N/A." Below this text is a text input field containing the text "Industrial and Organizational Psychology". At the bottom right of the form, there is a dark grey button with the text "Proceed to Review" in white. A red arrow points from the bottom right towards the "Proceed to Review" button.

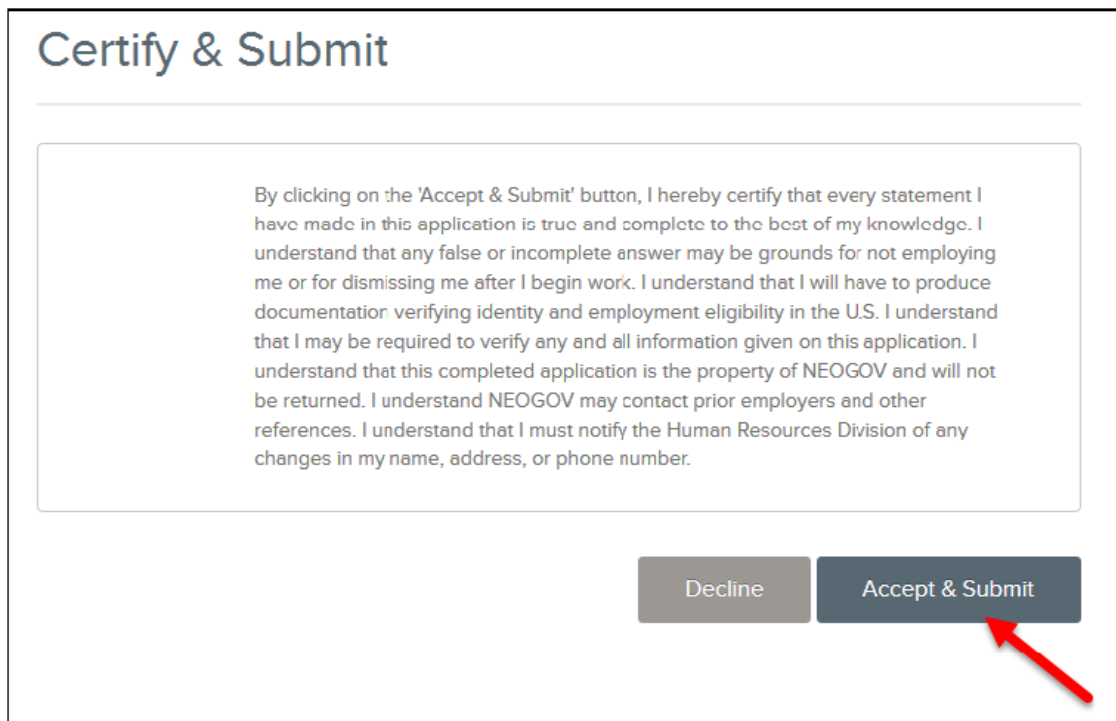


## NEOGOV – How to Submit an Online Application

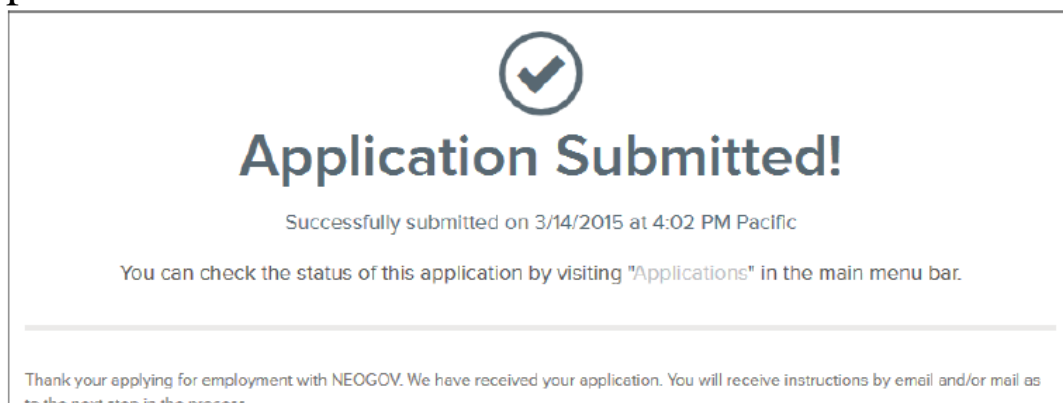
25. Review your entries and then click *Proceed to Certify and Submit*.



26. Click *Accept & Submit* from the *Certify & Submit* page.



27. A confirmation page will display after submitting your application.



# NEOGOV – How to Submit an Online Application

**You can log in anytime and check the status of your application.**

|   | <u>SUBMITTED</u>  | INCOMPLETE  | 3 Submitted Applications found |
|---|---|---|--------------------------------|
| <b><u>BRATS Bus Driver</u></b><br>Baldwin County, Alabama             | Applied on 04/26/2017 03:30 PM Central<br><a href="#">History</a> | Processing  |                                |
| <b><u>Assistant Personnel Director</u></b><br>Baldwin County, Alabama | Applied on 01/05/2017 11:52 AM Central<br><a href="#">History</a> | Position Filled<br>Baldwin County Commission (Req. 56789) |                                |
| <b><u>License Revenue Officer I</u></b><br>Baldwin County, Alabama    | Applied on 11/04/2016 02:37 PM Central<br><a href="#">History</a> | Your application is under secondary review                |                                |

**You can also use your log-in to apply for other positions without having to fill out the entire application again.**

**Be sure to save your log-in and password. Baldwin County Commission cannot reset an applicant's log-in or password.**