



Getting Started How to create an account and apply for a job on-line

1. Once you have identified the position you want to apply for, click on the 'Apply' link in the job posting.

Current Openings

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Job Title: Administrative Program Support Assistant, 12M000000852

Closing Date/Time: Tue. 11/10/09 11:59 PM Eastern Time

Salary: \$12.50 - \$28.54 Hourly
\$1,000.38 - \$2,283.38 Biweekly
\$2,167.50 - \$4,947.33 Monthly
\$26,010.00 - \$59,368.00 Annually

Job Type: Full-Time Permanent

Location: City Hall, 900 E. Broad St., Richmond, Virginia

Department: Human Resources

[Print Job Information](#) | [Apply](#)

2. Click on 'Create Your Account Here!'

Note: If you have already created a user account log in using your previously created username and password. **You will not be able to create another account using the same e-mail address.**

[Home](#) [Job Search](#) [Career Seekers](#) [About Us](#) [Post a Job](#) [Employer Login](#)

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](#)

Username:

Password:

Not Registered Yet? [Create Your Account Here!](#) [I Forgot My Password](#)





3. Enter your account information and click **'Save'** at the bottom of the screen.

GovernmentJobs

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Request New Job Seeker Account

* First Name
Middle Initial
* Last Name
Primary Phone
Alternate Phone
* Email
* Notification Preference
By which method would you prefer to be notified about application status, testing dates and examination results?
* Address 1
Address 2
* City
* State
* Zip
Country
* 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
* Password
* Confirm Password
Password Hint
Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

4. Click on the **'Create Application'** button.

Current Openings

Welcome, Jane Smith

Thank you for registering with GovernmentJobs.com. Your account is now active.

In order to apply for a position you need to create an application first. Click on the **'Create Application'** button and we'll guide you through the process.

Applications You've Created:

Name	Date Created	Modify
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Tip: You do NOT need to recreate a new application every time you're applying for a position.





5. Give your application a name and click the **'Create Application'** button to continue.

Current Openings
Welcome, Jane Smith Help Logout

Main Menu Application Status My Account

Build New Application

To create an application, enter the name of the application in the box below and click the **'Create Application'** button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

Create Application ←

Tip: You can reuse this application to apply for as many positions as you'd like. You do NOT need to recreate a new application every time you're applying for a position.

6. Once your *Job Application Profile* opens, review the information and make sure it is correct. Click the **'Save & View Application'** button to continue.

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Administrative Program Support Assistant, 12M000000852 - Application process steps:

① **Job Application** >>>>> ② Agency-wide Questions >>>>> ③ Supplemental Questions >>>>> ④ Confirm Application >>>>> ⑤ Certify & Submit

Job Application » Profile

Cancel Save & View Application * Required Field

Contact Information

* First Name
Middle Initial
* Last Name
Primary Phone
Alternate Phone
* Email
* Notification Preference
By which method would you prefer to be notified about application status, testing dates and examination results?

* Address 1
Address 2
* City
* State
* Zip
Country
Former Last Name
list only one; leave blank if none
Month and Day of Birth /

Cancel Save & View Application ← * Required Field





7. The application process consists of 5 steps. Step 1 consists of completing the job application fields. Click on the 'Edit' link in each section of the application to enter your information. **Please note an attached resume is not a substitution for a completed application.** Once you have entered all of your information in the application, click the 'Go to Step 2: Agency Wide Questions' button to continue.

Current Openings
Welcome, Jane Smith Help Logout

[Main Menu](#) [Application Status](#) [My Account](#)

Administrative Program Support Assistant, 12M000000852 - Application process steps:

1 >>>>> 2 >>>>> 3 >>>>> 4 >>>>> 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application >> Review

* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

Contact Information		Edit Contact Information	
Name:	Jane L Smith	Address:	123 Street Richmond, Virginia 23219
Home Phone:	(804) 222-2222	Email:	janelsmith@e-mail.com
Former Last Name:		Notification Preference:	Email
		Alternate Phone:	(804) 333-3333
		Month and Day of Birth:	01/01

Personal Information		Edit Personal Information
Driver's License:	Yes, Virginia	
Can you, after employment, submit proof of your legal right to work in the United States?	Yes	
What is your highest level of education?	Bachelor's Degree	

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 Step 2: Agency-wide Questions](#)

* Required Field





8. Answer the agency wide questions and click the **'Save and proceed'** button at the bottom of the page.

Main Menu Application Status My Account

Administrative Program Support Assistant, 12M000000852 - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5

Job Application Agency-wide Questions Supplemental Questions Confirm Application Certify & Submit

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.

9. Answer the supplemental questions and click the **'Save and Proceed'** button at the bottom of page.

Main Menu Application Status My Account

Administrative Program Support Assistant, 12M000000852 - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5

Job Application Agency-wide Questions Supplemental Questions Confirm Application Certify & Submit

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.





10. Review all the information that you entered in your application and confirm that it is correct. If you need to correct anything, click on the edit link to do so. After reviewing your application, click the **'Confirm Application'** button at the top or bottom of the page.

The screenshot shows a navigation bar with 'Main Menu', 'Application Status', and 'My Account'. Below it, the application title 'Administrative Program Support Assistant, 12M000000852' is followed by 'Application process steps:'. A progress indicator shows five steps: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application (highlighted), and 5. Certify & Submit. The main content area is titled 'Confirm Application' and contains the following text: 'Please review the application you're about to send for the position of **Administrative Program Support Assistant, 12M000000852**. 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.' At the bottom, there is a 'Confirm Application' button with an arrow pointing to it from the right.

11. Click the **'Accept'** button to certify and submit your application.

The screenshot shows the same navigation bar as the previous step. The application title and progress indicator are identical, with step 5 'Certify & Submit' now highlighted. The main content area is titled 'Certify & Submit' and contains the following text: '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 the City of Richmond and will not be returned. I understand the City of Richmond 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.' To the left of this text is the City of Richmond logo. At the bottom, there are two buttons: 'Accept' and 'Decline', with an arrow pointing to the 'Accept' button from below.



City of Richmond


Department of Human Resources



12. After you certify and submit your application, you will receive the following message to confirm your application has been received.

Application for [Administrative Program Support Assistant, 12M000000852](#) is complete. [Click here for a printable version of the application you just submitted](#)

Confirmation



Dear Jane Smith

Thank you for applying for employment with the City of Richmond. We have received your application. You will receive instructions by email and/or mail 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 and abilities required to successfully perform the job.

Be sure to logout of your account after you apply.

