


# Navigating NeoGov (Governmentjobs.com)

## Create a new account:

Follow these steps to create a new account:


Point your web browser to [www.governmentjobs.com](http://www.governmentjobs.com) .

1. Click  in the top right of the menu bar.
2. Enter an email address, username, and password for your new account. You may also create a new account with your Facebook credentials by clicking Facebook.
  - 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.
  - Your password must be at least 8 characters in length and contain upper and lower case letters, numbers and symbols.

## Log in to an existing account:

Follow these steps to login to an existing account:

Point your web browser to [www.governmentjobs.com](http://www.governmentjobs.com) .

1. Click  in the top right of the page.
2. Enter your username and password or click Facebook and sign into your account with your Facebook credentials.
  - If you can't remember your username, click on Forgot Username and enter the email address associated with your account. You will receive an email with your username.
  - If can't remember your password, click Reset Password and enter the email address associated with



Civil Service Commission



# Navigating NeoGov (Governmentjobs.com)

## Create your profile:

Add the following information to your account:

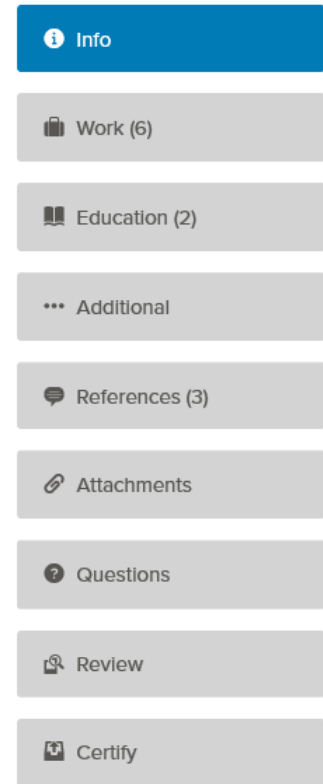
- Name
- Contact information
- Personal information
- Work history
- Education
- Additional Information
- References

## Applying for jobs:

- Click on the Apply tab from job details.
- Complete a series of steps and answer required questions.
- Review your application and submit.

## Helpful tips:

- Read and follow all instructions contained in the job announcement. All qualifying information must be included in your application at the time of submission. Applications that do not comply with posted instructions and incomplete applications may be rejected.
- If you experience technical difficulties with any part of the application process, please call the Applicant Support Line at **1.855.524.5627**. This line is open from 6 a.m. to 5 p.m. Pacific time, Monday through Friday.



Still have questions? Contact us!

We are here to help you navigate the process.

Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org)

Phone: 509.625.6160



# Civil Service Commission