



Applicant User Guide

How To: Search,
become an applicant,
create an application,
apply, and confirm
receipt

Howard County Human
Resources

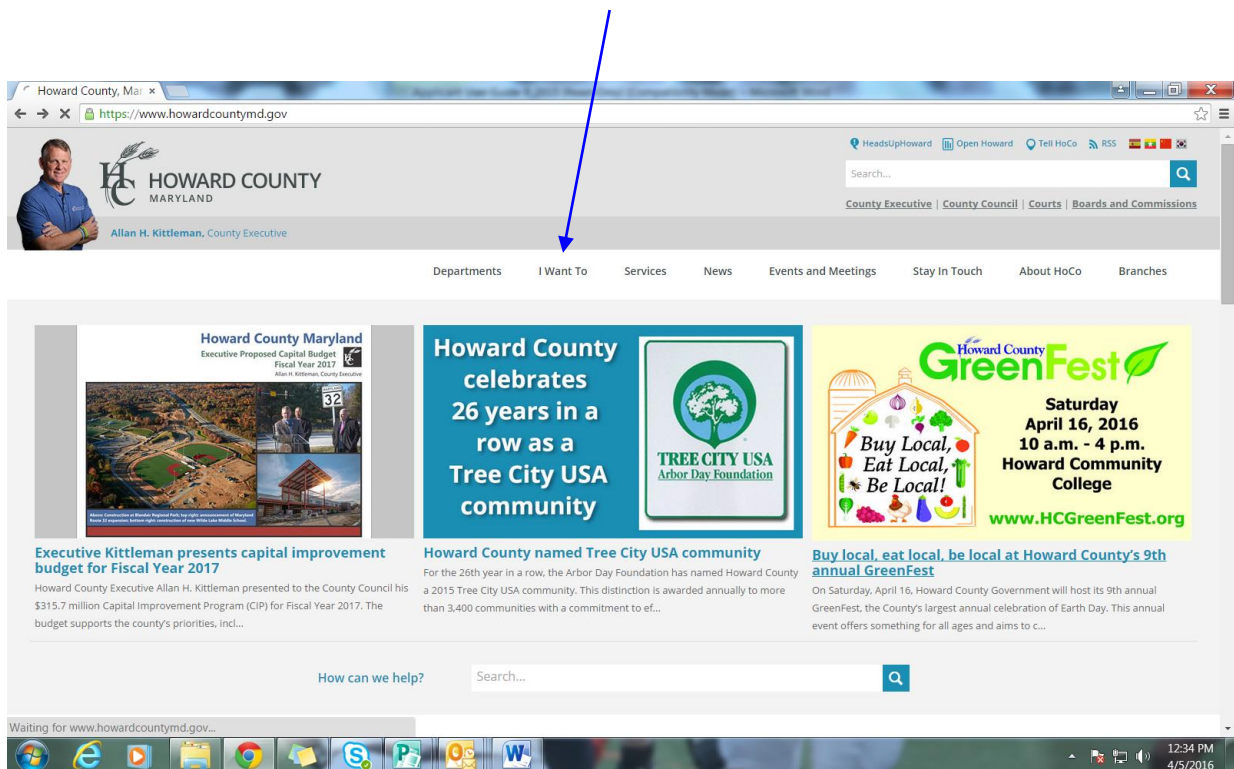


Howard County On-line Employment Application First Time Users Guide

IMPORTANT NOTE: Without exception, ***applications must be received within the indicated posting period.*** If at all possible, please do not wait until the last day to apply for a position. If you should encounter any technical difficulty, please call the **NEGOV Help Desk at 855-524-5627** for assistance.

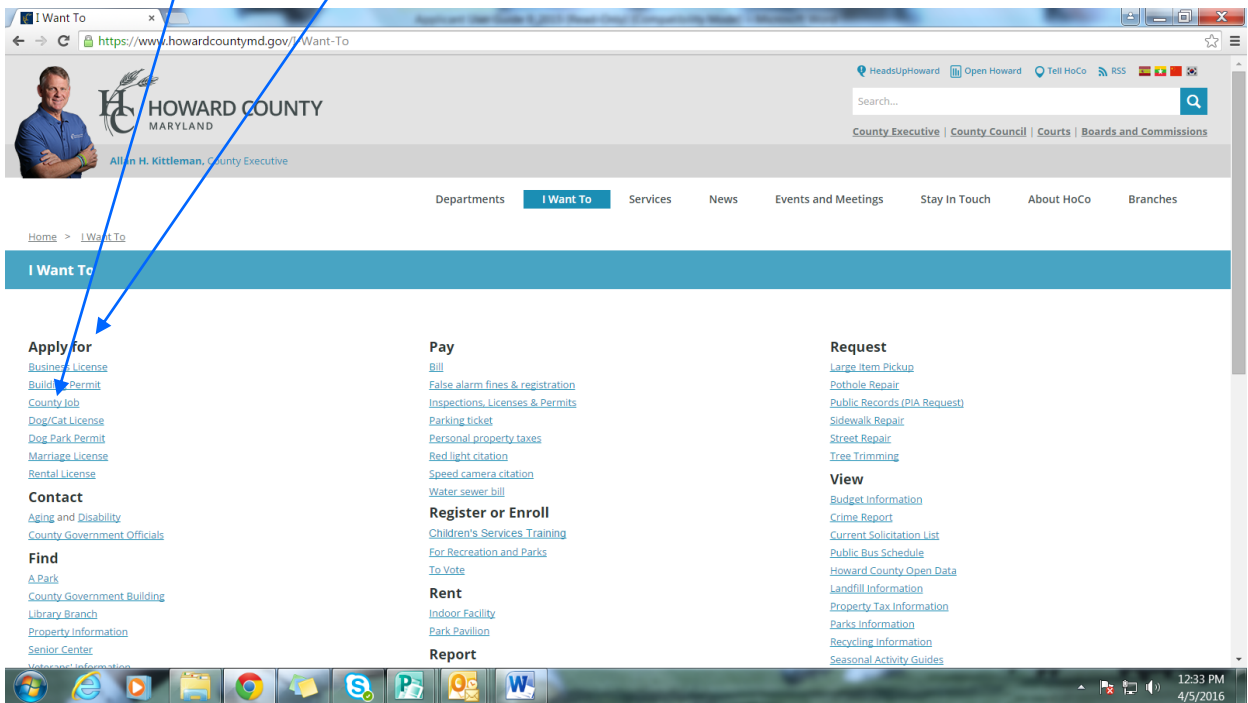
To begin your search for vacancies,

1. Go to www.howardcountymd.gov and click on **Want To.**

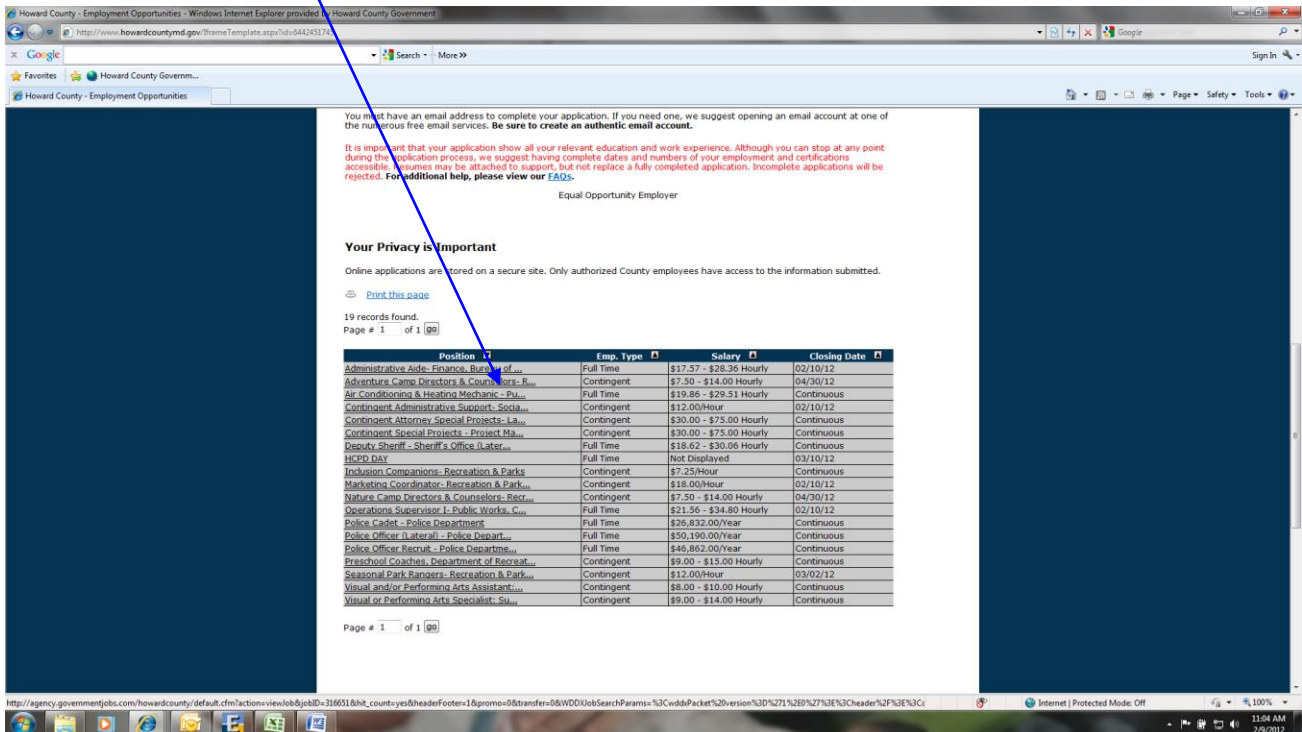


The screenshot displays the Howard County Maryland website interface. At the top left, there is a header with the county logo and the name of the County Executive, Allan H. Kittleman. A search bar is located in the top right corner. Below the header is a horizontal navigation menu with the following items: Departments, I Want To, Services, News, Events and Meetings, Stay In Touch, About HoCo, and Branches. A blue arrow points from the text 'I Want To.' in the instruction above to the 'I Want To' link in the navigation menu. Below the navigation menu, there are three main content tiles. The first tile is titled 'Howard County Maryland Executive Proposed Capital Budget Fiscal Year 2017' and features a photo of Allan H. Kittleman. The second tile is titled 'Howard County celebrates 26 years in a row as a Tree City USA community' and includes the Tree City USA logo. The third tile is titled 'Howard County GreenFest' and features a colorful graphic with the text 'Buy Local, Eat Local, Be Local!' and the event details: 'Saturday April 16, 2016 10 a.m. - 4 p.m. Howard Community College'. At the bottom of the page, there is a footer with the text 'How can we help?' and another search bar. The Windows taskbar at the very bottom shows the system tray with the time 12:34 PM and date 4/5/2016.

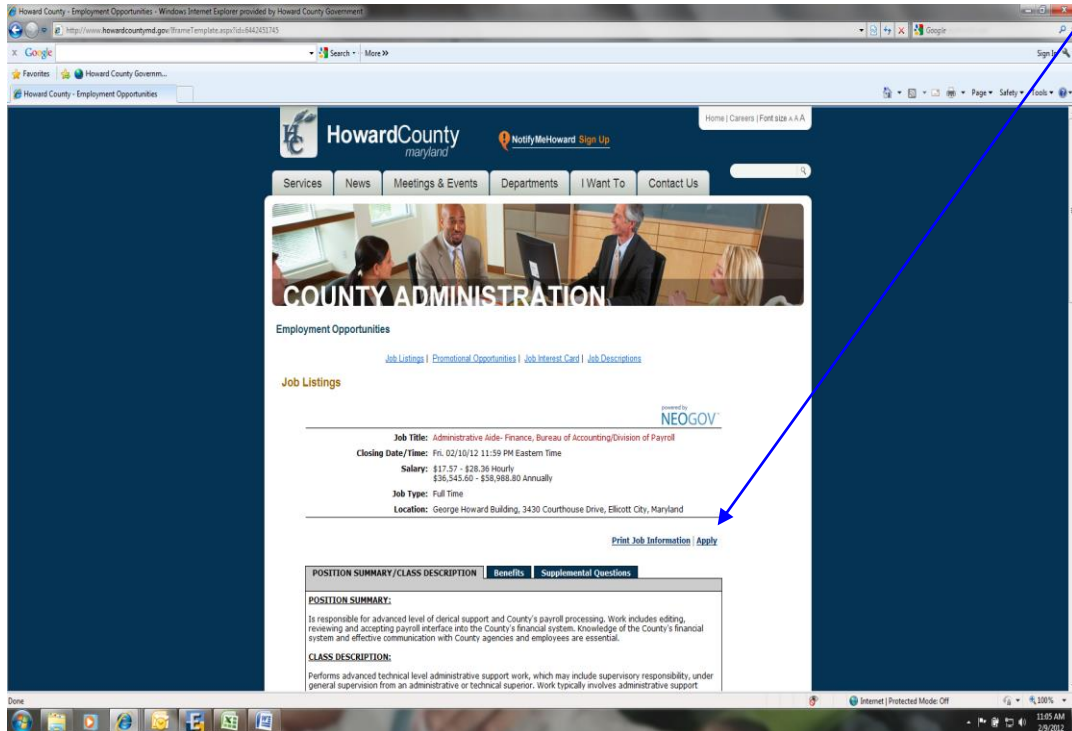
2. Click on [County Job](#) under the [Apply for](#) column.



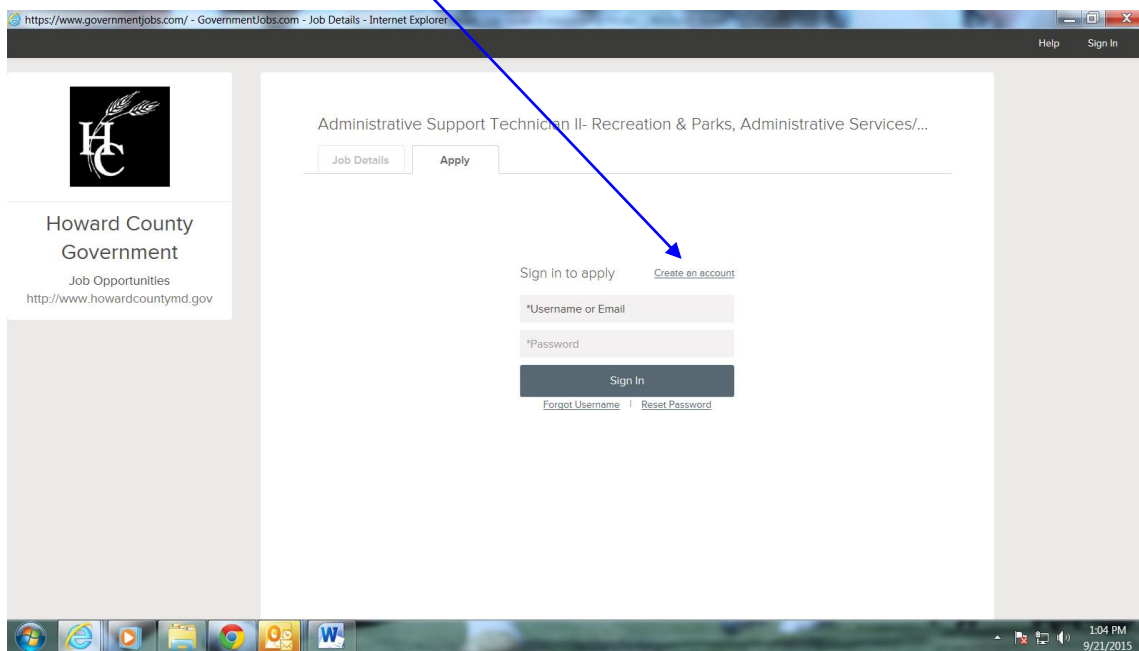
3. On the Jobs Listings page, scroll down to the alphabetical list of job titles and click on the job title in which you are interested.



4. If after reviewing the job announcement you wish to submit an application, then click **“APPLY.”**



5. Click on **CREATE YOUR ACCOUNT HERE.**

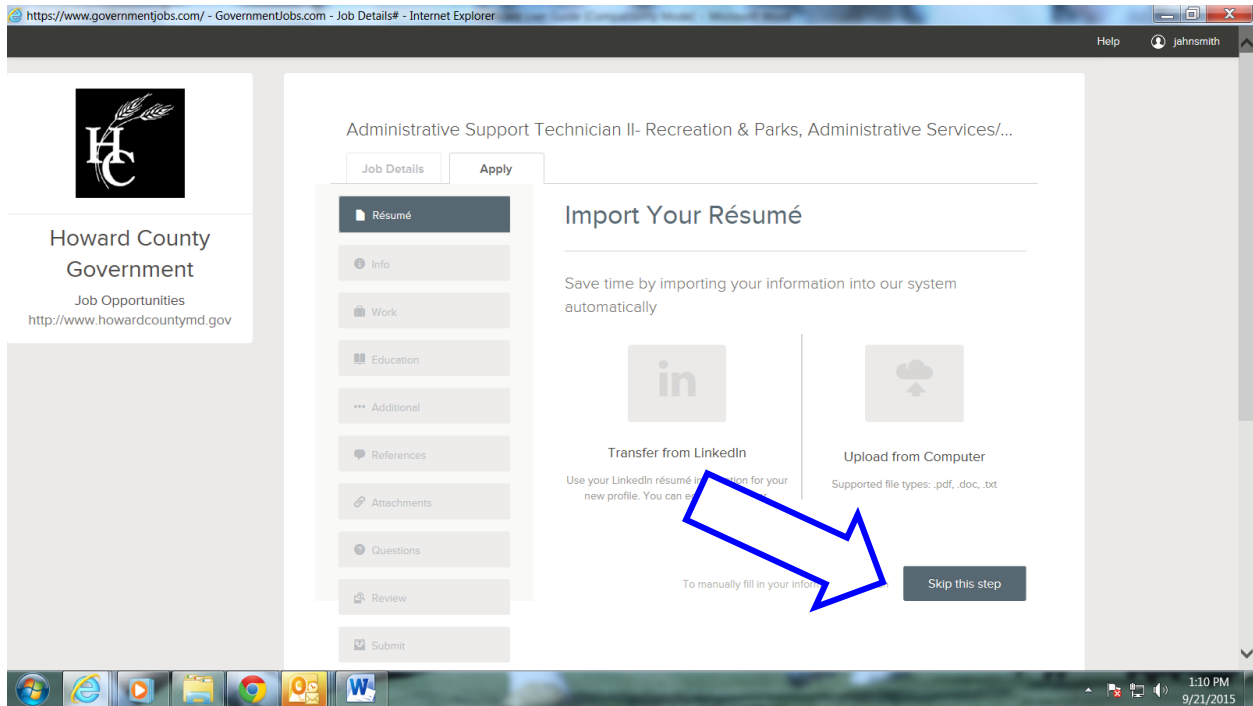


*If you have already created an account you would simply log back in entering your username and password. **You will not be able to create another applicant account using the same e-mail address.**

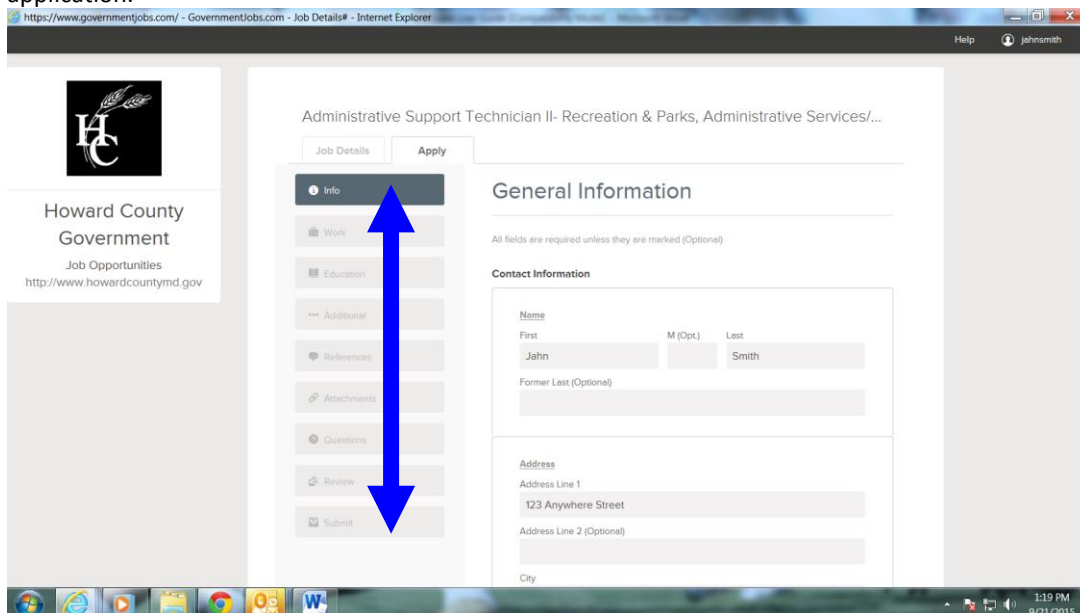
6. Enter your new account information which you **MUST** remember or note for future access.

***You must have an email address to obtain a username and login, if you do not have one please create one through Google, Outlook, Yahoo, AOL, etc.**

7. Although you will still need to review and fully complete work history information, you may import your resume' or **Skip This Step**.



8. Click on "Skip This Step" and complete the sections in full indicated below. Save your work using "Save." Proceed by clicking on "Next" after saving your entries. The section identification bar will be highlighted as you proceed through the application.



9. Add **Work Experience** details making sure to complete the information marked with a red asterisk. Save and click “Next.”

The screenshot shows a web browser window with the URL <https://www.governmentjobs.com/>. The page title is "GovernmentJobs.com - Job Details# - Internet Explorer". The user is logged in as "jehnsmith". The main content area is titled "Administrative Support Technician II- Recreation & Parks, Administrative Services/...". On the left, there is a sidebar with the Howard County Government logo and the text "Howard County Government Job Opportunities http://www.howardcountymd.gov". The sidebar contains a list of navigation options: Info, Work, Education, Additional, References, Attachments, Questions, Review, and Submit. The "Work Experience" section is active, showing a form with the following fields: "Add work experience", "Company/Agency Name *", "Address", "City *", "State *", "Zip Code", "Country", "Phone", and "Website". The "State" and "Country" fields are dropdown menus with "Select a state" and "Select a country" respectively. The "Info" tab in the sidebar is selected, and the "Work Experience" section is highlighted.

10. Add **Education** information. Save and click “Next.”

The screenshot shows the same web browser window as above, but now the "Education" section is active. The sidebar navigation options are: Info, Work (1), Education (1), Additional, References, Attachments, Questions, Review, and Submit. The "Education" section is highlighted, and the "Add Education" button is visible. The form displays the following information for a single education entry: "School Name: Highpoint High School I", "Type: High School", "Address: Highpoint, TN US", "Website: High School Highest Education Level 12", "Degree: High School Diploma", "Dates: Did you graduate? Yes". The "Info" tab in the sidebar is selected, and the "Education" section is highlighted.

11. Add **Additional Information**. Save and click “Next.”

The screenshot shows a web browser window with the URL <https://www.governmentjobs.com/>. The page title is "Administrative Support Technician II- Recreation & Parks, Administrative Services/...". On the left, there is a logo for Howard County Government and the text "Howard County Government Job Opportunities http://www.howardcountymd.gov". The main content area has a sidebar with navigation options: Info, Work (1), Education (1), Additional (selected), References, Attachments, Questions, Review, and Submit. The "Additional Information" section is active, showing fields for "Certificates and Licenses" (Add certificate and license), "Skills" (Add skills), "Typing speed" (Data Entry, Edit), "Languages" (Add language), and "Supplemental Information" (Add supplemental information). A "Next" button is visible at the bottom right of the form area. The Windows taskbar at the bottom shows the time as 1:36 PM on 9/21/2015.

12. Add **References**. Save and click “Next.”

The screenshot shows the same web browser window as above, but now the "References" section is active. The sidebar navigation options are the same, but "References" is selected and has a red exclamation mark icon. The "References" section contains an "Add Reference" button, a "Reference Type" dropdown menu with radio buttons for "Personal" and "Professional" (selected), and input fields for "Name" (First, Last, Title) and "Address" (Address Line 1). The Windows taskbar at the bottom shows the time as 1:39 PM on 9/21/2015.

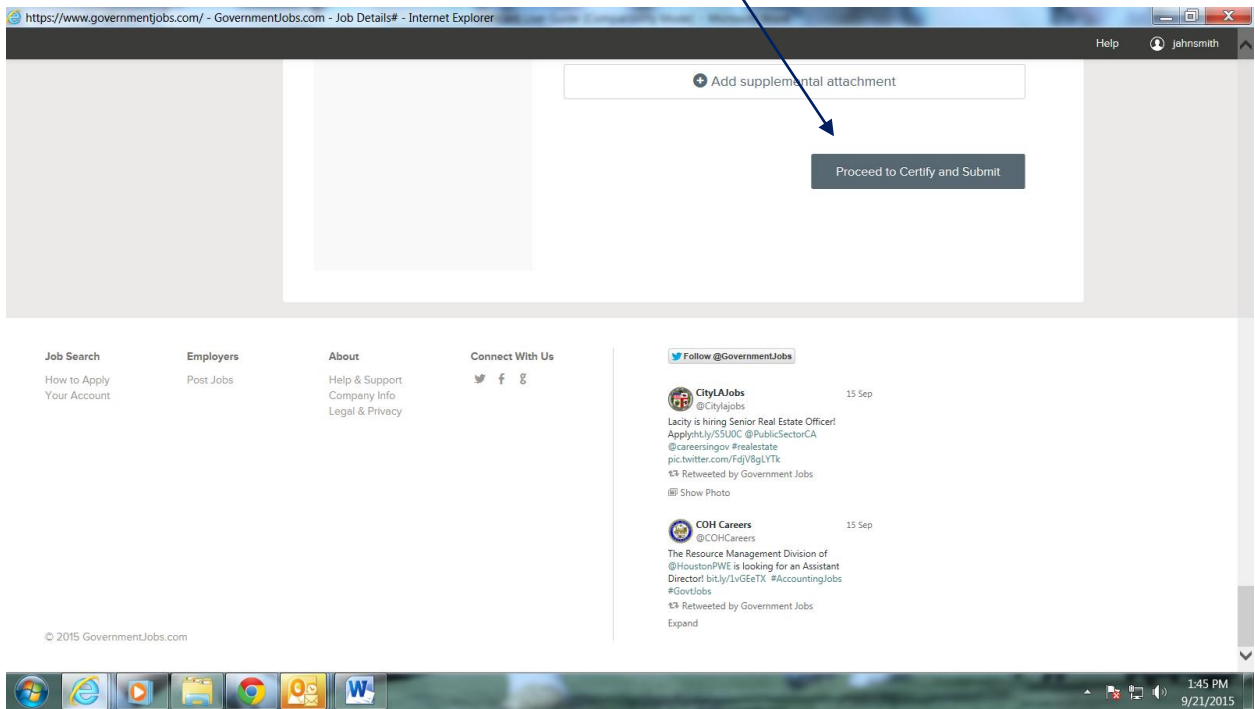
13. Click on **"Add supplemental attachment"** to include documents and follow the prompts. Attachments are optional.

The screenshot shows a web browser window with the URL <https://www.governmentjobs.com/>. The page title is "Administrative Support Technician II- Recreation & Parks, Administrative Services/...". On the left, there is a logo for Howard County Government and the text "Job Opportunities http://www.howardcountymd.gov". The main content area has a navigation menu with options: Info, Work (1), Education (1), Additional, References (1), Attachments, Questions, Review, and Submit. The "Attachments" section is active, showing "Supported file types: .doc, .docx, .xls, .xlsx, .pdf" and a button labeled "Add supplemental attachment". A "Next" button is also visible. A note states: "*Required attachments must be provided before submission". The Windows taskbar at the bottom shows the time as 1:41 PM on 9/21/2015.

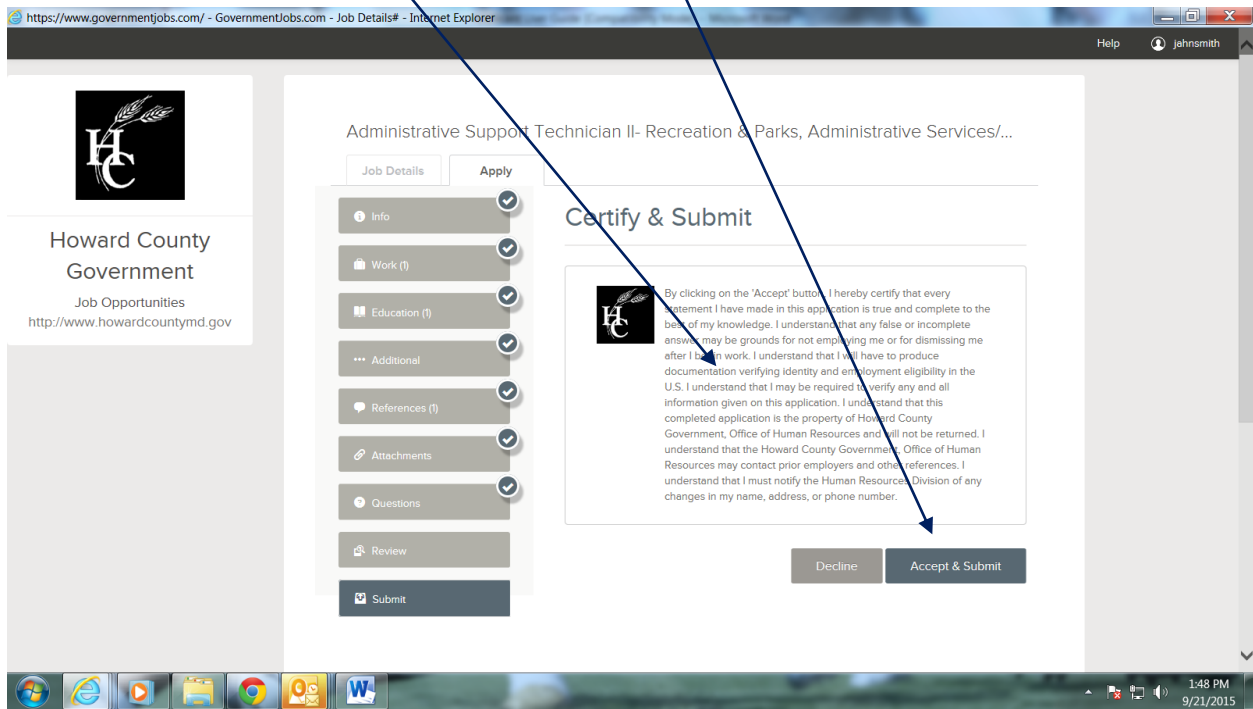
14. Complete **Agency and Supplemental Questions**. Those with a red asterisk are required. Click **"Proceed to Review."**

The screenshot shows the same web browser window as above, but now the "Agency Questions" section is active. The navigation menu highlights "Questions". The "Agency Questions" section contains the following text: "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." Below this, there are two questions:
01 In general, candidates are hired at the entry rate for the position. If you are unable to accept the entry rate, please indicate the minimum rate you are willing to consider:
Answer
*02 Are you a **current** Howard County, MD Government employee?
Persons employed by Howard County Public Schools, Howard County Library, Howard Community College, Howard County Circuit Court, and Howard County Department of Health are not considered employees of Howard County Government.
 Yes No
The Windows taskbar at the bottom shows the time as 1:42 PM on 9/21/2015.

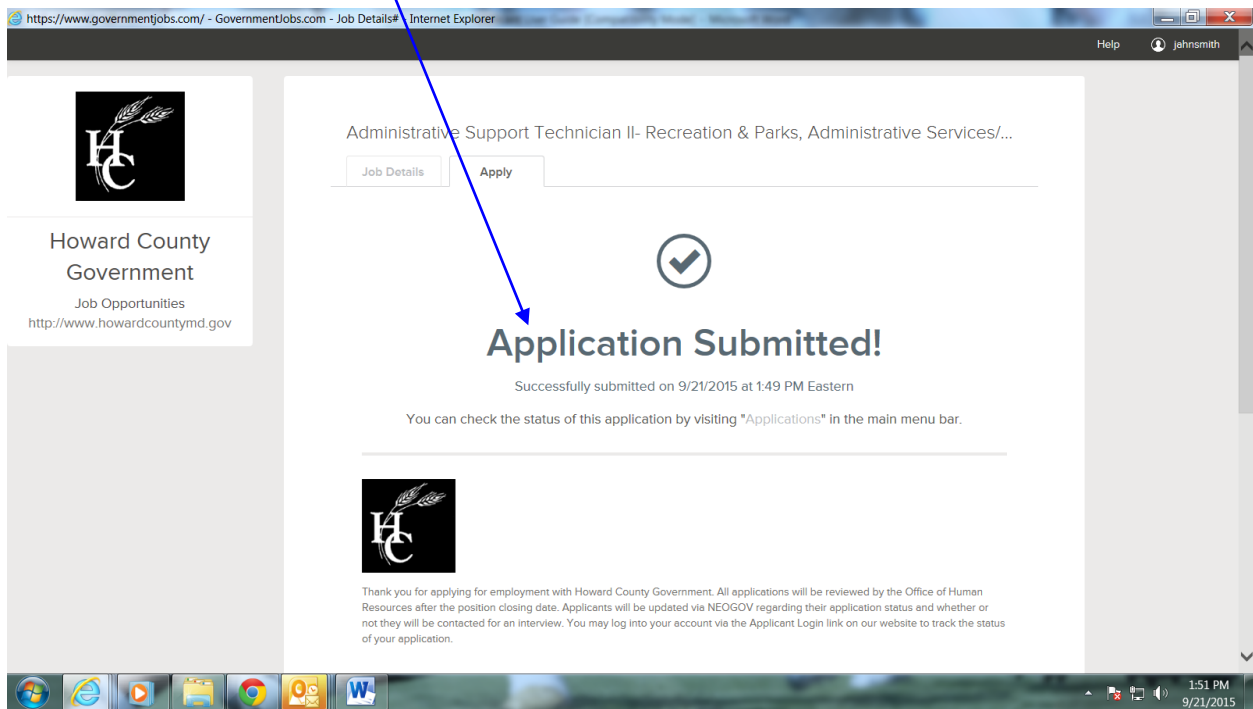
15. After you carefully review your application, click **“Proceed to Certify and Submit.”**



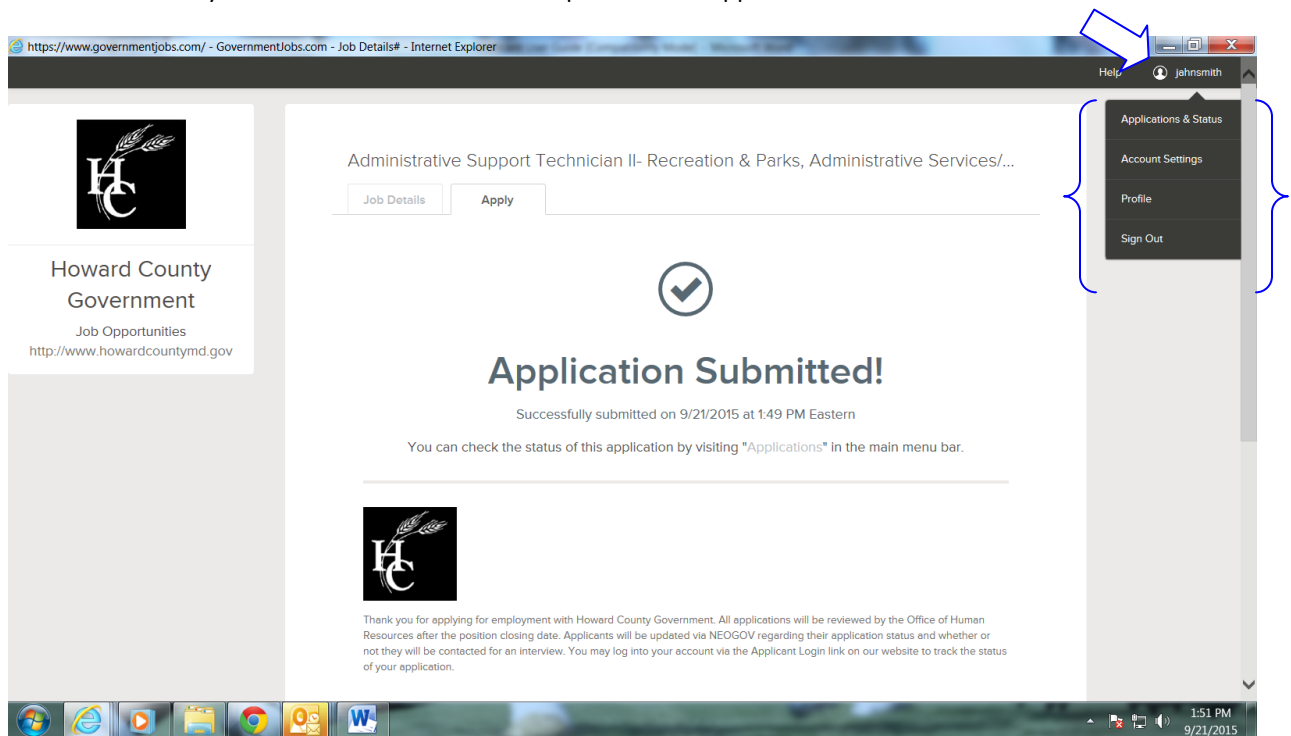
16. Read the provided information and click **“Accept and Submit.”**



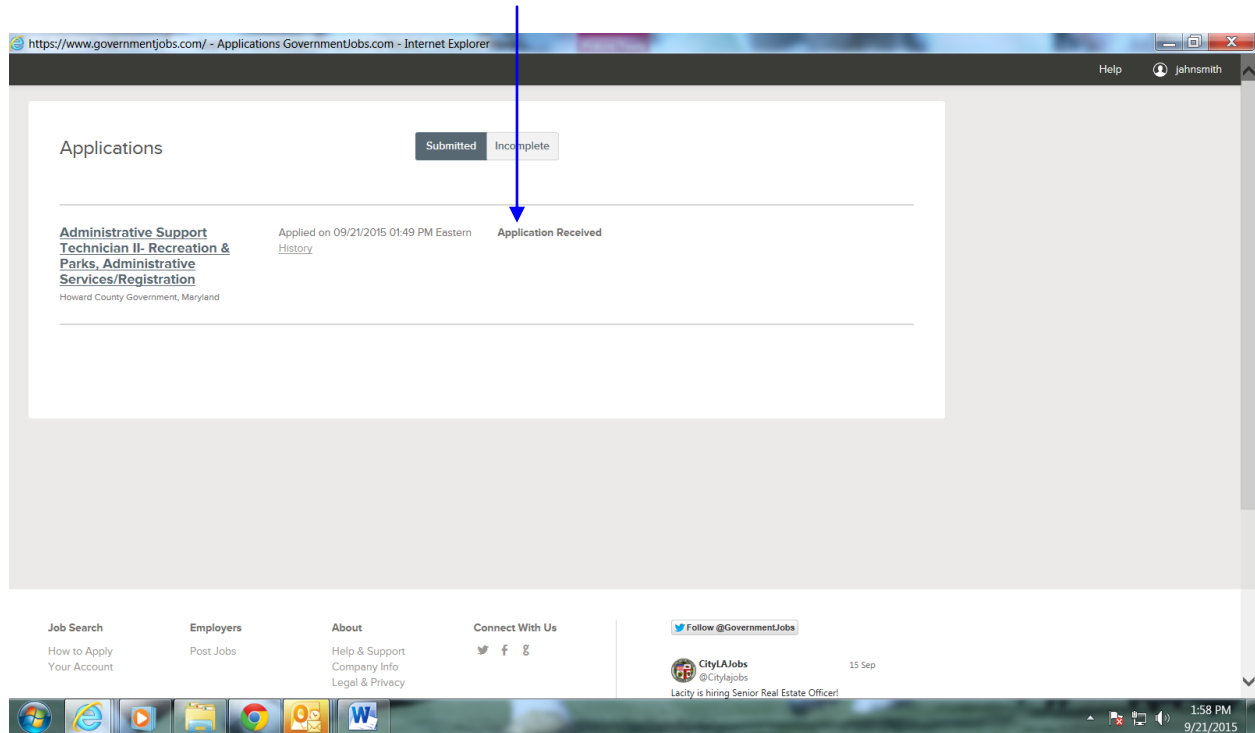
17. Observe notification of a successful submission.



18. Place cursor on your user id. Notice the various options which appear.



19. Select **Application and Status** to check status.



20. Click **Sign Out** when you are finished. It is important that you log out of your account before leaving a public access computer, so that the next user cannot see your personal information.

21. The NEOGOV system does not allow you to make changes after you submit your application. You must:

- Wait a full **24** hours from the time you submitted your application.
- Edit your application to reflect your changes or additions.
- Resubmit the updated application. The latest submittal will be utilized.

22. If you should encounter any technical difficulty, please call the **NEOGOV Help Desk** at **855-524-5627** for assistance.