



Online Application Guide

Step-by-Step Instructions



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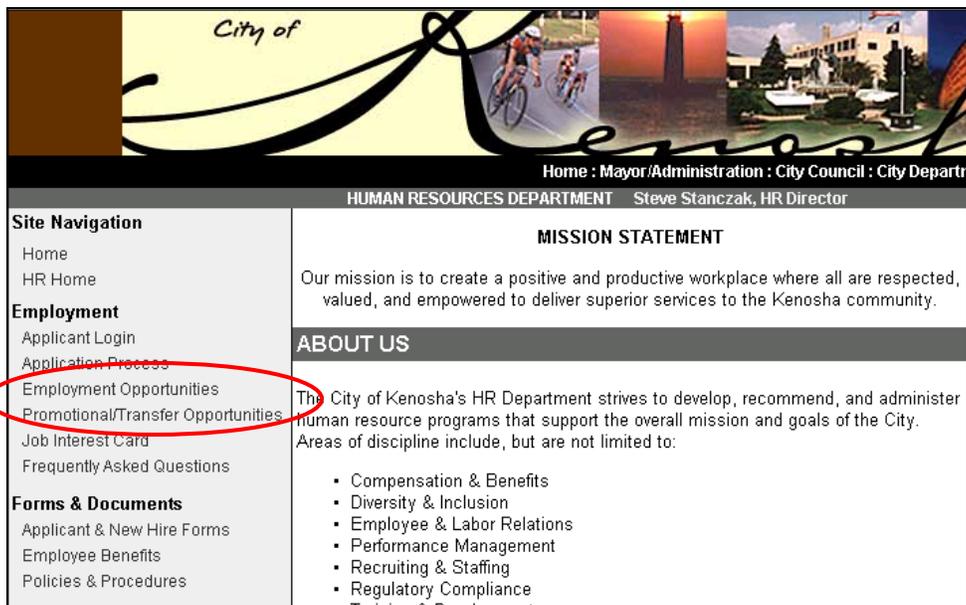
Revised 05/14/2014

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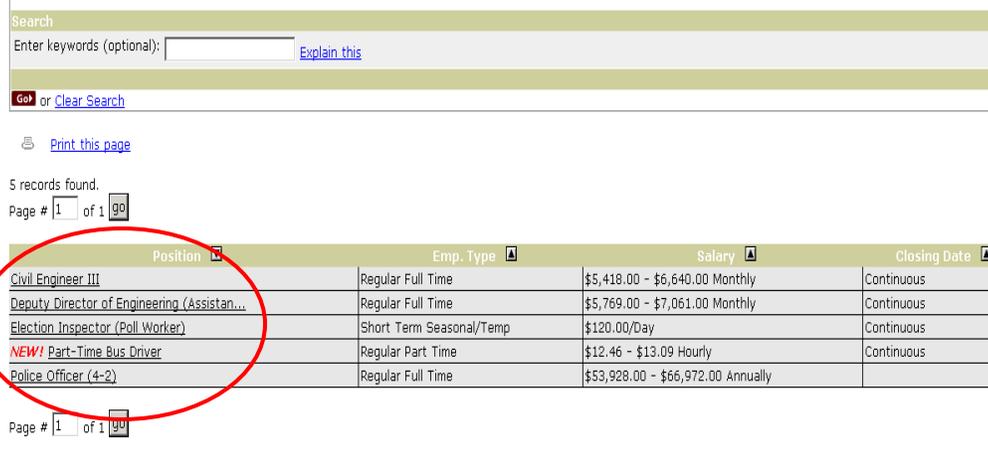
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Searching & Applying for Jobs

1. Go to the internet and access the following webpage
<http://www.kenosha.org/departments/personnel/index.html>
 - a. For current City of Kenosha employees searching for opportunities that are only available to current employees, click on the 'Promotional/Transfer Opportunities' link.
 - b. For all others or for current City employees searching for opportunities that are available to current employees and the general public, click on the 'Employment Opportunities' link.



2. Scroll to the bottom of the page to review the current job openings.
3. Click on the job title of interest to you.



4. After reviewing the job posting and its minimum qualifications, click on the 'Apply' link.

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Job Title: Civil Engineer III
Closing Date/Time: Continuous
Salary: \$5,418.00 - \$6,640.00 Monthly
\$65,016.00 - \$79,680.00 Annually
Job Type: Regular Full Time
Location: 625 52nd Street, Room 302, Kenosha, Wisconsin

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

General Overview of Position | **Benefits** | **Supplemental Questions**

This recruitment is open to all qualified individuals and will establish an eligibility list which will be used to fill the current vacancy and may be used to fill any other such openings in this classification which occur within the next 12 months. This is a non-represented position.

5. Sign in to apply for the job.
 - a. If this is the first time that you are applying online for a governmentjobs.com or NEOGOV job opportunity, **you will need to create an account that includes selecting a unique username and password, click on 'Create Your Account Here!.'**
 - b. If this is not the first time that you applied for an online governmentjobs.com or NEOGOV job opportunity, **login using your applicant username and password that you created previously and proceed to step eight (8) of this guide.**



Note: If you have previously created an application via governmentjobs.com or NEOGOV, login using the previously created username and password. **You will not be able to create another account using the same e-mail address.**

City of Kenosha
Job Opportunities
<http://www.kenosh...>

Sign in to apply

[Create an account](#)

*Username

*Password

Sign in

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

6. Enter your new account information (you MUST remember this information).

Create a new account [Sign in](#)

*Email ⓘ

*Username

*Password

*What's 1 + 2? ⓘ

Create

- If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- If you created an account before and can't remember your username, click on Forgot username. This sends you email with your username.
- Your password must be at least six characters in length, and contain at least one number.
- Answer the security question. In this example, type 3.
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct.

7. Click on the 'Create' button.
8. You can build your application by importing a resume or by using your LinkedIn in resume. If you choose this option, click on "in" or the "cloud," to import. Upon completion you can edit your application as needed.

Import Your Resumé

Save time by importing your information into our system automatically



Transfer from LinkedIn

Use your LinkedIn resume 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](#)

9. If you choose to build your application manually, click on "Skip this step."

To manually fill in your information, you can [Skip this step](#)

10. Next you will go through each section (Info, Work, Education, Additional, References, Attachments, Review, and Submit) and enter/edit your data.. Be sure to click “Next” upon completion of each section.



Note: Although your typing is periodically automatically saved, it is good practice to click on the Save button. The Cancel button discards any changes you have made since the last save. For some entries, the Remove link is present. It deletes the current entry (such as a previous job), after a confirmation. Once deleted, the data cannot be recovered.

City of Kenosha
Job Opportunities
http://www.kenosh...

Info
Work
Education
Additional
References
Attachments
Questions
Review
Submit

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name
First M (Opt.) Last
Former Last (Optional)

Address
Address Line 1
Address Line 2 (Optional)
City
State
Select a state
Zip Code Country (Optional)
Select a country

Phone
Primary Primary Ext
Alternate (Optional) Alternate Ext
Email Address
john.doe@outlook.com

Notification Preference
 Email Paper

Save Cancel



Note: Although you may select ‘Paper’ as your notification preference, almost all City correspondence will be via email regardless of your preference.

As you enter your data in each section a checkmark will appear in each section upon completion of the section. A red exclamation mark will notify you that the section contains errors.

What type of work will you accept? (Optional)

Full Time
 Part Time
 Per Diem

Objective (Optional)

State your objective...

Save Cancel

Next

City of Kenosha
Job Opportunities
http://www.kenosh...

- Info
- Work
- Education
- Additional
- References
- Attachments
- Questions
- Review
- Submit

Work Experience

+ Add work experience

Next

City of Kenosha
Job Opportunities
http://www.kenosh...

- Info
- Work
- Education

Education

+ Add Education

Next

City of
Kenosha

Job Opportunities
http://www.kenosh...

- Info ✓
- Work ✓
- Education ✓
- Additional ✓
- References
- Attachments
- Questions
- Review
- Submit

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

[Next](#)

City of
Kenosha

Job Opportunities
http://www.kenosh...

- Info ✓
- Work ✓
- Education ✓
- Additional ✓
- References
- Attachments
- Questions
- Review
- Submit

References

+ Add Reference

[Next](#)

City of
Kenosha

Job Opportunities
http://www.kenosh...

- Info ✓
- Work ✓
- Education ✓
- Additional ✓
- References ✓
- Attachments
- Questions
- Review
- Submit

Attachments

Supported file types: doc, docx, xls, xlsx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, bmp

+ Add supplemental attachment

* Required attachments must be provided before submission

[Next](#)

City of Kenosha
Job Opportunities
http://www.kenosh...

- Info ✓
- Work ✓
- Education ✓
- Additional ✓
- References ✓
- Attachments ✓
- Questions
- Review
- Submit

Agency Questions

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.

***01** Have you ever been convicted of any violations of law other than minor traffic violations exclusive of any juvenile record? A conviction will not necessarily disqualify you from employment. It will be considered only as it may substantially relate to the job you are applying for.

Yes No

02 If you answered 'YES' for the conviction question please provide the type of conviction(s) and the date(s).

Answer

Supplemental Questions

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.

***01** If applicable, what type of college degree do you possess? Check all that apply.

11. Once you completed the “Questions” section, your application will appear for your review.

- a. If you need to edit your application, click on “Edit”, in the appropriate section, make the changes, and return to the “Review” section.

City of Kenosha
Job Opportunities
http://www.kenosh...

- Info ✓
- Work ✓
- Education ✓
- Additional ✓
- References ✓
- Attachments ✓
- Questions ✓
- Review
- Submit

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name
John Doe

Address
625 52nd Street
Kenosha, WI 53140
US

Phone
2626534130

Email
john.doe@outlook.com

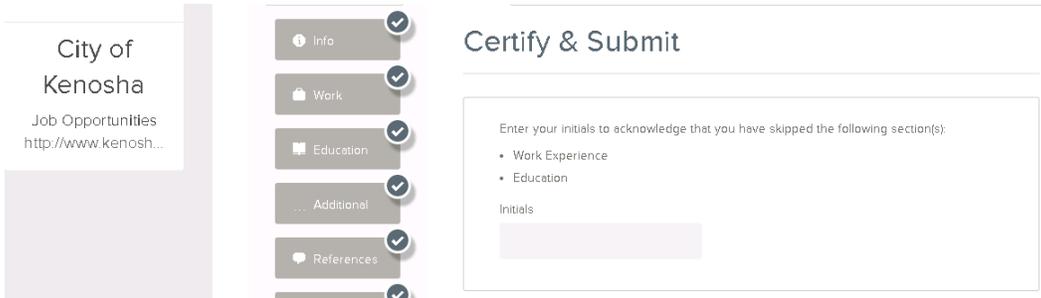
Notification Preference
Email

Edit
←

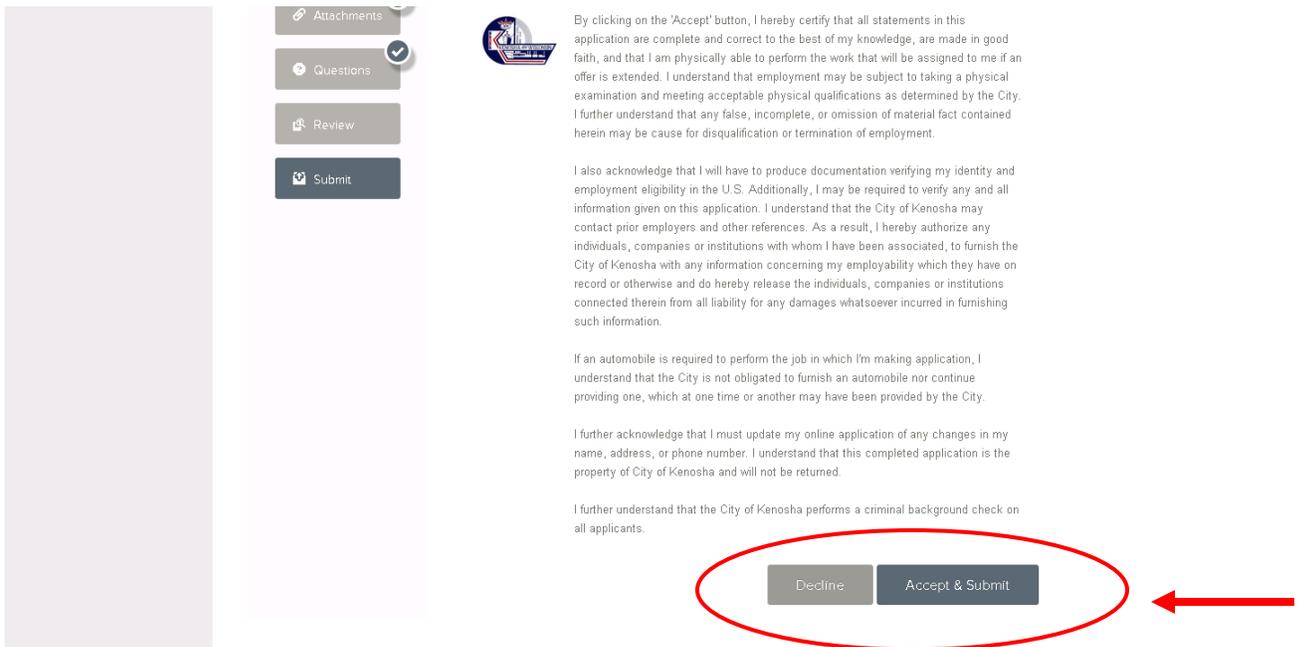
b. If everything is correct, click on the “Proceed to Certify and Submit” button.



12. If applicable, confirm that you do not have any prior work experience or educational history by entering your initials (first letter of your first and last name).



13. Review the certification language and click “Accept & Submit” or “Decline” as appropriate.



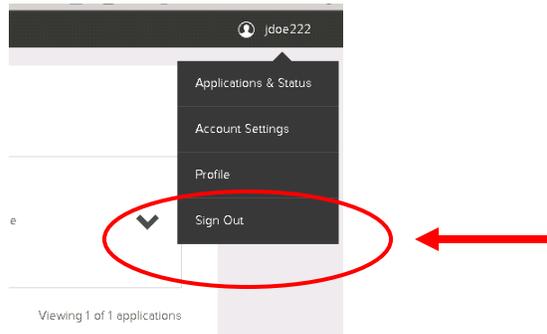
14. Review the application confirmation statement automatically generated by your application submission.



Thank you for applying for employment with City of Kenosha. We have received your application. You will receive instructions by email as to the next step in the process. Although you may indicate paper as your notification preference, all communication will be by email.

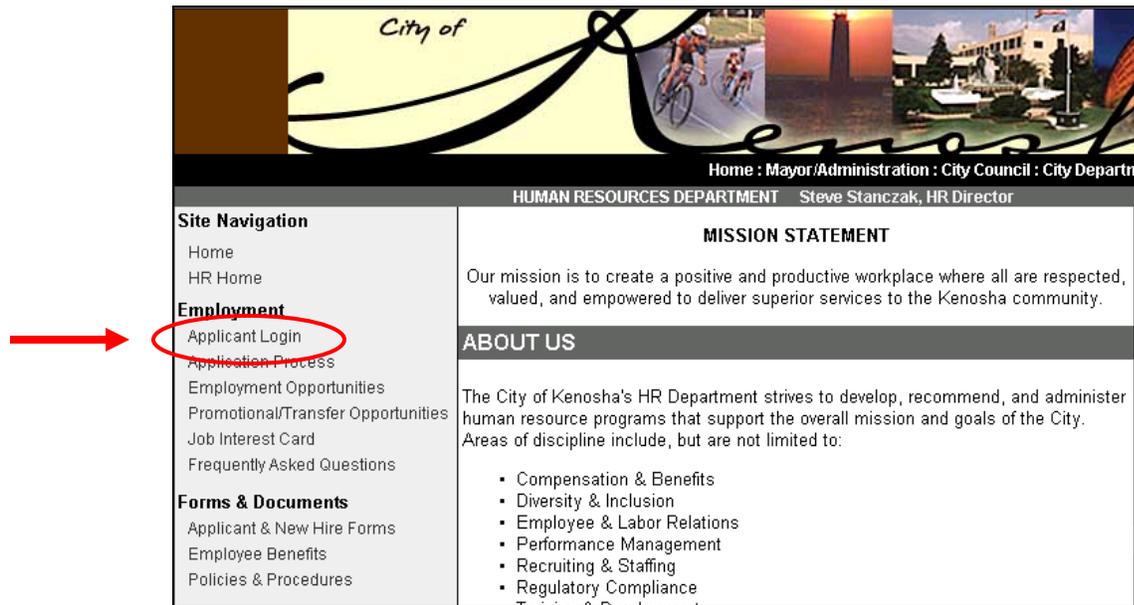
The examination process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination. Questions asked during the examination process are based on the knowledge and abilities required to successfully perform the job.

15. Click on the 'Logout' link in the upper-right-hand corner as necessary.

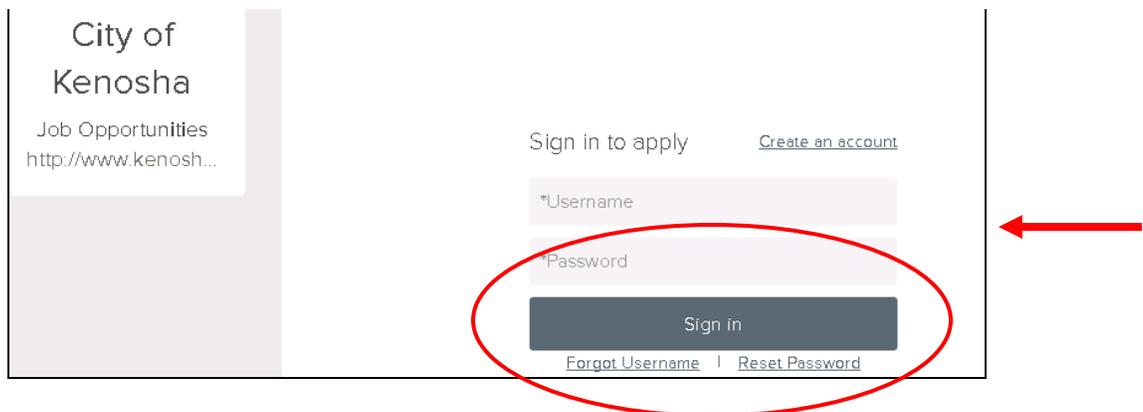


Checking the Status of your Application

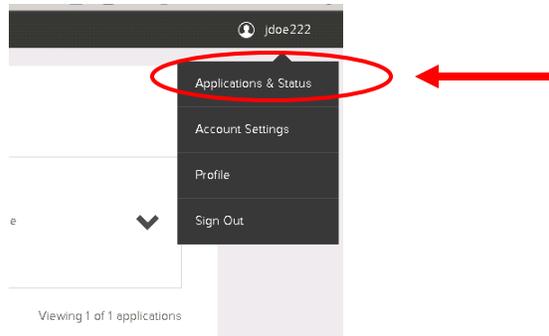
1. To check the status of your application(s) submitted, go to the internet and access <http://www.kenosha.org/departments/personnel/index.html>.
2. Select 'Applicant Login' link.



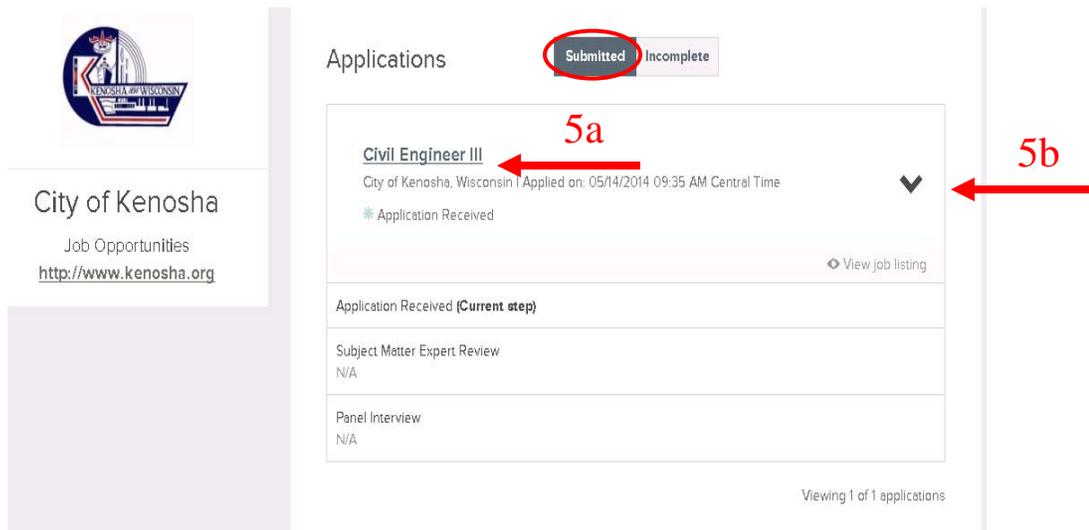
3. Enter your login credentials.



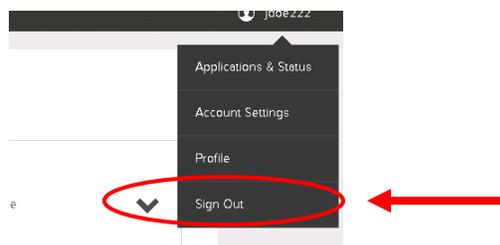
4. When you are signed in your username appears on the right in the top menu bar. Click on the pulldown menu under your username, and select "Application & Status" if you are not automatically directed to this page upon login.



5. Use the Submitted button to see all applications that you have successfully submitted.
 - a. Click on the job title for more information. You can then use Job Postings to see the information on the job, and Application View to see the details of your application for this job.
 - b. Click on the down arrow  to see more information. This can include a summary of the steps in the hiring process.



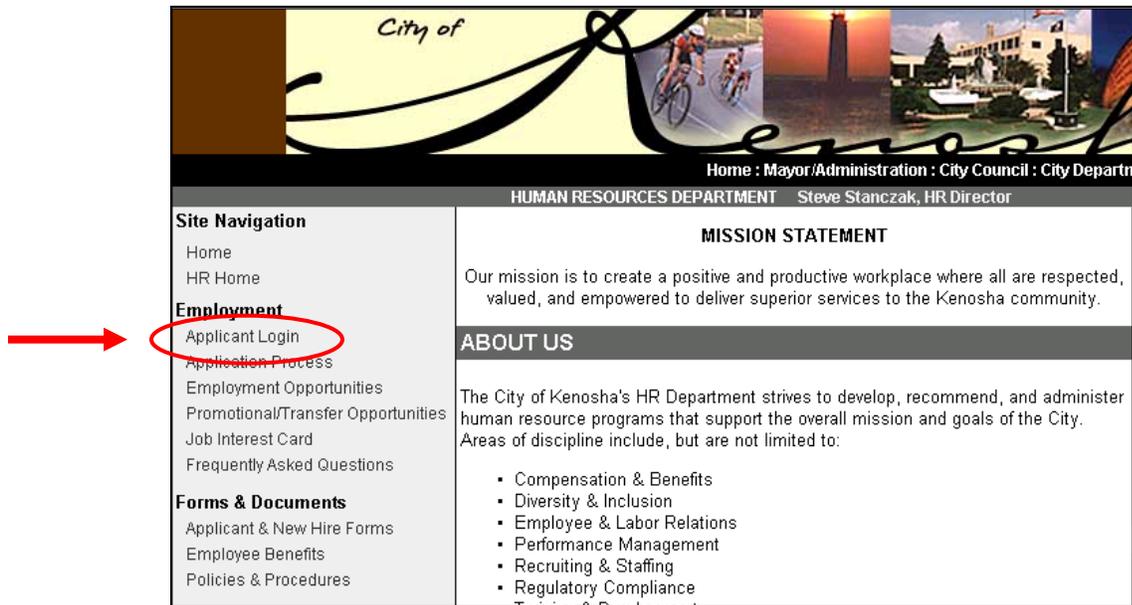
16. Click on the 'Logout' link in the upper-right-hand corner as necessary.



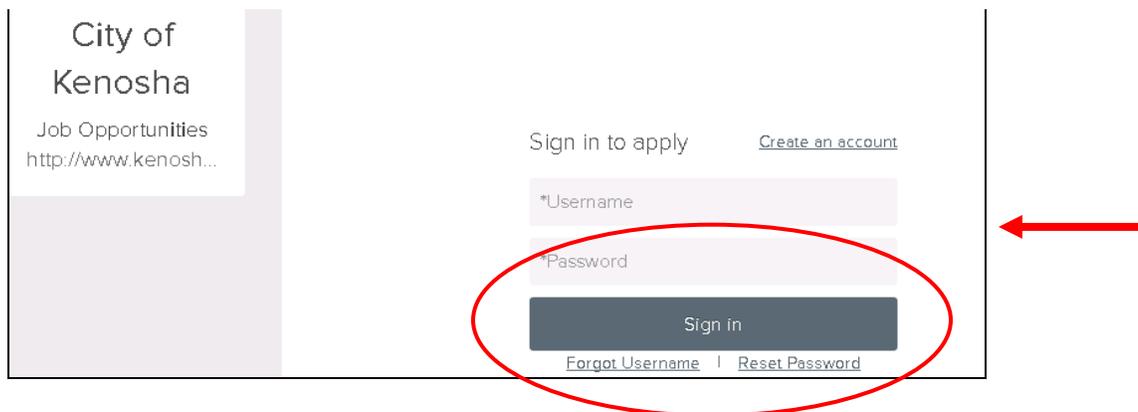
Schedule Exam (Oral/Panel Interview/Performance/Written)

If you applied for a job with the City of Kenosha and you received an email to schedule an oral exam/panel interview, performance exam (i.e. Candidate Physical Ability Test, Equipment Operator Test, etc...), or written exam please follow these steps:

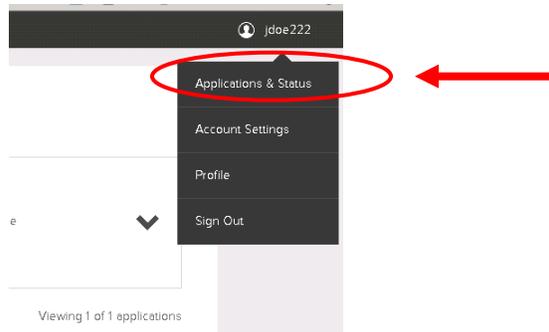
1. To schedule an exam, go to the internet and access <http://www.kenosha.org/departments/personnel/index.html>
2. Select 'Applicant Login' link.



3. Enter your login credentials.



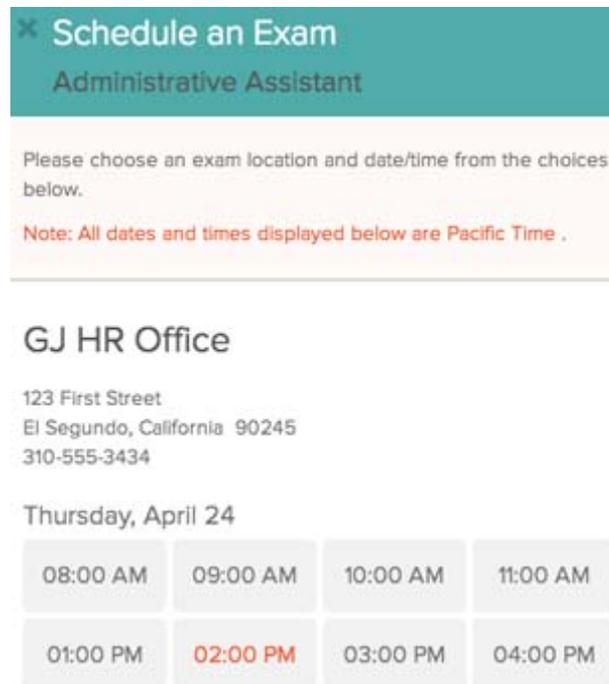
- When you are signed in your username appears on the right in the top menu bar. Click on the pulldown menu under your username, and select “Application & Status” if you are not automatically directed to this page upon login.



- Applications where you can schedule an exam are noted with a Schedule Exam link and may be listed under any step including “Application Received:”



- Click on Schedule Exam. A list of locations, dates, and times displays:



- Select a time, and then click Confirm Appointment. The application status now shows the time of the exam appointment. You can use the Update Schedule link if you need to change the appointment.

Administrative Assistant

NEOGOV - Test, California | Applied on: 02/06/2014 09:08 AM Pacific Time

* Application Received Update Schedule | 4/24/2014 08:00 AM Pacific Time

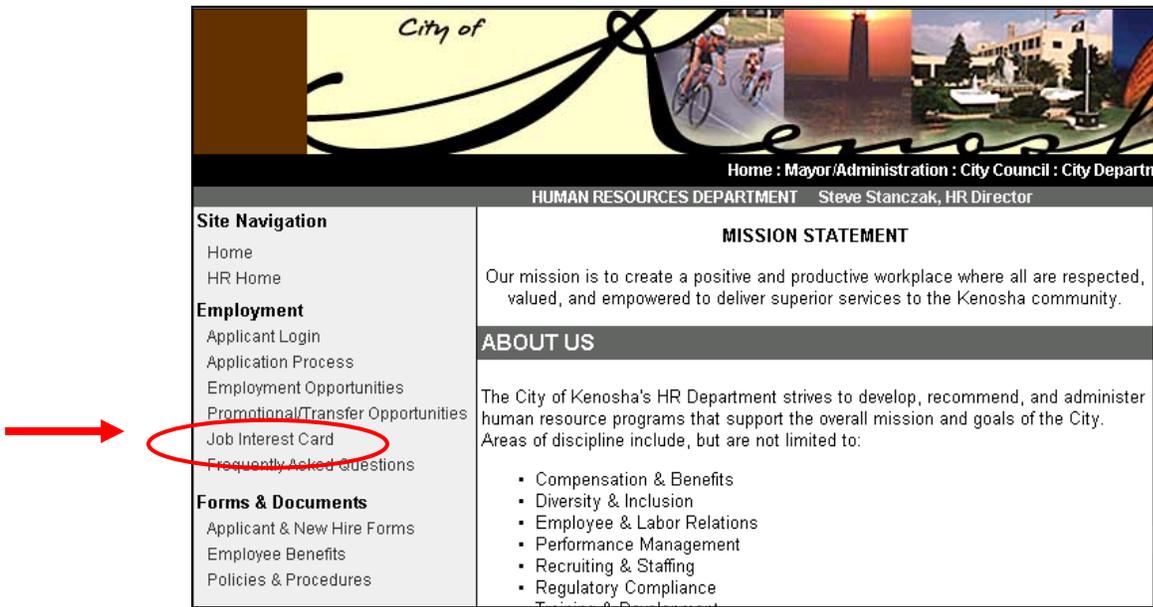


Note: If a date and/or time is not showing, but was referenced in the email, it is because all slots for that date and/or time are full.

Sign Up for Job Interest Cards

If you are interested in a position that is not open and you wish to be notified when the position does become open, you can sign up for a job interest card. To register please follow these steps:

1. Go to the internet and access the following page:
<http://www.kenosha.org/departments/personnel/index.html>.
2. Select 'Job Interest Card' link.



3. Select the job category by placing a check mark next to it for each position in which you would like to be notified when a position becomes open.

Select Category		Select All Categories	Clear All Categories
<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration	<input type="checkbox"/> Administrative Assistant	
<input type="checkbox"/> Airports	<input type="checkbox"/> Attorney	<input type="checkbox"/> Building Maintenance	
<input type="checkbox"/> Clerical & Data Entry	<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Community Development	
<input type="checkbox"/> Construction Maintenance	<input type="checkbox"/> Court Administration	<input type="checkbox"/> Customer Service	
<input type="checkbox"/> Dispatch	<input type="checkbox"/> Diversity Management/EEO	<input type="checkbox"/> Drivers	
<input type="checkbox"/> Elections	<input type="checkbox"/> EMS	<input type="checkbox"/> Engineering	
<input type="checkbox"/> Fire & EMS	<input type="checkbox"/> Fleet Services	<input type="checkbox"/> Grounds & Landscaping	
<input type="checkbox"/> Housing	<input type="checkbox"/> Human Resources	<input type="checkbox"/> IT and Computers	
<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Legal	<input type="checkbox"/> Library	
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Management	<input type="checkbox"/> Museum	
<input type="checkbox"/> Office and Administrative Support	<input type="checkbox"/> Parks and Recreation	<input type="checkbox"/> Payroll/Benefits Administration	
<input type="checkbox"/> Planning and Development	<input type="checkbox"/> Professional	<input type="checkbox"/> Public Works	
<input type="checkbox"/> Purchasing	<input type="checkbox"/> Risk Management	<input type="checkbox"/> Sanitation	
<input type="checkbox"/> Transit	<input type="checkbox"/> Transportation	<input type="checkbox"/> Utilities	
<input type="checkbox"/> Vehicle Maintenance	<input type="checkbox"/> Waste Management	<input type="checkbox"/> Wastewater	
<input type="checkbox"/> Water Treatment			

4. Enter your personal information.

Job Interest Card

Fields marked with a "*" are required.

* Last Name:	<input type="text" value="John"/>	* First Name:	<input type="text" value="Doe"/>
* Address:	<input type="text" value="625 52nd Street"/>		
* City:	<input type="text" value="Kenosha"/>		
* State:	<input type="text" value="Wisconsin"/>		
* Zip Code:	<input type="text" value="53140"/>		
* Country:	<input type="text" value="US"/>		
Home Phone:	<input type="text" value="2625551212"/>	Work Phone:	<input type="text" value="2625551213"/>
* Email Address:	<input type="text" value="john.doe22@hotmail.com"/>		

5. Select 'Submit Request.'

6. You see the following confirmation screen.

Job Interest Card

Thank you for your request.

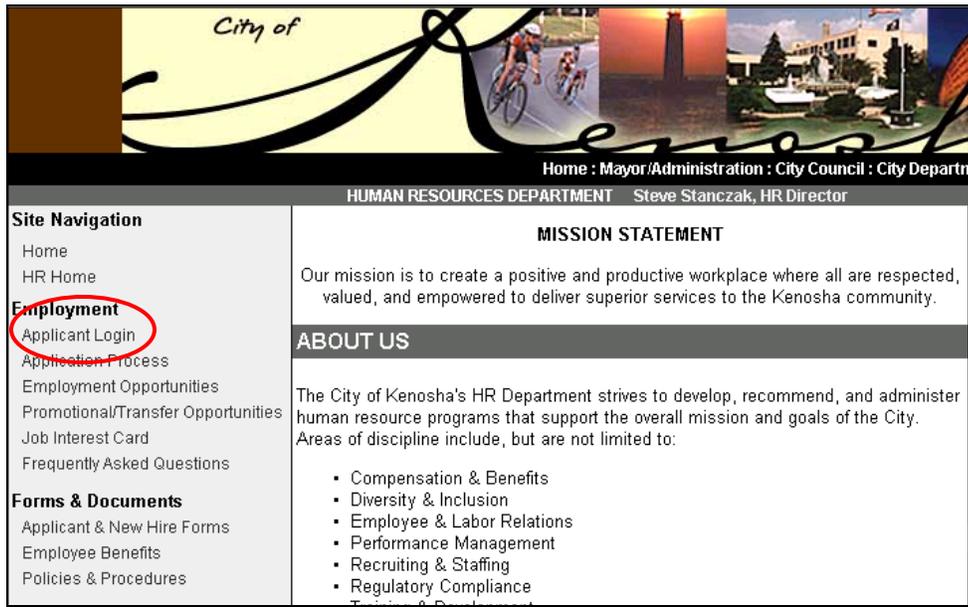
For the next 12 months, you will be notified when any position for City of Kenosha that matches the job categories you've selected becomes available. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year.

If at any time you wish to cancel notifications for one or more of the job categories you've selected, please visit the following web address:

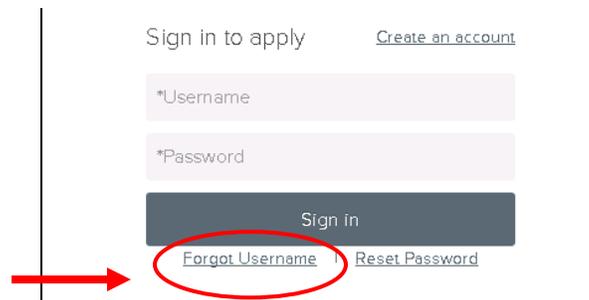
<https://www.governmentjobs.com/myinterestcards.cfm?OJRID=2905652&EMA=john%2Edoe22%40hotmail%2Ecom>

Forgot Username and/or Password

1. Go to the internet and access the following:
<http://www.kenosha.org/departments/personnel/index.html>.
2. Select 'Applicant Login' link.



3. If you forgot your username, select "I Forgot My Username."



4. Enter your email address and the answer to the security question.
5. Click 'Send Username' and an email will be sent to the email address that you entered.

Forgot Username

Enter the email address you used to sign up.

*Email

*What's 7+6 ?

Send Username

Things to consider

- To make sure that our emails are not filtered or sent to your junk/spam folder, please put website@kenosha.org and governmentjobs.com in your trusted sender.
- Answer the security question. In this example, type 13.

6. If you forgot your password, click “Reset Password.”

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

*Username

*Password

Sign in

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

7. Enter your email address and the answer to the security question.

8. Click ‘Send Username’ and an email will be sent to the email address that you entered with password reset instructions.

Password Reset

We'll email you instructions on how to reset your password.

*Email

*What's 10+3 ?

Reset Password

Things to consider

- To make sure that our emails are not filtered or sent to your junk/spam folder, please put website@kenosha.org and governmentjobs.com in your trusted sender.
- Answer the security question. In this example, type 13.