



NEOGOV™

APPLICANT GUIDE

IMPORTANT INFORMATION

- Follow these simple steps to apply for a job at Harris County
- For your convenience, this guide can be used for new and returning employee/external applicants
- Please be advised that your log-in will expire after 30 minutes of inactivity
- A resumé may accompany the application, however, consideration for any position is based ONLY on information provided on the application
- Certain positions may require pre-employment testing, this will be outlined on the Job Posting
- Certain positions may require proof of education (*transcripts or copy of diploma/degree/certificate*) – be sure to attach these documents before submitting an application for positions that have this requirement
- Harris County has an Employment-at-Will Policy
- Employment is contingent upon passing a criminal background check
- Upon a conditional offer of employment, all applicants are screened for the presence of illegal drugs

Welcome to the Harris County Career Portal

If you already have a NEOGOV account, feel free to login by clicking on 'Applicant Login', or look through our current career opportunities

HARRIS COUNTY Career Opportunities

- [Applicant Login](#)
- [Job Opportunities](#)
- [Promotional Opportunities](#)
- [Transfer Opportunities](#)
- [Job Descriptions](#)
- [Job Interest Cards](#)

Monday, September 22, 2014

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NEOGOVS

Welcome to Harris County Human Resources Application Process!

You can now apply online by clicking on the job title you are interested in and clicking on the "Apply" link! If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for more than one job opening.

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete.

Search Criteria

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category		Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Clerical & Data Entry (1)	<input checked="" type="checkbox"/> Electronics (1)	<input checked="" type="checkbox"/> Miscellaneous (1)	
<input checked="" type="checkbox"/> Office and Administrative Support (2)	<input checked="" type="checkbox"/> Probation (1)		

Search

Enter keywords (optional): [Explain this](#)

[Go](#) or [Clear Search](#)

[Print this page](#)

5 records found.

Page # 1 of 1 go

Position	Emp. Type	Salary	Closing Date
Administrative Assistant - Enterprise Su...	Regular Full-time	Depends on Qualifications	08/22/15
Administrative Assistant IV	Regular Full-time	Depends on Qualifications	11/15/14
HRRM Microsoft Office 2010 Proficiency	Test	\$0.00/Hour	09/15/20
Juvenile Residential Officer	Regular Full-time	\$14.70/Hour	10/13/14
Radio Service Technician - Lead	Regular Full-time	\$20.00/Hour	07/31/15

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To Login, enter username and password and click on 'Sign In'

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

*Username

*Password

Sign in

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

If you have forgotten your username or password, you can reset them from the links below Sing In to rese them

Creating an Account

If you do not have a NEOGOV Account and need to create one

1. click on 'Applicant Login'

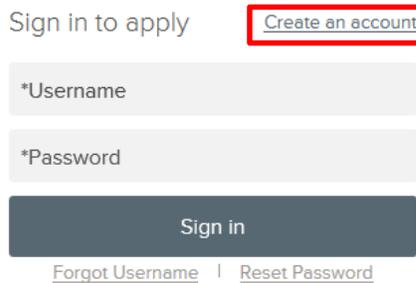


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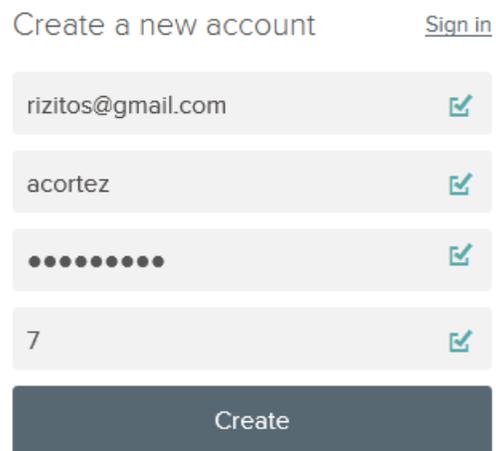
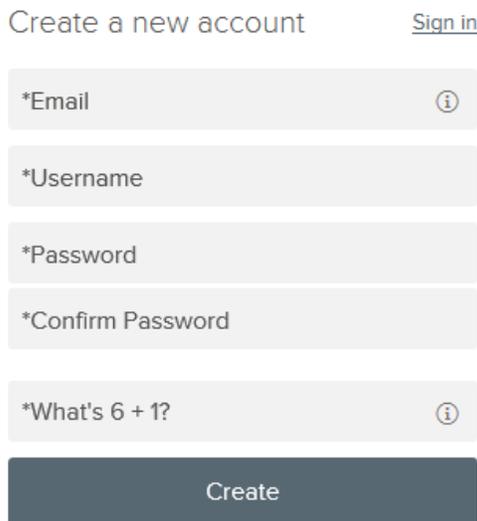
You can now apply online by clicking on the job title you are interested in ; application, you will need to create an account and select a Username and on the **"Build Job Application"** link. This application can be saved and

2. Click on 'Create an Account'



3. Enter your email, username, password, confirm password, enter the answer to the question
Note: A username will usually be different from the email address provided to create an account.

4. Click 'Create'



Create a Profile

Once the account has been created, you'll need to create a profile.

Resumé

You will have the option to import your information into the system automatically by

- Transferring your information from your LinkedIn account
- Uploading your resumé from your computer (*supported file types: pdf, doc, docx*)

Notes:

- *If you choose to skip this step, this option will not be provided again.*
- *You will still be able to upload your resume as an attachment before you submit the application*
- *All required fields are flagged*

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](#)

If you choose to upload your resumé, your information will be automatically included in your profile.

- Be sure to review your profile and add any information that was not automatically entered
- Click on **'Edit'** to make changes to your information and **'Save'** to save them
- Click **'Next'** when you are done with the section

Please note that all data from info tab will be updated to all the profiles

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name Emery Board	Edit
Address 1814 Shadow Bend Houston, TX 77043 US	
Phone (713) 464-4015	
Email emeryboard@yahoo.com	
Notification Preference Email	

Work Experience

- The system will advance to the next section
- Make sure to include **ALL** your work experience, especially what is relevant to the job your are applying for

Work Experience

[+ Add work experience](#)

Company/Agency Community Action Partnership of Riverside County	Edit
Address Riverside, CA	
Phone	
Website	

Education

- Include your most recent and complete education
- This can contain, but is not limited to: High School Diploma, Bachelor's and Master's Level Degrees

The screenshot shows a navigation sidebar on the left with buttons for 'Info', 'Work', 'Education' (highlighted in teal), 'Additional', and 'References'. The main content area is titled 'Education' and features a '+ Add Education' button. Below this, a form for adding education is displayed with the following fields: 'School Name' (with a sub-label 'Type *' and a dropdown menu set to 'Graduate School'), 'Name *' (with a text input field containing 'California State University, San Berarndino'), 'City *' (with a dropdown menu set to 'San Bernardino'), and 'State *' (with a dropdown menu set to 'California').

Additional

- Include any additional information that is relevant to you and as it applies to the job you are applying for such as
 - Licenses, Certifications, Languages, Professional Associations, Honors/Awards and Special Skills

The screenshot shows the same navigation sidebar as above. The main content area is titled 'Additional Information' and contains three sections: 'Certificates and Licenses' with a '+ Add certificate and license' button, 'Skills' with a '+ Add skills' button, and 'Languages' with a '+ Add language' button. The 'Skills' section is expanded to show an entry for 'Typing speed' with the sub-label 'Data Entry' and an 'Edit' button with a pencil icon.

References

- Include no less than three (3) individuals other than relatives who have definite knowledge of your qualifications

The image shows a user profile interface. On the left side, there is a vertical navigation menu with five items: 'Info' (with an information icon), 'Work' (with a briefcase icon), 'Education' (with a book icon), 'Additional' (with an ellipsis icon), and 'References' (with a speech bubble icon and highlighted in teal). To the right of this menu, the 'References' section is displayed. It has a teal title 'References' and a large white button with a teal plus sign and the text 'Add Reference'.

Your **'Profile/Account'** has been created. Now you can apply for jobs you may be interested and qualified for.

Applying for a Job

- From the Harris County Career Portal, search for career opportunities.

HARRIS COUNTY

Career Opportunities

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Administrative Assistant IV	Regular Full-time	Depends on Qualifications	11/15/14
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Radio Service Technician - Lead	Regular Full-time	\$20.00/Hour	07/31/15

Page # 1 of 1 go

- Once you find the job you are interested in, click on the link for that job.
- Review the Job Posting, Benefits information and Supplemental Questions. If you feel you qualify and are interested in the job, click on 'Apply'

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Job Title: Administrative Assistant - Enterprise Support Group

Opening Date/Time: Fri. 08/22/14 12:00 AM Central Time

Closing Date/Time: Sat. 08/22/15 11:59 PM Central Time

Salary: Depends on Qualifications

Job Type: Regular Full-time

Location: Houston, TX, Texas

Department: Information Technology Center

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

Position Overview	Benefits	Supplemental Questions
<p>Works as part of the adult services team under the supervision of the Assistant Branch Librarian for Adult Services. Supports the day-to-day operation of a library Innovation Lab; provides formal or informal hands-on instruction in Innovation Lab or computer Training Lab on a variety of topics related to creative hardware, software, and special maker projects. Maintains awareness of current trends in maker technology and culture; provides individualized technical assistance to library users and provides a minimum of five classes a week including evenings and weekends. Supports computer Training Lab and its classes as needed. Assists library staff in troubleshooting technical and network problems and assists customers with library computer use and associated software as needed. Interprets and implements library policies and procedures for library customers. Travels to other library sites in the County in performance of duties; Attends and participates in training, conferences and committees; obtains a minimum of 20 training hours per calendar year; performs other duties as assigned.</p>		

- At this screen, you can review and update your information, if necessary

Administrative Assistant - Enterprise Support Group

Job Details Apply

- Info ✓
- Work (3)
- Education (2)
- ... Additional
- References (1)
- Attachments
- Questions !
- Review
- Submit

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name	ADELA CORTEZ	Edit ✎
Address	12345 Main Street Houston, TX 77073	
Phone	713-274-5418 ☎	
Email	rizitos70@gmail.com	
Notification Preference	Email	

- If submitting any attachments, click **'Attachments'** to upload them – Cover Letter, Proof of Education, Copy of License, etc.

- Info ✓
- Work (3)
- Education (1)
- ... Additional
- References (1) ✓
- Attachments ✓

Attachments

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

+ Add supplemental attachment

** Required attachments must be provided before submission*

Next

6. Click on 'Questions' and answer all agency-wide questions

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 Are you authorized to work in the United States?
 Yes No

*02 Are you between 19-20 years old?
 Yes No

*03 Are you at least 21 years old?
 Yes No

7. In addition to agency-wide questions, some positions require 'Supplemental Questions' relating to the specific job. If a position requires Supplemental Questions, please carefully read through and answer with a detailed response.

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 Which of the following best describes your level of education?

- High School Diploma or G.E.D
- Some College Hours (less than 60)
- Associates/Technical Degree (at least 60 hours)
- Bachelors Degree
- Masters Degree or higher
- None of the above

- Once done with all questions, click on 'Proceed to Review'

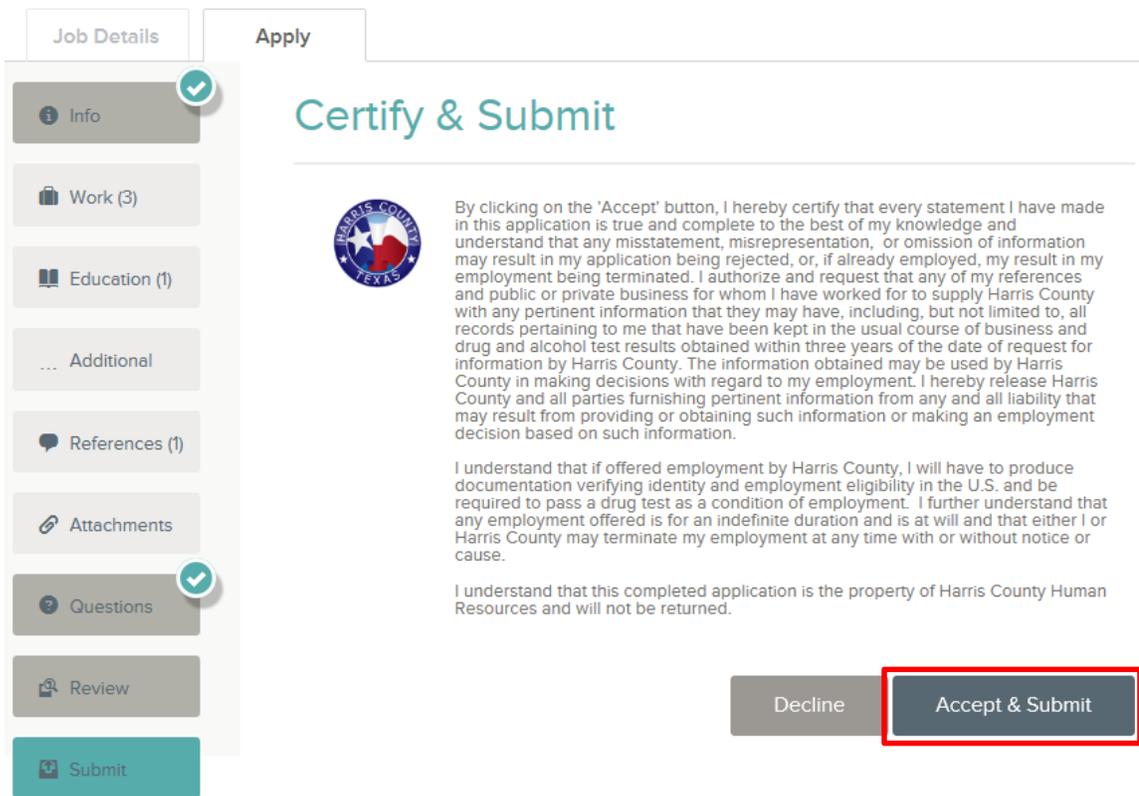
Proceed to review

- You will have a chance to review all Application information before proceeding to '**Certify and Submit.**'

Proceed to Certify and Submit

- Once finished reviewing, click '**Proceed to Certify and Submit**'

Administrative Assistant - Enterprise Support Group



Job Details Apply

Info ✓

Work (3)

Education (1)

... Additional

References (1)

Attachments

Questions ✓

Review

Submit

Certify & Submit

 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 and understand that any misstatement, misrepresentation, or omission of information may result in my application being rejected, or, if already employed, my result in my employment being terminated. I authorize and request that any of my references and public or private business for whom I have worked for to supply Harris County with any pertinent information that they may have, including, but not limited to, all records pertaining to me that have been kept in the usual course of business and drug and alcohol test results obtained within three years of the date of request for information by Harris County. The information obtained may be used by Harris County in making decisions with regard to my employment. I hereby release Harris County and all parties furnishing pertinent information from any and all liability that may result from providing or obtaining such information or making an employment decision based on such information.

I understand that if offered employment by Harris County, I will have to produce documentation verifying identity and employment eligibility in the U.S. and be required to pass a drug test as a condition of employment. I further understand that any employment offered is for an indefinite duration and is at will and that either I or Harris County may terminate my employment at any time with or without notice or cause.

I understand that this completed application is the property of Harris County Human Resources and will not be returned.

Decline **Accept & Submit**

- On the Submit page, be sure to '**Certify & Submit**' by clicking the '**Accept & Submit button.**' This will '**Submit**' your application for review. You will receive a confirmation email that Harris County HRRM has received your application.

12. Once you received the following message, you're done with the application.

Administrative Assistant - Enterprise Support Group

Job Details

Apply



Application Submitted!

Successfully submitted on 9/22/2014 at 6:51 PM Central

You can check the status of this application by visiting "[Applications](#)" in the main menu bar.



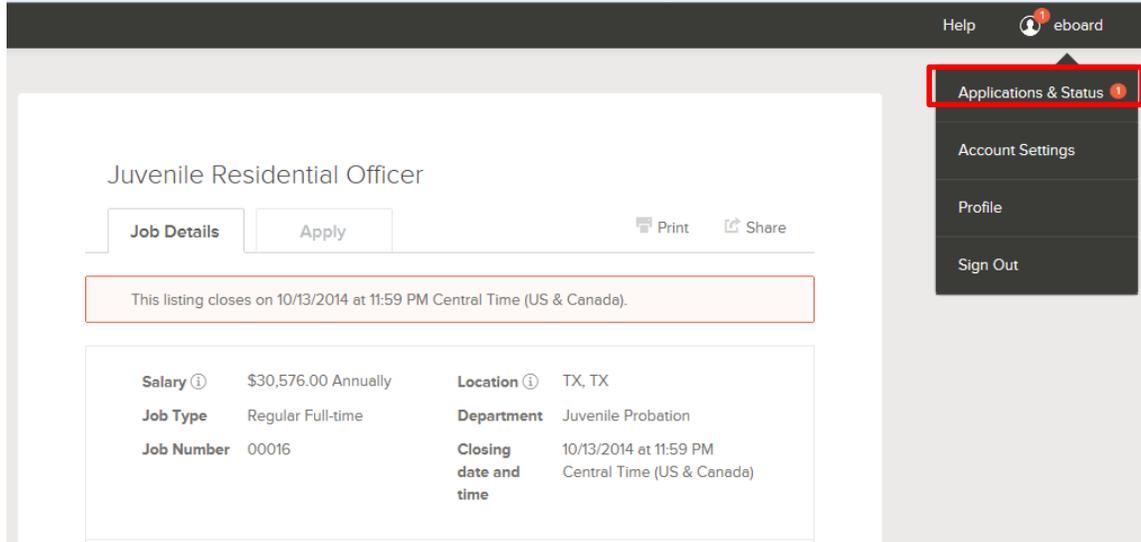
Thank you for applying for employment with Harris County. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

The evaluation process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination.

Checking Status of Application

To check status of your application, Login as indicated on instructions above.

1. Click on 'Application & Status'



2. A list of all positions you have applied for will display with a 'Disposition/status' of your application

Applications		Submitted	Incomplete
CSCD Standard English Spelling and Vocabulary Harris County, Texas	Applied on 09/16/2014 01:58 PM Central History	Test taken - adding score to applicant's record	
Juvenile Residential Officer Harris County, Texas	Applied on 09/14/2014 04:39 PM Central History	Application Received Juvenile Probation (Req. 00016)	
County Attorney Paralegal Assessment Harris County, Texas	Applied on 09/11/2014 10:14 AM Central History	Completed Test	
Clerical Test Harris County, Texas	Applied on 08/25/2014 11:43 AM Central History	Test scores on file	