Applicant Guide
IMPORTANT INFORMATION

Follow these simple steps to apply for a job at the City of Baytown.

- You must have a **valid personal email account** BEFORE you begin.

- This guide may be used by new applicants and employees applying for internal positions.

- Please be advised that your session will expire after 30 minutes of inactivity.

- If a position requires proof of education (*transcripts or a copy of a diploma/degree/certificate/DD-214*), attach the documents BEFORE submitting your application for those positions.

- City Hall kiosks will not allow you to upload any items into the system; however, you may upload from any personal electronic device.

- A resume may accompany your application, however, consideration for any position is based **ONLY** on information provided on the application.
Welcome to the City of Baytown Career Portal!

The following guide will provide guidance on how to use and navigate within the City of Baytown Career Portal. There are various sections, highlighted in yellow, which will provide you the information you need to apply with the City of Baytown.

The following sections are included in this guide:

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SECTION 1

LOGIN TO A PREVIOUSLY CREATED ACCOUNT


2. At the bottom of the main page, click on **Careers** and then **Current Job Openings**.

3. Click on **Applicant Login**.
4. Login by entering your username and password and click *Sign In.*

If you forget your username or password, you can reset them by clicking on *Forgot Username* or *Reset Password* under the Sign In box.
SECTION 2

CREATE YOUR ACCOUNT

If you do not have a NeoGov account, you will need to create an account. The following steps will walk you through the process.

2. At the bottom of the main page, click on Careers then Current Job Openings.
3. Click on Applicant Login.
4. Create an account by clicking on **Create an account**.

Enter your information as shown below. Your username should be something you will easily remember. **Your password must be at least eight (8) characters and contain upper and lower case letters, numbers and symbols.**

Example: **Baytown1#**

5. Click **Create** when complete.
SECTION 3

CREATE A NEOGOV PROFILE

After you create your account, the system will take you to the GovernmentJobs landing page.

1. Click on the three horizontal bar square to the left of the GovernmentJobs logo.

2. A side window should open. Select Profile.
3. **OPTIONAL RESUME UPLOAD**

The first screen will bring you to a page that allows you to upload your resume into the NeoGov system.

![Import Your Résumé](image)

**If you choose to upload your resume:**

- You may transfer your resume via LinkedIn or by uploading from a computer or personal device (i.e. USB stick). Uploading a resume will also allow NeoGov to populate information from your resume into your profile (i.e. demographics, work history, certifications, etc.) automatically.
- You may only load supported files types: pdf, doc, docx.
- Be sure to review your profile for any information that did not load.
- Click on *Edit* to make changes to your information and *Save* to save them.
- Click *Next* when you are done with the section.

**If you choose to skip this step:**

- Click on *Skip This Step*.
- The system will prompt you to manually enter Contact Information, Work History, Education, Random Additional Items, and Reference information.
Click the **Edit** button above each section and fill in the requested items.

- Fields marked with a red asterisk (*) are required and must be completed.
- Complete the section and click **Save** to move to the next section.

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**General Information**

**Contact Information**

- Please fix the errors in the following section.

- **Name**
- **Address**
- **Phone**
- **Email**
  - benefits@baytown.org
- **Notification Preference**
  - **Email**
4. Once you complete all the sections, click **Save**.

Your profile is now ready for you to apply for jobs with the City of Baytown.
SECTION 4

APPLY FOR A JOB

1. Log in to your account. See SECTION ONE for directions on how to login into a previously created account OR SECTION TWO for steps to create an account.

2. Select Job Opportunities to reach the career portal page that lists all current job openings at the City of Baytown.

3. You will see a page similar to what is shown below. Scroll through the positions to review all current job openings. You may review a position description by clicking on the job title.
4. If you are interested in applying for a position, click on **Apply** to submit an application.

   ![Job Listing](image)

   **Job Title:** Building Attendant  
   **Opening Date/Time:** Fri. 07/08/16 12:00 AM Central Time  
   **Salary:** $8.21 - $9.66 Hourly  
   **$328.40 - $386.40 Biweekly**  
   **Job Type:** Part Time  
   **Location:** Parks & Recreation, 2407 Market St. Baytown, Texas  
   **Department:** Parks & Recreation

5. You will be taken through various sections of the application. If you have already created a profile (SECTION THREE), your information will be pre-populated.

6. Review your information for to make sure it is correct.

7. Click **Next** at the bottom of the page to move through the sections until you reach **Attachments**.
8. **Attachments:**

When submitting attachments, click on *Add supplemental attachment* to upload them. Allowable attachments include: a resume, cover letter, reference list and specific job requested forms (i.e. transcript, DD-214, certification, etc.).

Once complete, click the **Next** button to continue.

Please note: Attachments are not always required. If you do not have any attachments to upload, you may skip this step by clicking on **Next**.

9. **Agency Questions/Supplemental Questions:**

- **Agency Questions** provide statistical information to help Human Resources evaluate the recruitment program and prepare statistical reports required by Federal, State and local agencies.
Supplemental questions are unique to each posted position. These questions are used to obtain additional job-related information to better determine your qualifications for the selected position.

10. Upon completion of the questions, click **Proceed to Review** at the bottom of the page.

11. **Proceed to Review:**
   At this point, you may review all information that will be submitted as part of your application. You may make adjustments directly from this page for any of the completed sections. Once you have reviewed your application, click on **Proceed and Certify to Submit**.

12. **Certification Page:**
   Carefully read the disclaimer before submitting your application. Once you have read the disclaimer, you are ready to submit your application for your selected position.

Click **Accept & Submit** to process your application with Human Resources.
13. **Application Submitted:**

Congratulations! You have successfully submitted an application to the City of Baytown. You should be brought to a page similar to the image below.

![Application Submitted!](image)

Successfully submitted on 7/14/2016 at 8:26 AM Central

You can check the status of this application by visiting "Applications" in the main menu bar.

If you do not see this page, your application was not submitted to Human Resources. Please review your application for missing fields or information that needs to be updated.

If your application was processed successfully, you will receive an automated email (as shown below) indicating that your application was received by Human Resources.

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**Subject:** Application received by City of Baytown

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Dear John Doe,

Your application has been received by City of Baytown for the Building Attendant position at 07/14/2016 08:26 AM Central Time (US & Canada)

Thank you for applying for employment with City of Baytown. We have received your application. You will receive instructions by email as to the next step in the process. The selection process may include one or more of the following: application review and evaluation, performance test, written test, and oral interview.

Questions asked during the examination process are based on the knowledge and abilities required to successfully perform the job.
What’s Next?
Human Resources will review and select applications that best fit the qualification standards established by the hiring department. Applications meeting those standards will be forwarded to the hiring authority for further review. The hiring department will review those applications and contact the most qualified candidates to move forward with the interview portion of the hiring process. If a candidate is not selected to continue through the interview process, the candidate will receive an email notification from the City confirming this information.
SECTION 5

CHECK YOUR APPLICATION STATUS

You may check the status of your application at any time by logging in to NeoGov. Keep in mind that you will receive communication via email if you are no longer being considered for a position.

1. Log in to the system.
2. The status of your application will appear below your position application information.

3. If you receive an email indicating that you are no longer being considered for a position, the system status will continue to show that your application is under review until the position posting is closed. Your email notification would be the correct status.

4. Once a position is filled and closed, your status will update to:
   
   **Position has been filled and is now closed.**