Neogov Application Guide

Login: https://www.governmentjobs.com/careers/vcccd to view District open positions

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BROWSE AND SELECT OPEN POSITIONS OR TRANSFER POSITIONS

Browse open position listings

- Sort by posting dates or salary
- Filter by location, department or job category
- Opening up job posting to view minimum requirements
- How to view supplemental questions

Browse transfer positions

SETTING UP A NEOGOV ACCOUNT FOR THE FIRST TIME USER

Create an account, if first time user

- Email address (unique), user name (unique), create password
- Enter profile information to create an application template in Neogov

Submitting an application to an open position from Career Pages

Show how to check on application status

SUBMITTING A JOB INTEREST CARD FOR FUTURE RECRUITMENTS