

This guide describes how to apply for jobs using the SchoolJobs website. The process consists of the following:

- [Create a New Account](#)
- [Login to an Existing Account](#)
- [Find Jobs](#)
- [Apply for a Job](#)
- [Check Application Status](#)
- [Schedule an Exam](#)
- [Delete an Account](#)

## Create a New Account

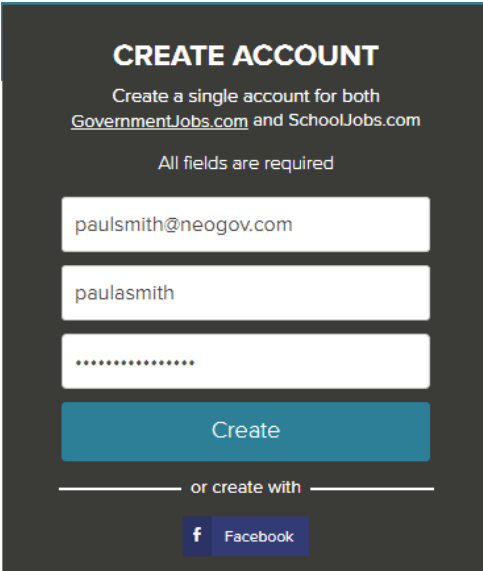
Follow these steps to create a new account:

Note: If you already have an account on GovernmentJobs.com, you can use the same credentials to log into SchoolJobs.com. When you create an account on SchoolJobs.com, you will automatically have access to its sister site, GovernmentJobs.com. You can use the same login for both sites.

1. Point your web browser to [www.schooljobs.com](http://www.schooljobs.com).

2. Click  in the top right of the page.

3. Enter an email address, username, and password for your new account. You may also create a new account with your Facebook credentials by clicking Facebook.
  - 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.
  - Your password must be at least 12 characters in length and contain upper and lower case letters, numbers and symbols.




**CREATE ACCOUNT**

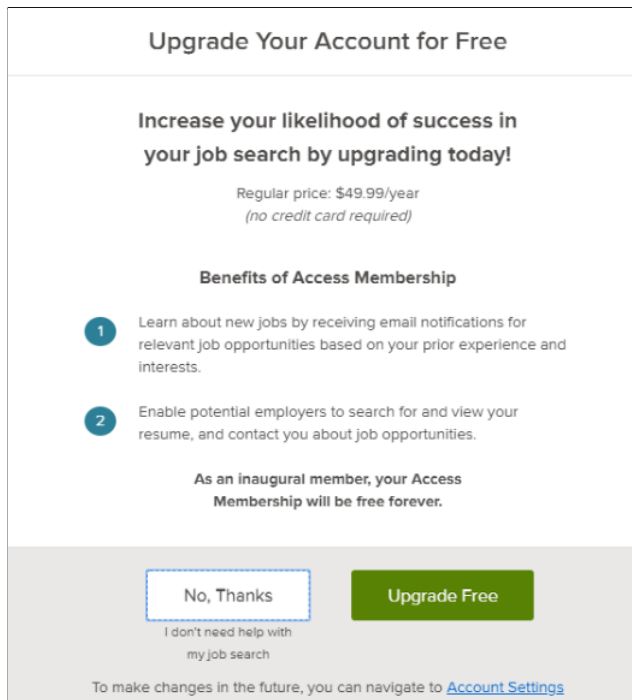
Create a single account for both [GovernmentJobs.com](#) and [SchoolJobs.com](#)

All fields are required

or create with

 Facebook

4. Review and accept the Terms of Service.
5. You have the opportunity to opt in to becoming an Access Member by upgrading your account for free. Becoming an Access Member can help you find a job more quickly by connecting you to employers who are looking for candidates with experience similar to yours. There are other benefits as well, including the ability to save job alerts. To remain opted out of everything, click No, Thanks.




## Login to an Existing Account

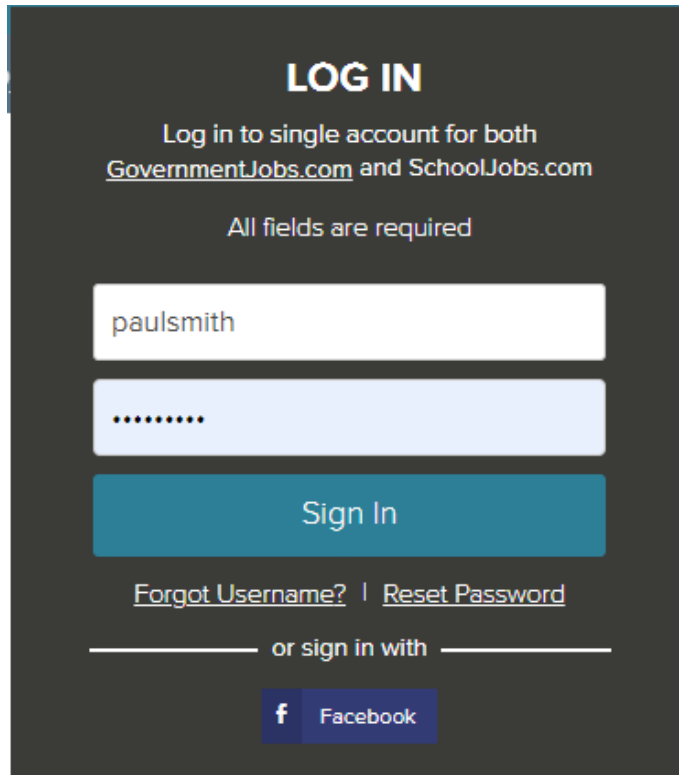
Follow these steps to login to an existing account. You can use the same login for both SchoolJobs.com and GovernmentJobs.com because they are sister sites, owned by the same company.

1. Point your web browser to [www.schooljobs.com](http://www.schooljobs.com).



2. Click  in the top right of the page.
3. Enter your username and password or click Facebook and sign into your account with your Facebook credentials.
  - If you can't remember your username, click on Forgot Username and enter the email address associated with your account. You will receive an email with your username.
  - If you can't remember your password, click Reset Password and enter the email address associated with your account. You will receive an email with a link to reset your password.

4. Click Sign In.



**LOG IN**

Log in to single account for both  
[GovernmentJobs.com](#) and [SchoolJobs.com](#)

All fields are required


Username: paulsmith

Password: .....

**Sign In**

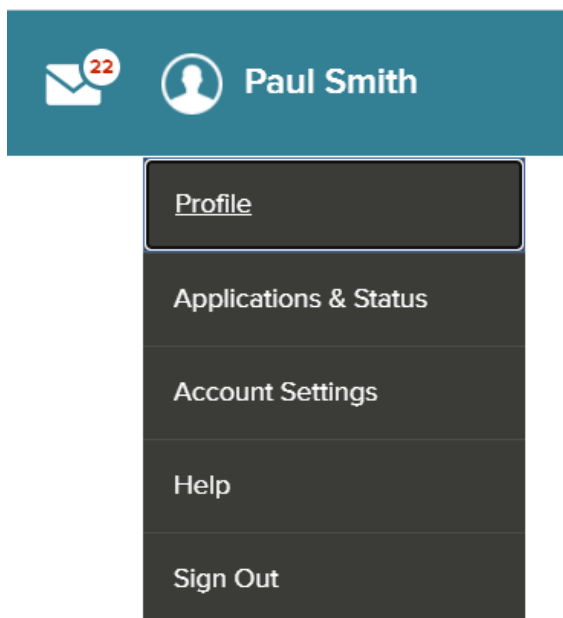
[Forgot Username?](#) | [Reset Password](#)



or sign in with

 Facebook

## Account Options

Once you have signed in, the pulldown menu in the upper right lets you quickly access pertinent account information.



  **Paul Smith**

- Profile
- Applications & Status
- Account Settings
- Help
- Sign Out

- **Profile:** Update basic information that you use to apply for jobs, such as work experience and education. Changes that you make do not update previously submitted applications but are saved for use when you are applying for other jobs in the future.
- **Applications & Status:** Check the status of previously submitted applications and access applications you have started but not yet submitted.
- **Account Settings:** Update your contact information, change your password, update your profile sharing and email preferences, and delete your account. If you update your contact information, this information is updated with employers with which you have applied.
- **Help:** Access the Application Guide and other job seeker resources
- **Inbox:** Click on the envelope icon to view email notices sent to you by organizations with which you have applied.

# Find Jobs

You can find jobs using search as follows.

1. Type a search term in the search box. You can further limit the search by providing a state, city, or zip code. For example:

<input type="text" value="accountant"/>	<input type="text" value="california"/>	<b>FIND JOBS</b>
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As you type in these boxes, it suggests jobs or locations that match, for example:

<input type="text" value="accounting"/>						
<table><tr><td>Title</td><td><b>accounting</b> clerk</td></tr><tr><td></td><td><b>accounting</b> manager</td></tr><tr><td></td><td><b>accounting</b> supervisor</td></tr></table>	Title	<b>accounting</b> clerk		<b>accounting</b> manager		<b>accounting</b> supervisor
Title	<b>accounting</b> clerk					
	<b>accounting</b> manager					
	<b>accounting</b> supervisor					

2. Click Find Jobs.
3. The jobs that match your search are shown, for example:

Find Jobs

Set Job Alert

Sort By

Relevance

Filter Results

Date Posted

All (87)  
Last 30 days (0)  
Last 7 days (0)  
Last 24 hours (0)

Top Organizations

County of Los Angeles (72)  
Ventura County (15)

TopResume®

How does your resume score?  
See how your resume stacks up.

Submit Now

Administration Jobs

Do you desire to be in a position where you have important responsibility and a direct impact on your work environment? If so, this is absolutely the place to find that dream job in government administration. Become an office administrator, operations manager or administrative officer, and be in charge of planning, organizing and managing department strategies and events. Get involved with public administration or work in the [read more](#)

NURSING DIRECTOR, ADMINISTRATION

Los Angeles County, CA  
Full time - \$137,414.88 - \$207,988.56 Annually

TYPE OF RECRUITMENT : DEPARTMENTAL PROMOTIONAL OPPORTUNITY RESTRICTED TO PERMANENT EMPLOYEES OF THE ABOVE DEPARTMENT WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD. EXAM NUMBER : Y5296M FILIN G START DATE : 08/14/17 AT 8:00 A.M. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. REBULLETIN INFORMATION : THIS ANNOUNCEMENT IS A REBULLETIN TO RE-OPEN THE EXAM, UPDATE THE SALARY INFORMATION AND APPLICATION AND FILING INFORMATION. PERSONS WHO HAVE APPLIED WITHIN THE LAST TWELVE (12) MONTHS NEED NOT REAPPLY, BUT MAY CONTACT THE EXAM ANALYST TO SUBMIT ADDITIONAL INFORMATION. THE INFORMATION MUST INCLUDE YOUR...

Posted more than 30 days ago | [Share](#)

Staff Services Manager II/III - Ambulatory Care Administration

Ventura and may require travel throughout Ventura County, CA  
Full-Time Regular - \$78,024.46 - \$117,189.05 Annually

Under general direction, provides supervision and/or management of agency/department operations/services including grants management and Community Health Center Board administration to the department or Health Care Agency management. Distinguishing Characteristics: This classification series differs from the Administrative Assistant and Administrative Officer series by its focus on staff or line operations and service delivery. In contrast to the Administrative series which typically performs budgetary, fiscal, or personnel matters. Ideal candidates have a Bachelor's or Master's degree in Business or Health Care and are detail oriented professionals with superior organizational, time...

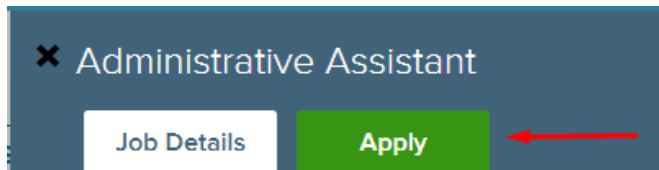
Posted more than 30 days ago | Continuous | [Share](#)

4. Click on the title to open the job details.

# Apply for a Job

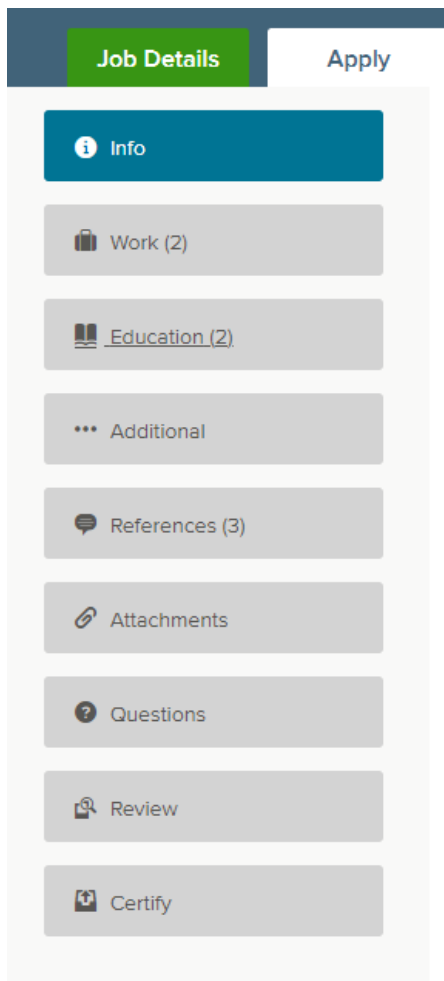
To apply for a job:

1. Click on the Apply tab from job details:



2. You can accelerate completing basic profile information by importing a résumé.
3. Complete a series of steps (entries or screens). The specific steps that you must complete are determined by the employer, and may vary from this example.

Your progress and current step in the process is shown on the left. In the next example, the information step is in progress:



As you work on your application, refer to the progress bar to see the number of items for each entry, and errors. In the next example, the work entry contains one item, and the questions entry contains errors:

4. For each step, the buttons on the bottom allow you to save or discard your work on this entry.

- 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, which deletes the current entry (such as a previous job) after a confirmation. Once deleted, the data cannot be recovered.
5. Provide general contact information.
  6. If required, provide previous work experience information.
  7. If required, provide educational information.
  8. If required, provide additional information, including certificates and licenses, skills, and languages.
  9. If required, provide references.
  10. If required, answer any agency-wide and/or supplemental questions. Depending on the hiring agency, this section may be blank.
  11. Upload any attachments, such as a résumé, driver's license, or certificates. The supported file formats are determined by the employer.


- If a particular attachment type is required by the employer, there is an area provided so that you can upload that attachment. For example:

## Attachments



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Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .wpd, .wp, .bmp

**Cover Letter \***



Click Upload or drag and drop a file into this box to start uploading.

 Upload
  Recent Uploads

- If there are no required attachments, then you can click Add Supplemental Attachment to attach files. Select Choose attachment type to select the type of document you want to attach, and then click the Upload button. If you have previously uploaded attachments, you can click the Recent Uploads button to access these files.

## Attachments


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Supported file types: .docx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .txt, .bmp



Attachment type

Select Attachment Type Dropdown

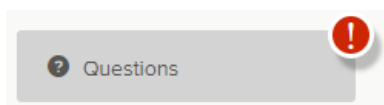
Choose attachment type




Click Upload or drag and drop a file into this box to start uploading.

 Upload
  Recent Uploads

- Review each section. If there is an error, it is shown in the progress bar and also in the section.



- Use  to open this item and correct any errors.
- Once your application is complete, click on Proceed to Certify and Submit.

- On the Certify & Submit page, click on Accept & Submit. An Application Submitted message confirms that you have applied for the job.



# Check Application Status

You can get more detailed status information for all applications by clicking on Applications & Status in the top menu bar (in the pulldown below your name).

Note: If you have submitted applications for both SchoolJobs.com and GovernmentJobs.com, you can view applications you've submitted for either site by selecting the one you prefer at the top.

- The Submitted button displays all applications that you have successfully submitted. For example:

Applications

Submitted

Incomplete

All Sites (42) ▾

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[Administrative Assistant](#)  
NEOOGOV-TEST

Applied on 03/31/2021 04:16 AM Pacific  
[History](#)

Application Received

Click on the job title for more information. You can then select Job Details to see the information on the job, and Application View to see the details of your application for this job.

You can also click on History to see more information. This can include a summary of the steps in the hiring process:

✕ Application History Administration Assistant	
05/05/2021 05:27 AM	Performance Exam Pass - 98.00%
05/05/2021 05:26 AM	Oral Exam Pass - 95.00%
05/05/2021 05:15 AM	Written Exam Pass - 90.00%
05/05/2021 04:39 AM	Rating Matrix
05/05/2021 04:38 AM	Application Received

- The Incomplete button displays all applications that you started but did not complete. For example:

Applications

Submitted Incomplete

All Sites (34) ▼

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Administrative Assistant

Last step completed: Info

Click on the job title, and then Apply to complete the application.

You can click the trash can icon if you want to delete an application without completing it.

## Schedule an Exam

To schedule an exam or interview an employer has invited you to attend:

1. Click on Applications & Status in the top menu bar (in the pulldown below your name).
2. Applications where you can schedule an exam are noted with a Schedule Appointment link.

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Administrative Assistant

Applied on 03/27/2021 10:24 AM Eastern

Interview

Schedule Appointment

History

NEOGOV-TEST

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3. Click on Schedule Appointment. A list of locations, dates, and times displays:

✕ Schedule Appointment

Administrative Assistant

Please choose an exam location and date/time from the choices below.

Note: All dates and times displayed below are Eastern.

City Hall

123 First Street

El Segundo, 90245

Friday, May 28

08:00 AM

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City Hall

123 First Street

El Segundo, 90245

Monday, October 19


Confirm Appointment

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

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[Administrative Assistant](#)  
NEOGOV-TEST

Applied on 03/27/2021 10:24 AM Eastern  
[History](#)

Interview 

Appt. Scheduled 05/28/2021 08:00 AM Eastern  
[Change Appointment](#)

## Delete an Account

Note that when you delete your account on Schooljobs.com, it will also be deleted on Governmentjobs.com, since they are part of the same company and share the same database.

To delete an account that is no longer in use:

1. Click on Account Settings in the top menu bar (in the pulldown below your name).
2. Click on Delete Account.
3. Click on Delete My Account.

Contact Info

Change Password

Preferences

2-step verification



Delete Account

## Delete Account

**WARNING**

Deleting your account will **permanently deactivate your profile on both [GovernmentJobs.com](#) and [SchoolJobs.com](#). This cannot be undone.** You will not be able to reactivate your account or retrieve any of the information you have added. Previously submitted applications will not be deleted.

Delete Account



4. Click on Delete Account to confirm.

**Important:** This action is permanent. Once an account is deleted, it cannot be accessed or recovered.

