

NEOGOV FAQ

Q: What time do applications need to be submitted?

A: Applications must be received by 4:30 pm on the deadline date to be considered. The information presented on this form will determine the acceptance of your application.

Q: Can I skip questions?

A: No. Be sure to answer all required questions completely including a complete record from most current to least current of any employment, self-employment, military service or volunteer experience you have had in the last 10 years.

Q: Is "See Resume" Sufficient?

A: No. "See Resume" is not sufficient. Leave no required answers blank. Incomplete applications will be rejected. Applicants reaching final employment consideration will be required to verify certain relevant information stated in their application.

Q: How does Dane County screen for minimum qualification standards?

A: Only the employment information entered in the work history section will be considered to determine if an applicant meets the minimum qualifications for a position. Attached or pasted resumes may not be used in place of completing the application.

Q: How do I obtain an account?

A: If this is your first time using our NEOGOV, you will need to create an account and select a Username and Password. If you do not have an e-mail account, there are many free email providers online – please search for "free email account" and pick one you like.

After your account has been established, you can build an application by clicking on the "Create Application" link. This application can be saved and used to apply for more than one job opening. If you need assistance creating an account, many librarians throughout Dane County can assist you through the account creation process.

Q: I'm interested in a particular kind of a position, but there does not appear to be any kind of openings now.

How can I indicate that I'm interested?

A: You may view other job opportunities or complete a Job Interest Card by simply clicking on the "Job Categories" located in the menu on top of this page. The Job Interest Card will enable you to be notified via email when a position for which you are interested in is posted.