

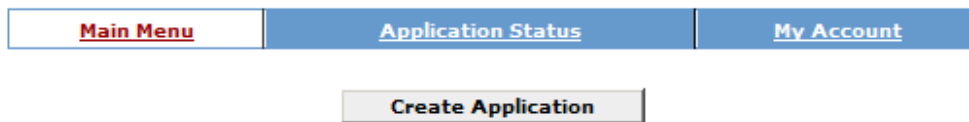
**NEOGOV: Adding attachments to your application and  
Adding attachments when applying to a job announcement.**

There are **two** different places where you can upload attachments; they are slightly different from each other in their use.

The first is the main application you are using to apply for jobs. Here you will attach documents such as college transcripts, military DD214 forms, licenses, resumes, awards, and anything you would like included every time you apply for a job. Education above the high school level is important so you should attach your transcripts to your application.

The second place where you can upload attachments is when you are applying to a position online and you are at Step 4. This is where you submit anything required to apply for the position such as cover letters, answers to test questions, and other requested documents.

**The first place to add attachments** is when you login to NEOGOV and click on the application you have completed.



**Applications You've Created:**

Name	Date Created	Modify
Main	Sep 24, 2009	Edit   Delete

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

At the bottom of the next screen you will see a section called "Add Attachment(s)". Upload any documents you want connected to your application such as college transcripts, military DD214 forms, licenses, resumes, and awards. **This information will automatically be included with your application every time you apply for a job.**

A screenshot of a user profile page. It features several sections: 'Skills' with 'Office Skills' and 'Additional Information' sub-sections; 'References'; 'Resume'; and 'Attachments'. The 'Attachments' section has a red circle around the 'Add Attachment(s)' link. A footer note says '\* Required Field'.

The second place to add attachments is when you are applying for a job announcement and have finished answering to the “Supplemental Questions”. The next step is “Confirm Application”. This is where you upload documents required to apply for the specific job announcement.

[Main Menu](#)      [Application Status](#)      [My Account](#)

**Correctional Captain** - Application process steps:

1 >>>> 
 2 >>>> 
 3 >>>> 
 4 >>>> 
 5

[Job Application](#)    [Agency-wide Questions](#)    [Supplemental Questions](#)    [Confirm Application](#)    [Certify & Submit](#)

**Confirm Application**

Please review the application you're about to send for the position of **Correctional Captain**. If you need to modify any parts of your application, just click the 'Edit' button next to the section you wish to modify. Once you've reviewed the application click the 'Confirm Application' button to proceed to the final 'Certify & Submit' step.

Scrolling down this screen you will see a section called “Attachments”. This is where you upload documents you want to go with your application for the specific job you are applying. **Uploading anything in this section only adds documents to this one application.**

<b>References</b>		<a href="#">Add Reference</a>
<b>Resume</b>		<a href="#">Edit Resume</a>
<b>Text Resume</b>		
<b>Attachments</b>		<a href="#">Add Attachment(s)</a>
Attachment	File Name	Action
DD214	<a href="#">DD214</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Awards	<a href="#">Document in Office 2007</a>	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Agency-wide Questions</b>		<a href="#">Edit Agency-wide Questions</a>