

Navigating

GovernmentJobs.com

Create a new account

Follow these steps to create a new account:

Point your web browser to www.governmentjobs.com.

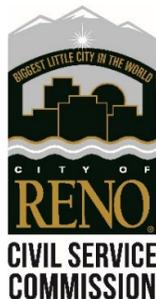
1. Click  in the top right of the menu bar.
2. Enter an email address, username, and password for your new account.
 - If you have created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
 - Your password must be at least 12 characters in length and contain upper and lower case letters, numbers and symbols. Must not be a previously used password or a commonly used word or phrase.

Log in to an existing account

Follow these steps to login to an existing account:

Point your web browser to www.governmentjobs.com .

1. Click  in the top right of the page.
2. Enter your username and password.
 - If you cannot 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 cannot remember your password, click Reset Password and enter the email address associated with your account. You will receive an email to reset your password.



Create your profile

Add the following information to your account:

- Contact information
- Personal information
- Preferences
- Work Experience
- Education
- Additional Information
- References

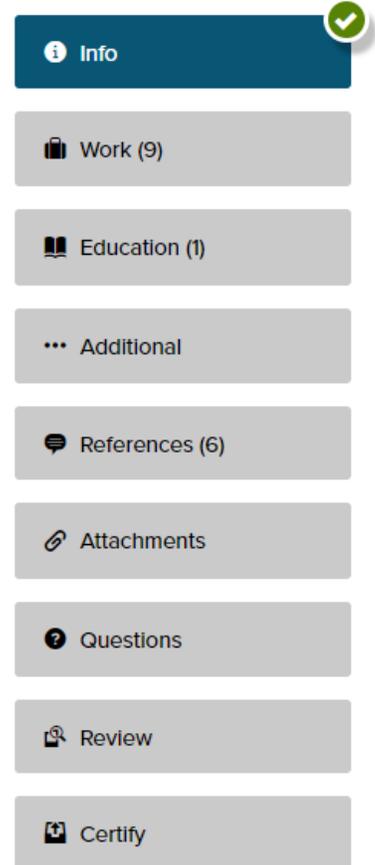
Keep in mind that we do not accept a resume in lieu of a completed profile and application.

Applying for jobs

1. Click  from the job details page.
2. Complete a series of steps and answer required questions.
3. Review your application and submit.

Helpful tips

- Read and follow all instructions contained in the job announcement. All qualifying information must be included in your application at the time of submission. Applications that do not comply with posted instructions and incomplete applications may be rejected.
- If you experience technical difficulties with any part of the application process, please call the Applicant Support Line at 1.855.524.5627.



Do you have questions? CONTACT US!
Civil Service is here to help you navigate the process.

Email: CivilService@Reno.gov

Phone: (775) 334-2223