Applying for Employment

Guided Walkthrough

Webb County Human Resources

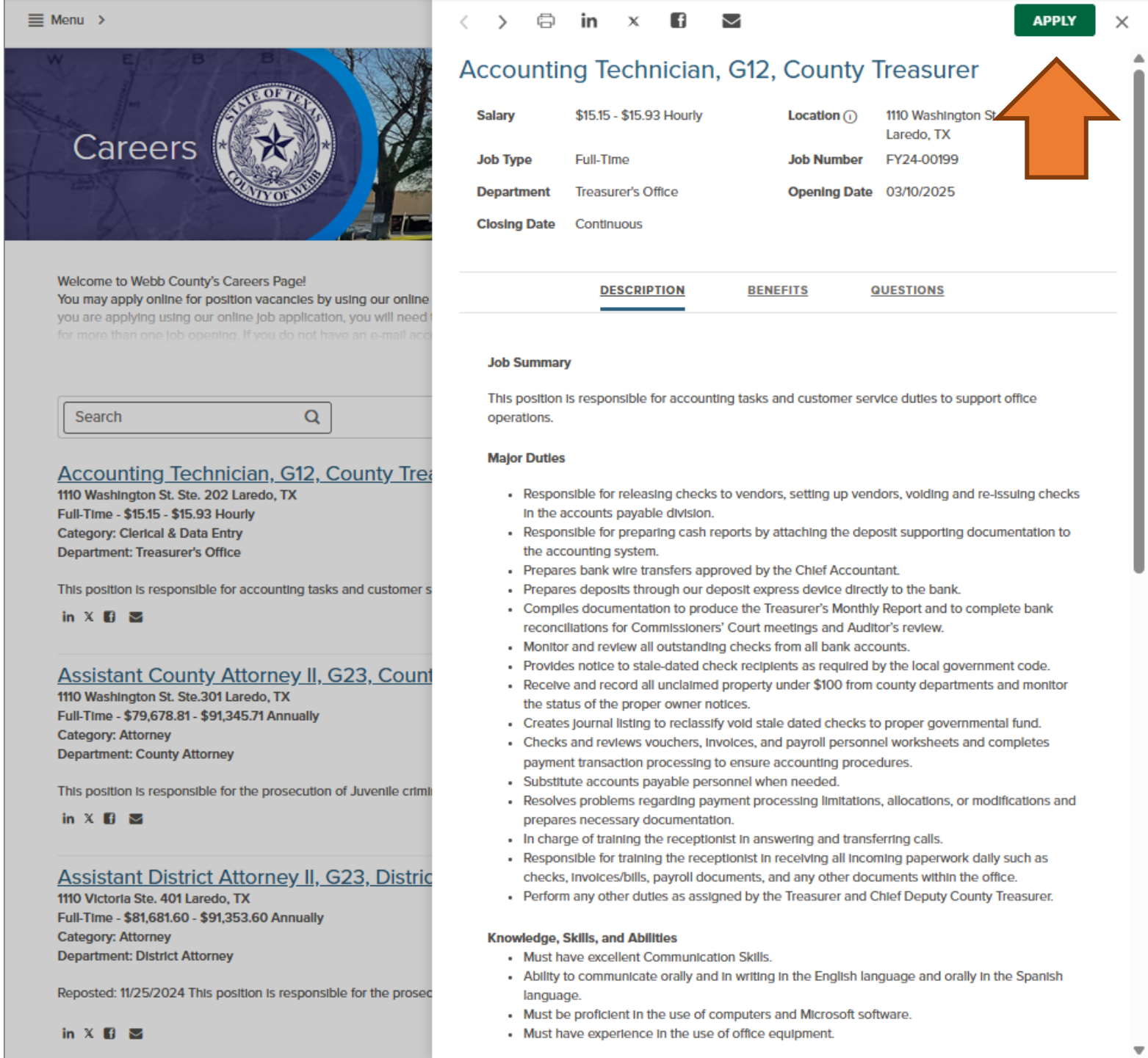
This is a guided walkthrough detailing how to apply for a position at Webb County. We highly recommend using a laptop or desktop computer, as mobile devices may not display all information correctly.

Visit the main Webb County website, and click the **Employment** icon. This will direct you to the Webb County NEOGOV portal.

Take some time to browse the list of open positions. Click on any of them to review the position's duties and requirements.

When you are ready to begin the application process for a position, click on the green **APPLY** button.

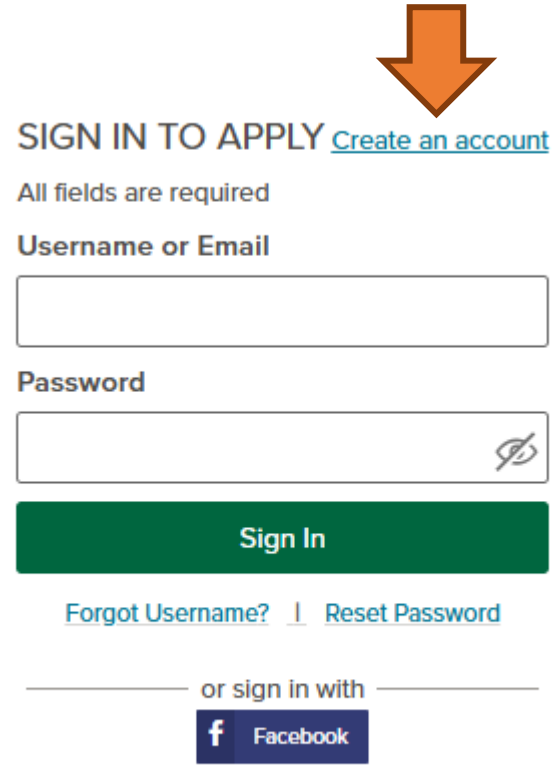
APPLY



In order to apply, save your progress, check the status, and be informed of any updates to your application, you will need an account.

If you've applied using governmentjobs.com before, you may already have an existing account. Fill in your username or email and password, and sign in.

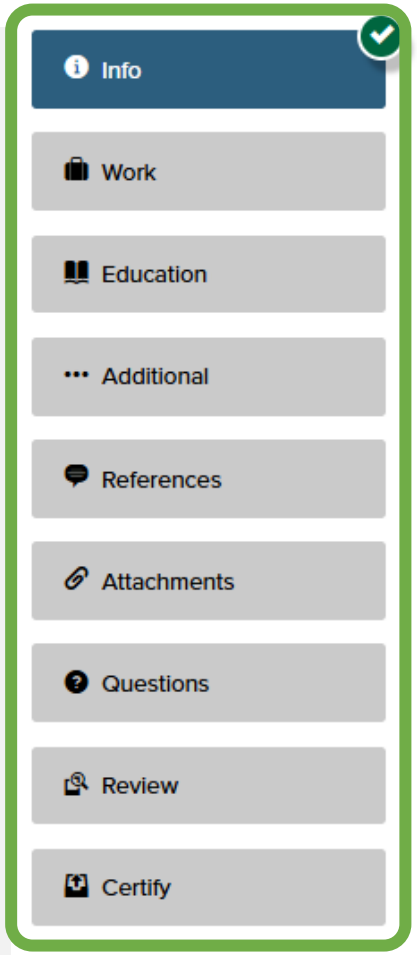
If you do not have a governmentjobs.com account, click on the **Create an account** link to create one. Then, follow the prompts. You will need a valid email address and you must create a username and password.

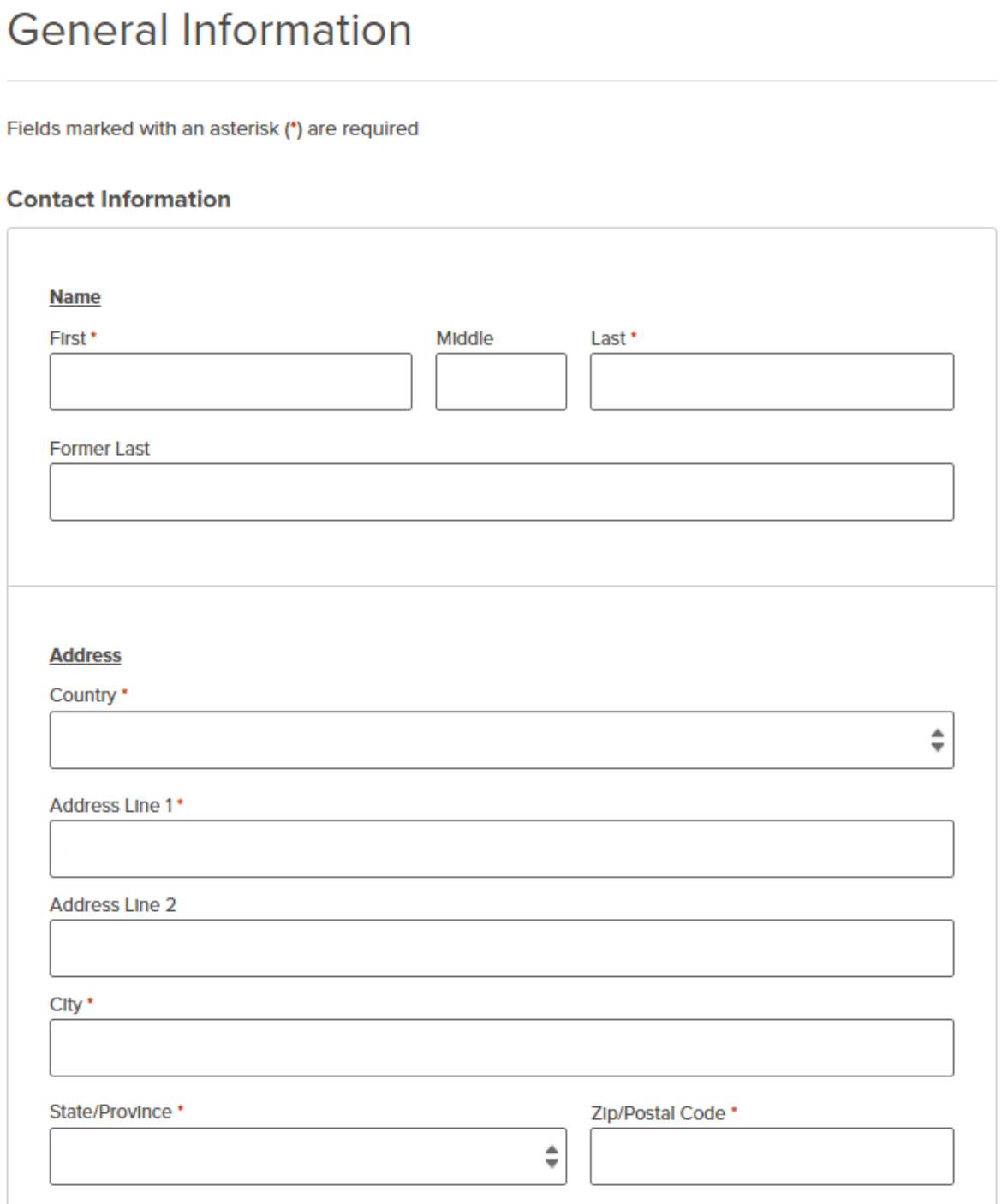


Once logged in, you will see a list of 9 modules including general information, work experience, education, and more.

If you already have an existing account, your previously saved information will reload. However, you may be required to update specific information throughout certain modules.

Please be as detailed as possible when completing each module.

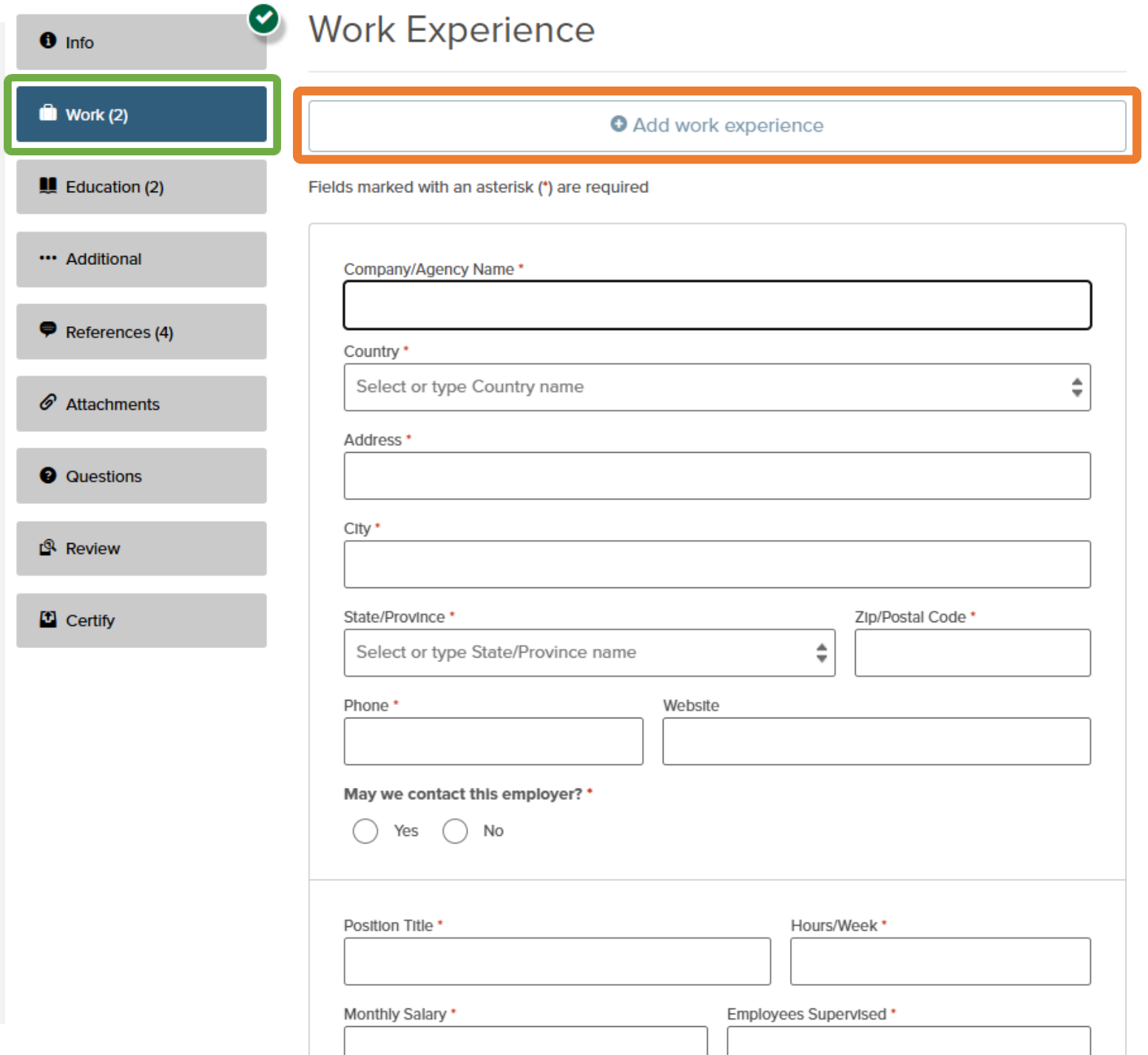




In the **Work Experience** module, click **Add work experience**, and fill in each field with the appropriate information. Click the save button at the bottom when finished.

Your previously saved experience will reload if you already have an account. However, you may be required to update specific information.

Continue adding as much work experience as you feel is necessary.

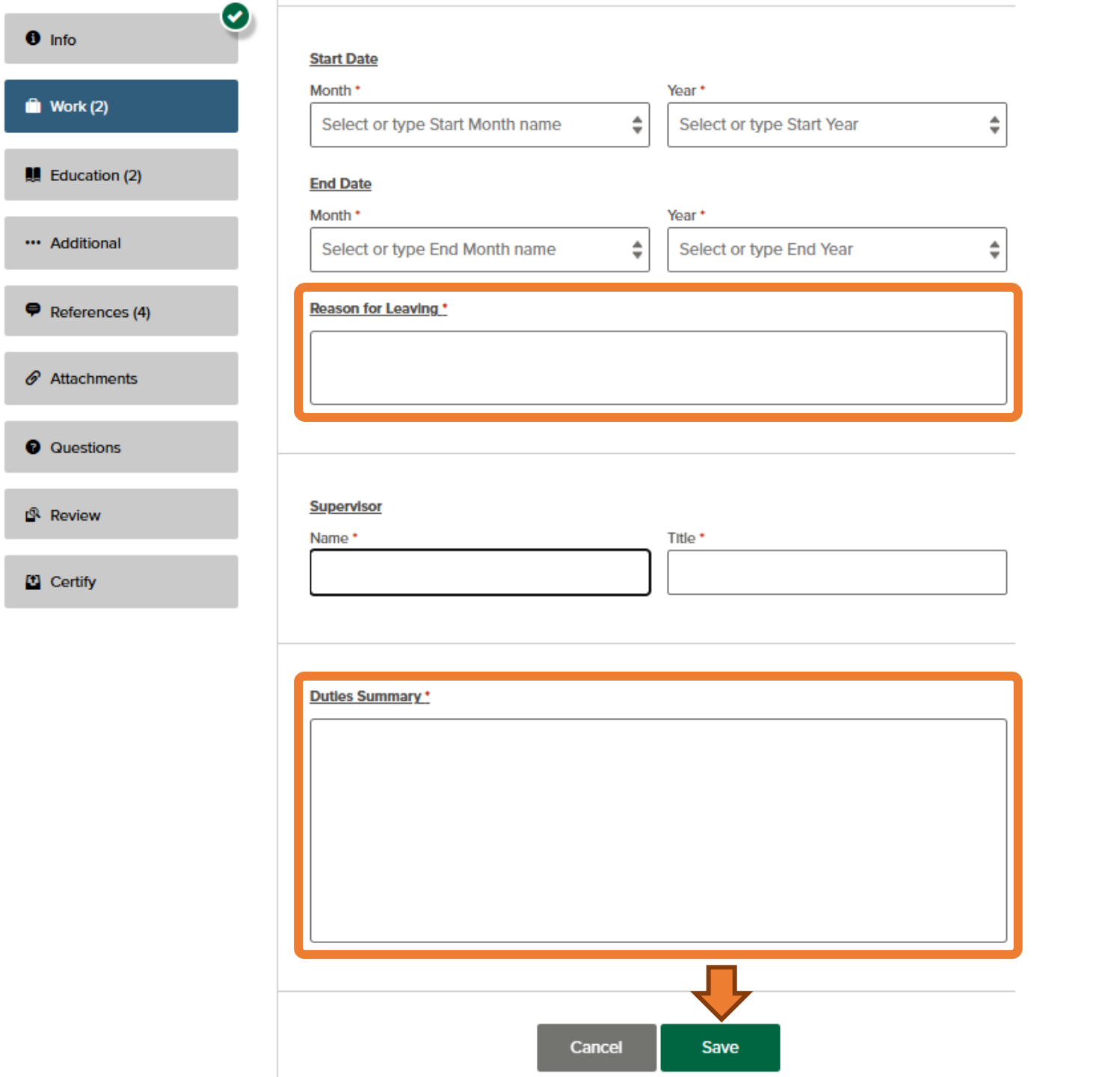


Remember to be as accurate as possible when providing information such as dates and hours worked per week.

In the **Reason for Leaving** section, briefly describe why you separated from the respective position you previously held.

In the **Duties Summary**, provide a comprehensive list of duties, tasks, and other responsibilities performed with the respective position you previously held.

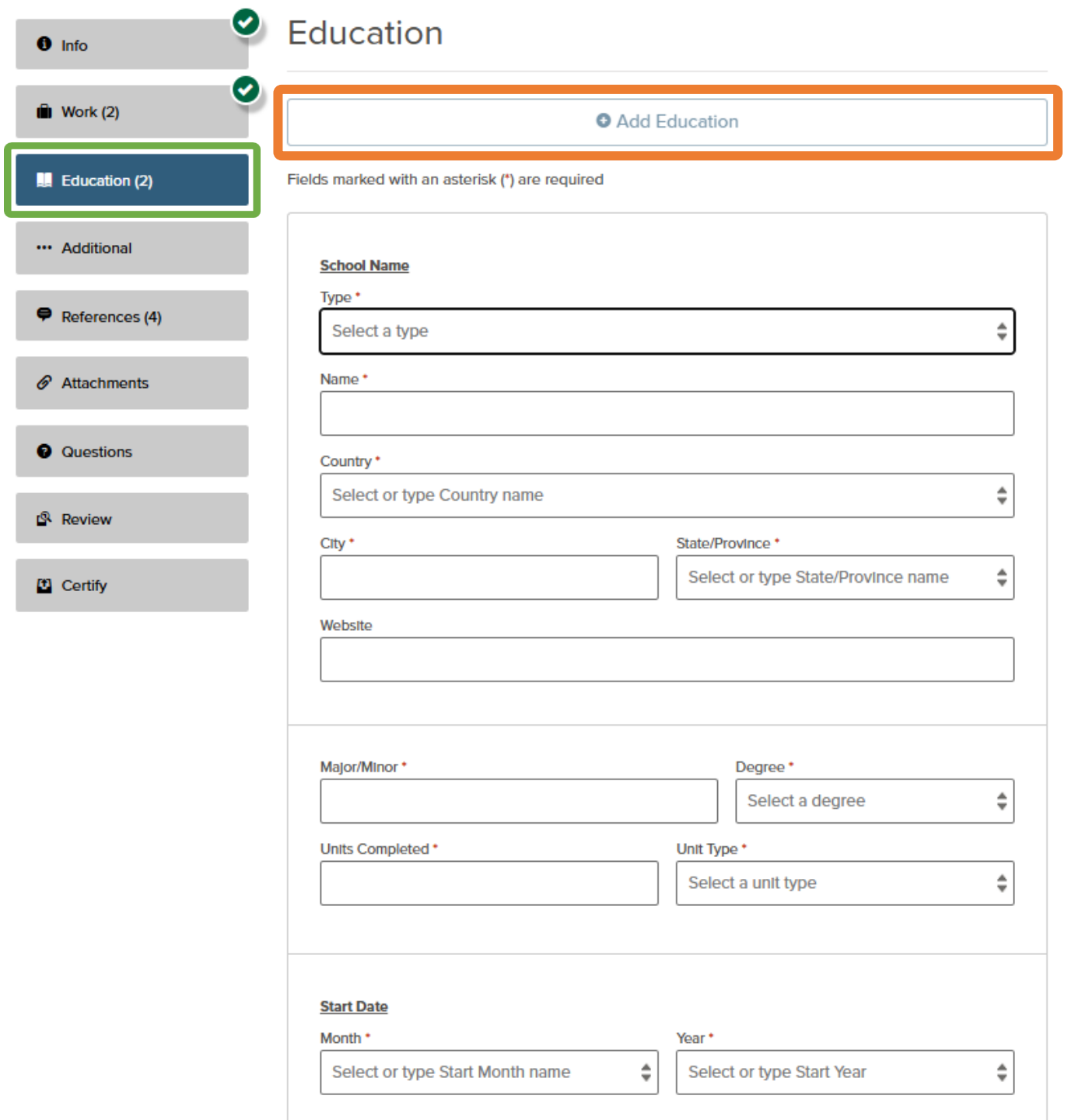
When finished, be sure to click the **Save** button.



In the **Education** module, click the **Add Education** button. List each educational institution with the respective details such as the name and location as shown. If the school owns a website, you may include its web address.

Next, list the major/minor studied in the institution, along with the degree, units completed, and unit type (semester units or quarterly units). Additionally, the Education module may require you to list the exact month and year you began and ended your schooling in that institution.

To add more schools, click **Add Education** to continue in the Education module, otherwise click the **Save** button at the bottom.

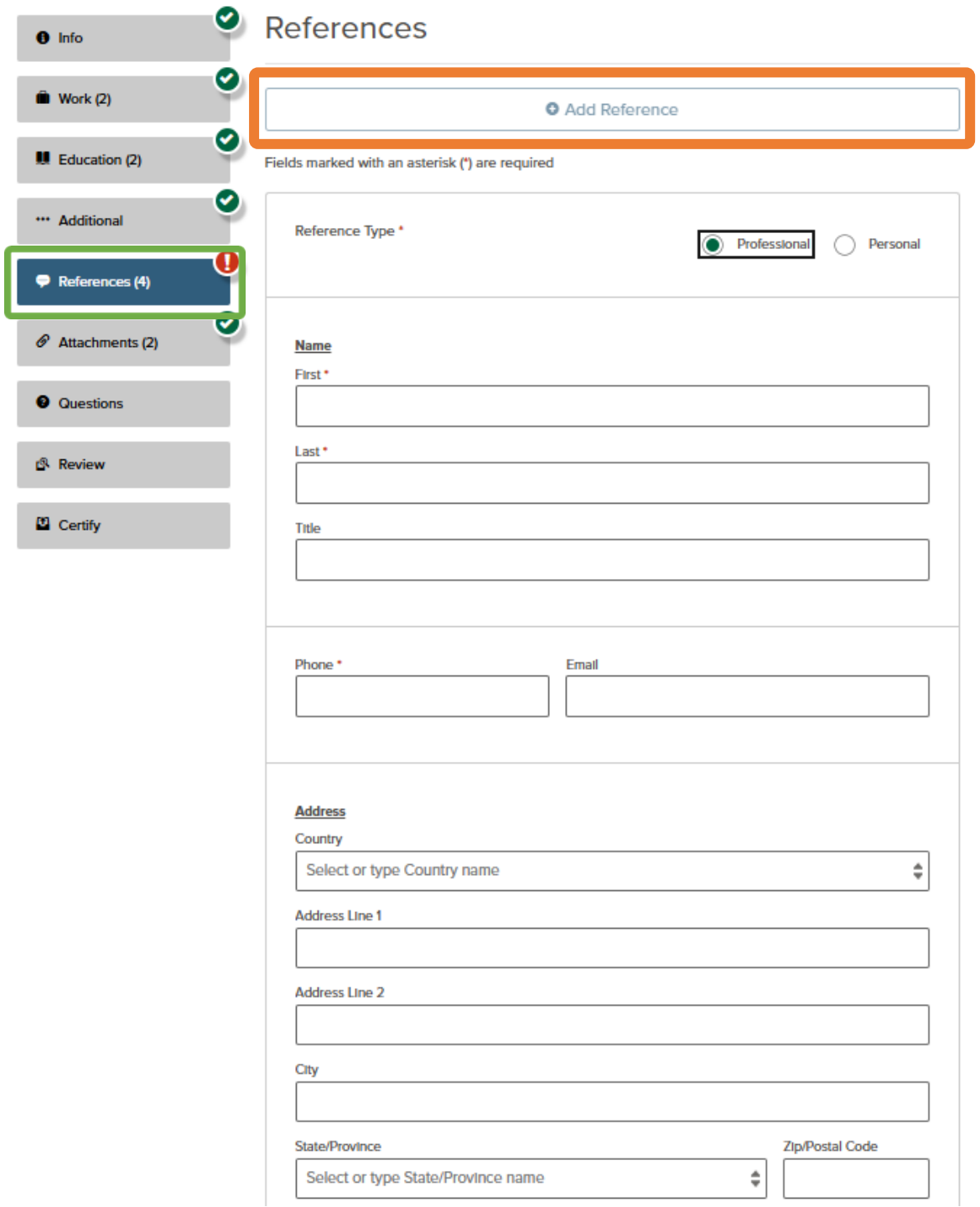


The **References** module allows an applicant to list several connections that can recommend their application. Click **Add Reference** at the top of the page.

For each reference, indicate whether it is a professional or personal one using the radio buttons in the top right.

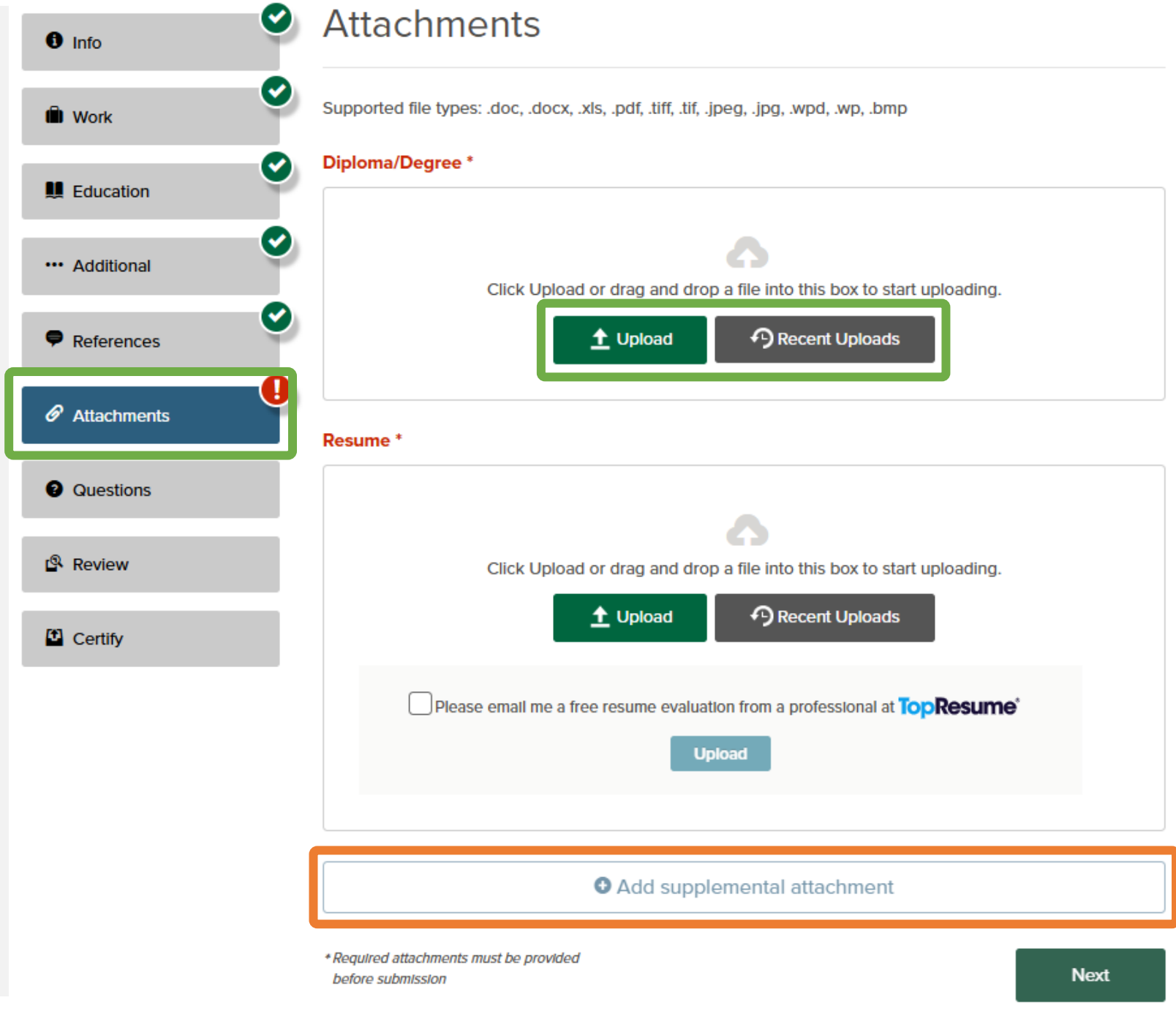
Please provide the full name, working title, phone number, and full address of each reference.

Click the **Save** button at the bottom, and continue to add as many references as you need, or move on to the next module by clicking **Next.**



Submitting attachments may be required to apply with Webb County depending on each position. If attachments are required, click the green **Upload** button in the **Attachments** module and select the file you wish to attach. If you are not a first-time governmentjobs.com user, you may be able to use the **Recent Uploads** button. Previous attachments will display in a dropdown list to select from.

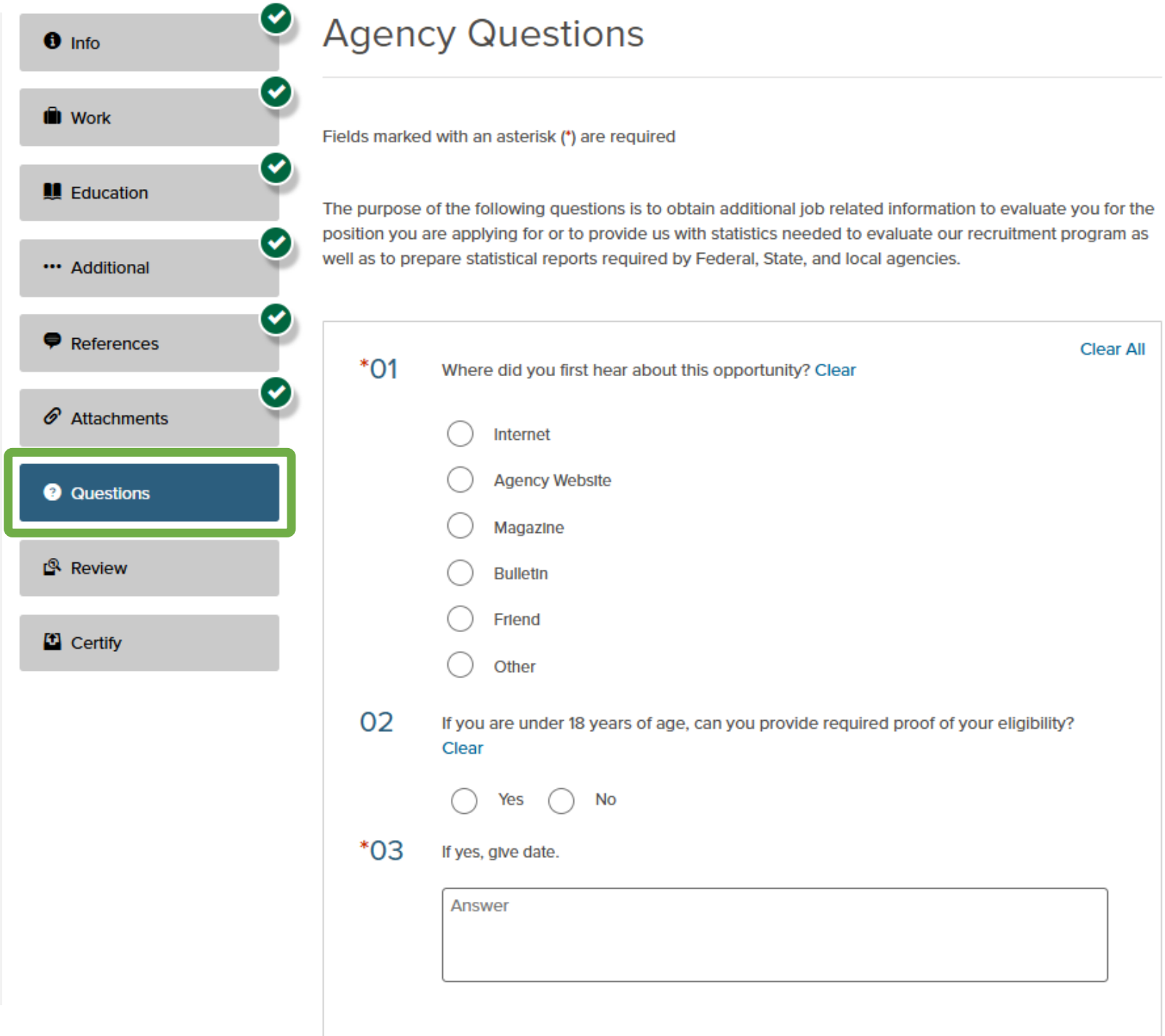
All applicants are welcome to upload supplemental attachments such as a cover letter, license, or other documents relevant to the position you are applying for. To do this, use the **Add supplemental attachment** button at the bottom of the webpage.



In the **Questions** module, you will be asked a series or multiple-choice and open-ended questions in order to further determine your qualifications. The questions may vary depending on the nature of the position. Please be as detailed as possible where applicable.

Once completed, click the green **Proceed to Review** button shown at the bottom of the webpage.

Proceed to Review

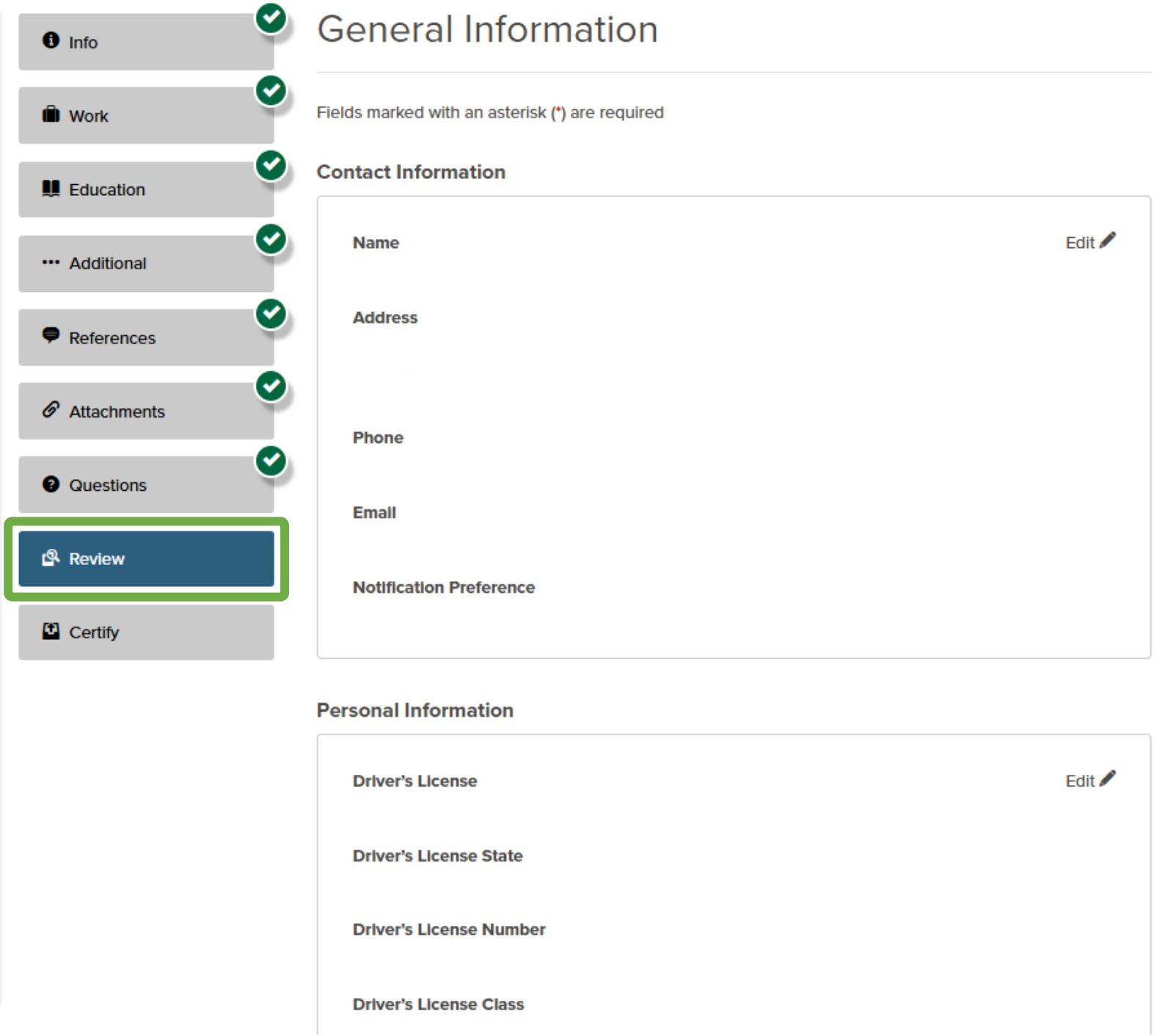


Use the **Review** module to take a final look at your application. All the information you've provided in each module will be shown.

Carefully review each module and ensure there are no errors, missing information, or missing attachments in your application.

When you are ready, click the green **Proceed to Certify and Submit** button shown at the bottom of the webpage.

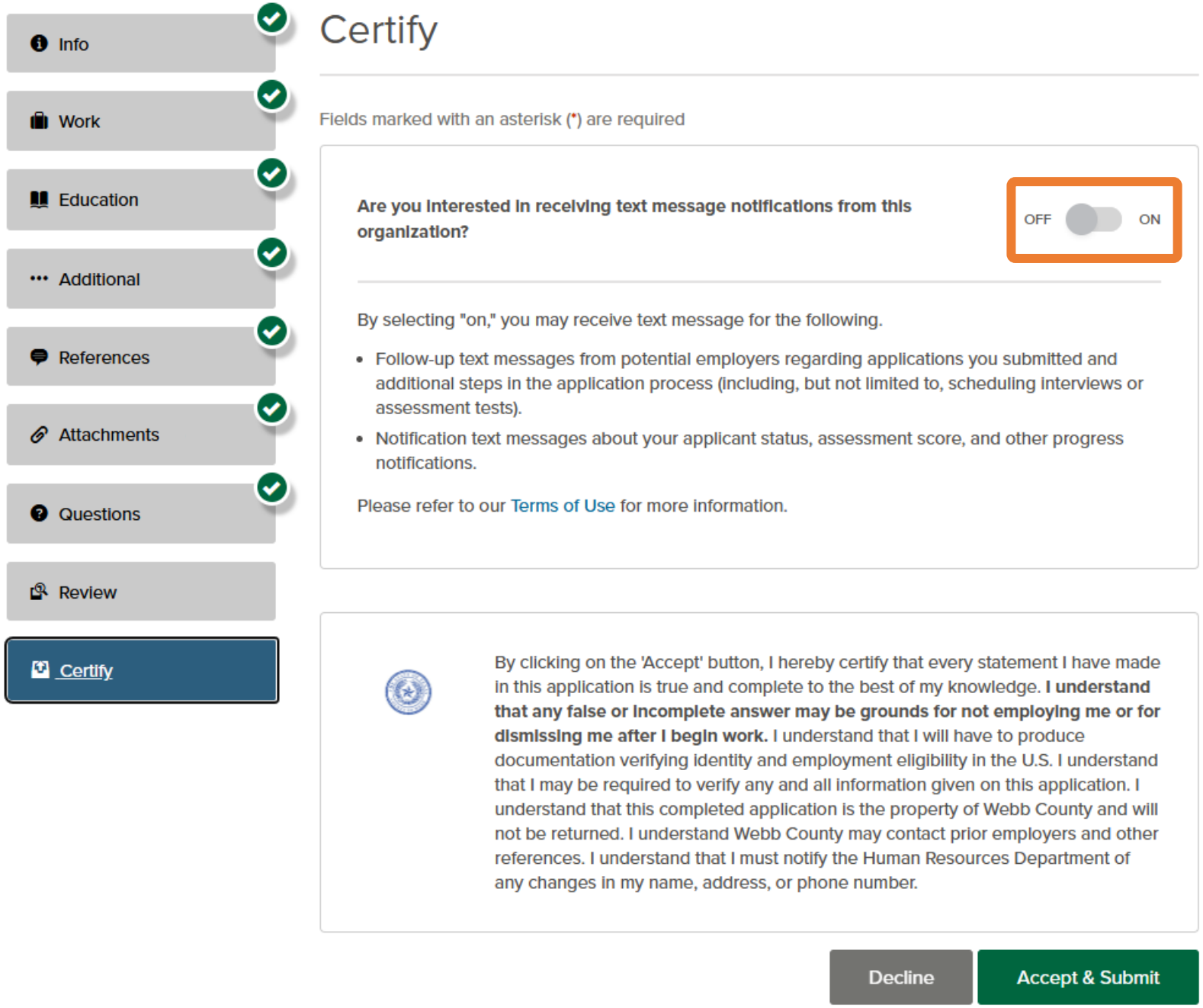
Proceed to Certify and Submit



If you would like to receive text message updates regarding your application(s), click the toggle switch to **ON**. Next, fill in your mobile phone number in the box that appears. This step is optional, but recommended.

Carefully read the statement that displays and ensure that you fully understand the terms of agreement.

When you're ready, click the green **Accept & Submit** button shown at the bottom of the webpage.

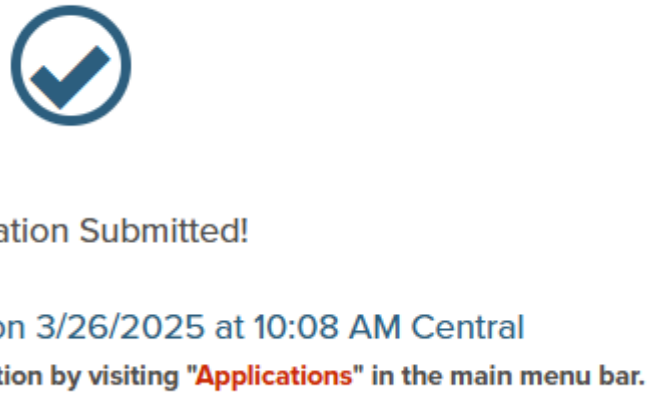


Your application process is complete when the "**Application Submitted!**" page loads successfully.

An email will also be sent to the email address associated with your account to inform you of your completed application.

Continue to check your inbox regularly to be informed of any updates to your application or to the position itself.

If you have not received an email, ensure that it has not been misplaced in the spam or junk folder.



Need more help?

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