

POWAY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

HOW TO APPLY ONLINE

*****PLEASE START AT THE PAGE SHOWN BELOW*****

Type the following URL into the address box:

<http://powayusd.com/Employment/classified/>

1. Click on the [Job Opportunities](#) link found on the right hand side of the page.
2. Scroll down the page to where the current job openings are listed.
3. Click the title of the job for which you would like to apply or learn more about.
4. Scroll down to read about the position's description, minimum qualifications, benefits and application/examination process.
5. To apply for the position, click [Apply](#).
6. If you already have a NeoGov or Governmentjobs.com account, please skip to number 14. If you do not have a NeoGov or Governmentjobs.com account, click [Create your Account Here!](#)
7. Choose a "Username" that you will remember.
8. Provide a VALID email address. We may contact you about different phases of the application process. (If you do not have an email address, STOP! You will have to create an email account in order to create a NeoGov account.) Yahoo (www.yahoo.com) and Google (www.google.com) provide free email accounts.
9. Create a password.
10. Type your password again, to confirm.
11. Please provide a "password hint" in the event that you forget your password.
12. Click [Save](#).
13. Once this is complete, click [Login](#).
14. Type your "Username".
15. Type your "Password".
16. Click [Login](#).
17. In order to apply for a position, you need to create an application first. Click [Create Application](#). (NOTE: You do not need to create a new application every time you apply for a position. You can use any application(s) that you have created and tailor it to the specific job for which you are applying.)

18. Please enter a name for your application. Keep in mind that you can create multiple applications, so choose a descriptive name for your application that relates to the position for which you are applying (Examples: "Child Care Assistant" or "Bus Driver August 17, 2009").
 19. Click [Create Application](#)
 20. There are five (5) steps in the application process. This is the beginning of Step 1 "[Job Application](#)". All fields marked with an asterisk (*) require your information.
 21. When complete, click [Save & View Application](#) at the top or bottom of the page.
 22. There are seven (7) sections that need to be completed before you can move on to the next part of the application process. To add information to each of these sections, click on the link (Add Education; Add Work Experience, etc.). When you have completed a section, click [Save and View Application](#).
- **NOTE:** Your application must show all of your work experience, education, training and certifications that you possess relevant to the position for which you applying. Applications may be rejected if incomplete or inaccurate.**
23. Click [Go to Step 2: Agency-wide Questions](#) once you have finished inputting all information.
 24. Answer the Agency-wide Questions. All fields marked with an asterisk (*) require your information. When complete, click [Save and Proceed](#) at the bottom of the page.
 25. Your application may require Supplemental Questions. If applicable, answer these questions. All fields marked with an asterisk (*) require your information. When complete, click [Save and Proceed](#) at the bottom of the page.
 26. Scroll through your application to ensure that the information is correct. If so, click [Confirm Application](#) at the bottom of the page.
 27. You will then see a Certify and Submit statement for you to read. Once you have done so, click [Accept](#).
 28. Once your application is complete, you will see a Confirmation screen. You can then click [Logout](#) to exit the system.

Please retain this information. Write your Username and Password here for future use as the Personnel Commission does not have access to your username and password.

Username

Password