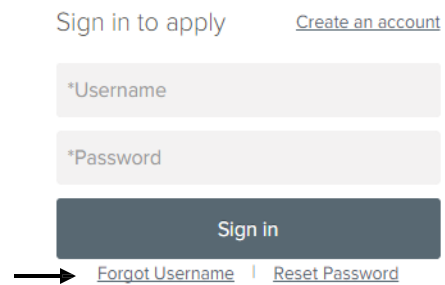


Users' Guide How to Submit Online RIF (Layoff) Application & Work Force Reduction Placement Questionnaire

Go to <https://www.governmentjobs.com/jobs/1241980/rif-layoff-application-work-force-reduction-placement-questionnaire/agency/hawaii/apply>

- If you already created a user account, **Sign in** using your previously created username and password.

Note: If you created an account with the City and County of Honolulu, State Judiciary, County of Hawai'i, or County of Kauai, your username and password will allow you to submit your resume/cover letter for this announcement.



Sign in to apply [Create an account](#)

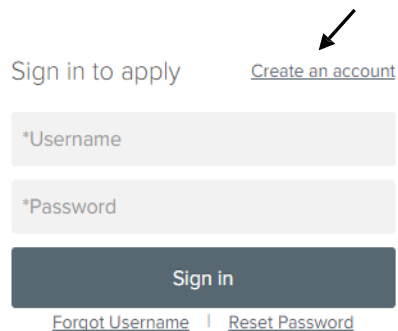
*Username

*Password

Sign in

→ [Forgot Username](#) | [Reset Password](#)

- If you created an account before, you cannot use that same email address to create a new account. The email value must be unique.
- If you created an account before and cannot remember your username, click on **Forgot Username**. This sends you an email with your username.
- If you never applied for government jobs with the State of Hawai'i, State Judiciary, City and County of Honolulu, County of Hawai'i or County of Kauai, click on **Create an account** and enter your account information.



Sign in to apply [Create an account](#)

*Username

*Password

Sign in

[Forgot Username](#) | [Reset Password](#)

Create a new account [Sign In](#)

*Email ⓘ

*Username

*Password

Create

- Your password must be at least 8 characters in length and contain upper and lower case letters, numbers and symbols.
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:

Create a new account [Sign In](#)

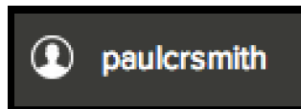
paulcrsmith@gmail.com ✓

paulcrsmith ✓

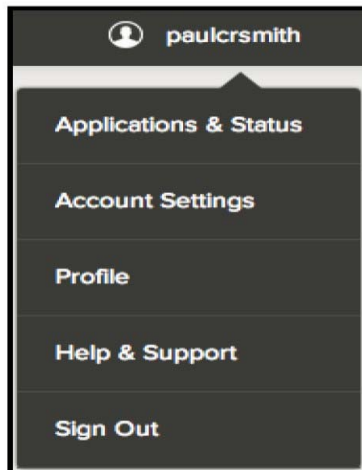
..... ✓

Create

- Click on **Create**
- Keep a record of your username and password for future use.
- When you are signed in, your username appears on the right in the top menu bar:



- The pull-down menu under your username lets you quickly access common options:

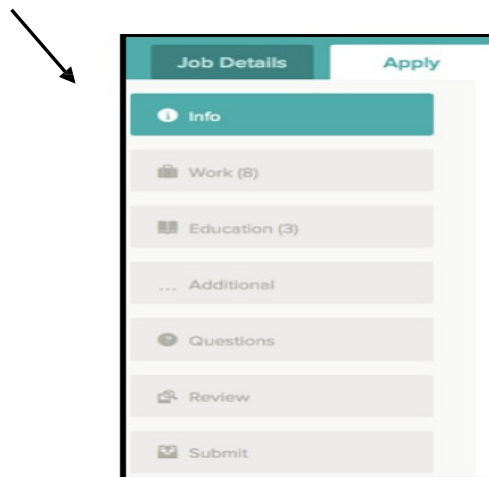


- Use Application & Status to review all of your job applications.
- Use Account Settings to edit your contact information, or change your password. If you change your contact information, this information is automatically updated for each employer with whom you have applied.
- Use Profile to update basic information such as work experience. Changes that you make will not update previously submitted applications, but will be saved for your use when you are applying for other jobs in the future.

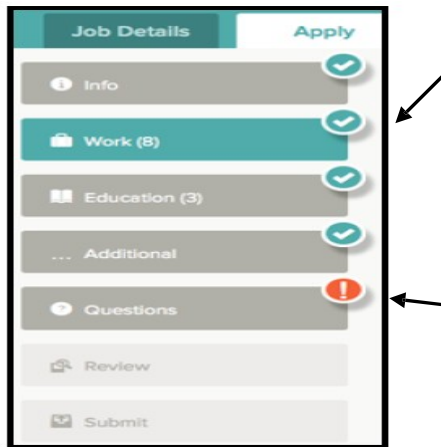
Submitting Application:



1. Click on the **Apply** tab to begin the process, insert your Username or Email, Password and click on **Sign in**.
2. You can expedite and simplify completing basic profile information by importing a resume from LinkedIn, or by uploading a file.
3. Next you must complete a series of steps (entries or screens). The specific steps will be displayed as you proceed with the submission of your application. Your progress and the current step you are at in the process is shown below. In this example, you are at the INFO step:



As you work on your application, refer to the progress bar to see the number of items for that entry, and for any errors. In this example, the WORK step contains eight (8) items, and the QUESTION step contains errors:



4. For each step, the buttons on the bottom allow you to save or discard your work for this entry.



- Although your typing is automatically saved periodically, it is good practice to click on the **Save** button.
- The **Cancel** button discards any changes you made since the last save.
- For some entries, the **Remove** link is present. It deletes the current entry (such as a previous job), after confirmation. Once deleted, the data **cannot** be recovered.
- The last time that the entry was saved is also displayed at the top:





5. Provide general contact information.
6. Please provide current/previous work experience information. This information will be used to determine if you meet the minimum qualification requirements for a class of work.
7. Please provide educational information. This information will be used to determine if you meet the minimum qualification requirements for a class of work.
8. Please provide additional information, (e.g., certificates and licenses, skills, languages, etc.).
9. You are not required to provide references.
10. You are **REQUIRED** to answer all supplemental questions. These include general and agency-wide supplemental questions. You **must** answer these questions in order for your application to be submitted.
11. Upload any attachments, such as a resume, official transcripts or licensure. Choose attachment type to select the type, and then use the **Upload** button. In the next example the License type attachment is selected to upload a file:

Attachments

Supported file types: doc, docx, xls, pdf

License

You can click upload button or drag and drop a file into this box to start uploading

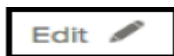
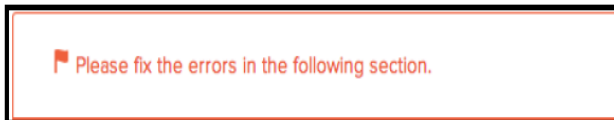


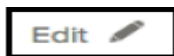
** Required attachments must be provided before submission*

Next

If you have previously uploaded attachments, you can use the Recent Uploads button to access these files.

12. Review each section. If there is an error, it is shown in the progress bar and also in the section in which you are working.



Click  to open this item and correct any errors.

Once your application is complete, Click on **Proceed to Certify and Submit**.

13. On the Certify & Submit page, click on **Accept and Submit**.
 - An "Application Submitted" message will confirm that you have submitted your RIF application.

Questions:

- Your RIF Application is an important document. If you have any questions, please contact your department's Personnel Office, designated official and/or your union representative promptly.
- If you are experiencing technical difficulties with the online application, please call NEOGOV toll-free at (855) 524-5627, Monday – Friday, 8 a.m. – 6 p.m. (Pacific)