



HOW TO APPLY FOR A COUNTY JOB

Applicants for employment are encouraged to apply using our online application system, NEOGOV. It will take just a few minutes to create your personal NEOGOV account that can be used to submit and track multiple applications. By applying online you will also receive confirmation of application and email notifications throughout the process. Applications may also be submitted to Human Resources by mail or in person.

STEP 1: CREATING YOUR NEOGOV ACCOUNT

- Visit www.sbcounty.gov/jobs.
- Select **Sign In**, choose to **Create an account**.
- Enter your account information. Use a personal e-mail account you will not share with others. Use a unique username and password. *Do not share this account or the account information; only one applicant per account is allowed.*
- Click **Create** and you now have a NEOGOV account, which you can use to apply with San Bernardino County.
- You may now enter your information, such as education, work history, contact information.

STEP 2: SUBMITTING AN APPLICATION

- Visit www.sbcounty.gov/jobs.
- Click on the Position Title to view the job announcement and click **Apply**.
- Sign in** to your NEOGOV Account
- You can create your application, or you may select previous application information.
- Complete, update, and review* information in each application process step.
- Be sure to *complete all* required questions.
- Click **Submit** (Review your application and make any changes, as you will not be able to make additional changes once you have submitted your application).

Upon successful submittal of your application, you will receive instant onscreen and email confirmation. You may check the status of any application by logging into your account. Please note you must submit an individual application for each job.



HOW TO REQUEST NEW JOB NOTIFICATIONS

If you are interested in a job that is not currently open for recruitment, you may request to be automatically notified when it opens by signing up on our website:

BY JOB CATEGORY

- Visit www.sbcounty.gov/jobs.
- Select **Menu**.
- Select **New Job Notifications**.
- Check all categories that interest you.
- Select **Subscribe**.
- Complete the job interest form.
- Click **Submit** and you will be notified for all jobs that match the selected categories.

BY JOB TITLE

- Visit www.sbcounty.gov/jobs.
- Select **Menu**.
- Select **Job Descriptions**.
- Locate positions of interest in alphabetical order or enter the job title in the search box.
- Click title of chosen position to review job description
- Click **Subscribe**.
- Complete the job interest form.
- Click **Submit** and you will be notified when a recruitment opens for the specific job title selected.

Your notification subscriptions are active for one year and will automatically expire. Be sure to resubmit or update your job notification subscriptions if they expire or if you have a change of email address.

FOLLOW US ON SOCIAL MEDIA

www.sbcounty.gov/jobs
employment@hr.sbcounty.gov
909.387.8304



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San Bernardino County HR

