

Adding and Removing Attachments to a Profile and Job Posting

This quick reference guide will walk you through how to add attachments to your application and when you are applying to a job posting. It will also guide you through how to remove attachments so when you apply to any future job postings you won't be sending any unnecessary attachments to the hiring agency.

There are **two** different places where you can upload attachments; they are slightly different from each other in their use.

The first is in the main application you are using to apply for jobs. Here you will attach documents such as college transcripts, military DD214 forms, licenses, resumes, awards, and other required documents. Education above the high school level is important so you should attach your transcripts to your application.

The second place where you can upload attachments is when you are applying to a position online and you are at Step 4 in the process. This is where you submit anything **required to apply for the position** such as cover letters, answers to test questions, and other requested documents.

The first place to add and remove attachments is when you login into NeoGov and click on the application you have completed.



[Main Menu](#) [Application Status](#) [My Account](#)

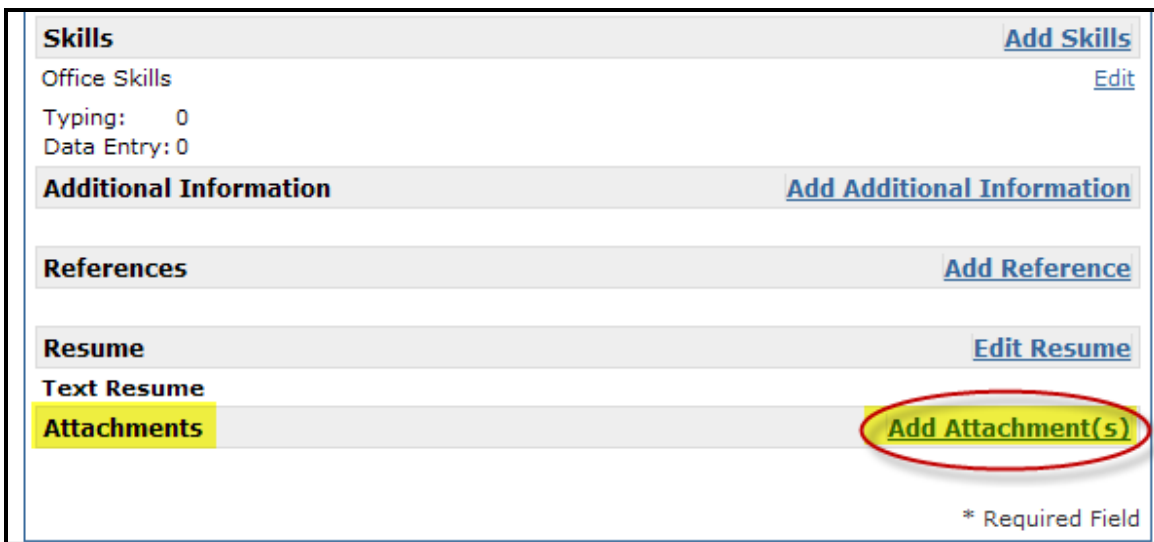
[Create Application](#)

Applications You've Created:

Name	Date Created	Modify
Main Application	Nov 12, 2009	Edit Delete

Tip: You do **NOT** need to recreate a new application every time you're applying for a position.

At the bottom of the next screen you will see a section called 'Add Attachment(s)'. This is where you will upload any documents you want connected to your application such as college transcripts, military DD214 forms, licenses, resumes, and awards. **This information will automatically be included with your application every time you apply for a job.**



Skills [Add Skills](#)

Office Skills [Edit](#)

Typing: 0
Data Entry: 0

Additional Information [Add Additional Information](#)

References [Add Reference](#)

Resume [Edit Resume](#)

Text Resume

Attachments [Add Attachment\(s\)](#)

* Required Field

The next screen you will see will allow you to enter in the name of your document and browse your computer to add the document. If you have additional documents to add you can click on 'Attach another file'. When you are done browsing for your documents, click on 'Upload'.

Main Menu **Application Status** **My Account**

Job Application » Profile

* Required Field

* **File Description**

* **File** **Browse...**

[Attach another file](#)

Upload

* Required Field

The system will bring you back to your application where you can view, edit or delete the attachments. You **will not** be able to edit your document from here; you can only edit the 'File Description'. If you need to edit your document you will have to do that outside of the system and then upload the most current version.

Attachments		Add Attachment(s)	
Attachment	File Name	Action	
Test Document #1	InformationAssetClassE-Recruit	Edit	Delete
Test Document #2	New Microsoft Word Document	Edit	Delete
Test Document #3	New Microsoft Word Document	Edit	Delete

* Required Field

Again, when you attach documents at this level each time you apply for a new job these attachments will be submitted to the hiring agency. So make sure any documents that are specific to a certain job are removed before you apply to the next job posting.

The second place to add and remove attachments is when you are applying for a job posting and have finished answering the 'Supplemental Questions'. The next step is 'Confirm Application'. Before you click on 'Confirm Application', scroll down to the bottom of the page and at this point you can upload the documents that are required to apply for the specific job posting. **Remember uploading anything at this point in the application process will only add documents to this one application.** Also, if you delete documents at this point it will **also** remove them from your main application profile.

Confirm Application

Please review the application you're about to send for the position of **Facility Energy Technician 4 (HVAC Controls Technician)**. If you need to modify any parts of your application, just click the **'Edit'** button next to the section you wish to modify. Once you've reviewed the application click the **'Confirm Application'** button to proceed to the final 'Certify & Submit' step.

Attachments **Add Attachment(s)**

Attachment	File Name	Action
Test Document #1	InformationAssetClassE-Recruit	Edit Delete
Test Document #2	New Microsoft Word Document	Edit Delete
Test Document #3	New Microsoft Word Document	Edit Delete

Once you added the required documentation, click on 'Confirm Application' and finish the application process.