

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

1. Go to <http://agency.governmentjobs.com/hawaii/default.cfm?auxjl=other>
2. Scroll to the bottom of the page and click on the RIF Application.

Position	Emp. Type	Salary	Filing Date
RIF Application	Reduction-In-Force	Not Displayed	Continuous

3. Review the job announcement carefully. Due to the importance of this questionnaire, you may wish to consult with your union representative, department personnel officer, or personal representative when completing this application.
4. Click on the **Supplemental Questions** tab. Please give careful thought to each question as changes will not be accepted after you complete and submit the application. You may wish to prepare your answers in a word processing program prior to continuing the application process. You will be able to copy and paste your answers into the application later on.

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NEOGOV™

Job Title: RIF Application
Job Type: Reduction-In-Force
Location: Statewide

[Print Job Information](#) | [Apply](#)

Description | **Benefits** | **Supplemental Questions**

5. Click on the **Apply** link to begin, work on and submit your application.

Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Username:
Password:

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot my Password](#)

6. Click on **Create Your Account Here**.
(Note: If you have already created an account here or at www.governmentjobs.com, you may log in now and either create a new application or click "[To apply for the position of RIF Application click here](#)" and follow the directions. This guide will go through the steps needed for a first-time user.)

- Choose your **Username**, **Password**, and **Password Hint**. Enter your personal email address. **Please do not use your State government email address**. If you do not have a personal email address, you can get one free from Hotmail, Google, Yahoo! Mail, or Excite. It is permissible with supervisor's approval to use the State computer to work on your RIF application, just be sure to enter your personal email address in the NEOGOV box titled 'Email Address'!
(Confirmation emails will be sent to this address when you submit an application)

Request New Job Seeker Account

Enter your account information:

Username

Tip: Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

Email Address

Create a Password:

Password

Confirm Password

Password Hint

Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

- Click on **Save** once you have completed filling in this information.
- Print out or copy the information on the next screen for your records. It contains the information needed to log in to your account. Then click the **Login** button.

You are here: [Home](#) > [main menu](#) > [Content](#) > [State Job Information](#)

State Job Information

Thank you for registering with GovernmentJobs.com. Your account is now active.

Username John_Doe27

Email JohnDoe27@msn.com

Password johndoe

Password Hint my name is

- Login using the **Username** and **Password** you have just created.

Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Username:

Password:

Not Registered Yet? [Create Your Account Here!](#)

[I Forgot My Password](#)

11. Click on **Create Application**.

Welcome,

Main Menu Application Status My Account Help Logout

In order to apply for a position you need to create an application first. Click on the **'Create Application'** button and we'll guide you through the process.

Create Application

Applications You've Created:

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

12. Enter a general descriptive name for the application you are about to create and click on **Create Application**.
(Note: You do not need to create an application for every job you wish to apply for. You may use one application to apply for many jobs.)

Build New Application

To create an application, enter the name of the application in the box below and click the **'Create Application'** button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

Create Application

13. Enter your information into the form. All fields accompanied by an asterisk symbol (*) require that you enter information to proceed. When you are finished, click on the **Save & View Application** button at either the top or bottom of the page. It is very important to use this button to save your progress as you move on.

RIF Application - Application process steps:

① **Job Application** ② Agency-wide Questions ③ Supplemental Questions ④ Confirm Application ⑤ Certify & Submit

Job Application » Profile

* Required Field

Cancel **Save & View Application**

Contact Information

*First Name
John

Middle Initial

*Last Name
Doe

14. If you did not enter information into a required field or if you have entered it incorrectly – for example, the phone number below is missing a digit – you will see the following message. Simply correct the error and click the **Save & View Application** button at the bottom or top of the page.

The screenshot shows a web form titled "Job Application » Profile". At the top right, it says "* Required Field". Below the title are two buttons: "Cancel" and "Save & View Application". A red-bordered box contains the following error messages:

Attention: Please correct the following errors:

- First Name is required
- Invalid Primary Phone

Below the errors is the "Contact Information" section with the following fields:

- *First Name: [Empty text box]
- Middle Initial: [Empty text box]
- *Last Name: [Doe]
- Primary Phone: [808-555-555]
- Alternate Phone: [Empty text box]

Arrows point from the text above to the "Save & View Application" button and the "Invalid Primary Phone" error message.

15. The next window will show your full application. To add information, simply click on the link in the appropriate section. For example, to add work experience to your application, scroll down to the **WORK EXPERIENCE** heading and click **Add Work Experience** on the right side of the screen.

The screenshot shows a web form with the following sections:

- Preferences**
 - Preferred Salary:
 - Are you willing to relocate?
 - Types of positions you will accept:
 - Types of work you will accept:
 - Types of shifts you will accept:
- Objective**
- Education** [Add Education](#)
- Work Experience** [Add Work Experience](#)
- Certificates and Licenses** [Add Certificates or Licenses](#)

Arrows point from the text above to the "Add Work Experience" link and the "Add Education" link.

(Note: Please make sure to add Education and Work Experience to your application. This information will be used to determine if you meet the minimum qualification requirements for a class of work.)

16. Enter your information in the same manner as before. Remember that all fields marked with an asterisk (*) are required. When you are finished, click the **Save & View Application** button at the bottom of the screen to save your progress and view your updated application. **(Note:** All year dates must be entered in long format. For example, June 13, 2006 must be entered as 6/13/2006. If entered as 6/13/06, a format error message will appear. Also, all telephone numbers must include an area code.)

Reason for Leaving

*Duties
Data Entry

Cancel Save & View Application

(Tip: You may copy and paste information from your word processing program into your application. Remove as much formatting as possible before transferring the text as heavy formatting (i.e. fonts, bullets, colors, etc.) does not transfer well.)

17. You will see that your application now includes the work experience you have just added. To add more jobs, simply click on **Add Work Experience** again and follow the same steps. To edit or delete work experience you have already entered, click on the appropriate link, **Edit** or **Delete**, next to the work experience you want to change.

Work Experience	Add Work Experience
Electrical Engineer 7/2005 - 1/2006 Hawaiian Electric Company Honolulu, Hawaii	Hours worked per week: 40 Monthly Salary: \$0.00 May we contact this employer? No Edit Delete
Duties Maintenance of generators	

18. You may now enter information into any other section in the same manner, by clicking on the **Add** link in that section.

Intern 1/2001 - 6/2005 Human Resources Honolulu, Hawaii (808) 555-0000	Hours worked per week: 20 Monthly Salary: \$0.00 May we contact this employer? No Edit Delete
Duties Data Entry	
Certificates and Licenses	Add Certificates or Licenses
Skills Office Skills Typing: 0 Data Entry: 0	Add Skills Edit
Additional Information	Add Additional Information
References	Add Reference
Resume Text Resume	Edit Resume

19. You can also add or edit your resume by clicking on the **Edit Resume** button. **(Tip:** You can copy and paste your resume into the text box.)

20. You can now attach multiple files (i.e. resume, transcripts, licensure), if you have it saved on your computer by clicking on the **Add Attachment(s)** link.
(Note: You may attach the following file types: .doc, .xls, .pdf, .txt, .rtf, .jpg. Each attachment is limited to 5MB.)

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

-To attach a file, click on the **Browse** button.

Job Application » Profile * Required Field

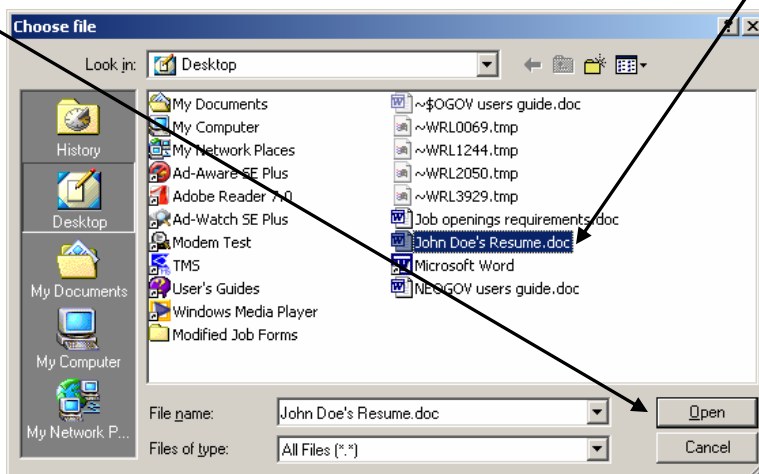
* **File Description**

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

[Attach another file](#) **Upload**

* Required Field

-A smaller window will appear. Find the file you wish to attach, click on it, then press the **Open** button.



-If you wish to attach another file, click on the **Attach another file** link and repeat.

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

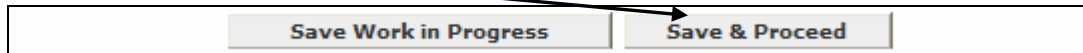
[Attach another file](#) **Upload**

21. Once you have selected the file(s) to attach, click the **Upload** button to complete the attachment process.

22. When you are finished with your application, click on the **Go to Step 2: Agency-wide Questions** button.

[View Current Attachment](#) **Go to Step 2: Agency-wide Questions**

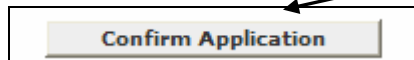
23. Read through the instructions and complete the Agency-wide Questions. When you are finished, click on the **Save and Proceed** button on the bottom of the page.



24. The supplemental questions will be shown on the next page. Read the instructions then complete the supplemental questions. Continue by clicking on the **Save and Proceed** button at the bottom of the page.



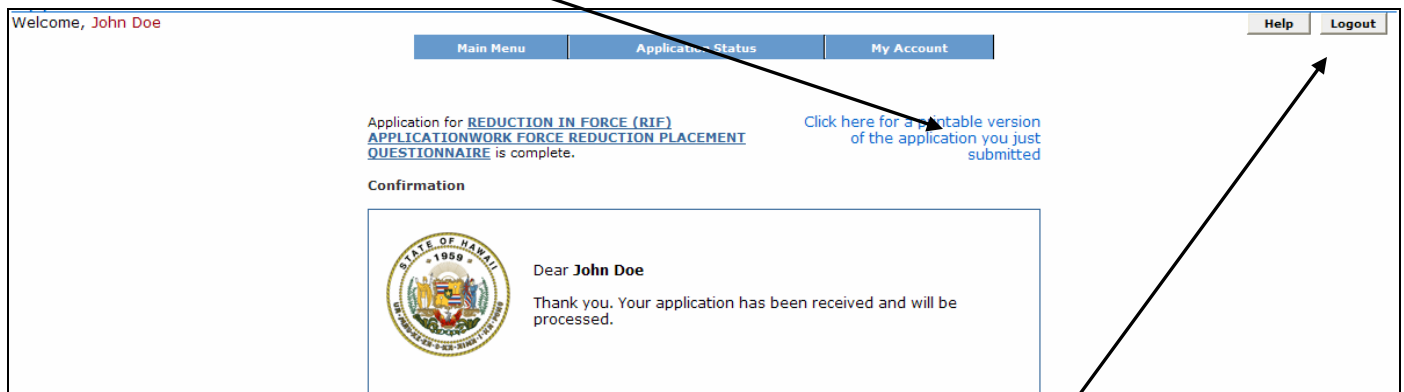
25. You will now be shown your entire application so far. Review all of the information on the page to ensure its accuracy. If it is complete, click the **Confirm Application** button at the bottom of the page.



26. Read the statement that follows and click the **Accept** button if you choose to agree to the statement.



27. A confirmation screen will appear verifying that your application has been received. You will also receive an email confirmation that your application has been submitted to the State of Hawaii. If you would like to print a copy of the application for your records, click on the 'Click here for a printable version of the application you just submitted' link and print as usual.



28. After you are finished applying online, end your session by clicking the **Logout** button. Be sure that all of your information is saved by clicking the appropriate **Save** buttons, if given the choice, before you log out.

(Note: It is important that you log out of your account before leaving a public access computer so that the next user can't see your personal information.)