



NeoGov Online Job Application and Career Portal

Coming Soon...

City of High Point





What Is NeoGov?

- NeoGov is an online job application and career portal that automates the entire hiring and selection process.
- NeoGov eliminates the need for paper job applications.
- Applicants can create a user account with a username and password and complete their application online using the City of High Point's website.





Benefits For The Applicant

- Improved Applicant end user experience
- Ability to apply for multiple or new jobs without re-entering application data
- Use the Job Interest Card to receive email notification for a job category that is posted
- Email notification of the application status
- Ability to track the status of your application throughout the process





Application Requirements

- It is important that your application show all the relevant education and experience you possess.
- Incomplete Applications will be rejected.
- Resumes are not accepted in place of completed applications and/or Work History.
- Depending on the position for which you are applying, college transcripts, writing samples, and/or completion of a work-related exercise may be required.





How Will Applicants Access NeoGov?

- Access - Applicants will access the City's website and click on JOBS.
- Login - All applicants will need to create an account with a username (email address) and a password to begin the application process.
- Apply - Estimated Time - On average it may take an applicant 45 minutes the first time to complete the application process online. Applicants can retrieve their info at any time to apply for multiple positions.





Where Can Applicants Apply?

- Applicants can access Job Opportunities on the City's website via:
 - Online access - anywhere/anytime a user has online access to the internet
 - City Hall – two kiosks are setup for applicants outside Human Resources
 - Library – applicants can use the Library's public computer center





Applicants will select the job they want to apply for from the Job Opportunities webpage – sample screen shown below.



Thursday, Apr 10, 2014
Partly Cloudy, 53° F

Home Departments Online Services Business Residents Visitors I Want To...

Human Resources

- HOME PAGE
- RECRUITMENT PROCESS
- FREQUENTLY ASKED QUESTIONS
- APPLICANT LOGIN
- JOB OPPORTUNITIES»
- PROMOTIONAL OPPORTUNITIES
- TRANSFER OPPORTUNITIES
- JOB DESCRIPTIONS
- JOB INTEREST CARDS
- BENEFITS»
- CLASSIFICATIONS BY SALARY RANGE

Job Opportunities

Thursday, April 10, 2014

Welcome to the City of High Point's Application Process!

You can now apply online by clicking on the job title you are interested in and clicking on the "Apply" link! If this is the first time you are applying using our online job application, you will need to create an account using the link for "Applicant Login" and create a Username and Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for more than one job opening. Each applicant must have their own email address to create an application. If you do not have an email account, you can sign up for free email provided by services such as AOL Mail, Google Mail, Hotmail and Yahoo! Mail.

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

Please consider the following when applying for a position with the City of High Point:

- Online Applications are only accepted for current available positions.
- It is important that your application show all the relevant education and experience you possess.
- Incomplete Applications will be rejected.
- Resumes may be uploaded as a supplement to the online application. Resumes are not accepted in lieu of applications and/or the Work History section.
- Depending on the position for which you are applying, college transcripts, writing samples, and/or completion of a work-related exercise may be required during the application process.

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

Search Criteria
All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click "Clear Search" at the bottom of this box.

Select Category: Library (2) Parks and Recreation (11) Public Works (1)

Select All Categories Clear All Categories

Search: Enter keywords (optional): [Explain this](#)

[Go](#) or [Clear Search](#)

[Print this page](#)

14 records found.

Page # of 1

Position	Emp. Type	Salary	Closing Date
Assistant Pool Manager	Part-time No Benefits	\$12.00/Hour	09/30/14
Camp Ann Assistant Director	Part-time No Benefits	\$7.25/Hour	05/30/14
Camp Ann Counselor	Part-time No Benefits	\$7.25/Hour	06/30/14
Camp Ann Director	Part-time No Benefits	\$7.25/Hour	09/30/14
Gift Shop Assistant	Part-time No Benefits	\$7.25/Hour	06/11/14
Library Associate (Part-time w/Benefits)	Part-time w/Benefits	\$13.51/Hour	07/31/14
Library Associate (Part-time)	Part-time	\$13.51/Hour	05/30/14
Lifeguard	Part-time No Benefits	\$9.00/Hour	08/30/14
Office Support I/v	Full Time	\$30.981.00/Year	06/30/14
Park Attendant Operations	Part-time No Benefits	\$7.25/Hour	06/15/14
Park Attendant Operations	Part-time No Benefits	\$7.25/Hour	06/15/14
Parking Attendant I	Part-time No Benefits	\$10.58/Hour	06/30/14
Pool Manager	Part-time No Benefits	\$9.00/Hour	06/30/14
Program Activity Leader	Part-time No Benefits	\$7.25/Hour	06/30/14

Page # of 1





Applicants will create a new account with an email address, username and password as shown below.

Applications GovernmentJobs.com - Windows Internet Explorer
https://www.training.governmentjobs.com/Applications/Index/highpointnc

File Edit View Favorites Tools Help
Favorites Applications GovernmentJobs.com

Sign In

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

City of High Point
Job Opportunities
<http://www.highpointnc.gov>

Create a new account [Sign in](#)

*Email ⓘ

*Username

*Password

*Confirm Password

*What's 4 + 4? ⓘ

Create

Home Job Search About Employers Download Adobe Acrobat
How to Apply Your Account Help & Support Post Jobs
Company Info Legal & Privacy

Twitter Facebook Google+
Copyright © 2013 GovernmentJobs.com

Done Internet 100%



Applicants can review the job details and apply.

GovernmentJobs.com - Job Details - Windows Internet Explorer

https://www.training.governmentjobs.com/jobs/70642/assistant-pool-manager/agency/highpointnc#/highpointnc?8_suid=1397154702640030322151248001

File Edit View Favorites Tools Help

GovernmentJobs.com - Job Details

To help protect your security, Internet Explorer has blocked this website from displaying content with security certificate errors. Click here for options...

Sign In



City of High Point

Job Opportunities
<http://www.highpointnc.com>

Assistant Pool Manager

Job Details
Apply
Print
Share

This listing closes on 6/30/2014 at 5:00 PM Eastern Time (US & Canada).

Salary ⓘ \$12.00 Hourly	Location ⓘ NC 27260, NC
Job Type Part-time No Benefits	Department Human Resources
Job Number 3250-51	Closing date and time 6/30/2014 at 5:00 PM Eastern Time (US & Canada)

Description
Benefits

Occupational Summary

Performs responsible professional and administrative work assisting in the supervision of a multipurpose regional recreational and competitive swimming facility; does related work as required.

Work is performed under the general supervision of a Parks Supervisor.

Essential Tasks

Assists Pool Manager with daily operations and grounds maintenance;
 Supervises and prepares work schedules for lifeguards, park attendants/operations and park/attendants maintenance;
 Prepares swim lesson programs, registers classes, schedules swim instructors;
 Supervises revenue collection of swim and concession fees, makes deposits and completes reports; Supervises first aid procedures and record keeping;





What Support Will Applicants Get?

- Applicants can call Customer Support – NeoGov Help Desk at (855) 524-5627
Hours: 9:00 a.m. – 9:00 p.m. M-F if they have an issue while completing the online application.
- Applicants completing their application at the library public computing center can ask for assistance from library computer center staff.





For More Information

- Questions regarding the application process should be directed to the Human Resources Department - Recruitment Division
(336) 883-3253
(336) 883-8517 (TDD)
211 South Hamilton Street, Suite 308,
High Point, NC 27260 or
HR.Recruiting@highpointnc.gov.

The City of High Point is an
Equal Opportunity Employer.

