



## Employment Applicant User Guide

Apply at [www.rfcity.org](http://www.rfcity.org)

City of River Falls  
Human Resources Department  
Phone: 715-425-0900

Applicant help line (NeoGov): 1-855-524-5627

## Computer Access

If you are a local applicant and do not have access to a computer, please visit a Pierce or St. Croix library.

### Pierce County Libraries

Chalmer Davee Library (UWRF)  
330 E Cascade Avenue  
River Falls, WI  
715-425-3321

312 W Main Street  
Ellsworth, WI  
715-273-3209

111 N Main Street  
Elmwood, WI  
715-639-2615

611 Main Street  
Plum City, WI  
715-647-2373

800 N Borner Street  
Prescott, WI  
715-262-5555

E121 S 2<sup>nd</sup> Street  
Spring Valley, WI  
715-778-4590

### St. Croix Co. Libraries & Job Center

Baldwin Public Library  
400 Cedar Street  
Baldwin, WI  
715-684-3813

127 Pine Street  
Glenwood City, WI  
715-265-7443

825 Broadway Street  
Hammond, WI  
715-796-2281

700 1<sup>st</sup> Street  
Hudson, WI  
715-386-3101

155 E 1<sup>st</sup> Street  
New Richmond, WI  
715-243-0431

140 Union Street  
River Falls, WI  
715-425-0905

311 W Warren Street  
Roberts, WI  
715-749-3849

### Job Center

St. Croix Valley Job Center  
704 N Main Street Unit B  
River Falls, WI  
715-426-0388

# City of River Falls Apply Online and Job Interest Card Submittal

This guide will take you through the process of applying for a position with the City of River Falls online as well as submitting a Job Interest Card.

## Online Application Process

Below is a sample of the Employment Opportunities job page for the City of River Falls. On this page you will have the ability to access current job postings, promotional jobs, transfer jobs, job descriptions, job interest card submittal, help & support, and legal & privacy. Click the menu to access these options (promotional jobs and transfer jobs are only available to current employees).

Menu > GATEWAY TO CITY OF RIVER FALLS EMPLOYMENT SITE Sign In

City of RIVER FALLS River Falls WI Employment Site powered by NEOGOV®

See menu above for job postings, job interest card, and help.

Search [Menu] [Grid] [Sort] [Filter]

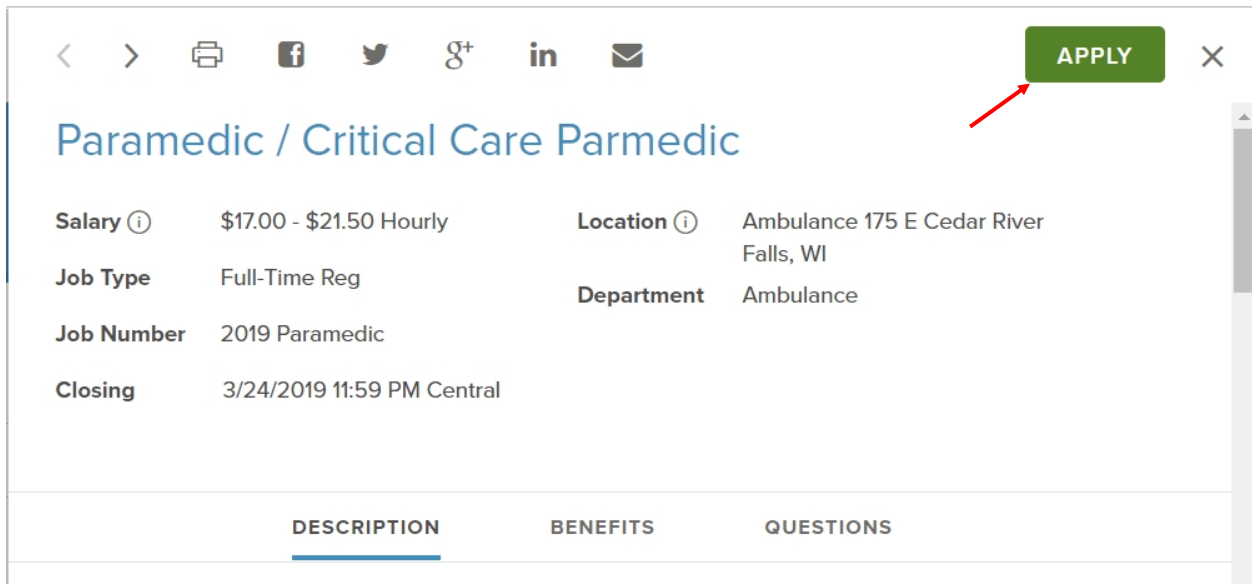
3 Job Postings found

Job Title	Job Type	Salary	Closing	Department
<a href="#">Paramedic / Critical Care Paramedic</a>	Full-Time Reg	\$17.00 - \$21.50 Hourly	03/24/19	Ambulance

**STEP 1:** Click on the position which you have interest or are applying for; you will be able to view the job description, benefits, and supplemental

questions. When you scroll to the bottom of the screen, you will be able to click the apply button to submit your application.

**STEP 2:** Click on the **Apply link**. You will be directed to the Government jobs website login page. [www.governmentjobs.com](http://www.governmentjobs.com)



The screenshot shows a job listing for "Paramedic / Critical Care Paramedic". At the top right, there is a green "APPLY" button with a red arrow pointing to it. Below the job title, there are several key details:

<b>Salary</b> ⓘ	\$17.00 - \$21.50 Hourly	<b>Location</b> ⓘ	Ambulance 175 E Cedar River Falls, WI
<b>Job Type</b>	Full-Time Reg	<b>Department</b>	Ambulance
<b>Job Number</b>	2019 Paramedic		
<b>Closing</b>	3/24/2019 11:59 PM Central		

At the bottom of the listing, there are three tabs: "DESCRIPTION" (which is underlined), "BENEFITS", and "QUESTIONS".

**STEP 3:** If you are a first-time user, you will start with “Create an account.” The website will walk you through setting up your account. When you create the account, you should make note of your user name and password to reuse when applying for other positions with the City. **Please note:** You will not be able to create another applicant account using the same email address. If you are a returning user, you will “Sign in to apply” using your email address and password you previously created.

## Employment Opportunities

Support

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

All fields are required

Username or Email

Password

Sign In

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

or sign in with

Facebook

**Tip: You do not need to create a new application every time you apply for a position .**

You can have one application, or several saved under various names in your account. You will also be able to attach documents including resume and cover letter.

**STEP 4:** Complete all the applicable areas of the application:

- General information
- Education
- Work experience
- Additional information which includes: certificates/ licenses, skills, etc.
- References
- Agency-wide questions: This is for Equal Employment Opportunity Commission (EEOC) purposes only this data is confidential and will not be viewed by the recruiter or hiring manager. Note: If you've previously completed an application and EEOC questions, click on populate.
- Supplemental questions: These are specific to each job posting
- Certify and submit

Once you certify and submit your application, you will receive a confirmation email. If at any time you are having difficulty, please go to the menu tab and click "help & support" in the dropdown of options.

If you need additional applicant support, please call NeoGov at 855-524-5627.



**Congratulations!** You have now completed the steps to apply online at the City of River Falls.

### Job Interest Card Submittal

The City of River Falls encourages interested applicants to submit a Job Interest Card for job department categories you are interested in applying for. By submitting a job interest card, you will receive an automatic email notice when a position opens in a category you selected. Your job interest card will remain on file with the City of River Falls for 12 months. A reminder email will be sent at 11 months to give you an opportunity to extend your notifications for another year.

**STEP 1:** Select from the list below all job categories you are interested in applying for when a position is posted.



## STEP 2: Complete the form (see sample below).

The screenshot shows a web interface for a "JOB INTEREST CARD". At the top left is the City of River Falls logo and a "Menu" link. The title "JOB INTEREST CARD" is centered. Below the title is a note: "Your job interest card will remain on file with the City of River Falls for 12 months. A reminder email will be sent at 11 months to give you an opportunity to extend your notifications for another year." A "SHOW MORE" link is centered below the note. The main form area has a header with "0 Job Categories selected", "Select All", "Clear All", "My Subscriptions", and "Subscribe" buttons. Below this is a grid of 16 job categories, each with an unchecked checkbox:

<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration	<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Building Maintenance
<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Communications	<input type="checkbox"/> Community Development	<input type="checkbox"/> Court Administration
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Elections	<input type="checkbox"/> Emergency Management
<input type="checkbox"/> EMS	<input type="checkbox"/> Engineering	<input type="checkbox"/> Executive Management	<input type="checkbox"/> Facility Management

## Job Interest Cards

The screenshot shows a "Job Interest Card" form with the following fields:

- Two empty text input fields at the top.
- Street Address \*
- City \* and Zip Code \* (two separate input fields)
- State \* (dropdown menu with "Select or type State name")
- Country \* (dropdown menu with "Select or type Country name")
- Home Phone Number and Work Phone Number (two separate input fields)
- Email Address \*
- A green "Submit" button at the bottom.

**Congratulations!** Your job interest card is now on file with the City of River Falls for the next 12 months.