



# Employment Applicant User Guide

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

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

# Computer Access

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

## Online application 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 Central](#) page for the City of River Falls. On this page you will have the ability to access current job postings, job descriptions, job interest cards, help and support, and legal and privacy information. Click the menu to access these options.

### Employment Central

Menu > EMPLOYMENT CENTRAL Sign In

City of RIVER FALLS Employment Central CITY OF RIVER FALLS powered by NEOGOV®

Q 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 in which you have interest or are applying. You will be able to view the job description, benefits, and supplemental questions. When you scroll to the bottom of the screen you can click the apply button to submit your application.

The screenshot shows a job listing for "Paramedic / Critical Care Parmedic". At the top right, there is a green "APPLY" button with a red arrow pointing to it. Below the title, there are details for Salary (\$17.00 - \$21.50 Hourly), Location (Ambulance 175 E Cedar River Falls, WI), Job Type (Full-Time Reg), Department (Ambulance), Job Number (2019 Paramedic), and Closing (3/24/2019 11:59 PM Central). At the bottom, there are tabs for "DESCRIPTION", "BENEFITS", and "QUESTIONS".

**STEP 2:** Once you click the “Apply” link, you will be directed to the government jobs website login page: [www.governmentjobs.com](http://www.governmentjobs.com)

The screenshot shows the login page for the government jobs website. It features a "Sign in to apply" section with a "Create an account" link highlighted by a red arrow. Below this, there are input fields for "Username or Email" and "Password", a "Sign In" button, and links for "Forgot Username?" and "Reset Password". At the bottom, there is an option to "or sign in with" Facebook.

**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 the email address and password you previously created.

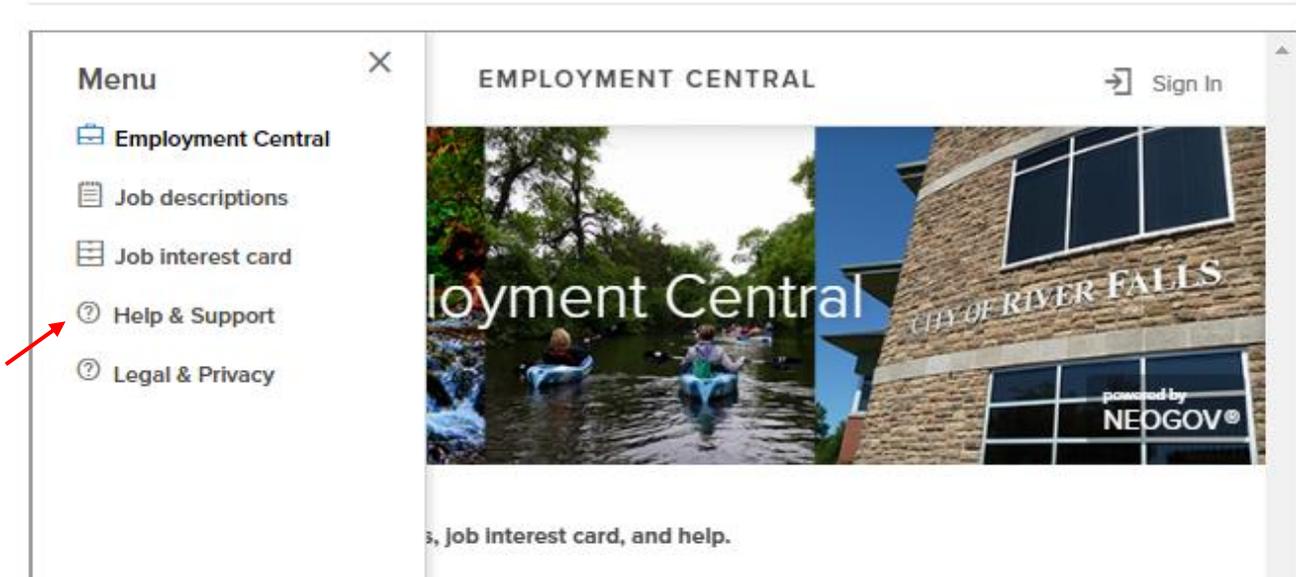
**Tip: You do not need to create a new application every time you apply for a position.** You can have one application, or several saved under various names in your account. You will also be able to attach documents including resume and cover letter.

**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 "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.

## Employment Central



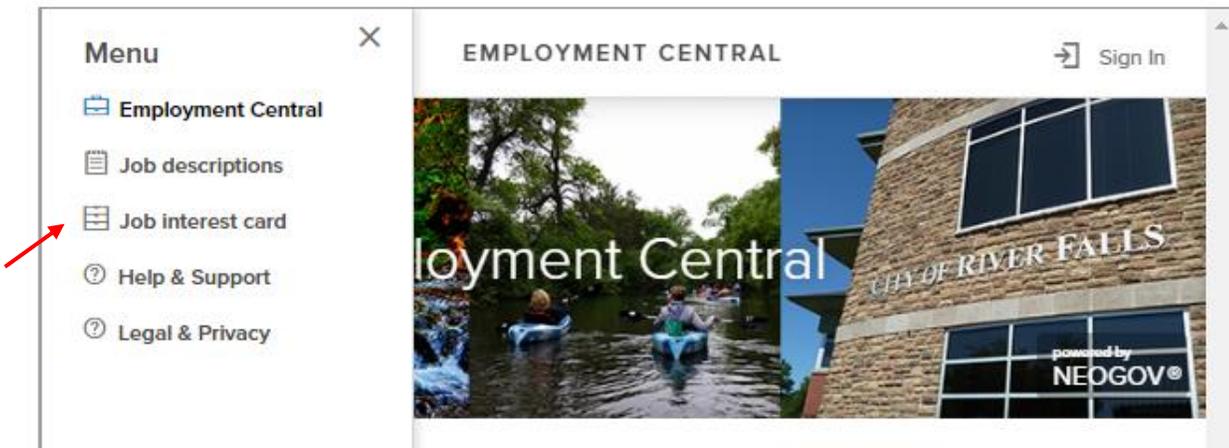
If you need additional applicant support, please call NeoGov at 855-524-5627.

**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 job interest cards for position categories for which you are interested in applying. By submitting a job interest card, you will receive an automatic email notice when a position opens in a category you selected (see list below). 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.

Interested in working for the City of River Falls but current job openings are not the right fit for you? Let us know what positions might be of interest using the form below. It's easy: 1) Check the box/boxes of positions that suit you best; 2) click the 'Subscribe' button, 3) complete the form; and click the 'Submit' button. You will receive an email notice when a position opens in the category/categories you selected. We will keep your

**SHOW MORE**

0 Job Categories selected    ✓ Select All    ✕ Clear All    My Subscriptions    Subscribe

<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

**Congratulations!** Your job interest cards are now on file with the City of River Falls for the next 12 months. Questions? Call the City of River Falls at 715-425-0900.