State of Wyoming NEOGOV Application Guide
To Create Your Applicant Profile and Apply
Log into http://personnel.state.wy.us

On this page click

Job Seekers

Department of Administration and Information

Home
Director's Office
Budget
Construction Management
Economic Analysis
General Services
Human Resources
EGI
State Library
FAQ
Contact Us

HUMAN RESOURCES DIVISION

EMPLOYEES' GROUP INSURANCE (EGI)

HUMAN RESOURCES Site Directory
- Employee Resources
  - Benefits
  - Classification
  - Compensation

EMPLOYEE RESOURCES

Access human resource information applicable to State of Wyoming employees and State of Wyoming agency Human Resource personnel. Information may also

JOB SEEKERS

Information made available to individuals seeking employment with the State of Wyoming. Access current job postings, application instructions, build an online application account, view job classifications, pay tables and more.

ADMINISTRATOR Patricia L. Bach

Contact Us

A & I Human Resources
Emerson Building
2001 Capitol Avenue
Cheyenne, Wyoming 82002
Phone: 307 777-7188
FAX: 307 777-6659

APPLICATION & HIRING ASSISTANCE
Emerson Building

JOB SEEKERS

HUMAN RESOURCES HOME

JOB SEEKER Directory
- Hiring Criteria and Process
  - Applicants with Disabilities
  - Application Instructions
  - Do I qualify?
  - Non-US Citizens
  - Veterans' Preference
- Internships
- Living in Wyoming
- Why Work for the State

@ Quick Links

Application Login

Classification / Pay Tables

Job Classification Descriptions

Job Opportunities

Benefits

Welcome Job Seekers!

The State of Wyoming is currently recruiting for over 135 positions.

Click here or on the image below to view a current listing of State job openings and access the State online application system.

Contact Us

APPLICATION & HIRING ASSISTANCE
Emerson Building
Phone: 307 777-7188
stjobs@wyo.gov

Highlighted State Jobs

Senior Application Developer

Cheyenne, WY - Design, customize and implement complex, scalable and extendable solutions utilizing SharePoint...

Nurse

Rawlins, WY - Performs nursing assessment, diagnosis, treatment, and evaluation according to the ANA's Public Health Nursing Scope...

Application Developer

Cheyenne, WY - De and create com

This website is best viewed when using Google Chrome as your browser.

This page will open

Click Here

OR

On This Image

Note: If You have already created a user account, (Example: You may have applied in another State, County, City or College that is powered by NEOGOV) log in using your previously created username and password. You will not be able to create another applicant account using the same e-mail address.

There are many sections that can be accessed from this page.

The following pages will introduce you to the many sections.

You will find more information when you click on SHOW MORE

Wyoming Department of Administration and Information

powered by NEOGOV

Welcome to State of Wyoming'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 with a Username and Password. We recommend that you do not use an email address that is associated with your place of...

SHOW MORE

Q Search   144 jobs found   ☰   ▦   ⇟ Sort ▾   ▽ Filter ▾

Job Title ▲	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
ATAW99-03868-Maternal & Child Health/Injury Epidemiologist-Cheyenne	Temporary	$24.00 - $29.57 hr		12/09/15	Public Health / Social Services / Statistics/Mathematics / Sciences	048-Public Health - Public Health Sciences - Epidemiology	Cheyenne, WY	03868
ATAW99-04006-WIC Technician (Part-time)-Sweetwater County	Part Time	$16.02 - $21.91 hr	Continuous	01/15/16	Health Services / Public Health / Social Services / Customer Service / Care Supp...	048-Public H...		

Welcome to State of Wyoming'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 with a Username and Password. We recommend that you do not use an email address that is associated with your place of employment, as a change in employment could cause *you to not have access to your account in the future*. 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.

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

It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete.

NEOGOV recommends using the most up-to-date version of any of the following internet browsers when accessing the applicant portal:

Microsoft Internet Explorer   Mozilla Firefox   Google Chrome   Safari

To reach A & I Human Resource Division for applicant assistance: stjobs@wyo.gov

Click for additional State of Wyoming Hiring Criteria and Process information.

View NEOGOV Frequently Asked Questions (FAQs) by Applicants

Click for additional assistance on SEARCHING FOR JOB POSTINGS BY STATE AGENCY.

Click to view the State of Wyoming Classification and Pay Structure.

Click Sign In

To open Create an account

This page will open

To create a new account.

→ Sign In

Sign In   Create an account

*Username or Email

Reset Password

with

Facebook

Filter

→ Sign In

Create Account   Sign In

*Email ⓘ

*Username

*Password

Create

— or create with —

You can also now create an account using

Linkedin

OR

Facebook

in LinkedIn   f Facebook

GovernmentJobs.com would like to access some of your LinkedIn info:

👤 YOUR PROFILE OVERVIEW
Name, photo, headline, and current positions

✉ YOUR EMAIL ADDRESS
The primary email address you use for your LinkedIn account

Sign in to LinkedIn and allow access:

Email   Password

Join LinkedIn   Forgot your password?

Allow access   Cancel   Linked in ®

All Applications can be found in your settings
Terms of Service | Privacy Policy

Facebook

Log in to use your Facebook account with GovernmentJobs.com.

Email or Phone:

Password:

☐ Keep me logged in

Forgot password?

Log In   Cancel

If you already have a NEOGOV account when you sign-in your account information will be available, if you are using the same email address in your social media and NEOGOV.

After you have created your account sign out.

Sign in again to http://personnel.state .wy.us

This step will make finding the job opportunity that you are wanting to apply for easier to find.

OR you can stay in your social media account.

To Apply Log into http://personnel.state.wy.us

On this page click

Job Seekers.

On this page click

Here OR On This Image.

HUMAN RESOURCES DIVISION

JOB SEEKERS

Welcome Job Seekers!

The State of Wyoming is currently recruiting for over 135 positions.

Click here or on the image below to view a current listing of State job openings and access the State online application system.

Wyoming Department of Administration and Information

JOB OPPORTUNITIES

Welcome to State of Wyoming's application process!

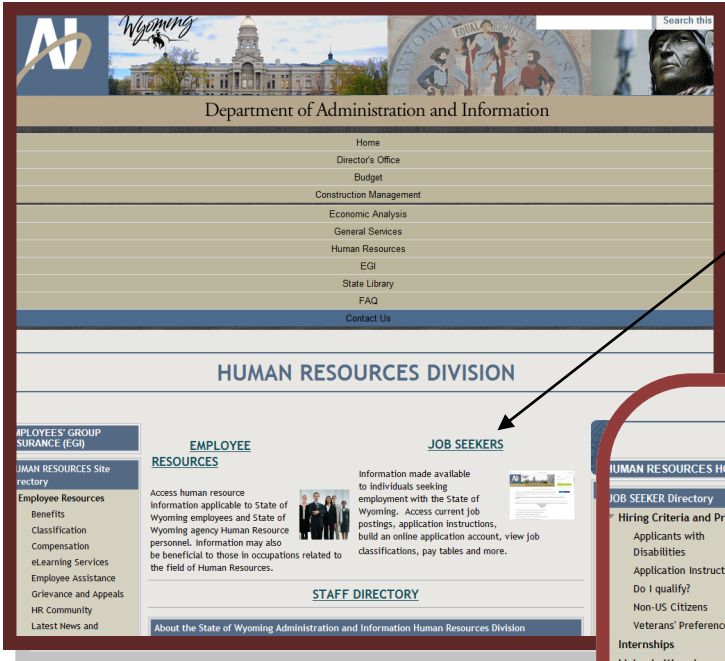You can now apply online by clicking on the job title you are interested in and clicking on the "Apply" link. If this is the first time you are applying using our online job application, you will need to create an account with a Username and Password. We recommend that you do not use an email address that is associated with your place of

SHOW MORE

144 jobs found

Job Title ▲	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
ATAW99-03868-Maternal & Child Health/Injury Epidemiologist-Cheyenne	Temporary	$24.00 - $29.57 hr		12/09/15	Public Health / Social Services / Statistics/Mathematics / Sciences	048-Public Health - Public Health Sciences - Epidemiology	Cheyenne, WY	03868
ATAW99-04006-WIC Technician (Part-time) -Sweetwater County	Part Time	$16.02 - $21.91 hr	Continuous	01/15/16	Health Services / Public Health / Social Services / Customer Service / Care Sup	048-Public		

This page will open and you will find all current State of Wyoming Jobs that are accepting applications.

When it is on our web-site it is still accepting applications.

Any State of Wyoming job that are going to close will close at 11:59 PM Monday thru Friday and never on Saturday, Sunday or a Holiday.

Wyoming Department of Administration and Information

powered by
NEOGOV

Welcome to State of Wyoming'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 with a Username and Password. We recommend that you do not use an email address that is associated with your place of

SHOW MORE

Q Search   144 jobs found   ☰   ▤   ⌗ Sort ▾   ▽ Filter ▾

Job Title ▲	Job Type	Salary	Closing	Posted
ATAW99-03868-Maternal & Child Health/Injury Epidemiologist-Cheyenne	Temporary	$24.00 - $29.57 hr		12/09/1

▽ Filter   Reset All   ✕

Location   ＞

Department   ＞

Job Category   ＞

Estimated Annual Salary   ＞

❮ Location   ✕

☐ Basin (11 Jobs)

☐ Buffalo (2 Jobs)

☐ Casper (12 Jobs)

☐ Cheyenne (40 Jobs)

☐ Chugwater (1 Jobs)

☐ Cody (2 Jobs)

You can Filter by clicking here.

There are several Filters.

Please see the example of the Location Filter.

You can Sort by clicking here.

You can see there are several Sorts.

You can always use Search.

Search by putting in key words.

If you know the Job Title, Job Number, Job Type, Location that can be used also. Any other information that may help you locate information on a State of Wyoming job can also be used here.

⌗ Sort   ✕

○ Posting Date, Newest to Oldest

○ Posting Date, Oldest to Newest

◉ Job Title A-Z

○ Job Title Z-A

○ Salary, Highest to Lowest
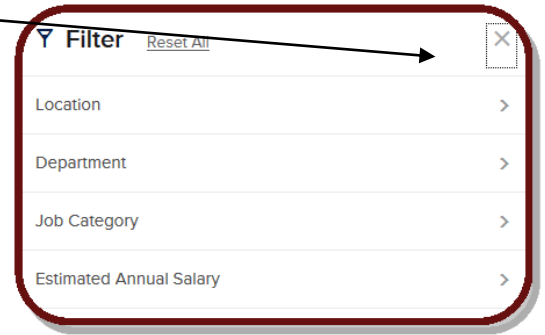
○ Salary, Lowest to Highest

Each time you search for something new you must clear search. To clear all searches return to the area you were searching at and click on the X.

There are diffeferent ways to view the State of Wyoming job listings. Click here to change the view.

Filter Reset All ×

Location	>
Department	>
Job Category	>
Estimated Annual Salary	>

144 jobs found   ☰   ⊞   ↓F Sort ▾   ▽ Filter ▾

You can view current job listings in a Grid format.

Job Title ▲	Job Type	Salary	Closing	Posted	Category	Department	Location	Number
ATAW99-03868-Maternal & Child Health/Injury Epidemiologist-Cheyenne	Temporary	$24.00 - $29.57 hr		12/09/15	Public Health / Social Services / Statistics/Mathematics / Sciences	048-Public Health - Public Health Sciences -	Cheyenne, WY	03868

You can view current job listings in the List View format.

ATAW99-03868-Maternal & Child Health/Injury Epidemiologist-Cheyenne

Cheyenne, WY
Temporary - $24.00 - $29.57 hourly
Category: Public Health / Social Services / Statistics/Mathematics / Sciences

Open Until Filled GENERAL DESCRIPTION: The Wyoming Department of Health is seeking an at-will employee contract (AWEC) candidate to split equal time between support of the Wyoming Injury Prevention Program (WIPP) and the Wyoming Maternal and Child Health (MCH) Epidemiology Program. This position will fulfill the department'...

 Ⓕ 𝕏 in ...   Posted more than 30 days ago

Scroll to the bottom of the page and you will be able to continue going to the next page so you can view all the State of Wyoming current jobs.

| ← Prev | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next → | Showing items 1 - 10

Click on the Job Title of the job that you would like to apply to.
The description will be displayed for that position.

On this display screen you will be able to find complete details about the position.

☰ Menu ›

‹ › 🖨 Ⓕ 𝕏 g+ in ✉   APPLY ›

Wyoming

Welcome to State of Wyoming's application process!

You can now apply online by clicking on the job title you a... application, you will need to create an account with a User...

🔍 Search

ATAW99-03868-Maternal & Child He...

Cheyenne, WY
Temporary - $24.00 - $29.57 hourly
Category: Public Health / Social Services / Statistics/Math...

Open Until Filled GENERAL DESCRIPTION: The Wyoming...
...ming Injury Prevention Program (WIPP) ...

ATAW99-03868-Maternal & Child Health/Injury Epidemiologist-Cheyenne

Salary ⓘ $24.00 - $29.57 Hourly   Location ⓘ Cheyenne, WY

Job Type Temporary   Department 048-Public Health - Public Health Sciences - Epidemiology

Job Number 03868

DESCRIPTION   BENEFITS   QUESTIONS

Description and Functions

Wyoming Department of Health

To apply click the **APPLY** button.

Sign In

You my use your
Email OR
User name
that you just created.
Put in your Password.
Click Sign In.

Sign in to apply   Create an account

*Username or Email

*Password

Sign In

Forgot Username? | Reset Password

─── or sign in with ───

in LinkedIn   f Facebook

You can also sign into
your account using

Linkedin
or
Facebook

The position that you are applying to will be at the top of the page.

Your user name or email will be shown here.

| 📄 Résumé |
| 🛈 Info |
| 💼 Work |
| 📖 Education |
| ••• Additional |
| 💬 References |
| 🔗 Attachments |
| ❓ Questions |
| 🖼 Review |
| 🖼 Submit |

There are
several
sections on
the
application
that you will
be providing
information
about your
experience.

Import Your Résumé

Save time by importing your information into our system automatically

in

Transfer from LinkedIn

Use your LinkedIn résumé information for your new profile. You can edit this info later.

☁

Upload from Computer

Supported file types: .pdf, .doc, .txt

You can skip the step.

To manually fill in your information, you can   Skip this step

You have the option
to upload your
résumé on this
page. If it is the
Linkedin résumé it
populates nicely.
(You may still need
to make changes.)

Many applicants have said when
they upload from their computer
they spent a lot of time fixing where
the information populated to.

When you manually fill out your
application you can copy and paste
information into the application form.

Fill out General Information. This includes:

- ♦ **Contact Information**
- ♦ **Personal Information**
- ♦ **Preferences**

All information can be edited in each section by clicking on the edit icon.

General Information

All fields are required unless they are marked (Optional)

Contact Information

⚑ Please fix the errors in the following section.

Name — Edit ✎
Address
Phone
Email
motrcyclegrany@gmail.com

Personal Information

⚑ Please fix the errors in the following section.

Driver's License — Edit ✎

Info | Work | Education | Additional | References | Attachments | Questions | Review | Submit

99-03868-Maternal & Child Health/Injury Epidemio... | Job Details | Applying as: motrcyclegrany@gmail.com
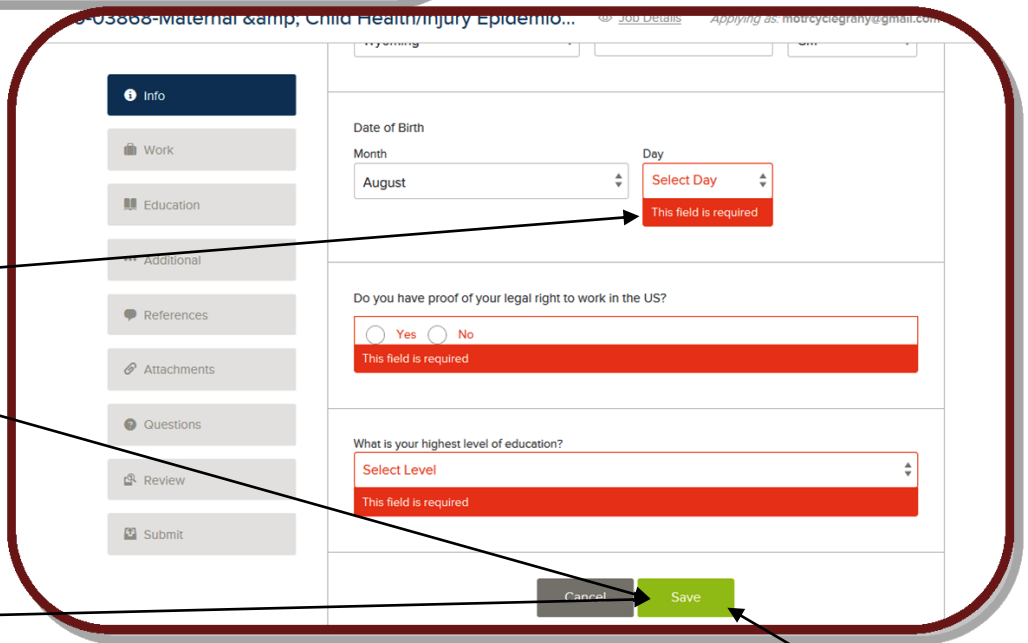

Required Field must be entered.

You will receive an error message below the section that has any incomplete information.

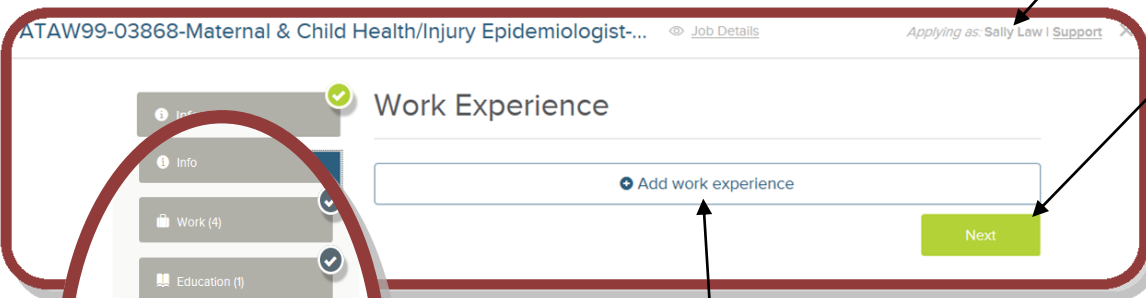**Save** after each section as you proceed with the application.

You can return to the application later and the information will have been saved.
(Only if Save is selected.)

-03868-Maternal & Child Health/Injury Epidemio... | Job Details | Applying as: motrcyclegrany@gmail.com

Wyoming

Date of Birth

Month — August
Day — Select Day — This field is required

Do you have proof of your legal right to work in the US?
○ Yes ○ No
This field is required

What is your highest level of education?
Select Level
This field is required

Cancel | **Save**

When this section is finished you name will now show your name.

Click the Save OR Next button at the bottom of each section.
After each section is completed with the necessary information.

ATAW99-03868-Maternal & Child Health/Injury Epidemiologist-... | Job Details | Applying as: Sally Law | Support

Work Experience

⊕ Add work experience

Next

Info | Work (4) | Education (1) | Additional | References (4) | Attachments (1) | Questions | Review

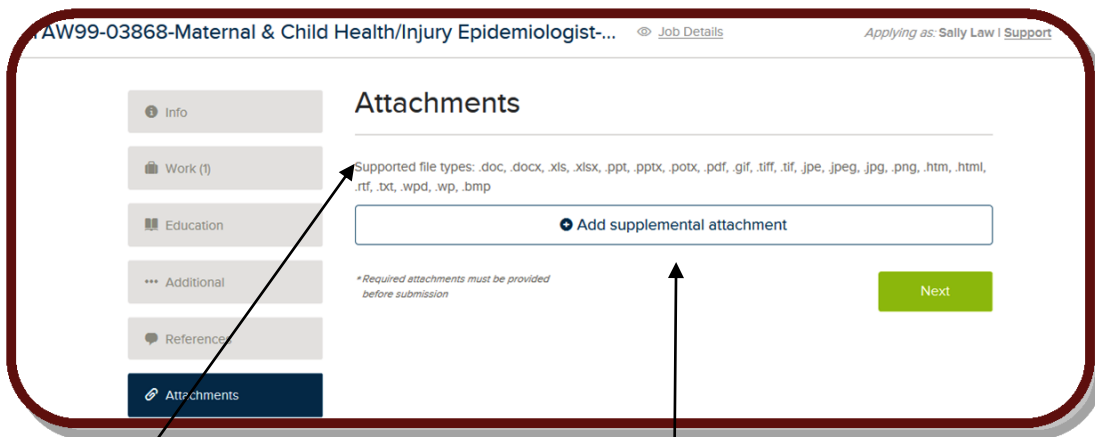**To add information or additional information click here.**

There is a Dash Board that will provide information about the section. A check indicates that the section has been opened and/or information has been saved.

By clicking on the different sections of the dash board you can add information in any order or go back to a section. Remember to always click Next OR Save.

Attachments are not required unless the job description asks for them.

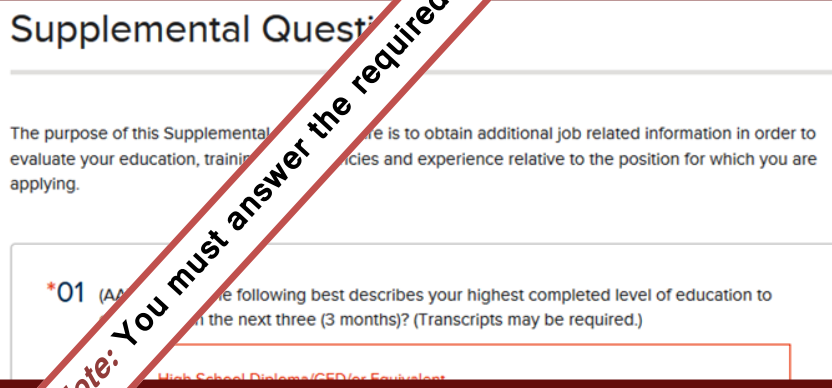**You are welcome to attach any additional information that you would like.**

There are many supported formats.

Add attachment (s) by clicking on Add supplemental attachments.

Attachments

ℹ Info
💼 Work (1)
📖 Education
••• Additional
💬 Reference
🔗 Attachments

Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .wpd, .wp, .bmp

➕ Add supplemental attachment

*Required attachments must be provided before submission

Next

Agency Questions

ℹ Info ✓
💼 Work (1) ✓
📖 Education ✓
••• Additional ✓
💬 References ✓
🔗 Attachments ✓
❓ Questions

The purpose of the following questions is to obtain additional job related information to evaluate you for position for which you are applying. This also may be used to provide us with statistics needed to ev our recruitment program as well as to prepare statistical reports required by Federal, State and lo agencies.

*01 Do you have any relatives employed by the State?

○ Yes ○ No

02 If you answered 'yes' to question # 1 above please pro... me, agency and relationship to you.

Answer

The Supplemental Questions are questions will pertain to the specific Job Opportunity you are applying for.

Supplemental Questi...

The purpose of this Supplemental... re is to obtain additional job related information in order to evaluate your education, train... cies and experience relative to the position for which you are applying.

*01 (AA... e following best describes your highest completed level of education to ... n the next three (3 months)? (Transcripts may be required.)

High School Diploma/GED/or Equivalent

Note: You must answer the required questions to submit your application.

(AA) Please be advised that an incomplete application WILL NOT be considered for employment. An attached resume' is not required and is not an acceptable substitution for a completed application. I have read and understand the above statement.

○ Yes

○ No

By clicking Proceed to Review you will be sent to the beginning of the application where you can review your application, make any changes and/or add information before submitting the application.
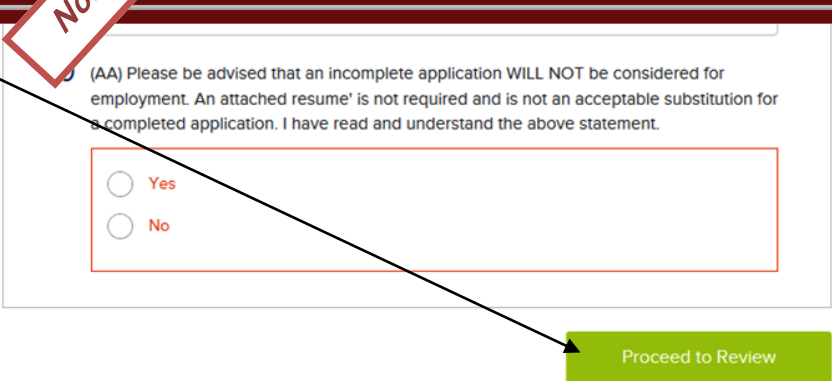
Proceed to Review

Proceed to Certify and Submit

Click here

AW99-03868-Maternal & Child Health/Injury Epidemiologist   *Applying as:* Sally Law | Suppor

Please read to certify that you understand the terms of this application. Accepting is the same as a signature.

- Info
- Work (1)
- Education
- Additional
- References
- Attachments
- Questions
- Review
- Submit

Certify & Submit

Enter your initials to acknowledge that you have skipped the following section(s):

- Education

Initials

Wyoming

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information provided on this application. I understand that this completed application is the property of the State of Wyoming and will not be returned. I understand the State of Wyoming may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

After you have read a accepted the terms click

Accept & Submit

Decline   Accept & Submit

You will receive this confirmation your application has been submitted.

AW99-03868-Maternal & Child Health/Injury Epidemiologist-...   👁 Job Details   *Applying as:* Sally Law | Support

✔

Application Submitted!

Successfully submitted on 2/18/2016 at 4:41 PM Mountain

You can check the status of this application by visiting "Applications" in the main menu bar.
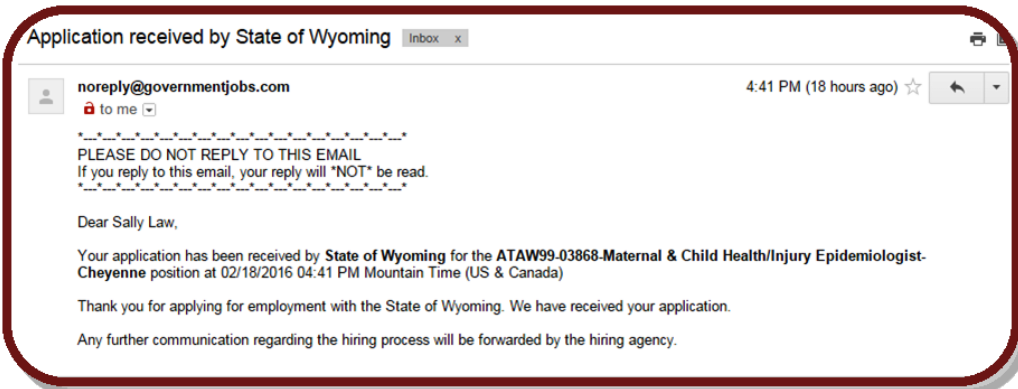
Wyoming

Thank you for applying for employment with the State of Wyoming. We have received your application.

Any further communication regarding the hiring process will be forwarded by the hiring agency.

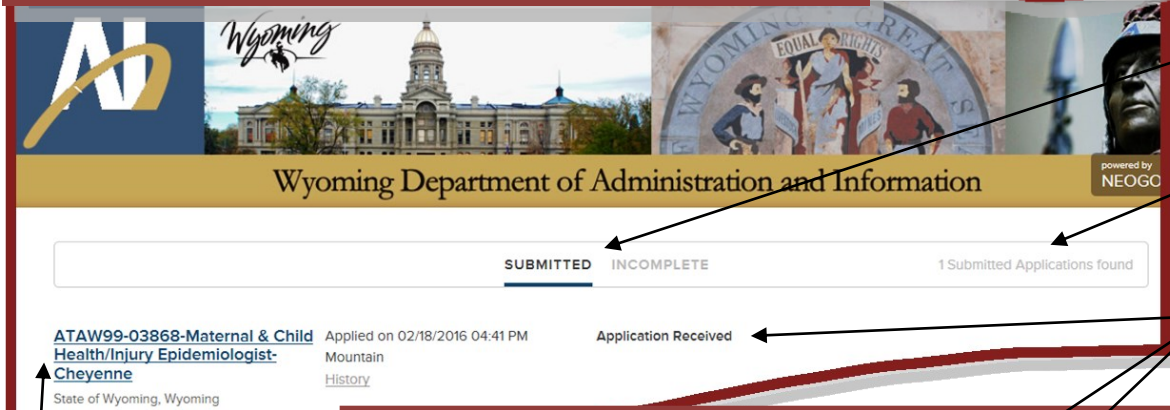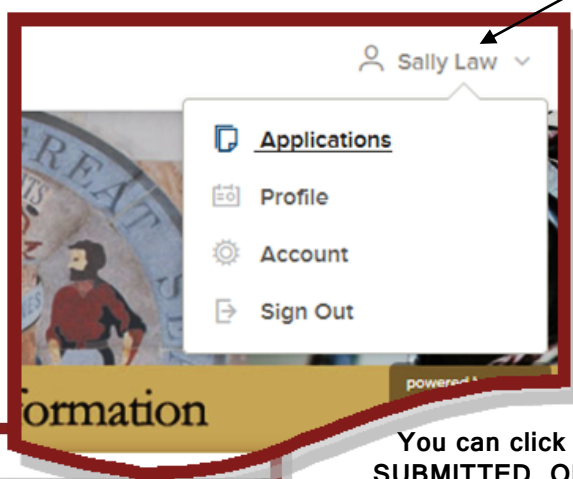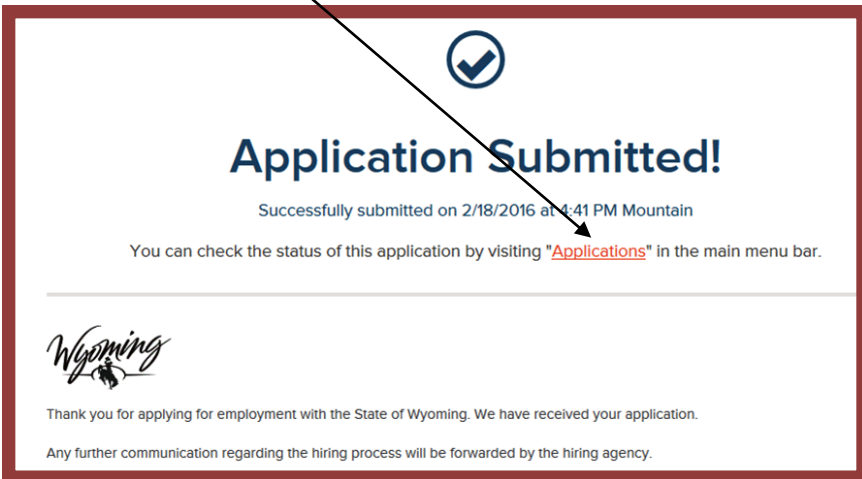**Congratulations! You have applied to the State of Wyoming.**

There will be a one time email after you apply confirming that your application has been received. (Check your Spam)

Any further communication regarding the hiring process will be forwarded by the hiring agency.

Application received by State of Wyoming   Inbox   x

noreply@governmentjobs.com   4:41 PM (18 hours ago)
to me

-.--.-*-.-*-.-*-.-*-.-*-.-*-.-*-.-*-.-*
PLEASE DO NOT REPLY TO THIS EMAIL
If you reply to this email, your reply will *NOT* be read.
-.--.-*-.-*-.-*-.-*-.-*-.-*-.-*-.-*-.-*

Dear Sally Law,

Your application has been received by **State of Wyoming** for the **ATAW99-03868-Maternal & Child Health/Injury Epidemiologist-Cheyenne** position at 02/18/2016 04:41 PM Mountain Time (US & Canada)

Thank you for applying for employment with the State of Wyoming. We have received your application.

Any further communication regarding the hiring process will be forwarded by the hiring agency.

You can check the status of your applications by clicking **Application**.

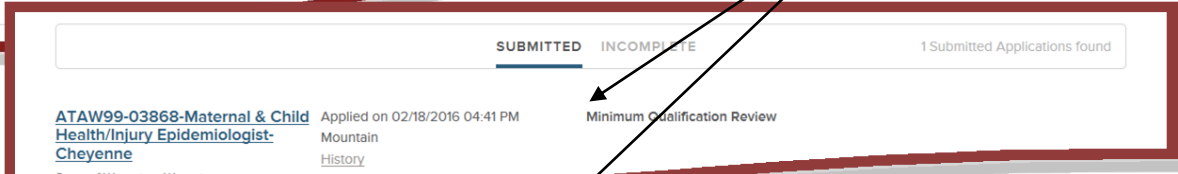You can also click on your name for the drop box to appear and check the status of your applications.

Application Submitted!

Successfully submitted on 2/18/2016 at 4:41 PM Mountain

You can check the status of this application by visiting "Applications" in the main menu bar.

Wyoming

Thank you for applying for employment with the State of Wyoming. We have received your application.

Any further communication regarding the hiring process will be forwarded by the hiring agency.

Sally Law ⌄

Applications
Profile
Account
Sign Out

formation

You can click SUBMITTED OR INCOMPLETE to check the status.
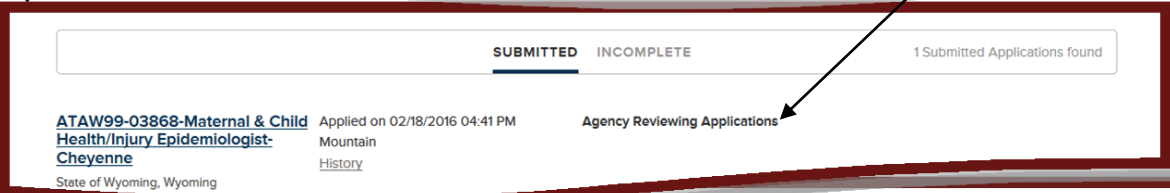
Wyoming Department of Administration and Information

This page will show you the number of jobs you have applied to.

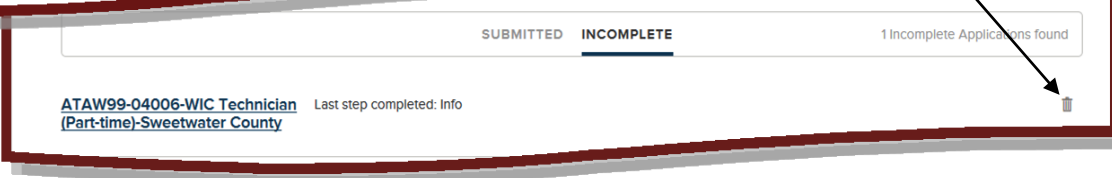As the application moves through the process you can see the statues change. (Check this by signing in.)

SUBMITTED   INCOMPLETE   1 Submitted Applications found

ATAW99-03868-Maternal & Child   Applied on 02/18/2016 04:41 PM   Application Received
Health/Injury Epidemiologist-   Mountain
Cheyenne   History
State of Wyoming, Wyoming

To Print:

Click on the Job Title and you find a print icon on the page that opens.

SUBMITTED   INCOMPLETE   1 Submitted Applications found

ATAW99-03868-Maternal & Child   Applied on 02/18/2016 04:41 PM   Minimum Qualification Review
Health/Injury Epidemiologist-   Mountain
Cheyenne   History
State of Wyoming, Wyoming

SUBMITTED   INCOMPLETE   1 Submitted Applications found

ATAW99-03868-Maternal & Child   Applied on 02/18/2016 04:41 PM   Agency Reviewing Applications
Health/Injury Epidemiologist-   Mountain
Cheyenne   History
State of Wyoming, Wyoming

Should you decide you do not want to complete an application you can click the trash can and delete the incomplete application.

SUBMITTED   **INCOMPLETE**   1 Incomplete Applications found

ATAW99-04006-WIC Technician   Last step completed: Info   🗑
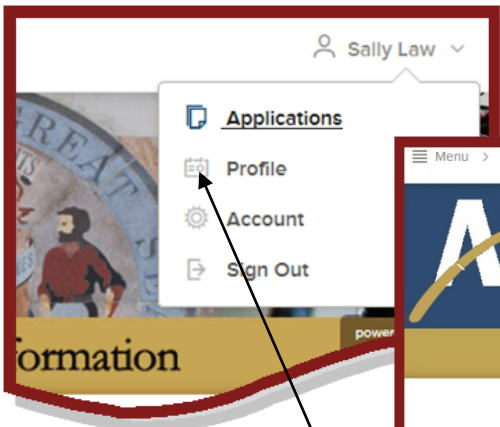(Part-time)-Sweetwater County

Once you have submitted an application it can not be deleted, edited, or attachments added.

You will need to apply again to make any of these changes. If the job posting has closed you will not be able to resubmit.
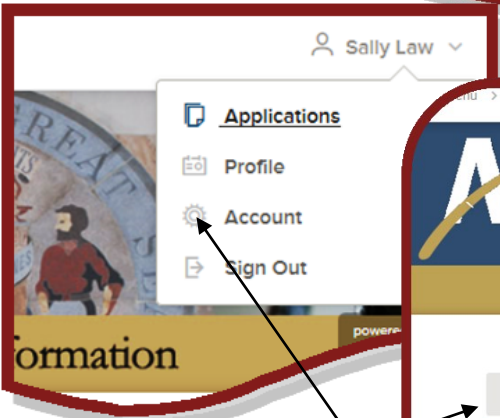
Tips you can use to navigate NOEGOV.

Click Profile to Update:

♦ **General Information**

♦ **Work**

♦ **Education**

♦ **Additional**

♦ **References**

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name
Sally Law   Edit ✏
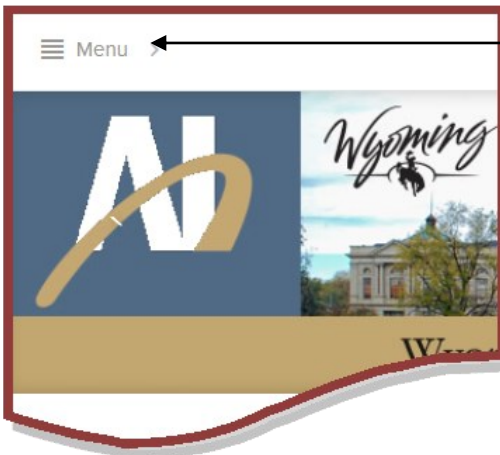
Address
PO Box 2847
Cheyenne, WY 82003
US

Phone
307-555-1212

You can update your Information anytime and it will be saved.

Click Account to Change:

♦ **Contact Info**

♦ **Change Password**

Change Password

*Current Password

*New Password

*Confirm New Password

Save Password   ⓘ Things to consider

Click Menu for the following dropdown:

♦ **Job Seekers for the State of Wyoming**

♦ **Job Opportunities**

♦ **State of Wyoming Employees Only**

♦ **Job Classification Specification**

♦ **Job Categories**

♦ **Help & Support**

↗ Job Seekers for the State of Wyoming

🗄 Job Opportunities

📢 State of Wyoming Employees Only

📋 Job Classification Specification

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⑦ Help & Support