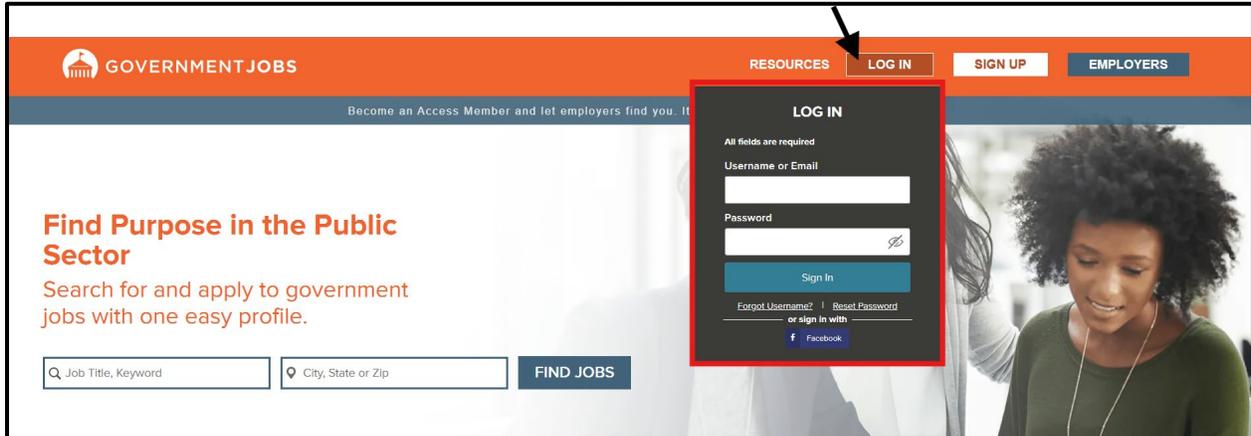
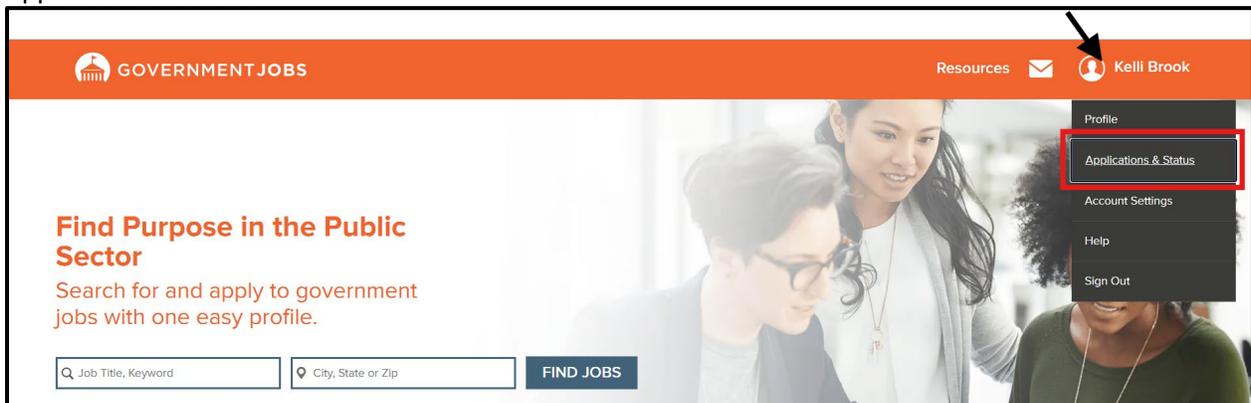


How Candidates Can View Submitted and Incomplete Applications

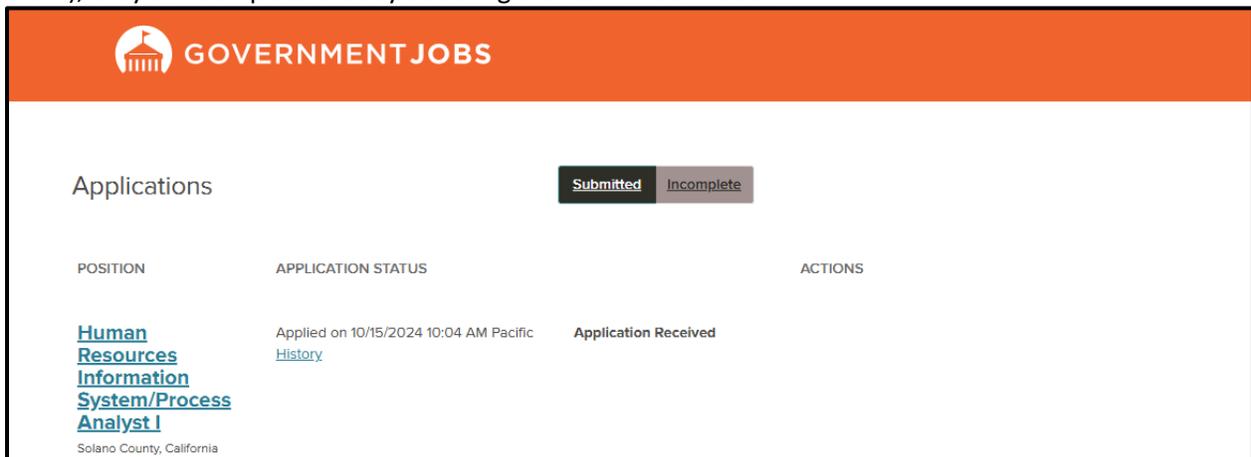
First, they will need to sign into their GovernmentJobs account. They can do so by going to governmentjobs.com, selecting Log In, and inputting their account information.



Once signed in to their account, they can view their applications by selecting their name and Applications & Status.



The candidate will be taken to the applications screen and should be viewing their submitted applications first. If there are any action items that need to be completed (i.e.: self-scheduling for an exam), they can complete that by selecting the item under Actions.



To view the application, the candidate selects the position they applied for, and their application will appear, as well as the option to view the Job Details (job posting). There is also the option for them to print their application.

The screenshot shows the 'GOVERNMENT JOBS' header with a user profile for 'Kelli Brook'. The main content area is titled 'Applications' and features two tabs: 'Submitted' and 'Incomplete'. A table lists applications, with the first entry for 'Human Resources Information System/Process Analyst I' highlighted by a red box. To the right, a sidebar shows 'Job Details' and 'Application View' tabs, with 'Job Details' selected and a 'Print' button highlighted by a red box. Below the tabs is a 'General Information' section with 'Contact Information' fields for Name and Address.

To view incomplete applications, the candidate can select Incomplete at the top and be taken to the incomplete applications screen.

The screenshot shows the 'GOVERNMENT JOBS' header. The 'Applications' section has two tabs: 'Submitted' and 'Incomplete', with 'Incomplete' highlighted by a red box. Below the tabs is a table with columns for POSITION, APPLICATION STATUS, and ACTIONS. The first entry is for 'Human Resources Information System/Process Analyst I' at Solano County, California, with an application status of 'Application Received' and a 'History' link.