

## JOB APPLICATION GUIDELINES & TIPS

- **Make it COMPLETE.**
- **Make it ACCURATE.**
- **Make it DETAILED.**
- **Make it CONSISTENT.**
- **Make it DESCRIPTIVE.**
- **Make it WELL- PRESENTED.**
- **Be WELL-INFORMED.**

## Our Application Process

The job application process in Fairfax County is supported by NEOGOV. Accessible from [WWW.FAIRFAXCOUNTY.GOV](http://WWW.FAIRFAXCOUNTY.GOV) (click on **Jobs**), NEOGOV requires each applicant to create an **Applicant Profile** as the first step in the application process.

Fairfax County's Department of Human Resources receives over 140,000 applications, and fills almost 3,000 positions a year! Applicants are encouraged to apply these Guidelines & Tips for best results in the application process.

### Common Questions

**Q: When are jobs advertised?**

A: Job announcements open on Saturdays (at 12:01am), and close on Fridays (at 11:59pm). Most announcements run for 1-2 weeks. Specialized positions might require additional time. Sign up for job alerts (see page 2 for the link to access) to receive timely notifications about upcoming opportunities with Fairfax County that match your skills and interests. Remember to apply early.

**Q: How will I know the status of an application?**

A: You can log into your NEOGOV account anytime to view your status for each job you have applied to. As each hiring process proceeds, your status will be updated accordingly.

**Q: I am very qualified. Why wasn't I interviewed?**

A: Applying for jobs at Fairfax County is highly competitive. The Washington DC area, in general, attracts some of the brightest and most motivated job seekers in the United States. It is normal for a single job announcement to receive hundreds of applications from very well-qualified candidates. However, only the top 10-15 candidates will be considered for an interview.

**Q: How long does the hiring process take?**

A: There is no standard time period for a County hiring process. Each process varies slightly and based on the needs and timeframe of the hiring department. Remember to check your governmentjobs.com account for the status of your application.

*Fairfax County is one of NOVA's premiere employers. With almost 13,000 merit jobs across 56 departments and 239 locations, it offers a variety of dynamic career paths. As a leader in local government, Fairfax County offers stability and a commitment to professional growth for its employees.*




"Protecting and enriching our quality of life for people, neighborhoods, and diverse communities."

**COME MAKE YOUR DIFFERENCE.**

## Tips for a successful job application with Fairfax County

Fairfax County uses “Applications” and not *resumes*. Applications contain detailed information and offer a comprehensive picture of the applicant. Resumes *are not accepted* as a substitution for applications.

**Read** the job announcement thoroughly. Match it against your application before you apply. Carefully read the minimum qualifications and the necessary special requirements, and if you do not meet them, understand that you cannot be considered for this job.

**Customize each application.** Make your application fit the job you are seeking. Find out everything you can about the job you are applying for, and make sure you have a clear idea of what the job will entail. Understand what knowledge, skills and abilities are required. Be sure to address the education, training, experience and skills that are necessary for the job with your application. To assist you, go to our Action Verbs and Phrases sheet using this link. [fairfaxcounty.gov/hr/action-verbs-resumes](http://fairfaxcounty.gov/hr/action-verbs-resumes)

Be **specific** about your technical computer, software and equipment skills and include information within your application that demonstrates your experience using them.

Be sure that your **responses to the supplemental questions** match the details within your application. If you respond to a supplemental question that you have 6 or more years of work experience in a certain function, then 6 years needs to be reflected in your Work Experience and/or Volunteer Experience on your application to support it. Likewise, if you respond to supplemental questions that you have 30 credit hours of college coursework, or that you are a Finance major, it needs to be clearly noted in the Education section of your application. All parts of your application needs to consistent with each other.

Make sure your **contact information** is current and remember to check your e-mail/voicemail messages regularly. A high number of candidates cannot be contacted to schedule an interview because the information they provided on their application is not accurate.

Always double-check **spelling, grammar and punctuation**.

**Do not use acronyms.** Always spell them out to make sure your audience can follow along.

Be **honest** about your accomplishments. If called for an interview, you must be prepared to discuss the skills, experience, and accomplishments on your application—something you will not be able to do if your information is not accurate.

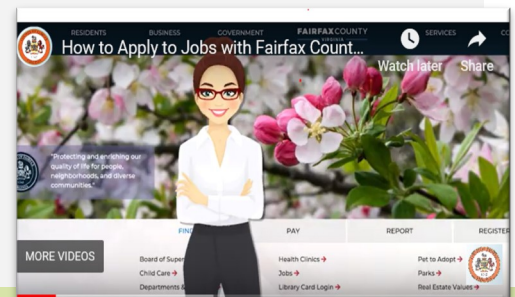
Remember to include **volunteer** or **community service**, **awards**, and **certifications** that support your career objectives in the Additional Information section. All experience paid and not paid is applicable if its closely related. Also include the number of hours worked per week!

**Experience requirements.** Unless otherwise specified in the job announcement, when considering an applicant’s qualifications and whether they meet those specified in the job announcement, **education and experience equivalencies** will apply. Follow this link for more information on education and experience equivalencies <https://www.fairfaxcounty.gov/hr/equivalencies-education-and-experience>

**References.** Although there is a section in your application for references, these are not required unless you are contacted for an interview.

**Certifications and licenses.** Include these in your application if appropriate, and be prepared to validate if you are invited in for an interview.

**Formatting.** You will not be able to use bolding, etc., to format your application. However, do not worry because the completed product that the reviewer sees looks neat and easy to read.



## Contact Information and helpful links

**Department of Human Resources Central** 703-324-3311 (TTY 703-222-7314)

**Department of Human Resources Application Center** 12000 Government Center Parkway, Suite 270, Fairfax, Virginia 22035

**Website** [www.fairfaxcounty.gov](http://www.fairfaxcounty.gov) (Click on “Jobs” link) with **Video** [www.fairfaxcounty.gov/hr/job-application-guidelines-and-tips](http://www.fairfaxcounty.gov/hr/job-application-guidelines-and-tips)

**Job Alerts** [www.governmentjobs.com/careers/fairfaxcounty/jobInterestCards/categories](http://www.governmentjobs.com/careers/fairfaxcounty/jobInterestCards/categories)

*Job Applications Guidelines and Tips video*