
NEOGOV – Exam Self-Scheduling Instructions

This guide describes how to self-schedule for your reporting date and time for the Oral Board and Role Play exams using the NEOGOV job applications system website.

The Process consists of the following basic steps:

- Login/Sign-in through your existent Account
- Find Job you already applied to
- Click on the Job
- Check Application Status
- Schedule an exam

Follow these steps to Sign In:

1. From [BlueNet](#) click on the [FairfaxNet](#) link of the right side of the screen.
2. Once in [FairfaxNet](#) click the [Online Services](#) tab at the top of the screen.
3. Under [Online Services](#) click either [Promotional](#) or [Open](#) to go to log in screen.
4. From the displayed job announcement click the [Applicant Login](#).
5. You will now be prompted to [Sign-in](#). To sign in please enter your [Username](#) or [Email](#) and lastly your [password](#).

Find Job:

1. Once signed-in find your application by looking at the jobs you applied on the screen.

Schedule an Exam:

1. Applications where you can schedule an exam are noted with a "[Schedule Appointment](#)" link.
2. Proceed to click on [Schedule Appointment](#) to schedule your exam and a list of dates and times displays.
3. Select a date and time and then click [Confirm Appointment](#).
4. Once you have submitted, the application status now shows the dates and times of the exam appointments.