

How To Utilize My NEOGOV Application To Apply For Internal Positions

Please print your NEOGOV application by following the steps below. It is recommended that you utilize the most updated version of Google Chrome or Microsoft Edge.

- 1) Go to personnel.wv.gov.
- 2) Under “Employment Opportunities,” click on “Search Available Jobs” to view the NEOGOV “Job Opportunities” page.
- 3) Locate the “Sign In” button in the upper right-hand corner of the page and log-in.
- 4) Your name will now appear in a button with a drop-down menu.
- 5) From this drop-down menu, select, “Applications.”
- 6) A list of all of the applications that you have submitted online to the State of West Virginia will now be displayed.
- 7) Select an application to print by clicking on it.
- 8) Click on the printer icon in the upper right-hand corner of the page to print the application or you may also print by pressing “Ctrl-P” on your keyboard.
- 9) Finalize and submit the application to the hiring agency:
 - a) Write the posting number in the upper left-hand corner of the printed application.
 - b) Sign and date it.
 - c) Follow the instructions in the internal posting on how to submit the application to the contact person listed.