

Frequently Asked Questions

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OPPORTUNITIES

I don't see the job that I'm interested in today. Does the County have more career opportunities?

You can only apply for job positions that are listed; however, you are encouraged to fill out a Job Interest Card with the County of Volusia. This feature provides you with the opportunity to select job classifications that interest you, which will generate automatic emails when a new position opens up.

The position I am applying for only accepts online applications. Does the County offer internet access to the public?

Free internet access is available for you to apply for County of Volusia positions. You may apply at the County of Volusia Personnel Division 230 North Woodland Blvd., DeLand, Suite 262 (open Monday – Friday from 8:00 a.m. to 5:00 p.m.), or at the public library branches (contact the library for hours of operation)

APPLICATIONS

Can more than one person use the login?

No. The login is assigned to one person and should not be shared.

I was filling out my application and I lost all of my information. What happened?

You may have used the Back button (located on your toolbar) which when used removes all data. To avoid losing your information save your information periodically. To save you must click the “Save & View Application” button.

How do I know that the County has successfully received my online application?

After you have submitted your online application, you will receive a confirmation email if you submitted your email address or you may return to your online application and click on “Application Status” for verification.

After I submit my application, what happens next?

Your application will be reviewed by a Human Resources representative to see if your qualifications meet the position minimum requirements for which you have applied. If you meet the minimum requirements, your information will be forwarded to the appropriate hiring authority/department.

How long does it take to process my application?

Applications are received by Human Resources when you select the submit button. Applications are reviewed and forwarded to the department/division within 3 to 5 days of the closing date. Applications for Open Continuous positions are processed upon request from department/division appointing authorities. Positions that require passing an exam to qualify will necessitate additional processing time (scheduling and grading of the exam).

How do I check the status of my application?

You may check the status of your application at any time by going to www.volusia.org and selecting Personnel/ apply on line – log into your account and click “APPLICATION STATUS”.

If I don't have a computer at home, how can I check my status?

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How will I be notified of my application status?

You will not be notified of your status. You may check the status of your application at any time by going to www.volusia.org and selecting Personnel/apply on line- log into your account and click “APPLICATION STATUS”.

Can I add/change information on my application after it is submitted?

No, once you submit an application, you cannot make any changes. However, you may update your contact information.

How do I change my contact information?

Go to www.volusia.org and select Personnel/apply on line and log into your account. Click on the ‘Edit’ button next to a saved application. Once the application is open on the screen, click on the ‘Edit Personal Information’ link; make changes and save the application or click the “My ACCOUNT” button and select “edit contact information”. When you apply for another position, your information will be updated.

If you need to update your contact information on an application that has already been submitted, send an email to personnel@co.volusia.fl.us with the updated information.

How long is my application active?

Applications that you have saved in your account do not expire. You may use the same application to apply

for several positions. Once you qualify for a position, your name will remain on a referral list for six months. Once your eligibility has expired, you will need to reapply for the position once it is reposted on the website.

Do I have to fill out an application for every position?

Yes. But the NEOGOV application system allows you to utilize your saved application as the basis for each posting in which you are interested.

OTHER INFORMATION

What happens after I qualify for a position?

If your qualifications meet those posted for the position, your information is sent to the hiring authority/department for further review.

How long does my name stay on the list of eligible candidates?

Applicants stay on the list of eligible candidates for six months from the issuance date of the list.

If I qualify for a position for one department, am I automatically qualified for a similar position in another department?

No. Departments may have special requirements for their specific position (e.g., language skills, special software, etc

Can I have the contact information for the hiring manager?

No. We do not provide that information to candidates for any position.

What steps can I take if I am notified that I do not qualify for a position and I believe I do?

You can contact the Human Resources recruiter/analyst from whom you received the notification by calling 386-736-5951 or by sending a return email. The recruiter/analyst will provide you with the details of the review/analysis of your application and answer any questions that you may have.