

## Instructions Page

Welcome to the State of Nevada's online recruiting system, NV-APPS. This page will provide you with some general instructions on how to use the system in three easy steps:

1. Create an account
2. Fill out your applicant profile
3. Apply for jobs

NV-APPS has two major sections of information for applicants. The first section is the Applicant Profile, which allows a person to provide information regarding their education, employment history, availability, and other items. This information is then stored and makes up the bulk of the information that will constitute the job application. The second section consists of job announcements and applications. Job announcements display all the required information about positions that are currently open. Applications provide a detailed breakdown of an applicant's status for all jobs applied for.

Recr #	Job Classification	Salary (FT) or Rate (PT)	Time Remaining	Opt
1934	BIOLOGIST 1	\$34,807 - \$51,093 per yr	14 Days 6 Hrs 46 Mins	Ope
1923	BIOLOGIST 1	\$34,807 - \$51,093 per yr	14 Days 6 Hrs 46 Mins	Dep
1922	BIOLOGIST 2	\$39,505 - \$58,401 per yr	14 Days 6 Hrs 46 Mins	Ope
1920	BIOLOGIST 2	\$39,505 - \$58,401 per yr	14 Days 6 Hrs 46 Mins	Dep
1889	BIOLOGIST 3	\$42,950 - \$63,809 per yr	14 Days 6 Hrs 46 Mins	Dep
1888	BIOLOGIST 3	\$42,950 - \$63,809 per yr	14 Days 6 Hrs 46 Mins	Ope
1894	CLINICAL PROGRAM MANAGER 3, OPTION A: MENTAL RETARDATION	\$63,809 - \$96,382 per yr	N/A	Ope

The very first thing external applicants need to do is to create an account. (Current State of Nevada employees do **NOT** need to create a User ID and password, as they already have access to the system through NEATS - via the training and/or timekeeping modules.) To create an account, click on the link "Register" on the page titled "Jobs Home Page."

IMPORTANT: If you are an existing State employee OR a user of the Training system, you do NOT need to register again. Please sign on with that ID in order to receive proper consideration for departmental / divisional openings.

\* Required Field

Name

First Name\*:  Last Name\*:

Email:

Registration

Select a user ID and password below. Passwords must conform to the following rules:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one numeric digit (0-9).
- Passwords must contain at least one upper case letter (A-Z).
- Passwords must contain at least one lower case letter (a-z).
- Passwords must contain at least one special character (!@#%&'\*()~!/?>.,:;|'"+\_-!").

User ID\*:

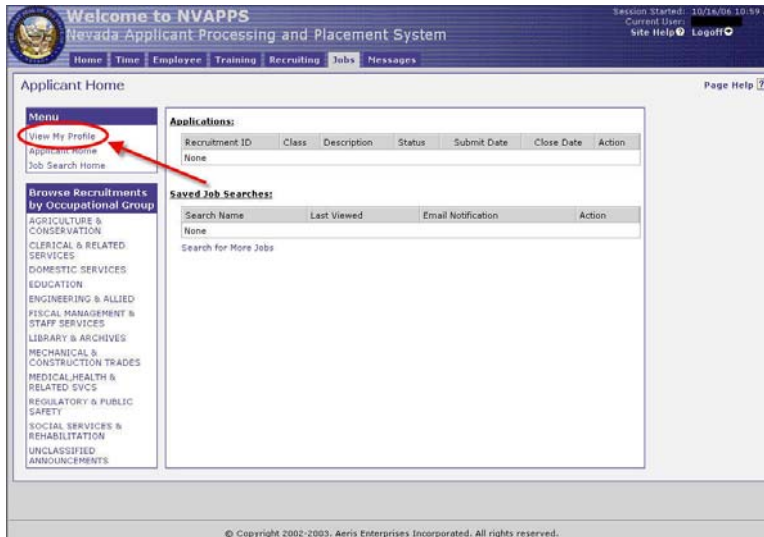
Password\*:

Re-enter Password\*:

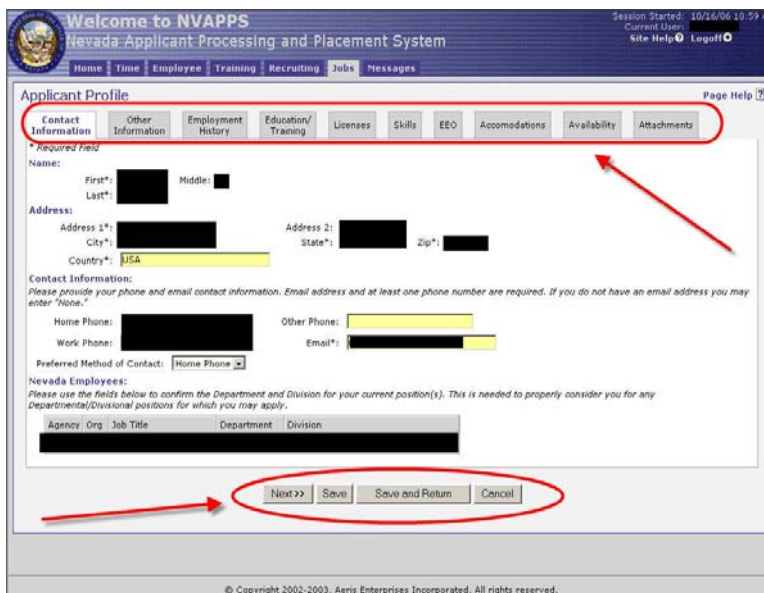
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You must provide your first and last name and your email address is **HIGHLY** recommended. Then select a UserID and password following the onscreen guidelines (i.e. passwords must be eight characters long, must contain 1 numeric digit, etc.)

Once you have done that, the next step is to begin filling out your applicant profile.



To begin completing the applicant profile, click on “View My Profile” on the left hand side of the screen on the Applicant Home page.



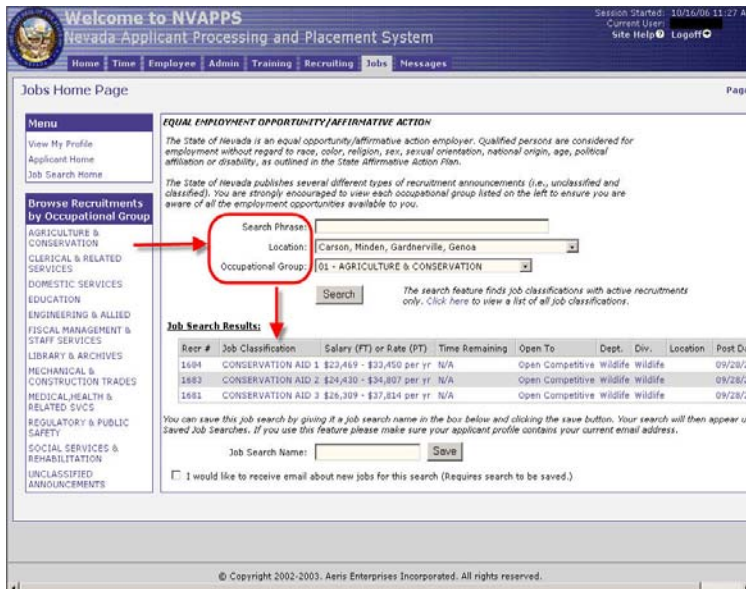
Once there, you will see the Applicant Profile screen with a set of ten tabs. All of these tabs serve as a location for information.

The tabs and the information requested are:

- Contact Information – Name, Address, Contact Information, and - for state employees - current job title, department and division information
- Other Information – Veterans Status, criminal conviction/traffic violation, relative employed by State
- Employment History – current and previous employers, job duties, duty percentages, supervisor, etc.
- Education/Training – information regarding educational background, such as High school, College, University or Professional school, Business, Correspondence, Trade, Technical, or Vocational School

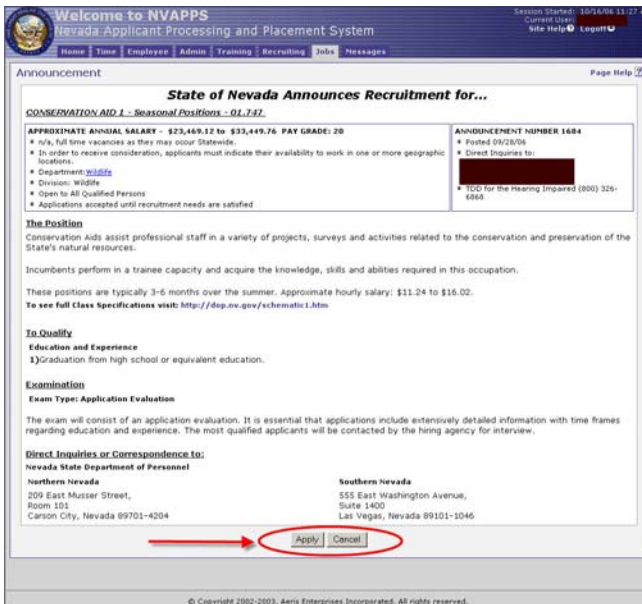
- Licenses – Driver’s License and/or Professional License/Certification/Registration
- Skills – a listing of skills an you may possess, with groupings such as Administrative & Clerical Skills, Computer Skills, Fiscal/Financial/Accounting Skills, Language Skills, Professional Skills, and Technical/Trade Skills
- EEO – **VOLUNTARY** birth date, ethnic and gender identification
- Accommodations – for applicants to describe any accommodations they may require in the application or testing process.
- Availability – type of work desired, travel requirements, acceptable geographic locations
- Attachments – place to attach copies of electronic files we accept such as transcripts, proof of veterans status, and licenses

Buttons at the bottom of each tab include Previous, Next, Save, Save and Return, and Cancel. The Previous and Next buttons allow the applicant to navigate between the tabs. The “Save” button saves the information that you have entered in the page thus far and you remain at that page. When “Save and Return” is used, the information entered is saved and you are taken back to the applicant home page or, if in the process of applying for a job, you are taken back to the series of tabs that follows the prescreening questions.



The last step that you must take is to apply for a position. To do so, you can search through the openings on the Job Search Home page by entering a search phrase or by filtering the results by location or occupational group.

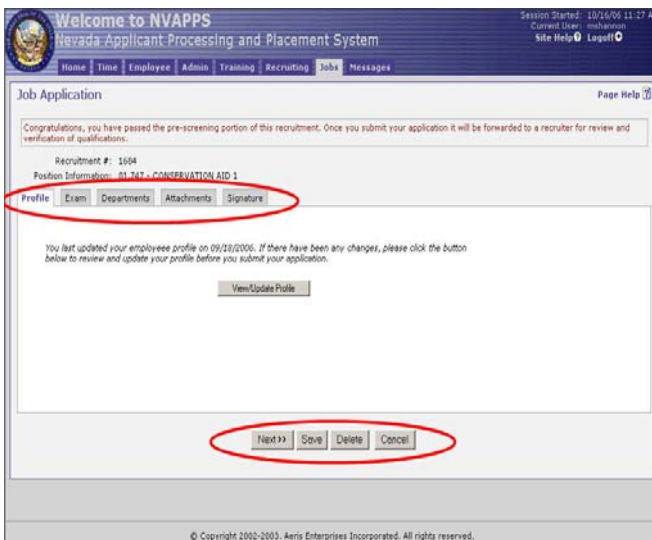
Once you have scanned the results, click on a position that interests you.



Next, carefully review the job announcement, making sure to pay attention to the geographic location, salary, job description, minimum qualifications, and any additional requirements. If you want to apply for the position, click the Apply button at the bottom of the screen.



When applying for a position, applicants are required to answer questions regarding their qualifications. These questions may be yes or no, multiple choice or require answers to be typed in a text box. Respond to the questions (and follow any onscreen instructions) and click the Next button when you are finished.



If you have passed the prescreening, the next screen that appears displays a series of tabs that make up the actual Job Application. (If you do not pass the prescreening, the system will provide a message indicating as such.)

The tabs and an explanation of each are as follows:

Profile – this page will tell an applicant the date at which the applicant profile was last updated. If the applicant wishes to update the profile a View/Update Profile button is available. Once an applicant has updated the profile, click the “Save and Return to Application” button on the profile to return to this page.

Exam – the exam tab displays information (exam type and description) about any required examination. If it is a Training and Experience exam, there will be questions to respond to. If it is a written exam, there will be a breakdown of subjects and number of questions.

Departments – for some recruitment(s), you must indicate the departments you are willing to work in.

Attachments – if you have not already attached any required files in your applicant profile (such as copies of any required licenses or transcripts), then this tab allows you to attach them here

Signature – this tab is where you must go to submit the application.

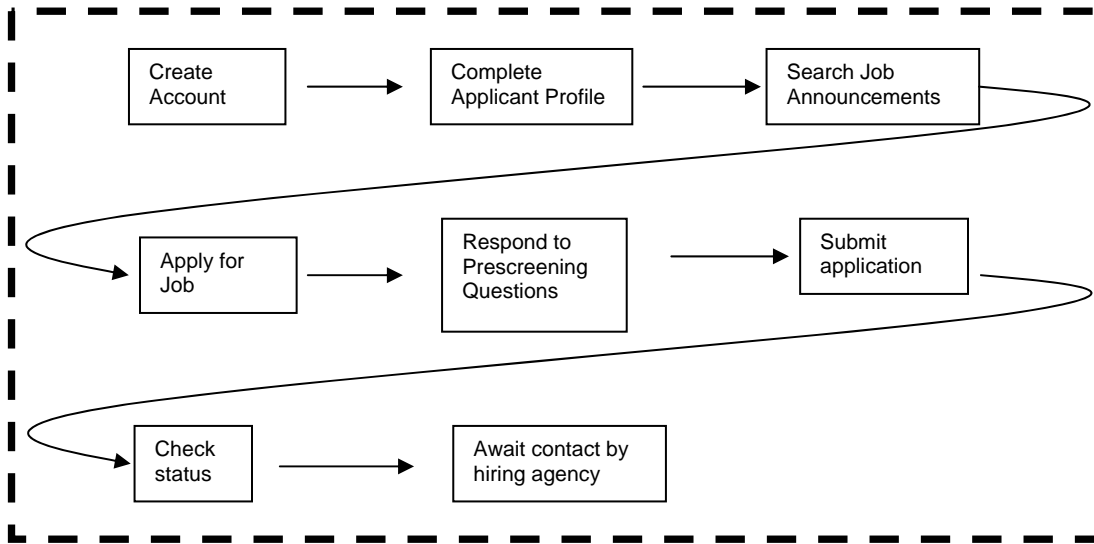
To actually submit the application, you **MUST** go to the Signature tab and click the “Submit” button. A dialog box will then appear and you must click “OK” to a message stating they you are digitally signing the application and are agreeing to the stated provisions.

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Once submitted, you are taken back to the Applicant Home page where you can track the status of the application you have submitted.

Repeat the process for subsequent positions you are interested in.

Here is flow chart so that you can visualize the process:



### **Important things to remember**

- Please complete your applicant profile before applying for positions (it is vital to include information such as an email address, education and employment history!) Also remember to update your profile as needed.
- When completing your profile, save often.
- Remember your User ID and password.
- Please refer to the Page Help icon for further information on a particular page.