

Applicant User Guide

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IMPORTANT NOTES FOR APPLICANTS

- Website URL: <http://statejobs.nebraska.gov/>
- Applicants must have their own unique email account. Many websites allow you to establish free email accounts. Here are some free email websites:
 1. mail.yahoo.com
 2. mail.aol.com
 3. mail.google.com
- For technical issues related to creating your electronic application, please contact NEOGOV Applicant Support at 1-855-524-5627. Leave your contact information and a representative will contact you.
- Nebraska State Government participates in the Federal immigration verification system (**E-Verify**) to determine the work eligibility status of all newly hired employees.
- Before searching for job opportunities, read the **Instructions for Applying** message by clicking the **Show More** link above the Search box on the State Jobs website:

Instructions for Applying
Here are some important points to remember when applying for positions at the State of Nebraska:

 - The employment application is required and is the only source of information used to determine if you meet the minimum requirements of the job.

SHOW MORE


- After creating an account, make sure to keep a record of your Username and Password.

JOB ALERTS

You can receive updates about new openings using the Job Alerts tool. To subscribe to job alerts, click the Menu button in the top-left corner of the State Jobs webpage and choose Job Alerts:



Check the boxes next to the categories you're interested in (or click Select All to check everything) then click the green **Subscribe** button to receive notifications about new postings:

3 Job Categories selected ✓ Select All ✕ Clear All Subscribe

<input checked="" type="checkbox"/> Accounting and Finance	<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Agriculture
<input checked="" type="checkbox"/> Architecture	<input type="checkbox"/> Attorney	<input type="checkbox"/> Automotive

Once you click subscribe you'll be prompted to enter your contact information:

Job Interest Card ✕

First Name * Last Name *

Street Address *

City * Zip Code *

State * Country *

Home Phone Number Work Phone Number

Email Address *

Submit

You will receive email notifications for the next 12 months when a position in that category becomes available. We will also send you a reminder email in 11 months to give you the opportunity to extend your notification for another year.

SEARCH FOR JOBS

1. Click Find a State Job from the Career Center section to go to the State Job's website

Career Center

- [Find a State Job](#)
- [Internal Career Opportunities](#)
- [Contact Us](#)
- [Help](#)

Search for jobs by entering keywords or the job title in the search box:

Q Search    Sort  Filter

Click the **Filter** button to show options to restrict the job search to a specific location, department, salary range, or category. The **Sort** button will allow you to sort the search results by date, title, or salary. The List View and Grid View icons ( ) will change how the search results are displayed:

 **Sort** x  **Filter** [Reset All](#) x

<input type="radio"/> Posting Date, Newest to Oldest	Location >
<input type="radio"/> Posting Date, Oldest to Newest	Department >
<input checked="" type="radio"/> Job Title A-Z	Job Category >
<input type="radio"/> Job Title Z-A	Estimated Annual Salary >
<input type="radio"/> Salary, Highest to Lowest	
<input type="radio"/> Salary, Lowest to Highest	

NOTE: Filters and sorting can be applied without a search term to browse all jobs matching the criteria – click the Filter or Sort buttons without entering a search term to filter and sort all available positions.

2. To view more details and select a job, click the name of the job underneath the **Search** box:

Agriculture Inspection Specialist I New

Lincoln, NE

Perm Full-Time - \$26,332.80 annually

Category: Agriculture

Under immediate supervision, performs entry level inspection work related to the regulation programs within the Nebraska Department of Agriculture. Hours M-F, 8 -5 plus additional hours as needed.

Posted 16 hours ago | Closes in 1 week

3. Details can be reviewed on this page – to apply for the position, click the green **Apply** button underneath the description of the job:

Agriculture Inspection Specialist I

Salary ⓘ

\$26,332.80 Annually

Location

Lincoln, NE

Job

super

Learns to operate and maintain, under close supervision, specialized equipment relating to specific area of inspection.

Apply

NEW USERS (CREATE AN ACCOUNT)

1. If you are a new user, click **Create an account** link above the Sign In page to set up a new account:

Sign in to apply [Create an account](#)

*Username or Email

*Password

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with



NOTE: Each applicant must have their own unique email account. At the beginning of this guide, there are some links to free email account websites.

NOTE: If you created an account before, you **cannot** use the same email address again to create a new account.

2. Enter your email address and select a username and password, then click the **Create** button to create a new account:

Create a new account

[Sign In](#)

*Email 

*Username

*Password

Create

or create with



You can also create an account using your LinkedIn or Facebook information by clicking the icons below the **Create** button.

NOTE: Your password must be at least eight characters in length, and contain upper and lower case letters, at least one number and one symbol.

NOTE: The Username field is not case sensitive.

3. After creating the account, you'll be prompted to import your resume – you can do so by signing into LinkedIn and importing from there, or you can upload a .pdf, .doc, or .txt file by clicking either of the icons:

Import Your Résumé

Save time by importing your information into our system automatically



Transfer from LinkedIn

Use your LinkedIn résumé information for your new profile. You can edit this info later.



Upload from Computer

Supported file types: .pdf, .doc, .txt

To manually fill in your information, you can

[Skip this step](#)

Importing your resume is not required, all information can be filled out on the website in lieu of importing a resume. Click the **Skip this step** button to skip the step and continue with the application.

[Keep a record of your Username and Password](#)

RETURNING USERS

If you have an existing account, log in with your Username and Password:

Sign in to apply

[Create an account](#)

*Username or Email

*Password

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with



NOTE: If you forgot your username and/or password, click the **Forgot Username** or **Reset Password** link below the **Sign In** button. Enter your email address to receive an email with your username or a temporary password that will be valid for 72 hours.

Once signed in, you'll be prompted to continue with the application.

APPLYING FOR THE JOB

1. After signing in, you'll be prompted to review your contact information, personal information, as well as your application preferences. Click the **Next** button at the bottom of the page to continue.

Contact Information

Name Michelle Gumbly	Edit
Address 1000 10th Ave Columbia, MO 65201	
Phone 660-474-2224	
Email gumblym@baylor.com	
Notification Preference Email	

If a sections contains errors you will see an error message:

Contact Information

Please fix the errors in the following section.	
Name	Edit

To make changes to the information in these sections, click the **Edit** link in the top right corner of the section you wish to edit – this will allow you to correct any errors and input missing information:

Driver's License No	Edit 
Driver's License State	



Once all information has been filled out, click the **Next** button to continue to the Work Experience step.

- You can review existing work history details or add new work history information by clicking the **Add work experience** link at the top of the page, or edit details of existing items by clicking the **Edit** link:

+ Add work experience

Company/Agency State of Nebraska	Edit 
--	--

Click the **Next** button at the bottom of the page to continue to the Education page when finished with the Work Experience page.

- The Education page works the same as the Work Experience: add Education history by clicking the Add Education link at the top of the page or edit existing information by clicking the Edit link. Once finished, click the **Next** button at the bottom of the page to move on to the Additional Information page.
- The Additional Information page is used for Certificates and Licenses, Skills, additional languages, and any other supplemental information. Each section has a link at the top to add new details and edit existing information:

+ Add certificate and license

Type CPR	Edit 
Skills	

+ Add skills

Name Typing	Edit 
Languages	

+ Add language

Language English - speak, read, write	Edit 
Supplemental Information	

+ Add supplemental information

Once this section has been filled out, click the **Next** button to continue to the References page.

- The References page works similarly to the previous sections; you can click the **Add Reference** link at the top of the page to add a new reference, or click the **Edit** link to make changes to an existing reference:

+ Add Reference

Reference Type Professional	Edit 
---------------------------------------	--

Click the **Next** button to continue to the attachment page.

6. Attachments can be added to supplement your application. Supported file types include .doc and .docx files, .pdf files, as well as .rtf and .txt file types. Click the **Add supplemental attachment** link to add a file to your application:

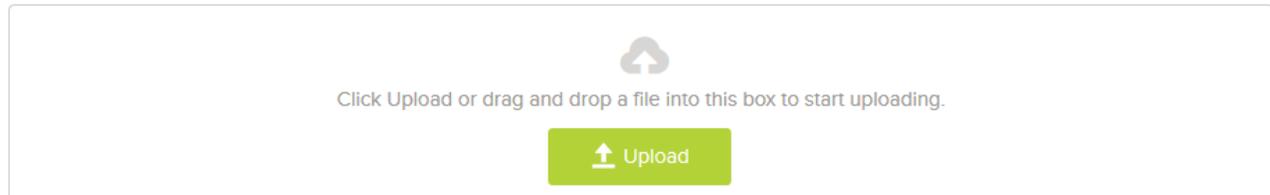
Attachments

Supported file types: .doc, .docx, .pdf, .rtf, .txt



First choose an attachment type by selecting a choice from the list, then drag and drop a file into the window or click the **Upload** button to select a file:

Cover Letter



Once a file is selected it will be uploaded and added. You can remove a file you've added by clicking the red X icon to the right of the file:

Cover Letter



Once finished adding attachments, click the **Next** button to continue to the Agency Questions page.

7. The Agency Questions page will prompt you for additional information, such as if you're a current State employee, where you heard about the job, and other information. For each question type or click the answer you wish to select:

***01** Are you interested in applying for the SOS Temporary Services Program?

Yes No

02 If you are a current permanent employee, list the Department you work for.



The final question on this page is a statement you must agree to to proceed with the application. Click the **Choose option** box and select I have read and understand this statement:

***10** I understand that Information contained in a resume, cover letter, or other document can be submitted but will not be used to replace any question and/or section of the application form and that the basis for meeting minimum qualifications for position(s) is based solely on the information provided on the application sections only. I further understand that falsification, fraud or intentional omission of information on the employment application may result in removal from the selection and hiring process.



Once all questions have been answered click the **Proceed to Review** button at the bottom of the page to move to the final step.

8. On the **Review** step you can review and make changes to all information entered onto the application thus far. If everything looks good, click the **Proceed to Certify and Submit** button at the bottom of the page to continue to the final part of the application.

SUBMITTING THE APPLICATION

The final page of the application contains a statement stating that all information on the application is factual to the best of your knowledge:

Certify & Submit



By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of State of Nebraska and will not be returned. I understand State of Nebraska may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

Accept & Submit

Decline

Click the **Accept & Submit** button to submit your application. Once submitted you will receive a confirmation message:

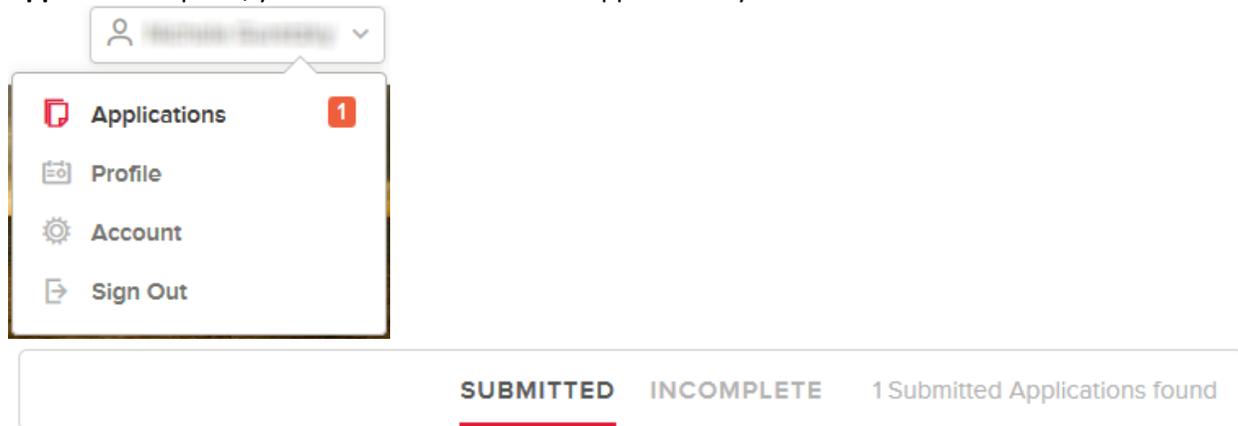


Application Submitted!

Successfully submitted on 11/10/2015 at 9:37 AM Central

You can check the status of this application by visiting "[Applications](#)" in the main menu bar.

You can check on the status of the application by clicking on your name in the top menu bar and choosing the **Applications** option; you'll be able to review the applications you've submitted:



[Agriculture Inspection Specialist I](#)

Application Received

Nebraska State Government, Nebraska

Applied on 11/10/2015 09:37 AM Central

[History](#)

HELPFUL INFORMATION FOR THE JOB SEEKER

- The application is the critical point in the selection and hiring process and must be completed **entirely**.
- When creating your application, keep in mind that the person reading it knows nothing about you and will not make any assumptions about what is stated.
- Take the time to read the entire description of the job you want to apply for, *especially* the requirements.
- Every application submitted is reviewed by the State Personnel Office to determine if it was completed entirely. The next review is to determine if you meet the requirements as written on the job posting.
- You will be notified by email if the application is incomplete, or if the minimum qualifications are not met.
- Be sure to include your entire work history and each level of education attained.
- Complete each field or section of the application, even if it is not a required field. Required fields are marked by an *.
- Some positions include supplemental questions that are related to the job opening. Provide honest and thorough answers. What you say **MUST** be documented in the application itself. Your application will be rejected if the information cannot be verified.
- You may include your resume to supplement what is stated on your application. Be aware that your qualification status is determined solely on information stated on the application.
- Allow yourself time to prepare your application and apply. Avoid applying on the closing date.
- Please allow between 3-5 weeks from the closing date for the hiring agency to determine who will be interviewed. You will be notified by the agency if selected for an interview.
- You may log into your account to learn the status of the job(s) applied for. The following provides information as to each status.

- **Application Received** – Your application was successfully received. This is the initial step in the State of Nebraska’s application process. The State Personnel Office has not yet reviewed your qualifications to determine if the minimum requirements have been met.
- **Eligible** – Your application has been reviewed for the minimum requirements and you are eligible for referral to the hiring agency.
- **Position has been filled** – Do not get discouraged. Continue to monitor the openings for positions that match your qualifications.
- **Review Completed by State Personnel** – Your application has been reviewed and a determination made regarding the minimum requirements.
- **Under Hiring Agency Review** – Your application has been referred to the agency responsible for making the hiring decision. If you are chosen for an interview you will be contacted by the agency either by telephone or email.
- **Scored** – The answers you provided to job specific questions have been evaluated and scored. The “Scored” status indicates you met the minimum qualifications and the State Personnel Office has not finalized the screening or referred any candidates to the hiring agency.

NOTE: Continue to monitor your status. If it has not changed two weeks after the job closed, your score did not place you in the top group of candidates.

For Assistance:

State Personnel Staff are available to answer questions and provide guidance into the application process.

Call 402-471-2075, Monday-Friday, 8:00-5:00 (Central Time) to speak with a staff member.