

Applicant Tracking System

Revised 9/26/11

1. How do I apply for State jobs?

The State of Nebraska utilizes an online application. You can complete the application at statejobs.nebraska.gov. You will see the list of vacancies available and can apply by simply clicking on the 'Apply' button. Please note: you will need to have an active email account in order to apply. If you do not have an email address, sign up for free email at services like Hotmail, Yahoo!Mail, or Excite. It only takes a few minutes to register.

You may call us between the hours of 8:00 a.m. - 5:00 p.m. Monday - Friday (CT) 402-471-2075 with questions OR visit our office at 301 Centennial Mall South, Lincoln, NE 68509. We are located in the Nebraska State Office Building (one block north of the State Capitol, 1st floor, in the Northeast corner). We have computers in our front office for your convenience in completing the online application.

If you do not have internet access, the Nebraska Workforce Development offices have computer available for public use. You may wish to contact your local library to inquire into their computer availability.

2. How can I update my application?

If you want to add new employment or education/training information to your application, you can do this any time day or night. All you need to do is remember your password and log in ID.

3. Will I receive notification about the job(s) for which I have applied?

Once you apply for a position(s), we will notify you immediately via email. Check your email for a confirmation statement to ensure your application submitted successfully.

4. Will someone contact me as positions become available in my area of interest?

When you complete your application, you may opt to have email notifications sent to you when positions are available in your area of interest. Find out more information by reading about the [Job Interest Card](#).

5. Will State Personnel evaluate my application?

One of State Personnel's Recruitment staff will evaluate your application; depending upon the position for which you apply, we may ask you to complete additional questions regarding your education and experience. We will rate your answers to these questions according to the requirements of the position.

6. Can I print a copy of my online application?

Yes. You can print and "park" your application (return to complete it later).

7. Can I visit personally with someone in the Personnel Office about State employment?

Yes. Recruitment Specialists are available to visit with you about your job search. Please phone ahead so we can fit you in.

8. Can you send me a listing of state jobs?

We no longer distribute a list of the jobs that are available. We update the employment opportunities daily. If you would like information on a specific announcement, please contact our office.

9. If I work for Specialized Office Services (State Temporary Employment Program), am I eliminated from applying for permanent jobs?

No, in fact, we encourage you to apply for permanent jobs. Be sure your application is complete and includes your most updated experience working for a State agency.

10. Are internship opportunities available?

There are State agencies that coordinate internship opportunities with the state's colleges and universities. As a student, if you have an interest in a specific State agency and in the possibility of completing either a paid or an unpaid internship, contact the agency directly.

In addition, the Intern Nebraska (InternNE) program connects Nebraska's college students to businesses across the state and provides financial assistance to eligible companies creating new internship opportunities. InternNE.com is the premier site for paid internships in Nebraska. Students may create profiles, upload resumes, search internship opportunities, and apply for open positions on InternNE.com. Contact [Allison Hatch via email](mailto:Allison.Hatch@nebraska.gov) or by phone at 402-471-3368 for more information.

11. What are the State benefits?

The State has generous benefits package including health, life, dental insurance and long-term disability, retirement, tuition assistance, sick/vacation leave, twelve paid holidays, and credit union membership to name a few. For more details about the State's plan, visit our website or call our office.

Talent Management Software Solution

12. What does TMSS stand for and what is it?

TMSS means Talent Management Software Solution, a Human Resources product composed of six elements, which roughly correspond with the stages of the employee "life cycle." Those stages are 1) recruiting applicants, 2) hiring a new employee, 3) getting the new employee on board, 4) training the employee, 5) evaluating employee performance, and 6) offering the employee a career path for promotion or lateral skills acquisition. These components are all interconnected for better data gathering and reporting. The particular model of TMSS we implemented is called Software-as-a-Service (SaaS).

13. Who did the state contract with for a TMSS?

[Cornerstone OnDemand](http://CornerstoneOnDemand.com) and [NEOGOVSolutions](http://NEOGOVSolutions.com)

14. What are the six components of a TMSS?

The six components of the TMSS include: 1) Applicant Tracking, 2) Onboarding, 3) Learning Management, 4) Employee Performance Management, 5) Succession Planning, and 6) Compensation Management.

15. What does ATS stand for?

ATS means Applicant Tracking System, which is an automated method of applying for a job and tracking all events surrounding the application and the positions for which a person applied.

16. What agencies are represented on the Applicant Tracking Team?

We have representatives from the following agencies: Banking, Revenue, Education, Roads, Corrections, DHHS, Administrative Services, Labor, Environmental Quality, and State Patrol on the ATS Team.

17. What does LMS stand for?

Learning Management System, which is a method of offering and tracking learning and training events for employees within the state.

18. What is the go live date for LMS?

LMS will go live in a staggered approach. The first two agencies, the Department of Corrections and the Department of Roads went live on Monday, June 28, 2010. This involved about 5,000 employees. By the end of this year, the plan is to go live with the remainder of the State Agencies.

19. Where can I find out more information about this TMSS?

You can visit [Administrative Services – State Personnel](#) and click on the link right above the TalentEdge logo.