

NEBRASKA STATE JOBS CAREER CENTER ONLINE APPLICATION USER GUIDE

Includes screen reader hints

<http://statejobs.nebraska.gov/>

[Table of Contents](#)

Important Notes for Applicants	3
Job Interest Card	4
Search for Jobs	5
Create an Application	7
Step 1: Job Application	8
Edit Personal Information	8
Add Education.....	9
Add Work Experience	10
Certificates or Licenses	10
Add Skills	11
Add Additional Information	11
Add References	11
Add Attachments.....	12
Review Job Application	12
Step 2: Agency-wide Questions	12
Step 3: Supplemental Questions.....	13
Step 4: Confirm Application	13
Step 5: Certify & Submit	14
Returning Users Apply for another Job Posting.....	14

Web page: <http://statejobs.nebraska.gov/>

Important Notes for Applicants

<*> NOTE: Please be complete. Once your application is submitted, you will not be allowed to make any changes to it, or apply more than once for the same position, unless it is posted again. Be sure to thoroughly read and understand the job posting and requirements before submitting an application, and to review and edit your application before you click confirm application to submit it. Read all instructions found on the **Search For Jobs** page, under the section: **Welcome to the State of Nebraska's application process**.

Your application form will be screened to ensure that you meet the minimum qualification requirements of the position and that you completed all of the required application steps. Your application **MUST** completely describe your experience and education, as they pertain to the minimum requirements indicated on the job posting. Information contained in a resume, supplemental questionnaire, or other document, will not be considered in lieu of the formal online application form.

*Activate the **Save Work In Progress** button frequently. Typing does not extend the length of time of your session. Your work may disappear if you run beyond 30 minutes in any section without saving.

- When applying online, an applicant must have his / her own unique email account. Many websites allow you to establish free email accounts, a few of which are listed here:
 - mail.yahoo.com
 - mail.AOL.com
 - mail.google.com
- For technical issues related to creating your electronic application, please contact NEOGOV Applicant Support at 1-877-204-4442, and then press one (1).
- Nebraska State Government participates in a Federal immigration verification system (**E-Verify**) to determine the work eligibility status of all newly hired employees.
- Before submitting your application, check out our Applicant Care Center (resume tips, interviewing skills, etc.)

Job Interest Card

1. From the statejobs.nebraska.gov home page,
 - **NOTE:** Use the links list view command, with JAWS and NVDA, this is done with the **JAWS or NVDA Key** (hereafter referred to as the reader-key), plus the F-7 key. Use the J-key and enter on **Job Interest Cards**.
2. Next use the reader-key plus F-6 to list headings. Use the J key to go to **Job Interest Cards**. Press enter to go to the next page.
3. To move through and select categories of interest, use table navigation commands (Control-key plus Alt-key with Arrow-keys to move about within a table, and the T-key to move to and between tables.)
4. Use the space-bar to activate/select categories of interest.
 - (* Alternatively, you may use your X-key to move among the check-boxes for each item, instead of alphabetically with the table commands.)
5. Categories are presented in a three-column by 15 row table. The second table on this page is for your contact information and is two columns by 19 rows.
6. Press the T-key to move to this table.
7. Use table commands to move through and enter your data.
8. Edit boxes/cells are located below the prompt cells in this particular form.
 - (* **Example:** the prompts for Last Name and First Name are found in row two, columns one and two respectively. Edit boxes for Last Name and First Name are in row three, in respective columns.)
9. When you have completed this table, press the B-key for the **Submit Request** button. You may then press space-bar, enter key, or left mouse button to activate this button.
 - (* **Hint:** Do not use the B-key while still in an open edit box.)
10. Use Alt plus left arrow key to return to the home page to start your application process.
 - (* **NVDA users:** T-key is unable to recognize next table, however, table navigation commands will still work within the tables once you have moved to the table.)
11. You can complete a Job Interest Card for each job category of your interest. 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. There are a couple of different methods to search for vacancies.
 - a. On the home page (statejobs.nebraska.gov), there are two links/buttons; one is called **Today's Jobs** and the other is called **Today's Internal Jobs** (this second button is for use by people who are currently employed with the State of Nebraska). One can use those buttons to search for vacancies, or
 - b. One can use the reader-key plus F-7 to list links to **Search for Jobs** under the Nebraska State Jobs Career Center heading. Press the S-key until you find the link and press enter. You may also use the U-key (unvisited links) or the V-key (visited links) to move through the page link by link. (The K-key may be used in NVDA to navigate through all links as well as the U-key and V-key.)
- **NOTE:** On the search page, be sure to read the **IMPORTANT INSTRUCTIONS – READ BEFORE APPLYING** message.
2. Select your **Search Criteria** by clicking the checkbox next to the **Category, Location, or Department** of your choice.
3. Search criteria appear in three tables, Category, Location, and Department. (* Again, NVDA does not recognize this as a table with the T-key command, but other table navigation operations do function, reading the three tables as one continuous table.)
4. The table is irregular, with a single column in row one, two columns in row two, and each of the remaining rows contain three columns.
5. In row two of each table, in the second column, are **Select All** and **Clear All** links. Once you move to this cell in the table, use the **move left or right by word** navigation command, Control-key plus left or right-arrow-key with JAWS and NVDA to move between these two links.
6. All criteria in all tables are selected by default (automatically).
7. Move around the criteria selection tables using your Reader table navigation commands, Control-key plus Alt-key plus arrow-keys to find your desired criteria. Once you have made all your selections, pressing the space-bar in the chosen cells, press the B-key to move to the **Apply Search** button. Activate it with space-bar, enter-key, or left mouse button.
8. Alternately, you may use the X-key to locate the first table from the top of this page, and you may move through all criteria choices by pressing the X-key repeatedly.
9. The number next to each criterion indicates the number of postings that fall within that particular search criterion.

Nebraska State Jobs Career Center Online Application User Guide

10. You may also enter keywords to further narrow your search. You may find an edit-box for key words by pressing the E-key until you hear it announced.
- **NOTE:** To search for all job postings, go to the **Apply Search** button without making any selections or **Select All** in any of the search criteria boxes (i.e., category, location, or department).
11. Available positions will be displayed in a table on the next page. Use the T-key to move to the listing table. In the second column of each listing row is the position title, given in a link. You may then click the job posting of interest in this column to learn more about it or apply for it. Press space-bar, enter-key, or Left Mouse Button to activate a selection and move to the next page. Use Alt-key plus Left-arrow to return to the job listings page if you are not satisfied.
- **NOTE:** If your search did not bring the results you were seeking, click the Back button on your internet tool bar, (* Ordinarily, your Reader command for this is to move back a page with Alt-key plus Left-Arrow-key.) and renew your search options. Make sure to use the **Clear Search** link to erase your previous selections. (* Reader users will find **Clear Criteria**, **Clear Location**, **Clear Department**, and **Clear Search** links easiest by using your Reader's list links command, generally reader-key plus F-7, and pressing the C-key repeatedly until you select the link you want with the enter-key.
12. Review the job posting thoroughly, noting the Closing Date/Time, duties, minimum qualifications, and other requirements and information. If you wish to apply for this position, find and activate the **Apply** link. (* Reader users, use list links command, then A-key to find the **Apply** link. Select it and move to the next page with the enter-key.

Create an Application

1. The different sections of the applications are listed here:
 - a. Contact Information
 - b. Personal Information
 - c. Preferences
 - d. Education
 - e. Work Experience
 - f. Certificates and Licenses
 - g. Skills
 - h. Office Skills
 - i. Additional Information
 - j. References
 - k. Resume
 - l. Attachments
2. If you have not applied before, navigate to and activate the **Create Your Account Here!** link.
3. Locate the table under the heading, **Request New Job Seeker Account**, where you type your contact information. The table is two columns by 19 rows. First row is blank. Prompts for your data are located in the first/left column between rows two and 18. Enter your data in the second/right column of each row corresponding to the prompt in column one. Use the table navigation commands to move around the table. Row 19 has a single column and contains the **Save** button for this table's content to create your account. Press the space-bar, enter-key, or Left Mouse Button to activate the **Save** button.
4. Enter a name, phone number (including area code), email address, notification preference, username, password, and confirm password.
 - **NOTE:** Fields marked with (*) [asterisk] are required.
5. After completing all fields, locate and activate the **Save** button. You may want to write down your login information, and keep it in a safe place where you will remember.
 - **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 previously registered for an account, refer to the **Returning Users Section below**.
 - **NOTE:** If you forgot your username or password, click the **I Forgot My Username and/or Password** link below the Login.

Nebraska State Jobs Career Center Online Application User Guide

6. Click **Create Application** button on the next screen. From the top of the page, which you may reach by using the Control-key plus Home-key combination, press the B-key until you get to the **Create Application** button.
7. On the next page, begin creating the application by locating the table containing the edit fields for your data. Use the T-key and then down arrow or the E-key to get to the first edit field. (*NVDA users will need to use the E-key to locate the table from the top of the page.) Once in the table, use table navigation commands to move around to enter data. You can also use the Tab-key to move field by field or cell by cell. The **Create Application** button is located in the bottom row of this table.
8. Enter a name for your application and click **Create Application**.
 - **NOTE:** You do not need to create a new application each time you apply for a posting. You may want to create multiple applications if you) have different versions, or if you have work experience in more than one job category (e.g. Accounting and IT). In this scenario, you would create multiple applications.

[Step 1: Job Application](#)

9. Review your contact information and make any changes, if necessary. When you are finished, find and activate the **Save and View Application** button at the top or bottom of the page. You will see the title of the position for which you are applying above Step 1 of the Job Application. If you do not see the job title, you will need to go back to the posting by clicking **Search for Jobs** under the Nebraska State Jobs Career Center. Locate your posting, click the title to bring up the job posting and click the **Apply** button again.
 - **NOTE:** Make sure you periodically save your information.

[Edit Personal Information](#)

10. Click the **Edit Personal Information** link (* Use the list links function to locate the link.) There are three main questions in this section, only two of which are required:
 - a. First question (optional) has to do with a driver's license; it uses two radio boxes which may be found with the R-key. It also has two edit boxes in which to put data.
 - b. The second question, which is required, has to do with proof of legal right to work in the United States. Use the R-key to locate one of the following two radio buttons:
 - i. **Yes, I can submit proof of my legal right to work in the United States after employment or**

Nebraska State Jobs Career Center Online Application User Guide

- ii. **No, I cannot submit proof of my legal right to work in the United States after employment.**
 - c. The **Highest level of education** question is also required, and uses a combo box. Use Alt-key plus down arrow to open this and then use the up and down arrows to move between options. Use Alt-key plus up-arrow to close the combo box. Use the Tab-key to move to the next control.
11. Continue moving down the fields until you come to the **save and view** link, and press the enter-key to move to the next screen.
12. At the end of each section, locate and activate the **Save & View Application** button. This will return you to the page with the **Edit** links for the various other sections.
13. Once you complete all required questions in all sections, activate the **Go To Confirm Application** button.
 - **Note:** Remember to complete all fields in the **Personal Information** section before attempting to submit your application.
14. Locate and activate the **Edit Preferences** button when you return to the **Job Application Review** screen. Complete the information, and then find and activate the **Save & View Application** button. These fields are not required, but they allow you to indicate your preferences and objectives.

[Add Education](#)

15. Find and activate the **Add Education** link when you return to the Job Application Review screen. Enter your entire education history. Remember the fields marked with (*) [asterisk] are required fields. When you are finished with one educational institution, use the B-key to locate and activate the **Save & Add Another** button to add another school or the **Save & View Application** button to return to your application. (* The form requires month and year of start and end of each school. Months use combo boxes and years require typing in a four-digit year. The education form is presented as a table with two columns and 23 rows. Content editing is generally done in the second/right column. Required items, indicated with asterisks/stars may be located by using table navigation to go down the first/left column, and then move to the right to fill in your data.

Nebraska State Jobs Career Center Online Application User Guide

[Add Work Experience](#)

16. Locate and activate the **Add Work Experience** button when you return to the Job Application Review screen.
17. Enter the information for your entire work history, beginning with your most recent employment. Include military and volunteer work as experience. Years must be entered as a four digit year (e.g., 2012). If you had multiple positions at the same company, enter each position separately to allow you to describe the duties of each job. (* Note: Tabbing through fields in this form seems simplest. Review carefully to assure all fields are complete before moving on. Occasionally a tab will skip a required field, e.g., from the **Address 2** field to **State** field, skipping the **City** field.) The State field is another combo-box. Activate with the Alt-key plus down-arrow or the space-bar, then the first letter of your State to shorten the list. Use Alt plus up-arrow to close the box or just tab to the next field. Sometimes if you close the box and then arrow down to get to the next field, the current box will re-open and select the item next in the order. Pressing the escape-key will close the control somewhat more reliably. This also has the advantage of putting JAWS users into PC mode. You may be able to find field labels using arrow-keys which may be missed when tabbing. This form is also presented in a table. It is two columns by 38 rows. Use table navigation to locate asterisks/stars (required fields) in the first/left column, and the edit fields in the second/right column. The Start/End Month/Year fields are located in this second column. Months are selected with a combo-box and years which require typing in four digits, are located in the same cell/row. Arrow down within the cell to find a control/field for both month and year. Use the B-key to move to and activate either the **Save & Add Another** button to add more employers or the **Save & View Application** button to return to your application.

[Certificates or Licenses](#)

18. To add **Certificates or Licenses**, go to and activate the **Add Certificates or Licenses** link. On the next page, find a table with two columns and ten rows, containing the form to fill out for this section. You can use table navigation to go down the first/left column to locate asterisks/stars indicating required fields. Navigate to the second/right column, and then use the down-arrow by itself to open the edit box in the cell. When all required material is entered in the form, use the B-key to locate the **Save & Add Another** button to add more certificates/licenses or the **Save & View Application** button to return to your application.

Nebraska State Jobs Career Center Online Application User Guide

[Add Skills](#)

19. To add Skills, find the **Add Skills** link and activate it. Complete the form as you have with those in previous sections. When all required information is entered completely, locate the **Save & Add Another** button to add more skills or the **Save & View Application** button to return to your application.

[Add Additional Information](#)

20. To add additional information, find and activate the **Add Additional Information** link. This form is presented with two controls. A combo-box with 13 items, indicating the type of information you are adding. The second is a simple edit box in which you may type the relevant text/content to be added. When you are finished with this form, find and activate the **Save & Add Another** button to add more information or the **Save & View Application** button to return to) your application.

- **NOTE:** Additional information could be honors, awards, interest, activities, professional memberships, etc.

[Add References](#)

21. To add references, find and activate the **Add Reference** link. This form is in a 2 column by 22 row table. Asterisks/stars indicating a required item are located in the first/left column. Content fields are in the cells of the second/right column. (* The first required field is the type of reference, which is located at column two, row two. The control is a pair of radio boxes. Use your space-bar to check one, either personal or professional.) When this form is complete, find and activate the **Save & Add Another** button to add additional references or the **Save & View Application** button to return to your application.

Nebraska State Jobs Career Center Online Application User Guide

[Add Attachments](#)

22. To add attachments, find and activate the **Add Attachment(s)** link. Enter the File Description, select which type of document from the pull down menu on Attachment Type, use the B-key to locate and activate the **Browse** button. Use Shift-key plus Tab-key and other regular Windows commands to locate and select the file stored on your computer or drive you wish to upload. Tab to the **Open** button and press the enter-key. At the next screen, locate and activate the **Upload** button. Your file/document is now attached to your application.

- **NOTE:** Most State job postings will not allow you to include a **text** resume, but you may attach your resume here if you choose to. We only accept resumes in the following formats: PDF, Word, Text, or Rich Text Format (those with file extensions of pdf, doc, docx, txt, or rtf. (* Remember: Anything you attach is considered as unofficial information, and must correspond to data you have entered into your official application.)

[Review Job Application](#)

23. Review your application for accuracy.

24. If you are satisfied with your application, find and activate the **Go to Step 2** button, which will take you to **Agency-wide Questions**.

- **NOTE:** You can edit/delete any section of your application, including your attachments.

25. When you return to your application, you will be shown the **Agency-wide Questions** at the bottom of your application.

[Step 2: Agency-wide Questions](#)

The purpose of the **agency-wide questions** is to obtain additional information to evaluate you for the position for which you are applying or to provide us with statistics needed to evaluate our recruitment program, as well as to prepare statistical reports required by Federal, State, and local agencies.

26. Enter the information in the questionnaire (required fields are marked by {*}).

27. Fields for you to enter your information will be displayed with two. Column one contains asterisks/stars at certain rows, indicating required questions. The corresponding fields in column two must be answered.

28. Once you complete the form, find and activate either the **Save Work In Progress** button, if you wish to return to this screen later, or the **Save And Proceed** button to advance to the next step. (* If more than 30 minutes is needed to complete this section, click the **Save Work In Progress** button periodically. Typing does not extend the session.)

[Step 3: Supplemental Questions](#)

The purpose of Supplemental Questions is to obtain additional job-related information in order to evaluate your education, training, and experience relative to the position for which you are applying.

29. Enter the information in the questionnaire as in previous forms (required fields are marked by {*}) [asterisks].
30. Once you have provided all required material for this form, go to and activate the **Save Work in Progress** button, if you wish to return to this screen later, or the **Save & Proceed** button to advance to the next step.
- **NOTE:** Some job postings will not have supplemental questions attached. If your job posting does not have supplemental questions, you will be advanced to the next step.

[Step 4: Confirm Application](#)

31. Take some extra time at this point to carefully review the application you're about to submit for the selected job posting. If you need to modify any section of your application, just click the **Edit** link next to the section you wish to modify. **Once the application is submitted, you cannot make any changes, or apply more than once for the same position.**
32. After you review your application, use the B-key to locate and activate the **Confirm Application** button. This will move you to the next and final step in the application process.
- * **NOTE:** If you are not sure your application is as complete as possible, find and activate the **Save Work In Progress** button, instead of the **Confirm Application** button. Your application will be saved and you may return later to complete, review, and submit it.

Step 5: Certify & Submit

33. The next screen will display a certification that all of the information in your application is correct. After reading the certification notice, find and activate the **Accept** button or the **Deny** button. If you click the **Deny** button, you will not be considered for the vacant position.
34. You will receive a confirmation screen plus a confirmation email.
35. You will be notified if either of the following is true:
 - a. Your application is advanced to the interviewing phase of the process.
 - b. You did not qualify in the top group to be interviewed.

Returning Users Apply for another Job Posting

1. Since you applied previously, you just need to log in by typing your username and password.
 - **NOTE:** If you try to log in again after registering and forgot your username and/or password, click the **I Forgot My Username and/or Password** link below the Login.
2. If you wish to create a new application, use the B-key and go to and activate the **Create Application** button with the space-bar, enter-key, or the left mouse button. If you wish to use one of your completed applications, go to the table under **Applications You've Created**, and activate the link with the name of the application.
 - **NOTE:** You do not have to create an application when applying for a different job posting.
 - **NOTE:** You can also edit or delete your applications.
3. Whether you choose to create a new application or use an existing application, follow the remaining steps of the application process outlined above to complete another application.