



FIRST TIME APPLICANT USER GUIDE

First Time Applicant User Guide

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

Important Notes for Applicants

- When applying online, an applicant must have his / her own unique email account. Many websites allow you to establish free email accounts. Here are some free email websites:

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 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.)



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Job Interest Card

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.

Select Category	Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Automotive	<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Clerical & Data Entry
<input type="checkbox"/> Communications	<input type="checkbox"/> Corrections	<input type="checkbox"/> Counseling
<input type="checkbox"/> Education	<input type="checkbox"/> Electronics	<input type="checkbox"/> Engineering
<input type="checkbox"/> Food Services	<input type="checkbox"/> Grounds & Landscaping	<input type="checkbox"/> Health Education
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Services	<input type="checkbox"/> Insurance
<input type="checkbox"/> Investigative	<input type="checkbox"/> IT and Computers	<input type="checkbox"/> Law Enforcement
<input type="checkbox"/> Legal	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Management
<input type="checkbox"/> Medical	<input type="checkbox"/> Medical/Dental	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Nursing	<input type="checkbox"/> Office and Administrative Support
<input type="checkbox"/> Paraprofessional	<input type="checkbox"/> Pharmacy	<input type="checkbox"/> Professional
<input type="checkbox"/> Public Relations	<input type="checkbox"/> Rehabilitation Services	<input type="checkbox"/> Sciences
<input type="checkbox"/> Social Services	<input type="checkbox"/> Software	<input type="checkbox"/> Warehouse

Job Interest Card	
Fields marked with a '*' are required.	
* Last Name: Doe	* First Name: Jane
* Address: 123 Main Street	
* City: Lincoln	
* State: Nebraska	
* Zip Code: 68509	
* Country: US	
Home Phone: 402-867-5309	Work Phone:
* Email Address: jane.doe@yahoo.com	
<input type="button" value="Submit Request"/>	

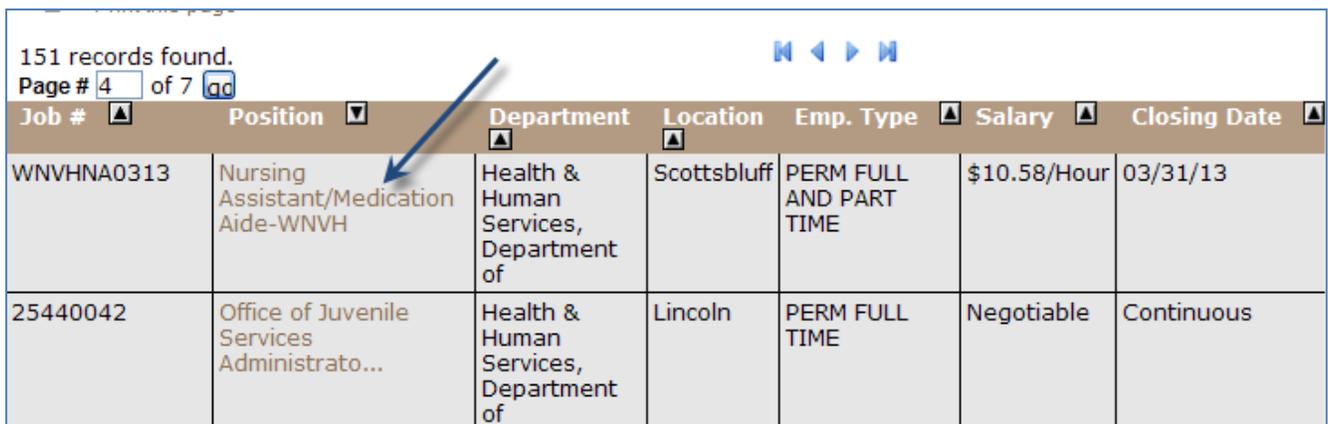
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Search for Jobs

1. Click **Search for Jobs** under the Nebraska State Jobs Career Center.
 - **NOTE:** In the beginning of the application process, you will need to read the “Important Instruction – Read Before Applying” message.



2. Select your **Search Criteria** by clicking the checkbox next to the **Category**, **Location**, or **Department** of your choice. Limit your selections to just one of the search criteria boxes. Selections made within the search criteria will appear under each search box. The number next to each criterion indicates the number of postings that fall within that particular search criterion.
3. Make your selection(s), and click **Go**. You may also enter keywords to further narrow your search.
 - **NOTE:** To search for all job postings, click **Go** without making any selections or **Select All** in any of the search criteria boxes (i.e. category, location, or department).
4. Click the job posting of interest.
 - **NOTE:** If your search did not bring the results you were seeking, click the Back button on your internet tool bar, and renew your search options. Make sure click **Clear Search** to erase your previous selections.

A screenshot of a job search results table. The table has 7 columns: Job #, Position, Department, Location, Emp. Type, Salary, and Closing Date. There are 151 records found, and the current page is 4 of 7. A blue arrow points to the "Position" column header. The first row shows a job with ID WNVHNA0313, titled "Nursing Assistant/Medication Aide-WNVH", located in Scottsbluff, with a salary of \$10.58/Hour and a closing date of 03/31/13. The second row shows a job with ID 25440042, titled "Office of Juvenile Services Administrato...", located in Lincoln, with a negotiable salary and continuous closing date.

Job #	Position	Department	Location	Emp. Type	Salary	Closing Date
WNVHNA0313	Nursing Assistant/Medication Aide-WNVH	Health & Human Services, Department of	Scottsbluff	PERM FULL AND PART TIME	\$10.58/Hour	03/31/13
25440042	Office of Juvenile Services Administrato...	Health & Human Services, Department of	Lincoln	PERM FULL TIME	Negotiable	Continuous

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5. Review the job posting clearly, noting the Closing Date/Time, duties, minimum qualifications, and other requirements and information. If you wish to apply for this position, click **Apply**.

External Job Opportunities

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NEOGOV™

Job Code: 25431528
Job Title: Social Services Trainee
Closing Date/Time: Tue. 03/05/13 11:59 PM Central Time
Salary: \$13.27 Hourly
\$27,601.60 Annually
Job Type: PERM FULL TIME
Location: Lexington, Nebraska
Requisition #: 201300648
Position #: 25431528
Department: Health & Human Services, Department of

[Print Job Information](#) | [Apply](#)

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Create Application

1. Since this is your first time applying, click **Create Your Account Here**.
 - **NOTE:** If you have previously registered for an account, refer to the **Returning Users Guide**.
 - **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.
 - **NOTE:** When applying online, each applicant must have their own, unique email account. At the beginning of this guide, there are some links to free email account websites.
2. Enter all of the following information (fields marked with an asterisk (*) are required):
 - a. First Name, Middle Initial, Last Name
 - b. Phone number (including area code)
 - c. Email address
 - d. Notification preference
 - e. Street Address
 - f. City
 - g. State
 - h. Zip
 - i. Username
 - j. Password
 - k. Confirm password.
3. Click **Save** after completing all fields.
4. Write down your login information, and keep it in a **safe** place where you will remember.

Create an Account
Request New Job Seeker Account

* First Name	Jane
Middle Initial	
* Last Name	Doe
Primary Phone	402-867-5309
Alternate Phone	
* Email	jane.doe@gmail.com
* Notification Preference	Email
	By which method would you prefer to be notified about application status, testing dates and examination results?
* Address 1	123 Main Street
Address 2	
* City	Lincoln
* State	Nebraska
* Zip	68509
Country	US
* Username	jane.doe1
	Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25
* Password	●●●●●●●●
	Password must be at least 8 characters long Password must contain at least one special character Password must contain at least one letter (any case) Password must contain at least one number
* Confirm Password	●●●●●●●●
Save	

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- Click **Create Application** on the next screen.



- Enter a general 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 have different versions, or if you have work experience in more than one job category (e.g., accounting and information technology). In this scenario, you would create multiple applications.

Step 1: Job Application

- Review your contact information and make changes, if necessary. When you are finished, click **Save and View Application** at the top or bottom of the page. You will see the title of the position to which you are applying above Step 1 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 save periodically.
- Click Edit Personal Information.
 - NOTE:** The red message is to inform you there are required fields in this Personal Information section that must be answered in order to submit your application.
- Answer the questions in this section, and then click **Save & View Application**.

The screenshot shows the 'Job Application >> Other Personal Information' form. It features a 'Cancel Save & View Application' button at the top right. The form contains several fields: 'Do you possess a valid Driver's License?' with radio buttons for 'Yes, I possess a valid Driver's License' and 'No, I do not possess a valid Driver's License'; 'Driver's License State' with a dropdown menu showing '== Select State =='; 'Driver's License Number' with a text input field; 'Driver's License Class' with a dropdown menu showing '== Select =='; 'Can you, after employment, submit proof of your legal right to work in the United States?' with radio buttons for 'Yes, I can submit proof of my legal right to work in the United States after employment' and 'No, I cannot submit proof of my legal right to work in the United States after employment'; and 'What is your highest level of education?' with a dropdown menu showing 'Technical College'. A blue arrow points to the 'Cancel Save & View Application' button at the bottom right. The form also includes asterisks and the text '* Required Field' at the top and bottom.

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- Click **Edit Preferences** when you return to the Job Application Review screen. Complete the information, and then click **Save & View Application**. These fields are not required, but they allow you to indicate your preferences and objective.

Job Application >> Preferences

* Required Field

Cancel Save & View Application

Preferences

What is your minimum compensation requirement?
\$ 35000 per year \$ 17.00 per hour

Are you willing to relocate?
 Yes No Maybe No Response

Enter any comments regarding relocation

What type of job are you looking for?
 Regular Temporary Seasonal Internship

What types of work will you accept?
 Full Time Part Time Per Diem

What shifts are you available to work?
 Day Evening Night
 Rotating Weekends On Call (as needed)

Objective

State your objective

Cancel Save & View Application

* Required Field

- Click **Add Education** when you return to the Job Application Review screen. Enter your entire education history. Remember the fields marked with an asterisk (*) are required. When you are finished, click **Save & Add Another** to add another school or click **Save & View Application** to return to your application.

Job Application >> Education

* Required Field

Cancel Save & View Application Save & Add Another

Education History

* Type of School
College

* Name of School
Technical School

School Web Site

* City
Mayberry

* State
Nebraska

Country
US

Start Month / Start Year
May / 1999

End Month / End Year
May / 2001

Did you graduate?
 Yes, I graduated from this school
 No, I did not graduate from this school

College Major/Minor

Units Completed
 Semester units
 Quarter units

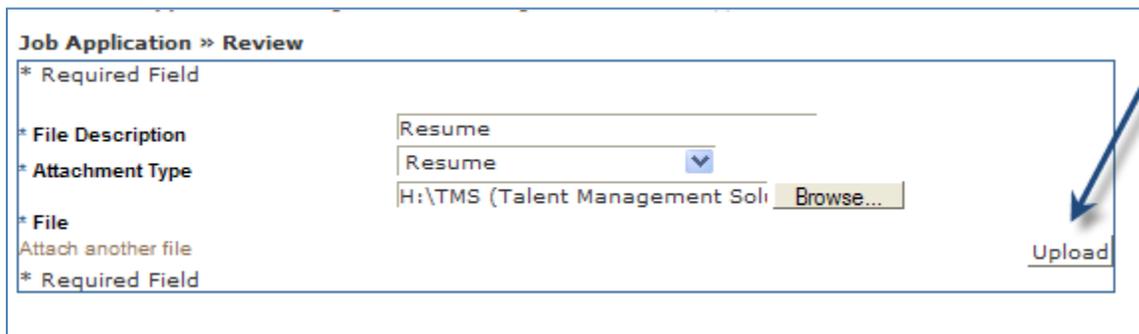
* Degree Received
Vocational

Cancel Save & View Application Save & Add Another

* Required Field

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6. Click **Add Work Experience** when you return to the Job Application Review screen. Enter your entire work history information, beginning with your most recent employment. You may 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. Click **Save & Add Another** to add more employers or click **Save & View Application** to return to your application.
7. To add Certificates or Licenses, click **Add Certificates or Licenses**. Click **Save & Add Another** to add more certificates/licenses or click **Save & View Application** to return to your application.
8. To add Skills, click **Add Skills**. Click **Save & Add Another** to add more skills or click **Save & View Application** to return to your application.
9. To add additional information, click **Add Additional Information**. Click **Save & Add Another** to add more information or click **Save & View Application** to return your application.
 - **NOTE:** Additional information could be honors, awards, interest, activities, professional memberships, etc.
10. To add references, click **Add Reference**. Click **Save & Add Another** to add additional references or click **Save & View Application** to return your application.
11. To add attachments, click **Add Attachment(s)**. Enter the File Description, select which type of document from the pull down menu on Attachment Type, Browse out to attach the file, and click **Upload** to add the attachment.
 - **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 files with the following extensions: pdf, doc, docx, txt, or rtf (Adobe, Word, Text, or Rich Text Format).



The screenshot shows a web form titled "Job Application » Review". It contains several required fields marked with an asterisk (*):

- * Required Field
- * File Description: A text input field containing "Resume".
- * Attachment Type: A dropdown menu with "Resume" selected.
- * File: A text input field containing "H:\TMS (Talent Management Soli" and a "Browse..." button.
- * Required Field

At the bottom right of the form is an "Upload" button. A blue arrow points from the top right towards the "Upload" button.

12. When you return to your application, click **Go to Step 2: Agency-wide Questions** at the bottom of your application. This would be a list of questions from the agency.

Step 2: Agency-wide Questions

The purpose of the agency-wide questions is to obtain additional job related 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. Enter the information in the questionnaire (required fields are marked by an asterisk (*)), then click **Save Work in Progress** if you wish to return to this screen later to complete or click **Save & Proceed** to advance to the next step.

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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. Enter the information in the questionnaire (required fields are marked by an asterisk (*)), then click **Save Work in Progress** if you wish to return to this screen later to complete or click **Save & Proceed** to advance to the next step.

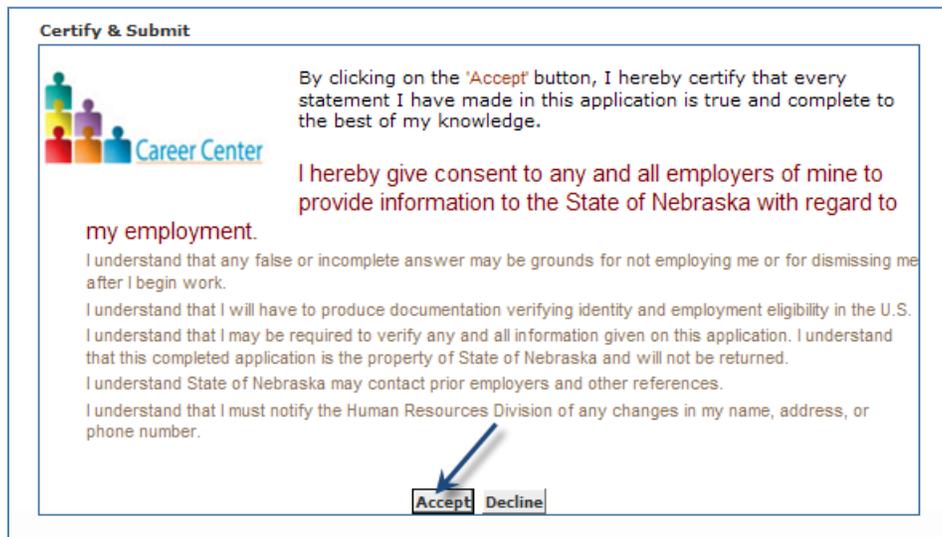
- **NOTE:** Some job postings will not have supplemental questions attached. If your job posting does not have supplemental questions, you will be advanced to the next step.

Step 4: Confirm Application

Please carefully review the application you're about to send for the selected job posting. If you need to modify any section of your application, just click the **Edit** button 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. After you review the application, click **Confirm Application**.

Step 5: Certify & Submit

The next screen will display a certification that all of the information in your application is correct. After reading the certification notice, click **Accept** or **Deny**. If you click Deny, you will not be considered for the vacant position.



Certify & Submit

 Career Center

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 hereby give consent to any and all employers of mine to provide information to the State of Nebraska with regard to my employment.

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.

13. You will receive a confirmation screen plus a confirmation email.

14. You will be notified if you are advanced to the interviewing phase of the process. If you did not qualify in the top group to be interviewed, you will receive an email notification.

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[LINK Help Desk Contact Information](#)

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: <https://ciohelpdesk.nebraska.gov/User/ContentPages/Home.aspx>

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234