



RETURNING APPLICANT USER GUIDE

Returning 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: * First Name:

* Address:

* City:

* State: ▼

* Zip Code:

* Country: ▼

Home Phone: Work Phone:

* Email Address:

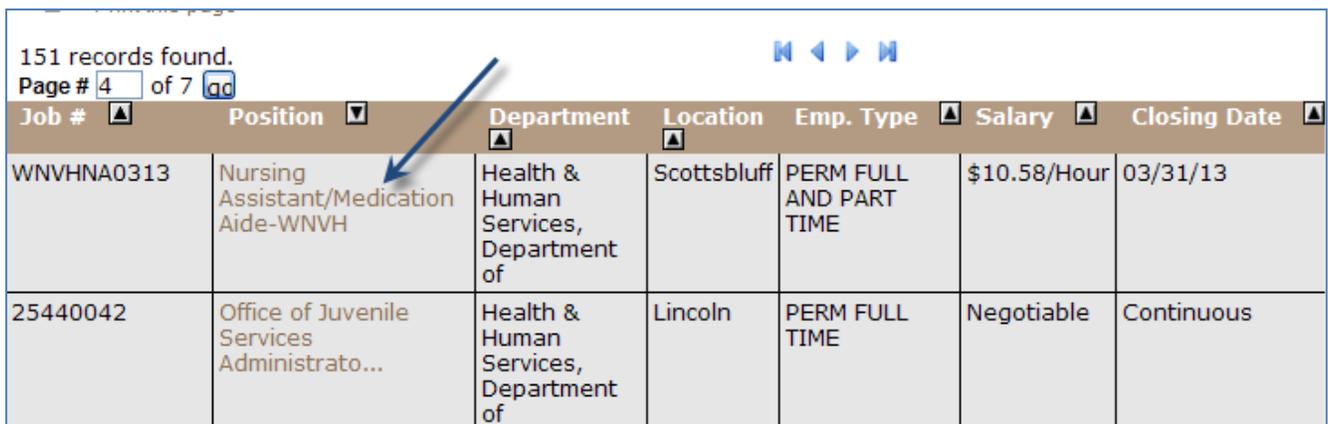
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Search for Jobs

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.



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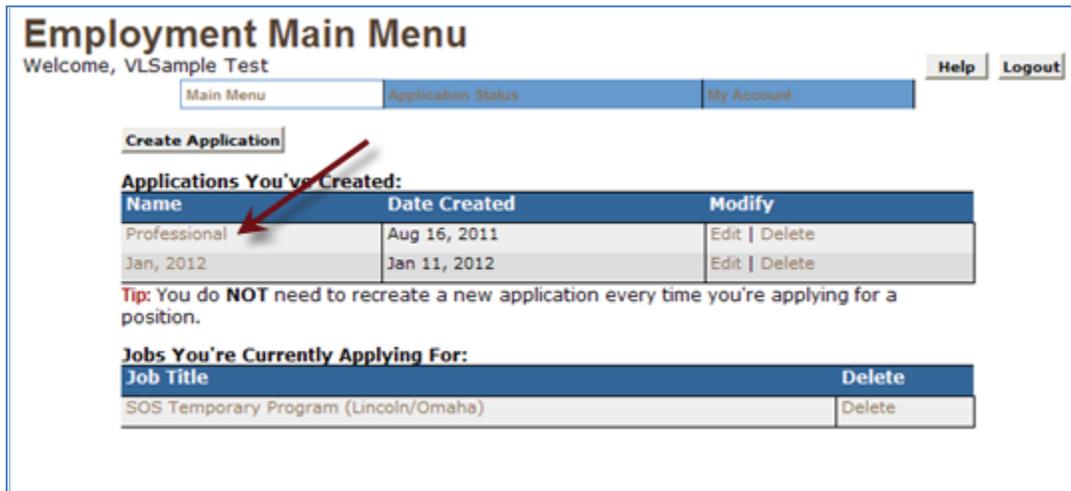
Job Code: 25431528
Job Title: Social Services Trainee
Closing Date/Time: Tue. 03/05/13 11:59 PM Central Time
Salary: \$13.27 Hourly
\$27,601.60 Annually
Job Type: PERM FULL TIME
Location: Lexington, Nebraska
Requisition #: 201300648
Position #: 25431528
Department: Health & Human Services, Department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

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

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Apply for a Job Posting

1. Since you applied before, enter your user name and password.
 - **NOTE:** If you 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, click **Create Application**. If you wish to use one of your completed applications, click 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.



Employment Main Menu
Welcome, VLSample Test Help Logout

[Main Menu](#) [Application Status](#) [My Account](#)

[Create Application](#)

Applications You've Created:

| Name | Date Created | Modify |
|--------------|--------------|---------------|
| Professional | Aug 16, 2011 | Edit Delete |
| Jan, 2012 | Jan 11, 2012 | Edit Delete |

Tip: You do **NOT** need to recreate a new application every time you're applying for a position.

Jobs You're Currently Applying For:

| Job Title | Delete |
|---------------------------------------|--------|
| SOS Temporary Program (Lincoln/Omaha) | Delete |

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Review Job Application

- Review your application for accuracy. If you are satisfied with your application, click **Go to Step 2: Agency-wide Questions**.
- NOTE:** You can edit/delete any section of your application including your attachments.

Job Application » Review

* Required Field
Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

Go to Step 2: Agency-wide Questions

Contact Information **Edit Contact Information**

Name: VLSample Test Address: 320 Centennial Mall south
Lincoln, Nebraska 68509 US

Home Phone: Alternate Phone:
Email: vicki.logan@nebraska.gov Notification Preference: Email

Former Last Name: Month and Day of Birth:

Personal Information **Edit Personal Information**

Driver's License: Yes, Nebraska , G02174411 , Class Operator

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Bachelor's Degree

Preferences **Edit Preferences**

Preferred Salary: \$30.00 per hour;

Are you willing to relocate? No

Types of positions you will accept: Regular

Types of work you will accept: Full Time

Types of shifts you will accept: Day

Education **Add Education**

College Edit | Delete

St. Marys Did you graduate: No

8/1984 - 5/1985 College Major/Minor: Sociology

Lincoln, Nebraska Units Completed: 18 Semester

Degree Received: No Degree

Resume

Text Resume

Nebraska State Government has chosen not to collect this information for this job posting.

Attachments **Add Attachment(s)**

| Attachment | File Name | File Type | Action |
|------------|----------------|-------------|-------------|
| Resume | screen shots | Resume | Edit Delete |
| Resume | NEW stationary | Resume | Edit Delete |
| trans | ATS Work Team | Transcripts | Edit Delete |

Go to Step 2: Agency-wide Questions

* Required Field

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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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.

Supplemental Questions

* Required Field

If you need more than 30 minutes to complete this section click the 'Save Work in Progress' button occasionally to save your work. Typing does not extend your session. All questions marked 'Required' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

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 you are applying for. Be sure that each answer you give is documented in your application. Your application will be rejected if your answers are not substantiated.

*1. Please check the box that best applies to you:

- a. I am not claiming veterans' preference
- c. I am claiming veterans' preference
- d. I am claiming disabled veterans' preference

*2. Please check EACH box that applies to your veterans' preference status:

- a. I am not claiming veteran's preference, or I cannot meet at least three of the following requirements.
- b. I have previously submitted my NGB22 or DD214 Member Form #4 with proof of service, or documentation showing I receive or am eligible to receive benefits from the U. S Veterans Administration. OR It is attached to this application. (Points will not be awarded when documentation is received after the closing date).
- c. I have served in the U. S. Military on active duty other than for training during at least one recognized period of conflict: WW II, 12-7-1941 to 12-31-1946; Korea, 6-5-1950 to 1-31-1955; Vietnam, 2-28-1961 to 5-7-1975; Lebanon (Grenada), 8-25-1982 to 2-26-1984; Panama, 12-20-1989 to 1-31-1990; Persian Gulf/Global War on Terror, 8-2-1990 to present. OR I receive or am eligible to receive benefits from the U. S. Veterans Administration.
- d. I have previously submitted proof of a service-connected disability recognized by the Veterans Administration. OR It is attached to this application (Points will not be awarded when proof of disability is received after the closing date).
- e. I received an honorable discharge or a general discharge (under honorable conditions).

*3. Do you have a Bachelors degree in business administration or a purchasing-related field (any combination of related training and/or related work experience adding up to four years may be substituted for the degree), plus two year's experience in purchasing or a related field?

Yes No

*16. To be given credit, everything you check or mention in these supplemental questions must be documented in periods of coursework or paid or unpaid experience in the Application (not the Resume) section above. Have you reviewed your Application to be sure it contains enough information to support and verify your answers to these questions?

Yes No

* Required Field

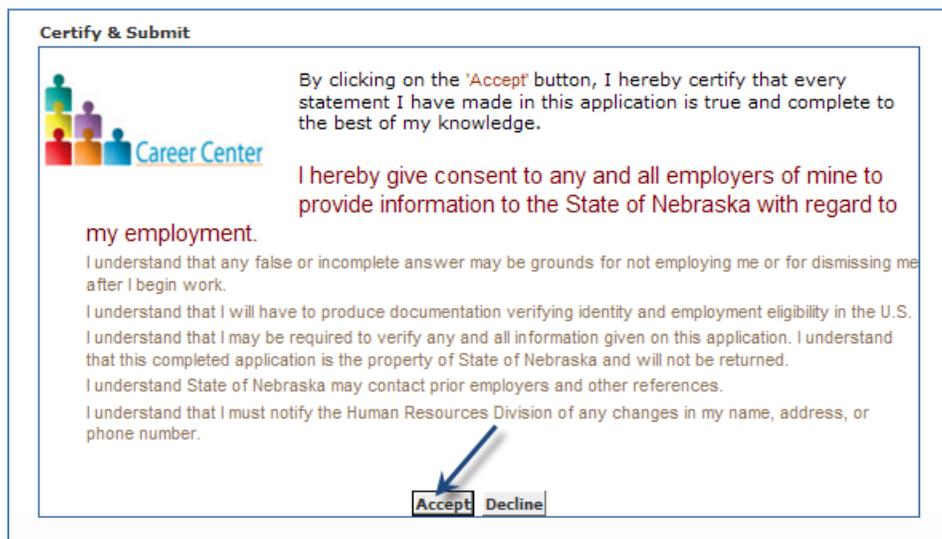
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Confirm Application

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**.

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

 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.

You will receive a confirmation screen plus a confirmation email.

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.

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