Searching and Applying for Positions

The purpose of this procedure is to provide assistance in the process of searching and applying for open positions through the NEATS online recruitment system.

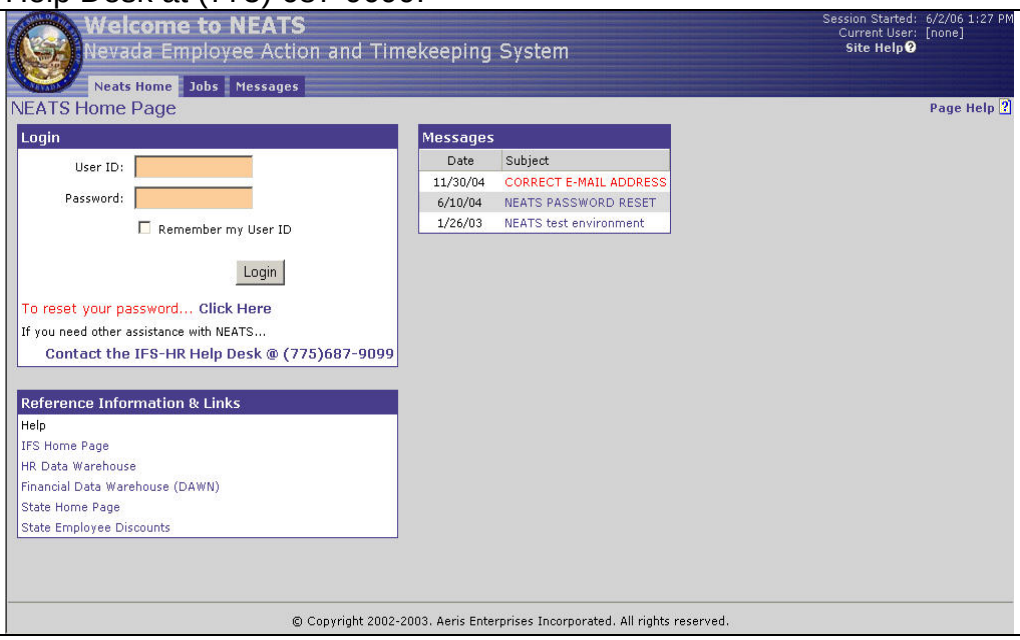
Once a person has completed their applicant profile in NEATS, he/she is then able to apply online to receive consideration for open positions. This procedure details the steps necessary to search and apply for positions that appear in the NEATS recruiting system. There are two tasks that are detailed in this procedure, which are the following:

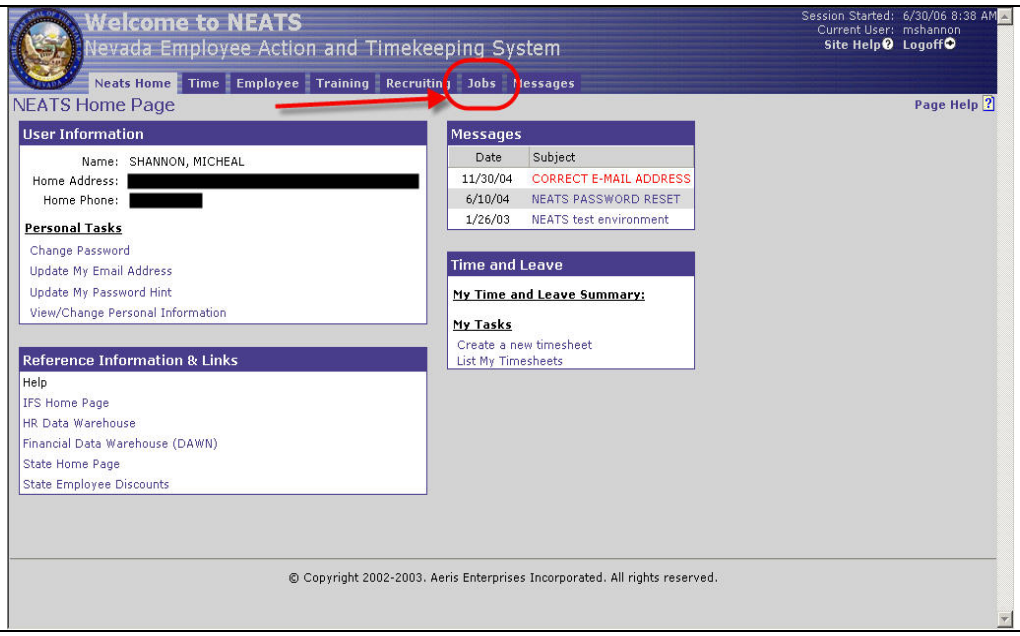
A. Searching for a Job
B. Applying for a Position

Important Note and Reminders

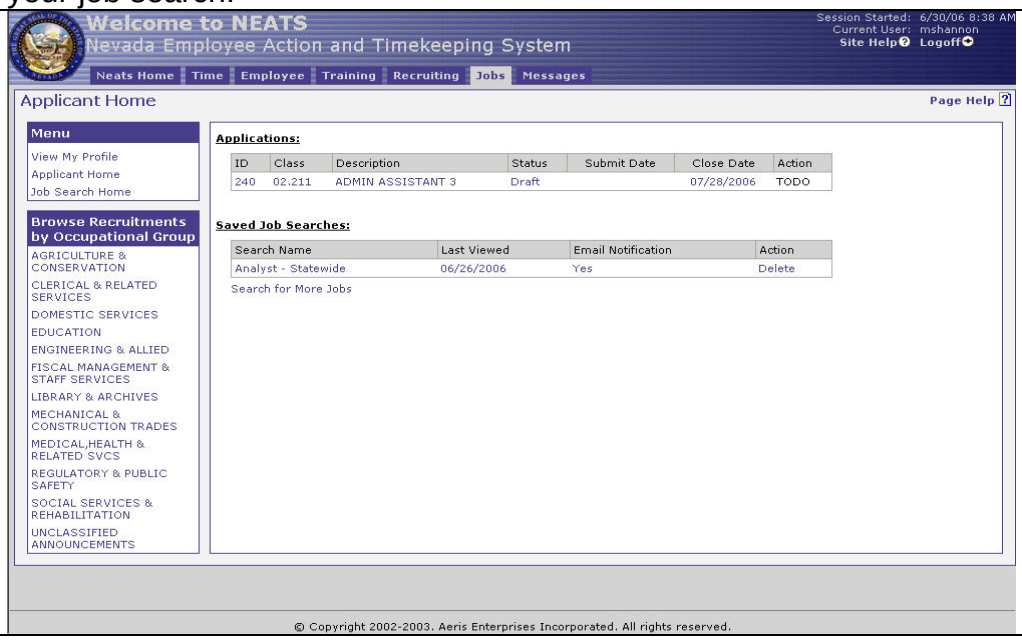
- Where applicable, use the << Previous button when available to avoid inadvertently losing your information instead of the Back or Refresh button(s) in the Internet browser to return to a previous screen.
- Click on Page Help to get assistance information on any particular page.

A. Searching for a Job

Step	Description
1.	If you are a current state employee, log in to NEATS using your User ID and password. (If you are not a current state employee, go to Personnel's web site at http://dop.nv.gov/ and click on the link to the online recruiting system.) For instructions on how to obtain a user ID and password please see the procedures for "Registering and Completing the Applicant Profile". For assistance with your User ID and password, please contact the IFS Help Desk at (775) 687-9099.
	
2.	Click on the "Jobs" tab.

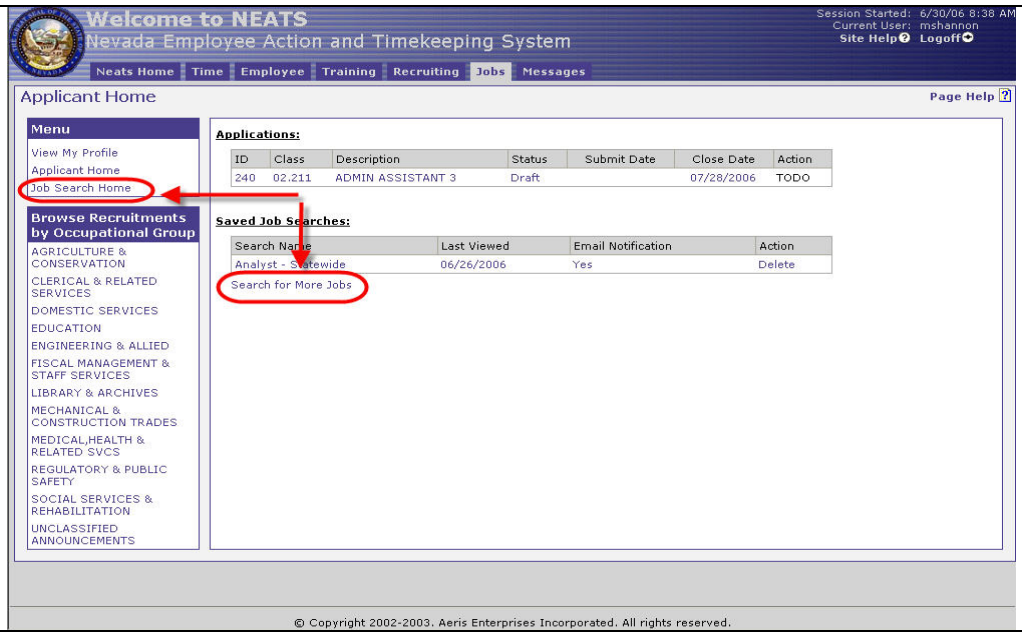


3. A page titled “Applicant Home” will appear and this is the place to start your job search.

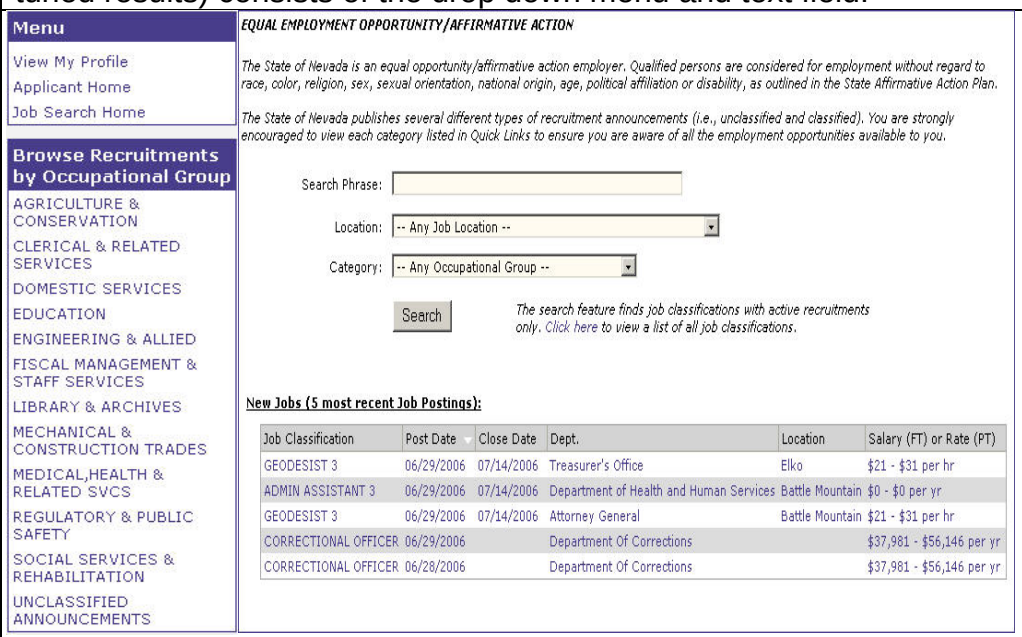


4. The Applicant Home provides links to view and track the applications you have submitted, view Job searches you have previously saved, browse recruitments by occupational group, provides links to the Job Search Home page and the ability to view the applicant profile.

5. Click on either the Job Search Home link under the “Menu” option or the “Search for More Jobs” link under the Saved Job Searches area.

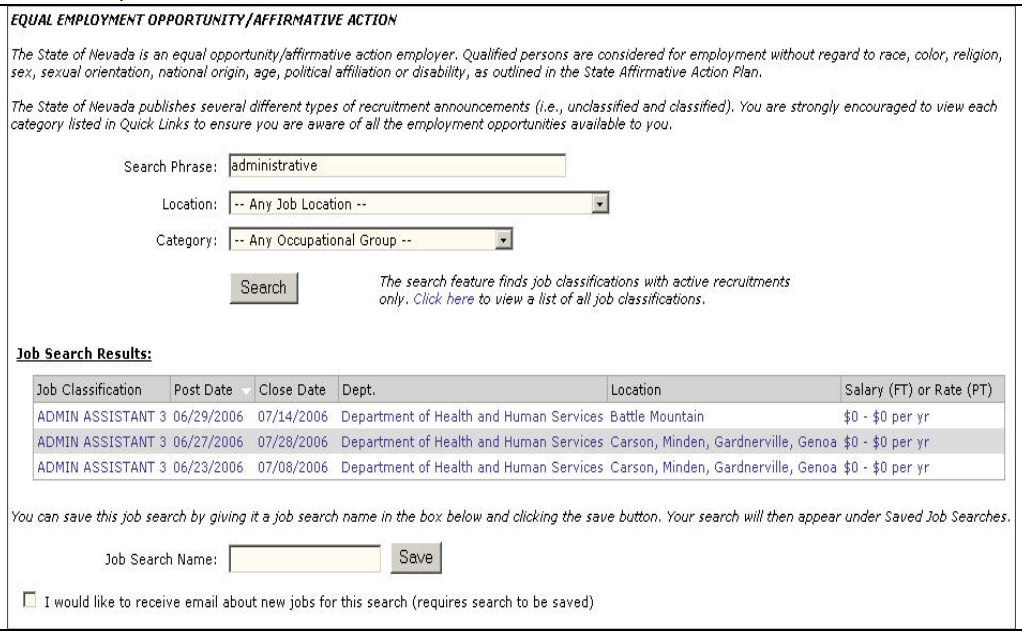


6. The Jobs Home page allows you to utilize several search options, from the most recent posting, by occupational group or even more specific. The section at the bottom of the screen title “New Jobs” shows several of the most recent job postings. Another option is the “Browse Recruitments by Occupational Group” on the left hand side. This section is a group of links that filter the search options by the broad occupational group. Finally the search tool (that allows for more finely tuned results) consists of the drop down menu and text field.

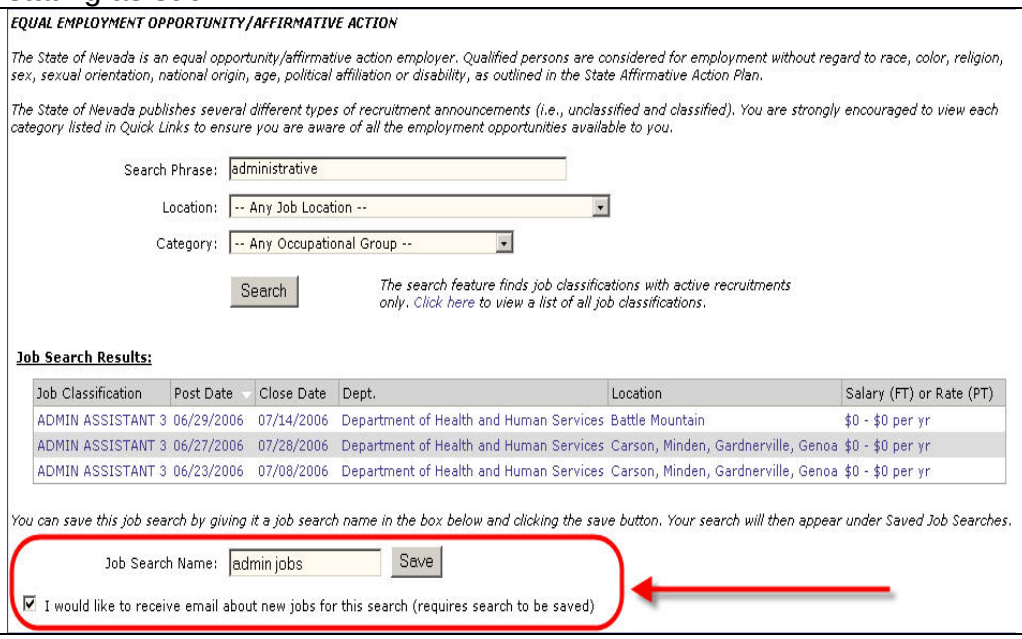


7. To utilize the New Jobs or occupational group options, simply click on whichever available link you desire. If you have more specific results in mind, type the words into the Search Phrase box, then select a specific

job location and/or category (or any combination of the three). When finished, click the Search button.



8. When the results are returned, you will see a list of all the matching openings. As an added bonus, NEATS allows you the option of saving the search parameters for quicker access in the future. If you plan on utilizing this search frequently in the future, type in a name for the search in the Job Search Name field and click Save. If you'd like email notification regarding new matches for this search, select the checkbox stating as such.



9. Once you find an opening you are interested in, click on the job title to go the job announcement.

Annnouncement

Page Help

State of Nevada Announces Recruitment for...

ADMIN ASSISTANT 3 - 02.211

APPROXIMATE ANNUAL SALARY (PAY GRADE 27):	ANNOUNCEMENT NUMBER 240
With Employee Contributions: $0.00 to $0.00 **Without Employee Contributions: $0.00 to $0.00** ▪ A permanent, full time vacancy ▪ Department: Department of Health and Human Services ▪ Division: Welfare Division ▪ Location: Carson, Minden, Gardnerville, Genoa ▪ Open to All Qualified Persons ▪ Applications accepted until 07/28/06	▪ Posted 06/27/06 ▪ Direct Inquiries to: ROBERT BURD (702)486-2912 or email rburd@dop.nv.gov ▪ TDD for the Hearing Impaired (800) 326-6868

The Position

Administrative Assistants provide clerical, secretarial and administrative support duties for a manager or a specialized program.

Administrative Assistant 3's in the Welfare Division perform office management duties for a field office.

To see full Class Specifications visit: TBD

To Qualify

Education and Experience

1)Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities; OR one year of experience as an Administrative Assistant II in Nevada State service; OR an equivalent combination of education and experience.

Special Notes

1)Some positions require specialized skills, experience, certification or requirements which will be identified by the hiring authority at the time of recruitment or list certification.

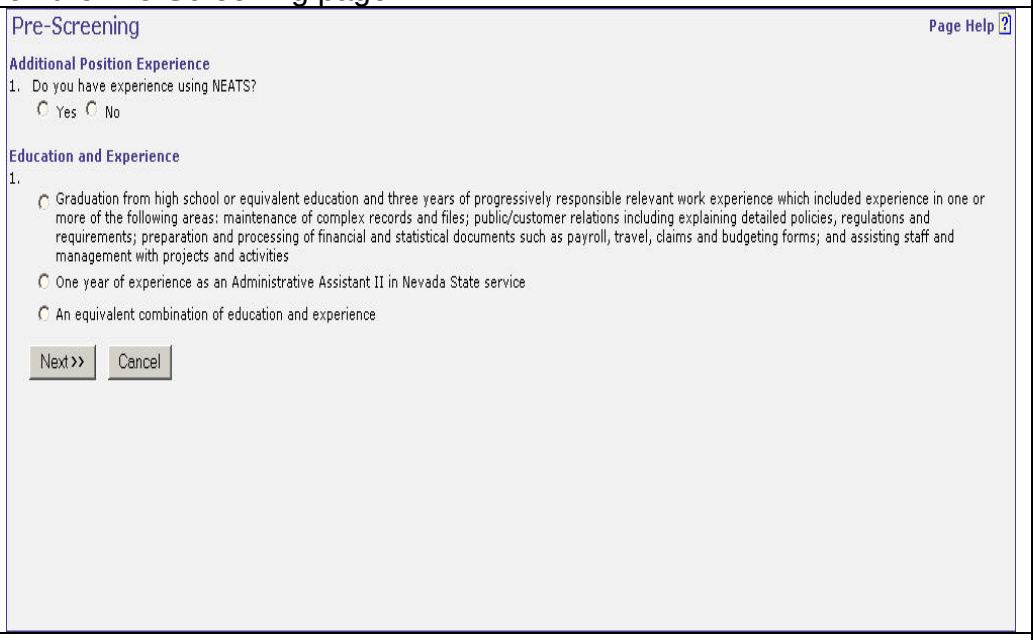
Additional Position Experience

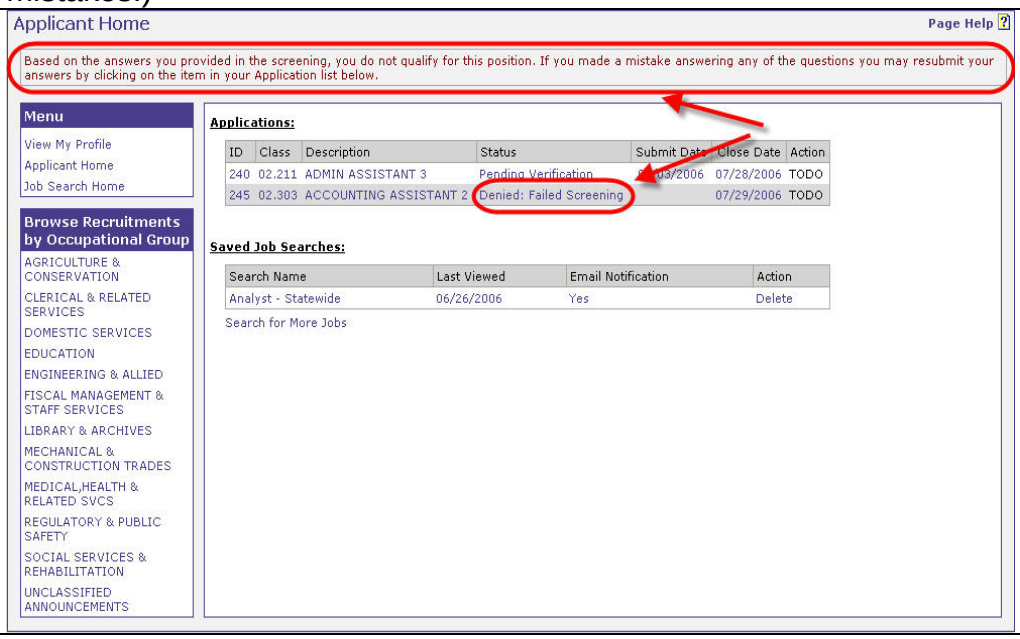
1)The position requires experience using NEATS.

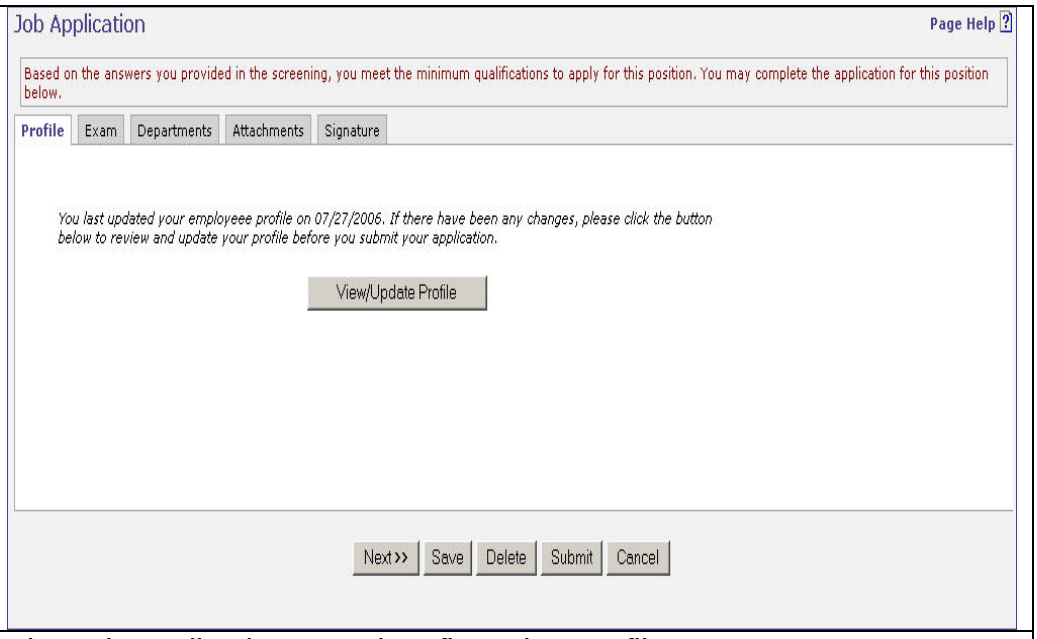
Apply Cancel

10. If you are interested in applying, click on the Apply button (Click Cancel if you are not). For instructions on applying to a specific job, please see the section titled “Applying for a Position.”

B. Applying for a Position

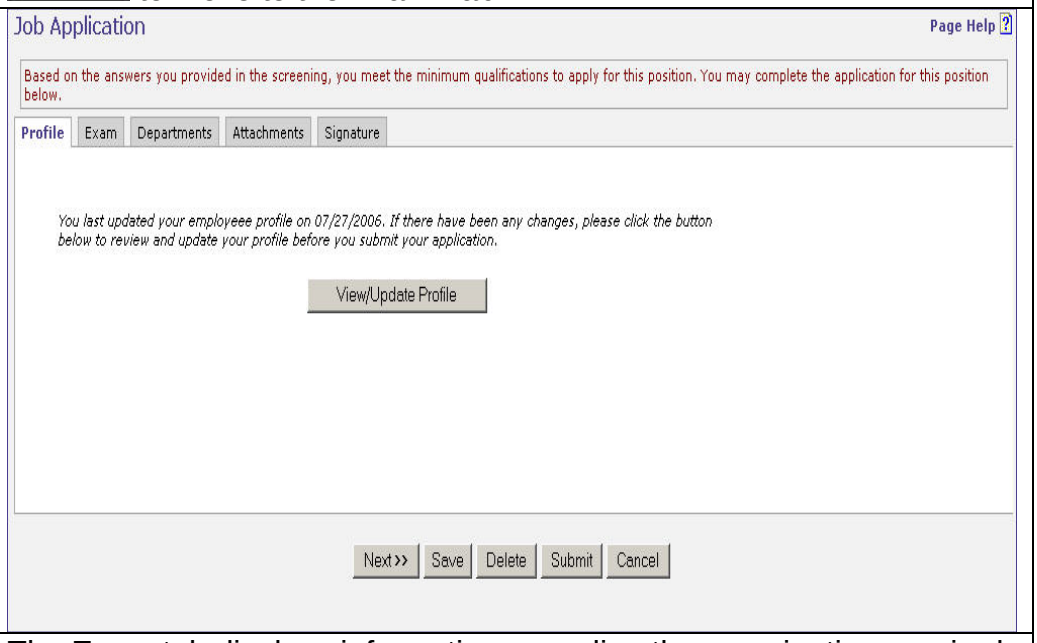
Step	Description
1.	After searching for and reviewing a job announcement you are interested in, click the Apply button.
	 Annnouncement Page Help **State of Nevada Announces Recruitment for...** ADMIN ASSISTANT 3 - 02.211 **APPROXIMATE ANNUAL SALARY (PAY GRADE 27):** **With Employee Contributions: $0.00 to $0.00** **Without Employee Contributions: $0.00 to $0.00** ▪ A permanent, full time vacancy ▪ Department: Department of Health and Human Services ▪ Division: Welfare Division ▪ Location: Carson, Minden, Gardnerville, Genoa ▪ Open to All Qualified Persons ▪ Applications accepted until 07/28/06 **ANNOUNCEMENT NUMBER 240** ▪ Posted 06/27/06 ▪ Direct Inquiries to: ROBERT BURD (702)486-2912 or email rburd@dop.nv.gov ▪ TDD for the Hearing Impaired (800) 326-6868 **The Position** Administrative Assistants provide clerical, secretarial and administrative support duties for a manager or a specialized program. Administrative Assistant 3's in the Welfare Division perform office management duties for a field office. **To see full Class Specifications visit: TBD** **To Qualify** **Education and Experience** **1)**Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities; OR one year of experience as an Administrative Assistant II in Nevada State service; OR an equivalent combination of education and experience. **Special Notes** **1)**Some positions require specialized skills, experience, certification or requirements which will be identified by the hiring authority at the time of recruitment or list certification. **Additional Position Experience** **1)**The position requires experience using NEATS. Apply Cancel
2.	The next step in the process is to answer the prescreening questions on the Pre-Screening page.
	 Pre-Screening Page Help **Additional Position Experience** 1. Do you have experience using NEATS? Yes No **Education and Experience** 1. Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities One year of experience as an Administrative Assistant II in Nevada State service An equivalent combination of education and experience Next>> Cancel
3.	The pre-screening page presents questions to the applicant regarding the minimum qualifications and additional requirements (if applicable). Please carefully read the question(s) and accurately answer them (by

	selecting Yes/No, a multiple-choice option or by providing a typed response if prompted). There are no “right” or “wrong” answers to these questions. Only an accurate self-representation of your education and experience is required. *Note: An equivalent combination of education and experience means an amount of education and experience found to be equal to that which is asked for. For example, if a position requires a degree and one year of experience making widgets, one acceptable equivalent may be a high school diploma and three years of experience making widgets.*
4.	If you do not pass the prescreening, you will receive a message indicating as such and the status of your application is changed to “Denied.” (There are also on screen instructions for correcting possible mistakes.)
	
5.	If you pass the prescreening, you will be taken to the following page asking for further completion of the application.

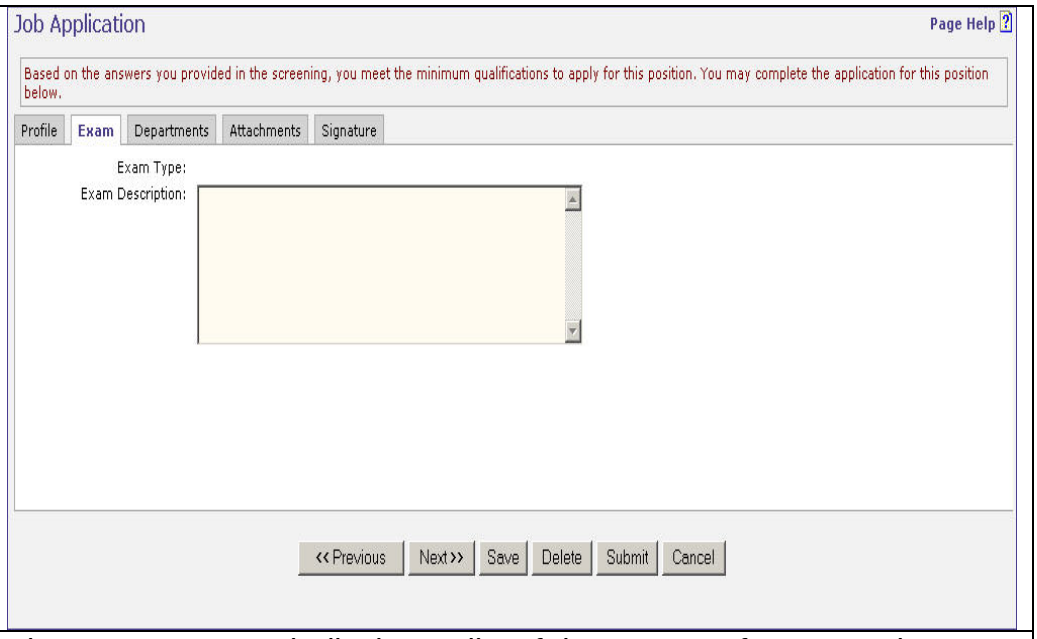


6. The Job Application page has five tabs: Profile, Exam, Departments, Attachments and Signature. Click on the Profile tab.

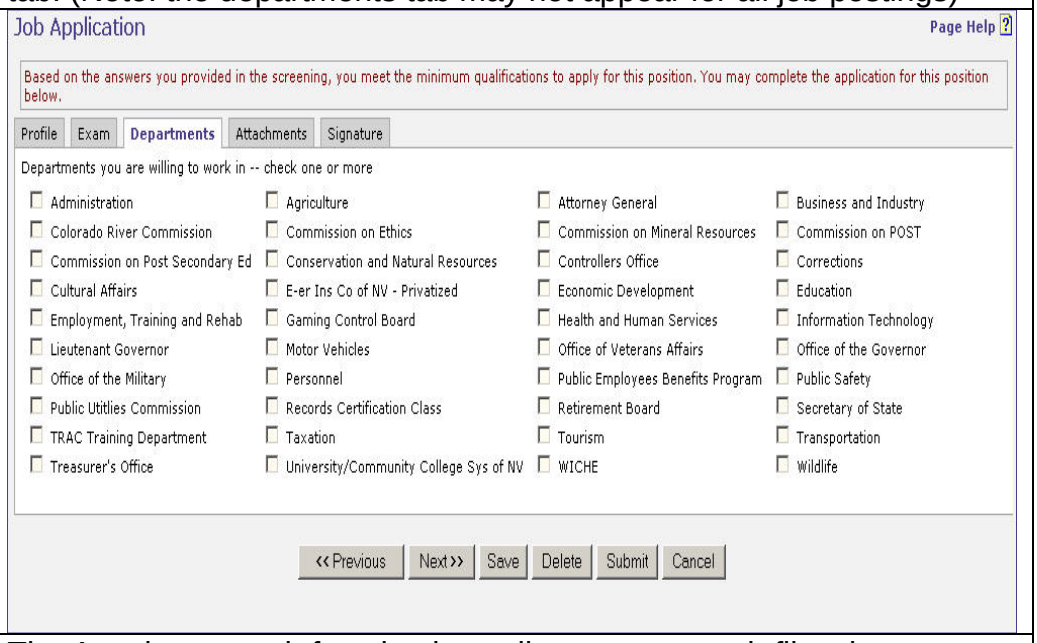
7. The Profile tab displays the date your applicant profile was last updated and reminds you to view and update your profile if there have been any changes *before* submitting your application. Click the View/Update Profile button to go to your applicant profile or Next>> to move to the Exam Tab.



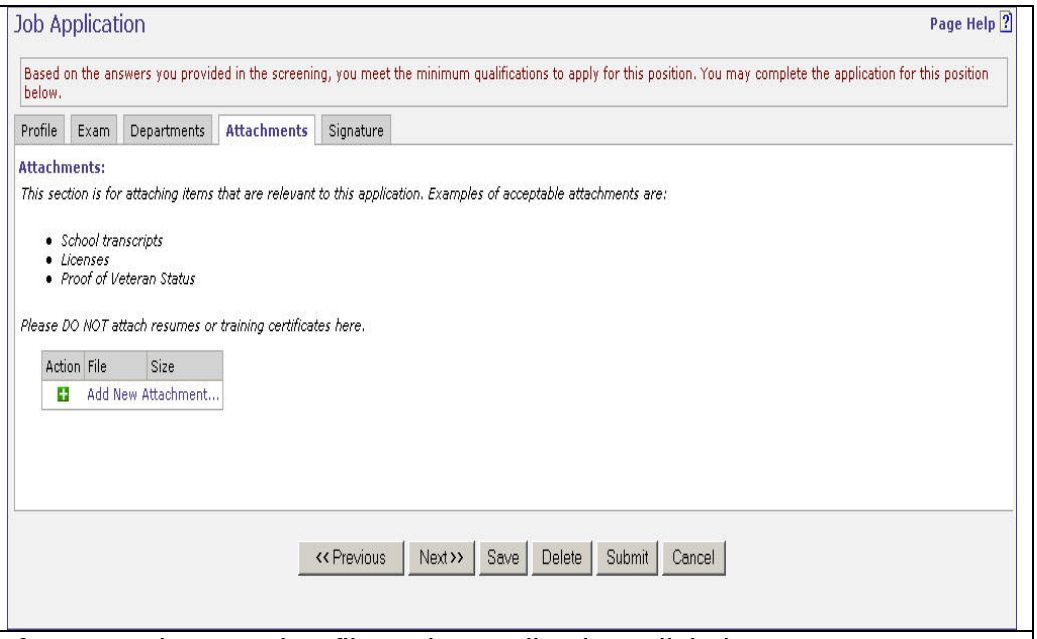
8. The Exam tab displays information regarding the examination required for this position. Click Next>> to move to the Departments tab.



9. The Departments tab displays a list of departments for you to choose from. Select only those for which you would be willing to work. Check the appropriate boxes and click Next>> to move to the Attachments tab. (Note: the departments tab may not appear for all job postings)

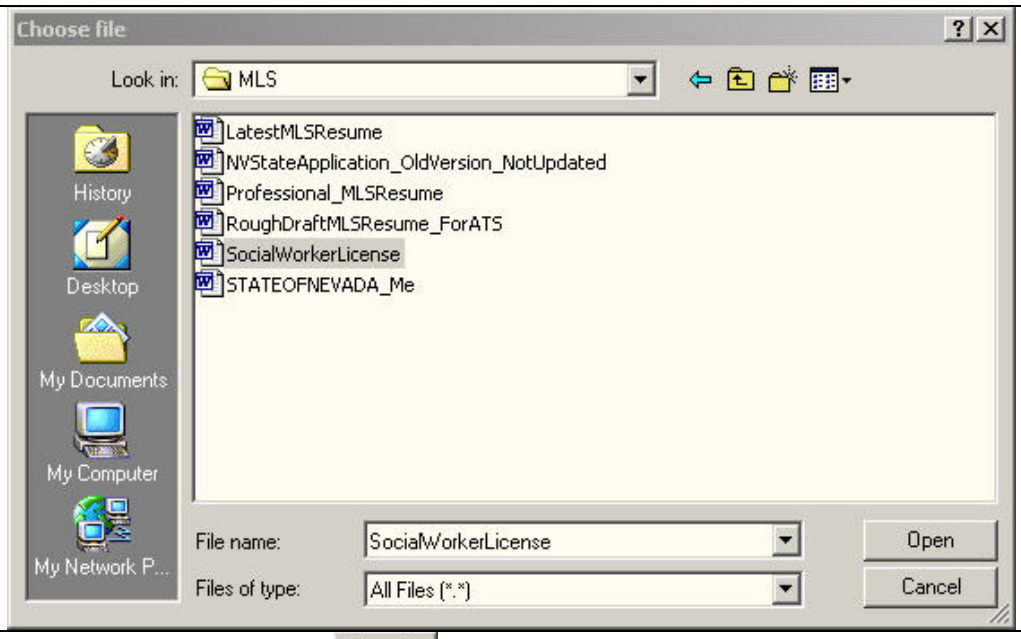


10. The Attachments tab function is to allow you to attach files that are relevant to the application such as copies of transcripts, professional licenses or proof of veteran's status. However, do not attach resumes or training certificates.



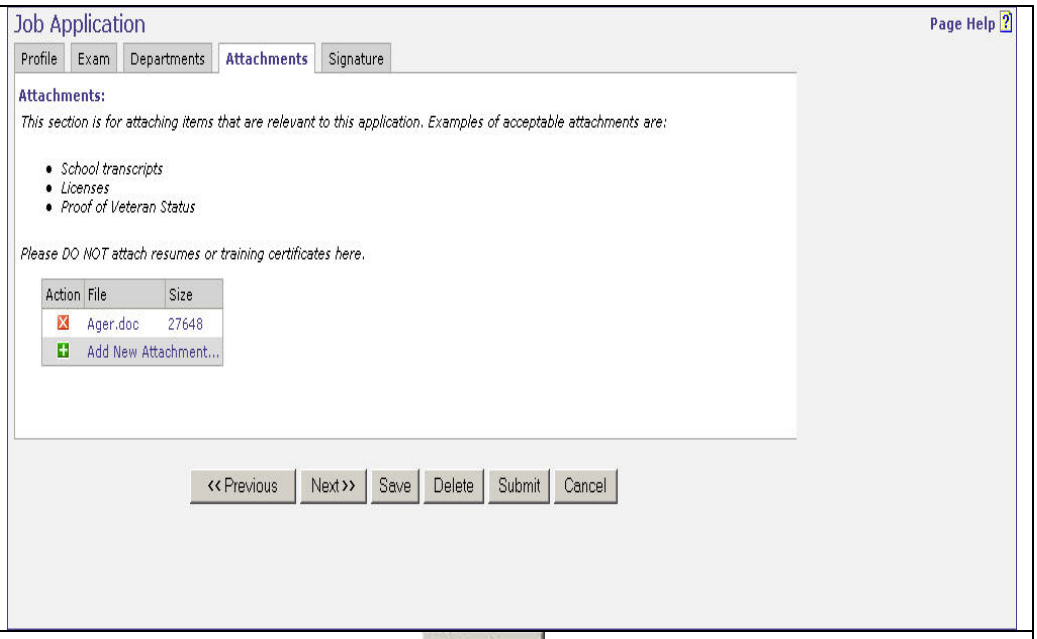
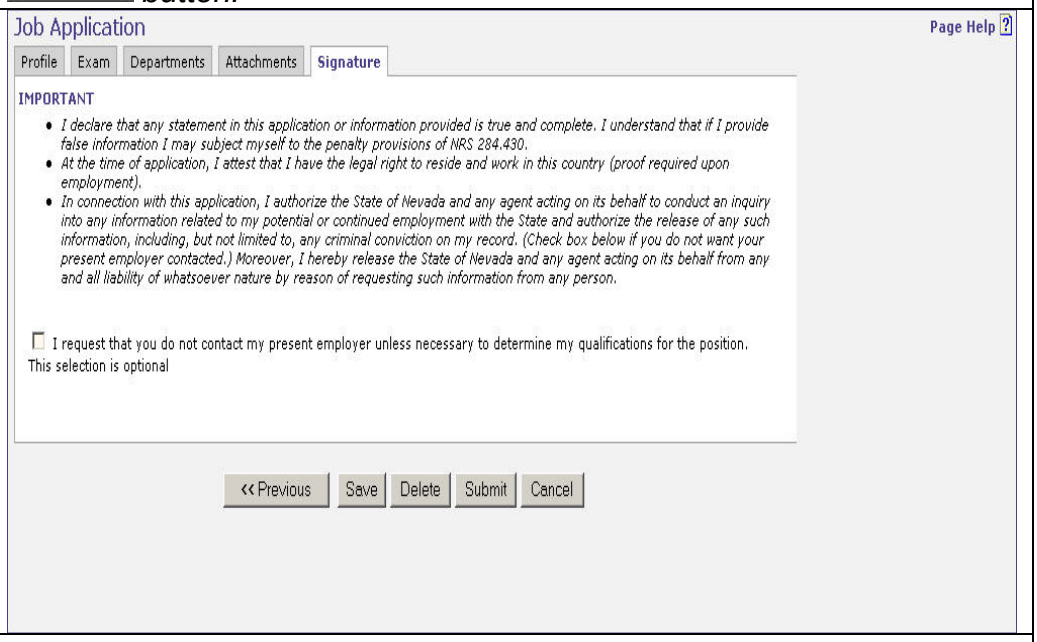
11. If you need to attach a file to the application, click the Add New Attachment... link.

12. Click on the Browse... button and locate the file you wish to attach. Click on the file and select Open.

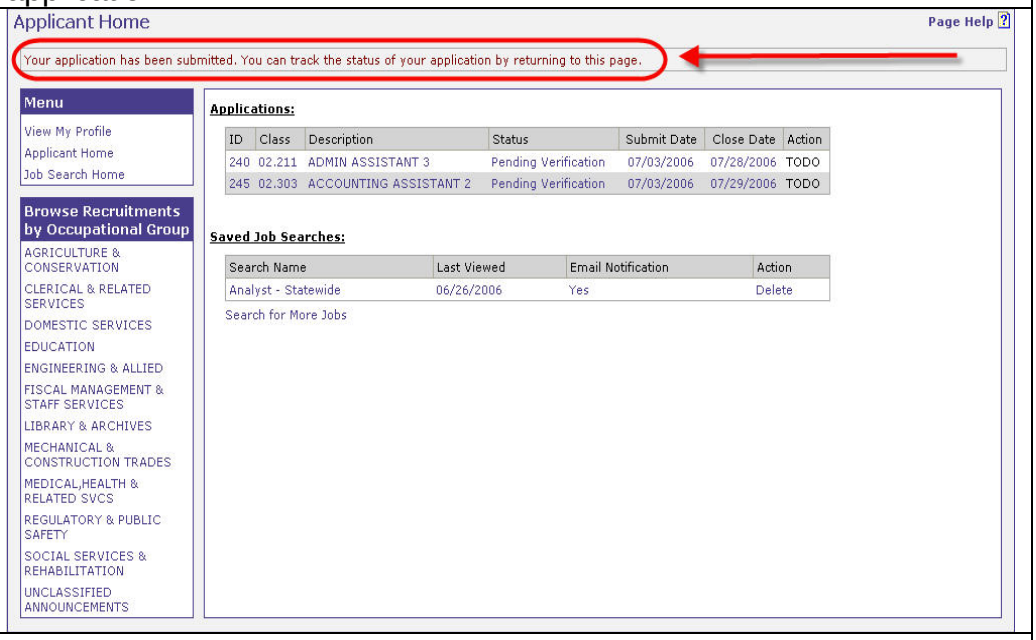


13. To attach the file, click Apply.

14. Repeat the process for multiples files.

15.	
	After you have finished, click Next>> to move to the Signature tab.
16.	The Signature tab is the place where you review important information regarding the application you are submitting. In order to proceed, you must select the check box agreeing to the terms and select Submit. If there are any errors or missing items an onscreen note will appear flagging any incomplete items with instructions on how to correct them. *Note: At any time before submitting you wish to simply save your progress or cancel what you have done thus far, click the* Save *or* Cancel *button.*
	
17.	Once you have submitted the application and everything is complete,

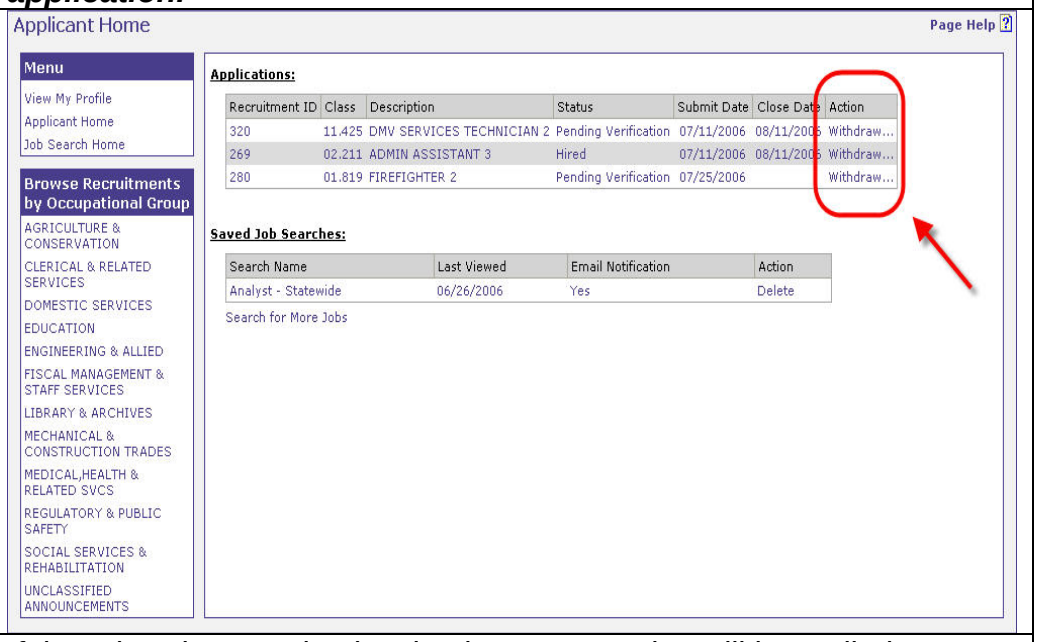
the Applicant Home page will appear with a message indicating your application has been submitted. If you registered with an email address, you should also receive an email indicating the receipt of your application.



18. The NEATS system allows you to track the status of your application after it has been submitted. The following is a list of status definitions:

- Additional Information – application is waiting for resubmission by applicant in providing clarifying information.
- Denied: Failed Screening – did not pass the prescreening questions.
- Denied: Failed Verification – After a full evaluation, the application did not meet the minimum qualifications or requirements.
- Draft – not yet been submitted but it has been started.
- Eligible – is eligible to be considered for the position
- Hired – selected for the position
- Not Eligible – not eligible to be considered for the position, may have failed examination.
- Not Hired – not selected for the position
- Pending Verification – waiting for application to be fully evaluated by recruiter
- Verified – recruiter has verified possession the minimum qualifications and/or additional requirements – awaiting the examination.
- Withdrawn – application has been withdrawn from consideration

E-mails are generated to the applicant once a status is given to the application and when a status is changed.

19.	If you decide that you'd like to withdraw your application from consideration, click "Withdraw" on the Applicant Home page (which is under the My Application section in the column titled "Action".) A dialog box will appear asking you if you are sure you want to withdraw – click "Yes" if that is the case. ***Note: Once an application has been withdrawn, you cannot reapply for that particular position unless you call the recruiter and request a change in the status of your application.***
	
20.	If there is written testing involved, a paper notice will be mailed to you indicating when and where the examination is going to be held. Paper notices may also be sent to you indicating your score on a particular examination.
21.	Also, please remember that you need to apply for every single opening you are interested in, so please check our openings often and/or sign up for email notifications of search results. It is the responsibility of the <u>applicant</u> to apply for all openings of interest to him/her and to ensure all the information in the applicant profile and application is accurate and up-to-date. If you have any questions regarding an application you submitted, please contact the recruiter either by email or by phone. (Before calling, ensure the recruiter is the one listed on the specific announcement you applied for.) We are always happy to provide assistance. If you have other questions (or cannot reach the recruiter), then please call the front desk at (775) 684-0150 or toll free at 1-800-992-0900.