

## NVAPPS Instructions

Welcome to the State of Nevada’s online recruiting system, NVAPPS. This page will provide you with some general instructions on how to use the system in three easy steps:

1. Create an Account
2. Complete your Profile
3. Apply for Jobs

(FYI, the link to the site is: <https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep>)

*If you would like to watch a video tutorial as well, please check out this link [here](#).*

### Step 1: Creating your Account

The first thing a newcomer will need to do is create an account. Click on the button titled “Create a Profile” to begin.

Welcome to NVAPPS

NV.gov NVAPPS Old Jobs Tab (Temporary)

Jobs Home Page

Welcome to NVAPPS!

[Create a Profile](#)

*Get started by creating a profile to streamline your application process.*

*If you already have an account, [please login](#)*

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, information (GINA), or compensation and/or wages.

The State of Nevada publishes several different types of recruitment announcements (i.e., unclassified and classified). You are strongly encouraged to view each occupa

**Search for a Job**

Job title or keywords  location

**New Listings (posted in the last 7 days) [List All...](#)**

IT PROFESSIONAL 2 PSYCHIATRIC NURSF 1

Creating your account is easy. You'll need to provide the basics; first and last name, email address in addition to picking a User ID and password (relying on the onscreen guidelines). Once you have filled out the required fields, the "Complete Registration" button will become available and clicking it will create your account.

Welcome to NVAPPS

NV.gov NVAPPS Old Jobs Tab (Temporary)

NVAPPS Registration

**!** IMPORTANT: If you are an existing State employee or an external user of the NEATS Training module, you do not need to register again. If your email address has already been registered and you have forgotten your login credentials, contact the HR Help Desk at (775) 687-9099 or toll-free at (866) NVNEATS for assistance.

**User Info**

First Name\*: Test Last Name\*: Applicant

Email\*: TestApplicant2@yahoo.cc

**Registration**

User ID\*: Tester78 User ID -- 6 to 8 characters of letters (a-z) and/or numbers (0-9)  
Forgot your User ID? [Find your account](#)

Password\*: ..... Password -- 8 to 16 characters that must contain at least one each of the following:

- Numeric digit (0-9)
- Upper case letter (A-Z)
- Lower case letter (a-z)
- Special character (!@#\$%^&\*()/?>.<:;|}{+=\_!')

Re-enter Password\*: .....

Complete Registration

After a successful registration, you will then need to enter your username and password to log in.

Welcome to NVAPPS

NV.gov NVAPPS Old Jobs Tab (Temporary)

Login / Registration

**i** Your registration was successful. Please login to the system with your newly-created user ID and password.

**External Users**

User ID: Tester78

Password: .....

Remember my User ID

Login ?

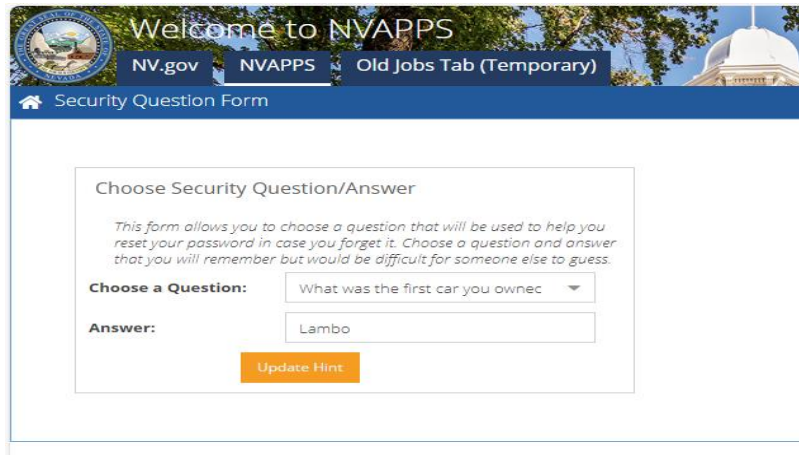
New to the site? [Create an account](#)

**State Employees**

Click below to login using State of Nevada Single Sign-On authentication

State of Nevada SSO

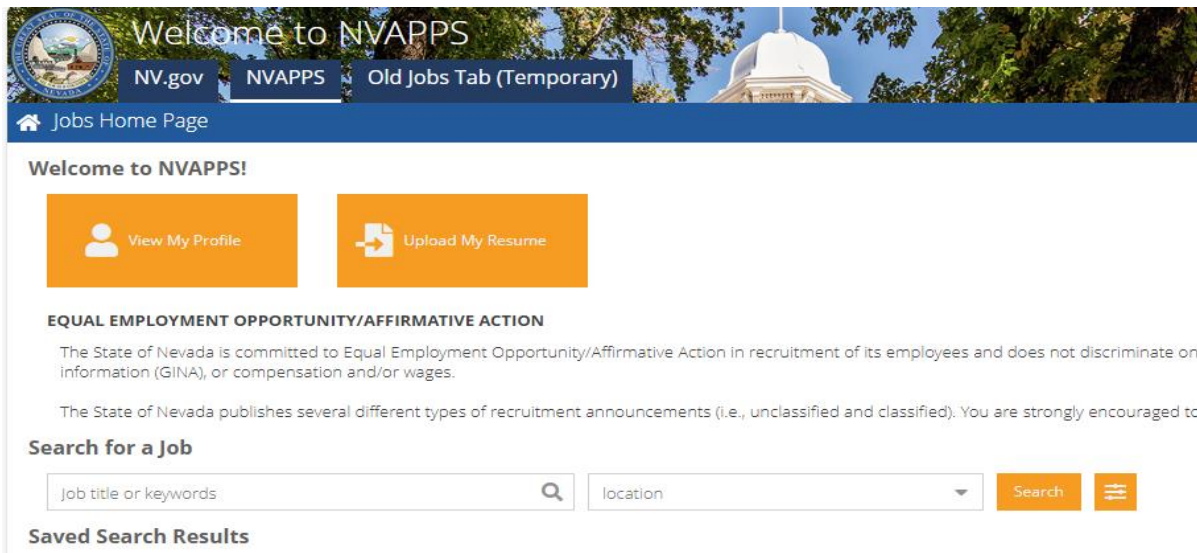
Next, you'll have to enter a security question and answer in case you need to reset your password.



The screenshot shows the 'Security Question Form' page. At the top, there is a navigation bar with 'Welcome to NVAPPS', 'NV.gov', 'NVAPPS', and 'Old Jobs Tab (Temporary)'. Below the navigation bar is a blue header with a home icon and the text 'Security Question Form'. The main content area is titled 'Choose Security Question/Answer' and includes a paragraph explaining the purpose of the form: 'This form allows you to choose a question that will be used to help you reset your password in case you forget it. Choose a question and answer that you will remember but would be difficult for someone else to guess.' There are two input fields: 'Choose a Question:' with a dropdown menu showing 'What was the first car you ownec' and 'Answer:' with a text box containing 'Lambo'. An orange 'Update Hint' button is located below the answer field.

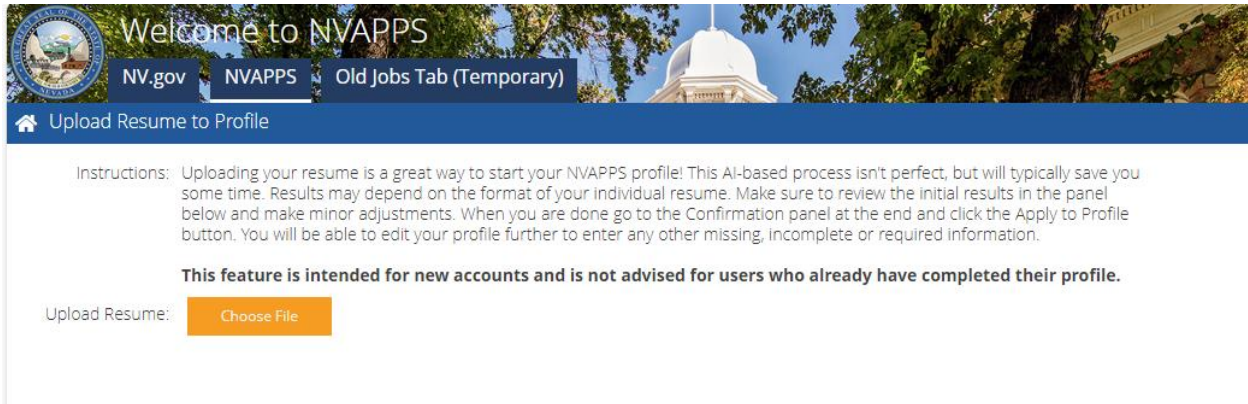
## Step 2: Complete your Profile

In order to expedite the completion of your profile, we have a feature that allows you to upload your resume so we can parse important data and get you applying for jobs quickly. Click on the button titled "Upload My Resume" to begin.

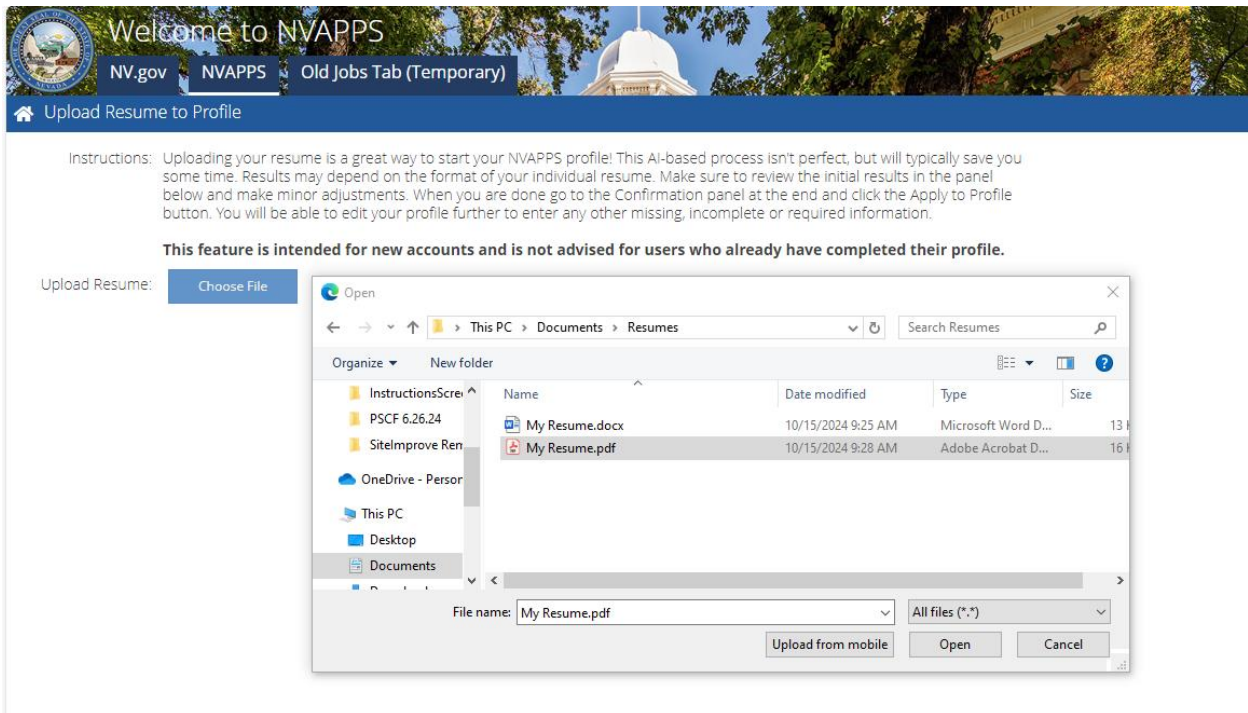


The screenshot shows the 'Jobs Home Page' of the NVAPPS system. At the top, there is a navigation bar with 'Welcome to NVAPPS', 'NV.gov', 'NVAPPS', and 'Old Jobs Tab (Temporary)'. Below the navigation bar is a blue header with a home icon and the text 'Jobs Home Page'. The main content area is titled 'Welcome to NVAPPS!' and features two orange buttons: 'View My Profile' and 'Upload My Resume'. Below the buttons is a section titled 'EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION' with text stating: 'The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on information (GINA), or compensation and/or wages. The State of Nevada publishes several different types of recruitment announcements (i.e., unclassified and classified). You are strongly encouraged to'. Below this is a 'Search for a Job' section with a search bar containing 'Job title or keywords', a location dropdown menu, and a 'Search' button. At the bottom, there is a section titled 'Saved Search Results'.

On the Upload Resume to Profile page, you will see some text describing the process along with a “Choose File” button.



After clicking the “Choose File” button, a dialog box will appear that lets you browse your computer for the file. Select your resume on your computer/device. (Various formats are supported, such as .pdf, .docx, etc.)



Once you select the file and click “Open”, the system will return results for three main areas of your profile: Contact Information, Employment History, and Education.

Welcome to NVAPPS  
NV.gov NVAPPS Old Jobs Tab (Temporary)

Upload Resume to Profile

Instructions: Uploading your resume is a great way to start your NVAPPS profile! This AI-based process isn't perfect, but will typically save you some time. Results may depend on the format of your individual resume. Make sure to review the initial results in the panel below and make minor adjustments. When you are done go to the Confirmation panel at the end and click the Apply to Profile button. You will be able to edit your profile further to enter any other missing, incomplete or required information.

Upload Resume: [Choose File](#)

**Contact Information**

- ▶ Employment History
- ▶ Education
- ✓ Confirmation

**Contact Information**

**First Name:**

**Middle Name:**

**Last Name:**

**Mailing Address:**

**City:**  **State:**  **Zip:**

**Home Phone:**

**Work Phone:**

**Other Phone:**

**Email:**

[Back](#) [Next](#) [Cancel](#) [Remove Item](#) [Apply to Profile](#)

Your next task is to review the parsing results and make adjustments to the data as necessary. (For instance, many people do not list addresses on a resume, so be sure to fill that part in.) The process isn't perfect, and some minor touchups will likely be in order. You can navigate through the areas by using either the left side menu tree or the Back/Next buttons below the form. There is also a “Remove Item” button if the parsing grabbed something you do not want to put in your profile.

After reviewing your contact information, click Next to get to the employment items and make adjustments if necessary.

Welcome to NVAPPS  
NV.gov NVAPPS Old Jobs Tab (Temporary)

Upload Resume to Profile

Instructions: Uploading your resume is a great way to start your NVAPPS profile! This AI-based process isn't perfect, but will typically save you some time. Results may depend on the format of your individual resume. Make sure to review the initial results in the panel below and make minor adjustments. When you are done go to the Confirmation panel at the end and click the Apply to Profile button. You will be able to edit your profile further to enter any other missing, incomplete or required information.

**This feature is intended for new accounts and is not advised for users who already have completed their profile.**

Upload Resume: [Choose File](#)

- Contact Information
- Employment History
  - Employment History 1**
  - Employment History 2
  - Employment History 3
  - Employment History 4
  - Employment History 5
  - Employment History 6
  - Employment History 7
  - Employment History 8
  - Employment History 9
- Education
  - Education 1
  - Education 2
- Confirmation

### Employment History 1

**Employer:** Self-Employed

**From (mm/yyyy):** 1/2022 **To (mm/yyyy):** 10/2024

**Currently Employed at This Job:**

**Job Title:** Uber/Lyft driver

**Hours Per Week:** 40

**Job Description:** Drove a car to pick up customers who booked rides on the respective apps

[Back](#) [Next](#) [Cancel](#) [Remove Item](#) [Apply to Profile](#)

After reviewing the employment history entries, go through any Education items and do the same.

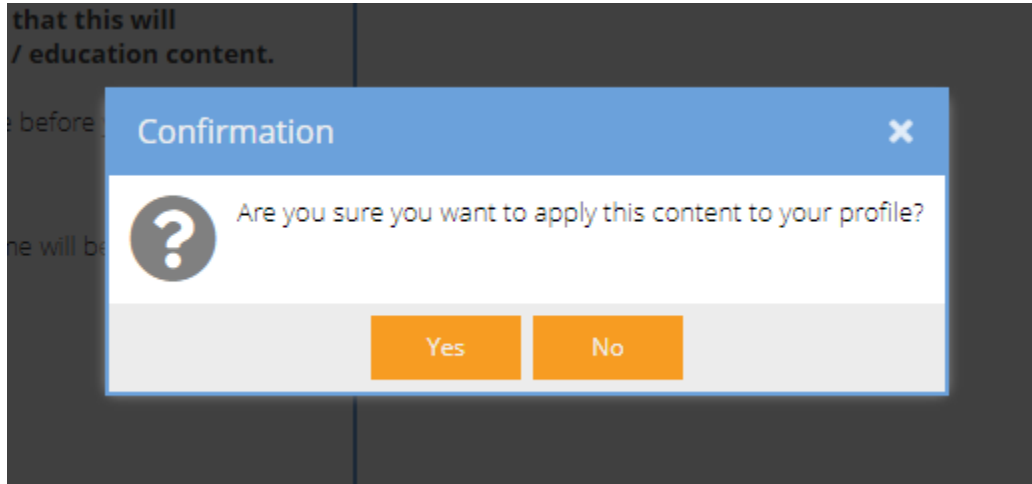
The screenshot shows the 'Education 1' form within the NVAPPS application. At the top, there is a navigation bar with 'Welcome to NVAPPS', 'NV.gov', 'NVAPPS', and 'Old Jobs Tab (Temporary)'. Below this is a blue header with 'Upload Resume to Profile'. The main content area contains instructions about uploading a resume and a disclaimer: 'This feature is intended for new accounts and is not advised for users who already have completed their profile.' Below the instructions is an 'Upload Resume:' section with a 'Choose File' button. On the left, a sidebar menu lists 'Contact Information', 'Employment History' (with sub-items 1-9), 'Education' (with sub-items 1 and 2), and 'Confirmation'. The 'Education 1' item is highlighted. The main form area is titled 'Education 1' and contains the following fields: 'Institution' (University of Reno), 'From (mm/yyyy)' (09/2014) and 'To (mm/yyyy)' (05/2020), 'Date Issued' (empty), 'Degree' (Bachelors Degree), 'Major' (Resort & Lodging Management), and 'Minor' (Recreation Administration). At the bottom of the form are five buttons: 'Back', 'Next', 'Cancel', 'Remove Item', and 'Apply to Profile'.

Next, proceed to the Confirmation page, read the disclaimer, and check the box if you agree. Click the “Apply to Profile” button at the bottom right.

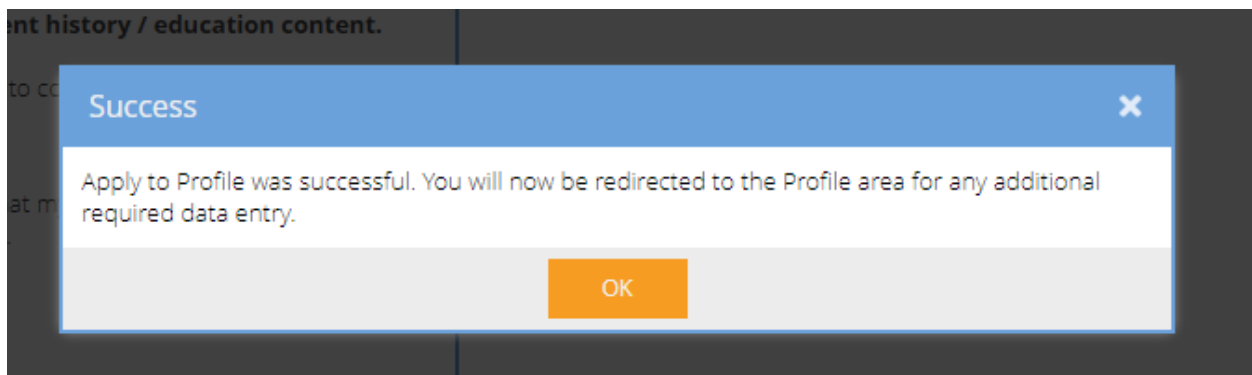
The screenshot shows the 'Confirmation' form within the NVAPPS application. The navigation bar and header are identical to the previous screenshot. The main content area contains the same instructions and disclaimer. Below the disclaimer is the 'Upload Resume:' section with the 'Choose File' button. The sidebar menu is the same, but now the 'Confirmation' item is highlighted. The main form area is titled 'Confirmation' and contains the following text: 'If you have reviewed all of the profile content and finished making any adjustments, you can click the Apply to Profile button below to save this to your profile. **Note that this will overwrite any previously entered contact / employment history / education content.** You may have some additional required profile information to complete before you can submit an application.' Below this text is a checked checkbox with the text: 'By clicking this check box I acknowledge and accept that my resume will be sent to a third-party service for one-time parsing and analysis.' At the bottom of the form are five buttons: 'Back', 'Next', 'Cancel', 'Remove Item', and 'Apply to Profile'.

**Note: If you have an existing account, the resume parsing will overwrite any previously entered contact/employment/education content. We do not advise using this feature if you have an existing profile completed.**

A confirmation message will appear; click “Yes” if you want to proceed.



Once the data has been applied, a “Success” message will appear. Click “OK” to proceed to the full profile.



Next, you’ll be taken back to the Update Applicant Profile page where you can finish up. As you’ll see the parsing results have been applied to the three relevant areas of the profile (Contact Info, Employment History, and Education/Training) which are the most data entry intensive. There are other areas for you to review as well. You’ll want to visit each one and enter any relevant information. (Note that there is a menu tree navigation on the left-hand side and Next/Previous buttons along the bottom.)

Here is an explanation of each section and a screenshot of what the pages look like.



**Contact Info:** The section displays Name, Address, Contact Information, and - for state employees - current job title, department and division information. (This is important for classified state employees who wish to apply for promotional opportunities.)

Welcome to NVAPPS  
NV.gov NVAPPS Old Jobs Tab (Temporary)

Update Applicant Profile - Test McTester

Your profile has been updated.

**Contact Info**

**Name:**

First: Test Middle:

Last: McTester

**Mailing Address:**

Mailing Address: 1234 Right Avenue

City: Carson City State: NV Zip: 89701 -

Country: USA

**Contact Information:**  
*Please provide your phone and email contact information. Email address and at least one phone number are required. If you do not have an email address, we recommend any one of the many free email options (e.g. Yahoo! Mail). Note that the State of Nevada does not send unsolicited mail, nor does it sell email lists to outside parties*

Home Phone: (111) 300-7777 Other Phone:

Work Phone:  Email: McTester1@none.com

Preferred Method of Contact: Home Phone

Are you a current **classified State of Nevada** or **University System** employee?:  Yes  No

Previous Next Save Cancel

**Other Info:** This section is where you can identify your Veteran Status and if you have any relatives employed by the State. If you are a veteran, don't forget to attach a copy of your DD-214 using the file attachment area!

Welcome to NVAPPS

NV.gov NVAPPS Old Jobs Tab (Temporary)

Update Applicant Profile - Test McTester

- Contact Info
- Other Info**
- Employment History
- Education/Training
- Licenses
- Skills
- EEO
- Availability
- Attachments

**Veteran Status:**  
*In order to receive preferences for a recruitment, proof is required at time of application. You may either attach proof electronically to this applicant profile (Attachments Tab of this page), or mail/present proof to the address specified on the Job Announcement when you apply for a job. (Examples of acceptable documents include DD-214, disability letter from Veteran's Administration, widows documentation, etc.) Disabled Veterans - If attaching evidence of a service connected disability, please cross out/redact information related to the nature and type of the disability. Failure to submit proof at the time of application will result in a lack of Veteran preference status being awarded for future lists generated from the recruitment.*

**Do any of the following items apply to you?**

- Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?
- Have you ever been assigned to duty for a minimum of 6 continuous years in the National Guard or a reserve component of the Armed Forces of the United States and separated from such service under conditions other than dishonorable?
- Have you ever served the Commissioned Corps of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States in the capacity of a commissioned officer while on active duty in defense of the United States and separated from such service under conditions other than dishonorable?

Yes  No

**Are you a veteran with a service connected disability?:**

Yes  No

**Are you a widow or widower of a person killed in the line of duty while on active duty in the Armed Forces of the United States?:**

Yes  No

**Are you the widow or widower of a veteran?:**

Yes  No

**Are you a member of the Nevada National Guard with a recommendation letter from your commanding officer?:**

Yes  No

**Veteran Status Attachments:**

Attachment Name	File Name
dd 214	DD214.pdf

[Add Veteran Status Attachments](#)

**Member of:**  
Disclosure required by State Law NRS 414.50

Previous Next Save Cancel

**Employment History:** This is where you will see your current and previous employers. For each one, you should list the employment dates, job duties, supervisor, reason for leaving, etc.

Welcome to NVAPPS  
 NV.gov NVAPPS Old Jobs Tab (Temporary)

Update Applicant Profile - Test McTester

Contact Info  
 Other Info  
 **Employment History**  
 Education/Training  
 Licenses  
 Skills  
 EEO  
 Availability  
 Attachments

**Employment History:**  
 Do you have an employment history?:  
 Yes  No

	From	To	Employer	Title	Total	FTE
	01/2022		Self-Employ...	Uber/Lyft driver	2 Yrs. 10 Mo.	2 Yrs. 10 Mo.
	10/2014	03/2020	Hotel Chain	Front Desk Associate	5 Yrs. 5 Mo.	5 Yrs. 5 Mo.

[Add Employment History Item](#)

The “Add Employment History Item” button will display the following form with required fields shown in red:

**Employment**

Are you currently employed at this job:  Yes  No Reason for Leaving:

Employed From:  To:  Hours per Week:

Employer:

Job Title:

Location:

Supervisor:

Title:  Phone:

Number and Titles of People You Supervised:

Major Duties

Description of Duty	%
No Duties Entered	0

[Add Employment Duty](#)

[Save](#) [Cancel](#)

**Education/Training:** This section is where you'll identify information regarding educational background, such as High School, College, University or Professional school and Business, Correspondence, Trade, Technical, or Vocational School training items.

The Education item form looks like this:

The Training item entry form looks like this:

**Training** [X]

*Enter the details of your training. If you are in the process of working towards a degree, use this form to enter a single item that indicates the title of the program in which you are enrolled, and how many credits you have accumulated to date.*

**Title of Program, Class or Subject Completed:**

**Institution:**

**Location:**

**Total Class Hours:**

**Date Completed:**

**Certification Received:**  Yes  No

*For college classes, please provide one of the following:*

**Number of Semester Credits:**

- OR -

**Number of Quarter Credits:**

Licenses: The Licenses section is where you can identify your driver's license information as well as Professional License/Certification/Registration. (Ex: nursing or engineering license.)

Welcome to NVAPPS  
NV.gov NVAPPS Old Jobs Tab (Temporary)

Update Applicant Profile - Test McTester

- Contact Info
- Other Info
- Employment History
- Education/Training
- Licenses**
- Skills
- EEO
- Availability
- Attachments

**Driver's License:**  
Do you have a current Driver's License?:  Yes  No

**State:** NEVADA

**Class:** C **Expiration:** 11/11/2029

**Professional Licenses / Certifications / Registrations:**

Title	Number	Issuing Board	State	Expires
I have no Professional Licenses / Certifications / Registrations				

Previous Next Save Cancel

The License form looks like this:

The screenshot shows a 'License' form with the following fields and options:

- Title:** Text input field
- Number:** Text input field
- Issuing Board:** Text input field
- State:** Dropdown menu
- Does this License have an expiration date:** Radio buttons for Yes and No
- Expiration Date:** Text input field with a calendar icon
- Buttons:** Save and Cancel

**Skills:** A listing of skills you may possess, with groupings such as Administrative & Clerical Skills, Computer Skills, Fiscal/Financial/Accounting Skills, Language Skills, Professional Skills, and Technical/Trade Skills. Check the boxes next to the ones you have.

The screenshot shows the 'Skills' section of the 'Update Applicant Profile' form. The page header includes 'Welcome to NVAPPS' and navigation links for 'NV.gov', 'NVAPPS', and 'Old Jobs Tab (Temporary)'. The main heading is 'Update Applicant Profile - Test McTester'. The 'Skills' section is titled 'Skills you have -- Please use this section to indicate specific skills that you have. Check any that apply.' and is divided into two main categories: 'Administrative & Clerical Skills' and 'Computer Skills'. Each category contains a list of skills with checkboxes. The 'Administrative & Clerical Skills' list includes: Accounting Experience (checked), Adobe Acrobat (checked), Cash Handling, Child Support Enforcement, Commercial Laundry Experience, Copy Machine, Customer Service (checked), Data Entry, Dictation, Electronic Document Storage and Retrieval System (EDMS), Fax Machine, Fluent in Spanish and English, Insurance Billing, Legal Office Experience, Making Presentations to Large Groups, Microsoft Access Advanced level (checked), Microsoft Access Beginner level, Microsoft Access Intermediate level, Microsoft Outlook Advanced, Microsoft Visio Advanced, Minute taking, Multiline Telephone, NOTARY, Personal Computer, Preparing Legal Documents (checked), Printer, Proofreading, Public Assistance Programs casework experience, Public Contact and Assistance, Scanner, Shorthand/Speedwriting, Ten Key by Touch, Transcription (checked), Travel Request Processing, Typing at 40 WPM, Typing at 44 WPM or less (checked), Typing at 45 to 60 WPM, Typing at 61 to 75 WPM, Typing at 76 WPM or higher.

The 'Computer Skills' list includes: .NET Programming, AIMS-AVATAR, AS 400, Adobe Photoshop, Applicant Tracking System (checked), C Programming, C++ Programming, COBOL Programming, Cold Fusion, Crystal Reports (checked), DAWN-Data Warehouse of Nevada Financial System, Database Software - Advanced.

At the bottom of the form, there are four buttons: Previous, Next, Save, and Cancel.

**EEO:** This tab is where you can provide us with **voluntary** EEO data such as birth date, ethnic, and gender identification

The screenshot shows a web application interface for NVAPPS. At the top, there is a navigation bar with 'NV.gov', 'NVAPPS', and 'Old Jobs Tab (Temporary)'. Below this is a header with 'Welcome to NVAPPS' and a home icon. A sidebar on the left contains a list of menu items: 'Contact Info', 'Other Info', 'Employment History', 'Education/Training', 'Licenses', 'Skills', 'EEO' (highlighted with a yellow circle), 'Availability', and 'Attachments'. The main content area is titled 'Employment Questionnaire:' and includes a disclaimer: 'The following information will be used by the Nevada State Division of Human Resource Management for research and statistical purposes only. Federal and State laws make it unlawful to discriminate in employment on the basis of race, sex, sexual orientation, gender identity or expression, religion, color, national origin, age, domestic partnership, compensation and/or wages, genetic information or disability. Your participation is voluntary and would be greatly appreciated. This information will be kept separate and confidential and will not be used to make any employment decision.' Below the disclaimer is the instruction 'Choose one ethnic group with which you most identify:' followed by seven radio button options: 'Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.', 'Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.', 'Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.', 'American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.', 'White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.', 'Hawaiian/Pacific Islander Hawaiian/Pacific Islander', and 'Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.' Below the ethnic group options are two input fields: 'Date of Birth:' with a calendar icon and 'Sex:' with radio buttons for 'Male' and 'Female'. At the bottom of the page, there is a yellow bar with four buttons: 'Previous', 'Next', 'Save', and 'Cancel'.

**Availability:** This tab contains sections for type of work desired (full-time or part-time), travel requirements, and acceptable geographic locations. You **must** make a selection for all acceptable areas because the job announcements will validate your preferences against the posting to ensure they match before allowing you to submit an application.

The screenshot shows the 'Availability' tab in the NVAPPS system. The header includes the NVAPPS logo, 'Welcome to NVAPPS', and navigation links for 'NV.gov', 'NVAPPS', and 'Old Jobs Tab (Temporary)'. Below the header is a blue bar with the text 'Update Applicant Profile - Test McTester'. A left sidebar contains a list of menu items: Contact Info, Other Info, Employment History, Education/Training, Licenses, Skills, EEO, Availability (selected), and Attachments. The main content area is divided into three sections: 'Type of Work you will accept -- check one or more', 'How much of your work week would you be willing to travel?', and 'Geographic Locations you will accept -- check one or more'. The 'Type of Work' section has checkboxes for Permanent Full-Time, Permanent Part-Time, Intermittent (on-call), Temporary, Seasonal, and Shiftwork/weekends. The 'Travel' section has radio buttons for None, Up to 25% (selected), Up to 50%, and More than 50%. The 'Geographic Locations' section has checkboxes for various locations, with Lake Tahoe, Zephyr Cove, Incline Village, Reno, Sparks, and Wells selected. An 'Other (Specify):' field is also present. At the bottom right, there are four buttons: Previous, Next, Save, and Cancel.

Update Applicant Profile - Test McTester

**Type of Work you will accept -- check one or more**

Permanent Full-Time     Permanent Part-Time     Intermittent (on-call)

Temporary     Seasonal     Shiftwork/weekends

**How much of your work week would you be willing to travel?:**

None     Up to 25%     Up to 50%     More than 50%

**Geographic Locations you will accept -- check one or more**

Battle Mountain     Caliente     Carlin

Carson, Minden, Gardnerville, Genoa     Elko     Ely

Fallon     Hawthorne     Lake Tahoe, Zephyr Cove, Incline Village

Las Vegas, Boulder City, Indian Springs,     Laughlin     Lovelock

Mesquite     Not Assigned / Out of State     Pahrump

Ploche     Reno, Sparks     Silver Springs, Lahontan, Fernley

Tonopah     Virginia City, Silver City     Wells

Winnemucca     Yerington

**Other (Specify):**

Previous    Next    Save    Cancel



**Attachments:** This is the place to attach copies of electronic files we accept (or need), such as transcripts, resumes, proof of veteran’s status, and licenses.

Welcome to NVAPPS

NV.gov NVAPPS Old Jobs Tab (Temporary)

Update Applicant Profile - Test McTester

- Contact Info
- Other Info
- Employment History
- Education/Training
- Licenses
- Skills
- EEO
- Availability
- Attachments**

This section is for attaching items that are relevant to job applications you may submit. Examples of acceptable attachments are:

- Resume
- Proof of Veteran Status
- Licenses
- School transcripts

Disabled Veterans - If attaching evidence of a service connected disability, please cross out/redact information related to the nature and type of the disability.

	Attachment Name	Attachment Type	File Name	Size (KB)
-	dd 214	Proof of Veteran Status	DD214.pdf	25
-	Resume Upload	Other	My Resume.pdf	15

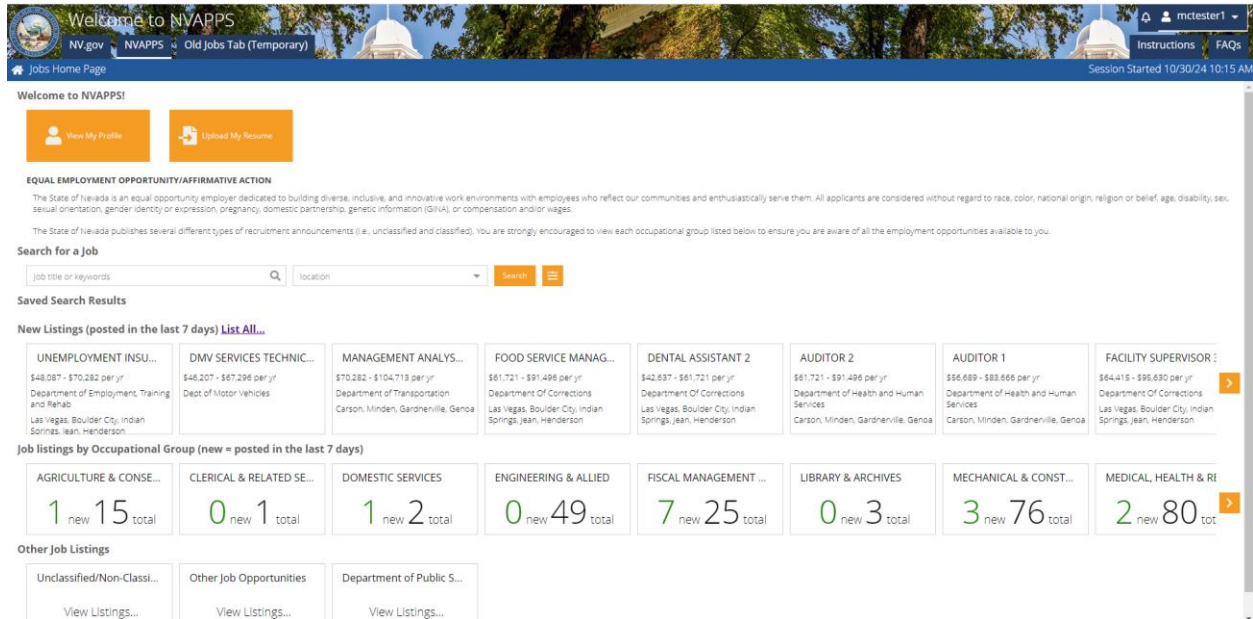
Add Attachments

Previous Next Save Cancel

After making any changes, please click the “Save” button in the bottom action bar.

### Step 3: Apply for Jobs

Now that you've completed your profile, the next step is to start applying for jobs! The home page has several sections of tiles including a keyword and location search, a section that highlights our newer listings (within the last 7 days), breakdowns by Occupational Groups, and a section to explore other job listings.



**Search for a Job** – On the home page, you can do a search by a keyword and/or a location that will take you to the Advanced Job Search page and display the results. Or you can go to the Advanced Search Page directly to get additional options by clicking this icon:



Also, when you are navigating around and want to get back the home page, you can click on the home icon in the upper left blue menu bar that looks like this:



**New Listings** – This tile set displays all of the new postings in the last 7 days with right and left side navigation arrows. You can click on the job tile to view the announcement (or mouseover the tile to get the full job title if it's lengthy.)

**Occupational Group** - These tiles display the total number of jobs for each occupational category as well as the count of new postings within the last 7 days. You can click on either number to return those search results, depending on your preference.

**Other Job Listings** – This will show a row of tiles that will take you to other places for job information, such as the Unclassified Service.

Advanced Job Search Page: You can more finely tune your search results on this page using items, such as keyword, location, posted within, salary range, work type, department, etc.

Advanced Job Search

Settings

Search Phrase:

Location:

Posted Within:  Days

Work Type:

Salary:

Occupational Group:

Department:

Division:

Open To:

Enter a number representing a salary (FT) or an hourly rate (PT). Jobs with a range that includes that amount will be shown.

Results

Recr #	Job Classification	Salary (FT) or Rate (PT)	Location	Department	Division	Work Type	Recruitment Type	Time Remaining	Posting Date	Contact Name
42617	DPS OFFICER 2	\$83,666 - \$125,760 per yr	Carson, Minden, Gardnerville...	Public Safety	Director's Office	Permanent, full time	Open Competitive	N/A	7/6/2023 12:47 PM	HOLCOMB, KARI
42618	DPS OFFICER 2	\$83,666 - \$125,760 per yr	Las Vegas, Boulder City, India...	Public Safety	Director's Office	Permanent, full time	Open Competitive	N/A	7/6/2023 8:57 AM	VILLA, JOSE
42684	HIGHWAY EQUIPMENT MECHANIC I	\$59,257 - \$87,571 per yr	Tonopah	Transportation	District I	Permanent, full time	Open Competitive	N/A	7/6/2023 11:19 AM	SWANSON, STEPHA...
42716	DPS OFFICER CADET	\$76,609 - \$114,694 per yr	Carson, Minden, Gardnerville...	Public Safety	Director's Office	Permanent, full time	Open Competitive	N/A	7/6/2023 9:32 AM	HOLCOMB, KARI
42717	DPS OFFICER CADET	\$76,609 - \$114,694 per yr	Las Vegas, Boulder City, India...	Public Safety	Director's Office	Permanent, full time	Open Competitive	N/A	7/6/2023 7:41 AM	VILLA, JOSE
42799	HEAT PLANT SPECIALIST 3	\$59,257 - \$87,571 per yr	Lovelock	Corrections	Rural	Permanent, full time	Open Competitive	N/A	7/18/2023 4:00 PM	SAVTOID, VERONICA
42897	ENGINEERING TECHNICIAN 4	\$59,257 - \$87,571 per yr	Las Vegas, Boulder City, India...	Transportation	District I	Permanent, full time	Open Competitive	N/A	7/20/2023 8:55 AM	SWANSON, STEPHA...
42943	ENGINEERING TECHNICIAN 3	\$52,200 - \$76,609 per yr	Las Vegas, Boulder City, India...	Transportation	District I	Permanent, full time	Open Competitive	N/A	7/12/2023 9:49 AM	SWANSON, STEPHA...

Number of Records: 326

To apply, click on the job announcement you are interested in, read the details, and click the “Apply” button in the Action pane at the bottom of the browser window.

[Welcome to NVAPPS](#)  
[NV.gov](#) [NVAPPS](#) [Old Jobs Tab \(Temporary\)](#)

Job Announcement #49381 - FOOD SERVICE MANAGER 2
Session Started 10/30/24 10:15 AM

### State of Nevada Announces

#### An Open Competitive Recruitment for:

#### FOOD SERVICE MANAGER 2

**APPROXIMATE ANNUAL SALARY - \$61,721.28 to \$91,496.16 PAY GRADE: 34**

The salary range indicated in this announcement is based on the Employees/Employer retirement compensation schedule. An employer-only option is available at a reduced salary range. Generally, salaries start at the lowest level of a step 1 and increase with each year of service to the highest level of a step 10.

For more information on benefit and retirement programs, please see the sections below.

In order to receive consideration, applicants must indicate their availability for any work type, travel, and location requirements listed.

**JOB INFORMATION**

- Work Type: A Permanent, full time vacancy
- Department: [Corrections](#)
- Division: Southern
- Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson
- Job Class Code: 03.108

**RECRUITMENT INFORMATION**

- Announcement Number: 49381
- Open to all qualified persons.
- Posted 10/23/2024
- Close Date: 10/30/2024
- Recruiter: TRACY HILL  
Phone: (725)216-6039  
Email: [tyhnhill@doc.nv.gov](mailto:tyhnhill@doc.nv.gov)
- Applications accepted for another 0 Days 5 Hrs 46 Mins

**The Position**

Food Service Managers plan, organize and supervise the quantity ordering, receiving, storage, preparation, and service of food in a correctional, residential, instructional or similar setting. Incumbents function as first-line supervisors who train, supervise and evaluate the performance of assigned staff; assign and review work; and initiate disciplinary action. NDOC is seeking a full-time Food Service Manager 2 for the Florence McClure Women's Correctional Center facility in Las Vegas, NV. Food Service Managers plan, organize and supervise the quantity ordering, receiving, storage, preparation, and service of food in a correctional setting. Food Service Managers are responsible for managing, coordinating, supervising, and overseeing the operation of a large correctional food service serving three meals daily for the inmate population. Food Service Managers supervise overall culinary operations, evaluate the need for equipment repair, supervise the bakery operation, ensure custody/safety measures are followed in the culinary, directly supervise and evaluate subordinate Institutional Cook staff, participate in staff recruitment efforts, prepare food service reports to account for materials used and costs involved and submit budget estimates. Incumbents provide accounting to the Warden relative to the food budget associated with feeding the offender population. Requires working knowledge of: high volume institutional food management practices; food service management; special diets such as low sodium, diabetic, low or high fiber diets and others; food inventory control techniques; budgeting related to food services management; fire and safety hazards common to food preparation; methods, materials and equipment used in a high volume food service facility; health, safety and sanitation regulations and procedures related to quantity food service; supervisory techniques and practices; and food storage and rotation. Ability to identify staff training needs and provide instruction. Experience in a correctional facility preferred. The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

To see full Class Specifications visit: [http://hr.nv.gov/Resources/ClassSpecs/Class\\_Specifications-3\\_0/](http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-3_0/)

**To Qualify:**

In order to be qualified, you must meet the following requirements:

**Education and Experience (Minimum Qualifications)**

- Graduation from high school or equivalent education and three years of progressively responsible experience working in a high volume food service operation that involved directing staff; monitoring budgets and controlling costs; determining equipment and supply needs; monitoring quality standards; and administering food service policies and procedures; OR one year as a Food Service Manager 1 in Nevada State service; OR an equivalent combination of education and experience as described above.

**Special Requirements**

- A State of Nevada/FBI background check will be required of the selected applicant.

19

Next, you will be presented with a series of pre-screening questions that ask you about your qualifications.



Pre-Screening

**Education and Experience**

**Do you have any one of these?**

- Graduation from high school or equivalent education and three years of progressively responsible experience working in a high volume food service operation that involved directing staff; monitoring budgets and controlling costs; determining equipment and supply needs; monitoring quality standards; and administering food service policies and procedures.
- One year as an Food Service Manager I in Nevada State service.
- An equivalent combination of education and experience as described above.
- None of the above

**Special Requirements**

**A State of Nevada/FBI background check will be required of the selected applicant. Can you meet this requirement?**

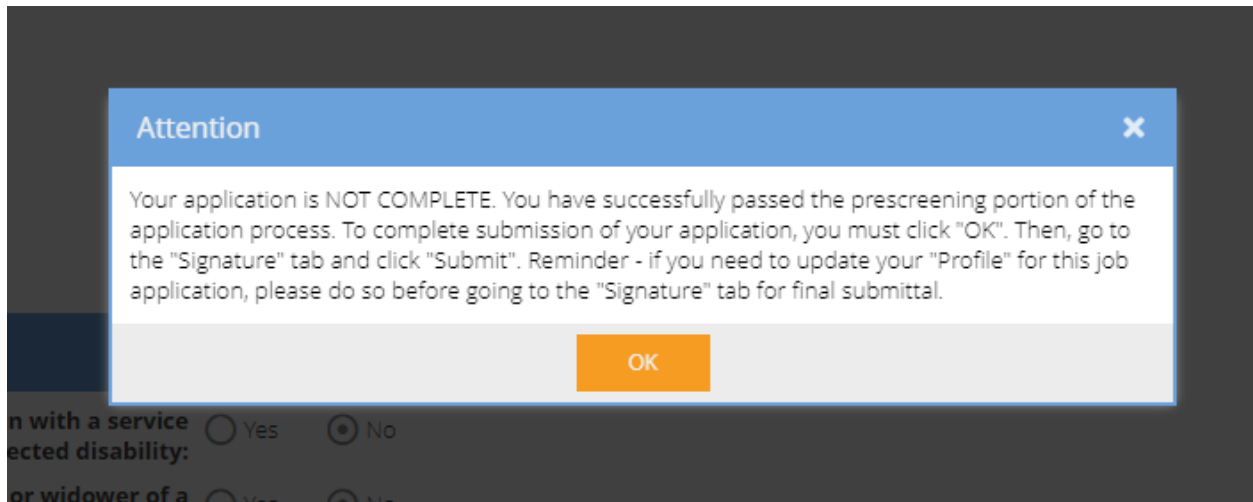
- Yes  No

**A pre-employment criminal history check and fingerprinting are required. Can you meet this requirement?**

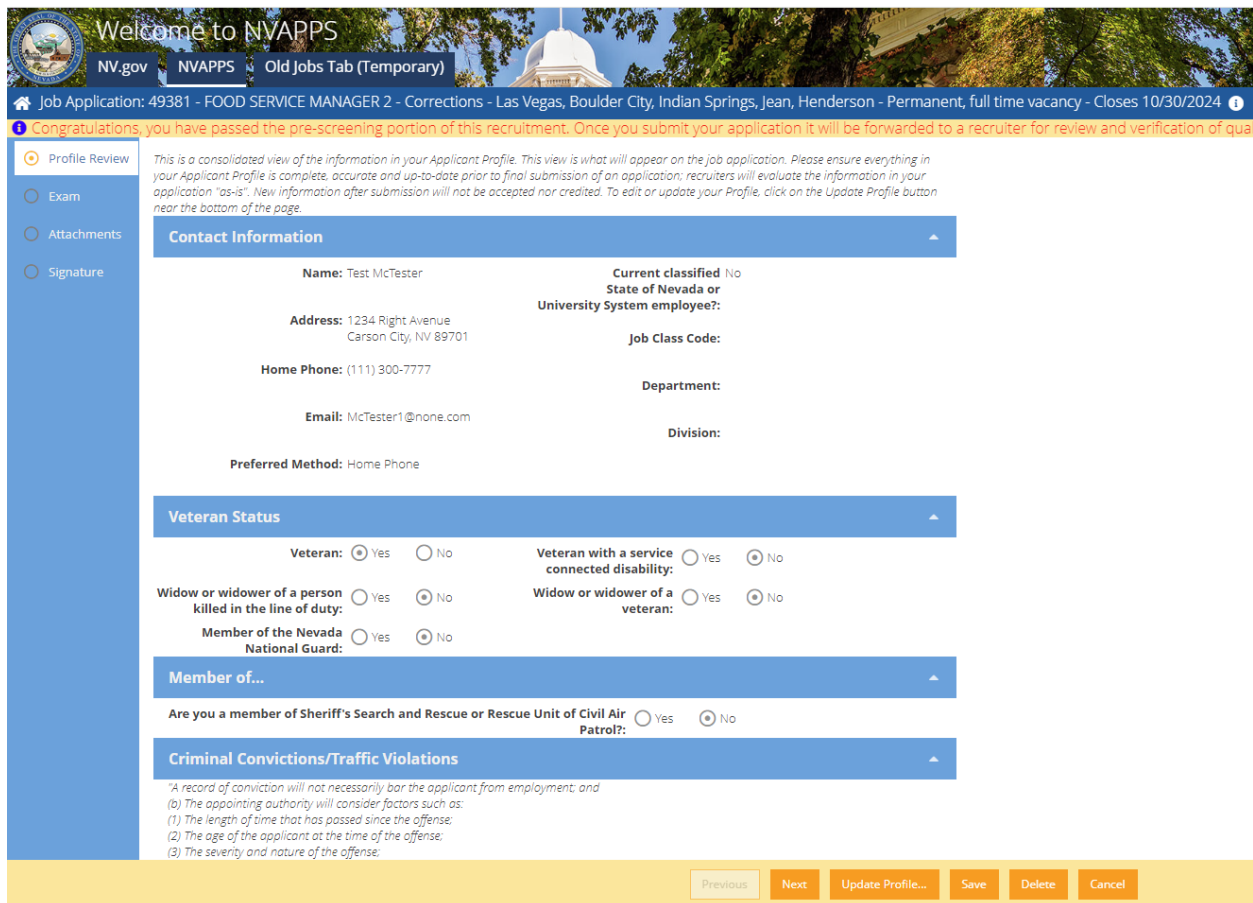
- Yes  No



If you answer those correctly, you will be taken to a view of your draft job application with a message indicating you are not yet finished! Click “OK” to proceed.



Next, you should review your profile information (and update if necessary).



Check the Exam tab to see if there are any clarifying questions that you'll need to respond to.

Welcome to NVAPPS  
 NV.gov NVAPPS Old Jobs Tab (Temporary)

Job Application: 49381 - FOOD SERVICE MANAGER 2 - Corrections - Las Vegas, Boulder City, Indian Springs, Jean, Henderson - Permanent, full time vacancy - Closes 10/30/2024

**Congratulations, you have passed the pre-screening portion of this recruitment. Once you submit your application it will be forwarded to a recruiter for review and verification of qualifications.**

- Profile Review *This tab may display information about any required exams. If there are questions here, you must provide answers. For any other formal exams, you will receive separate notification.*
- Exam** *Limit answer(s) to 3,800 characters including spaces and click save after each question is answered to avoid timing out (15 minutes). Use keyboard vs. mouse function to copy/paste text (i.e., CTRL+c, CTRL+v).*
- Attachments
- Signature

**Application Evaluation Exam**  
*The exam will consist of an application evaluation. It is essential that applications include detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.*

[Previous](#)
[Next](#)
[Save](#)
[Delete](#)
[Cancel](#)

Review the Attachments tab and see if all required documentation has been provided. If not, use the “Add Attachments” button to upload a file.

Welcome to NVAPPS  
 NV.gov NVAPPS Old Jobs Tab (Temporary)

Job Application: 49381 - FOOD SERVICE MANAGER 2 - Corrections - Las Vegas, Boulder City, Indian Springs, Jean, Henderson - Permanent, full time vacancy - Closes 10/30/2024

**Congratulations, you have passed the pre-screening portion of this recruitment. Once you submit your application it will be forwarded to a recruiter for review and verification of qualifications.**

- Profile Review
- Exam
- Attachments**
- Signature

Attachment Name	Attachment Type	File Name	Size (KB)
No Files Attached			
<a href="#">Add Attachments</a>			

*The following attachments have already been uploaded as part of your applicant profile and do not need to be uploaded again:*

Attachment Name	Attachment Type	File Name	Size (KB)
dd 214	Proof of Veteran Status	DD214.pdf	25
Resume Upload	Other	My Resume.pdf	15

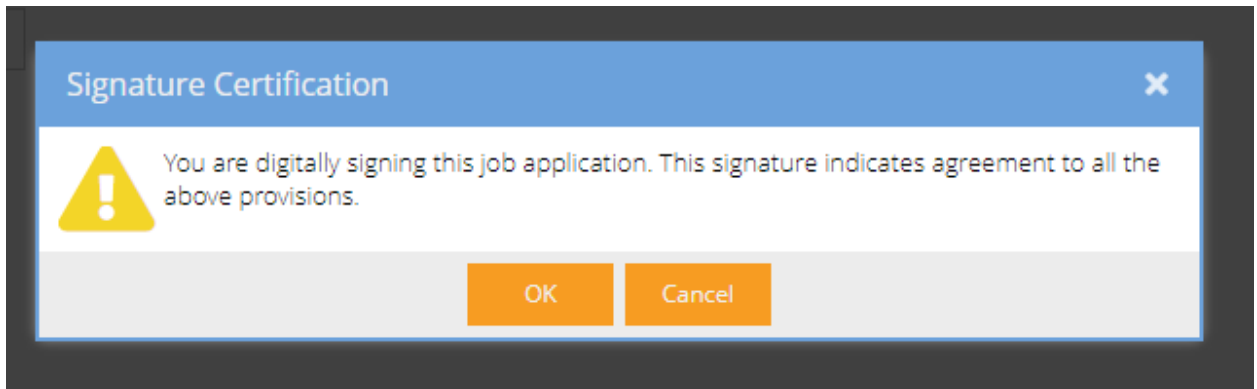
[Previous](#)
[Next](#)
[Save](#)
[Delete](#)
[Cancel](#)

Finally, review the Signature tab declaration, identify the source of where you heard about the posting, and click the “Submit” button.

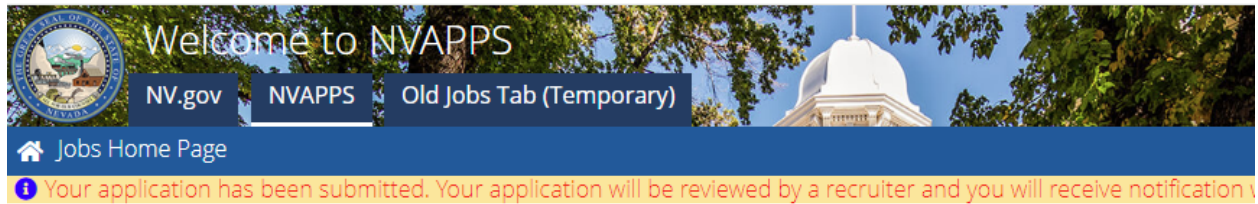
The screenshot shows the NVAPPS application interface. At the top, there is a navigation bar with the NVAPPS logo, the text "Welcome to NVAPPS", and the user's name "mctester1". Below this, a blue banner displays the job application details: "Job Application: 49381 - FOOD SERVICE MANAGER 2 - Corrections - Las Vegas, Boulder City, Indian Springs, Jean, Henderson - Permanent, full time vacancy - Closes 10/30/2024". A yellow notification bar below the banner states: "Congratulations, you have passed the pre-screening portion of this recruitment. Once you submit your application, it will be forwarded to a recruiter for review and verification of qualifications." The left sidebar contains navigation options: Profile Review, Exam, Attachments, and Signature (which is currently selected). The main content area under the Signature tab includes an "IMPORTANT" section with a declaration of truth and a request for accommodation. Below this, there is a dropdown menu for "Source" set to "HR Management Division (NEATS/NVAPPS)" and a text input field for "If other, please explain:".



The Signature certification dialog box appears and you must click “OK” to proceed to file the job application.



Once done, you will see confirmation text on the yellow messages pane on the home page. You can track your status in the My Applications tiles:



### Welcome to NVAPPS!



#### EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees of all ages, race, ethnicity, gender, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

The State of Nevada publishes several different types of recruitment announcements (i.e., unclassified and classified). You are strongly encouraged to apply for all positions that interest you.

#### Search for a Job

Job title or keywords   location

#### My Applications [List All...](#)

FOOD SERVICE MAN...

\$61,721 - \$91,496 per yr  
Department Of Corrections  
Las Vegas, Boulder City, Indian Springs, Jean, Henderson  
Pending Verification  
Submitted: 10/30/2024  
Status: Active Recruitment  
Closes: 10/30/2024



To see what the application status means, simply mouseover the tile and the definition will be displayed to you.

#### My Applications [List All...](#)

FOOD SERVICE MAN...

\$61,721 - \$91,496 per yr  
Department Of Corrections  
Las Vegas, Boulder City, Indian Springs, Jean, Henderson  
Pending Verification  
Submitted: 10/30/2024  
Status: Active Recruitment  
Closes: 10/30/2024

FOOD SERVICE MANAGER 2: Pending Verification - This means that your application is waiting for a recruiter to review and verify it.



Here is a quick reference guide as to what the various application statuses (in alphabetical order) can mean:

<b>Status</b>	<b>Definition</b>
Application Incomplete	Application has been deemed to be incomplete; perhaps, it is missing education or employment history or required attachments such as transcripts are not present. Applicant can make changes and resubmit, as long as the recruitment is still open.
Clarifying Information Required	This allows the applicant access to an additional text field titled "Addendum" at the bottom of the job application where they can type in a response to "clarify" any information presented in the application. This does not allow the applicant to change details of his/her application; it only allows for providing a text response in the aforementioned field. Typically, the recruiter specifies what information is required via a notification.
Closed/Resubmit	This allows the applicant to edit their applicant profile and/or answers to clarifying information questions. This status is to be used only when the recruitment has closed and the application needs to be resubmitted.
Denied: Did Not Meet Additional Criteria	Means the application has been deemed to not demonstrate at least one of the additional requirements (selective criteria) outside of the minimum qualifications for the position.
Denied: Did Not Meet Minimum Qualifications	After a full evaluation, the application did not demonstrate possession of the minimum qualifications or requirements for the job class.
Denied: Failed Pre-screening	Means the applicant did not pass the prescreening questions (i.e. one of the responses was deemed unacceptable).
Draft/Application Not Submitted	An application that has been started but not finished. This is not an official application because the user has not gone to the Signature tab and clicked the Submit button, which serves as the electronic signature.
Eligible	Application has been marked eligible and candidate can be considered for the position (and placed on a certified list); applicant has passed any exam requirements and selection plan (as well as meeting the MQ's).

Pending Verification	This means an application has been submitted by the candidate and is waiting for a review and evaluation by a recruiter; applicant cannot make changes to the application.
Verified	Means the recruiter has verified possession of the minimum qualifications and/or additional requirements. If an exam is required, the person will be scheduled for an exam.
Withdrawn	Means the application has been withdrawn from consideration by the applicant (this may be used by the recruiter in certain circumstances).

There are a couple of other interesting functions worth mentioning, which is the “Mark a Favorite”, “Saved Job Search”, and “Messages” functionality.

If you’d like to mark a job listing as a Favorite and perhaps come back to it later, you can click on the star icon in the upper right-hand corner to see it listed on your homepage under “Favorites”

The screenshot shows the NVAPPS website interface. At the top, there is a navigation bar with "Welcome to NVAPPS", "NV.gov", "NVAPPS", and "Old Jobs Tab (Temporary)". On the right, there is a user profile "mctester1" and links for "Instructions" and "FAQs". Below the navigation bar, a blue banner displays "Job Announcement #49379 - MANAGEMENT ANALYST 3" and "Session Started 10/30/24 12:08 PM". A yellow notification bar states "Added this Job to your saved list". The main content area features the heading "State of Nevada Announces An Open Competitive Recruitment for: MANAGEMENT ANALYST 3". Below this, it lists the "APPROXIMATE ANNUAL SALARY - \$70,282.08 to \$104,713.20 PAY GRADE: 37" and provides details about the salary range and application requirements. The page is divided into two columns: "JOB INFORMATION" and "RECRUITMENT INFORMATION".

**State of Nevada Announces**  
An Open Competitive Recruitment for:  
**MANAGEMENT ANALYST 3**

**APPROXIMATE ANNUAL SALARY - \$70,282.08 to \$104,713.20 PAY GRADE: 37**

The salary range indicated in this announcement is based on the Employee/Employer retirement compensation schedule. An employer-only option is available at a reduced salary range. Generally, salaries start at the lowest level of a step 1 and increase with each year of service to the highest level of a step 10.

For more information on benefit and retirement programs, please see the sections below.  
In order to receive consideration, applicants must indicate their availability for any work type, travel, and location requirements listed.

<p><b>JOB INFORMATION</b></p> <ul style="list-style-type: none"> <li>Work Type: A Permanent, full time vacancy</li> <li>Department: <a href="#">Transportation</a></li> </ul>	<p><b>RECRUITMENT INFORMATION</b></p> <ul style="list-style-type: none"> <li>Announcement Number: 49379</li> <li>Open to all qualified persons.</li> </ul>
---	--

Submitted: 10/30/2024  
 Status: Active Recruitment  
 Closes: 10/30/2024

### Favorite Listings

MANAGEMENT ANA... ⋮

\$70,282 - \$104,713 per yr

Department of Transportation

Carson, Minden, Gardnerville, Genoa

**Saved Search Results**

You can also save a job search if you'd like to revisit the same query the next time you log in. You can do this by clicking on the "Save Search" button in the Results pane header.

Results											
Save Search											
Recr #	Job Classification	Salary (FT) or Rate (PT)	Location	Department	Division	Work Type	Recruitment Type	Time Remaining	Posting Date	Contact Name	Con
42617	DPS OFFICER 2	\$83,666 - \$125,760 per yr	Carson, Minden, Gardnerville...	Public Safety	Director's Office	Permanent, full time	Open Competitive	N/A	7/6/2023 12:47 PM	HOLCOMB, KARI	
42618	DPS OFFICER 2	\$83,666 - \$125,760 per yr	Las Vegas, Boulder City, Inda...	Public Safety	Director's Office	Permanent, full time	Open Competitive	N/A	7/6/2023 8:57 AM	VILLA, JOSE	
42684	HIGHWAY EQUIPMENT MECHANIC I	\$59,257 - \$87,571 per yr	Tonopah	Transportation	District I	Permanent, full time	Open Competitive	N/A	7/6/2023 11:19 AM	SIWANSON, STEPHA...	
42716	DPS OFFICER CADET	\$76,609 - \$114,694 per yr	Carson, Minden, Gardnerville...	Public Safety	Director's Office	Permanent, full time	Open Competitive	N/A	7/6/2023 9:32 AM	HOLCOMB, KARI	
42717	DPS OFFICER CADET	\$76,609 - \$114,694 per yr	Las Vegas, Boulder City, Inda...	Public Safety	Director's Office	Permanent, full time	Open Competitive	N/A	7/6/2023 7:41 AM	VILLA, JOSE	
42799	HEAT PLANT SPECIALIST 3	\$59,257 - \$87,571 per yr	Lovelock	Corrections	Rural	Permanent, full time	Open Competitive	N/A	7/18/2023 4:00 PM	SANTOYO, VERONICA	
42897	ENGINEERING TECHNICIAN 4	\$59,257 - \$87,571 per yr	Las Vegas, Boulder City, Inda...	Transportation	District I	Permanent, full time	Open Competitive	N/A	7/20/2023 8:55 AM	SIWANSON, STEPHA...	
43243	PLUMBER 2	\$56,689 - \$83,666 per yr	Lovelock	Corrections	Rural	Permanent, full time	Open Competitive	N/A	8/3/2023 4:20 PM	SANTOYO, VERONICA	

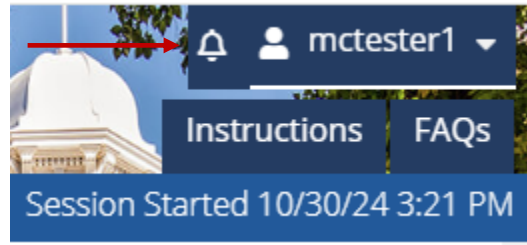
You'll be asked to name your search and you can also choose if you'd like to receive emails regarding new matches. Be sure to check the box if that is your preference.

### Save Search

**Search Name:**

I would like to receive email about new jobs for this search

Additionally, in the upper right hand corner, there is a bell icon you can click to view any system messages and notifications we have posted.



Clicking on it will display the List User Messages grid. To view additional details, click on the message.

Home List User Messages

Settings

View: All

Messages

<input type="checkbox"/>	Date	Subject
<input type="checkbox"/>	01/29/2024	Active Employees: 2023 W-2's are now available online!
<input type="checkbox"/>	05/05/2023	5/8/2023 - Please use NEATS for personnel transactions
<input type="checkbox"/>	01/17/2020	Do not use the 'BACK' button
<input type="checkbox"/>	01/17/2020	PASSWORD GUIDELINES
<input type="checkbox"/>	01/17/2020	NEATS / NVAPPS Standard Hours of Operation

We haven't covered everything here but we hope this is enough information to get you started on pursuing a career with the State of Nevada. If you have questions or need further assistance, you can always call the HR Help Desk at (775) 687-9099 or toll free at (866) NVNEATS.

**Good Luck!**