Start Here

Welcome

Welcome to the State of Nevada On-line Application Workshop.

We hope this information will give you the assistance you need to properly complete a State of Nevada application in order to be given every consideration for a position.

First let's review a few points to keep in mind:

Continue

Start Here

Job Announcements/Postings

All of our job information is accessible on our website at hr.nv.gov. We have a dedicated microsite to the employment process at nvjobs.nv.gov where you can find information on classified, unclassified and non-classified positions.

Positions may be posted on other sites that may be out of our control (Indeed, Monster, etc) and we are not responsible for their postings should they post a position that we have already closed. We do post on the following websites: Craigslist, JobSpider, Gigajob, us.jobs.

Ultimately, the best practice is if you see a position on one of these sites, apply directly through https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep site.

Note: New positions are added just about every day so check back often.

Continue

Start Here

Searching Job Announcements

You can look at jobs throughout the state or you can filter by location and/or job category. You can view the position title, salary, location and how much time is left before the position closes.

If you do not already work for the State, you will only be eligible to apply to “Open Competitive” (Open to all that qualify) recruitments which are open for anyone to apply to.

Continue

Start Here

Submitting an Application

If you see a position you are interested in, click on the job title and it will bring up the announcement. Read the announcement completely, paying attention to the minimum qualifications for the position as well as any special requirements or prescreening questions. Most positions have a combination of education and experience.

Also pay attention to when the position closes (positions close at 5:00pm on the closing date) as applications are not accepted after that date.

In order to apply for a position you must register and build your profile as completely as possible in our system. We do not accept resumes. Please take the time to answer the questions as thoroughly as possible. **Failure to provide enough information could result in your application being rejected.**

***Note**: Our recruiters (Division of Human Resource Management) **do not** hire. They initially qualify your application and then, if qualified, forward a list of qualified applicants to the hiring department for their decision on whom they wish to interview.

Continue

Start Here

Congratulations - end of lesson reached

Well done!

You are ready for the next lesson!

Continue

Applicant Application Process

This next image is an example of an actual full posting of a vacancy. In the following frames it will be broken down to emphasize the different sections and their importance.

Note: There are several types of recruitment categories:

Open Competitive: These types of positions are open to all that qualify.

Statewide Promotional: These types of positions are only open to those that have 6 months of full time employment with the state.

Divisional Promotional: These positions are only open to those currently working in the specified Division listed on the job announcement and have 6 months full time employment with the state.

Divisional/Department: These positions are only open to those currently working in that particular Division or Department and have 6 months full time employment with the state. Those that work for the specified Division listed on the announcement will appear first and then everyone else that works for the Department will appear in a separate category.

Continue

SECTION 1

State of Nevada Announces

An Open Competitive Recruitment for:

ADMIN ASSISTANT II

APPROXIMATE ANNUAL SALARY - $29,440.80 to $42,553.44 PAY GRADE: 25

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: Health and Human Services
- Division: Division of Child and Family Services
- Location: Carson, Minden, Gardnerville, Genoa
- Job Class Code: 02.212

RECRUITMENT INFORMATION

- Announcement Number: 18509
- Open to all qualified persons.
- Posted 01/07/2013
- Close Date: 01/21/2013
- Recruiter:
  ROSE STONE
  Phone: (775)684-0150
  Email: rstone@admin.nv.gov
- Applications accepted for another 4 Days 7 Hrs 51 Mins

The Position SECTION 2

Administrative Assistants perform a variety of clerical, secretarial and administrative support duties such as maintaining records and files; composing and editing correspondence; data entry; office management; and budget monitoring.

Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

Administrative Assistants perform a broad variety of clerical, secretarial and administrative support duties in an assigned agency, program or other work unit within State government. Typical duties include maintaining records and files; composing and editing correspondence; data entry; office management; budget monitoring and accounts maintenance; typing and word processing; answering telephones and relaying information; reception; duplicating and distributing materials; preparing for meetings and taking minutes; ordering and stocking supplies and equipment; receiving, sorting and delivering mail; reviewing and processing applications, forms and other documents; operating office equipment such as copiers, personal computers, computer terminals, calculators, facsimile machines, printers, and other equipment; and performing related duties as assigned.

To see full Class Specifications visit: http://dop.nv.gov/schematic2.htm

To Qualify: SECTION 3

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

Education and Experience (Minimum Qualifications)

- Graduation from high school or equivalent education and two years of clerical and administrative support experience which included experience in one or more of the following areas: maintaining records and files; preparing a variety of materials using a personal computer or word processor; assisting customers in completing forms and applications; and/or performing secretarial duties in support of professional staff; OR one year of experience as an Administrative Assistant I in Nevada State service; OR an equivalent combination of education and experience.

Special Requirements

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

Additional Position Experience

- Experience in an environment that provides social services
- Excel
- Powerpoint
- Advanced writing skills

The Examination

If there are five or fewer qualified applicants, the exam will consist of an application evaluation. (This statement does not apply for Until Recruitment Needs are Satisfied (URS) announcements).

CLERICAL SUPPORT EXAM

The exam will consist of a written weighted 100%.

Qualified applicants will be contacted by the hiring agency for interview.

The following are the number of questions in each category of the exam:
20 - Office Operations and Practices
20 - Following Written Instructions & Reading Skills
10 - Arithmetic
20 - English Grammar, Punctuation and Spelling
15 - Computer Usage
15 - Interpersonal & Customer Service Skills

SECTION 4

INFORMATIONAL LINKS

For more information about state employment, visit the following:
Division of Human Resource Management: http://dop.nv.gov
Public Employees Retirement System: http://www.nvpers.org
Public Employees Benefits Program: http://pebp.state.nv.us

REFER A FRIEND

Help us reach qualified candidates! Refer a friend by clicking here:
Email

Direct Inquiries or Correspondence to:

Division of Human Resource Management
Northern Nevada
209 East Musser Street,
Room 101
Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868

Division of Human Resource Management
Southern Nevada
555 East Washington Avenue,
Suite 1400
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

To begin the application process, click on the Apply button. Click Cancel to return to the previous page.

Continue

Applicant Application Process

Job Announcement - Section 1

Review the announcement that you are interested in and pay special attention to:

1. Who the recruitment is open to;
2. Date open;
3. Date closes;
4. Department/division;
5. Location, and;
6. Recruiter contact.

Continue

Applicant Application Process

Job Announcement - Section 2

Next you will find a description of the duties and responsibilities of the position.

The Position

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To see full Class Specifications visit: http://dop.nv.gov/schematic2.htm

Continue

Applicant Application Process

Job Announcement - Section 3

Next you will see how to qualify for the position and the education/experience required along with any special requirements/skills. Also review to see if there are any prescreening questions. If there are, once you apply to the position, the question(s) may be in the form of a yes/no answer or there may be a box provided to expand on your experience. Please do not put "see resume". Make sure you can meet the requirements before applying and confirm the recruitment is "Open Competitive".

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 two years of clerical and administrative support experience which included experience in one or more of the following areas: maintaining records and files; preparing a variety of materials using a personal computer or word processor; assisting customers in completing forms and applications; and/or performing secretarial duties in support of professional staff; OR one year of experience as an Administrative Assistant I in Nevada State service; OR an equivalent combination of education and experience.

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15 - Interpersonal & Customer Service Skills

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Applicant Application Process

Job Announcement - Section 4

Additional information and Apply Button.

INFORMATIONAL LINKS

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Division of Human Resource Management: http://dop.nv.gov
Public Employees Retirement System: http://www.nvpers.org
Public Employees Benefits Program: http://pebp.state.nv.us

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555 East Washington Avenue,
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Las Vegas, Nevada 89101-1046

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To begin the application process, click on the Apply button. Click Cancel to return to the previous page.

Select this button to apply → Apply Cancel

Continue

Applicant Application Process

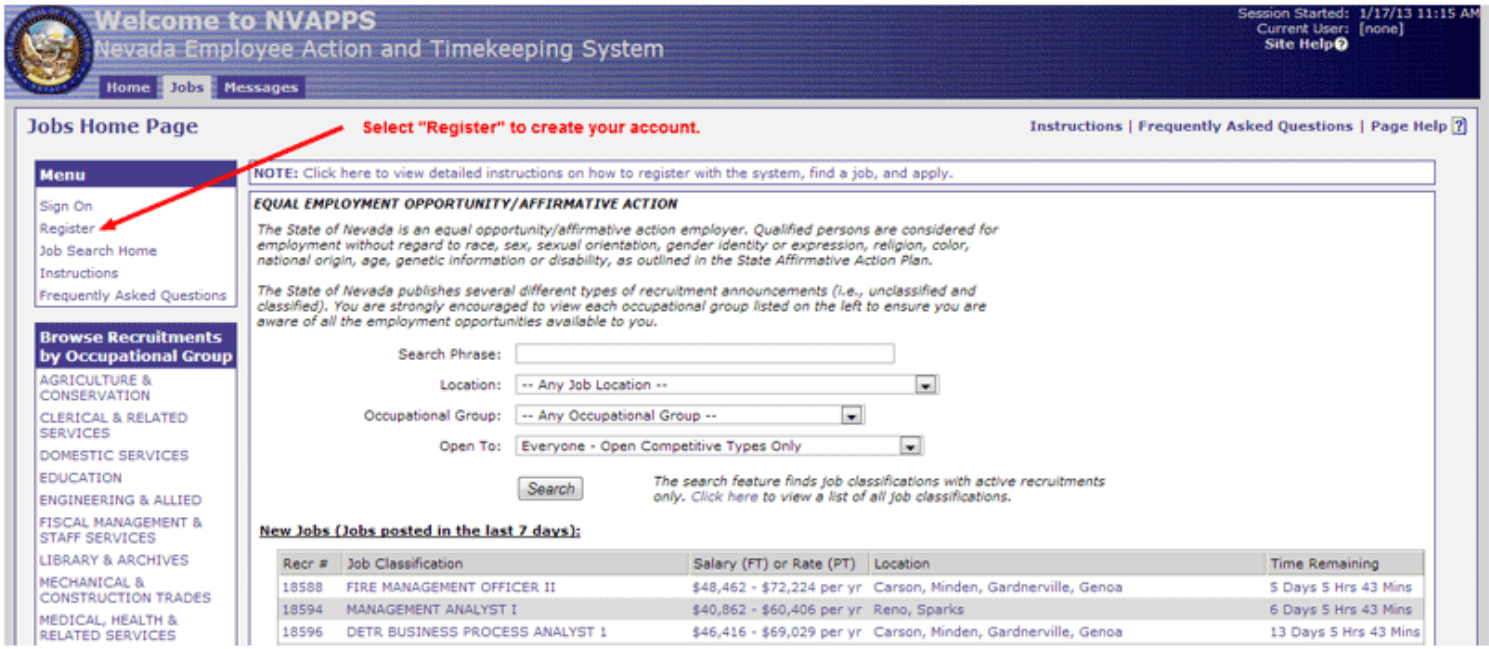
Preparing and Submitting Your Application

If already registered, sign in and review your profile for any updates (education, training, certifications) to bring your profile current. Note: you can only upload your resume as an attachment-you must fill out the application completely. You can also upload certifications, transcripts, DD214, etc. as an attachment.

> ***Note**: Once you submit your application for a position you **cannot** make any changes or additions so make sure your profile is as complete and updated as possible prior to applying for a specific recruitment.

> ***Note**: Current State of Nevada employees do not need to create a User ID and password, as you have access to the system through NEATS and can log on with your State ID.

If this is your first time on our system, you will need to create an account. To create an account, click on the link titled "Register" on the page titled "Jobs Home Page (https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep)."



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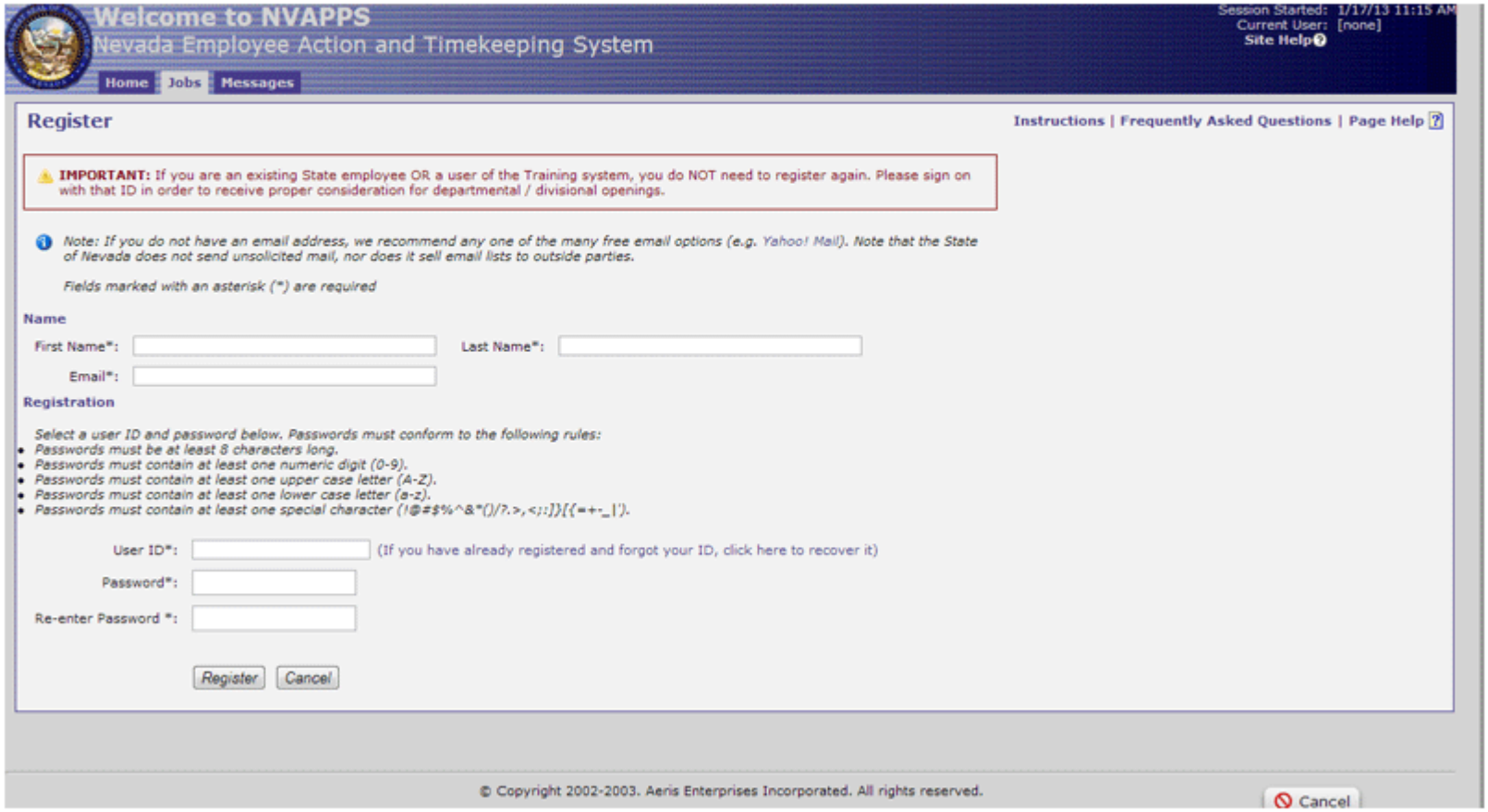
Applicant Application Process

Create Your Account

Follow the instructions and requirements for setting up your User ID and password. Once completed, you are ready to complete your profile.

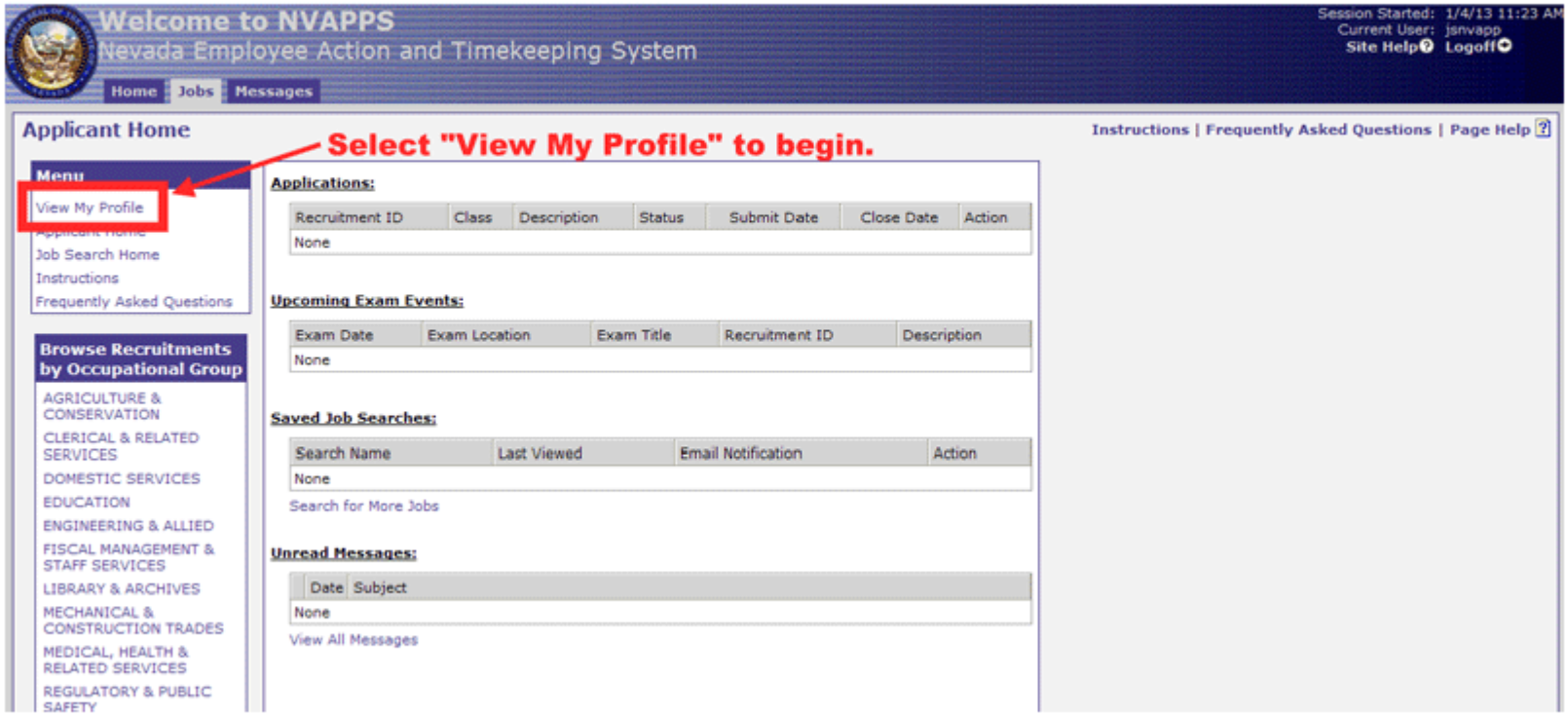


Continue

Applicant Application Process

Create Your Profile

To begin completing the applicant profile, click on “View My Profile” on the left hand side of the screen on the Applicant Home page. Once there, you will see the Applicant Profile screen with a set of ten tabs. All of these tabs serve as a location for information.

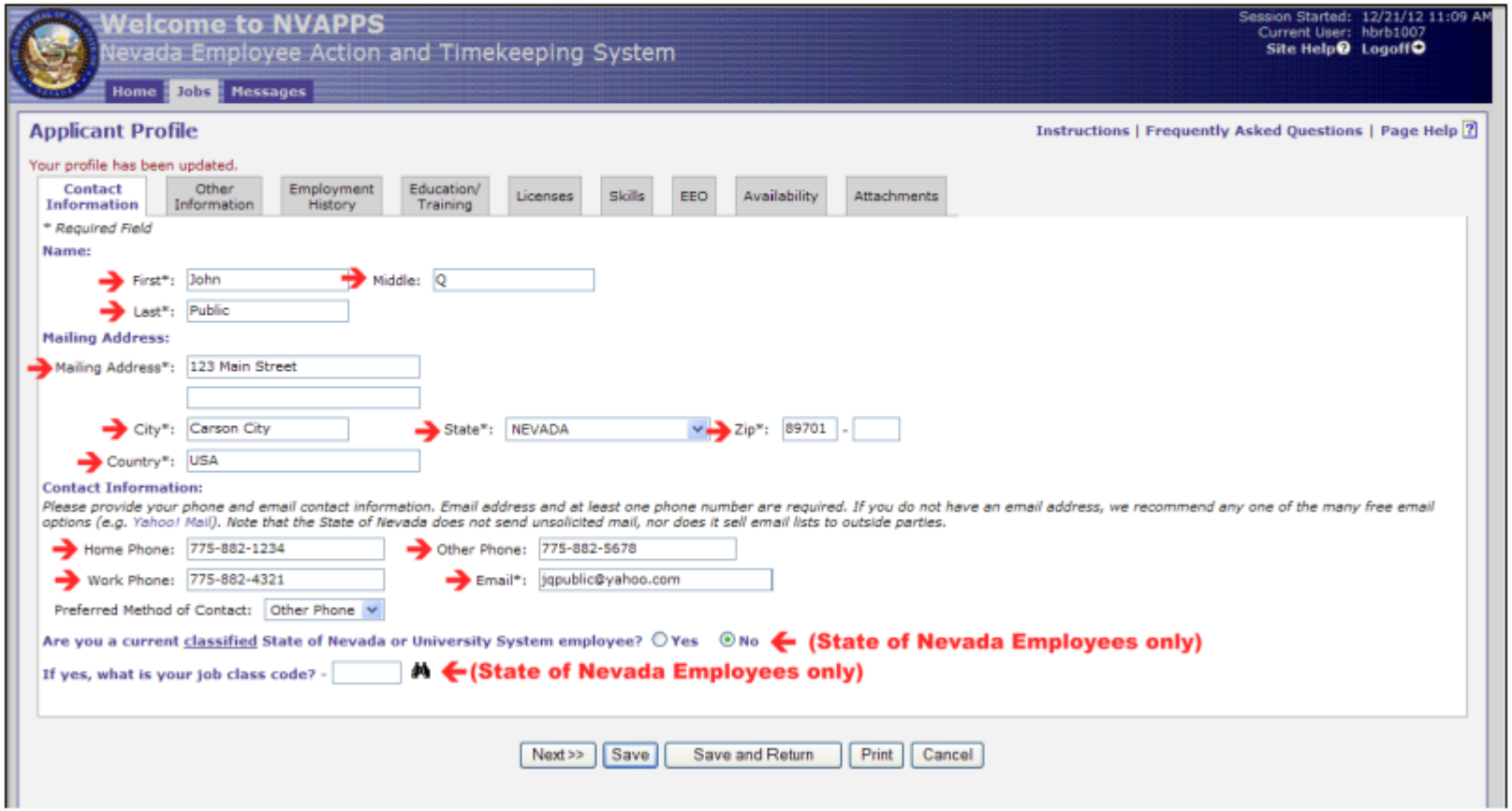


Continue

Applicant Application Process

NVAPPS Profile - Contact Information

Make sure all contact information is current and correct. For State of Nevada employees, be sure to include your current job title, department and division information.

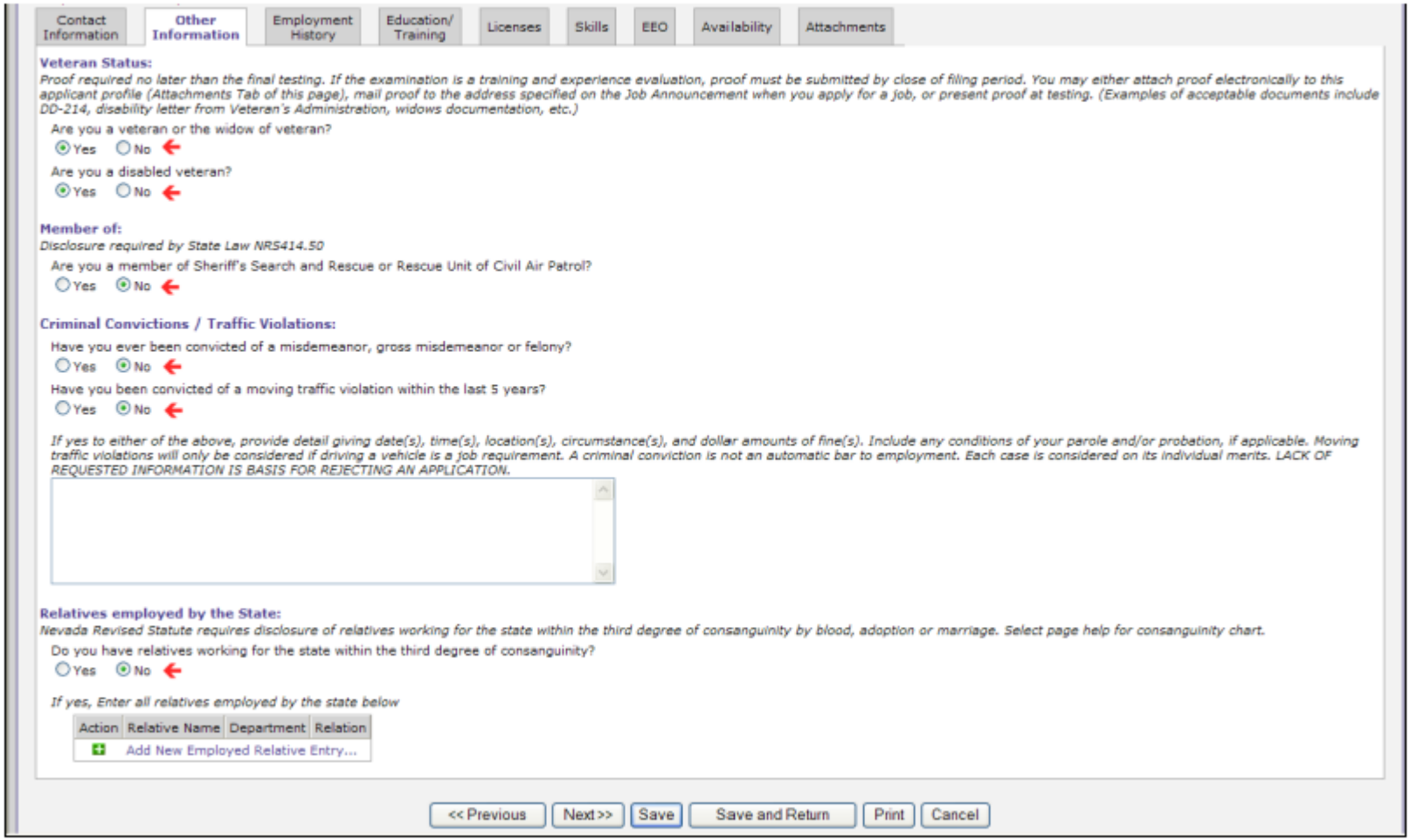


Continue

Applicant Application Process

NVAPPS Profile - Other Information Tab

Veterans Status - indicate if you are a veteran. If you are receiving VA disability, then indicate.
Member of search and rescue and/or civil air patrol - this is to identify if you would be called and away from your office in an emergency.
Criminal Convictions/Traffic violations - please indicate date, offense, disposition.



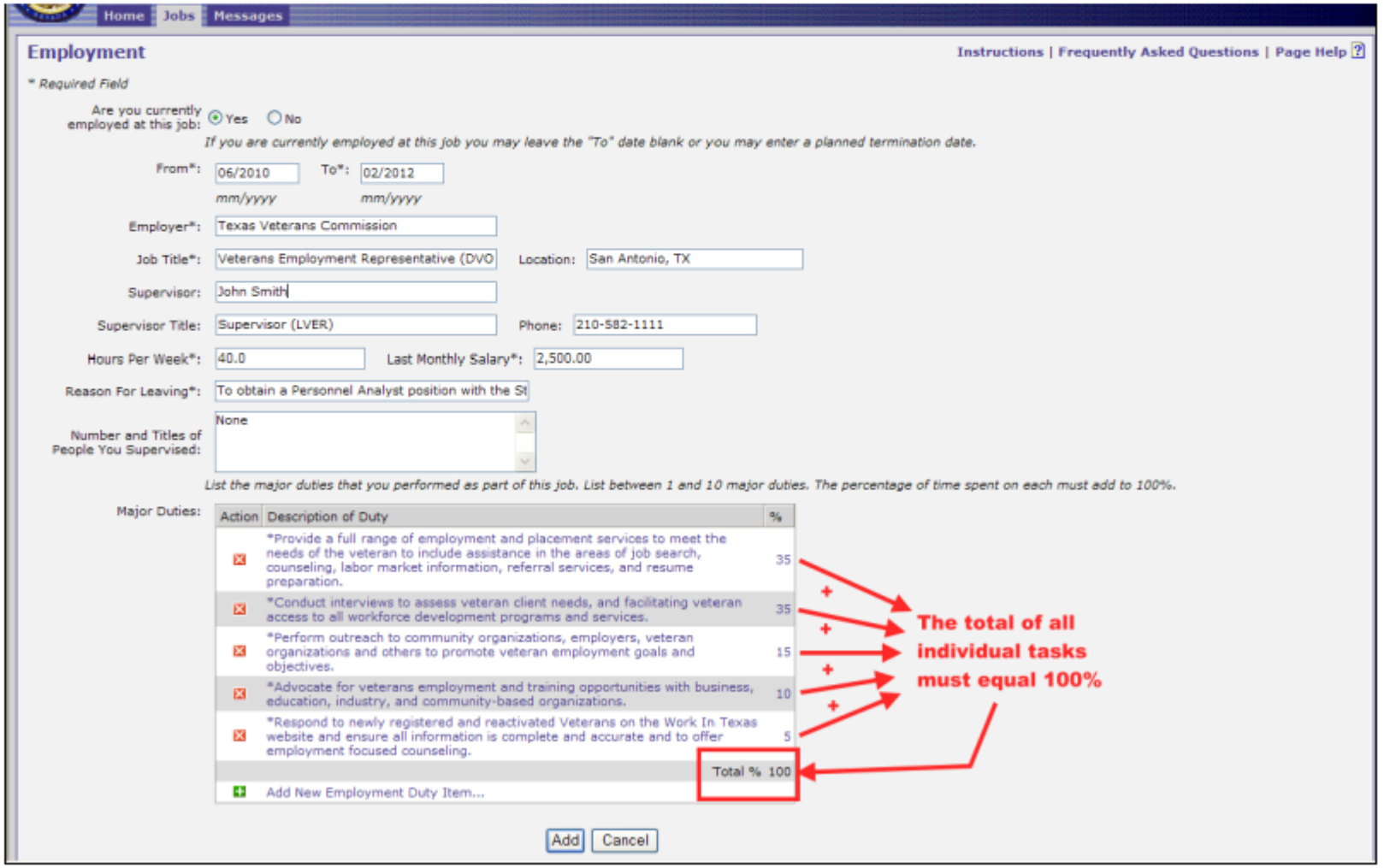
Continue

Applicant Application Process

NVAPPS Profile - Employment History Tab

Employment History - This is the section that will require most of your attention. Start with your current employer and fill out this section completely. The important part here is to assign a percentage of the duties/responsibilities you performed to equal 100%. This is important as the person who reviews your application can give you credit for a task performed even if you performed it less than 100% of the time. You can also include any volunteer work you may have performed. This will be the most time consuming but will have the most impact.

Example: You are applying for an Accounting Assistant I position that requires graduation from high school and (1) one year of clerical experience, 6 months of which included Accounts Payable and/or Accounts Receivable responsibility. You have been employed with that organization for 6 years. We are going to prorate that time and give you 7.2 months of experience credit.



Continue

Applicant Application Process

NVAPPS Profile - Employment History Examples

Acceptable Employment History Task Description

Major Duties:

Action	Description of Duty	%
☒	*Provide a full range of employment and placement services to meet the needs of the veteran to include assistance in the areas of job search, counseling, labor market information, referral services, and resume preparation.	35
☒	*Conduct interviews to assess veteran client needs, and facilitating veteran access to all workforce development programs and services.	35
☒	*Perform outreach to community organizations, employers, veteran organizations and others to promote veteran employment goals and objectives.	15
☒	*Advocate for veterans employment and training opportunities with business, education, industry, and community-based organizations.	10
☒	*Respond to newly registered and reactivated Veterans on the Work In Texas website and ensure all information is complete and accurate and to offer employment focused counseling.	5
		Total % 100
✚	Add New Employment Duty Item...	

Add Cancel

These job duties are acceptable because each unique job responsibility is listed seperately with a discrete percentage of time.

Continue

Applicant Application Process

NVAPPS Profile - Employment History Examples

Unacceptable Employment History Task Description

	Description of Duty	%
Major Duties:	Provide exceptional customer service in a friendly and professional manner to Costco Members for Lilac Clothing line Meet sale goals through positive interaction with customers Maintain clean and organized work area Communicate daily with Corporate office Set-up and breakdown clothing units upon opening and closing of road shows Inventory stock and replenish clothing racks Daily contact with corp office. Positive and professional relationship with Costco members and Management	100
	Total %	100

This is an example of an unacceptable job duty entry. It attempts to list all of the major job functions in one run-on sentence.

Continue

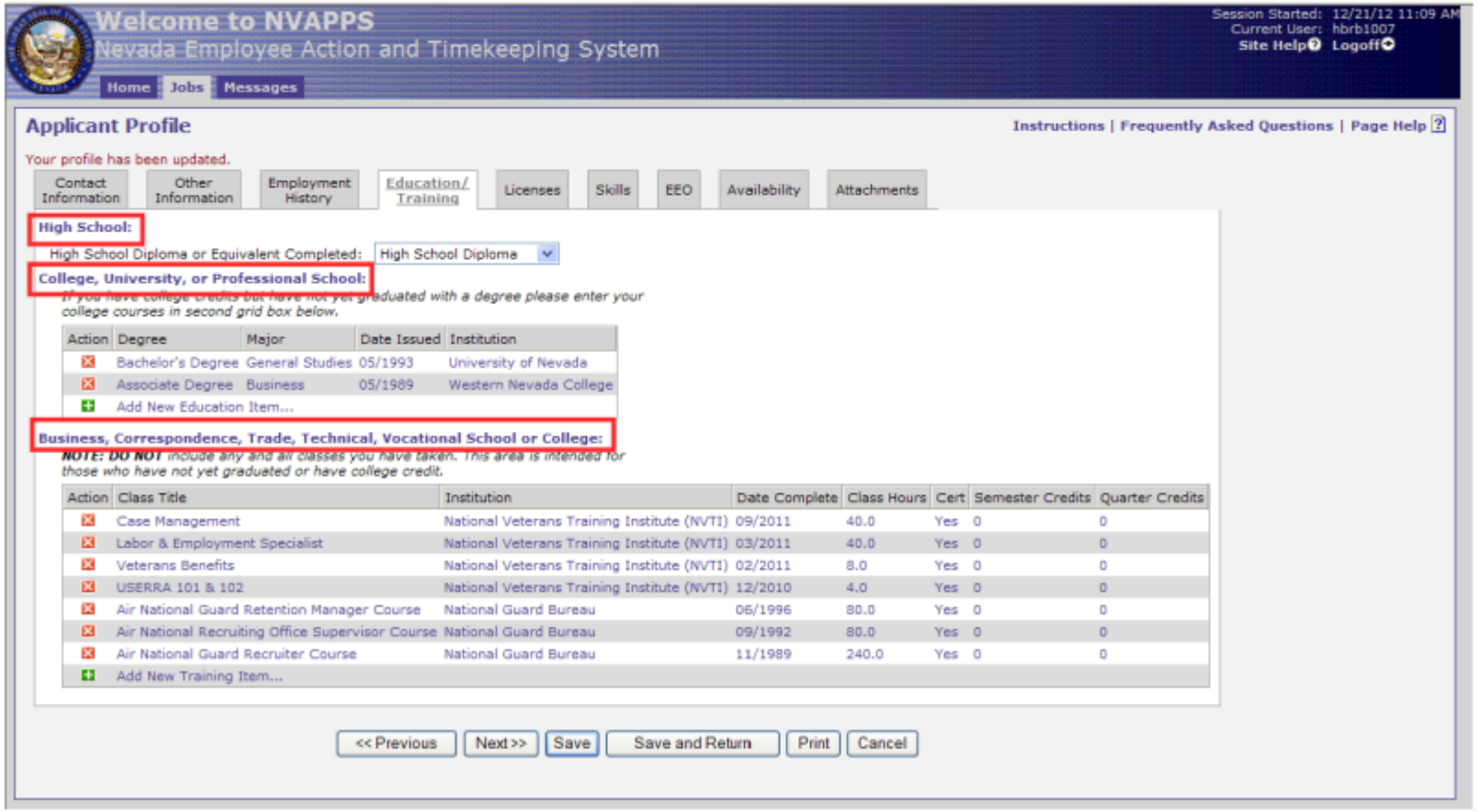
Applicant Application Process

NVAPPS Profile - Education Tab

Education - indicate high school diploma or equivalent.

College, University, or Professional School - Also list any colleges you have attended and if you received a degree and the month and year obtained. Be sure to attach a copy of your transcripts even if you have not completed your degree as we will be able to give you credit for classes that you have completed.

Correspondence - trade, business, technical, vocational school you have attended.



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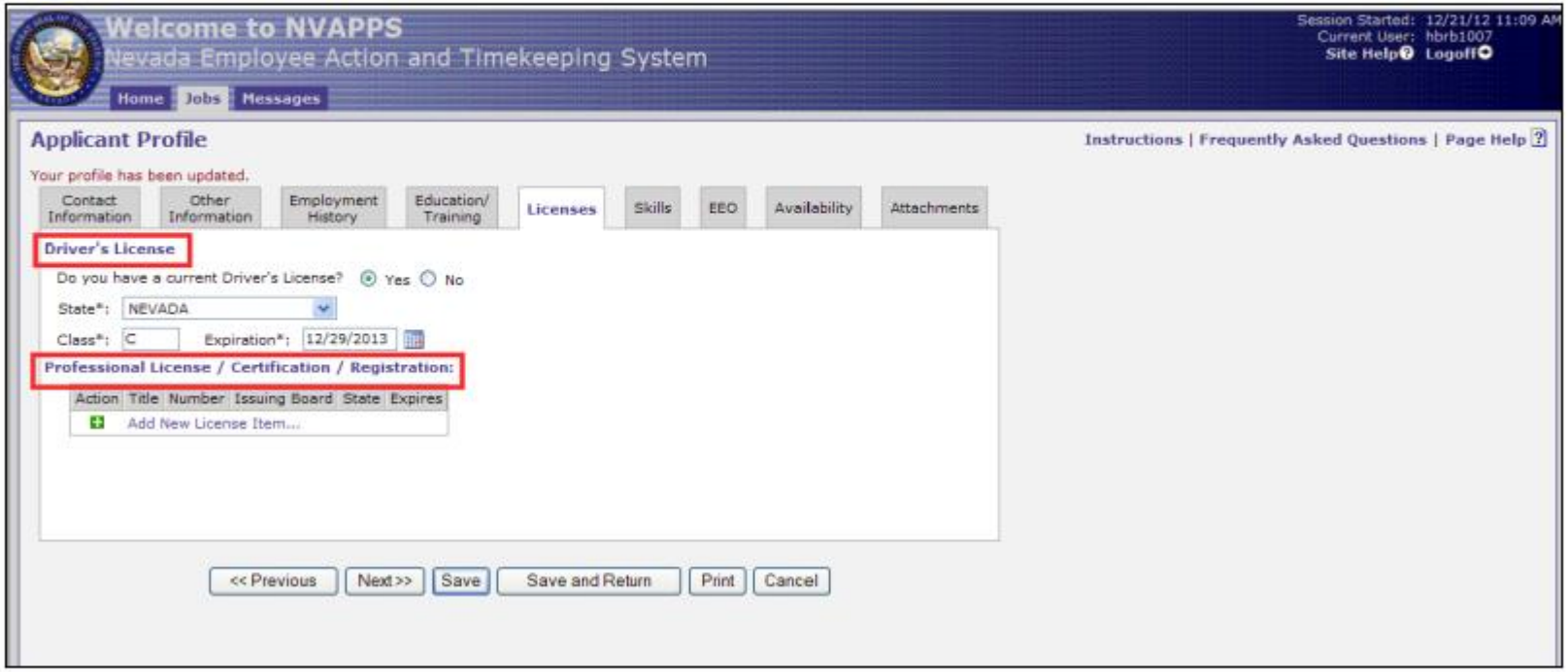
Applicant Application Process

NVAPPS Profile - Licenses Tab

License - list any licenses you currently hold



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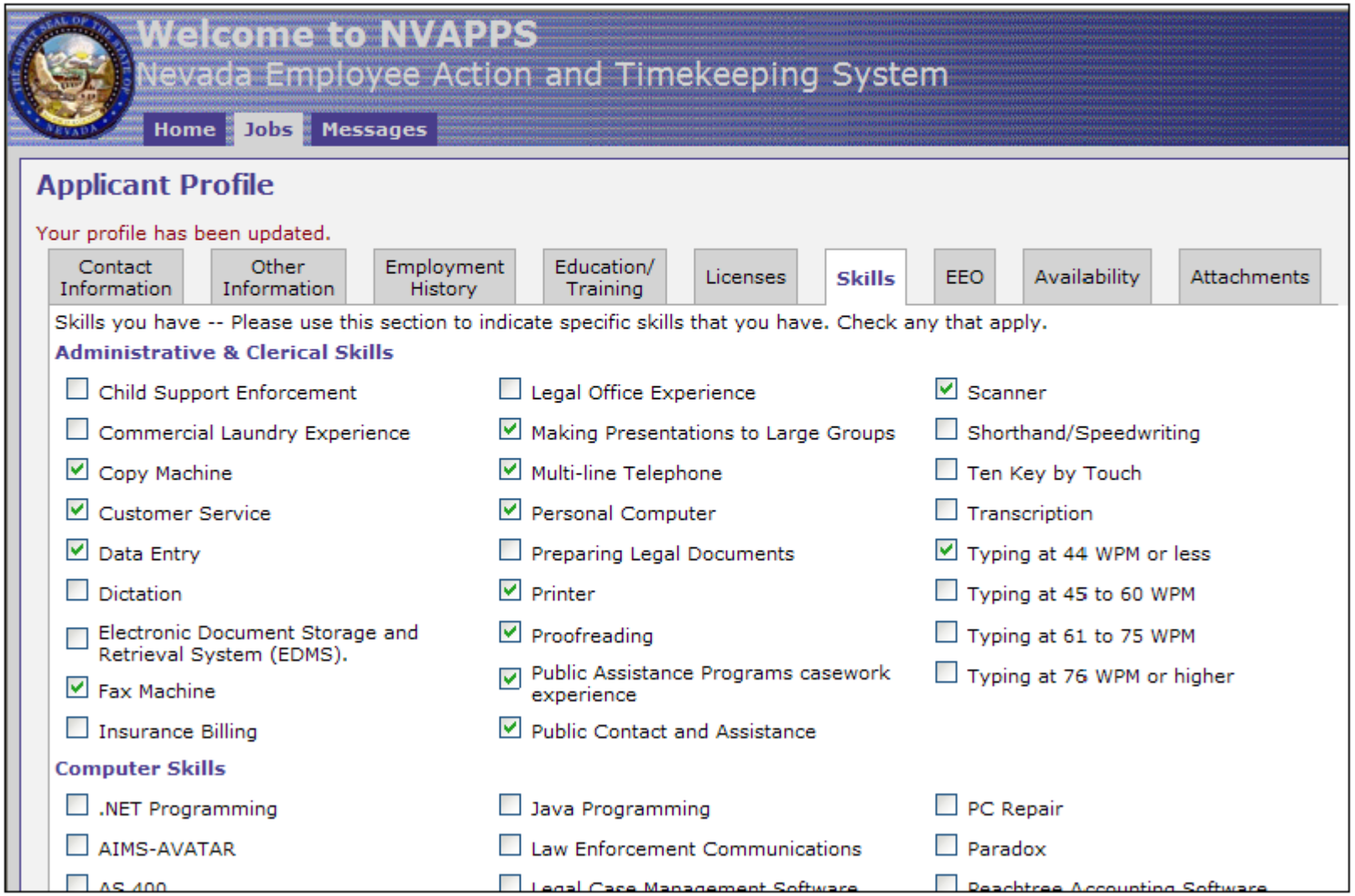
Applicant Application Process

NVAPPS Profile - Skills Tab

Skills - indicate which skills you possess in the categories of administrative, computer, fiscal and accounting, language and professional.



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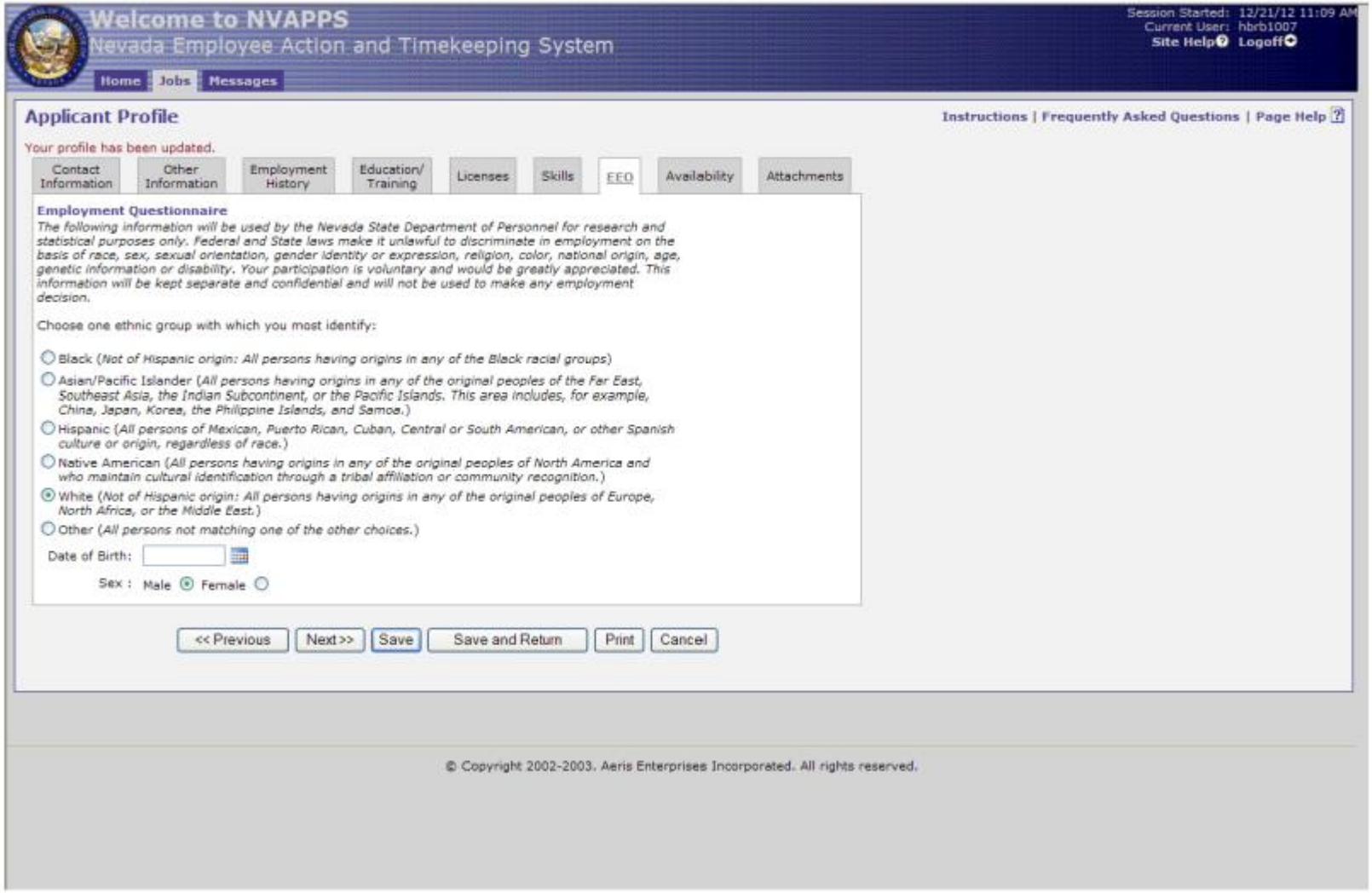
Applicant Application Process

NVAPPS Profile - EEO Tab

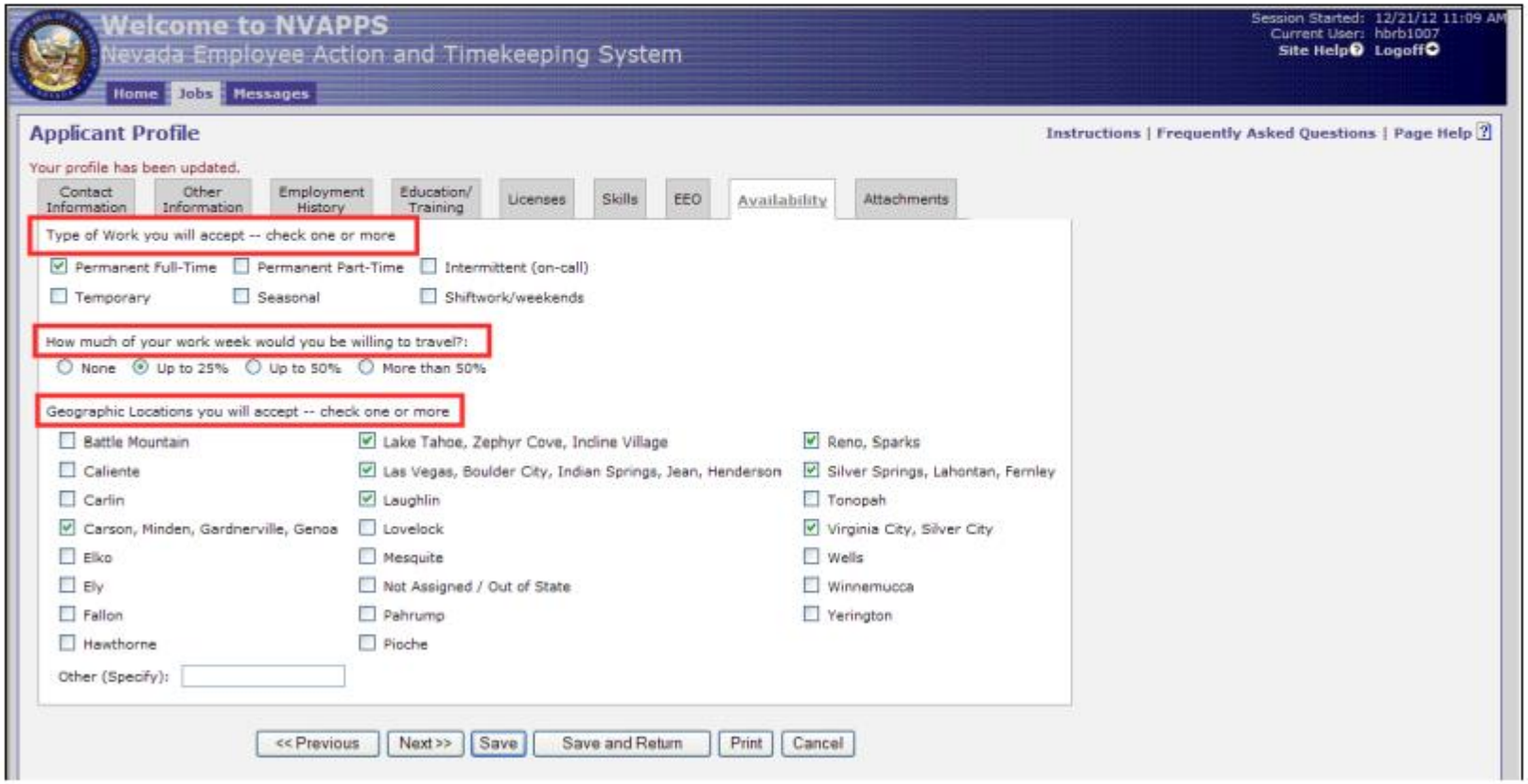


Continue

Applicant Application Process

NVAPPS Profile - Availability Tab

Type of Work - indicate if you are looking for full or part-time work.
Travel - indicate how much travel you are willing (or not) to do
Geographic Location - indicate which geographic area(s) you are willing to work-do not indicate an area if you are not willing to work/relocate in that area.
*Note - make sure to refer to the location of the position in the job announcement.



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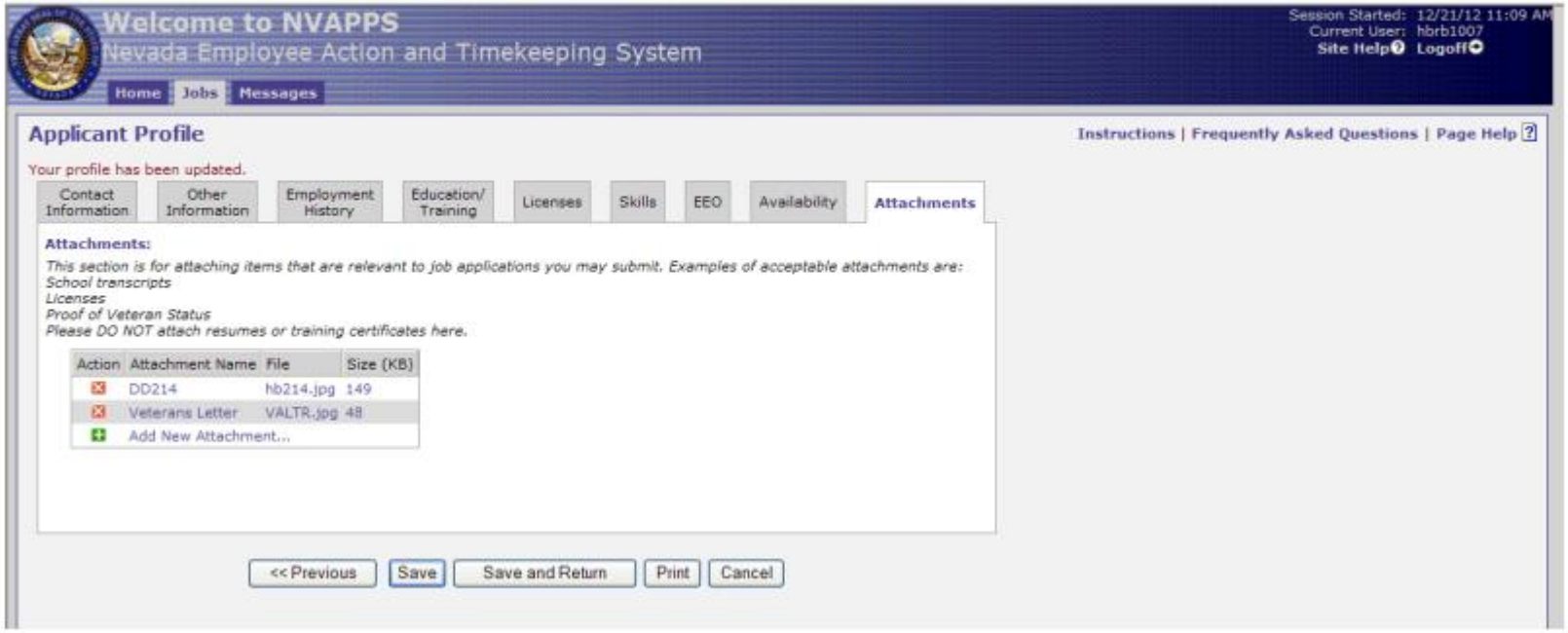
Applicant Application Process

NVAPPS Profile - Attachments Tab

Here you can upload any certificates, transcripts, DD214.



Continue

Applicant Application Process

NVAPPS Profile - Application Stats Tab

To actually submit the application, you MUST go to the 'Signature" tab and click the "**Submit**" button. A dialog box will then appear and you must click "OK" to a message stating that you are digitally signing the application and are agreeing to the stated provisions.

Once submitted, you are taken back to the Applicant Home page where you can track the status of the application you have submitted.

Note: The recruitment announcement will indicate if an exam will be required for the position. If you meet the initial minimum qualifications, and an exam is required for the position, you will be notified by email as to the time and place for the exam. You must pass the exam in order to continue in the application process.

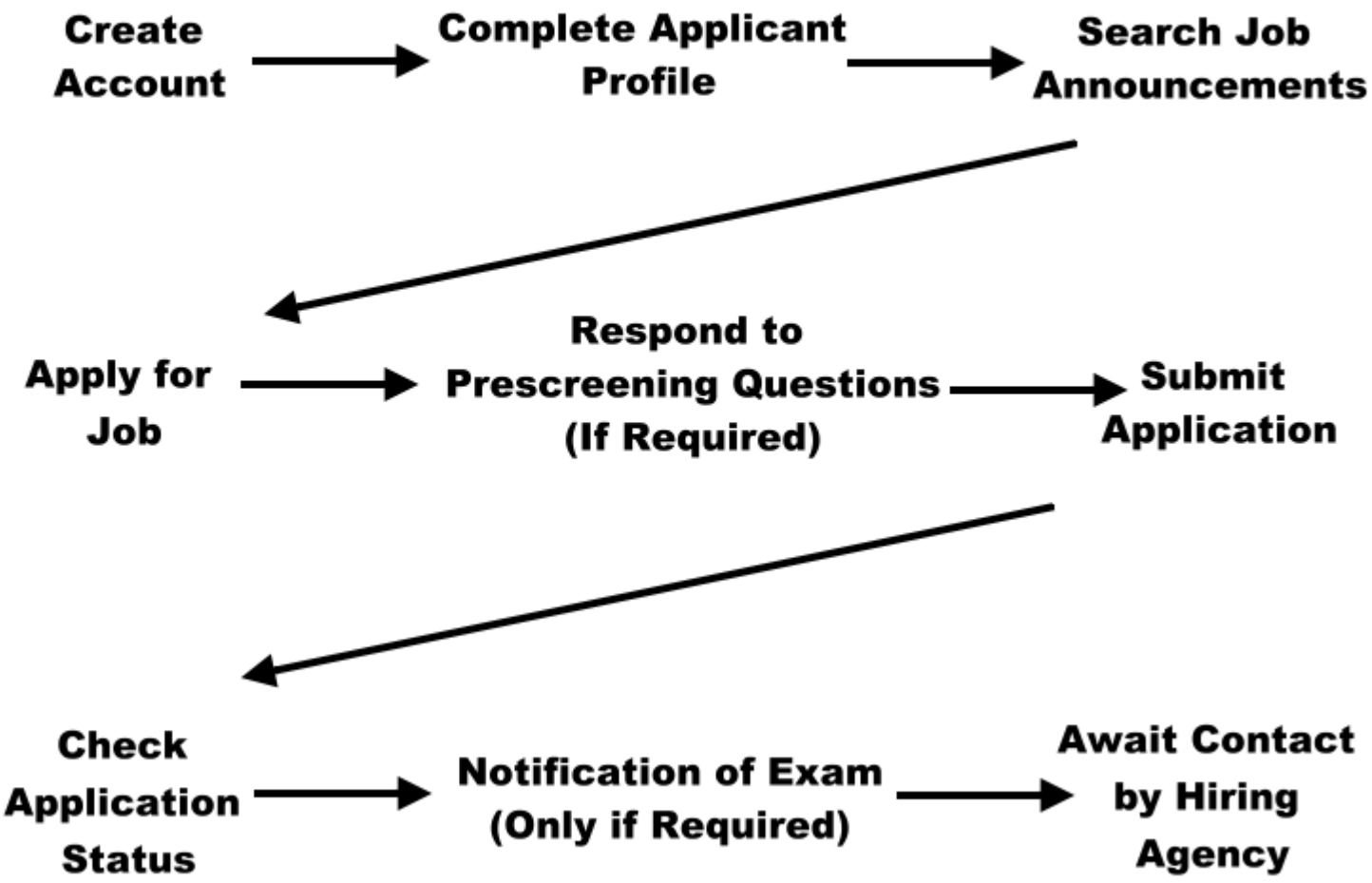
You will need to repeat this process for every position you are interested in.

***** ***NOTE:*** At any time you can go into your "**Stats**" tab and be able to view:

1. All positions you have applied to along with the status
2. All exams you have taken
3. All lists that have gone out with your name on them.

Applicant Application Process

APPLICANT APPLICATION PROCESS



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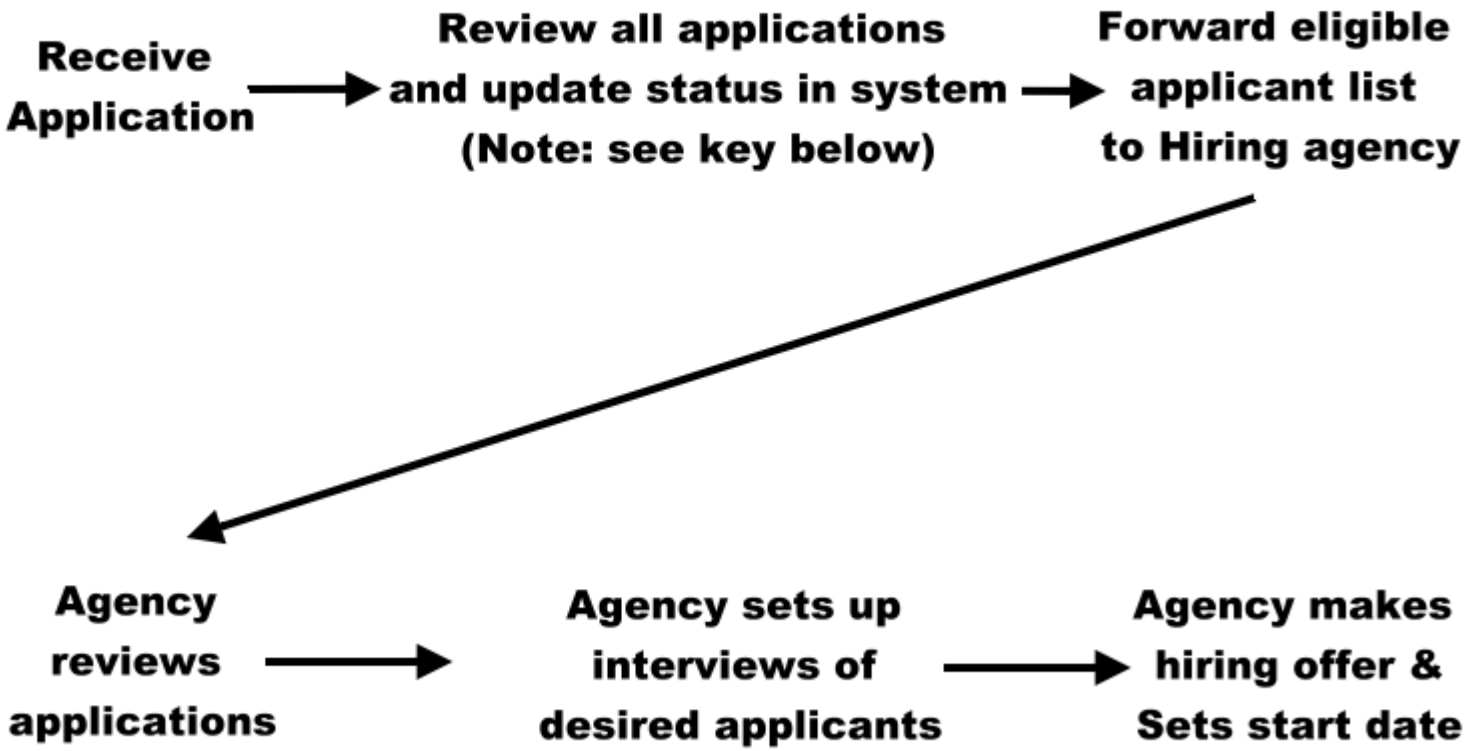
Applicant Application Process

STATE HR APPLICATION PROCESS



Continue

Applicant Application Process

Applicant Application Process

Most common status'

Pending Verification:	State HR has not reviewed your application as of yet (job announcement may not have closed)
Verified:	Your application has met the minimum requirements
Eligible:	You have met all the qualifications to include passing any exams that might be required for the position and you have been put on a list that is forwarded to the hiring department. Once received by the hiring department and applications are reviewed, it is their decision on who they wish to interview.
Withdraw:	This is only to be used if you are no longer interested in the position. This can also be used if you need to make any corrections/additions to your profile. You can withdraw your application, make the corrections and resubmit to the recruiting announcement **as long as the announcement is still open-you cannot do this if the position has closed.**

Continue

Applicant Application Process

Congratulations - end of lesson reached

Well done!

Thank you for viewing this workshop!