





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.

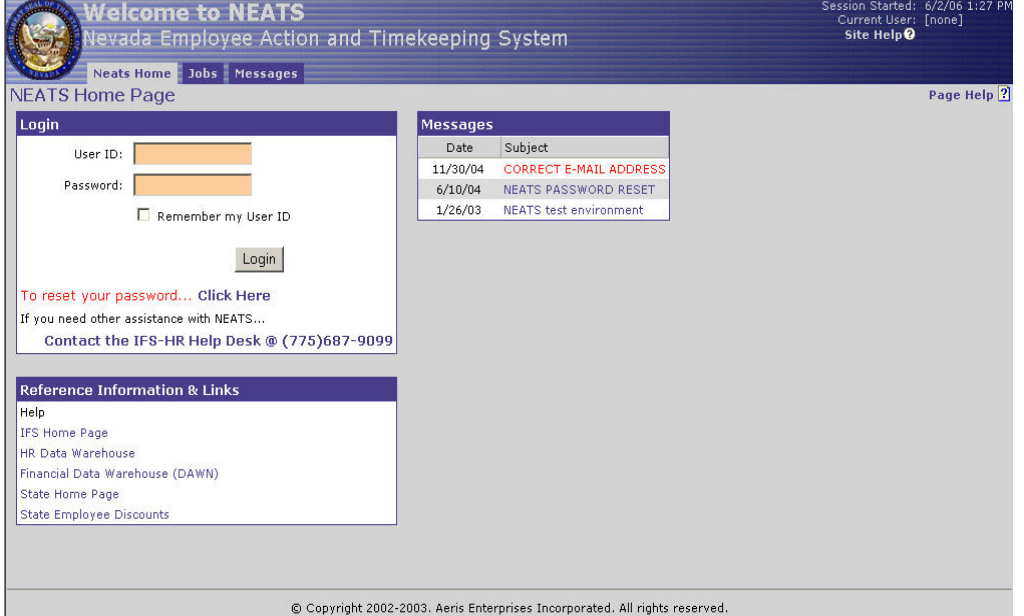
Once a person has completed their applicant profile in NEATS, he/she is then able to apply online to receive consideration for open positions. This procedure details the steps necessary to search and apply for positions that appear in the NEATS recruiting system. There are two tasks that are detailed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

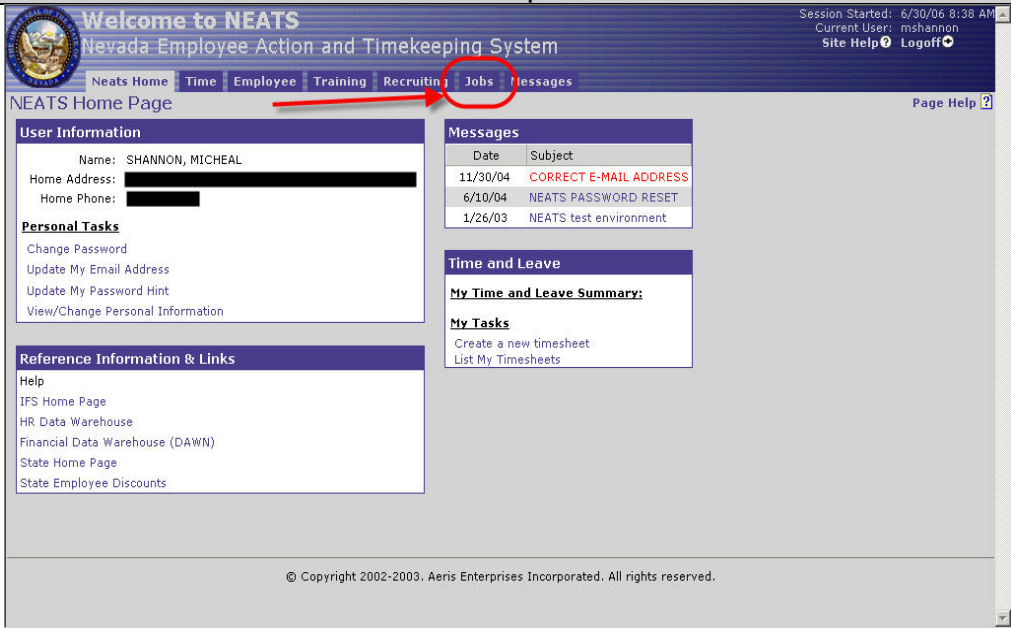
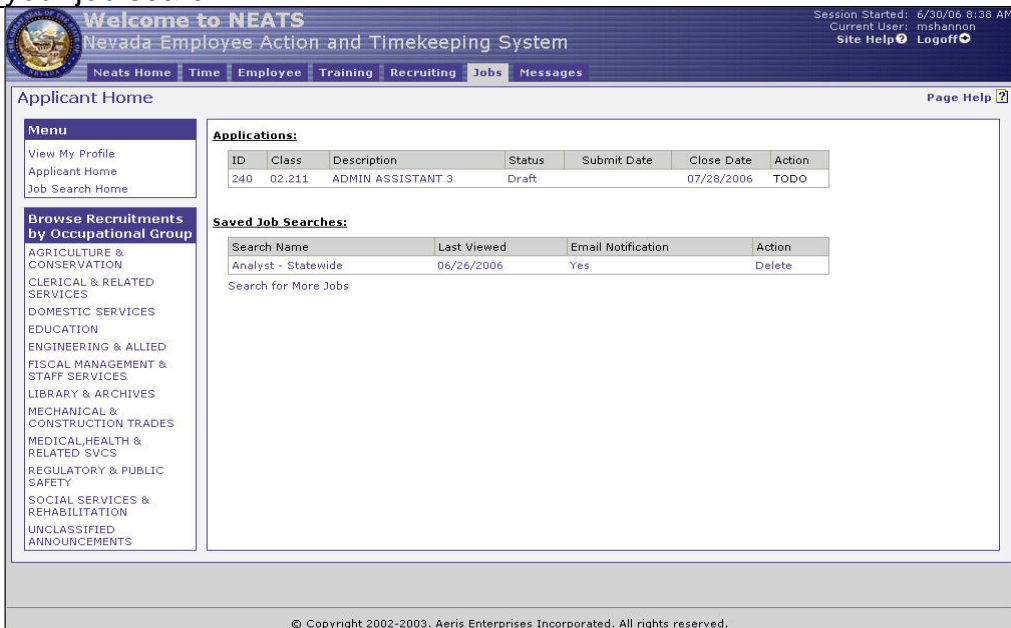
- A. Searching for a Job
- B. Applying for a Position


Important Note and Reminders

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

A. Searching for a Job

Step	Description								
1.	<p>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://hr.nv.gov/ and click on the link to the online recruiting system.)</p> <p>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.</p>								
	 <p>The screenshot shows the NEATS login interface. The header includes the Nevada state seal and the text "Welcome to NEATS Nevada Employee Action and Timekeeping System". Navigation tabs for "Neats Home", "Jobs", and "Messages" are present, with "Jobs" being the active tab. The "Login" section on the left features input fields for "User ID" and "Password", a "Remember my User ID" checkbox, and a "Login" button. Below the login fields are links for "To reset your password... Click Here" and "If you need other assistance with NEATS... Contact the IFS-HR Help Desk @ (775)687-9099". The "Messages" section on the right displays a table of recent messages:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>11/30/04</td> <td>CORRECT E-MAIL ADDRESS</td> </tr> <tr> <td>6/10/04</td> <td>NEATS PASSWORD RESET</td> </tr> <tr> <td>1/26/03</td> <td>NEATS test environment</td> </tr> </tbody> </table> <p>At the bottom, the "Reference Information & Links" section provides links to "Help", "IFS Home Page", "HR Data Warehouse", "Financial Data Warehouse (DAWN)", "State Home Page", and "State Employee Discounts". A copyright notice at the very bottom reads: "© Copyright 2002-2003. Aeris Enterprises Incorporated. All rights reserved."</p>	Date	Subject	11/30/04	CORRECT E-MAIL ADDRESS	6/10/04	NEATS PASSWORD RESET	1/26/03	NEATS test environment
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2.	Click on the "Jobs" tab.								





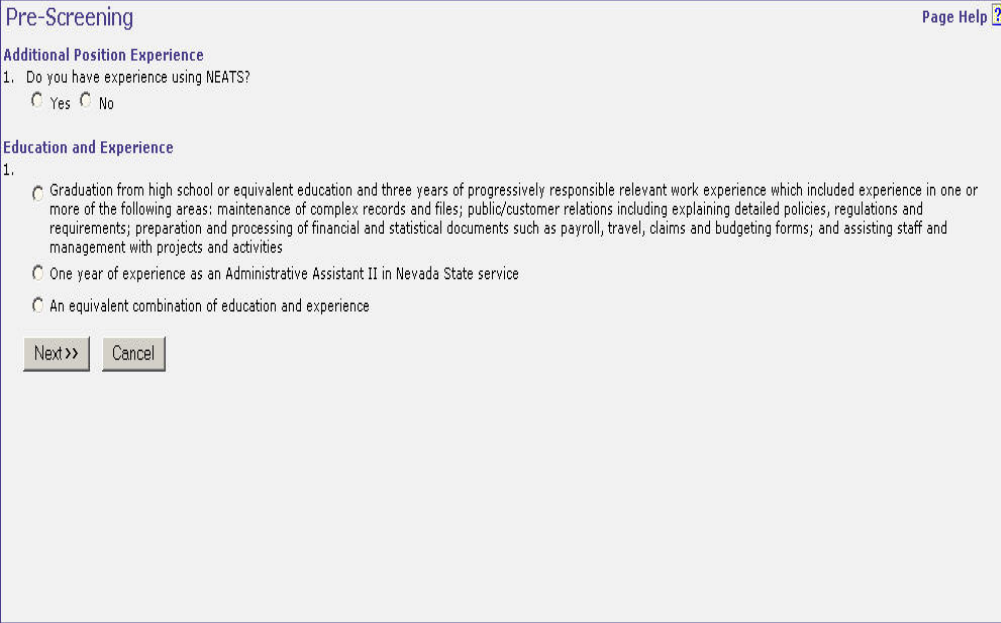


Step	Description
	
3.	A page titled “Applicant Home” will appear and this is the place to start your job search.
	
4.	The Applicant Home provides links to view and track the applications you have submitted, view Job searches you have previously saved, browse recruitments by occupational group, provides 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.

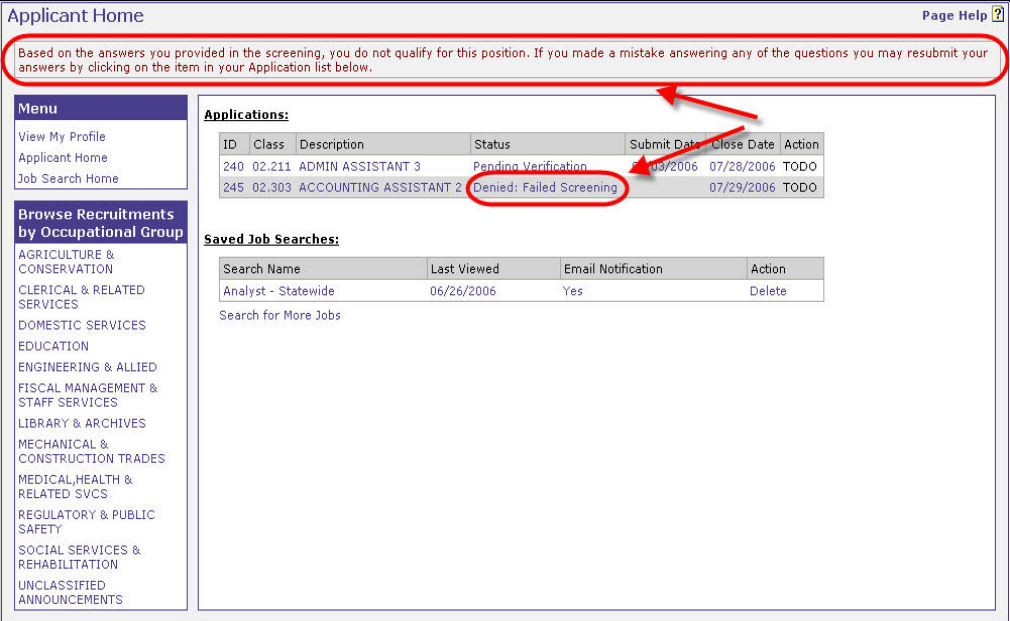
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	<div><div><div><div><div></div><div><div>Welcome to NEATS</div><div>Nevada Employee Action and Timekeeping System</div></div></div><div><div>Session Started: 6/30/06 8:38 AM</div><div>Current User: mshannon</div><div>Site Help Logoff</div></div></div><div><div>Neats Home</div><div>Time</div><div>Employee</div><div>Training</div><div>Recruiting</div><div>Jobs</div><div>Messages</div></div><div><div>Applicant Home</div><div>Page Help</div></div><div><div><div><div>Menu</div><div><div>View My Profile</div><div>Applicant Home</div><div>Job Search Home</div></div><div><div>Browse Recruitments by Occupational Group</div><div>AGRICULTURE & CONSERVATION</div><div>CLERICAL & RELATED SERVICES</div><div>DOMESTIC SERVICES</div><div>EDUCATION</div><div>ENGINEERING & ALLIED</div><div>FISCAL MANAGEMENT & STAFF SERVICES</div><div>LIBRARY & ARCHIVES</div><div>MECHANICAL & CONSTRUCTION TRADES</div><div>MEDICAL,HEALTH & RELATED SVCS</div><div>REGULATORY & PUBLIC SAFETY</div><div>SOCIAL SERVICES & REHABILITATION</div><div>UNCLASSIFIED ANNOUNCEMENTS</div></div></div><div><div><div>Applications:</div><table><thead><tr><th>ID</th><th>Class</th><th>Description</th><th>Status</th><th>Submit Date</th><th>Close Date</th><th>Action</th></tr></thead><tbody><tr><td>240</td><td>02.211</td><td>ADMIN ASSISTANT 3</td><td>Draft</td><td></td><td>07/28/2006</td><td>TODO</td></tr></tbody></table><div><div>Saved Job Searches:</div><table><thead><tr><th>Search Name</th><th>Last Viewed</th><th>Email Notification</th><th>Action</th></tr></thead><tbody><tr><td>Analyst - Statewide</td><td>06/26/2006</td><td>Yes</td><td>Delete</td></tr></tbody></table><div>Search for More Jobs</div></div></div></div></div></div></div></div>	ID	Class	Description	Status	Submit Date	Close Date	Action	240	02.211	ADMIN ASSISTANT 3	Draft		07/28/2006	TODO	Search Name	Last Viewed	Email Notification	Action	Analyst - Statewide	06/26/2006	Yes	Delete														
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6.	<p>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.</p>																																				
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7.	<p>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</p>																																				

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	job location and/or category (or any combination of the three). When finished, click the Search button.																								
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8.	<p>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.</p>																								
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Step	Description		
9.	Once you find an opening you are interested in, click on the job title to go the job announcement.		
	<div data-bbox="358 306 1357 921"> <div>Announcement Page Help ?</div> <div> <div>State of Nevada Announces Recruitment for...</div> <div>ADMIN ASSISTANT 3 - 02.211</div> <table> <tr> <td> APPROXIMATE ANNUAL SALARY (PAY GRADE 27): With Employee Contributions: \$0.00 to \$0.00 Without Employee Contributions: \$0.00 to \$0.00 <ul style="list-style-type: none"> 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 </td><td> ANNOUNCEMENT NUMBER 240 <ul style="list-style-type: none"> 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 </td></tr> </table> <div> 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 </div> <div> 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. </div> <div> <input type="button" value="Apply"/> <input type="button" value="Cancel"/> </div> </div> </div>	APPROXIMATE ANNUAL SALARY (PAY GRADE 27): With Employee Contributions: \$0.00 to \$0.00 Without Employee Contributions: \$0.00 to \$0.00 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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
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10.	If you are interested in applying, click on the <input type="button" value="Apply"/> button (Click <input type="button" value="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  button.		
	 <p>Announcement Page Help ?</p> <p style="text-align: center;">State of Nevada Announces Recruitment for...</p> <p>ADMIN ASSISTANT 3 - 02.211</p> <table border="1"> <tr> <td> APPROXIMATE ANNUAL SALARY (PAY GRADE 27): With Employee Contributions: \$0.00 to \$0.00 Without Employee Contributions: \$0.00 to \$0.00 </td> <td> 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 </td> </tr> </table> <p>■ 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</p> <p>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.</p> <p>To see full Class Specifications visit: TBD</p> <p>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.</p> <p>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.</p> <p>Additional Position Experience 1) The position requires experience using NEATS.</p> <p style="text-align: right;">   </p>	APPROXIMATE ANNUAL SALARY (PAY GRADE 27): With Employee Contributions: \$0.00 to \$0.00 Without Employee Contributions: \$0.00 to \$0.00	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
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2.	The next step in the process is to answer the prescreening questions on the Pre-Screening page.		
	 <p>Pre-Screening Page Help ?</p> <p>Additional Position Experience</p> <p>1. Do you have experience using NEATS? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Education and Experience</p> <p>1.</p> <p><input type="radio"/> 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</p> <p><input type="radio"/> One year of experience as an Administrative Assistant II in Nevada State service</p> <p><input type="radio"/> An equivalent combination of education and experience</p> <p>   </p>		
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		

	<p>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. <i>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.</i></p>
4.	<p>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.)</p>
	 <p>The screenshot shows the 'Applicant Home' page. At the top, a message states: 'Based on the answers you provided in the screening, you do not qualify for this position. If you made a mistake answering any of the questions you may resubmit your answers by clicking on the item in your Application list below.' Below this is a 'Menu' on the left with links like 'View My Profile', 'Applicant Home', and 'Job Search Home'. The main area is titled 'Applications:' and contains a table with columns: ID, Class, Description, Status, Submit Date, Close Date, and Action. The table has two rows: one for 'ADMIN ASSISTANT 3' with status 'Pending Verification' and another for 'ACCOUNTING ASSISTANT 2' with status 'Denied: Failed Screening'. The 'Denied' status is circled in red, and a red arrow points to it from the message above. Below the applications table is a 'Saved Job Searches:' section with a table showing a search for 'Analyst - Statewide'.</p>
5.	<p>If you pass the prescreening, you will be taken to the following page asking for further completion of the application.</p>

	<div data-bbox="370 191 1365 810"> <div>Job Application Page Help ?</div> <div>Based on the answers you provided in the screening, you meet the minimum qualifications to apply for this position. You may complete the application for this position below.</div> <div> <div>Profile</div> <div>Exam</div> <div>Departments</div> <div>Attachments</div> <div>Signature</div> </div> <div> <p>You last updated your employee profile on 07/27/2006. If there have been any changes, please click the button below to review and update your profile before you submit your application.</p> <div>View/Update Profile</div> </div> <div> <div>Next >></div> <div>Save</div> <div>Delete</div> <div>Submit</div> <div>Cancel</div> </div> </div>
6.	The Job Application page has five tabs: Profile, Exam, Departments, Attachments and Signature. Click on the Profile tab.
7.	<p>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 <i>before</i> submitting your application. Click the</p> <div data-bbox="370 995 716 1094"> <div>View/Update Profile</div> <div>Next >></div> </div> <p>button to go to your applicant profile or to move to the Exam Tab.</p>
	<div data-bbox="370 1108 1365 1728"> <div>Job Application Page Help ?</div> <div>Based on the answers you provided in the screening, you meet the minimum qualifications to apply for this position. You may complete the application for this position below.</div> <div> <div>Profile</div> <div>Exam</div> <div>Departments</div> <div>Attachments</div> <div>Signature</div> </div> <div> <p>You last updated your employee profile on 07/27/2006. If there have been any changes, please click the button below to review and update your profile before you submit your application.</p> <div>View/Update Profile</div> </div> <div> <div>Next >></div> <div>Save</div> <div>Delete</div> <div>Submit</div> <div>Cancel</div> </div> </div>
8.	<p>The Exam tab displays information regarding the examination required for this position. Click</p> <div data-bbox="675 1766 794 1808"> <div>Next >></div> </div> <p>to move to the Departments tab.</p>

Job Application

Page Help ?

Based on the answers you provided in the screening, you meet the minimum qualifications to apply for this position. You may complete the application for this position below.

Profile

Exam

Departments

Attachments

Signature

Exam Type:

Exam Description:

<< Previous

Next >>

Save

Delete

Submit

Cancel

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)

Job Application

Page Help ?

Based on the answers you provided in the screening, you meet the minimum qualifications to apply for this position. You may complete the application for this position below.

Profile

Exam

Departments

Attachments

Signature

Departments you are willing to work in -- check one or more

☐ Administration

☐ Agriculture

☐ Attorney General

☐ Business and Industry

☐ Colorado River Commission

☐ Commission on Ethics

☐ Commission on Mineral Resources

☐ Commission on POST

☐ Commission on Post Secondary Ed

☐ Conservation and Natural Resources

☐ Controllers Office

☐ Corrections

☐ Cultural Affairs

☐ E-er Ins Co of NV - Privatized

☐ Economic Development

☐ Education

☐ Employment, Training and Rehab

☐ Gaming Control Board

☐ Health and Human Services

☐ Information Technology

☐ Lieutenant Governor

☐ Motor Vehicles

☐ Office of Veterans Affairs

☐ Office of the Governor

☐ Office of the Military

☐ Personnel

☐ Public Employees Benefits Program

☐ Public Safety

☐ Public Utilities Commission

☐ Records Certification Class

☐ Retirement Board

☐ Secretary of State

☐ TRAC Training Department

☐ Taxation

☐ Tourism

☐ Transportation

☐ Treasurer's Office

☐ University/Community College Sys of NV

☐ WICHE

☐ Wildlife

<< Previous

Next >>



Save

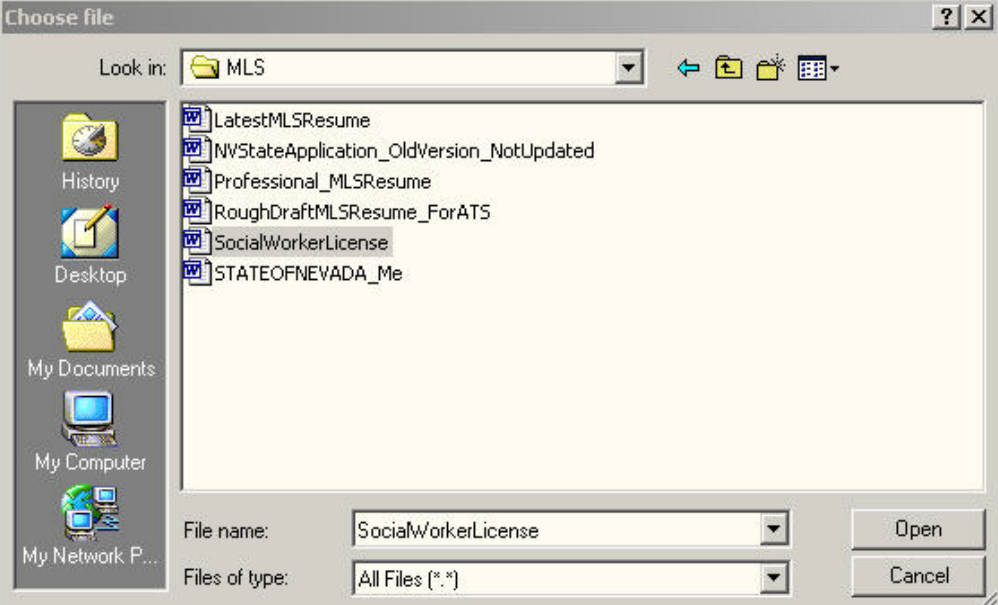


Delete

Submit

Cancel

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.

	<div data-bbox="370 191 1365 810"> <div>Job Application Page Help ?</div> <div>Based on the answers you provided in the screening, you meet the minimum qualifications to apply for this position. You may complete the application for this position below.</div> <div> <div>Profile</div> <div>Exam</div> <div>Departments</div> <div>Attachments</div> <div>Signature</div> </div> <div> <div>Attachments:</div> <div>This section is for attaching items that are relevant to this application. Examples of acceptable attachments are:</div> <ul style="list-style-type: none"> School transcripts Licenses Proof of Veteran Status <div>Please DO NOT attach resumes or training certificates here.</div> <div> <div>Action</div> <div>File</div> <div>Size</div> <div>  Add New Attachment... </div> </div> <div> <div><< Previous</div> <div>Next >></div> <div>Save</div> <div>Delete</div> <div>Submit</div> <div>Cancel</div> </div> </div> </div>
11.	<div data-bbox="370 814 1365 888"> <p>If you need to attach a file to the application, click the  Add New Attachment... link.</p> </div>
	<div data-bbox="370 892 1365 1509"> <div>Attachment Page Help ?</div> <div>Select File to Attach: <input type="text"/> <div>Browse...</div></div> <div> <div>Apply</div> <div>Cancel</div> </div> </div>
12.	<div data-bbox="370 1514 1365 1600"> <p>Click on the <div>Browse...</div> button and locate the file you wish to attach. Click on the file and select Open.</p> </div>

	
13.	To attach the file, click  .
	
14.	Repeat the process for multiples files.

15.

Job Application

Page Help ?

ProfileExamDepartments**Attachments**Signature

Attachments:

This section is for attaching items that are relevant to this application. Examples of acceptable attachments are:

- School transcripts
- Licenses
- Proof of Veteran Status

Please DO NOT attach resumes or training certificates here.

Action	File	Size
	Ager.doc	27648
	Add New Attachment...	

<< Previous

Next >>

Save

Delete

Submit

Cancel

16.

After you have finished, click to move to the Signature tab.

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 . 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 or button.*

Job Application

Page Help ?

ProfileExamDepartmentsAttachments**Signature**

IMPORTANT

- I declare that any statement in this application or information provided is true and complete. I understand that if I provide false information I may subject myself to the penalty provisions of NRS 284.430.
- At the time of application, I attest that I have the legal right to reside and work in this country (proof required upon employment).
- In connection with this application, I authorize the State of Nevada and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with the State and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. (Check box below if you do not want your present employer contacted.) Moreover, I hereby release the State of Nevada and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

☐ I request that you do not contact my present employer unless necessary to determine my qualifications for the position. This selection is optional

<< Previous

Save

Delete

Submit

Cancel

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.

Applicant Home Page Help ?

Your application has been submitted. You can track the status of your application by returning to this page.

Menu

- View My Profile
- Applicant Home
- Job Search Home

Browse Recruitments by Occupational Group

- AGRICULTURE & CONSERVATION
- CLERICAL & RELATED SERVICES
- DOMESTIC SERVICES
- EDUCATION
- ENGINEERING & ALLIED
- FISCAL MANAGEMENT & STAFF SERVICES
- LIBRARY & ARCHIVES
- MECHANICAL & CONSTRUCTION TRADES
- MEDICAL/HEALTH & RELATED SVCS
- REGULATORY & PUBLIC SAFETY
- SOCIAL SERVICES & REHABILITATION
- UNCLASSIFIED ANNOUNCEMENTS

Applications:

ID	Class	Description	Status	Submit Date	Close Date	Action
240	02.211	ADMIN ASSISTANT 3	Pending Verification	07/03/2006	07/28/2006	TODO
245	02.303	ACCOUNTING ASSISTANT 2	Pending Verification	07/03/2006	07/29/2006	TODO

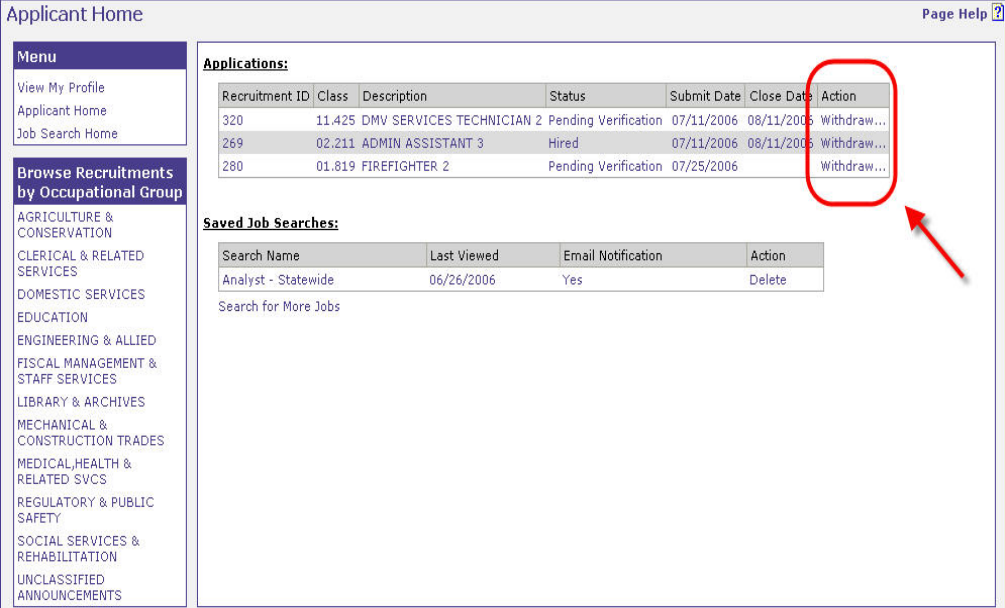
Saved Job Searches:

Search Name	Last Viewed	Email Notification	Action
Analyst - Statewide	06/26/2006	Yes	Delete

Search for More Jobs

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.	<p>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.</p>
	 <p>The screenshot shows the 'Applicant Home' page. On the left is a 'Menu' with links: 'View My Profile', 'Applicant Home', and 'Job Search Home'. Below the menu is a 'Browse Recruitments by Occupational Group' list including: AGRICULTURE & CONSERVATION, CLERICAL & RELATED SERVICES, DOMESTIC SERVICES, EDUCATION, ENGINEERING & ALLIED, FISCAL MANAGEMENT & STAFF SERVICES, LIBRARY & ARCHIVES, MECHANICAL & CONSTRUCTION TRADES, MEDICAL, HEALTH & RELATED SVCS, REGULATORY & PUBLIC SAFETY, SOCIAL SERVICES & REHABILITATION, and UNCLASSIFIED ANNOUNCEMENTS. The main content area has two sections: 'Applications:' and 'Saved Job Searches:'. The 'Applications:' section contains a table with columns: Recruitment ID, Class, Description, Status, Submit Date, Close Date, and Action. The table lists three applications: ID 320 (DMV SERVICES TECHNICIAN 2, Pending Verification, 07/11/2006, 08/11/2006, Withdraw...), ID 269 (ADMIN ASSISTANT 3, Hired, 07/11/2006, 08/11/2006, Withdraw...), and ID 280 (FIREFIGHTER 2, Pending Verification, 07/25/2006, Withdraw...). A red circle highlights the 'Withdraw...' link for application 280, and a red arrow points to it. The 'Saved Job Searches:' section contains a table with columns: Search Name, Last Viewed, Email Notification, and Action. It lists one search: 'Analyst - Statewide' (Last Viewed: 06/26/2006, Email Notification: Yes, Action: Delete). Below this table is a link 'Search for More Jobs'.</p>
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.	<p>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.</p> <p>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.</p> <p>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.</p>

