

**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:

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## Start Here

### Job Announcements/Postings

All of our job information is accessible on our website at [hr.nv.gov](https://hr.nv.gov). We have a dedicated microsite to the employment process at [nvjobs.nv.gov](https://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.

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**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.

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## 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.

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## Start Here

### Congratulations - end of lesson reached

Well done!

You are ready for the next lesson!

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## **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.

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**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](mailto: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://dep.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://dcp.nv.gov>  
 Public Employees Retirement System: <http://www.nvpers.org>  
 Public Employees Benefits Program: <http://peba.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) 326-6668

**Division of Human Resource Management  
Southern Nevada**

555 East Washington Avenue,  
Suite 1400  
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6668

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

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# 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.

<b>Announcement</b> <span style="float: right;">Instructions   Frequently Asked Questions   Page Help ?</span>	
<b>State of Nevada Announces</b> An Open Competitive Recruitment for: <b>ADMIN ASSISTANT II</b>	
<b>APPROXIMATE ANNUAL SALARY - \$29,440.80 to \$42,553.44 PAY GRADE: 25</b> 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.	
<b>JOB INFORMATION</b> <ul style="list-style-type: none"><li>▪ Work Type: A Permanent, full time vacancy</li><li>▪ Department: <a href="#">Health and Human Services</a> ← 4 &amp; 5</li><li>▪ Division: Division of Child and Family Services ← 4 &amp; 5</li><li>▪ Location: Carson, Minden, Gardnerville, Genoa</li><li>▪ Job Class Code: 02.212</li></ul>	<b>RECRUITMENT INFORMATION</b> <ul style="list-style-type: none"><li>▪ Announcement Number: 18509</li><li>▪ <u>Open to all qualified persons.</u> 1.</li><li>▪ <u>Posted 01/07/2013</u> 2.</li><li>▪ <u>Close Date: 01/21/2013</u> 3.</li><li>▪ Recruiter: ROSE STONE Phone: (775)684-0150 Email: <a href="mailto:rstone@admin.nv.gov">rstone@admin.nv.gov</a> ← 6</li><li>▪ Applications accepted for another 4 Days 7 Hrs 51 Mins</li></ul>

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# 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>

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## 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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- 20 - English Grammar, Punctuation and Spelling
- 15 - Computer Usage
- 15 - Interpersonal & Customer Service Skills

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# Applicant Application Process

## Job Announcement - Section 4

Additional information and Apply Button.

<p style="text-align: center;"><b><u>INFORMATIONAL LINKS</u></b></p> <p>For more information about state employment, visit the following: Division of Human Resource Management: <a href="http://dop.nv.gov">http://dop.nv.gov</a> Public Employees Retirement System: <a href="http://www.nvpers.org">http://www.nvpers.org</a> Public Employees Benefits Program: <a href="http://pebp.state.nv.us">http://pebp.state.nv.us</a></p>	<p style="text-align: center;"><b><u>REFER A FRIEND</u></b></p> <p>Help us reach qualified candidates! Refer a friend by clicking here: <a href="#">Email</a></p>		
<p><b><u>Direct Inquiries or Correspondence to:</u></b></p> <table><tr><td data-bbox="541 386 945 535"><p><b>Division of Human Resource Management Northern Nevada</b> 209 East Musser Street, Room 101 Carson City, Nevada 89701-4204</p><p>TDD for the Hearing Impaired (800) 326-6868</p></td><td data-bbox="1327 386 1730 535"><p><b>Division of Human Resource Management Southern Nevada</b> 555 East Washington Avenue, Suite 1400 Las Vegas, Nevada 89101-1046</p><p>TDD for the Hearing Impaired (800) 326-6868</p></td></tr></table>		<p><b>Division of Human Resource Management Northern Nevada</b> 209 East Musser Street, Room 101 Carson City, Nevada 89701-4204</p> <p>TDD for the Hearing Impaired (800) 326-6868</p>	<p><b>Division of Human Resource Management Southern Nevada</b> 555 East Washington Avenue, Suite 1400 Las Vegas, Nevada 89101-1046</p> <p>TDD for the Hearing Impaired (800) 326-6868</p>
<p><b>Division of Human Resource Management Northern Nevada</b> 209 East Musser Street, Room 101 Carson City, Nevada 89701-4204</p> <p>TDD for the Hearing Impaired (800) 326-6868</p>	<p><b>Division of Human Resource Management Southern Nevada</b> 555 East Washington Avenue, Suite 1400 Las Vegas, Nevada 89101-1046</p> <p>TDD for the Hearing Impaired (800) 326-6868</p>		
<p>To begin the application process, click on the Apply button. Click Cancel to return to the previous page.</p> <p><b>Select this button to apply</b>  <input type="button" value="Apply"/> <input type="button" value="Cancel"/></p>			

# 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>)."

**Welcome to NVAPPS**  
Nevada Employee Action and Timekeeping System

Session Started: 1/17/13 11:15 AM  
Current User: [none]  
Site Help

Home Jobs Messages

### Jobs Home Page

Select "Register" to create your account.

Instructions | Frequently Asked Questions | Page Help

**Menu**

- Sign On
- Register
- Job Search Home
- Instructions
- Frequently Asked Questions

**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 SERVICES

**NOTE:** Click here to view detailed instructions on how to register with the system, find a job, and apply.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, sex, sexual orientation, gender identity or expression, religion, color, national origin, age, genetic information or disability, as outlined in the State Affirmative Action Plan.

The State of Nevada publishes several different types of recruitment announcements (i.e., unclassified and classified). You are strongly encouraged to view each occupational group listed on the left to ensure you are aware of all the employment opportunities available to you.

Search Phrase:

Location: -- Any Job Location --

Occupational Group: -- Any Occupational Group --

Open To: Everyone - Open Competitive Types Only

The search feature finds job classifications with active recruitments only. Click here to view a list of all job classifications.

**New Jobs (Jobs posted in the last 7 days):**


Recr #	Job Classification	Salary (FT) or Rate (PT)	Location	Time Remaining
18588	FIRE MANAGEMENT OFFICER II	\$48,462 - \$72,224 per yr	Carson, Minden, Gardnerville, Genoa	5 Days 5 Hrs 43 Mins
18594	MANAGEMENT ANALYST I	\$40,862 - \$60,406 per yr	Reno, Sparks	6 Days 5 Hrs 43 Mins
18596	DETR BUSINESS PROCESS ANALYST 1	\$46,416 - \$69,029 per yr	Carson, Minden, Gardnerville, Genoa	13 Days 5 Hrs 43 Mins

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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.



### Welcome to NVAPPS

#### Nevada Employee Action and Timekeeping System

Session Started: 1/17/13 11:15 AM  
Current User: [none]  
[Site Help](#)

[Home](#) | [Jobs](#) | [Messages](#)

## Register

[Instructions](#) | [Frequently Asked Questions](#) | [Page Help](#)

**IMPORTANT:** If you are an existing State employee OR a user of the Training system, you do NOT need to register again. Please sign on with that ID in order to receive proper consideration for departmental / divisional openings.

**Note:** 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.

Fields marked with an asterisk (\*) are required

**Name**

First Name\*:  Last Name\*:

Email\*:

**Registration**

Select a user ID and password below. Passwords must conform to the following rules:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one numeric digit (0-9).
- Passwords must contain at least one upper case letter (A-Z).
- Passwords must contain at least one lower case letter (a-z).
- Passwords must contain at least one special character ( !@#\$%^&\*()/?.>,<:; } [ { = + \_ | ' ).

User ID\*:  (If you have already registered and forgot your ID, click here to recover it)

Password\*:

Re-enter Password \*:

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# 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.

**Welcome to NVAPPS**  
Nevada Employee Action and Timekeeping System

Session Started: 1/4/13 11:23 AM  
Current User: jsnvapp  
Site Help Logoff

Home Jobs Messages

### Applicant Home

**Menu**

- View My Profile**
- Applicant Home
- Job Search Home
- Instructions
- Frequently Asked Questions

**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 SERVICES
- REGULATORY & PUBLIC SAFETY

**Applications:**

Recruitment ID	Class	Description	Status	Submit Date	Close Date	Action
None						

**Upcoming Exam Events:**

Exam Date	Exam Location	Exam Title	Recruitment ID	Description
None				

**Saved Job Searches:**

Search Name	Last Viewed	Email Notification	Action
None			

[Search for More Jobs](#)

**Unread Messages:**

Date	Subject
None	

[View All Messages](#)


Instructions | Frequently Asked Questions | Page Help



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# 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.

 **Welcome to NVAPPS**  
Nevada Employee Action and Timekeeping System

Session Started: 12/21/12 11:09 AM  
Current User: hrb1007  
Site Help  Logoff 

Home | Jobs | Messages

### Applicant Profile

Instructions | Frequently Asked Questions | Page Help 

Your profile has been updated.

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

\* Required Field

**Name:**

→ First\*: John → Middle: Q  
→ Last\*: Public

**Mailing Address:**


→ Mailing Address\*: 123 Main Street  
→ City\*: Carson City → State\*: NEVADA → 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: 775-882-1234 → Other Phone: 775-882-5678  
→ Work Phone: 775-882-4321 → Email\*: jqpublic@yahoo.com

Preferred Method of Contact:

Are you a current classified State of Nevada or University System employee?  Yes  No ← **(State of Nevada Employees only)**

If yes, what is your job class code? -   ← **(State of Nevada Employees only)**

Next >> | Save | Save and Return | Print | Cancel

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.

Contact Information	<b>Other Information</b>	Employment History	Education/ Training	Licenses	Skills	EEO	Availability	Attachments
---------------------	--------------------------	--------------------	---------------------	----------	--------	-----	--------------	-------------

**Veteran Status:**  
*Proof required no later than the final testing. If the examination is a training and experience evaluation, proof must be submitted by close of filing period. You may either attach proof electronically to this applicant profile (Attachments Tab of this page), mail proof to the address specified on the Job Announcement when you apply for a job, or present proof at testing. (Examples of acceptable documents include DD-214, disability letter from Veteran's Administration, widows documentation, etc.)*

Are you a veteran or the widow of veteran?  
 Yes  No ←

Are you a disabled veteran?  
 Yes  No ←

**Member of:**  
*Disclosure required by State Law NRS414.50*

Are you a member of Sheriff's Search and Rescue or Rescue Unit of Civil Air Patrol?  
 Yes  No ←

**Criminal Convictions / Traffic Violations:**

Have you ever been convicted of a misdemeanor, gross misdemeanor or felony?  
 Yes  No ←

Have you been convicted of a moving traffic violation within the last 5 years?  
 Yes  No ←

*If yes to either of the above, provide detail giving date(s), time(s), location(s), circumstance(s), and dollar amounts of fine(s). Include any conditions of your parole and/or probation, if applicable. Moving traffic violations will only be considered if driving a vehicle is a job requirement. A criminal conviction is not an automatic bar to employment. Each case is considered on its individual merits. LACK OF REQUESTED INFORMATION IS BASIS FOR REJECTING AN APPLICATION.*

**Relatives employed by the State:**  
*Nevada Revised Statute requires disclosure of relatives working for the state within the third degree of consanguinity by blood, adoption or marriage. Select page help for consanguinity chart.*

Do you have relatives working for the state within the third degree of consanguinity?  
 Yes  No ←

*If yes, Enter all relatives employed by the state below*

Action	Relative Name	Department	Relation
	Add New Employed Relative Entry...		

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.

The screenshot shows the 'Employment' section of the NVAPPS application. It includes a form for entering employment details and a table for listing major duties with their respective percentages. A red annotation points to the 'Total % 100' row in the table, stating 'The total of all individual tasks must equal 100%'.

**Employment Form Fields:**

- Are you currently employed at this job:  Yes  No
- If you are currently employed at this job you may leave the "To" date blank or you may enter a planned termination date.
- From\*: 06/2010 To\*: 02/2012 (mm/yyyy)
- Employer\*: Texas Veterans Commission
- Job Title\*: Veterans Employment Representative (DVO) Location: San Antonio, TX
- Supervisor: John Smith
- Supervisor Title: Supervisor (LVER) Phone: 210-582-1111
- Hours Per Week\*: 40.0 Last Monthly Salary\*: 2,500.00
- Reason For Leaving\*: To obtain a Personnel Analyst position with the St
- Number and Titles of People You Supervised: None

**Major Duties Table:**

Action	Description of Duty	%
<input checked="" type="checkbox"/>	*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
<input checked="" type="checkbox"/>	*Conduct interviews to assess veteran client needs, and facilitating veteran access to all workforce development programs and services.	35
<input checked="" type="checkbox"/>	*Perform outreach to community organizations, employers, veteran organizations and others to promote veteran employment goals and objectives.	15
<input checked="" type="checkbox"/>	*Advocate for veterans employment and training opportunities with business, education, industry, and community-based organizations.	10
<input checked="" type="checkbox"/>	*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
	<b>Total % 100</b>	
<input checked="" type="checkbox"/>	Add New Employment Duty Item...	

**Annotation:** The total of all individual tasks must equal 100%







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...	

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

**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.

The screenshot shows the 'Applicant Profile' page for the Nevada Employee Action and Timekeeping System. The 'Education/Training' tab is selected. The page displays a 'High School' section with a dropdown menu set to 'High School Diploma'. Below that is a 'College, University, or Professional School' section with a table of education items. At the bottom is a 'Business, Correspondence, Trade, Technical, Vocational School or College' section with a table of training items. Navigation buttons like '<< Previous', 'Next >>', 'Save', 'Save and Return', 'Print', and 'Cancel' are at the bottom.

**High School:**  
High School Diploma or Equivalent Completed: High School Diploma

**College, University, or Professional School:**  
*If you have college credits but have not yet graduated with a degree please enter your college courses in second grid box below.*

Action	Degree	Major	Date Issued	Institution
<input checked="" type="checkbox"/>	Bachelor's Degree	General Studies	05/1993	University of Nevada
<input checked="" type="checkbox"/>	Associate Degree	Business	05/1989	Western Nevada College
<input type="checkbox"/>	Add New Education Item...			

**Business, Correspondence, Trade, Technical, Vocational School or College:**  
*NOTE: DO NOT include any and all classes you have taken. This area is intended for those who have not yet graduated or have college credit.*

Action	Class Title	Institution	Date Complete	Class Hours	Cert	Semester Credits	Quarter Credits
<input checked="" type="checkbox"/>	Case Management	National Veterans Training Institute (NVTI)	09/2011	40.0	Yes	0	0
<input checked="" type="checkbox"/>	Labor & Employment Specialist	National Veterans Training Institute (NVTI)	03/2011	40.0	Yes	0	0
<input checked="" type="checkbox"/>	Veterans Benefits	National Veterans Training Institute (NVTI)	02/2011	8.0	Yes	0	0
<input checked="" type="checkbox"/>	USERRA 101 & 102	National Veterans Training Institute (NVTI)	12/2010	4.0	Yes	0	0
<input checked="" type="checkbox"/>	Air National Guard Retention Manager Course	National Guard Bureau	06/1996	80.0	Yes	0	0
<input checked="" type="checkbox"/>	Air National Guard Recruiting Office Supervisor Course	National Guard Bureau	09/1992	80.0	Yes	0	0
<input checked="" type="checkbox"/>	Air National Guard Recruiter Course	National Guard Bureau	11/1989	240.0	Yes	0	0
<input type="checkbox"/>	Add New Training Item...						

Continue

id=1382

# Applicant Application Process

## NVAPPS Profile - Licenses Tab

License - list any licenses you currently hold

Welcome to NVAPPS  
Nevada Employee Action and Timekeeping System

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Current User: hbrb1007  
Site Help Logoff

Home Jobs Messages

### Applicant Profile

Instructions | Frequently Asked Questions | Page Help ?

Your profile has been updated.

Contact Information Other Information 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\*: 12/29/2013

**Professional License / Certification / Registration:**

Action	Title	Number	Issuing Board	State	Expires
	Add New License Item...				


<< Previous Next >> Save Save and Return Print Cancel

Continue

# 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.



### Welcome to NVAPPS

### Nevada Employee Action and Timekeeping System

[Home](#) [Jobs](#) [Messages](#)

## Applicant Profile

Your profile has been updated.

[Contact Information](#) [Other Information](#) [Employment History](#) [Education/ Training](#) [Licenses](#) **Skills** [EEO](#) [Availability](#) [Attachments](#)

Skills you have -- Please use this section to indicate specific skills that you have. Check any that apply.

#### Administrative & Clerical Skills

<input type="checkbox"/> Child Support Enforcement	<input type="checkbox"/> Legal Office Experience	<input checked="" type="checkbox"/> Scanner
<input type="checkbox"/> Commercial Laundry Experience	<input checked="" type="checkbox"/> Making Presentations to Large Groups	<input type="checkbox"/> Shorthand/Speedwriting
<input checked="" type="checkbox"/> Copy Machine	<input checked="" type="checkbox"/> Multi-line Telephone	<input type="checkbox"/> Ten Key by Touch
<input checked="" type="checkbox"/> Customer Service	<input checked="" type="checkbox"/> Personal Computer	<input type="checkbox"/> Transcription
<input checked="" type="checkbox"/> Data Entry	<input type="checkbox"/> Preparing Legal Documents	<input checked="" type="checkbox"/> Typing at 44 WPM or less
<input type="checkbox"/> Dictation	<input checked="" type="checkbox"/> Printer	<input type="checkbox"/> Typing at 45 to 60 WPM
<input type="checkbox"/> Electronic Document Storage and Retrieval System (EDMS).	<input checked="" type="checkbox"/> Proofreading	<input type="checkbox"/> Typing at 61 to 75 WPM
<input checked="" type="checkbox"/> Fax Machine	<input checked="" type="checkbox"/> Public Assistance Programs casework experience	<input type="checkbox"/> Typing at 76 WPM or higher
<input type="checkbox"/> Insurance Billing	<input checked="" type="checkbox"/> Public Contact and Assistance	

#### Computer Skills

<input type="checkbox"/> .NET Programming	<input type="checkbox"/> Java Programming	<input type="checkbox"/> PC Repair
<input type="checkbox"/> AIMS-AVATAR	<input type="checkbox"/> Law Enforcement Communications	<input type="checkbox"/> Paradox
<input type="checkbox"/> AS 400	<input type="checkbox"/> Legal Case Management Software	<input type="checkbox"/> Peachtree Accounting Software

[Continue](#)

**Applicant Profile**

[Instructions](#) | [Frequently Asked Questions](#) | [Page Help](#)

Your profile has been updated.


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

**Employment Questionnaire**

*The following information will be used by the Nevada State Department of Personnel 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, 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.*

Choose one ethnic group with which you most identify:

- Black (Not of Hispanic origin: All persons having origins in any of the Black racial groups)
- Asian/Pacific Islander (All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.)
- Hispanic (All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.)
- Native American (All persons having origins in any of the original peoples of North America and who maintain cultural identification through a tribal affiliation or community recognition.)
- White (Not of Hispanic origin: All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.)
- Other (All persons not matching one of the other choices.)

Date of Birth:  

SEX : Male  Female

- << Previous
- Next >>
- Save
- Save and Return
- Print
- Cancel

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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Nevada Employee Action and Timekeeping System

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Home | Jobs | Messages

### Applicant Profile

Instructions | Frequently Asked Questions | Page Help ?

Your profile has been updated.

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

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

<input type="checkbox"/> Battle Mountain	<input checked="" type="checkbox"/> Lake Tahoe, Zephyr Cove, Incline Village	<input checked="" type="checkbox"/> Reno, Sparks
<input type="checkbox"/> Caliente	<input checked="" type="checkbox"/> Las Vegas, Boulder City, Indian Springs, Jean, Henderson	<input checked="" type="checkbox"/> Silver Springs, Lahontan, Fernley
<input type="checkbox"/> Carlin	<input checked="" type="checkbox"/> Laughlin	<input type="checkbox"/> Tonopah
<input checked="" type="checkbox"/> Carson, Minden, Gardnerville, Genoa	<input type="checkbox"/> Lovelock	<input checked="" type="checkbox"/> Virginia City, Silver City
<input type="checkbox"/> Elko	<input type="checkbox"/> Mesquite	<input type="checkbox"/> Wells
<input type="checkbox"/> Ely	<input type="checkbox"/> Not Assigned / Out of State	<input type="checkbox"/> Winnemucca
<input type="checkbox"/> Fallon	<input type="checkbox"/> Pahrump	<input type="checkbox"/> Yerington
<input type="checkbox"/> Hawthorne	<input type="checkbox"/> Pioche	

Other (Specify):

<< Previous   Next >>   **Save**   Save and Return   Print   Cancel

Continue



# Applicant Application Process

## NVAPPS Profile - Attachments Tab

Here you can upload any certificates, transcripts, DD214.

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Nevada Employee Action and Timekeeping System

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### Applicant Profile

Instructions | Frequently Asked Questions | Page Help ?

Your profile has been updated.

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

**Attachments:**  
This section is for attaching items that are relevant to job applications you may submit. Examples of acceptable attachments are:  
School transcripts  
Licenses  
Proof of Veteran Status  
Please DO NOT attach resumes or training certificates here.

Action	Attachment Name	File	Size (KB)
	DD214	hb214.jpg	149
	Veterans Letter	VALTR.jpg	48
	Add New Attachment...		

<< Previous Save Save and Return Print Cancel

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.

The screenshot shows the NVAPPS Applicant Profile page. At the top, it says "Welcome to NVAPPS Nevada Employee Action and Timekeeping System". Below that are navigation tabs: Home, Time, Employee, Admin, Training, Recruiting, Jobs, Messages. The main heading is "Applicant Profile" with sub-tabs for Profile, Stats, and Recruit/Status. The "Stats" tab is active, showing three columns of statistics: Applications, Exams, and Lists. Below the stats is a table of Applications with columns for Index, Rec #, Class, Description, Submitted, Status, and Last Update. There are also sections for Exams and Lists, each with a table of details.

**Applications:**

Index	Rec #	Class	Description	Submitted	Status	Last Update
15655	07.527	PERSONNEL ANALYST 1		12/15/11 04:12:57 PM	Eligible	12/22/11 09:10:08 AM
15644	07.520	PERSONNEL ANALYST 2		12/15/11 12:09:53 PM	Eligible	04/12/12 10:48:18 AM
15140	07.521	PERSONNEL ANALYST 2		04/07/11 07:24:09 AM	Eligible	10/04/11 03:05:42 AM
15667	12.158	WORKER - SERVICES REP 1		04/07/11 08:00:07 AM	Waitlisted	04/07/11 10:11:08 AM
15668	12.158	WORKER - SERVICES REP 2		04/07/11 08:00:08 PM	Waitlisted - Did not meet additional criteria	04/07/11 10:11:09 AM
15669	12.158	WORKER - SERVICES REP 1		04/07/11 08:00:11 AM	Waitlisted	04/07/11 10:11:09 PM
15668	12.158	WORKER - SERVICES REP 1		04/07/11 08:00:11 AM	Waitlisted	04/07/11 10:11:09 AM
15668	12.157	VETERINARY SERVICES REP 1		02/07/11 03:04:35 PM	Waitlisted - Did not meet additional criteria	12/22/11 10:11:09 AM

**Exams:**

Exam ID	Exam Name	Title	Pass Rate	Status	Pass/Fail
321	12/15/11	Applicant Evaluation Exam	0.0	0.0	Pass
424	12/15/11	PERSONNEL ANALYST 2 (12/20/11) Initial and Experience Exam	0.0	0.0	Pass
421	02/27/11	Applicant Evaluation Exam	0.0	0.0	Pass

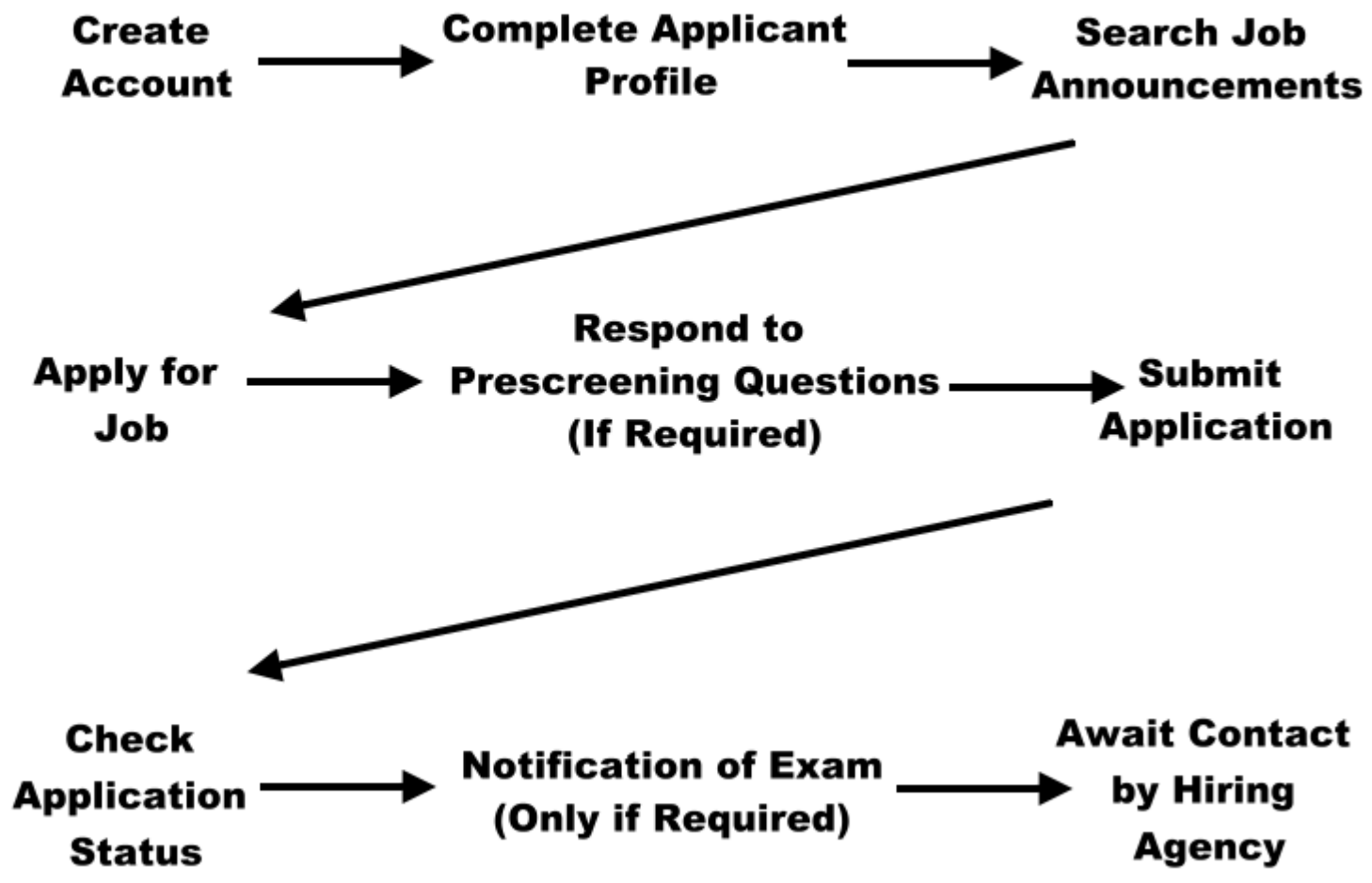
**Lists:**

List ID	Class	Issued Date	List Type	Source	Bank	Department	Division	Rank	Total
84911	07.527	09/14/10	U	Recruitment		Department of Tourism & Cultural Affairs	Tourism	N/A	
88881	07.527	07/25/12	U	Recruitment		Health and Human Services	Director's Office and Public Services	N/A	
12001	07.521	01/24/12	U	Recruitment		Motor Vehicle	Director's Office	N/A	
13002	07.527	12/28/11	U	Recruitment		Health and Human Services	Health	N/A	
15667	12.158	12/16/11	U	Recruitment		Workforce and Information	Workforce and Information	1	Approved / Hold
4621	07.521	10/04/11	U	Recruitment	Powered		Recruitment and Selection	N/A	Interviewed but Not Selected

Buttons at the bottom: Edit/Maximize..., Print, Cancel.

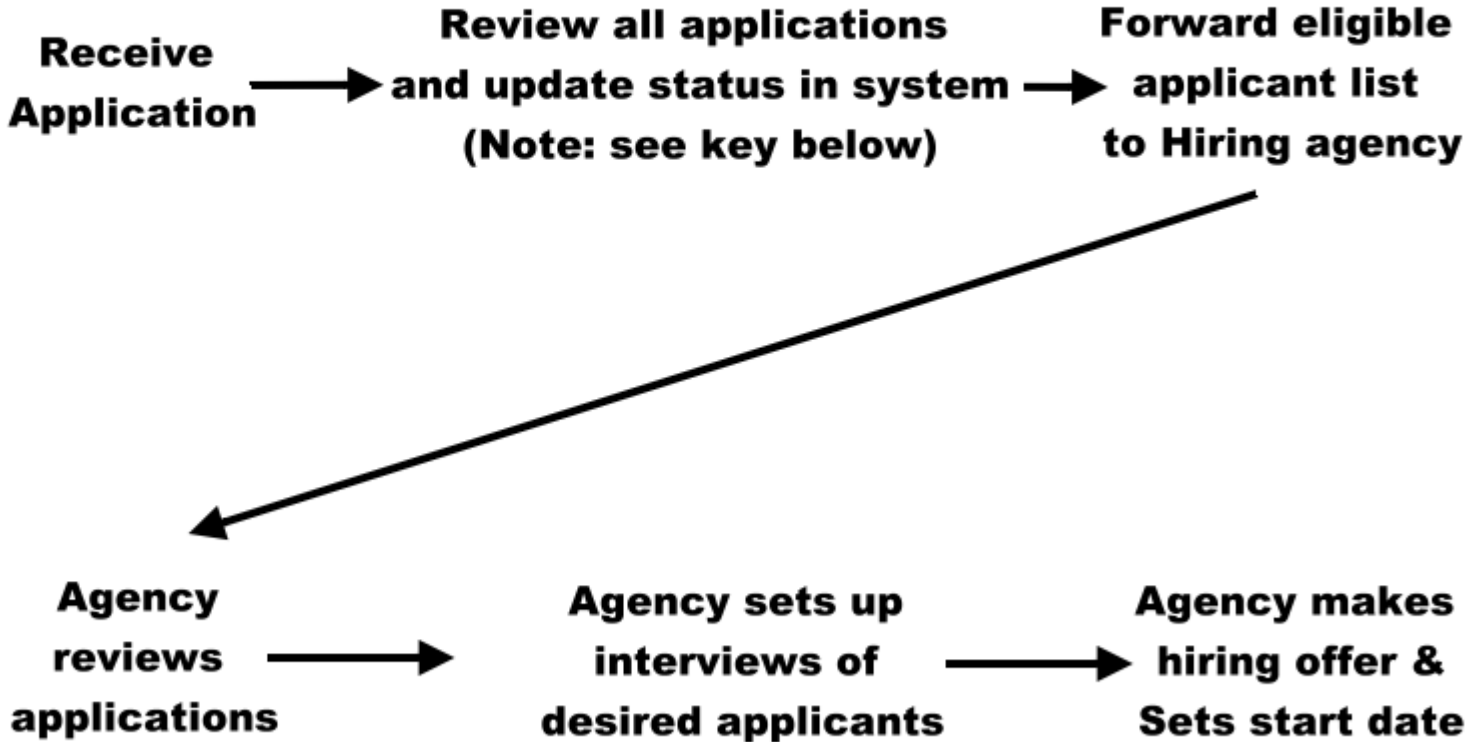
Continue

# APPLICANT APPLICATION PROCESS



Continue

# 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!