



State of Nevada Job Application Process

NVAPPS Guidance for Veteran Candidates

On July 3, 2023, the State of Nevada transitioned to a legacy Human Resources Information System (NEATS/NVAPPS) and candidates will need to create a new profile to apply to current State job announcements. New announcements can be found on the [Job Search Home](#) page and below are answers for some frequently asked questions to better assist Veteran candidates through the application process.

F.A.Q.

- **How do I find new job announcements?** *You can locate all announcements on the [Job Search Home](#) page, but you should filter announcements by “Everyone – Open Competitive Types Only” to ensure you are not viewing internal openings that only State employees can apply for. You also can filter by location if you are looking for openings in a particular area. Finally, you can find additional openings through the [Unclassified/Non-Classified Announcements](#) link on that same page.*
- **What does it mean if a job announcement says “Underfill” ?** *“Underfill” means that a state agency is willing to fill a position with a candidate who is potentially less experienced than what the position calls for, and then they will provide on-the-job training so the new employee gains the necessary skills and experience. It also means that the new employee will be semi-automatically promoted up to the actual pay grade of the position once minimum experience requirements have been met.*
- **Do Veterans still receive additional preference?** *Absolutely. Veterans with service-connected disabilities receive the highest level of preference and veterans without a service-connected disability also receive higher preference. Guard and Reserve members who have served 6 continuous years or more, or have been issued a DD214, also qualify as a veteran for State hiring preference purposes. Preferences cannot be combined so candidates should only select the highest preference that applies to them under the “Other Information” tab in their profile.*
- **What documentation must I provide for preference?** *If you are a veteran with a service-connected disability you need to provide documentation from the VA such as a Benefits Summary Letter which states you have an established rating. For veterans, you will need to provide a copy of your DD214 (anything but the Member-1 copy). Other documents may be acceptable on a case-by-case basis and all documents should be uploaded to the “Attachments” tab of your profile.*





- **Are resumes accepted?** *Yes, and you will want to upload your resume under the “Attachments” tab of your profile and please be sure to click “Save” at the bottom of the page after any changes to your profile. There are additional tabs where you can manually input Employment History and Education/Training, but those fields are not required if a resume is provided.*
- **What information should I include in my resume?** *You are encouraged to list all your professional experience as all related experience can help you qualify and be more competitive for State positions. The length of the resume can be 3-5 pages in length, or more, if you have a substantial amount of experience. It is important to be as detailed and specific as possible about your experience and avoid generalized statements such as “responsible for day-to-day operations”.*
- **What should I select as skills in the “Skills” tab of my profile?** *You should check the box for every skill you possess to include the full range of that skill i.e., if you are at an advanced level in using Word Processing Software, you should also check the box for the Intermediate and Beginner levels.*
- **Why do I keep getting logged out?** *The system times out after 10-15 minutes if there is no recorded activity so you will want to save frequently and often if you are inputting large amounts of information into your profile.*
- **Who do I contact if I encounter any technical issues with NVAPPS or with my profile?** *For technical assistance, please call the HR Help Desk at (775) 687-9099 or toll-free at (866) NVNEATS. There also are more detailed [Instructions](#) linked on the Job Search Home page.*