



First Time User's Guide Nebraska State Government Jobs

statejobs.nebraska.gov

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First Time User's Guide - Nebraska State Government Jobs

*Important Notes for Applicants

- When applying online, an applicant must have his / her own unique email account. Many websites allow you to establish free email accounts. Here are some free email websites:
 - mail.yahoo.com
 - mail.AOL.com
 - mail.google.com
- For technical issues related to creating your electronic application, please contact NEOGOV Applicant Support at 1-877-204-4442, then press 1.
- Nebraska State Government participates in a Federal immigration verification system (**E-Verify**) to determine the work eligibility status of all newly hired employees.
- Before submitting your application, check out our Applicant Care Center (resume tips, interviewing skills, etc.)



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- You can complete a Job Interest card for each job category of your interest. You will receive email notifications for the next 12 months when a position in that category becomes available. We will also send you a reminder email in 11 months to give you the opportunity to extend your notification for another year.

Job Interest Card

Fields marked with a '*' are required.

* Last Name: * First Name:

* Address:

* City:

* State:

* Zip Code:

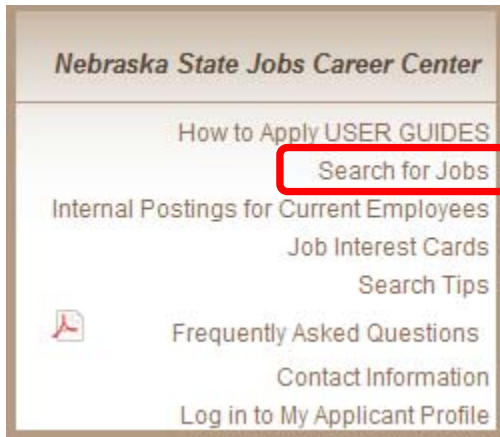
* Country:

Home Phone: Work Phone:

* Email Address:

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1. Go to <http://statejobs.nebraska.gov/>
2. Click **Search for Jobs** under the Nebraska State Jobs Career Center.



3. Select your **Search Criteria** by clicking the checkbox next to the **Category**, **Location**, or **Department** of your choice. Limit your selections to just one of the **Search Criteria** boxes. Selections made within the search criteria will appear under each search box. The number next to each criterion indicates the number of postings that fall within that particular search criterion.
4. Make your **Search Criteria** selection(s), and click **Go**. You may also enter keywords to further narrow your search. (**NOTE:** To search for all job postings, click **Go** without making any selections or **Select All** in any of the search criteria boxes {i.e. category, location, or agency}.)

Search Criteria

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category	Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Accounting and Finance (4)	<input checked="" type="checkbox"/> Administration (3)	<input checked="" type="checkbox"/> Agriculture (2)
<input checked="" type="checkbox"/> Attorney (1)	<input checked="" type="checkbox"/> Business (1)	<input checked="" type="checkbox"/> Clerical & Data Entry (4)
<input checked="" type="checkbox"/> Community and Social Services (1)	<input checked="" type="checkbox"/> Corrections (2)	<input checked="" type="checkbox"/> Customer Service (1)
<input checked="" type="checkbox"/> Education (1)	<input checked="" type="checkbox"/> Engineering (1)	<input checked="" type="checkbox"/> Environmental Services (1)
<input checked="" type="checkbox"/> Health Education (1)	<input checked="" type="checkbox"/> Health Sciences (1)	<input checked="" type="checkbox"/> Health Services (2)
<input checked="" type="checkbox"/> Human Resources (1)	<input checked="" type="checkbox"/> Human Services (2)	<input checked="" type="checkbox"/> Investigative (1)
<input checked="" type="checkbox"/> IT and Computers (1)	<input checked="" type="checkbox"/> Legal (1)	<input checked="" type="checkbox"/> Management (1)
<input checked="" type="checkbox"/> Medical/Dental (1)	<input checked="" type="checkbox"/> Miscellaneous (1)	<input checked="" type="checkbox"/> Natural Resources (1)
<input checked="" type="checkbox"/> Office and Administrative Support (2)	<input checked="" type="checkbox"/> Professional (1)	<input checked="" type="checkbox"/> Public Health (1)

Select Locations	Select All Locations	Clear All Locations
<input checked="" type="checkbox"/> Adams County (1)	<input checked="" type="checkbox"/> Hall County (2)	<input checked="" type="checkbox"/> Lancaster (7)
<input checked="" type="checkbox"/> Gering (1)	<input checked="" type="checkbox"/> Lincoln (7)	<input checked="" type="checkbox"/> Omaha (2)
<input checked="" type="checkbox"/> Eastern (1)		

Select Department	Select All Departments	Clear All Departments
<input checked="" type="checkbox"/> Department of Administrative Services (4)	<input checked="" type="checkbox"/> Department of Agriculture (1)	<input checked="" type="checkbox"/> Department of Correctional Services (1)
<input checked="" type="checkbox"/> Department of Environmental Quality (1)	<input checked="" type="checkbox"/> Department of Health and Human Services (7)	<input checked="" type="checkbox"/> Department of Roads (1)

Search
Enter keywords (optional): [Explain this](#)



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5. Click on the job posting of interest. If your search did not bring the results you were seeking, click the Back button on your internet tool bar, and renew your search options. Make sure click on **Clear Search** to erase your previous selections.

Position ▼	Department ▲	Location ▲	Emp. Type ▲	Salary ▲	Closing Date ▲
Accountant I	Department of Environmental Quality	Lincoln	FT/Regular	\$2,512.12 - \$3,545.36 monthly	08/30/10
Administrative Assistant I	Department of Health and Human Services	Lincoln	FT/Regular	\$2,170.13 - \$2,544.53 monthly	06/28/10
Behavior Analyst	Department of Health and Human Services	Lincoln	FT/Regular	\$3,156.40 - \$5,049.72 monthly	Continuous
Case Aide	Department of Health and Human Services	Grand Island	FT/Regular	\$1,771.47 - \$2,565.33 monthly	06/19/10
Corrections Officer	Department of Correctional Services	Lincoln	FT/Regular	\$2,142.40 - \$3,003.87 monthly	Continuous

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6. Review the job posting closely, noting the Closing Date / Time, duties, minimum qualifications, and other requirements and information.

Job Title: Corrections Officer

Opening Date/Time: Thu. 04/01/10 12:00 AM Central Time

Closing Date/Time: Continuous

Salary: \$12.36 Hourly
 \$988.80 Biweekly
 \$2,142.40 Monthly
 \$25,708.80 Annually

Job Type: FT/Regular

Location: Lincoln, Nebraska

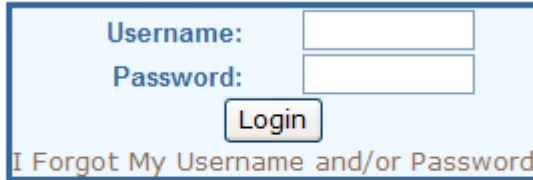
Department: Department of Correctional Services

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
<p>This class of work is a first line corrections security worker. The incumbent supervises legal offenders, maintaining control, and enforcing the rules and regulations of an adult correctional institution. Work is performed under the direct supervision of either a senior corrections officer or a corrections officer supervisor and may be accomplished in a variety of correctional settings; performs related work as required.</p>		
<p>Examples of Duties:</p> <p>Supervises legal offenders in a wide variety of situations and activities.</p> <p>Enforces institutional rules and regulations governing the conduct of legal offenders.</p> <p>Prepares written documentation concerning inmate behavior, status, and movement.</p> <p>Inspects legal offenders person, quarters, and work areas for contraband.</p> <p>Operates manual or electronically controlled security equipment, maintaining controlled movement of legal offenders, staff, and the public.</p> <p>Maintains visual security of certain assigned areas, particularly outer perimeter from the towers and inner areas from specific control centers.</p> <p>Enforces visitation rules and regulations as they apply to the legal offender and the visitors who enter and depart a correctional institution.</p> <p>Transports legal offenders who are leaving the institution on any form of travel order.</p> <p>May supervise legal offenders on work details outside the confines of the institution.</p> <p>Follows post orders and special instructions in a variety of institutional assignments.</p>		
<p>Minimum Qualifications:</p> <p>Continued employment depends upon successful completion of the Corrections Officer Training Program as provided by the Department's Training Academy. A general qualification guideline for positions in this class is high school graduation or equivalent.</p>		

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- If you meet or exceed the required qualifications listed on the job posting and would like to apply for the position, make sure you review the [Supplemental Questions](#) tab. You will have an opportunity to respond to these later in the application process. It may be helpful to prepare your responses to these questions in advance to make the application process easier. Click [Apply](#) to begin the application process for the position. (**NOTE:** Some postings may not include supplemental questions.)
- Since this is your first time, click on [Create Your Account Here](#) (**NOTE:** If you have previously registered for an account, refer to the [Returning User Guide](#).)

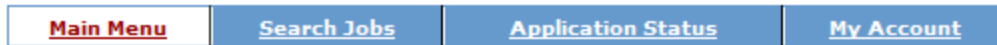


Username:
Password:

[I Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here!](#)

- Enter a Name, Phone Number (including area code), E-Mail Address, Notification Preference, Username, Password, Confirm Password, and Password Hint. Fields marked with (*) are required fields. Click [Save](#) after completing all fields. Write down your login information, and keep it in a place where you will remember. (**NOTE:** When applying online, each applicant must have their own, unique email account. At the beginning of the user guide, are some links to free email account websites.)
- Click on [Create Application](#).



In order to apply for a position you need to create an application first. Click on the **'Create Application'** button and we'll guide you through the process.



Applications You've Created:

Name	Date Created	Modify
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Tip: You do **NOT** need to recreate a new application every time you're applying for a position.

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11. Enter a general name for your application and click **Create Application**. (**NOTE:** Do not name your application the title of the position to which you are applying.) *The application name is for your information only; it cannot be seen by anyone in the state agencies.* (**NOTE:** You do not need to create a new application each time you apply for a posting. You may want to create multiple applications if you have different versions of your resume, or if you have work experience in more than one job category {e.g. Accounting and I.T.}. In this scenario, you would create three applications: Jane Doe – General Application, Jane Doe – Accounting Application, and Jane Doe – Professional Application.

To create an application, enter the name of the application in the box below and click the '**Create Application**' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

Legal Application

Tip: You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

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- 12 Review your Contact Information and make any changes, if necessary. When you are finished, click **Save and View Application** at the top or bottom of the page. (**NOTE:** Make sure you periodically save your information.) You will see the title of the position to which you are applying above Step 1 Job Application. If you do not see the job title, you will need to go back to the posting by clicking **Search for State of Nebraska Government Jobs**. Locate your posting, click on the title to bring up the job posting and click the **Apply** button again.

Job Application » Profile * Required Field

Contact Information

* First Name
Middle Initial
* Last Name
Primary Phone
Alternate Phone
Email
An Email Address is NOT required to apply for this position. However, it is HIGHLY recommended that a valid email address be used so that you may receive notices (including emails to reset your password if you have forgotten it).

* Notification Preference
By which method would you prefer to be notified about application status, testing dates and examination results?

* Address 1
Address 2
* City
* State
* Zip
Country

* Required Field

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13. Click **Edit Personal Information**. (**NOTE:** The red message is just informing you there are required fields in this Personal Information section that must be answered in order to submit your application.)

Job Application » Review

* Required Field

Contact Information		Edit Contact Information	
Name:	Jane Doe	Address:	123 Main Street Anywhere, Nebraska 12345
		Email:	janedoe@freemail.com
Home Phone:	(402) 555-5555	Notification Preference:	Email
		Alternate Phone:	
Personal Information		Edit Personal Information	
Driver's License:			
Can you, after employment, submit proof of your legal right to work in the United States?			
What is your highest level of education?			
Preferences		Edit Preferences	
Preferred Salary:			
Are you willing to relocate?			
Types of positions you will accept:			
Types of work you will accept:			
Types of shifts you will accept:			
Objective			
Education		Add Education	
Work Experience		Add Work Experience	
Certificates and Licenses		Add Certificates or Licenses	
Skills		Add Skills	
Office Skills Edit			
Typing: 0			
Data Entry: 0			
Additional Information		Add Additional Information	
References		Add Reference	
Resume		Edit Resume	
Text Resume			
Attachments		Add Attachment(s)	

* Required Field

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14. Answer the question, and then click **Save & View Application**.

* Required Field

Cancel Save & View Application

Other Personal Information

Do you possess a valid Driver's License?

Yes, I possess a valid Driver's License

No, I do not possess a valid Driver's License

Driver's License State

== Select State ==

Driver's License Number

Driver's License Class

== Select ==

*Can you, after employment, submit proof of your legal right to work in the United States?

Yes, I can submit proof of my legal right to work in the United States after employment

No, I cannot submit proof of my legal right to work in the United States after employment

*What is your highest level of education?

== Select One ==

Cancel **Save & View Application**

* Required Field

15. Click **Edit Preferences**.

Job Application » Preferences

* Required Field

Cancel Save & View Application

Preferences

What is your minimum compensation requirement?

\$ _____ per year \$ _____ per hour

Are you willing to relocate?

Yes No Maybe No Response

Enter any comments regarding relocation

What type of job are you looking for?

Regular Temporary Seasonal Internship

What types of work will you accept?

Full Time Part Time Per Diem

What shifts are you available to work?

Day Evening Night

Rotating Weekends On Call (as needed)

Objective

State your objective

Cancel **Save & View Application**

* Required Field

16. Complete the information, and then click **Save & View Application**. These fields are not required, but they allow you to indicate your preferences and objective.

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17. Next, click **Add Education** to enter your education information.

Job Application » Education * Required Field

Education History

* Type of School
College

* Name of School

School Web Site

* City

* State
== Select State ==

Country
US

Start Month / Start Year
== Select Month == / _____

End Month / End Year
== Select Month == / _____

Did you graduate?
 Yes, I graduated from this school
 No, I did not graduate from this school

College Major/Minor

Units Completed

 Semester units
 Quarter units

* Degree Received
== Select Degree Received ==

* Required Field

18. Enter your education history. Remember fields marked with (*) are required fields. When you are finished, click **Save & Add Another** to add another school or click **Save & View Application** to return to the previous page.

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19. Notice your education history is now included in your application. Click [Add Work Experience](#) to include your work history.

Job Application » Work * Required Field

Work History

* Company/Agency Name

Web Site

Address

* City

* State
== Select State ==

Zip Code

Country
US

Phone Number

* Start Month / Start Year
== Select Month == /

* End Date (Month/Year)
End Month / End Year
== Select Month == /

* Position Title

* Hours Worked Per Week

Number of Employees Supervised

Monthly Salary
\$

Name of Supervisor

Title of Supervisor

May we contact this employer?
 Yes, you may contact this employer
 No, you may not contact this employer

Reason for Leaving

* Duties Summary

* Required Field

20. Enter your work history information, beginning with your most recent employment. You may include military and volunteer work as experience. Years must be entered as a four digit year (e.g. 2010). If you had multiple positions at the same company, enter each position separately to allow you to describe the duties of each job. Click [Save & View Application](#) to return to your application or [Save & Add Another](#) to add more employers. (**NOTE:** A resume may not be substituted for a completed work experience section, unless the job posting specifically states to submit a resume in lieu of an application.)

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21. To add Certificates or Licenses, Skills, or Additional Information, click on the corresponding **Add** button. References are not accepted during the application process for any job postings.

Job Application » Licenses

* Required Field

Cancel Save & View Application Save & Add Another

Certificates and Licenses

*Type

*Month Issued / Year Issued
== Select Month == ▾ /

*Expiration Month / Expiration Year
== Select Month == ▾ /

Number

Issued By

Cancel Save & View Application Save & Add Another

* Required Field

22. Click **Edit Resume** if you choose to copy/cut and paste your resume in the application. (**NOTE:** You can choose to either attach your resume or cut/copy and paste your resume into a text box. Use steps 22 and 23 for cut/copy and paste your application, or use steps 24, 25, 26, and 27 to attach your resume as a document.)
23. You may cut or copy and paste your resume in the text box. HTML tags are not accepted. You can copy and paste plain text documents into the text box. Make sure you use the Spell Check function. Click **Save & View Application** when you are finished.

Job Application » Resume

* Required Field

Please cut and paste your text resume here (**DO NOT** use HTML tags).

Cancel Save & View Application

Resume

Text Resume

Cancel Save & View Application Spell Check

* Required Field

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24. Click **Add Attachment(s)** to add your resume, cover letter, or other necessary documents as attachments to your application. (**NOTE:** The documents must be either a Word or Adobe document. If not, the documents must have one of the following file extensions: pdf, doc, docx, txt, or rtf.) Here is a link on how to convert documents to .pdf format: [Converting Documents to PDF](#)
25. Enter the File Description (e.g. resume, cover letter, etc.).
- To attach a resume, click on the **Browse** button. A new window will open. Locate your resume file, select the file name and click **Open**.

The screenshot shows a web form titled "Job Application » Profile". It contains two main sections: "* File Description" and "* File". The "File Description" field is a text input box. The "File" field is a file selection area with a "Browse..." button. Below the "File" field is a blue link labeled "Attach another file". To the right of the "File" field is an "Upload" button. Both the "Attach another file" link and the "Upload" button are highlighted with red boxes. The form also includes asterisks and the text "* Required Field" at the top right and bottom right corners.

26. Click **Upload** to save your resume and return to the full application. To add another attachment, such as a cover letter, click **Attach another file**. (**NOTE:** All attachments will be sent with your application each time you apply for a posting. Therefore, unless your attachment is a resume, be sure to detach those documents not relevant to the position for which you are applying.)
27. Click on the **File Name** to review the attached document. When you have completed your application, click **Go to Step 2: Agency-wide Questions**.

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28. Read the instructions and answer the Agency-wide Questions. You **must** answer questions marked with (*), type N/A if the question is not applicable. The EEO and demographic questions are voluntary. If you need more than 30 minutes, make sure you click **Save Work in Progress** to save your work. After completing the questions, click **Save Work in Progress** to save your answers and return to your application at a later time, or **Save & Proceed** to continue applying for the position.

Agency-wide Questions

* Required Field

You have already answered some or all of the supplemental questions on one of your previous applications. To have the form automatically populated with your most recent responses, click the **Populate** button. You will still be able to modify your answers if necessary.

IMPORTANT: After clicking the 'Populate' button you must still click one of the 'Save' buttons at the bottom of this form in order to save your answers.

If you need more than 30 minutes to complete this section click the 'Save Work in Progress' button occasionally to save your work. **Typing does not extend your session.** All questions marked 'Required' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

*1. Are you interested in applying for the SOS Temporary Services Program?
 Yes No

*2. If you are a current permanent employee, list the Department you work for.
== Select ==

*3. How did you learn about this job?
 State Jobs Website
 Workforce Development Office
 Newspaper
 Referral
 State Agency
 GovernmentJobs.com
 Radio/Television
 School

4. For equal employment opportunity purposes please identify the option that best describes your ethnic origin. This information is maintained confidentially for reporting purposes only.
 BLACK/AFRICAN AMERICAN (NOT OF HISPANIC ORIGIN): Persons having origins in any of the black racial groups of Africa.
 HISPANIC: Persons of Mexican, Puerto Rican, Cuban, Central/South America, or other spanish culture or origin regardless of race
 WHITE (Not of Hispanic origin): Persons having origins to the original peoples of Europe, North Africa or the Middle East.
 AMERICAN INDIAN/ALASKAN NATIVE: Persons having origins in the original people of North and South America and who maintain cultural identification through tribal or community affiliations.
 ASIAN OR PACIFIC ISLANDER: Persons having origins in any of the Far East, Southeast Asia, The Indian subcontinent, or the Pacific Islands. This area includes for example: China, Japan, Korea, Samoa, and Phillipine Islands.
 OTHER

*5. Were you ever convicted of any criminal offense or have you ever forfeited bond or collateral in connection with a criminal charge
 Yes No

* Required Field

Save Work in Progress **Save & Proceed**

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29. Read the instructions and answer the **Supplemental Questions**, if applicable. Questions marked with (*) are required fields. After completing the questions, click **Save Work in Progress** to save your answers and return to your application later, or click **Save & Proceed** to continue applying for the position.

Supplemental Questions

* Required Field

If you need more than 30 minutes to complete this section click the 'Save Work in Progress' button occasionally to save your work. **Typing does not extend your session.** All questions marked 'Required' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

*1. Do you have experience in governmental accounting?

*2. Do you possess a degree in Accounting?

Yes No


*3. Which of the following best describes your level of proficiency with Microsoft Excel?

None
 Beginner
 Intermediate
 Advanced

* Required Field

30. You will see your entire, completed application. Review the information carefully and make any necessary changes. When you are satisfied with your application and ready to submit, click **Confirm Application** at the bottom of the page. (**NOTE:** This is your last chance to make any changes to your application before the process is completed.)
31. Read the statement that follows and click **Accept** if you understand and agree to the statement.

Certify & Submit



By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of State of Nebraska and will not be returned. I understand State of Nebraska may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

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32. A confirmation will appear thanking you for applying and verifying that your application has been received. You will also receive an email confirmation. To print your application, select [Click here for a printable version of the application you just submitted](#).

Application Confirmation

Welcome, **Dovi Mueller**

[Help](#)

[Logout](#)

[Main Menu](#)

[Application Status](#)

[My Account](#)

Application for **Mental Health Security Specialist** is complete.

[Click here for a printable version of the application you just submitted](#)

Confirmation



Dear **Dovi Mueller**

Thank you for applying for employment with State of Nebraska. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

The selection process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview.

Questions asked during the selection process are based on the knowledge and abilities required to successfully perform the job.

33. To apply for another position, follow steps 2-7 to search for the job posting, and begin the application process again. Now that you have already created your application, the application process is much easier.
34. You will be returned directly to the Agency-wide Questions. Follow steps 28-32 to finish applying for the position.
35. Remember to click [Logout](#) when you are finished with your account.