

Bernalillo County Hiring Process Overview

Bernalillo County Government's application/selection process includes the following steps. Please note that this list is not broad and the steps are subject to change.

Step 1: Job is Advertised

New job advertisements are posted on the County's webpage and are flagged in red "NEW!"

Check each announcement for the closing date. Most job announcements are posted for three weeks. The positions posted as, "Open until Filled: (Weekly Application Review)" are for positions that are cautiously seeking recruitment. Applications must be submitted by the closing date.

Did You Know...

- You can subscribe to receive weekly notices about all new Bernalillo County jobs.
- You can create Job Alerts to receive email notices about new jobs in your specific field(s) of interest.

Related Links

- Job Advertisement
- Create Job Alerts

Step 2: Applications are Submitted

Interested jobseekers submit an application online at our jobs site.

On their first visit, jobseekers create an account with a User ID and password, then create or upload a resume into their account. Resumes can also be imported from a LinkedIn account.

After their application has been completed, jobseekers can click on the **Apply** tab for the job they are interested in. Next they will complete a series of steps, which may include answering supplemental questions, etc. The number and type of steps are determined by the specific job specification. They will also have an opportunity to upload relevant or requested attachments. When the steps are completed, on the Certify & Submit page, click on **Accept and Submit** to submit their application.

Did You Know...

- You will receive an email stating your application has been received.
- You can then follow the status of jobs you've applied for by checking Application Status in your account.

Step 3: Applications are Reviewed

After the applications and supplemental information are received the Employment Staff in the Human Resources Department will review the documents. Applications are reviewed against the job's qualifications and requirements—based on the information in the job announcement—to find the applicants that meet the minimum qualifications.

To remain in consideration for the job, applicants' submissions must clearly demonstrate that they meet...

- All the Minimum Qualifications
- All the Special Requirements (certificates and licenses, physical requirements, etc.)
- As many as possible of the Preferred Qualifications

Some Bernalillo County positions may require a Work keys Assessment. The Bernalillo County Human Resources operates a Work Keys Assessment Center with trained proctors that will assist with setting up accounts and completing the assessments.

Step 4: The Referred List is Created

Qualified applicants that have passed the first part of the review process are placed on an eligible list. A 'Referred List' of the applicants is created to go forward in the process.

The Referred List includes all qualified applicants, who are then forwarded to the hiring manager for consideration.

Did You Know...

- The Application Status for the job will be ELIGIBLE (if you are on the Referred List).
- Even if you meet the qualifications, you may not be scheduled for interview because of the number and competitiveness of applicants received. It's normal for applicant pools at Bernalillo County to include hundreds of well-qualified applicants.

Step 5: Interviews

The hiring department decides which applicants from the Referred List will be interviewed. Not every applicant will be interviewed. The hiring managers will contact the candidate and schedule the interview.

Interviews are usually conducted by a panel of three or more people.

Some interview processes also include a job-related exercise, written test, oral exam, and performance test and/or assessment center.

Did You Know...

- The Bernalillo County Board of County Commissions passed an Administrative Resolution #AR2014-54 dated 09/09/2014; which requires qualified applicants with military service an interview.
- When you schedule an interview in NEOGOV, you can send an email notification to the applicant.

Step 6: Former Employment Verification

Employment verification and reference checks are conducted. The Employment staff will verify all information submitted on the employment application.

Step 6: Offer of Employment

An offer of employment is made to the applicant who was determined to be the best fit for the position.

All interviewed applicants who did not get a job offer are notified—by email—of the final outcome of the selection process.

Step 7: Background Checks

Prior to starting work, a background check will be made on most applicants offered employment. It may include checks of:

- Criminal background record
- Driving record
- Education
- Professional licenses

Pre-employment screening: Medical examination and a drug screen. Some positions may require a psychological exam.

All applicants must satisfactorily meet required medical standards for the job in a medical examination conducted by county-designated medical staff.

Step 8: Onboarding

We hope this overview has helped you better understand the hiring process for filling positions in Bernalillo County. Select a link from the list below to continue.