

Online Employment Application Guide

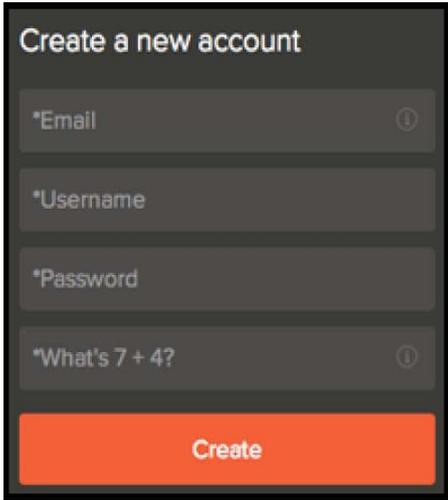
This guide describes how to apply for jobs using the Government Jobs web site. The process consists of the following steps:

[Create An Account](#)
[Find Jobs](#)
[Apply for a Job](#)
[Check Application Status](#)
[Schedule an Exam](#)

Create An Account

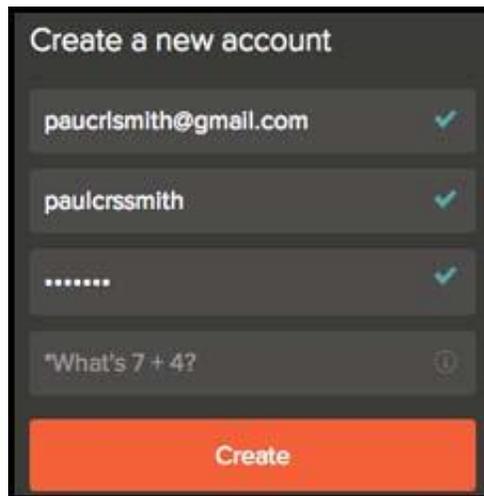
Follow these steps to Sign In:

1. Point your web browser to www.governmentjobs.com/Applications
2. Click the  button
3. If you already created a user account, login using your previously created username and password. Otherwise, Click Create one to **create an account**, and then enter your new account information.



- If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
- If you created an account before and can't remember your username, click on Forgot username. This sends you email with your username.
- Your password must **be at least 8 characters in length and contain upper and lower case letters, numbers and symbols.**
- Answer the security question. In this example, type 11.

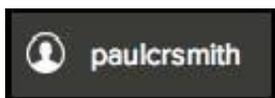
- As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:



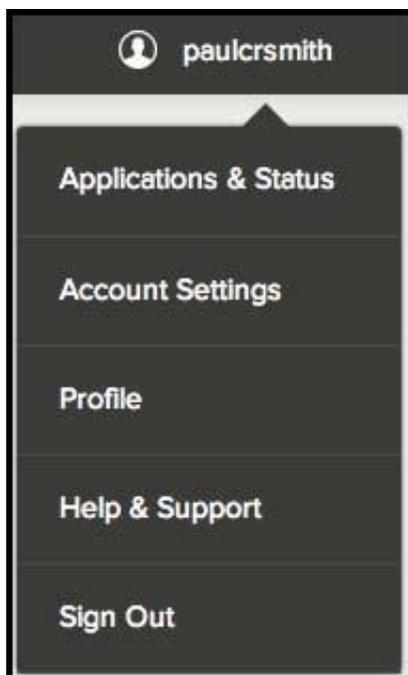
- Click Create

Keep a record of your username and password

When you are signed in, your username appears on the right in the top menu bar:



The pulldown menu under your username lets you quickly access common options:



These are:

- Use Applications & Status to [review](#) all of your job applications.
- Use Accounts Settings to edit your contact information, or change your password. If you change your contact information, this information is updated with employers with which you have applied.
- Use Profile to update basic information that you use to apply for jobs, such as work experience. Changes that you make do not update previously submitted applications, but are saved for use when you are applying for other jobs in the future.

Find Jobs

Type in <http://agency.governmentjobs.com/bernc0/default.cfm> in the url.

You can find jobs using search as follows.

1. Check mark the categories you are interested in and/or the departments of interest.
2. You can also type in Keywords at the bottom by typing in a title Ex. Lunch Server
3. Click on the green Apply Search to get your selection

The screenshot shows a web form titled "Search Criteria" with a sub-header "Hide Occupational Qualification exists." The form is divided into three main sections: "Categories", "Departments", and "Search".

Categories: A list of job categories with checkboxes. The selected categories are "Animal Services (1)" and "Attorney (1)". The "Selected Categories" summary at the bottom of this section reads: "Selected Categories: Animal Services (1), Attorney (1)".

Departments: A list of departments with checkboxes. The selected departments are "Department of Substance Abuse Programs (2)" and "Dependent on Availability (1)". The "Selected Departments" summary at the bottom of this section reads: "Selected Departments: Department of Substance Abuse Programs (2), Dependent on Availability (1)".

Search: A text input field labeled "Enter keywords (optional):" containing the text "Lunch Server". To the right of the input field is a link that says "Explain this".

At the bottom of the form is a large green button labeled "Apply Search".

4. If you want to search ALL jobs just simple click on the Apply Search button without selecting any items in the categories and department sections.

Apply for a Job

To apply for a job:

Click on the Job you want to apply for by click on the Title

Administrative Assistant	Parks and Recreation	Vista Grande Community Center - 15 La Madera Road, Sandia Park	Full Time Regular (FR)	\$10.04/Hour	04/13/15
NEW Administrative Officer I	Metropolitan Detention Center	100 Dean Miera Dr SW, Albuquerque	Term With Benefits (TB)	\$12.67/Hour	04/21/15
Animal Care Services Officer I	Animal Care	1136 Gatewood Avenue SW, Albuquerque	Full Time Regular (FR)	\$14.00/Hour	01/08/15
Assessment Manager	Assessor (AS)	501 Tijeras Ave NW, Albuquerque	Full Time Regular (FR)	\$45,510.40 - \$58,780.80 Annually	06/04/14
Background Investigator	Sheriff	400 Roma NW, Albuquerque	Part Time Temporary (PT)	\$16.00/Hour	04/22/14
Buyer Senior	Procurement & Business Services	1 Civic Plaza NW, Albuquerque	Full Time Regular (FR)	\$42,307.20 - \$54,641.60 Annually	01/08/15
NEW Correction Technician	Metropolitan Detention Center	100 Dean Miera Dr SW, Albuquerque	Full Time Regular (FR)	\$12.27/Hour	04/21/15
Corrections Officer - Metropolitan Deten...	Metropolitan Detention Center	100 Dean Miera Dr SW, Albuquerque	Term With Benefits (TB)	\$14.25/Hour	01/01/15
Court of Wills, Estates and Probate Cler...	Court of Wills Estates and Probate	1 Civic Plaza NW, Albuquerque	Full Time Regular (FR)	\$11.57/Hour	04/06/15
Criminal Investigator	Sheriff	400 Roma NW, Albuquerque	Term No Benefits (TN)	\$17.91/Hour	06/02/14
Election Project Coordinator	Clerk	1 Civic Plaza NW, Albuquerque	Full Time Regular (FR)	\$12.67/Hour	12/01/14
Engineer and Engineer Intern	Technical Services	2400 Broadway SE, Albuquerque	Full Time Regular (FR)	See Position Description	07/08/14
NEW Engineering Technician	Operations and Maintenance	2400 Broadway SE, Albuquerque	Full Time Regular (FR)	\$32,801.60 - \$43,867.20	04/20/15

You will then see the job details. Click on the green Apply button to begin filling out application

Applicant Login Job Opportunities Internal Job Postings Job Descriptions Job Interest Cards

powered by
NEOGOVS

Job Title: **Buyer Senior**

Job Description Number P214

Salary: \$42,307.20 - \$54,641.60 Annually

Job Type: Full Time Regular (FR)

Grade D

Location: 1 Civic Plaza NW, Albuquerque, New Mexico

Department: Procurement & Business Services

Closing Date Open Until Filled: (Weekly Application Review)

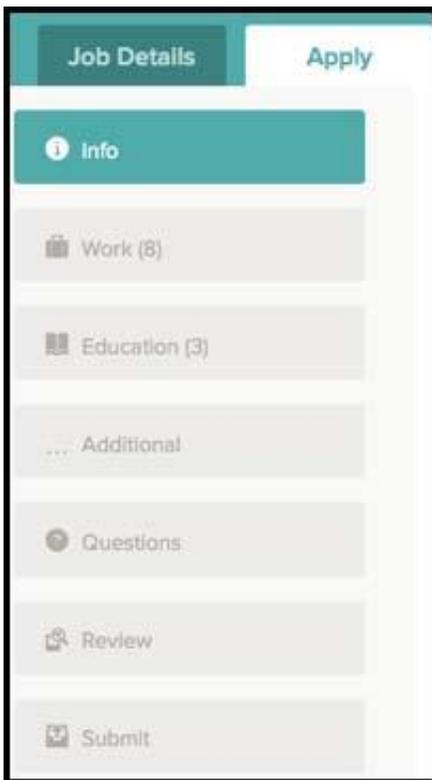
Number of Vacancies 1

Print Job Information | **Apply**

- You can speed completing basic profile information by importing a resume from LinkedIn, or by uploading a file.

Next you complete a series of steps (entries or screens). The specific steps that you must complete are determined by the employer, and may vary from this example.

Your progress and current step in the process is shown on the left. In the next example, the information step is in progress:



As you work on your application, refer to the progress bar to see the number of items for each entry, and errors. In the next example, the work entry contains eight items, and the questions entry contains errors:



For each step, the buttons on the bottom allow you to save or discard your work on this entry.

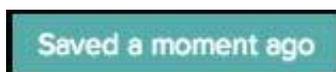


Although your typing is periodically automatically saved, it is good practice to click on the Save button.

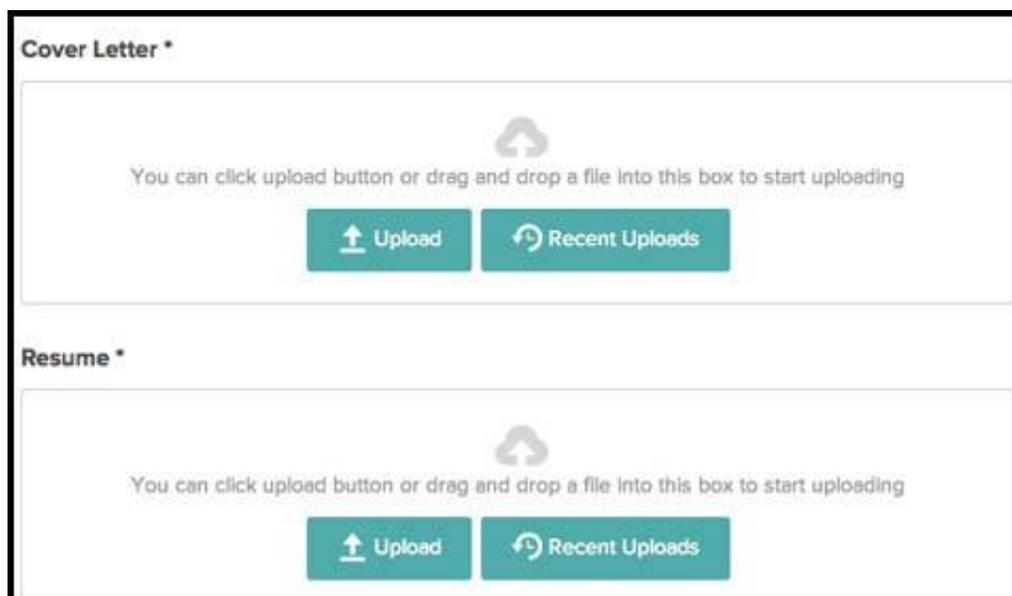
The Cancel button discards any changes you have made since the last save.

For some entries, the Remove link is present. It deletes the current entry (such as a previous job), after a confirmation. Once deleted, the data cannot be recovered.

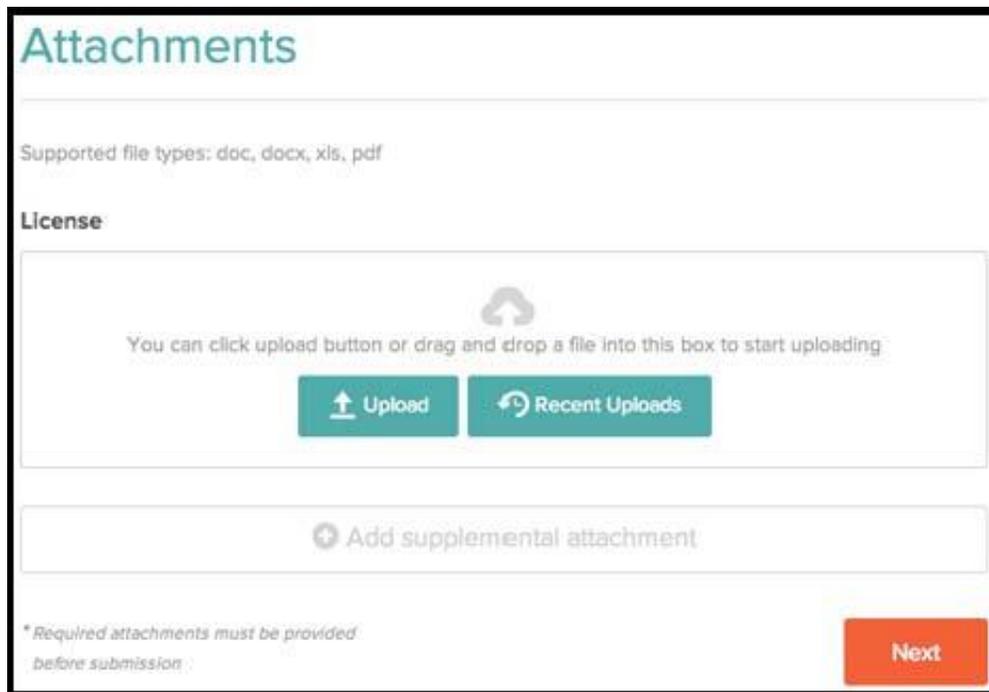
The last time that the entry was saved is also displayed at the top:



1. Provide general contact information.
2. If required, provide previous work experience information.
3. If required, provide educational information.
4. If required, provide additional information, including certificates and licenses, skills, and languages.
5. If required, provide references.
6. If required, answer any additional supplemental questions. These are general and agency supplemental questions. Depending on the hiring agency, this section may be blank.
7. Upload any attachments, such as a resume, driver's license, or certificates. The supported file formats are determined by the employer.
8. If a particular attachment type is required by the employer, there is an area provided so that you can upload that attachment. For example:



9. If there are no required attachments, then you can use Add supplemental attachment to add additional files. First, use Choose attachment type to select the type, and then use the Upload button. In the next example the License type attachment is selected to upload a file:



The screenshot shows a web interface titled "Attachments". Below the title, it lists supported file types: doc, docx, xls, pdf. A section labeled "License" contains a large box with a cloud upload icon and the text "You can click upload button or drag and drop a file into this box to start uploading". Below this box are two buttons: "Upload" and "Recent Uploads". At the bottom of the section is a button labeled "Add supplemental attachment". A red "Next" button is located at the bottom right. A note at the bottom left states: "* Required attachments must be provided before submission".

If you have previously uploaded attachments, you can use the Recent Uploads button to access these files.

10. Review each section. If there is an error, it is shown in the progress bar and also in the section.



Use  to open this item and correct any errors.

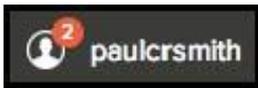
Once your application is complete, click on Proceed to Certify and Submit.

11. On the Certify & Submit page, click on Accept and Submit.

An Application Submitted message confirms that you have applied for the job.

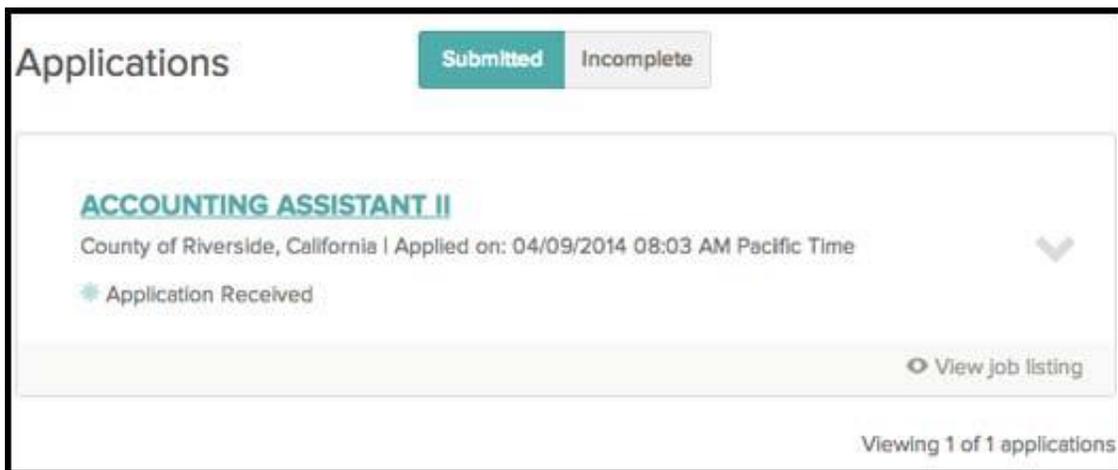
Check Application Status

Your username indicates the number of in-progress applications, for example:



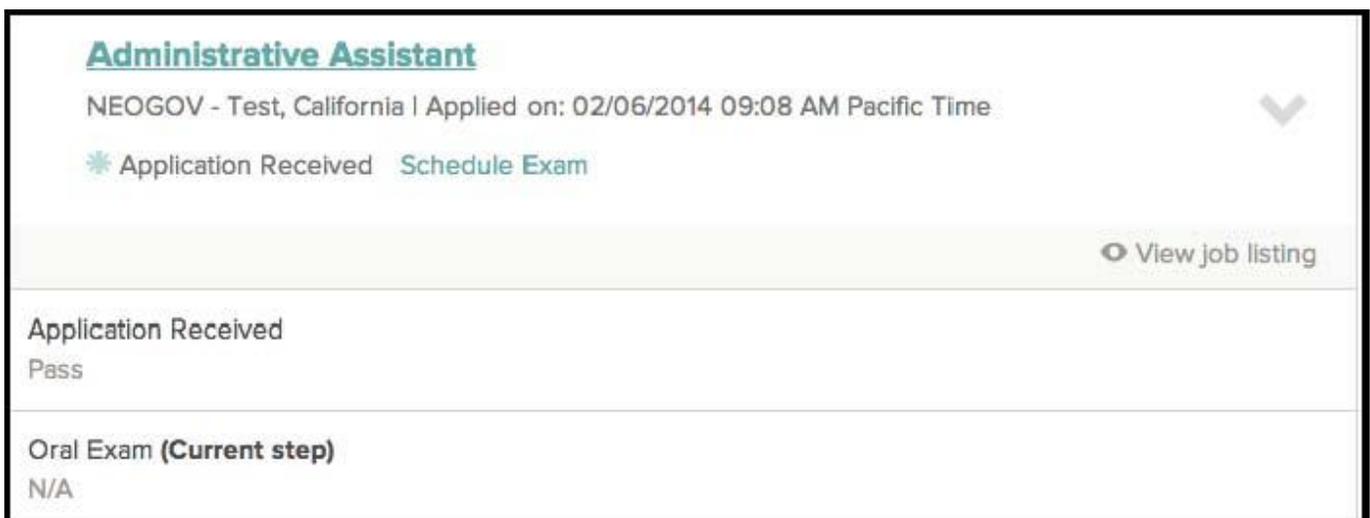
You can get more detailed status information for all applications by clicking on Applications & Status in the top menu bar (in the pulldown below your username).

- Use the Submitted button to see all applications that you have successfully submitted. For example:



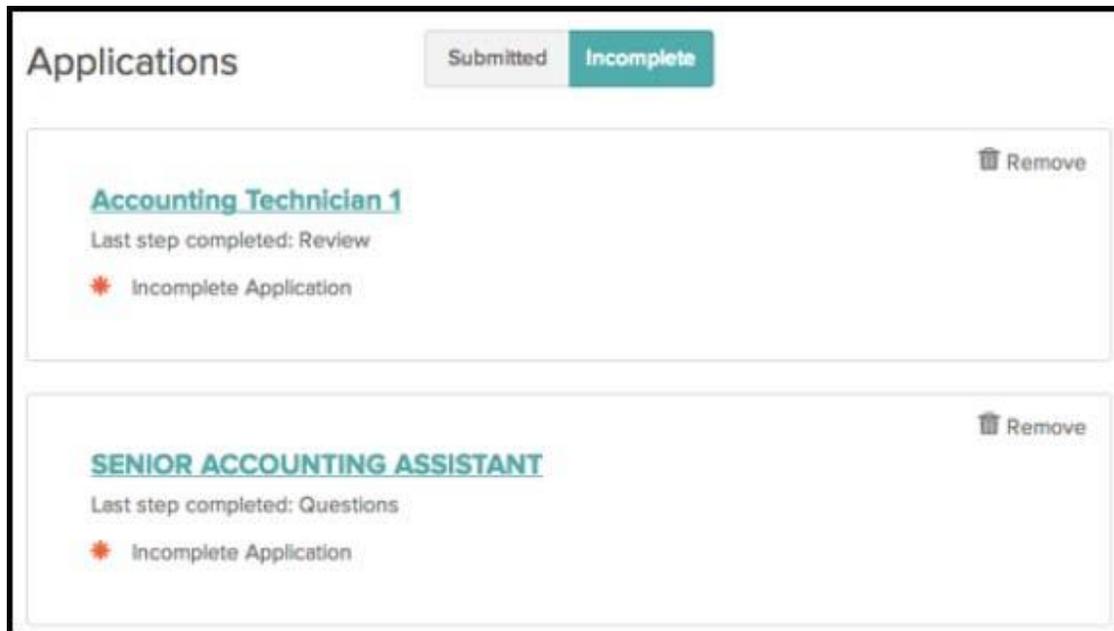
Click on the job title for more information. You can then use Job Postings to see the information on the job, and Application View to see the details of your application for this job.

You can also click on the down arrow  to see more information. This can include a summary of the steps in the hiring process:



Click on View job listing to see more information on the job.

Use the Incomplete button to see all applications that you started, but did not complete. For example:



Click on the job title, and then Apply, to complete the application.

You can use Remove if you want to delete an application without completing it.

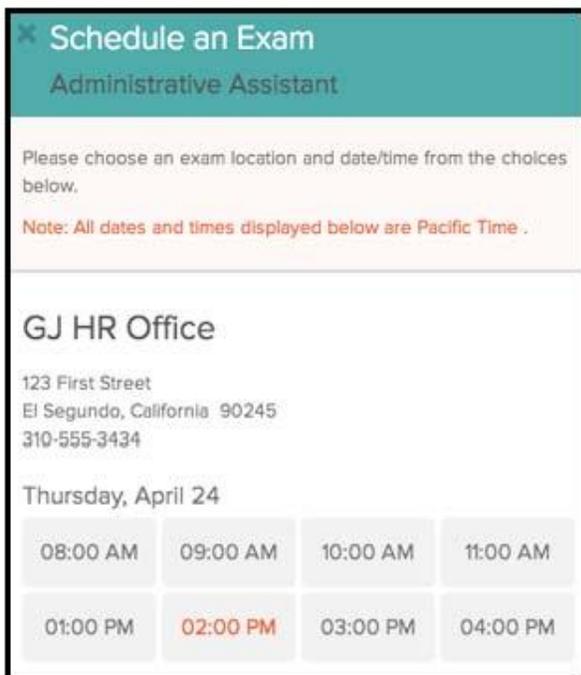
Schedule an Exam

If the employer wants you to attend an exam, you can schedule it as follows:

1. Click on Applications & Status in the top menu bar.
2. Applications where you can schedule an exam are noted with a Schedule Exam link:



3. Click on Schedule Exam. A list of locations, dates, and times displays:



- Select a time, and then click Confirm Appointment.
- The application status now shows the time of the exam appointment:



You can use the Update Schedule link if you need to change the appointment.