

NEOGOV



New Mexico State Personnel Office

Online Recruiting System Training (OLRS)



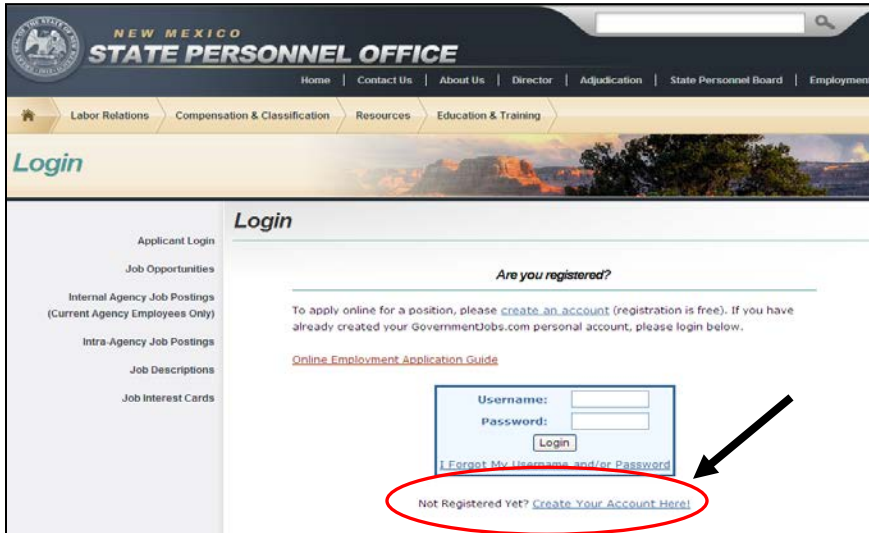
Application Guide (How To Apply Guide)

Online Employment Application Guide

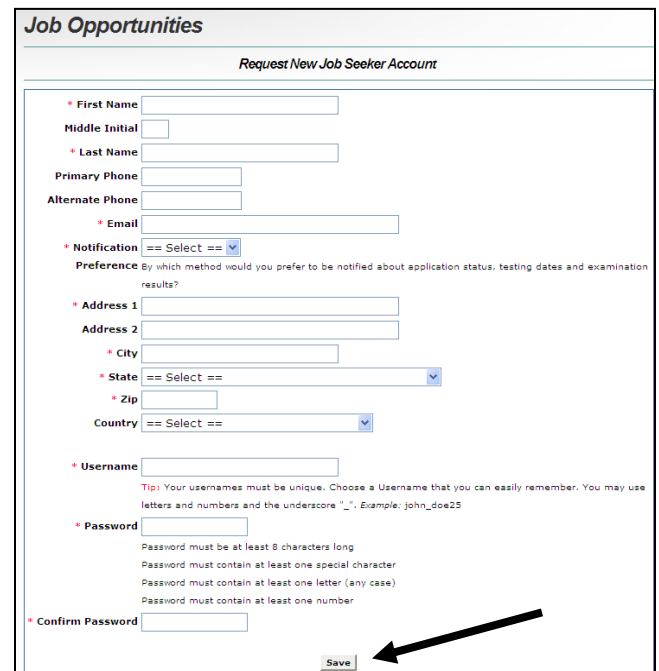
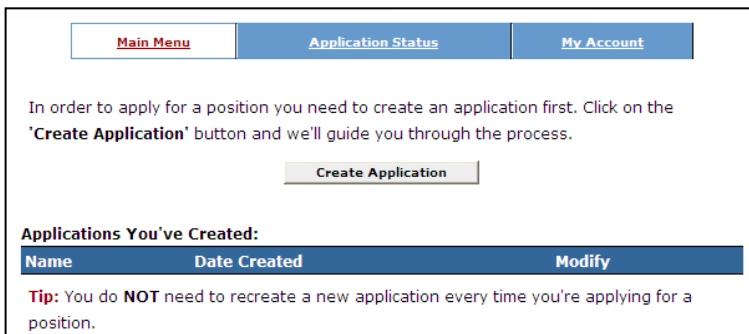
Creating an Applicant Profile and Applying for a Job Opening

NOTE: If you have previously created an applicant profile, skip to page 8.

1. Click <http://www.spo.state.nm.us/> OR <https://www.governmentjobs.com/>, Click on the “Career Seekers” link.
2. Logging into **New Mexico Jobs** or **governmentjobs.com**, you will need to set up an account. To do so, click on “Not Registered Yet? [Create Your Account Here!](#)”



1. Complete all the New Job Seeker Account Information fields (you **MUST** remember this information).
 - Write your username and password here: _____ / _____
Username Password
2. Complete all the “**Personal Profile**” information fields.
 - **NOTE:** Required information is marked with an asterisk (*) must be completed.
3. Click on the “**Save**” button when you have completed the New Job Seeker Account Information.
4. Click on “**Create Application**”.



5. Enter a title for your application for your future reference in the “**Application Name**” field and click the “**Create Application**” button.

6. Confirm your personal information and click “**Save & View Application**” to proceed.

- **NOTE:** No Paper Notification(s) will be sent. Please select “**Email**”.

7. Add Education, Work Experience, Certificates, Licenses, Skills and Additional Information by clicking on the “**Add**” links (highlighted in light blue with arrows). Once appropriate information is entered, click the “**Save & View Application**” button at the bottom of each section. To add additional entries in any of these sections, click on “**Save & Add Another**” again.



Note: Be sure to Save often. Log off will be automatic after 30 minutes from the last Save action.

8. Resumes can be entered by Clicking “**Edit Resume**”. The two options for submitting resumes are to cut and paste from an existing document or attach an existing file and upload. Resumes are not necessary for all applications. (Please refer to applicable job posting for additional information on documents required to complete the application.)

9. To attach transcripts, resumes, or any other attachments that may be required, click the “**Add Attachment(s)**” link. Enter in the appropriate “**File Description**” title and select “**Transcript**” as the “**Attachment Type**”. Next, Click “**Browse**”, find the appropriate attachment and click “**Open**”. Once you have completed this, it will appear in the next screen. Now, click “**Upload**”. Your attachment was now successfully added to your profile.

The attachment as it appears on the profile.

Attachments				Add Attachment(s)
Attachment	File Name	File Type	Action	
John Doe - Unofficial Copy of Transcripts	John Doe - Unofficial Transcripts	Other	Edit	Delete

Congratulations! The Personal Application Account Profile with the State of New Mexico has now been completed successfully. This Profile may be modified or deleted at any time by the user.

To Apply for a Job Opening

- Return to the main menu and Click the “Job Opportunities” link.

- Search for positions under the appropriate category that matches the user skill sets and/or interests by utilizing the search engines (image below) or you can scroll to the bottom of the screen to view all advertisements available.

- Click appropriate **Job Posting**.

1 record found.
Page # of 1

Position <input type="checkbox"/>	Location <input type="checkbox"/>	Emp. Type <input type="checkbox"/>	Salary <input type="checkbox"/>	Closing Date <input type="checkbox"/>
NEW! BUS & TRUCK MECHANIC - OPERATIONAL (Posi...	Anthony	Permanent Position	\$9.79 - \$17.41 Hourly	10/14/11

- Click **“Apply”**.

powered by
NEOGOV™

Job Title: BUS & TRUCK MECHANIC - OPERATIONAL (Position #19550)

Opening Date/Time: Sat. 10/01/11 12:00 AM Mountain Time

Closing Date/Time: Fri. 10/14/11 11:59 PM Mountain Time

Salary: \$9.79 - \$17.41 Hourly
\$20,363.20 - \$36,212.80 Annually

Job Type: Permanent Position

Location: Anthony, New Mexico

Department: Department of Transportation

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

Job Description | **Benefits** | **Supplemental Questions**

Purpose of Position
This position serves to perform diagnostics and repairs of light automotive gasoline and heavy duty diesel

- Answer the Agency-wide and Supplemental Questions. Click **“Populate”** if applicant has already answered some or all of the Agency-Wide Questions on a previous application.

[BUS & TRUCK MECHANIC - OPERATIONAL \(Position #19550\)](#) - Application process steps:

1 2 3 4 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

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.

6. Complete Veterans and Residency Preference. (only needs to be completed by first time user)

- 1. Are you a resident of the State of New Mexico?
 == Populated
 NM resident for 3 years but less than 4 years

- 2. Are you currently a classified employee within New Mexico State Government?
 Yes

3. If you are a NM State classified employee, which agency are you currently employed with?
 == Select ==

4. If you are a NM State classified employee, please provide your Employee ID number in the field below:

- 5. Are you a United States Veteran who has been discharged or released from active duty from the Armed Forces under honorable conditions or are you currently serving in the National Guard. (Veterans/National Guard Member must provide appropriate documentation at the time of application to qualify for additional preference points.
 Veterans must attach, Verification of Eligibility, a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214) with the State of New Mexico Application.
 Active National Guard members/Veterans must attach Verification of Eligibility, a copy of the Certificate of Release or Discharge from Active Duty (NGB-22 National Guard Report of Separation and Record of Service).
 == Populated
 Yes

- 6. Are you a United States honorably discharged Veteran with a service-connected disability? (Veterans must provide appropriate documentation at the time of application to qualify for additional preference points. Veterans must attach, as verification of eligibility, a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214) with the State of New Mexico Application).
 == Populated
 Yes

- 7. Are you a part of a New Mexico State Agency Reduction in Force and would you like to exercise any reemployment rights as afforded by 1.7.10NMAC (RIF)?
 == Populated
 Yes

- 8. Employment may be subject to a pre-employment background investigation and would be conditional pending results.
 I agree

- 9. Employment may be subject to pre-employment drug test and would be conditional pending results of drug test.
 I agree

7. Complete supplemental questions and click "Save & Proceed" at the bottom of the page.

BUS & TRUCK MECHANIC - OPERATIONAL (Position #19550) - Application process steps:

1 >>>>> 2 >>>>> 3 >>>>> 4 >>>>> 5
Job **Agency-wide** **Supplemental** Confirm Certify &
Application Questions Questions Application Submit

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. A Class "A" CDL License is required for this position. Do you possess this license?
 Yes No

*2. This position requires that you possess and maintain a valid NM Driver's License. Do you have a valid NM Driver's License?
 Yes No

*3. This position requires a pre-employment drug test and background investigation. Are you willing to meet this condition?
 Yes No

*4. A possible geographical change in location(s) within the District boundaries may be required for this position. Are you willing to accept this condition?
 Yes No

****NOTE**

What are Preference Points?

Up to 10 Preference Points can be assessed on an application, which provide additional scoring points for the individual applicant. Preference Points are awarded if the user is a current New Mexico Resident (up to 10), Veteran (5), Disabled Veteran (5), and/or current member of the National Guard (5).

For additional assistance with Veteran, Disabled Veteran and/or National Guard questions, refer to the Veterans/National Guard Eligibility and Documentation guide [Employment Page](#), or refer to the Applicant FAQ located on our website, www.spo.state.nm.us, or contact the New Mexico State Personnel Office at (505) 476-7759.

8. Review the application. Incomplete information or sections may disqualify application. Scroll to the bottom of page and Click **"Confirm Application"**.

BUS & TRUCK MECHANIC - OPERATIONAL (Position #19550) - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Confirm Application

Please review the application you're about to send for the position of **BUS & TRUCK MECHANIC - OPERATIONAL (Position #19550)**. If you need to modify any parts of your application, just click the 'Edit' button next to the section you wish to modify. Once you've reviewed the application click the 'Confirm Application' button to proceed to the final 'Certify & Submit' step.

Contact Information [Edit Contact Information](#)

9. Click **"Accept"** on the digital signature screen. By **"Accepting"** the applicant is certifying that "all information is true and complete."

BUS & TRUCK MECHANIC - OPERATIONAL (Position #19550) - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5

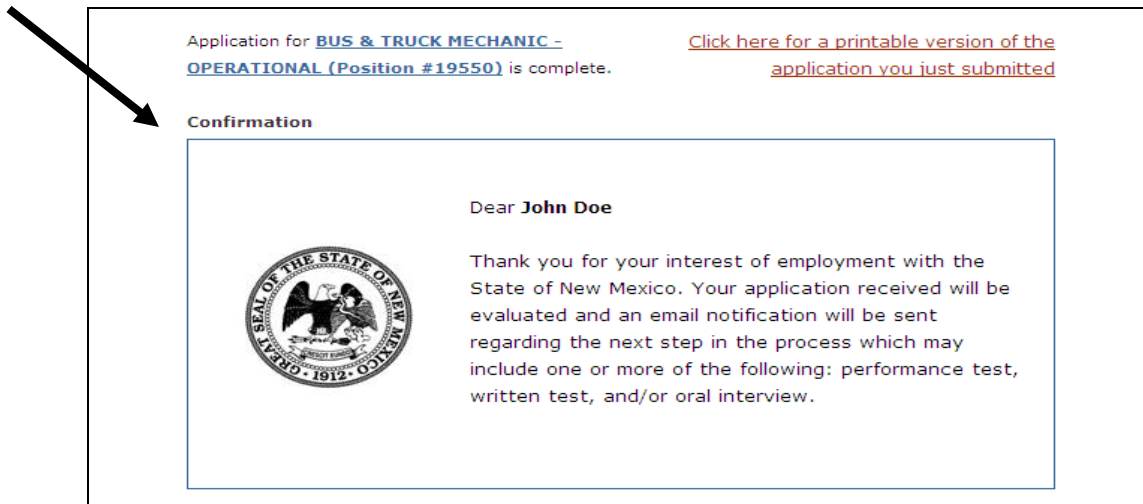
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

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 deem me ineligible for appointment and/or employment in a position or for termination based upon falsifying official records and/or documents such as this employment application. 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 all information on this application, including but not limited to NM residency. I understand that this completed application is the property of the State of New Mexico and will not be returned. I understand that the State of New Mexico may contact prior employers and references. I understand that I must notify the New Mexico Personnel Office of any changes in my name, address, email or phone number.

10. A confirmation screen will appear once the application has been received.



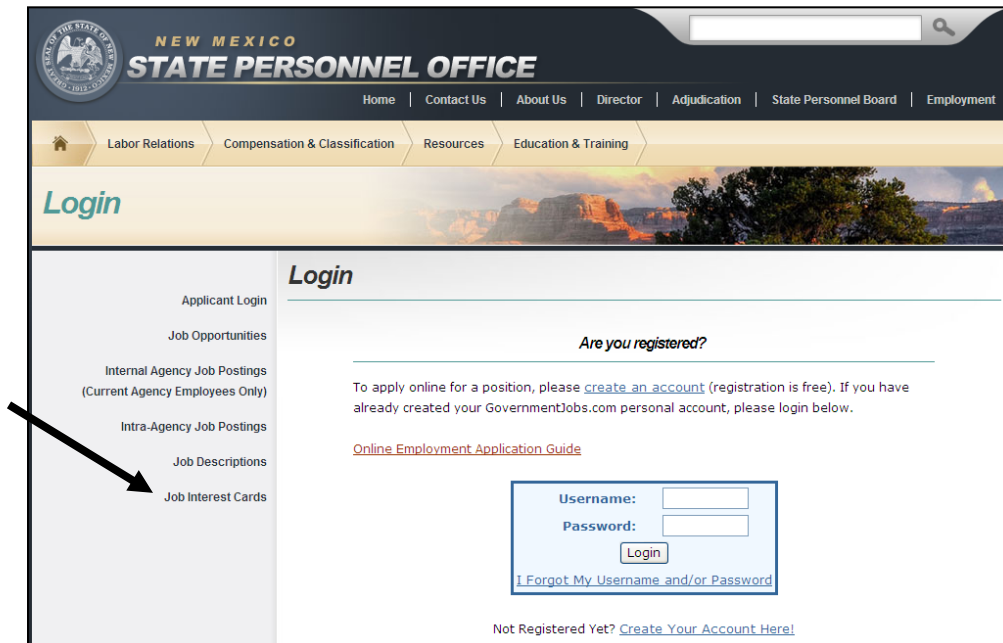
Congratulations! The Application for the specific job posting with the State of New Mexico has now been completed successfully.



Note: Be sure to Save often. Log off will be within 30 minutes of the last Save action.

To Complete A Job Interest / Notification Request

1. On the home page Click “**Job Interest Cards**”.



2. By placing a check in each box next to the job categories and completing the information section in the Job Interest Card, potential applicants will be notified by email when these postings become available. Click “**Submit Request**”. This card is valid for a rolling 12 month period and may be updated at any time by logging into the main screen.

Select Category			Select All Categories	Clear All Categories
<input type="checkbox"/> 911 Telecommunications	<input checked="" type="checkbox"/> Accounting and Finance	<input checked="" type="checkbox"/> Administration		
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Airports		
<input type="checkbox"/> Architecture	<input type="checkbox"/> Arts, Design, Entertainment & Media	<input type="checkbox"/> Attorney		
<input checked="" type="checkbox"/> Audit	<input type="checkbox"/> Automotive	<input type="checkbox"/> Building & Grounds Cleaning and Maintenance		
<input type="checkbox"/> Building & Safety	<input type="checkbox"/> Building Maintenance	<input checked="" type="checkbox"/> Business		
<input type="checkbox"/> Child Support	<input type="checkbox"/> Clerical & Data Entry	<input type="checkbox"/> Code Enforcement		
<input type="checkbox"/> Communications	<input type="checkbox"/> Community and Social Services	<input type="checkbox"/> Community Development		

Fields marked with a "*" are required.

* Last Name: * First Name:

* Address:

* City:

* State:

* Zip Code:

* Country:

Home Phone: Work Phone:

* Email Address:

Congratulations! The Job Interest Card with the State of New Mexico has been successfully completed.

To Check Your Application Status

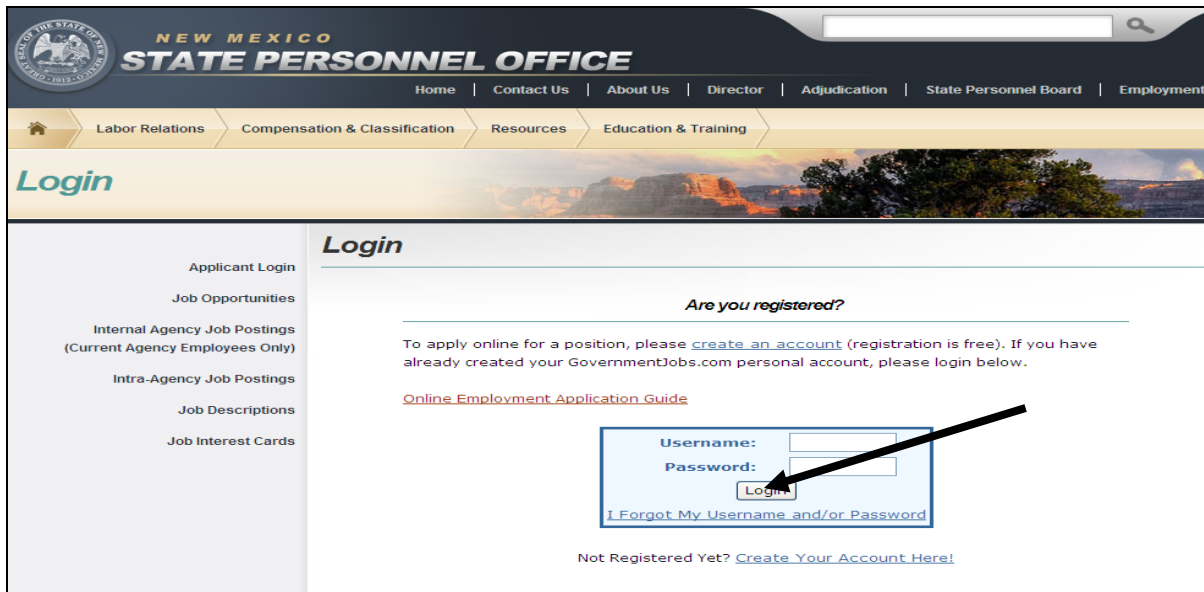
1. Click **“Application Status”** to view the status of a submitted application.

Name	Date Created	Modify
Accountant and Auditor Application	Oct 5, 2011	Edit Delete

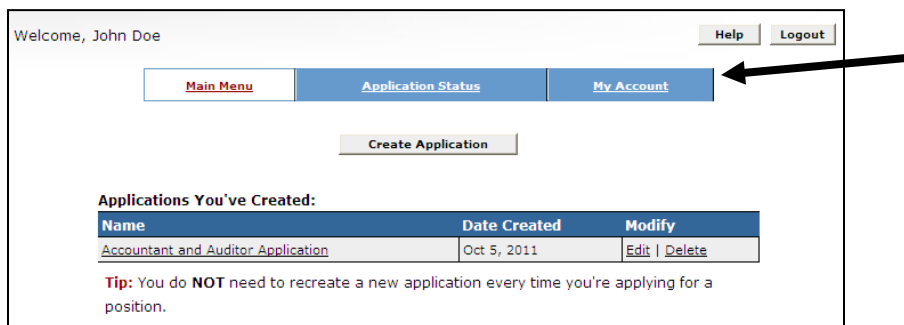
2. The next screen will show the status of your application in the **“Status”** column.

Job Title	Organization	Applied	View App.	Status	Schedule
BUS & TRUCK MECHANIC - OPERATIONAL (Position #19550)	New Mexico State Personnel Office, NM	10/05/11 11:06A Mountain Time	View	Application Received	

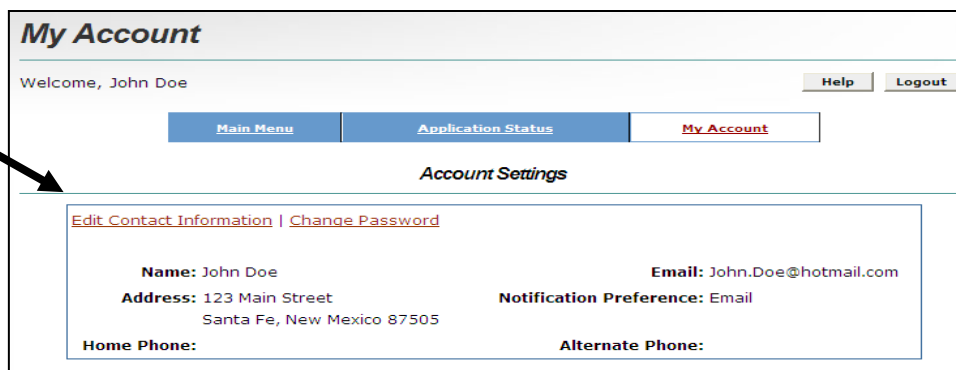
To Update Personal Application Account Contact Information



1. Click **"My Account"** to update Personal Application Account information.



2. To edit any contact information on your Personal Application Account Profile, click on the **"Edit Contact Information"** link.



NOTE: If the user information changes after the submission of an application, please notify the New Mexico State Personnel Office to ensure the changes are noted on the prior applications.