To apply for a job, go to GovernmentJobs.com or www.spo.state.nm.us

- If you are on GovernmentJobs.com, enter search criteria in the boxes for Job Title, Keyword, and/or City or State. You can also search by clicking a Category or Location.
- If you are on the State Personnel Office of New Mexico's website, locate where open positions are posted.
- Perform a job search to find jobs that match your interests. Then click on the job title to view the job posting.
- To initiate the application process click the Apply tab. The Apply tab is located toward the top of the posting next to Job Details.
- Once you click on the link and log in, you can work on the application process steps.

How long does it take to complete the process?

The time it takes to complete an application depends on how much information you provide on your basic application. It can take as little as 10-15 minutes. When applying for a job, you may be required to answer some additional questions (organization-wide questions and supplemental questions), which will also vary in length, depending on the number and type of questions asked.

I clicked on the position name, and am able to see the description, however I do not see an Apply tab. How do I apply for the position?

If you do not see an Apply tab on the job posting, this job posting is not accepting online applications. If the opening date suggests that the position should be open, contact the organization for further information. Our applicant/technical support team cannot add an Apply tab if it does not already exist.

Can I automatically be notified when new positions open?

You can sign up for Job Interest Cards through the organization's web site so that you are notified when jobs become available. By selecting the job categories that you're interested in, filling out your contact information, and clicking Submit Request, you will receive email notifications when jobs open in your noted categories. After one year, your job interest card subscription expires, and notifications are no longer sent. Signing up for job interest cards is not the same as creating a user account. To apply for positions you need to create a GovernmentJobs.com applicant account.

What is the Close Date on a job posting?

A closing date is when a job posting no longer accepts applications.

How do I complete an online application?

For detailed information on how to apply online for a job, refer to the Online Application Guide.

How can I change my username?

Once established, a username cannot be changed.

How can I change my application template name?

Once established, an application template name cannot be changed. Application template names are for your reference only, and are not visible to the organization with which you are applying.

Why can't I create more than one application template?

The ability to create multiple application templates has been removed in the new application process. If you previously created multiple applications, you can continue to use them.
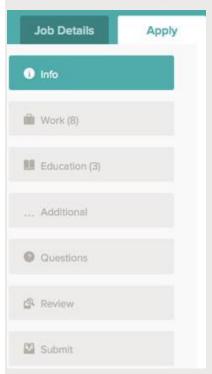
To apply for a job:

1. Click on the Apply tab from job details:

2. You can speed completing basic profile information by importing a resume from LinkedIn, or by uploading a file.
3. 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 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:

4. 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.

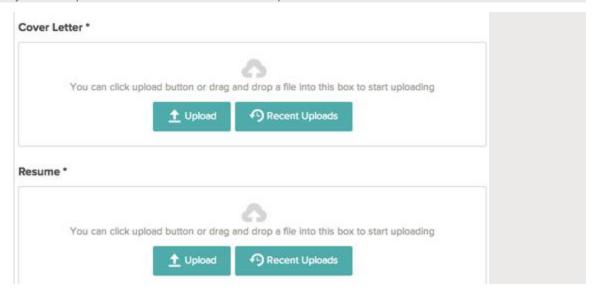The Cancel button discards any changes you have made since the last save.

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.

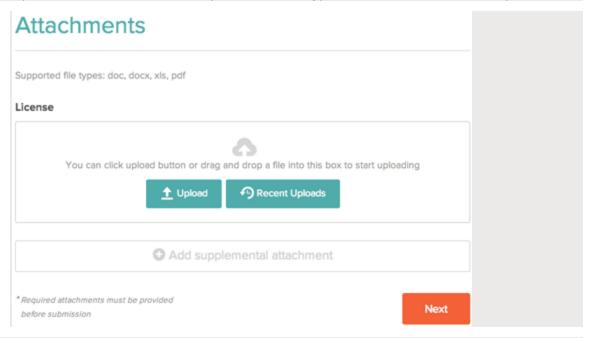The last time that the entry was saved is also displayed at the top:

5. Provide general contact information.
6. If required, provide previous work experience information.
7. If required, provide educational information.
8. If required, provide additional information, including certificates and licenses, skills, and languages.
9. If required, provide references.
10. If required, answer any additional supplemental questions. These are general and agency supplemental questions. Depending on the hiring agency, this section may be blank.
11. Upload any attachments, such as a resume, drivers license, or certificates. The supported file formats are determined by the employer.

o   If a particular attachment type is required by the employer, there is an area provided so that you can upload that attachment. For example:

Cover Letter *

You can click upload button or drag and drop a file into this box to start uploading

⬆ Upload   🕑 Recent Uploads

Resume *

You can click upload button or drag and drop a file into this box to start uploading
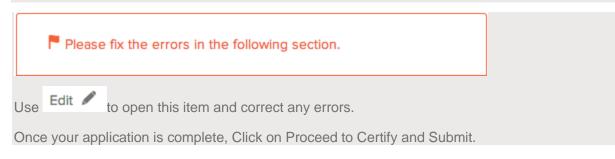
⬆ Upload   🕑 Recent Uploads

o   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:

Attachments

Supported file types: doc, docx, xls, pdf

License

You can click upload button or drag and drop a file into this box to start uploading

⬆ Upload   🕑 Recent Uploads

⊕ Add supplemental attachment

* Required attachments must be provided before submission

Next

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

To attach a document successfully, first close the file that you are trying to attach, and then check the following:

- Attachment Type - Some agencies require specific attachment types to be included in the application. Check that your document is listed as the attachment type that the organization is requiring. For example, if the error message reads *The following attachment types are missing: Resume,* check that your corresponding document's attachment type is listed as Resume and not Other, Cover Letter, or any other attachment type.
- File type - Some agencies only accept certain file types. If you receive an error regarding the file type, check that you are attaching a file with a valid (acceptable) file extension.
- File size - Attachments that are larger than ten megabytes are not accepted. If your file is larger than five megabytes, you should reduce the file size. If you are still unable to attach the file after following these steps, try deleting the cookies from your web browser or attempt to attach the file from a different web browser.
  - Review each section. If there is an error, it is shown in the progress bar and also in the section.

🚩 Please fix the errors in the following section.

Use Edit ✏ to open this item and correct any errors.

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

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

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