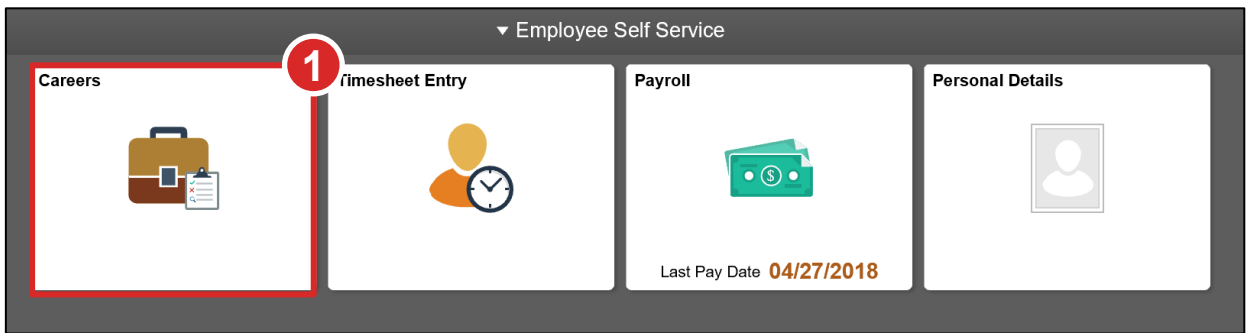# SHARE Recruiting
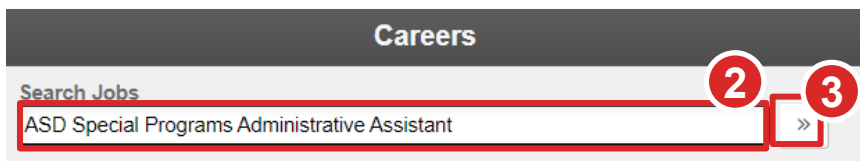## Apply to a Job with a SHARE HCM ID

SHARE HCM users have a dedicated page to apply to State of New Mexico jobs directly from SHARE. This job aid shows you how to apply for a job from your SHARE HCM Homepage: Employee Self Service.
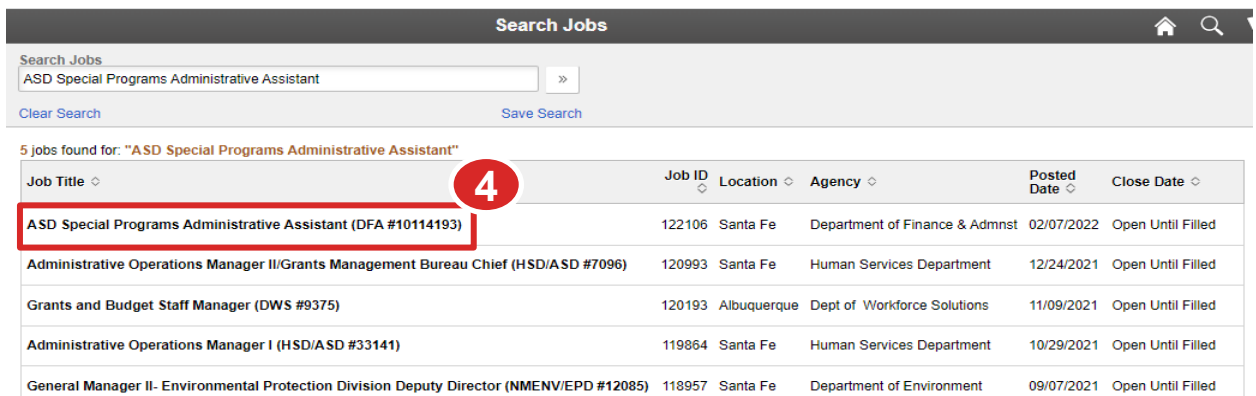
1. Click > **Careers** tile from the **Employee Self Service** page

2. Enter > key words to narrow the job search
3. Click > **Search** icon

4. Click > **Job Title** of your interest

SHARE Recruiting
Apply to a Job with a SHARE HCM ID (2 of 12)

5. Review > **Job Description** details
6. Click > **Apply for Job**

TIP: Before applying, make sure you meet the minimum qualifications for the job.

SHARE Recruiting

Apply to a Job with a SHARE HCM ID (3 of 12)

7. Select > Checkbox next to **I agree to the Terms and Conditions**
8. Click > **Next**

> **TIP:** There are seven steps to complete before submitting an application. If you do not have time to fill out the application in one sitting, the job posting will save to your profile upon clicking **Exit**.

9. Click > **Highest Education Level Drop Down**

10. Select > **Education Level**

11. Click > **Add Licenses and Certifications** (if applicable)

12. Click > **Next**

SHARE Recruiting

Apply to a Job with a SHARE HCM ID (5 of 12)

13. Click > **Add Work Experience**

17

Save as Draft | ‹ Previous | Next ›

Step 3 of 8: Work Experience

When entering your work experience into your application please:
- Indicate within the description if you managed and/or supervised for each work history entry
- Indicate within the description if you worked part time (less than 40 hours) for each work history entry
- Input an End Date for every job worked. If it is your current job, then you may leave End Date blank

IF SUBMITTING RESUME - WORK EXPERIENCE SECTION DOES NOT NEED TO BE COMPLETED

Work Experience

You have not added any w **13** ence.

Add Work Experience

14. Enter > Required information

15. Enter > **Description** of your relevant work experience here. What were your job duties? What did you accomplish?

16. Click > **Done**

17. Click > **Next**

16

	Add Work Experience	Done
Cancel		

*Start Date: 06/20/2011
End Date:
*Employer: Maryland Hospital
*Ending Job Title: Security Guard
*Supervisor: Harry Smith
Supervisor Email: hsmith@hospital.com
Supervisor Phone:
OK to contact? **Yes**

14

Description: 5 years experience as a hospital security guard.

15

Country: United States
Address 1:

TIP: The State of New Mexico allows Applicants to upload their resume, in the following step. If uploading a resume, you can skip adding relevant work experience in this step..

TIP: Required fields have an asterisk (*) next to them. At the minimum, fill out the required fields to continue.

SHARE Recruiting

Apply to a Job with a SHARE HCM ID (6 of 12)

18. Click > **Add Attachment**

Step 4 of 8: Attachments

Only attach a document here if it is specific to this job posting. All other documentation (resumes, transcripts, certifications, DD214, etc.) should be attached to your profile (My Job Applications > My Attachments) so they can be used for all job applications. If you haven't already attached documents to your profile, you may still do so after the application is submitted.

19. Select > **Attachment Type**
20. Enter > **Attachment Title**
21. Click > **Continue**


TIP: Any documents you attach in **Step 6** will only be linked to this job application. **Cover Letters** are unique to the job and are the only type of document you should upload in **Step 6**. All other types of documents (i.e. Licenses and Certifications, References, Resumes, Transcripts and Veteran Documents) that are **not** unique to the job should be uploaded to your Careers profile.
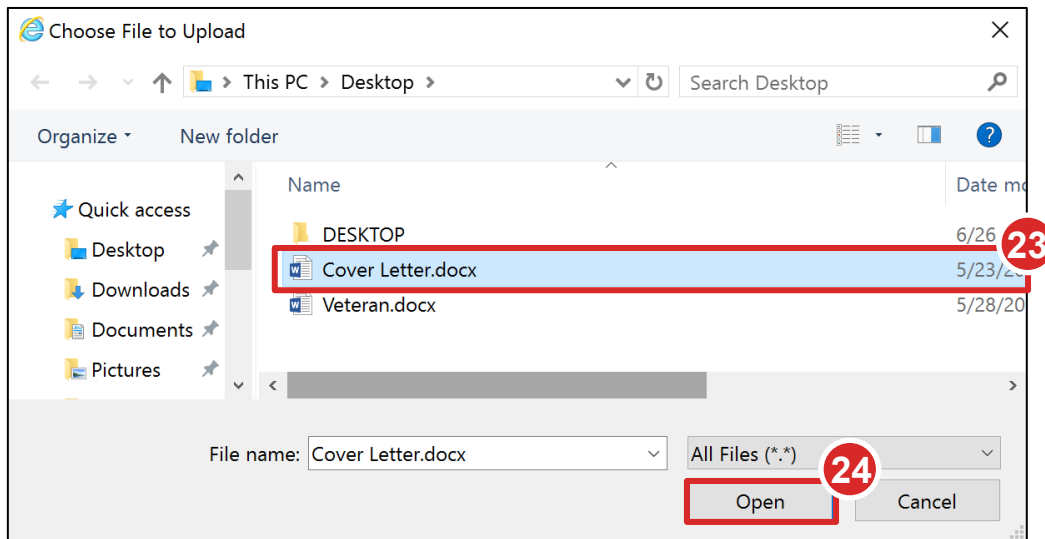
22. Click > **My Device**
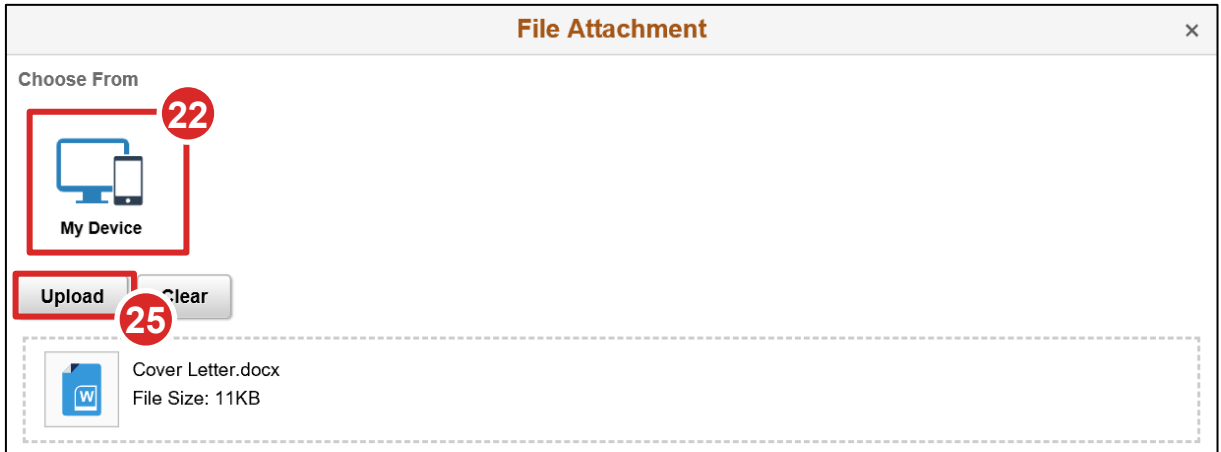
23. Select > the file to upload from your computer folder
24. Click > **Open**

25. Click > **Upload**

26. Click > **Done** when the upload is complete

27. Click > **Done**

28. Click > **Next**

29. Click > **Add Reference**

30. Enter > Required information
31. Click > **Done**
32. Click > **Next**

TIP: You may add both professional and personal references. If you previously applied for a job, the references will automatically appear here. You may add as many references as you believe are necessary for the application.

33. Select > Radio buttons under each question to complete the **Online Questionnaire**
34. **Click** > Next

TIP: Complete the Online Questionnaire prior to submitting the application. These questions assess if you meet the required qualifications for the job.

SHARE Recruiting

TIP: Review your application and make changes in **Step 7** if necessary.

35. Click > **Submit**

After submitting an application, you receive immediate notification if you met the minimum qualifications for the job. The message appears under **Online Screening Results**.

Application Confirmation	⋮
You have successfully submitted your job application	

Jobs Applied For

Job Title	ASD Special Programs Administrative Assistant (DFA #10114193)	Posting Date	02/07/2022
Job ID	122106	Application Date	03/03/2022
Location	Santa Fe		

Online Screening Results

Job Title ASD Special Programs Administrative Assistant (DFA #10114193)   Job ID 122106

We are pleased to let you know that your job application has been accepted for further consideration. You may review your submitted application through your Careers Profile under My Job Applications. Please note that any false or incorrect information will invalidate this application.

🏠 Careers

📄 View Submitted Application