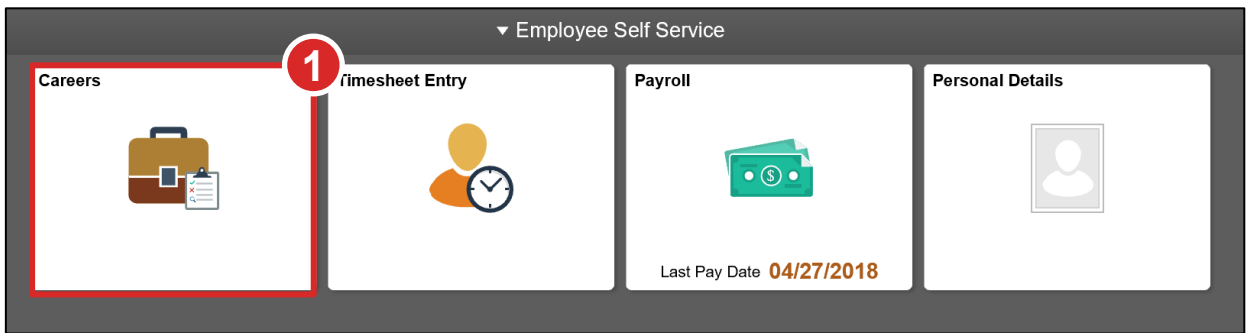


# SHARE Recruiting

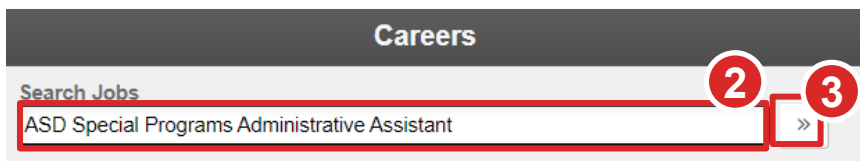
## Apply to a Job with a SHARE HCM ID (1 of 12)

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.

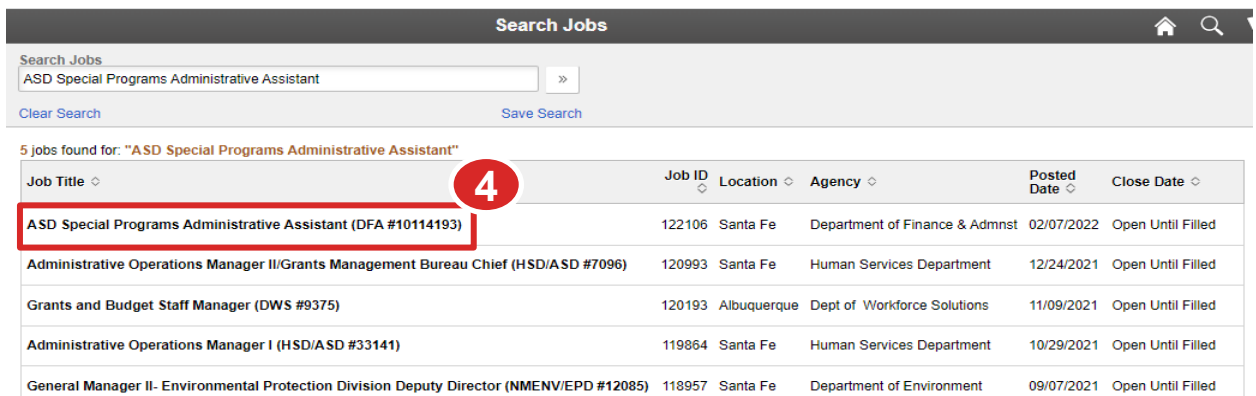
1. Click > **Careers** tile from the **Employee Self Service** page



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**

Job ID 122106 Full/Part Time Full-Time  
Location Santa Fe Regular/Temporary Sponsored Term  
Posting End Date Job Posting Type Continuous Job Opening  
Agency Department of Finance & Admst

For more Job Requirements & Classification Description: [Click Here](#)

☆ Add to Favorite Jobs

**Salary**  
\$13.58 - \$23.63 Hourly  
\$28,249 - \$49,155 Annually  
This position is a Pay Band 55

**Purpose of Position**  
THIS POSTING WILL BE USED FOR ON-GOING RECRUITMENT AND WILL REMAIN OPEN UNTIL FILLED.

**Why does the job exist?**  
This position, within the Administrative Services Division will provide high-level administrative support to the Director, Deputy Director and Agency Leadership for federal special programs, such as the Emergency Rental Assistance Program (ERAP). The purpose of this position is to assist with program correspondence, reports, and special projects as requested; financial record keeping and reporting, accounting, bookkeeping, and deposits.

**How does it get done?**  
Current ERAP program:  
Provide administrative support to Executives as needed, provide general office support with a variety of clerical activities and related tasks.  
Prepares reports; ERAP productivity; award tracking; application status.  
Documenting outgoing and incoming correspondence and returned payments. Mailing ERA Checks daily, preparing labels for mailing to local property addresses.  
Monitor ERAP personnel correspondence to ASD Director. Provide Assistance with payment issues, process warrant cancellations, provide communication to ERA participants.  
Assist with processing hotel invoicing and payments.  
Update spreadsheets used by accounting, production, and field services, as requested.  
Management of property owners and managers related to the ERAP program.

**Minimum Qualification**  
High School Diploma or Equivalent. Substitutions Apply. See Substitution Table below.

**Substitution Table**  
These combinations of education and experience qualify you for the position:

	Education		Experience
1	High School Diploma or Equivalent	AND	2 years of experience
2	Associate's degree or higher (Bachelor's, Master's)	AND	0 years of experience

• Education and years of experience must be related to the purpose of the position.  
• If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

**Employment Requirements**  
Must possess and maintain a valid New Mexico Driver's License. Must attend state vehicle safety certification program in order to drive museum's cargo van and truck.

**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**

ASD Special Programs Administrative Assistant (DFA #10114193)

Step 1 of 8: Start

This step-by-step process will guide you through the application process. You may either include your work experience in the Work Experience section of your application OR attach a resume that includes dates of employment for each job (Month & Year). Please complete all information and carefully review before submitting.

Prior to submitting your application, please upload any attachments (resumes, transcripts, licenses, certificates etc.) to your profile (My Job Applications - My Attachments). Once uploaded to your profile, attachments can be used for all job applications and **do not need to be added to the Attachments section.**

**APPLICATIONS SUBMITTED WITHOUT WORK EXPERIENCE OR A RESUME WILL NOT BE CONSIDERED.**

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:

- Any false or incomplete answer may deem me ineligible for appointment and/or employment;
- Falsifying official records and/or documents such as this employment application may result in termination from employment;
- The State of New Mexico may contact prior employers and references;
- I may be required to validate all information on this application, including but not limited to NM residency;
- I will be required to produce documentation verifying identity and employment eligibility in the U.S.;
- This completed application is the property of the State of New Mexico and will not be returned;
- I must notify the State of New Mexico Personnel Office of any changes in my name, address, email, or phone number.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

Save as L... 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**

### Step 2 of 8: Qualifications

#### Education History

Highest Education Level

#### Licenses and Certifications

You have not added any licenses and certifications.

[Add Licenses and Certifications](#)

# SHARE Recruiting

## Apply to a Job with a SHARE HCM ID (4 of 12)

### 10. Select > Education Level

#### Step 2 of 8: Qualifications

##### Education History

Highest Education Level

A-Not Indicated

##### Licenses and Certifications

You have not added any licenses and certification

Add Licenses and Certifications

A-Not Indicated

B-Less Than HS Graduate

C-HS Graduate or Equivalent

D-Some College

E-Technical School

F-2-Year College Degree

G-Bachelor's Level Degree

H-Some Graduate School

I-Master's Level Degree

J-Doctorate (Academic)

K-Doctorate (Professional)

L-Post-Doctorate

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

Save as Draft   < Previous   Next

#### Step 2 of 8: Qualifications

##### Education History

Highest Education Level G-Bachelor's Level Degree

##### Licenses and Certifications

You have not added any licenses or certifications.

Add Licenses and Certifications

### 12. Click > Next

# SHARE Recruiting

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

### 13. Click > Add Work Experience

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 work experience.

Add Work Experience

Save as Draft < Previous Next >

### 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

Cancel Add Work Experience Done

\*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

Description 5 years experience as a hospital security guard.

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

Save as Draft | < Previous | Next >

#### 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.

#### Attachments

You have not added any attachments.

Add Attachment

18

### 19. Select > Attachment Type

### 20. Enter > Attachment Title

### 21. Click > Continue

Cancel | Add Attachment | Continue 21

\*Attachment Type Cover Letters 19

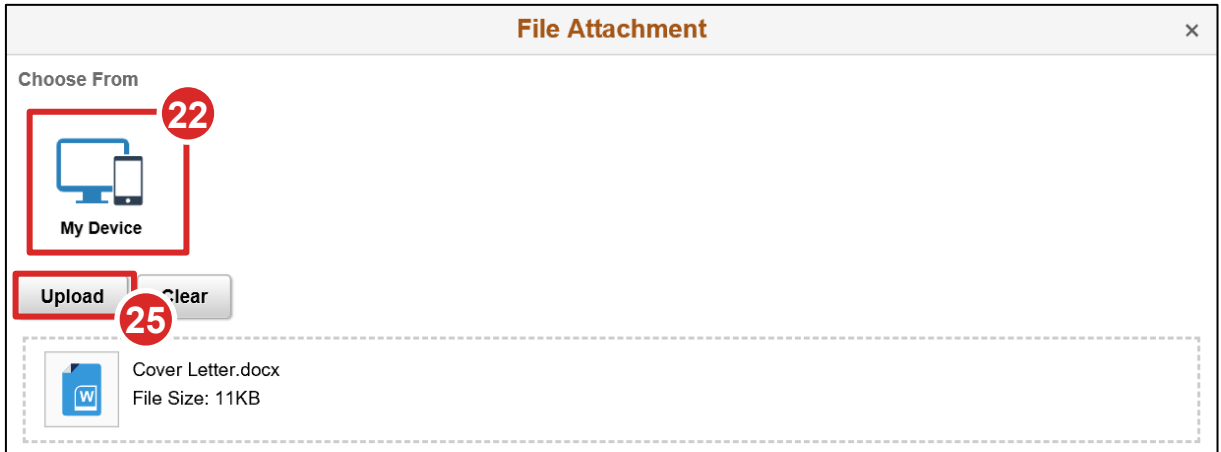
\*Attachment Title Cover Letter 20

**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.

# SHARE Recruiting

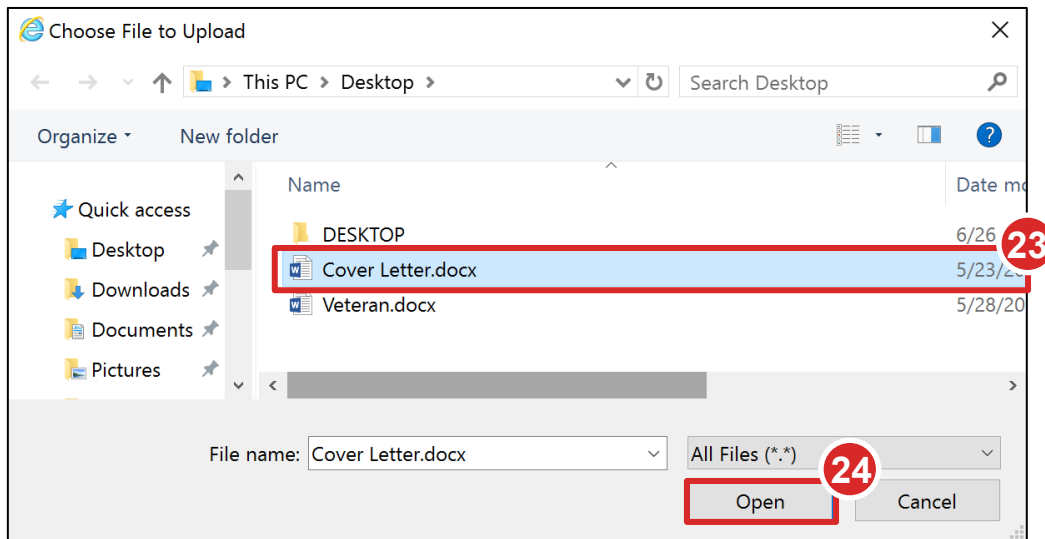
## Apply to a Job with a SHARE HCM ID (7 of 12)

22. Click > **My Device**



23. Select > the file to upload from your computer folder

24. Click > **Open**



25. Click > **Upload**


# SHARE Recruiting


## Apply to a Job with a SHARE HCM ID (8 of 12)

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

**File Attachment** 26

Choose From Done

 My Device

 Cover Letter.docx  
File Size: 11KB

Upload Complete

27. Click > **Done**

**Add Attachment** 27

Cancel

\*Attachment Type

\*Attachment Title

Attached File [Cover\\_Letter.docx](#)

Done

28. Click > **Next**

Save as Draft < Previous **Next** > 28

**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.

Attachments

Attached File	Attachment Title	Attachment Type
<a href="#">Cover_Letter.docx</a>	Cover Letter	Cover Letters



# SHARE Recruiting

## Apply to a Job with a SHARE HCM ID (9 of 12)

### 29. Click > Add Reference

Save as Draft | < Previous | Next >

**Step 5 of 7: References**

References

You have not added 29 references.

Add Reference

### 30. Enter > Required information

### 31. Click > Done

### 32. Click > Next

Cancel | Edit Reference | Done

**Reference Information**

\*Reference Type: Professional

\*Reference Name: Harry Smith

\*Title: Supervisor

Employer:

Phone:

Email Address: hsmith@hospital.com

**Address**

Country: United States

Address 1:

Address 2:

Address 3:

City:

**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.



# SHARE Recruiting

## Apply to a Job with a SHARE HCM ID (10 of 12)

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

34. Click > Next

Apply for Job

< Previous Next >

34

Step 5 of 7: Online Questionnaire

33

**Questionnaire (Required)**

1. Do you meet the minimum qualifications of High School Diploma or Equivalent? Substitutions may apply. Please refer to Substitution Table on the Job Posting.

Yes

No

2. How many years of experience do you have assisting in training employees on agency safety, security, loss control programs, fire safety, and disaster planning, and hazardous materials emergency response?

None

One to three years

Four to six years

Seven to nine years

Ten or more years

3. Are you a resident of the State of New Mexico?

Not a Resident

Resident greater than or equal to 1 year

Resident greater than or equal to 2 years

Resident greater than or equal to 3 years

Resident greater than or equal to 4 years

Resident greater than or equal to 5 years

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



# SHARE Recruiting

## Apply to a Job with a SHARE HCM ID (11 of 12)

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



### 35. Click > **Submit**

Apply for Job < Previous **Submit** 35

Review your application and make any changes before submitting.

**Step 7 of 7: Review and Submit**

▼ **My Contact Information**

Email	share.test@state.nm.us	Address	9865 Wishing Apple Subdivision, Santa Fe, NM 87507
Phone		Contact Method	

[Modify](#)

▶ **Online Screening Notice**

▶ **Attachments**

▶ **Work Experience**

▶ **Degrees**

▶ **Licenses and Certifications**

▶ **References**

# SHARE Recruiting

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

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
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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](#)