



Frequently Asked Questions for Job Applicants

Q: How can I save searches and indicate that I want to be notified when a job posting matches my qualifications?

A: After you run a search for jobs on the Careers site, click the 'Save Search' button under the search bar to save the search criteria you used. You will receive a weekly email if there are jobs that match your search criteria.

Q: What happens if my highest level of education is a high school diploma or a GED? How do I add that when I am applying?

A: Adding a high school diploma or GED is the same as adding other degree qualifications. When choosing to 'Add Degrees' under the 'Qualifications' section of your application, select the highest level of education you have received under 'Degree'. You will find 'High School Graduate' and 'GED' are both options from the extensive list of degrees when you scroll down. 'Degree' is the only required field in this tab, so you don't have to complete any other sections.

Q: How do I save an application that I want to submit later?

A: Click the 'Exit' button located on the top left corner of the screen to save your application. Access draft applications by clicking the 'My Job Applications' section on your Careers Homepage.

Q: Will my information save when I fill out another application?

A: Yes, the education, work experience if entered, and references you add to your first application will display when you apply to other jobs in the future. You can edit this information if necessary. You may also upload a resume in lieu of the work experience in your profile to be attached to all submitted applications.

Q: Do I have to attach transcripts and veteran documents to every application I submit?

A: No. If you attach documents to your profile, they will be added to every application you submit. You can attach documents to your profile by clicking on the 'My Job Applications' section on your Careers Homepage. We recommend that you attach PDF files.

Q: Should I attach cover letters to my profile on the same page where I attach transcripts?

A: No. It is better to attach a cover letter to each application. You can attach a job-specific cover letter during step 6 of the application process. We recommend that you attach PDF files.

Q: How can I review the answers to my application questions?

A: You can review the answers to your application questions before you click the "Submit" button. If you would like to have a copy of your answers, please take a screenshot of the online questionnaire on step 5 of your application.



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Q: Do State of New Mexico employees apply to jobs the same way as external applicants?

A: Current state employees can apply to jobs through the Careers Home icon in SHARE HCM. If you do not have a SHARE ID, you can apply for jobs through the Careers website, using this link: <https://careers.share.state.nm.us/>.

Q: Will applicants be able to see and apply to postings from agencies other than their own?

A: Yes. You can apply to a job at any agency. When searching for a new position, narrow down the search with filters such as 'agency' and 'location'.

Q: Can applicants re-apply to a job?

A: Yes. You can re-apply to a job if you failed online screening or withdraw your existing application to that job. If you fail online screening, you can re-apply to the job but you will not know what question(s) you have failed.