

SHARE Recruiting

Apply to a Job with a SHARE HCM ID (1 of 13)

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.

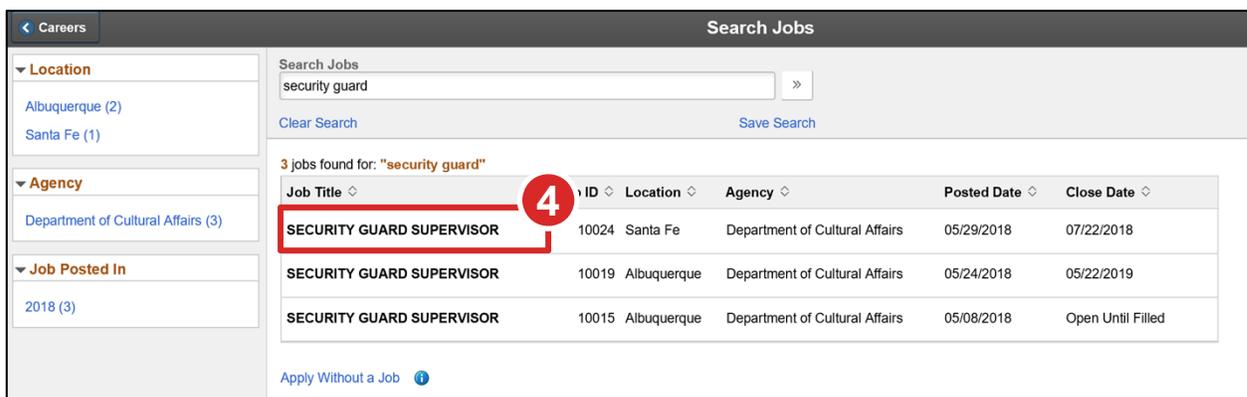
1. Click > **Careers** tile from the **Employee Self Service** page



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



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



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

The screenshot shows a job description page for 'SECURITY GUARD SUPERVISOR'. A red box labeled '5' encompasses the job details section, which includes Job ID 10024, Location Santa Fe, Posting End Date 07/22/2018, Agency Department of Cultural Affairs, Full/Part Time Full-Time, Regular/Temporary Regular - PERM for State, and Job Posting Type Standard Requisition. A red box labeled '6' highlights the 'Apply for Job' button. Below the job details are sections for Salary, Purpose of Position, Why does the job exist?, How does it get done?, Who are the customers?, and Ideal Candidate. A Minimum Qualification section includes a Substitution Table with two rows of education and experience requirements. Employment Requirements are listed at the bottom.

Job ID 10024 **Full/Part Time** Full-Time
Location Santa Fe **Regular/Temporary** Regular - PERM for State
Posting End Date 07/22/2018 **Job Posting Type** Standard Requisition
Agency Department of Cultural Affairs
For more Job Requirements & Classification Description: [Click Here](#)

[Add to Favorite Jobs](#)
[Email this Job](#)

Salary
\$11.31 - \$19.67 Hourly
\$23,525 - \$40,914 Annually
This position is a Pay Band 50

Purpose of Position
This position exists to protect NHCC and its resources.

Why does the job exist?
This position will supervise four security guards and all contract security guards. This position will ensure the safety of NHCC, particularly from fire, theft, vandalism, and other illegal activity.

How does it get done?
The position ensures the safety of National Hispanic Cultural Center (NHCC) visitors, staff, and property through patrols, safety exercises, and responds to potential safety threats, as well as provides customer service to guests of the NHCC.

Who are the customers?
The visitors, staff and tenants of the NHCC.

Ideal Candidate
Ideal candidate must have experience in supervisory and customer service roles.

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.



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Apply to a Job with a SHARE HCM ID (3 of 13)

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

SECURITY GUARD SUPERVISOR

1 Start In Progress

2 Qualifications Not Started

3 Work Experience Not Started

4 References Not Started

5 Online Questionnaire Not Started

6 Cover Letter and Attachments Not Started

7 Review and Submit Not Started

Step 1 of 7: Start

This job application has a number of sections, ranging from job preferences to work experience. You are required to include your work experience in the Work Experience section of your application. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting. After submitting the application, please upload any attachments (transcripts, licenses, certificates etc.) to your profile. Attaching resumes will not be reviewed or 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 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 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

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 > **Add Degrees**

Step 2 of 7: Qualifications

Degrees (Required)

You must enter information in this section.

Add Degrees

Licenses and Certifications

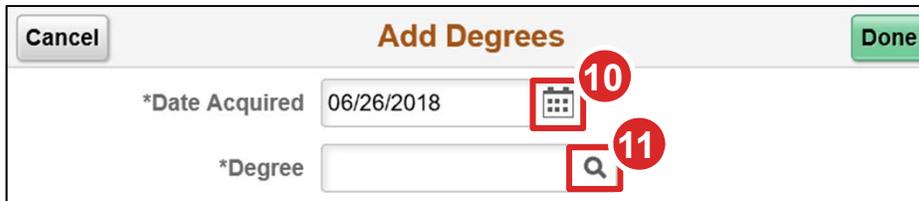
You have not added any licenses and certifications.

Add Licenses and Certifications

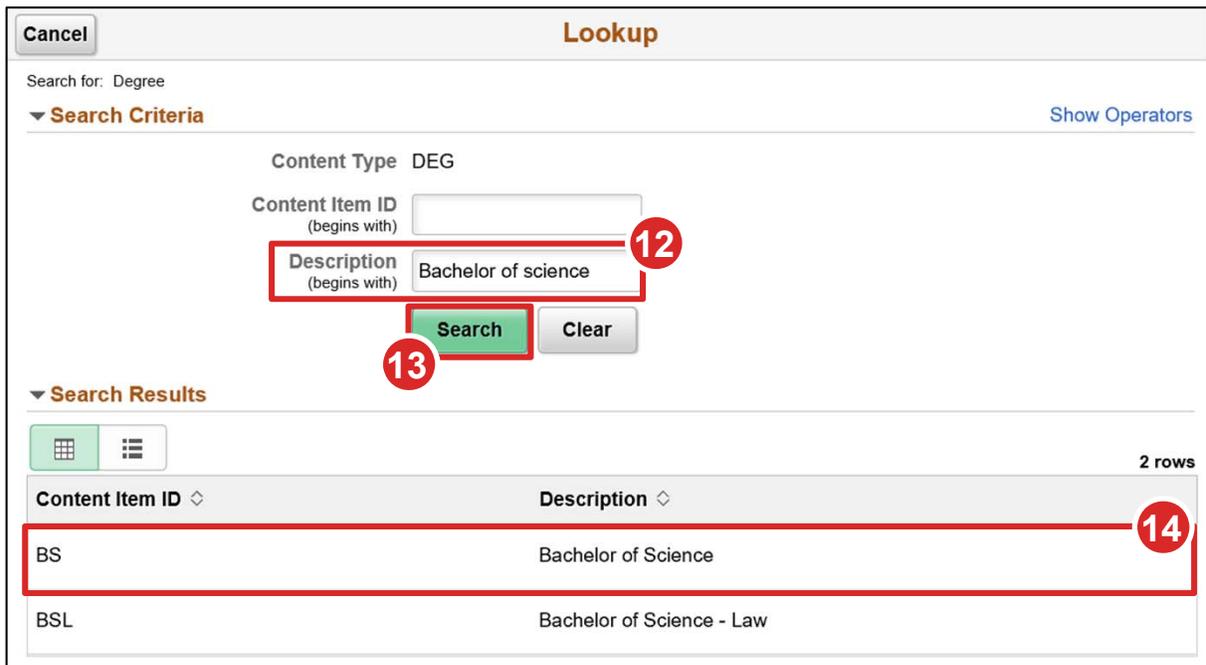
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Apply to a Job with a SHARE HCM ID (4 of 13)

10. Click > **Calendar** icon to enter **Date Acquired**
11. Click > **Magnifying glass** icon next to **Degree**



12. Enter > **Description**
13. Click > **Search**
14. Select > Appropriate **Search Result**



Content Item ID	Description
BS	Bachelor of Science
BSL	Bachelor of Science - Law

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Apply to a Job with a SHARE HCM ID (5 of 13)

15. Enter > Other required information

16. Click > **Done**

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



Add Degrees

*Date Acquired 06/26/2018

*Degree BS

Major Code

Country United States

State New Mexico

School Code NMSTATEUNV

School Description New Mexico State Univeristy

Major Description

Minor Code

Minor Description

GPA

Graduated Yes

Done

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

18. Click > **Next**

Apply for Job

Step 2 of 7: Qualifications

Degrees (Required)

Degree	Date Acquired
Bachelor of Science	06/26/2018

Licenses and Certifications

You have not added any licenses and certifications.

Add Licenses and Certifications

Next

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Apply to a Job with a SHARE HCM ID (6 of 13)

19. Click > Add Work Experience

Apply for Job

Step 3 of 7: Work Experience

Work Experience (Required)

You must enter information in this section.

Add Work Experience 19

< Previous Next > 23

20. Enter > Required information

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

22. Click > Done

23. Click > Next

Cancel Add Work Experience Done 22

*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. 21

Country United States

Address 1

TIP: The State of New Mexico does not allow Applicants to upload their resume. Instead, add any relevant work experience in **Step 3**.

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

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Apply to a Job with a SHARE HCM ID (7 of 13)

24. Click > Add Reference

Apply for Job

< Previous Next >

27

Step 4 of 7: References

References

You have not added any references.

Add Reference 24

25. Enter > Required information

26. Click > Done

27. Click > Next

Cancel Edit Reference Done

26

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

25

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.

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Apply to a Job with a SHARE HCM ID (8 of 13)

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

29. Click > Next

Apply for Job

< Previous Next >

Step 5 of 7: Online Questionnaire

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.

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Apply to a Job with a SHARE HCM ID (9 of 13)

30. Click > **Add Attachment**

Apply for Job

< Previous Next >

Step 6 of 7: Cover Letter and Attachments

Please attach your cover letter for this job here (if applicable). For any other required documents, you can attach it here (to this job only) or attach it in your profile (My Job Applications - My Attachments) so it can show up in other job applications.

Attachments

You have not added any attachments.

Add Attachment 30

31. Select > **Attachment Type**

32. Enter > **Attachment Title**

33. Click > **Continue**

Cancel **Add Attachment** **Continue** 33

*Attachment Type Cover Letters 31

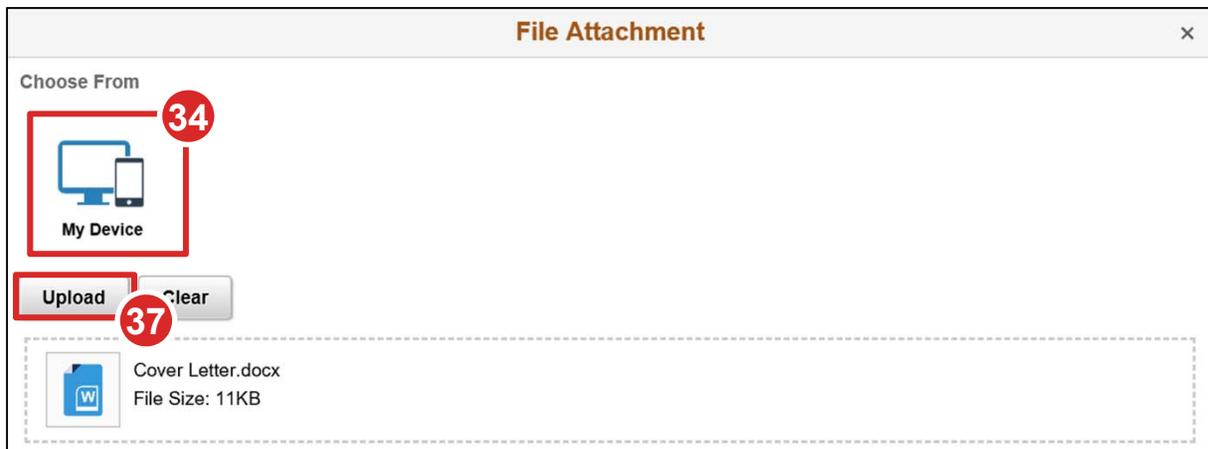
*Attachment Title Cover Letter 32

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, Transcripts and Veteran Documents) that are **not** unique to the job should be uploaded to your Careers profile.

SHARE Recruiting

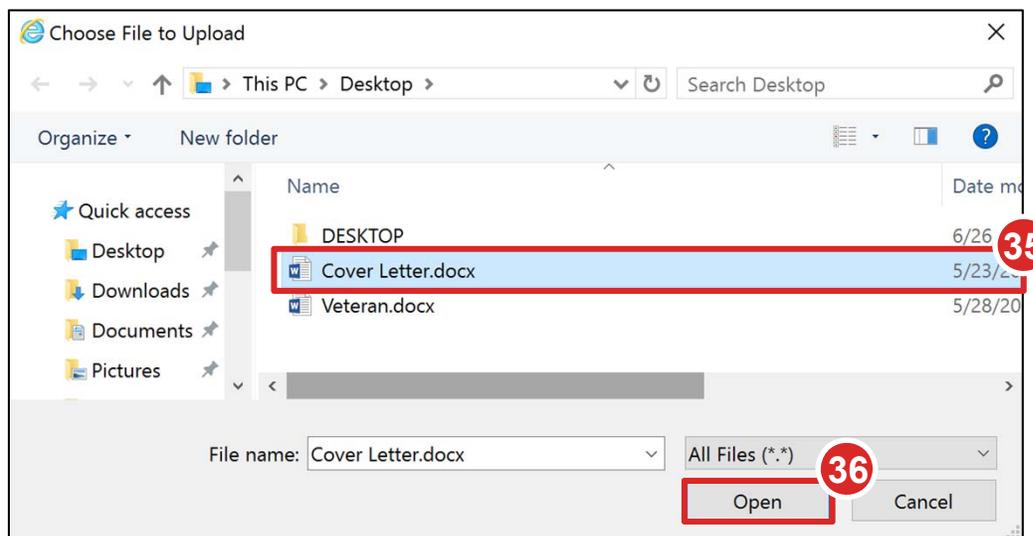
Apply to a Job with a SHARE HCM ID (10 of 13)

34. Click > **My Device**



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

36. Click > **Open**

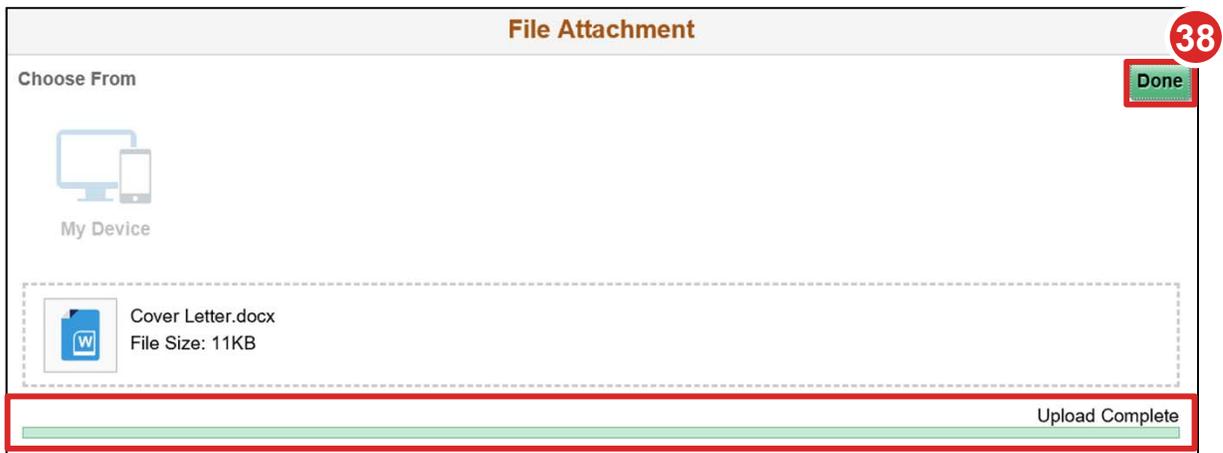


37. Click > **Upload**

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



File Attachment

Choose From

My Device

Cover Letter.docx
File Size: 11KB

Upload Complete

Done

39. Click > **Done**



Add Attachment

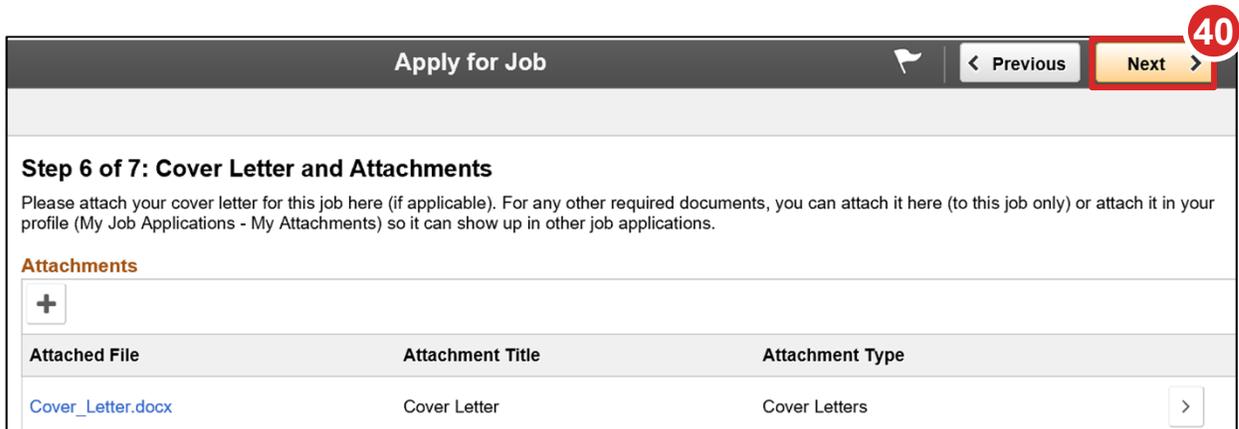
Cancel Done

*Attachment Type Cover Letters

*Attachment Title Cover Letter

Attached File [Cover_Letter.docx](#)

40. Click > **Next**



Apply for Job

< Previous Next >

Step 6 of 7: Cover Letter and Attachments

Please attach your cover letter for this job here (if applicable). For any other required documents, you can attach it here (to this job only) or attach it in your profile (My Job Applications - My Attachments) so it can show up in other job applications.

Attachments

Attached File	Attachment Title	Attachment Type
Cover_Letter.docx	Cover Letter	Cover Letters

>

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Apply to a Job with a SHARE HCM ID (12 of 13)

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



41. Click > **Submit**

Apply for Job

< Previous **Submit** 41

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

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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	SECURITY GUARD SUPERVISOR	Posting Date	05/29/2018
Job ID	10024	Application Date	06/26/2018
Location	Santa Fe		

Online Screening Results

Job Title	SECURITY GUARD SUPERVISOR	Job ID	10024
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We are pleased to advise that the application you have submitted has been accepted for further consideration in terms of our recruitment policy. You may review your submitted application by using the View Submitted Application link. We will contact you by email notifying you of whether your application has been successful or not as soon as possible. Your application, if found suitable is made available in our system to other recruiters who may consider linking you as an applicant to any available positions for which they may consider you suitable. In the event of your being linked to further job openings you will receive an email notification. Please note that any false or incorrect information will render this application void.

[Careers](#)

[View Submitted Application](#)