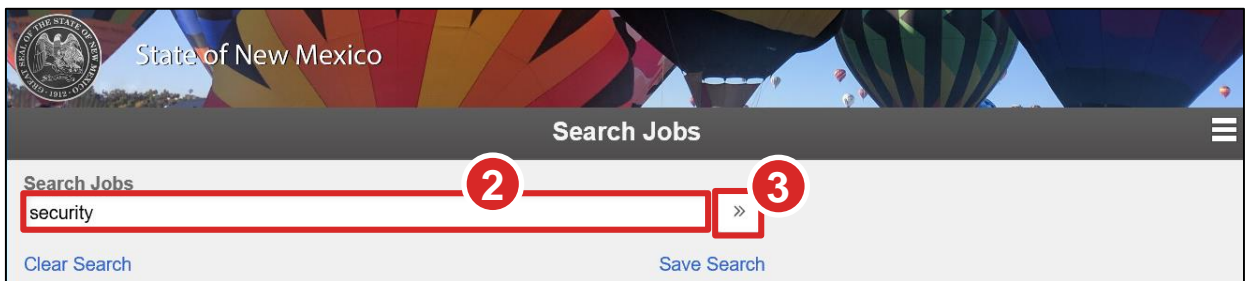


# State of New Mexico Careers

## Apply to a Job through the Careers Website (1 of 14)

This job aid will explain how to apply to State of New Mexico jobs from the State Personnel Careers website. You can search for a job opening of your interest and apply to in eight steps.

1. Access > State Personnel Careers website at <https://careers.share.state.nm.us/>
2. Enter > Keywords to narrow the job opening search
3. Click > **Search** icon



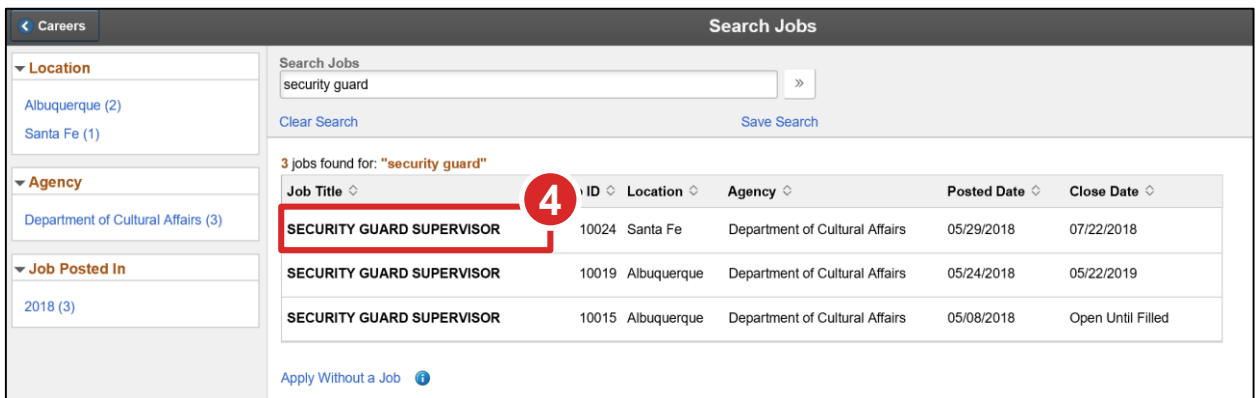
State of New Mexico

Search Jobs

Search Jobs  
security

Clear Search Save Search

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



Search Jobs

security guard

Clear Search Save Search

3 jobs found for: "security guard"

Job Title	ID	Location	Agency	Posted Date	Close Date
SECURITY GUARD SUPERVISOR	10024	Santa Fe	Department of Cultural Affairs	05/29/2018	07/22/2018
SECURITY GUARD SUPERVISOR	10019	Albuquerque	Department of Cultural Affairs	05/24/2018	05/22/2019
SECURITY GUARD SUPERVISOR	10015	Albuquerque	Department of Cultural Affairs	05/08/2018	Open Until Filled

Apply Without a Job

# State of New Mexico Careers

## Apply to a Job through the Careers Website (2 of 14)

5. Review > **Job Description** details

6. Click > **Apply for Job**

Search Jobs

Job Description

Previous Job

SECURITY GUARD SUPERVISOR

Next

5

6

Apply for Job

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

Job Posting Type Standard Requisition

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 of the job.



# State of New Mexico Careers

## Apply to a Job through the Careers Website (3 of 14)

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

**SECURITY GUARD SUPERVISOR**

**Step 1 of 8: 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 eight 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 8: Qualifications**

**Degrees (Required)**

You must enter information in this section.

**Add Degrees**

**Licenses and Certifications**

You have not added any licenses and certifications.

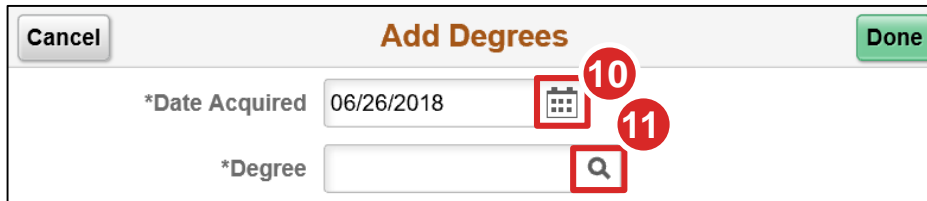
**Add Licenses and Certifications**

# State of New Mexico Careers

## Apply to a Job through the Careers Website (4 of 14)

10. Click > **Calendar** icon to enter **Date Acquired**

11. Click > **Magnifying glass** icon next to **Degree**



Cancel Add Degrees Done

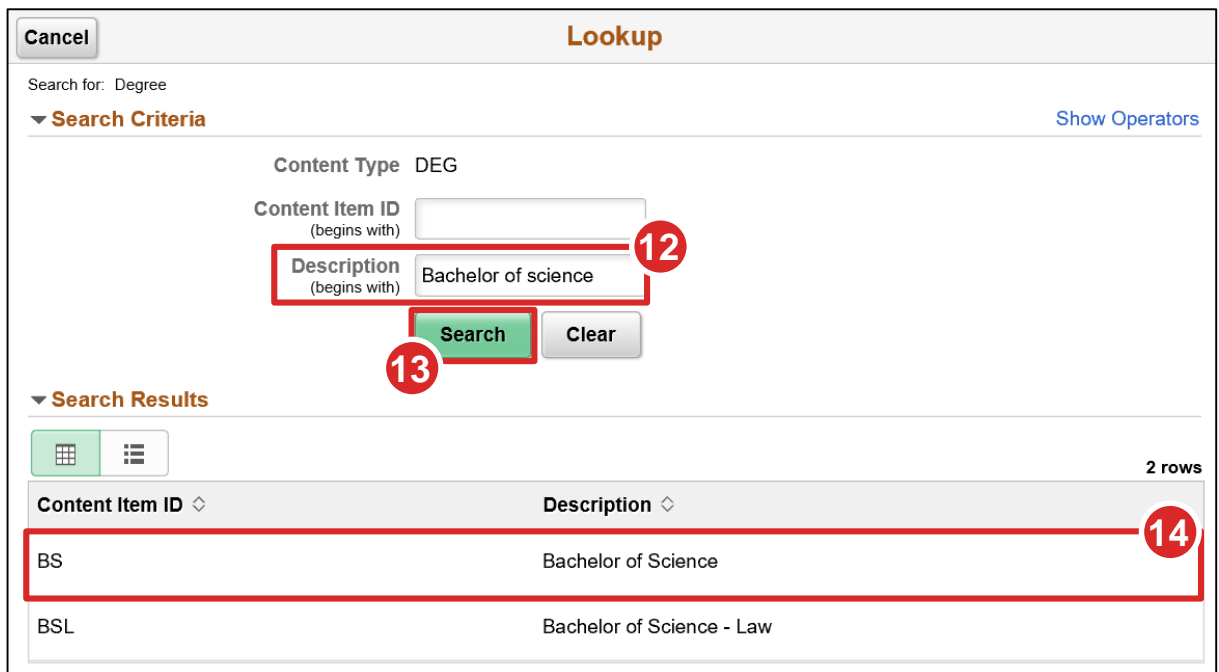
\*Date Acquired 06/26/2018

\*Degree

12. Enter > **Description**

13. Click > **Search**

14. Select > Appropriate **Search Result**



Cancel Lookup

Search for: Degree

▼ Search Criteria Show Operators

Content Type DEG

Content Item ID (begins with)

Description (begins with) Bachelor of science

Search Clear

▼ Search Results

2 rows

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

# State of New Mexico Careers

## Apply to a Job through the Careers Website (5 of 14)

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**

Cancel Done

\*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

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

18. Click > **Next**

**Apply for Job**

< Previous Next >

**Step 2 of 8: Qualifications**

**Degrees (Required)**

+

Degree	Date Acquired
Bachelor of Science	06/26/2018

**Licenses and Certifications**

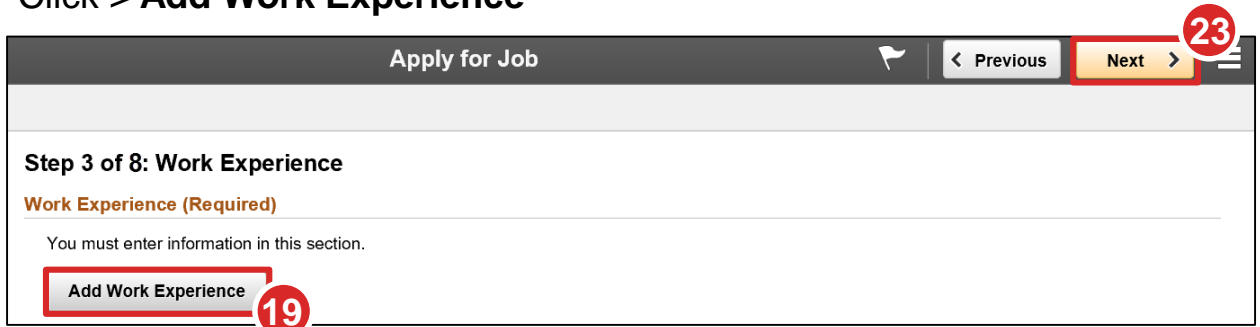
You have not added any licenses and certifications.

Add Licenses and Certifications

# State of New Mexico Careers

## Apply to a Job through the Careers Website (6 of 14)

### 19. Click > **Add Work Experience**

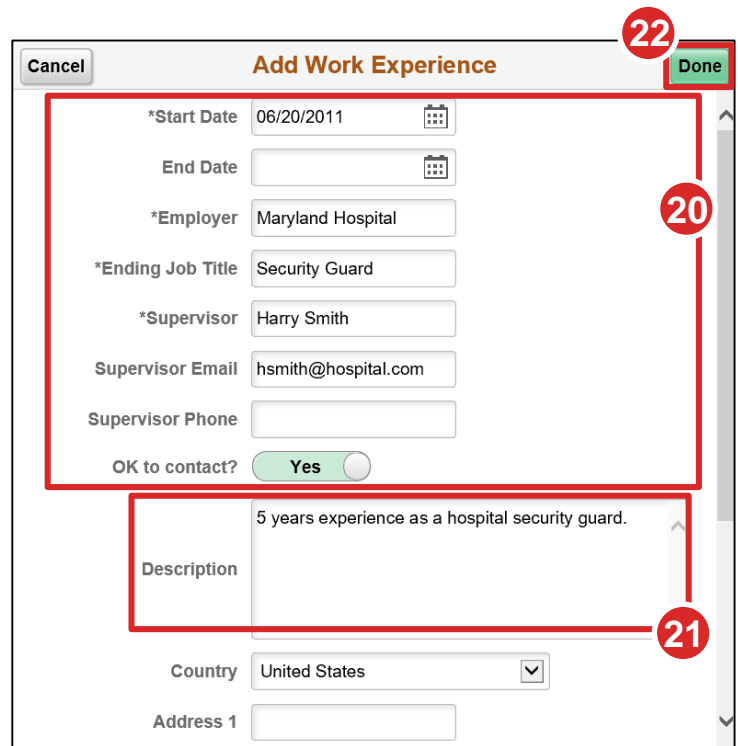


### 20. Enter > Required information

### 21. Enter > **Description** of your relevant work experience here.

### 22. Click > **Done**

### 23. Click > **Next**



**TIP:** The State of New Mexico does not allow Applicants to upload their resume. Instead, please 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.

# State of New Mexico Careers

## Apply to a Job through the Careers Website (7 of 14)

### 24. Click > **Add Reference**

Apply for Job

< Previous Next >

**Step 4 of 8: 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

**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

26

**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.



# State of New Mexico Careers

## Apply to a Job through the Careers Website (8 of 14)

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

29. Click > **Next**

Apply for Job

< Previous Next >

29

Step 5 of 8: Online Questionnaire

Questionnaire (Required)

28

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

4. Are you a part of a New Mexico State Agency Reduction in Force and would you like to exercise any reemployment rights as afforded by 1.7.10NMAC (RIF)?

☐ Yes

☐ No

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





# State of New Mexico Careers

## Apply to a Job through the Careers Website (9 of 14)

### 30. Click > **Add Attachment**

Apply for Job

< Previous Next >

**Step 6 of 8: 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

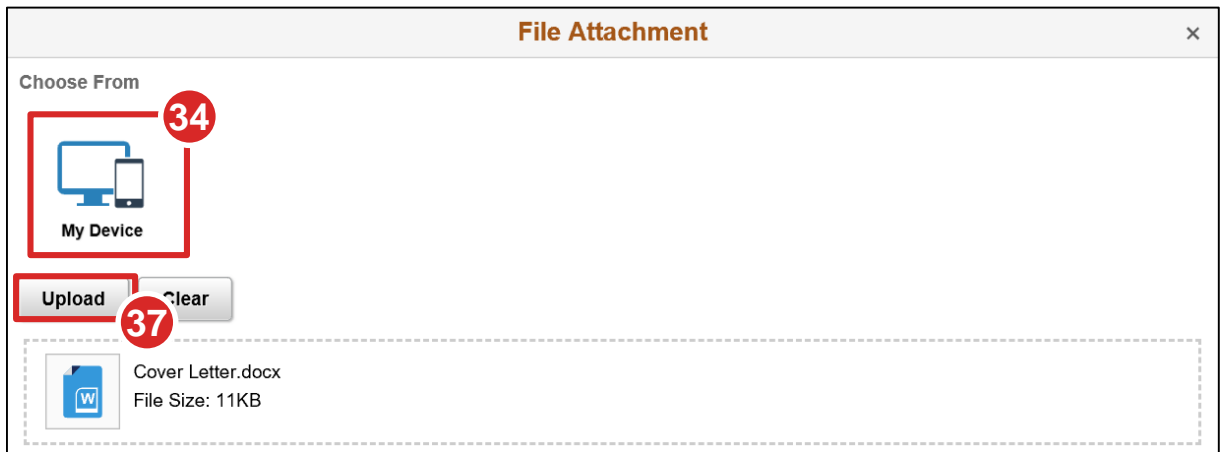
\*Attachment Title Cover Letter 32

**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. Review the "Upload Documents to Your Careers Profile" job aid to learn how to attach documents to your profile.

# State of New Mexico Careers

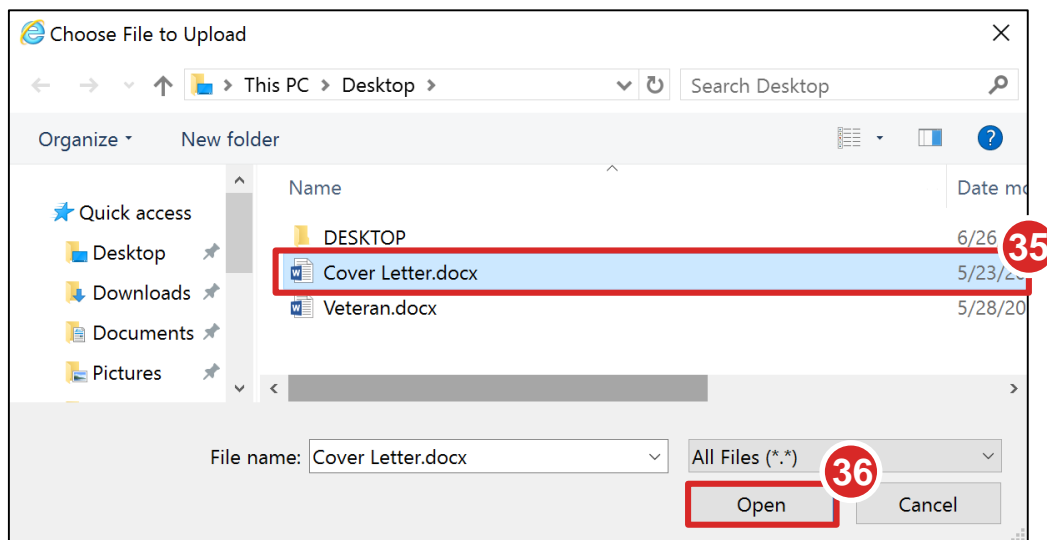
## Apply to a Job through the Careers Website (10 of 14)

### 34. Click > **My Device**



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

### 36. Click > **Open**



### 37. Click > **Upload**

# State of New Mexico Careers

## Apply to a Job through the Careers Website (11 of 14)

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**

Cancel

Add Attachment

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 8: 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

>

# State of New Mexico Careers

## Apply to a Job through the Careers Website (12 of 14)

In **Step 7**, you have the option to self-identify on the topics of disability, veteran status, and diversity (gender and ethnicity). Submission of this information is voluntary and your answers will not be used against you in any way. If you do not wish to self-identify on a topic you may decline to answer for that topic.

41. Select > Radio buttons to answer the questions

42. Click > **Next**

Apply for Job

< Previous Next >

any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

**Please select one of the options below:**

- ☐ YES, I HAVE A DISABILITY (or previously had a disability)
- ☐ NO, I DON'T HAVE A DISABILITY
- ☐ I DON'T WISH TO ANSWER

**Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

# State of New Mexico Careers

## Apply to a Job through the Careers Website (13 of 14)

**TIP:** Review your application and make changes in **Step 8**, if necessary.



### 43. Click > **Submit**

Apply for Job

< Previous

Submit

43

Review your application and make any changes before submitting.

### Step 8 of 8: Review and Submit

▼ My Contact Information

Email	Address
Phone	Contact Method Not Specified

Modify

▶ Online Screening Notice

▶ Attachments

▶ Work Experience

▶ Degrees

▶ Licenses and Certifications

▶ References






▶ Disability

▶ Veteran

# State of New Mexico Careers

## Apply to a Job through the Careers Website (14 of 14)

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](#)