

NEW HAMPSHIRE STATE JOBS

QUICK REFERENCE GUIDE

OVERVIEW OF THE JOB APPLICATION PROCESS

<http://das.nh.gov/jobsearch/Employment.aspx>

Note: Current state employee should apply through Employee Space.

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OVERVIEW OF THE JOB APPLICATION PROCESS:

Note You can log in or register from our career home page or from any job search page. If you click **Apply Now** and you are not logged in, the Login dialog opens. **If you are not registered you will need to register before proceeding.**

Once you have registered and have created a profile, you can apply for positions within our organization.

1. Access the career site to access the job listing and search for positions, see [Search for job openings.](#)
2. Open the position you want to apply for as described in [View the details of a job opening](#)
3. You have the option to send the announcement to a friend, see [Send a job opening to a friend.](#)
4. You can save the announcement to your job cart, see [Save To Job Cart](#)
5. You can apply for a job, see [Apply for a job.](#)
6. The navigation wizard walks you through the application process, see [Navigating A Wizard](#)
7. To monitor the status of your application may be monitored through the **My Applications** folder, see [Check the status of your job applications.](#)
8. You may withdraw your application, see [Withdraw A Job Application](#)

Note: Depending on our organization's processes for the specific position that you are applying for you can expect to receive e-mail, telephone, or written communications from us concerning your application. You may also be contacted to submit to some testing and attend on-site interviews.

1. SEARCH FOR JOB OPENINGS

Note You do not need to log in to perform this task. If you visit our site often, you may want to view "**Recent Jobs**" to see jobs posted in the last 7 days. You can also view "**Hot Jobs**". This is a list of positions that are in continuous recruitment.

- a) Access our [career site](http://das.nh.gov/jobsearch/Employment.aspx) (<http://das.nh.gov/jobsearch/Employment.aspx>)to view **All Open Positions**
- b) Click **All Open Positions** to view a list of all available job postings. This will include Full-Time, Part-Time and Seasonal positions.
- c) Locate job opening using the following navigation, sort or search tips.
 - To increase the amount of job postings that appear on each page by increasing the page size up to 40 postings per page. Page size:
 - To **scroll** through the listings, click the arrows  at the bottom of the page.
 - To **sort** the list in chronological or reverse order click on the arrows  next to the title you want to sort by: **Post Date, Job Title, Location, Category or Job ID.**
 - To **search** for specific job openings Enter one or more of the following **search criteria**:

Keyword To search for open positions based on a keyword (for example, Medical), type a keyword in the Keyword field and click Search. The system will search for the keywords and for words that are "like" the keyword.

Job ID Enter the job ID for the job you are interested in, click Search.
Note: If you know the job ID, you do not need any other information for the search.

Location To search for open positions based on a location, click the Select icon in the Location field a listing of locations appear with the number of openings in each location. You can use the scroll buttons to page through the list.
Note: You must select a location from the drop down menu you can not type in a location. If the location does not appear in the list, there are no job postings in that location at this time.

Category To search for open positions based on a job category (for example, Admin Support, Prof & Managerial). Click the Select icon in the Category field, a listing of categories appear.

Sub Category To search for open positions based on a job sub category (for example, Office Clerical, Retail Stores). Click the Select icon in the Sub Category field, a listing of sub categories appear. If you have selected a Category first you will only see sub categories relevant to that category otherwise you will see all sub categories.
*Note: You can use a combination of criteria for your search. **For example**, you can search for all Technical positions (category) in Manchester (location).*

- When you have entered all of the criteria that are applicable, click Search.
- d) To view the details of a specific job opening, click the job Title. For more information on the actions you can perform on a detail page, see [View the details of a job opening](#).

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2. VIEW THE DETAILS OF A JOB OPENING

- a) To view the details of a specific job opening, click the job Title.
- b) The details typically include the job title, location, the salary range, postdate and close date and whether the position is full time or part time. The announcement further describes the Summary, the job responsibilities, the minimum qualifications including any special requirements or license/certification and contact information which may include a name, phone number and/or an email address.
- c) You may perform the following actions from the job opening detail page: Click
 - **Back** To return to the previous (list) page.
 - **Send To A Friend** To send the job opening to a friend, type the appropriate email addresses and subject line and click OK, or click **Cancel** to return to the previous page, see [Send a job opening to a friend](#).
 - **Save To Job Cart** To save a job you are interested in to your job cart, see [Save To Job Cart](#)
 - **Apply Now** To apply for the position, see [Apply for a job](#).
 - **View as pdf** To view the announcement as a pdf document.

***Note:** In order to save a copy of the advertisement for future reference, you will need to view as a pdf then click save as to save to your desired location.*

***Note** You must be logged in to the site in order to **Apply Now** or **Save To Job Cart**. If you are not logged in and you click **Apply Now** or **Save To Job Cart**, the **login** dialog opens. For information on logging in, see [Access and Navigate Home Page and Career Space](#)*

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3. SEND A JOB OPENING TO A FRIEND

***Note:** You do not need to be logged in to email a position to a friend. However, you must have a valid email address.*

- a) Locate and open the job posting that you want to send to a friend.
- b) Click the Send To A Friend button.
- c) Type the following information:

To	Required. Type the email address of the friend you are sending the job opening to.
From	Required. Type your email address.
Subject	This text is automated. However, you can change it if you like.
Message	The message text is automated for you and already contains the job title, job ID, and job description. You may want to add your own message.
- d) Click **OK** to send the message or click **Cancel** to return to the job opening detail without sending the message.

***Note** The email received by your friend contains a link back to the job opening that you just sent and provides your friend with the opportunity to register and apply for the job.*

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4. SAVE JOB OPENINGS IN YOUR JOB CART

- a) Access our [career site](#) and log in to the career site, see [Access and Navigate Home Page and Career Space](#).
- b) Search for the job opening.
- c) Click on the job opening.
- d) On the job opening detail page, click **Save To Job Cart**.

Note: You must be logged in to save job openings. If you are not logged in, the login dialog opens. After you log in, you get a prompt that the job has been saved.

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5. APPLY FOR A JOB

STOP Before you can apply for a job on this site, **you must register and create a profile**. For more information, see [Register and Create a Profile](#).

Note You must complete the application process through to the confirmation page for the application to be valid. At any point during the application process, you can click **Cancel** to return to the job search page.

IMPORTANT: Please answer the following questions **before** you click **Apply Now**. If you answered **no** to any of these questions, please **update your profile**. If you answered **yes** to **all** of these questions, proceed by clicking **Apply Now**.

- a) Open the job detail page review the Minimum Qualification, License/Certification and any Special Requirements if applicable. Do you meet these requirements?
- b) Have you completed your profile including your education, employment history and credentials?
- c) Does your profile clearly show that you possess the knowledge skills and abilities to perform the responsibilities of the stated position?
- d) Have you attached all required documents? **Note:** If transcripts have been requested, please attach a statement to this fact.

TO APPLY:

IMPORTANT: At any time before the **Summary**, you can use the **Back** button to return to previous pages and correct your information, and you can use the **cancel** button to cancel your job application. After the job application has been submitted, you can withdraw it, see [Withdraw A Job Application](#)

- a) Click **Apply Now**.
- b) Follow the instructions on the **application wizard** including:
 - **Consent Agreement:** You must check box.
 - **Questions:** You must answer all questions accurately and truthfully.
 - **Acknowledgment:** You must select the check box next to **I Agree**, and click Continue.

Note: You cannot continue with the application if you do not agree to this statement. Please read carefully before you check the box. **By checking this box, you are certifying that you have read and agreed to the following statement.**

ACKNOWLEDGMENT

I understand that in order for my application to be considered, the following Affirmation must be checked. I certify the information provided in or attached to this application is complete, accurate and up-to-date as of the completion and submittal date. I certify that I have the legal right to accept employment in this state, and that I will produce, at or before the date of hire, proof of that right to accept employment. I further certify that there are no willful misrepresentations contained in my electronic application and the answer to the question herein, and that I have made no omissions of material fact with respect to any of my answers to the questions presented. I understand that if an investigation should disclose such misrepresentations or omissions, my application may be rejected. Finally, I understand that if I should be employed at the time of such investigation and discloser, my service may be immediately terminated. I understand that I may be required to sign a facsimile of this form before I may begin employment in this or any other position.

- **Information:** EEO self-identification questions, this is voluntary and is not required. You may choose to provide this information or just click Continue).
- **Summary:** On the Summary page, **verify** and **modify if needed** the following information:
 - **Contact Information:**
 - **Employment History:**
 - **Education History:**
 - **Credentials:**
 - **Attachments:** You can view existing attachments and add attachments to this page. Appropriate attachments include but are not limited to :
 - **Resume**
 - **Cover letter** addressed to the hiring manager (Hiring manager name and title can be found at the bottom of the job announcement).
 - **College Transcripts**
 - **References**
 - **Writing samples** if required by the job announcement

Note: Please redact/remove any and all Social Security numbers, birthdates or pictures from any and all documents before uploading them to your profile. Any changes you make here are unique only to this job application. Your original profile does not get updated.

- **Submit Application:** When you are satisfied that your application is complete, click the **Submit Application** button. If an error page appears correct the errors, **save** and click **submit** again.

Note: If you are unable to determine what the error means, please contact the Division of Personnel (603) 271-3261.

 - On the Submit Application form, enter the following information:

How did you hear about us?	Required. Select the value that corresponds most closely to how you heard about the job.
Additional Information	If the select arrow appears in this field, it means additional information is available for the value you selected in the previous field. Select an appropriate value. (For example, if you indicated that you heard about us through an agency, you may specify which agency).
If referred, by whom?	If you were referred by an employee, type the name of the employee.

 - Click **OK**.

*Note: You will receive an automatic email confirming that your application has been submitted. Applications will appear in **My Applications**.*

6. NAVIGATING A WIZARD

A wizard is a tool that guides you through a process by navigating you from one page to the next until the process is complete. **Wizards are used to help guide you through the job application process.** A wizard has the following properties.

- a) A wizard can display where you are in the process.
- b) When you are in wizard-driven process, at any step in the process you can see where you are and how many steps are left.
- c) When you start a wizard, you can go forward in the process by clicking **Continue**, and backward by clicking **Back** until you return to the page you want to modify. **For example**, suppose that by the time you get to the Submit stage in the application wizard, you remember that you wanted to add something to your application. You can click **Back** until you return to the appropriate page, make and save your changes, then click **Continue** until you return to the Acknowledgement page.

Note: You must click **Submit** to complete the entire process for your application to be visible to recruiters.

Summary -- Collapse All [View as pdf](#)

Preview

Process Application [Submit Application](#)

To complete the application process you must click the **Submit Application** button.
Note: Clicking **Done** button below will not submit your application.

Contact Info

Preferences

Talent Attributes

Printable Agreements

[Back](#) [Done](#)

- d) You can also cancel out of the process at any time before you submit. Your incomplete application will remain in your **My Application** folder.
- e) Incomplete applications that can still be submitted will have a yellow exclamation point & will have an action **Continue applying**.
- f) Incomplete applications that are past the closing date will have a red exclamation point.

Welcome, JUDITH HOWDEN [Logout](#)

WorkNH Career Space

[Home](#) | [Search For Jobs](#) | [My Profile](#) | [My Job Cart](#) | [My Applications](#) | [Change My Password](#) | [Help](#)

My Applications [Options...](#)

Application Date	Posting Position	Location	Status	Action
11/03/2015	SUPERVISOR V (Administrative Supervisor) #12582	US:NH:CONCORD	Incomplete	Continue applying
10/30/2015	ADMINISTRATOR IV/BUSINESS SUPERVISOR #17405	US:NH:CONCORD	Not Selected	

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7. CHECK THE STATUS OF YOUR JOB APPLICATIONS

As we process your application you will see the status change. You can monitor the status of your application in your my Applications folder. It is also likely that you will receive communications from our organization.

- a) Log in to our [career site](#).
- b) Click **My Applications**.

The Status column gives you some indication of where your application is in the process. Status Reasons you will see are as follows

- **New** – Your application has been received but may not have been reviewed.
- **Screen** – Your application is in review pending final decision for certification.
- **Hiring Manager Review** – Your application has been reviewed by the Agency HR and it has been determined that you meet the minimum qualifications for this position. Your application has been sent to the hiring manager for consideration.
- **Not selected** – Your application is no longer being considered for this position. You should receive an email from the agency notifying you.

***Note:** Applications in **New** and **Screening**, you may contact the [Agency Human Resources](#) office to follow up on your application. Applications in **Hiring Manager Review** you may follow up directly with the hiring manager listed on the job posting. It is appropriate to follow up after two weeks.*

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8. WITHDRAW A JOB APPLICATION

You can withdraw your application at any time and for any reason. Withdrawing one application does not affect any other applications you may have submitted, nor does it prevent you from submitting other applications at a later date. Your registration and profile information remain in our career site.

1. Log in to our [career site](#).
2. Click **My Applications**.
3. Select the check box for the application you want to withdraw or click the application name to view the detail.
4. Click **Actions > Withdraw**, then click **OK** to confirm. The status of your application displays as Withdrawn.

For further assistance you may call the Division of Personnel (603) 271-3261 or email us at nhjobs@nh.gov.