

NEW HAMPSHIRE STATE JOBS

QUICK REFERENCE GUIDE

HOW TO REGISTER & CREATE PROFILE

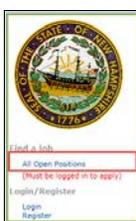
<http://das.nh.gov/jobsearch/Employment.aspx>

- REGISTER:
- CREATE PROFILE

1. To begin, click **Search for Jobs** on the left side menu.



2. Click on **All Open Positions** on the right side menu. **IMPORTANT** You do not need to log in or register if you only want to check what jobs are available.



REGISTER:

You must register to save job searches or apply for a job. You need only register once. After you register, you are automatically logged in and prompted to review or update your profile Please complete your profile after registering.

You can access registration page from several places. On our career site **Home page**, on any of the **Search** pages, or if you click **Apply Now** or **Save To Job Cart** and you are not logged in, the Login/Register dialog box will appear.

IMPORTANT We require you to have an email address as your user-ID. If you do not have an email address, you can quickly create a free email account as part of the registration process. If email is not your preferred method of communication, you will be able to specify your preferred method of communication.

3. In the right upper corner, click **Register**.

4. On the Registration page enter the following information:

- A. **Email Address Username** If you have an email address, type it in this field. If you do not have an email address, click **Create one here**, sign up for the free email and complete the email account application. When this is done, type in your new email in this field. *(Note: This will be your user name. User names are case sensitive)*
- B. **Password** Type in the password that you will use to log in to the system. Take a note of the password. *(Note: You are the only person to know this information. Take careful note of it).*
- C. **Confirm Password** Retype the password exactly as you typed it on the previous line.
- D. **Contact Information** You must enter basic information to register. FIRST & LAST NAME, how you prefer to be contacted and at least one phone number. *(Note: FIRST & LAST NAME should be entered in CAPITAL LETTERS).*
- E. **Resume** If you have an electronic resume, you may attach it now. Click the Browse button to locate your resume on your machine. *Note: You will still need to enter profile information after you register. You are encouraged to provide a copy of your current resume, but resumes will not be accepted in lieu of a fully completed profile*

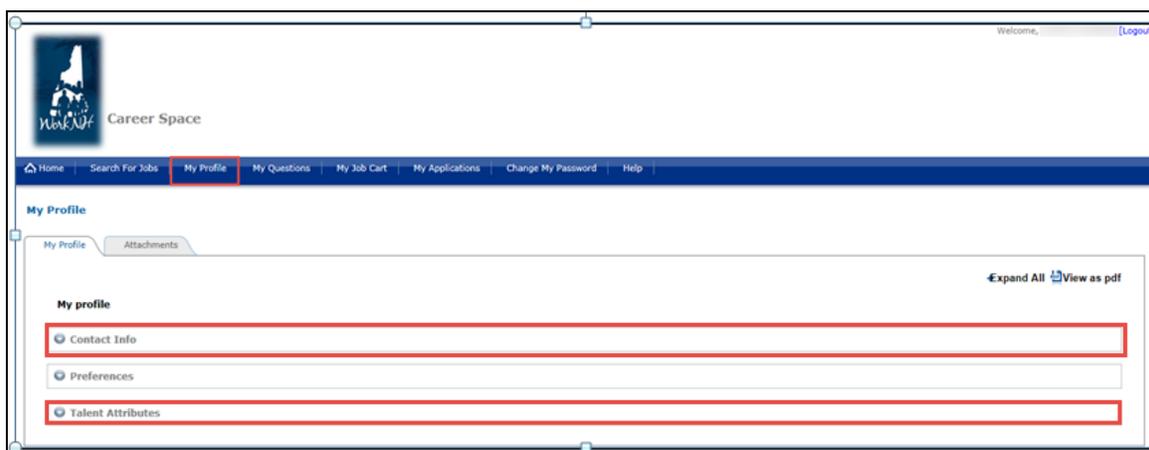
5. Click **Continue** in the lower right corner.

6. Your registration is now complete **you must now complete your profile.**

7. Use the **Click Here** link to review **profile.** *Note Since your profile at this point contains only contact information; you will need to complete your profile before you apply for a position.*

CREATE PROFILE

1. Click **My Profile** to update your **Contact Information**, and **Talent Attributes Information**.
2. The following sections must be completed prior to applying for positions.
Note: This information must be correct for your application to be thoroughly evaluated so please review each section and make any updates as necessary.
3. You can update your profile at any time. In addition you can update your profile for a specific job application, as described in **APPLY FOR A JOB**. *Note: Updates you make in your profile are included in all the applications you submit after the updates. Updates you make to your profile while you are applying for a job are included only in the job application.*
4. Your profile appears with all the sections expanded. You can compress or expand each section individually or all at once. **You can also view your profile as a PDF and print it.**



A. Contact Information:

- I. Verify that your contact information is accurate. To update or to enter additional contact information, click **Update Contact Info**
- II. Once completed, click **Save**
- III. You do not have to provide information in every field. Just provide enough information to ensure that an interested recruiter will be able to contact you.

Preferred Mailing Address Indicate where you want mail to be addressed to you. If you choose Secondary, you must enter a secondary mailing address.

Preferred Contact Method Select your preferred method of communication. This is the method our recruiters will use first in trying to communicate with you.

Primary Contact Information If you want our recruiters to be able to contact you, you must at the minimum enter your primary contact information. **Primary Email** is the email that you used to register and log in. You can change it. But your login **email remains your login User ID**.

Primary Phone Numbers You can enter a home phone, a work phone, or a mobile phone, and select one of these three numbers *or* the secondary phone number as the number where the candidate would prefer to be called. *Note: For each number, type the international prefix, (1 for US) the phone number, and (if applicable) the extension.*

Secondary Contact Information If you want mail to be sent to a secondary address, or if you know that you may reside at a different address for a while, you can enter secondary address information, including the dates during which you want mail to be sent to that the address.

Secondary Phone Number You can enter secondary phone # and select it as the preferred phone number. *Note You can select only one phone number on this page as a preferred phone number.*

B. **Preferences:** (*Note: Coming soon*). The State of New Hampshire is not currently using this section at this time.

C. **Talent Attributes:**

NOTE: The State of New Hampshire requires you to complete a minimum of Employment History, Education History and Credentials if applicable.

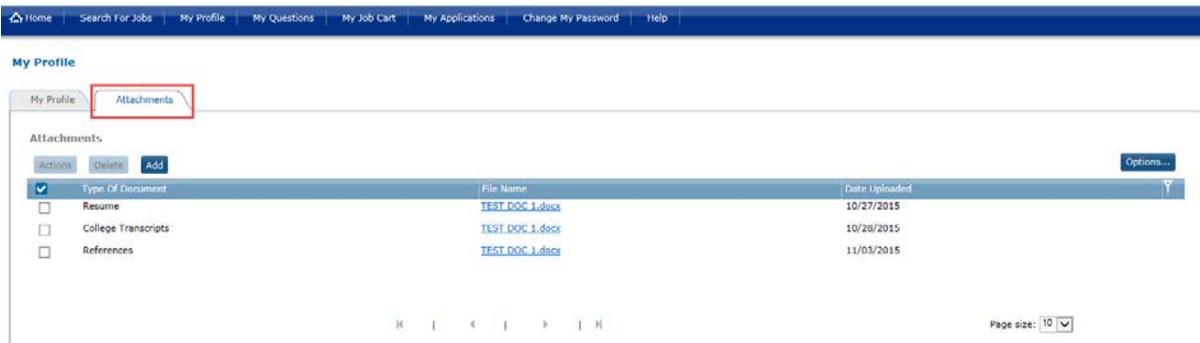
- I. **Employment History** section includes the previous and current jobs that you have held. Make sure to verify the information of any job already entered. The more information you provide the better. You can also attach additional information using the attachment tab
- II. **Education History** section includes all education levels. If possible, try to select your education level, field of study and institution from the drop down menu. If none of the options match, type the information in the "Other" field. **Note:** In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature should be included with the application.
- III. **Credentials** are certificates or licenses external to our organization that need to be renewed on a periodic basis, such as a driver's license or a board certification. If possible, try to select your credential. If none of the options match, type the information in the "Other" field. If your credential has a number associated with it, type that number. You must also enter the original credential date. If you want to attach a document (such as a copy of your credential), describe the document in Description of Attachment and click Browse to locate and attach the document. You may also choose to add comments
- IV. **Achievements** can be any honor or personal deed that you would like recruiters to be aware of (book, medal, and so on). If you want to attach a document (such as a copy of your achievement), describe the document in Description of Attachment and click Browse to locate and attach the document.
- V. **References** are the name of people who are willing to provide you with references. If you do not provide the information at this time, you will probably contact you to provide references after you have applied for a position.



Talent Attributes	
<input checked="" type="checkbox"/> Employment History	Add
<input checked="" type="checkbox"/> Education History	Add
<input type="checkbox"/> Competencies And Skills	Add
<input checked="" type="checkbox"/> Credentials	Add
<input type="checkbox"/> Achievements	Add
<input type="checkbox"/> References	Add

- **To add** new information in any of these sections, click the **blue Add button** on the right and complete the form that appear, click **Save** to go back to the main screen or click **Save and New** to add a new item within the same subject area.
- **To Modify** existing items click on the actual line item you wish to edit update the information then click **Save**.
- **To Delete** existing items (click on the actual line item you wish to remove and click delete).

- D. **Attachments:** The Attachment section can be used to add a variety of documents that you wish to remain in your profile including **Resume, Official College Transcripts, and Letters of Reference etc.**



- I. **To add** an attachment, click the **Attachment** tab then click **Add**, Select the type of document to upload, click **Browse**, locate document on your computer, click **Save** to go back to the main screen or click **Save and New** to add a new item.
- II. **To delete** an attachment, click the **Attachment** tab and place a check mark in the box next to the attachment to be deleted, and then click **Delete**.

(Note: Do not upload documents that include personal information such as birthdates, social security number, or pictures. This information should be redacted prior to upload).

5. You have now completed your profile and you may begin applying for jobs. Click **Search for Jobs** to start the process.



(Note: Upon your next log in you will be prompted to answer a security question. This will allow you to request a new password should you forget your password and can not login).