NVAPPS Instructions

Welcome to the State of Nevada's online recruiting system, NVAPPS. This page will provide you with some general instructions on how to use the system in three easy steps:

1. Create an Account
2. Complete your Profile
3. Apply for Jobs

(FYI, the link to the site is: https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep)

If you would like to watch a video tutorial as well, please check out this link here.

Step 1: Creating your Account

The first thing a newcomer will need to do is create an account. Click on the button titled "Create a Profile" to begin.

Creating your account is easy. You'll need to provide the basics; first and last name, email address in addition to picking a User ID and password (relying on the onscreen guidelines). Once you have filled out the required fields, the "Complete Registration" button will become available and clicking it will create your account.

After a successful registration, you will then need to enter your username and password to log in.
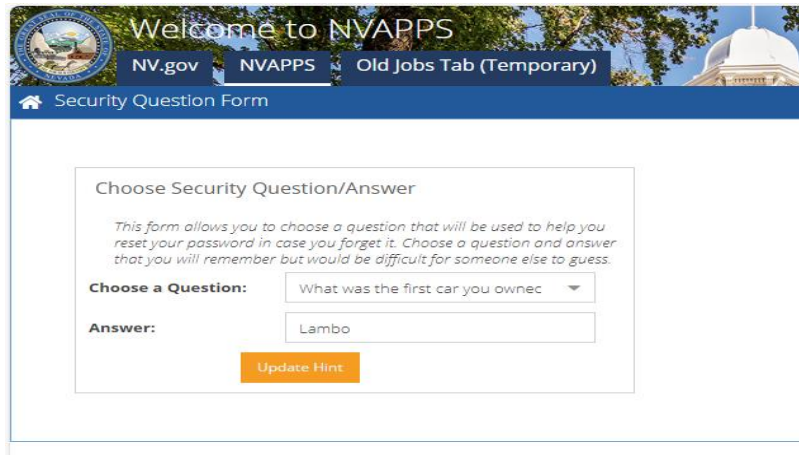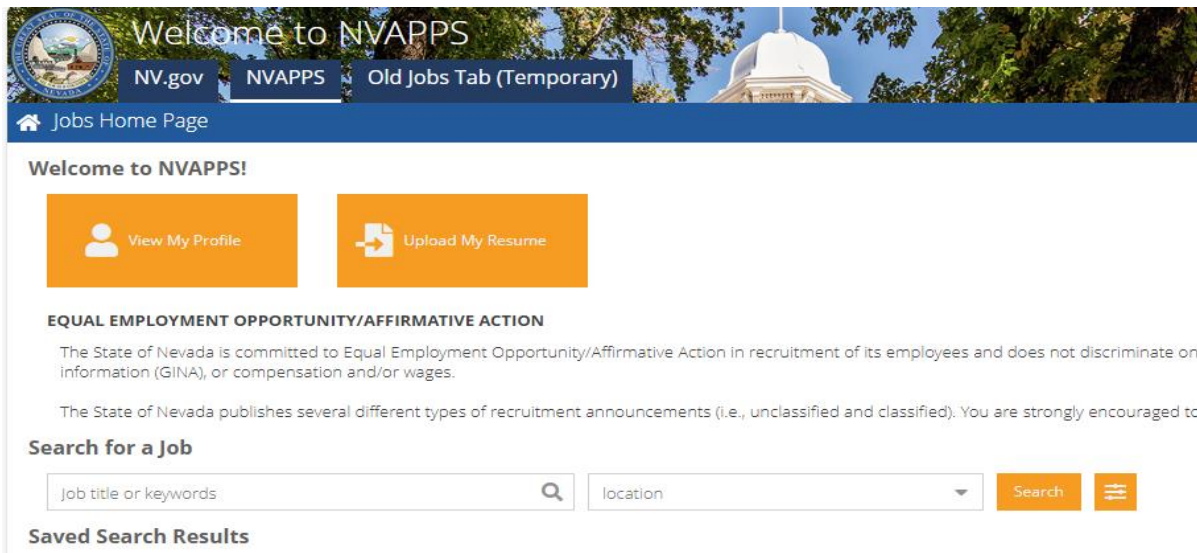
Next, you'll have to enter a security question and answer in case you need to reset your password.


Step 2: Complete your Profile

In order to expedite the completion of your profile, we have a feature that allows you to upload your resume so we can parse important data and get you applying for jobs quickly. Click on the button titled "Upload My Resume" to begin.
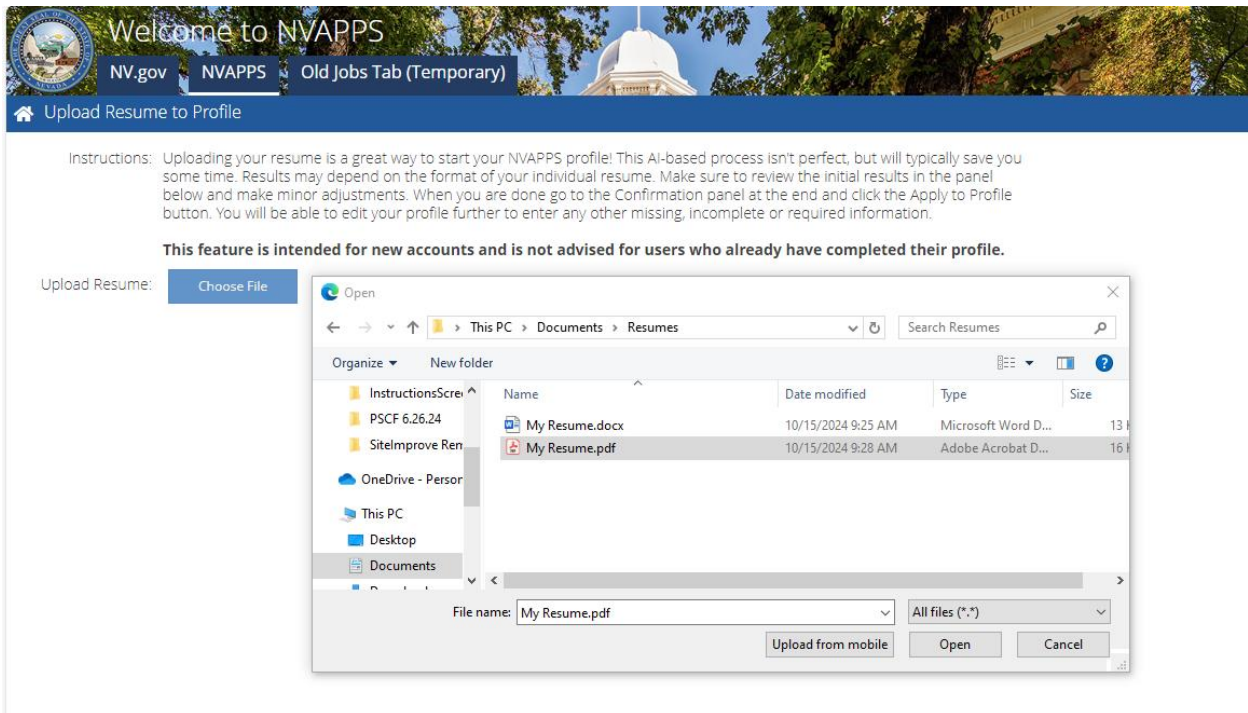
On the Upload Resume to Profile page, you will see some text describing the process along with a "Choose File" button.
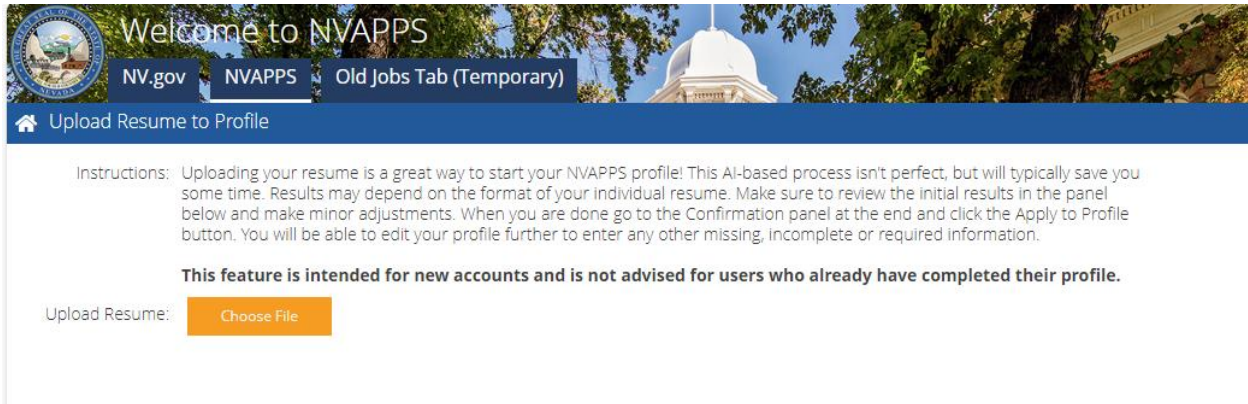
After clicking the "Choose File" button, a dialog box will appear that lets you browse your computer for the file. Select your resume on your computer/device. (Various formats are supported, such as .pdf, .docx, etc.)

Once you select the file and click "Open", the system will return results for three main areas of your profile: Contact Information, Employment History, and Education.

Your next task is to review the parsing results and make adjustments to the data as necessary. (For instance, many people do not list addresses on a resume, so be sure to fill that part in.) The process isn't perfect, and some minor touchups will likely be in order. You can navigate through the areas by using either the left side menu tree or the Back/Next buttons below the form. There is also a "Remove Item" button if the parsing grabbed something you do not want to put in your profile.

After reviewing your contact information, click Next to get to the employment items and make adjustments if necessary.

After reviewing the employment history entries, go through any Education items and do the same.

Next, proceed to the Confirmation page, read the disclaimer, and check the box if you agree. Click the "Apply to Profile" button at the bottom right.

Note: If you have an existing account, the resume parsing will overwrite any previously entered contact/employment/education content. We do not advise using this feature if you have an existing profile completed.

A confirmation message will appear; click "Yes" if you want to proceed.
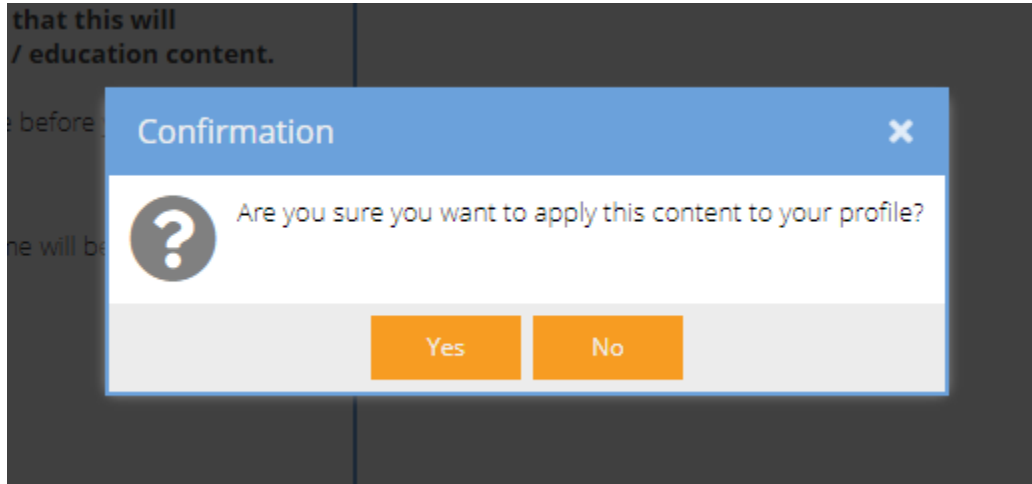
Once the data has been applied, a "Success" message will appear. Click "OK" to proceed to the full profile.
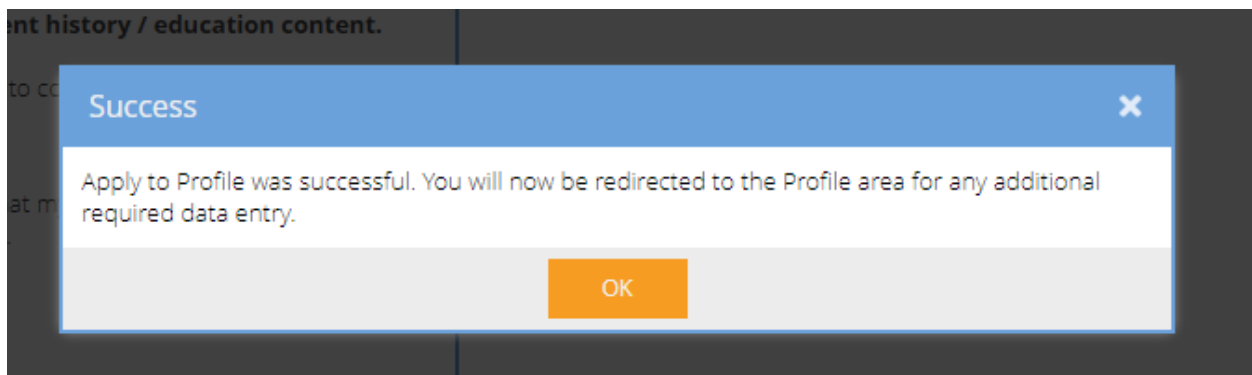
Next, you'll be taken back to the Update Applicant Profile page where you can finish up. As you'll see the parsing results have been applied to the three relevant areas of the profile (Contact Info, Employment History, and Education/Training) which are the most data entry intensive. There are other areas for you to review as well. You'll want to visit each one and enter any relevant information. (Note that there is a menu tree navigation on the left-hand side and Next/Previous buttons along the bottom.)

Here is an explanation of each section and a screenshot of what the pages look like.

Contact Info: The section displays Name, Address, Contact Information, and - for state employees - current job title, department and division information. (This is important for classified state employees who wish to apply for promotional opportunities.)

Other Info: This section is where you can identify your Veteran Status and if you have any relatives employed by the State. If you are a veteran, don't forget to attach a copy of your DD-214 using the file attachment area!

Employment History: This is where you will see your current and previous employers. For each one, you should list the employment dates, job duties, supervisor, reason for leaving, etc.

The "Add Employment History Item" button will display the following form with required fields shown in red:

Education/Training: This section is where you'll identify information regarding educational background, such as High School, College, University or Professional school and Business, Correspondence, Trade, Technical, or Vocational School training items.

The Education item form looks like this:

The Training item entry form looks like this:

Licenses: The Licenses section is where you can identify your driver's license information as well as Professional License/Certification/Registration. (Ex: nursing or engineering license.)

The License form looks like this:

Skills: A listing of skills you may possess, with groupings such as Administrative & Clerical Skills, Computer Skills, Fiscal/Financial/Accounting Skills, Language Skills, Professional Skills, and Technical/Trade Skills. Check the boxes next to the ones you have.

EEO: This tab is where you can provide us with **voluntary** EEO data such as birth date, ethnic, and gender identification

Availability: This tab contains sections for type of work desired (full-time or part-time), travel requirements, and acceptable geographic locations. You **must** make a selection for all acceptable areas because the job announcements will validate your preferences against the posting to ensure they match before allowing you to submit an application.

Attachments: This is the place to attach copies of electronic files we accept (or need), such as transcripts, resumes, proof of veteran's status, and licenses.

After making any changes, please click the "Save" button in the bottom action bar.

Step 3: Apply for Jobs

Now that you've completed your profile, the next step is to start applying for jobs! The home page has several sections of tiles including a keyword and location search, a section that highlights our newer listings (within the last 7 days), breakdowns by Occupational Groups, and a section to explore other job listings.
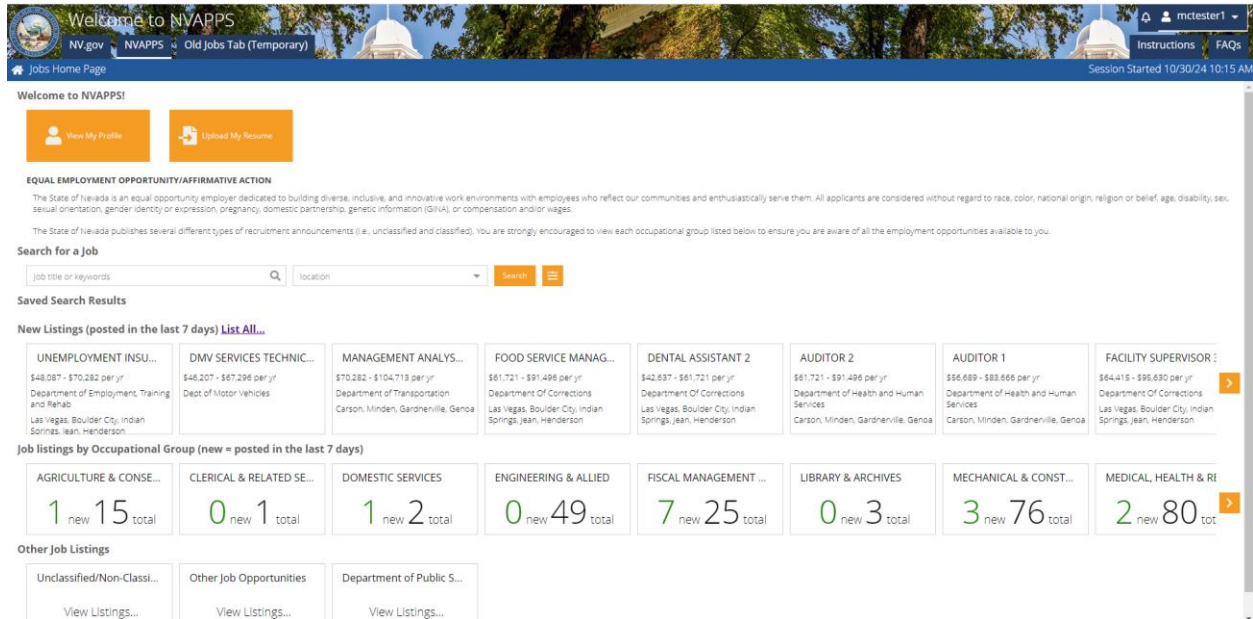
Search for a Job – On the home page, you can do a search by a keyword and/or a location that will take you to the Advanced Job Search page and display the results. Or you can go to the Advanced Search Page directly to get additional options by clicking this icon:

Also, when you are navigating around and want to get back the home page, you can click on the home icon in the upper left blue menu bar that looks like this:

New Listings – This tile set displays all of the new postings in the last 7 days with right and left side navigation arrows. You can click on the job tile to view the announcement (or mouseover the tile to get the full job title if it's lengthy.)

Occupational Group - These tiles display the total number of jobs for each occupational category as well as the count of new postings within the last 7 days. You can click on either number to return those search results, depending on your preference.

Other Job Listings – This will show a row of tiles that will take you to other places for job information, such as the Unclassified Service.

Advanced Job Search Page: You can more finely tune your search results on this page using items, such as keyword, location, posted within, salary range, work type, department, etc.

To apply, click on the job announcement you are interested in, read the details, and click the "Apply" button in the Action pane at the bottom of the browser window.

Next, you will be presented with a series of pre-screening questions that ask you about your qualifications.

Welcome to NVAPPS

NV.gov   NVAPPS   Old Jobs Tab (Temporary)

🏠 Job Application: 49381 - FOOD SERVICE MANAGER 2 - Corrections - Las Vegas, Boulder City, Indian Springs, Jean, Henderson

Pre-Screening

Education and Experience

Do you have any one of these?

⦿ Graduation from high school or equivalent education and three years of progressively responsible experience working in a high volume food service operation that involved directing staff; monitoring budgets and controlling costs; determining equipment and supply needs; monitoring quality standards; and administering food service policies and procedures.

◯ One year as an Food Service Manager I in Nevada State service.

◯ An equivalent combination of education and experience as described above.

◯ None of the above

Special Requirements

A State of Nevada/FBI background check will be required of the selected applicant. Can you meet this requirement?

⦿ Yes   ◯ No

A pre-employment criminal history check and fingerprinting are required. Can you meet this requirement?

⦿ Yes   ◯ No

Next   Cancel

If you answer those correctly, you will be taken to a view of your draft job application with a message indicating you are not yet finished! Click "OK" to proceed.
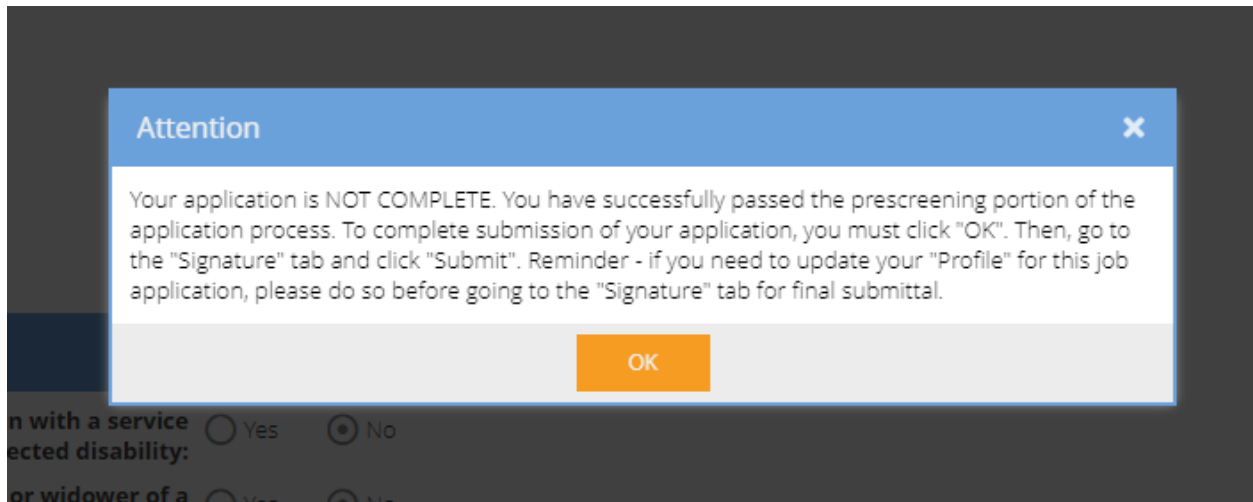
Next, you should review your profile information (and update if necessary).
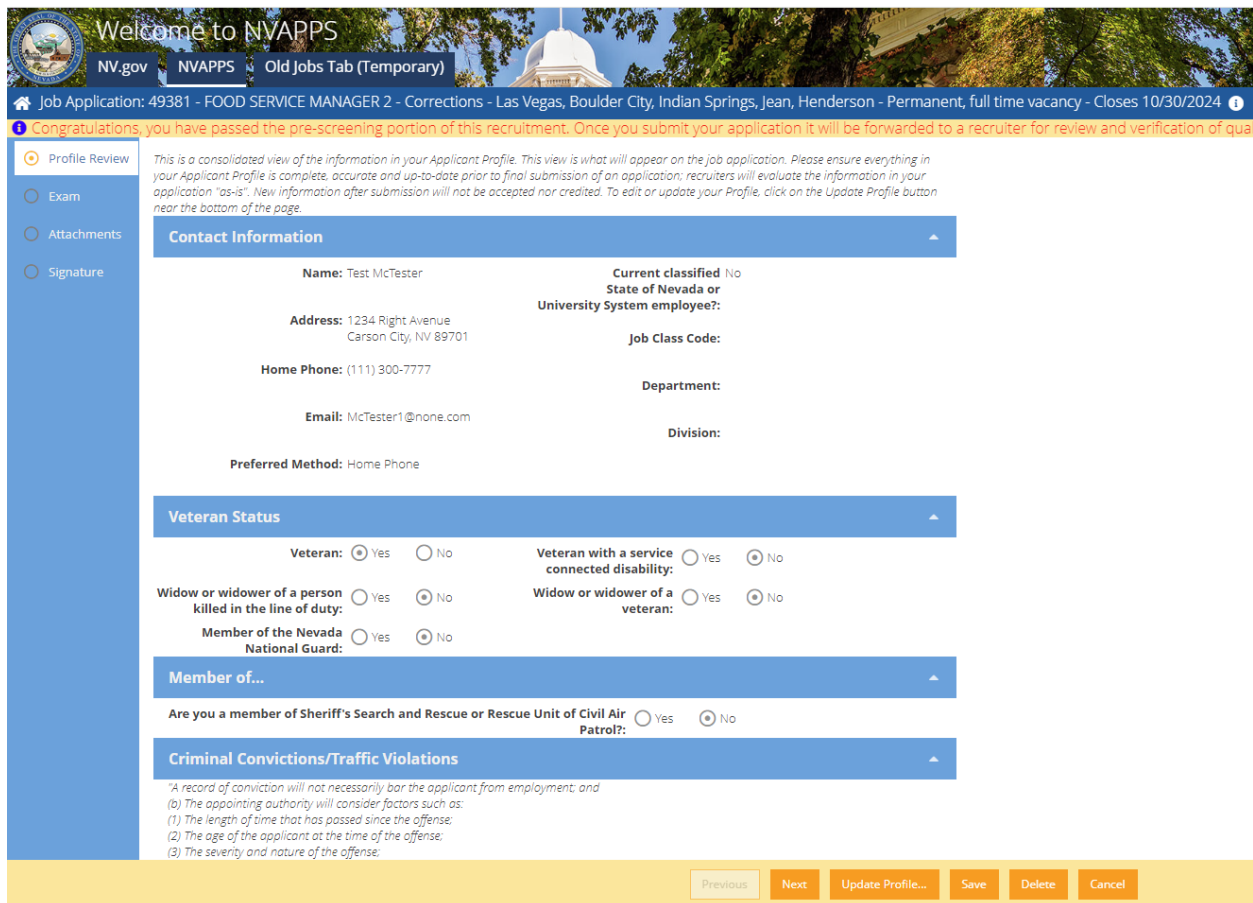
Check the Exam tab to see if there are any clarifying questions that you'll need to respond to.

Review the Attachments tab and see if all required documentation has been provided. If not, use the "Add Attachments" button to upload a file.

Finally, review the Signature tab declaration, identify the source of where you heard about the posting, and click the "Submit" button.

The Signature certification dialog box appears and you must click "OK" to proceed to file the job application.
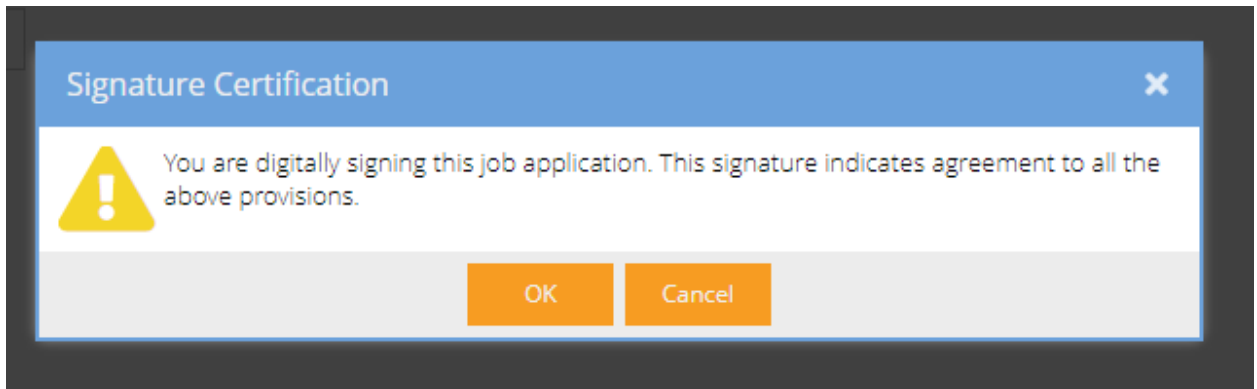
Once done, you will see confirmation text on the yellow messages pane on the home page. You can track your status in the My Applications tiles:

To see what the application status means, simply mouseover the tile and the definition will be displayed to you.

Here is a quick reference guide as to what the various application statuses (in alphabetical order) can mean:

Status	Definition
Application Incomplete	Application has been deemed to be incomplete; perhaps, it is missing education or employment history or required attachments such as transcripts are not present. Applicant can make changes and resubmit, as long as the recruitment is still open.
Clarifying Information Required	This allows the applicant access to an additional text field titled "Addendum" at the bottom of the job application where they can type in a response to "clarify" any information presented in the application. This does not allow the applicant to change details of his/her application; it only allows for providing a text response in the aforementioned field. Typically, the recruiter specifies what information is required via a notification.
Closed/Resubmit	This allows the applicant to edit their applicant profile and/or answers to clarifying information questions. This status is to be used only when the recruitment has closed and the application needs to be resubmitted.
Denied: Did Not Meet Additional Criteria	Means the application has been deemed to not demonstrate at least one of the additional requirements (selective criteria) outside of the minimum qualifications for the position.
Denied: Did Not Meet Minimum Qualifications	After a full evaluation, the application did not demonstrate possession of the minimum qualifications or requirements for the job class.
Denied: Failed Pre-screening	Means the applicant did not pass the prescreening questions (i.e. one of the responses was deemed unacceptable).
Draft/Application Not Submitted	An application that has been started but not finished. This is not an official application because the user has not gone to the Signature tab and clicked the Submit button, which serves as the electronic signature.
Eligible	Application has been marked eligible and candidate can be considered for the position (and placed on a certified list); applicant has passed any exam requirements and selection plan (as well as meeting the MQ's).

Pending Verification	This means an application has been submitted by the candidate and is waiting for a review and evaluation by a recruiter; applicant cannot make changes to the application.
Verified	Means the recruiter has verified possession of the minimum qualifications and/or additional requirements. If an exam is required, the person will be scheduled for an exam.
Withdrawn	Means the application has been withdrawn from consideration by the applicant (this may be used by the recruiter in certain circumstances).

There are a couple of other interesting functions worth mentioning, which is the "Mark a Favorite", "Saved Job Search", and "Messages" functionality.

If you'd like to mark a job listing as a Favorite and perhaps come back to it later, you can click on the star icon in the upper right-hand corner to see it listed on your homepage under "Favorites"

Submitted: 10/30/2024

Status: Active Recruitment

Closes: 10/30/2024

Favorite Listings

MANAGEMENT ANA... ⋮

$70,282 - $104,713 per yr

Department of Transportation

Carson, Minden, Gardnerville, Genoa

Saved Search Results

You can also save a job search if you'd like to revisit the same query the next time you log in. You can do this by clicking on the "Save Search" button in the Results pane header.
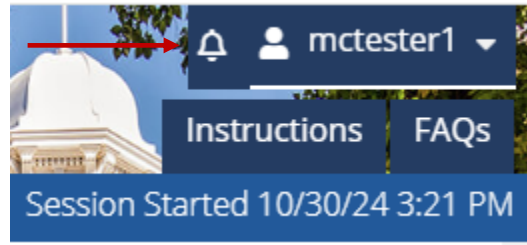

You'll be asked to name your search and you can also choose if you'd like to receive emails regarding new matches. Be sure to check the box if that is your preference.

Additionally, in the upper right hand corner, there is a bell icon you can click to view any system messages and notifications we have posted.

Clicking on it will display the List User Messages grid. To view additional details, click on the message.

	Date	Subject
☐	01/29/2024	Active Employees: 2023 W-2's are now available online!
☐	05/05/2023	5/8/2023 - Please use NEATS for personnel transactions
☐	01/17/2020	Do not use the 'BACK' button
☐	01/17/2020	PASSWORD GUIDELINES
☐	01/17/2020	NEATS / NVAPPS Standard Hours of Operation

We haven't covered everything here but we hope this is enough information to get you started on pursuing a career with the State of Nevada. If you have questions or need further assistance, you can always call the HR Help Desk at (775) 687-9099 or toll free at (866) NVNEATS.

Good Luck!