

Navigate External Career Site

The objective of this guide is to navigate external career site.

Security Role

- External Candidate - Access External Career Site here:
<https://son.wd1.myworkdayjobs.com/NebraskaStateCareers>.

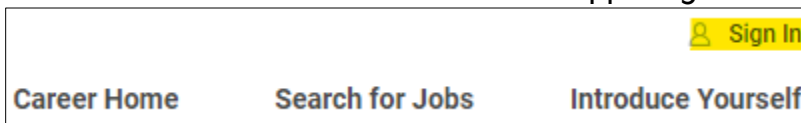
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Introduce Yourself

Not ready to complete an application but want to share your career interests with us? Introduce yourself!

1. Access external career site and click **Introduce Yourself** in upper right-hand corner.



2. Complete required fields:
 - a. **Country.**
 - b. **First Name.**
 - c. **Last Name.**
 - d. **Email or Phone Number.**
 - e. **Upload Resume/CV.**
3. Complete any other applicable information.
4. Check the box next to **I Agree.**
5. Click **Submit.**

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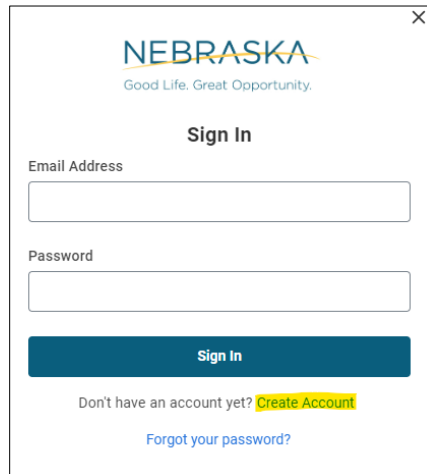
- Information will be sent to State of Nebraska recruiters, who may contact you with potential job opportunities.

Create Candidate Home Account

- Access external career site and click **Sign In** in upper right-hand corner.



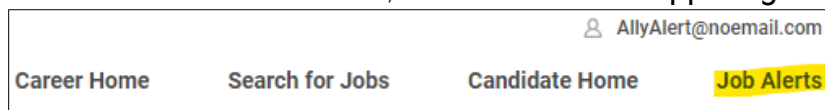
- On the Sign In screen, click **Create Account**.

A screenshot of the "Sign In" screen. At the top, it displays the "NEBRASKA" logo with the tagline "Good Life. Great Opportunity." Below the logo is the "Sign In" heading. There are two input fields: "Email Address" and "Password". A blue "Sign In" button is positioned below the password field. At the bottom, there are two links: "Don't have an account yet? [Create Account](#)" and "[Forgot your password?](#)".

- Enter **email address** and **create password** based on the password requirements.
- Check the box next to **I agree**.
- Click **Create Account**.

Create Job Alert

- Once logged into Candidate Home Account, click **Job Alerts** in upper right-hand corner.



- Under Manage Job Alerts, click **Create Job Alert** button.
- On the Create Job Alert page, add relevant information:
 - Name Your Job Alert** – Enter a name for this specific job alert.
 - Frequency** – Select if you would like to be notified daily or weekly.

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- c. Complete other fields as desired to narrow your job alerts to a specific location, job type, or bargaining unit/field.

Create Job Alert

Name Your Job Alert *

Frequency *

Locations

Job Type

Civil Service Classified

Time Type

Bargaining Unit

15. Click **OK**.

Manage Job Alerts

16. In Manage Job Alerts, find desired job alert and select **Manage** under Actions.

Manage Job Alerts

1 item

My Job Alerts	Filters	Frequency	Actions
Kearney Jobs	Full time, Kearney Job Posting, Regular	Weekly	<input type="button" value="Manage"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Follow Us

- a. Select **Edit** to edit details in job alert.
 - i. Edit applicable details and click **OK**.
- b. Select **Delete** to delete job alert.
 - i. Click **Delete** to confirm deletion of job alert.

Kearney Jobs

If you delete this job alert, you won't receive matched jobs in the future.

Complete an Application

Sign In

17. Click Sign In.
 - a. Sign in with your email and previously established password OR click Create Account (see Create Candidate Home Account above).

Find and Apply for a Job

18. Select the Job to which you want to apply.
 - a. If desired, you can use the filters at the top of the page.
 - i. Location
 - ii. Time Type
 - iii. Agency
 - iv. More
19. Review the Job. If you want to Apply for that job, click the Apply button. Select one of the following:
 - a. Autofill with Resume.
 - b. Apply Manually.
 - c. Use My Last Application.

Apply Manually

20. Complete the following sections:

My Information

21. How Did You Hear About Us?
22. Have you previously worked for the State of Nebraska? If yes, please answer the questions below. If not, please continue to the next page.
23. Country.
24. Legal Name
 - a. First Name
 - b. Last Name
 - c. Check if appropriate ... I have a preferred name.
25. Address
 - a. Address Line 1
 - b. City
 - c. State
 - d. Postal Code
26. Email Address
 - a. Address Line 1
27. Phone – Select appropriate answers.
 - a. Phone Device Type
 - b. Country Phone Code
 - c. Phone Number

Click Save and Continue.

Experience

28. Work Experience. Click Add Another, as needed.

a. Add sections where applicable.

i. Work Experience 1

a) Job Title

b) Company

c) Location

d) I currently work here. If you check that box, the "To" goes away.

(i) From Date

(ii) To Date

(b) Role Description

When done adding and completing your Work Experience, click Save and Continue.

Education

29. Add all Schools Attended, as applicable. Click Add Another, as needed.

i. Education 1

a) Select the School or University

b) Enter Field of Study

c) Enter Dates Attended

(a) From Date

(b) To Date

ii. Role Description

Certifications

30. Add all certifications attained. NOTE: If your certification is not listed, select Other-Certification and add the details in the certification number box.

ii. Certifications 1

a) Certification

b) Certification Number

c) Issued Date

d) Expiration Date

iii. Attachments

i. Add copy of certification, if applicable.

Languages

31. Add all languages as appropriate. Answer the questions related to each language before moving on.

Skills

32. Add all Skills, as applicable.

i. The skills you add should be related to the job for which you are applying.

Resume/CV

33. Upload, if applicable.

Websites

34. List any websites that might be applicable.
Click Save and Continue.

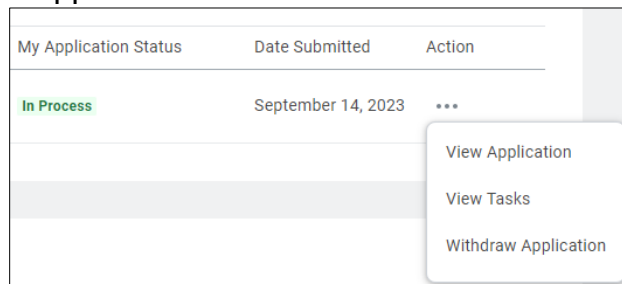
Application Questions

35. Complete the Application Questions.
- If you answer Yes to the Veterans Preference question, you will need to submit a copy of your DD214.
 - OR, if appropriate, select Yes, but already submitted documentation.
 - Click Save and Continue.
 - If applicable, also complete any additional Application Questions.
 - Click Save and Continue.
 - Respond to the Voluntary Disclosures if desired.
 - Review the Terms and Conditions and complete the acknowledgement.
 - Click Save and Continue.
 - Respond to the Voluntary Self-Identification of Disability if desired.
 - Click Save and Continue.
 - Review all information entered.
 - Click Back if edits are needed.
 - Click Submit.

Congratulations! Pop-up notification to confirm that application was submitted successfully.

Manage Candidate Home

- Click Sign In.
- Sign in with your email and previously established password OR click Create Account (see Create Candidate Home Account above).
- Review My Tasks section to find tasks that need action.
- Tasks pending action will be listed under To Do.
- Actions previously completed will be listed under Completed.
- Review My Applications section to find applications that have been submitted.
- Active applications will be listed under Active and will show current status.
 - Under Action, use the three dots to access available actions, such as View Application, View Tasks, or Withdraw Application.



The screenshot shows a table with three columns: 'My Application Status', 'Date Submitted', and 'Action'. The first row has 'In Process' in green text, 'September 14, 2023', and three dots. A dropdown menu is open from the three dots, listing 'View Application', 'View Tasks', and 'Withdraw Application'.

My Application Status	Date Submitted	Action
In Process	September 14, 2023	...

- Inactive applications will be listed under Inactive and will show final status.
- Review Similar Jobs to find recommended jobs. If interested, submit an application to be considered.
- Review My Account section to update contact information and/or edit account settings.