



Taleo Guide-How to Apply (Candidate View)

Activity/Task		What it Looks Like
1	<p>Visit our Career Opportunities page at www.CNLVJobs.com and click anywhere on the Apply Today banner to be routed to our list of available openings</p>	
2	<p>On the same page You can review and apply for any of our available career opportunities by clicking on View all New Jobs</p>	
3	<p>Click on the desired Job title to view the job announcement</p>	



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4	View the Full-Job Description by clicking on the link in the job announcement underneath you will find a high level list of CNLV Benefits for review	<div data-bbox="568 268 912 315"><h3>Fire Logistics Officer</h3></div> <div data-bbox="568 331 1143 367"><p>Fire Administration - 4040 Losee Rd, North Las Vegas</p></div> <div data-bbox="1214 331 1360 367"><p>NEW HOT</p></div> <div data-bbox="568 451 1243 485"><p>Fire Logistics Officer 3 days ago FD-00000016</p></div> <div data-bbox="581 531 1338 579"><p>Apply for Job Share this Job Sign Up for Job Alerts</p></div> <div data-bbox="568 651 1360 768"><p>Serve your community. Make a difference. Grow your career. MEANINGFUL WORK awaits you here at the City of North Las Vegas. We serve one of the largest culturally diverse cities in the nation and our community continues to grow! If you value Accountability, Communication, and Teamwork then you are just the person we are looking for!</p></div> <div data-bbox="568 806 1347 890"><p>The Fire Logistics Officer is an essential member of our team, we invite you to apply and help contribute to CNLV'S growing success! Please thoroughly review the information and selection process outlined below this announcement.</p></div> <div data-bbox="568 953 818 978"><p>IMPORTANT INFORMATION!</p></div> <div data-bbox="568 993 1369 1236"><ul style="list-style-type: none">• Submit a complete application - For your application to be considered, you MUST fully complete an online application, and answer ALL questions. Select "Apply for Job" at the top of this announcement and click "SUBMIT" at the end of your application.• Pay considerations - The starting hourly pay for this position is \$33.68. (step 1). All new employees hired for this position will start at step 1 of the range, no exceptions. Existing employees will receive increases as outlined by their bargaining agreement• Work Schedule - The schedule consists of Monday- Thursday, 7:00am to 5:00pm. (36-hour work week)</div> <div data-bbox="568 1278 672 1304"><p>THE ROLE:</p></div> <div data-bbox="568 1308 1357 1476"><p>Under general supervision from Fire Administration or designee, administers, directs and supervises varied administrative operational support within the Fire Department. To include, but not limited to, the supervision of staff services, such as office management, purchasing, accounting, maintenance activities; to include buildings and fire equipment. Coordinates department stock and supply operations; as well as liaison for building, grounds and fleet services.</p></div> <div data-bbox="568 1514 1187 1539"><p>To view the full job description click the link: FIRE LOGISTICS OFFICER</p></div> <div data-bbox="568 1543 1049 1568"><p>Check out some of our benefits here: Benefits and Perks</p></div> <div data-bbox="568 1575 922 1600"><p>MINIMUM QUALIFICATIONS REQUIRED:</p></div> <div data-bbox="568 1604 805 1629"><p>Education and Experience:</p></div>
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5	To apply for the job click on the Apply for Job button	
6	Please read the City's privacy agreement and click on I Accept to move forward with your application	



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7	You will be prompted to Register as a New User.	<p>Welcome. You are not signed in.</p> <p><input type="text" value="Job Search"/></p> <hr/> <h3>Login</h3> <p>To access your account, please identify yourself by providing the information</p> <p><i>Mandatory fields are marked with an asterisk.</i></p> <p>*User Name <input type="text"/></p> <p>*Password <input type="password"/></p> <p>Forgot your user name? Forgot your password?</p> <p>or Sign in with:</p> <p> </p> <p><input type="button" value="Login"/> <input type="button" value="New User"/></p>
8	Complete all required fields and click on Register	<p>Welcome. You are not signed in.</p> <p><input type="text" value="Job Search"/></p> <hr/> <h3>New User Registration</h3> <p>Please take a few moments to register. You will need this information to access:</p> <p><i>Mandatory fields are marked with an asterisk.</i></p> <p>*User Name <input type="text"/></p> <p>*Password <input type="password"/></p> <p>*Re-enter Password <input type="password"/></p> <p>Email Address <input type="text"/></p> <p>Re-enter Email Address <input type="text"/></p> <p><input type="button" value="Register"/> <input type="button" value="Cancel"/></p> <p>or Sign in with:</p> <p> </p>

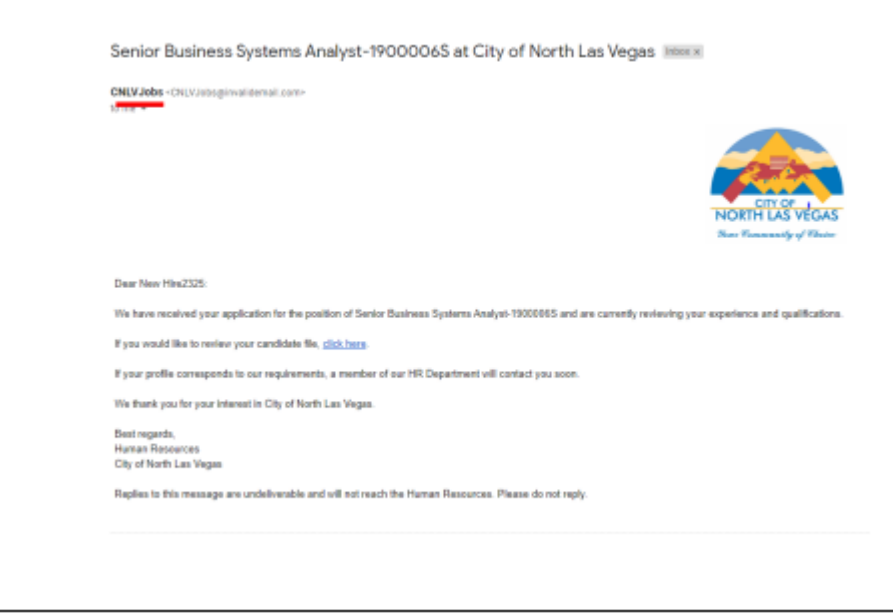

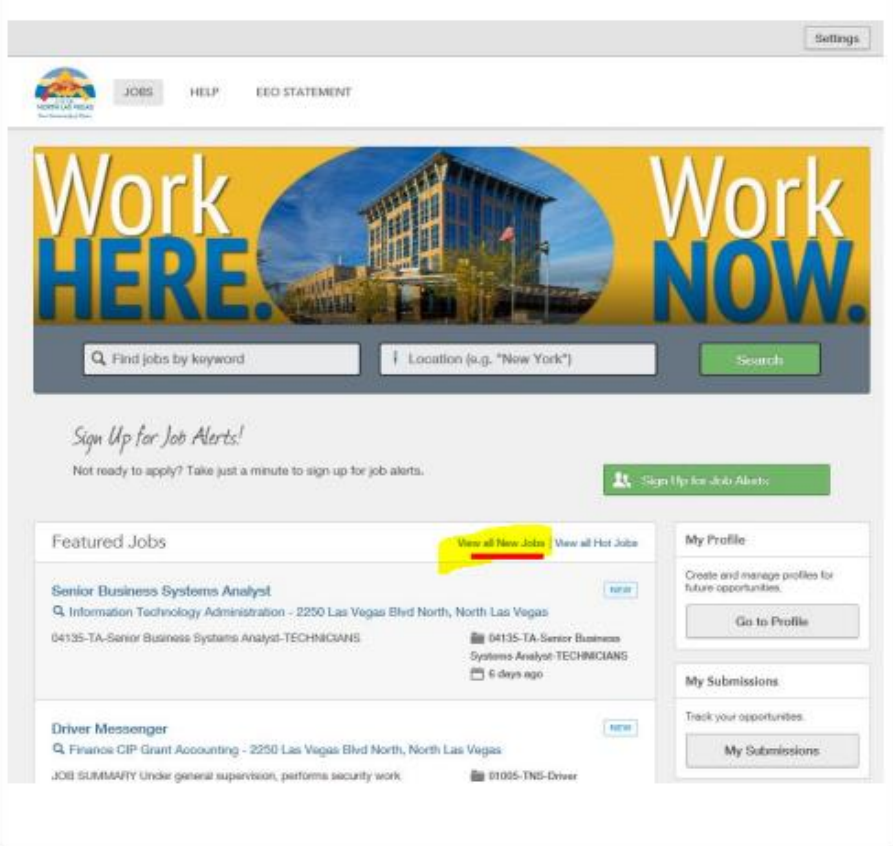



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<p>9</p>	<p>Login with your newly created credentials</p>	
<p>10</p>	<p>Begin the application process, clicking on Save and Continue to navigate through each section of the application</p>	



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11	Once your application has been successfully submitted you will receive a confirmation email from CNLVJobs.	 <p>Senior Business Systems Analyst-1900006S at City of North Las Vegas View</p> <p>CNLVJobs - CNLVJobs@northlasvegas.com</p>  <p>Dear New Hire2325:</p> <p>We have received your application for the position of Senior Business Systems Analyst-1900006S and are currently reviewing your experience and qualifications.</p> <p>If you would like to review your candidate file, click here.</p> <p>If your profile corresponds to our requirements, a member of our HR Department will contact you soon.</p> <p>We thank you for your interest in City of North Las Vegas.</p> <p>Best regards, Human Resources City of North Las Vegas</p> <p>Replies to this message are undeliverable and will not reach the Human Resources. Please do not reply.</p>
12	You can come back to the Job Site at any time to access your Profile and Submissions	 <p>Settings</p> <p> JOBS HELP EEO STATEMENT</p> <p>Work HERE. Work NOW.</p> <p>Find jobs by keyword Location (e.g., "New York") Search</p> <p><i>Sign Up for Job Alerts!</i> Not ready to apply? Take just a minute to sign up for job alerts. Sign Up for Job Alerts</p> <p>Featured Jobs View all New Jobs View all Hot Jobs</p> <p>Senior Business Systems Analyst View Information Technology Administration - 2250 Las Vegas Blvd North, North Las Vegas 04135-TA-Senior Business Systems Analyst-TECHNICIANS 04135-TA-Senior Business Systems Analyst-TECHNICIANS 6 days ago</p> <p>Driver Messenger View Finance CIP Grant Accounting - 2250 Las Vegas Blvd North, North Las Vegas JOB SUMMARY Under general supervision, performs security work 01095-TNS-Driver</p> <p>My Profile Create and manage profiles for future opportunities. Go to Profile</p> <p>My Submissions Track your opportunities. My Submissions</p>



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13	<p>After accessing the Career Site you will have access to view and update:</p> <p>General Profile My Submissions</p>	
14	<p>The Tasks Tab will be visible only if Tasks has been assigned</p>	
15	<p>You can see your current submissions, below under “My Submissions” or review any other job opportunities by clicking on the “Job Search” tab</p>	
16		
17		