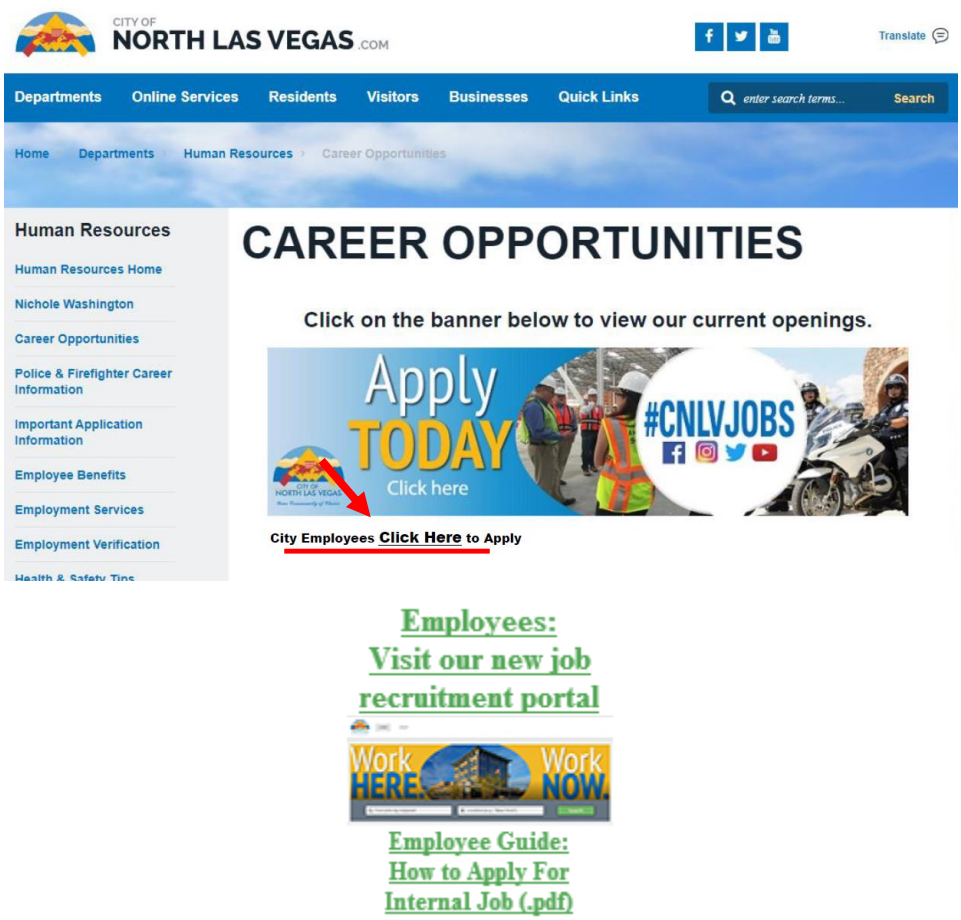
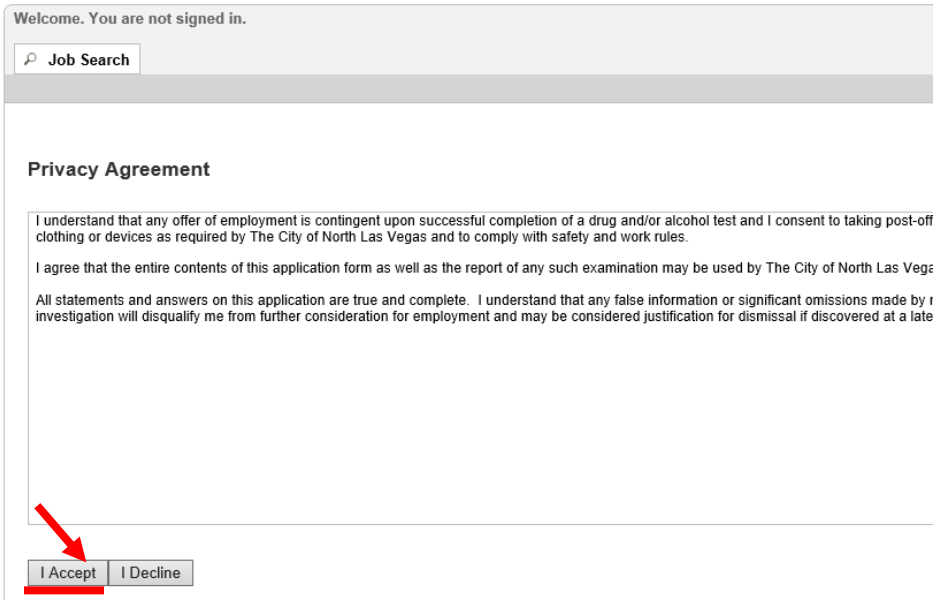
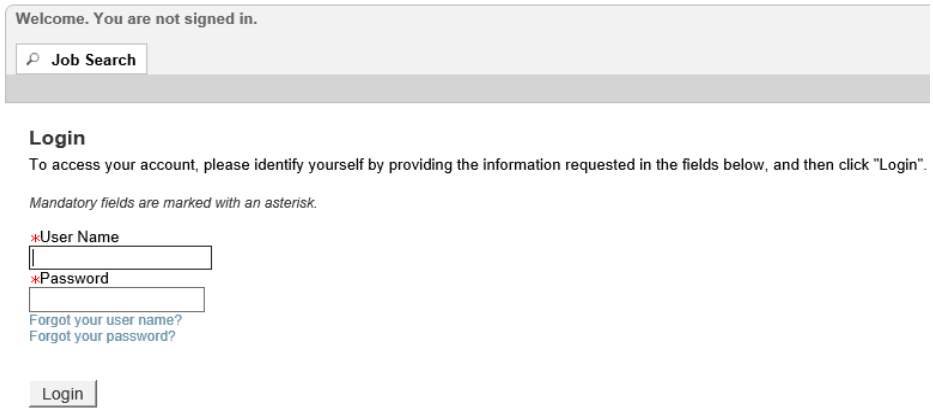
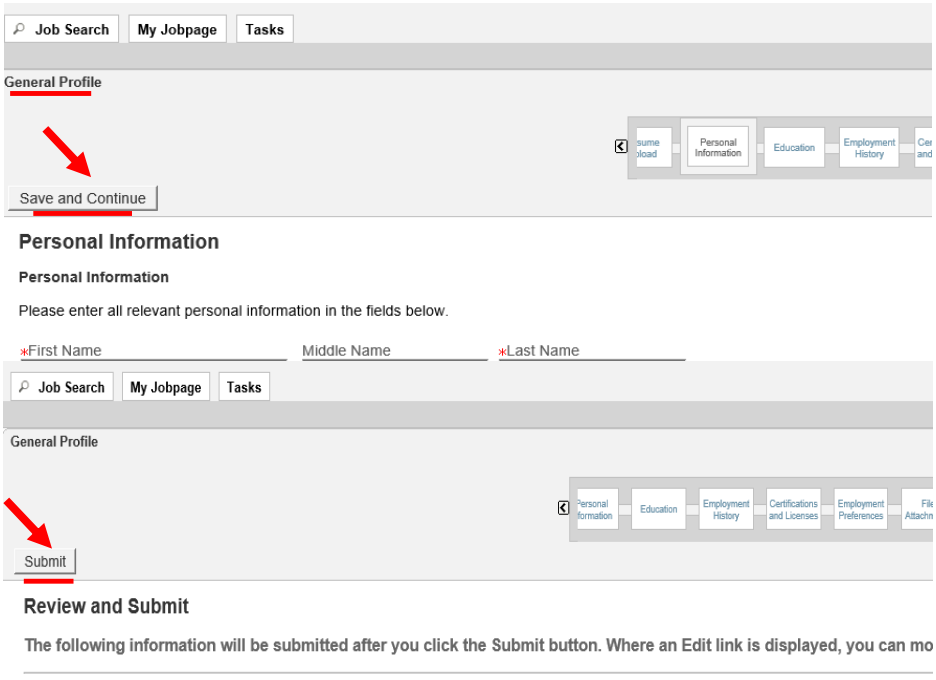
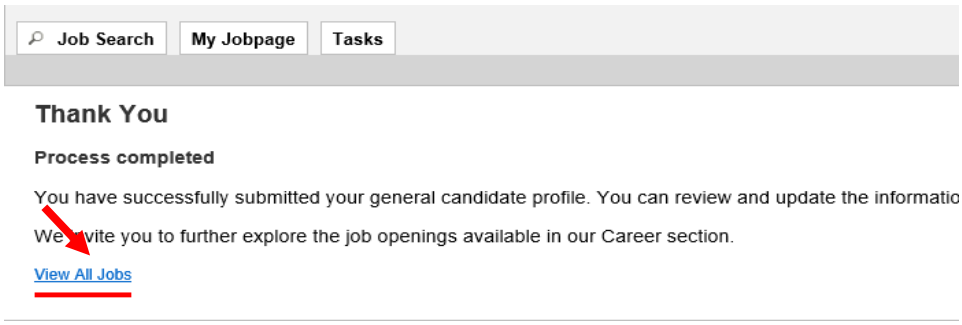
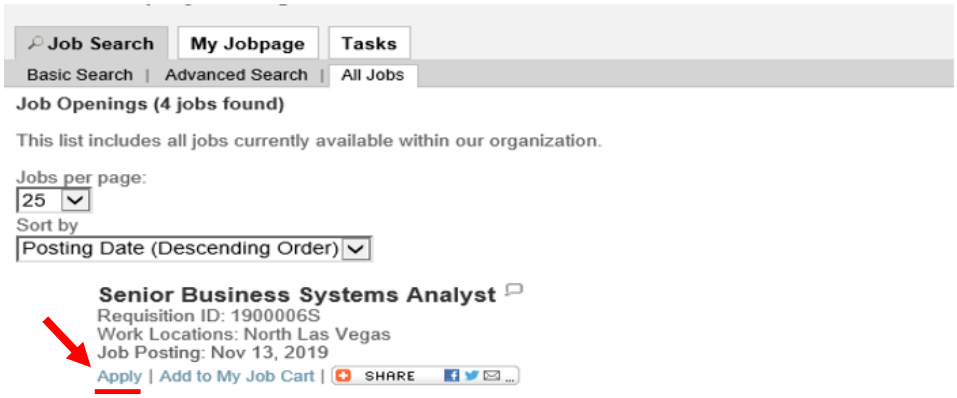
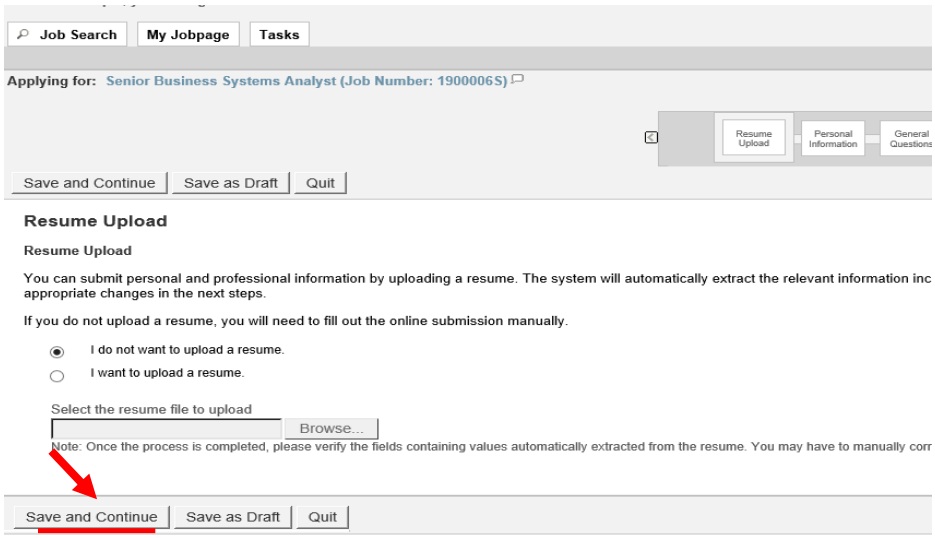
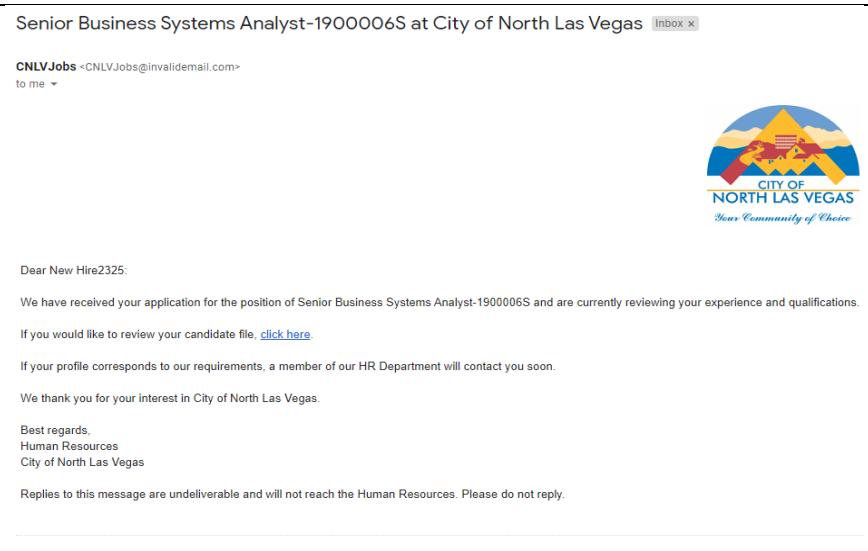
Taleo Guide
How to Apply for an Internal Job

	Activity / Task	What It Looks Like
1	Visit our **Career Opportunities** page at www.CNLVJobs.com and click **City Employees Click Here to Apply** Link to be routed to the Internal Career Site You can also access the Career Site via **City Net** Under the **Human Resources Home Page**	
8	Please read the City's privacy agreement and click on **I Accept** to move forward with your application	

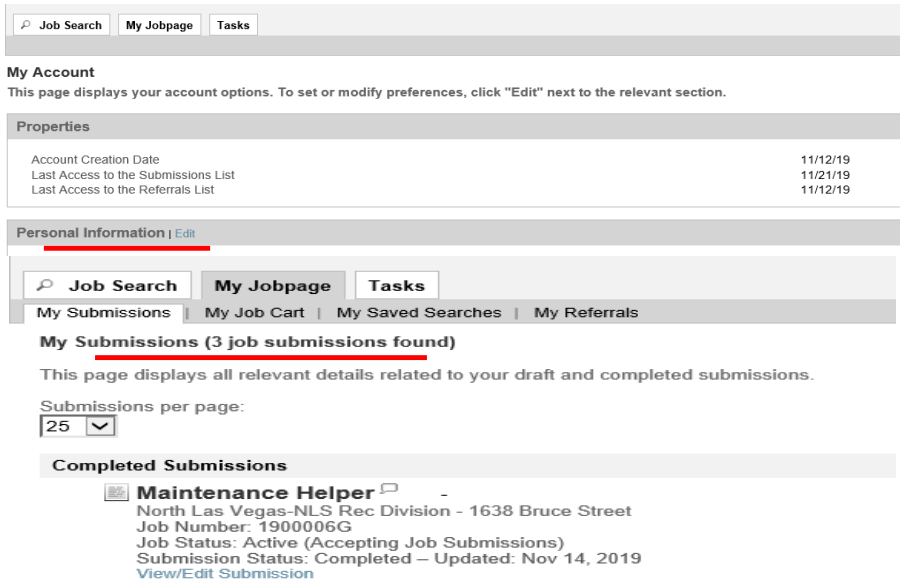
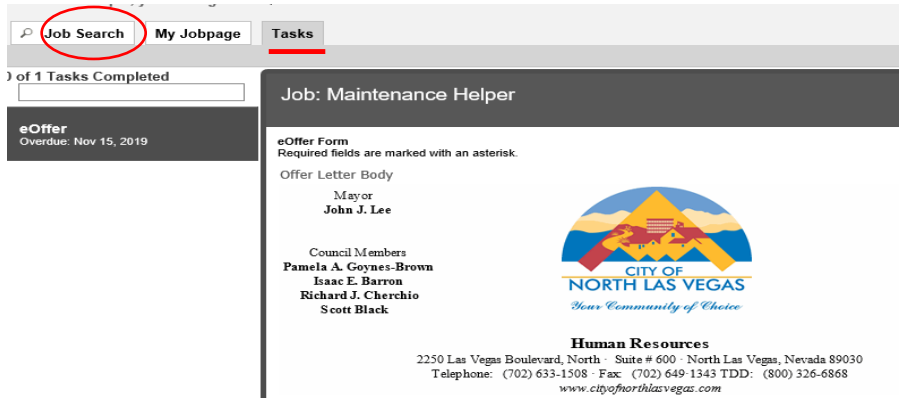
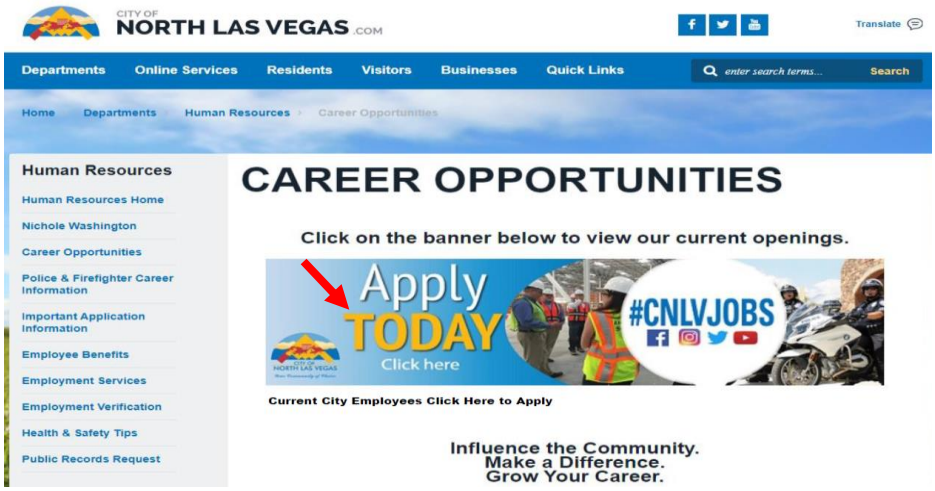
Taleo Guide
How to Apply for an Internal Job

	Activity / Task	What It Looks Like
9	Enter your assigned **User** ID and **Password**. If you have not received your **User ID** and **Password** via Email. Please contact the IT Service Desk at **702 633-7999** or **Log a Heat Ticket**.	
13	Complete General Profile **Click** on **Save and Continue** to navigate through each section of the Profile. **Click** Submit	
14	**Click** on **View All Jobs** to access **ALL** Job Opportunities	

Taleo Guide
How to Apply for an Internal Job

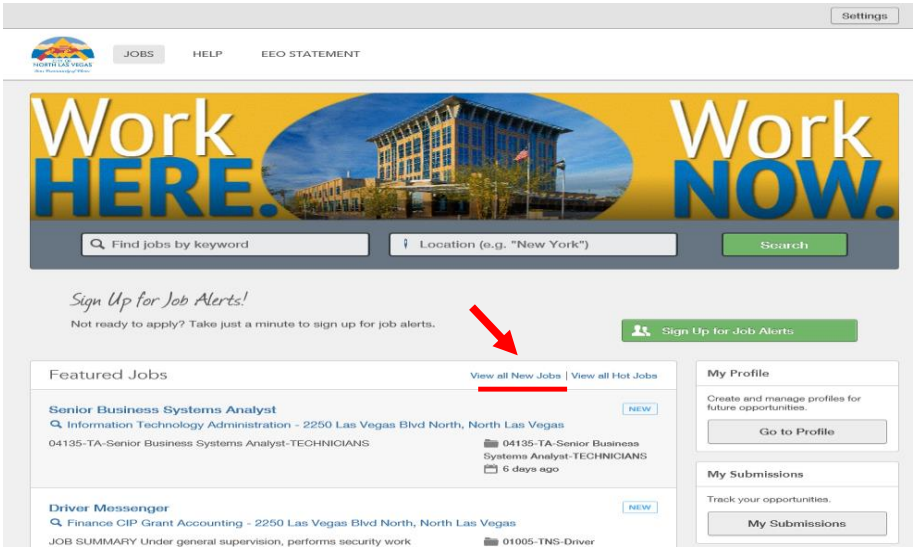
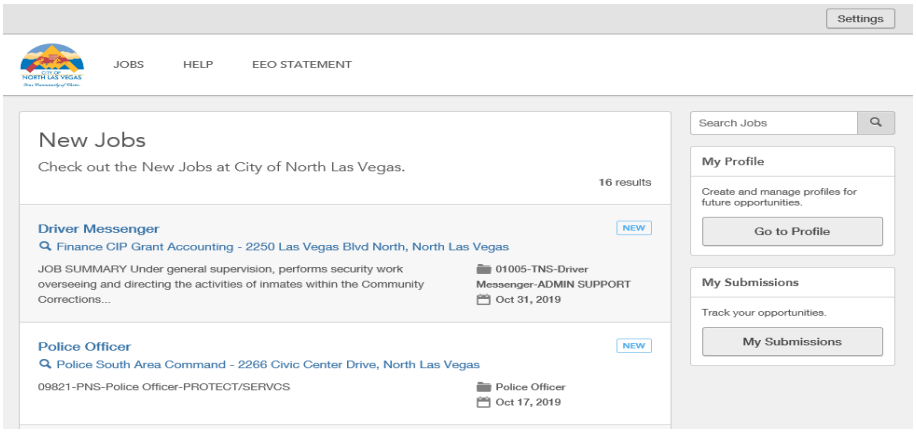
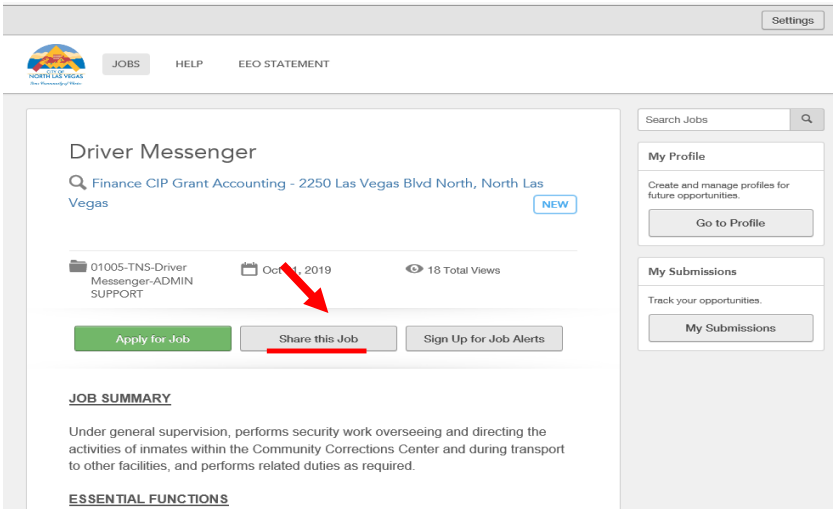
	Activity / Task	What It Looks Like
	Click **Apply** to begin the application process	
	Click on **Save and Continue** to navigate through each section of the application	
	Once your application has been successfully submitted you will receive a confirmation email from CNLVJobs.	

Taleo Guide
How to Apply for an Internal Job

Activity / Task	What It Looks Like
You can come back to the Career Site at any time to view and update: **General Profile** **My Submissions**	
The **Tasks** Tab will be visible only if Tasks has been assigned You can go back to review and apply for available career opportunities by clicking on **Job Search**	
To **Share Jobs** and **Sign up for Job Alerts** click anywhere on the **Apply Today** banner to be routed to our list of available **External** openings	

Taleo Guide

How to Apply for an Internal Job

Activity / Task	What It Looks Like
Click on **View all New Jobs** to review all available **External** Job Opportunities	
Click on the desired Job to view the **full job description**	
Click on **Share this Job,** copy the link and send it to your friends