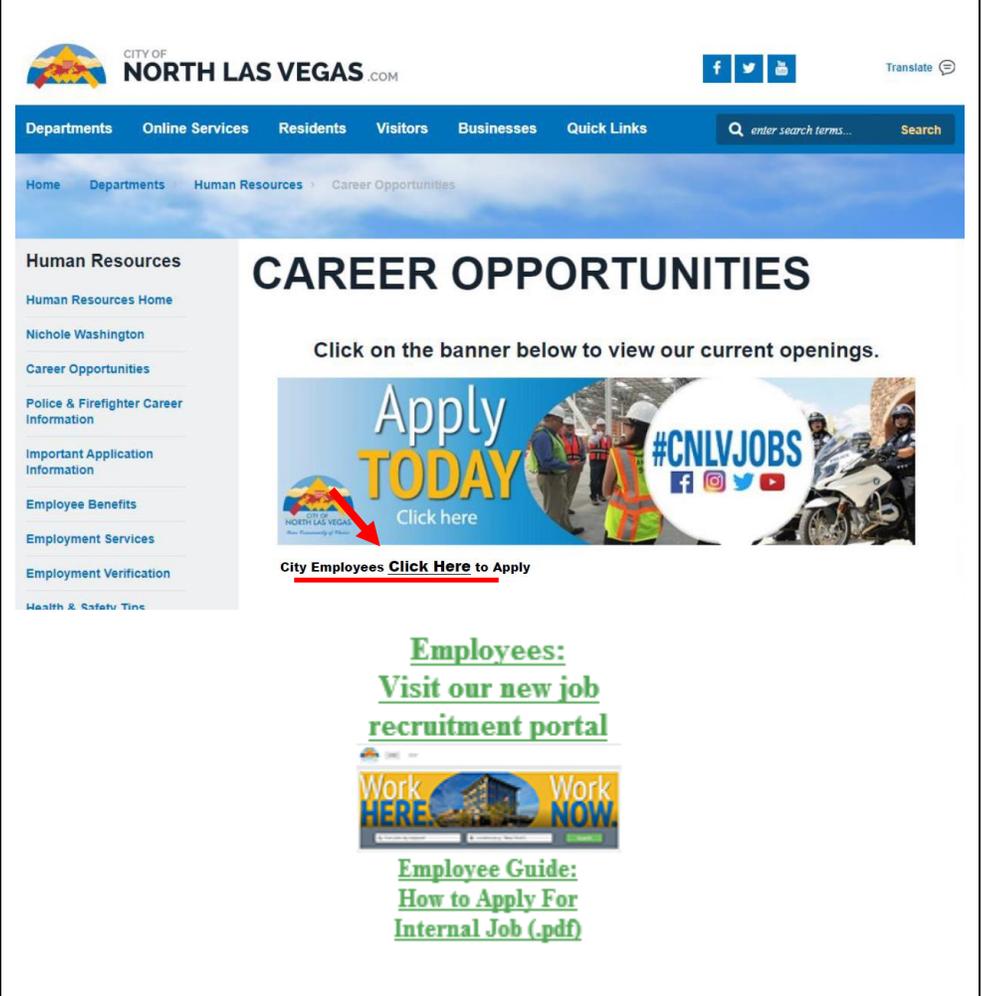
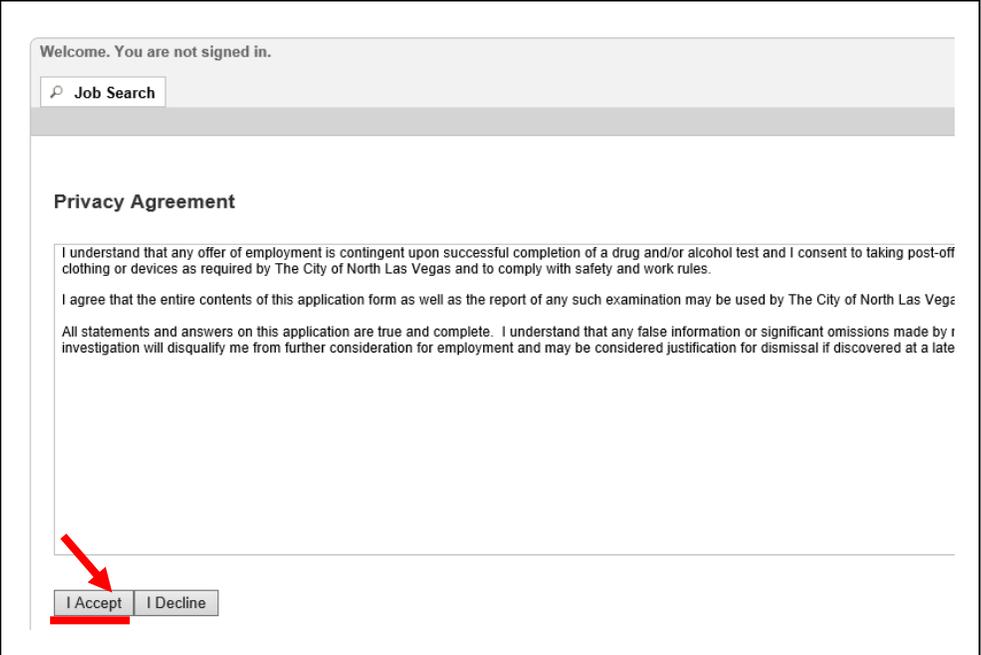


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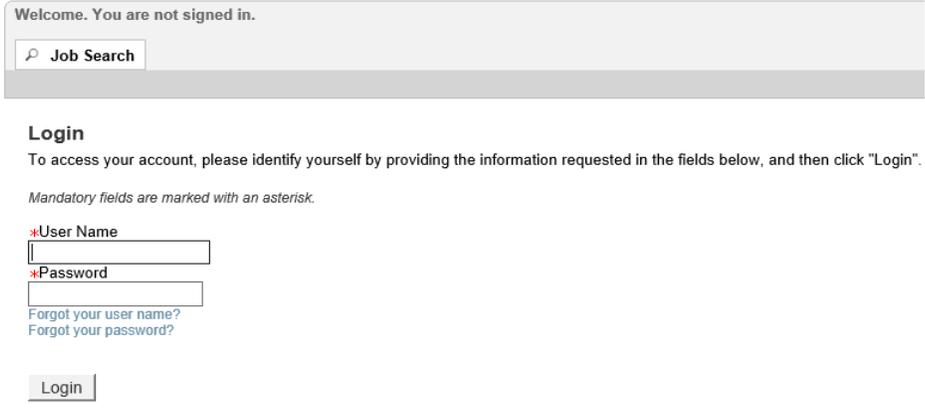
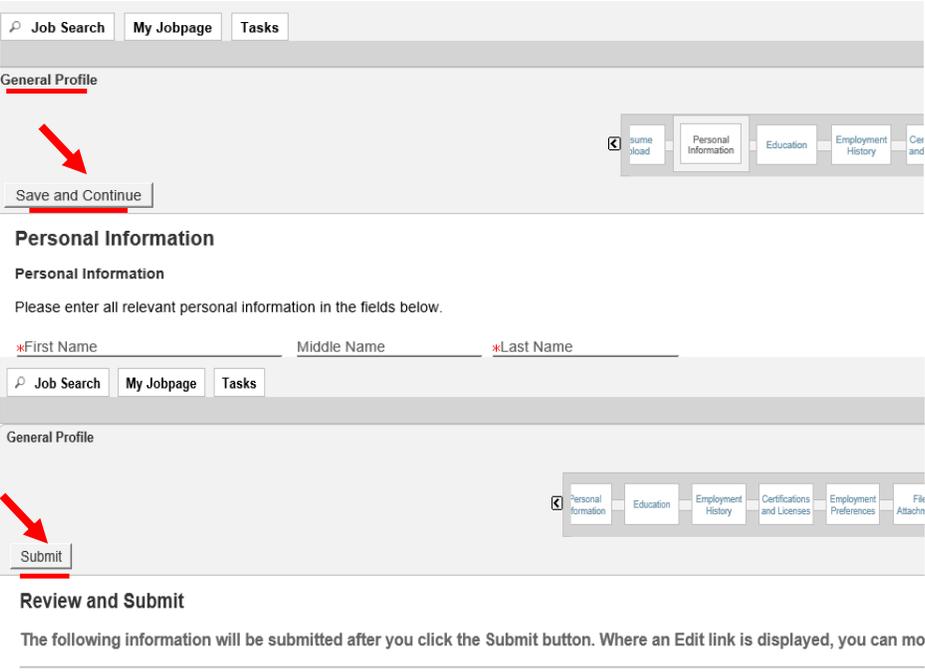
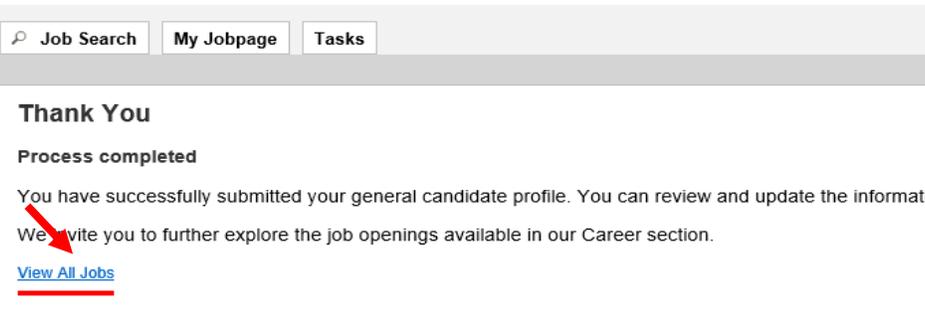
How to Apply for an Internal Job

Activity / Task	What It Looks Like
<p>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</p> <p>You can also access the Career Site via City Net Under the Human Resources Home Page</p>	 <p>CAREER OPPORTUNITIES</p> <p>Click on the banner below to view our current openings.</p> <p>Apply TODAY Click here</p> <p>City Employees Click Here to Apply</p> <p>Employees: Visit our new job recruitment portal</p> <p>Employee Guide: How to Apply For Internal Job (.pdf)</p>
<p>8 Please read the City's privacy agreement and click on I Accept to move forward with your application</p>	 <p>Welcome. You are not signed in.</p> <p>Job Search</p> <p>Privacy Agreement</p> <p>I understand that any offer of employment is contingent upon successful completion of a drug and/or alcohol test and I consent to taking post-off clothing or devices as required by The City of North Las Vegas and to comply with safety and work rules.</p> <p>I agree that the entire contents of this application form as well as the report of any such examination may be used by The City of North Las Vegas.</p> <p>All statements and answers on this application are true and complete. I understand that any false information or significant omissions made by me in this application will disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.</p> <p>I Accept I Decline</p>



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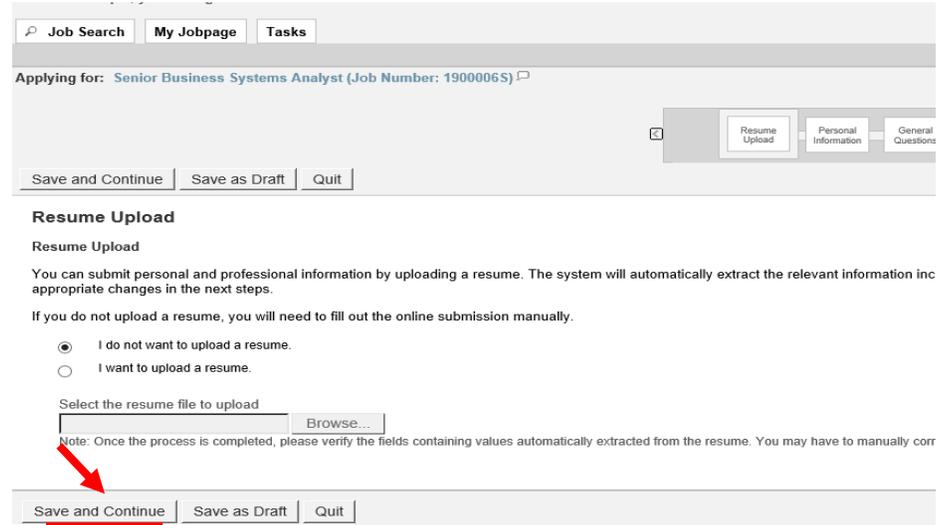
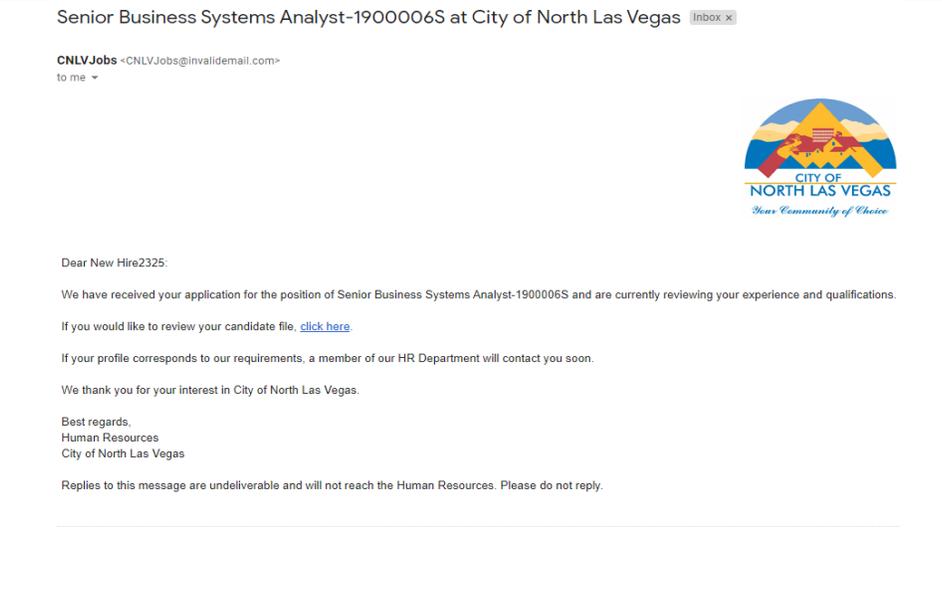
How to Apply for an Internal Job

Activity / Task	What It Looks Like
<p>9 Enter your assigned User ID and Password.</p> <p>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.</p>	 <p>Welcome. You are not signed in.</p> <p>Job Search</p> <p>Login To access your account, please identify yourself by providing the information requested in the fields below, and then click "Login".</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>Login</p>
<p>13 Complete General Profile Click on Save and Continue to navigate through each section of the Profile.</p> <p>Click Submit</p>	 <p>Job Search My Jobpage Tasks</p> <p>General Profile</p> <p>Home Personal Information Education Employment History Cert and Lic</p> <p>Save and Continue</p> <p>Personal Information</p> <p>Personal Information Please enter all relevant personal information in the fields below.</p> <p>*First Name <input type="text"/> Middle Name <input type="text"/> *Last Name <input type="text"/></p> <p>Job Search My Jobpage Tasks</p> <p>General Profile</p> <p>Personal Information Education Employment History Certifications and Licenses Employment Preferences File Attachm</p> <p>Submit</p> <p>Review and Submit</p> <p>The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can mo</p>
<p>14 Click on View All Jobs to access ALL Job Opportunities</p>	 <p>Job Search My Jobpage Tasks</p> <p>Thank You</p> <p>Process completed</p> <p>You have successfully submitted your general candidate profile. You can review and update the informatio We invite you to further explore the job openings available in our Career section.</p> <p>View All Jobs</p>



Taleo Guide

How to Apply for an Internal Job

Activity / Task	What It Looks Like
<p>Click Apply to begin the application process</p>	 <p>The screenshot shows the 'Job Openings' section with a list of jobs. The 'Senior Business Systems Analyst' job is selected, and the 'Apply' button is highlighted with a red arrow.</p>
<p>Click on Save and Continue to navigate through each section of the application</p>	 <p>The screenshot shows the 'Resume Upload' section of the application. The 'Save and Continue' button is highlighted with a red arrow.</p>
<p>Once your application has been successfully submitted you will receive a confirmation email from CNLVJobs.</p>	 <p>The screenshot shows an email from CNLVJobs with the subject 'Senior Business Systems Analyst-1900006S at City of North Las Vegas'. The email body contains the following text:</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>



Taleo Guide

How to Apply for an Internal Job

Activity / Task	What It Looks Like						
<p>You can come back to the Career Site at any time to view and update:</p> <p>General Profile</p> <p>My Submissions</p>	<p>My Account This page displays your account options. To set or modify preferences, click "Edit" next to the relevant section.</p> <p>Properties</p> <table border="1"> <tr> <td>Account Creation Date</td> <td>11/12/19</td> </tr> <tr> <td>Last Access to the Submissions List</td> <td>11/21/19</td> </tr> <tr> <td>Last Access to the Referrals List</td> <td>11/12/19</td> </tr> </table> <p>Personal Information Edit</p> <p>Job Search My Jobpage Tasks</p> <p>My Submissions My Job Cart My Saved Searches My Referrals</p> <p>My Submissions (3 job submissions found) This page displays all relevant details related to your draft and completed submissions.</p> <p>Submissions per page: 25</p> <p>Completed Submissions</p> <ul style="list-style-type: none"> Maintenance Helper North Las Vegas-NLS Rec Division - 1638 Bruce Street Job Number: 1900006G Job Status: Active (Accepting Job Submissions) Submission Status: Completed – Updated: Nov 14, 2019 View/Edit Submission 	Account Creation Date	11/12/19	Last Access to the Submissions List	11/21/19	Last Access to the Referrals List	11/12/19
Account Creation Date	11/12/19						
Last Access to the Submissions List	11/21/19						
Last Access to the Referrals List	11/12/19						
<p>The Tasks Tab will be visible only if Tasks has been assigned</p> <p>You can go back to review and apply for available career opportunities by clicking on Job Search</p>	<p>Job Search My Jobpage Tasks</p> <p>0 of 1 Tasks Completed</p> <p>Job: Maintenance Helper</p> <p>eOffer Form Required fields are marked with an asterisk. Offer Letter Body Mayor John J. Lee</p> <p>Council Members Pamela A. Goynes-Brown Isaac E. Barron Richard J. Cherchio Scott Black</p> <p>Human Resources 2250 Las Vegas Boulevard, North Suite # 600 - North Las Vegas, Nevada 89030 Telephone: (702) 633-1508 · Fax: (702) 649-1343 TDD: (800) 326-6868 www.cityofnorthlasvegas.com</p>						
<p>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</p>	<p>CITY OF NORTH LAS VEGAS .COM</p> <p>Departments Online Services Residents Visitors Businesses Quick Links</p> <p>Home Departments Human Resources Career Opportunities</p> <p>Human Resources</p> <p>CAREER OPPORTUNITIES</p> <p>Click on the banner below to view our current openings.</p> <p>Apply TODAY Click here</p> <p>#CNLVJOBS</p> <p>Current City Employees Click Here to Apply</p> <p>Influence the Community. Make a Difference. Grow Your Career.</p>						



Taleo Guide

How to Apply for an Internal Job

Activity / Task	What It Looks Like
<p>Click on View all New Jobs to review all available External Job Opportunities</p>	<p>The screenshot shows the 'Work HERE. Work NOW.' banner with search filters for keyword and location. Below the banner, there is a 'Sign Up for Job Alerts!' section. The 'Featured Jobs' section lists two jobs: 'Senior Business Systems Analyst' and 'Driver Messenger'. A red arrow points to the 'View all New Jobs' link next to the 'Senior Business Systems Analyst' job listing.</p>
<p>Click on the desired Job to view the full job description</p>	<p>The screenshot shows the 'New Jobs' page with 16 results. Two job listings are visible: 'Driver Messenger' (Finance CIP Grant Accounting - 2250 Las Vegas Blvd North, North Las Vegas) and 'Police Officer' (Police South Area Command - 2266 Civic Center Drive, North Las Vegas). Both listings have a 'NEW' badge.</p>
<p>Click on Share this Job, copy the link and send it to your friends</p>	<p>The screenshot shows the 'Driver Messenger' job detail page. It includes the job title, location, and a 'NEW' badge. Below the job details, there are three buttons: 'Apply for Job', 'Share this Job', and 'Sign Up for Job Alerts'. A red arrow points to the 'Share this Job' button.</p>