

HELPFUL TIPS

Prepare Ahead of Time

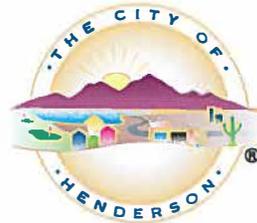
- Prior to applying, read and print the job announcement and job description.
- Collect details regarding your education, employment history, and references.
- If you wish to include a resume, prepare it in advance to be ready to attach it to your employment application.
- Plan to spend 30 minutes or more the first time you create an application.

Submit a Job Interest Form

- Log on to cityofhenderson.com and select Jobs.
- Select the Job Descriptions link.
- Review the job descriptions to determine what jobs you are interested in and for which you are qualified.
- Select the job title to submit a job interest form.
- Select 'Email me when jobs like this become available'.
- Complete the job interest form and submit your request (you can submit as many job interest forms as you wish).
- You will receive an email when the recruitment opens and is posted; you will then need to submit an online application for the position .

Need Assistance?

Contact the Human Resources Department at 702-267-1940



A Place To Call Home

Andy Hafen
Mayor

Sam Bateman
Councilman

Debra March
Councilwoman

John F. Marz
Councilman

Gerri Schroder
Councilwoman

Robert "Bob" Murnane, P.E.
City Manager

Jennifer Fennema
Director of Human Resources

City of Henderson



A Place To Call Home

H.I.R.E.

Henderson Information on Recruitment and Employment

HOW TO APPLY ONLINE

Visit our website for a listing of
current job opportunities.

cityofhenderson.com

career

How to Apply

1. Visit cityofhenderson.com, and select Jobs.

Select 'Public Career Opportunities' to view recruitments open to the public OR 'Employees Only--Internal Career Opportunities' (for recruitments open to current City of Henderson employees only).

- Select the job title for which you have an interest in applying.
- Review the Job Description and Physical Requirements links, Benefits, and Supplemental Questions.
- Select 'Apply' to access the application.

2. Logging In:

- If you have not yet registered with the City of Henderson H.I.R.E. system or governmentjobs.com, you will first need to set up an account with a user name and password to be saved for future use.

Select 'Create An Account.'

Enter your new account information. (It is important to remember your username and password for future use.)

Select 'Save' when you are finished entering your information.

3. Create an Application:

- Select the 'Create Application' button.

Note: If you already have an application in our system, you do not need to recreate a new application.

Go to Step 5.

- The 'Employment Application' screen is displayed. Complete the 'Personal Profile' information. Required information is marked with an asterisk (*) and must be completed or you will not be able to submit your application.
- Select the 'Save and View Application' button.

- Add education, work experience, certificates, and other information by selecting the corresponding 'Add' links. Select the 'Save' button at the end of each section. Additional information can be added in any of these sections by entering the information and then choose 'Add.'

4. Add a Resume:

- Choose the 'Add Attachments' link at the bottom of the main job application page.
- Select attachment type from list.
- To add your resume to the application, select the 'Save and View Application' button. You will be returned to the main job application page for reviewing and editing.

5. Complete the Agency-Wide Questions:

- The next step is to complete the agency-wide supplemental questions. Select on the 'Agency-Wide Questions' link. Required information is marked with an asterisk (*) and must be completed.

Note: If you are using a previously created application you can review and/or edit your answers.

- Choose 'Save & Proceed' at the bottom of the page.

6. Complete the Supplemental Questions:

- Go to the 'Supplemental Questions' link if there are job-specific supplemental questions associated with the recruitment. Required questions are marked with an asterisk (*) and must be completed prior to submitting your application.

Note: Select the 'Save Work in Progress' button periodically to avoid losing any unsaved data. Data not saved will be lost if the save buttons are not pressed within half an hour.

7. Confirm Your Application:

- Select the 'Confirm Application' link.
- Review and edit carefully. You will receive a warning screen if your application is incomplete.
- Select the 'Confirm Application' button at the bottom of the screen.
- Choose 'Printable Version of the Application Submitted' link to print a hard copy of the application, if desired.
- Select 'Logout' in the upper right-hand corner.

Congratulations!

Your online application is complete and has been submitted. You will be notified via email regarding the status of your application or you may check the status online.