

# Overview of the Application Process

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**You will need to read the following information  
in order to successfully complete an on-line application:**

All interested candidates must complete your [application on-line](#). This can be done from any computer that has internet access, i.e., your home, a public library or the [Nebraska Workforce Development Offices](#).

You must have an e-mail account and address. Communications will occur with you via e-mail. If you do not have an e-mail address, you may create a free e-mail address by visiting sites such as [www.yahoo.com](http://www.yahoo.com) or [www.hotmail.com](http://www.hotmail.com).

You will need to have your employment information with you to include the following: previous employer's names, addresses, phone numbers and dates of employment. The job duties and reason for leaving sections need to be thorough and complete with no spelling errors. You will have the option to attach or copy and paste a resume and other documents if desired. However, information contained in a resume will not be considered in lieu of the formal application. It is important that your application show all of the relevant education and experience you possess.

You will need to review your application carefully before submitting it to a job position to make sure it includes all the required information. Your application will be rejected if it is not complete or if you do not provide the required materials. Once you submit your application for a job, you cannot modify it for that job, nor can you re-apply for that job unless it is posted again.

Once you have completed your application in TalentEdge, it will remain in the database for a period of up to 1 year. You will have the ability to edit your saved application whenever changes need to be made.

The State Personnel-TalentEdge website allows you to create job "Interest Cards" by entering your contact information and indicating the types of jobs you are interested in. The system will match job opportunities to your interests and send you e-mail notices when positions are posted.

You will be able to search TalentEdge daily by clicking on "**Search for Jobs**" in the column on the right side of the screen to view all job postings or indicate the occupational category you wish to search. Be sure to check for the closing date and submit your application in a timely manner in order to be considered.

Once you have submitted your application for a specific job position you will be able to logon with the user ID and password that you established to check the status of your application.

For questions please contact the NDE Human Resources Department at 402-471-9234 or State Personnel at 402-471-2075.