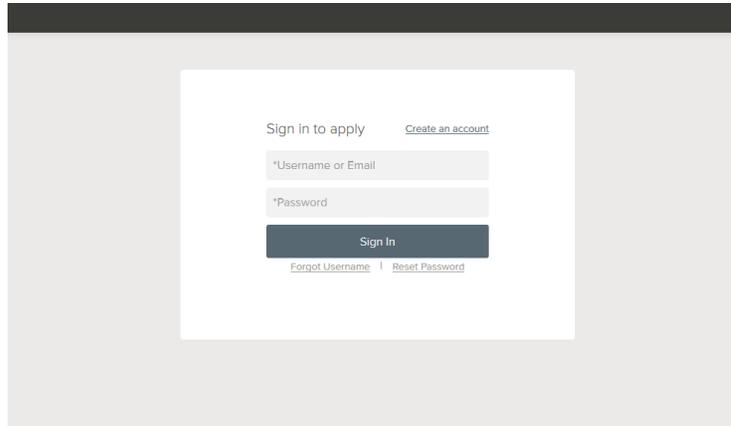
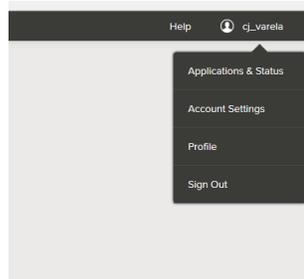


Checking the status of your application

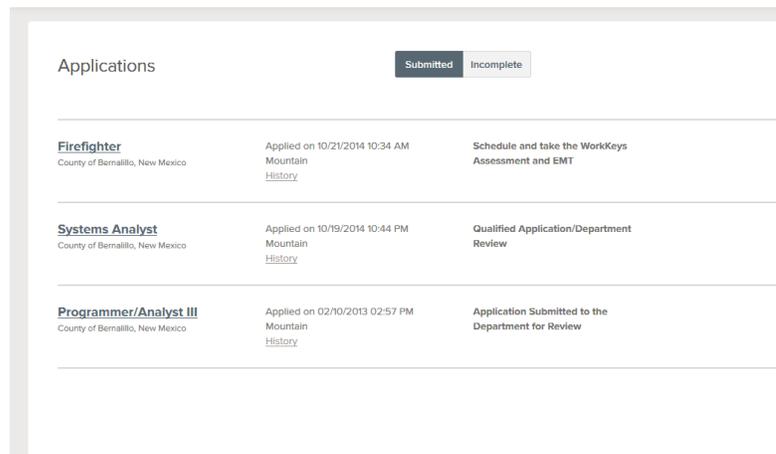
- 1.) Application status updates for positions advertised are available to applicants by logging into your online account at: <https://www.governmentjobs.com/Applications/Index/bernc>.



- a. You can get more detailed status information for all applications submitted by clicking on Application & Status at the top menu bar (in the pulldown below your user name).



- 2.) Click the **Submitted** button to see all applications that you have successfully submitted. Click on the job title to view the job posting and to see the details of your application for the job.



Applications		
	Submitted	Incomplete
Firefighter County of Bernalillo, New Mexico	Applied on 10/21/2014 10:34 AM Mountain History	Schedule and take the WorkKeys Assessment and EMT
Systems Analyst County of Bernalillo, New Mexico	Applied on 10/19/2014 10:44 PM Mountain History	Qualified Application/Department Review
Programmer/Analyst III County of Bernalillo, New Mexico	Applied on 02/10/2013 02:57 PM Mountain History	Application Submitted to the Department for Review

- 3.) Once you have filled out and submitted your application successfully, your status should be “Application Received”. (Note: If it does not, you may have filled out an application, but did not submit it. Return to the position title you are interested in and “Apply” to complete the application process).
- 4.) If there is a skills assessment for the position you will be sent an email invitation with details about the assessment (s), how to schedule yourself, and the available dates and times. Your application status will change to “Schedule and Take the Work keys Assessments”.
- 5.) When your application status has changed to “Placed on eligible list” your application status is “eligible” based on your responses to the supplemental questions and application details you have met or exceeded the minimum qualifications and passed through the first stage of screening.
 - a. A Human Resources Professional will confirm your education and work experience, and licensure, if applicable. This means you are eligible to be interviewed for the position. If you are selected for an interview you will be contacted by the hiring manager.
 - b. Due to the high level of interest in some of our positions, not all eligible applicants will be interviewed.

***If you did not meet the minimum qualifications, you did not pass the initial application review and will not move forward on this particular opportunity.

Additional Notifications- [Check your spam folders in your e-mail account and add info@governmentjobs.com to your contact list.](mailto:info@governmentjobs.com)

You will receive an email notification for the following reasons:

- To schedule for a written exam
- Failure to meet minimum qualifications
- Failure to verify education/experience/licensure
- When a position has been filled
- If an advertisement has been cancelled