



HOW TO APPLY FOR A STATE OF NEW HAMPSHIRE JOB POSTING

DEPARTMENT OF NATURAL AND CULTURAL RESOURCES DIVISION OF PARKS AND RECREATION

1. Go to the [Candidate Space](#) portal
2. Either login with an existing profile or register to create a new account

A screenshot of a web form titled "Welcome" with "Login" and "Help" links at the top. It contains input fields for "Email Address" and "Password", a "Forgot your password?" link, and "Login" and "Cancel" buttons. Below this is a "New User:" section with the text "Create an account to get started on your talent profile." and a "Register" button.

- a. During registration be sure to enter Contact information, a strong password and security answers
- b. On step 3, select to either fill in your work history, references, cover letters etc... by hand, or upload your resume to have it auto filled for you.

A screenshot of a form titled "You can choose to create your profile from the following:". It has two main sections: "Enter Manually:" and "Upload Resume". Under "Enter Manually:", there is a radio button for "Fill in content by hand" and a "Begin" button. Under "Upload Resume:", there is a radio button for "Use Resume Content", a description "Use Microsoft Word, PDF, text, or HTML files. This content will then get populated to your profile.", a "File:" input field with a file selection icon, and a "Submit" button.



- c. Double check the information on your profile, whether manually or automatically entered. Be sure to go through the entire Talent Profile to check information.
3. Once you are logged in, or have registered and created a profile, click **Job Listings** in the upper left corner of the dashboard to redirect to the main page.
4. In the search box on the right-hand side of the screen, select **Parks & Recreation** in the Sub Category box

A screenshot of a job search form. At the top right is a "Clear Search" link. The form contains several input fields: "Keyword:" with a text box; "Location:" with a dropdown menu; "Date Posted:" with a date picker showing "MM/dd/yyyy"; "Job ID:" with a dropdown menu; "Category:" with a dropdown menu; and "Sub Category:" with a dropdown menu showing "PARKS & RECREATION". A blue "Search Jobs" button is at the bottom.

5. Click **Search Jobs**
6. The search page will refresh, and all active and open positions for NH Division of Parks and Recreation will appear, including all State Park positions.
NOTE: Your search can be further narrowed by adding a specific park's name, or the town that you are located in.
7. Select a position that you are interested in by double clicking on the listing
8. Once on the listing page, you can **Save**, the posting for later, print or email the listing, or **Apply**.



9. Once you start the application process, follow it through to the end or **Cancel**. Be sure to go through each of the tabs: Consent, Questions, Acknowledgment, Information, Review and Submit.
10. On the Submit tab, answer the “*How did you hear about us?*” question, then hit **Submit**, to submit the question.
11. Hit **Submit** once more, to submit your application.

NOTE: Your application will not be submitted and complete unless you submit the final question and hit submit the second time!