

Applying to Oregon Department of Corrections Jobs

To apply to a State of Oregon Corrections job is an easy 3 step process. These instructions will guide you through the process. The first place to start is the DOC Recruitment home page at www.odocjobs.com. From there you can find instructions on applying for positions with DOC.

Step 1: Setup a NEOGOV Account

There are links provided on the DOC recruitment page. Click on the link to "[Setup an Account/Login](#)". Underneath the login box you will see a link "[Create Your Account Here!](#)" this link will take you to a new account setup screen. Here you will enter your contact information, username, and password. It is recommended that you select "Notification Preferences" by Email and use your personal email address and not your work email address.

Step 2: Create an Application

Login with the username and password that you setup in step one. Click on "Create Application" and name it something like ODOC Application, State of Oregon Application or something similar. The software will guide you through the application process. You will confirm your contact information again and then you will be on the main application screen. You will see edit features/links on the right side of the application, this is where you add information to your application. The most important sections in this application are work history, education, and the attachment section.

Work History: List at least 7 to 10 years of work history. If your work history is related to the position you are applying to, list all of your related work history! For example if you answer an application question that you have 10 years in "correctional security" and you only show two years on your application your final score may be zero because the work history did not show ten years of work history experience. This may also cause your application to be rejected for not meeting the minimum qualifications for the position.

Education: List any education above the high school/GED level. Anything listed here needs to be documented with transcripts or diplomas. Transcripts do not need to be "official" copies. They can be student copies. Most of these can be obtained online and you should be able to use the same file they download to you to attach to your application.

Add Attachments: This is where you need upload education transcripts, diplomas, training certificates, military DD214's, Veterans disability letters. Any other documents you would like the hiring manager to see like awards, training records, resume, letters of recommendation etc. Once these documents are uploaded they will remain attached to this application and these documents will automatically be attached to every announcement when you use this application to apply for a job.

Step 3: Apply to an Announcement

NEOGOVS posts announcements in 2 different locations. The main job opportunities page shows announcements that are open to everyone. The second web page shows internal postings. Announcements on this page require you to be a **State of Oregon Employee**. Positions posted here can be transfer announcements, agency specific, job rotation, and State of Oregon employee. Note that when you search for jobs it will not search both locations at the same time (Open to Everyone + State Employees Only); it only searches the section you are in. ODOC employees should always check both job announcement pages.