



OREGON DEPARTMENT OF CORRECTIONS HUMAN RESOURCES

NEOGOV Application Tips

- Announcement – Read the entire announcement, especially the “Minimum Qualifications” and “How to Apply” sections. Click on ‘Apply’ to begin the application steps.
- To Apply – The announcement will instruct you to fill in your work experience. Incomplete applications will not be accepted.
- Education/Certificates/Licenses/Skills – Be prepared to list any degrees/certificates/licenses/skills in each of the appropriate sections when you apply. Some announcements require you to attach a scan or photo of your license/certifications. For assistance with attachments, contact your local WorkSource Oregon office, employment department, or DOC Recruitment for assistance.
- Your Employers – List each position title of permanent/ temporary/seasonal work **separately** even if it is for the same company. Qualifying work up to and beyond 10 years ago may also be listed.
- Work Experience – Be detailed and thorough listing your experience that relates to the position such as money handling, making change, types of customer service, operation of equipment, managerial duties, etc. If your description is too brief, it may lead to rejection of your application.
- Supplemental Questions – This is your opportunity to speak to the hiring manager by providing detailed answers to all parts of each question.
- 5 Steps – Follow the screen prompts to complete and submit your application. It is suggested that you print out a copy when prompted. After you apply online, a copy of the announcement and your application will save to your e-recruit account home page under ‘Application Status’.
- Attachments – The initial creation of your application will allow you to attach copies of documents to your profile. During each job application you complete, you are given the chance to attach or remove documents before you finalize and submit your completed application.
- Cover Letter – Follow the announcement instructions to create and attach a qualifying cover letter, if required.
- Résumé – A résumé is not recommended for most DOC recruitments, however, some classifications require one, in the minimum qualifications. Read the announcement instructions and requirements carefully to verify if a résumé is required. When creating a résumé, make certain you include the month/year of each position along with your detailed job duties.
- References – If you are invited to interview, you will be asked to provide references and to sign a reference release form. For references of self-employment, use professional contacts/suppliers and your customers.

Other Informational Links:

To review a current list of ODOC jobs - <http://www.odocjobs.com/>

To view classification requirements - <http://www.oregon.gov/cgi-bin/ccrt.cgi?pg=ccrt>