Completing the Online Application

Once you have made an account, your next step is to create an application. These key tips will help you successfully complete an application package in which you can use to apply to state jobs. With the new online system hiring managers will be able to review everything you attach to your application. This is your opportunity to add any additional information about yourself that is relevant to which you are applying.

- **Entering information:** Fields designated with (*) are required fields. When working on your application, **DO NOT use the back arrow on your internet browser!** Using the back arrow may cause your information to be lost. Make sure you also periodically save your information to help avoid losing information you have entered.

- **Add Education:** Enter information about your education starting with your High School or GED Information. List any College(s) you have attended. To verify information in the education section you must attach College Transcripts. Student unofficial copies are acceptable. You will be asked to answer a question about your education when you apply to state announcements. The question is “Which of the following best describes your highest related level of education?” If you select anything above High School Diploma or Equivalent you must provide documentation. Without transcripts your application may be rejected and/or receive no points for this question.

- **Add Work Experience:** How much work experience do you need to show? You will be asked a question about your years of experience, i.e. “Which of the following best describes your level of experience in _____?” Whatever you select as your answer here must be reflected in the work experience. For example if you answer the experience question with seven years general clerical experience, you must show seven years of general clerical work experience in your application.

- **Add Work Experience:** Show all the different classifications you have worked in along with all the different facilities where you have worked. For example; hired as an Office Specialist 2 in 2000 at OSCI, (transfer) Office Specialist 2 at MCCF in 2002 to 2004, promotion to Executive Support Specialists 1 at OSP - 2004 to present.

- **Add Work Experience:** Show work out-of-class and job rotations when they are for time periods of 90 days or more.

- **Add Work Experience:** “Duties” show at least six or more good sentences describing the duties you are performing for that job.

- **Add Work Experience:** Add important Certificates and Licenses. Tip: in the Expiration Month drop down box just after December there is also “No Expiration” that can be used. No expiration is needed for DPSST certificates.

- **Add Reference:** Enter at least three to five professional references.

- **Add Additional Information:** This is an excellent place to put a short description of military service. Military Branch, Rank, Time Period, Awards, Job Duties.

- **Add Attachment(s):** Here you will attach documents such as college transcripts, military DD214 forms, licenses, and any other required documents needed to apply.

- **Spell Check:** NEOGOV provides spell check features available in the work experience and the additional information sections of your online application. Be sure to double check those sections with spell check.

- **Review:** Be sure to take some time up front and complete your application in a thorough and professional manner. Rushing through the steps of the process may eliminate you or cause you to be less competitive than other applicants.