

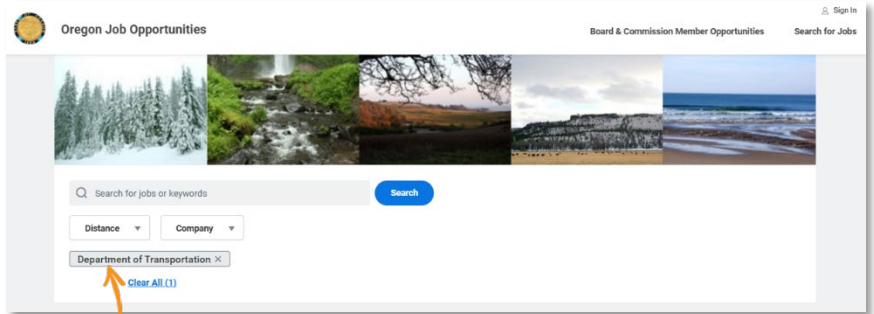
## Purpose

This job aid will provide step-by-step instructions on how to apply and check application status and pending tasks on the Oregon Jobs site.

### Step 1: Find the Website

Open your web browser of choice and go to [www.ODOTJobs.com](http://www.ODOTJobs.com).

The **Company** filter is pre-selected and will show **Department of Transportation**. If you want to look at other agencies, uncheck the box and use the Company drop down menu to check the box of the agency you are interested in.



### Step 2: Create an Account / Sign In

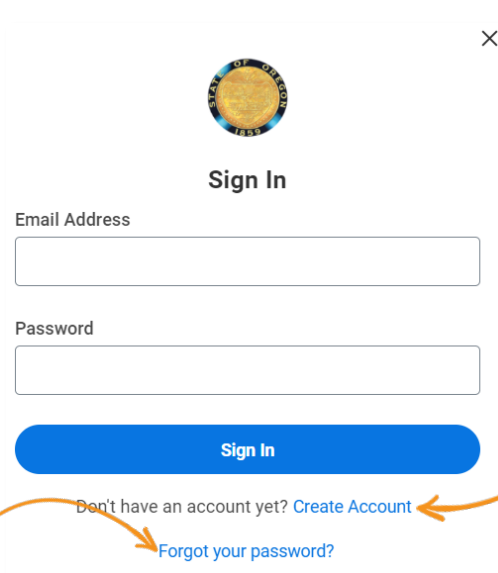
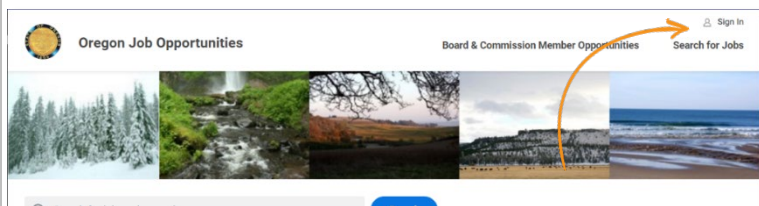
Click **Sign In**.

Click **Create Account** (if you don't already have one).

Enter your email address and password. Enter your password again to verify the new password. Click **Create Account**.

**If you have already created an account:**

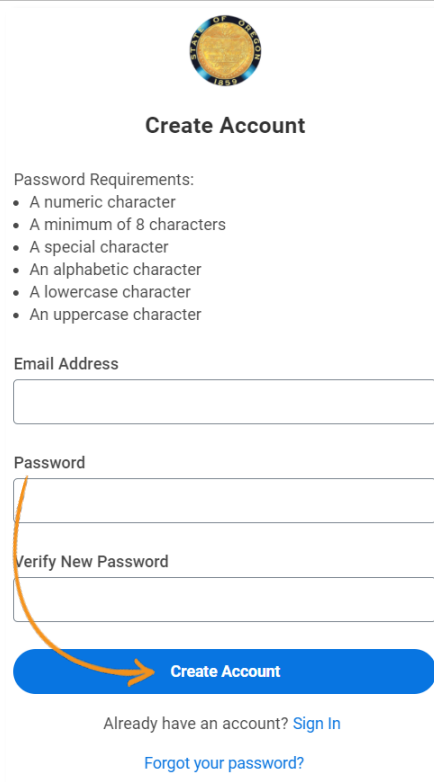
Enter your email address and password, and click **Sign In**. Skip to **Step 3** to apply for jobs; skip to **Step 12** to check your application status or



*withdraw a submitted application.*

If you cannot remember your password, click **Forgot your password?** to reset it.

**Do not use one account for more than one person.** If you share an email account with another person, you each must have individual email accounts and individual candidate accounts.



**Create Account**

Password Requirements:

- A numeric character
- A minimum of 8 characters
- A special character
- An alphabetic character
- A lowercase character
- An uppercase character

Email Address

Password

Verify New Password

**Create Account**

Already have an account? [Sign In](#)

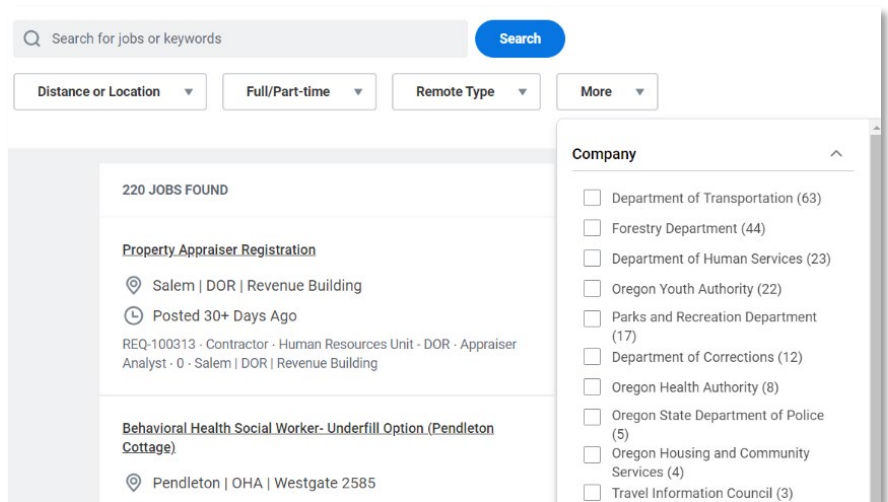
[Forgot your password?](#)

### Step 3: Search for Jobs

After you have successfully created your account or signed in, you can begin searching for jobs.

You can enter keywords or titles of jobs in the search, filter down to a specific type of job, or look at jobs at a specific agency.

If you know the job requisition number (REQ-XXXXXX) or job title, you can also type it in the search bar and click **Search**. If you're already subscribed to our [Weekly ODOT Jobs Update](#) [GovDelivery](#) bulletin email,



Search for jobs or keywords **Search**

Distance or Location Full/Part-time Remote Type More

220 JOBS FOUND

**Property Appraiser Registration**

Salem | DOR | Revenue Building

Posted 30+ Days Ago

REQ-100313 - Contractor - Human Resources Unit - DOR - Appraiser Analyst - 0 - Salem | DOR | Revenue Building

**Behavioral Health Social Worker- Underfill Option (Pendleton Cottage)**

Pendleton | OHA | Westgate 2585

**Company**

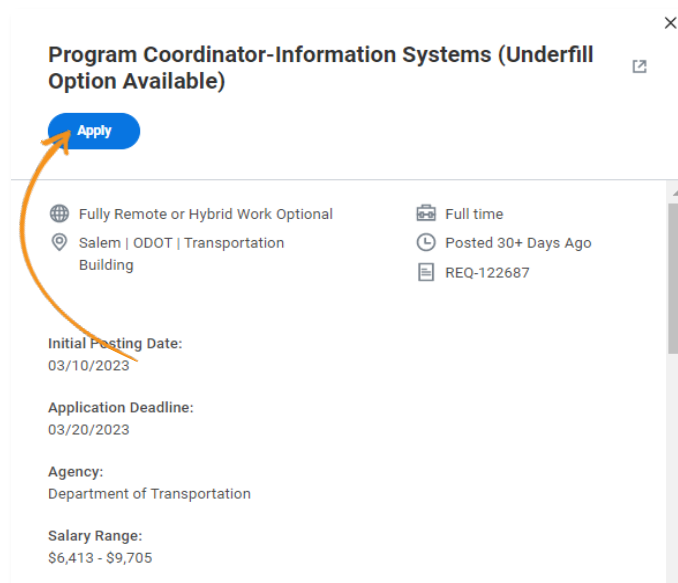
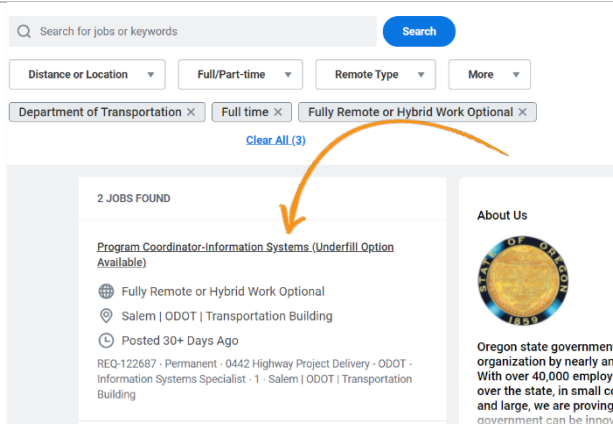
- ☐ Department of Transportation (63)
- ☐ Forestry Department (44)
- ☐ Department of Human Services (23)
- ☐ Oregon Youth Authority (22)
- ☐ Parks and Recreation Department (17)
- ☐ Department of Corrections (12)
- ☐ Oregon Health Authority (8)
- ☐ Oregon State Department of Police (5)
- ☐ Oregon Housing and Community Services (4)
- ☐ Travel Information Council (3)

requisition numbers are listed in the email.

### Step 4: Apply for Jobs

When you find a job you are interested in, click the job title link to view the full posting.

To apply, click the **Apply** button on the job posting.

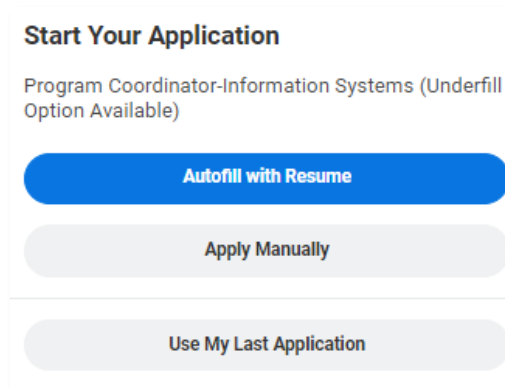


### Step 5: Start Your Application

After clicking **Apply**, choose how you want to start your application.

#### **Autofill with Resume:**

Upload your resume document to the system, and it will fill in the blanks. You may need to manually correct some information because



formatting can disorganize the data.

### Apply Manually:

You will fill in each field.

### Use My Last Application:

If you previously applied for a job using this account, you can choose this option to keep the information from last time.

Fill out the fields. A red asterisk (\*) indicates that field is required.

After each section, click **Save and Continue**.

**NOTE:** In the **Education** section, if you have a year in the **Year Degree Received** field, you must remove it. This will cause an error message when you submit your application.

You can also remove or add skills in the **Skills** section of the application.

### Step 6: Attachments

At the bottom of the **My Experience** page of your application, you can upload attachments in the **Resume/Cover Letter** section. You'll upload any required attachments here, such as a cover letter.

The screenshot shows the 'My Information' section of an application form. At the top, there is a progress bar with six steps: 'My Information' (active), 'My Experience', 'Application Questions 1 of 2', 'Application Questions 2 of 2', 'Voluntary Disclosures', and 'Review'. A blue circle highlights the 'My Information' step. Below the progress bar, the title 'My Information' is centered. A red asterisk (\*) indicates a required field. The first question is 'How Did You Hear About Us?\*', with a dropdown menu showing 'Oregonjobs.org'. An orange arrow points from the 'Save and Continue' button at the bottom right to the dropdown menu. Below this is the question 'Have you previously worked for the State of Oregon in the last 3 years?\*', with radio buttons for 'Yes' and 'No' (selected). The next question is 'Country\*', with a dropdown menu showing 'United States of America'. Below these are fields for 'Legal Name' (First Name: 'James', Middle Name: 'T'). At the bottom right is a blue button labeled 'Save and Continue'.

#### Resume / Cover Letter

Attach one or more relevant documents.

Upload a file (5MB max)

The file upload area is a dashed box containing a blue circle with an upward arrow. Below the arrow, the text reads 'Drop files here' and 'or [Select files](#)'.

Attach documents in the **Resume/Cover Letter** section by dragging and dropping the document or by selecting the **Select Files** button.

Select the file to upload and click the **Open** button.

To drag and drop, open File Explorer, click and hold the file/files and drag it into the window. Release the mouse. Your document will display as uploaded.

Your file will be displayed. If you need to upload more files, click the Upload button.

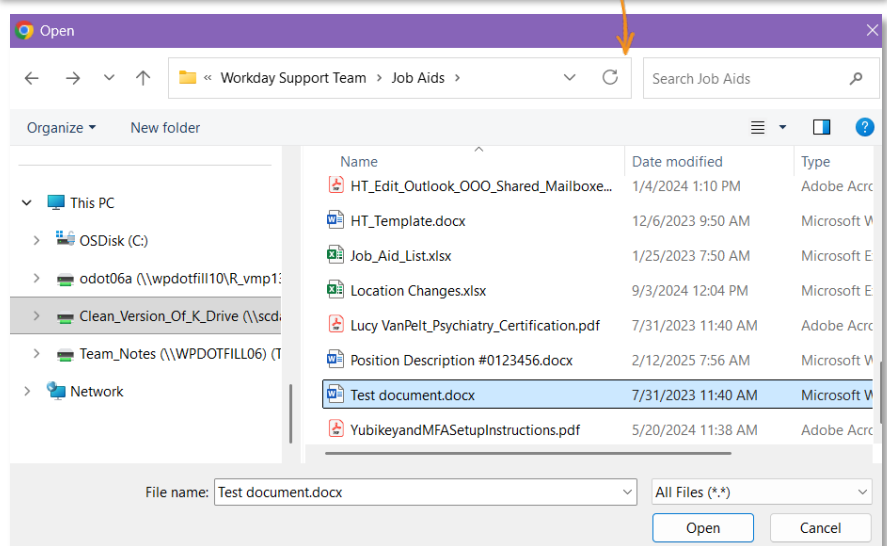
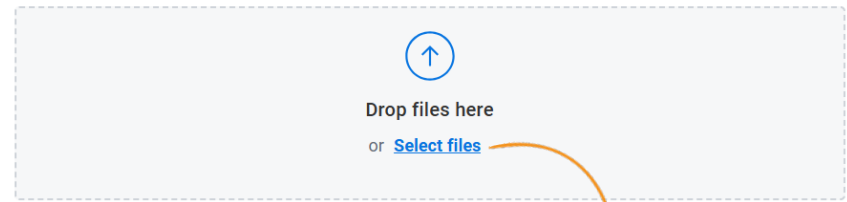
Please review the **How to Apply** section of the job posting to determine if any documents are required. There is no need to submit transcripts, letters of recommendation, or other documents unless specifically requested in the job posting. We will not consider any documents we do not request.

For privacy reasons, **please do not attach your military service document(s) to your application** or combine it with any other required document attachments. You may be prompted to upload military

### Resume / Cover Letter

Attach one or more relevant documents.

Upload a file (5MB max)



## EXAMPLE

How to apply:

- Before applying, [click here](#) to visit our applicant information website to learn more about our process.
- Complete the following required steps:
  - **Fill out the application or attach a resume.** Please contact the recruiter under the 'Need help?' section if you have any questions about how to fill out the experience fields or to attach a document. Your submitted experience fields or attached resume must include dates (MM/YYYY) for each employer.
  - **Attach a cover letter.** Your cover letter should clearly demonstrate how your experience and training relates to the qualities that you have under the "what we'd like to see" section above.

**Important:** Add all documents for consideration in the **Resume / Cover Letter** attachments section. **Documents** added in the **Education** section will not be visible on your candidate profile and will not be visible to the hiring manager or recruiter.

service document(s) after your application is submitted.

## Step 7: Application Questions

After you have completed your experience, education, and skills, select your responses to the application questions.

These questions are specific to the job you're applying for. If you apply for different jobs, the questions may be different for each job.

Click **Save and Continue**.

The left screenshot shows the 'Application Questions 1 of 2' screen. It includes a progress bar at the top with steps: My Information, My Experience, Application Questions 1 of 2 (active), Application Questions 2 of 2, Voluntary Disclosures, and Review. The main content area has a title 'Application Questions 1 of 2' and a list of questions with dropdown menus for answers. The questions are: 'Which of the following best describes your highest level of education?', 'If you selected that you have completed coursework in the previous question with no degree received or in addition to a completed degree, how many hours of coursework have you completed?', 'Which of the following most closely represents your engineering or surveying experience?', and 'Has at least one year of this experience been working independently or as a senior member of a team or work group?'. Each question has a dropdown menu with options like 'Doctorate degree', 'N/A - Not applicable', '5 years or more', and 'Yes'. There are 'Back' and 'Save and Continue' buttons at the bottom.

The right screenshot shows the 'Application Questions 2 of 2' screen. It includes a progress bar at the top with steps: My Information, My Experience, Application Questions 1 of 2, Application Questions 2 of 2 (active), Voluntary Disclosures, and Review. The main content area has a title 'Application Questions 2 of 2' and a list of questions with dropdown menus for answers. The questions are: 'The Oregon Department of Transportation does not offer visa sponsorship now or in the future. If you are hired, you will be required to fill out the US Department of Homeland Security's I-9 form confirming you are able to work in the US.', 'Please confirm your acknowledgement of the above statement by selecting both responses below.', 'I acknowledge that the Oregon Department of Transportation does not offer visa sponsorship now or in the future.', 'I acknowledge that if I am hired that I will be required to fill out the US Department of Homeland Security's I-9 form confirming I am able to work in the US.', 'Some positions require the use of a vehicle to conduct business.', 'Do you have a valid driver license? Your license does not have to be issued in Oregon to be considered for this job.', 'Where did you hear about this job? Check all that apply.' There are 'Back' and 'Save and Continue' buttons at the bottom.

## Step 8: Voluntary Disclosures

- Veterans' Preference information**
- Gender** – Federal reporting regulations currently limit responses to two options (male or female). However, the state of Oregon recognizes non-binary gender identities, and you will be able to choose your gender identity including "non-binary/other" after you submit your application in a separate questionnaire (see step 10).
- Ethnicity** – Please choose your ethnicity. If

The screenshot shows the 'Voluntary Disclosures' screen. It includes a progress bar at the top with steps: My Information, My Experience, Application Questions 1 of 2, Application Questions 2 of 2, Voluntary Disclosures (active), and Review. The main content area has a title 'Voluntary Disclosures' and a list of questions with dropdown menus for answers. The questions are: 'The information requested below may be used for applicant tracking, statistical purposes to comply with federal reporting requirements, and to gain other relevant information. Thank you for your participation.', 'If you are a Veteran of the United States Armed Forces, you are eligible to apply for veterans' preference. If you would like to apply, please indicate whether you would like to be considered for either a 5-percentage point veteran\* or a 10-percentage point disabled veteran\*\*. If you are not a Veteran of the United States Armed Forces, please select 'I am not a Veteran'.', 'Applicants are eligible to use veterans' preference when applying with the State of Oregon in accordance with ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015. For information regarding the qualifications and information to help you describe your transferable skills please visit: <https://www.oregon.gov/jobs/Pages/Veterans.aspx>.', 'To receive credit as a 5-percentage point veteran you must attach below:'. There are 'Back' and 'Save and Continue' buttons at the bottom.

you do not want to disclose your ethnicity, you can select "I do not wish to answer."

4. **Veteran status** – Select if you are a veteran and if you qualify for veterans' preference in employment. You may also choose to not self-identify.
5. For confidentiality reasons, **please do not** attach your veteran's documents to your application. The recruitment consultant may request them at a later time.

Read the **Terms and Conditions** and check the box.

Click **Save and Continue**.

**\*\*To receive credit as a 10-percentage point disabled veteran you must attach below:**

- A copy of your DD214/DD215 form; **and** a copy of your veterans' disability preference letter from the Department of Veterans' Affairs; **or**
- A copy of a letter from the U.S. Department of Veterans' Affairs indicating the person is receiving service-connected compensation; **or**
- A certification indicating the applicant is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

For additional information on veterans' preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

Gender

select one

Please choose your ethnicity\*

☐ American Indian or Alaska Native (United States of America)

☐ Asian (United States of America)

☐ Black or African American (United States of America)

☐ Hispanic or Latino (United States of America)

☐ I do not wish to answer. (United States of America)

☒ Native Hawaiian or Other Pacific Islander (United States of America)

☐ Two or More Races (United States of America)

☐ White (United States of America)

Please state whether you identify as Hispanic or Latino

select one

Are you a Veteran?

select one

**Terms and Conditions**

I hereby certify every statement I have made in this application is true and complete to the best of my knowledge. I understand any false or incomplete answer may result in rejection of my application, denial of employment, dismissal from state service if discovered after employment and, in some circumstances, prosecution for a crime may be grounds for not employing me or for dismissing me after I begin work. Criminal records will be checked in accordance with applicable laws and rules. I understand I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand I may be required to verify any and all information given on this application. I understand this completed application is the property of the state of Oregon and will not be returned. I authorize the state of Oregon to contact prior employers, educational institutions, law enforcement agencies and other relevant individuals and agencies. I understand I must update my contact information if I have any changes in my name, address, or phone number

Yes, I have read and consent to the terms and conditions\*

☐

Back Save and Continue

### Step 9: Review Your Application

You can now review each section before you submit.

If you need to make any changes, click the **Back** button.

If your application is complete, click **Submit**.

### Step 10: Confirmation & Tasks

After clicking **Submit**, you will receive a pop-up notification informing you that your application has been submitted and that you have tasks to complete.

**Not completing these tasks may delay processing your application materials.**

**Task 1: Gender Identity**  
Click **Start**. The first task you will see is the **Gender Identity** question unless you did not answer the **Veteran Status** question during the application process.

Answer the **Gender Identity** question. Click **Submit**.

## Task 2: Public Records Questionnaire

You will receive another pop-up window and another task reminder.

Click **Start** and answer the **Public Records disclosure** question.

Select the response you are most comfortable with and click **OK**.

The last task is **Review Decision**. No action needs to be taken with this task. You can either click **Start** or **Return to Home**.

The screenshot illustrates the process of completing the Public Records Questionnaire task. It features three main components: a 'Task Completed' pop-up, a questionnaire form, and another 'Task Completed' pop-up.

**Task Completed Pop-up (Top):** A green checkmark icon is next to the title 'Task Completed'. Below the title, it says 'You have more tasks to complete'. The text 'Please Respond to the Required Confidential Public Records Questionnaire' is followed by a redacted name. A blue 'Start' button is on the right, and a blue 'Return to Home' link is at the bottom. An orange arrow points from the 'Start' button to the questionnaire form.

**Questionnaire Form:** The form has a title bar with a close button (X). The main text reads: 'The State of Oregon is subject to the Public Records Law. Your application will be treated as confidential to the extent allowable by law. Should a request be made for all or part of your application to be disclosed, please indicate how you would respond. PLEASE NOTE: YOUR ANSWER TO THE QUESTION IS NOT VISIBLE IN THE SELECTION PROCESS AND WILL ONLY BE REVIEWED SHOULD A PUBLIC RECORDS REQUEST BE RECEIVED. THE STATE OF OREGON HAS NO PREFERENCE WHETHER YOU REQUEST OR DECLINE CONFIDENTIALITY.' Below this is a dropdown menu labeled 'select one' with a blue bar. The dropdown is open, showing three options: 'Yes - I am comfortable with my application being released pursuant to a public records request.', 'No - I do not wish to have my application released pursuant to a public records request because I have kept my application private from my current employer, and disclosure could adversely impact that employment relationship.', and 'No - I do not wish to have my application released pursuant to a public records request because I am applying for or considering applying for other jobs, and disclosure could adversely impact prospective employment opportunities.' At the bottom of the form are 'OK' and 'Cancel' buttons. An orange arrow points from the 'OK' button to the second 'Task Completed' pop-up.

**Task Completed Pop-up (Bottom):** Similar to the first pop-up, it has a green checkmark icon, the title 'Task Completed', and the text 'You have more tasks to complete'. The text 'Review Decision' is followed by a redacted name. A blue 'Start' button is on the right, and a blue 'Return to Home' link is at the bottom. An orange arrow points from the 'Start' button to the right, and another orange arrow points from the 'Return to Home' link to the right.

**Step 11: Candidate Home**

You can review your applications, check the status and complete any pending tasks from the **Candidate Home** screen on the top right.

**If you identified as a veteran:**

We will look to see if you have ever been awarded points previously by a State of Oregon agency. If you have not ever been awarded points, we will send you a task to complete, which includes providing a copy of your military document(s).

**You will not receive an email notification.** You must log in to your Oregon Jobs account to view and complete these tasks. We recommend checking it every couple of days.

**If you do not complete this task, we cannot guarantee that preference points will be awarded to you.**

Select your status. If you select 5- or 10- percentage points, an attachment field will populate below.

**Oregon Job Opportunities** Board & Commission Member Opportunities Search for Jobs **Candidate Home** Job Alerts @gmail.com

Welcome, Jim Kirk

**My Tasks**

Please complete your pending tasks to continue forward in the selection process.

To Do (1)	Completed (6)				
Task	Job Title	Job Req	Task Status	Date Assigned	Action
Please Indicate U.S. Veteran Status	Survey Crew Lead	REQ-123198	Not Started	May 5, 2023	<b>Start</b>

If you are a Veteran of the United States Armed Forces, you are eligible to apply for veterans' preference. If you would like to apply, please indicate whether you would like to be considered for either a 5-percentage point veteran\* or a 10-percentage point disabled veteran\*\*. If you are not a Veteran of the United States Armed Forces, please select 'I am not a Veteran'.

Applicants are eligible to use veterans' preference when applying with the State of Oregon in accordance with ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015. For information regarding the qualifications and information to help you describe your transferable skills please visit: <https://www.oregon.gov/jobs/Pages/Veterans.aspx>.

**\*To receive credit as a 5-percentage point veteran you must attach below:**

- A copy of your DD214/DD215 form; **or**
- A letter from the U.S. Department of Veterans' Affairs indicating you receive a non-service-connected pension; **or**
- Certification indicating the applicant is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification.

**\*\*To receive credit as a 10-percentage point disabled veteran you must attach below:**

- A copy of your DD214/DD215 form; **and** a copy of your veterans' disability preference letter from the Department of Veterans' Affairs; **or**
- A copy of a letter from the U.S. Department of Veterans' Affairs indicating the person is receiving service-connected compensation; **or**
- A certification indicating the applicant is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

For additional information on veterans' preference eligibility, including definition of the terms 'veteran' and 'disabled veteran,' contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

Please indicate your U.S. Veteran status \*

select one

- I am not a Veteran
- Yes, I qualify as a 5-Percentage Point Veteran
- Yes, I qualify as a 10-Percentage Point Veteran
- I do not wish to self-identify
- Yes, but I do not wish to claim Veterans' Preference Points

OK Cancel © 2023 Workday, Inc. All rights reserved.

Please indicate your U.S. Veteran status \*

Yes, I qualify as a 5-Percentage Point...

Please attach the appropriate documentation to determine eligibility for Veterans' Preference Points, if applicable. \*

Drop files here

or

Select files

This is where you will attach your military document(s).

Click **OK**.

Please attach the appropriate documentation to determine eligibility for Veterans' Preference Points, if applicable. \*

DD214.docx

✓ Successfully Uploaded!

Upload

workday

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OK

Cancel

**Step 12: Check Application Status**

You can check your application status under **My Applications**.

You can view your applications, view your tasks and withdraw an application, by clicking the three dots in the **Action** column.

If you need to change an application that has already been submitted, you may reapply until the job posting closes, but you must withdraw your previous application first.

To withdraw, scroll to the far right of the application and click on the ellipsis under Action. Next, select **Withdraw Application**.

My Applications

Thank you for completing your tasks! We will contact you if additional information is needed.

Active (2)Inactive (1)

Job Title	Job Req	My Application Status	Date Submitted	Action
Survey Crew Lead	REQ-123198	Application Under Rev...	May 5, 2023	...
Resident Engineer	REQ-108051	Application Under Rev...	May 4	View Application View Tasks Withdraw Application

If you have any questions in this process, please contact the Recruitment Consultant listed on the job posting.

Good luck!