External Candidates

Apply, Check Status/Tasks of Application

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.OregonJobs.org

Under Careers with the state, click Look for jobs – External Applicants.

Step 2: Create an Account/Sign In
Click Sign In.

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 10 to check your application status.

If you cannot remember your password, click Forgot your password? to reset it.
Enter your email address and password. Enter your password again to verify the new password. Click **Create Account**.

**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.

---

**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.

---

**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.

After each section, click Save and Continue.
**Step 6: Attachments**

At the bottom of the **My Experience** page of your application, you’ll be able to upload attachments. While the section is titled “Resume/CV,” you’ll upload any required attachments here, such as a cover letter.

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 service document(s) after your application is submitted.
**Step 7: Application Questions**

After you have completed your experience and education, you will complete 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.
Step 8: Voluntary Disclosures

1. Veterans’ Preference information
2. 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 page 7).
3. Ethnicity – Please choose your ethnicity. If 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 will request them at a later time.

Read the Terms and Conditions and check the box.

Click 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.

**You must complete these tasks, or we may delay processing your application materials.**

Click on the browser window and answer the **Gender Identity** question. Click **OK**.

You will receive another pop-up window and another task reminder.
Click on the browser window and answer the **Public Records disclosure** question.

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

You will receive another confirmation after all the tasks are complete.
Step 11: Candidate Home

You can review your applications and check the status and complete any pending tasks from the Candidate Home screen.

If you identified as a veteran:

We will look to see if you have ever been awarded points previously. If you have not ever been awarded points, they will send you a task to complete, which includes providing a copy of your DD214 and/or your disability preference letter.

You will not receive an email notification. You must login 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.

If this job aid is out of date, please contact the Recruitment Consultant listed on the job posting.
External Candidates

Apply, Check Status/Tasks of Application

Attach your DD214 and/or disability preference letter.

Click **OK**.

**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.

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

Good luck!