

## TIPS FOR COMPLETING ONLINE APPLICATIONS

Your online application is the only source of information our staff has to determine whether or not you qualify for a job or to take an examination for a competitive job class. Missing or incomplete information in your profile may result in your application being rejected or delayed because more information is needed. To make the application process run smoothly for you, we have put together some suggestions for ensuring your application is complete:

### **\*\*Putting your profile together:**

When it applies, check the boxes in the upper left corner of the form indicating a high school diploma (HSD) or GED, and check the appropriate box according to the type of driver's license you hold. **If you have a college degree, it is best to attach an electronic copy of your transcript and diploma to your profile.**

### **Training/Education:**

Indicate any and all post-high school education you have, including the start and end dates, credit hours completed, type of degree, and the date you received your degree. If you attended college but did not graduate, fill in all the above information, but leave the degree date blank.

Indicate any training you received, such as computer certifications, automotive repair certifications, etc., but remember to include all the relevant information listed above.

***If you complete additional education, or receive additional training, be sure to update your profile with that information.***

### **Work Experience:**

You may include an unlimited number of jobs in the Work section of your Profile. However, be sure to include all the information requested for **each** job:

- ✓ the complete name of your employer, including the city and state (if outside the United States, include the country)
- ✓ your official title, that is, the name of the position for which you were hired
- ✓ both the month and year you started the job
- ✓ both the month and year you ended the job. If you are still employed at the job leave the end date blank and answer "True" to the question "Still Employed?"
- ✓ the name and title of your supervisor, and if possible, the phone number
- ✓ the number of hours you worked per week (be as accurate as possible)
- ✓ a list of specific tasks performed at the job

It is very important to provide a detailed list of specific tasks performed, such as *collected payments for utility bills, updated client records using Excel software, completed weekly and monthly reports on utility shutoffs, answered phones*, etc. Do not use vague terms and generalized statements, such as *responsible for increasing company profits, received numerous awards for customer service, served as an expert resource for technology issues*. These types of statements do not give a clear picture of the type of work performed. The more specific information you provide to us, the better.

Provide all the above information for each of your jobs. However:

- If you had different positions within the same company, treat each position as a separate job and provide the information listed above for each job
- If you worked a seasonal job for multiple years, treat each year as a separate job and include start and end dates for each year (Ex. summer intern, holiday help).

***If you leave a job and obtain another job, you should update your profile with that information.***

### **FILING JOB INTEREST ALERTS**

Once you have completed your profile, use the *Menu* in the upper left corner to go to the *Job Interest Categories* page. Select all categories within which you would like to work. You can also go to the *Job Class Specifications* page and select *Subscribe* in the upper right corner to complete a Job Interest form for an individual job class. When a specific job or a given category for which you have submitted a form opens for filing of applications, you will receive an email advising that you should submit an application.

### **SUBMITTING AN APPLICATION ONLINE**

**Be sure to read the minimum qualifications that are listed in the Examination Announcement.** If you feel that you meet the minimum qualifications, review your profile to make sure that it is up-to-date and contains information that shows you qualify. Submit your application before the deadline. **You will receive a confirmation email if your online application has been received.** We recommend that you save that notice.