APPLICATION TIPS

Before you begin...

- Create or log in to your governmentjobs.com account. If you have trouble logging in to your government jobs.com account, please call the Applicant Support Line at (855) 524-5627.
- Review application requirements and be sure to give yourself sufficient time to complete your application.
- Gather all of your application materials: resume, transcripts, cover letter, etc.
- Pay attention to the deadline date.
- Study the job description in its entirety: read the job description and minimum qualifications carefully.
- Identify key words in the job description and tailor your application accordingly.
- Prepare references and alert references beforehand.
- Research the institution / organization / hiring department.
- Make sure your social profiles are up-to-date, professional, and current (use a professional email).
- Ensure that your transcripts are complete, as outlined in the job description.
- If applicable, have International Transcripts evaluated by a NACES agency prior to applying. We recommend a detailed evaluation that includes course listings, however, general evaluations are accepted as well. Explore vendors at: www.naces.org

Preparing the application...

- The “humblebrag” is required – do not be afraid to sell yourself and do not assume the employer will know what you do. “Connect the dots” for them.
- Follow directions and provide accurate information.
- On competency-based questions, give examples and do not be vague.
- Employers seek organized materials, refined writing, and confidence. Candidates need to demonstrate suitability by giving short, positive answers that are grammatically correct and free of errors.
- Embrace the notion of “quality over quantity”.
- Do not put “References or Transcripts Available upon Request” if we have already asked for them.
- Do not list attachments as numbers, i.e., IMG_9686.jpg. Title them so it is clear to the screeners/panel.
- Fill out all fields in the application and do not refer to CV or resume.
- Refrain from providing attachments that are not listed under required application materials.
- Keep it relevant – put information that is most relevant to the job for which you are applying.
- Make sure employment history is in the correct order.
- Do not put the wrong degree title on your application. It should match your transcripts.
- Take your time. If possible, do the application in multiple sessions to keep your thoughts fresh.
- Save your work as you go.

Before you submit...

- Review your application. Make sure responses are on-target and error-free. Submitted applications cannot be modified.
- Applications can only be submitted once, and no duplicate applications will be accepted.
- Make sure application contents are complete and include ALL relevant work history.
- Ensure that you have attached everything that is required.
- Ask someone to read your application and application materials before you submit them.
APPLICATION TIPS

Key questions to ask yourself…

- Do I understand the job description and qualifications?
- Do I meet the required selection criteria? Am I a good fit for the job?
- What key words and phrases are in the job description?
- Have I made it clear how I differentiate myself from other similar candidates?
- Have I followed the application instructions specified in the job announcement?

After the application has been submitted…

- Check your email often.
- Make sure you add the employer to your “acceptable emails” so they do not go to spam.
- If you update your contact information, inform the Human Resources right away.
- If you need to call about your application, be courteous to the staff.

How does the Classified Recruitment Process work? What can I expect?

- The posting period for classified positions is 15 working days. You can expect the position to be advertised for this minimum timeframe.
- After the position closes, the received applications are reviewed for minimum qualifications.
- If minimum qualifications for the position are met, you will be invited to any one, or a combination, of the following examination phases:
  a. Written Multiple Choice Exam
  b. Written Situational Exercise or Written Performance
  c. Supplemental Application Scoring (Subject Matter Experts will review and score the responses submitted at the time of application)
  d. Oral Interview
  e. Performance Exam
- If successful in completing the first phase, you will advance to the next step. After successful completion of all phases, you will be placed on an eligibility list for final selection.
- Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.
- The eligibility list is sent to the Personnel Commission for approval.
- The highest-ranking candidates will be invited to the final interview.
- Individuals who do not receive an interview will remain on the eligibility list until the expiration date, which can be 6 or 12 months, depending on the position.

Best of luck in the recruitment!