Instructions for the **First-time** User of How to Apply for State of Ohio Government Jobs

***Important Notes for Applicants**:

- When applying online, **each applicant must have their own, unique email account**. Many Web sites such as, mail.yahoo.com, mail.AOL.com and mail.google.com allow you to establish free email accounts.

- If you forget your username or password, an email will be sent to the email address listed in your profile allowing you to retrieve your username or reset your password.

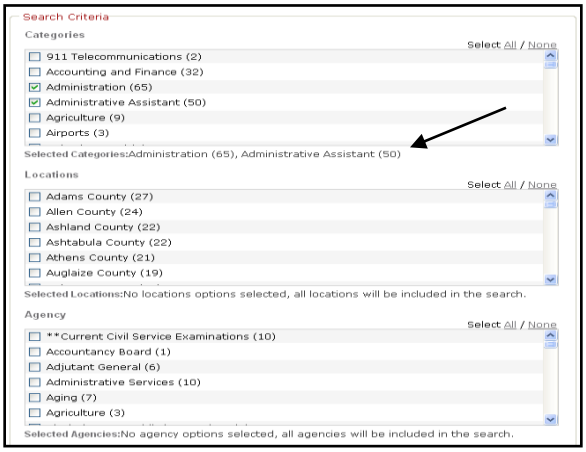
- If you acquire a different email address, make sure you change it in your profile or you will not be able to receive your forgot username/password emails.

- In order to work for the State of Ohio, you must be a U.S. citizen or a legal resident of this country. Those in the U.S. on student visas can be considered for temporary, interim or intermittent positions.

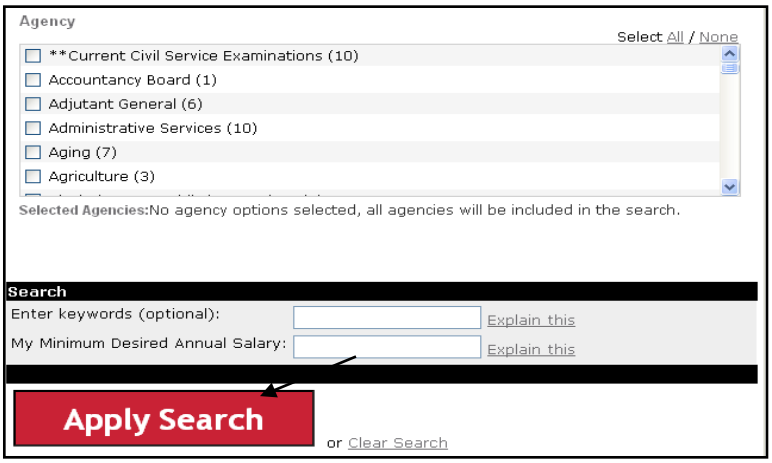
1. Go to careers.Ohio.gov

2. Click on **Search for State of Ohio Government Jobs**

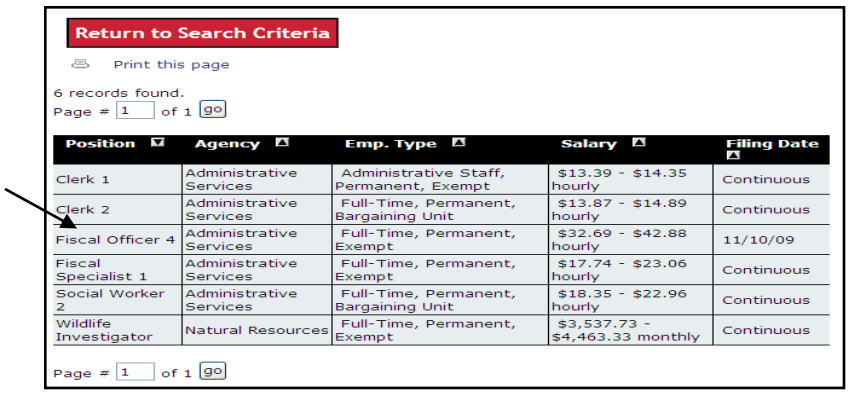
3. Select your **Search Criteria** by clicking the checkbox next to the **Category**, **Location** OR **Agency** of your choice. Limit your selections to just one of the **Search Criteria** boxes. Selections made within the search criteria will appear under each search box. The number next to each criterion indicates the number of postings that fall within that particular search criterion.



4. Make your **Search Criteria** selection(s) and click **Apply Search**. You may also enter keywords to further narrow your search. You do not need to enter information in the "My Minimum Desired Annual Salary" box. (**NOTE**: To search for all postings, click **Apply Search** without making any selections or "Select All" in any of the search criteria boxes {i.e. category, location or agency}.)



5. Click on the job or civil service examination title of interest. (**NOTE:** If your search did not bring the results you were seeking, click **Return to Search Criteria** and try again. Make sure you click **Clear Search** to erase your previous selections.)



Return to Search Criteria

Print this page

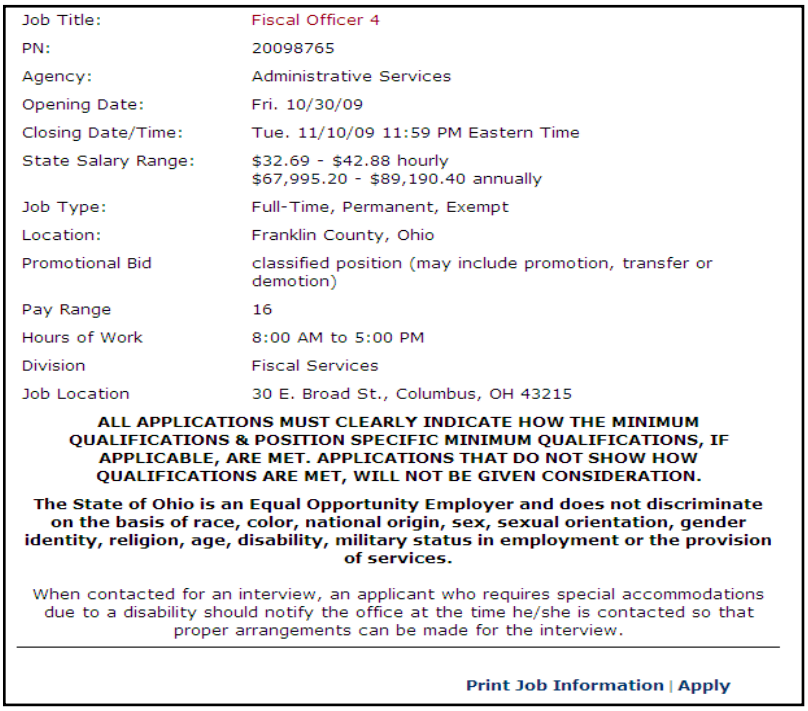
6 records found.

Page # 1 of 1 go

Position	Agency	Emp. Type	Salary	Filing Date
Clerk 1	Administrative Services	Administrative Staff, Permanent, Exempt	$13.39 - $14.35 hourly	Continuous
Clerk 2	Administrative Services	Full-Time, Permanent, Bargaining Unit	$13.87 - $14.89 hourly	Continuous
Fiscal Officer 4	Administrative Services	Full-Time, Permanent, Exempt	$32.69 - $42.88 hourly	11/10/09
Fiscal Specialist 1	Administrative Services	Full-Time, Permanent, Exempt	$17.74 - $23.06 hourly	Continuous
Social Worker 2	Administrative Services	Full-Time, Permanent, Bargaining Unit	$18.35 - $22.96 hourly	Continuous
Wildlife Investigator	Natural Resources	Full-Time, Permanent, Exempt	$3,537.73 - $4,463.33 monthly	Continuous

Page # 1 of 1 go

6. Review the job/examination posting closely, noting Closing Date/Time, duties, minimum qualifications, other requirements and any additional information.



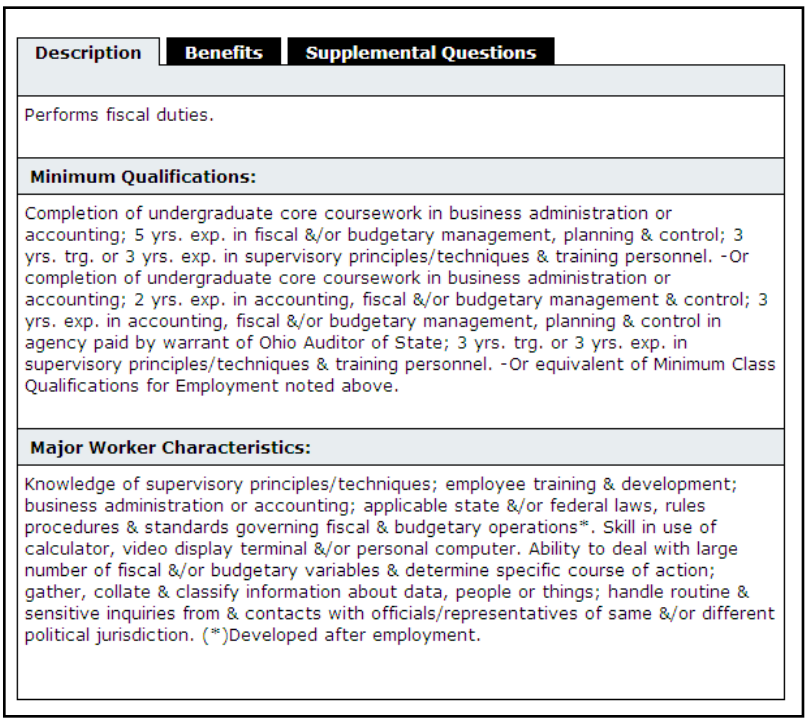
Job Title:	Fiscal Officer 4
PN:	20098765
Agency:	Administrative Services
Opening Date:	Fri. 10/30/09
Closing Date/Time:	Tue. 11/10/09 11:59 PM Eastern Time
State Salary Range:	$32.69 - $42.88 hourly $67,995.20 - $89,190.40 annually
Job Type:	Full-Time, Permanent, Exempt
Location:	Franklin County, Ohio
Promotional Bid	classified position (may include promotion, transfer or demotion)
Pay Range	16
Hours of Work	8:00 AM to 5:00 PM
Division	Fiscal Services
Job Location	30 E. Broad St., Columbus, OH 43215

ALL APPLICATIONS MUST CLEARLY INDICATE HOW THE MINIMUM QUALIFICATIONS & POSITION SPECIFIC MINIMUM QUALIFICATIONS, IF APPLICABLE, ARE MET. APPLICATIONS THAT DO NOT SHOW HOW QUALIFICATIONS ARE MET, WILL NOT BE GIVEN CONSIDERATION.

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability, military status in employment or the provision of services.

When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at the time he/she is contacted so that proper arrangements can be made for the interview.

Print Job Information | **Apply**



Description | Benefits | Supplemental Questions

Performs fiscal duties.

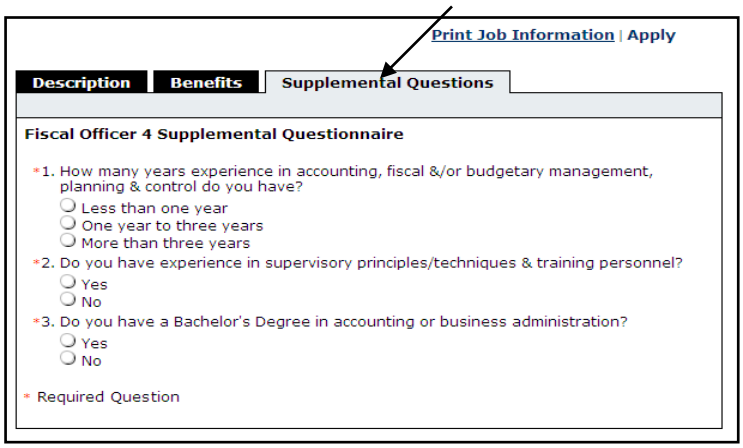
Minimum Qualifications:

Completion of undergraduate core coursework in business administration or accounting; 5 yrs. exp. in fiscal &/or budgetary management, planning & control; 3 yrs. trg. or 3 yrs. exp. in supervisory principles/techniques & training personnel. -Or completion of undergraduate core coursework in business administration or accounting; 2 yrs. exp. in accounting, fiscal &/or budgetary management & control; 3 yrs. exp. in accounting, fiscal &/or budgetary management, planning & control in agency paid by warrant of Ohio Auditor of State; 3 yrs. trg. or 3 yrs. exp. in supervisory principles/techniques & training personnel. -Or equivalent of Minimum Class Qualifications for Employment noted above.

Major Worker Characteristics:

Knowledge of supervisory principles/techniques; employee training & development; business administration or accounting; applicable state &/or federal laws, rules procedures & standards governing fiscal & budgetary operations*. Skill in use of calculator, video display terminal &/or personal computer. Ability to deal with large number of fiscal &/or budgetary variables & determine specific course of action; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with officials/representatives of same &/or different political jurisdiction. (*)Developed after employment.

7. Make sure you review the supplemental questions tab. You will have an opportunity to respond to these later in the application process. It may be helpful to prepare your responses to these questions in advance to make the application process easier. (**NOTE**: Some postings may not include supplemental questions.)



Print Job Information | Apply

Description | Benefits | Supplemental Questions

Fiscal Officer 4 Supplemental Questionnaire

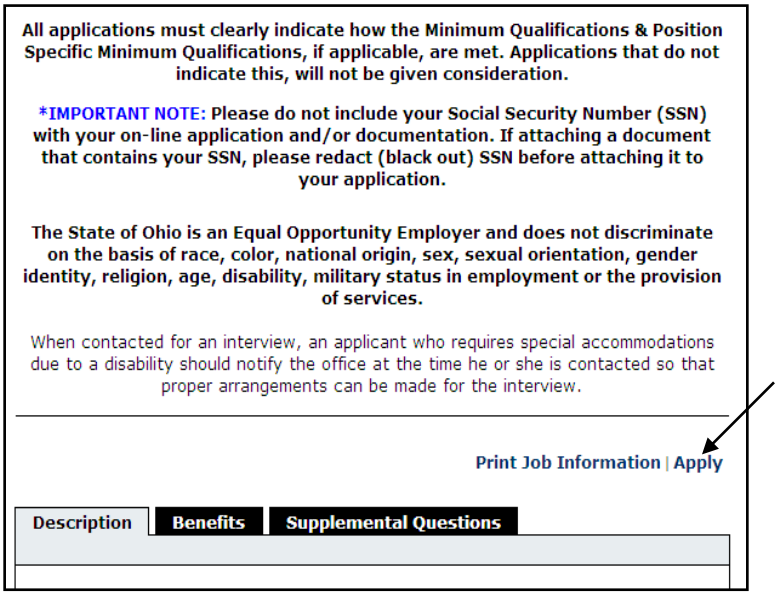
*1. How many years experience in accounting, fiscal &/or budgetary management, planning & control do you have?
- Less than one year
- One year to three years
- More than three years

*2. Do you have experience in supervisory principles/techniques & training personnel?
- Yes
- No

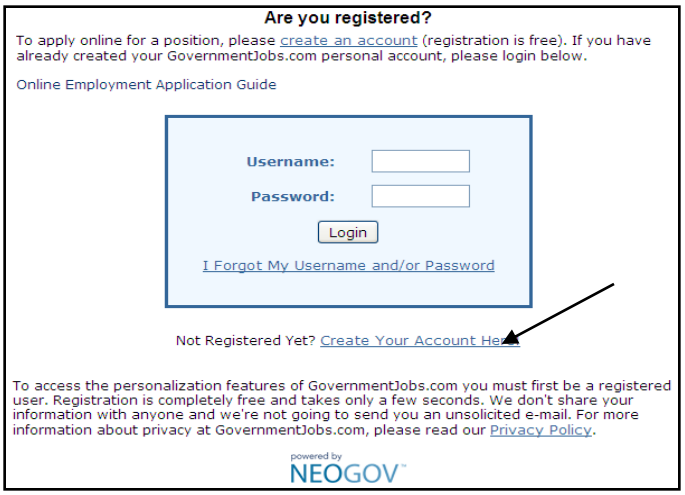
*3. Do you have a Bachelor's Degree in accounting or business administration?
- Yes
- No

* Required Question

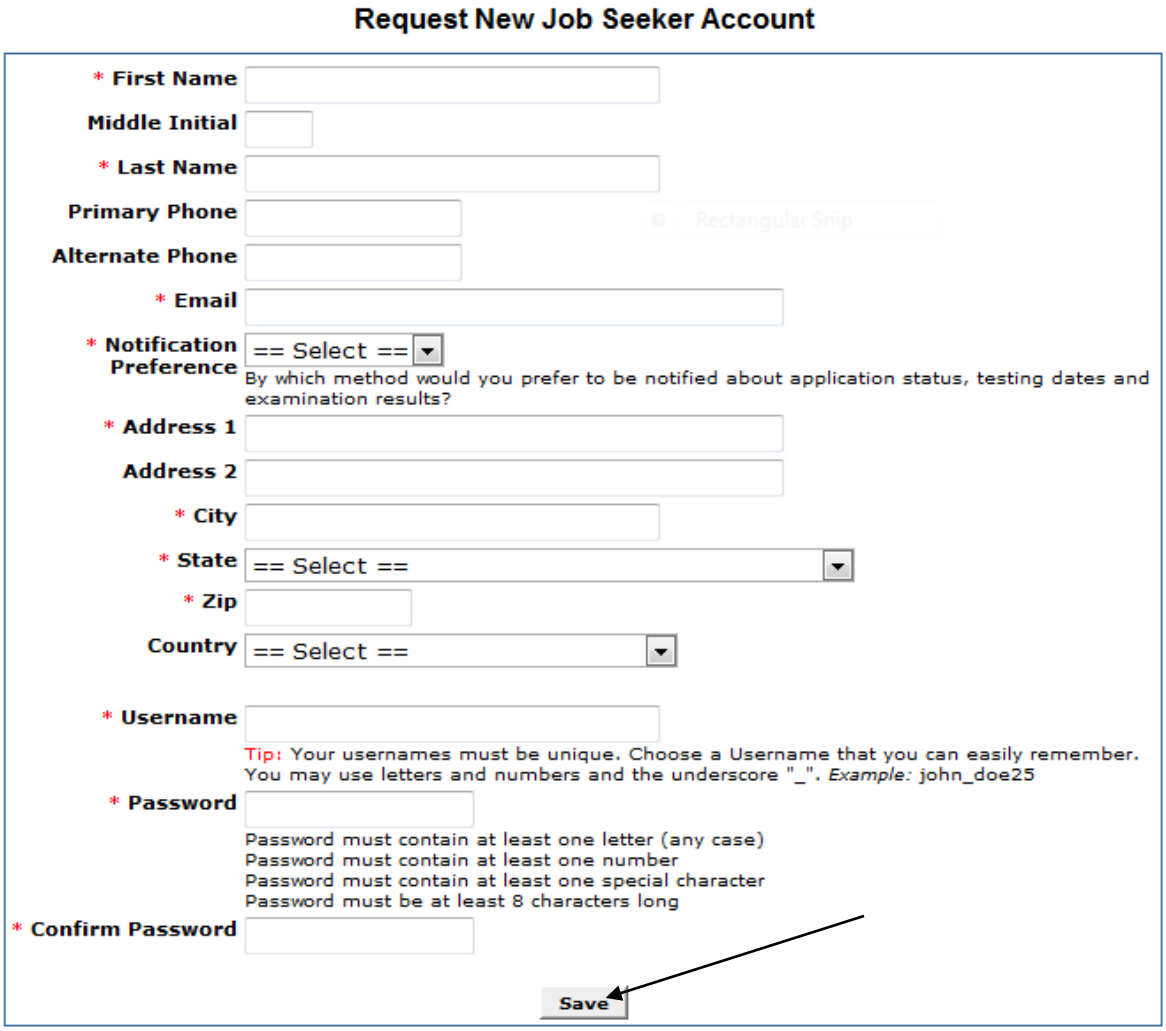
8. If you meet or exceed the required qualifications listed on the posting and would like to apply for the position/examination, click **Apply** to begin the application process for the position/examination.



9. Since this is your first time, click on **Create Your Account Here!** (**NOTE**: If you've previously registered, refer to the "**How to Apply for Returning Users**" document.)

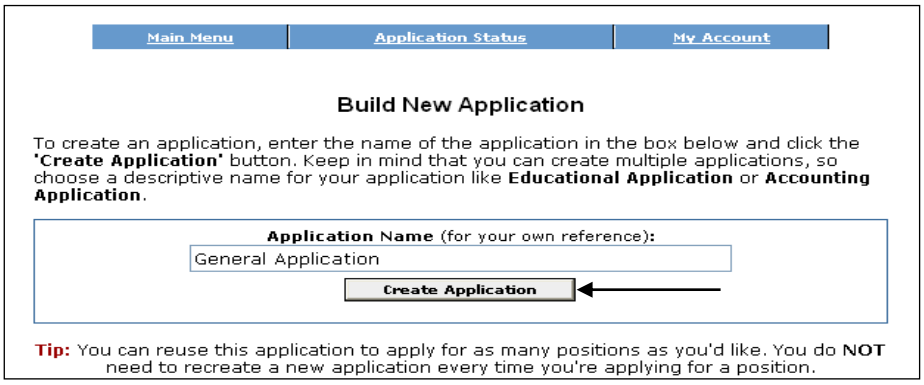


10. Enter a Name, Phone Number (including area code), Email Address, Notification Preference, Address, Username, Password and Confirm Password. **Your Password must contain at least 8 characters and include at least one letter, number and special character. It's very important to verify you've entered the correct Email Address; if you forget your username or password, the information will be sent to your Email Address.** Fields marked with (*) are required. Click Save after completing all fields. Write down your login information and keep it in a place where you will remember. (**NOTE**: When applying online, **each applicant must have their own, unique email account**. Many Web sites such as, mail.yahoo.com, mail.AOL.com and mail.google.com allow you to establish free email accounts.)

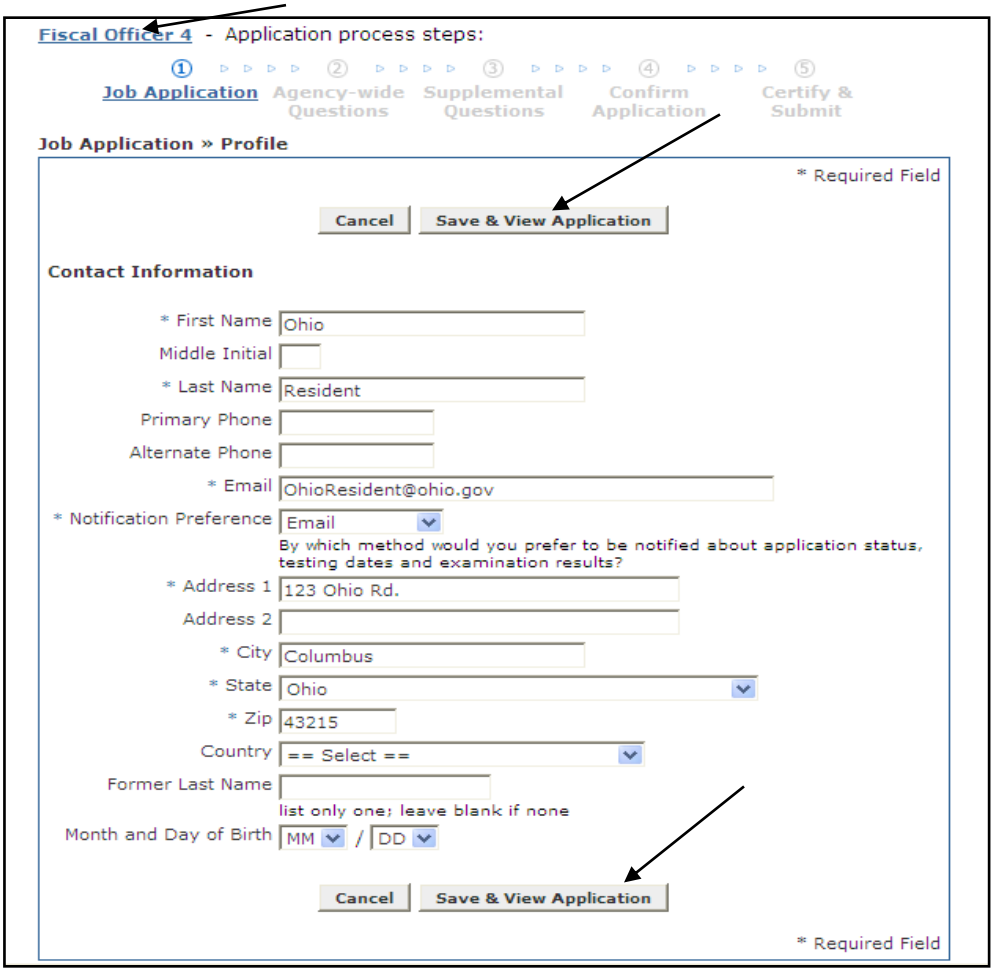


11. Click on **Create Application**.

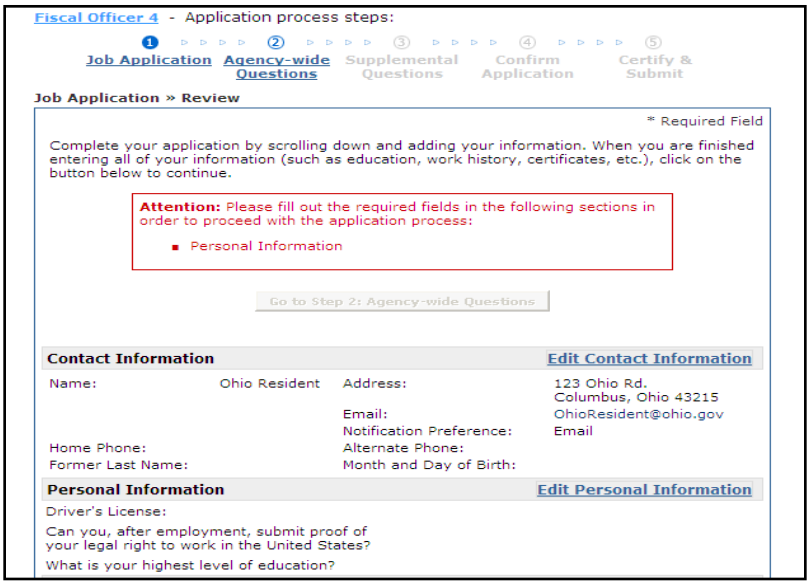
12. Enter a general name for your application and click **Create Application**. **DO NOT** name your application the title of the position to which you are applying, as this may cause confusion in the future. The application name is for your information only; it cannot be seen by anyone in the agencies. (**NOTE**: You do not need to create a new application each time you apply for a posting. You may want to create multiple applications if you have different versions of your resume or if you have work experience in more than one job category {e.g. Accounting and I.T.}. In this scenario, you would create 3 applications: Jane Doe – General Application, Jane Doe – Accounting Application and Jane Doe – I.T. – Application.)



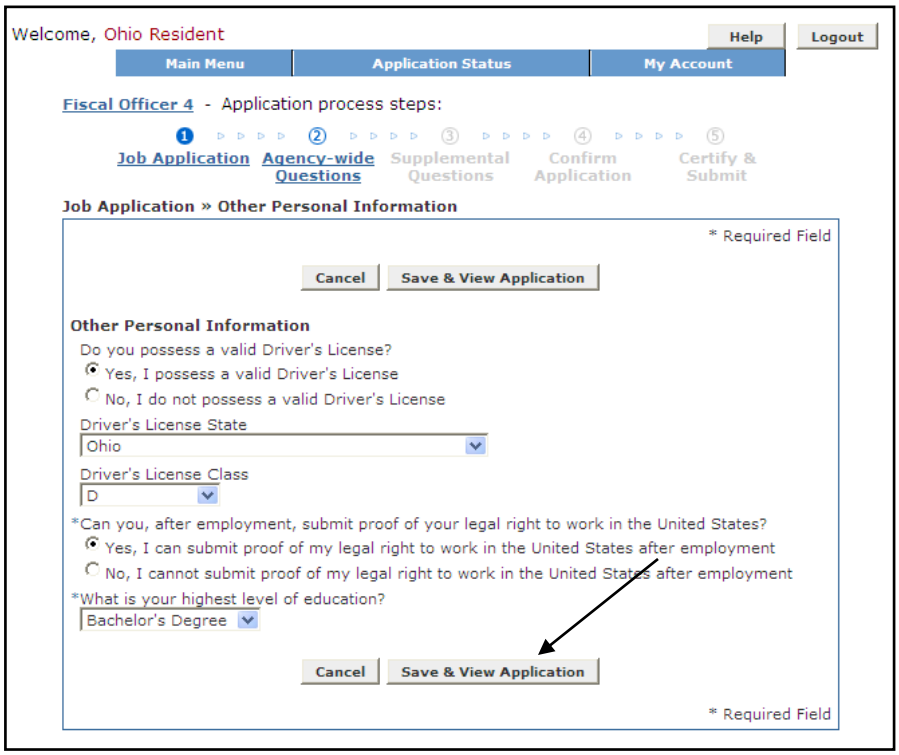
13. Review your Contact Information and make any changes, if necessary. When you are finished, click **Save and View Application** at the top or the bottom of the page. You will see the title of the position to which you are applying above Step 1 Job Application. If you do not see the job title, you will need to go back to the posting by clicking "Search for State of Ohio Government Jobs". Locate your posting, click on the title to bring up the posting and click the "Apply" button again. (**NOTE**: When completing your application, **Do Not Use the Back arrow on your internet browser! Using the Back arrow may cause your information to be lost.**)



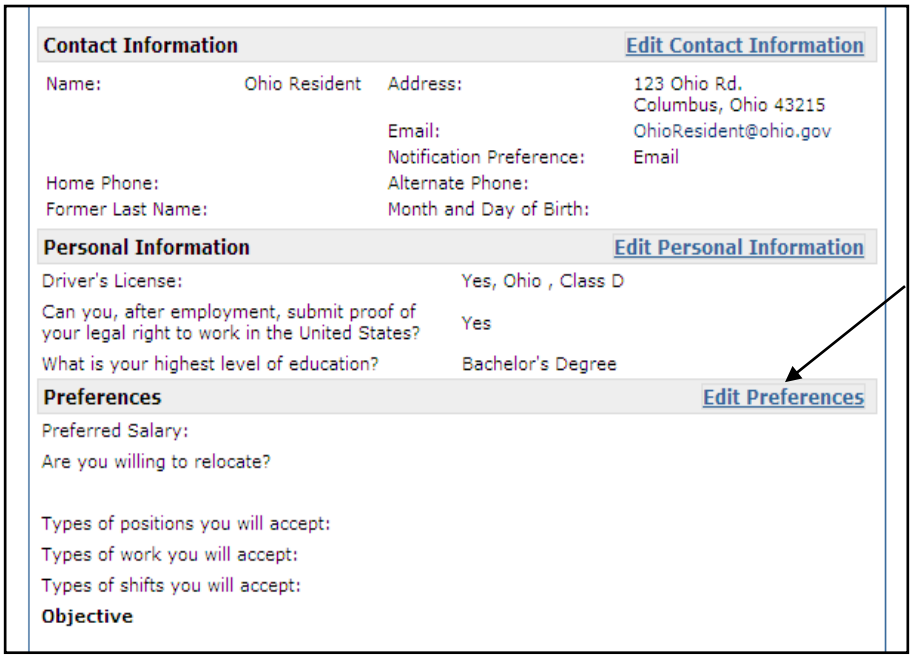
14. Click **Edit Personal Information**. (**NOTE**: The red message is just informing you there are required fields in this Personal Information section that must be answered in order to submit your application.)



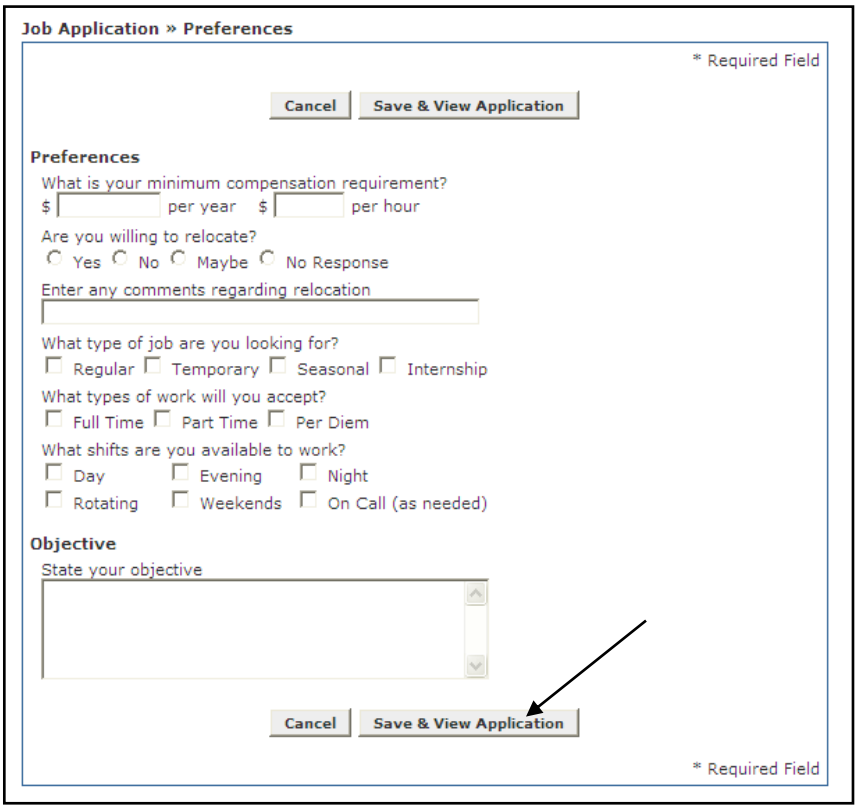
15. Answer the questions, and then click **Save & View Application**. Remember fields marked with (*) are required.



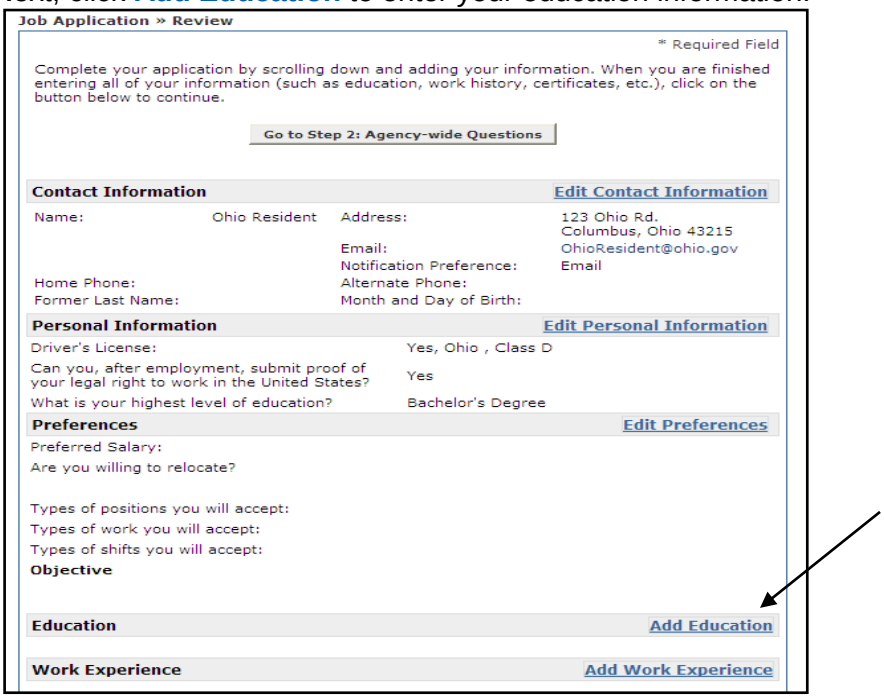
16. Click **Edit Preferences.**



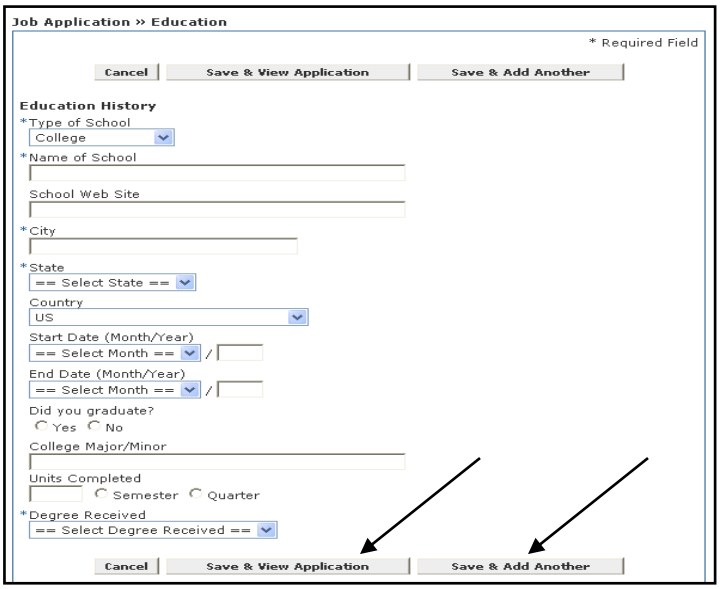
17. Complete the **Preferences** information, and then click **Save & View Application**. These fields are not required, but they allow you to indicate your preferences and objective.



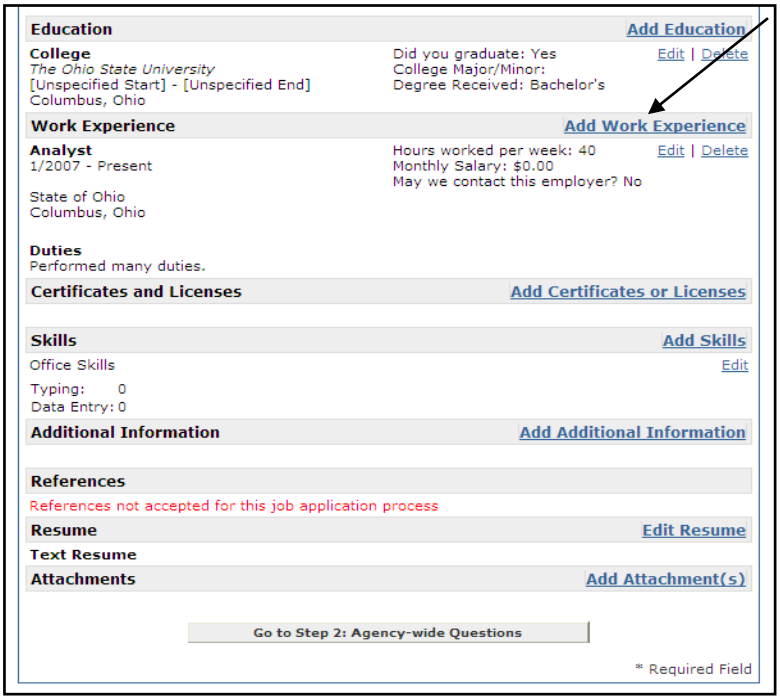
18. Next, click **Add Education** to enter your education information.



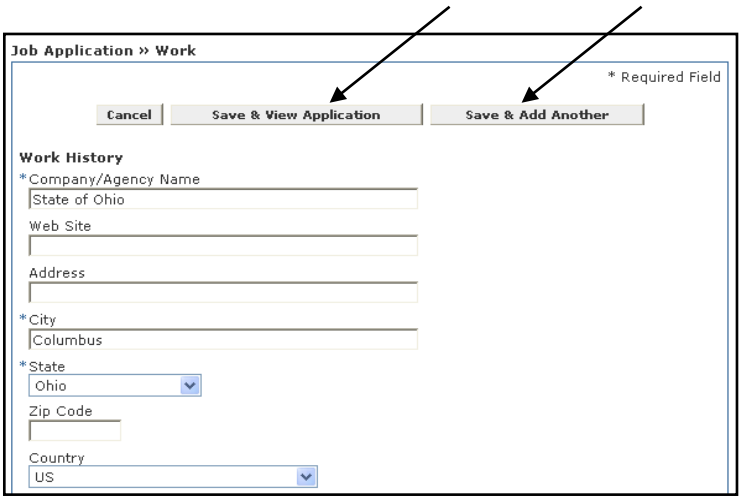
19. Enter your education history. Remember fields marked with (*) are required. When you are finished, click **Save & Add Another** to add another school or click **Save & View Application** to return to the previous page.



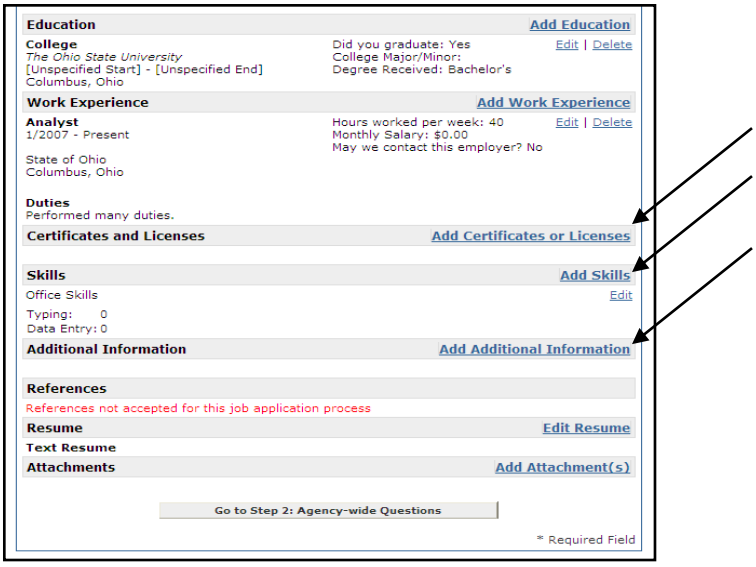
20. Notice your education history is now included in your application. Click **Add Work Experience** to include your work history.



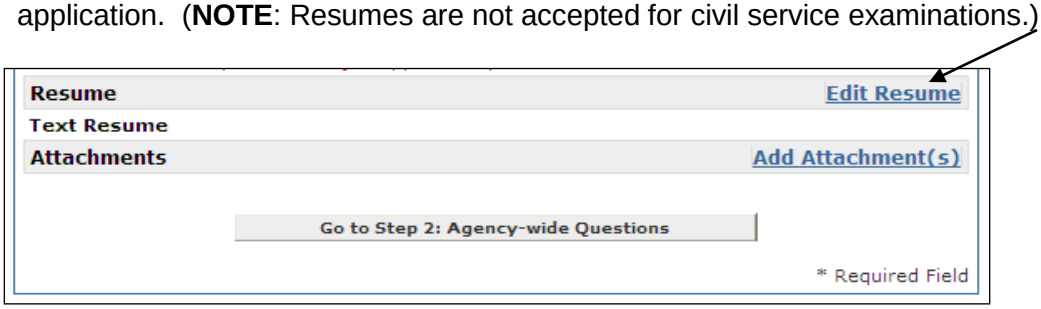
21. Enter your work history information, beginning with your most recent employment. You may include military and volunteer work as experience. Years must be entered as a four digit year (e.g. 2008). If you had multiple positions at the same company, enter each position separately to allow you to describe the duties of each job. **Make sure you periodically save your information to avoid being timed out.** Click **Save & View Application** to return to your application or **Save & Add Another** to add more employers. (**NOTE**: A resume may not be substituted for a completed work experience section, unless the job posting specifically states to submit a resume in lieu of an application.)



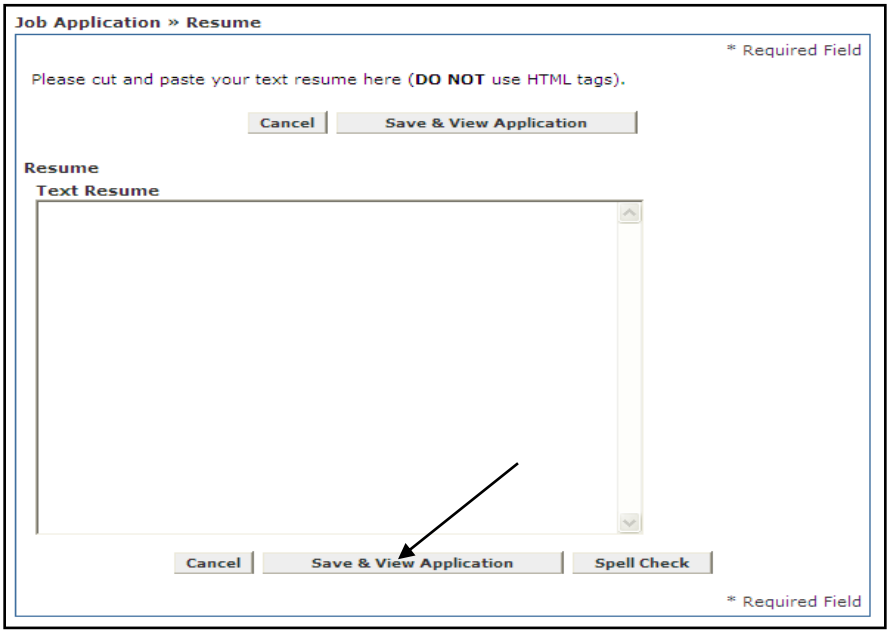
22. To add **Certificates or Licenses**, **Skills** or **Additional Information**, click on the corresponding "**Add**" button. **References** are not accepted during the application process for any State of Ohio position.



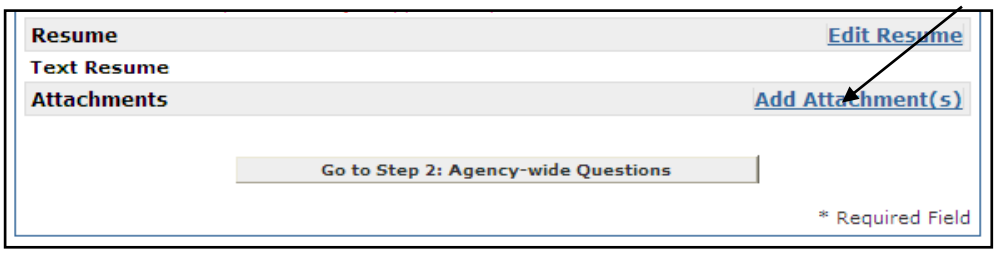
23. Click **Edit Resume** if you choose to copy/cut and paste your resume in the application. (**NOTE**: Resumes are not accepted for civil service examinations.)



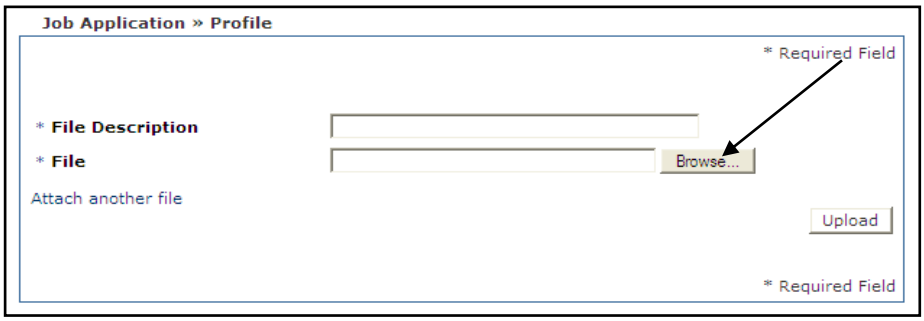
24. You may cut or copy and paste your resume in the text box. HTML tags are not accepted. Plain text documents may be copied and pasted into the text box. Make sure you use the Spell Check function. Click **Save & View Application** when you are finished.



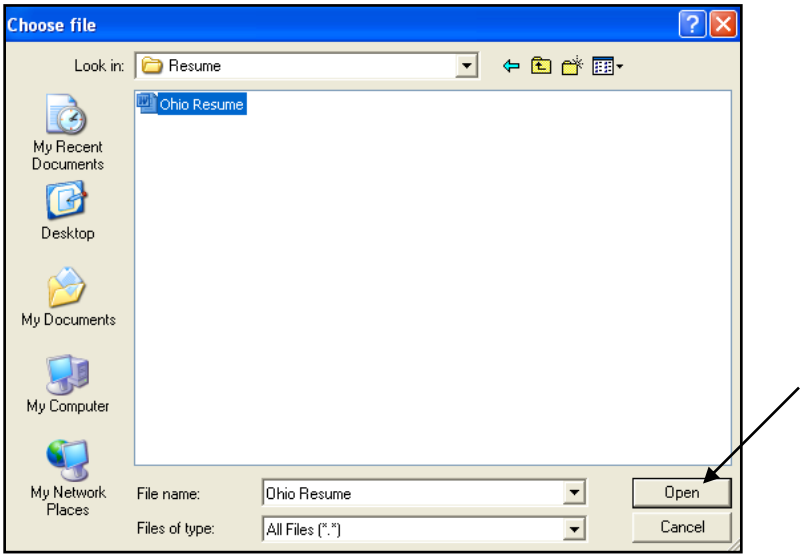
25. Click **Add Attachment(s)** to add your resume, cover letter, or other necessary documents as attachments to your application. Some postings do not accept attachments. (**NOTE**: **The documents must have one of the following file extensions: pdf, doc, docx, txt or rtf**.)



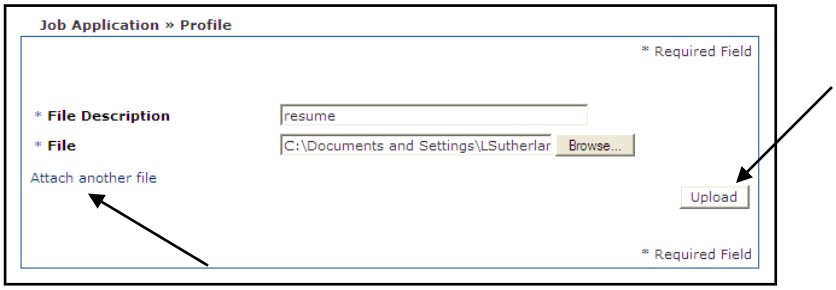
26. Enter the File Description (e.g. resume, cover letter, etc.) and attach your document.



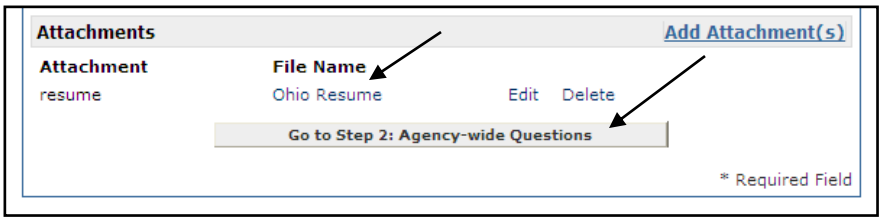
- To attach a document click on the “Browse...” button
- A new window will open. Locate your file, select the file name and click Open.



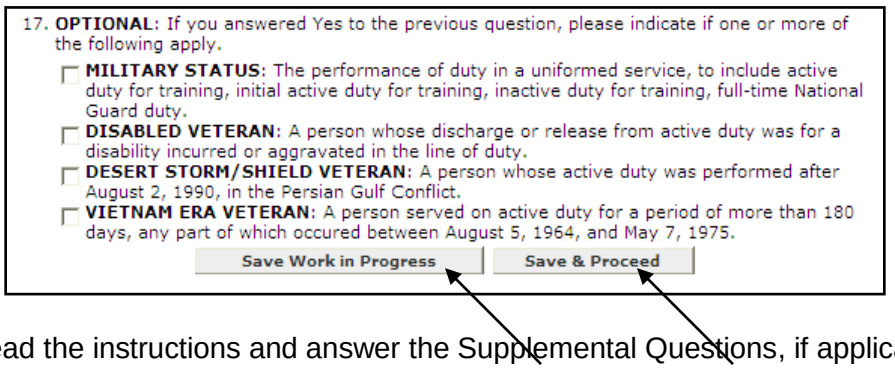
27. Click **Upload** to save your document and return to the full application. To add another attachment, click **Attach another file**. (**NOTE**: All attachments will be sent with your application each time you apply for a posting. Therefore, unless your attachment is a resume, be sure to detach those documents not relevant to the position for which you are applying.)



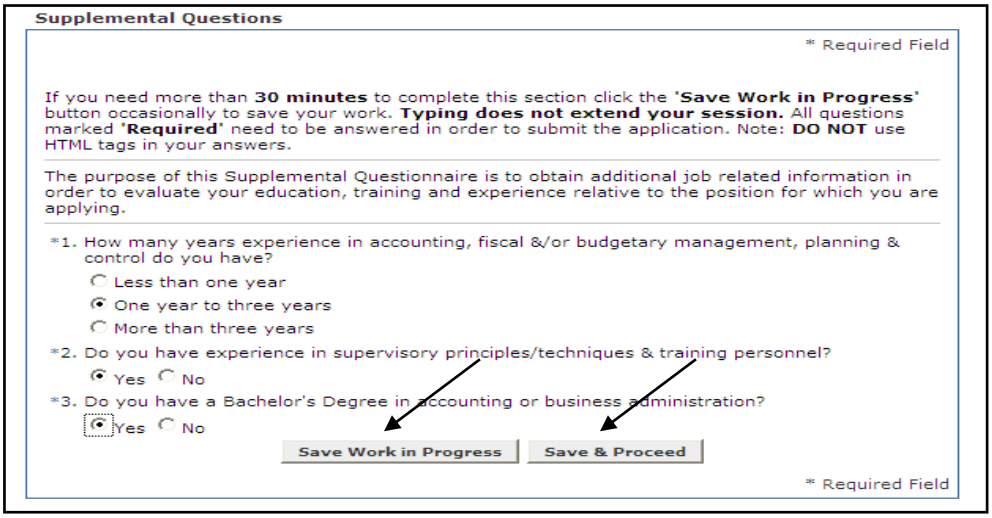
28. Click on the File Name to review the attached document. When you've completed your application, click **Go to Step 2: Agency-wide Questions**.



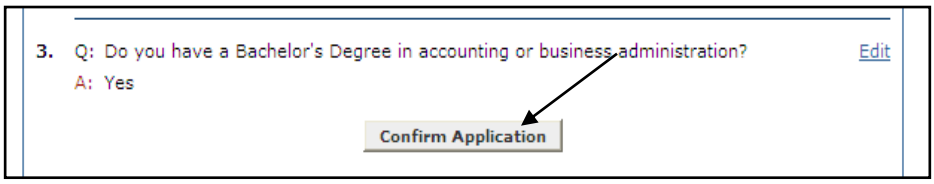
29. Read the instructions and answer the Agency-wide Questions. You **MUST** answer questions marked with (*), type N/A if no answer applies. The EEO and demographic questions are voluntary. If you need more than 30 minutes, make sure you click **Save Work in Progress** to save your work. After completing the questions, click **Save Work in Progress** to save your answers and return to your application at a later time, or **Save & Proceed** to continue applying for the position.



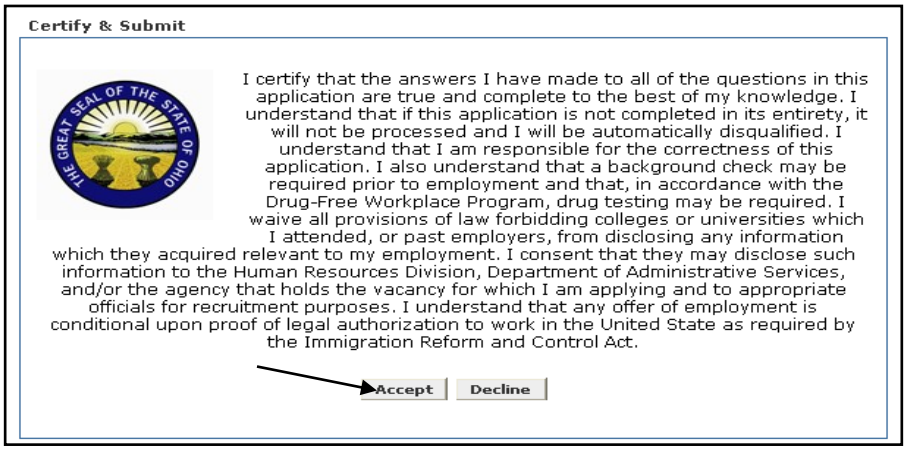
30. Read the instructions and answer the Supplemental Questions, if applicable. Questions marked with (*) require an answer. After completing the questions, click **Save Work in Progress** to save your answers and return to your application at a later time, or **Save & Proceed** to continue applying for the position.



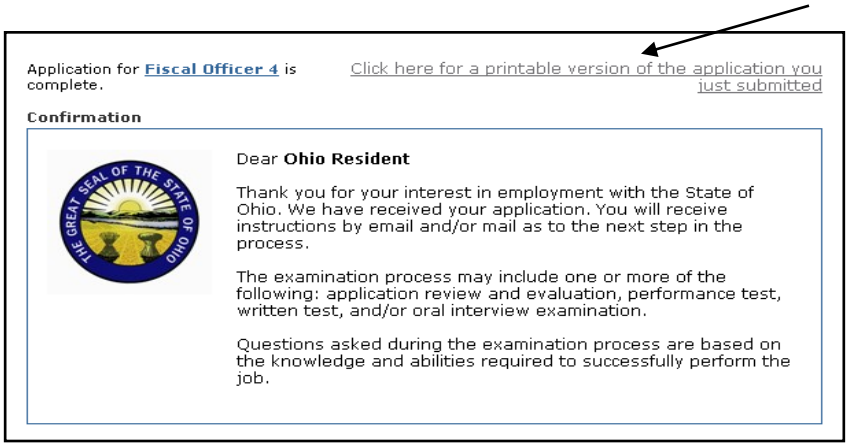
31. You will see your entire, completed application. Review the information for typos and the correct attachments; make any necessary edits. When you are satisfied with your application and ready to submit it, click **Confirm Application** at the bottom of the page. (**NOTE**: This is your last chance to make any edits to your application before the process is completed.)



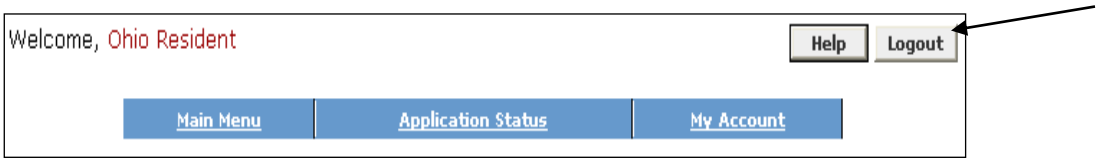
32. Read the statement that follows and click **Accept** if you understand and agree with the statement.



33. A confirmation will appear thanking you for applying and verifying that your application has been received. You will also receive an email confirmation. To print your application, select: **Click here for a printable version of the application you just submitted**.



34. To apply for another position or examination, follow steps 2-8 to search for the position/examination and begin the application process again. Now that you've already created your application, the application process is much easier.

35. You will be taken directly to the Agency-wide Questions. Follow steps 29-33 to finish applying for the position.

36. Remember to **Logout** when you are finished with your account.