

## Application Process:

1. Create an Account
  2. Search for Jobs
  3. Apply
- 

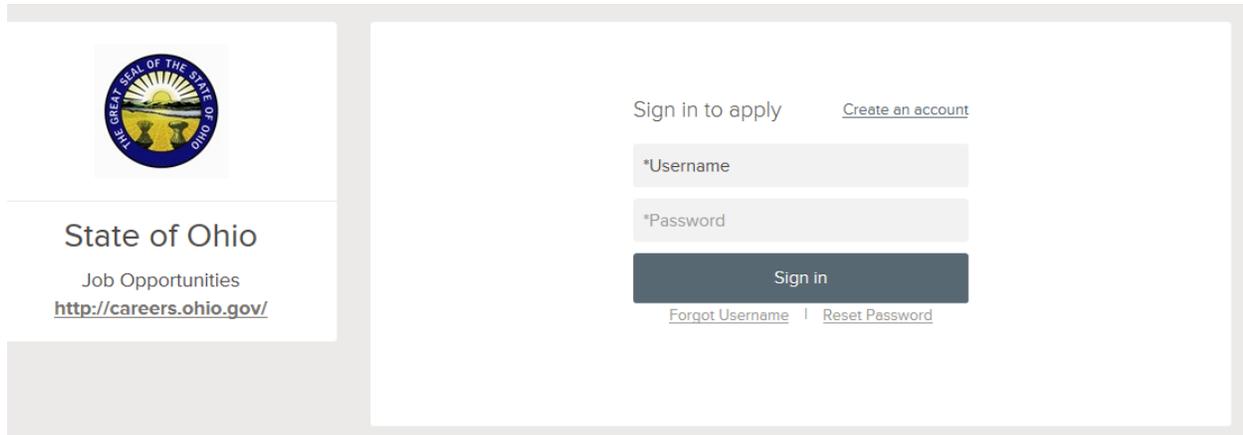
## Create an Account

Follow these steps to create an account or sign in to an existing account:

1. Direct your web browser to <http://www.careers.ohio.gov/>.
2. Click **My Profile** in the right menu bar.

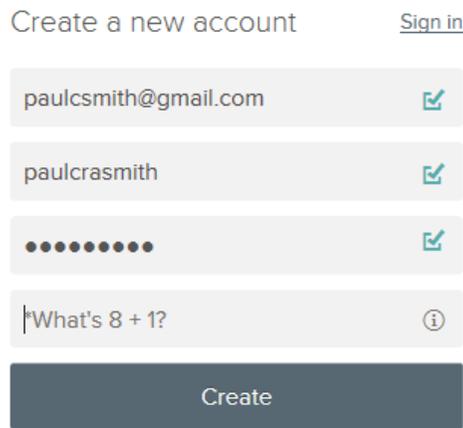


3. If you already created a user account, sign in using your previously created username and password. Otherwise, click the **Create an account** link, and enter your new account information.



The screenshot shows the sign-in page for the State of Ohio Job Opportunities. On the left, there is the State of Ohio seal and the text "State of Ohio Job Opportunities" with the URL "http://careers.ohio.gov/". On the right, there are two links: "Sign in to apply" and "Create an account". Below these links are two input fields: "\*Username" and "\*Password". A dark blue "Sign in" button is positioned below the password field. At the bottom of the sign-in section, there are two links: "Forgot Username" and "Reset Password".

- Your password must be at least six characters in length, and contain at least one number.
- Answer the security question. In the example below, you would type 9.
- As you enter information into each field, a checkmark on the right indicates that the value has been entered appropriately, for example:



The screenshot shows the "Create a new account" form. At the top, there are two links: "Create a new account" and "Sign in". Below these links are four input fields: "paulsmith@gmail.com", "paulcrasmith", a password field with eight dots, and a security question field "What's 8 + 1?". Each of the first three fields has a green checkmark on the right. The security question field has an information icon (i) on the right. A dark blue "Create" button is positioned below the security question field.

- Click **Create**.
- Keep a record of your username and password.

- If you have an existing account, you cannot use the same email address again to create a new account. The email value must be unique.
- If you created an account before and can't remember your username, click the **Forgot username** link. Enter the requested information and click **Send Username**. You will receive an email providing you with your username. An error message will display if the email address is not linked to an account in the system.

**Forgot Username**

Enter the email address you used to sign up.

\*Email

\*What's 7+1 ?

Send Username

[Things to consider](#)

- If you created an account before and can't remember your password, click the **Reset Password** link. Enter the requested information and click **Reset Password**. You will receive an email providing you with your username. An error message will display if the email address is not linked to an account in the system.

## Password Reset

We'll email you instructions on how to reset your password.

\*Email

\*What's 6+7 ?

Reset Password

[Things to consider](#)

When you are signed in, your username appears on the right in the top menu bar:



You are not able to change your username. If you need to change your password, use **Account Settings** in the drop down menu below your username.

# Search for Jobs

Follow these steps to search for jobs:

1. Direct your web browser to <http://careers.ohio.gov/>. Click the **Search for State of Ohio Government Jobs** link on the right side of the page.

Ohio.gov | Ohio Hiring Management System

Search...

Home State of Ohio Ohio Means Jobs Agencies Voter Registration USA.GOV

Investing in what matters.

Welcome to Ohio Hiring Management System

**Current Opportunity:**  
**Database Administration Specialist**

Provides database support: advises & consults with users on accessing various databases to resolve data conflicts & inappropriate use of data; issues Tier I resolution; promotes system security & awareness by adhering to Agency's &/or State's IT security policy (s) & standards; assists with data model design; implements physical data models' assists with tuning a single RBMS system on a single platform; assists with writing platform specific code.

**MORE...**

**Why choose a career in public service?**

Welcome to the State of Ohio's career opportunity page. Employment with the state is more than just a job -- it is a privilege to serve our families, friends, and neighbors across this great state. Each day state employees strive to deliver excellence, accountability and efficiency through Ohio's government.

Working for the State of Ohio is a public service calling. It is an honorable choice and we are glad you are considering a career in public service. If you are a self-motivated, committed and energetic candidate, and you have a passion to serve, please visit our [job postings](#) for our latest career opportunities.

**Human Resources Marketing Materials Login**

- OHMS Career Center
- How to Apply
- Search for State of Ohio Government Jobs**
- Search for Civil Service Examinations
- Internal Postings for Current State Employees
- My Profile
- Job Interest Cards
- Search Tips
- Frequently Asked Questions
- Contact Us

**OHMS Applicant Care Center**

Total Rewards

2. Make your selection(s) in one of the Search Criteria options (Categories, Locations OR Agencies). NOTE: Making selections in more than one of the search criteria options may cause no results to be returned. 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.

You may also enter keywords to further narrow your search. Entering information in the “My Minimum Desired Annual Salary” box is not recommended. To search for all postings, click the **Apply Search** button without making selections in any of the search criteria boxes.

**Search Criteria**

**Categories** Select All / None

- Accounting and Finance (11)
- Administration (15)
- Administrative Assistant (4)
- Agriculture (4)
- Arts (1)
- Attorney (2)
- Audit (3)

Selected Categories: No category options selected, all categories will be included in the search.

**Locations** Select All / None

- Various Counties (9)
- Allen County (4)
- Ashland County (1)
- Ashtabula County (6)
- Athens County (7)
- Belmont County (4)
- Brown County (1)

Selected Locations: No location options selected, all locations will be included in the search.

**Agencies** Select All / None

- Administrative Services (3)
- Agriculture (4)
- Attorney General (5)
- Board Of Tax Appeals (1)
- Capitol Square Review/Advisory Board (1)
- Commerce (6)
- Development Services Agency (2)

Selected Agencies: No agency options selected, all agencies will be included in the search.

**Search**

Enter keywords (optional):  [Explain this](#)

My Minimum Desired Annual Salary:  [Explain this](#)

**Apply Search** or Clear Search

3. Click a position title to view the job posting.

[Return to Search Criteria](#)

Print this page

6 records found.  
Page #  of 1

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 #  of 1

- If your search did not display the results you were seeking, click the **Return to Search Criteria** button and try again.

[Return to Search Criteria](#)

No openings found. If you have entered search criteria, try expanding your search.

**Note:** If you searched using only one category, location, or agency, and no results were returned, it means there are no positions matching that specific criteria. Choose multiple selections within specific search criteria to expand your search results, or use different criteria. Refer to Step 2 above for instructions.

Click the **Clear Search** link to erase your previous selection(s), then choose new search criteria and click the **Apply Search** button again.

[Apply Search](#) or [Clear Search](#)

- Review the job posting closely, noting Closing Date/Time, duties, minimum qualifications, and any additional requirements or 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](#)

- Review the Supplemental Questions tab carefully. Many job postings include supplemental questions, which are used to obtain job-related information to determine if you have the specific qualifications required for the position. You will answer these questions during the application process. It may be helpful to prepare your responses to these questions in advance to make the application process easier. NOTE: Supplemental questions are not included on all postings.

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
<p><b>Fiscal Officer 4 Supplemental Questionnaire</b></p> <p>*1. How many years experience in accounting, fiscal &amp;/or budgetary management, planning &amp; control do you have?</p> <p><input type="radio"/> Less than one year  <input type="radio"/> One year to three years  <input type="radio"/> More than three years</p> <p>*2. Do you have experience in supervisory principles/techniques &amp; training personnel?</p> <p><input type="radio"/> Yes  <input type="radio"/> No</p> <p>*3. Do you have a Bachelor's Degree in accounting or business administration?</p> <p><input type="radio"/> Yes  <input type="radio"/> No</p> <p>* Required Question</p>		

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

All applications must clearly indicate how the Minimum Qualifications & Position Specific Minimum Qualifications, if applicable, are met. Applications that do not indicate this, will not be given consideration.

**\*IMPORTANT NOTE:** Please do not include your Social Security Number (SSN) with your on-line application and/or documentation. If attaching a document that contains your SSN, please redact (black out) SSN before attaching it to your application.

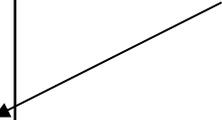
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[Print Job Information](#) | [Apply](#)

Description	<b>Benefits</b>	<b>Supplemental Questions</b>

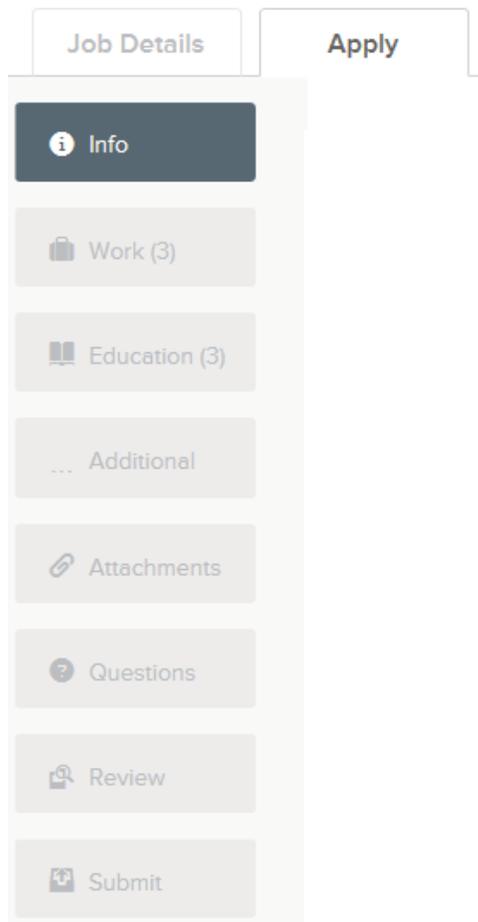


# Apply for a Job

To apply for a job:

1. Point your web browser to <http://www.careers.ohio.gov/> and find the job posting you are interested in.
2. Click the **Apply** link from the job posting.
3. Sign in to your account.
4. You have the option of importing a resume from LinkedIn or by uploading a file. The supported file formats for uploading a resume are .pdf, .text, and .doc (Word). If you choose to import, be sure to review each section for accuracy.
5. Next you complete a series of steps (entries or screens).

Your progress and current step in the process is shown on the left. In the example below, the information step is in progress:



As you work on your application, refer to the progress bar to see the number of items for each entry. Incomplete sections will be marked with an exclamation point (!). These sections must be addressed before you are able to submit your application. In the next example, the work entry contains eight items, and the **Questions** entry is incomplete:



6. For each step, the buttons on the bottom allow you to save or discard your work on this entry.

Fields marked with an asterisk (\*) are required



Although your typing is periodically auto-saved, it is good practice to click the **Save** button.

The **Cancel** button discards any changes you have made since the last save.

For some entries, the **Remove** link is present. It deletes the current entry after a confirmation. Once deleted, the data cannot be recovered.

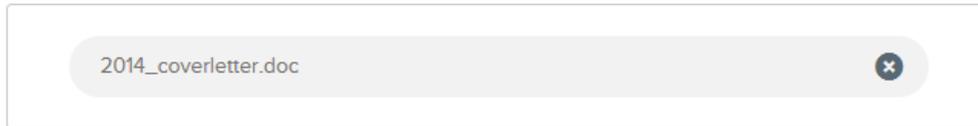
7. Provide contact information.
8. Provide previous work experience.
9. Provide educational information.
10. Provide additional information, including certificates and licenses, skills, and languages.
11. You have the option to enter references, however, references are not accepted for most State of Ohio jobs as part of the application process. References may be requested at a later stage of the hiring process.
12. Answer agency-wide and supplemental questions. Supplemental questions may not be required for all job postings.

13. Upload any attachments, such as a resume, cover letter, or transcripts. The supported file formats are doc, docx, txt, pdf, jpg, and png.

## Attachments

Supported file types: doc, docx, pdf, rtf, txt

### Cover Letter



*\* Required attachments must be provided before submission*



After you add one attachment, you can use the **Add supplemental attachment** link to add additional files.

14. Review each section. If there is an error, you will not be able to proceed to the next section of the application until the error is corrected.

Use **Edit**  at any time to open a section of the application in order to make changes.

Once your application is complete, click **Proceed to Certify and Submit**.

15. On the **Certify & Submit** page, click **Accept and Submit**.

An **Application Submitted!** message confirms that you have applied for the job. You will receive an email confirmation.

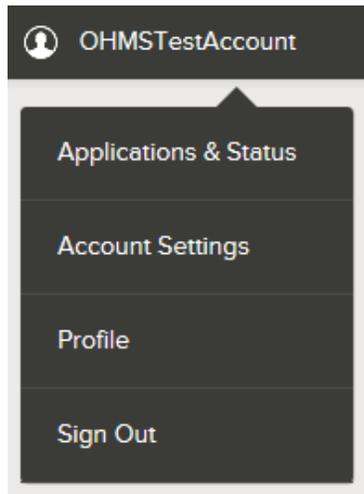
You can check on the status of this job application by clicking **Applications & Status** in the top menu bar. Your username also indicates the number of incomplete applications, for example:



16. To print your job posting, follow the instructions below:

- Sign in to your profile and click your username at the top right of your screen.

- Click the **Applications & Status** link.



- Select the “Submitted” header to view a list of your successfully submitted applications

## Applications

Submitted

Incomplete

**Business Transformation Analyst**

State of Ohio, Ohio | Applied on: 02/03/2014 09:14 AM Eastern Time

\* Application Received

- Click the title of the job posting you want to print

### ✕ Business Transformation Analyst

State of Ohio, Ohio | Applied on: 02/03/2014 09:14 AM Eastern Time

Job Details

Application View

Print

- Make sure the “Job Details” tab is selected and click the **Print** icon/link.
- A printable version of your job posting will display. Click “File,” “Print,” then click the “Print” button.