HOW TO APPLY FOR A POSITION

1. SEARCH FOR POSTINGS

Go to **careers.Ohio.gov.** Click on **Search for State of Ohio Government Jobs** or **Search for Civil Service Examinations.**

Select your **Search Criteria** by clicking the checkbox next to the **Category, Location** or **Agency** of your choice. Click **Apply Search**. (NOTE: To search for all postings, click **Apply Search** without making any selections.)

Click on the position or civil service examination title of interest.

Review the posting closely, noting duties, minimum qualifications and other requirements and information.

2. APPLY FOR POSITIONS/EXAMINATIONS

Click **Apply** to create your application for the position/examination.

If you haven't registered, click on **Create Your Account Here!** Enter your contact information, Username, E-mail Address, Password, Confirm Password and Password Hint and click **Save**.

Click **Create Application**. You do not need to create a new application each time you apply for a posting. However, 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. Name your application.

Click on **Save & View Application** then Click **Edit Personal Information**. Answer the questions and click **Save & View Application**.

Click **Add Work Experience**. Enter your work history information, beginning with your most recent employment. You may include military and volunteer work as experience. Years must be four digits. Click **Save & View Application** to return to your application or **Save & Add Another** to add more employers. A resume may not be substituted for the work experience section unless the job posting specifically states to submit a resume in lieu of an application.

To add Certificates and Licenses, Skills or Additional Information, click on the corresponding **Add** button.

3. ADD RESUME

Click **Edit Resume** to copy and paste your resume in your application. Click **Add Attachment(s)** to attach your resume, cover letter, etc. to your application. To attach a document, enter File Description, click **Browse**, select the file name and click **Open**. For each additional document(s), click **Attach another file** and repeat above step. Click **Upload** when all documents have been attached.

4. ALMOST DONE

When you've completed your application, click **Go to Step 2: Agency-wide Questions**. Questions 1 through 10 require an answer and questions 11 through 17 are voluntary. Click **Save Work in Progress** to return to your application later or **Save & Proceed** to continue applying for the position.

If applicable, complete Supplemental Questions step, and then click **Save & Proceed**.

When you are finished with your application, click **Confirm Application** at the bottom of the page. If you understand and agree to the statement, click **Accept** to Certify & Submit your application.

5. CONFIRMATION

A confirmation will appear. You also will receive an e-mail confirmation. Click on **Click here for a printable version of the application you just submitted.**

WORKSHOP TO SUCCESS

Please check our Web site, careers.ohio.gov/WorkshoptoSuccess, for the workshop schedule.

QUICK TIPS FOR APPLYING ONLINE

- Phone numbers must include area codes.
- Do not use the back button on your Internet browser. Using the back button may cause your information to be lost. Make sure you periodically save your information to help avoid this problem.
- Fields marked with an asterisk (*) are required.

careers.Ohio.gov

RESOURCES

OHIO HIRING MANAGEMENT SYSTEM SUPPORT

HUMAN RESOURCES DIVISION
Ohio Department of Administrative Services

Toll-Free Call:
1-800-409-1205, Option 3

E-mail: Careers@Ohio.gov

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

John R. Kasich, Governor
Robert Blair, Director

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OhioHiring Management System
Investing in what matters

People. Community. Life Balance.

How to apply for employment with the State of Ohio

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