

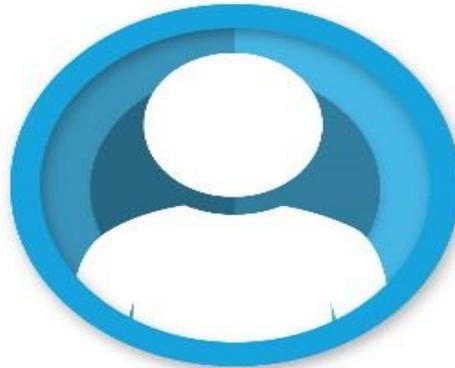
## Application Process:

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

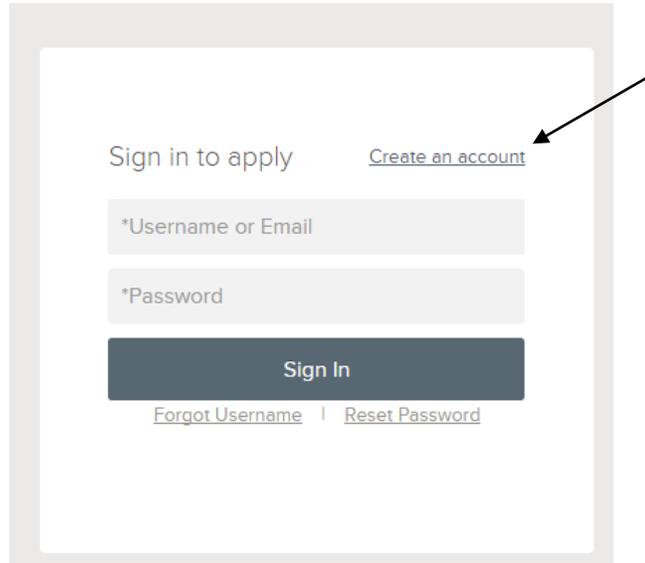
## Create an Account

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

1. Direct your web browser to [www.careers.ohio.gov/](http://www.careers.ohio.gov/)
2. Click the **Create Account/Manage Profile** icon.

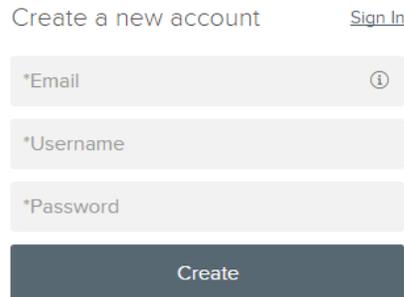


3. If you already created a user account, you can login to make changes to your profile. Otherwise, click the **Create an Account** link, and enter your new account information.



The image shows a login form with the following elements: "Sign in to apply" text, a blue link "Create an account" with an arrow pointing to it, a text input field for "\*Username or Email", a text input field for "\*Password", a dark blue "Sign In" button, and two links at the bottom: "Forgot Username" and "Reset Password".

- Your password must be at least eight characters in length, and contain upper and lower case letters, numbers and symbols.
- Be sure to enter information in all of the required fields.



The image shows a "Create a new account" form with the following elements: "Create a new account" text, a blue link "Sign In", a text input field for "\*Email" with an information icon, a text input field for "\*Username", a text input field for "\*Password", and a dark blue "Create" button.

- 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.

**\*Note: You may use your email associated with your account as your username**

## Forgot Username

Enter the email address you used to sign up.

Send Username

[Things to consider](#)

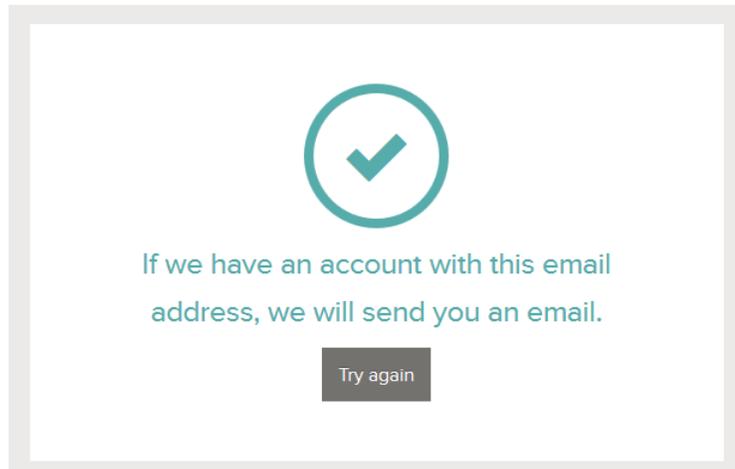
- If you created an account before and can't remember your password, click the **Reset Password** link. Enter the requested information and click **Reset Password**. You will receive an email with a link to reset your password. An error message will display if the email address is not linked to an account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

## Password Reset

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

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 Government Jobs** red button.



2. Make your selection(s) in the filter options (Location, Department, Job Category, or Estimated Annual Salary). 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.
3. You may also type in the job title or job category in the search bar to search for job postings.
4. You may sort postings by posting date, job title or salary.

Note: Insert instructions about resetting filters

**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 criterion. Choose multiple selections within specific search criteria to expand your search results, or use different criteria. Refer to Step 2 above for instructions.



Click a position title to view the job posting.

**Correction Officer** New

Franklin County, OH  
Full-Time, Permanent, Bargaining Unit - \$34,860.80 - \$42,390.40 annually

Monitors computerized surveillance equipment (e.g., cameras, alarm systems, electric security doors) from assigned postto ensure security of consumers who are criminally insane & responds to emergencies (e.g., assists staff with hostile or dangerous consumers; calls for fire department or ambulance assistance). Completes & maintains written...



Posted 11 hours ago | Closes in 12 hours

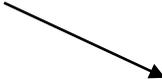
**Human Capital Management Analyst**

Franklin County, OH  
Full-Time, Permanent, Exempt - \$39,915.20 - \$49,420.80 annually

In the Division of Mineral Resources Management, performs human resources sub-programs (e.g., processes position descriptions, job analysis, job vacancy postings for the division, researches information of forms, documents, and verifies for accuracy, maintains and updates confidential personnel records and files, prepares and processes pers...



Posted 1 day ago | Closes in 1 week



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



APPLY



## Human Capital Management Analyst

**Salary** ⓘ \$39,915.20 - \$49,420.80 Annually

**Location** ⓘ Franklin County, OH

**Job Type** Full-Time, Permanent, Exempt

**Department** Natural Resources

**Job Number** 12345678-NAR

**Closing** 5/31/2016 11:59 PM Eastern

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**DESCRIPTION**

**BENEFITS**

**QUESTIONS**

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### Job Duties

In the Division of Mineral Resources Management, performs human resources sub-programs (e.g., processes position descriptions, job analysis, Job vacancy postings for the division, researches information of forms, documents, and verifies for accuracy, maintains and updates confidential personnel records and files, prepares and processes personnel actions, reviews and answers correspondence regarding workers' compensation and the Family and Medical Leave Act, assists in processing employee benefit selections, independently prepares reports and answers correspondence, maintains filing system, assists in recruitment and selection of employees, conducts/assists with interviews to ensure proper interview procedures, reviews/develops prescreening criteria, interview questions to ensure compliance with agency policies and procedures, assists/performs prescreening of employment applications to ensure compliance with minimum qualifications, recommends applicants for interview and further employment consideration, provides technical advice and assists employees with personnel matters, maintains all job posting records).

Assists in monitoring, preparing &/or processing forms & reports for non-primary human resources sub-programs; conducts one-on-one orientation sessions for new employees explaining benefits and procedures; represents supervisor at personnel meetings; attends and speaks at job fairs and career days; provides personnel related training; conducts general interviews with prospective applicants to explain application and selection procedures.

Responds to inquiries from employees and general public; prepares, processes and distributes communications notifying applicants of prescreening/selection results; assists with special projects and reports as requested.

6. Review the Questions tab carefully. Many job postings include 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: Questions are not included on all postings.



## Human Capital Management Analyst

**Salary** ⓘ \$39,915.20 - \$49,420.80 Annually

**Location** ⓘ Franklin County, OH

**Job Type** Full-Time, Permanent, Exempt

**Department** Natural Resources

**Job Number** 12345678-NAR

**Closing** 5/31/2016 11:59 PM Eastern

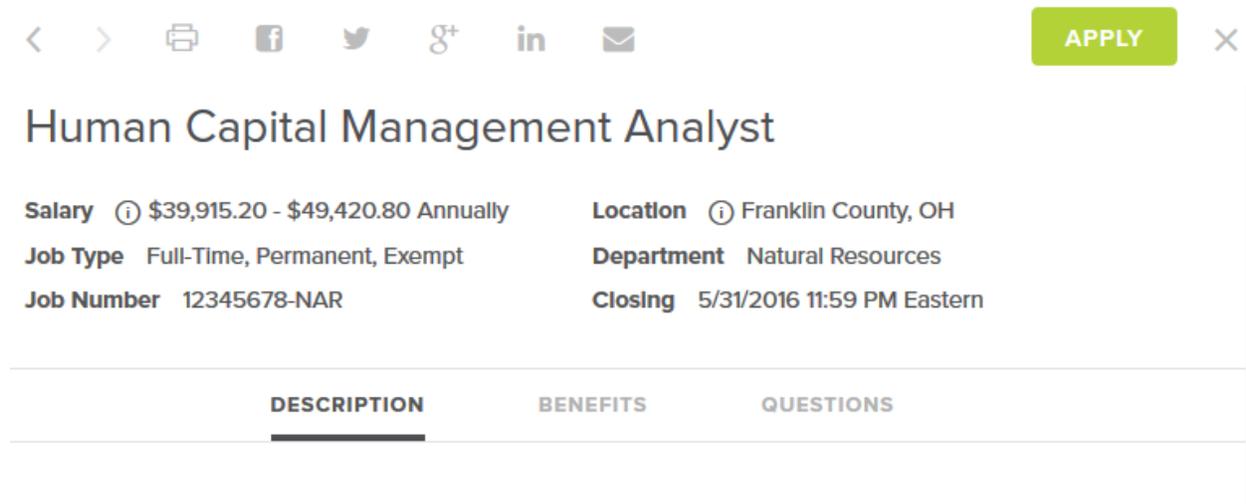
DESCRIPTION

BENEFITS

QUESTIONS

- \*01 Have you completed an undergraduate core program in human resources, business or public administration?
  - Yes
  - No
  
- \*02 How many years of human resources experience do you have?
  - None
  - Less than one year
  - At least one year, but less than two years
  - At least two years, but less than three years
  - Three years or more
  
- \*03 Do you have at least 1 yr. exp. as Human Capital Management Associate, 64611?
  - Yes
  - No
  
- \*04 How many years of experience in business or public administration do you have?
  - None
  - Less than one year
  - At least one year, but less than two years
  - At least two years, but less than three years
  - Three years or more

7. 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.



The screenshot shows a job posting interface. At the top, there are navigation icons: back, forward, print, Facebook, Twitter, Google+, LinkedIn, and email. To the right is a green 'APPLY' button with a close 'X' icon. An arrow points to this button. Below the icons is the job title 'Human Capital Management Analyst'. Underneath, there are details: Salary (\$39,915.20 - \$49,420.80 Annually), Location (Franklin County, OH), Job Type (Full-Time, Permanent, Exempt), Department (Natural Resources), Job Number (12345678-NAR), and Closing (5/31/2016 11:59 PM Eastern). At the bottom, there are three tabs: 'DESCRIPTION', 'BENEFITS', and 'QUESTIONS', with 'DESCRIPTION' being the active tab.

## 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.

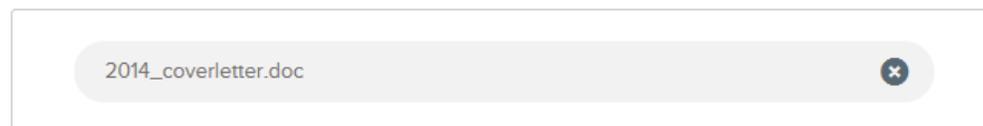
For some entries, the **Remove** link is present. It deletes the current entry after a confirmation. Once deleted, the data cannot be recovered.

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 questions. 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. **Note:** *Some positions do not accept attachments; if this is the case, the system will not allow you to upload them.*

## 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**.

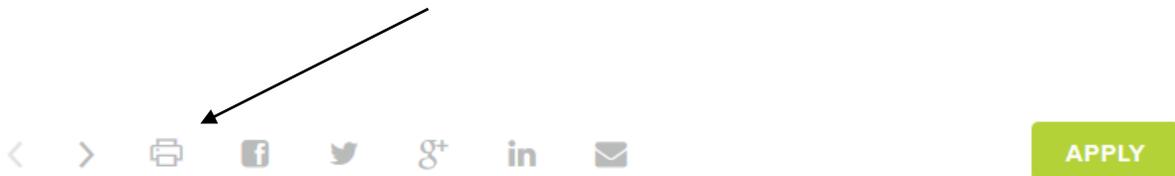
An “**Application Submitted!**” message confirms that you have applied for the job. You will receive an email confirmation.

You can check on the status of this job application by clicking **Applications** in the upper-right corner. Your username also indicates the number of incomplete applications, for example:



16. To print a job posting that is currently posted, go to [governmentjobs/careers/ohio](https://www.governmentjobs.com/careers/ohio)

- Click the job posting you want to print.
- Click the **Print** icon at the top of the posting.



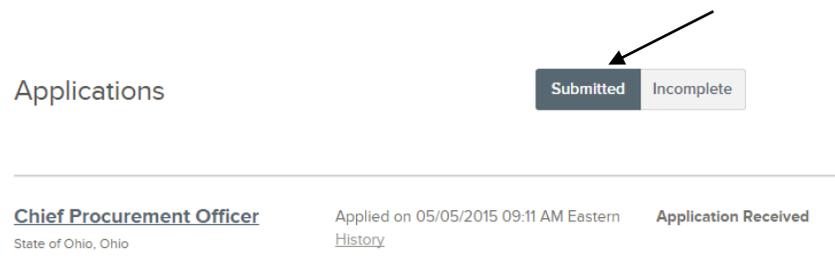
- The printable version of the job posting will appear.
- Contact information for the hiring agency is at the top of the printable posting.

17. To print your job posting that you applied to, follow the instructions below:

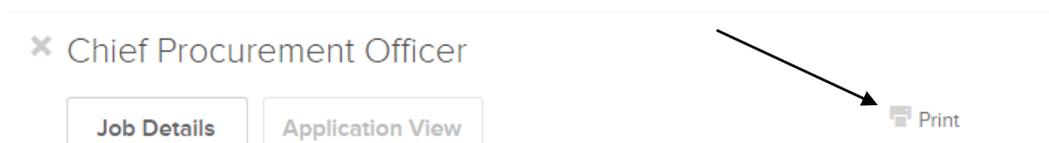
- Sign in to your profile and click **Sign In** at the top right of your screen.

Check Application Status

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



- Click **Applications** in the upper-right corner.
- Click the title of the job posting you want to print



- Click the **Print** icon/link in the upper right corner.
- A printable version of your job posting will display.
- Agency contact information can be found at the top of the printable job posting.