

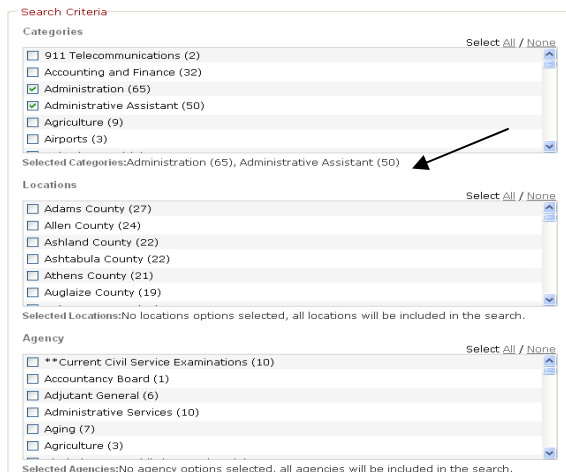
Instructions for the **First-time** User of How to Apply for State of Ohio Government Jobs

***Important Note for Applicants:** When applying online, each applicant must have their own, individual email account. Many Web sites such as, mail.yahoo.com, mail.AOL.com and mail.google.com allow you to establish free email accounts.

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 and the number of postings that will appear in the "Search Results" if only that selection is made.



- Make your **Search Criteria** selection(s) and click **Apply Search**. Another option is to “Select All” in any of the search criteria boxes (i.e. category, location or agency). 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.)

Agency Select All / None

- **Current Civil Service Examinations (10)
- Accountancy Board (1)
- Adjutant General (6)
- Administrative Services (10)
- Aging (7)
- Agriculture (3)

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](#)

- Click on the job or civil service examination title of interest. 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

6 records found.
Page 1 of 1

Position <input type="checkbox"/>	Agency	Emp. Type	Salary <input type="checkbox"/>	Closing Date <input type="checkbox"/>
Administrative Assistant	Administrative Services	Administrative Staff, Permanent, Exempt	\$15.80 - \$19.21 hourly	06/15/08
Administrative Assistant 1	Transportation - Central Office	Seasonal, Fixed Term, Exempt	\$15.80 - \$19.21 hourly	06/28/08
Administrative Assistant 4	Transportation - Central Office	Full-Time, Permanent, Exempt	\$26.99 - \$35.35 hourly	06/24/08
benefits management representative	Administrative Services	Full-Time, Permanent, Bargaining Unit	\$25.39 - \$37.27 hourly	06/19/08
Facilities Use Manager MW	Administrative Services	Administrative Staff, Permanent, Exempt	\$22.26 - \$29.11 hourly	07/05/08
Fiscal Officer 4	Administrative Services	Full-Time, Permanent, Exempt	\$32.69/Hour	06/12/08

Page 1 of 1

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

Job Title: **Fiscal Officer 4**
 Agency: Administrative Services
 Opening Date: Fri. 06/06/08
 Closing Date/Time: Fri. 06/13/08 12:00 AM Eastern Time
 State Salary Range: \$32.69 / Hour
 Job Type: Full-Time, Permanent, Exempt
 Location: Franklin County, Ohio
 Promotional Bid: classified position (may include promotion, transfer or demotion)
 Pay Range 14
 Division
 Job Location 30 E. Broad St., 27th Floor Columbus, OH 43215
 Hours of Work 8:00 a.m. - 5:00 p.m.

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

Description	Benefits	Supplemental Questions
Perform 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.		

7. If you think you meet or exceed the minimum qualifications and would like to apply for the position/examination, make sure you review the supplemental questions tab. (NOTE: Some postings may not include supplemental questions.) It may be helpful to prepare your responses to these questions in advance to make the application process easier. Click [Apply](#) to begin the application process for the position/examination.

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

Description	Benefits	Supplemental Questions
Fiscal Officer 4 Supplemental Questionnaire		
* 1. Are you currently employed by the the State of Ohio? <input type="checkbox"/> No <input type="checkbox"/> Yes, Exempt Employee <input type="checkbox"/> Yes, A Member of the 1199 BU <input type="checkbox"/> Yes, A Member of the OCSEA BU		
* 2. Describe your experience presenting to both large and small groups.		
* 3. Are you fluent in Spanish? <input type="radio"/> Yes <input type="radio"/> No		
* Required Question		

8. 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.)

Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

Username:

Password:

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My Password](#)

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our [Privacy Policy](#).

9. Enter a Username, your Email Address, Password, Confirm Password, Password Hint and click Save. Each applicant must have their own individual user account. (NOTE: Email address is a required field and cannot be the same as one already in use by another user. Please see the first page of this document for Web sites where you can establish a free account.) Write down your login information and keep it in a place where you will remember.

Request New Job Seeker Account

Enter your account information:

Username

Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

Email Address

Create a Password:

Password

Confirm Password

Password Hint

Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

10. Click on **Create Application**.

The screenshot shows a navigation bar with three items: 'Main Menu', 'Application Status', and 'My Account'. Below the navigation bar, there is a text instruction: 'In order to apply for a position you need to create an application first. Click on the **'Create Application'** button and we'll guide you through the process.' A button labeled 'Create Application' is shown with an arrow pointing to it from the right. Below this, there is a section titled 'Applications You've Created:' followed by a table with three columns: 'Name', 'Date Created', and 'Modify'. Below the table, there is a tip: '**Tip:** You do NOT need to recreate a new application every time you're applying for a position.'

11. Enter a general name for your application and click **Create Application**. This name is for your information only and cannot be seen by anyone in the agencies. **DO NOT** name your application the title of the position to which you are applying. This may cause confusion when applying for other positions and you will not be able to change the name at a later time. (**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.})

The screenshot shows a navigation bar with three items: 'Main Menu', 'Application Status', and 'My Account'. Below the navigation bar, there is a section titled 'Build New Application'. The text below the title reads: 'To create an application, enter the name of the application in the box below and click the **'Create Application'** button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.' Below this text is a text input field with the label 'Application Name (for your own reference):' and the text 'General Application' entered. To the right of the input field is a button labeled 'Create Application' with an arrow pointing to it from the right. Below the input field and button, there is a tip: '**Tip:** You can reuse this application to apply for as many positions as you'd like. You do NOT need to recreate a new application every time you're applying for a position.'

12. You may now begin entering your personal information. Fields designated with (*) are required fields. When you are finished, click **Save and View Application** at the top or the bottom of the page. (NOTE: Phone numbers must include area codes. 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. Make sure you periodically save your information to help avoid this problem.**)

Job Application >> Profile * Required Field

Contact Information

*First Name
Ohio

Middle Initial

*Last Name
Resident

Primary Phone

Alternate Phone

*Email
Ohio@ohio.gov

13. Review your **Personal Profile**. Click **Edit Personal Profile** to make any changes. Next, click **Add Education** to enter your education information.

Job Application >> Review * Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

Personal Profile [Edit Personal Profile](#)

Name:	Ohio Resident	Address:	123 Ohio Rd. Columbus, Ohio 43215
		Email:	Ohio@ohio.gov
Home Phone:		Notification Preference:	Email
Former Last Name:		Alternate Phone:	
		Month and Day of Birth:	

Other Personal Information

Driver's License:	Yes
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

Preferences

Preferred Salary:
Are you willing to relocate?

Types of positions you will accept:
Types of work you will accept:
Types of shifts you will accept:

Objective

Education [Add Education](#)

Work Experience [Add Work Experience](#)

14. 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.

Job Application » Education

* Required Field

Education History

* Type of School
 College

* Name of School

School Web Site

* City

* State
 == Select State ==

Country
 US

Start Date (Month/Year)
 == Select Month == /

End Date (Month/Year)
 == Select Month == /

Did you graduate?
 Yes No

College Major/Minor

Units Completed
 Semester Quarter

* Degree Received
 == Select Degree Received ==

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

Education [Add Education](#)

College
 The Ohio State University
 [Unspecified Start] - [Unspecified End]
 Columbus, Ohio
 Did you graduate: Yes
 College Major/Minor:
 Degree Received: Bachelor's
[Edit](#) | [Delete](#)

Work Experience [Add Work Experience](#)

Analyst
 1/2007 - Present
 State of Ohio
 Columbus, Ohio
 Hours worked per week: 40
 Monthly Salary: \$0.00
 May we contact this employer? No
[Edit](#) | [Delete](#)

Duties
 Performed many duties.

Certificates and Licenses [Add Certificates or Licenses](#)

Skills [Add Skills](#)

Office Skills
 Typing: 0
 Data Entry: 0
[Edit](#)

Additional Information [Add Additional Information](#)

References

References not accepted for this job application process

Resume [Edit Resume](#)

Text Resume

Attachments [Add Attachment\(s\)](#)

* Required Field

16. 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, not 08). If you have held multiple positions at the same company, you may want to enter each position separately to allow you to describe the duties of each job. We suggest including at least 10 years of experience; more work history may be included if relevant to the position to which you are applying. 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.)

Job Application » Work * Required Field

Work History

* Company/Agency Name

Web Site

Address

* City

* State

Zip Code

Country

17. 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.

Education	Add Education
College The Ohio State University [Unspecified Start] - [Unspecified End] Columbus, Ohio	Did you graduate: Yes College Major/Minor: Degree Received: Bachelor's
Work Experience	Add Work Experience
Analyst 1/2007 - Present State of Ohio Columbus, Ohio	Hours worked per week: 40 Monthly Salary: \$0.00 May we contact this employer? No
Duties Performed many duties.	
Certificates and Licenses	Add Certificates or Licenses
Skills	Add Skills
Office Skills Typing: 0 Data Entry: 0	Edit
Additional Information	Add Additional Information
References References not accepted for this job application process	
Resume	Edit Resume
Text Resume	
Attachments	Add Attachment(s)

* Required Field

18. 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.)

The screenshot shows a web interface with a light gray background. At the top, there is a section labeled 'Resume' with a blue link 'Edit Resume' to its right. Below this is a section labeled 'Text Resume'. Underneath, there is a section labeled 'Attachments' with a blue link 'Add Attachment(s)' to its right. In the center, there is a gray button labeled 'Go to Step 2: Agency-wide Questions'. At the bottom right, there is a small asterisk followed by the text '* Required Field'. An arrow from the text above points to the 'Edit Resume' link.

19. 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.

The screenshot shows a window titled 'Job Application > Resume'. At the top right, it says '* Required Field'. Below the title, there is a text instruction: 'Please cut and paste your text resume here (DO NOT use HTML tags)'. Underneath this instruction are two buttons: 'Cancel' and 'Save & View Application'. Below these buttons is a section labeled 'Resume' with a sub-label 'Text Resume'. This section contains a large, empty text area with a vertical scrollbar on the right side. At the bottom of the text area are three buttons: 'Cancel', 'Save & View Application', and 'Spell Check'. At the bottom right of the window, it says '* Required Field'. An arrow from the text above points to the 'Save & View Application' button at the bottom of the text area.

20. Click **Add Attachment(s)** to add your resume, cover letter, or other necessary documents as attachments to your application. **NOTE:** The documents must have one of the following file extensions: pdf, doc, docx, txt or rtf.

This screenshot is identical to the one in step 18, showing the 'Resume' and 'Attachments' sections of the application interface. It includes the 'Edit Resume' link, the 'Add Attachment(s)' link, the 'Go to Step 2: Agency-wide Questions' button, and the '* Required Field' note. An arrow from the text above points to the 'Add Attachment(s)' link.

21. Enter the File Description (e.g. resume, cover letter, etc.)

Job Application >> Profile

* Required Field

* File Description

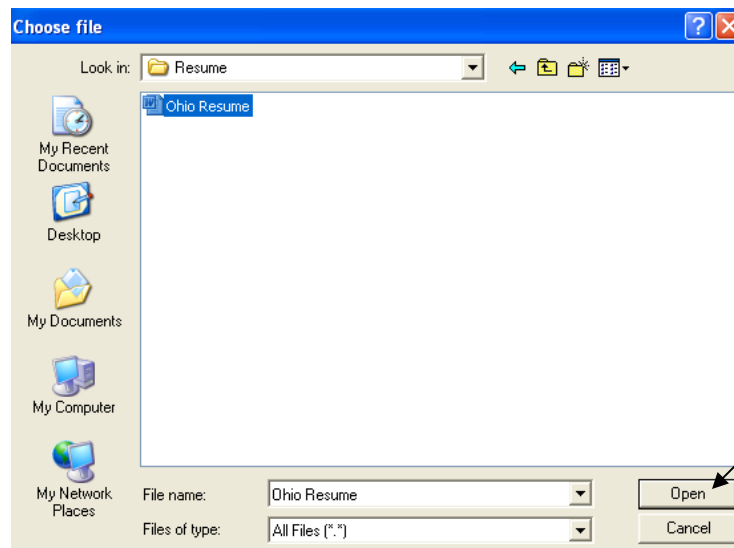
* File

Attach another file

Upload

* Required Field

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



22. Click **Upload** to save your resume and return to the full application. To add another attachment, such as a cover letter, click [Attach another file](#).

Job Application >> Profile

* Required Field

* File Description

* File

Attach another file

Upload

* Required Field

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

Attachment	File Name	Edit	Delete
resume	Ohio Resume		

[Go to Step 2: Agency-wide Questions](#)

* Required Field

24. Read the instructions and answer the Agency-wide Questions. Questions 1-10 require an answer and questions 11-17 are voluntary. You **MUST** answer 1-10, type N/A if no answer applies. 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.

17. **OPTIONAL:** If you answered Yes to the previous question, please indicate if one or more of the following apply.

- MILITARY STATUS:** The performance of duty in a uniformed service, to include active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty.
- DISABLED VETERAN:** A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
- DESERT STORM/SHIELD VETERAN:** A person whose active duty was performed after August 2, 1990, in the Persian Gulf Conflict.
- VIETNAM ERA VETERAN:** A person served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975.

[Save Work in Progress](#) [Save & Proceed](#)

25. Read the instructions and answer the Supplemental Questions, if any are listed. 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.

*3. Are you fluent in Spanish?

Yes No

[Save Work in Progress](#) [Save & Proceed](#)

* Required Field

26. You will see your entire, completed application. Review the information and make any necessary edits. When you are satisfied with your application and would like 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.)


3. Q: Are you fluent in Spanish?
A: No

[Edit](#)

Confirm Application

27. Read the statement that follows and click **Accept** if you understand and agree to the statement.

Certify & Submit



I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United State as required by the Immigration Reform and Control Act.


Accept **Decline**

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

Application for **Fiscal Officer 4** is complete.

[Click here for a printable version of the application you just submitted](#)

Confirmation



Dear **Ohio Resident**

Thank you for your interest in employment with the State of Ohio. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

The examination process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination.

Questions asked during the examination process are based on the knowledge and abilities required to successfully perform the job.

29. To apply for another position or examination, follow steps 2-7 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.
30. You will be taken directly to the Agency-wide Questions. Follow steps 24-27 to finish applying for the position.
31. Remember to **Logout** when you are finished with your account.

