

Quick Tips for Applying Online through OHMS

- Give yourself plenty of time to apply for the position in case you experience technical or any other difficulties while applying. We suggest you try to complete and submit the application at least 2-3 days before the posting expires. Pay attention to the exact **day** and **time** the posting expires.
- You must meet AT LEAST the minimum qualifications and position specific minimum qualifications, if applicable, to be considered for the position.
- If the posting expires at 12:00 a.m. on April 5th, then your application must be received by 11:59 p.m. on April 4th in order to meet the deadline.
- Postings listed on the "Internal Postings for Current State Employees" page are for **current** State of Ohio government employees ONLY. Applications from **external candidates** will not be reviewed, so please **do not apply** for postings on this page.
- The easiest way to apply for a posting is to log into your profile first, search for the position and then click "Apply" directly from the posting. You must click the "Apply" link on a posting to start the online application process.
- Each applicant must have their own, unique e-mail address when creating their profile. There are many Web sites such as mail.yahoo.com, mail.AOL.com and mail.google.com that allow you to set up free e-mail accounts.
- DO NOT name your application the name of the position for which you are applying. This will confuse you when applying for future positions and you are not able to change the name. We suggest naming your application something general such as Accounting application, Human Resources application, etc.
- You MUST answer the required Agency-wide questions 1-10. If you don't have an answer for questions 5 & 9, type N/A. You must answer these questions in order to move to the next step of the application process.

- If you are taken back to your “Main Menu” after clicking “Save and Proceed” from the Agency-wide questions page, you need to adjust your internet browser settings. Go to Frequently Asked Question #36 for instructions on changing your settings.
- There are four or five steps to our application process, depending on if the position includes Supplemental Questions. You must complete all steps in order for your application to be submitted. After the last step, accepting the Certification statement, you will receive an email confirming your application was received.
- If your application and job posting are not listed under the “Application Status” section of your profile, you did not complete the application process. While still logged into your profile, click on “Search for State of Ohio Government Jobs” or “Search for Civil Service Examinations” and locate the posting. Next, click on the title of the job or examination, and then click “Apply”. Complete all steps of the process including accepting the Certification statement. You will receive an automatic response email letting you know your application was received.
- You must call the **agency** directly to check on the latest status of your application or if you have any other questions regarding the position. The phone number can be found by clicking “Print Job Information” directly from the posting. Your application status may also be found by going to the “Application Status” section of your profile.
- References are not accepted during the application process of any State of Ohio job. If you entered them when filling out your application, they will not be submitted with the application. References are normally requested during the interview phase of the hiring process.