

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

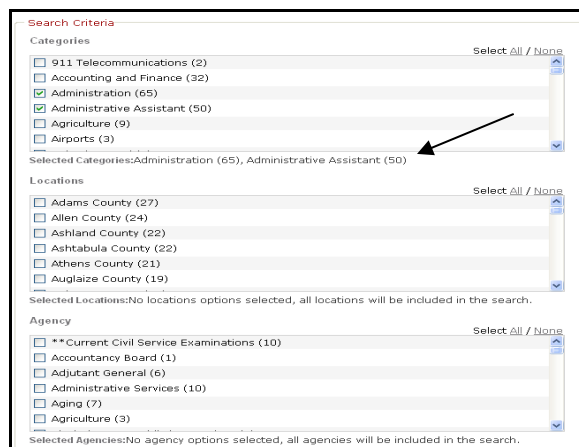
*Important Notes for Applicants:

- When applying online, **each applicant must have their own, unique email account.** Many Web sites such as, mail.yahoo.com, mail.AOL.com and mail.google.com allow you to establish free email accounts.
- In order to work for the State of Ohio, you must be a U.S. citizen or a legal resident of this country. Those in the U.S. on student visas can be considered for temporary, interim or intermittent positions.

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.



4. Make your **Search Criteria** selection(s) and click **Apply Search**. 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 or “Select All” in any of the search criteria boxes {i.e. category, location or agency}.)

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](#)

5. 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

[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

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

Description	Benefits	Supplemental Questions
Performs 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. -Or equivalent of Minimum Class Qualifications for Employment noted above.		
Major Worker Characteristics:		
Knowledge of supervisory principles/techniques; employee training & development; business administration or accounting; applicable state &/or federal laws, rules procedures & standards governing fiscal & budgetary operations*. Skill in use of calculator, video display terminal &/or personal computer. Ability to deal with large number of fiscal &/or budgetary variables & determine specific course of action; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with officials/representatives of same &/or different political jurisdiction. (*)Developed after employment.		

- If you meet or exceed the required qualifications listed on the posting and would like to apply for the position/examination, make sure you review the supplemental questions tab. You will have an opportunity to respond to these later in the application process. 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. (**NOTE:** Some postings may not include supplemental questions.)

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

Description | **Benefits** | **Supplemental Questions**

Fiscal Officer 4 Supplemental Questionnaire

*1. How many years experience in accounting, fiscal &/or budgetary management, planning & control do you have?

Less than one year
 One year to three years
 More than three years

*2. Do you have experience in supervisory principles/techniques & training personnel?

Yes
 No

*3. Do you have a Bachelor's Degree in accounting or business administration?

Yes
 No

* Required Question

- 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](#).

- Enter a Name, Phone Number (including area code), Email Address, Notification Preference, Address, Username, Password, Confirm Password and Password Hint. Fields marked with (*) are required. Click Save after completing all fields. Write down your login information and keep it in a place where you will remember. (**NOTE:** When applying online, **each applicant must have their own, unique email account.** Many Web sites such as, mail.yahoo.com, mail.AOL.com and mail.google.com allow you to establish free email accounts.)

Request New Job Seeker Account

* First Name

Middle Initial

* Last Name

Primary Phone

Alternate Phone

* Email

* Notification Preference == Select ==
By which method would you prefer to be notified about application status, testing dates and examination results?

* Address 1

Address 2

* City

* State == Select ==

* Zip

Country == Select ==

* 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

* 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**.

Main Menu Application Status My Account

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.

←

Applications You've Created:

Name	Date Created	Modify
<small>Tip: You do NOT need to recreate a new application every time you're applying for a position.</small>		

11. **DO NOT** name your application the title of the position to which you are applying. Enter a general name for your application and click **Create Application**. The application name is for your information only; it cannot be seen by anyone in the agencies. (**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.}. In this scenario, you would create 3 application: Jane Doe – General Application, Jane Doe – Accounting Application and Jane Doe – I.T. – Application.)

Main Menu	Application Status	My Account
---------------------------	------------------------------------	----------------------------

Build New Application

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**.

Application Name (for your own reference):

General Application

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. Review your Contact Information and make any changes, if necessary. When you are finished, click **Save and View Application** at the top or the bottom of the page. **Make sure you periodically save your information.** You will see the title of the position to which you are applying above Step 1 Job Application. If you do not see the job title, you will need to go back to the posting by clicking "Search for State of Ohio Government Jobs". Locate your posting, click on the title to bring up the posting and click the "Apply" button again. (**NOTE:** 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.**)

[Fiscal Officer 4](#) - Application process steps:

① >>>>
② >>>>
③ >>>>
④ >>>>
⑤ >>>>

[Job Application](#)
 Agency-wide Questions
 Supplemental Questions
 Confirm Application
 Certify & Submit

Job Application » Profile

* Required Field

Contact Information

* First Name

Middle Initial

* Last Name

Primary Phone

Alternate Phone

* Email

* Notification Preference
By which method would you prefer to be notified about application status, testing dates and examination results?

* Address 1

Address 2

* City

* State

* Zip

Country

Former Last Name

list only one; leave blank if none

Month and Day of Birth /

* Required Field

13. Click **Edit Personal Information**. (NOTE: The red message is just informing you there are required fields in this Personal Information section that must be answered in order to submit your application.)

Fiscal Officer 4 - Application process steps:

1 >>>>> 2 >>>>> 3 >>>>> 4 >>>>> 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

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.

Attention: Please fill out the required fields in the following sections in order to proceed with the application process:

- Personal Information

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

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

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

14. Answer the questions, and then click **Save & View Application**.

Welcome, **Ohio Resident** [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

Fiscal Officer 4 - Application process steps:

1 >>>>> 2 >>>>> 3 >>>>> 4 >>>>> 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Job Application » Other Personal Information * Required Field

[Cancel](#) [Save & View Application](#)

Other Personal Information

Do you possess a valid Driver's License?

Yes, I possess a valid Driver's License

No, I do not possess a valid Driver's License

Driver's License State

Driver's License Class

*Can you, after employment, submit proof of your legal right to work in the United States?

Yes, I can submit proof of my legal right to work in the United States after employment

No, I cannot submit proof of my legal right to work in the United States after employment

*What is your highest level of education?

[Cancel](#) [Save & View Application](#)

* Required Field

15. Click **Edit Preferences**.

Contact Information		Edit Contact Information	
Name:	Ohio Resident	Address:	123 Ohio Rd. Columbus, Ohio 43215
		Email:	OhioResident@ohio.gov
Home Phone:		Notification Preference:	Email
Former Last Name:		Alternate Phone:	
		Month and Day of Birth:	
Personal Information		Edit Personal Information	
Driver's License:		Yes, Ohio , Class D	
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		Edit 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			

16. Complete the information, and then click **Save & View Application**. These fields are not required, but they allow you to indicate your preferences and objective.

Job Application » Preferences		* Required Field
Cancel Save & View Application		
Preferences		
What is your minimum compensation requirement?		
\$	<input type="text"/>	per year \$ <input type="text"/> per hour
Are you willing to relocate?		
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Maybe <input type="radio"/> No Response		
Enter any comments regarding relocation		
<input type="text"/>		
What type of job are you looking for?		
<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Internship		
What types of work will you accept?		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Per Diem		
What shifts are you available to work?		
<input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night		
<input type="checkbox"/> Rotating <input type="checkbox"/> Weekends <input type="checkbox"/> On Call (as needed)		
Objective		
State your objective		
<input type="text"/>		
Cancel Save & View Application		* Required Field

17. 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.

Go to Step 2: Agency-wide Questions

Contact Information [Edit Contact Information](#)

Name: Ohio Resident Address: 123 Ohio Rd.
Columbus, Ohio 43215

Email: OhioResident@ohio.gov

Notification Preference: Email

Home Phone: Alternate Phone:

Former Last Name: Month and Day of Birth:

Personal Information [Edit Personal Information](#)

Driver's License: Yes, Ohio , Class D

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 [Edit 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](#)

18. 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 ==

19. 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)
Go to Step 2: Agency-wide Questions		
* Required Field		

20. 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). If you had multiple positions at the same company, enter each position separately to allow you to describe the duties of each job. 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
<input type="button" value="Cancel"/> <input type="button" value="Save & View Application"/> <input type="button" value="Save & Add Another"/>		
Work History		
* Company/Agency Name State of Ohio		
Web Site		
Address		
* City Columbus		
* State Ohio		
Zip Code		
Country US		

21. 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.

The screenshot shows a form with several sections, each with an 'Add' button on the right side:

- Education**: Includes a table with 'College' information (The Ohio State University) and 'Did you graduate: Yes'. Buttons: [Add Education](#), [Edit](#), [Delete](#).
- Work Experience**: Includes a table with 'Analyst' position (1/2007 - Present) and 'Hours worked per week: 40'. Buttons: [Add Work Experience](#), [Edit](#), [Delete](#).
- Duties**: Text: 'Performed many duties.'
- Certificates and Licenses**: Button: [Add Certificates or Licenses](#).
- Skills**: Includes 'Office Skills' and 'Typing: 0'. Button: [Add Skills](#), [Edit](#).
- Additional Information**: Button: [Add Additional Information](#).
- References**: Text: 'References not accepted for this job application process'.
- Resume**: Button: [Edit Resume](#).
- Text Resume**: Button: [Add Attachment\(s\)](#).
- Attachments**: Button: [Add Attachment\(s\)](#).

At the bottom, there is a button: [Go to Step 2: Agency-wide Questions](#) and a note: * Required Field.

22. 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 form with the following sections:

- Resume**: Button: [Edit Resume](#).
- Text Resume**: Button: [Add Attachment\(s\)](#).
- Attachments**: Button: [Add Attachment\(s\)](#).

At the bottom, there is a button: [Go to Step 2: Agency-wide Questions](#) and a note: * Required Field.

23. 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.

Job Application » Resume * Required Field

Please cut and paste your text resume here (**DO NOT** use HTML tags).

Resume

Text Resume

* Required Field

24. 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.)

Resume [Edit Resume](#)

Text Resume

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

* Required Field

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

Job Application » Profile * Required Field

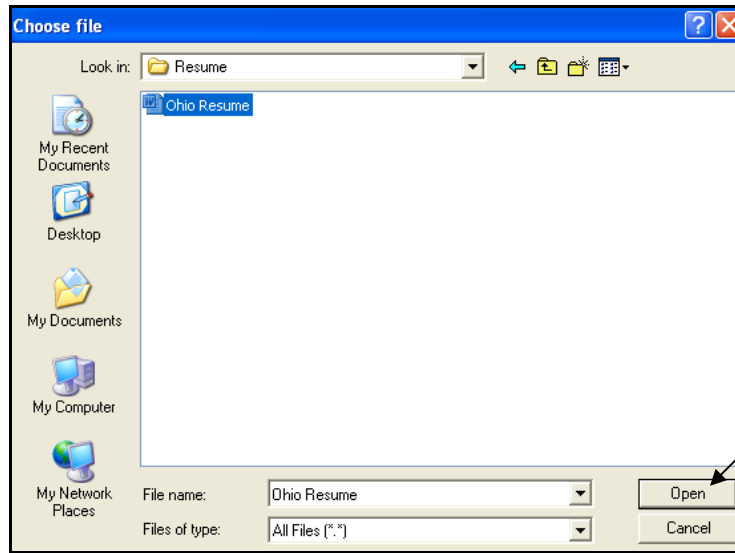
* **File Description**

* **File**

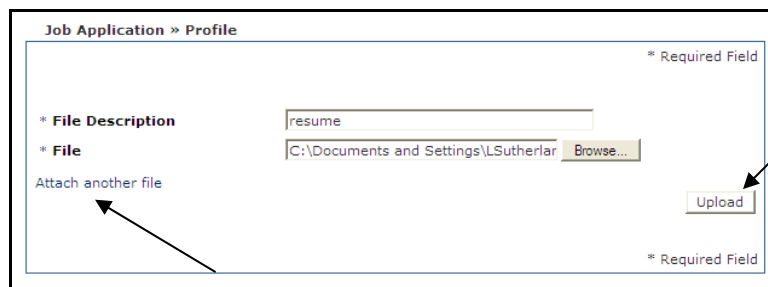
Attach another file

* Required Field

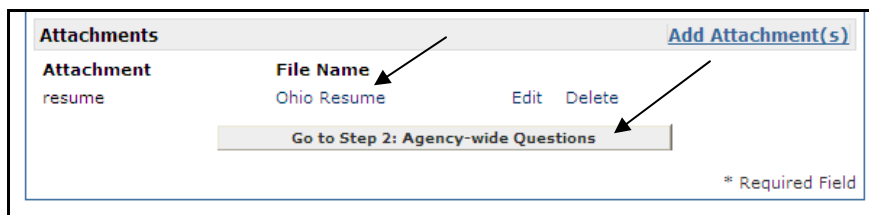
- To attach a resume click on the “Browse...” button
- A new window will open. Locate your resume file, select the file name and click Open.



26. 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**. (**NOTE:** All attachments will be sent with your application each time you apply for a posting. Therefore, unless your attachment is a resume, be sure to detach those documents not relevant to the position for which you are applying.)



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



28. Read the instructions and answer the Agency-wide Questions. You **MUST** answer questions marked with (*), type N/A if no answer applies. The EEO and demographic questions are voluntary. 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.

29. Read the instructions and answer the Supplemental Questions, if applicable. 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.

Supplemental Questions * Required Field

If you need more than **30 minutes** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. **Typing does not extend your session.** All questions marked '**Required**' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position for which you are applying.

*1. How many years experience in accounting, fiscal &/or budgetary management, planning & control do you have?

Less than one year
 One year to three years
 More than three years

*2. Do you have experience in supervisory principles/techniques & training personnel?
 Yes No

*3. Do you have a Bachelor's Degree in accounting or business administration?
 Yes No

* Required Field


30. You will see your entire, completed application. Review the information and make any necessary edits. When you are satisfied with your application and ready 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: Do you have a Bachelor's Degree in accounting or business administration? [Edit](#)

A: Yes

31. 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 which they acquired 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.

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

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.

33. 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.
34. You will be taken directly to the Agency-wide Questions. Follow steps 28-32 to finish applying for the position.
35. Remember to **Logout** when you are finished with your account.

Welcome, **Ohio Resident**