

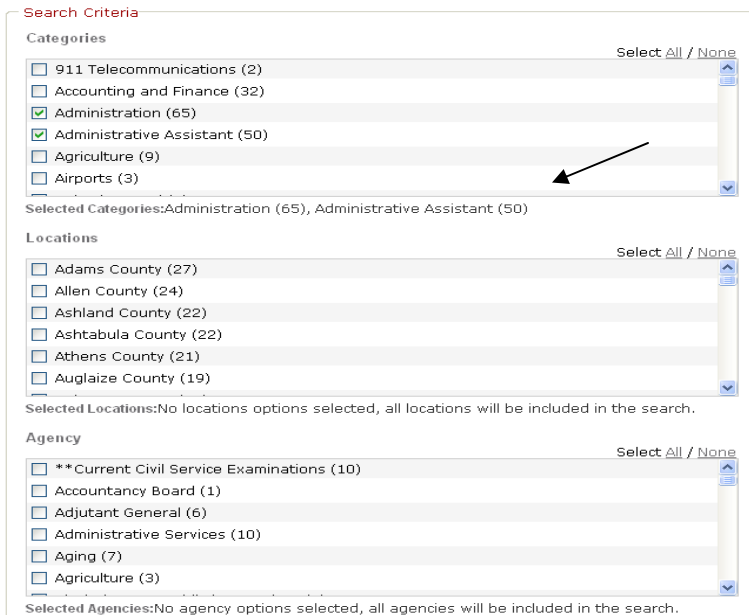
How to Apply for State of Ohio Government Jobs

***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 www.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. Selections made will appear under each search box. You may also enter keywords to further narrow your search.



A screenshot of the "Search Criteria" selection interface. It is divided into three sections: "Categories", "Locations", and "Agency". Each section has a "Select All / None" link and a list of options with checkboxes. The "Categories" section shows "Administration (65)" and "Administrative Assistant (50)" selected. The "Locations" section shows "No locations options selected, all locations will be included in the search." The "Agency" section shows "No agency options selected, all agencies will be included in the search." An arrow points to the "Administrative Assistant (50)" checkbox.

Section	Item	Count	Selected
Categories	911 Telecommunications	2	<input type="checkbox"/>
	Accounting and Finance	32	<input type="checkbox"/>
	Administration	65	<input checked="" type="checkbox"/>
	Administrative Assistant	50	<input checked="" type="checkbox"/>
	Agriculture	9	<input type="checkbox"/>
	Airports	3	<input type="checkbox"/>
Selected Categories: Administration (65), Administrative Assistant (50)			
Locations	Adams County	27	<input type="checkbox"/>
	Allen County	24	<input type="checkbox"/>
	Ashland County	22	<input type="checkbox"/>
	Ashtabula County	22	<input type="checkbox"/>
	Athens County	21	<input type="checkbox"/>
	Auglaize County	19	<input type="checkbox"/>
Selected Locations: No locations options selected, all locations will be included in the search.			
Agency	**Current Civil Service Examinations	10	<input type="checkbox"/>
	Accountancy Board	1	<input type="checkbox"/>
	Adjutant General	6	<input type="checkbox"/>
	Administrative Services	10	<input type="checkbox"/>
	Aging	7	<input type="checkbox"/>
	Agriculture	3	<input type="checkbox"/>
Selected Agencies: No agency options selected, all agencies will be included in the search.			

4. Make your **Search Criteria** selection(s) and click **Apply Search**. (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](#)

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

6 records found.
Page 1 of 1

Position	Agency	Emp. Type	Salary	Closing Date
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 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 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 submit your application 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. If this is your first time, click on [Create Your Account Here!](#) (NOTE: If you've previously registered, enter your Username and Password and login.)

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 and Password Hint and click Save. (NOTE: Email address is a required field. Please see our FAQ's for Web sites where you can establish a free account.)

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. Print out or write down the following page for your information and keep it in a place where you will remember. You will need this information each time you want to log into your profile. Click **Login** to begin entering your information.

Thank you for registering with GovernmentJobs.com. Your account is now active.

Username **stateofohio**
Email **Ohio@ohio.gov**
Password **ohio**
Password Hint **state**

←

11. Login using the **Username** and **Password** you just created.

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: stateofohio
Password: ●●●●

←

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

12. 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.

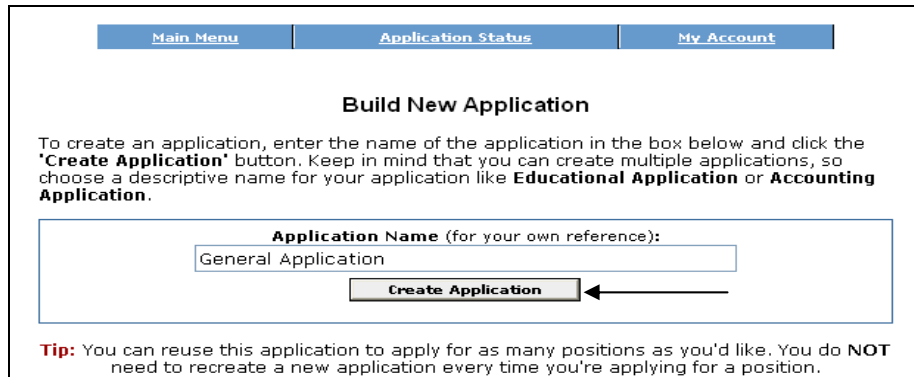
←

Applications You've Created:

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

13. Enter a general name for your application and click **Create Application**. This name is for your information only. (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.)



Main Menu Application Status My Account

Build New Application

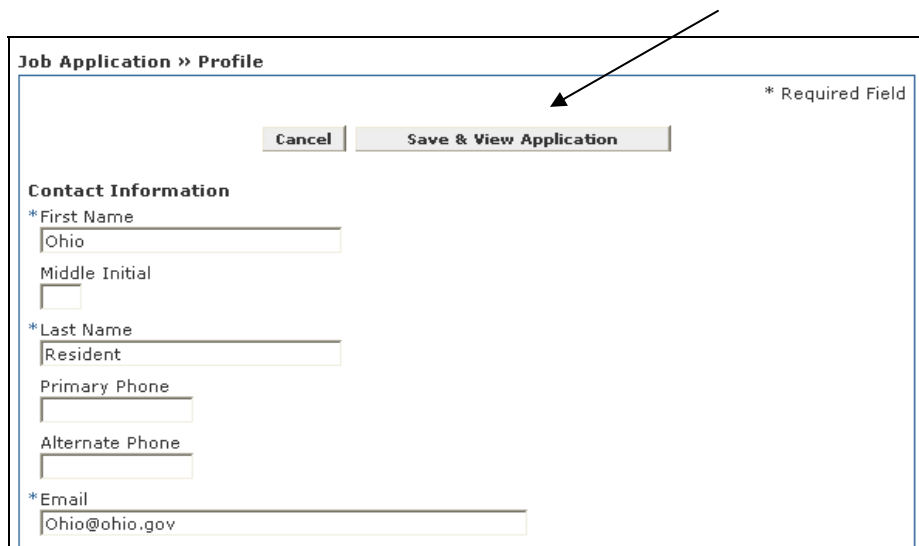
To create an application, enter the name of the application in the box below and click the **'Create Application'** button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):
General Application

Create 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.

14. You may now begin entering your 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

Cancel Save & View Application

Contact Information

* First Name
Ohio

Middle Initial
[]

* Last Name
Resident

Primary Phone
[]

Alternate Phone
[]

* Email
Ohio@ohio.gov

15. Review your **Personal Profile**. Click [Edit Personal Profile](#) to make any changes. To add your education, click [Add Education](#).

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](#)

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

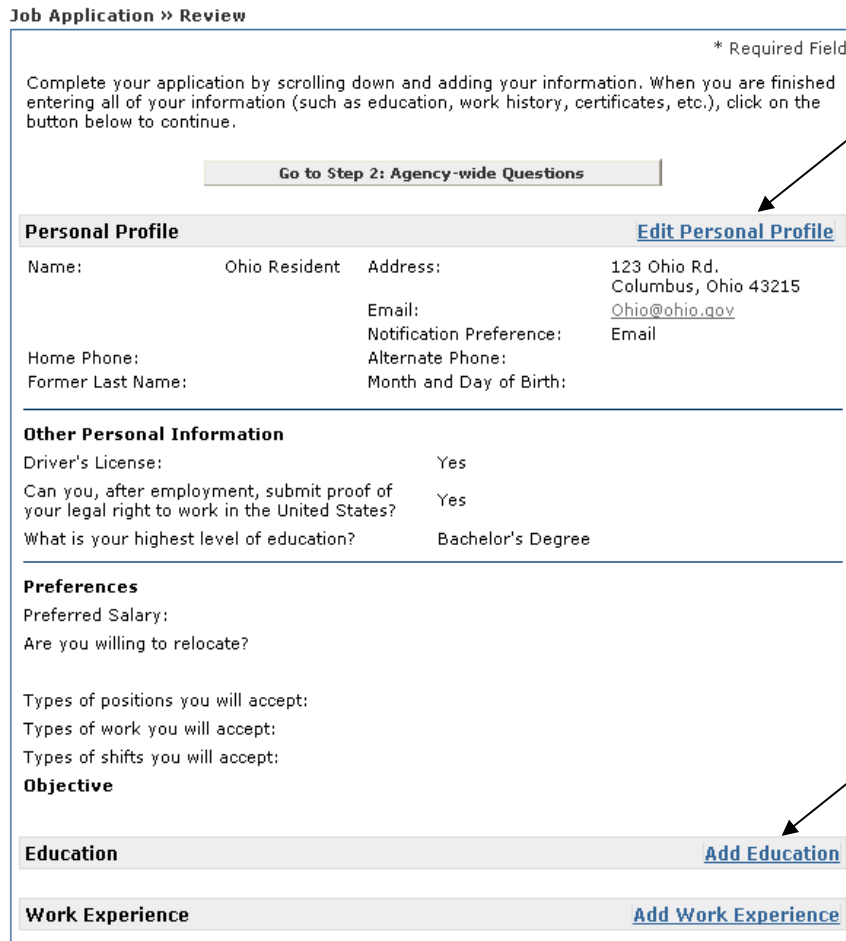
Preferred Salary:
Are you willing to relocate?

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](#)



16. 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

Cancel Save & View Application Save & Add Another

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 ==

Cancel Save & View Application Save & Add Another

17. 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
Certificates and Licenses		Add Certificates or Licenses
Skills		Add Skills
Office Skills		Edit
Typing: 0 Data Entry: 0		
Additional Information		Add Additional Information
References		
References not accepted for this job application process		
Resume		Edit Resume
Text Resume		
Resume Attachment None		
<input type="button" value="Go to Step 2: Agency-wide Questions"/>		
* Required Field		

18. 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). 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

19. To add **Certificates or Licenses**, **Skills** or **Additional Information**, click on the corresponding 'Add' button. Click **Edit Resume** to attach or copy and paste your resume to the application. (NOTE: Resumes are not accepted for civil service examinations.)

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		
Resume Attachment None		
<input type="button" value="Go to Step 2: Agency-wide Questions"/>		
* Required Field		

20. You may copy and paste your resume in the text box or attach your completed resume. (NOTE: You are only able to attach 1 document to your application, but the document may be multiple pages. If you would like to submit a cover letter in addition to your resume, it must be saved in the same file.)

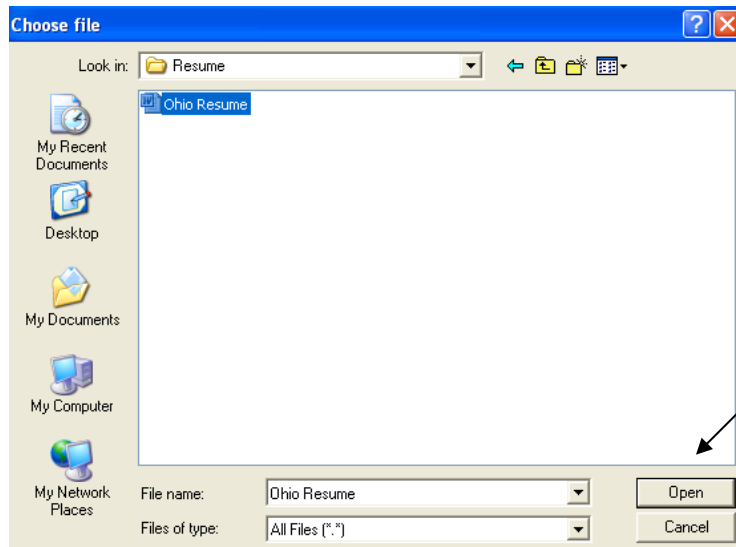
Please either cut and paste your text resume here (**DO NOT** use HTML tags), or attach a resume document below (.txt file extension), rich text (.rtf file extension), PDF (.pdf file extension), or Microsoft Word (.doc extension).

Resume

Text Resume

Resume Attachment
Please attach your resume here:

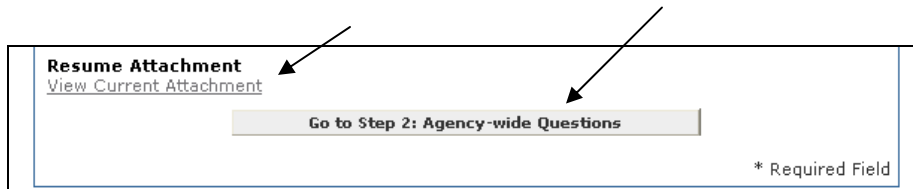
- To attach a resume Click on Browse.
- A new window will open. Locate your resume file, select the file name and click Open.



21. Click on **Save & View Application** to save your resume and return to the full application.



22. Click **View Current Attachment** to review the attached document. When you've completed your application, click **Go to Step 2: Agency-wide Questions**.



23. Read the instructions and answer the Agency-wide Questions. Questions 1-9 require an answer and questions 10-16 are voluntary. 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.

16. **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.

* Required Field

24. 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

* Required Field


25. 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 send your application, click **Confirm Application** at the bottom of the page. (NOTE: This is your last chance to make any edits to your application before the application process is completed.)

3. Q: Are you fluent in Spanish? [Edit](#)

A: No

26. 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.

27. A confirmation will appear thanking you for applying and verifying that your application has been received. You will also receive an email confirmation. Click, [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.

28. 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.
29. You will be taken directly to the Agency-wide Questions. Follow steps 23-27 to finish applying for the position.
30. Remember to **Logout** when you are finished with your account.

Welcome, **Ohio Resident**