

STATE OF VERMONT ONLINE APPLICATION

Applicant Guide

Visit our Website: www.careers.vermont.gov

Part 1: Create Username and Password

1. Click *Register Here*.

Careers

Welcome! You can search and review jobs from this page without creating an account with us. When you are ready to apply or wish to save your search, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.

If you are a current State employee, [click here](#)

Basic Job Search	
Keywords:	<input type="text"/>
Posted:	Anytime <input type="button" value="v"/>
<input type="button" value="Search"/> Advanced Search Search Tips	

* The Advanced Search link above can be used to search for jobs with more detailed criteria, such as locations, job family, and keywords (department, job title, etc.)

Login	
User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/> Login Help Register Now	

Enter your user name and password to login.

If you have not yet registered, [Register Here](#)

2. Create a unique username and password. Read the Terms & Agreements and click *I Agree*. Be sure to remember your username and password – you will need them in the future!

ORACLE	
Home Worklist MultiChannel Console Add to Favorites Sign out	New Window Help http
Favorites Main Menu > Careers	
Register	
Enter your new user name and password.	
Enter Registration Information	
*User Name:	<input type="text" value="pepperpotts"/>
*Password:	<input type="password" value="*****"/>
*Confirm Password:	<input type="password" value="*****"/>
Terms and Agreements	
To create and use a Careers Home Page Account, Users must first read and agree to the described terms. Please read the following:	
When you select "I Agree," you accept the terms for creating and using a Careers Home Page Account. This will allow you to create your account.	
If you do not agree, please use the link "Return to Previous Page." You will not be able to create a Careers Home Page Account.	
TERMS FOR CREATING AND USING A CAREERS HOME PAGE ACCOUNT	
The User understands and agrees that all personal information, applications, attachments and draft applications will be stored within the State of Vermont's system.	
The User agrees that all personal information, applications, attachments and draft applications the User creates will be used by the State of Vermont for recruitment purposes. User further understands the State considers the described information to be confidential, and does not intend to disclose it. The State of Vermont may produce the information when required by law, judicial authority, other valid authority, or when the State believes it reasonably necessary.	
The User agrees User is an adult and has legal standing to accept the described terms.	
<input checked="" type="checkbox"/> I Agree	
<input type="button" value="Register"/> Return to Previous Page	



State of Vermont | Recruitment Services

439 Industrial Lane | Berlin, VT 05641

www.careers.vermont.gov | (855) 828-6700, option 1, then option 4

Part 2: Apply for a Position

1. Click on any Job Title to view the full posting.
 - *While our system allows you to apply for multiple jobs at the same time, we recommend only applying for one job at a time. This will reduce errors and allow you to attach different resumes or cover letters to each application. Additionally, applications for multiple openings are visible on each of the jobs selected.*
2. On the Job Description page, click *Apply Now*.
 - The Job Description page contains information about the job, including pay, location, minimum qualifications, and deadlines. You also have the option of e-mailing the posting to a friend and/or saving the job so you can easily find it at a later time.
 - If you decide not to apply to the position, simply click *Return to Previous Page* to return to your search results.

The screenshot shows the Oracle job application interface. At the top, there is a navigation bar with the Oracle logo and links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites > Main Menu > Careers. A Help icon and a browser address bar showing 'http' are also visible. The main heading is 'Job Description'. The job details are as follows:

Job Title:	Benefits Programs Specialist
Job ID:	612785
Location:	Burlington
Full/Part Time:	
Regular/Temporary:	Regular Shift:
Posting Date:	12/03/2012
Position Number:	Hourly Rate: 17.800000
Department:	The State of Vermont
	Pay Grade: 20
	Application Deadline:

At the bottom of the job details, there are four buttons: 'Email to Friend', 'Save Job', 'Apply Now' (highlighted in yellow), and 'Return to Previous Page' (a blue link).

Choose a Resume

If you have not applied previously, there are two different ways to include a resume and/or cover letter with your job application. If you have previously uploaded one or more resumes, you also have the option to use a previous document.

Favorites | Main Menu > Careers

Apply Now

Choose Resume

Resume, Cover Letter, References and Other Documents

Please combine all documents into one file (Word, PDF, etc.) when uploading your resume.

If you select "Copy and paste resume text", copy and paste all documents into the same textbox.

In either case, this information will only be attached to the specific job to which you are applying.

Resume Options

How would you like to proceed?

- Upload a new resume
- Copy and paste resume text
- Use an existing resume
- Apply without using a resume

[Continue](#) [Return to Previous Page](#)

Option 1: Upload a new resume

- Click *Upload a new resume*
- Click *Continue*. A dialogue box will appear. Click *Browse*. Find the file on your computer, select and open the file, and click *Upload*.

Important: You can only upload ONE FILE at this point. We recommend users combine all documents into one file (preferably PDF format) when uploading.

TIP – Your resume will not upload if the file name is too long. The system adds characters (time and date stamp), so keep your document name short – 20 characters or less.

Option 2: Copy and paste resume text

- Click *Copy and paste resume text*
- Use the editor to build your resume. When finished, click *Continue*.

Option 3: Use an existing resume

- Click *Use an existing resume*
- A drop down list will appear. Select the applicable document.

My Profile

The first time you create a State of Vermont application, you must complete the My Profile page. This information will be stored on your record. This page will not appear on future applications. You can update your My Profile information from the Career Home page.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Careers

New Window ? Help http

[Careers Home](#) | [Job Search](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Career Tools](#) | [Logout](#)

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated for all jobs you have applied to in the past.

[Return to Previous Page](#)

Member Information

User Name: pepperpotts
Password: [Change Password](#)
Preferred Method of Contact: Not Specified

Name

Name Format: English
Name Prefix:
*First Name:
Middle Name:
*Last Name:
Name Suffix:

Email Addresses

*Primary Email Type: Select...
*Email Address: [Remove Email](#)
[+ Add Another Email Address](#)

Phone

Primary Phone Type: Select...
Phone Number: Extension: [Remove Phone](#)
[+ Add Another Phone Number](#)

[Return to Previous Page](#)

Note: A valid e-mail address is REQUIRED! E-mail is the primary means of communication during our application process. Without a valid e-mail address, you will not receive important information about your application status.

Complete Application: Important Information

The State of Vermont Online Application has multiple sections. The section highlighted in the image below will help you navigate the online application. It is *critical* that you complete all sections of the application before clicking Submit. Click the **Next** button to move to the next section of the application. You can save your progress at any time by clicking the **Save** button. Do not click the Submit button until you have completed all sections of the online application.

Apply Now

Complete Application

Jobs you applied for		
Posting Title		Remove
PH Microbiologist III		

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Cover_Letter_and_Resume.docx

[Use a Different Resume](#)

You can save your progress at any time by clicking the Save button.

Peter Parker
120 Main Street
Apt.1
Burlington, VT 05401
[Edit Profile](#)

Click the Next button to move to the next section of the application.

Navigation bar with buttons: Previous, Submit, Save, Cancel, Careers Home, Next, Print Application Details.

Progress indicator with 5 steps:

- 1 Education & Work Experience
- 2 Additional Info.
- 3 Questionnaire
- 4 References
- 5 Referral Information

Complete Application: Education and Experience

1. Indicate your highest level of education from the dropdown menu.

The screenshot displays the Oracle Career application interface. At the top, the Oracle logo is visible, followed by navigation links for Favorites, Main Menu, and Careers. The main heading is 'Apply Now' and 'Complete Application'. Below this, there is a table titled 'Jobs you applied for' with columns for 'Posting Title' and 'Remove'. The first entry is 'Benefits Programs Specialist'. A note below the table states: 'Note: Please Save the application before adding/removing a Job to avoid losing any changes made.' Below the note are buttons for 'Add Another Job to Application' and 'Pepper's Resume' with a 'Use a Different Resume' link. The user's profile information is shown: 'Pepper Potts, 123 Main Street, Burlington, VT 05401' with an 'Edit Profile' link. A navigation bar contains buttons for 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', 'Next', and 'Print Application Details'. The 'Education & Work Experience' section is highlighted in yellow. It includes tabs for 'Additional Info.', 'Questionnaire', 'References', and 'Referral Information'. A message says: 'Indicate your highest level of education by selecting a value from the drop-down list below.' Below this is the 'Education History' section with a dropdown menu showing 'Highest Education Level: A-Not Indicated'. The 'Work Experience' section has a message: 'Enter your employment history in this section. Complete this section even if you are submitting a resume.' and 'You have not added any employment information to your new application.' with an '+ Add Work Experience' link. The 'Degrees' section has a message: 'To add Degrees to your application, select the Add Degrees hyperlink below.' and 'You have not added any Degrees to your application.' with an '+ Add Degrees' link. A second navigation bar at the bottom contains buttons for 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', 'Next', and 'Print Application Details'.

Add New Application

Add Employment History

Save & Return Save & Add More Cancel Return to Previous Page

Enter Employment Details

*Start Date: 
End Date: 
*Employer:
*Ending Job Title:
Telephone:
Supervisor Name/
Job Duties/
Reason for
Leaving: 

Address

Country: United States 
Address 1:
Address 2:
Address 3:
City:
State: 
Postal:
County:

Save & Return Save & Add More Cancel Return to Previous Page

2. Click *Add Work Experience*.

- Fill in all fields with relevant information about your current/previous employment.
- To add more jobs, click *Save & Add More*.
- When done, click *Save & Return*.

Add Degrees

Details

*Degree: 
*Date Acquired: 12/31/2012 
Major Code: 
Country: USA  United States
State: 
School Code: 
School Description:
 Minority Institution
Major Description:
Minor Code: 
Minor Description:
Average Grade:
 US Federal
GPA:
 Graduated

OK Cancel Apply and Add Another

3. Click *Add Degrees*.

- Fill in all fields with specific information about your education.

Note: For Degree, Major, State, and School Code, you will need to click on the magnifying glass symbol and select your response.

- To add more jobs, click *Apply & Add More*.
- When done, click *OK*.

4) When you are done adding information to the Education & Experience section, click **Next**.

Complete Application: Additional Info.

- 1) If you would like to indicate Veterans' Preference Status, read the top section of this page and select/enter the appropriate information in the highlighted fields. If you are NOT indicating Veterans' Preference, skip this section and scroll down the page.

Navigation: Previous, Submit, Save, Cancel, Careers Home, Next, Print Application Details

Education & Work Experience | **Additional Info.** | Questionnaire | References | Referral Information

Preferences

If you wish to claim Veterans' Preference, please read the questions below to determine the answer that best fits your situation. Make the appropriate selection in the Veterans' Preference drop down box.

VETERAN
Have you served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions?

VETERAN/DISABILITY
Have you served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions AND have a service-connected disability of 10% or more?

SPOUSED/DISABLED VETERAN
Are you a spouse of a totally disabled veteran with a service-connected disability? (Note: the veteran must have served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions).

UNMARRIED WIDOW/WIDOWER OF VETERAN
Are you an unmarried widow or widower of a veteran? (Note: the veteran must have served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions).

Veterans Preference: None

Uniformed Service:

Military Service Start Date: [Date Picker] **End Date:** [Date Picker]

- 2) To indicate job training or courses you have completed, click *Add Job Training*.
- 3) To indicate professional licenses or certifications, click *Add Licenses & Certifications*.
- 4) To indicate language skills, click *Add Language Skills*.

If you have any relevant training courses you want us to know about, enter them in this section.

Job Training

You have not added any training information to your application.

+ Add Job Training

To add Licenses & Certifications to your application, select the Add Licenses & Certifications hyperlink below.

Licenses & Certifications

You have not added any Licenses & Certifications to your application

+ Add Licenses & Certifications

To add Language Skills to your application, select the Add Language Skills hyperlink below.

Language Skills

You have not added any Language Skills to your application

+ Add Language Skills

Navigation: Previous, Submit, Save, Cancel, Careers Home, **Next**, Print Application Details

Important Tip!

- On both the Licenses & Certification page and the Language Skills page, you must click on the magnifying glass to search for your selection.
- Click *OK* or *Apply* and *Add Another*.

Add Licenses & Certifications

Details

*License: 

*Issue Date: 

Country: 

State: 

Renewal Required
 Renewal In Progress
 License Verified

Expiration Date: 

License/Certification Number: 

Issued By: 

Add Language Skills

Details

*Language: 

*Evaluation Date: 

Reading Proficiency:

Speaking Proficiency:

Writing Proficiency:

Native Language
 Able To Translate
 Able To Teach

5) When you are done adding information to the Additional Info section, click **Next**.

Complete Application: Questionnaire

- 1) It is CRITICAL for applicants to answer all questions on the Questionnaire page. SCROLL the entire page to confirm you have answered all of the questions accurately. If you fail to complete this page and answer all questions, your application will be incomplete and may be disqualified from further consideration.
 - Some jobs may ask you to provide a written short answer response. All open-ended questions are at the bottom of the page.

The screenshot shows a web application interface. At the top, there is a navigation bar with buttons: Previous, Submit, Save, Cancel, Careers Home, Next, and Print Application Details. Below this is a breadcrumb trail: Education & Work Experience, Additional Info, Questionnaire (highlighted), References, Referral Information. A note reads: "Please provide your answers to the following questions related to this application. PLEASE NOTE: Any question with an asterisk (*) is REQUIRED. If you fail to answer any of these required questions, your application will be incomplete and may be disqualified from further consideration." The "Application Questionnaire" section contains four questions, each with a "Yes" and "No" radio button option:

- * Are you 18 years of age or older?
- * Does your spouse, roommate, domestic partner, civil union partner, any relative of any of the foregoing, or any relative of yours work for the State of Vermont?
- * Are you authorized to work in the United States
- * Have you ever worked, or applied for work, for the State of Vermont under another or different name?

The "Open Ended Questions" section contains one question: "* Explain Convictions. If you answered 'Yes' to either of the questions above regarding law violations (conviction of felony in past fifteen years and/or any violation of any law in past five years), please explain below." Below the question is a large text input area with a "Word Count" and "Total Words:" label. At the bottom, there is another navigation bar with buttons: Previous, Submit, Save, Cancel, Careers Home, Next (highlighted), and Print Application Details.

- 2) Check to be sure you answered all questions. Click **Next**.

Complete Application: References

- 1) Click *Add Reference*.
- 2) Enter information for your references. Click *Save & Return* or *Save & Add More*.
- 3) When done with the References page, click *Next*.

Apply Now

Complete Application

Jobs you applied for	
Posting Title	Remove
Benefits Programs Specialist	

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Pepper's Resume [Use a Different Resume](#)

Pepper Potts
123 Main Street
Burlington, VT 05401
[Edit Profile](#)

[Previous](#) [Careers Home](#) [Next](#)

[Education & Work Experience](#) [Additional Info](#) [Questionnaire](#) **References** [Referral Information](#)

To add references to your application, select the Add References link below.

References
You have not added any references to your application.

[+Add Reference](#)

[Previous](#) [Careers Home](#) **[Next](#)**

Add New Application

Add Reference

[Return to Previous Page](#)

Enter Reference Details	
*Reference Type:	Professional
*Reference Name:	<input type="text"/>
*Title:	<input type="text"/>
Employer:	<input type="text"/>
Telephone:	<input type="text"/>
Address	
Country:	United States
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Postal:	<input type="text"/>
County:	<input type="text"/>

[Return to Previous Page](#)

* Required Field

Complete Application: Referral Information

- 1) Tell us how you learned about this job opening by selecting options from the dropdown menu.
- 2) Indicate whether or not you were previously employed with the State of Vermont.
- 3) This is the final full page of the online application. To proceed to the Submit Online Application page, click *Submit*.

On this page please tell us how you first found out about the job you are applying for. Please use the SubSource for additional detail. If you were referred to the job from another source, you can enter details in the Specific Referral Source.

Referral Information

How did you learn of the job:

Sub Source:

Specific Referral Source:

*Are you a former employee:

Submit Online Application

- 1) Complete Identification Details section. This section is OPTIONAL. Any information provided will NOT be seen by the hiring manager/supervisor. This information is for reporting purposes only.
- 2) Review the Terms and Agreements. Select I agree to these terms.
- 3) Click Submit. **You will not be able to edit your application once you click submit!**

Submit Online Application

Self Identification Details

The State of Vermont is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, sex, color, religion, gender identity, national origin, place of birth, age, ancestry, physical or mental disability, sexual orientation, or any other factor prohibited by law.

To help the State comply with federal and state Equal Employment Opportunity record keeping and other legal requirements, we ask you to complete the following information.

Completion of this information is voluntary; not completing it will have no negative impact on your application or employment. We strongly encourage and appreciate your participation. The information you provide is confidential and will be kept separate from your other applicant information. It will be used for data reporting requirements, and will not be considered in employment decisions.

*Gender: Date of Birth:

Ethnic Group Find First 1 of 1 Use

[Add Ethnic Group](#)

I decline to provide my self identification details.

Terms and Agreements

Direct Deposit
All employees of the State of Vermont are required to receive their pay by Direct Deposit. As a condition of employment, you shall take the necessary steps to receive payment by electronic deposit. (For more information, see Section 101 of Act #4 of the Legislative Acts of 2009, and Personnel Policy 12.11 - Direct Deposit).

Tax Compliance
When an applicant for State employment is determined to be a finalist for a position, s/he will be provided a document to attest that s/he is in good standing with respect to all Vermont taxes due as of that date. The applicant's tax compliance will be verified with the Vermont Tax Department prior any offer of employment. (For further information, see 32 V.S.A. Section 3113(j) and Personnel Policy 12.12 - Tax Compliance).

Submission of Application
By submitting this application, I certify that all information I entered is correct and complete to the best of my knowledge. I understand that the State of Vermont may verify information, and that untruthful or misleading answers are cause for rejection of this application, or dismissal if employed with the State of Vermont.

You will be notified by e-mail when we have received the application.

I agree to these terms
 I do not agree to these terms

[Return to Previous Page](#)

Congratulations! You have successfully submitted your application. Click on *Careers Home* to return to your personal Career Home page.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

My Applications

You have successfully submitted your job application.

My Applications

Display applications from: Within Last Week

For more information hover over the status code |

Application	Status	Application Date	Status Code	Description
Administrative Assistant B	Applied	08/28/2014 12:52PM	020	020-Applied

The review of your application will involve 2 steps:

1. The Recruitment Services Office will screen your application to determine if you meet the minimum qualifications.
 - a. If you do not meet the minimum qualifications, you will receive an email from Recruitment Services notifying you of this result.
 - b. If you do meet the minimum qualifications, your application will be forwarded (routed) to the hiring manager.
2. The Hiring Manager will review all applications that are forwarded and decide who to interview. The Hiring Manager is responsible for all follow up communications to applicants who have been forwarded for consideration. The Hiring Manager is expected to send an email to notify applicants if they have not been selected for an interview.

You can review your applications by logging into the Careers Home page and clicking on the View Application Status link in the My Career Tools section.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

Careers Home

Welcome Gail

Basic Job Search

Keywords:

Posted: Anytime

[Advanced Search](#) [Search Tips](#)

My Career Tools

- [View Application Status](#)
- [0 Additional Attachments](#)
- [0 Saved Resumes](#)
- [My Profile](#)

* The Advanced Search link above can be used to search for jobs with more detailed criteria, such as locations, job family, and keywords (department, job title, etc.)

There is a record of all applications that you initiate. Your Career Tools will show the following statuses of your application:

- *Not Submitted or Not Applied* means that you started and saved an application, but did not submit the application.
- *Applied* means that you submitted your application.

In addition, a Status Code and Description is provided to show the progress of your application as the review process is completed and decisions are made about interviewing and filling the position. Place your cursor over the Status Code link to review the definition of the code shown.