

## State of Vermont Online Application - Important Tips & FAQ

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.

### Apply Now

#### Complete Application

Jobs you applied for	
Posting Title	Remove
PH Microbiologist II	

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

If you fail to complete the entire application and answer all questions on the Questionnaire page, your application may be considered incomplete and may be disqualified from further consideration.

Do not click the Submit button until you have completed all sections of the online application.

## **Frequently Asked Questions**

### **I am visiting Vermont State Government Careers page for the first time. Where should I start?**

First, watch the quick tutorial video *State of Vermont Online Application Basics*. You can also download and read the *Applicant Guide* (PDF). Both the video and the written guide will take you through the application process step-by-step.

### **I applied for jobs with the State of Vermont using the old online application. Will my old username and password work in the new system?**

Yes. If you want to retrieve your previous application data, you can log into the system using your current username (which was your e-mail and password). We highly recommend you review and update your application and personal information prior to submitting an application. When you log in, click My Profile and confirm your personal information and e-mail address. All users are *required* to have a valid e-mail address.

### **I am a current State employee. What has happened to my prior application data?**

Your application information will be retained in the new system. Current State employees should access their accounts and apply for jobs through VTHR (formerly called “Employee Self Service”). We highly recommend you review and update your application and personal information prior to submitting an application.

### **What do I do if I forgot my username or password?**

If you are an external applicant, click on the Login Help link and follow the instructions. Your password will be sent to your e-mail address.

### **How often are the postings updated?**

Daily.

### **What is the best way to search the job postings?**

You do not need to register or login to search or browse jobs. In the Latest Job Postings section, job openings posted within the last week display chronologically in groups of five. Click the Next button to see the next set of five and so on. To see more

listings use basic search criteria such as posted “Last Month” or use the Advanced Search feature. To view more information on a particular job posting, click on the Job Title link.

### **How long does it take to complete the application?**

We recommend that you give yourself 30 minutes to an hour to complete your initial application. You can save your progress at any time by clicking the Save button.

### **Can I begin my online application, save it and come back into the system to finish applying another time?**

Yes. To access a saved application, click on Accepted/Unaccepted Applications under My Career Tools. Click the Job Title link, and continue working on the application.

### **How do I attach my resume?**

You will be given the option to attach your resume at the time of application. Choose upload a New Resume and click the Browse button to find the file you wish to attach. Double-click on the file. When the file name appears in the box next to the Browse button, click Upload to attach the file. You will then be prompted to complete the Online Application. You will need to attach your resume each time you apply, but once you have uploaded a resume you will be given the option to use an existing resume.

### **How do I attach more than one document, such as a cover letter, a resume, and a writing sample?**

When you are prompted to select a resume, the system will accept only one document per application. We highly recommend combining your cover letter and resume into one document.

You can attach additional attachments to your profile by clicking Additional Attachments under the My Career Tools section of your Careers Home page. *Any attachment uploaded to Additional Attachments will be associated with ALL jobs to which you apply. Appropriate attachments include general references, writing samples, and other generic documents. DO NOT upload job specific attachments such as customized cover letters. To attach a resume, cover letter or other attachment to a specific job application, use the Upload Resume feature when applying for a job*

**I see the same position I recently applied for has been closed, and now is posted again. Do I have to apply again?**

Click on the Job Title link. Typically, if a job is reposted, the job posting will clearly state whether or not previous applicants should reapply.

**May I apply for multiple jobs with one application?**

Yes. However, 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 allow you to attach different resumes or cover letters to each application. Additionally, an application will list all job openings that were applied for concurrently, so applications that were submitted individually will list only the job opening specific to that hiring manager. Once you enter information into the application, you may use the same application repeatedly, or you may edit it for each new application.

**If I have already filled out an Online Application, why am I brought to the beginning of the Application again each time I return to apply for more jobs?**

The system is giving you an opportunity to make changes to your saved application. Choose a resume attachment and confirm your application information by clicking the “Next” button to review each page of your application. Be sure to answer ALL questions on the Questionnaire page each time you apply for a position. When you are finished, click Submit.

**What happens to my application after it is submitted?**

If you meet the screening criteria, your application will be reviewed by the hiring manager. The hiring manager will contact you directly if he/she would like to set up an interview. If you do not meet the screening criteria, you will receive an e-mail notification indicating that you are no longer being considered for the position. You can track your status by logging into the Careers home page and clicking on the Accepted/Unaccepted Applications link in the My Careers Tools section.

**The status of my application is Unaccepted. What does that mean?**

*Unaccepted* means you started an application for a particular job opening, but did not finish the application process. *Accepted* is simply the confirmation that your application was successfully submitted for a particular job.

**Will the status of my application change to show actions taken by Recruitment or the Hiring Manager?**

No, the last application status that an applicant will see is “Applied”. All further notifications regarding your application will be via phone call or email.

**I don't have an e-mail account. What should I do?**

Many internet providers offer free email accounts. Yahoo.com, Hotmail.com, Google.com are all compatible with our Careers site. Visit one of these and follow their instructions to register for an e-mail account.

**I don't have computer access? What should I do?**

Most public libraries have computers available for public use. The Vermont Department of Labor has sites across the state where you may have access to a computer and assistance.