



# SUCCESSFACTORS USER GUIDE USING OUR CAREER WEBSITE

This Guide is For:



External Candidates/Applicants

# WELCOME TO SuccessFactors!



Welcome to the State of Vermont's Career Site! We are going to take you through the process of searching and applying for jobs with the State of Vermont. Some of this guide will be short, helpful videos and some will be step by step documentation.



Some of the topics we will be reviewing:

Tour of our Career Site: Page 3

Job Searches: Page 4

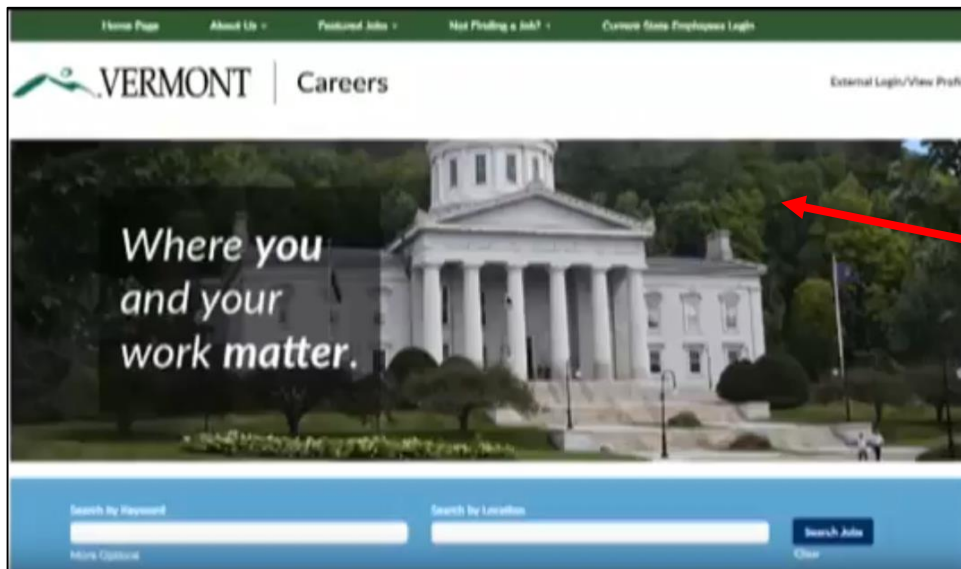
Create and Manage Your Account/Profile:  
Page 8

Applying for Jobs: Page 17

Managing your Job Applications and Offers: Page 20

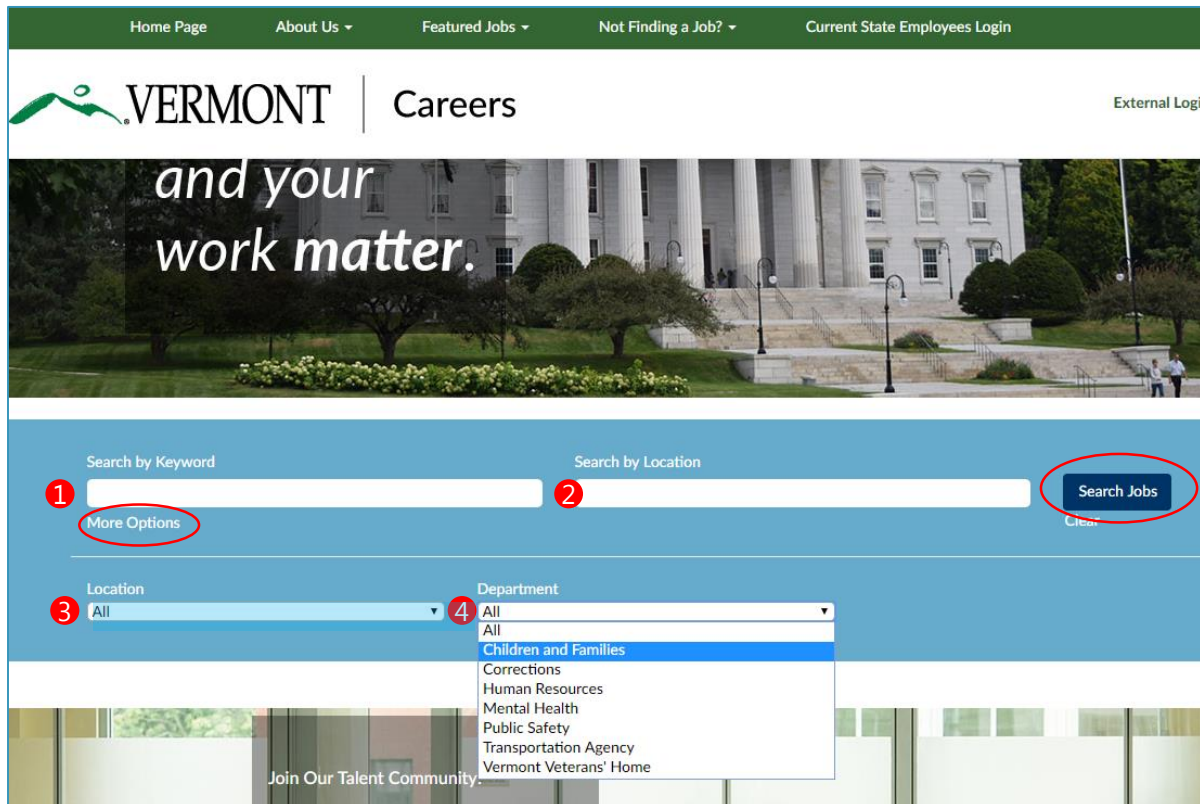
Joining the Talent Community/Creating Job Alerts: Page 26

# TOUR OF CAREERS HOME PAGE



Click to watch this short video to get a brief tour of our Careers Homepage

## Searching Using Search Box Function



The screenshot shows the Vermont Careers website. At the top is a green navigation bar with links: Home Page, About Us, Featured Jobs, Not Finding a Job?, and Current State Employees Login. Below this is a white header with the Vermont logo and the word 'Careers'. A large banner image of the Vermont State House is displayed with the text 'and your work matter.'.

The search section is a light blue box containing two search inputs: 'Search by Keyword' (callout 1) and 'Search by Location' (callout 2). The 'Search by Keyword' input has a 'More Options' link below it (callout 3). The 'Search by Location' input has a 'Search Jobs' button to its right (callout 4) and a 'Clear' link below it. Below the search inputs are two dropdown menus: 'Location' (set to 'All') and 'Department' (with a list of departments including 'Children and Families' which is highlighted).

At the bottom of the page, there is a link that says 'Join Our Talent Community.'

On the Careers Home Page you will find a blue search box.

You can simply click the "Search Jobs" Blue Button to see all current open jobs.

**You can also search for jobs by:**

1. Keyword
2. Location


***If you click the 'more options' link, you can filter further by:***

3. Towns
4. Departments

For this search, let's say you want to search for All Jobs in **Department for Children and Families**.

Select that department from the dropdown and then click the dark blue search button. See next page for search results

## Searching Using Search Box Function


**VERMONT**

Careers

External Login/View Profile

Results 1 – 13 of 13

Title	Department	Location
<b>1</b> Title	Department	<b>2</b> Essex <b>Filter</b> <b>Reset</b>
UAT TEST 11	Children and Families	Barre, US
UAT TEST 12	Children and Families	Barre, US
UAT TEST 7	Children and Families	Burlington, US
UAT TEST 10	Children and Families	Barre, US
UAT TEST 6	Children and Families	Charlotte, US
UAT TEST 9	Children and Families	Essex Jct, US
UAT TEST 8	Children and Families	Essex, US
UAT TEST 1	Children and Families	Barre, US
UAT TEST 3	Children	
UAT TEST 5	Children	
UAT TEST 4	Children	
UAT TEST 2	Children	
Family Services Worker	Children	

Results 1 – 3 of 3

Title	Department	Location
Title	Department	Essex <b>Filter</b> <b>Reset</b>
UAT TEST 9	Children and Families	Essex Jct, US
UAT TEST 8	Children and Families	Essex, US <b>3</b>
Family Services Worker	Children and Families	Essex, US

Results 1 – 13 of 13

From your search results, you will see all jobs under Children and Families.

1. You can further filter your results from the **headers** at top
2. Maybe you just want to see jobs in **Essex**. Type "Essex" in the location field at the top and click filter again
3. Now your results are more refined

## Searching the Featured Jobs Categories

Featured Jobs

Business and Financial Operations	Community and Human Services	Healthcare Practitioners and Support Roles
Information Technology	Internships	Maintenance and Skilled Trades
Office and Administrative Support	<b>Protective Services</b>	Science, Technology, Engineering and Mathematics

[View All Jobs](#)

If you are searching for your next opportunity within a specific occupational field or job type, select the category that most closely matches your preferences. In this example, we will choose Protective Services.




# JOB SEARCHES

## Search using the Featured Jobs Categories and Job

**1** What I've done **Protective Services**

*"When I go home at the end of the day, I know that what I've done that day matters and made a difference in someone's life"*



Search by Keyword  Search by Location  **Search Jobs**

More Options

Send me alerts every  days

Share these Jobs

Results 1 - 4 of 4

Title	Department	Location
611500_Corrections Services Specialist I	Corrections	Rutland, US
611200_Correctional Officer I	Corrections	So. Burlington, US
Trooper - Probationary 1	Public Safety	Statewide, US
675300_Trooper - Probationary	Public Safety	Statewide, US

## SAP SuccessFactors

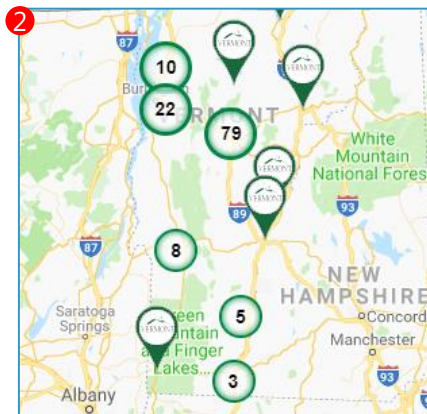
**1**

This will bring you to a "Category Page" that will only list jobs related to your job category preference.

**2**

Another great way to search is our job map. You will be able to look at a map and click a location to see all the jobs posted there.

**2**



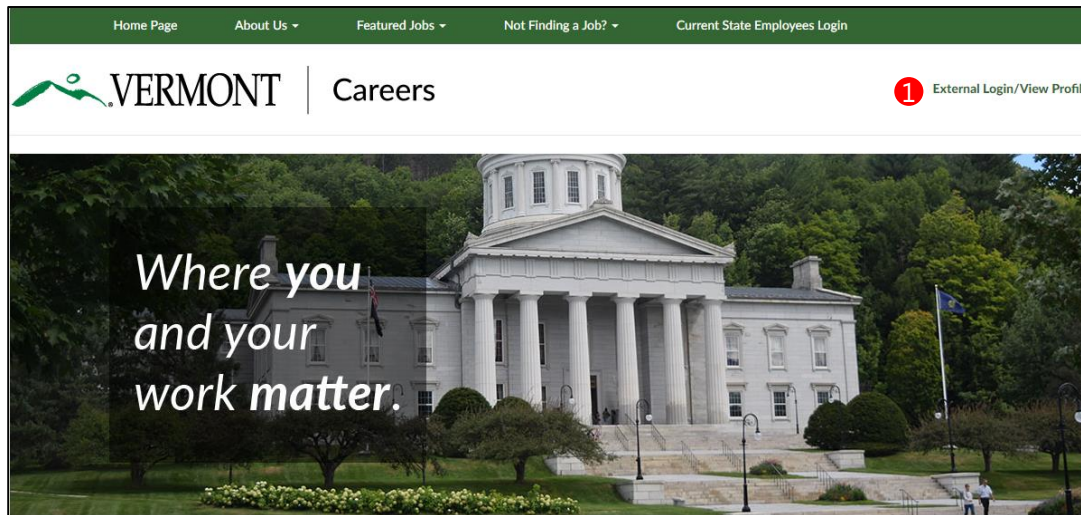




# CREATING AND MANAGING YOUR ACCOUNT/PROFILE

## Create an Account – External Candidates

**To start:** Navigate to: <https://careers.vermont.gov>.



1

On the navigation tab, go to the top right hand corner to click on the **External Login** hyperlink.





# CREATING AND MANAGING YOUR ACCOUNT/PROFILE

## Create an Account – External Candidates



- 1 Scroll to the middle of the screen to the **Create an account** under the **Not a Registered User Yet?**
- 2 Complete the \*required fields – See password requirements in the toolbox on the right.



### Password Requirements

- ✓ Password must be at least 8 characters long.
- ✓ Password must not be longer than 18 characters.
- ✓ Password must contain at least one upper case and one lower case letter.
- ✓ Password must contain at least one number or punctuation character.
- ✓ Password must not contain space or Unicode characters.

Make sure to click the link to read and accept the data privacy statement

In the future, if you'd like to change your password, you can go to your profile page and in the upper right corner go to Options>Settings.



# CREATING AND MANAGING YOUR ACCOUNT/PROFILE

## Create an Account – External Candidates



- 1 The next screen will tell you to check your email to verify and activate your account.
- 2 Open your email, find the message from the State of Vermont, and click on the link inside to verify your account.
- 3 Click on "View Profile" to finish creating your profile.

**Career Opportunities: Create an Account**

Activation Email Sent

You've successfully created your account, but it's not activated yet.

A link to activate your account has been sent to [redacted]@gmail.com. If you don't see it, please check your spam folder or add SOV.RecruitmentDONOTREPLY@vermont.gov to your "safe list".

To send the activation link to your email again, click the **Resend** button.

[Back to Job Listing](#) [Resend](#)

**1**

*Your account has been verified.*

[View Profile](#) [Back to Job Listing](#)

**3**

From: **State of Vermont** <system@successfactors.com>  
Date: Wed, Dec 11, 2019 at 10:46 AM  
Subject: Account Verification - State of Vermont Careers site  
To: [redacted] <[redacted]@gmail.com>

**VERMONT**

P. Le [redacted],

Thank you for creating an account on the State of Vermont Careers site. Your user name is your email: [redacted]@gmail.com.

Please [Click Here](#) to verify your account.

Thank you,

Talent Acquisition Team  
State of Vermont | Department of Human Resources  
[careers.vermont.gov](https://careers.vermont.gov) | [thr.recruitment@vermont.gov](mailto:thr.recruitment@vermont.gov)  
(855) 828-6700

**2**



# CREATING AND MANAGING YOUR ACCOUNT/PROFILE

## Candidate Profile Sections/Upload Documents

1

- > My Documents
- > Profile Information
- > Search Options and Privacy
- > Jobs Applied
- > Saved Applications
- > Previous Employment
- > Education
- > Certifications/Licenses
- > Courses/Continuing Education

2

Accepted File types: DOCX, PDF, CSV, Image and Text (MSG, PPT and XLS)

Resume ?

Upload a Resume

Cover letter

Attach a Cover Letter

Upload from Device

Upload from Dropbox

Upload from Google Drive

Search Options and Privacy

If you are on a mobile device (phone or tablet), and you don't have your resume on your device, you will need to have your resume on the online file storage services Dropbox or Google Drive in order to access it. You can always begin your profile on a mobile device and then complete it later, on your desktop computer where you resume is stored.

1. After you have verified your account and clicked on the "Click Here" button, you can finish creating your profile. You will see this screen that has the various sections of your profile. They are all expandable and collapsible by simply clicking their blue bar.
2. The first Place you want to go is the "My Documents" Section, where you can upload your resume and other documents you feel relevant (cover letters, etc.) – **It is very important you have a resume uploaded to be able to build your profile that puts your experiences in the best possible light.** See our site for help on creating a resume, it's easy!
3. You have 3 choices to upload documents from:
  1. Device (your computer or device)
  2. Dropbox (online file storage – you will need to have an account and be logged in)
  3. Google Drive (online file storage – you will need to have an account and be logged in)

3

- Upload from Device
- Upload from Dropbox
- Upload from Google Drive



# CREATING AND MANAGING YOUR ACCOUNT/PROFILE

## Understanding the Difference between Documents in your Candidate Profile and your Application

- Your candidate profile is the foundation of your account. All the information in your profile is a part of each application that you submit. This includes your resume and any other documents that you upload to your profile, your contact information, and the work and education history that you have entered.
- Most hiring managers expect to see a cover letter with your application. You can upload a general cover letter (not recommended) to your profile or upload a unique one for each application that you submit.
- When you upload a cover letter or resume to an application, the last one submitted is visible on your profile and will be shared if your application is forwarded to other hiring managers.
- Once you have submitted an application, changes that you make to your profile or to a new application will not affect an existing application.
- When you upload a new cover letter to your next application, although that letter is the one now on your profile, it does not replace the one on your earlier application(s).

The Graphic on the right will show you the different scenarios.

### Your Candidate Profile

In your candidate profile, you can upload a resume and a cover letter, but you can also upload a different resume or cover letter on a job application.



### Job Application without a different resume or cover letter

If you decide not to upload a resume or cover letter different from your profile resume/cover on a job application, the resume/cover in your profile will be attached to the application for hiring manager review.



### Job Application with a different resume or cover letter

If you decide to upload a resume or cover letter different from your profile resume, the new resume/cover will be attached to this application AND they will replace the resume and/or cover letter in your profile.



### Your Candidate Profile (Updated)

Your candidate profile will now have the “new” resume or cover letter you used in the application. If you complete future applications, the same process will occur if you decide to upload new resumes or cover letters.



#### Changing Resumes or Cover Letters on your Candidate Profile

If at any time you decide to change or delete the resume or cover letter on your candidate profile, they WILL NOT replace or delete any resumes or cover letters in any of your job applications.

#### When your Candidate profile is forwarded to another Hiring Manager

If a hiring manager forwards your profile to another hiring manager because they feel you may be a good fit for their need, the last cover letter/resume submitted will be the one sent to the receiving hiring manager



# CREATING AND MANAGING YOUR ACCOUNT/PROFILE

## Profile Information

1

### Profile Information

\* First Name ?

William

Preferred Name

\* Street Address

1 Main Street

\* Postal Code

05452

\* Are you 16 years of age or older?

Yes

\* Have you ever worked, or applied for work, for the State of Vermont under another or different name?

No

\* Last Name

Meirs

\* Email Address

email@email.com

Street Address

\* Country

United States

\* Are you legally authorized to work in the United States?

Yes

\* Have you ever signed a legally binding agreement stating that you will not apply for or accept employment with any agency/department of the State of Vermont?

No

Suffix

\* Primary Phone

802-555-5555

\* City

Essex Jct

\* State

No Selection

\* 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?

No

1. Next is the Profile Information Section. If you upload a resume, many of the fields may be prepopulated based on contact information on your resume. It is always good to verify that information for accuracy.
2. There are other required questions (with a red \*) you will need to complete.

**You will get an error if you try to save your profile and these required fields are not complete.**

2



# CREATING AND MANAGING YOUR ACCOUNT/PROFILE

## Search Options and Privacy/Jobs Applied

1

▼ Search Options and Privacy

☐ Hear more about career opportunities

[Data Privacy Statement](#)

2

▼ Jobs Applied (3)

Family Services Worker

UNITED STATES

Withdrawn By Candidate

09/20/2018

HRIS Specialist

UNITED STATES

Application received

08/23/2018

3

▼ Saved Applications (1)

Environmental Analyst II

UNITED STATES

09/20/2018

1. The search options section will allow you to opt in to permit the State of Vermont to contact or notify you if a job that seems to match your profile exists. It also has a link to the Data Privacy Statement that you should review.
2. If you have applied to positions already, "Jobs Applied" will have a number beside it with how many you have applied for and current status. We will discuss more in the "managing your applications" section later in this document.
3. If you had saved applications to complete at a later time, they would show up in the "Saved Applications" section. We will discuss more in the 'managing your applications' section later in this document.

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# CREATING AND MANAGING YOUR ACCOUNT/PROFILE

## Previous Employment and Education

Previous Employment

1

\* Present Employer?

Yes

\* Company Name

State of Vermont

\* Title

Talent Acquisition

\* From Date

05/01/2016

End Date

MM/DD/YYYY

Education

2

Field of Study/Major

Web Development

School

Full Sail University

Degree

Bachelor's Degree (e.g., BA)

From Date

MM/DD/YYYY

End Date

MM/DD/YYYY

Graduated?

Yes

3

Remove

If you uploaded a resume, the system will have extracted or "parsed" your resume work history and education. You should always review for accuracy.

1. For Previous Employment, you are required to indicate your start and end dates except for positions you indicate as a "Present Employer," then just the start date is required.
2. For Education, you are not required to indicate any start or end dates.
3. If you manually add a previous employer or education, but either did it inadvertently or decided you don't want to include it, **you need to click the remove button** or you will get an error and not be able to save your profile if all the required fields were not completed.

15





# CREATING AND MANAGING YOUR ACCOUNT/PROFILE

## Certifications, Continuing Education and Saving your Profile

▼ Certifications/Licenses ✓

*There are no items in this section.*

⊕ Add

▼ Courses/Continuing Education ✓

*There are no items in this section.*

⊕ Add

1. The last two sections are where you can put in any special certifications/licenses or courses you have taken. These may be beneficial to show your qualifications for a position.
  - Even if these are on your resume, they will most likely not be parsed into these sections when you upload your resume, so make sure you do open these sections and complete by manually adding the information.
2. Lastly, you need to save any of the changes you make. It's a good idea to save after you complete a section in case your computer crashes or you close the browser window. If that happens, your information will not be saved.

Save

2

1



# APPLYING FOR JOBS

## The Job Posting and Apply Button



Send me alerts every  days [Create Alert](#)

Share this Job [Facebook](#) [Twitter](#) [LinkedIn](#)

**Apply now »**

**Title:** Configuration Analyst III

**Application Deadline:** 09/01/2018  
**Req ID:** 1221  
**Department:** Human Resources  
**Location:** Montpelier, US  
**Position Type:** Permanent  
**Schedule Type:** Full Time  
**Hourly Rate:** 27.53

**Overview**

**Who May Apply**

**Class Definition**

This is the third level of three in the Configuration Analyst series. Business and systems analysis work at a professional level for a department or agency of VT state government. Levels within the series are distinguished by experience in technical domain knowledge and business domain knowledge of the applications supported and the effectiveness of each on the configuration of the system. Work is performed under the supervision of an administrative or professional supervisor.

**Environmental Factors**

Work is performed in a standard office setting, but some travel may be required for which private means of transportation should be available. Work outside of regular business hours may be expected.

**Minimum Qualifications**

Eight (8) years or more of data administration, business analysis, statistics, computer programming or design work at a professional level.

- When you've found a job that interests you, click the job title on the job listing page (your search results page) to view.
- A new page (shown here) will display the specific details of the position. **Carefully read the details of the position, especially the minimum qualifications, before applying.** Navigate to the far right of the screen of the job posting and select the "Apply" button.

## Reviewing Your Candidate Profile and Completing Job Specific Section

1

- > My Documents
- > Profile Information
- > Previous Employment
- > Education
- > Certifications/Licenses
- > Courses/Continuing Education

2

☒ Job-Specific Information

1. You will be directed to update your candidate profile for the job. You will be brought to your candidate profile page (you will be prompted to log in if you aren't already.)
2. Once you have completed or reviewed/updated your candidate profile, you will need to fill out some job specific information.

### Application

If you did not upload a resume, please use this area to list all relevant work experience/job responsibilities relevant to this position.

Answer size should be 1024 characters or less.

Do you wish to claim Veterans' Preference?

If Yes, please review the categories below, determine the one that applies to you and choose the corresponding Veterans' Preference points.



# APPLYING FOR JOBS

## Reviewing Your Candidate Profile and Completing Job Specific Section

**Application Certification**

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.

\* Typed Signature:  **1**

Typed Signature is required

\* Today's Date:

**Qualifications Questionnaire**

**2** Have you carefully read the minimum qualifications for this position and do you attest that you possess the required education and/or experience to meet the specified qualifications?

☐ Yes

☐ No

\* Do you have a Commercial Driver's License (CDL)?

☐ Yes

☐ No

\* Are you available to work nights and weekends, up to 16 hour shifts?

☐ Yes

☐ No


**3**

1. After you have completed the required job-specific areas of the application, you will need to e-sign and date the form.
2. You will also need to answer all the Qualifications Questions, including whether you attest that you meet all the minimum qualifications for experience and education this position requires.
3. Once that is complete you can either save your application to complete later or simply apply (we will review saved applications in the "managing your applications" section in this document.)



# MANAGING JOB APPLICATIONS AND OFFERS


## Saved Applications

 Saved Applications (1)

1

**Environmental Analyst II**  
UNITED STATES  
09/20/2018

2

 **VERMONT** | Careers

Environmental Analyst II (1439)

As we mentioned earlier, you can save an application and go back and complete it later. You can also take other actions too.

1. In your Profile, expand the saved applications section and click on the "Saved Application" box you wish to review
2. You will see that application and all your Profile and Job Specific Information
3. From here you can:
  - Work on the application more and save and close if you need to come back to it again before applying
  - Complete your application and apply
  - Delete the Application

My Documents

Profile Information

Previous Employment

Education

Certifications/Licenses

Courses/Continuing Education

Job-Specific Information

View Profile

3

Save

Apply

Delete Application



# MANAGING JOB APPLICATIONS AND OFFERS

## Managing Job Applications

▼ Jobs Applied (3)

**Family Services Worker**  
📍 UNITED STATES  
**Withdrawn By Candidate**  
09/20/2018

**HRIS Specialist**  
📍 UNITED STATES  
Application received  
08/23/2018

As we mentioned in the last section, there is a section that indicates the jobs you have applied to. When you expand that section, you will see any jobs applied to and the current status of your application.

1. You can click on any of the boxes to view your job application.
2. From here you have the choice to Update your application or withdraw your application.

HRIS Specialist (1185)

2

+ Expand all sections - Collapse all sections

▶ My Documents

▶ Job-Specific Information

View Profile

Update

Withdraw Application



# MANAGING JOB APPLICATIONS AND OFFERS

## Changing Application Information

My Documents

Profile Information

Search Options and Privacy

Jobs Applied (1)

Blueprint for Health Payment Operations Administrator  
United States (US)  
Application received 01/11/2019

Saved Applications

Job-Specific Information

Application

\* Legal First Name  
William

\* Legal Last Name  
Meirs

\* Email Addresses  
vtskier1111@mailinator.com

\* Primary Phone  
[Empty]

\* City  
Essex Jct

\* Country  
[Empty]

\* Zip Code  
05452

If you did not upload a relevant to this position.

Update Withdraw Application

If you are notified by DHR that your application is incomplete or you would like to make a change to the application, you may follow the steps on the left to make those changes only when you are in "Application Received" status. (Add, edit or delete resumes or other documents, change your screening question responses, etc.) After your application has been moved to the next step ("Review") you will not be able to make any further changes. Make sure to click **update** button to save your changes!

IMPORTANT NOTE: The changes you make to the application do not update your candidate profile, only the specific application you are editing.

1. From your candidate profile, expand the "Jobs Applied" Section
2. Select the position you would like to change (again, must be in "Application Received" status)
3. Make your edits
4. Click "Update" to save your changes





# MANAGING JOB APPLICATIONS AND OFFERS

## Updating Your Application

1

Please Update your State of Vermont Application

Inbox x

State of Vermont <system@successfactors.co> 11:44 AM (5 minutes ago) ☆ ↶ ⋮  
to me ▾



September 20, 2018

Dear William g Meirs,

You are receiving this email because you are a finalist for our job opening, HRIS Specialist, Job Req ID #1185.

At this stage of the process, we invite you to update your application with additional details that are required to complete our pre-offer review. This includes questions regarding any criminal history records that you may have. Other details (mailing address details, date of birth, and Social Security Number) are collected now for later stages of the process. You are also asked to certify that you are in good standing with the Vermont Department of Taxes, which will be verified by Human Resources staff.

To update  
Specialist  
Informati  
Please d  
Sincerely  
Courtney

### 3 Job-Specific Information

#### Additional Application Questions

\* SSN:

\* In the past five (5) years, have you been convicted, imprisoned, placed on probation or under supervision, or fined for any violation of any law, including motor vehicle violations?

No Selection ▾

If yes, please explain.

### Jobs Applied (3)

Family Services Worker

UNITED STATES

Withdrawn By Candidate  
09/20/2018

HRIS Specialist

UNITED STATES

Update application  
09/20/2018

2

4

1. If you are a finalist for a position, you will get an email notification from the system that you need to update your application with certain information. The notice will look something like the email on left.
2. When you log back into the system, under your "Jobs Applied" section of your profile, you will see a status of "Update application." If you click that box you will be taken to that specific job application.
3. You will see some required fields (have a red \*) that are blank or require a selection. The reason for this update request is to allow the State of Vermont to perform pre-employment checks such as Criminal History and Tax Compliance as highlighted in yellow on sample email in step 1.
4. When you have updated all the required fields, make sure and click the "Update" button on bottom to save and that will notify us you have updated your application so we can proceed to next steps.

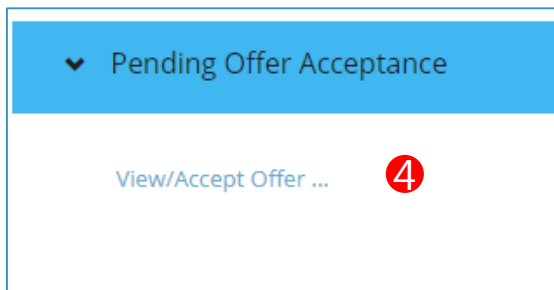
Update

Withdraw Application



# MANAGING JOB APPLICATIONS AND OFFERS

## Managing Job Offers



The Hiring Manager will contact you to make a conditional offer of employment.

1. The first step in the formal Offer process is an email notification you will receive that informs you that you have an online offer letter in the system that needs to be reviewed. (See sample on left.)
2. You will need to log into your account. In your "Jobs Applied" section you will see an alert symbol which means you have something you need to take action on. Click the section to expand.
3. You will see a job that has the pending offer acceptance. Click the box to continue.
4. You will see a new section called "Pending Offer Acceptance," click to expand and you will see a link to view/accept your offer.



# MANAGING JOB APPLICATIONS AND OFFERS

## Managing Job Offers

**My Offers** <sup>1</sup>

HRIS Specialist (1185) - Pending

Location: Montpelier  
Offer Date: 09/20/2018

[Offer Letter](#) <sup>2</sup> [Accept Offer](#)

By clicking Accept Offer you understand and agree to the terms of this offer

[Decline Offer](#)

[Email Recruiter](#)

Offer Letter

Print Download

VERMONT

Thursday, September 20, 2018

Dear William:

I am pleased to offer you the HRIS Specialist position with Administration Agency. This letter confirms the conditional verbal offer and acceptance we discussed recently.

This position is Pay Grade 22 and you will start at Step 1. Should you choose to accept the position, your base salary for this position will be \${{JOB\_APPLICATION\_CUSTOM11}} per hour.

Once you begin employment, you will receive orientation information that will more fully explain all of the benefits of State employment. In the

1. You will be brought to your online offer letter.
2. Here you can accept, decline or email us if you have a question.
3. When you click to "Accept Offer," your status will be updated that indicates you have accepted your offer. Human Resources and your Hiring Manager will get notification of your acceptance. You will then be contacted by your hiring manager about the onboarding plan for your start!
4. After accepting your offer, click "Home" on the left navigation menu. Once on home page, click "Sign Out" on right hand side of menu.

**4** VERMONT

[HOME](#) [JOB SEARCH](#) [JOB MANAGEMENT](#) [PASSWORD MANAGEMENT](#) [MY PROFILE](#) [MY OFFERS](#) Welcome, William Meirs Language: English US (English US) v

**My Offers** <sup>3</sup>

HRIS Specialist (1185) - Accepted

Location: Montpelier  
Offer Date: 09/20/2018

[Offer Letter](#) [Accepted 09/20/2018](#)

Offer History

HRIS Specialist (1185)	Montpelier	09/20/2018	Accepted	<a href="#">View Offer</a>
------------------------	------------	------------	----------	----------------------------

VERMONT

[HOME](#) [JOB SEARCH](#) [JOB MANAGEMENT](#) [PASSWORD MANAGEMENT](#) [MY PROFILE](#) [MY OFFERS](#) Welcome, William Meirs [Sign Out](#) Language

Welcome to the Career Opportunities site. William! We have several tools to help you find your next new job.

**Job Search**

Take a look at our current job openings. You can search, filter, and sort jobs to find the right one for you. There are 22 open jobs. [Start your search now!](#)

**Job Management**

You can track and manage the jobs you've found. Use our organizational tools to save jobs to review later, see the status of jobs you applied to, and create job alerts so you'll be notified when relevant jobs are posted. You have 1 saved job application. [Finish your saved applications.](#)

**My Profile**

Create a personal profile that saves your experience and business information so we can find you when new jobs come up. The more the more likely the job will match your interest profile is automatically attached to any job you apply for. [Update your profile!](#)



# JOINING THE TALENT COMMUNITY AND JOB ALERTS

## Joining the Talent Community

VERMONT | Careers External Login/View Profile

Join Our Talent Community!

Not finding the job you want?

Stay connected by joining our network! Enter your e-mail and tell us a bit about yourself, and we'll keep you informed about upcoming opportunities that match your interests.

1 vtskier0000@none.com

Sign Up Now

Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case sensitive

\*Email Address: vtskier0000@none.com

\* Retype Email Address: vtskier0000@none.com

\*Choose Password: \*\*\*\*\*

✓ Password accepted

2

- Password must be at least 8 characters long.
- Password must not be longer than 18 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

\*Retype Password: \*\*\*\*\*

✓ Password matches

\*First Name: Sue

If you are interested in a career at the State of Vermont, but don't see the job you're interested in, you can always join our talent community to be notified about upcoming opportunities and new job postings that match your interest.

1. From our home page "Join Our Talent Community" section, simply type in your email address to get started.
2. Fill out the required details to create your account.
3. Click the link to accept the Data Privacy and Consent Statement that will pop up.
4. Click 'Create Account' Button.

Notification: ☒ Receive new job posting notifications

☒ Hear more about career opportunities

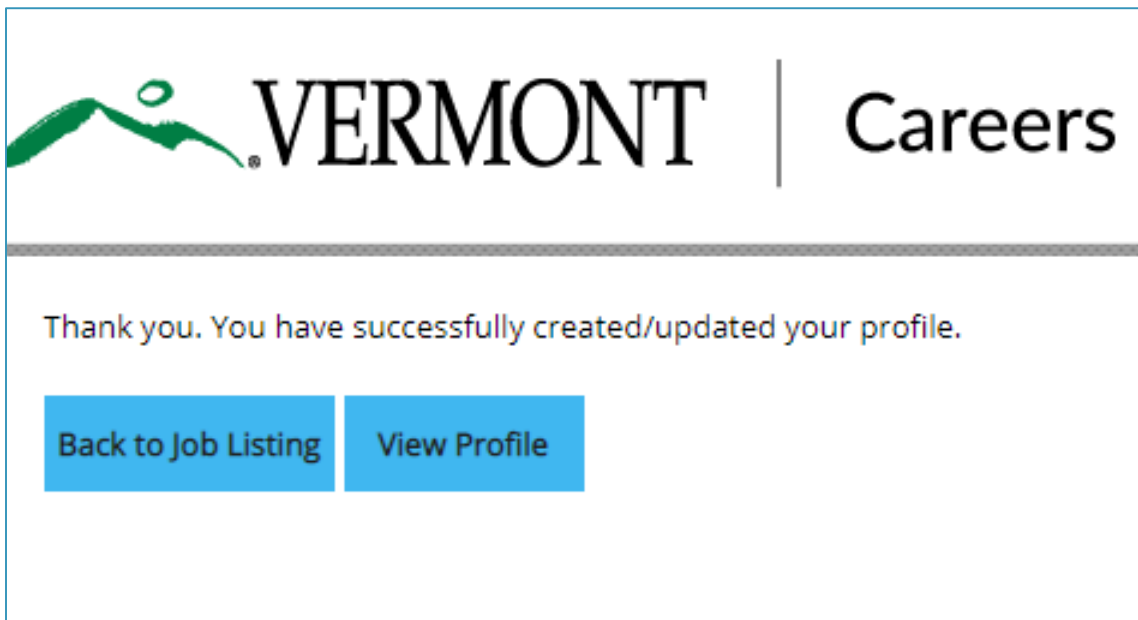
\*Terms of Use **3** [Read and accept the data privacy statement.](#)

Create Account **4**



# JOINING THE TALENT COMMUNITY AND JOB ALERTS

## Joining the Talent Community



From here you can view your profile and add information that we use to match your experience to upcoming positions ([see page 10.](#)) You can also create job alerts from open positions or from job categories. See next.



# JOINING THE TALENT COMMUNITY AND JOB ALERTS

## Creating Job Alerts

There are currently no open positions matching this category or location.  
Receive emails by subscribing to jobs matching Science, Technology, Engineering and Mathematics when they are posted.

The 10 most recent jobs posted by State of Vermont are listed below for your convenience.

Search by Keyword

Search by Location

More Options

Watch jobs in this category

Send me alerts every 7 days

Create Alert

- Occasionally, you may not find the job you want in your search. In this example, there are no open jobs in the Science, Technology, Engineering and Math category.
- You can create a job alert to notify you when there are open positions in this category. If you are already logged into your profile, you will get confirmation of modification to your alert preferences. If you aren't logged in, you will need to do so before setting the job alert.
- You can also create an alert from a specific job posting that you may be interested in, but may not be in the right location, etc.

Send me alerts every 7 days [Create Alert](#)

**Title:** Family Services Worker

**Application Deadline:** 9/6/18

**Req ID:** 1191

**Department:** Children and Families

**Location:** Essex, US



VERMONT

Careers

Thank you. You have successfully created/updated your profile.


[Back to Job Listing](#)

[View Profile](#)



# JOINING THE TALENT COMMUNITY AND JOB ALERTS

## Managing Job Alerts

 **Careers**

[Sign Out](#) [Options](#) [English US \(Engl](#)

### Candidate Profile

Welcome! Thank you for expressing an interest in job opportunities with the State of Vermont.

Please create your Candidate Profile below by completing the following simple steps:









1

My Profile

**Job Alerts**

My Office

Settings

Job Alerts	Frequency	Actions
(Motor Vehicle Customer Service Rep), 5602	2 7	3  / 
Maintenance, Skilled Trades	7	 / 
admin	7	 / 
Science, Technology, Engineering, Mathematics	7	 / 
<a href="#">Create New Job Alert</a> 4		
<a href="#">View Profile</a>		

1. To manage your job alerts, on the front of your Profile page click the "options" dropdown menu in upper right and select 'job alerts.'
2. On this page you will see any alerts you have created. The Frequency column indicates how often you requested the system to send you an alert notification by email (7= every seven days.)
3. The actions column gives you options to view the alert which will show any jobs that match the alert's search criteria or you can delete the alert.
4. You can also create a new alert.