Updated: 12/3/2015

STATE OF VERMONT ONLINE APPLICATION

Applicant Guide for Employees

Part 1: Login to your VTHR Account

1. From the Main Menu, choose Self Service → Recruiting Activities → Careers

avorites Main Menu	> Self Service >	Recruiting Activities	Careers	
Careers Home	Job Search	My Saved Jobs	My Saved Searches	My Career Tools
Careers Home				
Welcome Gail				
Basic Job Search			My Career Tools <u>View Application Status</u>	
Keywords:				
Posted: Anytime ▼				0 Additional Attachments
Search Advanced Search Search Tips			<u>0 Saved Resumes</u> My Profile	

2. Scroll through the Job Postings or use the Search functions to find and review openings.

Tip: make sure your email is valid. Without a valid e-mail address, you will not be able to reset your password or receive important information about your application status.

Your email for password help located in your System Profile and accessed directly from the Main Menu:

Favorites Main Menu > My System Profile

Your other email address information is found in Self Service, Personal Information:

Favorites Main Menu > Self Service > Personal Information > Email Addresses

Both of these should be updated.

Part 2: Apply for a Position

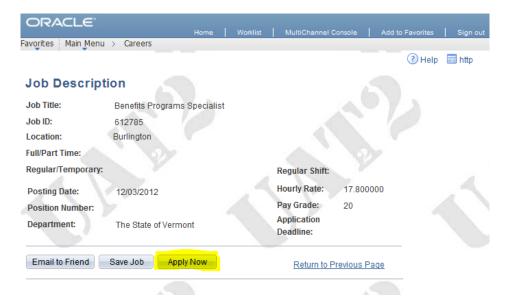
1. Click on any Job Title to view the full posting.

more detailed criteria, such as locations, job family, and keywords

- 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 addressed to the Hiring Manger 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.

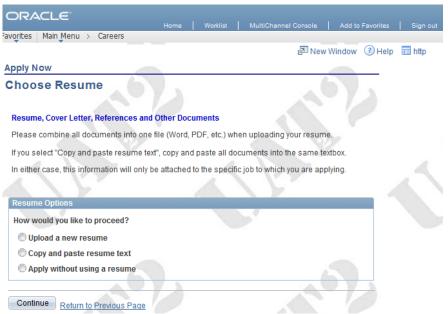


- The Job Description page contains information about the job, including pay, location, minimum qualifications, special instructions and deadlines. You also have the option of e-mailing the posting to a friend and/or saving the job so you can easily find it at a later time.
- If you decide not to apply to the position, simply click Return to Previous Page to return to your search results.



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.



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. You will receive a message that indicates your resume can not be parsed at this time. 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

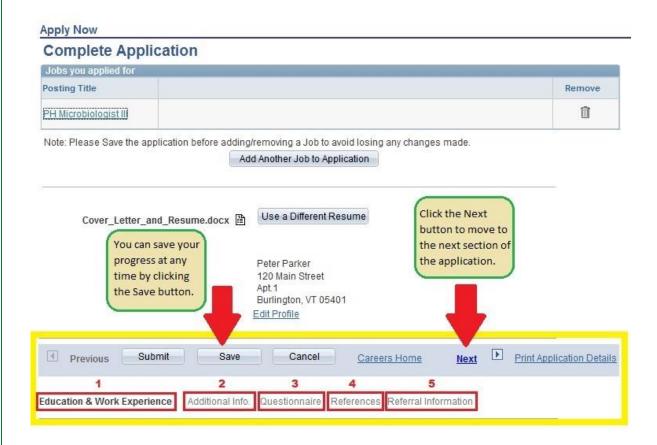
- Click Copy and paste resume text
- □ Use the editor to build your resume. When finished, click *Continue*.

Option 3: Use an existing resume

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

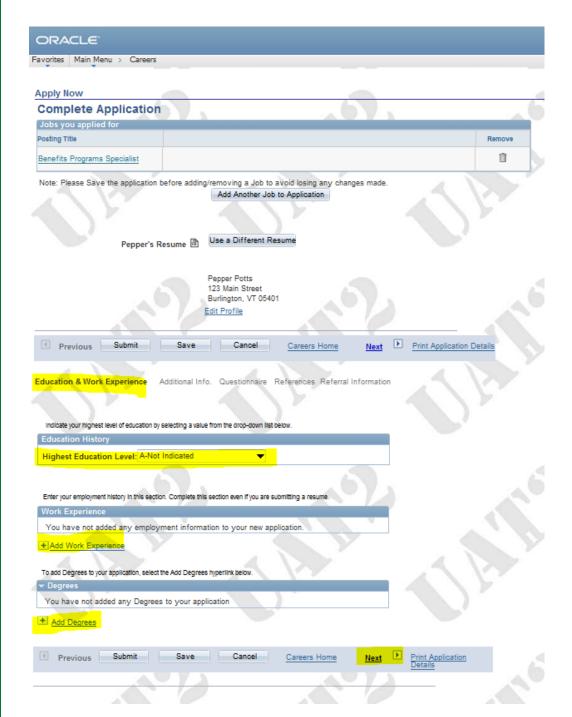
Complete Application: Important Information

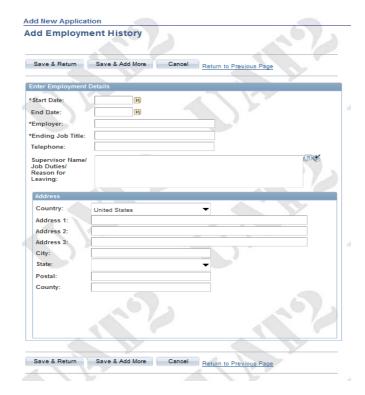
The State of Vermont Online Application has multiple sections. The section highlighted in the image below will help you navigate the online application. It is *critical* that you complete all sections of the application before clicking Submit. Click the **Next** button to move to the next section of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



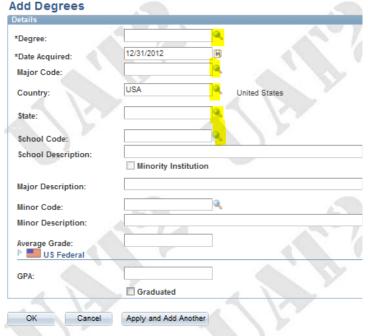
Complete Application: Education and Experience

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





- 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.



- 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.

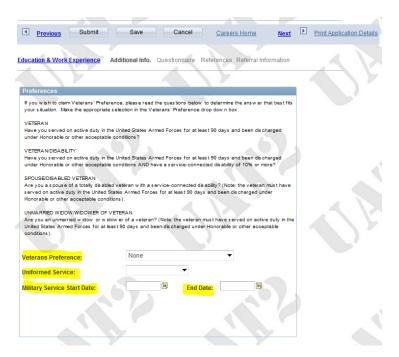
- To add more jobs, click Apply & Add More.
- □ When done, click *OK*.

Note: All Degrees may not be listed in the fields. If you do not find a specific degree, please be sure it is referenced on your resume. Be aware that your degree may be different than your major or field of study.

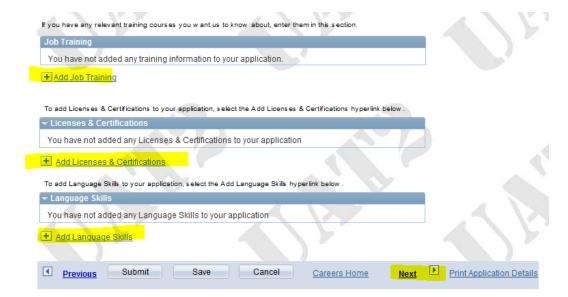
4) When you are done adding information to the Education & Experience section, click **Next**.

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.



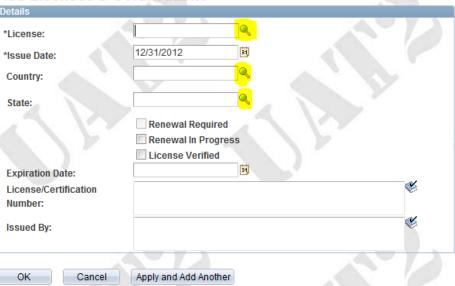
- 2) To indicate job training or courses you have completed, click Add Job Training.
- 3) To indicate professional licenses or certifications, click Add Licenses & Certifications.
- 4) To indicate language skills, click Add Language Skills.



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*.
- Note: If you do not find all preferred Licenses & Language Skills, please be sure they are referenced on your resume.

Add Licenses & Certifications



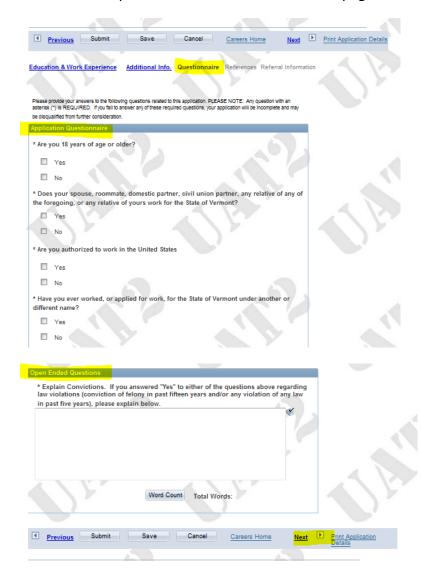
Add Language Skills



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

Complete Application: Questionnaire

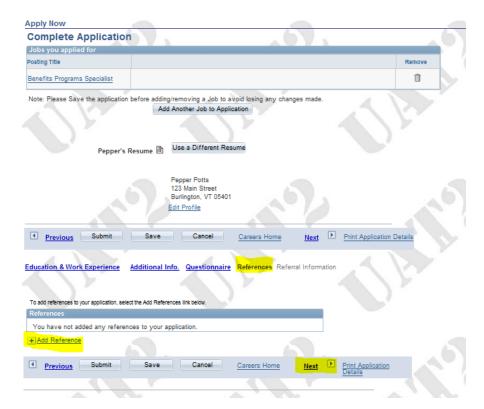
- 1) It is CRITICAL for applicants to answer all questions on the Questionnaire page. SCROLL the entire page to confirm you have answered all of the questions accurately. If you fail to complete this page and answer all questions, your application will be incomplete and may be disqualified from further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

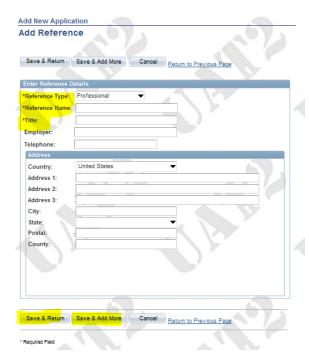


2) Check to be sure you answered all questions. Click **Next**.

Complete Application: References

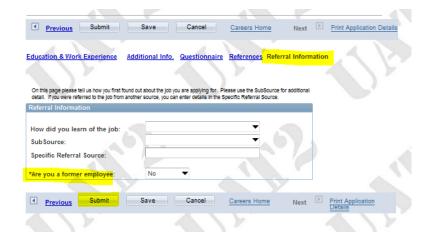
- 1) Click Add Reference.
- 2) Enter information for your references. Click Save & Return or Save & Add More.
- 3) When done with the References page, click Next.





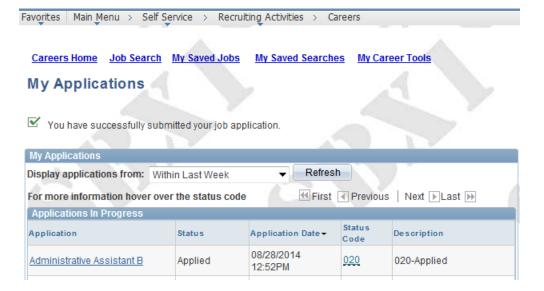
Complete Application: Referral Information

- 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*.



Click Submit. Note: You will not be able to edit your application once you click submit!

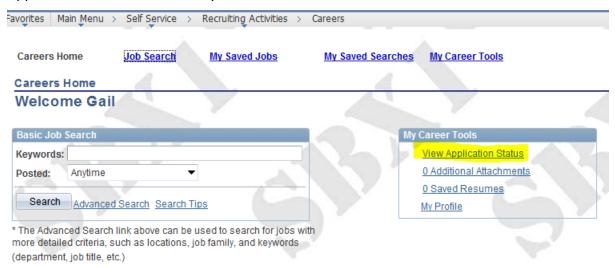
Congratulations! You have successfully submitted your application. You will receive an email indicating your application was successfully received. Click on *Careers Home* to return to your personal Career Home page.



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 <u>not</u> 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 Careers Tools section.



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.