

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

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

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.
 - *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 Manager 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.

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

Favorites | Main Menu > Careers

Help http

Job Description

Job Title: Benefits Programs Specialist
Job ID: 612785
Location: Burlington
Full/Part Time:
Regular/Temporary:
Posting Date: 12/03/2012
Position Number:
Department: The State of Vermont

Regular Shift:
Hourly Rate: 17.800000
Pay Grade: 20
Application Deadline:

[Email to Friend](#) [Save Job](#) [Apply Now](#) [Return to Previous Page](#)

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.

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

Favorites | Main Menu > Careers

New Window Help http

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
☐ 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. 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. 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.

[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

1

2

3

4

5

Education & Work Experience

Additional Info.

Questionnaire

References

Referral Information

Complete Application: Education and Experience

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

ORACLE

Favorites Main Menu > Careers

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 Submit Save Cancel Careers Home Next Print Application Details

Education & Work Experience Additional Info. Questionnaire References Referral Information

Indicate your highest level of education by selecting a value from the drop-down list below.

Education History

Highest Education Level: A-Not Indicated

Enter your employment history in this section. Complete this section even if you are submitting a resume.

Work Experience

You have not added any employment information to your new application.

+ Add Work Experience

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

▼ Degrees

You have not added any Degrees to your application

+ Add Degrees




Previous Submit Save Cancel Careers Home Next 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*.

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.

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?

SPOUSE/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: **End Date:**

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

Add Licenses & Certifications

Details

*License:

*Issue Date:

12/31/2012

Country:

State:

☐ Renewal Required

☐ Renewal In Progress

☐ License Verified

Expiration Date:

License/Certification Number:

Issued By:

OK

Cancel

Apply and Add Another

Add Language Skills

Details

*Language:

*Evaluation Date:

12/31/2012

Reading Proficiency:

Speaking Proficiency:

Writing Proficiency:

☐ Native Language

☐ Able To Translate

☐ Able To Teach

OK

Cancel

Apply and Add Another

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 displays two sections of an online application form. The top section, titled 'Application Questionnaire', contains four required questions, each marked with an asterisk. The first question asks if the applicant is 18 years of age or older, with 'Yes' and 'No' radio button options. The second question asks if the applicant's spouse, roommate, domestic partner, civil union partner, or any relative of the foregoing works for the State of Vermont, also with 'Yes' and 'No' radio button options. The third question asks if the applicant is authorized to work in the United States, with 'Yes' and 'No' radio button options. The fourth question asks if the applicant has ever worked or applied for work for the State of Vermont under another or different name, with 'Yes' and 'No' radio button options. The bottom section, titled 'Open Ended Questions', contains one required question marked with an asterisk: '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.' This question is followed by a large text area for the response. Below the text area is a 'Word Count' button and a 'Total Words:' label. The form includes navigation buttons at the top and bottom: 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', 'Next', and 'Print Application Details'. The 'Next' button is highlighted in yellow in both locations.

Previous Submit Save Cancel Careers Home Next Print Application Details

Education & Work Experience Additional Info Questionnaire References Referral Information

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.

Application Questionnaire

* Are you 18 years of age or older?

☐ Yes
☐ No

* 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?

☐ Yes
☐ No

* Are you authorized to work in the United States

☐ Yes
☐ No

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

☐ Yes
☐ No

Open Ended Questions

* 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.

Word Count Total Words:

Previous Submit Save Cancel Careers Home Next 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](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

[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](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

[Add New Application](#)

Add Reference

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Enter Reference Details

*Reference Type: Professional
*Reference Name:
*Title:
Employer:
Telephone:
Address:
Country: United States
Address 1:
Address 2:
Address 3:
City:
State:
Postal:
County:

[Save & Return](#) [Save & Add More](#) [Cancel](#) [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*.

[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

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

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:
SubSource:
Specific Referral Source:
*Are you a former employee: No

[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

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.

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Recruiting Activities](#) > [Careers](#)

[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 [Refresh](#)

For more information hover over the status code [First](#) [Previous](#) | [Next](#) [Last](#)

Applications In Progress

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.

The screenshot shows the 'Careers Home' page. At the top, there is a navigation bar with links: Favorites, Main Menu, Self Service, Recruiting Activities, and Careers. Below this, there are links for Careers Home, Job Search, My Saved Jobs, My Saved Searches, and My Career Tools. The 'Careers Home' section has a 'Welcome Gail' message. On the left, the 'Basic Job Search' section includes a 'Keywords:' input field, a 'Posted:' dropdown menu set to 'Anytime', and a 'Search' button. Below the search button are links for 'Advanced Search' and 'Search Tips'. A note below the search section states: '* 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.)'. On the right, the 'My Career Tools' section contains a yellow-highlighted link 'View Application Status', and two blue links: '0 Additional Attachments' and '0 Saved Resumes'. At the bottom of this section is a link for 'My Profile'.

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.