

## HOW DO I BEGIN THE APPLY ONLINE PROCESS?

1. Select a position from the list of current openings. Thoroughly read the job announcement for application instructions, typical duties, minimum qualifications, and specific requirements. Click Preview Exam to view exam prior to taking it (you cannot complete the test from this screen – it is a view mode only).
2. If you decide the job is a good fit for your experience and/or education, click on any Apply Online button.
3. The Apply Online screen will ask you to either Sign Up or Sign In depending on whether you are a First Time User or a Return Applicant.

### Sign Up - First Time Users

If this is the first time you have applied online with the State of Idaho, click Sign Up. Enter your social security number, last name, and e-mail address (optional). The system will assign you a **UserID** and ask you to submit a personal **Password**. You will need these to access your online application in the future; **write them down!**

Your UserID will consist of the last four digits of your SSN followed by your last name (up to 10 letters). Example: 1234smith.

Your Password must be at least 7 characters in length. This can be a combination of letters and numbers, not special characters. Passwords are case sensitive. **Please be sure to make note of your Password.**

Finally, you will enter a secret question and answer. This can be used if you forget your Password. Pick a simple question and a one-word answer you will remember.

### Sign In - Return Applicants

If you have applied on-line in the past, click Sign In to access your account. Enter your UserID and Password. If you can't remember your password, click I Forgot My Password and you will be presented with your secret question. If you successfully answer your secret question with your one-word answer, the system will allow you to create a new password. If you still can't access your account, call our office at 1-800-554-5627 or e-mail us at [idhr@idhr.idaho.gov](mailto:idhr@idhr.idaho.gov). DO NOT CREATE A NEW ACCOUNT.

## HOW DO I COMPLETE THE APPLICATION CHECKLIST?

An Application Checklist is provided on the left margin to show which sections of the job application you have completed. When a section of the job application is complete, a black check mark appears next to that section number on the Application Checklist. Each time you apply for a position, you must complete the General Information and the Qualifications and Exams sections.

When completing each section, be sure to use the Continue, Add, or Update buttons at the bottom of the screens to save your information. An asterisk (\*) denotes required information. You must fill out all fields marked with asterisks. If at any time, a 'Red Lettered' message appears, you have left out required information. Once that information is entered, the message will disappear.

NOTE: When completing the entry screens, DO NOT USE THE BACK BUTTON on your browser. This could cause information to be lost. Use the Application Checklist to navigate through the job application. When prompted, use the Continue, Add, or Update buttons to save your information before returning to a previous screen or proceeding to another step.

## REQUIRED INFORMATION

### Section 1 – Personal

This is the demographic information that allows us to communicate with you. If you have an e-mail address, we encourage you to include that information. Using e-mail will provide you with faster service than conventional mail.

#### Additional Information (\*Required)

Draft Registration

US Citizen

Misdemeanor/Felony

Misdemeanor/Felony explanation (if Yes an explanation is required)

#### Confidential Information (Optional)

Racial/Ethnic group

Gender

Vietnam Veteran

### Section 2 – Education

The first time you click Education from the Application Checklist, you will need to click Add Entry to start. Enter any education beyond high school; if you do not have education beyond high school, type 'not applicable'. Complete all required fields. You can update this information at any time. Once you have entered a school, you can use the Summary screen to show the list of all entries. To change or delete an entry, click on the school name.

### Section 3 – Work History

The first time you click Work History from the Application Checklist, you will need to click Add Entry to start. Enter any work experience you have; if you do not have work experience, type 'not applicable'. Begin with your most recent experience. Complete all required fields. You can update this information at any time. Once you have entered a work experience, you can use the Summary screen to show the list of all entries. To change or delete an entry, click on the employer name.

### Section 4 – Cities

Select only the cities where you would be willing to accept employment. **Click the Add/Update button** at the bottom of the page to save your selections.

NOTE: Cities you select from this screen are linked to all previous job applications. **Do not unmark cities** you have previously selected unless you are no longer willing to work there.

### Section 5 – Agencies

Select the agencies where you want to work. Or check "All State of Idaho Agencies" unless there is a specific agency where you would not work. NOTE: Agencies you select from this screen are linked to all previous job applications. **Changing your selections can affect previous job applications.**

## **Section 6 – Job Type/Shift**

Each time you apply for a position, you must select the conditions of employment you would be willing to accept. Required fields are marked with an asterisk (\*). Not marking a required field will prevent your name from being added to a hiring list. **Click Update** to save your selections.

## **Section – Qualifications and Examinations**

Every position for which you apply includes an “exam”. The exams range from simple checklists to questions requiring detailed, written answers. Read the exam instructions carefully before proceeding. Make sure you **save** the answer for each question. When you save your answer to the last question, the system will give you an opportunity to review the exam one final time. Read through the exam to ensure that you have responded to every question. If you are satisfied with your answers, click Submit Exam Answers at the bottom of the page. If you are not finished, click “Finish Later” on the tool bar.

NOTE: Once you have submitted your online exam you will no longer be able to change any of the exam information.

## **OPTIONAL INFORMATION**

### **Section 7 – Resume**

This allows you to type in (or copy and paste) a general resume that is applicable to any position. It will be applied to current and future positions. NOTE: Our system will reformat your resume; it may look somewhat different than the original.

### **Section 8 – Skills**

Please disregard this section, it is not used in any of the application process.

### **Section 9 – Veteran’s Preference**

This form is used to determine if you are eligible for veteran's preference points.

Section One: Preference Eligible Veterans At least one box must be checked to be eligible for preference points unless you are a service-connected disabled veteran.

Section Two: Disabled Veterans – Purple Heart Recipients Check the appropriate box if you are a service-connected disabled veteran or a Purple Heart recipient.

Section Three: Spouses of Disabled Veterans Question to be completed if requesting preference points as the spouse of a disabled veteran.

Section Four: Widows or Widowers of Preference Eligible, Disabled Veterans or Purple Heart Recipients. Questions to be completed if requesting preference points as the widow or widower of a preference eligible veteran.

## **ADDITIONAL MENU OPTIONS**

When you are using Apply Online, these links are found at the top of the screens:

### **State Jobs**

Returns you to our Current Openings web page. This allows you to review other current job openings.

### **Help/Instructions**

Links you to these instructions.

### **Applications**

This is a list of every position for which you have applied.

Announcement Title - Title of the position. Announcement No.(Status) -The number and status of the announcement (such as open, closed, etc.). Application Date -The date you started the application process for this position. Application Status -Tells you whether it is complete, started, or canceled.

### **Exams Summary**

This is a list of the exams you have started/completed.

Title - Title of the exam that is associated with the specific announcement number. Date Scored – Date the exam received a score. Expires – Date the score expires and drops off the hiring register. Score -Score received for this exam. Status -Tells you whether it is complete, canceled, etc.

### **Hiring Lists**

Any hiring lists on which your name has been listed.

Position -The position or job title. Agency -The agency that received the hiring list. City – Where the position is located. Date Sent- Date the hiring list was sent to the agency. Hiring Status – Current status of the hiring list.

NOTE: If your name is included on a hiring list, you may or may not be contacted for an interview – this is determined by the agency hiring supervisor. **Though your name appears on the hiring list, there is no guarantee you will be contacted for an interview.**

### **Change Password**

This will allow you to change your password. The screen will ask for your current password and then a new password. Please be sure to make note of the new password and write it down.

### **Secret Question**

This will allow you to change your secret question.

## **SIGN OUT**

It is important to do Sign Out when you are done. This is especially important if you are using a computer in a public place like a library. Signing Out will prevent the next person on that computer from having access to your information.