

Ohio

**Department of
Administrative Services**

Application Guide

Applying for a Job

1. Navigate to the Careers portal at careers.ohio.gov
2. Click the “Apply” button for the position you wish to apply for.

The screenshot shows the TeamOhio careers portal. At the top, the logo "TeamOhio" is displayed with the tagline "It's more than just a job". Below the logo, there is a welcome message "Welcome. You are not signed in." and navigation links for "JOB SEARCH" and "MY JOBPAGE". A search bar is located below the navigation, with fields for "Keyword", "Location", and "Organization", and a red search button. To the right of the search bar, there are links for "View All Jobs" and "Advanced Search".

Below the search bar, the page displays "Job Openings 1 - 25 of 840". On the left side, there are filters for "Posting Date" and "Organization". The "Organization" filter is expanded, showing a list of agencies with checkboxes: "Public Safety (92)", "Health (31)", "Commerce (29)", "Mental Health & Addiction Services (28)", and "Mental Health & Addiction Services -".

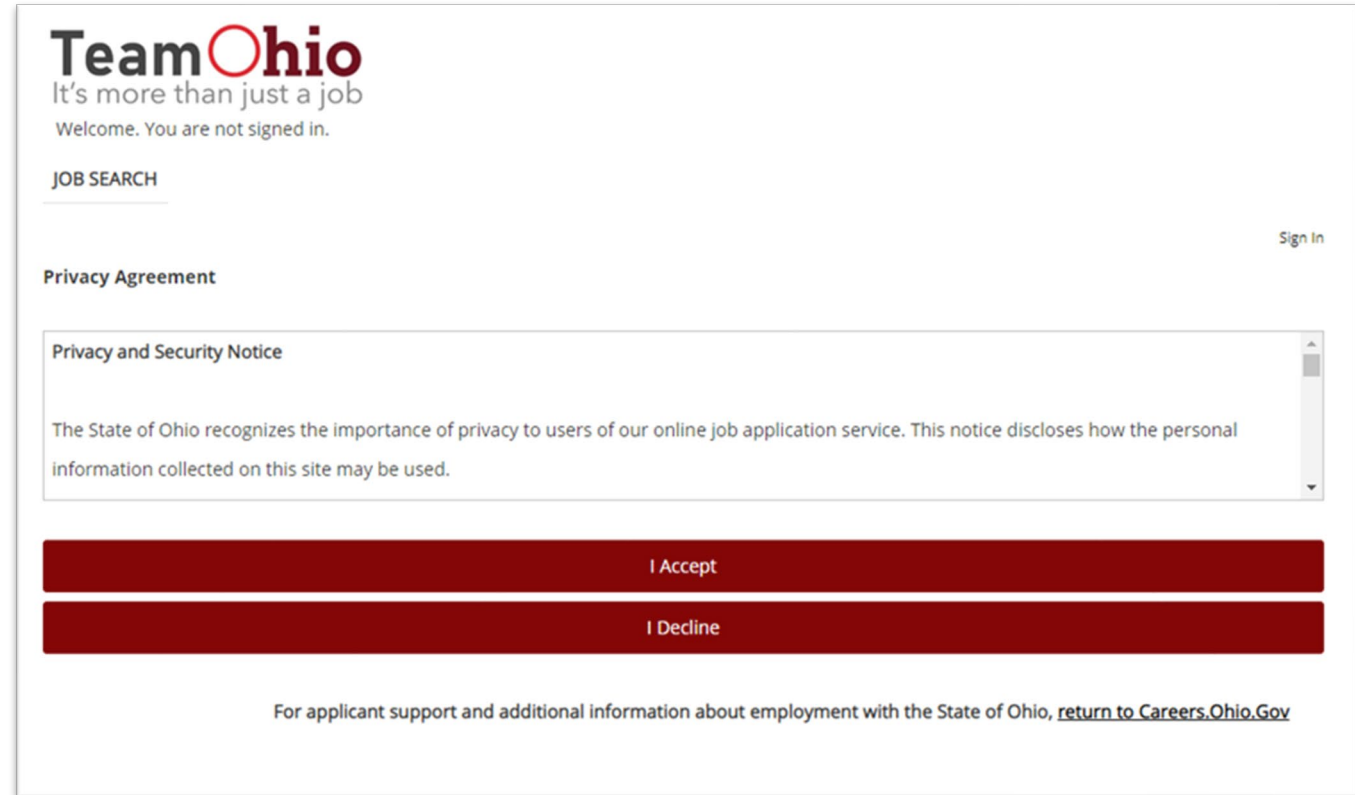
On the right side, there are options to "Save this Search" and "Multi-line ?". Below these options, there are "Sort by" dropdowns for "Relevancy" and "Descending".

The main content area displays a table of job openings:

Requisition Title	Organization	Location	Actions
Transportation Engineer 1, TCE - Construction, PN 20054886 and 20056009	Transportation - District 11	OHIO-Tuscarawas County- New Philadelphia	Apply
Workshop Program Evaluator- Job Coach	Mental Health & Addiction Services - Northwest Ohio Psychiatric Hospital	OHIO-Lucas County	Apply

Applying for a Job

3. Use the vertical scrollbar to review the Privacy and Security Notice. After reviewing the Privacy and Security Notice, click the “I Accept” button to accept the notice and continue the application.



TeamOhio
It's more than just a job
Welcome. You are not signed in.

[JOB SEARCH](#)

[Sign In](#)

Privacy Agreement

Privacy and Security Notice

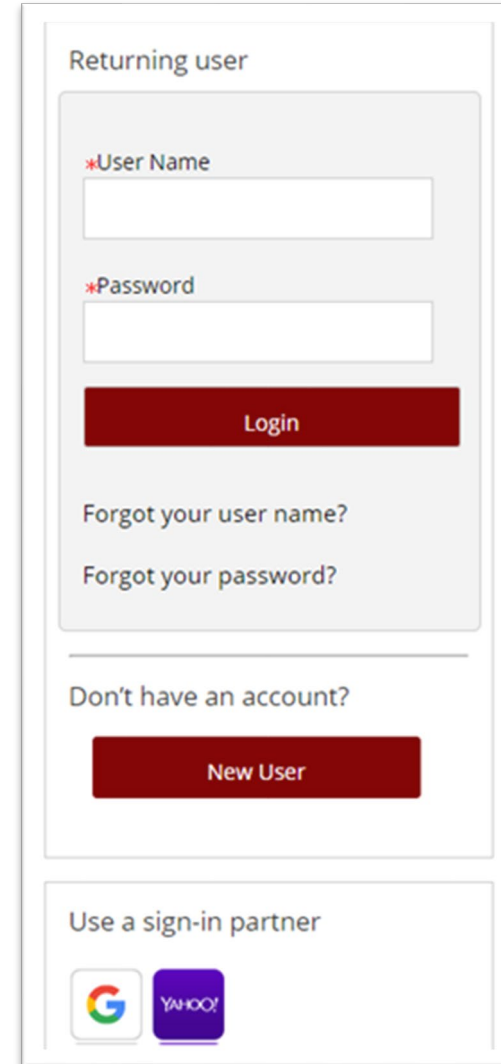
The State of Ohio recognizes the importance of privacy to users of our online job application service. This notice discloses how the personal information collected on this site may be used.

For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](https://careers.ohio.gov)

Applying for a Job

4. If you are a returning user, enter your User Name and Password and click Login.

5. If you are a new user, click the New User button.



The screenshot shows a login interface. At the top, it says "Returning user". Below this, there are two input fields: one for "User Name" and one for "Password", both with red asterisks indicating they are required. A red "Login" button is positioned below the password field. Underneath the button are two links: "Forgot your user name?" and "Forgot your password?". A horizontal line separates this section from the next, which says "Don't have an account?". Below this text is a red "New User" button. At the bottom of the form, there is a section titled "Use a sign-in partner" with icons for Google and Yahoo!

Creating a User Account

6. The User Name is a required field. Any field denoted by a red asterisk (*) will be required. Enter a unique user name into the field. In this example, we will enter JaneDoe.
7. The Password and Re-enter Password fields are required. Ensure that the values entered into these fields are matching.
8. Enter a valid email into the Email Address and Re-enter Email Address fields. Ensure that the values entered into these fields are matching.
9. Click the Register button.

The screenshot shows a 'Create an account' form with the following fields and values:

- *User Name:** JaneDoe
- *Password:** (masked with dots)
- *Re-enter Password:** (masked with dots)
- Email Address:** JaneDoe@invalidemail.cc
- Re-enter Email Address:** JaneDoe@invalidemail.cc

A red 'Register' button is located at the bottom of the form.

Resume Parsing

10. If you have a resume, you can choose to extract basic information from it to begin your application. If not, select “No thanks, I will fill out the online submission manually.” For this example, we will select “No thanks, I will...”

11. You may select Save and Continue, Save as Draft (to continue later), or Quit.

Selecting "Quit" will stop the application process; information will not be saved.

For this example, we will click the Save and Continue button.

The screenshot displays a 10-step progress bar at the top, with 'Resume Parsing' as the first step. Below the progress bar, the 'Resume Parsing' section is active. It includes a 'Profile Upload' section with explanatory text and an 'Import profile data' section with an information icon. The 'Or upload a resume' section offers two radio button options: 'Select the resume file to upload' (with a 'Choose File' button and 'No file chosen' text) and 'No thanks, I will fill out the online submission manually' (which is selected). At the bottom, there are three red buttons: 'Save and Continue', 'Save as Draft', and 'Quit'. A footer note provides support information and a link to [return to Careers.Ohio.Gov](https://careers.ohio.gov).

Personal Information

12. In the Source Type field, select the option that best describes how you learned about this job. For this example, we will select Careers.ohio.gov.

13. For many Source Types, you will also be required to select a sub-source type below. For this example, we will also select Careers.ohio.gov.

14. Scroll down to the Personal Information section.

The screenshot displays a 10-step progress bar at the top, with step 2, 'Personal Information', highlighted. Below the progress bar, the 'Personal Information' section is visible. It includes a 'Source Tracking' heading and the instruction 'Please indicate how you heard about this job.' There are two dropdown menus: the first is labeled '*Source Type' and has 'Careers.ohio.gov' selected; the second is labeled '*Careers.ohio.gov' and also has 'Careers.ohio.gov' selected.

Personal Information

15. Enter your first name into the First Name section.
16. Enter your last name into the Last Name section.
17. Enter your home address using the Street Address, City, Zip/Postal Code, State, and County section.
18. When selecting your County, use the Search button next to the field. If your address is not in Ohio, select Out of State.
19. Enter your Home/Primary Phone Number. For this example, we will enter 123-456-7890. The number must be entered in XXX-XXX-XXXX format.
20. Use the vertical scrollbar to view the bottom of the page.

Personal Information

Please enter all relevant personal information in the fields below.

*First Name	<input type="text" value="Jane"/>	*Last Name	<input type="text" value="Doe"/>
*Street Address (line 1)	<input type="text" value="1234 Main Street"/>	Address (line 2)	<input type="text"/>
*City	<input type="text" value="Columbus"/>	*Zip/Postal Code	<input type="text" value="43210"/>
*State	<input type="text" value="Ohio"/> <input type="button" value="Search"/>	*County	<input type="text" value="Franklin"/> <input type="button" value="Search"/>
*Home/Primary Phone Number	<input type="text" value="123-456-7890"/>	*Email Address	<input type="text" value="janedoe@invalidemail.com"/>

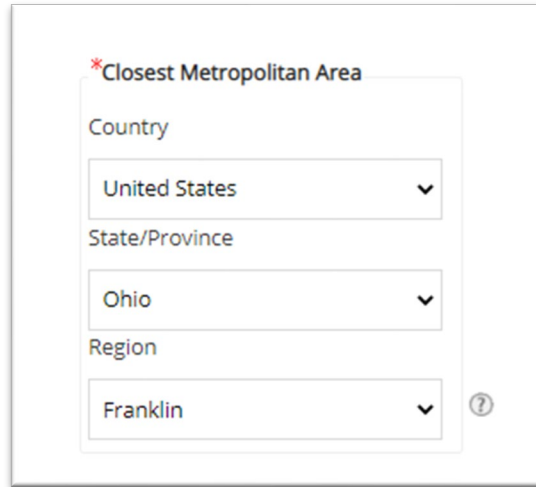
Format example: 123-456-7890

Personal Information

21. Select your Closest Metropolitan Area, starting with the Country. After selecting the Country, the State/Province and Region fields will appear. For this example, our closest Metropolitan Area is Columbus, Ohio.

22. If you would like to receive an email notification each time a job is posted matching your profile, select the Job Posting Notification box. For this example, we will check this box.

23. Select Save and Continue.

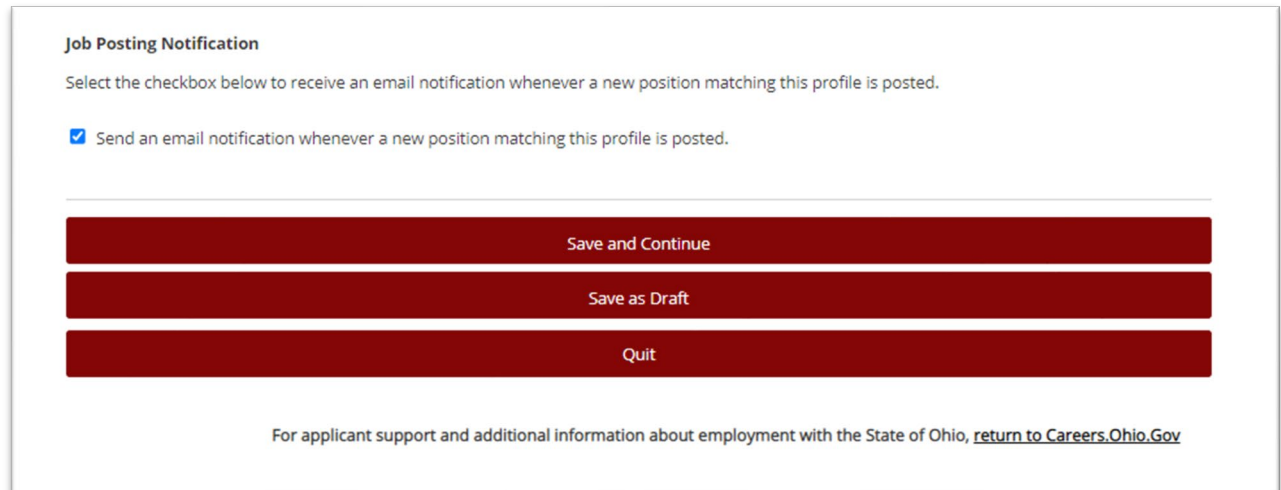


*Closest Metropolitan Area

Country
United States

State/Province
Ohio

Region
Franklin



Job Posting Notification

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

Send an email notification whenever a new position matching this profile is posted.

Save and Continue

Save as Draft

Quit

For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](https://careers.ohio.gov)

Work Experience

24. In the Work Experience section, you will be required to specify whether a job is your current job. If you do not check the Current Job box, you will be required to add an End Date in addition to a Start Date for the position.

For this example, we will select the Current Job checkbox.

25. Enter the employer name into the Employer field.

26. Enter your job title into the Job Function / Title field.

27. After selecting the Start Date field, you will be prompted with a dropdown field where you can select the month and year in which you started this position.

The screenshot displays a web form titled "Work Experience". Below the title is the instruction: "List the work experiences below, starting with the most recent one." The form contains a section for "Work Experience 1" with a checked "Current Job" checkbox. There are two main input fields: "*Employer" with the value "Dunder Mifflin" and "*Job Function / Title" with the value "Receptionist". Each field has a red "Select / Enter" button to its right and a help icon below it. At the bottom, there is a "Start Date" section with two dropdown menus showing "Jun" and "2011".

Work Experience

28. Enter the position supervisor's name into the Supervisor's Name field.

29. Enter your supervisor's contact information into the Supervisor's Contact Information field.

30. Enter the average number of hours worked per week into the Hours Worked per Week field.

31. If you wish to allow the recruiter to contact your supervisor for the position, check "The supervisor may be contacted" box. For this example, we will check this box.

32. Enter a detailed list of the job duties associated with this position in the Job Duties section.

*Supervisor's Name
Michael Scott

Supervisor's Contact Information
MichaelScott@invalidemail.com

*Hours Worked per Week
40

The supervisor may be contacted

*Supervisor's Name
Michael Scott

Supervisor's Contact Information
MichaelScott@invalidemail.com

*Hours Worked per Week
40

The supervisor may be contacted

*Job Duties

- Greets office visitors and helps them navigate the office:
- Maintains calendars for appointments:
- Sorts mail:
- Makes copies:
- Plans travel arrangements.

Work Experience

33. Enter your reason for leaving the position in the Reason for Leaving field. Since we marked currently employed in this example, we will enter Currently Employed.

34. You can add additional work experiences by selecting the Add Work Experience option. You can also remove any added work experience by selecting the Remove Work Experience option.

35. Select Save and Continue.

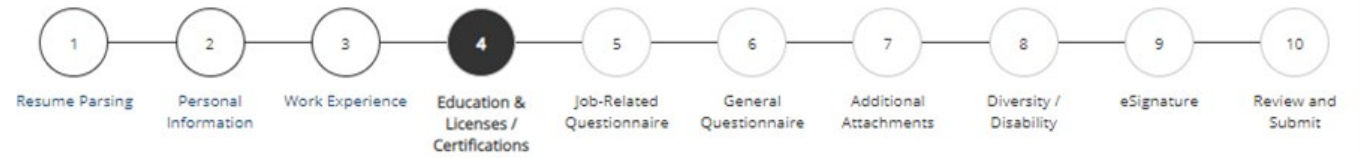
The screenshot shows a web form titled "Reason for Leaving". At the top, there is a label "*Reason for Leaving" followed by a text input field containing the text "Currently Employed". Below the input field are two links: "Remove Work Experience" and "Add Work Experience". At the bottom of the form, there are three prominent red buttons: "Save and Continue", "Save as Draft", and "Quit". Below the buttons, there is a small line of text: "For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](#)".

Education and Licenses/Certifications

36. Enter the school where the education was obtained in the School section. You can select your school from a pre-defined list using the Select/Enter button OR you can type your school directly into the text box.

37. In the Major/Minor field, enter any major or minor associated with the education. You can select your major/minor from a pre-defined list using the Select/Enter button OR you can type your major/minor directly into the text box.

38. In the Education Level section, enter the degree received or worked towards with the associated education.



Education & Licenses / Certifications

Education

List the educational experiences below, starting with the most recent education.

Education 1

School

Major / Minor

Education Level

Graduated from High School or GED

Education Status

Education and Licenses/Certifications

39. In the Education Status level, enter the completion status of the degree. For this example, we will select “Complete.”

40. If you graduated High School or received a GED, ensure that the Graduated from High School or GED box is checked. For this example, we will check this box.

41. Enter the Start Date and Graduation Date of the education in the associated fields. For this example, we will have a start date of August 2004 and graduation date of May 2008 (note: these fields are optional)

42. You have the option to add or remove any education using the Remove Education and Add Education buttons.

The screenshot displays a form for entering education information. It includes the following fields and options:

- Education Level:** A dropdown menu with the selected option "Bachelor's Degree (±16 years)".
- Education Status:** A dropdown menu with the selected option "Complete".
- Graduated from High School or GED:** An unchecked checkbox.
- Start Date:** Two dropdown menus for month and year, with "Aug" and "2004" selected.
- Graduation Date:** Two dropdown menus for month and year, with "May" and "2008" selected.
- Remove Education:** A blue text button.
- Add Education:** A blue text button.

Education and Licenses/Certifications

43. After using the vertical scrollbar to view the remainder of the page, you will be able to enter any licenses or certifications received.

44. Enter the license or certification received into the License/Certification field.

45. Enter any number or ID associated with the license or certification in the Number/ID field.

46. Enter the organization associated with the license or certification in the Issuing Organization field. For this example, we will enter Issuing Organization Name.

The screenshot shows a web form titled "Licenses / Certifications". At the top, there is a heading "Licenses / Certifications" followed by a paragraph of instructions: "Start by entering the most relevant license/certification and continue adding licenses/certifications until you have entered all that you feel are important to disclose for this job. Do not list expired licenses/certifications." Below this, the form is organized into sections. The first section is labeled "License / Certification 1" and contains a sub-heading "Licenses / Certifications". It features a text input field with the placeholder text "Certification 1" and a red button labeled "Select / Enter" to its right. Below the input field is a small circular icon with a question mark. The second section is labeled "Number/ID" and contains a text input field with the value "123456789". To the right of this section is another section labeled "Issuing Organization" which contains a text input field with the placeholder text "Issuing Organization Name".

Education and Licenses/Certifications

47. Enter the issue and expiration dates of the license or certification in the Issue Date and Expiration Date fields.

48. You have the option to add or remove any license or certification using the Remove License/Certification or Add License/Certification buttons.

49. Select Save and Continue.

The screenshot shows a web form for entering license or certification information. It features two date selection fields: 'Issue Date' and 'Expiration Date'. The 'Issue Date' field is set to 'Jul' and '2020', while the 'Expiration Date' field is set to 'Jul' and '2025'. Below these fields is a note: 'If this license/certification will be received in the future, enter the expected issuing date.' There are two blue links: 'Remove License / Certification' and 'Add License / Certification'. At the bottom of the form are three dark red buttons: 'Save and Continue', 'Save as Draft', and 'Quit'.

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Job-Related Questionnaire

50. The Job-Related Questionnaire section will differ depending on the position being applied for. This section can consist of a combination of multiple choice and extended response questions. When answering these questions, ensure that your responses properly reflect your qualifications and that they are also reflected in the Work Experience and Education sections of your job submission.

51. Select Save and Continue.

The screenshot shows a progress bar at the top with nine steps: 1. Personal Information, 2. Work Experience, 3. Education & Licenses / Certifications, 4. Job-Related Questionnaire (highlighted), 5. General Questionnaire, 6. Additional Attachments, 7. Diversity / Disability, 8. eSignature, and 9. Review and Submit.

Job-Related Questionnaire

Questionnaire

Please answer the following questions as accurately as possible.

*1. What is the highest level of college education completed in secretarial science or business office applications from accredited career school or community college?

- None
- Associate core program or associate degree or higher

*2. How much experience do you have in secretarial/administrative professional field?

- None
- Less than 18 months
- At least 18 months, but less than 36
- 36 months or more

*3. Do you possess six (6) months experience as State of Ohio Administrative Professional 1, 16871?

- Yes
- No

At the bottom of the form are three red buttons: "Save and Continue", "Save as Draft", and "Quit".

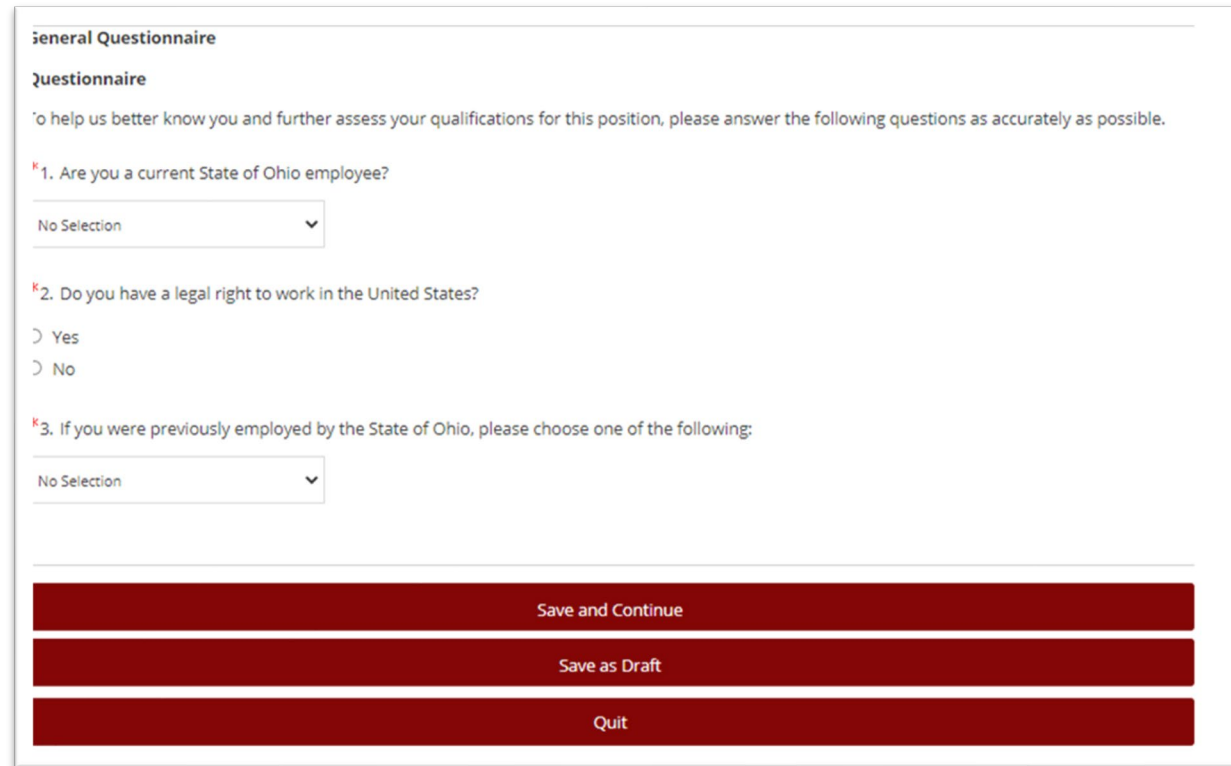
General Questionnaire

52. Select if you are or are not a current State of Ohio employee in the “Are you a current State of Ohio employee” section. For this example, we will select No, I’m not a State of Ohio employee.

53. Select whether you have a legal right to work in the United States in the “Do you have a legal right to work in the United States” section. For this example, we will select Yes.

54. If you have previously been employed with the State of Ohio, use question three to select the date range in which you were employed; if you have never been employed by the State of Ohio, select N/A. For this example, we will select N/A.

55. Select Save and Continue.



The screenshot displays a web form titled "General Questionnaire". Below the title is a sub-header "Questionnaire" and an introductory instruction: "To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible." The form contains three questions:

- Question 1: "Are you a current State of Ohio employee?" with a dropdown menu currently showing "No Selection".
- Question 2: "Do you have a legal right to work in the United States?" with radio button options for "Yes" and "No".
- Question 3: "If you were previously employed by the State of Ohio, please choose one of the following:" with a dropdown menu currently showing "No Selection".

At the bottom of the form, there are three dark red buttons: "Save and Continue", "Save as Draft", and "Quit".

Attachments

- 56. The Additional Information section provides an opportunity to attach documents (resume, cover letter, etc.) to your job submission.
- 57. Click the Browse button to browse for file(s) you wish to attach to the job submission.
- 58. After selecting an attachment, click the Attach button to attach the file to the job submission.
- 59. Select Save and Continue.

Additional Attachments

Attachments

If additional information is required, it will be stated on the job posting. There is no need to attach a file if none is required. For those postings requiring additional information (such as a cover letter, resume, references, transcripts, etc.), you can attach them to your candidate record. If you later want to update a document in your record, you can overwrite it by attaching a new file with the same name and extension.

The documents below are the files currently attached to your candidate profile.

The "Relevant Files" column allows you to select the files relevant to this job submission. If you do not mark a file "Relevant", it will not be attached to this job submission. If you've attached a resume, please select the Resume checkbox next to the corresponding file name.

If you want to update an existing file listed below, attach a file with the same file name and extension to overwrite the existing document. This will update the document on previous job submissions as well.

IMPORTANT: Deleting a file will completely delete the file in the system, including deleting it from applications you have previously submitted. Please do not delete files you marked as "relevant" to positions that have not yet been filled.

*Important Note: If attachment contains your Social Security Number, be sure to redact number before attaching file.

No file chosen

Comments about the file

Relevant Files	Resume	File Name	Date	Comments	Actions
No files are attached.					

Diversity/Disability

60. Use the internal vertical scrollbar to review the State of Ohio Equal Employment Opportunity statement.

61. You will be required to provide a response to these questions. If you do not wish to disclose diversity information, select “I do not wish to provide this information” as your response. For this example, we will select “I do not wish to provide this information.”

62. Select Save and Continue.

Diversity / Disability

Diversity

Please provide a response to the questions below. If you do not wish to disclose diversity information, select “I do not wish to provide this information” as your response. This response option is available for each question.

The State of Ohio is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status, disability, age (40 years or older), genetic information, sexual orientation, or caregiver status (status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent), in making employment-related decisions about an individual.

When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at that time, so

*1. Race/Ethnicity:

I do not wish to provide this information

*2. Gender:

I do not wish to provide this information

*3. Age Group:

I do not wish to provide this information

*4. Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities?

I do not wish to provide this information

*5. Have you ever served in the U.S. military or uniformed services?

I do not wish to provide this information

*6. If you answered “Yes” to the previous question, please indicate if one or more of the following apply:

DISABLED VETERAN: A person who has a current service-connected disability as determined by the U.S. Department of Veteran Affairs

POST 9-11 ERA VETERAN: A person who served in the military or uniformed services for any period after September 11, 2001

GULF WAR ERA VETERAN: A person who served in the military or uniformed services for any period between August 2, 1990 and September 10, 2001

eSignature

63. Use the internal vertical scrollbar to review the full statement.
64. Complete the eSignature by typing your name into the box labeled “Please enter your full name.”
65. Select Save and Continue.

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Department of Administrative Services, and/or the agency that holds the vacancy for

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement.

Please signify your acceptance by entering the information requested in the fields below.

*Please enter your full name:

Save and Continue

Save as Draft

Quit

For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](https://careers.ohio.gov)

Review and Submit

66. The last section of the job submission allows you to review and submit your information.

67. Use the vertical scrollbar to view the remainder of the page.

Applying for: Administrative Professional 2 (Job Number: 22000995) Sign Out | My Job Cart (0 items)

1 Personal Information 2 Work Experience 3 Education & Licenses / Certifications 4 Job-Related Questionnaire 5 General Questionnaire 6 Additional Attachments 7 Diversity / Disability 8 eSignature 9 Review and Submit

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information Edit	
Source Tracking	
Source Type	Careers.ohio.gov
Source	Careers.ohio.gov
Personal Information	
Full Name	Jane Doe
Street Address (line 1)	1234 Main Street
Address (line 2)	
City	Columbus
Zip/Postal Code	43210
State	Ohio
County	Franklin
Home/Primary Phone Number	1234567890
Email Address	janedoe@invalidemail.com

Review and Submit

68. Select Save and Continue.

Attachments

Relevant Files	Resume	File Name	Date	Comments
No files are attached.				

Diversity / Disability | Edit

Diversity

Race/Ethnicity: I do not wish to provide this information

Gender: I do not wish to provide this information

Age Group: I do not wish to provide this information

Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities? I do not wish to provide this information

Have you ever served in the U.S. military or uniformed services? I do not wish to provide this information

If you answered "Yes" to the previous question, please indicate if one or more of the following apply: I do not wish to provide this information

eSignature | Edit

eSignature

Signed by: Jane Doe

Date: 10/27/22

Submit

Save as Draft

Quit

For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](https://careers.ohio.gov)

Completed Submission

69. When your application is successfully submitted, you will see this “Process completed” notification.

