Application Review Checklist

Department of Veterans Services

Suggestions from the Ohio Department of Veterans Services

Check Your Application Before Submission   Check

- Did you fully describe your relevant job experience in detail in the application? ☐

- Did you fill the application questionnaire out completely? Applications with an incomplete questionnaire cannot be considered. ☐

- On the questionnaire, did you indicate how you meet the **minimum qualifications** in clear details? ☐

- Did you describe where and how you obtained experience that shows how you meet the minimum qualifications? ☐

- Have you attached any related licenses/transcripts/other documents that show how you meet minimum qualifications? These must be added as a Microsoft Word or PDF file. ☐

- Has your online application been submitted to www.careers.ohio.gov? No paper applications are permitted**.** ☐

Common Errors   Check

- Keep all information included related to the role to which you are applying. ☐

- Avoid abbreviations; please type out the whole word(s) so anyone reading your application is able to understand. ☐

- Do not put "see resume" on the application. You need to include the info directly. You can copy and paste from your resume, if appropriate. ☐

- Check for any spelling or grammar errors before submitting. ☐

Still have questions about the application process? Please contact:

- Sandusky: Hailey at 419-625-2454 or Hailey.Ivory@dvs.ohio.gov
- Georgetown: Candi at 937-483-5813 or Candice.Stivers@dvs.ohio.gov
- Columbus: Jason at 614-466-7633 or Jason.Spaulding@dvs.ohio.gov