How To Apply for a State Job Opening

State of Connecticut
Department of Administrative Services
Talent Solutions
Application Process

1. Prepare
2. View Job Openings
3. Apply
4. Get Hired
Get Organized

- What materials and resources do I need?
Where Do I Begin?

- Locate a device
- Set up an e-mail account
- Register for the OEC
- Build content for your application
- Line up a trusted advisor
Questions to Think About

Ask yourself:

• What are the job requirements?
• What materials do I need?
• What is the application deadline?
• What support or assistance do I need?
Options could be:

- Mobile phone
- Tablet or computer
- Public library
- American Job Center: [http://www.ctdol.state.ct.us/ajc/FactSheets.htm](http://www.ctdol.state.ct.us/ajc/FactSheets.htm)
- Friends and family

Note: Once you locate a device, contact DAS.SHRM@ct.gov if you have questions.
Set Up an E-mail Account

Set a professional tone with your e-mail address. Avoid edgy, controversial, or potentially offensive references. Consider something similar to these examples:

- will.jones@hotmail.com or will.jones528@hotmail.com
- felicia.t.ortega@gmail.com or felica.t.ortega122@gmail.com
- gupta.rima@yahoo.com or gupta.r1330@yahoo.com
Registration

Select New User Registration

Connecticut State Department of Administrative Services

Job Openings
My Applications
New User Registration
Job Classes
Interest Cards
Closed Jobs

Job Openings

STATE OF CONNECTICUT EXECUTIVE BRANCH
ONLINE EMPLOYMENT CENTER

Not sure how to get started? Check out the Applicant Tips on How to Apply

To locate current job openings of interest, you can narrow your job search by using these filter options: Keyword, Location, Agency, Recruitment Type and/or Job Category. To receive alerts about future job openings, select Interest Cards from the menu on the left.

Please visit our new State of Connecticut LinkedIn page and explore our Employee Value Proposition (EVP)

If you don’t have a LinkedIn account, here’s a LinkedIn Learning video to get you started!

If you’re unable to create a LinkedIn account you can learn more about working for our state by exploring our EVP here.

Connecticut
Compile your work history, accomplishments and skills in a document.

You may not capture everything in one session, so work on it over a period of time.

What you compile becomes the content for your application.
Line Up a Trusted Advisor

Ask someone who is skilled in writing/reviewing to give you feedback on your content. Who might this person be for you?

- Family member, friend or coworker
- Someone who helped you in the past
- Someone you look up to

Whoever you ask will probably be honored that you reached out for their assistance.
Access and View Job Openings on the OEC
Access the Online Employment Center (OEC)

1. Open your browser.

2. In the address bar, type https://jobapscloud.com/ct.

3. Press Enter.

Result: The Online Employment Center (OEC) home page displays.

Note: JobAps is the name of the OEC platform.
View Job Openings

Browse Jobs through these Quick Links:

1. Open to the Public
2. Open Only to Statewide Employees
3. Open Only to Agency Employees
4. Seasonal/Summer
View Job Openings – Open to the Public

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Location</th>
<th>Department</th>
<th>Type</th>
<th>Close Date</th>
<th>Check Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Hartford, CT</td>
<td>Department of Energy &amp; Environmental Protection</td>
<td>Full-Time</td>
<td>Thursday, October 21, 2021</td>
<td>Status</td>
</tr>
<tr>
<td>Application Development &amp; Metrics Manager</td>
<td>Hartford, CT</td>
<td>Department of Social Services</td>
<td>Full-Time</td>
<td>Monday, October 25, 2021</td>
<td>Status</td>
</tr>
<tr>
<td>Assistant Human Resources Business Partner</td>
<td>Hartford, CT</td>
<td>Department of Administrative Services</td>
<td>Full-Time</td>
<td>Monday, October 25, 2021</td>
<td>Status</td>
</tr>
<tr>
<td>Associate Research Analyst</td>
<td>Hartford, CT</td>
<td>Office of Early Childhood</td>
<td>Full-Time</td>
<td>Monday, October 25, 2021</td>
<td>Status</td>
</tr>
<tr>
<td>Behavioral Health Program Manager</td>
<td>Hartford, CT</td>
<td>Department of Mental Health &amp; Addiction Services</td>
<td>Full-Time</td>
<td>Monday, November 15, 2021</td>
<td>Status</td>
</tr>
<tr>
<td>Behavioral Health Program Manager</td>
<td>Hartford, CT</td>
<td>Department of Mental Health &amp; Addiction Services</td>
<td>Full-Time</td>
<td>Wednesday, October 27, 2021</td>
<td>Status</td>
</tr>
</tbody>
</table>
View Job Openings – Select the Job

Example: General Trades Worker at CCSU job posting

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Location</th>
<th>Department</th>
<th>Type</th>
<th>Close Date</th>
<th>Check Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Trades Worker</td>
<td>New Britain, CT</td>
<td>State Colleges &amp; Universities - Board of Regents</td>
<td>Full-Time</td>
<td>Friday, October 22, 2021 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>(37.5 Hour)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>211012-0582TC-001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you find a job of interest, click the job title to launch the job posting.
View Job Openings – Closing Date

**General Trades Worker (37.5 Hour)**

**Recruitment #211012-03827C-001**

- **Location:** New Britain, CT
- **Date Opened:** 10/12/2021 12:00:00 PM
- **Salary:** $44,802 - $60,967/year (individuals new to state service start at minimum of the range)
- **Job Type:** Open to the Public
- **Close Date:** 10/22/2021 11:59:00 PM

**INTRODUCTION**

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**Tip**

Note the Close Date and allow enough time to complete the application, gather materials and line up any support.
The Selection Plan varies by position. Carefully review and follow all instructions and requests in this section.

**Example:** If a job bulletin states that applicants may be required to submit additional documentation during the application process, you may be required to submit documents including a cover letter, performance reviews, etc. at the discretion of the hiring agency.
1. Is this job for you?
2. Do you possess the KSA’s?
3. Do you meet the minimum qualifications?
4. Do you meet the requirements – Preferred, Special and Physical?
New User Registration

- What information do I need to register?
- New user registration
- What is a Master Application?
- Create a Master Application
What Information do I Need to Register?

- First Name
- Last Name
- Middle Initial
- First 3 Letters of Last Name at Birth
- Last 4 Digits of Primary Phone Number
- Your Most Recent Zip Code Number
- Last 4 Digits of Your Social Security Number
- Month of Birth
- Day of Birth
- E-mail Address
- Create a UserID – up to 10 characters
- Create a Password – 8 characters minimum; must include both letters and digits
New User Registration

New User Registration
Start here to create a new account if you are not yet a registered user.

Do not create multiple accounts. If you have forgotten your UserID or password, please use the Forgot Your UserID? and Forgot Your Password? links to retrieve your login information. Passwords are case-sensitive.

Do not share accounts. Each user must have a unique, separate account. If you share your account, your application information will not be accurate because the profile information (name, address, phone, e-mail) will be overwritten for all applications tied to this account.

Account-sharing may result in applicants being removed from consideration for job openings.

Job Title: Master Application
Job Number: AF-010101-000

You are required to provide the following information.

First Name:

Last Name:

Middle Initial:

First 3 Letters of Last Name at Birth:

Last 4 Digits of Social Security Number:
Please confirm that your e-mail address is correct.

<table>
<thead>
<tr>
<th>e-mail address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>confirm e-mail address</th>
</tr>
</thead>
</table>

Please give yourself a UserID which is at least 8 characters.

<table>
<thead>
<tr>
<th>UserID</th>
</tr>
</thead>
</table>

(up to 10 characters)

Please select a Password which is at least 8 characters and a combination of letters and digits.

<table>
<thead>
<tr>
<th>Password</th>
</tr>
</thead>
</table>

(9 character minimum, must include both letters and digits)

<table>
<thead>
<tr>
<th>Re-enter Password</th>
</tr>
</thead>
</table>

Record your UserID and Password for completing or copying another application in the future.

[Submit Registration] [Back] [Clear Registration]
What Is a Master Application?

It’s a time-saving tool!

Instead of typing a job application, you can copy the information from your Master Application each time you apply.

Example: You are applying for three jobs. Instead of typing three separate applications, you use the Master Application to copy into each of the three job applications.

The following section is not copied from the Master Application because it varies for each position. You must complete or provide with each individual job application:

• Profile tab: Employment Preferences section
Create Master App - Register

Access the OEC and refer to the main menu.

Click **New User Registration**
Create Master App – Apply

Review the Master Application Introduction section.

This is your Master Application which can be updated whenever your skills, employment history, education, etc. changes. The Master Application can be used to copy into an application for an open job so that you don’t have to re-type your information each time you create a new application. For a list of open jobs, please click the www.jobapscloud.com/ct to view the State of Connecticut’s main Open Jobs page.

Click on the link below to apply:

Fill out the Application NOW using the Internet.
Create Master App – Read

Read the Terms of Use Agreement.

Read Application Instructions for Master Application

Read Your Responsibilities as the Applicant
Create Master App - Read & Agree

Continue reading and then accept the Terms of Use Agreement.

Note:

Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the internet.

The State of Connecticut, and the developers of the State of Connecticut online employment application system are not responsible or in any way liable for any computer hardware or software malfunction which may affect your employment application or the applicant selection process. By accepting the Terms of Use Agreement set forth here, you agree to all of the above terms and you agree to use this online employment application system only for the submission of bona fide employment applications to State of Connecticut. Any other use of this online employment application system shall be a violation of this Terms of Use Agreement.

I agree with the above terms of use.

I am a NEW USER  I have REGISTERED PREVIOUSLY  Cancel

Note: In accordance with the Terms of Use Agreement, you can create only 1 (one) profile on the OEC.

1) Read the Note
2) Check the I agree box, then click I am a New User
Create Master App – Four Tabs

Enter your information on these main tabs:

1. EEO/Vet (voluntary)
2. Profile
3. School
4. Work

Click **Save & Continue** at the bottom of each tab.

Click **Exit** if you are not ready to submit.

When you are ready to submit, go to the **Review** tab and click **Submit**.
**Create Master App - EEO/Vet Tab**

This is voluntary information for statistical purposes only. Click **Save & Continue** to advance to the next tab.

### Voluntary Equal Employment Opportunity Information

To further its commitment to equal opportunity employment and meet State and Federal reporting requirements, the State of Connecticut requests applicants to VOLUNTARILY provide the following information. This information will be used for statistical purposes only by authorized personnel and will not be considered in the evaluation of your application.

### EEO - Voluntary

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
<th>Decline to State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnicity</td>
<td>Hispanic or Latino</td>
<td>Not Hispanic or Latino</td>
<td>Decline to State</td>
</tr>
<tr>
<td>Race</td>
<td>White, Non-Hispanic</td>
<td>Black/African American (Non Hispanic)</td>
<td>Persons having origins in any of the black racial groups of Africa</td>
</tr>
<tr>
<td></td>
<td>Asian</td>
<td>Origins in any of the original peoples of the Far East, Southeast Asia, or the India subcontinent, including for example, Cambodian, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam</td>
<td></td>
</tr>
<tr>
<td></td>
<td>American Indian or Alaskan Native</td>
<td>Origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliations or community attachment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>Origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two or more races</td>
<td>Decline to State</td>
<td></td>
</tr>
</tbody>
</table>

### Veterans Information - Voluntary

Veterans and spouses may be entitled to extra points on open competitive exams per State of Connecticut Statute. The State of Connecticut requests applicants to VOLUNTARILY provide the following information. NOTE: Veteran's points are only applicable to open competitive examinations (C.G.S. § 5-224) and added after a candidate passes the exam.

If you meet the requirements outlined in CGS 27-103 and 38 USC 101 you may be eligible for additional Veteran's points.

- **Do you meet the definitions outlined in CGS 27-103 and/or 38 USC 101?**
  - Yes
  - No

- **Do you wish to claim Veteran's Points?**
  - Yes
  - No

If yes, a copy (not original) of your proof of eligibility DD-214 (or other acceptable documentation) for Veterans status may be required and verified at the time of hire.

- If you answered YES to seeking Veteran's points, select any that apply to your situation:
  - I am an honorably discharged veteran
  - I am an unmarried surviving spouse of a veteran
  - I am a spouse of a veteran not gainfully employed due to disability
  - I am a service-disabled veteran
  - I am the spouse of a service-disabled veteran
  - I am an unmarried surviving spouse of a disabled veteran

Save & Continue | Clear
Create Master App – Profile Tab

Select locations, employment type & shifts

Select how you heard about the opening, then click Save & Continue

Some fields auto populate here
Create Master App – School Tab

**Education, Licenses and Training**

In order to receive educational credits toward qualification for the job posting, the institution must be accredited. If the institution of higher learning is located outside of the United States, you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies. The responsibility for and the costs associated with obtaining this equivalency information lies with the applicant. If applicable, please enter the document to the Recruiter listed in the job opening.

Please be advised you may be required to provide validation of degree(s) earned and/or official transcripts at any time during the selection process.

**High School Education**

Did you graduate* from high school or receive a high school equivalency diploma (GED)?

- Yes
- No

**College and Graduate School Education**

Name of School

Major

Degree Earned

- Yes
- No

Degree Type

- Yes
- No

# of Credits Earned

**Specialized Training or Classes Relevant to Job**

I have the following special training, certificates, licenses, etc. applicable for this job.

- Organization, Company, School
- Street Address
- Name of Certificate Earned
- # of Credits Earned

**Licenses and Professional Certifications**

Enter the required trade and professional licenses and certifications you possess. Upload a copy of required or relevant licenses or certificates entered if requested on the Other tab of the application.

- Type
- Issuing Agency
- License Number
- Expiration Date

Add Another School

Add Another Training Record

Add Another Professional License

[Connecticut Logo]
Create Master App - Work Tab

Work Experience/ Employment History

Important instructions
- Please list beginning with your most recent position, all of your work experience including military service and all volunteer activities that you wish to be considered toward meeting the eligibility requirements (minimum qualifications) stated on the opening.
- Please do not submit a resume in lieu of completing this portion of the application.
- Be sure that the information included in this section demonstrates that you meet the experience qualifications for the job for which you are applying.
- Failure to provide all of the REQUIRED information for each position may result in your application being disapproved.
- Although a resume may be uploaded, only jobs included in this section of the application form will be considered when determining if you meet the required minimum qualifications for the position for which you are applying.
- Please make sure to list each position held, even with the same employer on a separate tab.
- Under the View/Edit column, applicants can move work experience ‘Up’ or ‘Down’ to ensure work history is in order.

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Dates</th>
<th>Employer</th>
<th>View/Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>No employment experience records to display</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the appropriate button to indicate whether or not you have work experience.

Read the Important Instructions

I have Work Experience  I have NO Work Experience
Create Master App - Work Tab

One entry for each job

* Indicates a required field

Click Save this Job, then move to Job # 2, etc.
Create Master App - Review Tab

Tips

- Print and proofread your application in multiple passes, as needed
- Consider asking your trusted advisor for feedback

Click **EDIT** to revise content
Click **Save & Continue** at the bottom of each page
Click **Ready to Send App** when done
Create Master App – Submit Tab

Make sure the Master App is correct & that your statements are true
Check the Signature Agreement Box

When ready, click Submit to State of Connecticut
Master Application - Acknowledgement

- The OEC provides double-acknowledgement of a submitted application.
- Applicants receive a pop-up confirmation on their screen, followed by an emailed confirmation.
Let’s Recap

Here’s what you’ve learned so far:

• Get organized
• Create an account
• What is a Master Application?
• Create a Master Application
What’s Next?

- Copy your Master Application to apply for a job
Scenario – Copy a Master Application

You are applying for a Maintainer position using the Master Application you created.

After you copy the Master Application, you plan to set aside time to review and edit the information for the Custodian application.

<table>
<thead>
<tr>
<th>Maintainer (37.5 Hour)</th>
<th>Norwich, CT</th>
<th>Department of Mental Health &amp; Addiction Services</th>
<th>Full-Time</th>
<th>Monday, October 18, 2021, 11:59 PM</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>210930-0426TC-001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Let’s walk through the steps to copy your Master Application to the Maintainer application.
Scenario

Select **Job Openings**
Scenario

Scroll the jobs and select, by clicking, the desired job title

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Location</th>
<th>Department</th>
<th>Type</th>
<th>Close Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Hartford, CT</td>
<td>Department of Energy &amp; Environmental Protection</td>
<td>Full-Time</td>
<td>Thursday, October 21, 2021 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Application Development &amp; Metrics Manager</td>
<td>Hartford, CT</td>
<td>Department of Social Services</td>
<td>Full-Time</td>
<td>Monday, October 25, 2021 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Assistant Accountant</td>
<td>Middletown, CT</td>
<td>Department of Emergency Services &amp; Public Protection</td>
<td>Full-Time</td>
<td>Friday, October 15, 2021 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Behavioral Health Program Manager</td>
<td>Hartford, CT</td>
<td>Department of Mental Health &amp; Addiction Services</td>
<td>Full-Time</td>
<td>Wednesday, October 20, 2021 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Maintainer (37.5 Hour)</td>
<td>Norwich, CT</td>
<td>Department of Mental Health &amp; Addiction Services</td>
<td>Full-Time</td>
<td>Monday, October 18, 2021 11:59 PM</td>
<td>Status</td>
</tr>
</tbody>
</table>

Here it is!
## Scenario

Here's the job bulletin

**Maintainer (37.5 Hour)**

**Recruitment #210930-0426TC-001**

<table>
<thead>
<tr>
<th>Location</th>
<th>Norwich, CT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Opened</td>
<td>10/6/2021 12:00:00 AM</td>
</tr>
<tr>
<td>Salary</td>
<td>$37,335* - $46,654/year (See Introduction for Salary Information)</td>
</tr>
<tr>
<td>Job Type</td>
<td>Open to the Public</td>
</tr>
<tr>
<td>Close Date</td>
<td>10/18/2021 11:59:00 PM</td>
</tr>
</tbody>
</table>

**Go Back**  **Apply**  **View Benefits**

---

**INTRODUCTION**

[Department of Mental Health & Addiction Services]

[Connecticut]
Scenario – Apply Online

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

Click Apply Online
Scenario

View My Applications (Login Required)

Existing users may log in below.

Passwords are case-sensitive. Can’t remember your UserID or password? Please use the Forgot Your UserID? and Forgot Your Password? links to retrieve your login information.

Do not create multiple accounts. If you are having difficulty retrieving your log in information or are having problems logging in, please contact us directly at (860) 713-5205 or mgray@jobaps.com.

Do not share accounts. Each user must have a unique, separate account. If you share your account, your application information will not be accurate because the profile information (name, address, phone, e-mail) will be overwritten for all applications tied to this account.

Account-sharing may result in applicants being removed from consideration for job openings.

Please do not open two applications in different browser windows at the same time; only one application open at a time.

Enter your **UserID** and **Password**, then click **Retrieve Application**.
Scenario

Copy My Application

On this page, you will be able to copy an existing application into your new application.

Applications you have previously completed are listed below. From the list, select which of your existing applications you wish to copy and follow the instructions below.

1. Choose the Master Application or a previously completed application you wish to copy into your new application for:
   - Custodian (37.5 Hour) 180702-0429TC-001.
2. Click on the Job Title of your existing application.
3. At the top of the page, you will now see the current position for which you are applying.
4. The new application will now open to allow you to modify the information.
5. Complete each sub tab within the application.
6. Click “Save & Continue” after each page.
7. Click “Submit to State of Connecticut” after completing your application. If you do not click Send, your application will be saved but not submitted. Once applications are submitted, they cannot be changed.

Please note: The application from which you are copying information will not be affected by any changes you make to the new application.

Application Template

Choose the Master Application to copy into this application. Or, select from any applications below.
The Maintainer application displays a supplemental questionnaire. The questionnaire includes questions such as:

1. Do you possess any experience and training which would reasonably provide the following knowledge, skills and abilities: some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping?

- Yes
- No

2. Per Executive Orders 13F and 13G, any employee hired on or after September 27, 2021 must demonstrate they are fully vaccinated (or have the first of a two-dose vaccine and the second appointment scheduled) through the State’s COVID Navigator as a requirement of employment. The only exceptions to this requirement are religious or medical exemptions, that would initiate an interactive discussion with the hiring agency to determine if the essential functions of the job could be performed with a reasonable accommodation based on the exemption request. In those cases, the exemption request would have to be fully reviewed and the accommodation granted prior to the first date of employment.

All State Employees hired before September 27, 2021 must continue to adhere to the guidelines listed in Executive Orders 13F and 13G.

Do you agree to adhere to the abovementioned conditions of employment?

- Yes
- No
The Supplemental Questionnaire tab is required.

The number and type of questions vary by position.

Allow ample time to carefully read and respond.

Click Save & Continue.
Review all tabs and the information that flowed from the Master App, and edit, as needed

Reminder: Employment Preferences do not flow from the Master App and must be completed/provided with each job application
Scenario

Guideline: To qualify for a position, your Employment Preferences must match the job posting.

- Manchester (or All Locations)
- Full-Time (or All Types)
- Second Shift (or All Shifts)
Let's finalize the application
On Review tab, print & proofread the application to ensure everything is correct.

No need to sign and return a printed copy - it's your copy.

When done, click Ready to Send App.
On Submit tab, carefully read the notice

Check the Certify box, which serves as your electronic signature

Click **Submit to State of Connecticut**
Let’s Recap

Here’s what you just learned:

- Copy a Master Application to apply for a job
Avoid Errors & Regret on a Job Application

• Spelling, grammar and usage
• Guidelines for managing applications
Do not go casual on an application! Avoid texting lingo, emotis, abbreviations and slang.

- Avoid all lower case letters. Example: *state of connecticut*
- Avoid all upper case letters. Example: *STATE OF CONNECTICUT*
- Always use sentence casing. Example: *State of Connecticut*

- Use proper spacing between words. Example: “*trash and recycling,*” not “*trashandrecycling*”.

- Make sure your Supplemental Questionnaire responses are correct and that you check the proper box(es).

- Ask a “trusted advisor” to review the application.

- Carefully check spelling and grammar; print your application as many times as needed until it is perfect.
Guidelines for Managing Applications

As indicated on the Submit tab, changes cannot be made to a submitted application.

- Work carefully and consider completing the application over multiple sessions to keep things fresh.
- Print and proofread for accuracy and completeness.
- Sign on to your Personal Status Board to monitor applications, view notices, and address any unsubmitted applications prior to the closing date.
What’s Next?

- What to do immediately after you apply for a job
- Recruitment process
- Appeal process
- Maximize the OEC – additional features
Task List - After Submitting an Application

- Write down your OEC UserID and password.

- Maintain a copy of the job bulletin.

- Regularly check e-mail for any notices sent from the agency about the job, including referral questionnaires that probe on your experience and qualifications. If you cannot locate the e-mails, check your Junk or Spam folder. Sign on to your Personal Status Board every day to monitor your applications and view all emailed notices (click the date in the Last Notice column to view a chronology of all notices sent to you).

- Make sure you have a professional voicemail greeting and that your voicemail inbox is able to accept messages and it not full.

- If you miss a call, do not call the number back without first checking voicemail. It could be a recruiter or hiring manager! Always prepare yourself for discussion - have your questions mapped out, have paper and a pen ready to take notes, find a quiet place to talk, etc.
Recruitment Process

• You are notified via e-mail whether or not you qualify for a position and your name has been placed on an eligible list (Eligible for Referral).

• The hiring agency recruiter reviews the eligible list and notifies you, typically via email, if you are selected for an interview. You may be instructed to self-schedule an interview via the OEC.

• The hiring agency notifies you whether or not you are the selected candidate.

• If you have questions about the recruitment process, timeline, or your status, contact the HR recruiter or team listed in the job bulletin.
Appeal Process – Classified Competitive Positions Only

- The appeal process is for competitive positions only for individuals who do not meet the minimum qualifications or special requirements of the position.

- You will be sent an e-mail if you are eligible to appeal a job opening to which you applied. Appeals must be made within 6 business days of notification.

- Submit the appeal to ExamAppeals@ct.gov. A decision is made within 15 days of receipt of the appeal.

Note: Applicants cannot appeal the designation of a job opening: Open to the Public, Open Only to Statewide Employees or Open Only to Agency Employees.
Additional OEC Features

**Narrow Your Search Options** - Search jobs using these filters:
- Keyword, such as title
- Town
- Agency
- Recruitment Type
- Job Category

**Interest Cards** – Sign up to receive a text or e-mail alert when a job of interest is posted on the OEC.
Keyword Search & Interest Cards

Set Up Interest Cards

Search keywords

To quickly find current job openings, you can perform a job search by using the filter options: Keyword, Location, Agency, Salary. If you want to be notified when new job openings are posted, fill out interest cards.

Open Job Quick Links
- Open to the Public (231)
- Open Only to Statewide Employees (2)
- Open Only to Agency Employees (1)