How To Apply for a State Job Opening

DAS Statewide Human Resources Management
Talent Acquisition Team

March 1, 2019
Application Process

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

• What Materials & Resources Do I Need?
Where Do I Begin?

- Questions to think about
- 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
- State of CT DAS computer kiosks, 450 Columbus Blvd, Hartford (main entrance)
- American Job Center; [http://www.ctdol.state.ct.us/ajc/FactSheets.htm](http://www.ctdol.state.ct.us/ajc/FactSheets.htm) contact for locations
- Friends and family
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
- adams.michael@yahoo.com or adams.michael1130@yahoo.com

Note: The document to the right is located on the CT Department of Labor website:
http://www.ctdol.state.ct.us/progsupt/unemplt/M1A/Createe-mail.pdf
Register for the OEC

Select New User Registration
• Compile your work history, accomplishments and skills in a document, or even better, a resume.

• 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.
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 OEC

1. Open your browser.

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

3. Press Enter.

Result: The OEC Home Page displays.

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

Browse Jobs through these Quick Links:
1. Open to the Public
2. Open Only to Statewide Employees
3. Open Only to Agency Employees
View Jobs Openings – Open to the Public

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Location</th>
<th>Department</th>
<th>Type</th>
<th>Class Date</th>
<th>Check Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Nurse Practitioner (10 Hour)</td>
<td>Middletown, CT</td>
<td>Department of Mental Health &amp; Addiction Services</td>
<td>Full-Time</td>
<td>Sunday, July 2, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Agricultural Worker 1 (57.5 Hour Entry Level) (University of Connecticut)</td>
<td>Mansfield, CT</td>
<td>UCONN</td>
<td>Full-Time</td>
<td>Tuesday, July 3, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Architect (35 Hour)</td>
<td>Hartford, CT</td>
<td>Department of Administrative Services</td>
<td>Full-Time</td>
<td>Tuesday, July 7, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Assistant Cook (part-time)</td>
<td>Glastonbury, CT</td>
<td>State Department of Education</td>
<td>Part-Time</td>
<td>Tuesday, July 9, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Assistant Legal Director</td>
<td>Hartford, CT</td>
<td>Department of Children &amp; Families</td>
<td>Full-Time</td>
<td>Wednesday, July 4, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Associate Education Consultant</td>
<td>Hartford, CT</td>
<td>State Department of Education</td>
<td>Full-Time</td>
<td>Thursday, July 12, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Associate Education Consultant</td>
<td>Hartford, CT</td>
<td>State Department of Education</td>
<td>Full-Time</td>
<td>Wednesday, June 27, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Children Services Worker (35 Hour) (Albert J. Solnit Children’s Center - South Campus)</td>
<td>Middletown, CT</td>
<td>Department of Children &amp; Families</td>
<td>Part-Time</td>
<td>Tuesday, July 10, 2018 11:59 PM</td>
<td>Status</td>
</tr>
</tbody>
</table>
Example: Custodian at UCONN 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>Custodian (37.5 Hour) (First Shift)(Days) (Student Union-University of</td>
<td>Mansfield</td>
<td>UCONN</td>
<td>Full-Time</td>
<td>Tuesday, May 1, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Connecticut-UConn) 180416-0429TC-001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you find a job of interest, double-click the job title to launch the job posting.
Note the Close Date

Tip

Allow yourself enough time to complete the application, gather materials and line up any support.
Do you need to upload any materials with the application?

Examples: Resume, cover letter
View Jobs Openings

**KNOWLEDGE, SKILL AND ABILITY**

Some interpersonal skills, some oral and written communication skills, ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

**MINIMUM QUALIFICATIONS**

Any experience and training which would provide the knowledge, skills and abilities listed above.

**PREFERRED QUALIFICATIONS**

A minimum of three years of custodial experience that includes working in an educational setting is a plus.

**SPECIAL REQUIREMENTS**

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

**PHYSICAL REQUIREMENTS**

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.
2. A physical examination may be required.

1. Is this job for you?

2. Do you possess the KSA’s?

3. Do you meet minimum qualifications?

4. Do you meet requirements – Preferred, Special and Physical?
New User Registration

- What Information do I need to register?
- 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 Screen
New User Registration Screen

Please confirm that your e-mail address is correct.

- e-mail address
- confirm e-mail address

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

- UserID

(up to 10 characters)

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

- Password

(8 character minimum, must include both letters and digits)
- Re-enter Password

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.

These sections are not copied from the Master Application because they vary for each position and must be filled-in with each application:

- Profile tab > Employment Preferences
- Other tab
Create a Master App – Step 1

Access the OEC and refer to the top left menu.

Click **New User Registration**
Create a Master App – Step 2

Review the Master Application Introduction.

Please note that this bulletin is *not* an open job.

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.jobapsccloud.com/ct](http://www.jobapsccloud.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.  

[Apply Online]
Create a Master App – Step 3

Read the Terms of Use Agreement.

Read Application Instructions for Master Application

Read Your Responsibilities as the Applicant
Create a Master App – Step 4

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

1) Read the Note
2) Check the I agree box then click

Note: In accordance with the Terms of Use Agreement, you can create only 1 (one) profile on the OEC.
Enter your information on these main tabs:

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

Click Save and 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, then the Submit tab.
EEO/Vet Tab

This is voluntary information used for statistical purposes only. Click to advance to the next tab.
### Profile Tab

Some fields auto populate here

Select locations, employment type & shifts. More to come on this topic.

Select how you heard about the opening, then click

---

**Personal and Contact Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name*</td>
<td>Meredith</td>
</tr>
<tr>
<td>Last Name*</td>
<td>Machado</td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>List other names you have used</td>
<td>Include last, first &amp; middle initial</td>
</tr>
<tr>
<td>Address Number, Street, Apt.</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State*</td>
<td>Select State or Other</td>
</tr>
<tr>
<td>Zip Code*</td>
<td>06040 -</td>
</tr>
<tr>
<td>Email Address*</td>
<td><a href="mailto:mmachado@yahoo.com">mmachado@yahoo.com</a></td>
</tr>
<tr>
<td>Primary Phone*</td>
<td></td>
</tr>
<tr>
<td>Alternate Phone</td>
<td></td>
</tr>
</tbody>
</table>

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**Employment Preferences**

- You are required to select one of the following:
  - I am a current employee of the State of Connecticut
  - I am a former employee of the State of Connecticut
  - I have never been employed by the State of Connecticut

- Are you lawfully permitted to work in the United States?
  - Yes
  - No

- In which locations will you accept employment?
  - Check All Locations
  - Andover
  - Ansonia
  - Atkinson
  - Avon
  - Barkhamsted
  - Beacon Falls
  - Berlin
  - Bethany
  - Bethlehem

Scroll to see all locations

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**Job Source**

How did you hear about this job opening?

- State of CT Web Site
- Indeed.com
- Facebook
- Twitter
- LinkedIn
- Craigslist
- Monster.com
- CareerBuilder
- JobMail
- JobAlerts
- Other (specify)

*Please certify specific newspaper, publication, website, TV or radio station, community group, etc.
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 rest with the applicant.

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
- Street Address
- City, State and Zip
- Attended From
- Attended To
- Major
- Minor
- Degree Type
- Degree Earned
  - Yes
  - No
- Attending
- # of Credits Earned

Specialized Training or Classes Relevant to Job
- Organization, Company, School
- Program/Course/Type of Training
- Name of Certificate Earned
- Street Address
- City, State and Zip
- From Date
- To Date
- # of Credits Earned
- Diploma/Cert. Earned
  - Yes
  - No
- Date Expires

Licenses and Professional Certifications
Select the required trade and professional licenses and certifications you possess. Upload a copy of required or relevant licenses or certificates selected and entered.
- Type
- Issuing Agency
- License Number
- Date Issued
- Expiration Date

Add Another School
Add Another Training Record
Save & Continue
Clear
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 posting.
- 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 attached, 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.

<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>-------</td>
<td>-------</td>
<td>----------</td>
<td>-----------</td>
</tr>
<tr>
<td>No employment experience records to display.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the appropriate button to indicate whether you have work experience.

Read the Important Instructions
Work Tab - Enter Work Experience

One entry for each job

* Indicates a required field

Click Save this Job and move to Job # 2, etc.
Resume Tab

Options

1. Click Upload Resume button
   - OR –

2. Type or copy/paste resume into white space to the right

When done, click Submit Resume
Review Tab

Print and proofread your application in multiple passes, as needed

Consider asking your “trusted advisor” for feedback
Certify & Submit Your Master Application

Submit and Send Application

If you are not ready to submit your application, please choose the Exit tab and return prior to the closing date to submit.

All application materials must be received by the recruiting agency on the closing date, by the time specified on the job opening for the position for which you are applying. Late applications may not be submitted.

YOU MUST MEET ALL OF THE QUALIFICATIONS AS OF THE CLOSING DATE TO BE ELIGIBLE FOR CONSIDERATION. VERIFICATION OF YOUR APPLICATION INFORMATION WILL BE COMPLETED BY THE APPOINTING AUTHORITY.

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

I hereby certify that the statements made by me on this application form and attachments, if any, are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement, misrepresentation, or omission of facts, I am subject to disqualification, not being considered further for or being terminated from employment and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment.

When ready, click
Submit to State of Connecticut

Submit to State of Connecticut
• The OEC provides double-acknowledgement of your application.

• You will receive both a pop-up confirmation and an e-mail confirmation after you submit your Master Application.
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 Custodian position. To save time, you copy your Master Application instead of typing a new application.

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

Let’s walk through the steps to copy your Master Application to the Custodian application.
Scenario – Go to Job Openings

Click Job Openings
**Scenario**

<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>Advanced Nurse Practitioner (40 Hour)</td>
<td>Middletown, CT</td>
<td>Department of Mental Health &amp; Addiction Services</td>
<td>Full-Time</td>
<td>Sunday, July 22, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Agricultural Worker 1</td>
<td>Mansfield, CT</td>
<td>UCONN</td>
<td>Full-Time</td>
<td>Tuesday, July 3, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>(37.5 Hour, Entry Level)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Connecticut</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>180618-8934TE-001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architect (35 Hour)</td>
<td>Hartford, CT</td>
<td>Department of Administrative Services</td>
<td>Full-Time</td>
<td>Tuesday, July 17, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Assistant Cook (part-time)</td>
<td>Groton, CT</td>
<td>State Department of Education</td>
<td>Part-Time</td>
<td>Tuesday, July 3, 2018 11:59 PM</td>
<td>Status</td>
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<tr>
<td>180616-2220TC-001</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Assistant Legal Director</td>
<td>Hartford, CT</td>
<td>Department of Children &amp; Families</td>
<td>Full-Time</td>
<td>Wednesday, July 4, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>180620-3438MP-001</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Associate Education Consultant</td>
<td>Hartford, CT</td>
<td>State Department of Education</td>
<td>Full-Time</td>
<td>Thursday, July 12, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>180619-0950EA-001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Education Consultant</td>
<td>Hartford, CT</td>
<td>State Department of Education</td>
<td>Full-Time</td>
<td>Wednesday, June 27, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>180605-0950EA-001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children Services Worker (35 Hour)</td>
<td></td>
<td>State Department of Education</td>
<td>Full-Time</td>
<td>Saturday, July 14, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>Custodian (37.5 Hour)</td>
<td>Manchester, CT</td>
<td>State Department of Education</td>
<td>Full-Time</td>
<td>Saturday, July 14, 2018 11:59 PM</td>
<td>Status</td>
</tr>
<tr>
<td>180702-0429TC-001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Scroll the jobs and click on the one to which you want to apply.

Here it is!
Scenario

Here’s the job bulletin.

Custodian (37.5 Hour)
Recruitment #180702-0429TC-001

Location: Manchester, CT
Date Opened: 7/3/2018 2:00:00 PM
Salary: $34,852.11 - $43,551.24/year (*See ‘Introduction’ below for starting salary information)
Job Type: Open to the Public
Close Date: 7/14/2018 11:59:00 PM

INTRODUCTION

The Connecticut Technical Education and Career System invites applicants to apply for a second shift Custodian position at Howell Chenery Technical Education and Career School. The Connecticut Technical Education and Career System serves approximately 11,200 full-time high school students. In a high school environment, the incumbent will be responsible for performing a full range of custodial duties as assigned by the Building Maintenance Supervisor. The hours are Monday - Friday, 2:30 p.m. -10:30 p.m. (second shift). Position may revert to first shift during school closings, vacations and summer break.
Scenario

Click Apply Online

Fill out the Supplemental Questionnaire and Application NOW using the Internet.
Scenario – Log on

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

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.

Master Application
AF-0101-000
3/2/2018
Scenario – Launch the Job Application

The Custodian application loads

Now you view the information that flowed from the Master App and fine tune, as needed

Always click at the bottom of every tab
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 these tabs and the information that flowed from the Master App

Fine-tune, add or subtract any information as you see fit.

Click Save & Continue at the bottom of each tab

Note: Employment Preferences do not flow from the Master App and must be completed with each position
In order to qualify for the position, you must select the Employment Preferences on the application that align with the position:

In this scenario, the Custodian position is full-time, second shift, located in Manchester. Your responses must reflect the following:

- Manchester (or All Locations)
- Full-Time (or All Types)
- Second Shift (or All Shifts)
Scenario – Finalizing the Custodian Application
Print & proofread the application to ensure everything is correct.

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

Click **Ready to Send App** when done.
Carefully read this 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

- Profile Tab - Employment Preferences
- Spelling, grammar & usage
- Withdrawing an application
Spelling, Grammar & Usage

• 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. Once you submit an application, you cannot change it.
Withdrawing an Application

- Never click the Withdraw button unless you wish to be taken out of consideration for a role.

- As mentioned on the Submit tab:
  - You cannot make changes to a submitted application
  - If for any reason you withdraw an application, you cannot reapply to that recruitment number.
What’s Next?

• What to do immediately after you apply for a job
• Agency 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. Also check your OEC account to view all notices (see Last Notice field).

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

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

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

- The hiring agency recruiter reviews the eligible list and notifies you if you are selected for an interview. You may receive an email or a phone call for an interview.

- 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 agency recruiter whose name is 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 they are eligible to appeal a job opening to which you have 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

Open Job Quick Links
- Open to the Public (23)
- Open Only to Statewide Employees (2)
- Open Only to Agency Employees (1)

Application Template
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Application</td>
<td>You can update your Master Application at any time to keep it up-to-date. You can use it to copy into any new application</td>
</tr>
</tbody>
</table>