

An Introduction To Your Personal Status Board



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What Is The Personal Status Board?

Your time and energy that you have dedicated in applying to our positions at the State of Connecticut is appreciated and valued.

Your Personal Status Board is designed especially for you as you move forward in your job search. Find all of your State of Connecticut applications, notices and status updates in one convenient place.

Please visit your Personal Status Board at any time day or night to access the most up to date information, and check out our new and improved features!

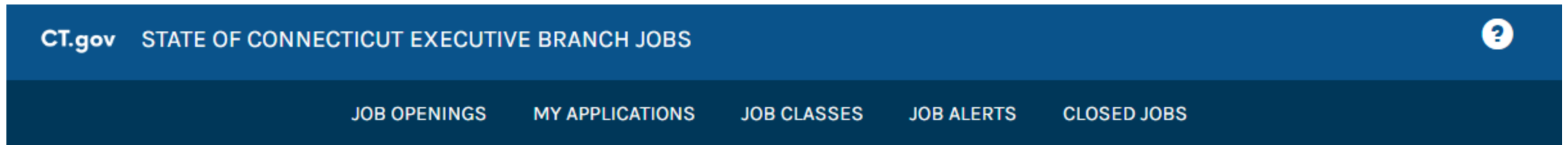
We believe that our employees are our greatest asset, and our hope is for you to start, stay and grow with us.



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Access Your Personal Status Board

- To access your Personal Status Board, select My Applications from the menu at the top of the page and sign in. Existing users can login directly and manage their accounts.
- New Users should follow the instructions under the New User/Application link to create an account.



Your Personal Status Board

Once you have signed in to your Personal Status Board, all the information provided within is specific to you.

Information you are looking for is separated into convenient sections for easy access.

NEW! An in-depth description of each section is provided at the top of your Personal Status Board.

Personal Status Board (PSB)

This is your Personal Status Board specific to **you** and your applications submitted, unsubmitted and unfinished through the State of Connecticut Online Employment Center (ct.gov/ctstatejobs).

Your Personal Status Board is separated into sections for easy access. Here is a summary of each section:

My Notices: This link opens to a chronological list of all notices and content sent to you.

Master Application Template: This is your template application that you can edit at any time, and use to quickly apply for various job openings within the State of Connecticut. By completing a Master Application, **you are not applying for a job opening.**

Note: Effective October 1, 2021 and in order to comply with Public Act 21-69, the State of Connecticut is no longer asking for resumes during the initial application process. If you uploaded a resume prior to this date on your application, you will be able view that there is an attachment but will not be able to open the attachment for the above cited reasons. Please be aware that this information will not be shared or viewable through our system.

Unsubmitted Applications: This section lists any applications that you have started but have **not yet submitted** to the State. This means that you have not applied to a job opening. Applications cannot be considered until they have been submitted by the deadline. After the deadline, if an application has not been submitted, it will be considered Unfinished and will not be considered. Unfinished Applications appear in a separate section below and will indicate "Not Sent" under the Date Submitted column.

Referral Questionnaires: Referral Questionnaires may be sent to you after you have been placed on a Certified/Active Candidate List. Please note that a questionnaire may not be sent for every recruitment. Questionnaires are used to learn more about your experiences and have a defined deadline. It is important to note the deadline, as late responses are not accepted. Multiple rounds of questions may be sent to help gather additional information.

Submitted and Unfinished Applications: This section contains your Submitted and Unfinished applications. Unfinished applications are defined as applications not submitted by the deadline. Unfinished applications will not be considered. Click the Job Title to review the application. You can also view your Disposition, Last Notice sent, Certified/Active Candidate List # and Status (for submitted applications only) under this section.



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Master Application Template

Your Master Application can be accessed from both your Personal Status Board and the home page of the Online Employment Center.

Use your Master Application as a template to quickly copy into applications for recruitments of interest. Please note by completing your Master Application, you are not applying to a job.

More information on completing your Master Application can be found [here](#).


Master Application Template

Use your **Master Application** as a working draft or template to copy for any job. Click the Job Title to **Review/Finish** the application.

**Master Application
Template**
AF-010101-000
5/9/2024

Edit the Master Application Template at any time to keep it up-to-date.

OR

 Master Application and Freenames	
Job Title	Description
Master Application Template Keep updated for copying	You can update your Master Application Template at any time to keep it up-to-date. You can use it to copy into any new application.
Freenames	Freenames applications fall into unique categories. In order to be a Freenames applicant, you must meet certain criteria outlined by category.

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My Notices

We strongly encourage applicants to check their email inbox and Personal Status Board on a regular basis for new notices that are sent.

Never miss a notice! If your email filters out an update from a recruiter for example, the same notice will also be viewable in the My Notices tab of your Personal Status Board.

Select 'View all notices sent to you' to open a chronology of all notices and content sent to you by Human Resources.

Notice Report For Applicant

Close Print

Date Sent	How Sent	Message	Attachments
5/14/2024 1:55:00 PM	specializedrecruitment@ct.gov	Selected for Hire Tuesday, May 14, 2024 Dear Test Applicant, Congrats! We would like to offer you the position o ... Show more	
5/14/2024 1:47:00 PM	specializedrecruitment@ct.gov	Selected for Interview Tuesday, May 14, 2024 Test Applicant 450 Columbus Blvd Hartford, CT 06103- Dear Test, You have ... Show more	
5/10/2024 10:15:00 AM	specializedrecruitment@ct.gov	Referral Questionnaire Secretary 1 Friday, May 10, 2024 Test Applicant 450 Columbus Blvd Hartford, CT 06103- Dear Test, Thank yo ... Show more	
5/10/2024 10:12:00 AM	specializedrecruitment@ct.gov	Certified List Recruitment #240510-6976CL-001 Friday, May 10, 2024 Test Applicant 450 Columbus Blvd Hartford, CT 06103- Dear Test, Thank you ... Show more	
5/9/2024 4:41:00 PM	specializedrecruitment@ct.gov	Access Change Alert! This is custom text for when the password is changed by the admin. ... Show more	
5/9/2024 4:04:00 PM	specializedrecruitment@ct.gov	Master Application Employment Application Received Thursday, May 9, 2024 Test Applicant 450 Columbus Blvd Hartford, CT 06103- Dear Test, ... Show more	
5/9/2024 3:59:00 PM	specializedrecruitment@ct.gov	Welcome to CT Current State Job Openings! Welcome to CT Current State Job Openings in Stage This is more text about the site, and links, ... Show more	



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Unsubmitted Applications

If you ever begin an application without submitting it, you are able to access that application again in this section.

To return to an unsubmitted application, select the Job Title. You must select 'Finish and Submit' to submit your application.

If an application has been started but has not been submitted before the deadline, it will be moved from this section and can be found under Submitted and Unfinished Applications.

Unsubmitted Applications

These are your **Unsubmitted applications**. Click the Job Title to **Finish and Submit** any of the applications in this section. Take note of the Deadline date for submission. After the deadline, if an application has not been submitted, it moves to the Unfinished Applications section. It will show up as late under the Date Submitted column and cannot be considered.

Job Title/Bulletin Number	Deadline
Financial Clerk 220222-3847CL-001	06/28/2024 11:59 PM Submission deadline in: 7 days

NEW! Submission deadline reminder so you never miss your chance to submit an application.



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Submitted and Unfinished Applications

Information about applications you submit and applications you did not finish can be found in this section.

For your convenience, the date listed in the Last Notice column is linked to the most recent notice that was sent.

NEW! A link is provided to view definitions and more information about the Dispositions and Statuses listed.

Submitted and Unfinished Applications

This section contains your Submitted and Unfinished applications. Unfinished applications cannot be considered as they have not been submitted by the deadline. Click the Job Title to **Review** the application in this section. If you started an application but did not submit it, the Date Submitted column will display the the words **Not Sent**. The Deadline for the recruitment will be visible in the Deadline column. This means that your application cannot be considered. To view an application confirmation notice or another notice sent to you regarding the recruitment process, click on the link under the **Last Notice** column for that job.

The **Status/Disposition** column lists the status of the application.

The **Last Notice** column lists the date of most recent notice sent.

The **Active Candidate List#/Status** column lists the official examination/certification list number (can be multiple for one recruitment number) and the most recent status code for each examination/certification list number.

[Click Here](#) for definitions and more information on Dispositions and Status Codes.

Job Title/Bulletin Number	Date Submitted	Deadline	Status/Disposition	Last Notice	Active Candidate List # / Status
Administrative Assistant JOBAPS-3591CL-017	05/10/2024 12:00:00 AM	05/13/2024 11:59:00 PM	Eligible for Referral	05/14/2024	6923 - Selected for Interview
Secretary 1 240510-6976CL-001	05/10/2024 12:00:00 AM	05/10/2024 09:00:00 AM	Eligible for Referral	05/10/2024	6922 - Scheduled for RQ 1
Administrative Assistant JOBAPS-3591CL-014	05/09/2024 12:00:00 AM	06/14/2024 11:59:00 PM	Submitted Application		
Administrative Assistant JOBAPS-3591CL-015	05/09/2024 12:00:00 AM	Continuous Recruitment	Submitted Application		
Administrative Assistant JOBAPS-3591CL-016	05/09/2024 12:00:00 AM	05/10/2024 11:59:00 PM	Eligible for Referral	05/14/2024	6924 - Selected For Hire
Social Services Investigator - Child Support 220309-5043SH-004	Not Sent	05/22/2024 11:59:00 PM			



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Referral Questionnaires

Referral Questionnaires may be sent to you after you have been placed on a Certified/Active Candidate List.

Referral Questionnaires can be found in your email inbox, under your Notices, and/or by selecting the link in the Name column of this section.

The due date for your submitted responses is listed in the notice and can also be found in the Deadline column.

Referral Questionnaires

Click on the link under the Name column to respond to or review any referral questionnaires (RQ) sent to you. Make sure you select the "Finish" button to submit your responses to the referral questionnaires. You will receive a pop-up message if you successfully submit your responses. You may receive multiple rounds of referral questionnaires (RQ1, RQ2, RQ3, etc.). The naming convention may vary but here is a sample: RQ1- Accountant/Cert #12345

Name	Job Title/Bulletin Number	Date Sent	Deadline
RQs For Secretary 1 6922	Secretary 1 / --		7/1/2024 11:59:00 PM



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For Assistance

For assistance gaining access to your account, please contact DAS.SHRM@ct.gov.

Questions related to specific recruitments should be directed to the Talent Solutions professional listed in the Selection Plan section of the job bulletin.



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