



How to Apply for a State of Connecticut Job Opening

STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

TALENT SOLUTIONS

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How to Prepare to Apply



LOCATING AND SETTING UP
THE TECHNOLOGY NEEDED.



BUILDING AND REVIEWING
CONTENT FOR YOUR
APPLICATION.

Locate a Device

Tip

*Find a local American
Job Center Here:
[https://portal.ct.gov/
dol/divisions/american-
job-centers.](https://portal.ct.gov/dol/divisions/american-job-centers)*

Device Options

- Tablet
- Computer
- Cell Phone

Where to Find

- Personal Devices
- Public Library
- American Job Center
- Friends or Family

Set Up an Email Account

Set a professional tone with your e-mail address. Avoid edgy, controversial, or potentially offensive references.

ANYONE CAN HAVE AN E-MAIL ADDRESS!

To create an E-mail account and have an E-mail address you do not need to have a computer in your home!

All you really need is access to a computer!

Here are just a few places where you can use a computer:

- Public Library
- CTWorks Career Centers
- Internet cafes
- Friends and family

Tip

Consider something like these examples:
will.jones@hotmail.com or will.jones528@hotmail.com
felicia.t.ortega@gmail.com or f.t.ortega122@gmail.com
gupta.rima@yahoo.com or gupta.r1330@yahoo.com

Creating an E-mail account is fast, easy and free!

Here's how:

- Choose an E-mail provider (such as Yahoo, Google or Hotmail*)
- Log onto that provider's website and click on the link or button for mail
- Click on the link or button to "sign up" or "create an account"
- Follow the instructions
 - You will be asked some personal information such as your name, gender and/or birth date
 - You will be prompted to create a login name (the name before the @ symbol)
 - You will create a personal Password
 - You will answer some security questions in case you forget your Password
 - For verification purposes, you will type in the letters and/or numbers you see
 - You will read and accept the terms of agreement
 - You will click on a "Create an Account" button

Congratulations! You now have an e-mail address!

* CT DOL is not affiliated with, nor does it endorse, any particular E-mail provider.

Image Source: <https://www.ctdol.state.ct.us/progsupt/unemplt/M1A/CreateEmail.pdf>

Build Content for your Application

Compile your skills and work history in a document.

The industry trend is to provide A 10 to 15-year work history, as applicable, chronologically with most recent employment first

Include job duties and accomplishments

This becomes the content for your State of Connecticut application

Tip

You may not capture everything all at once, set yourself up for success by planning to complete over multiple sessions.

Use Resources to Review your Content

Ask someone who is skilled in writing & reviewing to give you feedback on your content - "trusted advisor".

Family Member

Friend

Co-worker

American Job
Center Team
Member

Resource
Librarian

An individual who has helped in the past

Someone you look up to

A professional

Tip

There are many well-written articles on the web that may offer some guidance.

How to Navigate the Online Employment Center



ACCESSING THE ONLINE
EMPLOYMENT CENTER

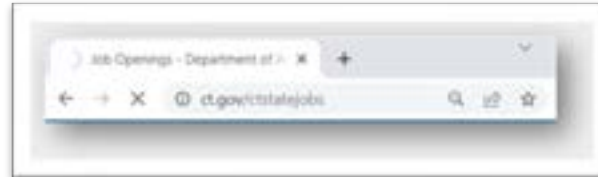


UTILIZING WEBSITE
FEATURES

Access the Online Employment Center (OEC)

The Online Employment Center is the State of Connecticut public-facing applicant portal. Here you will find Job Openings and submit application material.

1. Open your browser.

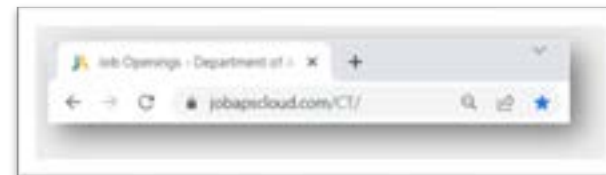


2. In the address bar, type **https://ct.gov/ctstatejobs**

3. Press **Enter**.

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

Note: JobAps is the name of the OEC platform.

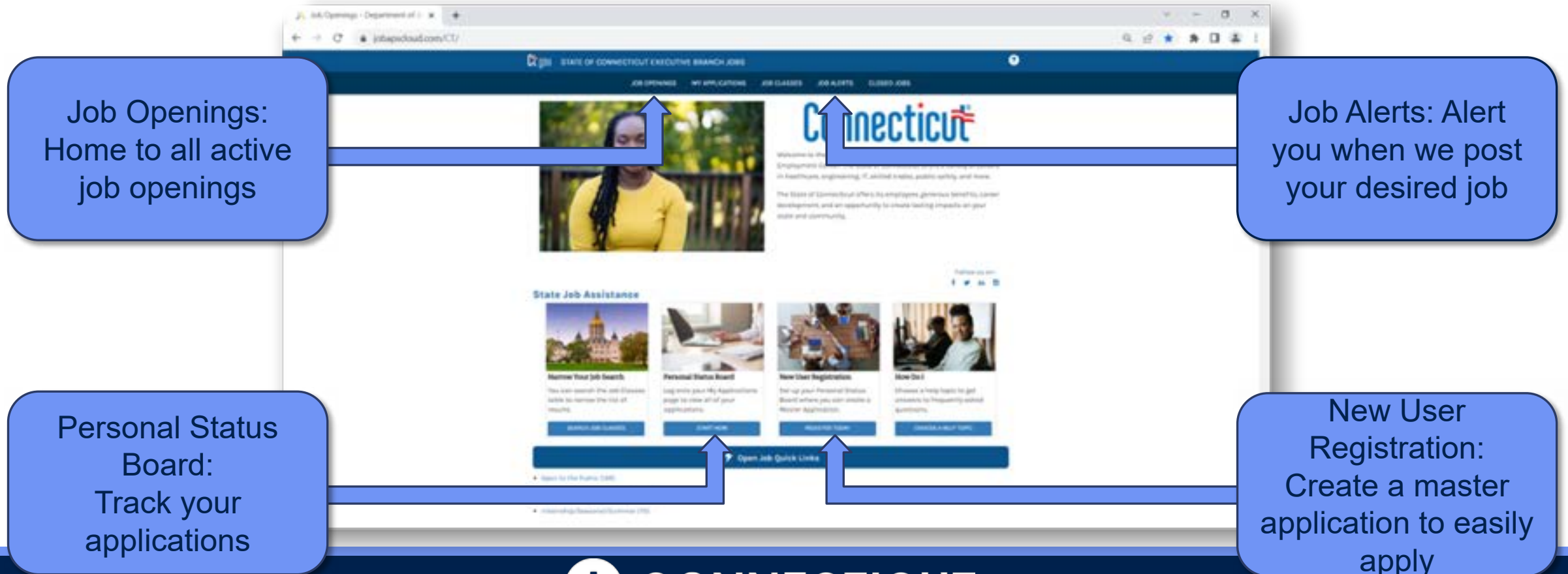


Tip

Add the Online Employment Center as a Browser Favorite or Bookmark.

Access the Online Employment Center (OEC)

Website Features.

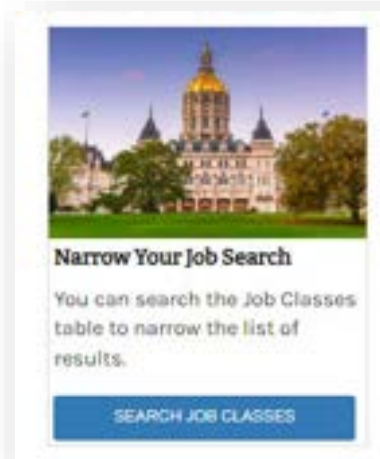


Additional OEC Features

Narrow Your Search Options.

Tip

Search jobs using these filters:
Keyword, Title, Town, Agency, Recruitment Type, Job Category.

A screenshot of a web application's search filter interface. The title bar is dark blue with a magnifying glass icon and the text "Filter Open Jobs". Below the title bar are several filter sections: "Keyword" with a text input field containing "Enter keyword(s)"; "Location" with a dropdown menu showing "All Areas"; "Agency/Dept" with a dropdown menu showing "All Agency/Depts"; "Type" with a dropdown menu showing "Select Recruitment Type"; and "Category (Toggle Multiple)" with a dropdown menu showing "All Categories". At the bottom right of the filter area are three buttons: "Search" (blue), "Reset" (white), and "Show All" (white). A "Close" button is located in the bottom right corner of the entire filter panel.

Narrow Your Search

Scenario - Keyword: Nurse, Location: Middletown, Type: Open to the Public.

Search

Result

Filter Open Jobs

Keyword
Nurse

Location
All Areas

Agency/Dept
All Agency/Depts

Type
Open to the Public

Category
(Toggle Multiple)
Nursing

Search Reset Show All

| Job Title | Location | Department | Type | Closed Date | Check Status |
|--|---|--|---------------------|--------------------------------------|--------------|
| Chief Nursing Officer (Chief Nurse Executive) Office/On-site | Middletown, CT | Department of Mental Health & Addiction Services | Full-Time | Friday, November 1, 2023 10:58 AM | Status |
| Head Nurse (40 Hour) Office/On-site | New Haven, CT | Department of Mental Health & Addiction Services | Full-Time | Wednesday, November 22, 2023 9:58 AM | Status |
| Head Nurse (40 Hour) Office/On-Site | Middletown, CT | Department of Mental Health & Addiction Services | Full-Time | Thursday, November 23, 2023 10:58 AM | Status |
| Nurse Office/On-site | Middletown, CT | Department of Mental Health & Addiction Services | Full-Time Part-Time | Tuesday, November 14, 2023 9:58 AM | Status |
| Nurse (40 Hour) Office/On-Site | Hartford, CT | Department of Mental Health & Addiction Services | Full-Time | Tuesday, November 21, 2023 9:58 AM | Status |
| Nurse (Multi-Convictional Facility) Off Location | Department of Correction Cheshire, CT East Lyme, CT Middletown, CT | Department of Correction | Full-Time Part-Time | Thursday, November 23, 2023 10:58 AM | Status |
| Nurse (Multiple Positions) (40 Hour) Office/On-Site | Middletown, CT | Department of Mental Health & Addiction Services | Full-Time | Monday, November 20, 2023 10:58 AM | Status |
| Psychiatric Advanced Practice Nurse/Advanced Nurse (40 Hour) | Middletown, CT | Department of Mental Health & Addiction Services | Full-Time | Monday, November 20, 2023 10:58 AM | Status |

Additional OEC Features

Job Alerts – Sign up to receive text or e-mail alerts when a job of interest is posted on the OEC.

Find our YouTube Tutorial at:

https://youtu.be/JiecC_vcu2s?si=Oa7CN6OL9JrzeK1P

Tip

Search Occupational Groups that meet your interests and for which you qualify for.

STATE OF CONNECTICUT EXECUTIVE BRANCH JOBS

JOB OPENINGS MY APPLICATIONS JOB CLASSES **JOB ALERTS** CLOSED JOBS

Create a Job Search Agent

This page enables you to create or modify your **Job Search Agent** profile. Select your search criteria below. You can enter multiple job categories and locations. The Job Search Agent will use all of the items selected below. To choose from all available opportunities, simply leave all checkboxes unchecked. Once you have made your selections, click the save button and you will be notified by email of any job openings meeting your specified criteria. You must specify at least one search criteria in order to save your agent profile.

Check all occupational groups you wish to include in your Job Search.

| | |
|---|---|
| <input type="checkbox"/> Accounting/Auditing | <input type="checkbox"/> Acquisition/Leasing |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Budget Program and Control |
| <input type="checkbox"/> Business Management | <input type="checkbox"/> Clerical/Secretarial |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Dietetics/Nutrition |
| <input type="checkbox"/> Education | <input type="checkbox"/> Employment Security |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Environmental Protection |
| <input type="checkbox"/> Food Processing Service | <input type="checkbox"/> General Admin and Management |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Inspection/Investigation |
| <input type="checkbox"/> Insurance Programs and Control | <input type="checkbox"/> Labor Trade/Laundry |
| <input type="checkbox"/> Laboratory/Scientific Services | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Legislative and Communications | <input type="checkbox"/> Library/Custodial Services |
| <input type="checkbox"/> Management/Analyst | <input type="checkbox"/> Medical/Dental and Medicine |

How to View Job Openings



BROWSING THE OEC

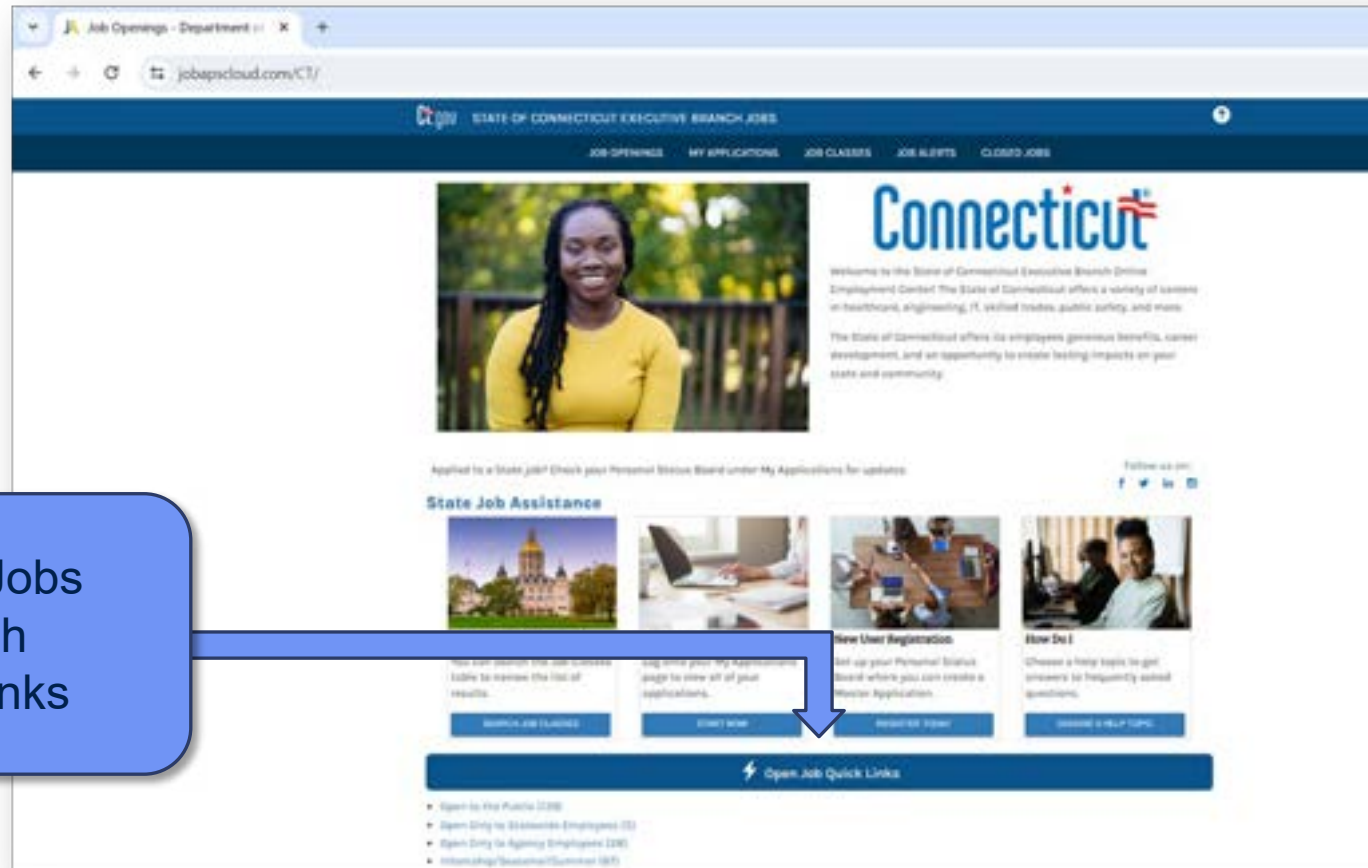


FAMILIARIZING YOURSELF
WITH THE COMPONENTS OF
A JOB OPENING



DETERMINING IF YOU
SHOULD APPLY TO A
SPECIFIC POSITION

View Job Openings



Browse Jobs through Quick Links

View Job Openings Open to the Public

"Open to the Public" job openings are open to all who meet eligibility requirements. Applicants are NOT required to be a state or agency employee.

When you find a job of interest, click the job title or recruitment# to launch the job posting

Jobs are Posted Alphabetically

| Open to the Public | | | | | |
|---|-------------------------------|--|-----------|---------------------------------------|--------------|
| Job Title | Location | Department | Type | Closes Date | Check Status |
| Accounting Careers Trainee (Target Class: Insurance Examiner (Examination And Market Conduct)) 230926-003449-002 | Hartford, CT | Department of Insurance | Full Time | Monday, November 20, 2023 11:59 PM | Status |
| Administrative Assistant 230318-3581CL-001 | Hartford, CT | Freedom of Information Commission | Full Time | Thursday, November 9, 2023 11:00 PM | Status |
| Advanced Clinical Social Worker (40 Hour) (Office/On-Site) 231031-0965FP-001 | Hartford, CT | Department of Mental Health & Addiction Services | Full Time | Monday, November 20, 2023 11:59 PM | Status |
| Advanced Clinical Social Worker (Part-time) (Office/On-site) 231025-0965FP-001 | Middletown, CT | Department of Mental Health & Addiction Services | Part Time | Tuesday, November 14, 2023 11:59 PM | Status |
| Advanced Mental Health Therapist (LCSW - LPC - LMFT) (Office/On-site) 231025-3154FP-6P | Norwich, CT | Department of Mental Health & Addiction Services | Full Time | Wednesday, November 22, 2023 11:59 PM | Status |
| Advanced Mental Health Therapist (40 Hour) (LCSW - LPC - LMFT) (Office/On-site) 23110-3154FP-6P | Hartford, CT Waterbury, CT | Department of Mental Health & Addiction Services | Full Time | Friday, November 24, 2023 11:59 PM | Status |

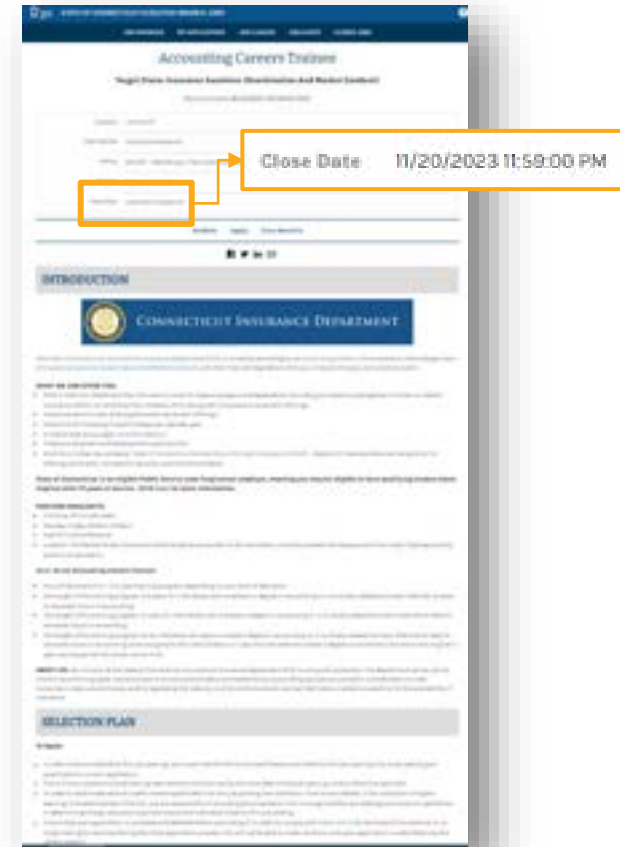
View Job Openings Introduction

Familiarize yourself with the entirety of the job posting so that you know what to expect as a potential candidate.

Tip

Note the Close Date and allow enough time to complete the application, gather materials and line up any support

Common application windows range from Six to Ten Business days



View Job Openings Selection Plan

The Selection Plan varies by position. Carefully review and follow all instructions and requests in this section.

Email Address of Talent Acquisition Personnel and Applicant support can be found here.

Tip

The Selection plan specifies what you can expect from us throughout the recruitment process.

SELECTION PLAN

- The minimum experience and training requirements must be met by the close date on the job opening, unless otherwise specified.
- In order to receive educational credits toward qualification for this job posting, the institution must be accredited. If the institution of higher learning is located outside of the U.S., you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies to the recruiter listed on this job posting.
- Although applicants will receive correspondence via email, as a backup they are also encouraged to sign on to their Personal Status Board on a daily basis to monitor their status, view all emailed notices and complete tasks required in the recruitment process.
- In order to comply with Public Act 21-68, the State of Connecticut is no longer asking for resumes during the initial application process.
- This posting may require completion of additional referral questions (RQs). You can access these RQs via an email that will be sent to you after the posting's closing date or by visiting your JobAps Personal Status Board (Certification Questionnaires section). Your responses to these RQs must be submitted by the question's expiration date. Please regularly check your email and JobAps Personal Status Board for notifications. Please check your SPAM and/or Junk folders on a daily basis in the event an email provider places auto-notification emails in a user's spam.
- Note: At any point during the recruitment process, applicants may be required to submit additional documentation which support their qualification(s) for this position. These documents may include: a cover letter, resume, transcripts, diplomas, performance reviews, attendance records, supervisory references, licensure, etc., at the discretion of the hiring agency. Applicants must meet the minimum qualifications as indicated to apply for this position.
- Please visit our [Applicant Tips on How to Apply](#) page.
- Should you have questions pertaining to this recruitment, please contact Talent Acquisition Personnel at TalentAcquisitionPersonnel@ct.gov.
- This position will be filled in accordance with contractual language, reemployment, SEBAC, transfer, promotion and merit employment rules.
- The immediate vacancy is listed above, however, applications to this recruitment may be used for future vacancies in this job class.
- All application materials must be received by the recruiting agency by the time specified on the job opening for the position for which you are applying. Late applications may not be submitted and will not be considered. Exceptions are rare and limited to documented events that incapacitate a candidate during the entire duration of the job posting time period. It is the candidate's obligation and responsibility to request an exception and provide a legally recognized justification to accommodate such exception. Requests should be made to DAJ.SHRM@ct.gov.

View Job Openings Qualifications & Requirements

KNOWLEDGE, SKILL AND ABILITY

- Considerable knowledge of
 - office systems and procedures;
 - proper grammar, punctuation and spelling;
- Knowledge of
 - business communications;
 - business math;
- Skills
 - interpersonal skills;
 - oral and written communication skills;
- Ability to
 - schedule and prioritize office workflow;
 - operate office equipment which includes computers, tablets, and other electronic equipment;
 - operate office suite software;
 - take notes (shorthand, speedwriting or other method acceptable to the supervisor).

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Two (2) years of experience above the routine clerk level in office support or secretarial work.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of one (1) year.

PREFERRED QUALIFICATIONS

- Experience in document management and scanning
- Experience working on multiple tasks, producing accurate results, and meeting deadlines.
- Experience prioritizing work and meeting time sensitive deadlines.
- Experience providing customer service assistance to multiple diverse populations and skill levels.
- Experience working in a judicial or quasi-judicial environment.

Is this Job for you? Things to consider...

Do you possess the Knowledge, Skills, and Abilities?

- (KSA's)

Do you meet the Minimum Qualifications?

- General – Special – Substitutions

Do you meet the Other Qualifications/Requirements?

- Preferred – Special - Physical

View Job Openings Found a Job to Apply For

What's Next?

Are you a new applicant?

- Create a new account

Already have an account on our
Online Employment Center?

- Login
- Edit Master Application
- Apply to open jobs



Tip

*Creating multiple accounts creates log on issues
throughout the recruitment process.
Contact DAS.SHRM@ct.gov for assistance.*

How to Create a Master Application using New User Registration



COMPLETING THE STATE OF
CONNECTICUT MASTER
APPLICATION



REVIEWING THE
INFORMATION NEEDED



FOLLOWING DIRECTIONS

What Is a Master Application (Master App)?

It's a time-saving tool!

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.

It's a template file or starting point for applying to all jobs posted.

All the information, except for the Supplemental Questionnaire and certain sections in the Profile tab (Employment Preferences Section) will be copied.

It will be copied into new applications for specific job posting.

Applicants can make modifications to the new application and proceed with a Final Submission.

Tip

To comply with Public Act 21-69, the State of Connecticut is no longer asking for resumes during the initial application process.

Treat the Master App as your resume for the State of Connecticut.

What information do I need to Register?

First Name

Last Name

Middle Initial

First Three (3) Letters of Last Name at Birth

Last Four (4) Digits of Primary Phone Number

Your Most Recent Zip Code #

Last Four (4) Digits of your Social Security Number of Tax ID

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

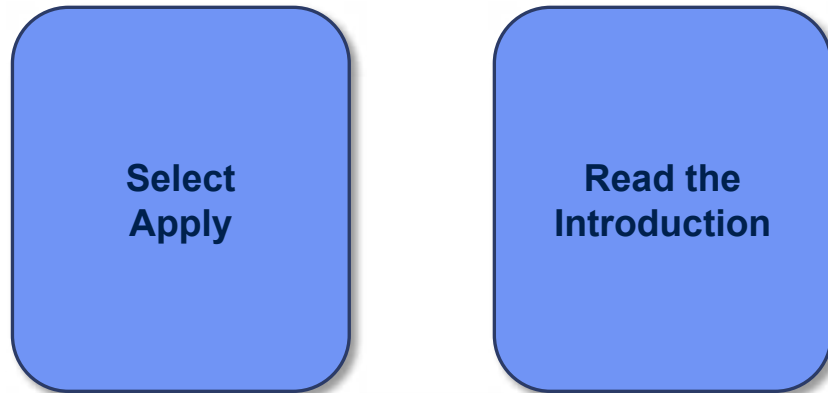
Create Master App New User Registration

Access the OEC “State Job Assistance”
and refer to “New User Registration”.



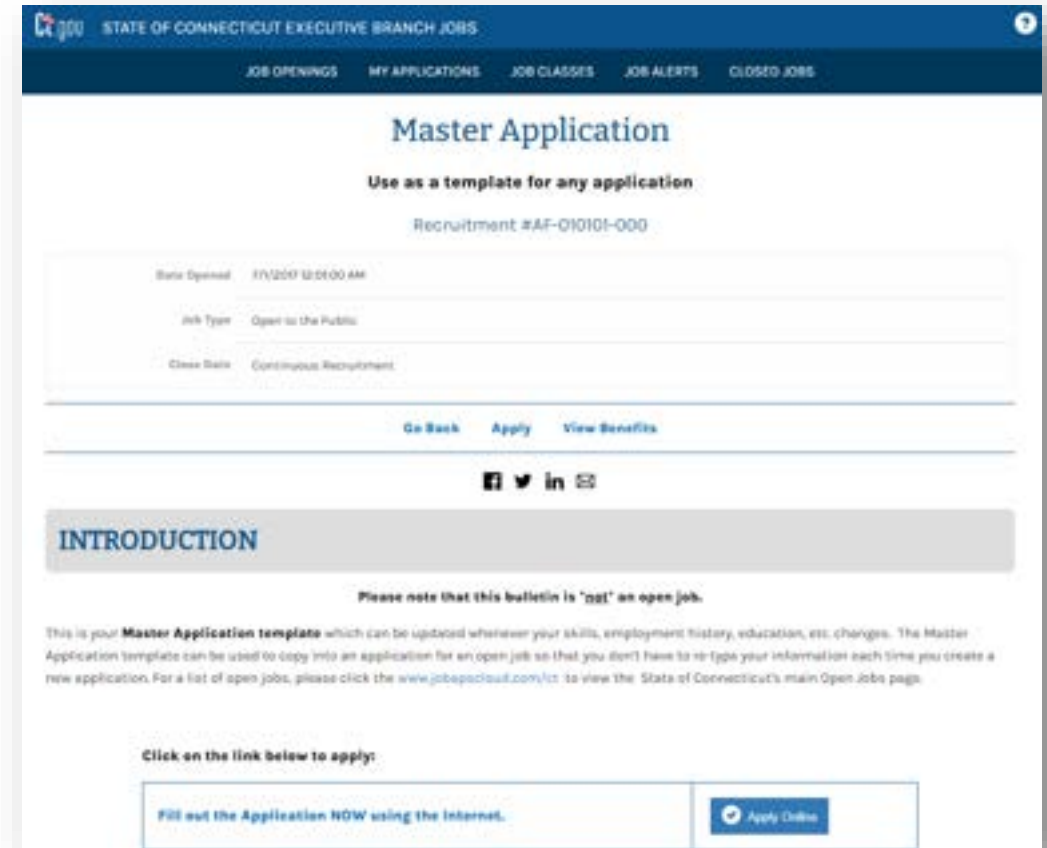
Create Master App New User Registration

Review the Master Application Introduction section.



Tip

Disable your browser Pop-Up Blocker for the Online Employment Center so that you do not encounter difficulty as you proceed.



Create Master App New User Registration

Review Terms of Use Agreement Page

Read Application
Instructions for
Master
Application
&
Responsibilities
as the Applicant

Read the Note

Check the
I agree box,
then click I am
a New User

Tip

*Do not create
multiple accounts*

Terms of Use Agreement

Application Instructions for Master Application

PLEASE FILL OUT THE APPLICATION COMPLETELY.

- You are required to complete all questions with an **asterisk**.
- This application will be used as part of the selection process. Your responses will be used to determine whether or not you meet the minimum qualifications of the job. If an exam is required, your application and answers to supplemental questions will determine if you meet the minimum qualifications of a competitive job class.
- Clearly describe your qualifications in detail. Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A".
- Failure to comply with these instructions may result in disqualification.
- Read the job posting carefully for specific filing instructions, supplemental questions, and final filing dates.

Your Responsibilities as the Applicant

1. Create a user account.
2. Before submitting your application to the State of Connecticut, it is your responsibility to ensure correctness of all information submitted in the application. If you would like a copy of the application for your records, it is your responsibility to print a copy of the application.
You are required to provide a valid email address. Check to be sure that you receive an email confirming that your application was sent to the State of Connecticut.
This email is sent immediately upon receipt of your application. You should receive this confirmation email within one day after clicking on the "Submit" button.
3. If you do not receive the confirmation email, it is your responsibility to contact the State of Connecticut, Statewide Human Resources Management, if you fail to do so, your application may not be considered for the opening for which you have applied.

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

Create Master App Four Tabs

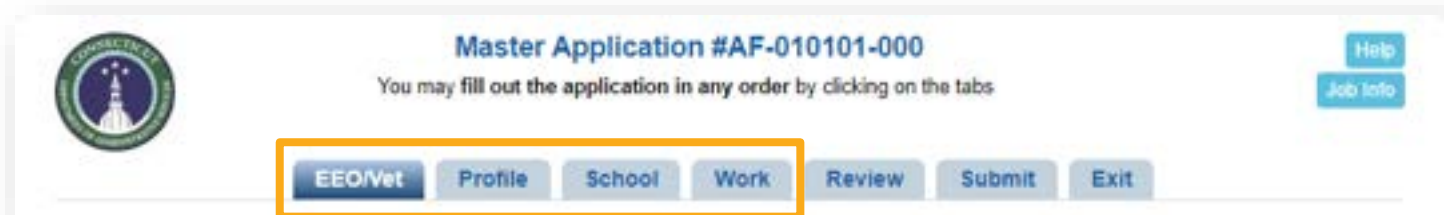
Enter your information on these main tabs:

- EEO/Vet (voluntary)
- Profile
- School
- 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 New User Registration

Read Directions and fill in personal information.

CT.gov STATE OF CONNECTICUT EXECUTIVE BRANCH JOBS

JOB OPENINGS MY APPLICATIONS JOB CLASSES JOB ALERTS CLOSED JOBS

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

Tip

*Record your UserID and Password.
You will need this information each
time you log into your account*

Create UserID
and Password

New User Registration

You are required to provide the following information.

Please confirm that your e-mail address is correct.

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

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

Use
information
needed to
Register for
slide 23

Create Master App EEO/Vet Tab

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

EEO - Voluntary

Gender

Female

Male

Non-Binary

Decline to State

Ethnicity

Hispanic or Latino

Not Hispanic or Latino

Decline to State

Race
Please select from one of the following

White, Non-Hispanic
Origins in any of the original peoples of Europe, the Middle East, or North Africa

Black/African American (Non Hispanic)
Persons having origins in any of the black racial groups of Africa

Asian
Origins in any of the original peoples of the Far East, Southeast Asia, or the India subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam

American Indian or Alaskan Native
Origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliations or community attachment

Native Hawaiian or Other Pacific Islander
Origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Two or more races

Decline to State

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 set out 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 Veterans 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

I am in the final year of an enlistment contract with any branch of the armed forces

Create Master App Profile Tab

Read ALL Profile and General Information Directions.

Include all qualifications you would like a Hiring Team to consider

Determination will be based upon the information you provide in your application

Profile and General Information

You are REQUIRED to Save & Continue this section for EACH application submitted.

FILL OUT THE APPLICATION COMPLETELY.

- You are required to complete all questions with an **asterisk ***.
- This application will be used as part of the selection process. **Your responses will be used to determine whether or not you meet the minimum qualifications of the job. If an exam is required, your application and answers to supplemental questions will determine if you meet the minimum qualifications of a competitive job class.**
- Clearly describe your qualifications in detail. **Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate.**
- Do not leave any answer spaces blank; if a question does not apply, write "N/A".
- An incomplete application form may result in disqualification.
- Failure to comply with these instructions may result in disqualification.
- Read the Announcement carefully for specific filing instructions, supplemental questions, and final filing dates.
- Please review your contact information to confirm it is current and make any updates as needed.
- When entering your information, do not use all caps or all small letters. Please use sentence formatting with both capital and small letters, like this example of a street address: 123 E. Jones Street.
- If you are copying and pasting information from a Word document, save the Word document as text, open in Notepad, and copy and paste the information from Notepad to remove all hidden Word formatting and special characters.

Create Master App Profile Tab

Complete information. Click Save & Continue to advance to the next tab.

Some fields auto populate here

Select all locations, employment type & shifts you would consider

Tip

Pop-up Window will tell you if you missed a field. Fields must be complete to proceed to the next page.

Select how you heard about the opening

Create Master App School Tab

Read ALL Education, License and Training Directions.

Foreign equivalency information is required in order to be considered to meet the minimum experience and training requirements.



Tip

Many minimum qualifications specify that formal education may be substituted for all or part of the required General Experience and occasionally for the Special Experience.

Create Master App School Tab

Complete information. Click Save & Continue to advance to the next tab.

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 |
| <input type="text"/> | <input type="text"/> | <input type="radio"/> Yes |
| Street Address | Minor | <input type="radio"/> No |
| <input type="text"/> | <input type="text"/> | <input type="radio"/> Attending |
| City, State and Zip | Degree Type | # of Credits Earned |
| <input type="text"/> | Choose | <input type="text"/> |

[Add Another School](#)

Select "Add Another" if you have Multiple School, Training or Certification

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 | # of Credits Earned |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Program/Course/Type of Training | City, State and Zip | Diploma/Cert. Earned |
| <input type="text"/> | <input type="text"/> | <input type="radio"/> Yes <input type="radio"/> No |
| Name of Certificate Earned | | Expiration Date |
| <input type="text"/> | | MM/YYYY |

[delete](#)

[Add Another Training Record](#)

Professional Certifications

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

| | | |
|----------------------|----------------------|----------------------|
| Issuing Agency | License Number | Expiration Date |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | MM/YYYY |

[delete](#)

[Add Another Professional License](#)

[Save & Continue](#) [Clear](#)

Create Master App Work Tab

Read Important Instructions and Click the appropriate button to indicate whether you have work experience.

Use the content you created earlier and had reviewed by a trusted advisor.

Tip

It's the applicant's responsibility to show they meet the minimum experience and training requirements of the job they are applying to.

Master Application #AF-010101-000
You may fill out the application in any order by clicking on the tabs

EEO/Vet Profile School **Work** Review Submit Exit

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.
- 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.
- 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.

| # | Title | Dates | Employer | View/Edit |
|--|-------|-------|----------|-----------|
| No employment experience records to display. | | | | |

I have Work Experience I have NO Work Experience

Create Master App Work Tab

Beginning with your most recent position, Enter Work Experience. Click Save this Job, then move to Job # 2, etc.

Description of Primary Duties
Please provide a synopsis of the essential duties of the position.
DO NOT ENTER "SEE RESUME"
You are allowed a maximum of 2000 characters.

One entry for each job you wish to highlight.

* Indicates a required field

Tip

Consider asking your trusted advisor for feedback.

Describe the primary focus of the job including duties and responsibilities

Create Master App Review Tab

PAUSE HERE, Review your information for Accuracy, Chronological Order, Grammar, and Content.

Click EDIT to revise content for each section

Click Save & Continue at the bottom of each page

Proofread your application in multiple passes, as needed. When ready to submit, Click Ready to Send App.

Tip

Your application is a great chance to show off your attention to detail. Use proper spelling and grammar.

The screenshot shows the 'Review and Print Your Application' section of a web application. At the top, it displays 'Master Application #AF-010101-000' and a note: 'You may fill out the application in any order by clicking on the tabs'. Below this are navigation tabs for 'EEO/Vet', 'Profile', 'School', 'Work', 'Review', 'Submit', and 'Exit'. The 'Review' tab is currently selected. The main content area contains instructions: 'Do not print, sign and mail your application to the State of Connecticut. If your application does not need any editing, click 'Ready to Send App' and Submit your application. Review and print a copy of your application for your records. If you would like to make any changes, click on the red "EDIT" buttons or click on the tabs above. Then, make any changes on that tab and then click on the button that says "Save & Continue" at the bottom of the page to save your changes.' Below the instructions are two buttons: 'Ready to Send App' and 'Print My Application'. Further down, the 'Job Title: Master Application', 'Job Number: AF-010101-000', and 'EasyID: APP-11-0000' are listed. The 'Personal and Contact Information' section is highlighted with a red 'EDIT' button. This section includes fields for 'First Name' (Master), 'Last Name' (Application), 'Middle Initial', 'List other names you have used', 'Address Number, Street, Apt.', 'City', 'State', 'Zip Code' (00000), 'Email Address' (email@address), and 'Primary Phone' (OK to leave msg? Yes No).

Create Master App Submit Tab

Read Submit and Send Application Directions. You can print and review a hard copy

Make sure the Master App is correct & that your statements are true

When ready, click Submit to State of Connecticut

Tip

The Master App flags if you have not added any Work Experience and gives you directions on how to correct this.

Master Application #AF-010101-000
You may fill out the application in any order by clicking on the tabs.

EEO/Vet Profile School Work Review **Submit** Exit

Submit and Send Application

Not Ready to Submit? Exit and return before the closing date to submit.

Ready to Submit? No changes can be made after you submit your application.

When applicants submit an application, a pop up box will display confirming the date and time the application was submitted. Applicants also receive an e-mail confirmation of submission (please check junk/spam folder if not in your inbox). If you do not receive this notification, the application has not been submitted.

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

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.

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.

I am knowingly sending in my application to Department of Administrative Services with NO employment experiences listed in the WORK section of the application. (If you wish to add employment experiences to your application before sending it in, click on the "WORK" button above.)

Submit to State of Connecticut

Check the Signature Agreement Box

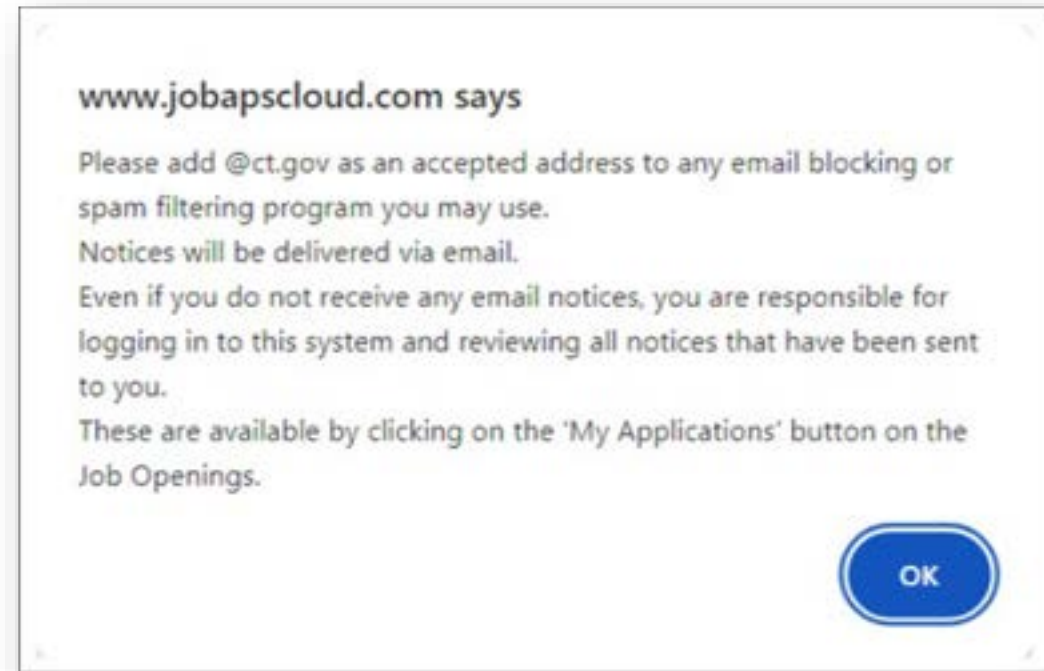
Create Master App Acknowledgement

The OEC provides double-acknowledgement of a submitted application.

If you do not receive a pop-up confirmation, you have not submitted your application

Add @ct.gov as an accepted address

Applicants receive a pop-up confirmation on their screen, followed by an emailed confirmation.



Tip

Keep your Master Application up-to-date by adding new Profile, School, Work experience as you accrue it. You now have content saved with the State of Connecticut to copy into specific job posting applications.

How to Copy a Master Application to Apply to a Job Opening



COMPLETING AN APPLICATION
FOR A JOB OPENING



SETTING YOURSELF UP TO
SUCCEED

Scenario: Apply for New Opening Copy a Master Application

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

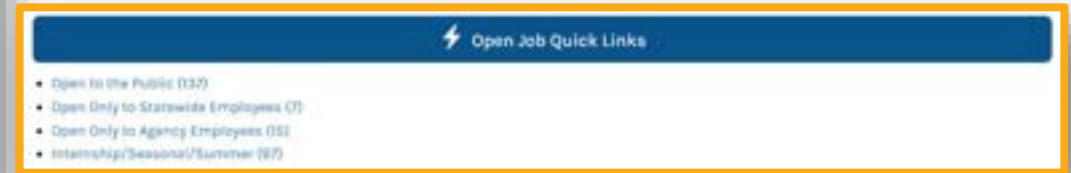
After you copy the Master Application, you plan to set aside time to review and edit the information for the Processing Technician application.

| | | | | | |
|---|----------------|---|-----------|--|--------|
| Processing Technician 231030-6435CL-001 | Middletown, CT | Department of Emergency Services & Public Protection | Full-Time | Tuesday, November 7, 2023 11:59 PM | Status |
|---|----------------|---|-----------|--|--------|

Let's walk through the steps to copy your Master Application to the General Trades Worker application.

Scenario: Apply for New Opening View Job Opening

Select “Open to the Public”



Scenario: Apply for New Opening View Job Opening

Scroll Open Jobs for desired position. Select by clicking, the job title or recruitment number.



Tip

Maintain a Copy of the Job Opening for your records

A screenshot of a job listing page with the 'Processing Technician' job highlighted in orange. The table lists various job openings with their titles, recruitment numbers, locations, departments, and application deadlines.

| Job Title | Recruitment Number | Location | Department | Employment Type | Application Deadline | Status |
|---|--------------------|---|--|------------------------------------|---------------------------------------|--------|
| Principal Physician (40 Hour) | 230717-4601Q-002 | Farmington, CT | Office of the Chief Medical Examiner | Full-Time | Friday, November 24, 2023 11:59 PM | Status |
| Principal Psychiatrist | 230320-6366Q-001 | Bridgewater, CT Bridgewater, CT East Lyme, CT Waterbury, CT | Department of Correction | Full-Time | Continuous Recruitment | Status |
| Principal Psychiatrist (DMH&E) (Multi-Facility) | 230616-6164Q-01 | Bridgewater, CT Danbury, CT Hartford, CT Middletown, CT New Britain, CT | Department of Mental Health & Addiction Services | Full-Time Part-Time Per Diem | Continuous Recruitment | Status |
| Processing Technician | 231030-643SCL-001 | Middletown, CT | Department of Emergency Services & Public Protection | Full-Time | Tuesday, November 7, 2023 11:59 PM | Status |
| Professional Counselor (40 Hour) (Professional Counselor License (CPC Only) Required) | 231023-63107F-001 | Newtown, CT | Department of Correction | Full-Time | Monday, November 20, 2023 11:59 PM | Status |
| PSRB/Compliance Monitor (40 Hour) (Office/On-site) | 230627-63667F-001 | Middletown, CT | Department of Mental Health & Addiction Services | Full-Time | Wednesday, November 15, 2023 11:59 PM | Status |
| Psychiatric Advanced Practice Registered Nurse (40 Hour) | 231012-63131L-001 | Newtown, CT | Department of Correction | Full-Time | Monday, November 20, 2023 11:59 PM | Status |
| Psychologist (Clinical) (40 Hour) (Office/On-site) | 231012-63131L-001 | Bridgewater, CT | Department of Mental Health & Addiction Services | Full-Time | Monday, November 13, 2023 11:59 PM | Status |
| Public Health Services Manager (Hybrid) | 231016-64274F-001 | Hartford, CT | Department of Public Health | Full-Time | Monday, November 27, 2023 11:59 PM | Status |
| Public Utilities Supervisor Of Technical Analysis (40 Hour) (Hybrid) | 231027-63295F-001 | New Britain, CT | Department of Energy & Environmental Protection | Full-Time | Tuesday, November 21, 2023 11:59 PM | Status |

Scenario: Apply for New Opening Copy a Master Application

Review Entire Posting. Select Apply, you will be brought to bottom of the page to “Fill out the Supplemental Questionnaire and Application NOW.”

Click on a link below to apply for this position:

| | |
|---|------------------------------|
| Fill out the Supplemental Questionnaire and Application NOW using the Internet. | Apply Online |
|---|------------------------------|

Tip

*What is the application deadline?
Make Note and Submit on time.*

The screenshot shows a job posting for a "Processing Technician" position. The page has a dark blue header with navigation links: "JOB OPENINGS", "MY APPLICATIONS", "JOB CLASSES", "JOB ALERTS", and "CLOSED JOBS". Below the header, the job title "Processing Technician" is displayed, followed by the recruitment number "#231030-6435CL-001". A table lists job details: Location (Middletown, CT), Date Opened (10/30/2023 1:00:00 PM), Salary (\$53,900 - \$70,484/year), Job Type (Open to the Public), and Close Date (11/7/2023 11:59:00 PM). Below the table, there are three buttons: "Go Back", "Apply" (highlighted with an orange box), and "View Benefits". Social media icons for Facebook, Twitter, LinkedIn, and Email are also present. The page includes an "INTRODUCTION" section with a banner for the "Connecticut State Department of Emergency Services and Public Protection". At the bottom, there is a small text block: "If you are looking to join a dynamic team working in a fast-paced law enforcement environment, this unique opportunity may be the position for you!"

Scenario: Apply for New Opening Copy a Master Application

Review Terms of Use Agreement Page.

Terms of Use Agreement
Application Instructions for Processing Technician
PLEASE FILL OUT THE APPLICATION COMPLETELY.

- You are required to complete all questions with an **asterisk**.
- This application will be used as part of the selection process. Your responses will be used to determine whether or not you meet the minimum qualifications of the job. If an exam is required, your application and answers to supplemental questions will determine if you meet the minimum qualifications of a competitive job class.
- Clearly describe your qualifications in detail. Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A".
- Failure to comply with these instructions may result in disqualification.
- Read the job posting carefully for specific filing instructions, supplemental questions, and final filing dates.

Your Responsibilities as the Applicant

- Create a user account.
- Before submitting your application to the State of Connecticut, it is your responsibility to ensure correctness of all information submitted in the application. If you would like a copy of the application for your records, it is your responsibility to print a copy of the application.
You are required to provide a valid email address. Check to be sure that you receive an email confirming that your application was sent to the State of Connecticut.
This email is sent immediately upon receipt of your application. You should receive this confirmation email within one day after clicking on the "Submit" button.
- If you do not receive the confirmation email, it is your responsibility to contact the State of Connecticut, Statewide Human Resources Management, if you fail to do so, your application may not be considered for the opening for which you have applied.

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.

Tip

Selecting "Registered Previously" will prompt you to login.

Scenario: Apply for New Opening Copy a Master Application

Login using credentials. Select Retrieve Application. Select Master Application.

The screenshot shows the login page for the State of Connecticut Executive Branch Jobs portal. The header includes the logo and navigation links: JOB OPENINGS, MY APPLICATIONS, JOB CLASSES, JOB ALERTS, and CLOSED JOBS. The main heading is "Apply for New Opening (Login Required)". Below this are two input fields for "UserID" and "Password". A blue button labeled "Retrieve Application" is highlighted with an orange box. Below the button are links for "Forgot My UserID", "Forgot My Password", and "Update My Contact Information - New User/Application".

The screenshot shows the "Copy My Application" page. The heading is "Copy My Application". Below the heading is a "Return to Current Openings" button. The main text states: "On this page, you will be able to copy an existing application into your new application." Below this is a red instruction: "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." A list of 7 steps follows, detailing the process from choosing a master application to submitting it. A "Please note" section states that the original application will not be affected by changes. Below the text is a blue header "Application Template" with a table listing a "Master Application" (AF-01001-000) and "Unsubmitted Applications".

Tip

Another option is to copy a past application displayed on your status board to apply for new openings.

Scenario: Apply for New Opening Profile Tab

Some fields auto populate on the Profile Tab. Under Employment Preferences, select all locations, employment type & shifts you would consider. Select how you heard about the opening

Preferences do not flow from the Master App and must be completed/provided with each job application.

The screenshot shows the 'Employment Preferences' form with the following selections:

- 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
- If you are a current State of CT employee, please enter your 6 digit employee ID number:** [Empty field]
- Are you lawfully permitted to work in the United States?**
 - Yes
 - No
- In which locations* will you accept employment? Check the box(es) of all cities/towns you are willing to accept employment in:**
 - Check All Locations
 - Mashantucket
 - Meriden
 - Middletown
 - Middletown
 - Milford
 - Monroe
 - Monroville
 - Morris
 - Scroll to see all locations
- Are you available for any of the following types of employment? Check all that are applicable:**
 - Check All Types
 - Full-Time
 - Part-Time
 - Durational
 - Seasonal
 - Temporary
 - Per Diem
 - Internship
- Are you available for any of the following shifts? Check all that are applicable:**
 - Check All Shifts
 - First
 - Second
 - Third
 - Weekends

Scenario; Middletown (or All Locations) Full-Time (or All Types) First Shift (or All Shifts)

Scenario: Apply for New Opening Four Tabs

Review all tabs and the information that flowed from the Master App, and edit/update, as needed.

The Supplemental Questionnaire tab is required.

Tip

The number and type of questions vary by position.

Allow ample time to carefully read and respond.

Processing Technician #231030-6435CL-001
You may fill out the application in any order by clicking on the tabs

Help
Job Info

SupQu EEO/Vet Profile School Work Review Submit Exit

Supplemental Questionnaire

You are REQUIRED to complete this supplemental questionnaire for this application and then click on the button that says "Save & Continue". All fields with an **asterisk*** are required.

1.* Do you possess at least three (3) years of experience in clerical work **OR** a combination of the required clerical work experience previously listed **AND** college training as defined in the NOTE below equalling at least three (3) years of total experience.

NOTE: College training is calculated on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

Yes, I possess at least three (3) years of experience in clerical work.
 Yes, I possess a combination of the required clerical work experience previously listed AND college training as defined in the NOTE above equalling at least three (3) years of total experience.
 None of the above.

2.* Do you possess at least one (1) year of experience that involved a full range of clerical duties as an Office Assistant, Interpreter Clerk or its equivalent?

Yes, I possess at least one (1) year of experience that involved a full range of clerical duties as an Office Assistant.
 Yes, I possess at least one (1) year of experience that involved a full range of clerical duties as an Interpreter Clerk.
 Yes, I possess at least one (1) year of equivalent experience that involved a full range of clerical duties.
 None of the above.

Save & Continue

Scenario: Apply for New Opening Work Tab

Review Work Experience/ Employment History directions. One entry for each job you wish to highlight.

Tip

You can organize work history chronologically by selecting "Up/Down" in the "View/Edit" Column. This column also allows you to "Edit" and "Delete".

The screenshot shows a web browser window with the URL `jobapscloud.com/CT/application4.asp?scram=35839958...`. The page title is "Processing Technician #231030-8435CL-001" and it includes a "Help" button. A navigation bar contains tabs for "SupQu", "EEO/Vet", "Profile", "School", "Work", "Review", "Submit", and "Exit". The "Work" tab is selected, displaying the "Work Experience/ Employment History" section. Below the section title are "Important Instructions" and a table with columns for "#", "Title", "Dates", "Employer", and "View/Edit".

Processing Technician #231030-8435CL-001
You may fill out the application in any order by clicking on the tabs.

SupQu EEO/Vet Profile School **Work** Review Submit Exit

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.
- 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.
- 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.

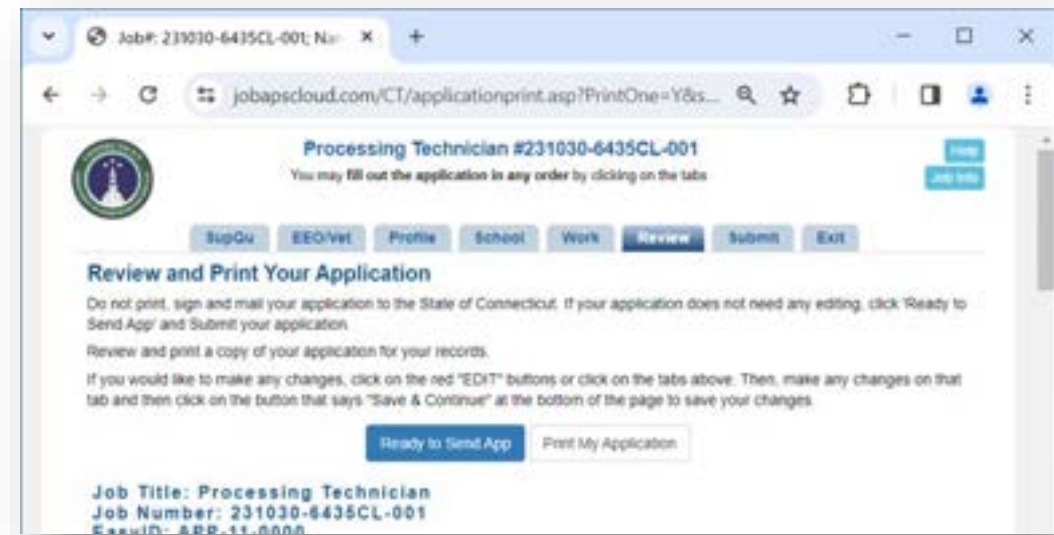
| # | Title | Dates | Employer | View/Edit |
|---|-------|-------|----------|-----------|
|---|-------|-------|----------|-----------|

Scenario: Apply for New Opening Review Tab

PAUSE HERE. On Review tab, proofread the application to ensure everything is correct. When done, click "Ready to Send App". Once your application is submitted edits cannot be made.

Click EDIT to revise content for each section.

Click Save & Continue at the bottom of each page



Tip

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

Scenario: Apply for New Opening Review Tab

Set yourself up to succeed!

Do not go casual on an application!

- Avoid texting lingo, emoticons, abbreviations and slang.

Carefully check spelling and grammar

- Always use sentence casing.
- Use proper spacing between words.

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

Print and proofread for accuracy and completeness.

Ask a “trusted advisor” to review the application.

Work carefully and consider completing the application over multiple sessions to keep things fresh.

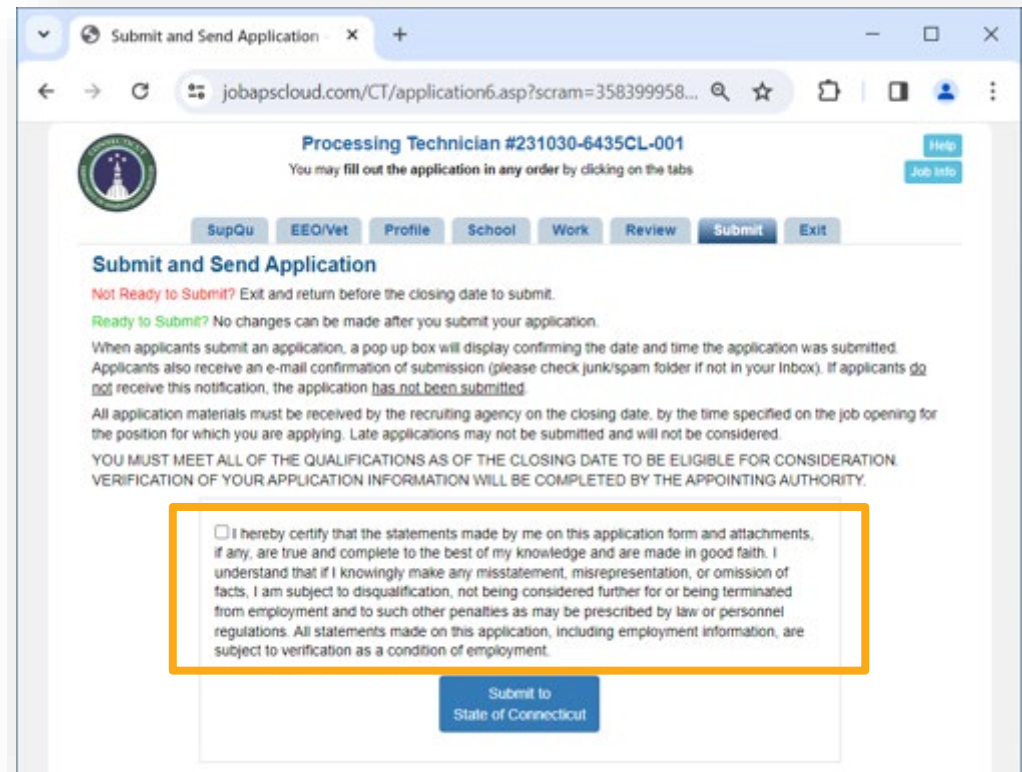
Scenario: Apply for New Opening Submit Tab

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

Make sure Application is correct & that your statements are true, Check the Signature Agreement Box. When ready, click Submit to State of Connecticut

Tip

The Acknowledgement flags if you have not added any Work Experience and gives you directions on how to correct this.



The screenshot shows a web browser window with the URL `jobapscloud.com/CT/application6.asp?scram=358399958...`. The page title is "Processing Technician #231030-6435CL-001". Below the title, there is a navigation bar with tabs: "SupQu", "EEO/Vet", "Profile", "School", "Work", "Review", "Submit", and "Exit". The "Submit" tab is active. The main content area is titled "Submit and Send Application" and contains the following text:

Not Ready to Submit? Exit and return before the closing date to submit.

Ready to Submit? No changes can be made after you submit your application.

When applicants submit an application, a pop up box will display confirming the date and time the application was submitted. Applicants also receive an e-mail confirmation of submission (please check junk/spam folder if not in your Inbox). If applicants do not receive this notification, the application has not been submitted.

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 and will not be considered.

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.

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.

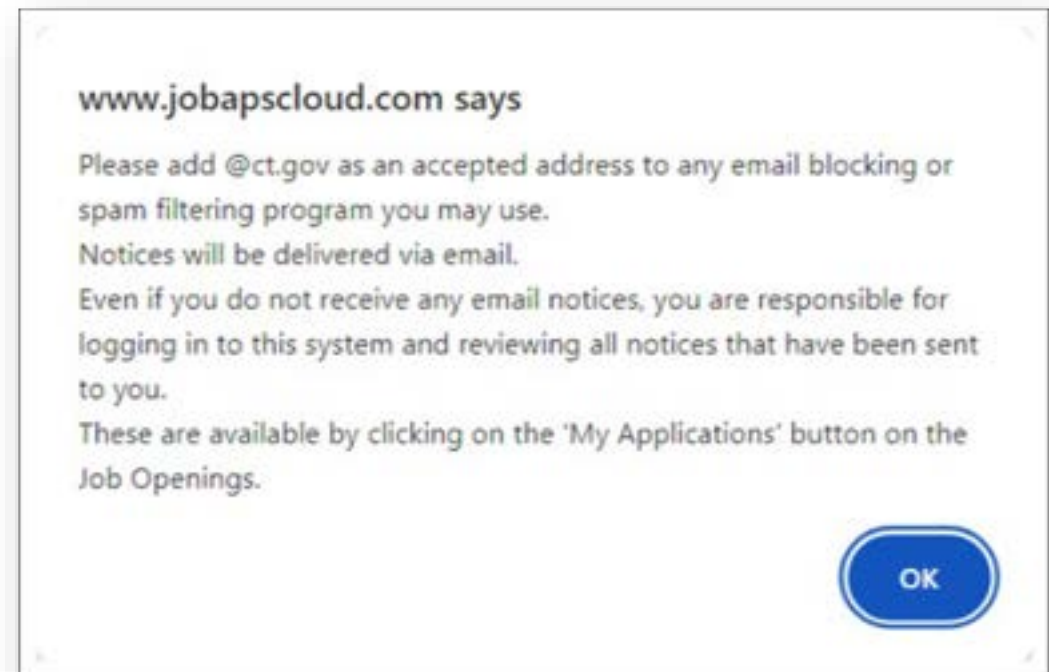
At the bottom of the page, there is a blue button labeled "Submit to State of Connecticut".

Scenario: Apply for New Opening Acknowledgement

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

If you do not receive a popup confirmation, you have not submitted your application.

Add @ct.gov as an accepted address



How to Know the Status of an Application



VIEWING
CORRESPONDENCE



PREPARING FOR THE
NEXT STEPS

Correspondence from Statewide Human Resources

After the close date, you are notified via e-mail whether you qualify for a position.

Eligible for Referral

Your application has been placed on the certified list, which is an applicant pool, for the position you applied to.

Does Not Meet Minimum Qualifications

Application did not demonstrate that you meet one or more of the requirements listed in the job opening for this position.

Your application will NOT be placed on a certified list.

Sign on to your Personal Status Board daily to monitor your status, view all emailed notices and complete tasks required in the recruitment process. Check Spam/Junk folders for email correspondence.

The Appeal Process

You will be sent an e-mail if you are eligible to appeal a job opening to which you applied.

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

Appeals must be made in writing within 6 business days of notification. Submit the appeal to ExamAppeals@ct.gov.

Appeal Process

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

Important Information After Applying

Tip

Make sure you have a professional voicemail greeting and that your voicemail inbox can accept messages and it's not full



Postings may require completion of additional referral questions (RQs). You can access these RQs via an email that will be sent to you after the posting's closing date or by visiting your Personal Status Board (Certification Questionnaires section).



At any point during the recruitment process, applicants may be required to submit additional documentation which supports their qualification(s) for this position.

The Selection Process

Applications will be given to the hiring agency, and they are legally responsible for determining which candidates are the most qualified and suitable for the position.

You will be notified, typically via email, if you are selected for an interview.

You may be instructed to self-schedule an interview via the Online Employment Center (OEC).

The hiring agency notifies you whether you are the selected candidate.

Tip

Find online or community resources to help you prepare for an interview.

The Selection Process

It may take several months for the hiring agency to work through this process and arrive at a selection for their position.

Tip

If selected for an interview, make note of who you are interviewing with so that you can follow-up afterwards.



Continue to apply for jobs you are interested in and for which you qualify.



Keep your Master Application up to date so you are ready to apply to other jobs as they become posted.



Sign up to receive Job Alerts. Receive text or e-mail alerts when a job of interest is posted on the OEC.

How to Apply for a State Job Opening

Locate and setup technology & Build and review content.

Access the Online Employment Center & Utilize the website features

Browse the Online Employment Center & Determine if you should apply

Complete a Master Application & Follow directions

Complete an application & Set yourself up to succeed

View Correspondence & Prepare for the next steps



Best of Luck!

STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

TALENT SOLUTIONS

