How to Apply for a State of Connecticut Job Opening

STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

TALENT SOLUTIONS

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CONNECTICUT

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.

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

An individual who has helped in the past

Co-worker

Someone you look up to

A professional

American Job Center Team Member

Resource Librarian

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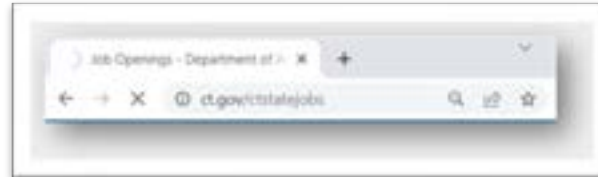
2. In the address bar, type **https://ct.gov/ctstatejobs**

3. Press **Enter**.

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

Note: JobAps is the name of the OEC platform.
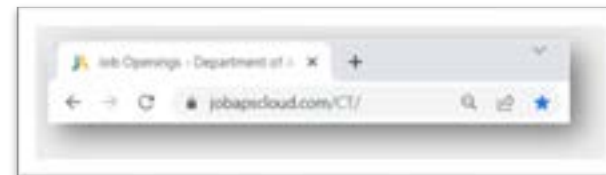
Access the Online Employment Center (OEC)

Website Features.

Job Openings: Home to all active job openings

Job Alerts: Alert you when we post your desired job

Personal Status Board: Track your applications

New User Registration: Create a master application to easily apply
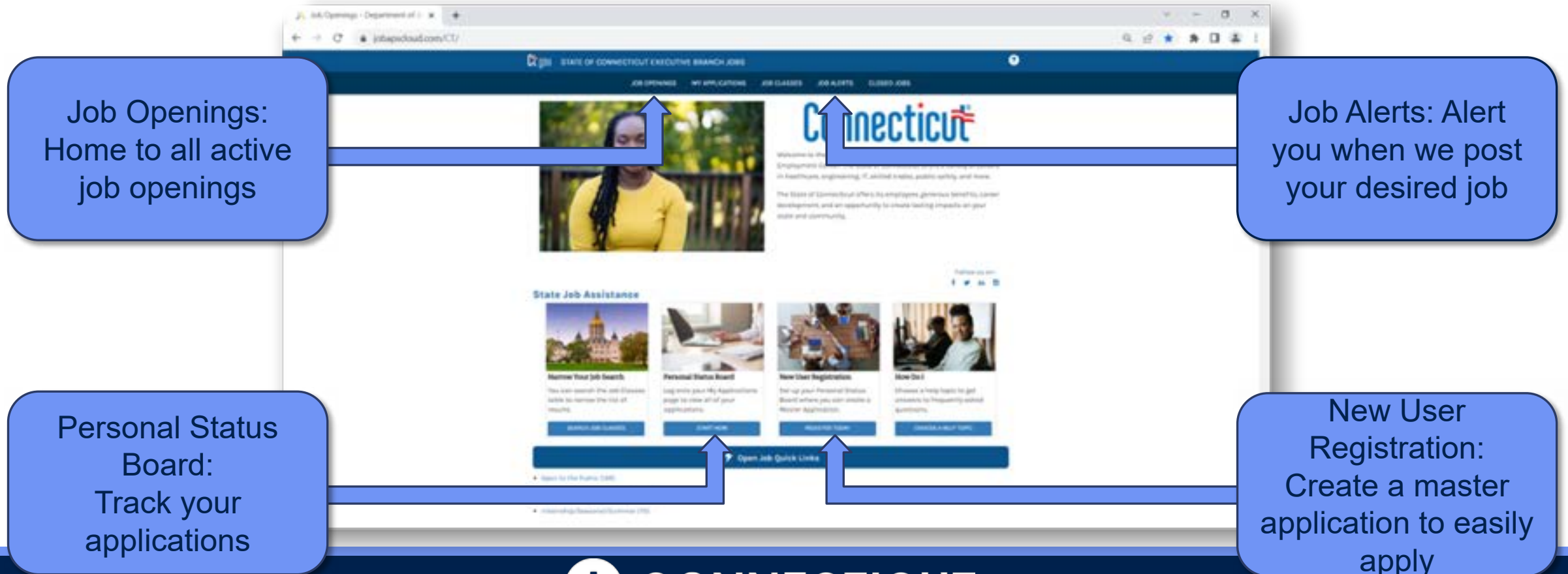
Additional OEC Features

Narrow Your Search Options.

Tip

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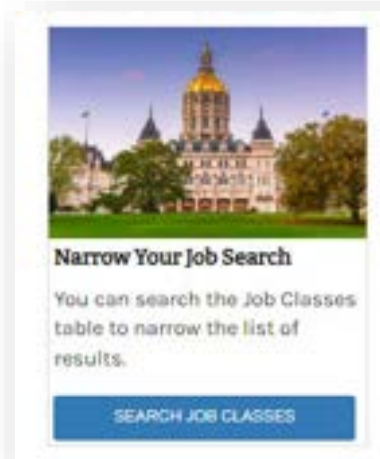
Narrow Your Job Search

You can search the Job Classes table to narrow the list of results.

SEARCH JOB CLASSES

Q Filter Open Jobs

Keyword

Enter keyword(s)

Location

All Areas

Agency/Dept

All Agency/Depts

Type

Select Recruitment Type

Category
(Toggle Multiple)

All Categories

Search   Reset   Show All

Close

Narrow Your Search

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

Search

Result

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.

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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
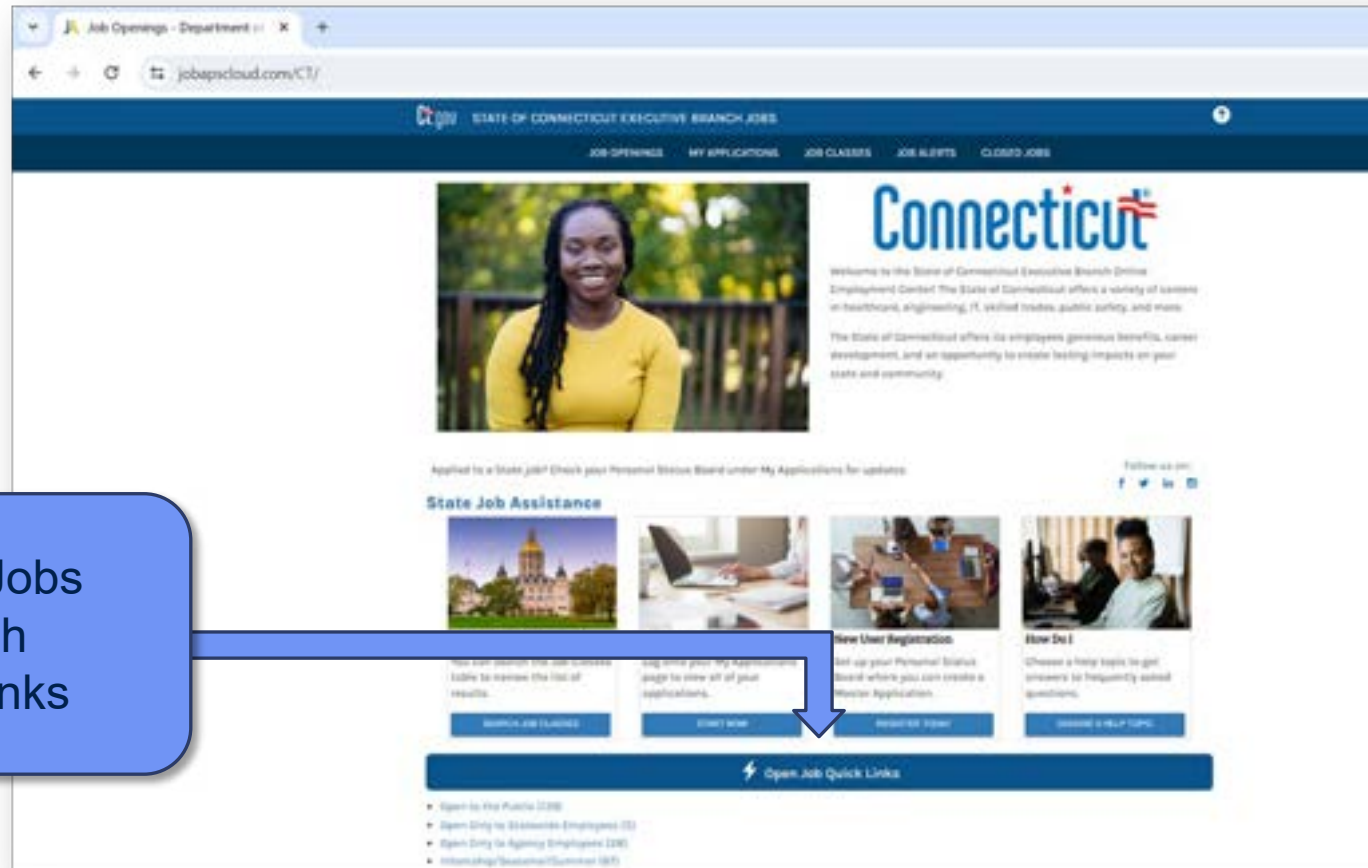
Browse Jobs through Quick Links

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
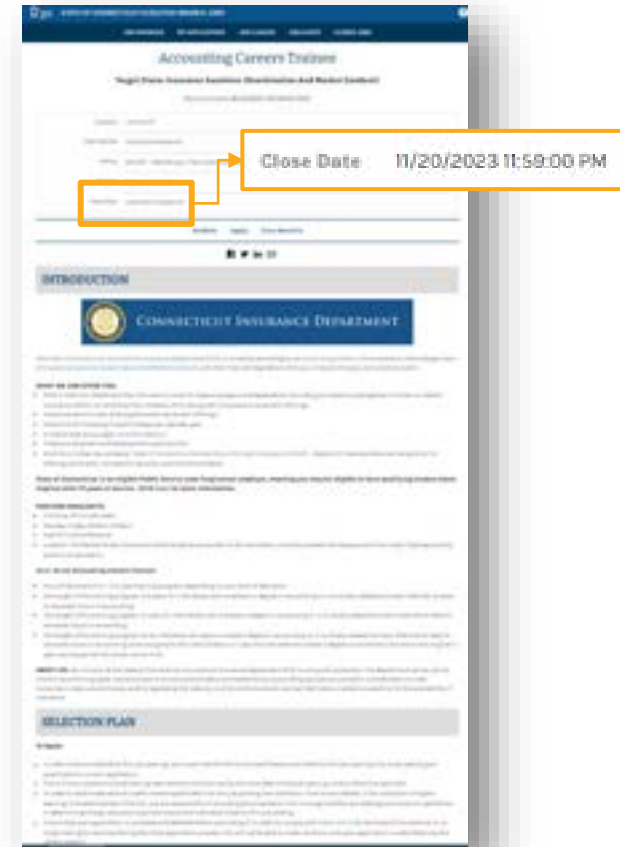
Jobs are Posted Alphabetically

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

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View Job Openings Qualifications & Requirements

Is this Job for you? Things to consider…

Do you posses 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

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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.

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

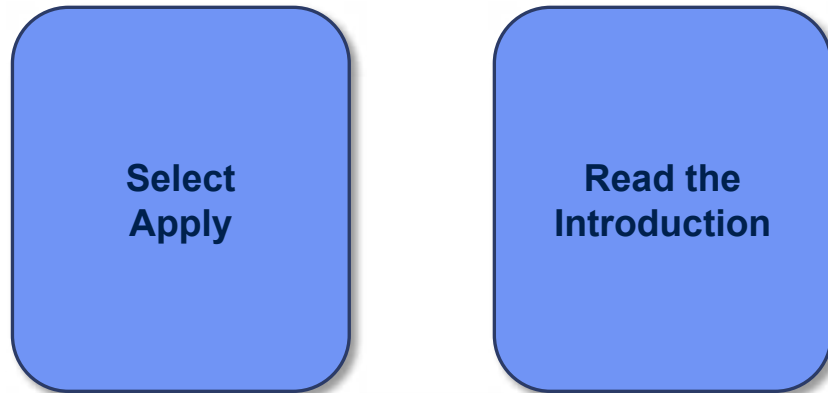Create a Password – 8 characters minimum, must include both letters and digits

Create Master App New User Registration

Access the OEC "State Job Assistance" and refer to "New User Registration".
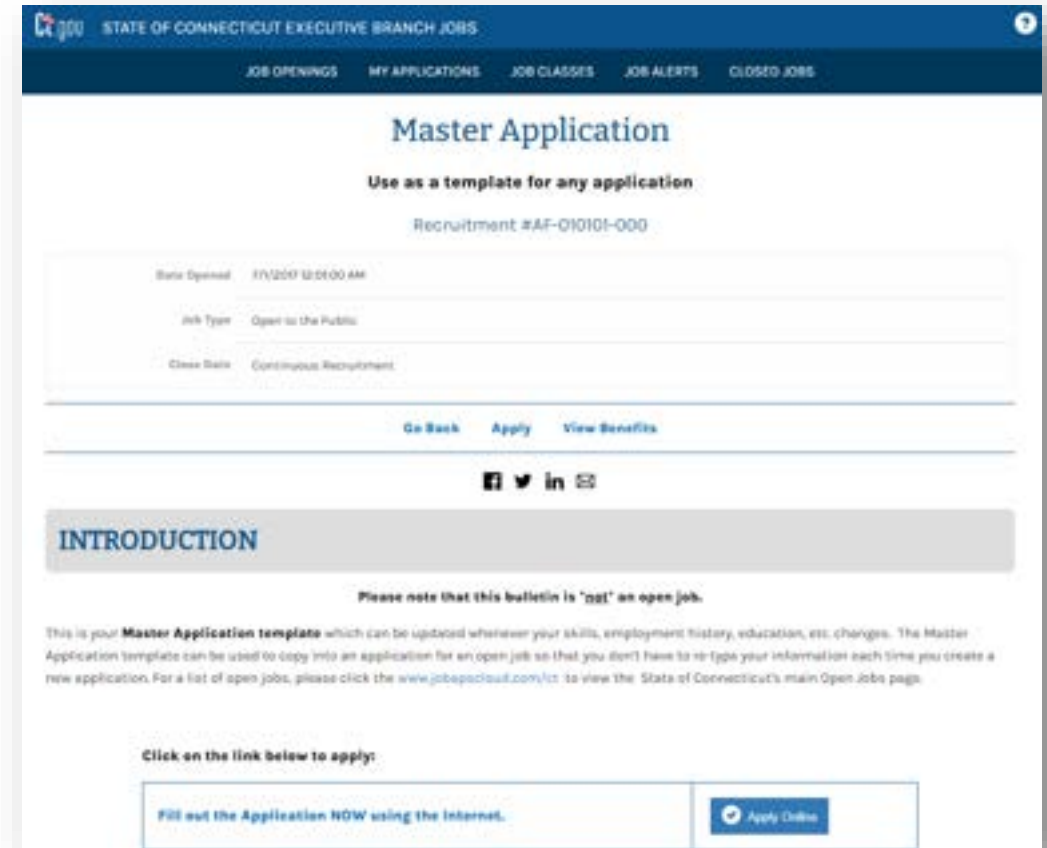
Select "Register Today"

Create Master App
New User Registration

Review the Master Application Introduction section.

Select Apply

Read the Introduction

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

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**

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

Help
Job Info

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

Create Master App New User Registration

Read Directions and fill in personal information.

Create UserID and Password

Use information needed to Register for slide 23

Tip

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

Create Master App EEO/Vet Tab

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

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.

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

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. If applicable, please email the document to the Recruiter listed in the job opening.

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

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.

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

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.

Create Master App Work Tab

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

One entry for each job you wish to highlight.

* Indicates a required field

Describe the primary focus of the job including duties and responsibilities

Tip

Consider asking your trusted advisor for feedback.

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.

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

Review and Print Your Application

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.

Ready to Send App   Print My Application

Job Title: Master Application
Job Number: AF-010101-000
EasyID: APP-11-0000

Personal and Contact Information   EDIT

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
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

Check the Signature Agreement Box

Tip

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

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

www.jobapscloud.com says

Please add @ct.gov as an accepted address to any email blocking or spam filtering program you may use.

Notices will be delivered via email.

Even if you do not receive any email notices, you are responsible for logging in to this system and reviewing all notices that have been sent to you.

These are available by clicking on the 'My Applications' button on the Job Openings.

OK

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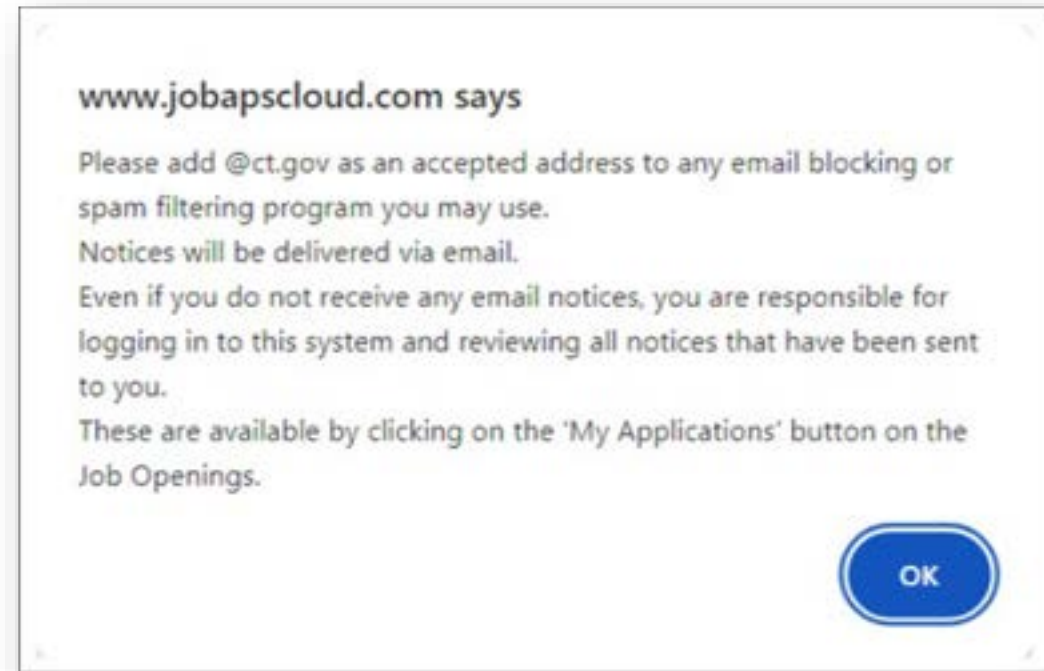
Tip

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.

CONNECTICUT

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"
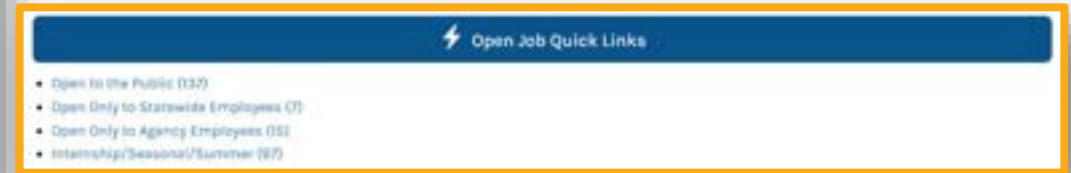
Scenario: Apply for New Opening View Job Opening

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

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.

JOB OPENINGS   MY APPLICATIONS   JOB CLASSES   JOB ALERTS   CLOSED JOBS

Processing Technician
Recruitment #231030-6435CL-001

Location	Middletown, CT
Date Opened	10/30/2023 1:00:00 PM
Salary	$53,900 - $70,484/year
Job Type	Open to the Public
Class Date	11/7/2023 11:59:00 PM

Go Back   **Apply**   View Benefits

INTRODUCTION

Connecticut State
Department of Emergency Services and Public Protection

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.

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.

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.

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.

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" .

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
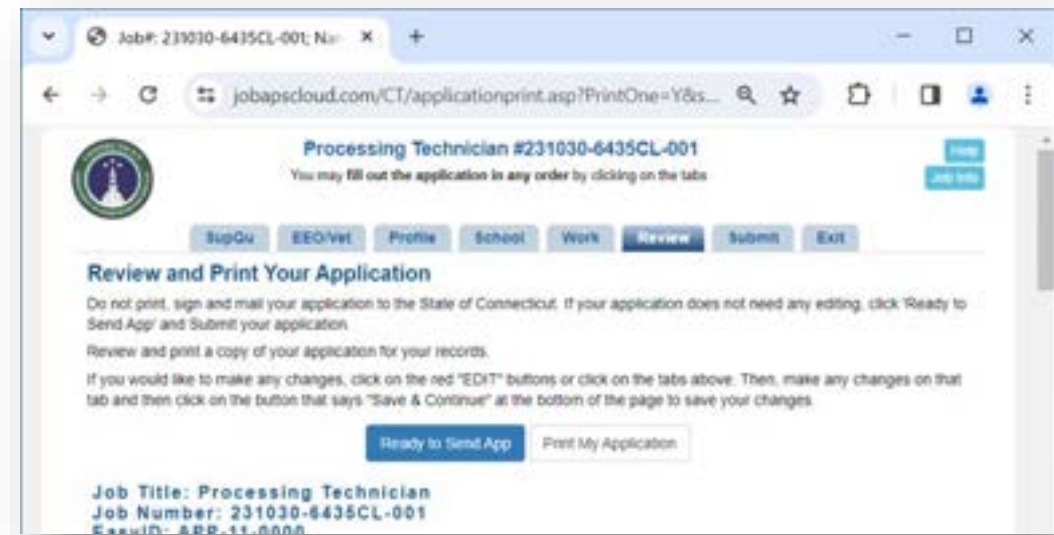
Tip

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.
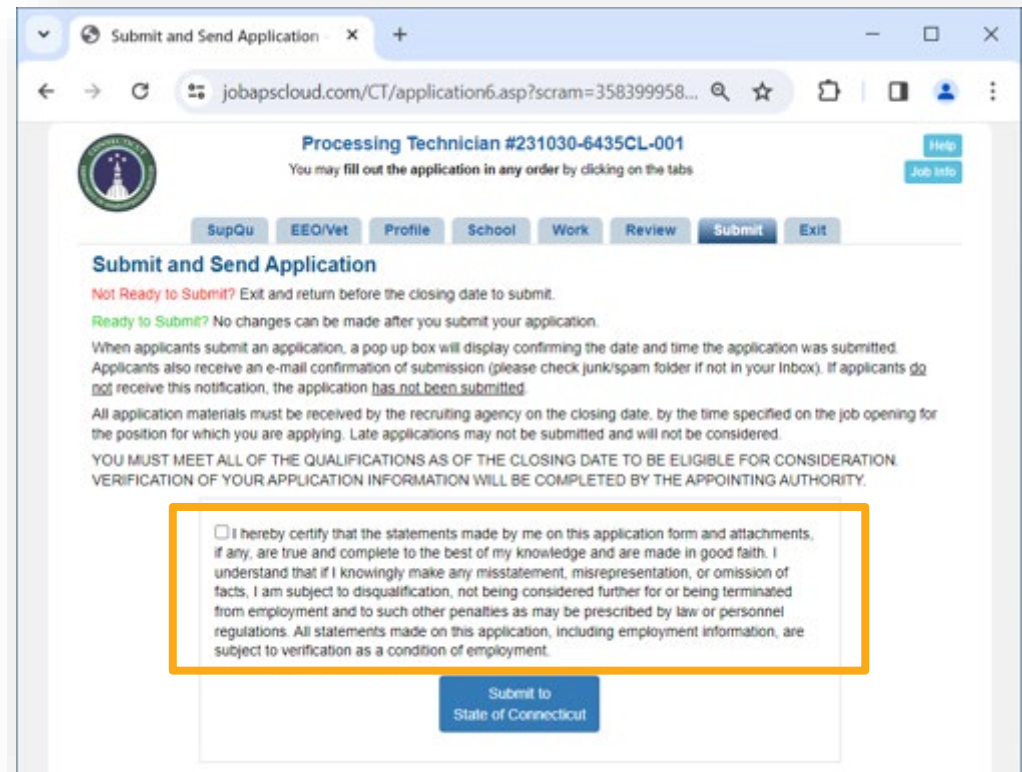
Scenario: Apply for New Opening Submit Tab

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.

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

www.jobapscloud.com says

Please add @ct.gov as an accepted address to any email blocking or spam filtering program you may use.

Notices will be delivered via email.

Even if you do not receive any email notices, you are responsible for logging in to this system and reviewing all notices that have been sent to you.

These are available by clicking on the 'My Applications' button on the Job Openings.

OK
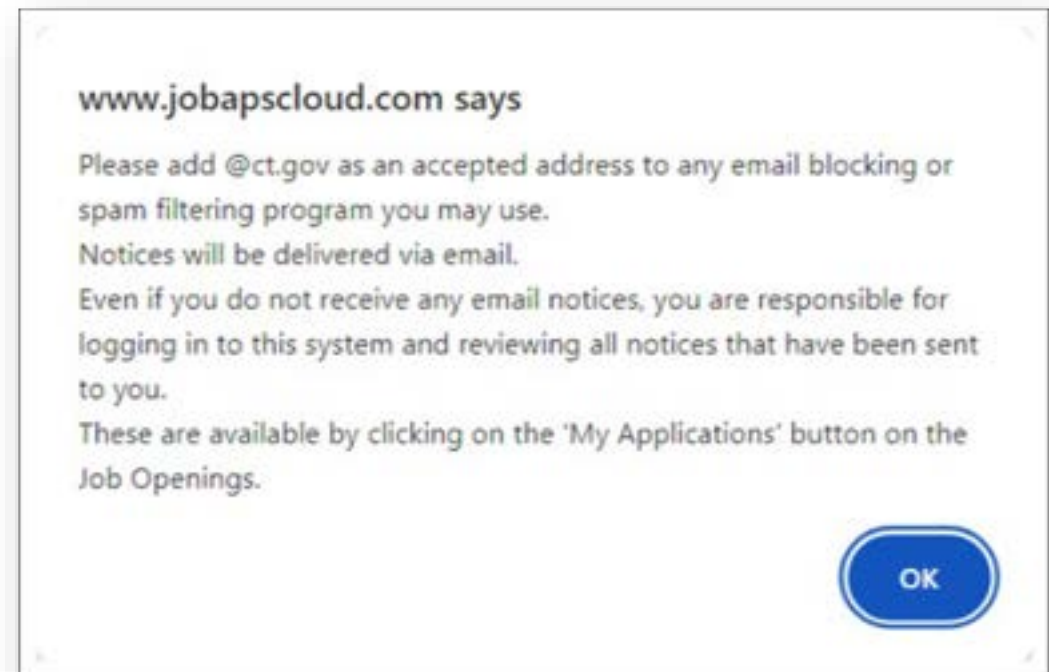
How to Know the Status of an Application

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 messaged 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

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