

Helpful Tips: Applying for ODOT Jobs



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Applications

☛ A good application MUST:

- ☛ be complete.
- ☛ be accurate and honest.
- ☛ demonstrate you meet the minimum qualifications.

☛ A good application SHOULD:

- ☛ be current.
- ☛ be tailored to the vacant position.
- ☛ be a document that best markets you as a job seeker.
- ☛ demonstrate you are able to perform the job duties of the specific position for which you are applying.



A Complete Application

- ④ Insure that your application is COMPLETE.
- ④ Complete every field with accurate detailed information.
 - ④ Do not assume that everyone knows your work history- SELL YOURSELF.
 - ④ Do not put “See Resume”. Your information must be provided on the application and electronically signed indicating that it is true and accurate.
 - ④ Answer all questions with direct and detailed response.



Understanding Minimum Qualifications

- ⌚ Minimum qualifications are set by DAS and are used to indicate the **MINIMALLY ACCEPTED** requirements for consideration for the classification.
- ⌚ You **MUST** meet the minimum qualification for the position in order to be considered for an interview.
 - ⌚ It is important to note that meeting the minimum qualifications does not guarantee you an interview.



Understanding Minimum Qualifications

- ④ Each classification will have multiple sets of minimum qualifications to allow for differing combinations of experience and education.
- ④ You only have to meet the qualifications of ONE of these sets of qualifications, but you do have to meet ALL of the conditions within that set (a set is a paragraph).
- ④ The Phrase “Or equivalent of Minimum Qualifications For Employment noted above” indicates that you can substitute relevant work experience or training for educational requirements. This means you can meet the educational requirements if you have work experience or training equivalent to the educational requirements.



Understanding Minimum Qualifications

- ☉ **Some positions will have the qualification of “experience commensurate with position to be filled”. This means that you need to have experience specifically related to the vacant position in order to be considered qualified.**
 - ☉ This refers to the POSITION itself, not the classification.
 - ☉ You can determine these duties or skills by reviewing the office and section information as well as the job duties presented on the job posting.
 - ☉ You could also determine this information from the Office or section's intranet or internet.
 - ☉ If you have questions regarding what experience is commensurate with a specific position, you may contact the HR office for clarification.



A Current Application

- ④ Insure that your application is CURRENT.
- ④ Take the time to review your profile and application each time you apply for a position to verify that no information has changed.
 - ④ Review your contact information.
 - ④ Review your employment dates (an extra month of experience since the last time you applied could make a difference).
 - ④ Insure that all relevant coursework, work history, military and volunteer experience(s) are detailed and current.



Tailor Your Application

- ④ **Insure that your application properly demonstrates your qualifications for THE SPECIFIC POSITION for which you are applying.**
- ④ Take the time to insure that your objective, work history, education, and supplemental questions address the duties and tasks presented in the job duties of the position for which you are applying.
- ④ It is not advised to submit an old application to a newly posted position without reviewing it and updating it for the specific position(s) for which you are applying.
- ④ Do not assume that all positions with the same classification are indeed the same. Review the working title, job duties, and additional information to understand the specifics of the particular position and tailor your application to those duties, if applicable.



Supplemental Questions

- ④ Supplemental questions are used to assess if you meet the minimum qualifications & the skill set the position requires beyond the minimum qualifications .
- ④ It is important that you answer these questions honestly, precisely, and with adequate detail.
- ④ You must support your answers throughout your application (e.g., education, work history).
- ④ It is very important that you address each and every part of multipart questions or minimum qualification statements.
- ④ Do not assume that we know your work history.
- ④ Never put “see resume” as a response to these questions.
- ④ Do not copy and paste your resume as an answer to these questions, answer these questions **DIRECTLY** by summarizing items from your application.



An Application that Sells YOU

- ④ Understand that being a qualified applicant **DOES NOT** guarantee you the job or even guarantee you an interview.
- ④ Accurately sell yourself by showing that your knowledge, skills, abilities, and experience match what the position requires.
- ④ Never assume that your work history is known.
- ④ **A solid application demonstrates:**
 - ④ to HR that you meet the minimum qualifications for the job.
 - ④ to the hiring manager that you have the specific skills set necessary to perform the job.



I have Applied – Now What?

- ⌚ After your application is submitted, it will go to the HR Office for review. Qualified candidates with specific job related skill sets are referred to hiring managers who then recommend who they would like to interview. Interview candidates will be contacted by HR at this time. After the interviews, HR will notify the candidates of the hiring decision.
- ⌚ You may track the status of your online application through OHMS.
- ⌚ All questions regarding the position or status of your application should be referred to HR. Hiring Managers are not permitted to give out application or position information.

