

Tips for getting hired with the State of Minnesota



At the Department of Human Services (DHS), the work we do is more than just a job. Employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. DHS is committed to equity, inclusion, anti-racism and belonging, and invests in employees by providing benefits, support resources, and training and development opportunities.

We appreciate your time and interest in working for DHS and want to provide some tips for getting through the first round selection process and preparing for an interview.



Passing the initial screening

Make sure your resume specifically lists the minimum requirements. Due to policy, DHS is unable to consider minimum requirements as part of a cover letter submission.

- Include an objective on your resume. Outline how you meet the minimum requirements.
- Clearly describe how your previous work experience aligns with the minimum and preferred requirements.
- Sample objective for a Data Analyst position: Seeking a challenging and learning position to extract meaning from and interpret various types of data utilizing the up-to-date technologies and resources.

Awaiting response

- Haven't heard back yet? It's helpful to understand the hiring timeline at DHS. Once the application window closes, it can take up to 4 weeks to review resumes and set up interviews. Watch for an email or phone call to the contact information listed on your resume.
- You can also send an email to the hiring manager outlining your experience and qualifications and to ask them to pass along your request to the recruiter, if they agree your skills are a good match.

Submitting an appeal

- To appeal a hiring decision, submit a written request to your DHS recruiter within 30 days of receiving notice. Your appeal must provide a comparison of your qualifications with those listed on the job posting. The hiring process will continue during the appeal process. Appeal results may not guarantee an interview.

Stay connected

If you are not hired for the position you applied for, we encourage you to [subscribe to the Career Connect newsletter](#) – a monthly mailing direct to your inbox to help you stay informed on upcoming opportunities at DHS. Career Connect offers:

- Current job openings and career paths within DHS.
- Tips and resources to plan for a successful interview and enhance career readiness.
- Announcements about job fairs, related events and networking opportunities.

Thank you for your interest in the Department of Human Services!

AN EQUAL OPPORTUNITY EMPLOYER

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us and indicate what assistance is needed.