



# APPLICATION GUIDE

## District 3 – Seasonal

### Application Process:

1. [Search for Jobs](#)
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### 1. Search for Jobs

Follow these steps to search for jobs:

1. Direct your web browser to [www.careers.ohio.gov/](http://www.careers.ohio.gov/)
2. Click the **Search for State Government Jobs** red button.



**To find the District 3 seasonal job posting:**

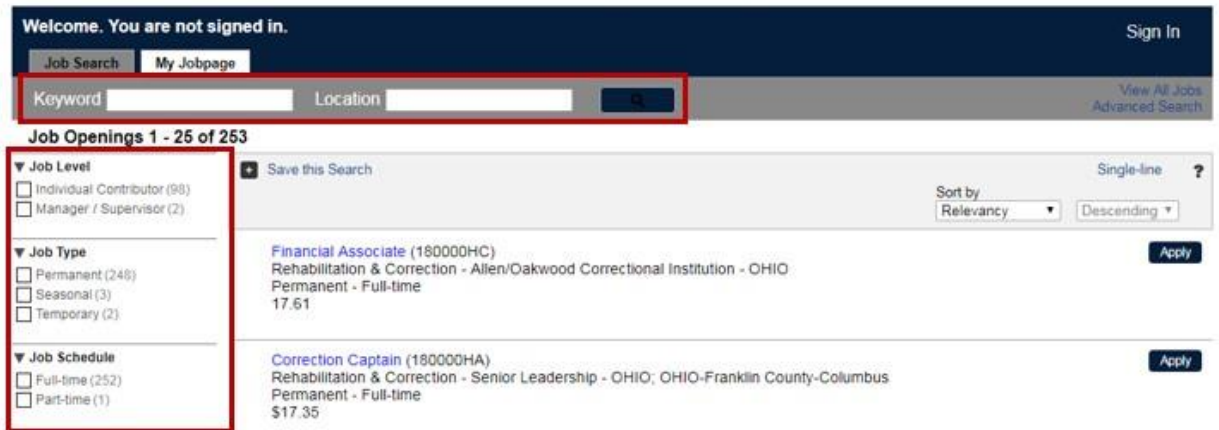
**Keyword**

**Type: Seasonal**

**Organization**

**Type: Transportation – District 03**

3. You can perform a keyword or a location search.



4. To filter postings, make your selection(s) in the filter options. Selections made within the search criteria will appear under each search box. The number next to each criterion indicates the number of postings that fall within that particular search criterion.
5. Click a position title to view the job duties, minimum qualifications, and any additional requirements or information.
6. Click the Apply button.
7. Please read the Privacy Agreement and, if you agree, click I Accept.

## Privacy Agreement

**Privacy and Security Notice**

The State of Ohio recognizes the importance of privacy to users of our online job application service. This notice discloses how the personal information collected on this site may be used.

**Public Records**

Ohio public records law requires state agencies to disclose various documents and records to anyone making a public records request. With limited exceptions, this includes requests for employment applications and attachments such as resumes and letters of recommendation. Those limited exceptions include but are not limited to Social Security Numbers, email addresses and phone numbers submitted on employment applications, and we will not disclose that information unless otherwise permitted or required by law.

**Use of Information**

Your personal information is being gathered for State of Ohio application and recruitment purposes. The information you provide is used to assess your application for the position(s) for which you applied. Online applications are stored on a secure site. Only authorized State of Ohio employees, authorized contractors, and State of Ohio hiring authorities have access to the information submitted. Additionally, please be aware, we may share any information that you submit through this Web site with other state of Ohio agencies or other government entities when required or otherwise permitted by law.

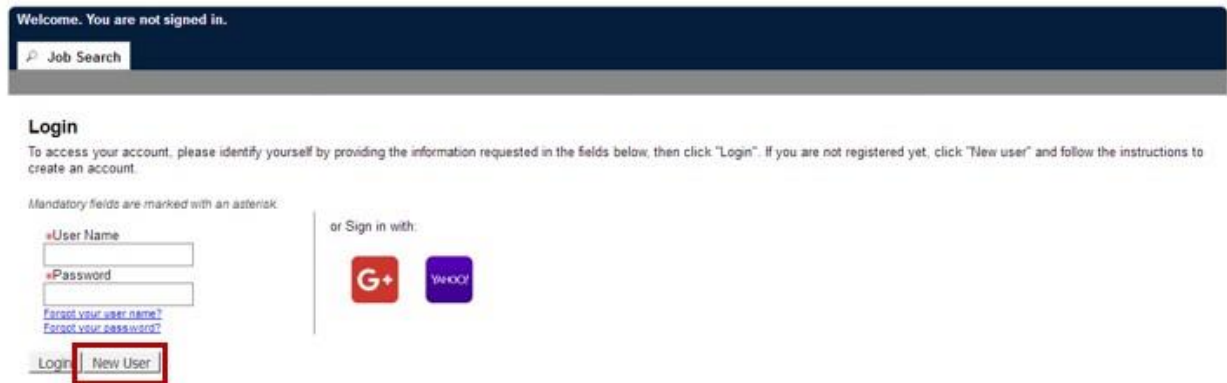
Unauthorized access, use, misuse, or modification of this computer system or of the data contained in it or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by United States law and Ohio law and policies.

The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

## 2. Create an Account

Follow these steps to create an account:

If you already created a user account, you can login to make changes to your profile. Otherwise, click the **New User** link, and enter your new account information.



The screenshot shows a website header with a dark blue background. On the left, it says "Welcome. You are not signed in." and there is a "Job Search" button. Below the header is a "Login" section. The text reads: "To access your account, please identify yourself by providing the information requested in the fields below, then click 'Login'. If you are not registered yet, click 'New user' and follow the instructions to create an account." Below this, it says "Mandatory fields are marked with an asterisk:". There are two input fields: "User Name" and "Password", both with red asterisks. Below the "Password" field are two links: "Forgot your user name?" and "Forgot your password?". To the right of the input fields is a section titled "or Sign in with:" with two buttons: "G+" and "Yahoo!". At the bottom left of the login section, there are two buttons: "Login" and "New User". The "New User" button is highlighted with a red box.

- Your password must meet all of the following requirements:
  - It must contain between 6 and 32 characters.
  - It must contain at least 1 letter. ○ It must contain at least 1 numeric character. ○ It must not contain more than 2 identical consecutive characters.
  - It must not contain your user name.
- Be sure to enter information in all required fields.
- Click **Register**.
- Keep a record of your username and password.
- If you have an existing account, you cannot use the same email address again to create a new account. The email value must be unique.

**\*Note: You may use your email associated with your account as your username**

## Login

To access your account, please identify yourself or create an account.

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

[Forgot your user name?](#)  
[Forgot your password?](#)

- If you created an account before and can't remember your username, click the **Forgot your username** link. Enter the requested information and click **Validate\***. You will receive an email providing you with your username. An error message will display if the email address is not linked to an account in the system.
- If you created an account before and can't remember your password, click the **Forgot your Password** link. Enter the requested information and click **OK**. You will receive an email with a link to reset your password. An error message will display if the email address is not linked to an account in the system.

### 3. Set up Profile/Apply for a Job

To apply for a job:

1. Your progress and current step in the process is displayed. In the example below, the Resume Parsing step is in progress:



2. Optional: Resume Parsing will allow you to submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission.
3. Complete all relevant information. Fields marked with a red asterisk are required in order to proceed.
4. For each step, the buttons on the bottom allow you to save and continue or save as draft.



5. Review each section. If there is an error, you will not be able to proceed to the next section of the application until the error is corrected.
6. Upload any attachments, such as a resume, cover letter, or transcripts. The supported file formats are doc, docx, txt, pdf, jpg, and png.
7. On the **Review and Submit** page, click **Submit**.
8. A **“Process completed”** message confirms that you have applied for the job. You will receive an email confirmation.

#### Thank You!

##### Process completed

Thank you for sending us your online job submission. If your employment profile corresponds to our requirements, a member of our human resources department will contact you.

We invite you to view the job openings available in our Career section and to further explore the functionalities of your account.

[View My Submissions](#)

**\*\*Since you are applying for a position that requires a CDL, you must include at least 10 years of work history. Be sure to include all CDL equipment you can operate and the length of time you have operated the equipment in your profile.\*\***

## 4. My Jobpage

With My Jobpage, applicants will be able to access draft and completed job submissions. Applicants will be able to view correspondence from the hiring agency for each submission by clicking the View Email Messages link. If an applicant applies to a position and is no longer interested, the Withdraw link removes the submission from consideration.

The screenshot shows a user interface for a job portal. At the top, a dark blue banner reads "Welcome first last. You are signed in." Below this, there are two tabs: "Job Search" and "My Jobpage", with "My Jobpage" highlighted by a red box. Underneath the tabs are input fields for "Keyword" and "Location", followed by a search button with a magnifying glass icon. The main content area is titled "Job Openings 1 - 25 of 257". On the left side, there are three filter sections: "Job Level" with options for "Individual Contributor (97)" and "Manager / Supervisor (2)"; "Job Type" with options for "Permanent (252)", "Seasonal (3)", and "Temporary (2)"; and "Job Schedule" with options for "Full-time (256)" and "Part-time (1)". On the right side, there is a "Save this Search" button and two job listings. The first listing is "3/20/2018 Financial Associate Ir (180000HI) Rehabilitation & Correction - Richland Correctional Institution - OHIO Permanent - Full-time". The second listing is "3.20.18 Financial Associate SLP (180000HD) Rehabilitation & Correction - Chillicothe Correctional Institution - OHIO Permanent - Full-time".

If a job is still posted, the View/Edit Submission link allows applicants to make edits to their job submission.

 **Information Technology Supervisor 2**  - Full-time  
United States of America-OHIO  
Job Number: 1800009Y  
Job Status: Active (Accepting Job Submissions)  
Submission Status: Screening – Updated: Feb 9, 2018  
[View/Edit Submission](#) | [View Email Messages](#) | [Withdraw](#)

If a job is no longer posted, the View Submission link allows applicants to view or print their application. However, applicants will no longer be able to make edits.

 **Labor Relations Administrator**  - Full-time  
United States of America-OHIO  
Job Number: 18000096  
Job Status: Active (Accepting Job Submissions)  
Submission Status: Screening – Updated: Feb 9, 2018  
[View Submission](#) | [View Email Messages](#) | [Withdraw](#)

Questions regarding ODOT District 3 – 419-207-2837 or 419-207-7105