

## STATE OF VERMONT ONLINE APPLICATION

### Applicant Guide for Employees

#### **Part 1: Login to your VTHR Account**

1. From the Main Menu, choose Self Service → Recruiting Activities → Careers

Favorites | Main Menu > Self Service > Recruiting Activities > Careers

Careers Home   [Job Search](#)   [My Saved Jobs](#)   [My Saved Searches](#)   [My Career Tools](#)

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**Careers Home**

**Welcome Gail**

**Basic Job Search**

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

**My Career Tools**

[View Application Status](#)

[0 Additional Attachments](#)

[0 Saved Resumes](#)

[My Profile](#)

\* The Advanced Search link above can be used to search for jobs with more detailed criteria, such as locations, job family, and keywords

2. Scroll through the Job Postings or use the Search functions to find and review openings.

Tip: make sure your email is valid. Without a valid e-mail address, you will not be able to reset your password or receive important information about your application status.

Your email for password help located in your System Profile and accessed directly from the Main Menu:

Favorites | Main Menu > My System Profile

Your other email address information is found in Self Service, Personal Information:

Favorites | Main Menu > Self Service > Personal Information > Email Addresses

Both of these should be updated.

#### **Part 2: Apply for a Position**

1. Click on any Job Title to view the full posting.
  - *While our system allows you to apply for multiple jobs at the same time, we recommend only applying for one job at a time. This will reduce errors and allow you to attach different resumes or cover letters addressed to the Hiring Manger to each application. Additionally, applications for multiple openings are visible on each of the jobs selected.*
2. On the Job Description page, click *Apply Now*.



- The Job Description page contains information about the job, including pay, location, minimum qualifications, special instructions and deadlines. You also have the option of e-mailing the posting to a friend and/or saving the job so you can easily find it at a later time.
- If you decide not to apply to the position, simply click *Return to Previous Page* to return to your search results.

The screenshot shows the Oracle job description page. At the top, there is a navigation bar with the Oracle logo and links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites > Main Menu > Careers. A Help icon and a browser icon are also present. The main heading is 'Job Description'. The job details are as follows:

Job Title:	Benefits Programs Specialist		
Job ID:	612785		
Location:	Burlington		
Full/Part Time:	Regular/Temporary:		
		Regular Shift:	
Posting Date:	12/03/2012	Hourly Rate:	17.800000
Position Number:		Pay Grade:	20
Department:	The State of Vermont	Application Deadline:	

At the bottom of the job details, there are four buttons: 'Email to Friend', 'Save Job', 'Apply Now' (highlighted in yellow), and 'Return to Previous Page'.

### **Choose a Resume**

If you have not applied previously, there are two different ways to include a resume and/or cover letter with your job application. If you have previously uploaded one or more resumes, you also have the option to use a previous document.

The screenshot shows the 'Apply Now' page on the Oracle website. The navigation bar is the same as in the previous screenshot. The main heading is 'Apply Now' followed by 'Choose Resume'. Below this is a section titled 'Resume, Cover Letter, References and Other Documents' with the following text:

Please combine all documents into one file (Word, PDF, etc.) when uploading your resume.  
 If you select "Copy and paste resume text", copy and paste all documents into the same textbox.  
 In either case, this information will only be attached to the specific job to which you are applying.

Below this text is a 'Resume Options' box with the following content:

**Resume Options**  
 How would you like to proceed?  
 Upload a new resume  
 Copy and paste resume text  
 Apply without using a resume

At the bottom of the 'Resume Options' box, there are two buttons: 'Continue' and 'Return to Previous Page'.

### Option 1: Upload a new resume

- Click *Upload a new resume*
- Click *Continue*. A dialogue box will appear. Click *Browse*. Find the file on your computer, select and open the file, and click *Upload*.

**Important: You can only upload ONE FILE at this point. We recommend users combine all documents into one file (preferably PDF format) when uploading.**

**TIP** –\_Your resume will not upload if the file name is too long. You will receive a message that indicates your resume can not be parsed at this time. The system adds characters (time and date stamp), so keep your document name short – 20 characters or less.

### Option 2: Copy and paste resume text

- Click *Copy and paste resume text*
- Use the editor to build your resume. When finished, click *Continue*.

### Option 3: Use an existing resume

- Click *Use an existing resume*
- A drop down list will appear. Select the applicable document.

## Complete Application: Important Information

The State of Vermont Online Application has multiple sections. The section highlighted in the image below will help you navigate the online application. It is *critical* that you complete all sections of the application before clicking Submit. Click the **Next** button to move to the next section of the application. You can save your progress at any time by clicking the **Save** button. Do not click the Submit button until you have completed all sections of the online application.

Apply Now

### Complete Application

Jobs you applied for	
Posting Title	Remove
PH Microbiologist III	

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Cover\_Letter\_and\_Resume.docx

[Use a Different Resume](#)

You can save your progress at any time by clicking the Save button.

Peter Parker  
120 Main Street  
Apt.1  
Burlington, VT 05401  
[Edit Profile](#)

Click the Next button to move to the next section of the application.

Navigation bar: [Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

Progress indicator: 1 **Education & Work Experience** 2 Additional Info. 3 Questionnaire 4 References 5 Referral Information

## Complete Application: Education and Experience

1. Indicate your highest level of education from the dropdown menu.

The screenshot shows the Oracle Career application interface. At the top, there is a navigation bar with 'ORACLE' and 'Favorites | Main Menu > Careers'. Below this is a section titled 'Apply Now' and 'Complete Application'. A table shows 'Jobs you applied for' with one entry: 'Benefits Programs Specialist' with a 'Remove' button. A note states: 'Note: Please Save the application before adding/removing a Job to avoid losing any changes made.' Below the note is a button 'Add Another Job to Application'. There is a section for 'Pepper's Resume' with a 'Use a Different Resume' button. The user's profile information is displayed: 'Pepper Potts, 123 Main Street, Burlington, VT 05401' with an 'Edit Profile' link. A navigation bar contains buttons for 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', 'Next', and 'Print Application Details'. The 'Education & Work Experience' section is highlighted in yellow. It includes sub-sections for 'Education History' (with a dropdown menu showing 'Highest Education Level: A-Not Indicated'), 'Work Experience' (with a message 'You have not added any employment information to your new application.' and an 'Add Work Experience' button), and 'Degrees' (with a message 'You have not added any Degrees to your application.' and an 'Add Degrees' button). A second navigation bar at the bottom contains buttons for 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', 'Next', and 'Print Application Details'.

#### Add New Application

#### Add Employment History

[Return to Previous Page](#)

**Enter Employment Details**

\*Start Date:

End Date:

\*Employer:

\*Ending Job Title:

Telephone:

Supervisor Name/  
Job Duties/  
Reason for Leaving:

**Address**

Country:

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

[Return to Previous Page](#)

#### 2. Click *Add Work Experience*.

- Fill in all fields with relevant information about your current/previous employment.
- To add more jobs, click *Save & Add More*.
- When done, click *Save & Return*.

#### Add Degrees

**Details**

\*Degree:

\*Date Acquired:

Major Code:

Country:   United States

State:

School Code:

School Description:

Minority Institution

Major Description:

Minor Code:

Minor Description:

Average Grade:

GPA:

Graduated

#### 3. Click *Add Degrees*.

- Fill in all fields with specific information about your education.

Note: For Degree, Major, State, and School Code, you will need to click on the magnifying glass symbol and select your response.

- To add more jobs, click *Apply & Add More*.
- When done, click *OK*.

Note: All Degrees may not be listed in the fields. If you do not find a specific degree, please be sure it is referenced on your resume. Be aware that your degree may be different than your major or field of study.

#### 4) When you are done adding information to the Education & Experience section, click **Next**.

**Complete Application: Additional Info.**

- 1) If you would like to indicate Veterans' Preference Status, read the top section of this page and select/enter the appropriate information in the highlighted fields. If you are NOT indicating Veterans' Preference, skip this section and scroll down the page.

Navigation: [Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

Tabs: [Education & Work Experience](#) [Additional Info.](#) [Questionnaire](#) [References](#) [Referral Information](#)

**Preferences**

If you wish to claim Veterans' Preference, please read the questions below to determine the answer that best fits your situation. Make the appropriate selection in the Veterans' Preference drop down box.

**VETERAN**  
Have you served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions?

**VETERANDISABILITY**  
Have you served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions AND have a service-connected disability of 10% or more?

**SPOUSED/DISABLED VETERAN**  
Are you a spouse of a totally disabled veteran with a service-connected disability? (Note: the veteran must have served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions).

**UNMARRIED WIDOW/WIDOWER OF VETERAN**  
Are you an unmarried widow or widower of a veteran? (Note: the veteran must have served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions).

**Veterans Preference:**

**Uniformed Service:**

**Military Service Start Date:**  **End Date:**

- 2) To indicate job training or courses you have completed, click *Add Job Training*.
- 3) To indicate professional licenses or certifications, click *Add Licenses & Certifications*.
- 4) To indicate language skills, click *Add Language Skills*.

If you have any relevant training courses you want us to know about, enter them in this section.

**Job Training**

You have not added any training information to your application.

[+ Add Job Training](#)

To add Licenses & Certifications to your application, select the Add Licenses & Certifications hyperlink below.

**Licenses & Certifications**

You have not added any Licenses & Certifications to your application

[+ Add Licenses & Certifications](#)

To add Language Skills to your application, select the Add Language Skills hyperlink below.

**Language Skills**

You have not added any Language Skills to your application

[+ Add Language Skills](#)

Navigation: [Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

### Important Tip!

- ❑ On both the Licenses & Certification page and the Language Skills page, you must click on the magnifying glass to search for your selection.
- ❑ Click *OK* or *Apply* and *Add Another*.
- ❑ Note: If you do not find all preferred Licenses & Language Skills, please be sure they are referenced on your resume.

### Add Licenses & Certifications

**Details**

\*License:  

\*Issue Date:  

Country:  

State:  

Renewal Required  
 Renewal In Progress  
 License Verified

Expiration Date:  

License/Certification Number:  

Issued By:  

### Add Language Skills

**Details**

\*Language:  

\*Evaluation Date:  

Reading Proficiency:  

Speaking Proficiency:  

Writing Proficiency:  

Native Language  
 Able To Translate  
 Able To Teach

5) When you are done adding information to the Additional Info section, click **Next**.

**Complete Application: Questionnaire**

- 1) It is CRITICAL for applicants to answer all questions on the Questionnaire page. SCROLL the entire page to confirm you have answered all of the questions accurately. If you fail to complete this page and answer all questions, your application will be incomplete and may be disqualified from further consideration.
  - Some jobs may ask you to provide a written short answer response. All open-ended questions are at the bottom of the page.

The screenshot displays the application questionnaire interface. At the top, there is a navigation bar with buttons for 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', 'Next', and 'Print Application Details'. Below this is a set of tabs: 'Education & Work Experience', 'Additional Info', 'Questionnaire', 'References', and 'Referral Information'. A note states: 'Please provide your answers to the following questions related to this application. PLEASE NOTE: Any question with an asterisk (\*) is REQUIRED. If you fail to answer any of these required questions, your application will be incomplete and may be disqualified from further consideration.'

The 'Application Questionnaire' section contains four questions, each with 'Yes' and 'No' radio button options:

- \* Are you 18 years of age or older?  
 Yes  
 No
- \* Does your spouse, roommate, domestic partner, civil union partner, any relative of any of the foregoing, or any relative of yours work for the State of Vermont?  
 Yes  
 No
- \* Are you authorized to work in the United States  
 Yes  
 No
- \* Have you ever worked, or applied for work, for the State of Vermont under another or different name?  
 Yes  
 No

The 'Open Ended Questions' section contains one question: '\* Explain Convictions. If you answered "Yes" to either of the questions above regarding law violations (conviction of felony in past fifteen years and/or any violation of any law in past five years), please explain below.' Below the question is a large text input area and a 'Word Count' field labeled 'Total Words:'.

At the bottom, there is another navigation bar with buttons for 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', 'Next', and 'Print Application Details'.

2) Check to be sure you answered all questions. Click **Next**.

**Complete Application: References**

- 1) Click *Add Reference*.
- 2) Enter information for your references. Click *Save & Return* or *Save & Add More*.
- 3) When done with the References page, click *Next*.

Apply Now

### Complete Application

Jobs you applied for	
Posting Title	Remove
Benefits Programs Specialist	

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Pepper's Resume [Use a Different Resume](#)

Pepper Potts  
123 Main Street  
Burlington, VT 05401  
[Edit Profile](#)

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[Previous](#)    [Careers Home](#) [Next](#)

[Education & Work Experience](#) [Additional Info](#) [Questionnaire](#) **References** [Referral Information](#)

To add references to your application, select the Add References link below.

References

You have not added any references to your application.

[+ Add Reference](#)

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[Previous](#)    [Careers Home](#) **Next**

Add New Application

Add Reference

Save & Return Save & Add More Cancel Return to Previous Page

Enter Reference Details

\*Reference Type: Professional  
\*Reference Name:  
\*Title:  
Employer:  
Telephone:  
Address:  
Country: United States  
Address 1:  
Address 2:  
Address 3:  
City:  
State:  
Postal:  
County:

Save & Return Save & Add More Cancel Return to Previous Page

\* Required Field

**Complete Application: Referral Information**

- 1) Tell us how you learned about this job opening by selecting options from the dropdown menu.
- 2) Indicate whether or not you were previously employed with the State of Vermont.
- 3) This is the final full page of the online application. To proceed to the Submit Online Application page, click *Submit*.

Previous Submit Save Cancel Careers Home Next Print Application Details

Education & Work Experience Additional Info. Questionnaire References Referral Information

On this page please tell us how you first found out about the job you are applying for. Please use the SubSource for additional detail. If you were referred to the job from another source, you can enter details in the Specific Referral Source.

Referral Information  
How did you learn of the job:  
Sub Source:  
Specific Referral Source:  
\*Are you a former employee: No

Previous Submit Save Cancel Careers Home Next Print Application Details

Click Submit. **Note:** You will not be able to edit your application once you click submit!

Congratulations! You have successfully submitted your application. You will receive an email indicating your application was successfully received. Click on *Careers Home* to return to your personal Career Home page.

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Recruiting Activities](#) > [Careers](#)

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

## My Applications

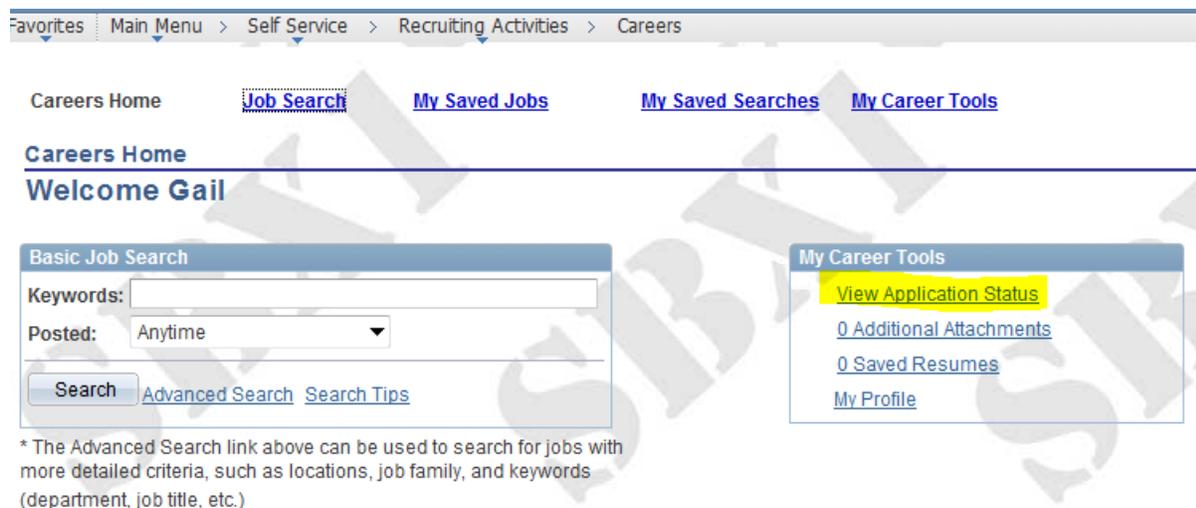
You have successfully submitted your job application.

My Applications				
Display applications from: Within Last Week <input type="button" value="Refresh"/>				
For more information hover over the status code <input type="button" value="First"/> <input type="button" value="Previous"/>   <input type="button" value="Next"/> <input type="button" value="Last"/>				
Applications In Progress				
Application	Status	Application Date	Status Code	Description
<a href="#">Administrative Assistant B</a>	Applied	08/28/2014 12:52PM	<u>020</u>	020-Applied

The review of your application will involve 2 steps:

1. The Recruitment Services Office will screen your application to determine if you meet the minimum qualifications.
  - a. If you do not meet the minimum qualifications, you will receive an email from Recruitment Services notifying you of this result.
  - b. If you do meet the minimum qualifications, your application will be forwarded (routed) to the hiring manager.
2. The Hiring Manager will review all applications that are forwarded and decide who to interview. The Hiring Manager is responsible for all follow up communications to applicants who have been forwarded for consideration. The Hiring Manager is expected to send an email to notify applicants if they have not been selected for an interview.

You can review your applications by logging into the Careers Home page and clicking on the View Application Status link in the My Career Tools section.



The screenshot shows the 'Careers Home' page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Recruiting Activities', and 'Careers'. Below this, there are links for 'Careers Home', 'Job Search', 'My Saved Jobs', 'My Saved Searches', and 'My Career Tools'. The 'Careers Home' section has a 'Welcome Gail' message. On the left, there is a 'Basic Job Search' form with a 'Keywords' input field, a 'Posted' dropdown menu set to 'Anytime', and a 'Search' button. Below the search form are links for 'Advanced Search' and 'Search Tips'. On the right, there is a 'My Career Tools' section with a yellow highlight on the 'View Application Status' link, and other links for '0 Additional Attachments', '0 Saved Resumes', and 'My Profile'. A note at the bottom states: '\* The Advanced Search link above can be used to search for jobs with more detailed criteria, such as locations, job family, and keywords (department, job title, etc.)'

There is a record of all applications that you initiate. Your Career Tools will show the following statuses of your application:

- *Not Submitted* or *Not Applied* means that you started and saved an application, but did not submit the application.
- *Applied* means that you submitted your application.

In addition, a Status Code and Description is provided to show the progress of your application as the review process is completed and decisions are made about interviewing and filling the position. Place your cursor over the Status Code link to review the definition of the code shown.