



Discover a Career with the State of Kansas

Three easy steps to apply for a Civil Service Job:

- 1. Register Personal Data*
- 2. Search for a Job Vacancy*
- 3. Apply Directly to Agencies*

Contact the Office of Human Resources for General Questions
psweb@da.ks.gov, (785) 296-4278

For Vacancy Specific Questions, please **contact** the Agency Recruiter
Advertising the Vacancy.

***Come and experience a job opportunity with the State of Kansas
An Equal Employment Opportunity Employer***

FREQUENTLY ASKED QUESTIONS

Q. What if I don't know my applicant ID number?

A. It is not necessary to have your applicant ID number in order to fill out the online application as long as you have entered your SSN on the form. We do recommend that you fill out the Personal Data Form before you fill out the application in order to make sure your name gets in our system.

Q. It's not clear how to save my file. How can I save it?

A. As long as no agency is selected and the requisition field is blank, no form will be submitted to an agency. You can still fill out all the information you like and press the submit button. You will then be sent to a page that has a text file (.txt) and a PDF (.pdf) file. The text file is the file you can save to your computer hard drive or floppy disk. The next time you want to work on your application, you can go through the file upload process and find the file you saved. This will bring in the information you had previously saved. Once you select an agency to send the application to, you will get another opportunity to save the file. You can also see what the agency will be receiving by looking at the PDF file.

Q. How can I be sure my application makes it to the intended agency?

A. You can't. That is why it is always important to follow up with the agency before the vacancy deadline to ensure they have received your application. Even though we have a very high success rate, some agencies may be having mail server problems. If that is the case, you will receive an error message via email indicating your form did not make it. The subject will say "Nondeliverable" mail. If that happens contact the agency at your earliest convenience. You can always save your PDF file and attach it and email it to the agency once their mail servers are back in service.

Q. I am running out of room in my Work Experience "Duties" fields and some other fields that are edited. When I hit submit I get an error. What can I do?

A. The Employment Application has edits on some of the fields, especially the Duties fields in the Work Experience area. If you need more room you can put the information in the "SUPPLEMENTAL WORK EXPERIENCE" field at the bottom of the form. This field will hold up to a full page of information.

Q: The agency I am interested in is not listed in the Notice of Vacancies, why can't I find them in the drop-down menu?

A: The agency of interest is not participating in the Online Employment Application process. You will

need to send the agency a paper version of the Employment Application. One option is to fill out the online application, do not select an agency and press the submit button. This will create a text file and a PDF file. You can then save the PDF file, print it out and mail it into the agency. Contact the agency recruiter for specific details about their application process.

Q: I have previously saved my text file. When I upload my file and the data populates in the form, why are the Number of Hours and Employed To date fields reversed?

A: Correct those fields and re-submit the form. Save the text file that is created for future use and those changes will be recognized next time you upload the file.

Q: Why are there 2 files created even when I don't select an agency and include a Requisition Number?

A: If no agency is selected there will be no application submitted but the files will be created for your use. This allows you the applicant to save to a text file of what was completed in the form so you won't lose the data in the form. Also, by viewing the PDF file, it allows you to see what the agency will see. You can also use the PDF to send the application to those agencies that do not use the online process.

Q: Why do I get errors when I paste my job duties in the form after I submit?

A. Because your data has to fit in a fixed text area on the submitted application; only 13 rows of data are allowed. The font is small enough to allow for an adequate description. But be sure and state your duties in a succinct manner and minimize carriage returns.

** Remember you can always use the SUPPLEMENTAL WORK EXPERIENCE field that will give you a full page to describe what the Duties fields cannot contain because of the edits.

Q: What are all the possible errors that I can get?

A: The following fields are required:
Last Name, First Name, Street Address, City, State, Zip Code, Email Address

Q: What if I have tried everything else and I still am unable to submit my application?

A: Try deleting your temporary internet files and cookies. To do this go to top of your browser and click on tools, then internet options and then delete your temporary cookies and your temporary internet files and click okay and then try submitting your application again.



Tips For A Successful Job Search

Searching for a new job can be a stressful experience, or you can follow the path to success and reduce stress by using the following tips.

- Identify your skills, interests, jobs you have enjoyed and set employment goals based on this criteria
- Research careers– make sure that the average wage will meet your needs
- Develop a list of targeted employers and research the companies
- Talk to a friend about your goals, a friend can keep you on the path to success
- Network with friends, social and professional organizations approximately 80% of available jobs are not advertised
- Create a master application so that you are always prepared
- Create a master resume that you can tailor to meet the specifics of a company and a position description
- Look for job openings in a variety of ways– don't limit yourself to the internet or newspapers
- Utilize job alerts on job boards so you are notified when a position opens
- Keep track of all applications you submit
- Practice interviewing before you land the interview
- Prepare for the unexpected-dress for an interview when completing applications at a company, at job fairs and when using the workforce centers

Helpful Job Search Websites

- www.jobhuntersbible.com
- www.careerbuilder.com
- jobs.ks.gov





Tips For A Winning Resume

A great resume is the first step to getting an interview. It's an opportunity to sell yourself on paper and get the company's attention.

- Resumes can take on various formats:
 - **Functional**- relate skills, abilities, and accomplishments to job in which you are applying.
 - **Chronological**- Resume is organized by successive time periods. Focus is on work history.
 - **Academic**- education and course work is highlighted and emphasized.
 - **Combination**- incorporates both functional and chronological styles.
- Present accurate and current information
- Create a master resume that can be tailored for each employer
- List your most recent work experience first and work backward
- Include accomplishments that are results based, not just the job duties
- Present enough information to leave an employer wanting more
- Create a cover letter for detailed information specific to the job description and company information
- Use action words in statements to describe experience
- Avoid technical jargon
- Do not include personal information (marital status, height, weight, etc)
- Avoid graphics– keep balanced white space on the paper
- Proofread your resume for grammatical and spelling errors
- Have several people proofread your resume for errors
- Keep the resume to one page if possible
- Print your resume on white or ivory bond paper





Tips For Interview Success

The job interview is where first impressions are formed. It's a time of information gathering and decision making.

- Be on time
- Research the company so you can relate your skills to company needs/goals
- Write down and rehearse responses to likely interview questions, concentrating on past work experiences and how you handled specific situations
 - Sell your strengths
 - Turn a weakness into a strength by telling interviewers what you learned or how you changed as a result of the experience
 - Practice an opening and closing statement
- Make good eye contact with each interviewer and keep your body language open and relaxed
- Be sincere, honest even if you don't think it will benefit you, confident, and thorough by avoiding jargon and vague expressions
- Prepare questions you may want to ask during the interview
- Dress for success
 - Men should wear a clean and pressed outfit such as a dark suit with a light shirt or dress pants and a light shirt
 - Women should wear a clean and pressed outfit such as a dark suit, solid color dress, or dress skirt/ pant and a matching blouse with minimal makeup
 - Both men and women should limit cologne/perfume and jewelry
 - Practice good hygiene
 - Practice a firm handshake





Getting Ahead

Ways to keep your job, get promoted and network for a better job.

- Identify your interests and work on ways to improve your skills in those areas
- Find a mentor to give advice, open doors for networking, and develop skills
- Remain optimistic in tough and stressful situations
- Prove yourself- Take initiative , volunteer for projects, lead by example, be punctual and professional at all times
- Know the expectations company– Align your goals with the mission, vision, and goals of the company
- Be positive at work and avoid gossip
- Admit and learn from mistakes
- Dress for the position you want to hold
- Know your limits– don't take on too many projects or responsibilities
- Communicate your desire to move up within the company to your supervisor
- Ask for feedback and take action based on the information
- Look for ways to make positive changes that benefit the company
- Network with people in your company, industry and professional organizations
- Avoid burn out by recognizing the sign– conduct a work/life review and make changes based on the results

Resources:

www.cdm.uwaterloo.ca

www.careeronestop.org

www.monster.com

