

Applicant Check List

- Create a complete Online Employment System ([OES](#)) profile including contact information, education, experience, references and work preferences. Note: A completed profile does not mean you have submitted an application.
- Print and review your application via [OES](#) (for jobs that are not eligible for online submission).

Search and Apply for Jobs

- Search and apply online via [OES](#) for jobs that you are qualified for (per the job announcement qualifications).
- Search for jobs you are qualified for (per the job announcement qualifications) through our [Employment Guide](#) or our [Employment Announcements](#) on the State Personnel Department (SPD) website.
- Submit an application for each job (not eligible for online submission) you wish to apply for via mail, fax or in person at SPD.
- Wait for test/exam notification from SPD (if required in the job announcement).

While you wait, we are busy

- ✓ Processing your application
 - ✓ Scheduling a test/exam (this can take up to several months depending on the job requirements) if applicable
 - ✓ Mailing an Experience Record Questionnaire for you to complete if applicable
 - ✓ Reviewing your application based on Training and Experience if applicable
- Review the [How to Prepare Guide](#) and locate a [testing site](#) to take the test/exam or complete the Experience Record Questionnaire if notified.
 - Wait for testing results and read [the application process](#).

While you wait, we are busy

- ✓ Processing your test/exam/questionnaire
 - ✓ Banding the test scores. This is a statistical procedure that groups/bands applicants based on their scores. Groups/bands can be very large or very small dependent on the applicants
 - ✓ Mailing your current standing/test scores after the test is administered
- Wait for a State Agency to contact you regarding a job. SPD does not fill agency job vacancies.

*****Please see [Frequently Asked Questions](#) for more information*****