



Online Employment System Instructions

AUGUST 2015

NEW USERS

SPD - Home Contact Us

Welcome to the State of Alabama Personnel Department's Online Employment System

OES

The OES system is an easy and convenient alternative to hand written paper applications.

Once you have created your OES profile you will be able to:

- Review and print your application for job announcements that are NOT eligible for online submission
- Review and submit your application for job announcements that are eligible for online submission
- Receive email notifications for job announcements that are now accepting applications
- View your employment Register Standings online (if applicable)

OES Member Log In
System Status: Online

User ID:
Password:

[Create an OES Member Account](#)
[Forgot your User ID or Password?](#)
[Click for OES Instructions](#)

We make every effort to protect your personal information. Unless required by law, your information will not be disclosed without your consent.

Click Create an
OES Member
Account

OES - Home SPD - Home Contact Us

OES New Member Account

Online access is free, easy and secure!
Already have an account? [Log In](#) now!
Forgot your User ID/Password? [Get It Here!](#)

Create a unique User ID and Password that you can remember.
Note: All fields are required (except Middle Initial and Suffix).

User ID: [Up to 25 characters]
Password: [Up to 25 characters]
Confirm Password:

A valid SSN is required for employment with the State of Alabama.
Any false or deceptive information, may prohibit you from being considered for future employment. Additionally, a false SSN will not retrieve your register standing.

Social Security Number: - -
Confirm Social Security Number: - -
Date of Birth (MM DD YYYY): / /
Email Address: [Email address up to 50 c]
Confirm Email Address:
First Name: [First Name up to 25 char.
Middle Initial:
Last Name: [Last Name up to 20 char.
Suffix:

Security Question One: [Who was your first crush?]
Security Answer One: [Answer 1 up to 150 char.
Security Question Two: [What was the name of your favorite toy?]
Security Answer Two: [Answer 2 up to 150 char.
Security Question Three: [What is your favorite movie?]
Security Answer Three: [Answer 3 up to 150 char.

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- Create a unique User ID (if the User ID you've chosen is already taken, the system will notify you).
- Create and enter a memorable password; reenter password.
- Enter your 9 digit social security number; it is vital that you enter the correct social security number, twice.
- Enter the E-mail address you would like to be registered to your account, twice.
- Enter your date of birth and your name.
- Select 3 security questions and the answers to your secret questions; then click create account.

Once you have created your OES account, you can click on the link to log in.

Click the home button at the top of the page to return to the login screen or click Log In.

Enter your UserID and Password then click Log In

Registers You Appear On
As of: 8/21/2015 6:24:47 PM
Please note: It can take several weeks to process an application once we receive it.

Class	Option	Job Title	Type	Certification	Until
10518	3	PROGRAMMER ANALYST, SENIOR	Continuous O/C	551	3/17/2017
10518	3	PROGRAMMER ANALYST, SENIOR	Continuous O/C	552	3/17/2017
10518	3	PROGRAMMER ANALYST, SENIOR	Continuous O/C	553	3/17/2017
10518	3	PROGRAMMER ANALYST, SENIOR	Continuous O/C	586	3/17/2017
10518	3	PROGRAMMER ANALYST, SENIOR	Continuous O/C		3/17/2017
10518	3	PROGRAMMER ANALYST, SENIOR	Continuous Promotional	551	3/23/2017
10518	3	PROGRAMMER ANALYST, SENIOR	Continuous Promotional	552	3/23/2017
10518	3	PROGRAMMER ANALYST, SENIOR	Continuous Promotional	553	3/23/2017
10518	3	PROGRAMMER ANALYST, SENIOR	Continuous Promotional	586	3/23/2017
10518	3	PROGRAMMER ANALYST, SENIOR	Continuous Promotional		3/23/2017

Jobs You Have Applied For Online (last 9 months)
Please note: Applications submitted on paper and mailed, faxed or hand-delivered will NOT be listed.

Class	Option	Job Title	Job Details
Select	11540	000	Administrative Law Judge View

Your Current Mailing List
Please note: We will make our best effort to contact you when these positions are open for application.

Class	Job Title
Delete	10424 IT OPERATIONS MANAGER
Delete	10582 IT FUNCTIONAL SYSTEM ANALYST

Once you log in, you will be directed to the home page.

This is where you will create your Profile and apply for qualifying jobs.

[OES - Home](#) [SPD - Home](#) [Contact Us](#) [Logout](#)

Your OES Account - Basic Information

Choose " OES Profile and Employment Gateway " to complete your online profile and search for jobs.

[Profile and Employment Gateway](#) [Update OES Account](#)
[OES Instructions](#) [Print a blank job application](#) [Answers](#)

Registers You Appear On

As of: 8/21/2015 6:24:47 PM

Please note: It can take several weeks to process an application once we receive it.

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# 10518	3	PROGRAMMER ANALYST, SENIOR	Continuous Promotional	553	3/23/2017
# 10518	3	PROGRAMMER ANALYST, SENIOR	Continuous Promotional	586	3/23/2017
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Select	11540	000	Administrative Law Judge View

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[New Mailing List](#)

Class	Job Title
Delete	10424 IT OPERATIONS MANAGER
Delete	10582 IT FUNCTIONAL SYSTEM ANALYST

Click this link to begin creating your profile/application.

Frequently Asked Questions

1. What if I don't want to make a profile?

- If you don't want to make an online profile, you can fill out a paper application. Once you have completed the paper application you can hand deliver it, mail it, or fax it to state personnel. Applications can be faxed to (334) 242-1110 or mailed to:

64 North Union Street
P.O. Box 304100
Montgomery, AL 36130

2. Can I submit one paper application for multiple jobs?

No, a separate application is required for each job.

3. I created a profile, what's next?

- Now that your profile has been created; you will search for a job that you qualify for. Simply creating a profile does not submit your application for a job.

4. How do I find Job Announcements through the Online Employment System?

- Once you have created your profile, log in, and you will see the screen below. Here you will click the link circled below and you will be taken to the SPD Exam Announcements/Job Listings page.

OES - Home SPD - Home Contact Us Logout

OES Profile - Employment Gateway

Complete your online profile then you can apply online or print your prefilled job application.

[OES Instructions](#) [Print a blank job application](#) [Answers](#)

Your contact information must be complete in "About You" before you can select other sections of your profile below.

You cannot submit or print an application online unless your profile is complete.

Click a section to get started!

What do you want to work on?

About You Education

Training Classes Licenses/Certifications

Work History Personal References

Availability to Work Vets/Exam Preferences

Profile sections in RED must be completed to print/apply online applications.

[Find a Job/Apply Online](#) [Print a prefilled application](#)

Frequently Asked Questions

5. How do I know if I can apply for a job online?

If the job you intend on applying for has “Print!” next to it, this application must be printed out and turned into State Personnel. If the job has “Apply Online!” next to it, you may apply online.

Select	70107 259	AGRICULTURAL AND CONSUMER PROTECTION SPECIALIST	Print!
Select	21026 000	AGRONOMIST	Print!
Select	70230 000	ANIMAL INDUSTRY VETERINARIAN	Apply Online!
Select	30445 000	ARCHAEOLOGIST, SENIOR	Print!
Select	20411 000	ARCHITECT	Apply Online!

6. What does “Continuous” mean?

Continuous Exam Announcements are opened with no pre-determined close/expiration date. Examinations are conducted at frequent intervals and names are added to the eligible register if they qualify.

7. What does “Current” mean?

Current Exam Announcements are opened with a close/expiration date. Applications will only be accepted during this period and no names will be added to the register until after the close/expiration date.

8. How do I find out what register I appear on and my ranking?

- Once you log into your OES profile, you will be taken to the page shown below. The red box below is where you would view what registers you appear on. To find your ranking on each register click the blue image next to the job class.

[OES - Home](#) [SPD - Home](#) [Contact Us](#) [Logout](#)

Your OES Account - Basic Information

Choose " OES Profile and Employment Gateway " to complete your online profile and search for jobs.

[Profile and Employment Gateway](#) [Update OES Account](#)
OES Instructions | Print | My OES | Help | System | Advanced

Registers You Appear On

As of: 8/24/2015 6:21:37 PM

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	3	PROGRAMMER ANALYST, SENIOR	Continuous O/C	551	3/17/2017
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	3	PROGRAMMER ANALYST, SENIOR	Continuous Promotional	551	3/23/2017

[Select](#) 11540 000 Administrative Law Judge [View](#)

Your Current Mailing List

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[New Mailing List](#)

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Delete 10582	IT FUNCTIONAL SYSTEM ANALYST