



Online Employment System Instructions

December 2019

NEW USERS

Click **Create an OES Member Account**

The screenshot shows the top navigation bar of the SPD Home page with links: SPD-Home, Careers, Resources, Testing, Guides, Employees, and Legal. Below the navigation bar, there is a 'Log in' section with a dropdown menu for 'Choose the account' set to 'Online Employment System'. A blue box titled 'OES Member Log In' contains a 'System Status: Online' message, a 'User ID:' field, a 'Password:' field, and a 'Log In' button. Below the login fields, there is a red circle around the text 'Create an OES Member Account', with links for 'Forgot your User ID or Password?' and 'Click for OES Instructions'. At the bottom of the page, there is a footer with links for 'Privacy Policy', 'Site Map', 'Contact Us', 'Toggle High Contrast Mode', and '© 2019 - SPD', along with social media icons for Facebook and Twitter.

- 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. Please answer carefully as these questions are the only way you will be able to reset your password if you forget it.

The screenshot shows the 'Register/Create a New Account' page. It includes a header for the 'State of Alabama Personnel Department' with links: Careers, Resources, Testing, Guides, and Employees. The main content area is titled 'Register/Create a New Account' and includes a link for 'Already have an account? Log In here!'. Below this, there are fields for 'User ID' (up to 25 characters), 'Password' (up to 25 characters), and 'Confirm Password'. A note states: 'A valid SSN is required for employment with the State of Alabama. If needed, please contact SPD for a temporary SSN number. Any false or deceptive information may prohibit you from being considered for future employment. Additionally, a false SSN will not retrieve your register standing.' The form includes fields for 'Social Security Number' (with a hint '###-##-####'), 'Confirm SSN', 'Date of Birth' (MM/DD/YYYY), 'Email Address' (up to 50 characters), 'Confirm Email Address', 'First Name' (up to 25 characters), 'Last Name' (up to 30 characters), 'Middle Initial', and 'Suffix'. There are three security questions and their corresponding answers, each with a dropdown menu to select a question. A 'Create Account' button is at the bottom, with a note: 'Please make sure your pop up blocker is turned off.' A footer at the bottom contains links for 'Board Notices/Annual Reports', 'Privacy Policy', 'Site Map', 'Contact Us', and '© 2017 - SPD', along with social media icons for Facebook and Twitter.

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

Click SPD-Home at the top of the page to return to the home page and then click OES Log In or click Log In at the top of the page.

Register/Create a New Account

Already have an account? [Log In now!](#)
Forgot your User ID/Password?" [Get It Here!](#)

Enter your UserID and Password then click Log In

[SPD-Home](#) [Careers](#) [Resources](#) [Testing](#) [Guides](#) [Employees](#) [Legal](#)

Log in

Choose the account

Online Employment System

OES Member Log In
System Status: Online
User ID:
Password:
[Log In](#)
[Create an OES Member Account](#)
[Forgot your User ID or Password?](#)
[Click for OES Instructions](#)

[Privacy Policy](#) [Site Map](#) [Contact Us](#) [Toggle High Contrast Mode](#) © 2019 [f](#) [t](#)
- SPD

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

[SPD-Home](#)

Your OES Account

Manage Account

Registers You Appear On
As of: 11/5/2019 6:20:35 PM
Please note: It can take several weeks to process an application once we receive it. Your standing may change when names are added or removed.
Click the [?](#) to see your rank or [x](#) to close it.

Currently you are not on any registers.

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.

Currently you do not have any online applications.

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 | 10145 | EXECUTIVE SECRETARY |
| Delete | 11056 | FILM OFFICE COORDINATOR |
| Delete | 21265 | ABANDONED MINE LAND CHIEF PLANNER |

This is where you can view your register standings and jobs you have applied for online.

Click this button to update your account information or view and print your profile.

SPD-Home

☰

Your OES Account

Manage Account

Registers You Appear On

As of: 11/5/2019 6:20:35 PM
Please note: It can take several weeks to process an application once we receive it. Your standing may change when names are added or removed.
Click the ? to see your rank or ✖ to close it.

Currently you are not on any registers.

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.

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| | Class | Job Title |
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| Delete | 10145 | EXECUTIVE SECRETARY |
| Delete | 11056 | FILM OFFICE COORDINATOR |
| Delete | 21265 | ABANDONED MINE LAND CHIEF PLANNER |

Click any of the links to update your account information.

Manage Account

Choose what you would like to update or return to your [OES Account](#).

[Update Application Profile](#) [Update User ID](#) [Update Password](#) [Update Name, DOB, SSN, Email](#) [Update Security](#)

[Privacy Policy](#) [Site Map](#) [Contact Us](#) [Toggle High Contrast Mode](#) © 2019 - SPD



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?

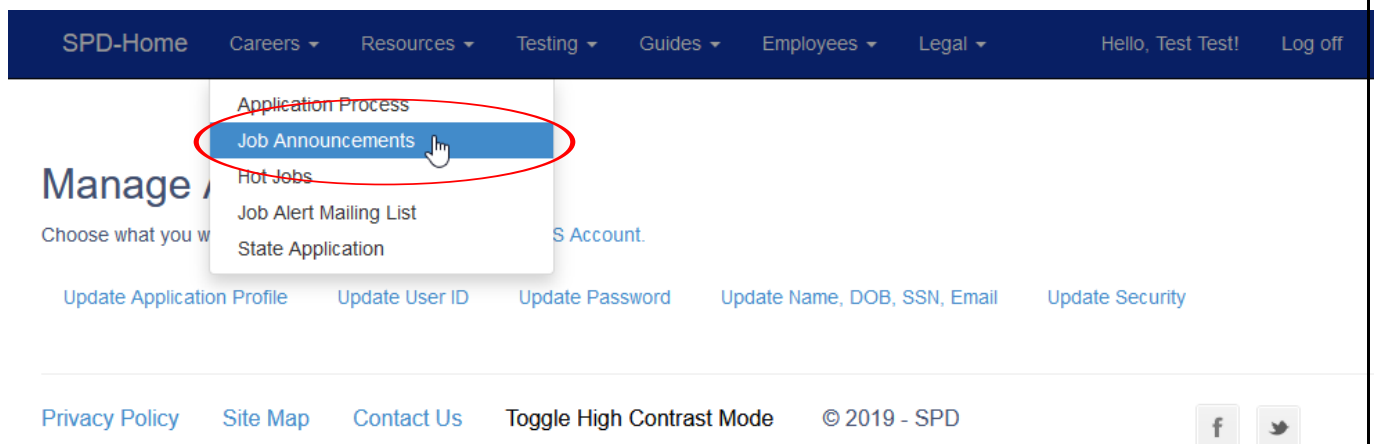
No, a separate application is required for each job.

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

This information entered will be displayed to you every time you apply for a job using the online system. You can make changes as needed.

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

Click the link circled below and you will be taken to the SPD Exam Announcements/Job Listings page.



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 "Apply Paper" 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.

| | |
|---|-------------|
| ACTIVITY PROGRAM AIDE II (PDF) | (40502-000) |
| Salary Range: \$22,821.60 - \$37,389.60 | |
| The Activity Program Aide II is a permanent, full-time position with the Department of Mental Health. Positions are located in Tuscaloosa. This is specialized work in activity services for patients, students, or clients in a state institution. | |
| ACTUARY (PDF) | (11110-000) |
| Salary Range: \$105,266.40 - \$160,341.60 | |
| The Actuary is a permanent, full-time position with the Department of Insurance. Positions are located in Montgomery. This is highly specialized professional actuarial work in reviewing and analyzing insurance company forms, sales materials, rates, reserves, benefits, and resources. | |

[Apply Online](#)
[Apply Paper](#)

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 question mark next to the job class.

SPD-Home Careers Resources Testing Guides Employees Legal Hello, Test Test! Log off

Your OES Account

Manage Account

Registers You Appear On

As of: 8/17/2017 6:18:54 PM

Please note: It can take several weeks to process an application once we receive it. Your standing may change when names are added or removed. Click the ? to open a section or X to close it.

| Class | Option | Job Title | Type | Certification | Until |
|---------|--------|----------------------------|----------------|---------------|-----------|
| ? 40229 | 0 | HOME CARE SERVICES NURSE | Continuous O/C | | 7/21/2019 |
| ? 40240 | 0 | STAFF NURSE | Continuous O/C | | 7/26/2019 |
| ? 50399 | 0 | REHABILITATION STAFF NURSE | Continuous O/C | | |