

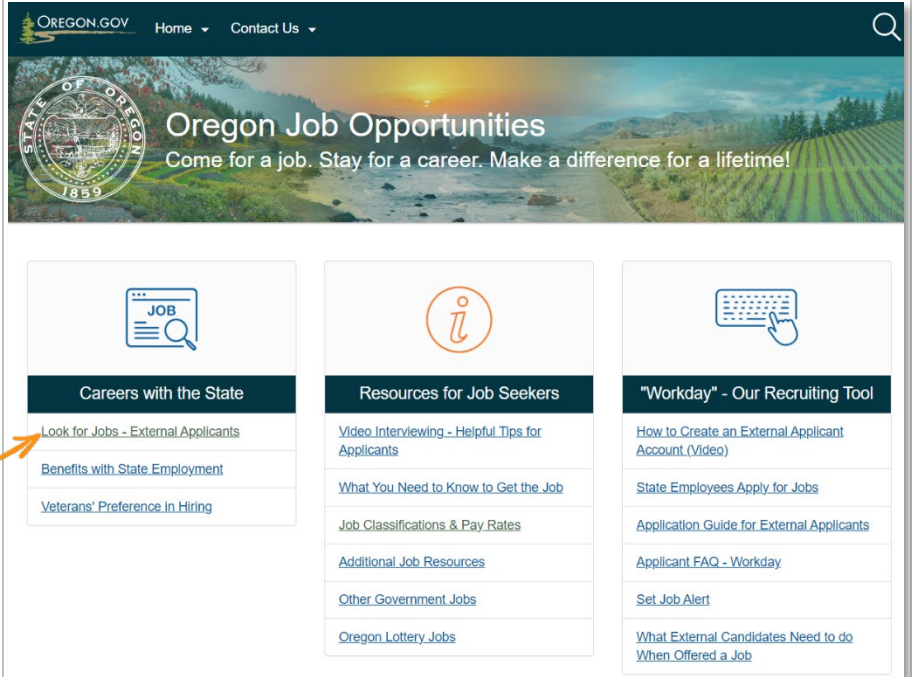
Purpose

This job aid will provide step-by-step instructions on how to apply and check application status and pending tasks on the Oregon Jobs site.

Step 1: Find the Website

Open your web browser of choice and go to www.OregonJobs.org

Under **Careers with the state**, click **Look for jobs – External Applicants**.



Step 2: Create an Account/ Sign In

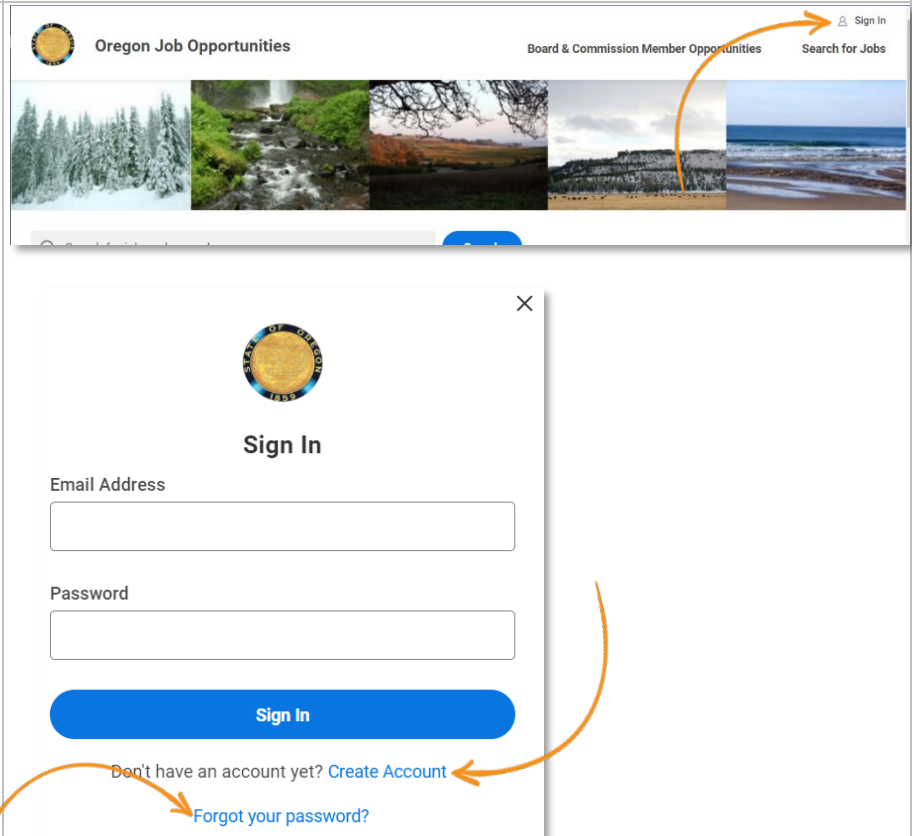
Click **Sign In**.

Click **Create Account**.

If you have already created an account:

Enter your email address and password, and click **Sign In**. *Skip to Step 3 to apply for jobs; skip to Step 10 to check your application status.*

If you cannot remember your password, click **Forgot your password?** to reset it.



Enter your email address and password. Enter your password again to verify the new password. Click **Create Account**.

Do not use one account for more than one person. If you share an email account with another person, you each must have individual email accounts and individual candidate accounts.

Step 3: Search for Jobs

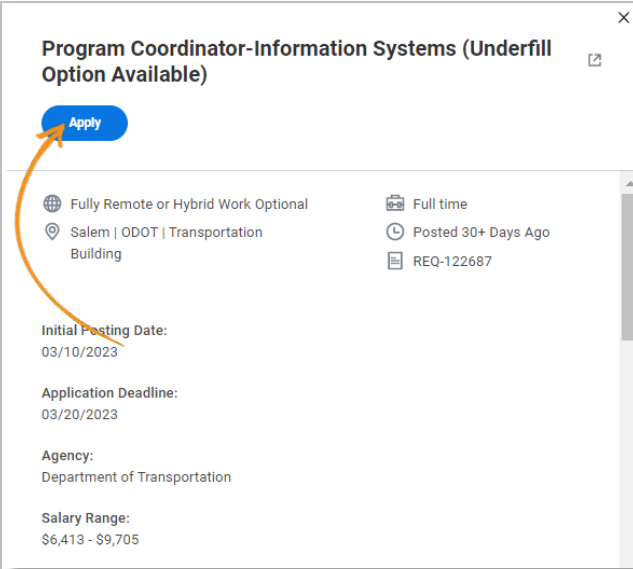
After you have successfully created your account or signed in, you can begin searching for jobs.

You can enter keywords or titles of jobs in the search, filter down to a specific type of job, or look at jobs at a specific agency.

Step 4: Apply for Jobs

When you find a job you are interested in, click the job title link to view the full posting.

To apply, click the **Apply** button on the job posting.



Step 5: Start Your Application

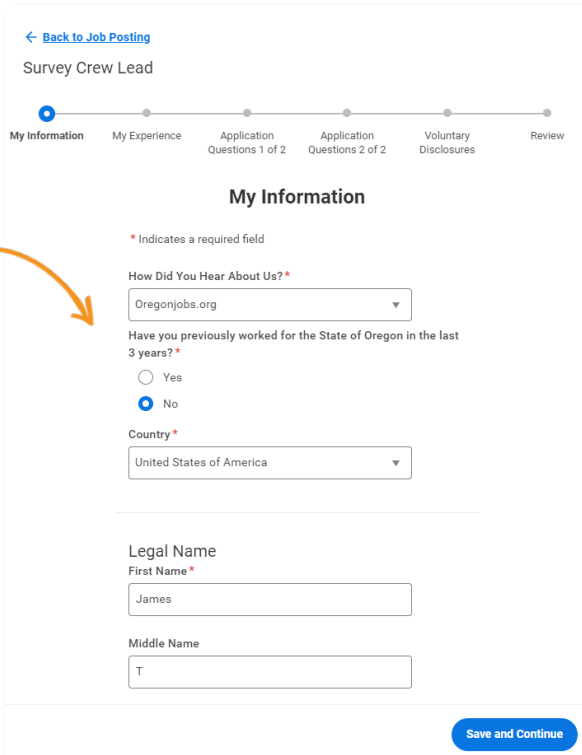
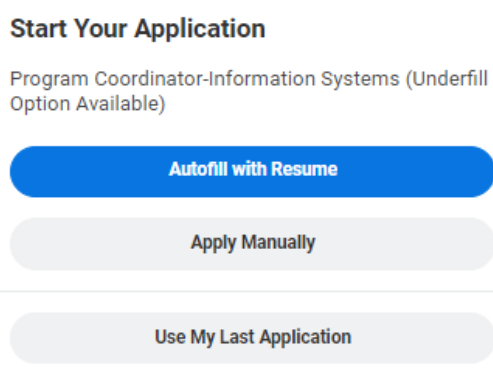
After clicking **Apply**, choose how you want to start your application.

Autofill with Resume:
Upload your resume document to the system, and it will fill in the blanks. You may need to manually correct some information because formatting can disorganize the data.

Apply Manually:
You will fill in each field.

Use My Last Application:
If you previously applied for a job using this account, you can choose this option to keep the information from last time.

After each section, click **Save and Continue**.



Step 6: Attachments

At the bottom of the **My Experience** page of your application, you'll be able to upload attachments. While the section is titled "Resume/Cover Letter," you'll upload any required attachments here, such as a cover letter.

Please review the **How to Apply** section of the job posting to determine if any documents are required.

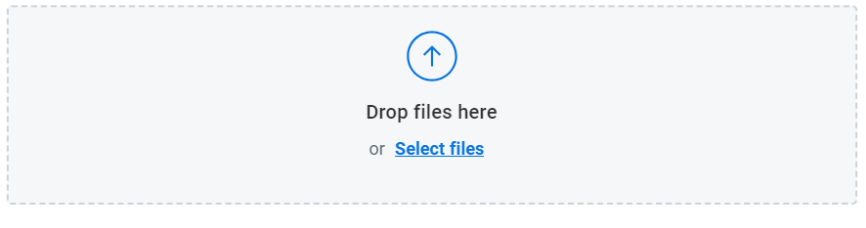
There is no need to submit transcripts, letters of recommendation, or other documents unless specifically requested in the job posting. We will not consider any documents we do not request.

For privacy reasons, please do not attach your military service document(s) to your application or combine it with any other required document attachments. You may be prompted to upload military service document(s) after your application is submitted.

Resume / Cover Letter

Attach one or more relevant documents.

Upload a file (5MB max)



How to apply:

- Before applying, [click here](#) to visit our application information website to learn more about our process.
- Complete the following required steps:
 - **Fill out the application or attach a resume.** Please contact the recruiter under the 'Need help?' section if you have any questions about how to fill out the experience fields or to attach a document. Your submitted experience fields or attached resume must include dates (MM/YYYY) for each employer.
 - **Attach a cover letter.** Your cover letter should clearly demonstrate how your experience and training relates to the qualities that you have under the "what we'd like to see" section above.

EXAMPLE

Step 7: Application Questions

After you have completed your experience and education, you will complete the application questions.

These questions are specific to the job you're applying for. If you apply for different jobs, the questions may be different for each job.

Survey Crew Lead

My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Review

Application Questions 1 of 2

* Indicates a required field

Which of the following best describes your highest level of education? *

Doctorate degree

If you selected that you have completed coursework in the previous question with no degree received or in addition to a completed degree, how many hours of coursework have you completed? *

N/A - Not applicable

Which of the following most closely represents your engineering or surveying experience? *

5 years or more

Has at least one year of this experience been working independently or as a senior member of a team or work group? *

Yes

Back Save and Continue

Survey Crew Lead

My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Review

Application Questions 2 of 2

* Indicates a required field

The Oregon Department of Transportation does not offer visa sponsorship now or in the future. If you are hired, you will be required to fill out the US Department of Homeland Security's I-9 form confirming you are able to work in the US.

Please confirm your acknowledgement of the above statement by selecting both responses below. *

I acknowledge that the Oregon Department of Transportation does not offer visa sponsorship now or in the future.

I acknowledge that if I am hired that I will be required to fill out the US Department of Homeland Security's I-9 form confirming I am able to work in the US.

Some positions require the use of a vehicle to conduct business.

Do you have a valid driver license? Your license does not have to be issued in Oregon to be considered for this job.

(See the job announcement if a license is required for this job). *

select one

Where did you hear about this job? Check all that apply. *

Back Save and Continue

Step 8: Voluntary Disclosures

1. Veterans' Preference information
2. Gender –Federal reporting regulations currently limit responses to two options (male or female). However, the state of Oregon recognizes non-binary gender identities, and you will be able to choose your gender identity including "non-binary/other" after you submit your application in a separate questionnaire (see page 7).
3. Ethnicity – Please choose your ethnicity. If you do not want to disclose your ethnicity, you can select "I do not wish to answer."

My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 **Voluntary Disclosures** Review

Voluntary Disclosures

* Indicates a required field

Voluntary Disclosures

The information requested below may be used for applicant tracking, statistical purposes to comply with federal reporting requirements, and to gain other relevant information. Thank you for your participation.

If you are a Veteran of the United States Armed Forces, you are eligible to apply for veterans' preference. If you would like to apply, please indicate whether you would like to be considered for either a 5-percentage point veteran* or a 10-percentage point disabled veteran**. If you are not a Veteran of the United States Armed Forces, please select 'I am not a Veteran'.

Applicants are eligible to use veterans' preference when applying with the State of Oregon in accordance with ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015. For information regarding the qualifications and information to help you describe your transferable skills please visit: <https://www.oregon.gov/jobs/Pages/Veterans.aspx>.

***To receive credit as a 5-percentage point veteran you must attach below:**

- A copy of your DD214/DD215 form; or
- A letter from the US Department of Veterans' Affairs indicating you receive a non-service-connected pension; or
- Certification indicating the applicant is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification.

****To receive credit as a 10-percentage point disabled veteran you must attach below:**

- A copy of your DD214/DD215 form; and a copy of your veterans' disability preference letter from the Department of Veterans' Affairs; or
- A copy of a letter from the U.S. Department of Veterans' Affairs indicating the person is receiving service-connected compensation; or
- A certification indicating the applicant is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

For additional information on veterans' preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

Gender

select one

Please choose your ethnicity*

- American Indian or Alaska Native (United States of America)
- Asian (United States of America)
- Black or African American (United States of America)
- Hispanic or Latino (United States of America)
- I do not wish to answer. (United States of America)
- Native Hawaiian or Other Pacific Islander (United States of America)
- Two or More Races (United States of America)
- White (United States of America)

Please state whether you identify as Hispanic or Latino

select one

- 4. Veteran status – Select if you are a veteran and if you qualify for veterans' preference in employment. You may also choose to not self-identify.
- 5. For confidentiality reasons, **please do not** attach your veteran's documents to your application. The recruitment consultant will request them at a later time.

Read the **Terms and Conditions** and check the box.

Click **Save and Continue**.

The screenshot shows a form with a dropdown menu for 'Are you a Veteran?' with 'select one' as the current selection. Below this is a section titled 'Terms and Conditions' containing a detailed legal disclaimer. At the bottom of this section is a checkbox labeled 'Yes, I have read and consent to the terms and conditions *'. Below the checkbox are two buttons: 'Back' and 'Save and Continue'. Orange arrows point from the text on the left to the dropdown menu, the checkbox, and the 'Save and Continue' button.

Step 9: Review Your Application

You can now review each section before you submit.

If you need to make any changes, click the **Back** button.

If your application is complete, click **Submit**.

The screenshot shows a progress bar at the top with six steps: 'My Information', 'My Experience', 'Application Questions 1 of 2', 'Application Questions 2 of 2', 'Voluntary Disclosures', and 'Review'. The 'Review' step is currently active. Below the progress bar is a section titled 'Review' with a sub-section 'My Information'. This section contains the following details: 'How Did You Hear About Us?' (Oregonjobs.org), 'Have you previously worked for the State of Oregon in the last 3 years?' (No), 'Legal Name' (James T Kirk), 'I have a preferred name?' (Yes), 'Preferred Name' (Jim Kirk), and 'Address' (1966 Star Trek Way, Riverside, IA 52327, United States of America). At the bottom right are 'Back' and 'Submit' buttons. An orange arrow points from the 'Submit' button to the text on the left.

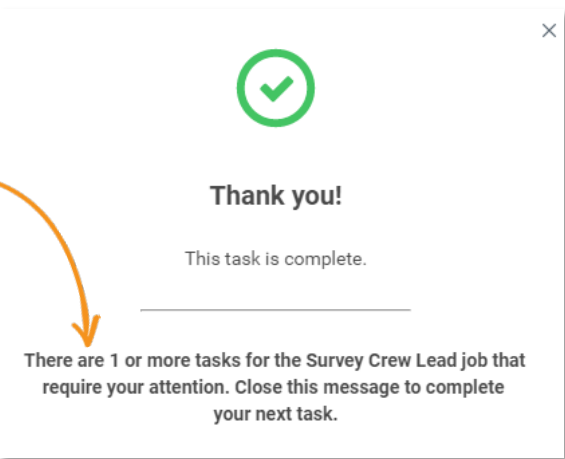
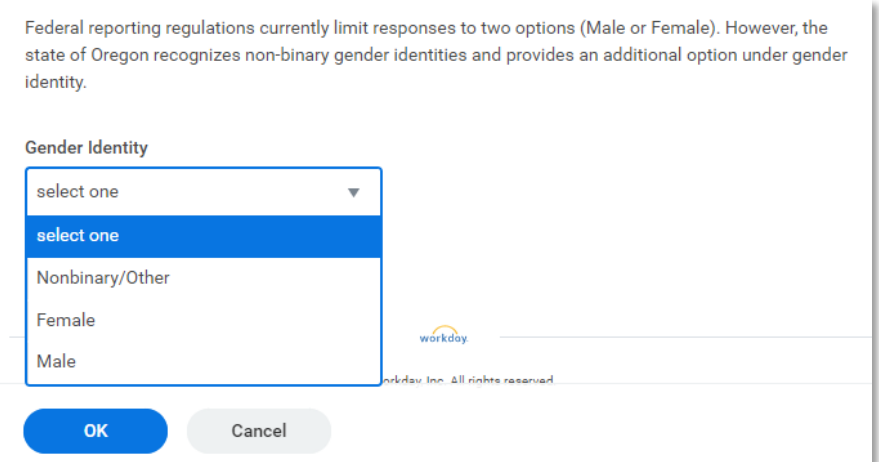
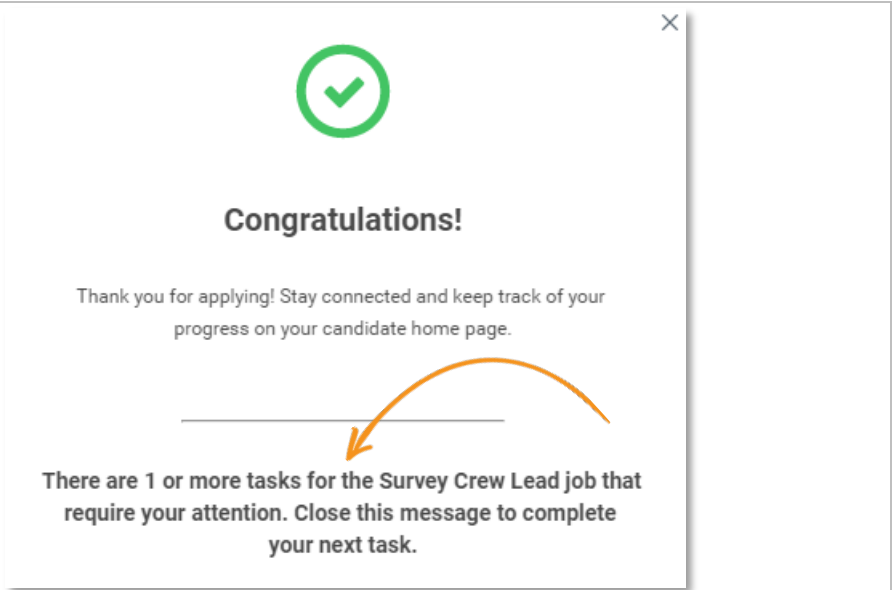
Step 10: Confirmation & Tasks

After clicking **Submit**, you will receive a pop-up notification informing you that your application has been submitted and that you have tasks to complete.

You must complete these tasks, or we may delay processing your application materials.

Click on the browser window and answer the **Gender Identity** question. Click **OK**.

You will receive another pop-up window and another task reminder.



Click on the browser window and answer the **Public Records disclosure** question.

Select the response you are most comfortable with and click **OK**.

You will receive another confirmation after all the tasks are complete.



The State of Oregon is subject to the Public Records Law. Your application will be treated as confidential to the extent allowable by law. Should a request be made for all or part of your application to be disclosed, please indicate how you would respond. PLEASE NOTE: YOUR ANSWER TO THE QUESTION IS NOT VISIBLE IN THE SELECTION PROCESS AND WILL ONLY BE REVIEWED SHOULD A PUBLIC RECORDS REQUEST BE RECEIVED. THE STATE OF OREGON HAS NO PREFERENCE WHETHER YOU REQUEST OR DECLINE CONFIDENTIALITY.

select one

select one

Yes - I am comfortable with my application being released pursuant to a public records request.

No - I do not wish to have my application released pursuant to a public records request because I have kept my application private from my current employer, and disclosure could adversely impact that employment relationship.

No - I do not I do not wish to have my application released pursuant to a public records request because I am applying for or considering applying for other jobs, and disclosure could adversely impact prospective employment opportunities.

No - I do not wish to have my application released pursuant to a public records request because I have kept my application private from my current employer and am applying for or considering applying for other jobs, and disclosure could adversely impact prospective employment opportunities.

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OK Cancel

Thank you!

This task is complete.

There are currently no more tasks for the Survey Crew Lead job.

Step 11: Candidate Home

You can review your applications and check the status and complete any pending tasks from the **Candidate Home** screen.

If you identified as a veteran:

We will look to see if you have ever been awarded points previously. If you have not ever been awarded points, they will send you a task to complete, which includes providing a copy of your DD214 and/or your disability preference letter.

You will not receive an email notification. You must login to your Oregon Jobs account to view and complete these tasks. We recommend checking it every couple of days.

If you do not complete this task, we cannot guarantee that preference points will be awarded to you.

Select your status.

If you select 5- or 10- percentage points, an attachment field will populate below.

Oregon Job Opportunities Board & Commission Member Opportunities Search for Jobs Candidate Home Job Alerts @gmail.com

Welcome, Jim Kirk

My Tasks

Please complete your pending tasks to continue forward in the selection process.

To Do (1) Completed (6)

Task	Job Title	Job Req	Task Status	Date Assigned	Action
Please Indicate U.S. Veteran Status	Survey Crew Lead	REQ-123198	Not Started	May 5, 2023	Start

If you are a Veteran of the United States Armed Forces, you are eligible to apply for veterans' preference. If you would like to apply, please indicate whether you would like to be considered for either a 5-percentage point veteran* or a 10-percentage point disabled veteran**. If you are not a Veteran of the United States Armed Forces, please select 'I am not a Veteran'.

Applicants are eligible to use veterans' preference when applying with the State of Oregon in accordance with ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015. For information regarding the qualifications and information to help you describe your transferable skills please visit: <https://www.oregon.gov/jobs/Pages/Veterans.aspx>.

***To receive credit as a 5-percentage point veteran you must attach below.**

- A copy of your DD214/DD215 form; **or**
- A letter from the U.S. Department of Veterans' Affairs indicating you receive a non-service-connected pension; **or**
- Certification indicating the applicant is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification.

****To receive credit as a 10-percentage point disabled veteran you must attach below.**

- A copy of your DD214/DD215 form; **and** a copy of your veterans' disability preference letter from the Department of Veterans' Affairs; **or**
- A copy of a letter from the U.S. Department of Veterans' Affairs indicating the person is receiving service-connected compensation; **or**
- A certification indicating the applicant is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

For additional information on veterans' preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

Please indicate your U.S. Veteran status *

select one

- select one
- I am not a Veteran
- Yes, I qualify as a 5-Percentage Point Veteran
- Yes, I qualify as a 10-Percentage Point Veteran
- I do not wish to self-identify
- Yes, but I do not wish to claim Veterans' Preference Points
- select one

OK Cancel

Attach your DD214 and/or disability preference letter.

Click **OK**.

Please indicate your U.S. Veteran status *

Yes, I qualify as a 5-Percentage Point... ▾

Please attach the appropriate documentation to determine eligibility for Veterans' Preference Points, if applicable. *

Drop files here

or

Select files

Please attach the appropriate documentation to determine eligibility for Veterans' Preference Points, if applicable. *

DD214.docx
✓ Successfully Uploaded!

Upload

workday

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OK Cancel

Step 12: Check Application Status

You can check your application status under **My Applications**.

You can view your applications, view your tasks and withdraw an application, by clicking the three dots in the **Action** column.

If you need to change an application that has already been submitted, you may reapply until the job posting closes, but you must withdraw your previous application first.

My Applications

Thank you for completing your tasks! We will contact you if additional information is needed.

Active (2) Inactive (1)

Job Title	Job Req	My Application Status	Date Submitted	Action
Survey Crew Lead	REQ-123198	Application Under Rev...	May 5, 2023	...
Resident Engineer	REQ-108051	Application Under Rev...	May 4	View Application View Tasks Withdraw Application

If you have any questions in this process, please contact the Recruitment Consultant listed on the job posting.

Good luck!