



## 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](mailto: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***



## 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](http://www.jobhuntersbible.com)
- [www.careerbuilder.com](http://www.careerbuilder.com)
- [jobs.ks.gov](http://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](http://www.cdm.uwaterloo.ca)

[www.careeronestop.org](http://www.careeronestop.org)

[www.monster.com](http://www.monster.com)

