
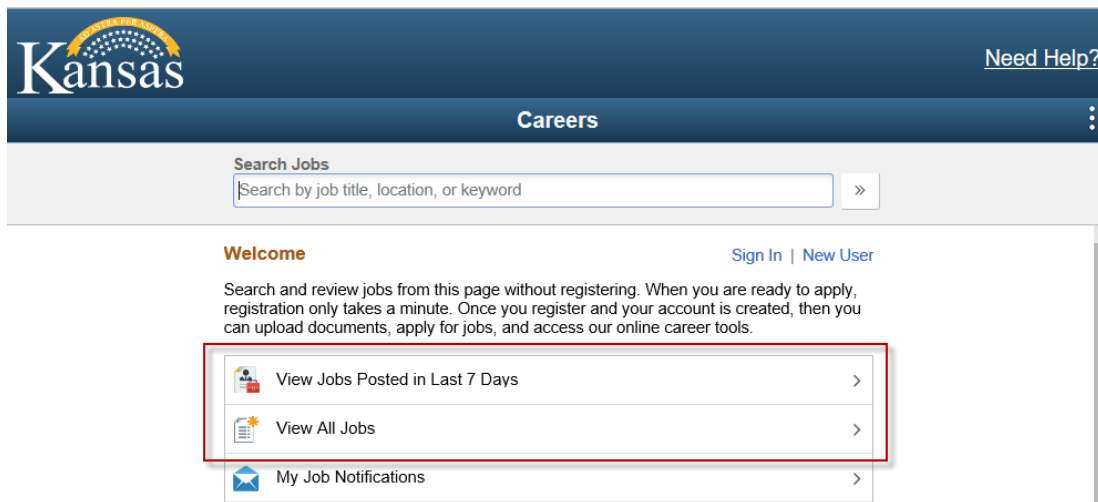


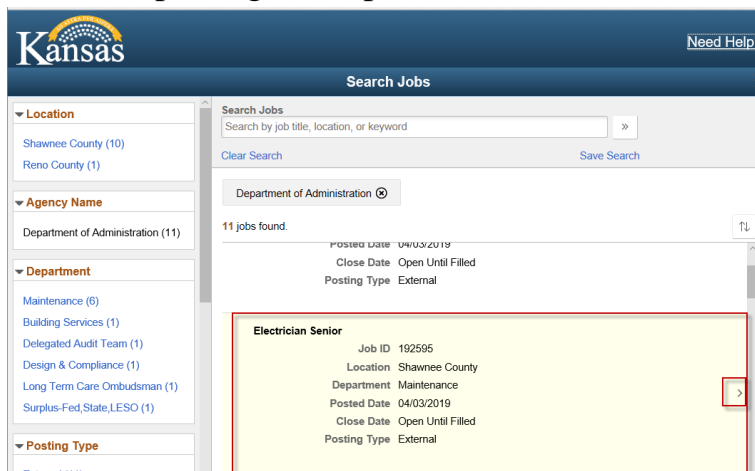
Apply for a Job in the State of Kansas Careers Portal

This job aid explains how to apply for State of Kansas jobs from within the Careers portal. You can search for a job posting that matches your interest and apply directly from the job posting.

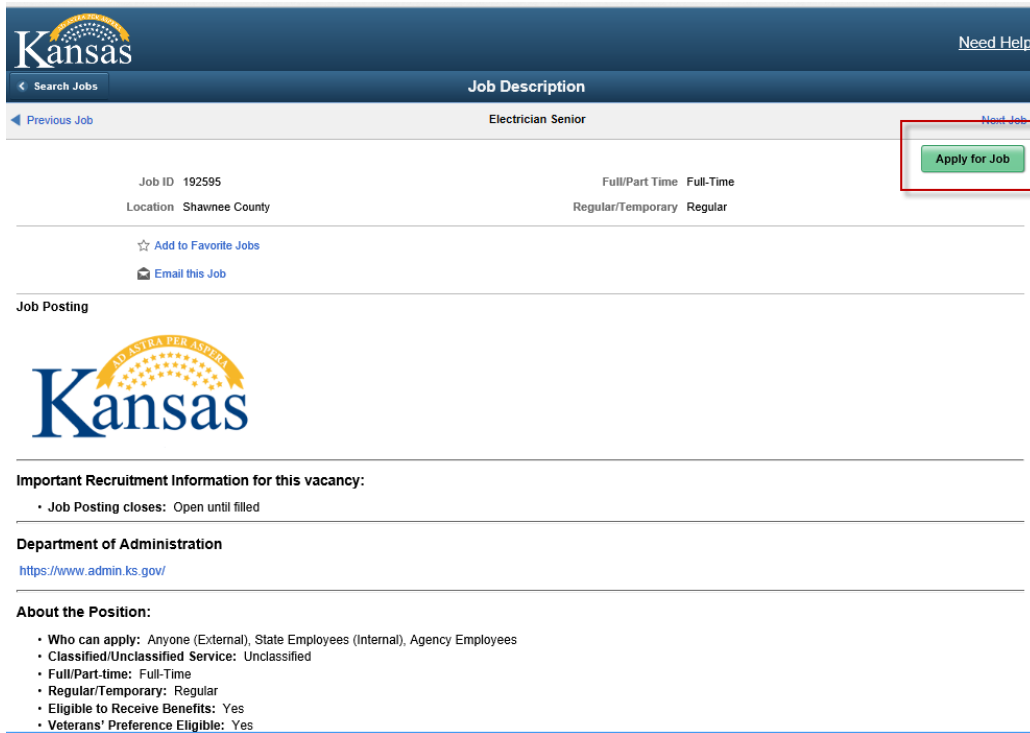
1. Access the State Employment Center Careers portal at: <http://jobs.ks.gov>
2. Click on the Careers button 
3. Enter keywords to narrow down your search, then click the double-arrow, or see a list of available jobs by selecting **‘View Jobs Posted in Last 7 Days’** or **‘View All Jobs’**



4. Select the Job Posting that matches your interest. Click anywhere in the highlighted area (turns yellow when you hover) of the specific Job Posting or click on the arrow on the right-hand side of the posting description.



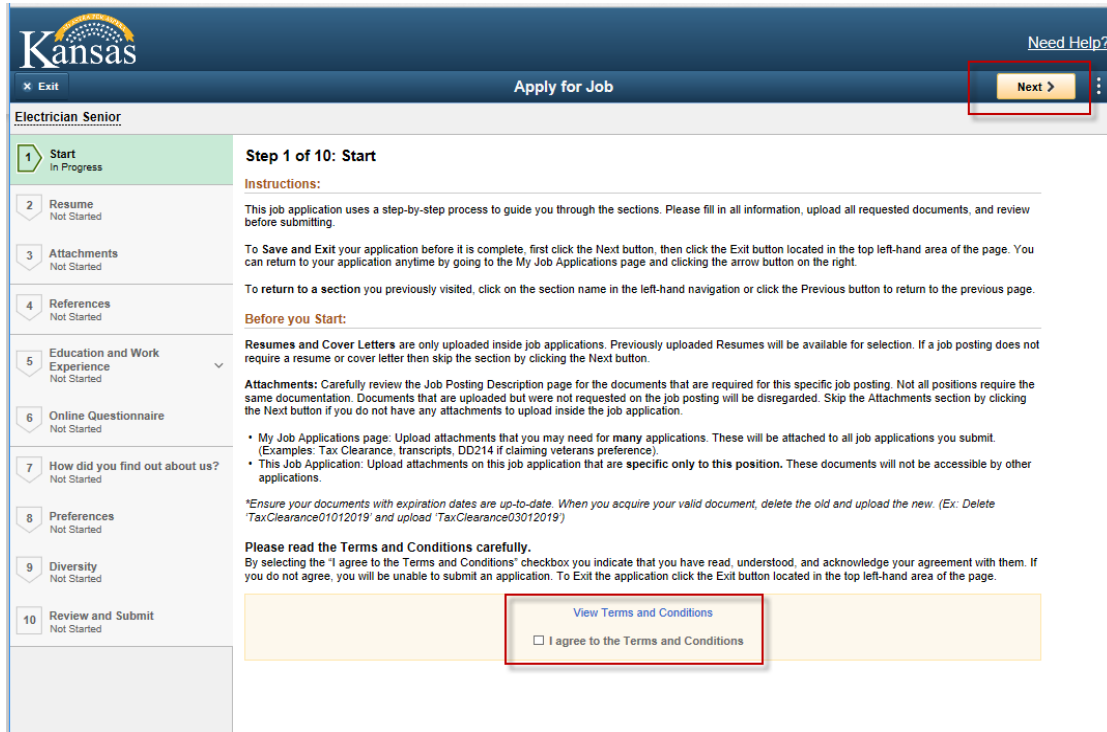
5. Review all the details and note any specific requirements listed in the detailed Job Description including requests to upload specific documentation such as Cover Letters, Resumes, etc. Once you are ready to begin the online application click the **Apply for Job** button.



TIP: Before applying you must sign in with your User Name and Password. If you have not signed in when you click **Apply for Job** you will be prompted to Sign In. If you have not created an account yet select the **Register Now** link.



6. After clicking **Apply for Job** a page will appear with Step 1 of 10 (some Jobs will have less steps in the online application). Read the instructions carefully and click the **View Terms and Conditions** link to review them prior to clicking the Checkbox next to **I agree to the Terms and Conditions**. Click **Next** to move to Step 2.



TIP: The **Next** and **Previous** buttons are used to navigate through the various steps of the online application. **DO NOT** use the browser back button.



7. In Step 2 you can upload your resume and/or cover letter if these documents were requested in the Job Description of the vacancy announcement. Applicants may also choose to upload these documents even if they have not been specifically requested. Follow the instructions below and Click **Next** to move to Step 3. **NOTE:** File size must be under 1MB with a file type of .pdf, .doc, .docx, .odt, .rtf, or .txt
- Click **Attach Resume** and/or **Attach Cover Letter** button
 - Click **My Device** button
 - Select document to upload
 - Click **Upload**
 - Click **Done**

Kansas Need Help?

Apply for Job < Previous Next >

Electrician Senior

- 1 Start Complete
- 2 Resume In Progress**
- 3 Attachments Not Started
- 4 References Not Started
- 5 Education and Work Experience Not Started
- 6 Online Questionnaire Not Started

Step 2 of 10: Resume

Resume Attachment
No file attached. File must be under 1MB with a file type of .pdf, .doc, .docx, .odt, .rtf, .txt

Cover Letter Attachment
No file attached. File must be under 1MB with a file type of .pdf, .doc, .docx, .odt, .rtf, .txt

Annotations: Blue box 'A' points to both 'Attach Resume' and 'Attach Cover Letter' buttons.

File Attachment [Close]

Choose From

My Device [Blue Box B]

my Device

Upload **Clear** [Blue Box D]

 THIS IS A TEST res.pdf
File Size: 3KB

Done [Blue Box E]

Step 2 of 5: Resume

Resume Attachment

*Resume Title: THIS_IS_A_TEST_res.pdf
Language: English
Attached File: THIS_IS_A_TEST_res.pdf
[Change Resume](#)

Cover Letter Attachment

*Cover Letter Title: THIS_IS_A_TEST_cover
Attached File: THIS_IS_A_TEST_cover_letter.pdf
[Change Cover Letter](#)

8. In Step 3 click the **Add Attachment** button to add additional documentation that was specifically requested in the Job Description of the vacancy you are applying for excluding Resumes and Cover Letters which should be uploaded in Step 2. Follow the instructions included for Step 2 for uploading documents. After adding the requested attachment(s), click **Next**.

NOTE: Any attachments uploaded in Step 3 will only apply to this specific Job Posting. Other documents that are required for many job applications (Examples: Tax Clearance Certificates, transcripts, DD214's) should be uploaded to **My Job Applications** in the Careers menu.

The screenshot shows the Kansas Job Application System interface for an "Electrician Senior" position. The navigation bar includes the Kansas logo, "Need Help?", "Exit", "Apply for Job", "Previous", and "Next" buttons. A progress indicator on the left shows five steps: 1. Start (Complete), 2. Resume (Complete), 3. Attachments (In Progress), 4. References (Not Started), and 5. Education and Work Experience (Not Started). The main content area is titled "Step 3 of 10: Attachments" and contains instructions: "Upload required documents here that are specifically listed on this posting's Job Description page and indicate they should be uploaded inside the job application." It also notes that other documents (Tax Clearance Certificates, transcripts, DD214's) should be uploaded to "My Job Applications". A section titled "Attachments" states "No files attached. Files must be under 1MB with file types of .pdf, .doc, .docx, .odt, .rtf, .txt" and features a red-bordered "Add Attachment" button.

9. In Step 4 you will enter references and click **Next**. We recommend you enter a minimum of 3 supervisory related references. Information you enter in this section will be retained and available for the next application you complete. Click **Add Reference** to begin.

The screenshot shows the Kansas Job Application System interface for an "Electrician Senior" position. The navigation bar is identical to the previous screenshot. The progress indicator now shows: 1. Start (Complete), 2. Resume (Complete), 3. Attachments (Complete), 4. References (In Progress), and 5. Education and Work Experience (Not Started). The main content area is titled "Step 4 of 10: References" and contains instructions: "Add a minimum of 3 supervisor references. Click the 'Add' button to add your first entry. Click the '+' plus sign to add additional entries. Click an entry to edit or delete it." A section titled "References" states "You have not added any references." and features a red-bordered "Add Reference" button.

Enter the required reference information: **Reference Type**, **Reference Name** and **Title**. Additional contact related details about your reference can also be added. Any fields with the * next to them are required. Click the **Done** button. If there is another reference to add, click the plus sign. Once you are finished Click **Next**.

Cancel **Add Reference** **Done**

Reference Information

*Reference Type

*Reference Name

*Title

Employer

Phone

Email Address

Address

Country

Address 1

Address 2

Address 3

City

10. Step 5 includes three sub-steps where you will be requested to enter information about your educational background, work experience and any additional qualifications you may have such as job training or the foreign language skills. First, you will enter your Highest Education Level that you have achieved in the Highest Education Level field. Next, in the School Education section you can enter details about the schools you have attended and in the last section you can enter details about any degrees you have achieved. After you after entered your information click **Next** to continue.

The screenshot shows the 'Apply for Job' interface for the 'Electrician Senior' position. The left sidebar indicates that steps 1 through 4 are complete, while step 5, 'Education and Work Experience', is in progress. The main content area is titled 'Step 5 of 10: Education and Work Experience - Education'. It contains instructions to enter education details and a section for 'Education History' with a dropdown menu for 'Highest Education Level' currently set to 'Not Indicated'. Below this are sections for 'School Education' and 'Degrees', each with an 'Add' button highlighted by a red box. A red arrow points to the 'Highest Education Level' dropdown.

11. The next sub-step in Step 5 requests you to enter information about your work experience. At a minimum you should include information about your last 3 jobs and/or your last 10 years of employment. Information you enter in this section will be retained and available for the next application you complete. Click **Add Work Experience** to begin.

The screenshot shows the 'Apply for Job' interface for the 'Electrician Senior' position, now at the 'Work Experience' sub-step of Step 5. The left sidebar shows that 'Education' is complete and 'Work Experience' is in progress. The main content area is titled 'Step 5 of 10: Education and Work Experience - Work Experience'. It contains instructions to enter work experience details and a section for 'Work Experience' with an 'Add Work Experience' button highlighted by a red box.

Enter the required work experience information. Any fields with the * next to them are required. If the Job you are listing is your current job you do not have to enter a date in the End Date field. Click the **Done** button. Click the plus sign to add additional information about your work experience. Once you are finished entering Click **Next**.

Cancel **Add Work Experience** Done

*Start Date

End Date

*Employer

*Ending Job Title

Ending Pay Rate

Supervisor

Supervisor Email

Supervisor Phone

Hours Per Week

Duties

Country

Step 5 of 10: Education and Work Experience - Work Experience

Enter details about your last 3 jobs or the last 10 years of employment.

Click the 'Add' button to add your first entry. Click the '+' plus sign to add additional entries. Click an entry to edit or delete it.

Work Experience

+	Employer	Job Title	Start Date	End Date	
	Payless Holdings	Auditor III	04/12/2010	03/22/2019	>

12. The last sub-step in Step 5 requests you to enter information about non-degree course work, licenses and languages you are proficient in. If you have anything to enter click on the section pictured below that you need to update. Information you enter in this section will be retained and available for the next application you complete. Once you are done entering your information click **Next** to continue to Step 6.

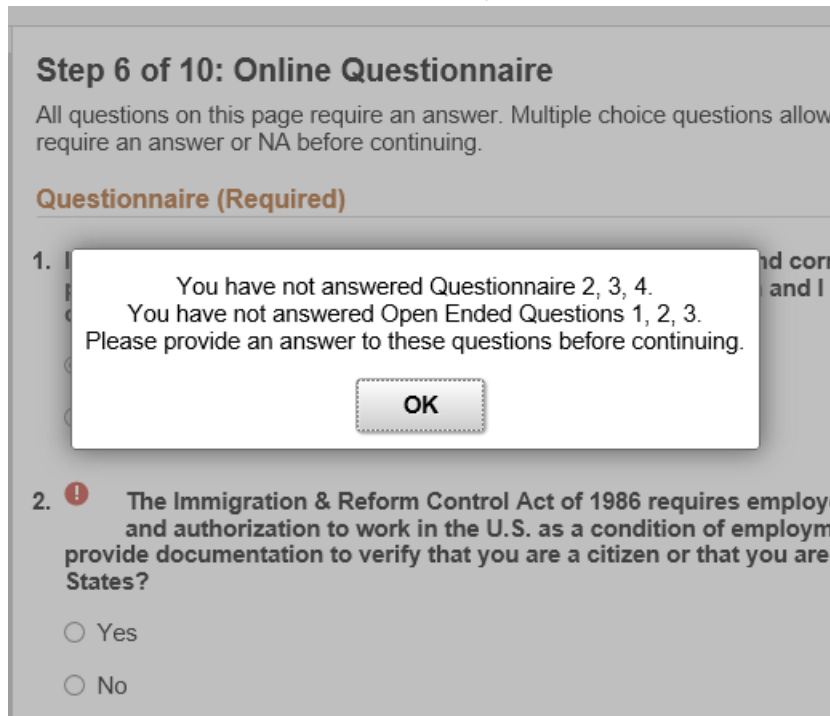
The screenshot shows the 'Apply for Job' interface for an 'Electrician Senior' position. The navigation sidebar on the left indicates that steps 1 through 4 are complete, step 5 is 'In Progress', and steps 6 through 8 are 'Not Started'. The main content area is titled 'Step 5 of 10: Education and Work Experience - Qualifications'. It contains three sections: 'Job Training' with an 'Add Job Training' button, 'Licenses and Certifications' with an 'Add Licenses and Certifications' button, and 'Language Skills' with an 'Add Language Skills' button. Each section includes a message stating that no information has been added yet.

13. Step 6 is the online questionnaire. You will need to answer all questions before you can click **Next** to continue to the next step

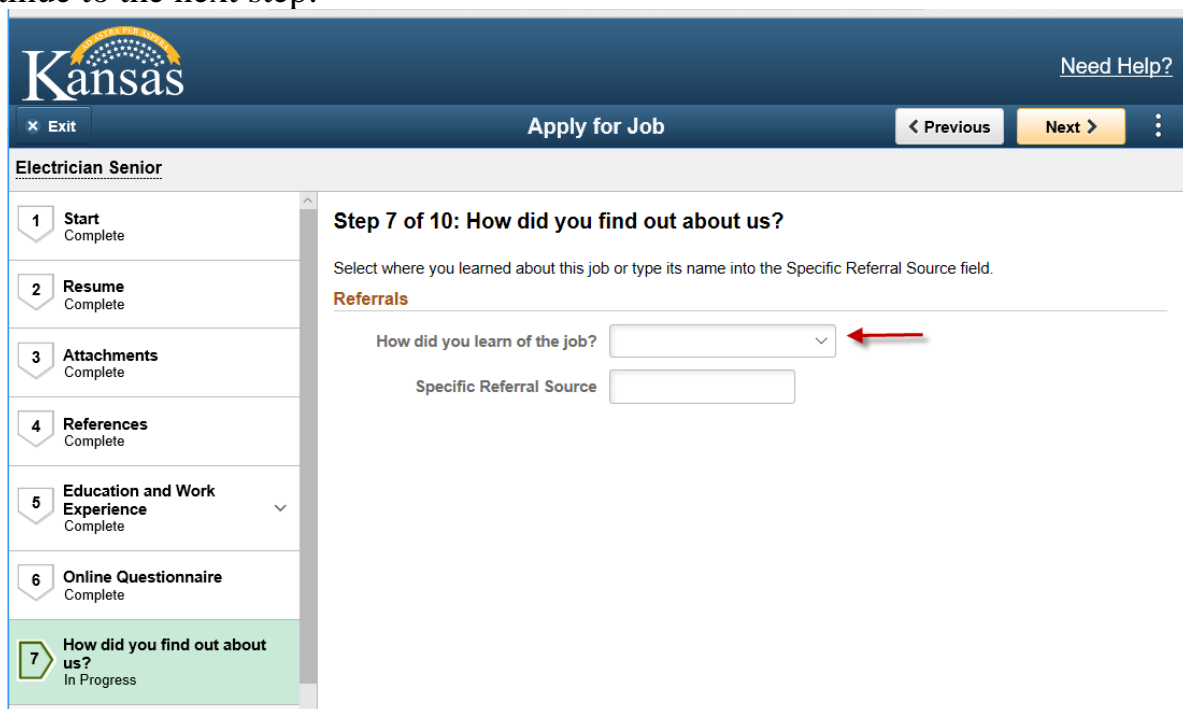
The screenshot shows the 'Apply for Job' interface for an 'Electrician Senior' position. The navigation sidebar on the left indicates that steps 1 through 5 are complete, step 6 is 'In Progress', and steps 7 and 8 are 'Not Started'. The main content area is titled 'Step 6 of 10: Online Questionnaire'. It contains a 'Questionnaire (Required)' section with three questions, each with radio button options for 'Yes' and 'No':

1. I understand that the Careers system and the Recruiter will send correspondence, to the e-mail address I provided, regarding specific information about this application and I understand it is my responsibility to check my e-mail regularly during the recruitment process.
 - Yes
 - No
2. The Immigration & Reform Control Act of 1986 requires employers to verify an individual's identity and authorization to work in the U.S. as a condition of employment. Upon hire, will you be able to provide documentation to verify that you are a citizen or that you are authorized to work in the United States?
 - Yes
 - No
3. Are you currently over the age of 18 or will you be age 18 at the time of hire?
 - Yes
 - No

TIP: To answer Open-Ended questions, you can copy and paste from Word into the text box. If you don't have an answer for a specific Open-Ended question you can enter the letters **NA**. If you leave any question unanswered a box will appear notifying you which questions still need answers in them before you can click **Next** to continue.



14. In Step 7 you can tell us how you found out about this job (optional). Click **Next** to continue to the next step.



15. In Step 8 you can select your job preferences (optional). Click **Next** to continue to the next step.

Kansas Need Help?

Exit Apply for Job Previous Next

Electrician Senior

1 Start Complete

2 Resume Complete

3 Attachments Complete

4 References Complete

5 Education and Work Experience Complete

6 Online Questionnaire Complete

7 How did you find out about us? Complete

8 Preferences In Progress

Step 8 of 10: Preferences

Enter job preferences if you wish.

Job Preferences

1. I can start my new job on or after

2. I am looking for the following kind of job

Regular

Temporary

Either

3. I want to work the following kind of employment

Full-Time

Part-Time

Either

4. I am willing to travel

Never or rarely

Up to 25% of the time

Up to 50% of the time

16. Step 9 contains an optional Diversity Survey. You can answer the question or click **I decline to answer**. Click **Next** to continue to the next step.

Kansas Need Help?

Exit Apply for Job Previous Next

Electrician Senior

1 Start Complete

2 Resume Complete

3 Attachments Complete

4 References Complete

5 Education and Work Experience Complete

6 Online Questionnaire Complete

7 How did you find out about us? Complete

8 Preferences Complete

9 Diversity In Progress

10 Review and Submit Not Started

Step 9 of 10: Diversity

You are invited to provide the information requested regarding diversity.

Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self-identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender

What is your gender?

Female

Male

I decline to answer

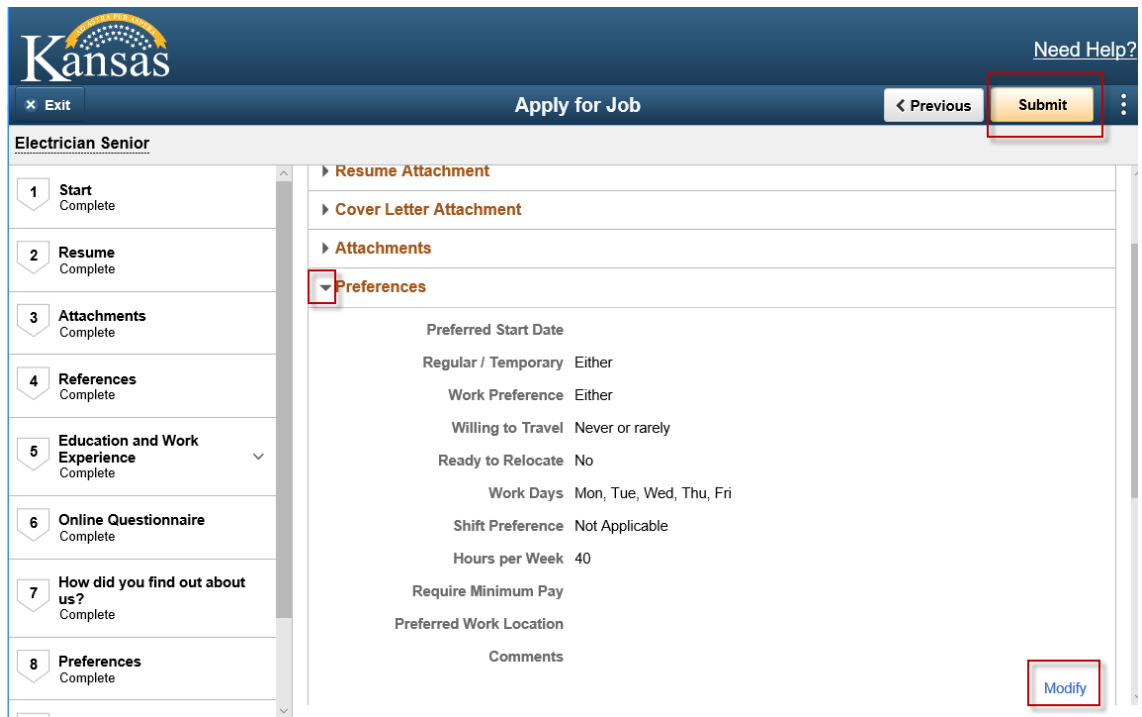
Ethnic Identification

What is your ethnicity?

You have not added any ethnic groups.

I decline to answer

17. Step 10 is the final step of the online application. You can review the information you entered in the application.
- To review information entered, click the expand arrow in each section
 - To edit a portion of the application, click **Modify** in that section
 - **NOTE:** you can also go back and edit information by clicking the **Previous** button to navigate back to that step or click on the step on the side pane.
 - Do not click **Submit** until your application is complete, including uploading all required documents listed in the job posting. If you already have a saved application, then when you are ready to submit the application, read the instructions below for “Submitting a Saved Application”



Click the **Submit Application** button to complete the application. Once an application is submitted you can no longer make changes.

NOTE: If you are not ready to submit, you can click **Save as Draft** from the three dots link located in the upper right-hand corner next to the **Submit** button to save the current application.

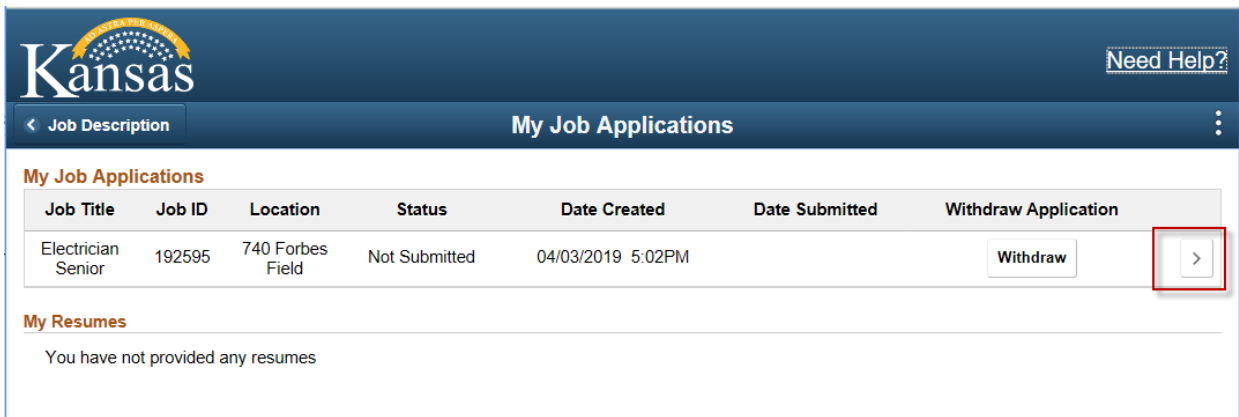


After submitting the application, you will see an Application Confirmation that you have successfully submitted your job application. An email confirmation will also be sent to the email address you entered when you created your account.



Submitting a Saved Application

1. From the home page, click **My Job Applications**.
2. Click the arrow for the application that has not been submitted.



3. Complete and review the application.
4. Click the **Submit** button to complete the application.

NOTE: Once the application is submitted, changes can no longer be made.