



From the Careers.wa.gov site you may access E-Recruiting and apply for a job as long as the job posting is available.

You are eligible to apply for jobs either:

- After you have registered with the state of Washington
- After you have completed your personal profile

Applying for a job takes only a few minutes, especially if you have already created a profile. You will be guided through the process and then may submit your application with a simple mouse click.

If you have not filled out a personal profile, completing your application will take slightly longer.

There are several ways to apply for a job. The following pages will walk you through three options.

- Apply directly
- Apply using "Search for Jobs"
- Apply using "Favorites"

1. Apply Directly

From the Job Seeker Start page click on **Apply Directly**.

The screenshot shows the 'Job Seeker Start Page' with a header and several content blocks. The 'My Job Search and Applications' block contains a red box around the 'Apply Directly' link.

Job Seeker Start Page

Creating a profile on the Washington State Careers website provides a central location for maintaining personal information, allows state employers to match your skills to positions, and offers tools for quick, manageable job searching and applications.

- My Name and Contact Information**
Enter your name, email address and contact information here.
[My Personal Details](#)
[My Contact Information](#)
- Change Personal Settings**
Tailor your pages to suit your personal requirements. This includes defining your preferred display format for the data overviews and defining your printer location.
[Change Personal Settings](#)
[Change User Name](#)
- My Resume**
The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions.
[Option 1: Build Resume Profile](#)
[Option 2: Attach Resume](#)
[View My Resume](#)
[Release Profile for Consideration](#)
[Identify Interest Group](#)
- View Help and Use Services**
Access the statewide careers website for additional job seeker information or view a demonstration of how to apply for an opportunity.
[View Demonstration](#)
[Link to WA Careers Website](#)
- My Job Search and Applications**
If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications.
[Apply Directly](#) (highlighted with a red box)
[Search Favorites](#)
[Favorites](#)
[Manage Applications](#)

If you know the job posting and reference code of the job, you may enter it in the box. If you only know the first few characters of the reference code, enter an **asterisk (*)** in front and behind these characters.

Click on **Start Search**.

The screenshot shows the 'Reference Code Search' form with a red box around the input field.

[Job Seeker Start Page](#) > [Apply Directly](#)

Are you interested in a new challenge?
Use the reference code search if you already know which job posting you want to apply for and you know the reference code for it.

Reference Code Search

Do you know the reference code (display code) of the job posting? Enter the corresponding character string, ignoring upper and lower case. You can replace unknown character strings with an asterisk (*), and individual characters with a plus sign (+).

Reference Code (highlighted with a red box)

The search will display the job postings that have the same characters in the reference code. To apply for the job, click on the **blue box** to select the job which will highlight the job posting and click **Apply/Display Application**.

Apply Directly

[Job Seeker Start Page](#) > Apply Directly

Are you interested in a new challenge?
Use the reference code search if you already know which job posting you want to apply for and you know the reference code for it.

Reference Code Search

Do you know the reference code (display code) of the job posting? Enter the corresponding character string, ignoring upper and lower case. You can replace unknown character strings with an asterisk (*), and individual characters with a plus sign (+).

Reference Code

Search Result: 4 Hits

Reference Code	Job Posting	Published	Posting Channel	Application from
MC Test 79 E	MC Test 79 Posting NC50030000	08/18/2006	For External Candidates	
MC Test 79 E (2)	MC Test 79 Posting NC50030000	09/11/2006	For External Candidates	
MC Test Enh3 E	MC Test Enh3 Posting NC50028631	08/08/2006	For External Candidates	
MC Test Publ Close E (3)	MC Test Publication Close Dates	09/09/2006	For External Candidates	

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You are now in the “Application Wizard.” The application wizard will guide you through the application process. For instructions on how to fill out the Application Wizard see the help document “Creating Your Profile.”

If you have already completed your profile, the application wizard will give you the opportunity to update your education, qualifications, or work experience.

If you have not created a profile you may still complete and submit an application. If you apply directly, the profile you create is only available for viewing on that specific job posting. You will have to complete the process again if you apply directly for another posting.

Cover Letters

Application Wizard

[Job Seeker Start Page](#) > [Apply Directly](#) > Application Wizard

You are applying for the following vacancy:
Job Posting [MC Test 79 Posting NC50030000](#)

Application Wizard 1 Notes 2 Personal Data 3 Communication Data 4 Work Experience 5 Education

Personal Data

Notes about Application Wizard

On the following pages, you can apply for the employment opportunity you have selected. The application wizard guides you through all topics in this process step by step. In the menu of the application wizard, the yellow arrow shows you where you currently are and the green checkmark indicates where you have already stored data.

Your resume is sent with the application cover letter. Therefore, check whether your resume is complete and up-to-the-minute.

We may require additional information from you. In this case, complete the questionnaires contained in the menu. You cannot submit your application without answering the mandatory questions.

Then create your application cover letter. [Cover Letter](#)

After you have entered all the necessary data, you can submit your application. As long as you have not yet submitted your application, you can exit the application wizard at any time and continue with your application later. Your application is visible to us only after you have submitted it. [Send Application](#)

If you wish, you may also create a cover letter by clicking on the **Cover Letter** link indicated above.

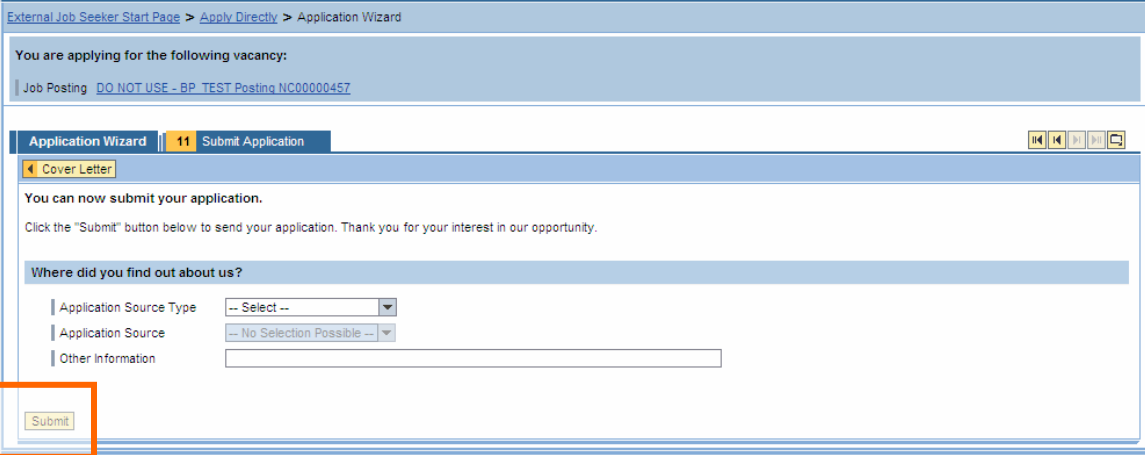
The cover letter gives you the opportunity to explain in more detail why you are interested in the specific job opportunity. Cover letters are optional unless the job posting requires one when you submit your application.

The screenshot displays the 'Application Wizard' interface. At the top, there is a breadcrumb trail: 'Job Seeker Start Page > Job Search > Application Wizard'. Below this, a message states: 'You are applying for the following vacancy:' followed by a link to 'Job Posting Human Resource Consultant 1 - Test (NC50028130)'. A progress bar shows three steps: 'Application Wizard' (current), '11 Cover Letter', and '12 Send Application'. Below the progress bar, there are two buttons: 'Veteran Status' and 'Send Application'. The main content area is titled 'Why are you applying for this employment opportunity?' and includes the instruction: 'Create a short application cover letter here. In this cover letter, you can explain in more detail why you are interested in this job.' Below the text is a large, empty text input area with a vertical scrollbar on the right side.

Submitting Your Application

After you have entered all the necessary data, you can submit your application by selecting **Send Application**. Be sure all corresponding tabs have the green check mark to indicate they have been completed.

You can save your application and exit the application wizard at any time. Your application is visible to the recruiters only **after** you have submitted it.



The screenshot shows the 'Application Wizard' interface. At the top, it indicates the user is applying for a vacancy: 'Job Posting DO NOT USE - BP TEST Posting NC00000457'. The wizard has two tabs: 'Cover Letter' and 'Submit Application', with the latter being the active step. Below the tabs, the user is informed: 'You can now submit your application. Click the "Submit" button below to send your application. Thank you for your interest in our opportunity.' A section titled 'Where did you find out about us?' contains three fields: 'Application Source Type' (a dropdown menu with '-- Select --'), 'Application Source' (a dropdown menu with '-- No Selection Possible --'), and 'Other Information' (a text input field). The 'Submit' button is highlighted with an orange box.

NOTE: To help us prioritize our marketing resources, external applicants will be asked to indicate where they heard about this job opportunity. Please take a few moments to respond.

2. Apply Using “Search for Jobs”

Another way to submit an application is through “Search for Jobs.” Click on **Search for Jobs** in the **My Job Search and Applications** section.

Job Seeker Start Page

Creating a profile on the Washington State Careers website provides a central location for maintaining personal information, allows state employers to match your skills to positions, and offers tools for quick, manageable job searching and applications.

My Name and Contact Information

Enter your name, email address and contact information here.
[My Personal Details](#)
[My Contact Information](#)

Change Personal Settings

Tailor your pages to suit your personal requirements. This includes defining your preferred display format for the data overviews and defining your printer location.
[Change Personal Settings](#)
[Change User Name](#)

My Resume

The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions.
[Option 1: Build Resume Profile](#)
[Option 2: Attach Resume](#)
[View My Resume](#)
[Release Profile for Consideration](#)
[Identify Interest Group](#)

View Help and Use Services

Access the statewide careers website for additional job seeker information or view a demonstration of how to apply for an opportunity.
[View Demonstration](#)
[Link to WA Careers Website](#)

My Job Search and Applications

If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications.
[Apply Directly](#)
[Search for Jobs](#)
[Favorites](#)
[Manage Applications](#)

Locate the job posting that you want to apply for. Highlight the job posting by selecting the **blue box** and clicking the **Apply/Display Application** button.

Job Search

Are you looking for a new challenge?
There are numerous job opportunities in our database. Take a look!

Search Criteria

Search Result: 1 Hits

Career Category	Job Posting	Published	Country	Favorite	Application from
Grounds	BP - Posting NC60928066	08/07/2006		No	

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The Application Wizard will guide you through either updating your profile or applying for the specific job opportunity. **Note: Be sure to complete all corresponding tabs prior to submitting your application. Use the arrow navigation buttons to view all the tabs.**

Job Seeker Start Page > Job Search > Application Wizard

You are applying for the following vacancy:
Job Posting BP - Posting NC50028065

Application Wizard 1 Notes 2 Personal Data 3 Communication Data 4 Work Experience 5 Education

Personal Data

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Your resume is sent with the application cover letter. Therefore, check whether your resume is complete and up-to-the-minute.

We may require additional information from you. In this case, complete the questionnaires contained in the menu. You cannot submit your application without answering the mandatory questions.

Then create your application cover letter. [Cover Letter](#)

After you have entered all the necessary data, you can submit your application. As long as you have not yet submitted your application, you can exit the application wizard at any time and continue with your application later. Your application is visible to us only after you have submitted it. [Send Application](#)

3. Apply Using “Favorites”

A third way to submit an application is through “Favorites.”

Job Seeker Start Page

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My Name and Contact Information
Enter your name, email address and contact information here.
[My Personal Details](#)
[My Contact Information](#)

My Resume
The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions.
[Option 1: Build Resume Profile](#)
[Option 2: Attach Resume](#)
[View My Resume](#)
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My Job Search and Applications
If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications.
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[View Demonstration](#)
[Link to WA Careers Website](#)

On this page you will see all of the employment opportunities you have saved as a favorite. Highlight the job posting by selecting the **blue box** and clicking the **Apply/Display Application** button.

Favorites

[Job Seeker Start Page](#) > [Favorites](#)

Do you want to apply for one of the bookmarked job postings?
On this page, you can see all the employment opportunities you bookmarked as interesting during the search.

Career Category	Job Posting	Published	Country	Application from
Administrative & Support Services	Office Assistant 3 (General Pool)	05/11/2006		
Administrative & Support Services	Office Assistant 2 #OA2-72	05/11/2006		

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[Apply / Display Application](#) [Delete](#)

The Application Wizard will guide you through either updating your profile or applying for the specific job opportunity as shown above.

Application Wizard

[Job Seeker Start Page](#) > [Favorites](#) > [Application Wizard](#)

You are applying for the following vacancy:
Job Posting [Office Assistant 2 #OA2-72](#)

Application Wizard 1 Notes > 2 Personal Data ✓ > 3 Communication Data ✓ > 4 Work Experience > 5 Education >>>

Personal Data

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Then create your application cover letter. [Cover Letter](#)

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If you need help please contact the Department of Personnel at 360 664-1960 or toll free at 1-877- 664-1960, or send an e-mail to Information@dop.wa.gov.

The state of Washington is an equal opportunity employer. Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

To view other Job Seeker help documentation close this document and return to the careers.wa.gov web site.