

# How to Apply, Check Status and Tasks of Application

## External Candidates

### Purpose

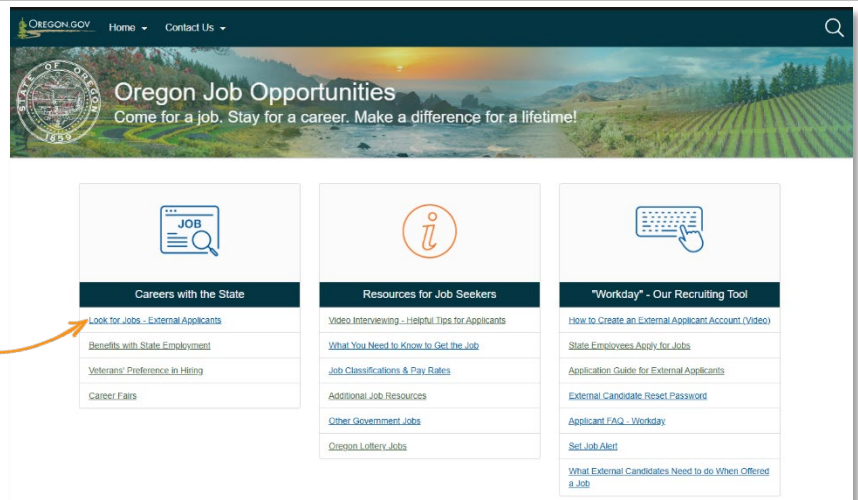
This job aid will provide step-by-step instructions on how to apply and check application status and pending tasks on the Oregon Jobs site.

### Step 1:

#### Find the Website

Open your web browser of choice and go to [www.OregonJobs.org](http://www.OregonJobs.org)

Under Careers with the State, click Look for Jobs – External Applicants.



### Step 2:

#### Create an Account or Sign In

Click **Sign In**.

Click **Create Account** (if you don't already have one).

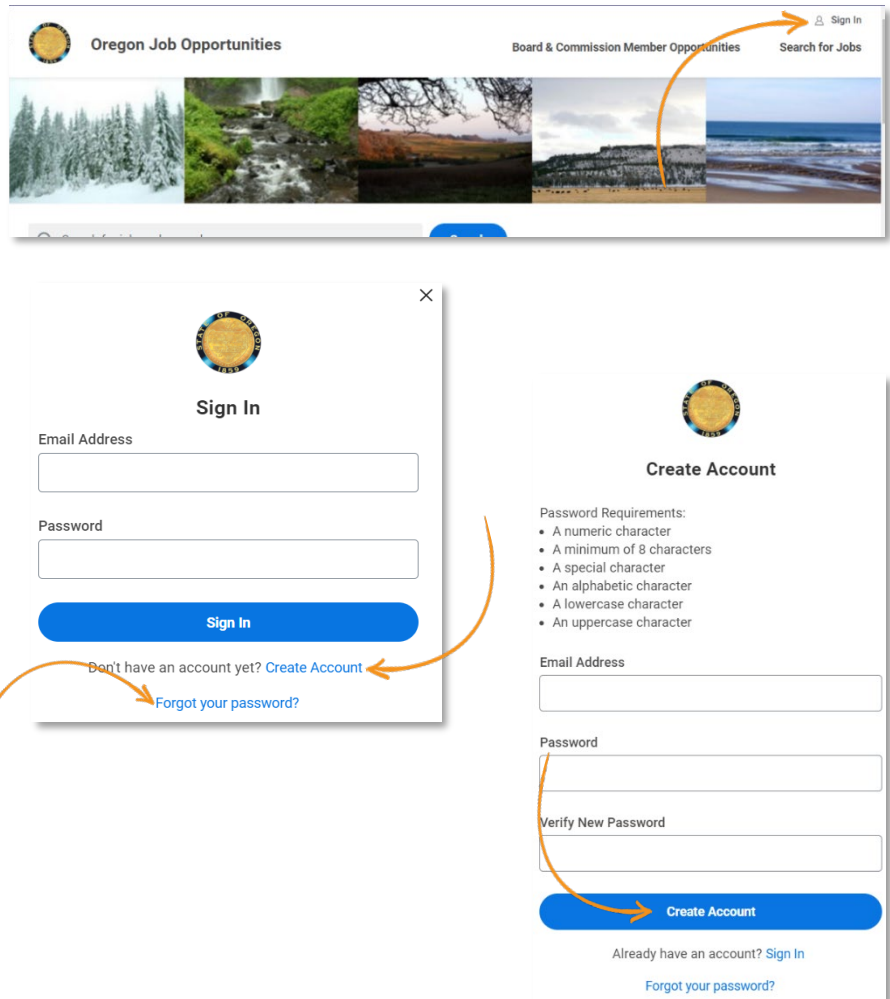
Enter your email address and password. Enter your password again to verify the new password. Click **Create Account**.

#### 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 12 to check your application status or withdraw a submitted application.*

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

**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.

The screenshot shows the Workday job search interface. At the top, there is a search bar with the placeholder text "Search for jobs or keywords" and a blue "Search" button. Below the search bar are four filter buttons: "Distance or Location", "Full/Part-time", "Remote Type", and "More". The "Full/Part-time" filter is currently selected, showing "220 JOBS FOUND". The search results list two jobs: "Property Appraiser Registration" and "Behavioral Health Social Worker- Underfill Option (Pendleton Cottage)". The "Property Appraiser Registration" job is highlighted, showing details like location (Salem | DOR | Revenue Building), posting date (Posted 30+ Days Ago), and job ID (REQ-100313). The "Behavioral Health Social Worker- Underfill Option (Pendleton Cottage)" job is also listed with location (Pendleton | OHA | Westgate 2585). On the right side, there is a "Company" filter dropdown menu with a list of departments and their respective job counts: Department of Transportation (63), Forestry Department (44), Department of Human Services (23), Oregon Youth Authority (22), Parks and Recreation Department (17), Department of Corrections (12), Oregon Health Authority (8), Oregon State Department of Police (5), Oregon Housing and Community Services (4), and Travel Information Council (3).

**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.

The screenshot shows the Workday job posting details page for "Program Coordinator-Information Systems (Underfill Option Available)". The page includes a search bar at the top with the placeholder text "Search for jobs or keywords" and a blue "Search" button. Below the search bar are four filter buttons: "Distance or Location", "Full/Part-time", "Remote Type", and "More". The "Full/Part-time" filter is currently selected, showing "2 JOBS FOUND". The search results list two jobs: "Program Coordinator-Information Systems (Underfill Option Available)" and "Behavioral Health Social Worker- Underfill Option (Pendleton Cottage)". The "Program Coordinator-Information Systems (Underfill Option Available)" job is highlighted, showing details like location (Salem | ODOT | Transportation Building), posting date (Posted 30+ Days Ago), and job ID (REQ-122687). The "Behavioral Health Social Worker- Underfill Option (Pendleton Cottage)" job is also listed with location (Pendleton | OHA | Westgate 2585). On the right side, there is an "About Us" section for the Oregon State Department of Transportation (ODOT) with a logo and text: "Oregon state government organization by nearly any With over 40,000 employees over the state, in small cities and large, we are proving that government can be innovative." Below the job listing, there is a blue "Apply" button. An orange arrow points from the "Apply" button to the "Program Coordinator-Information Systems (Underfill Option Available)" job title link. Below the "Apply" button, there is a section titled "Program Coordinator-Information Systems (Underfill Option Available)" with details: "Fully Remote or Hybrid Work Optional", "Full time", "Salem | ODOT | Transportation Building", "Posted 30+ Days Ago", and "REQ-122687". Below this section, there is a section titled "Initial Posting Date:" with the date "03/10/2023". Below this section, there is a section titled "Application Deadline:" with the date "03/20/2023". Below this section, there is a section titled "Agency:" with the text "Department of Transportation". Below this section, there is a section titled "Salary Range:" with the text "\$6,413 - \$9,705".

## 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.

Fill out the fields. A red asterisk (\*) indicates that field is required.

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

### Start Your Application

Program Coordinator-Information Systems (Underfill Option Available)

Autofill with Resume

Apply Manually

Use My Last Application

[← Back to Job Posting](#)

Survey Crew Lead

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

#### My Information

\* Indicates a required field

How Did You Hear About Us? \*

Oregonjobs.org

Have you previously worked for the State of Oregon in the last 3 years? \*

☐ Yes

☒ No

Country \*

United States of America

Legal Name

First Name \*

James

Middle Name

T

Save and Continue

## Step 6:

### Attachments

At the bottom of the **My Experience** page of your application, you can upload attachments in the “Resume/Cover Letter” section. 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

### Resume / Cover Letter

Attach one or more relevant documents.

Upload a file (5MB max)



Drop files here

or [Select files](#)

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.

#### How to apply:

- Before applying, [click here](#) to visit our applicant 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.

## 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.

The screenshots show the 'Application Questions' section of the application process. The left screenshot is titled 'Application Questions 1 of 2' and includes questions about education level, coursework completion, and engineering/surveying experience. The right screenshot is titled 'Application Questions 2 of 2' and includes questions about visa sponsorship, acknowledgment of statements, and driver's license requirements.

## Step 8:

### Voluntary Disclosures

1. **Veterans' and Oregon National Guard Servicemember 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 step 10*).
3. **Ethnicity** – Please choose your ethnicity. If you do not want to disclose your ethnicity, you can select "I do not wish to answer."

The screenshot shows the 'Voluntary Disclosures' section of the application process. It includes a progress bar at the top and text explaining the purpose of the disclosures, eligibility criteria for veterans and National Guard members, and instructions on how to receive credit for preference points.

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

Read the [Terms and Conditions](#) and check the box.

Click [Save and Continue](#).

**\*\*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 ▼

## 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](#).

Survey Crew Lead

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

**Review**

**My Information**

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

Address  
1966 Star Trek Way  
Riverside, IA 52327  
United States of America

Back Submit

**Step 10:****Review Your Application**

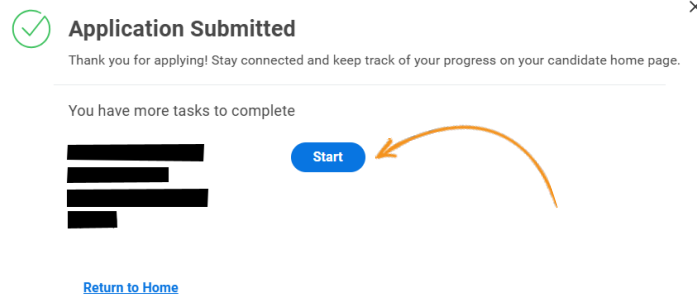
After clicking **Submit**, you will receive a pop-up notification informing you that your application has been submitted and that you have tasks to complete.

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

Click **Start**. The first task you will see is the **Gender Identity** question unless you did not answer the **Veteran Status** question during the application process.

Answer the **Gender Identity** question. Click **Submit**.

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

**Gender Identity**

Job Title: [REDACTED]

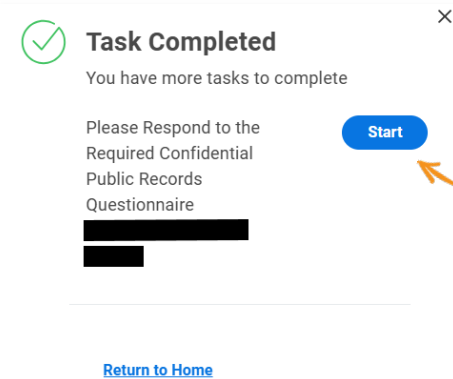
Federal reporting regulations currently limit responses to two options (Male or Female). However, the state of Oregon recognizes non-binary gender identities and provides an additional option under gender identity.

Gender Identity

- ☐ Nonbinary/Other  
☐ Female  
☐ Male

Cancel

Submit



Click **Start** and answer the **Public Records disclosure** question.

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

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 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.

OK Cancel

The last task is **Review Decision**. No action needs to be taken with this task. You can either click **Start** or **Return to Home**.

Task Completed

You have more tasks to complete

Review Decision

Start

Return to Home

## Step 11:

### Candidate Home

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

Oregon Job Opportunities Board & Commission Member Opportunities Search for Jobs Candidate Home Job Alerts

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 identified as a veteran or Oregon National Guard servicemember:**

We will look to see if you have ever been awarded points previously by a State of Oregon agency. If you have not ever been awarded points, we will send you a task to complete, which includes providing a copy of eligible military documents.

**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.

Attach your eligible military documents such as DD214, disability preference letter, etc.

Click **OK**.

If you are a Veteran of the United States Armed Forces or a current or former servicemember with the Oregon National Guard, you are eligible to apply for veterans' preference. If you would like to apply, please indicate whether you would like to be considered as a 5-percentage point veteran\*, a 5-percentage point current or former servicemember of the Oregon National Guard\*\*, or a 10-percentage point disabled veteran\*\*\*. If you are not a Veteran of the United States Armed Forces nor a servicemember of the Oregon National Guard, please select 'I am not a Veteran or servicemember'.

Applicants are eligible for 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 one of the 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 5-percentage point current or former servicemember of the Oregon National Guard you must attach one of the below:**

- A copy of the Retirement Accounting Statement (federal DA Form 5016); **or**
- A copy of a Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 214-1); **or**
- A copy of a National Guard Report of Separation and Record of Service (a federal NGB Form 22); **or**
- A summary of benefits letter from the United States Department of Veterans Affairs, or any other official document, provided that the document demonstrates you are a state servicemember or former state servicemember

**\*\*\*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 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 or Oregon National Guard Servicemember status\*

Yes, I qualify as a 5-Percentage Point Vetera... ▼

Select One

- I am not a Veteran or servicemember with the Oregon National Guard
- Yes, I qualify as a 5-Percentage Point Veteran or Servicemember
- Yes, I qualify as a 10-Percentage Point Veteran
- I do not wish to self-identify
- Yes, but I do not wish to claim Preference Points

Please attach the appropriate documentation to determine eligibility for Veterans' Preference Points, if applicable. (DD214, benefits summary, etc)\*



Drop files here  
or [Select files](#)



DD214.docx  
✓ Successfully Uploaded!

Upload



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OK Cancel

**Step 12:****Candidate Home**

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.

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

Good luck!

**My Applications**

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

| <a href="#">Active (2)</a> <a href="#">Inactive (1)</a> |            |                                          |                |                                                                                                                         |
|---------------------------------------------------------|------------|------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------|
| Job Title                                               | Job Req    | My Application Status                    | Date Submitted | Action                                                                                                                  |
| <a href="#">Survey Crew Lead</a>                        | REQ-123198 | <a href="#">Application Under Rev...</a> | May 5, 2023    | ...                                                                                                                     |
| <a href="#">Resident Engineer</a>                       | REQ-108051 | <a href="#">Application Under Rev...</a> | May 4          | <div> <a href="#">View Application</a><br/> <a href="#">View Tasks</a><br/> <a href="#">Withdraw Application</a> </div> |