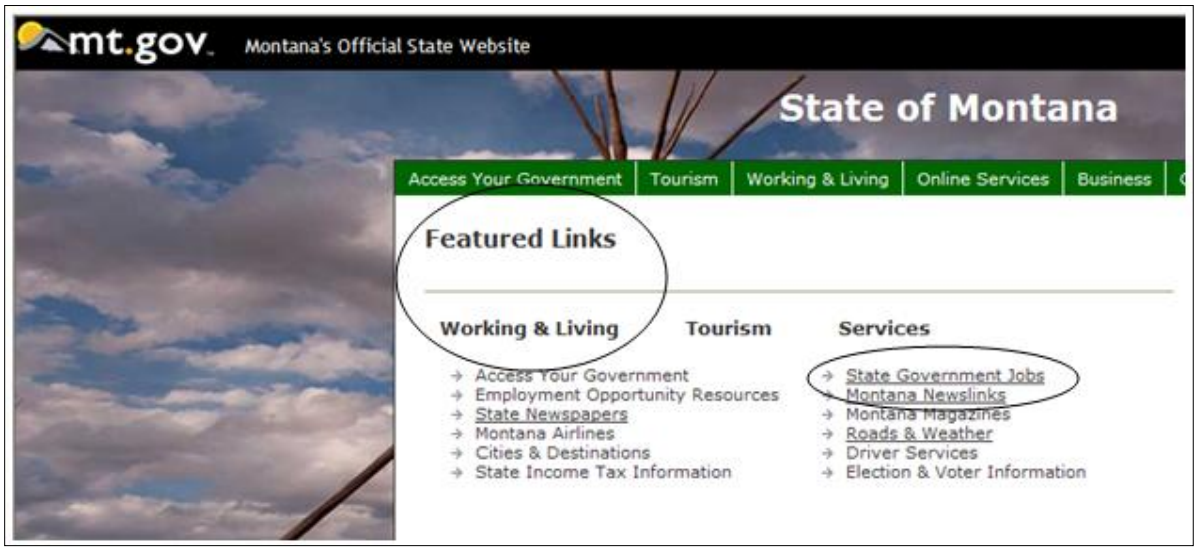
How to Apply and Submit Your State Job Application

Learn how to:

- Apply for a job
- Complete Supplemental Questions
- Upload Additional Information Required
- Submit Application
- Review Application Submission Confirmation

To begin, click on **State Government Jobs** under **Featured Links - Working & Living** located here: **http://mt.gov/**. If you move your cursor over the Tourism or Services headings, the menu will change. Move your cursor back over the Working & Living heading to find the **State Government Jobs** link.

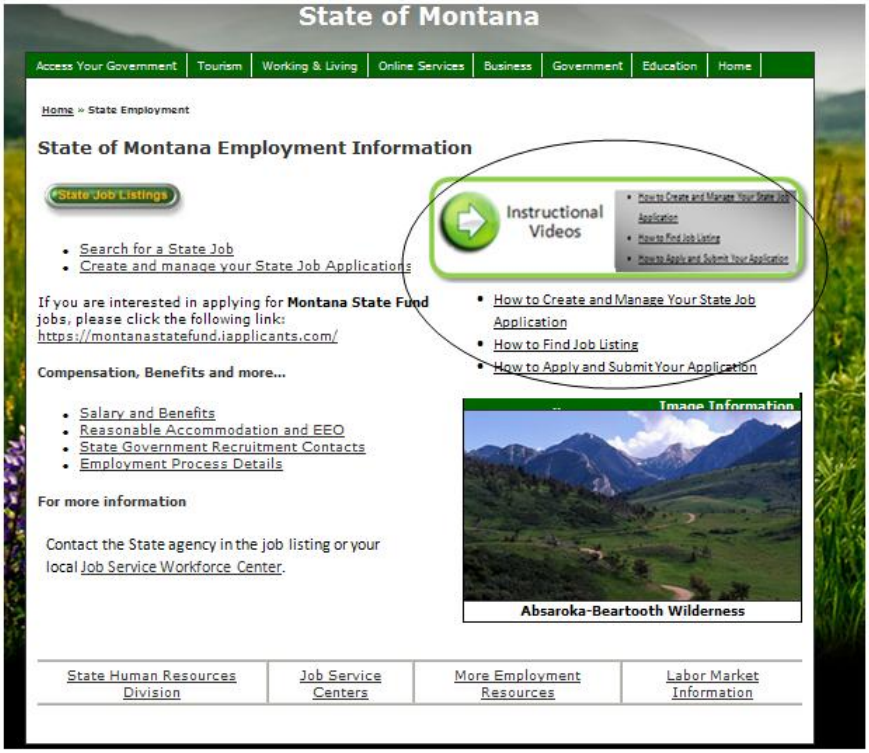
The page looks like this:



NOTE: Montana's Official State Website is http://mt.gov/. Under **Working & Living**, you will find a variety of information about working and living in Montana such as state newspapers, Montana cities and destinations, and State Government Jobs.

When you click on **State Government Jobs**, it takes you to the **State of Montana Employment Information** page**.**

The page looks like this:



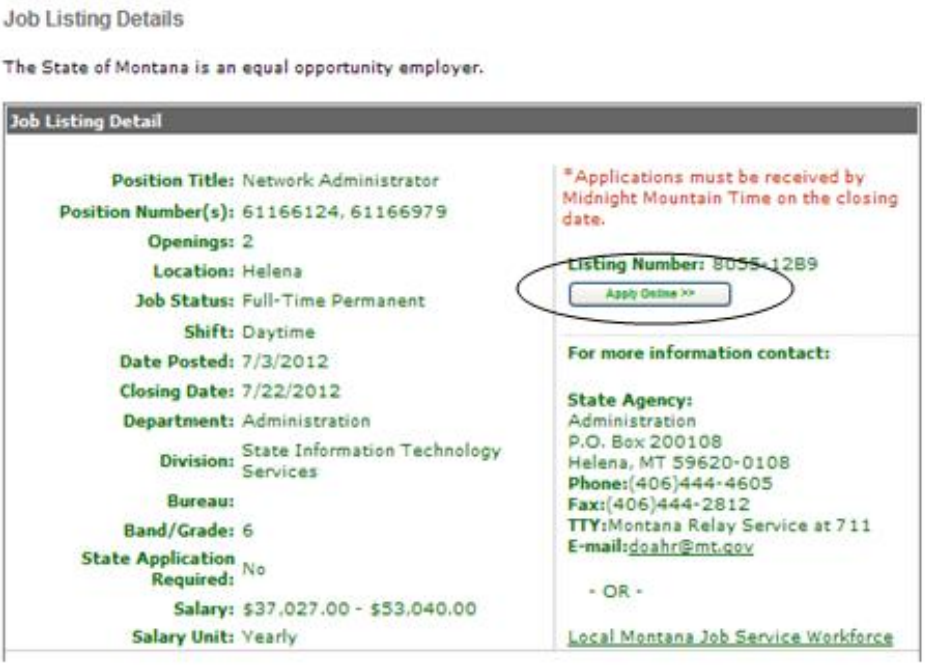
Please review the written and video instructions on **How to Create and Manage Your State Job Application** and **How to Find Job Listing**. You should complete at least one application before applying for a job.

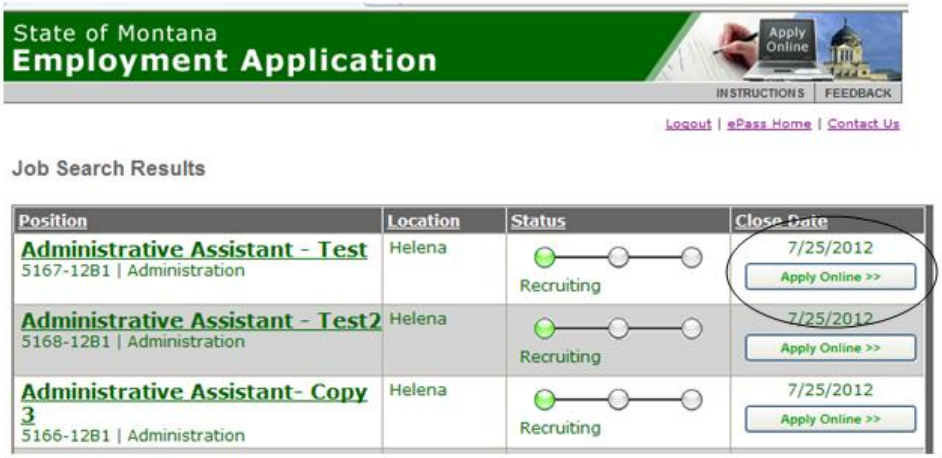
After completing the application, you can find a job by clicking on the **State Job Listings** button or the **Search for a State Job** link.

The page looks like this:

Once you have completed your application and found a job, you can apply by, clicking on the **Apply Online** button on the **Job Listing Details** page or on the **Job Search Results** page.

The pages look like this:





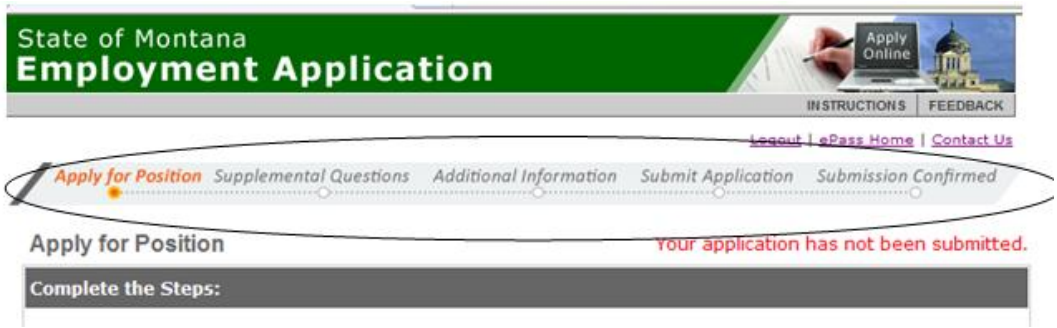
The **Apply Online** button will take you to the **ePass login**. You can find information on how to **Create an ePass account** in the **How to Create and Manage You State Job Application** instructions on the **State of Montana Employment Information** page.

Click on the **Login to this service using ePass** link.

The page looks like this:

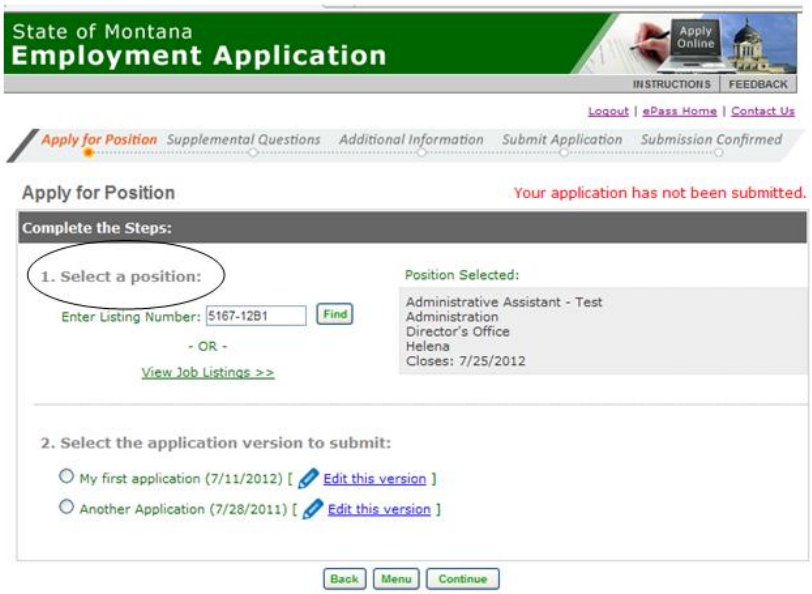
Once you have an ePass account, enter your **Username** and **Password** and click **Login**. To bring up the application(s) you have created, **you must enter the same ePass username and password you created.**

You are now on the **Apply for Position** page. Notice there is a progress bar at the top of the page as you move through the process.



On the **Apply for Position** page, there are two steps-- **1. Select a position** and **2. Select the application version to submit.**

The page looks like this:



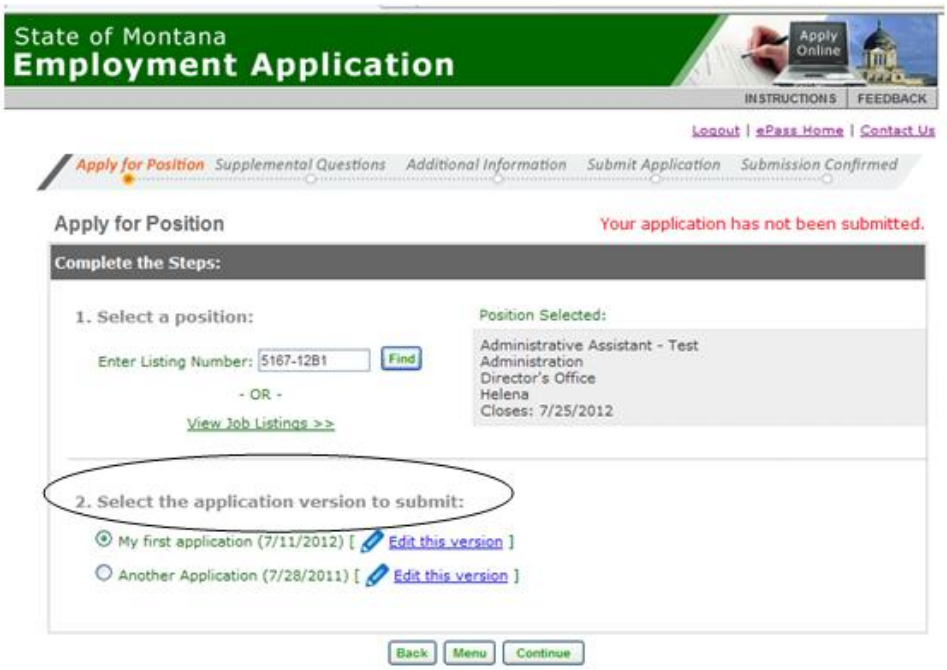
1. Select a position

In Step 1, **Select a Position**, you will notice the Position Selected section automatically displays information from the job listing on the previous page. If you want to apply for this position, go to **Step 2**.

If you want to apply for a different position, you may select another job listing by entering the job listing or position number and click **Find** or by clicking **View Job Listings** to go back to the **Job Listings** Page.

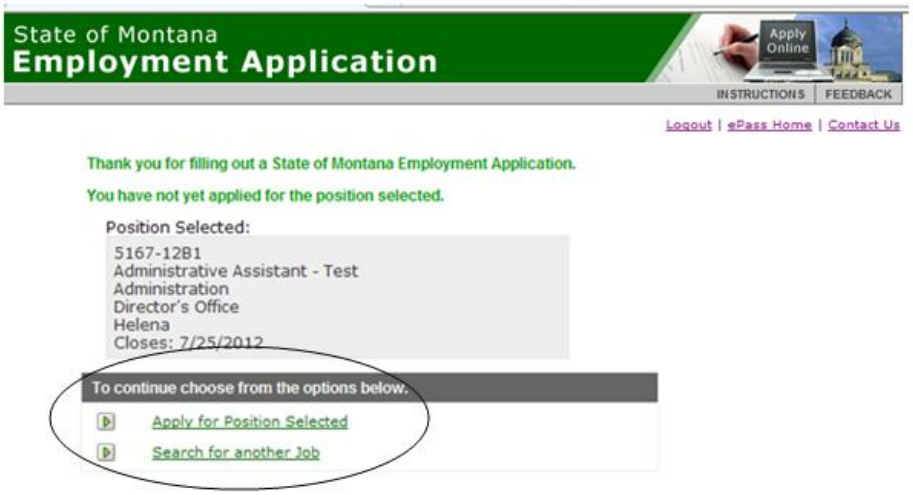
2. Select the application version to submit

Under the **Select the application version to submit**, you will see all of your available applications. Select one of your application versions to submit for this job by clicking on the radio button to the left of the application. You may edit the application before submitting by clicking on the **Edit this version**.



If you edited your application and saved, you will be taken to page below.

The page looks like this:

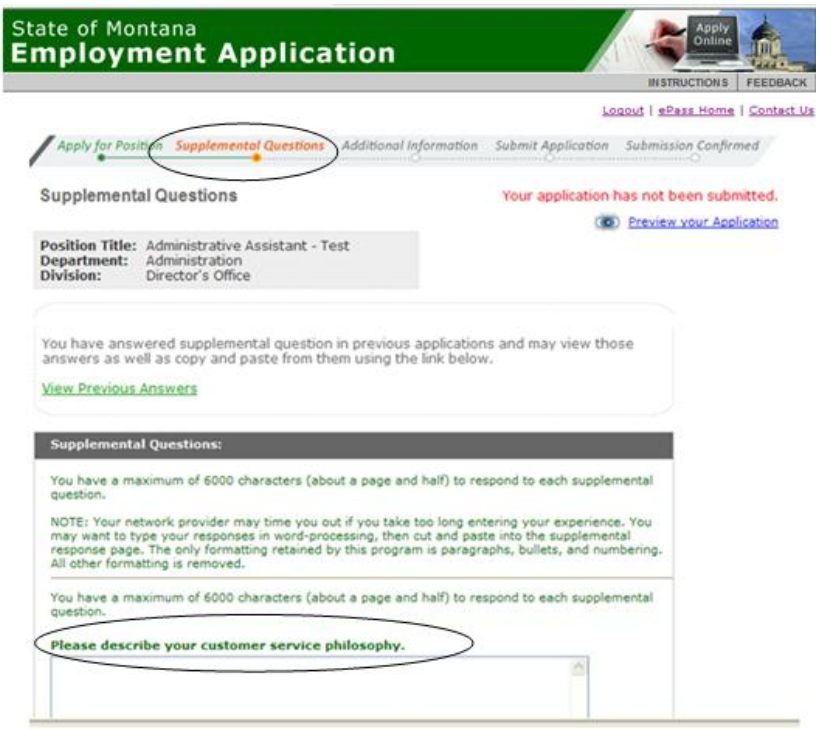


Click on the **<u>Apply for Position Selected</u>** to continue**.** This will take you to the **Supplemental Questions** page.

If you did not edit your application, click on the **Continue** button on the **Apply for Position** page, and it will take you directly to the **Supplemental Questions** page.

If there are no supplemental questions, there will be a statement at the bottom of the page that says** **No supplemental questions required for this position. Please continue.**

If the position has supplemental questions, you will see a page that looks like this:



Please see the following notes for information on the supplemental page:

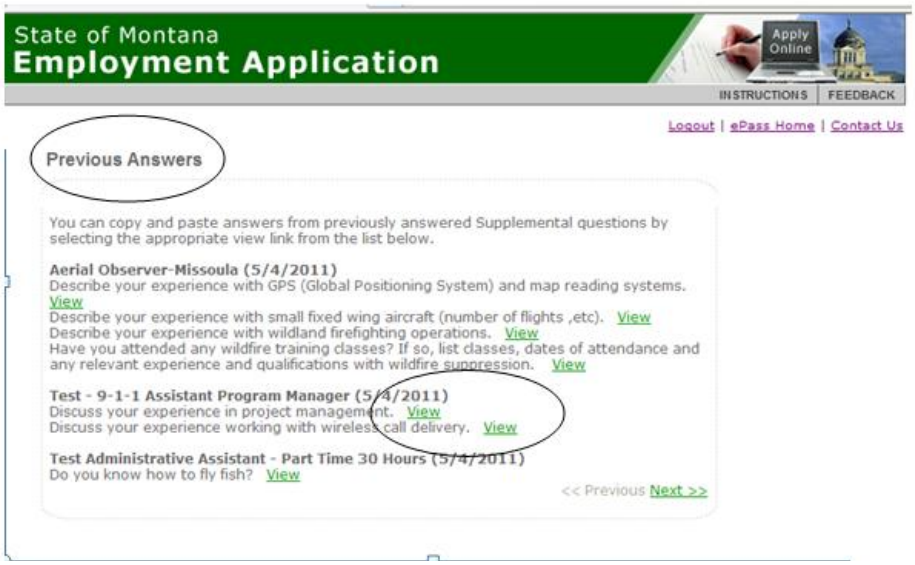
You have up to 6,000 characters to respond to each supplemental question.

NOTE: Your network provider may time you out if you take too long entering your experience. You may want to type your responses in word-processing, then cut and paste into the supplemental response page.

You have answered supplemental question in previous applications and may view those answers as well as copy and paste from them using the link below.

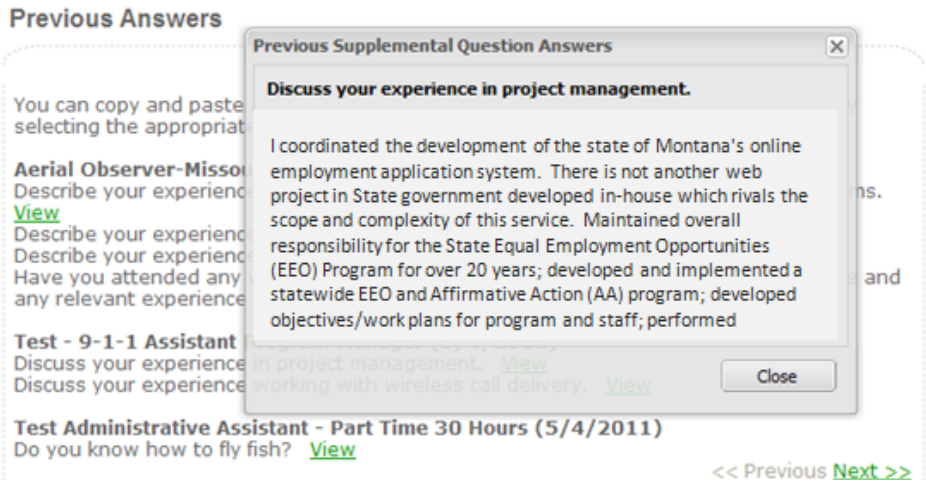
To preview your answers, click on **View Previous Answers.**

The page will look like this:



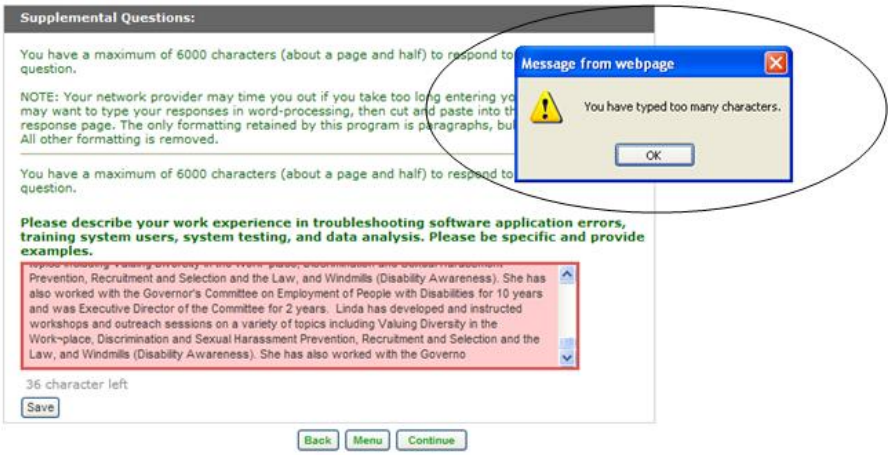
When you select a green "**View"** link, your response to the question appears. You may copy and paste the response into the current question you are answering.

The page looks like this:



If you paste in more than 6,000 in the response text box, the program will only add the first 6,000 characters, and will cut off the rest of the information. You will get a message that you have typed too many characters, and the text box turns red.

The page looks like this:

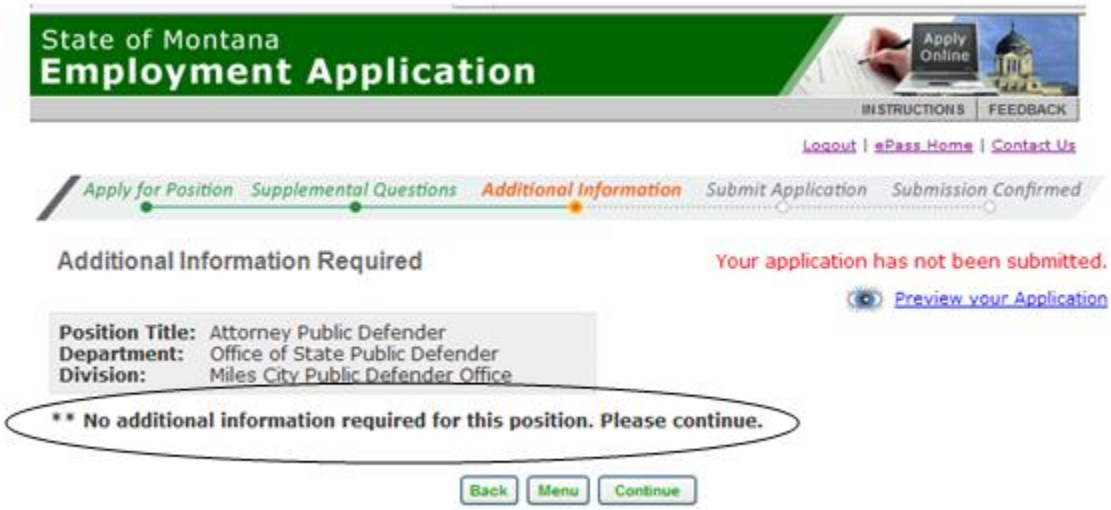


Reduce your response to 6,000 characters. Once you have completed the supplemental questions, or if there are no supplemental questions, click the **Continue** at the bottom of the page.

It will take you to the **Additional Information** page. An agency may require a variety of additional documents including a resume, a cover letter, transcripts, and a writing sample. **You may only include documents such as a resume if the agency requires the document.**

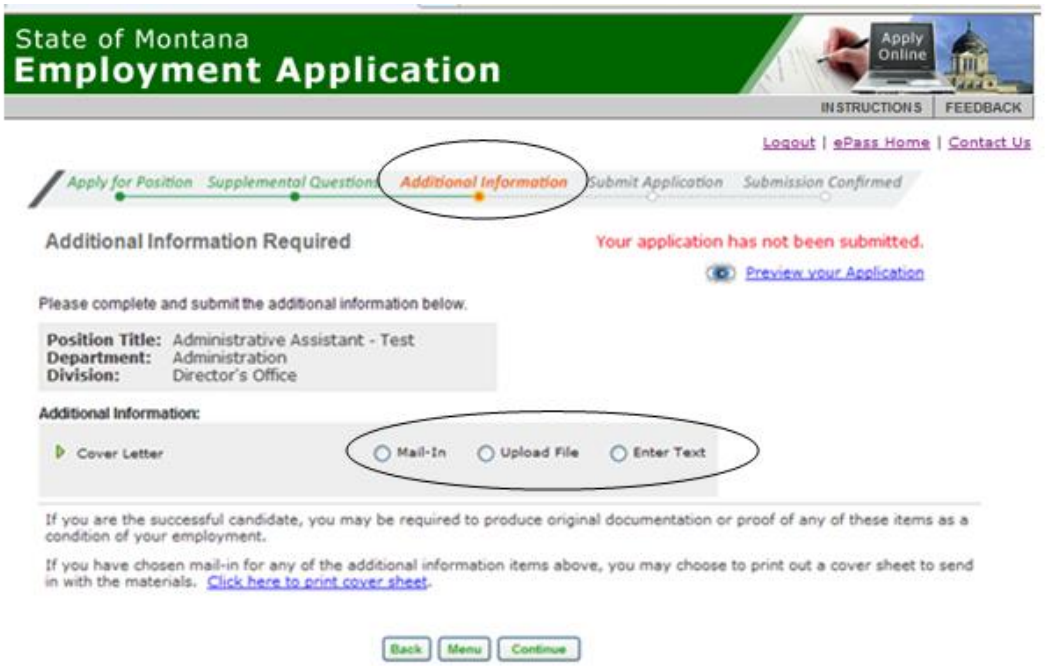
If the agency does not require additional information, there will be a message at the bottom of the page - ** **No additional information required for this position. Please continue.**

The page looks like this:

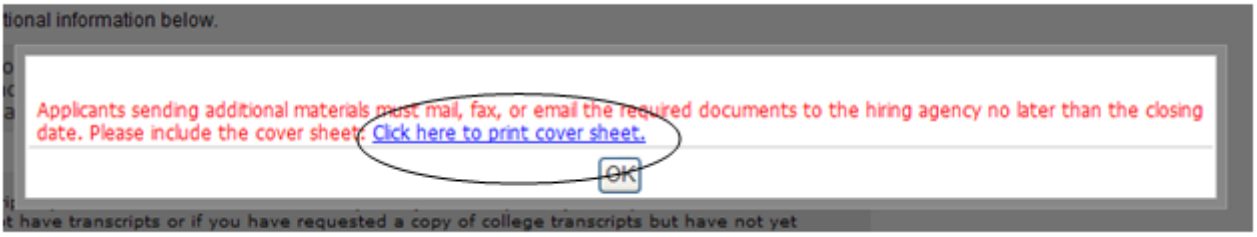


If the position requires additional materials, the page will display a list of required documents. You may select **mail-in, upload or enter text**.

The page looks like this:



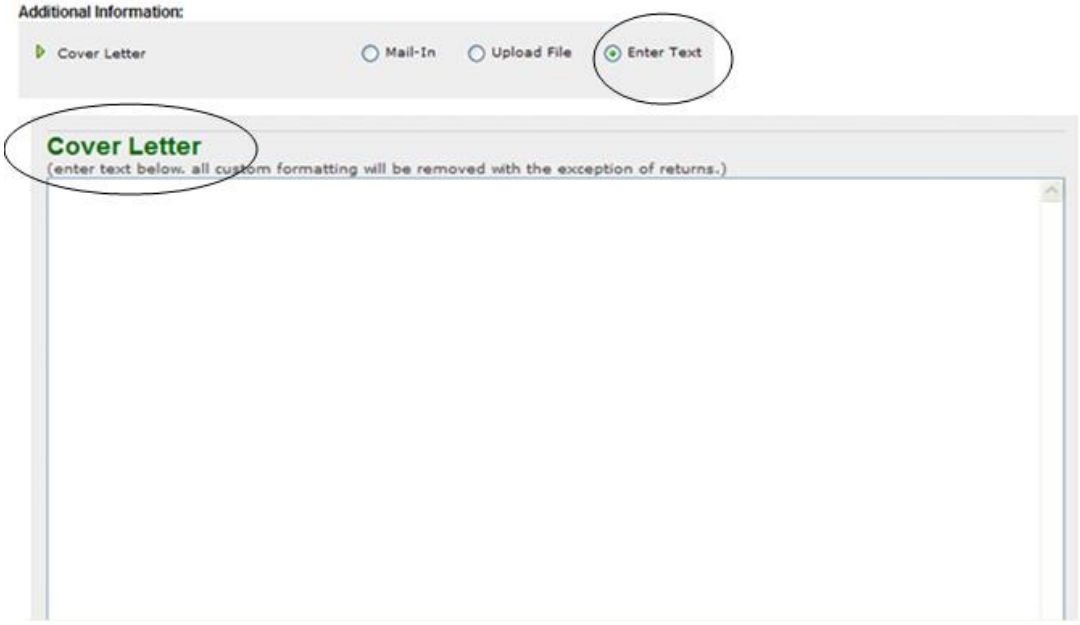
If you select **Mail-In**, you will receive a message in red that applicants must send the required documents to the hiring agency **by the closing date**. To print a cover sheet and the agency contact information, select the **<u>Click here to print cover sheet</u>** link.



The cover sheet page looks like this:

If you choose the **Enter Text** radio button, a text box will open and you may type or cut and paste the information into the text box. **NOTE: enter text below, all custom formatting will be removed with the exception of returns.**

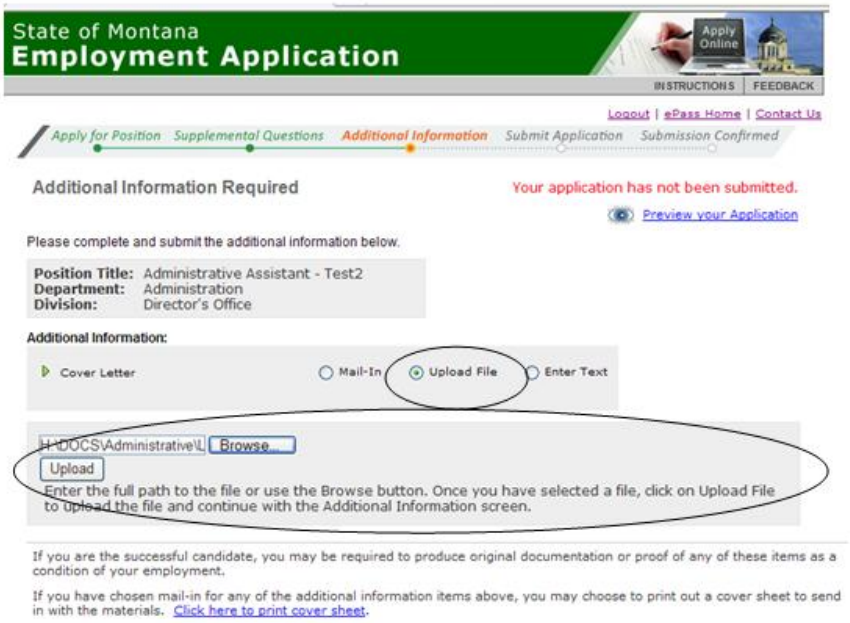
The page looks like this:



If you select **Upload File**, click on the radio button and read the instructions:

> **Enter the full path to the file or use the Browse button. Once you have selected a file, click on Upload File to upload the file and continue with the Additional Information screen.**

The page looks like this:

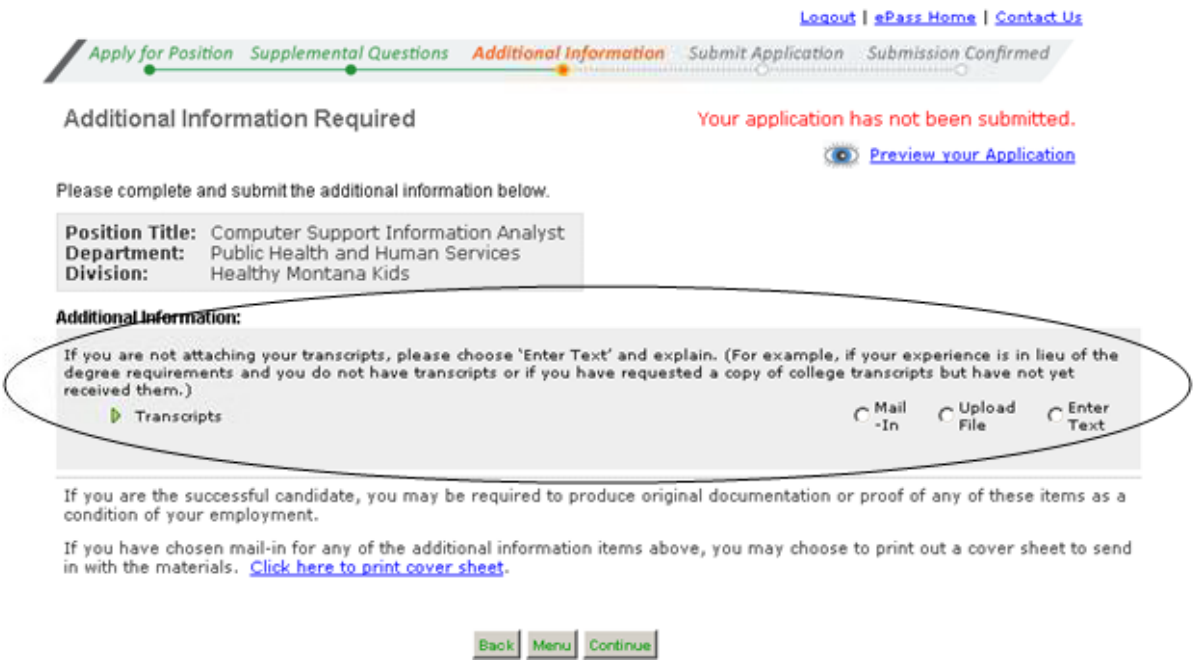


Once you upload the file, you will see a message under the Upload File - **File Submitted: (file name).**

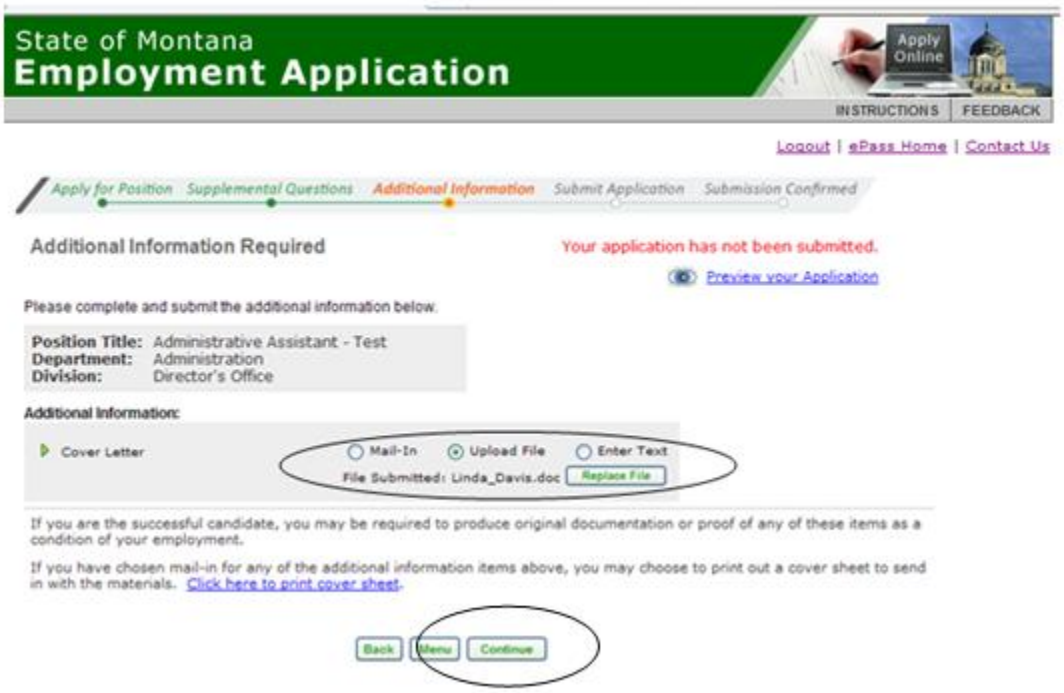
If the agency requires transcripts, you will see the informational message on the page.

If you are not attaching your transcripts, please choose 'Enter Text' and explain. (For example, if your experience is in lieu of the degree requirements and you do not have transcripts or if you have requested a copy of college transcripts but have not yet received them.)

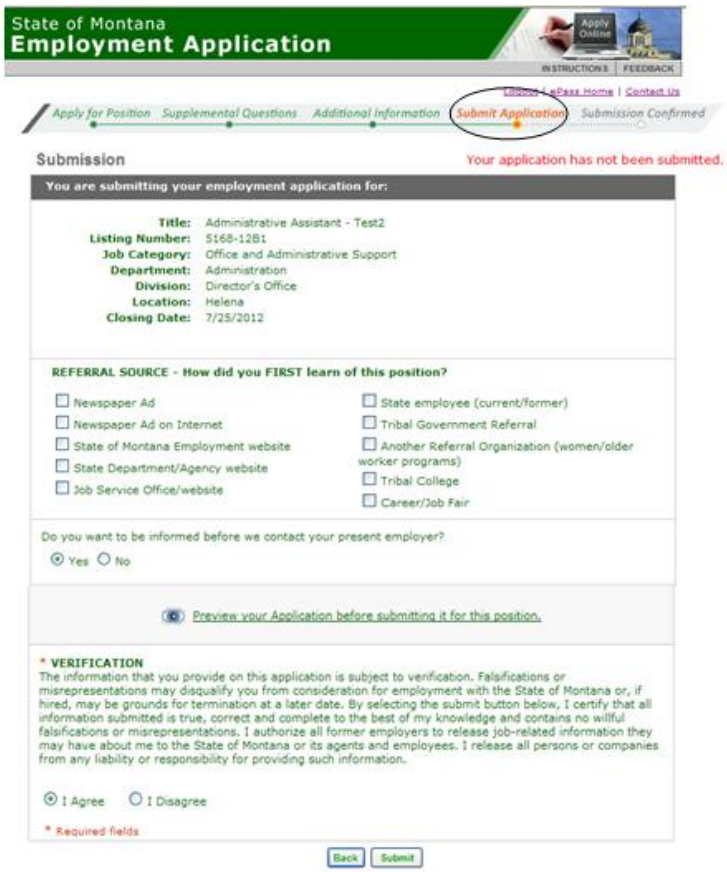
The page looks like this:



When you have completed the page, click on the **Continue** button at the bottom of the page. This will take you to the **Submit Application** page.



You will now see the **Submit Application** page. The page looks like this:

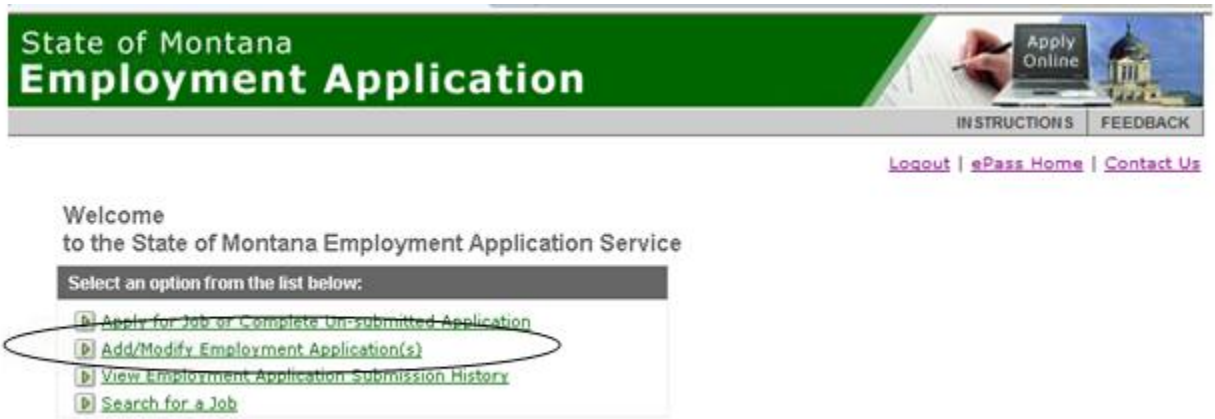


To preview your application before submitting, click on **Preview your Application**. It will open in a different window. **If your application does not open, make sure your pop-up blocker is turned off.**

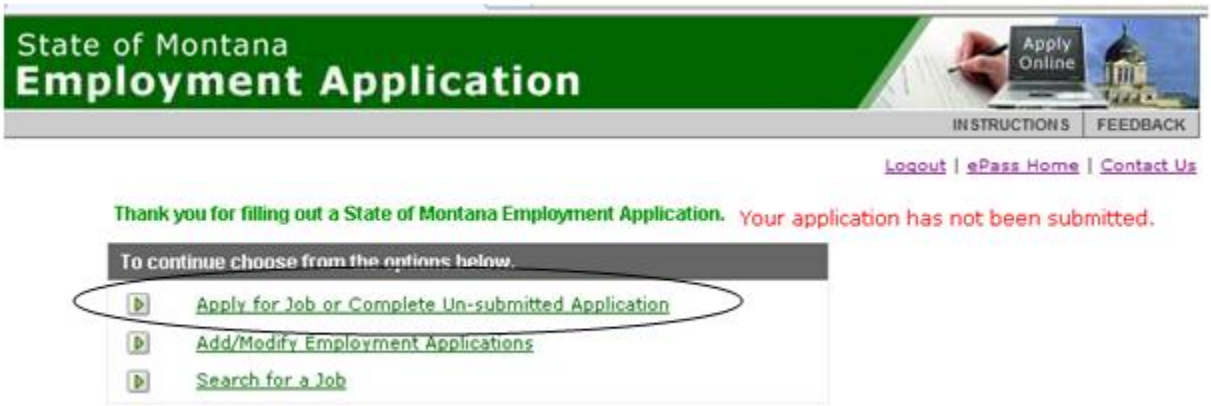
If you want to edit your application before submitting, click on the **Back** button at the bottom of the page.

Then click on the **Menu** button at the bottom of the last page. This will take you to the main Menu.

The page looks like this:

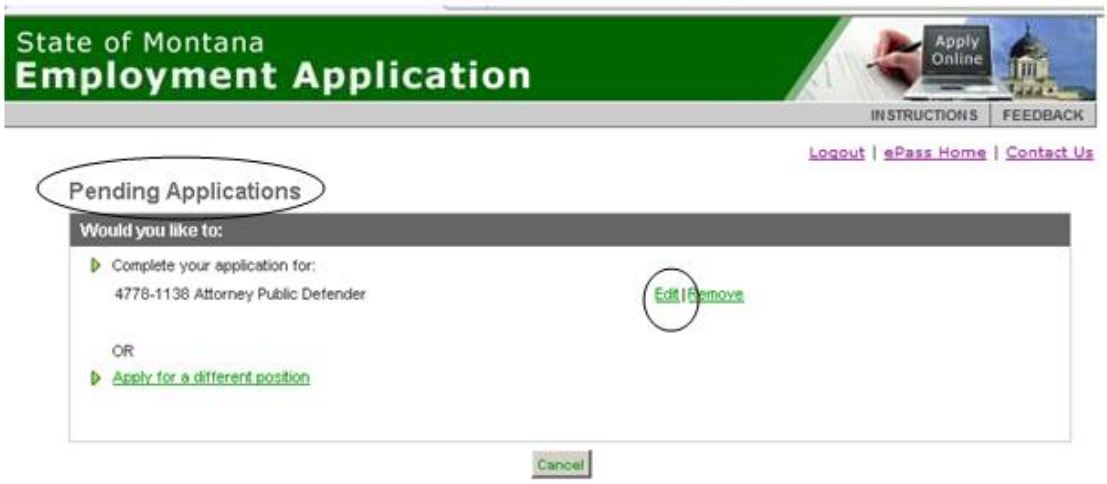


Click on **Add/Modify Employment Application** to edit your application. After you have edited and saved your application, it will take you the page below:

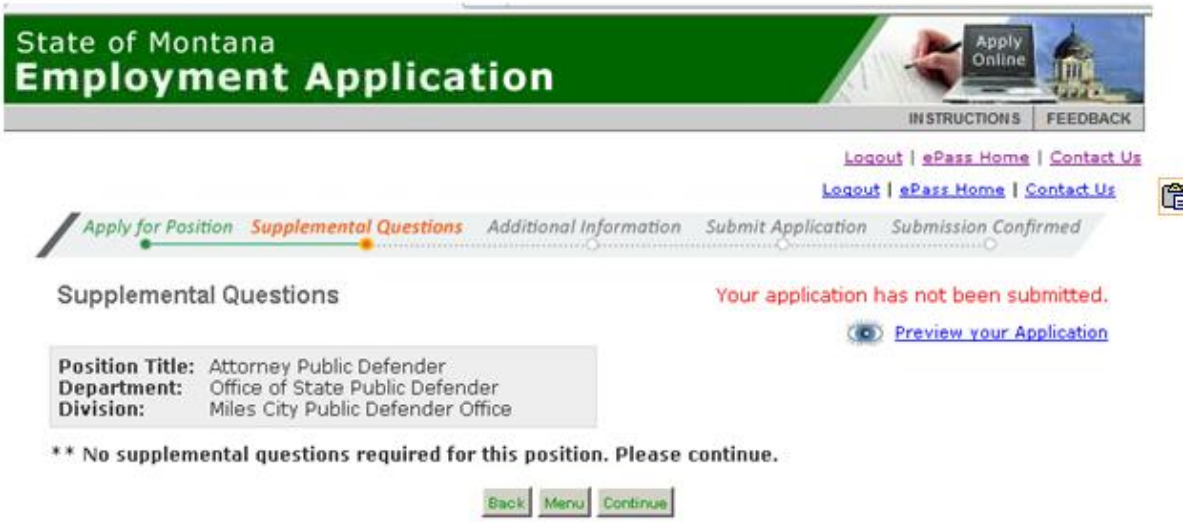


Click on **Apply for Job or Complete Un-submitted Application**. It will take you to **Pending Applications.**

This page looks like this:

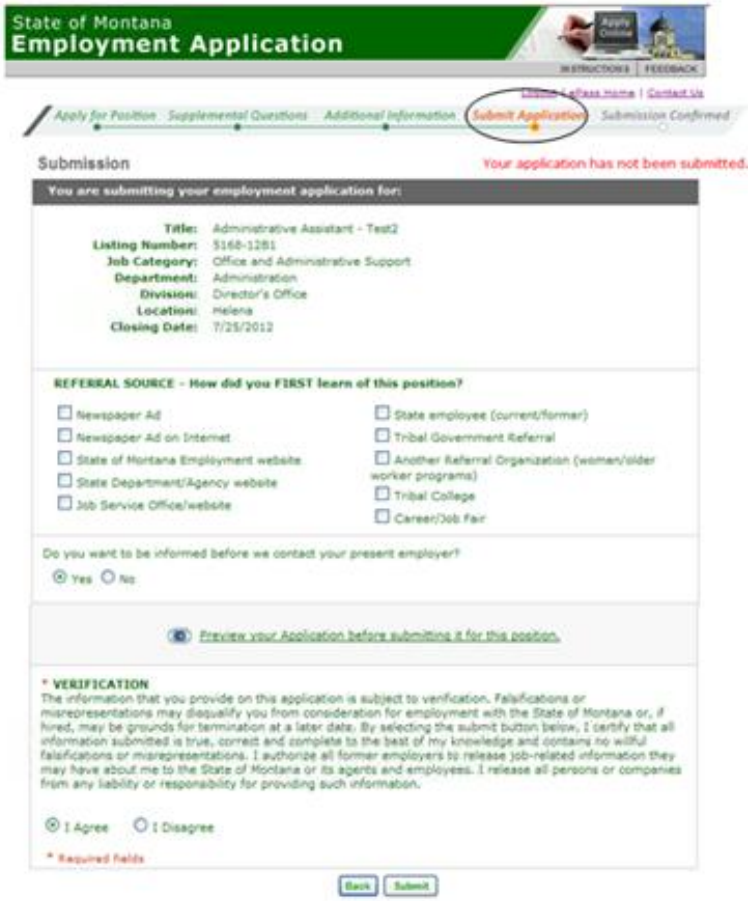


Click on the **Edit** button to return to the **Supplemental Questions** page. Notice the progress bar at the top of the page. Click on the **Continue** button through the process to **Submit Application** page. **Any information you input or unloaded before you edited you application is saved.**



You are now on the **Submit Application** page again.

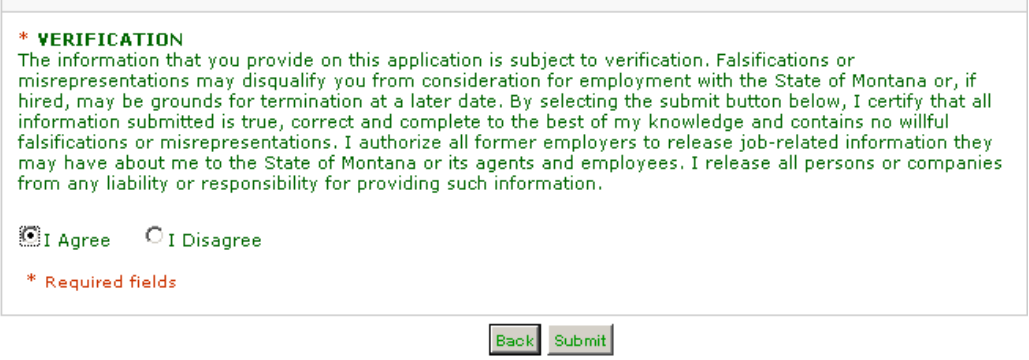
The page looks like this:



Please complete the **Referral Source** section. This information provides agencies with information about which referral sources are more successful.

Notice the question- **Do you want to be informed before we contact your present employer?** This question and your selection will appear at the beginning of your application when hiring managers screen your application.

Click the Verification radio button, **I agree** and then click the **Submit** button.

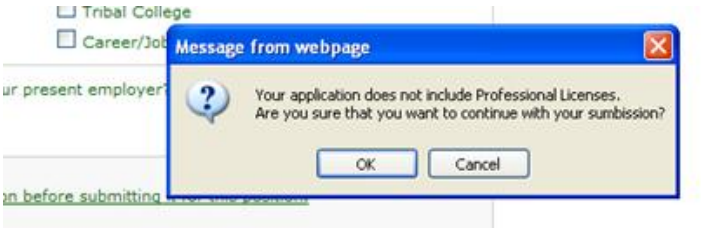


If you have not completed one of the pages on the application, you will receive the message below.

Click **OK** to **Submit** or **Cancel** to go back and complete the page.

If you choose **Cancel**, repeat the edit application process described above.

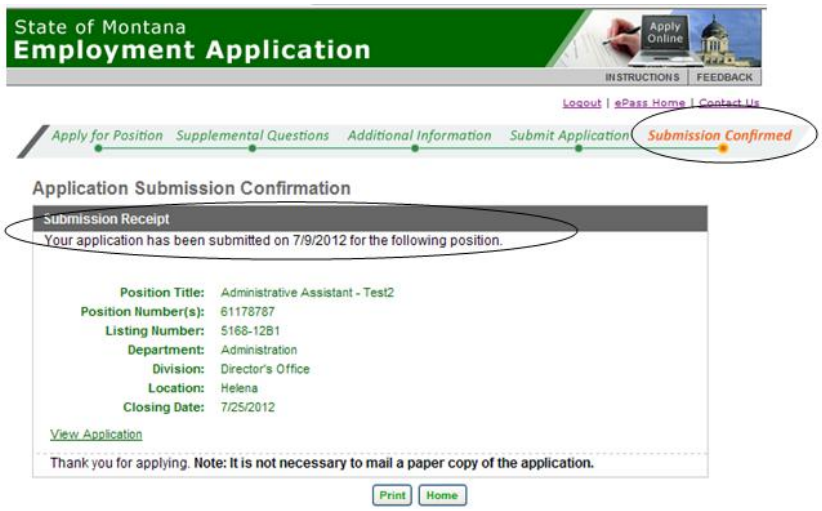
If you choose **OK**, click on the **Submit** button again.



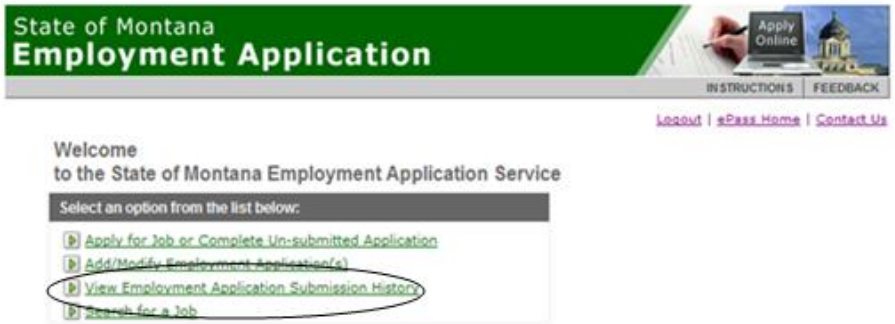
If you did not have any uncompleted pages, click the Verification radio button, **I agree** and then click the **Submit** button, and your application is submitted.

It takes you to the **Submission Confirmed** page. It is not necessary to print your confirmation because is saved in the **View Employment Application Submission History** on the main menu.

The page looks like this:

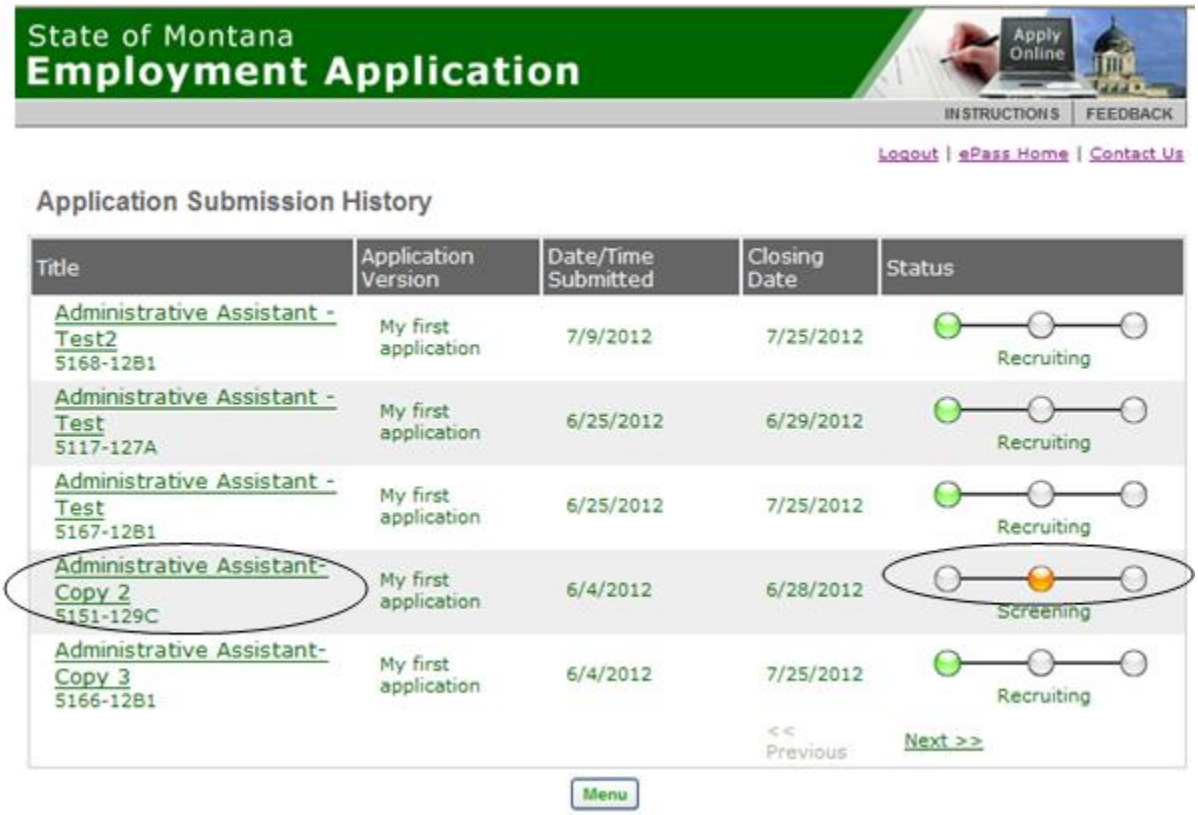


Click on **Home** at the bottom and it will take you to the main menu. Your confirmation is saved in the **View Employment Application Submission History**.



You may look at the jobs that you have applied for and see the job status.

The page looks like this:



If you put your cursor over the status bar, it will give you a status description**. For example, Screening - Applicants are currently being screened for this position.**

If you click on the position title, it brings up a copy of your **Application Submission Confirmation**.

Thank you for considering employment with the State of Montana.

Contact Information

The State of Montana has a decentralized human resources system and each agency is responsible for its own recruitment and selection processes.

Therefore, to get help with the online employment application or for information concerning a specific job listing, contact the state agency human resources staff identified on the job listing.

The State Government Recruitment Contacts list also contains agency specific contact information.