<u>Online Job Application Guide</u>

Instructions for the First-Time User

1. Go to www.mspb.ms.gov
2. Click on Job Seekers
3. Under MSPB Career Center, Click on Job Openings

Important Notes for Applicants:

- When applying online, each applicant must have their own, unique email account.

- Many websites such as, mail.yahoo.com, mail.AOL.com, and mail.google.com, allow you to establish free mail accounts.

- If you forget your username or password, an email will be sent to the email address listed in your profile allowing you to retrieve your username or reset your password.

- If you acquire a different email address, make sure you change it in your profile or you will not be able to receive your forgot username/password emails.

Instructions for Applying with Paper Application

Applicants are encouraged to apply online to make it easier to apply for multiple positions. However, an electronic version of the paper application is available in a PDF format for applicants to print and mail to MSPB or the appropriate agency. "Click Here" to download. Applications will be considered incomplete if the supplemental questions included with the job posting are not completed and attached.

Please Note: You must follow the instructions on each job posting as to where to submit a paper application. A separate application must be completed for each position. Applications must be received before the closing date to be considered. Any applications received after the closing date will be returned and not processed.

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If you are unable to view either PDF, go to www.adobe.com to download the latest version of Adobe Acrobat Reader.

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Applicant Information

Applicants may apply for positions that have been posted. Once the posting period ends, the job posting will no longer appear on the MSPB website. From MSPB's home page in the box labeled "MSPB Career Center," the applicant will see the following links: How to Apply, Applicant Login, Job Openings, Agency Only Opportunities, State Employee Opportunities, Job Descriptions, and Job Interest Cards.
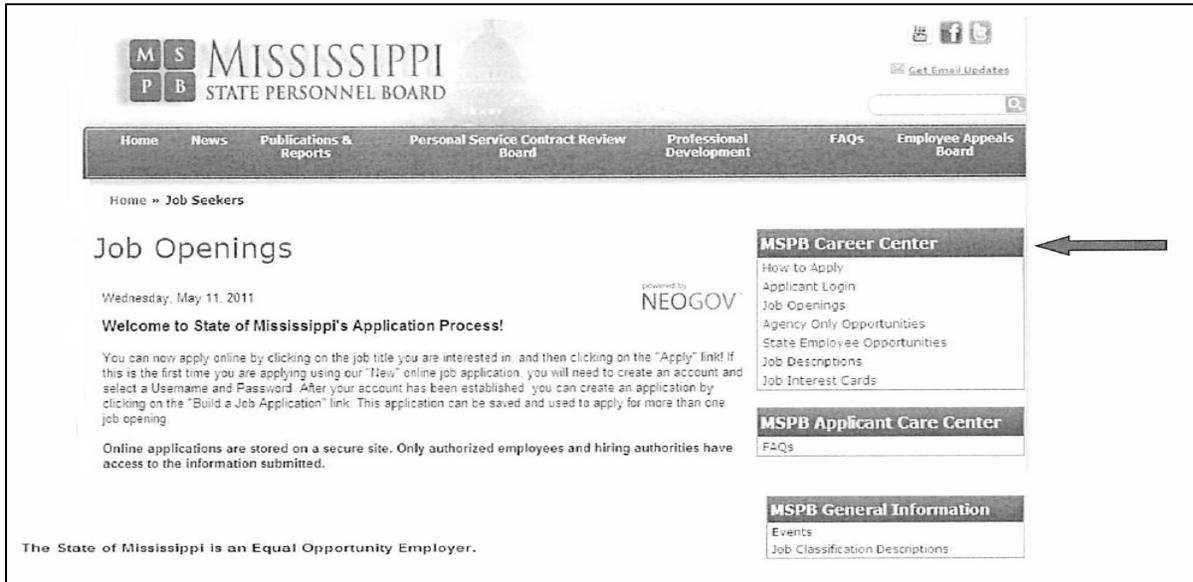
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How to Apply

To apply for a position with the State of Mississippi, choose one or more categories from the search criteria below that best suits your interest. You may choose "Select All Categories" in order to view all jobs available or "Clear All Categories" and select the categories in which you are interested. From this page you may also select the counties where you desire employment. After your selection are made, press GO at the bottom of the page and all jobs found, based on the search criteria selected, will be displayed

Search Criteria
All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category   **Select All Categories   Clear All Categories**

☑ Accounting and Finance (7)	☑ Administration (9)	☑ Administrative Assistant (5)
☑ Agriculture (1)	☑ Audit (1)	☑ Business (1)
☑ Child Support (1)	☑ Clerical & Data Entry (2)	☑ Community Development (1)
☑ Corrections (1)	☑ Counseling (1)	☑ Education (2)
☑ Faculty (1)	☑ Faculty - Behavior Science (1)	☑ Faculty - Fine and Applied Arts (1)
☑ Faculty - History (1)	☑ Faculty - Math & Technology (1)	☑ Faculty - Other (1)
☑ Faculty - Science (1)	☑ Historic Preservation (3)	☑ Legal (1)
☑ Library (1)	☑ Maintenance (1)	☑ Management (1)
☑ Medical (1)	☑ Mental Health (1)	☑ Miscellaneous (1)
☑ Office and Administrative Support (1)	☑ Professional (2)	☑ Program Management (1)
☑ Public Safety (1)	☑ Recreation (1)	☑ Social Services (2)
☑ Warehouse (2)	☑ Wetlands (1)	☑ Wildlife (1)

Select County/Counties   **Select All County/Counties   Clear All County/Counties**

☑ 01 - ADAMS (2)	☑ 25 - HINDS (25)	☑ 45 - MADISON (2)
☑ 61 - RANKIN (2)	☑ 72 - TUNICA (1)	☑ 83 - STATEWIDE (9)

Search

Enter keywords (optional):   [   ]   Explain this

My Minimum Desired Annual Salary: [   ]   Explain this

Go▶ or Clear Search

🖶 Print this page

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From the list displayed, click on the title of the position you wish to apply for (example: Accountant/Auditor II, Professional).

Clicking on the link will bring up the job description page from which job information may be printed and an application for the position can be completed. To apply for the position, click on Apply.

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Create an Account

If you have already created a user account, login using your previously created username and password. Otherwise, Click Create one to create an account, and then enter your new account information.


1. If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
2. If you created an account before and can't remember you username, click on Forgot username. This sends you email with your username.
3. Your password must be at least six characters in length, and contain at least one number.
4. Answer the security question. In this example, type 14.
5. As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:
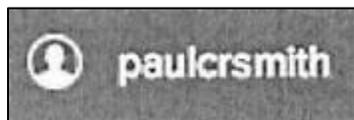
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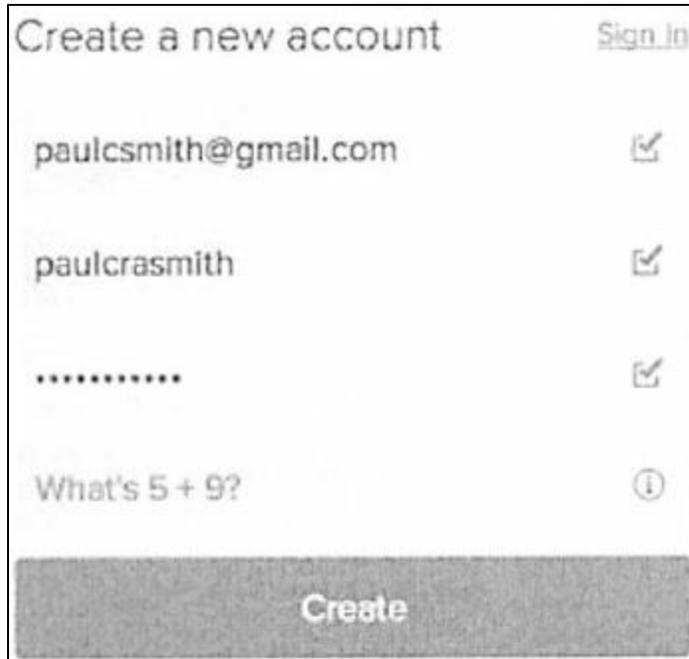
Click Create.

Keep a record of your username and password.

When you are signed in, your username appears on the right in the top menu bar:

If you need to change your password, use Accounts Settings in the pull-down below your username.

Find Jobs

You can find jobs using search as follows.

1. Type a job title in the search box. You can further limit the search by providing a state or city, for example:
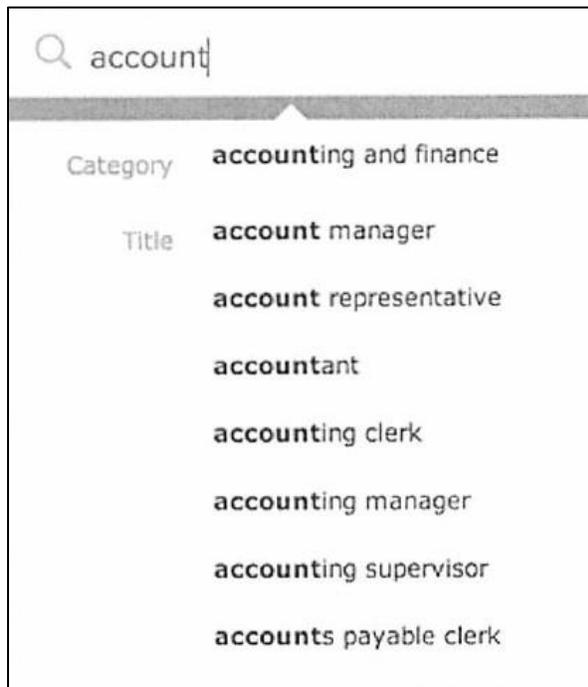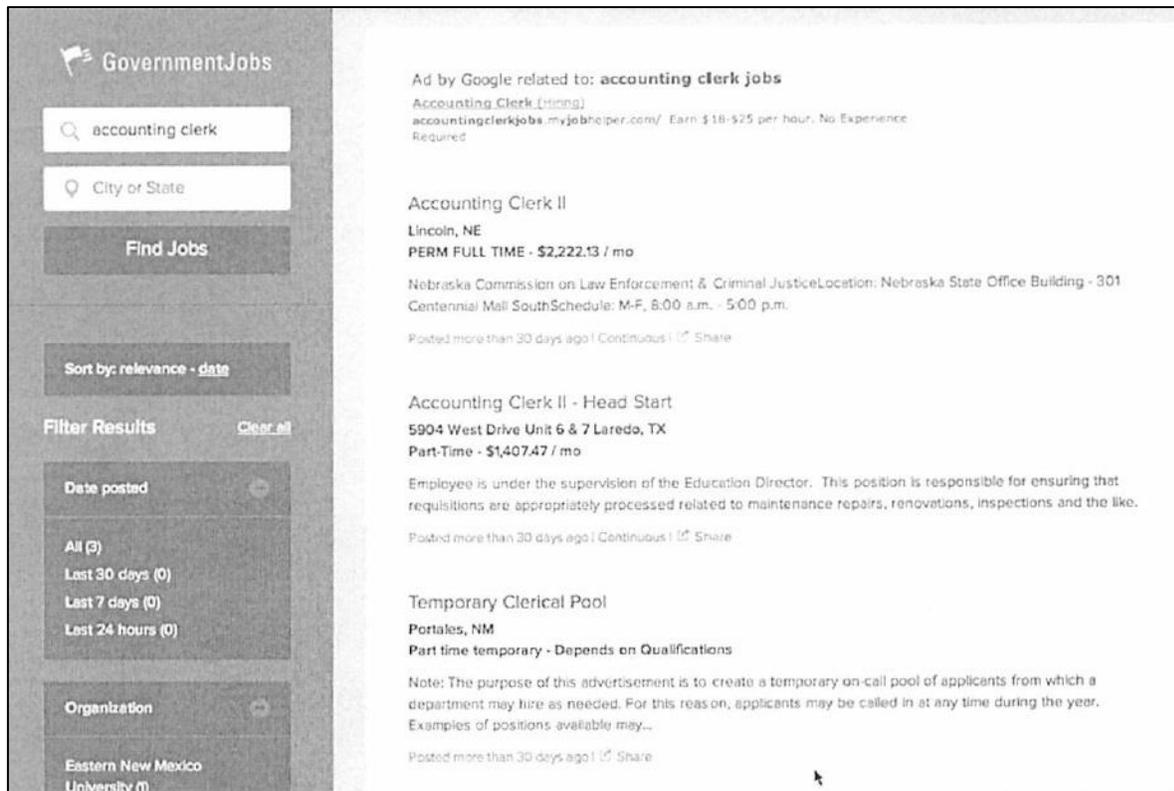

As you type in these boxes, it suggests jobs or locations that match, for example

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2. Click Find Jobs.
3. The jobs that match your search are shown, for example:

4. Click on the title to open the job details

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Apply for a Job

To apply for a job:

1. Click on the Apply tab from job details.

2. You can speed completing basic profile information by importing a resume from Linkedln, or by uploading a file.

3. Next you complete a series of steps (entries or screens). The specific steps that you must complete are determined by the employer, and may vary from this example.

Your progress and current step in the process is shown on the left. In the next example, the information step is in progress:
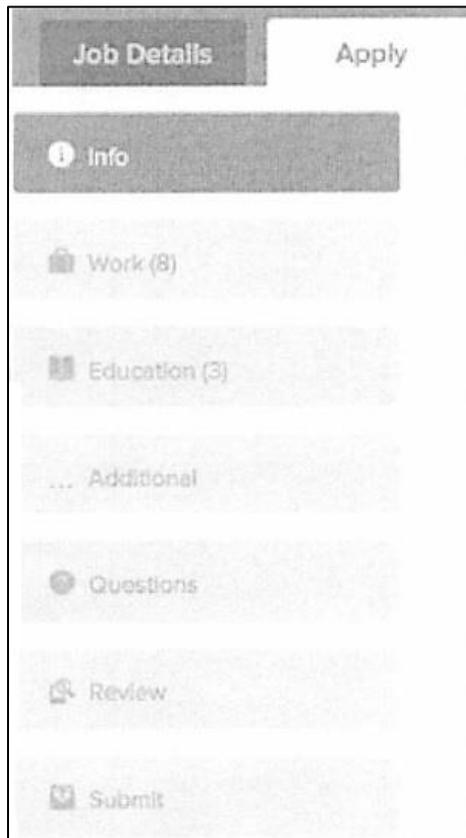
As you work on your application, refer to the progress bar to see the number of items for each entry, and errors. In the next example, the work entry contains eight items, and the questions entry contains errors:

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4. For each step, the buttons on the bottom allow you to save or discard your work on this entry.

Although your typing is periodically automatically saved, it is good practice to click on the Save button.
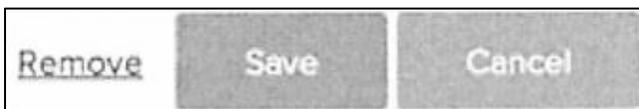
The Cancel button discards any changes you have made since the last save.

For some entries, the Remove link is present. It deletes the current entry, after a confirmation. Once deleted, the data cannot be recovered.

The last time that the entry was saved is also displayed at the top:
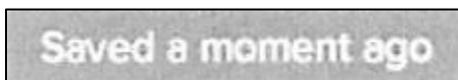
5. Provide general contact information.
6. If required, provide previous work experience information.
7. If required, provide educational information.
8. If required, provide additional information, including certificates and licenses, skills, and languages.

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9. If required, provide references.
10. If required, answer any additional supplemental questions. These are general and agency supplemental questions. Depending on the hiring agency, this section may be blank.
11. Upload any attachments, such as a resume, driver's license, or certificates. The supported file formats are determined by the employer.

If a particular attachment type is required by the employer, there is an area provided so that you can upload that attachment.

If there are no required attachments, then you can use Add supplemental attachment to add additional files. When using Add supplemental attachment, make sure to use Choose attachment type before you upload the file. In the next example the License type attachment is selected prior to uploading the file:

Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, potx, pdf, rtf, txt

License

You can click upload button or drag and drop a file into this box to start uploading

Upload

Add supplemental attachment

12. Review each section. If there is an error, it is shown in the progress bar and also in the section.

⚑ Please fix the errors in the following section.

Use   Edit ✎   to open this item and correct any errors.
Once your application is complete, click on Proceed to Certify and Submit.

13. On the Certify & Submit page, click on Accept and Submit.

An Application Submitted message confirms that you have applied for the job.

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Applications Status:

- When checking your application status:
- Log In your account
- All incomplete applications will appear first.
- All completed application will appear under the "Application" section.
- Your most current status is located under the each job title.