



**A Guide of Helpful Tips  
for Completing the  
Jobs.Virginia.Gov  
Online Application**



## **Welcome to A Guide of Helpful Tips for Completing the Jobs.Virginia.Gov Online Application**

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The purpose of this training module is to provide you with step-by-step instructions on completing the online state application on the Jobs.Virginia.gov (VaJobs).

This module will provide you with helpful tips on regarding the completion of the State Employment Application in order **to get you closer to an interview.**



## Implementation

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The Recruitment Management System (RMS) is the Commonwealth of Virginia's online application system to be used when applying for employment opportunities with state agencies through the [jobs.virginia.gov](http://jobs.virginia.gov) (VaJobs) web site. This system is operated by the Virginia Department of Human Resource Management (DHRM).

Most Commonwealth agencies **only** accept online applications. Applicants must refer to the job announcement instructions which indicate if they accept applications or résumés along with the closing date and time.

**<http://jobs.virginia.gov>**



## **Upgrade to Virginia Jobs**

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Effective April 21, 2015, DHRM upgraded (RMS) known as VaJobs to a newer version.

This new system is best supported when using on of the web browsers listed below:

- Chrome (self-updating)
- Firefox versions currently supported by Mozilla
- Internet Explorer version 9 and later
- Safari versions currently supported by Apple

Applicants must create a new user account and Virginia State Application to apply for employment opportunities. If you had a user account and application in the old system, you can no longer access that information or be able to check the status of your previous applications. If you applied for a job prior to April 21, 2015, your application will move through the normal recruitment process.

If you have questions about the status of an application submitted prior to April 21, 2015, contact the Human Resource office at the facility directly.

## Virginia Department of Corrections (VADOC)

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Individuals interested in employment with the Virginia Department of Corrections (VADOC) **must** submit their applications online at <https://jobs.agencies.virginia.gov> by 11:59 pm on the closing date.

Applications must be complete. An incomplete application will eliminate you from consideration. Make sure to list all of your work experience by starting with the most recent employer. Include all paid, military , voluntary and intern experience. Also include breaks in employment or unemployment.

Résumés **will not substitute** for the completed state application. “Please see attached” is not a replacement for documented experience on a state application.

**VADOC MAY accept resumes and cover letters but does not use these documents for initial screening purposes.**



## **When was the last time you updated your application?**

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- ❑ A good rule of thumb is to update your application after your job description or Employee Work Profile (EWP) changes or after any changes in your current job responsibilities.
- ❑ Make sure your application clearly describes your duties as they relate to the job posting.



## **Application Section Breakdown**

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The application is broken down into 10 sections, they are follows:

- ❑ Personal Information
- ❑ Education
- ❑ Work Experience
- ❑ References & Reference Letters
- ❑ Additional Information
- ❑ License
- ❑ Confidential EEO
- ❑ Supplemental Questions
- ❑ Check for Errors & Submit
- ❑ Certify and Submit



## **Personal Information**

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Is the following information accurate?

- Full Legal Name
- Suffix (Sr, Jr, I, II)
- Street, City, State, Zip
- Country
- Telephone Numbers
- E-mail Address



## **Personal Information**

### **E-mail Addresses Speak Volumes**

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- ✓ Use a professional e-mail address such as [johndoe@gmail.com](mailto:johndoe@gmail.com)
- ✓ Do not use provocative or unprofessional e-mail addresses
- ✓ We recommend using a separate e-mail account specifically for job searches.

There are several free sites where you can set up a e-mail account:

- ❖ Google (Gmail)
- ❖ Yahoo (Ymail)
- ❖ Hotmail

## **Personal Information Continued**

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- Shifts, hours, employment status
- Willing to travel
- Geographical locations
- Provide own transportation
- Legally eligible for employment in the US
- Selective Service
- Compliance with Section 2.2-2903 of the Code of Virginia, are you:
  - Veteran who received honorable discharge in the armed forces including the National Guard
  - Veteran who received an honorable discharge and has a service connected disability
  - Veteran who served during the Vietnam Conflict
  - Surviving spouse, or child, of a veteran who was killed in the line of duty
  - Member of the National Guard serving and completed the required initial active-duty service?
- Available to start work



## Educational Information

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- ✓ Indicate the highest grade completed:
  - High School or Equivalent
  - Vocational School
  - Coursework
  - Community Colleges
  - Colleges/Institutions
  
- ✓ Indicate the number of years of post high school education.
  
- ✓ Indicate the name and locations of each institution(s).
  
- ✓ Indicate the degree earned if applicable.



## Work Experience

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- It is important to list **all** of your work experience.
- Start with the most recent employer.
- Describe **ALL** paid, military, and voluntary (including internships) experience. This includes unemployment and or breaks in employment.
- Go back a minimum of ten years if available.
- You may list significantly different jobs within the same organization as separate positions.
- Make sure the employer's information is accurate.
- **Never use “Please see résumé.”** A résumé **will not substitute** for a completed state application.



## Work Experience Job Duties Sub-Section

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- The section titled “Duties” is limited to 1200 characters.
- When applying for jobs and or promotions, look at the job listing advertisement including the required and preferred qualifications and use the same language in your job duties.
- It is important to keep your job description descriptive, yet concise.
- Help the reviewer have a clear understanding of your skills and how they relate to the position you are applying for.
- Visit the **O\*Net** website for help describing your current job duties.
- Stay away from one word, over simplified descriptions of your job duties.
- Do not **assume** that your title says it all or that the reviewer knows what your job entails. Reviewers screen to the information provided in your job duties not on your job title.

# O\*Net

O\*Net is a helpful site when filling out the work duties section. It provides detailed descriptions of occupations for job seekers, students and HR professionals. Below you will find instructions on how to navigate O\*Net:

Go to <http://www.onetonline.org>



- Type in your occupation under **Occupation Quick Search**
- A menu of options will appear
- Select the best matching job from the list and incorporate those related duties into your application as applicable



## Work Experience (Cont.)

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What equipment are you proficient in using for that job?

- ❑ Do not assume your title indicates the equipment you use
- ❑ Do not list only the computer programs used
- ❑ Make sure to list all equipment used in that specific job

Reason for Leaving?

- ❑ Avoid using “***OTHER***” as a reason for leaving
- ❑ Avoid negative remarks about the employer or workplace as a reason for leaving



## References

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### Contacting your Supervisor

- ❑ Recommend either using “Yes” or “Only if finalist”
- ❑ If you say “No” it could raise a red flag

### References

- ❑ List three references
- ❑ Name, Address, Phone Number, and E-mail Address
- ❑ Relationship (Colleague, Friend, etc.)

Make sure your supervisor’s information and other reference information is up to date and complete.

## Additional Information

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How did you hear about employment opportunities with the Commonwealth of Virginia?

- ❑ This helps the employer know where you saw the employment opportunity

Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills:

- ❑ Highlight skills not mentioned previously
- ❑ You are limited to 1200 characters so be descriptive, yet concise
- ❑ If you choose to use this section to capture additional duties not mentioned under **Work Experience**, make sure to reference that specific job

Complete Licenses

- ❑ Make sure to include a valid driver's license number
- ❑ Also include certifications or other licensure authorization to practice a trade or profession



## **Confidential EEO**

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The information is used to assist us in complying with Federal/State equal opportunity record keeping and reporting. However, responses are voluntary and will not be used in any way to determine your eligibility for employment.

### **Voluntary Demographic Data**

- Gender
- Race or ethnicity with which you identify
- Highest level of education you completed  
(Use drop down under Please Select)
  
- Date of birth  
(A calendar will populate)



## Supplemental Questions

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Most agencies use “posting specific” and “disqualifying questions” to help find the best suitable candidate who meets the qualifications. Applicants should take care to respond to each question. Do not indicate N/A or leave a question blank or you **may** receive a message after applying indicating you did not meet the qualifications for the position.

The “posting specific questions” are specific to the job for which you are applying. These questions may require a Yes or No response or may require a written response such as “Provide a short description of how you utilize community resources and/or agency services to assist your clients”.

The “disqualifying questions” are used to ensure applicants meet specific criterion such as “Are you an employee of the Virginia Department of Corrections?”

**NOTE:** The biggest misconception applicants have is if they answer Y (Yes) to these questions, the reviewer will automatically consider their application. It is important for the applicant to provide documentation that meets the qualification(s). Answering Y (Yes) does not guarantee that applicants will be referred for an interview.

# Interagency Placement/Preferential Hiring Forms

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## **Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff?**

- The Yellow Form is provided to employees when they are notified that they will be affected by layoff. To use the yellow form, the vacant position should be in the **same or lower pay band** as the applicant's current position.

## **Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff?**

- The Blue Form is issued to employees on the day before their leave without pay-layoff (LWOP-layoff) status becomes effective.

We have a overwhelming number of applicants indicate “**Yes**” in haste to complete the application. Mark “**No**” unless the question applies directly to you.

**These questions apply to Commonwealth of Virginia Employees only!**

## PREA (Prison Rape Elimination Act)

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The VADOC has specific questions in accordance with the PREA Act and DOC 28 CFR 115.17 that are **REQUIRED**. **READ** each question carefully and **respond appropriately**.

1. Have you engaged in sexual abuse in an institutional setting where the term "institutional" refers to any facility or institution:
  - (A) which is owned, operated, managed by, or provides services on behalf of any State or political subdivision of a State; and
  - (B) which is:
    - (i) for persons who are mentally ill, disabled, or retarded, or chronically ill or handicapped;
    - (ii) a jail, prison, or other correctional facility;
    - (iii) a pretrial detention facility;
    - (iv) for juveniles;
    - (v) providing skilled nursing, intermediate or long-term care, or custodial or residential care.
2. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?
3. Have you been civilly or administratively adjudicated for having engaged in the sexual activity described in questions #1 and/or #2 above?



## Double Checking Your Application

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According to Resumedoctor.com spelling and grammatical errors rank as the number one complaint among recruiters.

Leave a good impression and double check for errors, spelling, typo's and content and have someone else review your application for the following:

- ✓ Does your documentation flow smoothly?
- ✓ Are your “duties” descriptive, yet concise ?
- ✓ Did you leave anything out that may be pertinent?
- ✓ Print a copy of your application and review it before submitting.



## Check for Errors and Submit

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- ❑ Each section completed will have a green box with a check mark indicating that section is complete.
- ❑ If a section is incomplete, you will see a **RED X** indicating which section is incomplete. You can click on the **RED** area to make corrections.
- ❑ Read the statement in its entirety, check box **I certify that all information provided is true and complete.**
- ❑ Enter your initials
- ❑ Click **Certify and Submit!**

**Note:** After making corrections you may have to click **Remove Entry** if you are not adding any additional information. Otherwise the system will show it incomplete!

We cannot stress the importance of providing accurate information and being honest when completing you application.

# Application Has Been Submitted

You will receive a message indicating your application has been submitted and a confirmation number:



- ✓ Keep a record of your confirmation number

**Important:** Return to the Home Screen to check the **STATUS** of your application immediately after applying. This allows an applicant to contact Human Resources if they responded a question incorrectly prior to the position closing.

**Logout**



## Conclusion

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You now should have the necessary tools to complete the online application using RMS.

If you need additional assistance, feel free to contact Human Resources at (804) 887-8123 or via e-mail at [recruitment@vadoc.virginia.gov](mailto:recruitment@vadoc.virginia.gov).



## Sources

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- Department of Human Resources
  - For Job Seekers & Employment Opportunities
  - Jobs.Virginia.gov (RMS- Recruitment Management System)
- Department of Corrections
  - Career/Job Opportunities
  - Human Resources Department
- O\*Net
- Resumedoctor.com