Find Your Future in the First State

Logging into DEL

You must be connected to the Internet to enter DEL.

First, launch the internet program. It is best to use Internet Explorer

Enter the address [http://www.delawarestatejobs.com/](http://www.delawarestatejobs.com/) and click enter.
Search for Jobs

There are many ways to do a job search in DEL:

1. Enter keywords in the Search box (i.e. Accountant, Engineer) to find positions in your area of interest and then select “Search”.

   OR

2. Select the View Open Jobs Button to take you to a list of open jobs.
2. Select a Statewide search or search by county (i.e. New Castle, Kent, and Sussex) by selecting one of the radio buttons below the search box and selecting "Search".
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3. Select the link for the type of job you wish to apply for:
   - Merit System Opportunities
   - Non Merit System Opportunities
   - Casual/Seasonal Jobs

For more information on Job Types go to
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For Non Merit Opportunities select the agency you wish to explore opportunities with and then find their employment section.

Note: If you sign up for e-mail alerts, the Non-Merit jobs will not be included. Make sure you check these links often so you do not miss any opportunities.
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Searching Merit System Agency Jobs:

Once you select the View Open Jobs, you will get a listing of Merit jobs that are open. They will be sorted by deadline. You will also have the option to sort by job category, salary, location or an alphabetical list by using the dropdowns at the top of the page.
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If you search by closing dates, the postings will be listed in order of closing dates with the ones closing earliest on top.
If you search by alphabetical listing, the jobs are listed in Alphabetical order A-Z:
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If you search by salary listing, the result will be from highest salary to lowest. You cannot enter an exact salary in the search box to filter.
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If you search by location, the results are sorted Alphabetical by city.

Note: you can also enter the city in the search box for a more filtered search.
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Review the Job Postings

Click on the actual "Job Title" to view the complete job posting and to view the job duties and requirements.

<table>
<thead>
<tr>
<th>Program Compliance Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment #120315-MDBZ19-350100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opening Date</th>
<th>12/8/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing Date</td>
<td>12/22/2015 11:59:00 PM</td>
</tr>
<tr>
<td>Type of Recruitment</td>
<td>Casual/Seasonal</td>
</tr>
<tr>
<td>Salary</td>
<td>17.25/hour</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>FR1</td>
</tr>
<tr>
<td>Shift Hours</td>
<td>29.75 hours/week</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Actual Vacancy</td>
</tr>
<tr>
<td>Employment Term</td>
<td>Regular</td>
</tr>
<tr>
<td>Agency</td>
<td>DHSS/Administration / Management Services</td>
</tr>
<tr>
<td>Location(s)</td>
<td>Herman Holloway Campus: (1901 N DuPont Hwy, New Castle, DE, 19720)</td>
</tr>
<tr>
<td>Contact Name</td>
<td>DHSS Applicant Services</td>
</tr>
<tr>
<td>Contact Phone</td>
<td>302-255-9105</td>
</tr>
</tbody>
</table>

Go Back  Click HERE to apply  Click HERE to view benefits
Make sure you meet the Job Requirements and any Selectives that are listed on the posting.

Once you have found a job that you would like to apply for, you will begin the on-line application process by selecting the Apply button on the posting.
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Starting the Application Process

Once you have selected the apply button you will see this screen:

Previously Registered:

If you have already created a user account in DEL, just click on “I have Registered Previously” to log back in and begin a new application.

Retrieving Your UserID or password:

If you forget your UserID or password the system will find it for you. You will see two links on this page, Forgot Your UserID? or Forgot Your Password?. Click the appropriate link and fill in the information requested.

Click I Forgot My UserID and your UserID will be displayed or click I Forgot My Password and your password will be emailed to you.

(Make sure you keep your e-mail current! Use the “Update my Contact Information” icon on the home page to make changes.

If you continue to have problems logging in, please contact us at jobs@state.de.us or call (302)739-5458

First Time User:

If you are a first time user in DEL, when you click on “Apply”. You will select the “I am a New User” Icon. You will then be prompted to create your own
Find Your Future in the First State

personal/confidential user account which will enable you to complete the on-line application.

Register a New Username

1. Click
2. Enter the requested information.

You are required to provide the following information.

<table>
<thead>
<tr>
<th>Information</th>
<th>Input Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>First 3 Letters of Last Name at Birth</td>
<td></td>
</tr>
<tr>
<td>Last 4 Digits of Your Primary Phone Number</td>
<td></td>
</tr>
<tr>
<td>Your Most Recent Zip Code</td>
<td></td>
</tr>
<tr>
<td>Month of Birth</td>
<td>Select One</td>
</tr>
<tr>
<td>Day of Birth</td>
<td></td>
</tr>
</tbody>
</table>

Please confirm that your e-mail address is correct.

<table>
<thead>
<tr>
<th>E-mail address</th>
<th>Input Field</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Confirm e-mail address</th>
<th>Input Field</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please give yourself a UserID which is at least 8 characters.

<table>
<thead>
<tr>
<th>UserID</th>
<th>Input Field</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(up to 10 characters)</td>
</tr>
</tbody>
</table>

Please select a Password which is at least 8 characters and a combination of letters and digits.

Write your UserID and password down for future use.
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3. Once you have entered all of the information, click the "Submit Registration" button.
4. You are now registered in DEL.
5. The application will open and you can complete now or at a later time. Once it is complete, you will be able to copy your demographic information into other applications when you begin to apply.

Important!

An account with this UserID already exists. If you have registered with us in the past, please enter the system as an existing user. If this is the first time you have registered here, please try again with a different UserID.

<table>
<thead>
<tr>
<th>New Registration</th>
<th>Click on New Registration if you have never before registered or used the online application system for State of Delaware.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing Registration</td>
<td>Click on Existing Registration if you have previously registered to use the on-line application system for State of Delaware. Help is provided if you do not remember your UserID or password.</td>
</tr>
</tbody>
</table>

If this pop up window appears while trying to register, it means that an account with this UserID already exists as seen by the note at the top of the screen. Go back and register as a new user again and use a different unique UserID.

If you get this screen without the note at the top you probably have an existing registration. So enter as a registered user and use the “Forgot userID” and “Forgot Password” icons or contact our office.
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My Job Applications

If you have previously applied for positions in DEL you will see a screen similar to this:

To apply for the current position, click on one of the job titles of one of your submitted applications and all of your stored information will transfer to the new application (it is best to use the most recent if you have made any recent edits). If you have never applied before and you just registered as a new user, you will not get the copy screen above. A new application will open and you will need to enter all of the required information into the application and submit.

Remember:

You must complete the supplemental questionnaire on each application that you submit.

You must also go to the Profile Tab and select the location(s) that interest you and select how you heard about the position.
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Save and continue on each tab before submitting

Note: Read the important tips at the end of this document about copying your supplemental questionnaire answers from one application to another.

The Employment Application

The employment application is divided into nine tabbed sections.

Any area that includes a * (red asterisk) MUST be completed in order to open the next tabbed section.

Once you have completed the information in a section, click to save your work on that tab and open the next section.

You will be able to go back and make changes if desired.

The system is setup to automatically save your data every time you complete a section by pressing.

Note: To finish your application at a later time, save your work, exit out and when you are ready to return to the application simply click from the home page and select the application that you need to finish.

Just choose the title of the application from your unsubmitted list and continue completing the application or to make revisions to the application.
Supplemental Questionnaire Tab

For each question, click the radio button that best meets your knowledge or experience level and then enter your detailed response in the text box. Make sure that your education and work history supports your answers.

Do you have possession of a Bachelors degree or higher in Chemistry, Biochemistry, Biotechnology, or related field.

Yes ☐
No ☐

To support your response, please provide a detailed description of your work experience to include employer, dates of employment, job title and duties. For education and training to support knowledge requirements, please provide educational providers, training course titles and summary of course content.

Do you have six months experience in using laboratory equipment and instrumentation?

Yes ☐
No ☐

To support your response, please provide a detailed description of your work experience to include employer, dates of employment, job title and duties. For education and training to support knowledge requirements, please provide educational providers, training course titles and summary of course content.
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EEO/AA Tab
This EEO survey is voluntary. You can enter your EEO/AA information on this Tab to help us comply with state and federal record keeping and reporting requirements. Hiring Managers will not have access to this page.

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EEO/AA Information

DISABILITY
Are you a person with a disability, as covered under the Americans with Disabilities Act?
- Yes
- No

AGE GROUP
Select one

ETHNICITY
Please check only one choice which best describes your race/ethnicity:
- American Indian/Alaskan Native
  All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Hispanic
  All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Black (not of Hispanic origin)
  All persons having origins in any of the Black racial groups of Africa.
- White (Non-Hispanic origin)
  All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Asian or Pacific Islander
  All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the
**Find Your Future in the First State**

**Profile Tab**
Enter your personal information on this Tab (Questions with a * next to them are required):

<table>
<thead>
<tr>
<th>Personal and Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong> *</td>
</tr>
<tr>
<td><strong>Last Name</strong> *</td>
</tr>
<tr>
<td><strong>Middle Initial</strong></td>
</tr>
</tbody>
</table>
| **Mailing Address** *  
Number, Street and Apt. |  |
| **City** * |  |
| **State** * | Delaware |
| **Zip Code** * |  |
| **Country** | USA |
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School Tab
Enter your education information on this Tab (Questions with a * next to them are required):

Make use you use the right format when entering dates!
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Work Tab
Enter your work experience on this Tab:

If you have work experience, click **I have employment experiences**.

If you have NO work experience, click **I have NO employment experiences**.

Enter your work experience (Questions with a * next to them are required)

Click **Save this Job** to add this job to your application.
Click **Delete this Job** to remove this experience from your application.
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Click **Add another Employment Experience** to add another job to your application.
Click **I am done with my Job History** to move to the next part of the application.

**Resume Tab**
This section of your application is optional but if you want to submit a resume, you should use this tab. Do not e-mail your resume separately.

If you already have your resume in another word processing program (we accept these formats; "doc", "jpg", "pdf", "xls", "txt", "rtf"), you can upload your resume.

Click the “Upload Resume” button and select the file to attach from your computer.

Copy and paste your resume into the space provided.
1. Open your file containing your resume
2. Highlight the resume—a shortcut is to press [Ctrl] and the letter “a”
3. Copy the highlighted text—a shortcut is to press [Ctrl] and the letter “c”
4. Click in the text area and press [Ctrl] and the letter “v” to paste your text.

Click **Submit Resume** to continue completing your employment application without submitting a resume
Click **Submit Resume** to add your resume to your employment application
Click **Clear Resume** to clear the text area
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You can also cut and paste your resume into the text box. Remember: The text area is designed for ASCII text. ASCII text will not display all formatting from a word processing program such as Microsoft Word. However, the Resume in your final printed application will probably retain better formatting than that shown in the input text area below. Review your printed application in the "Review Part" to determine if you need to reformat parts of your Resume. If you need to reformat parts of your Resume, use carriage returns and spaces in the text area below so that it will appear as you would like in the printed application.

Review Tab

This section allows you to view your entire employment application. Each part of your application has an EDIT button. Clicking that button will open the appropriate section of your application and allow you to make changes.

Click Ready to Send App when you are ready to submit your application.

Click Print My Application to print a copy of your application for your records.

Send Tab

After you have filled in all of your information, and you have reviewed your application, click on the Ready to Send App to take you to the "Send" Tab.

Note: Once you have submitted your application no changes or additional information can be submitted. The system automatically screens applicants and once this is completed, the responses cannot be changed. For future reference, to ensure that you have sufficient time to review the accuracy of your submission, the DEL system is set up to automatically save your data every time you complete a section by pressing the Save and Continue button. To finish your application at a later time simply click on "My Applications" from the home page and select the application that you need to finish. The application will have a "Finish" symbol at the top to remind you that the application is not complete. Click on this symbol and you will be back in your application and can continue or make revisions. You can then ensure that before you actually submit your final application that it is accurate and complete. Just remember that the application must be submitted prior to 11:59:00 pm on the closing date.
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Read the Applicant Release of Employment Information and check the boxes that indicate that you agree to the terms and submit your application to the State of Delaware as seen below:

☐ By checking this signature box, I certify agreement with the terms given above for Applicant Release of Employment Information.

☐ By checking this signature box, I certify that I have read and understand the job posting for complete job requirements and conditions of employment as stated. I also certify that this application was completed by me, that all entries on it are true, and that I seek employment under these conditions.

☐ I am knowingly sending in my application to the Office of Management and Budget/Human Resource Management with NO employment experiences listed in the WORK section of the application. (If you wish to add employment experiences to your application before sending it in, click on the "WORK" button above.)

Note: The question above is only asked if you do not enter any employment experiences.

You will receive a confirmation e-mail once your application is submitted.

If you do not receive a confirmation e-mail, you have not successfully submitted your application. Email jobs@state.de.us or call 302-739-5458 with questions.

Applications submitted using the Online Employment Application are date and time stamped when you press the submit button.

**View or print a submitted application**

Click **My Applications**.

Click on the application you wish to view or print.

Click **Print My Application**.
Email Alerts

The “Email Alerts” icon will allow you to automatically receive e-mail notification when the job titles you selected have an open job posting. Note: This service is good for six months. At the end of six months you will need to sign up again if you are still looking for opportunities.

When you click the icon, you are directed to the page below:

Create a Job Search Agent

This page enables you to create or modify your Job Search Agent profile. Select your search criteria below. You can enter multiple job categories and locations. The Job Search Agent will use all of the items selected below. To choose from all available opportunities, simply leave all checkboxes unchecked. Once you have made your selections, click the save button and you will be notified by email of any requisitions meeting your specified criteria. You must specify at least one search criteria in order to save your agent profile.

Please Note: Not all opportunities have a specified salary range - Choosing the minimum salary requirement may restrict opportunities that are available to you.

Check all occupational groups you wish to include in your Job Search

- Accounting and Fiscal Services
- Agriculture, Natural Resources & Sciences
- Arts, History & Museum Services
- Engineering, Planning &Technical Services
- Food Services
- Health and Safety
- Health Care
- Human Resources/Training
- Information Technology
- Land Acquisition/Property Management
- Legal Services
- Marketing/Public Relations
- Research and Analysis
- Administrative and Support Services
- Arts, History & Museum Services
- Food Services
- Health Care
- Human Resources/Training
- Information Technology
- Labor, Trades & Crafts
- Law Enforcement and Public Safety
- Library Services
- Nursing
- Supply, Procurement, Contracting

Submit Back Check all boxes Uncheck all boxes

Select the occupational groups that interest you and click submit to view the job titles. If you want an alphabetical list of all job titles just click submit without any selections.
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Class Specifications

You can search the Class Specifications table using the Search feature or Select Job Groups feature to narrow the list of Class Specifications. Click on any Class Specifications below to view it and sign up to be notified when a job in this class opens.

To select multiple classes, check the box next to each Class Specifications below and then click the Add All Checked Classes to My Job Search Agent button and follow the instructions to submit an interest card.

A Yearly Min - Max Salary Grade

- MABB01 - Accountant $31,440.00 - $47,160.00 010
- MABA02 - Accounting Specialist $27,458.00 - $41,188.00 008
- MABA01 - Accounting Technician $23,996.00 - $35,990.00 006
- MDCA01 - Active Treatment Facilitator $23,465.00 - $33,380.00 006
- MDCB01 - Activity Aide I $23,988.00 - $35,980.00 006
- MDCB02 - Activity Aide II $25,663.00 - $38,495.00 007
- MDCC01 - Activity Therapist I $29,384.00 - $44,076.00 009
- MDCC02 - Activity Therapist II $33,638.00 - $50,456.00 011
- MDCZ01 - Activity Therapy Program Coordinator $44,994.00 - $66,140.00 015
- MCFB01 - Adaptive Equipment Technician I $27,468.00 - $41,168.00 008
- MCFB02 - Adaptive Equipment Technician II $31,440.00 - $47,160.00 010
- MABB03 - Administrative Accountant $38,515.00 - $57,773.00 013

Place a check mark next to the job titles of the positions that you wish to receive an e-mail alert. When you have selected all of the job titles that you want, click the blue bar at the top “Add All Checked Classes to My Job Search Agent”
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The screen will reflect the Job Titles that you selected:

You have added the following classes:

- [ ] MABA01: Accounting Technician
- [ ] MABA02: Accounting Specialist
- [ ] MABB01: Accountant

Please make sure your POP-UP Blockers are turned off before you click "Finish".

Continue Searching Classes   Finish

If you want to add more, click the Continue Searching Classes bar. If you are done click Finish.

A pop up window will appear where you will enter your e-mail address:

Enter the e-mail address and click Next

Another window will open and if you will click subscribe to sign up:

Confirm your subscriptions listed below

Subscriptions:
- MABA01 - Accounting Technician
- MABA02 - Accounting Specialist
- MABB01 - Accountant

Subscription length: 180 days, starting now.

Subscribe   Cancel

An e-mail confirmation will be sent to you and it will contain an unsubscribe button. Save this e-mail as it is the only way to unsubscribe.
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Update Info

On the Home page you can update your demographic information like phone number, address at any time and it will change the information across all applications when you save.

My Applications

When searching for applications that you have started or submitted, you will find them at “My Applications” on the home page. Here you will see all applications started, submitted, notices sent and more.

Important Tips:

➢ If you wish to use your answers on the Supplemental Questionnaire (SQ) in future applications, please save your SQ answers into a word document before submitting your application. When you start a new application you will be able to cut and paste the answers into the new application from the word document and make any edits. There is no spell check in DEL so you will be able to check spelling and grammar in word before pasting it over into the new application.

➢ If you wish to copy your answers from a previously submitted application into a new application, log into the old application and copy your answers into a word document as stated above. Exit completely out of the old application before logging into the new application. Do not just minimize the old application and then try to log
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into a new application. When you minimize that application and log into
the new one, the system will not allow you to submit your new application.

➢ If you forget your user ID and/or password, DO NOT create a new
  profile. Use the “Forgot User ID or Password” icons or e-mail
  jobs@state.de.us for assistance.

➢ To change your email address or contact information, Click the yellow
  icon on the Home page labeled “Update Info”. Log in and you will be able
  to change the information and it will update all of your previous
  applications.

➢ Make sure all levels of pop-up blockers are turned off when using the
  DEL system.

➢ When filling out the Supplemental Questionnaire, make sure that you
  answer all required questions marked by a *.

If you still have questions, e-mail us at jobs@state.de.us or call 302-739-5458
during normal business hours.