

Applying for a Job with the State of Delaware



Applicant Checklist

Important tips to remember
when applying for a job with
the State of Delaware



Notification of New Jobs

Applicant Checklist

1. Did you sign up for e-mail notifications?



Sign up to be alerted by e-mail when jobs open that are of interest to you. The Delaware Employment Link offers a notification system that alerts you the day a job opens so you don't miss any opportunities. Go to the Career Opportunities page and click on the "Notify Me of New Jobs". This service remains active for a 6 month period. If you wish to continue the service at the end of that six month period, you must sign up again.

Review Posting

Applicant Checklist

2. Did you review the posting for important information?

The posting contains important information about the position. Make sure you review the posting before applying to the job. Read the summary statement, check the location, the hours, etc. to make sure it is the right job for you.

Activity Aide I	
Recruitment #122058-40C301-350500	
Opening Date:	12/30/2009
Closing Date:	1/5/2010 11:59:00 PM
Type of Recruitment:	Open Competitive
Salary:	Yearly: \$22,701.00/Ann - \$28,376.00/Ann
Pay Grade:	6
Shift Hours:	11:00am - 7:00pm, Weekend & Holiday hours are required
Employment Type:	Actual Vacancy
Employment Term:	Regular
Agency:	DHSS:Public Health / Governor Bacon Health Center
Location(s):	Governor Bacon Health Center: Delaware City, DE 19706
Contact Name:	DHSS Applicant Services
Contact Phone:	302-255-9100
Go Back	View Benefits

SUMMARY STATEMENT

Apply Early

Applicant Checklist

3. Did you look at the closing deadline?

TIP: Applying early ensures you have allowed enough time to describe your education, training and experience in a way that will provide the hiring agency with the information they need to process your application and shows them why you are best suited for the job.

Give yourself enough time to complete the application by the deadline. Most jobs are open for only 7 days. Please don't wait until the last day to apply.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Most positions are only open for 7 days

Deadline is 11:59:00 pm



Meet the Job Requirements

Applicant Checklist

4. Do you meet **all** of the job requirements?



Make sure you meet the job requirements. A list of Job Requirements is found on each posting. Each job requirement must be met to qualify for the job. If you do not possess **ALL** of the job requirements, please do not submit an application. Your application will be rated "Not Qualified" and will not be considered further.

Rate Yourself Accurately

Applicant Checklist

5. Did you use the rating scale to select the answer that most accurately describes your proficiency for each job requirement?

Remember: Do not overstate your experience

The first tab on your application is the Supplemental Questionnaire (SQ) . There is a rating scale shown on this tab. Your choices are:

- ***Knowledge/No Work Experience,***
- ***Applied Work Experience,***
- ***Thorough Work Experience, and***
- ***Expert Work Experience.***

Make sure you select the answer that most accurately describes your proficiency for each job requirement. Read the rating scale carefully as it tells you important information about each level and how many years of experience are typically needed.

Experience or Knowledge?

Applicant Checklist

6. Do you have the required Education, training and/or experience to meet the job requirement?



Remember:

Education is not a substitute for experience

Education and training qualifies for knowledge job requirements.

5. When you fill out the Supplemental Questionnaire you will need to determine if you have the **Knowledge** or **Experience** that is required for the job. If the job requirements state "**Experience**", you must possess experience in that area. If you do not possess experience in the area, your application will be rated "Not Qualified." PLEASE NOTE: Part time experience is pro-rated. For example, if you worked 20 hours a week for two years, you would be credited with one year of full time experience.

Understand the Question

Applicant Checklist

7. Did you read the question carefully to understand what they are asking?

Remember: Do not put the same answer in response to each job requirement. Do not write “See Resume” unless it is accompanied by a detailed response to the job requirements on the Supplemental Questionnaire.

1. Read the question carefully.
2. Prepare an answer that addresses each item in the job requirements.
3. Each Job Requirement response needs to state your knowledge and experience and where you gained that knowledge and experience.
4. When a job requirement states “which includes” you need to describe your experience in each area listed to qualify.

Details, Details



Applicant Checklist

8. Did you provide a detailed description of your education, training and experience to support the response you selected for each question?

The Supplemental Questionnaire is a critical part of the application. The more detail you provide about your knowledge and work experience the better. This is your opportunity to tell the hiring agency exactly how you meet the job requirements. Give dates of employment and thorough information about your job duties (past and present). If you refer to specific employment experiences, education taken, or volunteer experience in the narrative boxes, make sure this is documented on your application and/or resume also.

Employment History

Applicant Checklist

9. Did you provide a complete listing of your employment history on your application?

The “Work Tab” in DEL is a place for you to list your employment history which will support what you wrote in the narrative boxes of the Supplemental Questionnaire. Remember if you refer to specific employment experiences or volunteer work in the narratives, make sure this is documented on the work tab of your application. List your complete employment history otherwise you will not be credited for the response in the narrative box.

Transferring Information From One Application to Another

Applicant Checklist

10. Can I copy information from a previous application into a new one?

The DEL system allows you to copy information from a previous application into a new one when you start the new application. It copies the information stored on the EEO Tab, Profile Tab, School Tab, and Work Tab. It does not copy your Supplemental Questionnaire answers. If you saved your Supplemental Questionnaire answers in a word document, you can copy these into the new application.

If you are copying information from a prior application, make sure you review and make edits where necessary to ensure that the information tells the hiring agency what you want them to know.

Confirmation of Receipt

Applicant Checklist

11. Did the State of Delaware receive my application?

Once you have submitted your application you should receive an e-mail confirmation notice. If you do not receive the notice, it may mean that the application was not received by Human Resource Management. If this happens you can confirm receipt by e-mailing jobs@state.de.us



Dear ,

This is your e-mail confirmation notice that your application for the....

Status of Closed Postings

Status of Closed Postings

Applicant Checklist

12. How do I check the status of the recruitment?

TIP: Write down the recruitment number of each job you apply to. This will make it easier to find the job on the status board.

The Status of Closed Postings Icon in DEL will show you the proposed recruiting selection plan for the position. It should indicate when the agency plans to review applications and when they expect to start interviews. If this is not updated or if you need more information, you can contact the Agency HR listed on the job posting.

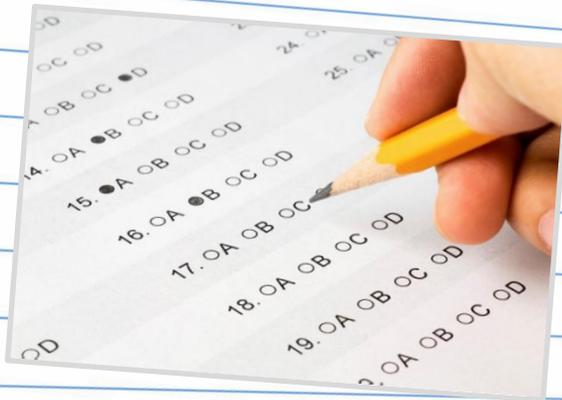
Written Tests

Some of our jobs require an online exam as a part of the selection process. To help you prepare for these exams, we have study guides available at:

<http://www.delawarestatejobs.com/pages/testing.asp>

Applicant Checklist

13. Did you study for your test?



Job Counselor

Applicant Checklist

14. Do you need more help?



E-mail us at jobs@state.de.us

The Office of Management and Budget, Human Resource Management, Employment Services offers Job Counseling at various locations throughout the State. If you are interested in making an appointment to discuss your education and employment history to find out what jobs you may qualify for, please contact one of our offices. The contact information is found at :

<http://www.delawarestatejobs.com/pages/counseling.asp>