

KEYS TO COMPLETING THE STATE OF OREGON APPLICATION FORM

When an announcement closes, applications are reviewed for minimum qualifications. All qualifying experience and training must be included on your application. Exam responses, resumes, etc. are not evaluated for minimum qualifications. Only accepted applications (those meeting the minimum qualifications) receive further consideration (such as exam grading).

CAREFULLY READ JOB ANNOUNCEMENTS

Job announcements contain special instructions or requirements, including what it takes to qualify and what to submit – transcripts, skill code sheets, cover letters, exam responses, etc.

DO NOT PROVIDE YOUR SOCIAL SECURITY NUMBER (SSN)

The state of Oregon application form (PD100) has been revised and no longer requires a social security number for processing. If you are current or former state employee please provide your 9-digit Employee Identification Number (EIN). This number can be found on your paystub, pre-printed timesheet, or personnel action form. Your agency's Human Resources office can also provide this number.

For those applicants without an EIN, a system generated Applicant Identification Number (Applicant ID) will be assigned when your application is processed. This number will appear in field 17 on the Application and Examination Notice. Please retain your Applicant ID, and use it for all future applications that you may submit. This number can also be used when following up on applications.

If you applied for a state job in the 12 month period prior to February 2009, your applicant record may have been converted from your SSN to the new Applicant ID or EIN, if applicable. You may call (503) 378 8344 to obtain to this number to use on your next application submission.

ILLUSTRATE HOW YOUR BACKGROUND MEETS THE SPECIFIC REQUIREMENTS.

The application form itself must convey how you meet the requirements listed in the "TO QUALIFY" section. You can attach extra pages if you run out of room on the form. Explain your qualifying experience in the "DUTIES" section. Your job titles can help support what you describe, but they are not enough.

LIST EACH JOB SEPARATELY

Do not lump jobs together – even if they were with the same organization. Include all relevant experience whether it was paid or unpaid.

AVOID JARGON OR ACRONYMS

Convey information in commonly used terms to make the message clear.

COMPLETE ALL PARTS OF THE APPLICATION FORM

Be sure all sections have been filled in. Provide an actual number for the average hours worked per week. If it is less than 40, the length of time in that job will be prorated accordingly. Don't put "varies," as the grader will not give credit for that job. List jobs that are relevant to the position you are applying for.

MAKE IT LEGIBLE

Although it doesn't have to be typed, it does need to be written in pen and readable.

SIGN AND DATE THE APPLICATION FORM

Your application cannot be accepted without a date and your signature. Attach all supplemental pages to your application form.

MAKE A COPY OF YOUR COMPLETED APPLICATION PACKET

You may be asked to bring it to interviews or you may want to use it when preparing applications in the future. Copies will not be provided to you at the time of interview.

SUBMIT YOUR APPLICATION TO THE AGENCY LISTED IN THE "TO APPLY" SECTION OF THE JOB ANNOUNCEMENT

Applications must be received by that agency by the application deadline. Some agencies accept applications submitted via e-mail, if this is the case the e-mail address will be given in the job announcement. If not, submit your application materials by mail, fax, or hand delivery. FAX machines tend to be continuously busy late afternoons. Waiting until the last minute to fax your application may cause you to miss the deadline.

SEE THE INSTRUCTION SHEET WITHIN THE APPLICATION FORM FOR ADDITIONAL DETAILS.

HELPFUL HINTS ON WRITING EXAM RESPONSES

Many state job announcements include test questions. When responding to this type of announcement, there are two important things to keep in mind as you write your responses:

1. **GRADES ARE BASED ON YOUR TEST RESPONSES ONLY**
They are separate from your application. The only information that graders use when scoring test questions are your answers to the test question(s).
2. **EACH QUESTION IS GRADED INDEPENDENTLY**
For example; your grade for question number 1 is based on what you provide as a response to question number 1. Do not omit an answer to a question because you feel you have already answered it in a previous question. Additionally, it is not enough to say “see above” or “see question number 1.”

NUMBER YOUR ANSWERS TO CORRESPOND TO THE QUESTIONS

If the question has parts a, b, c; answer and number each separately.

USE THE WORD “I”

Don't just write about the process or what “we” did. Tell the grader what **you** did.

AVOID VAGUE LANGUAGE

Responses such as, “I was involved in the budgeting process” aren't descriptive enough. What were your duties? What did you do to achieve results? Additionally, jargon and acronyms tend to detract from the clarity of your response.

ANSWER ALL PARTS OF THE QUESTION

Address every part – e.g., if a communications questions asks you to identify the topic, audience, etc... be sure you have covered it all.

REPEAT YOURSELF IF NECESSARY

Remember, each question is graded independently from the others. You may need to reiterate information from one response to another.

BE CONCISE, YET THOROUGH

While it is okay to describe a scenario (if it is pertinent to the question), there's no need to describe philosophies or what “experts” say on a subject. Also, unless the announcement instructs you otherwise, there is no right number of pages.

MAKE IT LEGIBLE

A grader cannot score what they can't read!