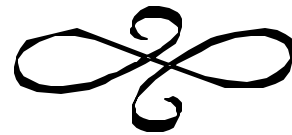


Instructions for State of Ohio
Job Applicants



How to Apply for a position

Apply On-line (Participating agencies only). The On-Line Employment Application Process (OLEAP) will allow you to enter all application information, paste in your optional cover letter and resume. Your information is then saved in a profile with your password. OLEAP provides you with a digital State of Ohio Civil Service Application available from most any web browser. OLEAP can reduce the time you spend filling out applications and the expense of mailing them!

OR

Complete a State of Ohio Civil Service Application (Form GEN 4268) for each position. A cover letter, resume and or transcript is optional unless noted in the posting. Mail to the “send to address”. If before the deadline date it will be accepted. The Environmental Protection Agency and The Department of Mental Health require receipt by close of business on the deadline date. You can also hand deliver the application to the “send to address”. If a “send to address” is not provided use the address below the agency name. Your application must be completed in its entirety for each position.

Where to obtain a State of Ohio Civil Service Application

Download a PDF version of the application. Complete instructions are provided.

<http://www.state.oh.us/das/dhr/jobapp.html>

Visit the Centralized Recruitment Office at 30 East Broad St. 29th floor, Columbus Ohio to pick up an application or ask any questions related to the application process. A recruiter is available 8:00 AM to 5:00 PM Eastern Time M-F except holidays. Our phone numbers are 614-466-4026 or 800-644-6562 (in Ohio only); TDD 614-466-6916.

State agency human resource offices will provide you with an application upon request. <http://www.state.oh.us/das/dhr/recruit.html>

Civil Service Testing Center will provide you with an application upon request. <http://www.state.oh.us/das/dhr/direct.html>

One-Stop Employment and Training Centers, your local office will provide you with an application upon request.

<http://www.state.oh.us/odjfs/onestop/>

A few tips on completing the State of Ohio Civil Service Application

The Summary of Qualifications section: Read the job posting carefully to determine if you qualify. This section must clearly indicate how you meet the minimum qualifications and when listed the position specific qualifications.

The Experience section: Resumes may be included as additional information but may not substitute for completing this section. Be brief in completing job duties by emphasizing major tasks.

The Education and Training section: Include the number of courses you have completed (not the number of credit hours). Training includes seminars, workshops or conferences (e.g. Microsoft Word or Peace Officer Training).

After you submit an application: Each state agency has its own hiring authority. Thus, once you have submitted the completed application, all questions concerning the hiring process (the status of an application, interview information, etc.) should be directed to that agency. Contact phone numbers are listed on each posting.

Job Postings

Postings are available on-line utilizing an enhanced searchable job posting database.

<http://www4.state.oh.us/jobs/applicant/index.asp>

Reviewing job postings weekly is suggested. New postings are added continuously.

Bargaining unit positions are covered by union contracts.

Examination Procedures

Written tests are usually multiple choice questions.

<http://www.state.oh.us/das/dhr/testserv.html>

Approximately 25 positions require a civil service examination in order to be considered for a position. (Exam announcements will reflect instructions.)

Applications are reviewed for minimum requirements in order to qualify for the examination.

Proficiency tests may be given for any job classification.

Walk-in examinations are given daily, Monday through Friday, at 10AM and 1PM. Applicants must have a completed Ohio Service Application on file one hour in advance of the examination (either 9AM or 12 Noon).

SPECIAL NOTICE: The Data Entry Operator (DEO) Walk-in Test will be available in the 10 AM Morning Session Only.

Structured Interviews

Each applicant will respond to the same set of questions.

Structured interviews are conducted by a panel or raters.

Questions will be job related and specific to the work to be performed.

Answers are scored objectively according to a rating guide.

Follow-up questions and interviewer feedback are usually prohibited.

Informational Workshops

Lunch and Learn This free lunch time workshop will review how to apply for state jobs. Participants will discuss all aspects of the state employment process. If you are exploring state of Ohio job opportunities this workshop is highly suggested. This workshop is conducted every Thursday from 11:30 am to 12:30 pm at 30 E. Broad St. 29th floor, Columbus Ohio. Reservations not required.

Interviewing Skills This free lunch time workshop will review the structured interview process and what you can do to prepare for an interview with the state of Ohio. Participants will discuss all the aspects related to the interview process. If you are exploring state of Ohio job opportunities this workshop is highly suggested. This workshop is conducted the second and fourth Tuesday of every month from 11:30 am to 12:30 pm at 30 E. Broad St. 29th floor, Columbus Ohio. Reservations not required.