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

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.

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

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.

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2. Did you review the posting for important information?
Apply Early

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.

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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.

Most positions are only open for 7 days

Deadline is 11:59:00 pm
Meet 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.

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4. Do you meet all of the job requirements?
Rate Yourself Accurately

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.

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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.
Experience or Knowledge?

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.

**Remember:**

*Education is not a substitute for experience*

Education and training qualifies for knowledge job requirements.
Understand the Question

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.

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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.
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

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.

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9. Did you provide a complete listing of your employment history on your application?
Transferring Information From One Application to Another

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.

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

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 [Name],

This is your e-mail confirmation notice that your application for the....
Status of Closed Postings

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.

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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.
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
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

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