Delaware Employment Link Applicant User Guide

Applicant Guide

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Applicant Guide

Log Into DEL

You must be connected to the Internet to enter DEL. It is recommended that you use Internet Explorer.

First, launch the internet program.

Enter the address

Click

There are many ways to enter DEL.

Applicant Guide

Register a New Username (without applying for an actual job)

1. Click on the title "Practice Application"- Practice Application For Practice Only
2. Click Fill out the Application NOW using the Internet.
3. Read the application instructions and scroll to the bottom of the page.
4. Click to check the box ☐ I agree with the above terms of use.
5. Click I am a NEW USER

---

6. Enter the requested information.

You are required to provide the following information for tracking purposes.

First Name
Last Name
First 3 letters of Last Name at Birth
Last 4 digits of Social Security Number
Month of Birth Select One
Day of Birth Select One

We will correspond with you via e-mail. Please make sure that your e-mail address is correct. If you do not have e-mail you can sign up for free e-mail at Yahoo!Mail.

e-mail address
confirm e-mail address

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

UserID (up to 10 characters)

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

Password (8 character minimum, must include both letters and digits)
Re-enter Password

Record your UserID and Password for completing or copying another application in the future.

You can click on the underlined words to sign up for free now.

Write your UserID and password down for future use.

Numbers (1, 2, 3…)

7. Once you have entered all of the information, click Submit Registration
8. You are now registered in DEL.
9. You may complete the practice application now or at a later time. Once it is complete, you will be able to copy your information into other applications and edit it at that time.

Retrieving Your UserID or password

If you forget your UserID or password, click My Applications.

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 Retreive ID and your UserID will be displayed or click Send my Password and your password will be emailed to you.

If you continue to have problems logging in, please contact us at jobs@state.de.us or call (302)739-5458, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m.

If your e-mail changes, make sure you go to “Update my Contact Information” and make the update.

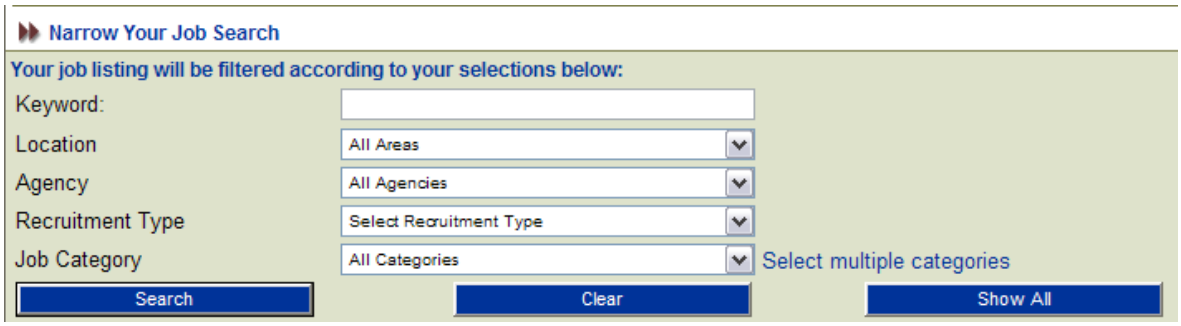
Please note: *All information you submit for the Online Employment Application will be encrypted using industry standard 128 bit encryption and verified by VeriSign. The State of Delaware will never Sell, Rent, or Lease your personal information to third parties.*

Searching Job Postings

All job postings are displayed on the Career Opportunities page of DEL when you scroll down the page.

To narrow your search, enter a keyword (must be part of the Job Title to effectively search) or select by agency, recruitment type, or job category to narrow the list of job postings.
Note: The picture below indicates location. This sorts by county only and not by specific job locations.
Click Search after you have made the selections.

Note: By narrowing your search you can miss some opportunities if your keyword is very narrow. To **view all postings just scroll down the page** for the alphabetical listing.



Viewing Job Postings

Click the job title that you are interested in: Administrative Specialist I
031607-MAAA01-ffffff

A new screen will open showing detailed information for that posting.

Administrative Specialist I
Recruitment #031607-MAAA01-ffffff

Opening Date:	3/16/2007
Closing Date:	3/22/2007 11:59:00 PM
Type of Recruitment:	Open Competitive
Salary:	Yearly: $24,422.00/Min - $30,527.00/Mid
Agency:	Executive (10) / Executive/OMB / Facilities Management
Location(s):	FACMNT: Facilities Mgmt - Maint Bldg: 192 Transit Lane, Dover, DE19901

Go Back Apply View Benefits

Applying for Jobs

To apply for a job posting, go to the list of open postings and click on the Job Title of the position that interests you. Then click Apply under the description of the position at the top of the page or click Fill out the Supplemental Questionnaire and Application NOW using the Internet. at the bottom of the page. The application instructions screen will open.

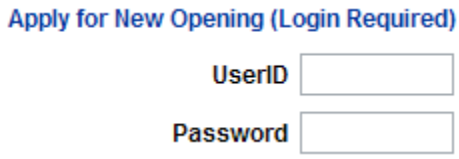
Read the application instructions and scroll to the bottom of the page.

Click to check the box I agree with the above terms of use.

Click I have REGISTERED PREVIOUSLY

(Note: if you are a new user, click the I am a NEW USER button and follow the instructions above in the section called "Registering a New Username" listed under #6.

Enter your UserID and Password



Click Retrieve Application

My Job Applications

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

My Job Applications

From the list below, choose the application you wish to copy into the new application for the Job: **Accounting Specialist**. Then click on the "Copy" button next to that job. The application you are "copying from" will still be saved and the new application will open to allow you to modify and send it in.

My Job Applications - order by: Deadline

Return to Delaware Employment Link Career Opportunities

Job Title/Bulletin Number	Date Sent	Deadline	General Job Info	Status/ Disposition	Score	Last Notice	View Notices
Copy Family Service Assistant I 031307-MDDN01-3700	Not Sent	Open	Recruitment Status				
Copy Administrative Specialist I 031607-MAAA01-ffffff	Not Sent	03/22/07 11:59 PM	Recruitment Status				

To apply for the current position, click one of the Copy buttons and all of your stored information will transfer to the new application.

You will then be able to answer the supplemental questionnaire and also edit your profile. **Remember you must complete the supplemental questionnaire on each application that you submit and you must go to the Profile Tab and select the location(s) that interest you, and the source of how you found the job.**

Save and continue Save and Continue

If you have never applied before and you just registered as a new user, you will not get the screen above. A new application will open and you will need to enter all of the required information into the application and submit.

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 Save and Continue to save your work on that tab and open the next section.

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

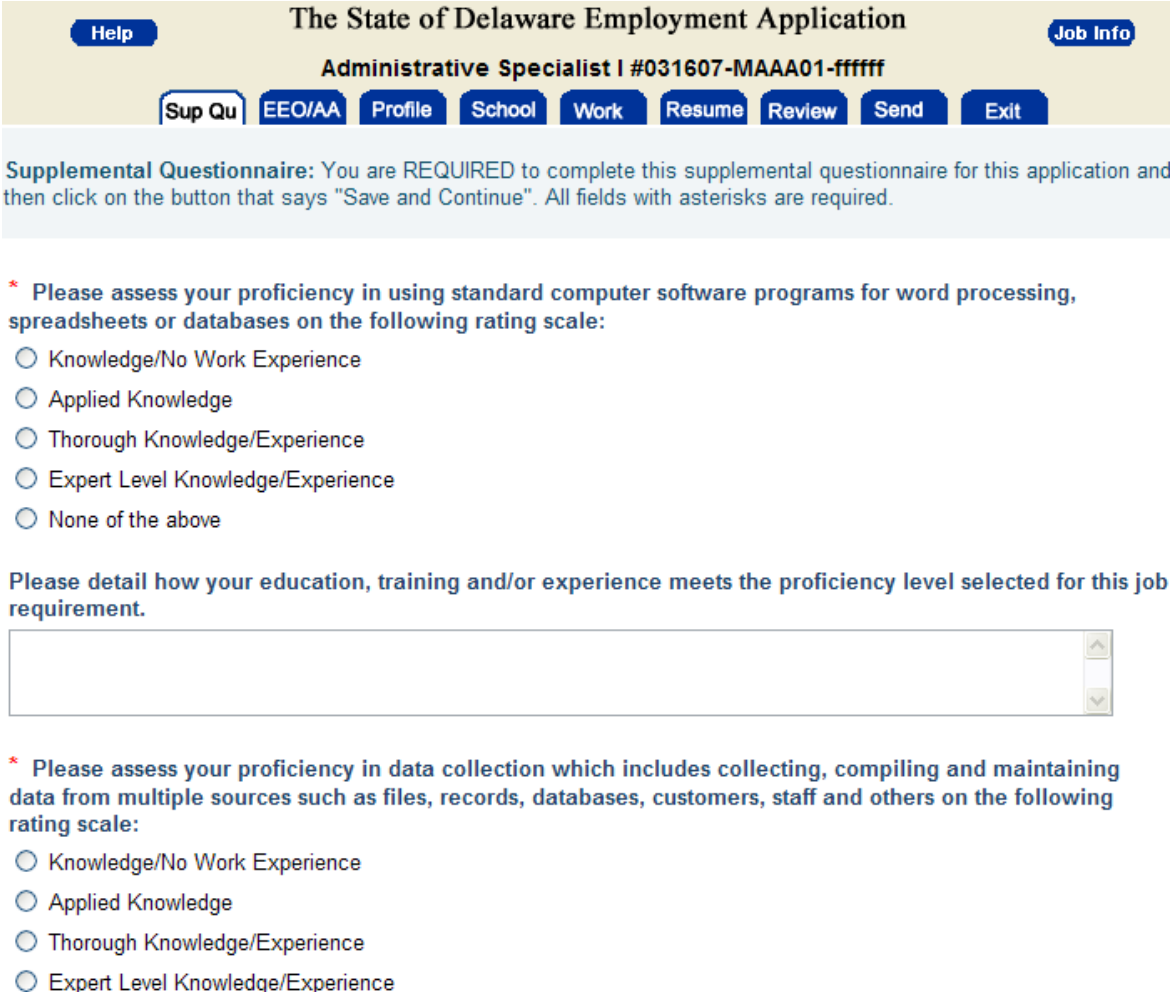
The system is setup to automatically save your data every time you complete a section by pressing Save and Continue.

Note: To finish your application at a later time exit out and when you are ready to return to the application simply click 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 Finish to continue completing the application or to make revisions to the application.

Completing the Supplemental Questionnaire

At the top of the Questionnaire, you will see a description of the proficiency scale rating guide. Read this description to ensure you are answering the questions as accurately as possible.
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.



Note: If you want to copy answers from a previous application into your new application, save them in a Word Document and copy from the Word document. DO NOT open two applications at once!

EEO/AA

Enter your EEO/AA information on this Tab.

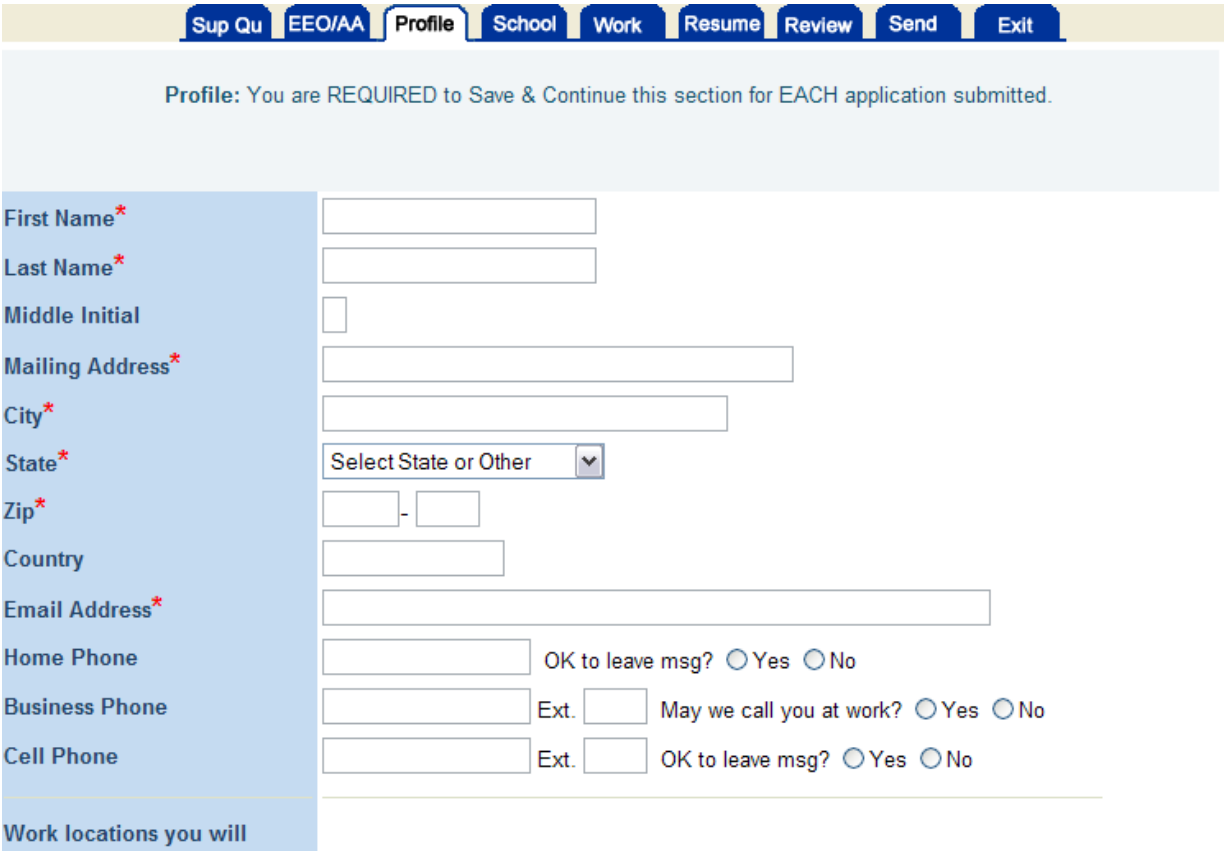
Sup Qu | EEO/AA | Profile | School | Work | Resume | Review | Send | Exit

It is the policy of the State of Delaware to assure equal and fair treatment in all aspects of employment opportunities and to not discriminate on the basis of gender, race, color, religion, national origin, marital status, disability, sexual orientation, age or Vietnam Era Veterans status. Please provide the following information to document and assess the effectiveness of our Affirmative Action Program. Hiring Managers will not have access to this page, and it will not impact hiring decisions.

DISABILITY:	Are you a person with a disability as covered under the American with Disability's 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 Philippine Islands, and Samoa.

Profile

Enter your personal information on this Tab (Questions with a * next to them are required). If you have copied another application and have no edits, you will still need to enter the desired work location and the source of how you found out about the job. Click Save and Continue to go to next page:



School

Enter you education information on this Tab (Questions with a * next to them are required). If you have no edits just click Save and continue:

Colleges, Graduate, Professional, Business, and/or Trade School(s) Attended:

Name and Location	Dates Attended	Major/Minor Subject	Degree Received*
Name of School Location			Choose
Name of School Location			Choose
Name of School Location Add Another School			Choose

* A degree, as part of the Job Requirements, must have been issued from an accredited college or university in order to meet the Job Requirements.

Certification/License 1

Type: Select License or type other below

Date Issued: mm/dd/yy

Date Expires: mm/dd/yy

Number:

Issuing Agency:

Add Certification/License 2

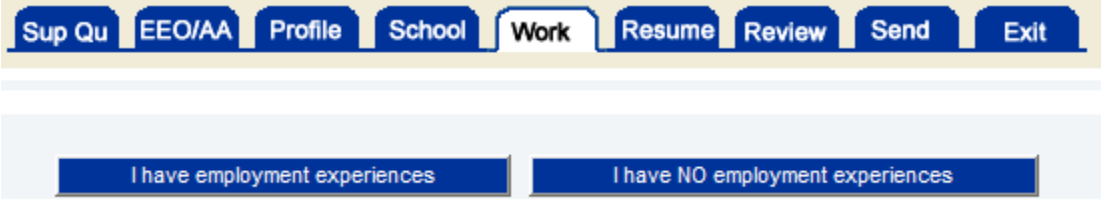
Other Job-Related Training:

Course Title	Course Provider	Dates Attended

Save and Continue Clear

Work

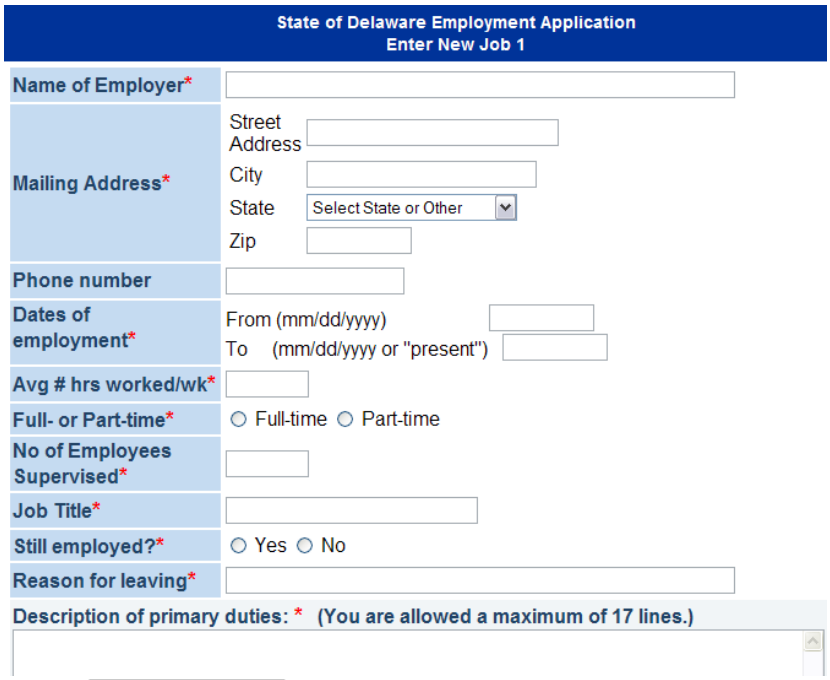
Enter your work experience on this Tab:



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.

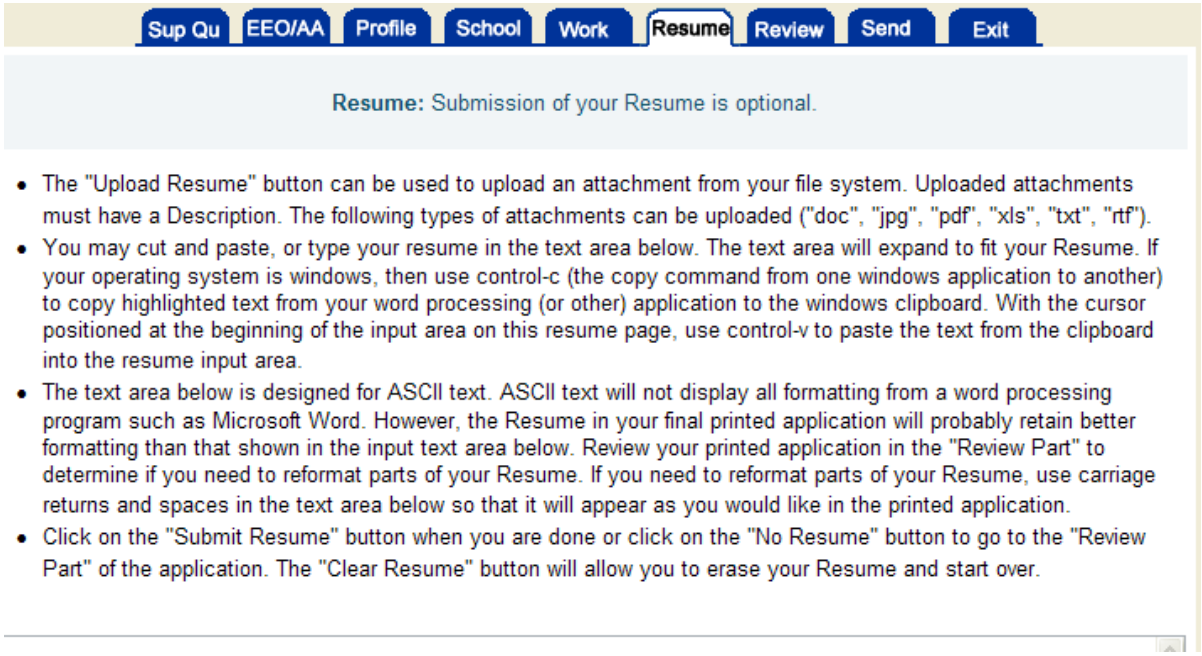
Click Add another Employment Experience to add another job to your application.
Click I am done with my Job History to move to the next part of the application.

Resume

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 (such as Microsoft Word), there are two ways to add it to your application.
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.



Submit Resume --click to add your resume to your employment application

No Resume --click to continue completing your employment application without submitting a resume

Clear Resume --click to clear the text area

Review

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 Printing Tips to make sure your margins are set right for printing.

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

Send

After you have filled in all of your information, and you have reviewed your application, click on 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 pm on the closing date.**

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. 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 the "Review" Tab.

Read the printing tips and set your margins. Printing Tips

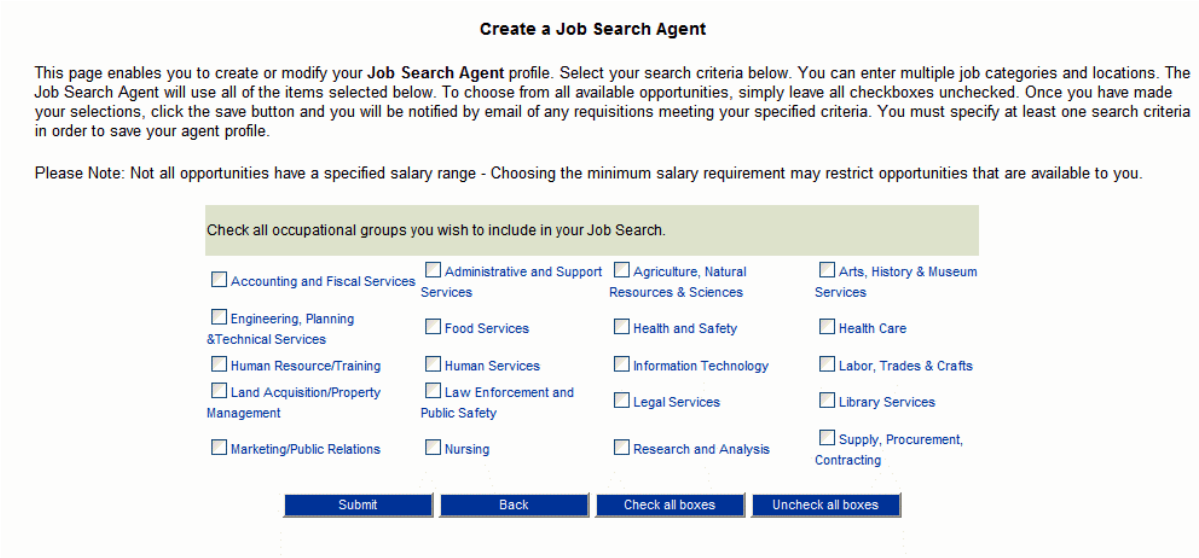
Click Print My Application.

Notify Me of New Jobs

Notify Me of New Jobs

The “Notify Me of New Jobs” 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	Administrative and Support Services	Agriculture, Natural Resources & Sciences	Arts, History & Museum Services
Engineering, Planning &Technical Services	Food Services	Health and Safety	Health Care
Human Resource/Training	Human Services	Information Technology	Labor, Trades & Crafts
Land Acquisition/Property Management	Law Enforcement and Public Safety	Legal Services	Library Services
Marketing/Public Relations	Nursing	Research and Analysis	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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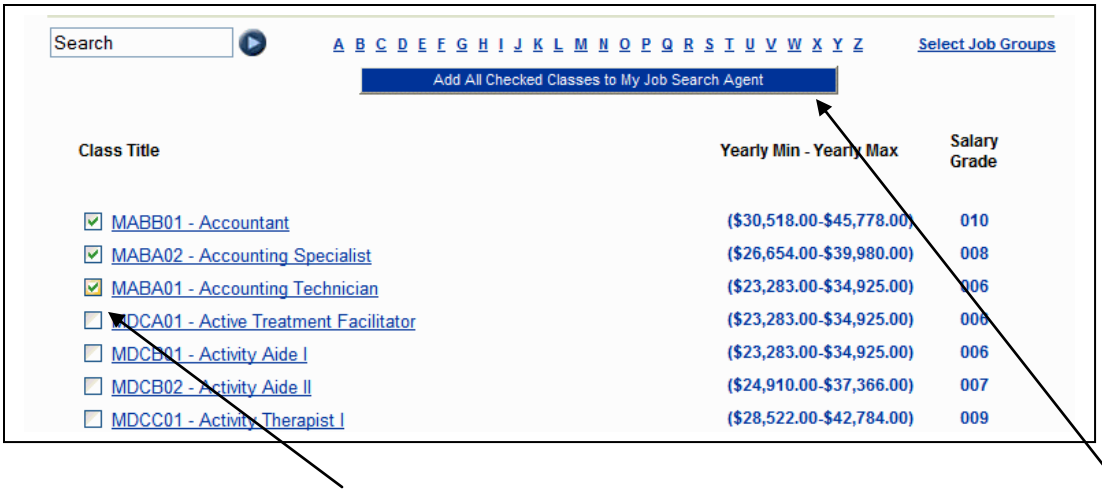
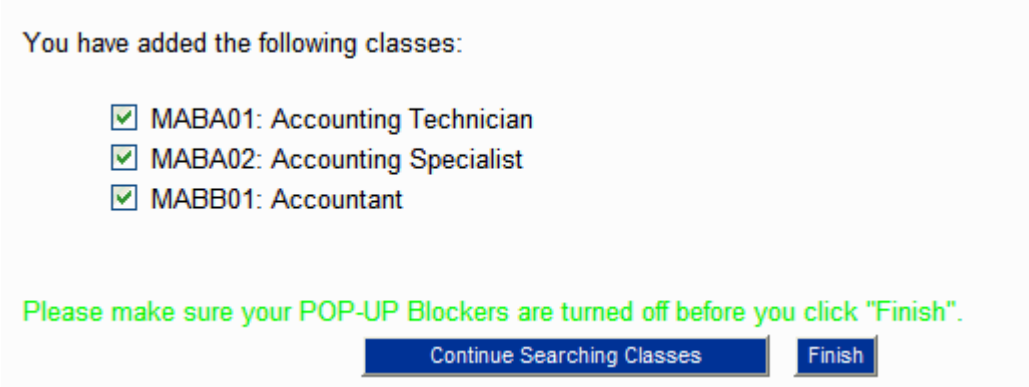


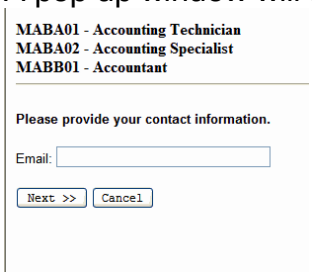
Place a check mark next to the job titles of the positions that you wish to receive an e-mail alert. When you have selected all of the job titles that you want, click the blue bar at the top "Add All Checked Classes to My Job Search Agent"

The screen will reflect the Job Titles that you selected:



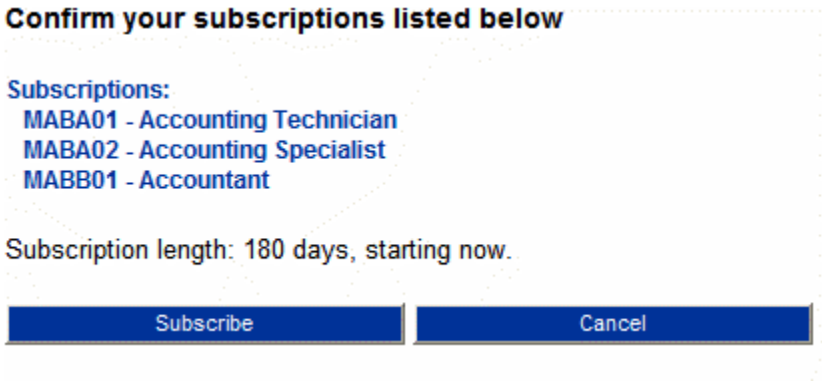
If you want to add more, click the Continue Searching Classes bar.
If you are done click Finish.

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:



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.

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 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.

Important Tips Con't:

- **To change your email address or contact information,** Click the blue icon at the top of the Career Opportunities page labeled "Update My Contact 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 *.