

# West Virginia Division of Personnel Online Application User's Guide

This brief guide is provided to help applicants understand the steps in the online application process. You may apply at any computer with Web access.

Start at the Division of Personnel Web Site: [www.personnel.wv.gov](http://www.personnel.wv.gov)

Click: [Application Process \(Under Job Seekers\)](#)

Continue by Clicking: [Jobs Open for Application to Everyone](#)

The introductory screens contain other information links about state government employment. (Examples: disability accommodation, benefits, etc.)

## The Open Jobs Web Site

This page begins with some general information and announcements. This [Online Application User's Guide](#) is available for download at this page. After you read the information, scroll down to browse the job list.

WW Division of Personnel Home WW Job Opportunities Home

**State of West Virginia**

West Virginia State Government Jobs for Friday, September 04, 2009 powered by  
**NEOGOV**

New online applicants should review the [Applicant Information Page](#) and the [Online Application Guide](#).

**How to Apply:** Scroll down. Click a job title and read the description and requirements. If you qualify and wish to submit an application, click the "**Apply**" link. If you do not have an applicant account, click "**Create Your Account Here**".  
*NEVER apply using another person's account. This will corrupt the records.*

**You MUST complete the Work Experience part of the online application even if you attach a description. Do NOT enter "See Attached". This may result in loss of credit. Do NOT use all upper case letters in your application. Capitalize only as appropriate.**

More information about the state hiring process, examinations, benefits, handicap accommodations, etc. is available at [our Job Opportunities Web Site](#). **THERE IS NO FEE FOR TESTING.**


**Note:** "Continuous" recruitment means applications are being accepted for possible future openings, not current vacancies. Qualified applicants remain eligible for referral for one year. You must wait at least 90 days to re-apply for the exact same Job Posting. Some jobs have longer re-apply periods.

Tip: You **MUST** include a **salary** to receive credit for paid jobs. Indicate average hours worked per week. (Questions? Call: (304) 558-3950 and press 1.) **IMPORTANT:** Most appointments are made at or near the entry


Important information and special announcements  
←

Scroll down to view the open jobs list.

## Open Jobs List

The list of open jobs is presented in alphabetical order. You can sort the list by Salary, or Filing (Closing) Date by clicking the column sort button. 

You may sort the list by title, salary or date by clicking the column heading buttons.  
[Click Here for a printable list of all titles currently open for application.](#)




[Print this page](#) 

**Search Criteria**  
 All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category		Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Accounting and Finance (33)	<input checked="" type="checkbox"/> Clerical & Data Entry (20)	<input checked="" type="checkbox"/> Community Services (3)	
<input checked="" type="checkbox"/> Construction Maintenance (17)	<input checked="" type="checkbox"/> Corrections (8)	<input checked="" type="checkbox"/> Engineering (6)	
<input checked="" type="checkbox"/> Environmental Services (24)	<input checked="" type="checkbox"/> Health Services (22)	<input checked="" type="checkbox"/> Human Resources (1)	
<input checked="" type="checkbox"/> IT and Computers (11)	<input checked="" type="checkbox"/> Law Enforcement (15)	<input checked="" type="checkbox"/> Legal (3)	
<input checked="" type="checkbox"/> Museum (1)	<input checked="" type="checkbox"/> Social Services (30)		

**Search**  
 Enter keywords (optional):  [Explain this](#)

[Go](#) or [Clear Search](#)

Position 	Emp. Type	Salary 	Filing Date 
<b>Correctional Counselor 1</b>	Full-Time	\$1,977.00 - \$3,658.00 monthly	Continuous
Requires: Related college degree, or corrections experience. Counseling services for the inmate population of a correctional facility. Positions may vary as to predominant job function or area of specialization from facility to facility. Areas of specialization include vocational counseling, substa...			
<b>Correctional Counselor 2</b>	Varies. Most Full-Time, Some Part-Time	\$2,076.00 - \$3,841.00 monthly	Continuous
Requires: Related college degree (see below) provides counseling and psychological services for the inmate population of a correctional facility. <u>Areas of specialization at assigned facility may include vocational counseling, diagnostic testing and evaluation, substance abuse counseling, and/or gu...</u>			
<b>Correctional Officer 1 (W)</b>	Full-Time Permanent	\$1,882.00 - \$3,482.00 monthly	Continuous
Entry level Correctional Officer. Enforces rules and regulations necessary for the control of offenders and the maintenance of public safety. Some Correctional Officers positions are in Regional Jails and Juvenile Detention Centers. For the Division of Corrections the probationary period is twelve...			
<b>Correctional Officer 2 - Adult Facilitie...</b>	Full-Time Permanent	\$1,977.00 - \$3,658.00 monthly	Continuous
Work involves the control and management of offenders and the maintenance of public safety. May be lead officer within a unit or shift or as an officer assigned to a post or a position requiring special technical skills. <b>Hiring Process:</b> We encourage applicants to apply online. If you...			

Scroll through the alphabetical list, or search by Category or Keyword.



← Keyword search

There may be several pages of job titles. (Typically, 150-200)

Click the job title to read the description, requirements and testing information.



## The Job Description

Be sure to read and follow any special application and testing instructions. If you have a disability and require an accommodation, please call our office.

WV Division of Personnel Home WV Job Opportunities Home

**State of West Virginia**

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Job Title: Correctional Officer 1 (W)  
 Salary: \$1,882.00 - \$3,482.00 Monthly  
 \$22,584.00 - \$41,784.00 Annually  
 Job Type: Full-Time Permanent  
 Location: - Various Locations, West Virginia

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
Entry level Correctional Officer. Enforces rules and regulations necessary for the control of offenders and the maintenance of public safety. Some Correctional Officers positions are in Regional Jails and Juvenile Detention Centers. For the Division of Corrections the probationary period is twelve months.		

If you are qualified and want to apply, Click the "Apply" link.



Click the tab to view Supplemental Questions. Not all jobs have these questions. You will respond to these in Step 3 of the application process.

The "Apply" link takes you to the application logon screen. If you do not already have an application account (Username and Password) you must create one to apply online.

## The Login Screen

Each applicant MUST have his or her own personal login. NEVER use another person's login, account, or email address. Your personal account enables you to create and save your application in a secure place. This same application can then be used to apply for current and future job openings.

**Are you registered?**

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

**Online Employment Application Guide**

Username:

Password:

Login

Not Registered Yet? [Create Your Account Here!](#)

[I Forgot My Password](#)

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our [Privacy Policy](#).

If you already have an account, Enter your Username and Password.

If you do not have an account, Click "Create Your Account Here"

Note: If you forget your login use the "I forgot my password" link to have the information emailed to you.

**DO NOT CREATE MULTIPLE ACCOUNTS.**

## Create Your Account

To create an account, enter any Username and Password that *you* will remember but are not easy for others to guess. We recommend you write your Username and Password down and keep it in a safe place.

We also recommend you obtain a free Internet email address, such as at Yahoo.com, Hotmail.com, or Google.com for application status notices. The email address is also used in case you forget your login information.

**Request New Job Seeker Account**

Enter your account information:

Username

Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "\_". Example: john\_doe23

Email Address

Create a Password:

Password

Confirm Password

Password Hint

Tip: If you forget your password, you can click on **Lost Password** and it will be emailed to you.

Save

If you change your email, your Mailing address, or other ID Information, be sure to update Your account information. This is the primary information Used to contact you.

If you change email, update your account. Do NOT create A new account.

Be sure to Click "Save" to complete your account set up.

After you click Save you will see an Account Confirmation screen. (Not shown) Be sure to verify your login information. We recommend you print or copy the information and keep it in a safe place. You can return to your secure account anytime to apply for any currently open jobs. Click "Login" to the Login screen.

## The Login Screen

You can now login and create your application.

**Are you registered?**  
To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.  
**Online Employment Application Guide**

Username:   
Password:

Not Registered Yet? [Create Your Account Here!](#)  
[I Forgot My Password](#)

Enter your Username and Password. Click "Login"

## Your Account Main Menu Screen

The main account screen is shown below.

If you selected a job from the list and clicked "Apply" the job title will be displayed. If you have already created an application it will be shown by name. To apply using that application, click the job title.

WV Division of Personnel Home WV Job Opportunities Home  
**State of West Virginia**  
Welcome, Help Logout

[Main Menu](#) [Application Status](#) [My Account](#)

To apply for the position of [Correctional Officer 1 \(W\)](#) click here.

**Applications You've Created:**

Name	Date Created	Modify
<a href="#">newapp</a>	Jul 31, 2009	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

If you have not created an application, click

"Create Application"

Note: You can use the same application to apply for several jobs.

When you click "Create Application," you will be prompted to give your application a name. This can be any name and is NOT connected to any particular job title. Remember, the same application can be used to apply for several different job titles. The application you create in your account is not visible to the Division of Personnel. Each time you submit your application to apply for a job, an exact copy of your account application is electronically sent to the Division of Personnel for review.

Help Logout

[Main Menu](#) [Application Status](#) [My Account](#)

**Build New Application**

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

**Tip:** You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

Enter an application Name and click "Create Application"

Now you are ready to complete the form.

So far, you have: selected a job, created your account, logged in, and named your application. Now, you can begin entering information into your online application form. The numbered Steps (1-5) indicate where you are in the application process. Applicants vary considerably in the time needed to complete the online form. Most take from 45 minutes to somewhat over an hour.

## Step 1: Job Application

**Correctional Officer 1 (W) - Application process steps:**

1 **Job Application** 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

**Job Application >> Profile** \* Required Field

Cancel Save & View Application

**Contact Information**

\* First Name

Middle Initial

\* Last Name

Primary Phone

Cancel Save & View Application

**Tip: Be sure to Save each screen as you complete it.** \* Required Field

← Numbered Steps

First, complete the basic "Profile" or ID section.

Just fill-in each space as shown.

Items marked with \* (asterisk) are required. You cannot go to the next part if any required item is blank.

IMPORTANT: Be sure to click Save as you complete each screen. Sometimes you must scroll to the bottom to find the Save button.

If you leave a required item blank or use an incorrect format an "Attention" box will appear indicating the items that need correction.

**Job Application >> Profile** \* Required Field

Cancel Save & View Application

**Attention:** Please correct the following errors:

- Invalid Primary Phone
- Invalid Social Security Number
- State is required

**Contact Information**

\* First Name

Middle Initial

\* Last Name

Primary Phone

← Error Alert Box.

Scroll down, edit the item.

Be sure to Save the changes.

As you complete each screen click "Save and View Application," or "Save and Proceed." You can always return to a previous section and edit or add more information.

Next, you will see how to enter Education and Work Experience.

Each time you Click "Save and View Application" you will see your partially completed application with links to each section. At any time you can edit or add new items to any part. So far, we have seen the "Personal Profile" section. You may have to scroll down to see the Education and Work Experience section links.

**Correctional Officer 1 (W)** - Application process steps:

1 Job Application   2 Agency-wide Questions   3 Supplemental Questions   4 Confirm Application   5 Certify & Submit

**Job Application » Review**

\* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

**Personal Profile** [Edit Personal Profile](#)

Name: John Jobseeker   Address: 70 Main Street  
Garden Glen, West Virginia 25001

Social Security: xxx-xx-9010   Email: **JJobseeker@myIEmail.com**

Home Phone: (555) 345-3434   Alternate Phone:   Notification Preference: Email

**Other Personal Information**

Driver's License: Yes, West Virginia

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Some College

**Preferences**

Preferred Salary:

Are you willing to relocate?

Tip: As long as you Save your work, you can logout and return to finish your application or resume the application Steps where you left off.

Step 1: Job Application

Click Edit to change your Personal Profile.

Continue adding Education and Work Experience.

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

**Objective**

**Education** [Add Education](#)

**Work Experience** [Add Work Experience](#)

**Certificates and Licenses** [Add Certificates or Licenses](#)

**Skills** [Add Skills](#)

Office Skills [Edit](#)

Typing: 0

Data Entry: 0

**Additional Information** [Add Additional Information](#)

**References** [Add Reference](#)

**Resume**

**Text Resume**

Text Resume not accepted for this job application process

**Attachments** [Add Attachment\(s\)](#)

[Go to Step 2: Agency-wide Questions](#)

As you Save each item, click the link again to add another.

← Add Education

← Add Work Experience

You MUST complete the Education and Work Experience sections.

References are not required. These may be requested if you are called for an interview.

Attachments are optional.

Go to Step 2

As you Add and Save Education and Work Experience items you will see the information you entered. Check each item. Keep adding and editing items until your application is complete.

When you are satisfied, click the button: Go to Step 2: Agency-Wide Questions

## Step 2: Agency-Wide Questions

In Step 2 you enter your work preferences (locations you prefer, type of work, full-time, part-time, etc.)

If you have applied before and your preferences have not changed, you can simply click the **Populate** button to have your previous responses automatically marked.

Scroll to the very bottom to check/change the responses and Save.

Main Menu Application Status My Account

Correctional Officer 1 (W) - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Agency-wide Questions \* Required Field

You have already answered some or all of the supplemental questions on one of your previous applications. To have the form automatically populated with your most recent responses, click the **Populate** button. You will still be able to modify your answers if necessary.

**IMPORTANT: After clicking the 'Populate' button you must still click one of the 'Save' buttons at the bottom of this form in order to save your answers.**

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

Please respond to these supplemental questions. Some of these questions are voluntary and used for research purposes only. Responses to these items are kept confidential and will not be released to any hiring manager. Other questions relate to your job preferences and may be used to limit referral to preferred job types or locations.

19. If you marked "Other" above, please indicate other sources:

Save Work in Progress Save & Proceed

Use **Populate** if you have answered the questions before and simply want the same preferences.

Scroll through the responses. Make any necessary changes and click Save and Proceed

Use Save Work in Progress if you need more than 30 minutes.

## Step 3: Supplemental Questions

Not all jobs have these supplemental questions.

Questions may relate to job skills, or special job preferences.

Main Menu Application Status My Account

Correctional Officer 1 (W) - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Supplemental Questions \* Required Field

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

Please respond to these job-specific supplemental questions. This information will give us additional information about your education and experience and will be used in the selection process. **All information is subject to independent verification.** You may enter as much information as necessary. However, the clarity and content of your response is more important than the length. Acronyms and uncommon terms should be spelled out or explained.

\*1. **Preference. (Adult Centers, Prisons)** Mark only the counties/facilities where you will definitely accept employment. [[View Map](#)]. Mark all that apply.

Berkeley - Martinsburg Correctional Center

Wayne County Youth Reporting Center

Wood County Youth Reporting Center

Save Work in Progress Save & Proceed

Example:  
Applicants for Correctional Officer must indicate their correctional facility location preferences.

Click Save and Proceed.

## Step 4: Confirm Application

At the Confirmation Step you again can view your entire application. You can review the information and return to any previous step to make changes. Be sure to Save your changes.

When you are satisfied your application is complete, Click: Confirm

The screenshot shows the 'Confirm Application' step of the application process. At the top, there are three tabs: 'Main Menu', 'Application Status', and 'My Account'. Below the tabs, the application process steps are listed: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application (highlighted with a red arrow), and 5. Certify & Submit. The main content area is titled 'Confirm Application' and contains the following text: 'Please review the application you're about to send for the position of **Correctional Officer 1 (W)**. If you need to modify any parts of your application, just click the **'Edit'** button next to the section you wish to modify. Once you've reviewed the application click the **'Confirm Application'** button to proceed to the final 'Certify & Submit' step.' Below this text is a button labeled 'Confirm Application' with a red arrow pointing to it. At the bottom, there is a 'Personal Profile' section with an 'Edit Personal Profile' link. The profile information includes: Name: John Jobseeker, Address: 70 Main Street, Garden Glen, West Virginia 25001, Social Security: xxx-xx-7202, Email: JJobserker@myIEmail.com, and Notification Preference: Email.

If your applications is complete....

Click: Confirm Application

## Step 5: Certify and Submit

Read the Certification Statement. If you accept the statement, click "Accept" to submit your completed application for consideration.

The screenshot shows the 'Certify & Submit' step of the application process. At the top, there are three tabs: 'Main Menu', 'Application Status', and 'My Account'. Below the tabs, the application process steps are listed: 1. Job Application, 2. Agency-wide Questions, 3. Supplemental Questions, 4. Confirm Application, and 5. Certify & Submit (highlighted with a red arrow). The main content area is titled 'Certify & Submit' and contains the following text: 'To avoid double submission, click only **once** and wait for confirmation.' Below this is a paragraph: 'By clicking on the **'Accept'** button, I certify under penalty of law that all statements I have made in this application are true and complete to the best of my knowledge.' This is followed by a longer paragraph: 'I understand that any false information may be grounds for rejection and/or dismissal. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all application information. I understand that the State of West Virginia may contact prior employers and other references. Moreover, I release the State of West Virginia from any and all liability by reason of such contacts. I further authorize former employers, educational institutions, and/or law enforcement agencies to provide information relevant to my application. I understand that I must notify the WV Division of Personnel of any changes in my name, address, or phone number.' At the bottom, there are two buttons: 'Accept' and 'Decline' with a red arrow pointing to the 'Accept' button.

Tip:

Even at Step 5 you can go back to any previous Step to check your information and make changes.

Click Accept to submit the Application. Click Decline if you decide not to apply.

You will see a message confirming that your application was submitted.

You will also receive an automatic email indicating that your application was received. The Confirmation screen has a link to return to the jobs list. You will remain logged in unless you click logout at the Confirmation or other account screen.

Before leaving a publicly accessible computer, be sure to logout by using the [Logout](#) button **AND close your browser (all windows)**. This protects your information

BE SURE TO  AND  CLOSE YOUR WEB BROWSER.



## Important Application Tips

Why do I need my own email address to apply online?

You should have an email address to register online. While you may choose to receive notification by regular mail, email can make the process quicker and easier. You can sign up for free email at Web sites like Hotmail.com, Yahoo.com, and Google.com. Public access computers are available in most libraries and Workforce WV offices. Applicants for Correctional Officer 1 may apply at local Correctional Centers. Call the Center for information.

How long will I have to wait to be contacted?

Due to the volume of applications, the evaluation process may take 3-6 weeks to complete. If you are qualified you will be notified and your name will be added to a referral list. Your name will remain active for up to one year. You will not be notified again unless you are selected for interview by a hiring agency. Contact the hiring agency about specific hiring plans.

(Note: There are special procedures for Correctional Officer 1 shown in the job posting.)

How do I update my application?

Changes made to the application in your account do not change applications you previously submitted. To change ID information (name, address, email, phone) login to your account and update your account information. Do not re-apply. To change work preferences, county availability, etc. send the update to: WV Division of Personnel, 1900 Kanawha Blvd E, Charleston, WV 25305, or FAX (304.957.0141). Do not create a new account.

Note: Veterans Preference points require Form DD214 verification or VA disability letter.

Can I re-apply for the same job?

You should NOT reapply unless there has been a significant change in your qualifications. Most jobs require a 90 days. For some jobs the waiting period is longer. If so, this will be stated in the Job Posting. (Ex: Correctional Officer 1 - 1 year re-apply period)

Do I have to create a new application every time I want to apply?

No. You can use ONE account and ONE online application to apply for any number of jobs.

How do I find out if a test is required or what I need to send in?

Read the Job Description and Minimum Qualifications carefully. Most jobs do not require testing. The Posting will describe any special testing requirements. There is no testing fee.

What should I watch out for in completing my online application?

Be very complete! You MUST complete the "Work Experience" part even if you attach documents. Make sure your employment dates are correct. Include a salary amount for all paid work, even if you must guess. Include average "hours per week" for any part-time job. If you supervised, indicate dates and number supervised. The Job Posting will indicate if any education verification documents are required.

How can I see what jobs I have previously applied for?

You can review the applications you have submitted by using the "Application Status" link at the top of your Account Main Menu.

Can I use a paper application if I can't apply online?

If you cannot apply online due to a disability or other valid reason, you may use a paper application. We encourage applicants to seek assistance and try the online process. If you require a paper application please call our office for instructions.

What if I have questions?

If you have reviewed the information on the WV Division of Personnel Web site and still have questions, please call one of our job counselors at: (304) 558-3950 Ext. 57207.

Thank you for your interest in career opportunities with the State of West Virginia.