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

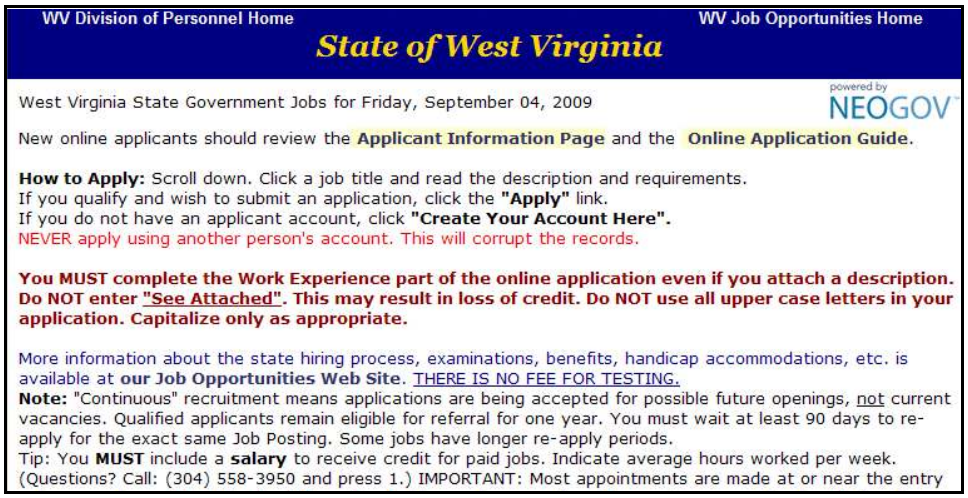
Click: Application Process (Under Job Seekers)

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.

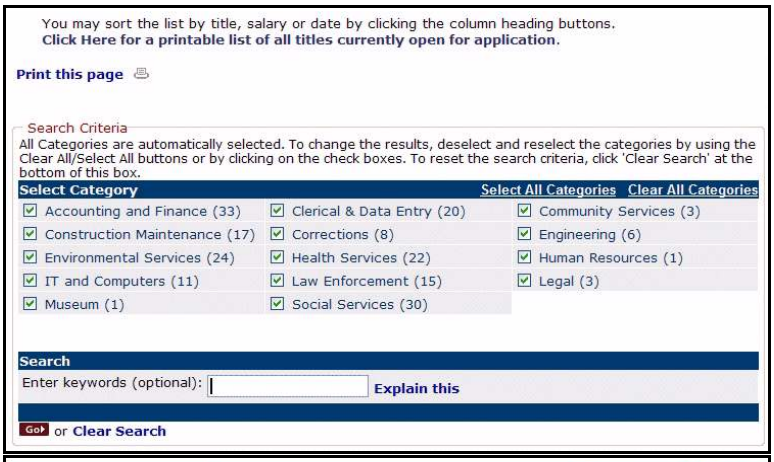


Important information and special announcements ←

Scroll down to view the open jobs list.

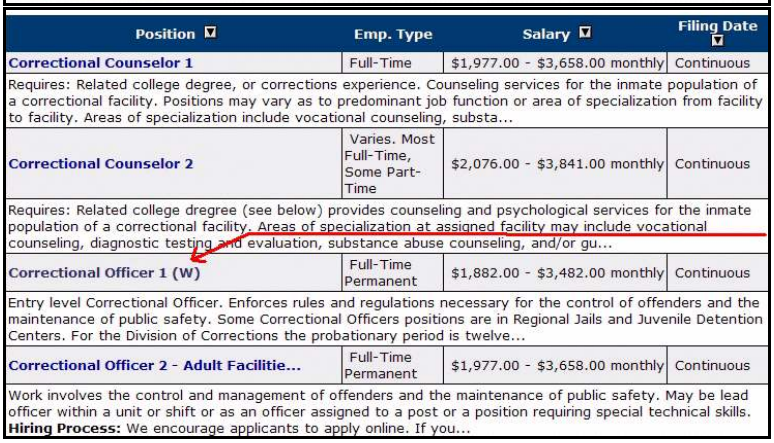
Open Jobs List

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.



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

← Keyword search



Position	Emp. Type	Salary	Filing Date
Correctional Counselor 1	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...			
Correctional Counselor 2	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. Areas of specialization at assigned facility may include vocational counseling, diagnostic testing and evaluation, substance abuse counseling, and/or gu...			
Correctional Officer 1 (W)	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...			
Correctional Officer 2 - Adult Facilitie...	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. **Hiring Process:** We encourage applicants to apply online. If you...			

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.

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 a 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.

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.

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.

Enter your Username and Password. Click "Login"

Your Account Main Menu Screen

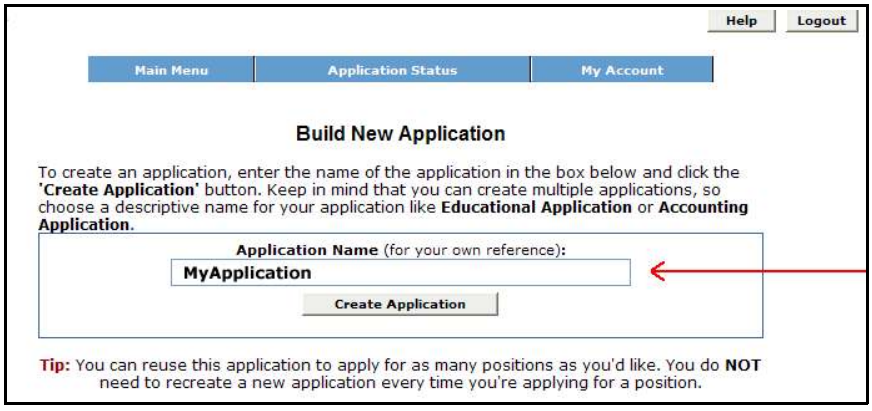
The main account screen is shown below.
If you selected a job from the list and clicked "Apply" the job title will be displayed. If you have already created an application it will be shown by name. To apply using that application, click the job title.

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.

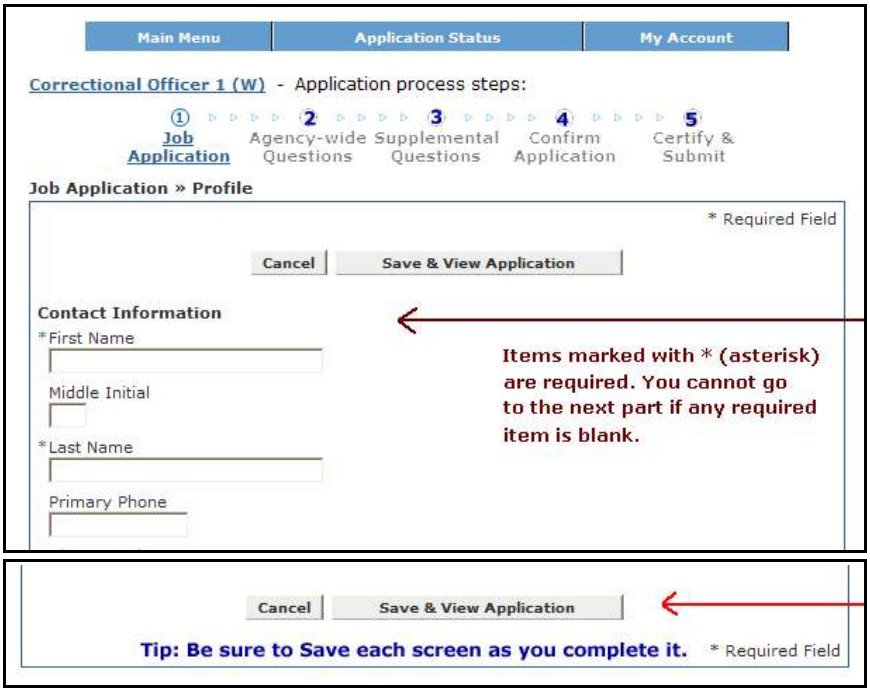


Enter an application Name and click "Create Application"

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



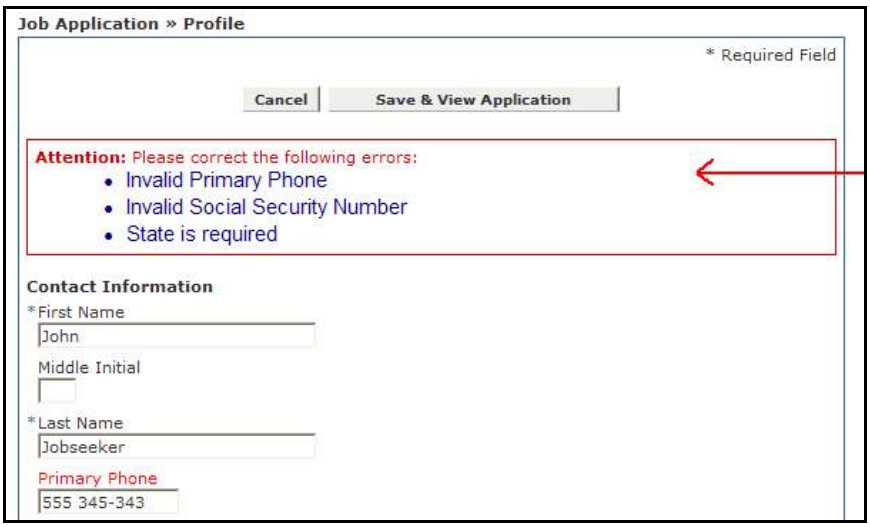
← Numbered Steps

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

Just fill-in each space as shown.

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.



Error Alert Box.

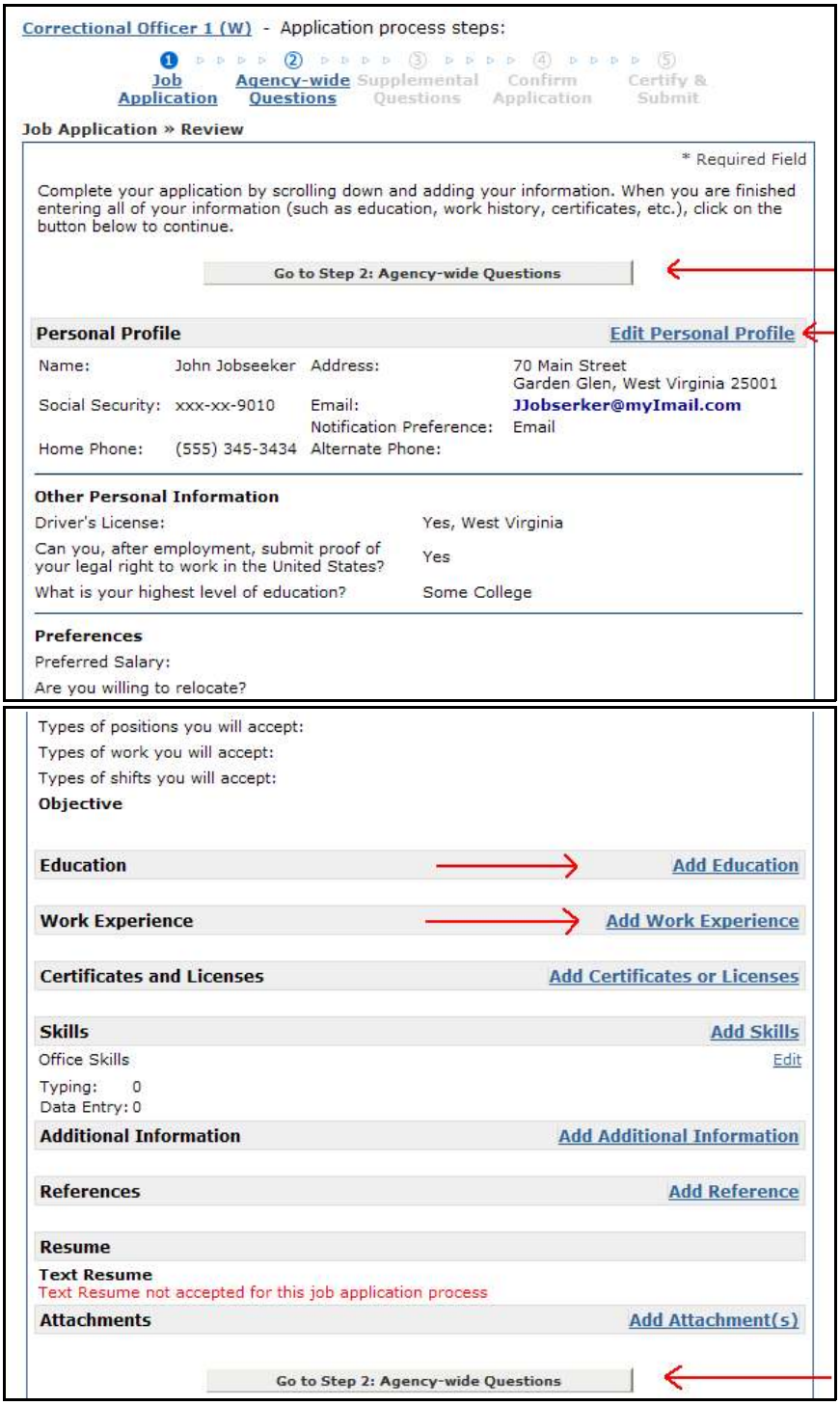
Scroll down, edit the item.

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.



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.

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.

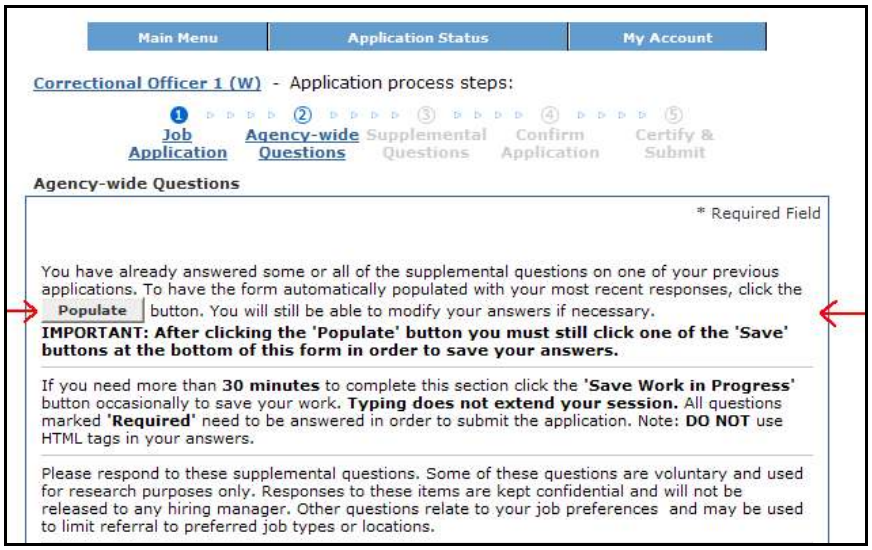
Attachments are optional.

Go to Step 2

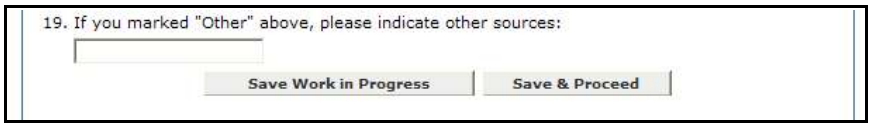
As you Add and Save Education and Work Experience items you will see the information you entered. Check each item. Keep adding and editing items until your application is complete.
When you are satisfied, click the button: Go to Step 2: Agency-Wide Questions

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.



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

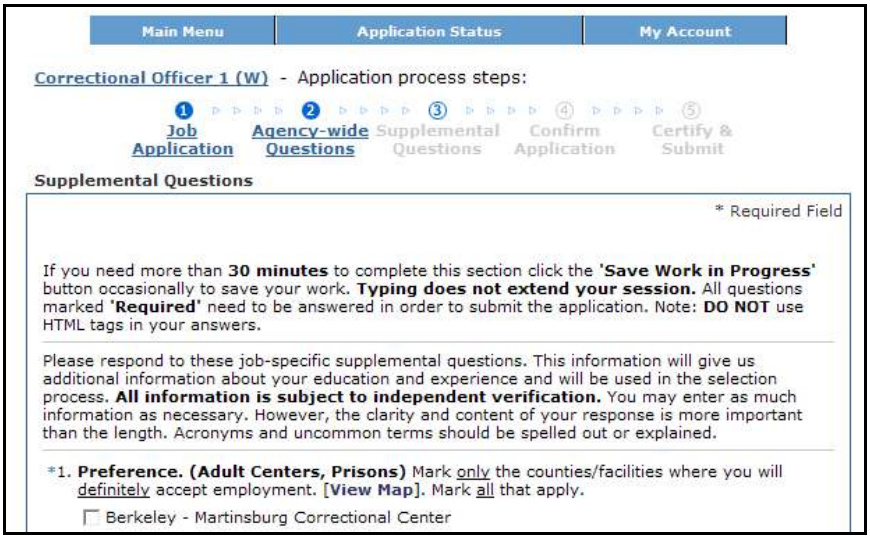


Scroll through the responses. Make any necessary changes and click Save and Proceed

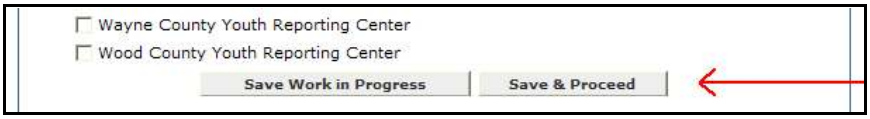
Use Save Work in Progress if you need more than 30 minutes.

Step 3: Supplemental Questions

Not all jobs have these supplemental questions.
Questions may relate to job skills, or special job preferences.



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



Click Save and Proceed.

Step 4: Confirm Application

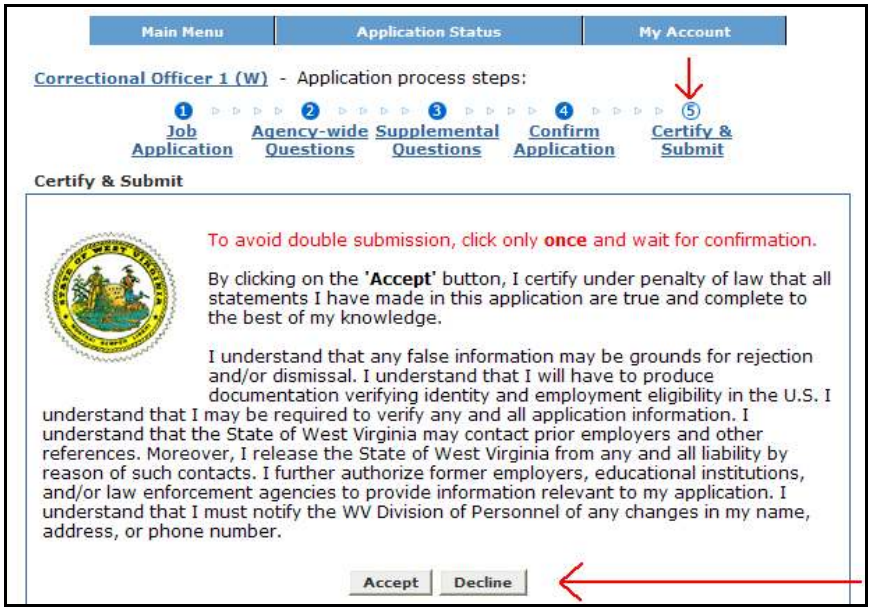
At the Confirmation Step you again can view your entire application.
You can review the information and return to any previous step
to make changes. Be sure to Save your changes.
When you are satisfied your application is complete, Click: Confirm

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.



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 Logout 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.

Revised 8/19/10