# Delaware Employment Link Applicant User Guide

## Find us at:
http://statejobs.delaware.gov/

# Find Your Future in the First State

# Find Your Future in the First State

## Logging into  the Delaware Employment Link (DEL)
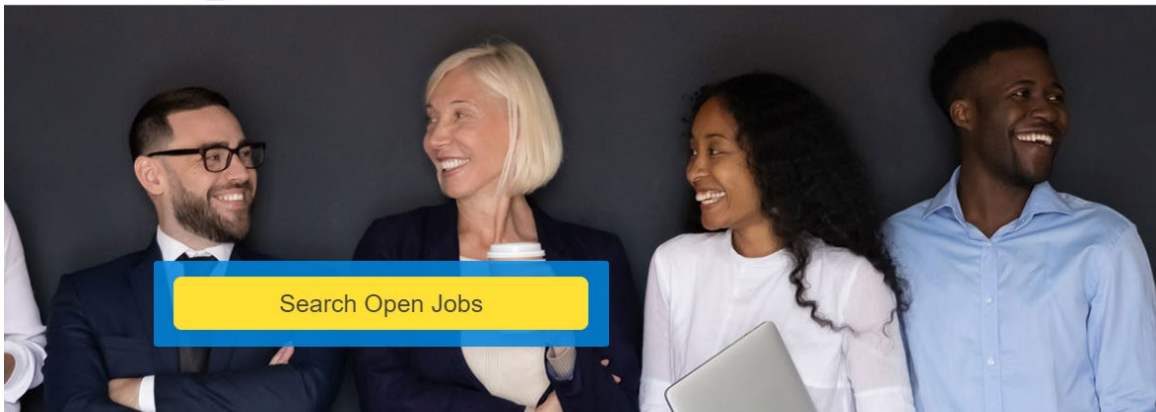
You must be connected to the Internet to enter DEL.

First, launch the Internet Browser.

Enter the address Statejobs.delaware.gov and click enter to land on our home page.
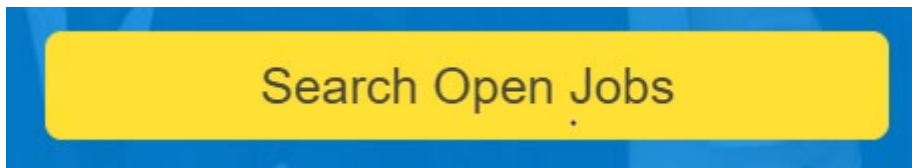
# Find Your Future in the First State

## Search for Jobs

There are several ways to do a job search in DEL depending on what you are looking for:

1. **Click on Search Open Jobs to view jobs that Merit Agencies have open.**

   Note: The Department of Technology and Information does use DEL to post their jobs and they are found under the Exempt jobs.



On this page you will see a list of Open Competitive, Casual /Seasonal, In-House, Merit Only, and Exempt-Non-Merit jobs that are open. There are filter options on this page that we will discuss on page

**2. Most Non-Merit Agencies** do not utilize DEL to post their jobs. These Agencies post on their websites. To View these jobs, select **Other State Opportunities** on the home page.
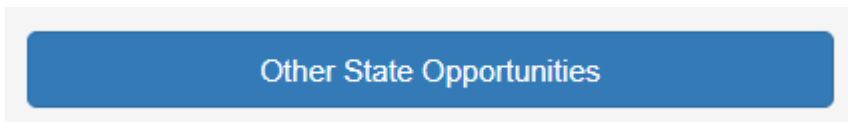


Once on this page, select the agency you wish to explore opportunities with, and then find their employment section.

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**3.** To **View Education Jobs** select on the home page:

Education Jobs

Note: If you sign up for e-mail alerts, the Non-Merit and Education jobs will not be included. Make sure you check these agencies webpages often so that you do not miss any opportunities.

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## Searching for Jobs in DEL:

Our system was designed for **Merit System Agencies**.

The types of jobs we post are:

*Open Competitive*-open to everyone

*Merit Only*-Only current Merit Employees who have passed probationary period may apply.

*In-House*-  Only current Merit Employees in that agency, who have passed probationary period may apply.

*Casual Seasonal*- Open to everyone but part-time positions.

*Exempt-Non-Merit*-Open to everyone but are no governed by Merit Rules

## To Utilize DEL Job Search:

Select the Job Search box on the home page https://statejobs.delaware.gov/

1.  Scroll down the page and you will **see ALL OPEN JOBS**. This is the best way to see all available jobs. They are broken down by types (Open Competitive, In-House, Merit Only, Casual Seasonal, Non-Merit, Exempt)

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This link on the page allows you to quickly get to the type of job you are interested in. Just select the type and it moves to that section.

## ⚡ Open Job Quick Links

- OPEN COMPETITIVE (125)
- OPEN TO STATE OF DELAWARE MERIT SYSTEM EMPLOYEES ONLY
  Applicants may only apply if they are current State of Delaware employees in a position covered by the Merit System and who have completed their initial probationary period. (2)
- CASUAL/SEASONAL (42)
- IN-HOUSE
  Applicants may only apply if they are current employees of the recruiting Department in a position covered by the Merit System who have completed their initial probationary period. (3)
- EXEMPT-NON MERIT (8)

2. You can also **Narrow your search** by selecting a *Keyword, Location, Agency, Type and Category*.

**Remember we cannot guarantee your filtered search will deliver all the results you want.** The search is based on our merit class titles and can be limited depending on the word(s) you chose to enter for the search.

**Some Exempt Agency jobs (like DTI) are not found in our "Category" search or email/text alerts** as they do not utilize the same job codes as our Merit jobs. To find all of DTI's opportunities search by the "Type" Exempt-Non-Merit.

## 🔍 Filter Open Jobs

Keyword

Enter keyword(s)

Location

All Areas

Agency/Dept

All Agency/Depts

Type

Select Recruitment Type

Category (Toggle Multiple)

All Categories

[ Search ] [ Reset ] [ Show All ]

# Find Your Future in the First State

Remember for Merit jobs, you also can sign up for email/text alerts to get notified when a job opens.

3. Another way to sort is by selecting "Job Title" or " Filing Deadline" in the list of open jobs.

Just select the word "Job Title" in the listing of postings and it will **sort A-Z or Z-A**

| Job Title | Work Locations | County | Department | Salary | Filing Deadline | Check Status |
|---|---|---|---|---|---|---|
| Youth Rehabilitation Counselor Supervisor 060121-MDDV04-370400 | Terry Childrens Psyc Center: (10 Central Ave, New Castle, DE, 19720) | New Castle | SCYF/Child Mental Health Svcs | Yearly: $39,484.00/Min - $49,355.00/Mid | Tuesday, June 8, 2021 11:59 PM | Status |
| Youth Rehabilitation Counselor I 051721-MDDV01-370500 | Delaware Youth and Family Ctr: (1825 Faulkland Rd, Wilmington, DE, 19805) Stevenson House: (Rt 113, Milford, DE, 19963) | Kent,New Castle | SCYF/Youth Rehabilitation Svcs | Yearly: $29,676.00 | Friday, June 11, 2021 11:59 PM | Status |
| Vocational Rehabilitation Senior Counselor 052721-MDDU03-350800 | Milford Walnut St. Bldg.: (18 N. Walnut St, Milford, DE, 19963) | Sussex | DHSS/Visually Impaired | Yearly: $42,242.00/Min - $52,803.00/Mid | Thursday, June 10, 2021 11:59 PM | Status |

3. Select the word "Filing Deadline" in the listing of postings and it will **sort Ascending or Descending.**

| Job Title | Work Locations | County | Department | Salary | Filing Deadline | Check Status |
|---|---|---|---|---|---|---|
| Physical Plant Maintenance/Trades Mechanic III 021021-MCCK04-350100 | Stockley Center Patriots Office: (26351 Patriots Way, Georgetown, DE, 19947) | Sussex | DHSS/Administration | Yearly: $35,164.00/Min - $37,654.00/Mid | Monday, June 7, 2021 11:59 PM | Status |
| Senior Custodial Worker 042621-MCAB02-350100 | Herman Holloway Campus: (1901 N DuPont Hwy, New Castle, DE, 19720) | New Castle | DHSS/Administration | Yearly: $18,756.00/Min - $23,445.00/Mid | Monday, June 7, 2021 11:59 PM | Status |
| Cook 051021-MCBA01-351100 | Stockley Center Patriots Office: (26351 Patriots Way, Georgetown, DE, 19947) | Sussex | DHSS/Developm Disabil | Yearly: $22,981.00/Min - $28,726.00/Mid | Monday, June 7, 2021 11:59 PM | Status |

# Find Your Future in the First State

## Review the Job Postings

Click on the actual "Job Title" to view the complete job posting and to view the job duties and requirements.

### Youth Rehabilitation Counselor Supervisor
### Recruitment #060121-MDDV04-370400

| | |
|---|---|
| Opening Date | 6/2/2021 12:00:00 AM |
| Closing Date | 6/8/2021 11:59:00 PM |
| Type of Recruitment | Open Competitive |
| Salary | Yearly: $39,484.00/Min - $49,355.00/Mid |
| Salary Plan | M37 |
| Pay Grade | 13 |
| Shift Hours | Various Shifts - Weekends and Holidays Required |
| Employment Type | Actual Vacancy |
| Employment Term | Regular |
| Agency | SCYF/Child Mental Health Svcs |
| Location(s) | Terry Childrens Psyc Center: (10 Central Ave, New Castle, DE, 19720) |
| Contact Name | DSCYF-Human Resources |
| Contact Phone | 302-633-2553 |

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# Find Your Future in the First State

**JOB REQUIREMENTS for Youth Rehabilitation Counselor Supervisor**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. At least 21 years of age.
2. Possession of a High School Diploma or equivalent.
3. Three years experience in behavior management such as understanding, explaining, describing and predicting behavior, studying the connection between behavior and its causes and identifying appropriate behavior modification strategies for individual situations.
4. Three years experience in maintaining the security and safety of individuals and facilities.
5. Three years experience in supervising youth by overseeing daily activities such as recreation, work details, meals, self-care, transportation or education.
6. Three years experience in instructing, tutoring, or mentoring individuals or groups.
7. Six months experience in child and adolescent development.
8. Six months experience in interpreting laws, rules, regulations, standards, policies and procedures.
9. Six months experience in narrative report writing.
10. Knowledge of staff supervision acquired through course work, academic training, training provided through an employer, or performing as a lead worker overseeing the work of others; OR supervising staff which may include planning, assigning, reviewing, and evaluating the work of others; OR supervising through subordinate supervisors a group of professional, technical, and clerical employees.

## Conditions Of Hire

Applicants must be legally authorized to work in the United States.  DNREC does not provide sponsorship for holders of H-1 B Visas.

Criminal background check: A satisfactory criminal background check is required as a condition of hire.  The recruiting agency may require the applicant to pay for the criminal background check as part of the conditional offer of hire.

Applicants must be legally authorized to work in the United States. The State of Delaware Executive Branch participates in the Federal E-Verify system where the State will provide the federal government with each new hires Form I-9 information to confirm that you are authorized to work in the U.S. For more information refer to our job seeker resources.

## Benefits

To learn more about the comprehensive benefit package please visit our website at https://dhr.delaware.gov/benefits/

## Selection Process

The application and supplemental questionnaire are evaluated based upon a rating of your education, training and experience as they relate to the job requirements of the position.  It is essential that you provide complete and accurate information on your application and the supplemental questionnaire to include dates of employment, job title and job duties.  For education and training, list name of educational provider, training course titles and summary of course content.   Narrative information supplied in response to the questions must be supported by the information supplied on the application including your employment, education and training history as it relates to the job requirements.

Once you have submitted your application on-line, all future correspondence related to your application will be sent via email.  Please keep your contact information current.  You may also view all correspondence sent to you by the State of Delaware in the "My Applications" tab at www.delawarestatejobs.com

## Accommodations

Accommodations are available for applicants with disabilities in all phases of the application and employment process.  To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.  The State of Delaware – An Equal Opportunity and Affirmative Action Employer.

**Click on a link below to apply for this position:**

| | |
|---|---|
| **Fill out the Supplemental Questionnaire and Application NOW using the Internet.** | ✓ Apply Online |
| **Contact us via conventional means.** | For further assistance, you may contact us by phone at (302) 739-5458, or e-mail at jobs@delaware.gov. |

# Find Your Future in the First State

Make sure you meet the Job Requirements and any Selectives that are listed on the posting.

### Principal Planner
### Recruitment #052521-MFEA07-100200

| | |
|---|---|
| Opening Date | 5/29/2021 12:00:00 AM |
| Closing Date | 6/11/2021 11:59:00 PM |
| Type of Recruitment | Open Competitive |
| Salary | Yearly: $59,252.00/Min - $74,065.00/Mid |
| Salary Plan | M37 |
| Pay Grade | 19 |
| Shift Hours | 8:00 a.m. - 4:30 p.m. |
| Employment Type | Actual Vacancy |
| Employment Term | Regular |
| Location(s) | Haslet Armory: (122 Martin Luther King Jr. Blvd. South, Dover, DE, 19901) |
| Contact Name | OMB/Personnel Office |
| Contact Phone | 302-672-5122 |

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## Summary Statement

This class provides planning policy expertise at the State level. Positions at this level are found at the State Office of Planning Coordination with broad responsibilities for coordination the State's overall planning policy, functioning as the top management level of planning professional in representing the State's top officials in planning policies at the state, regional and national level.

## Selective Requirement

Selective Requirements must be met in addition to the job requirements. Applicants who do not possess the selective requirement will not be qualified.

1. Six months experience in collecting, analyzing and mapping Geographic Information System (GIS) data.

Once you have found a job that you would like to apply for, you will begin the on-line application process by selecting the Apply button on the posting.

# Find Your Future in the First State

## Starting the Application Process

Once you have selected the apply button you will see this screen:

### Terms of Use Agreement

**Application Instructions for Program Compliance Specialist**

PLEASE FILL OUT THE APPLICATION COMPLETELY.

You are REQUIRED to Save & Continue this section for EACH application submitted.

**Your Responsibilities as the Applicant**

1. Before sending your application in to State of Delaware, it is your responsibility to ensure correctness of all information submitted in the application. If you would like a copy of the application for your records, it is your responsibility to print a copy in the "Review Section".
2. You are required to provide a valid email address. Check to be sure that you receive an email confirming that your application was sent to the State of Delaware. This email is sent immediately upon receipt of your application. You should receive this confirmation email within one day after clicking on the "Send" button.
3. If you do not receive the confirmation email, it is your responsibility to contact the Office of Management and Budget/Human Resource Management. If you fail to do so, your application may not be considered for the opening for which you have applied.
4. Cookies must be turned on in your browser in order to use this online application system. Click here for more information about how cookies are used.
5. **Please do not open two applications in different browser windows at the same time.** You can only have one application open at a time.

**Note**

Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

The Office of Management and Budget/Human Resource Management and the developers of the State of Delaware online employment application system are not responsible or in any way liable for any computer hardware or software malfunction which may affect your employment application or the applicant selection process.

By accepting the Terms of Use Agreement set forth here, you agree to all of the above terms and you agree to use this online employment application system only for the submission of bona fide employment applications to State of Delaware. Any other use of this online employment application system, including without limitation any copying, downloading, translation, decompiling or reverse engineering of the system, data, or related software, shall be a violation of this Terms of Use Agreement.

☐   I agree with the above terms of use.

[ I am a NEW USER ]   [ I have REGISTERED PREVIOUSLY ]   [ Cancel ]

## Previously Registered:

If you have already created a user account in DEL, just click on
"I have Registered Previously" to log back in and begin a new application.

## Retrieving Your UserID or password:

If you forget your UserID or password the system will find it for you.
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   I Forgot My UserID   and your UserID will be displayed or click
I Forgot My Password   and your password will be emailed to you.

Make sure you keep your e-mail current! Use the "Update my Contact Information" icon on the home page to make changes.

[ Update My Contact Info ]

# Find Your Future in the First State

If you continue to have problems logging in, please contact us at jobs@delaware.gov or call (302)739-5458

## First Time User:

If you are a first-time user in DEL when you click on "Apply". You will select the "I am a New User" Icon. You will then be prompted to create your own personal/confidential user account which will enable you to complete the on-line application.

## Register a New Username

1. Click **I am a NEW USER**
2. Enter the requested information.

| You are required to provide the following information. | |
|---|---|
| First Name | |
| Last Name | |
| Middle Name | |
| First 3 Letters of Last Name at Birth | |
| Last 4 Digits of Your Primary Phone Number | |
| Your Most Recent Zip Code | |
| Month of Birth | Select One ▾ |
| Day of Birth | Select One ▾ |

| Please confirm that your e-mail address is correct. | |
|---|---|
| e-mail address | |
| confirm e-mail address | |

| Please give yourself a UserID which is at least 8 characters. | |
|---|---|
| UserID | (up to 10 characters) |
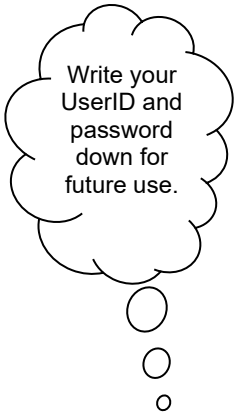
**Please select a Password which is at least 8 characters and a combination of letters and digits.**

*Write your UserID and password down for future use.*

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3. Once you have entered all of the information, click
4. You are now registered in DEL.
5. The application will open, and you can complete now or at a later time. Once it is complete, you will be able to copy your demographic information into other applications when you begin to apply.

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**Important!**

An account with this UserID already exists. If you have registered with us in the past, please enter the system as an existing user. If this is the first time you have registered here, please try again with a different UserID.

| New Registration | Click on New Registration if you have never before registered or used the online application system for State of Delaware. |
|---|---|
| Existing Registration | Click on Existing Registration if you have previously registered to use the on-line application system for State of Delaware. Help is provided if you do not remember your userID or password. |

If this pop up window appears while trying to register, it means that an account with this UserID already exists as seen by the note at the top of the screen. Go back and register as a new user again and use a different **unique UserID**

If you get this screen without the note at the top you probably have an existing registration. So, enter as a registered user and use the "Forgot userID" and "Forgot Password" icons or contact our office.

# Find Your Future in the First State

## My Job Applications

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



To apply for the current position, click on one of the job titles of one of your submitted applications and all of your stored information will transfer to the new application (it is best to use the most recent if you have made any recent edits). If you have never applied before and you just registered as a new user, you will not get the copy screen above. A new application will open, and you will need to enter all of the required information into the application and submit.

**Remember:**

**You must complete the supplemental questionnaire on each application that you submit.**

**You must also go to the Profile Tab and select the location(s) that interest you and select how you heard about the position.**

# Find Your Future in the First State
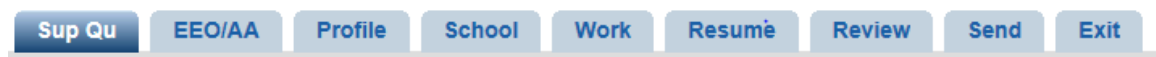
**Save and continue** <span>[Save and Continue]</span> **on each tab before submitting**

**Note: Read the important tips at the end of this document about copying your supplemental questionnaire answers from one application to another.**

## The Employment Application

The employment application is divided into nine tabbed sections.

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

Any area that includes a * (red asterisk) MUST be completed in order to open the next tabbed section.

[Save and Continue]

Once you have completed the information in a section, click 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

[Save and Continue]

section by pressing.

Note: To finish your application at a later time, save your work, 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.

Just choose the title of the application from your unsubmitted list and continue completing the application or to make revisions to the application.

**Remember you do not have to complete the entire application at once.** You can complete a tab and save and exit at any time. To save the information on the tab, **all required information on the tab needs to be complete before saving**. To return to the application, just go to "My Applications" and log in to continue edits. Make sure you submit before the deadline. And make sure you get a confirmation email once you have submitted.

# Find Your Future in the First State

## Supplemental Questionnaire Tab

For each question, click the radio button ⊘ that best meets your knowledge or experience level. Then to support your response, provide a **detailed** description of your:

- Work experience: include employer, dates of employment, job title and duties.
- Education and training: provide educational providers, training course titles and summary of course content.
- Make sure that the information on your education and work history tabs of the application supports your answers.

Do you have possession of a Bachelor's degree or higher in Chemistry, Biochemistry, Biotechnology, or related field?

Yes ○

No ○

To support your response, please provide a detailed description of your work experience to include employer, dates of employment, job title and duties. For education and training to support knowledge requirements, please provide educational providers, training course titles and summary of course content.

Do you have six months experience in using laboratory equipment and instrumentation?

Yes ○

No ○

To support your response, please provide a detailed description of your work experience to include employer, dates of employment, job title and duties. For education and training to support knowledge requirements, please provide educational providers, training course titles and summary of course content

# Find Your Future in the First State

## EEO/AA Tab

This EEO survey is **voluntary**. You can enter your EEO/AA information on this Tab to help us comply with state and federal record keeping and reporting requirements. Hiring Managers **will not** have access to this page.

| SupQu | EEO | Profile | School | Work | Resume | Review | Send | Exit |

### EEO/AA

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 race, color, religion, national origin, age, sex, mental or physical disability, marital status, sexual orientation, genetic information, gender identity or expression or veteran or military status, and victims of domestic violence, sexual assault, and/or stalking.

The information requested in this voluntary applicant survey will be used to assist state agencies in complying with state and federal record keeping and reporting requirements.

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.

### EEO/AA Information

| | |
|---|---|
| **DISABILITY** | Are you a person with a disability as covered under the Americans with Disabilities Act?<br>○ Yes<br>○ No |
| **AGE GROUP** | Select one ⌄ |
| **ETHNICITY**<br>Please check *only one* choice which best describes your race/ethnicity | ○ American Indian/Alaskan Native<br>  *American Indian or Alaskan Native-Non Hispanic or Latino*<br>○ Hispanic<br>  *Hispanic or Latino*<br>○ Black<br>  *Black or African American-Non Hispanic or Latino*<br>○ White<br>  *White-Non Hispanic or Latino*<br>○ Asian<br>  *Asian-Non Hispanic or Latino*<br>○ Native Hawaiian or other Pacific Islander<br>  *Native Hawaiian or other Pacific Islander-Non Hispanic or Latino*<br>○ Two or more Races<br>  *Two or more Races-Non Hispanic or Latino* |
| **GENDER** | ○ Male<br>○ Female<br>○ Non-Binary |

Save and Continue    Clear

# Find Your Future in the First State

## Profile Tab

Enter your personal information on this Tab (Questions with a <span style="color:red">*</span> next to them are required):

| SupQu | EEO | **Profile** | School | Work | Resume | Review | Send | Exit |

### Personal and Profile Information

You are REQUIRED to Save & Continue this section for EACH application submitted.

**Personal and Contact Information**

| | |
|---|---|
| First Name* | [                    ] |
| Last Name* | [                       ] |
| Middle Initial | [   ] |
| Preferred Name | [                    ] |
| Preferred Pronouns | ○ She/Her/Hers<br>○ He/Him/His<br>○ They/Them/Theirs<br>○ Other<br>○ Prefer not to share |
| Mailing Address*<br>Number, Street and Apt. | [                         ] |
| City* | [                       ] |
| State* | Select State or Other ▾ |

# Find Your Future in the First State

## School Tab

Enter your education information on this Tab (Questions with a <span style="color:red">*</span> next to them are required):



Make use you use the right format when entering dates!

# Find Your Future in the First State

## Work Tab

Enter your work experience on this Tab:

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

### Emloyment Record

Beginning with your current or most recent position, state your employment record. Please provide all of your relevant experience. A RESUME DOES NOT SUBSTITUTE for this section of the application. This section MUST BE COMPLETED.

| # | Title | Dates | Employer | View/Edit |
|---|-------|-------|----------|-----------|
| No employment experience records to display. | | | | |

| I have Employment Experiences | I have NO Employment Experiences |

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)

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

### Enter New Job # 1

| **Enter New Job # 1** | |
|---|---|
| Name of Employer* | |
| Mailing Address* | Street Address |
| | City |
| | State [Select State or Other ▼] |
| | Zip |
| Phone number | |
| Dates of employment* | From |
| | To |
| Avg # hrs worked/wk* | |
| Full- or Part-time* | ○ Full-time  ○ Part-time |
| No of Employees* Supervised | |
| Job Title* | |

Click **Save this Job** to add this job to your application.

Click **Delete this Job** to remove this experience from your application.

# Find Your Future in the First State

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 Tab**
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.
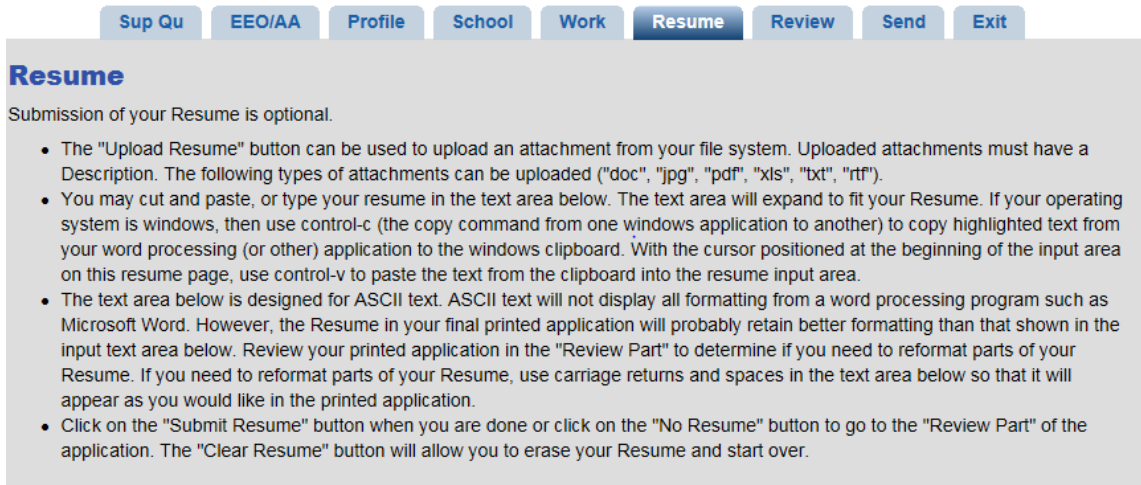
If you already have your resume in another word processing program (we accept these formats; "doc", "jpg", "pdf", "xls", "txt", "rtf"), you can upload your resume.

| Submit Resume | Upload Resume . | No Resume | Clear Resume |
| --- | --- | --- | --- |
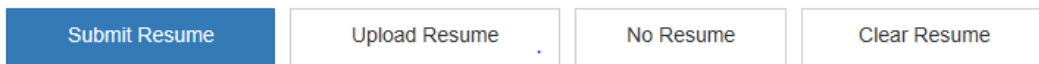
Click the "Upload Resume" button and select the file to attach from your computer.
Copy and paste your resume into the space provided.

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.

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

## Resume

Submission of your Resume is optional.

- The "Upload Resume" button can be used to upload an attachment from your file system. Uploaded attachments must have a Description. The following types of attachments can be uploaded ("doc", "jpg", "pdf", "xls", "txt", "rtf").
- You may cut and paste, or type your resume in the text area below. The text area will expand to fit your Resume. If your operating system is windows, then use control-c (the copy command from one windows application to another) to copy highlighted text from your word processing (or other) application to the windows clipboard. With the cursor positioned at the beginning of the input area on this resume page, use control-v to paste the text from the clipboard into the resume input area.
- The text area below is designed for ASCII text. ASCII text will not display all formatting from a word processing program such as Microsoft Word. However, the Resume in your final printed application will probably retain better formatting than that shown in the input text area below. Review your printed application in the "Review Part" to determine if you need to reformat parts of your Resume. If you need to reformat parts of your Resume, use carriage returns and spaces in the text area below so that it will appear as you would like in the printed application.
- Click on the "Submit Resume" button when you are done or click on the "No Resume" button to go to the "Review Part" of the application. The "Clear Resume" button will allow you to erase your Resume and start over.

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

- **Submit Resume** click to add your resume to your employment application
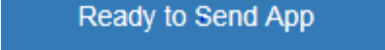
**Clear Resume** - click to clear the text area

# Find Your Future in the First State

You can also cut and paste your resume into the text box. Remember: The text area is designed for ASCII text. ASCII text will not display all formatting from a word processing program such as Microsoft Word. However, the Resume in your final printed application will probably retain better formatting than that shown in the input text area below. Review your printed application in the "Review Part" to determine if you need to reformat parts of your Resume. If you need to reformat parts of your Resume, use carriage returns and spaces in the text area below so that it will appear as you would like in the printed application.
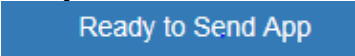
## Review Tab

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

## Send Tab

After you have filled in all of your information, and you have reviewed your application, click on the **Ready to Send App** to take you to 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 11:59:00 pm on the closing date.**

# Find Your Future in the First State

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**.

<span style="color:red">If you do not receive a confirmation e-mail, you have not successfully submitted your application. Email jobs@state.de.us or call 302-739-5458 with questions within 24 hours.</span>

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 **Print My Application**.

# Find Your Future in the First State

## Email Alerts


Email Alerts

The "Email Alerts" 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:



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.

# Find Your Future in the First State

## Class Specifications

You can search the Class Specifications table using the **Search** feature or **Select Job Groups** feature to narrow the list of Class Specifications

Click on any Class Specifications below to view it and sign up to be notified when a job in this class opens.

To select multiple classes, check the box next to each Class Specifications below and then click the **Add All Checked Classes to My Job Search Agent** button and follow the instructions to submit an interest card.

To cancel or change interest card subscriptions, click **here to Unsubscribe**.

Search ▶                                                              Se

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add All Checked Classes to My Job Search Agent

### A Yearly Min - Max Salary Grade

☐ MABB01 - Accountant              $31,440.00 - $47,160.00      010
☐ MABA02 - Accounting Specialist    $27,458.00 - $41,188.00      008
☐ MABA01 - Accounting Technician    $23,986.00 - $35,980.00      006
☐ MDCA01 - Active Treatment Facilitator   $23,986.00 - $35,980.00    006
☐ MDCB01 - Activity Aide I          $23,986.00 - $35,980.00      006
☐ MDCB02 - Activity Aide II         $25,663.00 - $38,495.00      007
☐ MDCC01 - Activity Therapist I     $29,384.00 - $44,076.00      009
☐ MDCC02 - Activity Therapist II    $33,638.00 - $50,456.00      011
☐ MDCZ09 - Activity Therapy Program Coordinator   $44,094.00 - $66,140.00   015
☐ MCCF01 - Adaptive Equipment Technician I    $27,458.00 - $41,188.00   008
☐ MCCF02 - Adaptive Equipment Technician II   $31,440.00 - $47,160.00   010
☐ MABB03 - Administrative Accountant   $38,515.00 - $57,773.00   013

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"

# Find Your Future in the First State

The screen will reflect the Job Titles that you
selected:

You have added the following classes:

    ☑ MABA01: Accounting Technician
    ☑ MABA02: Accounting Specialist
    ☑ MABB01: Accountant

Please make sure your POP-UP Blockers are turned off before you click "Finish".

Continue Searching Classes     Finish

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:

You have selected to subscribe to the following:

- MABB01 - Accountant
- MABA02 - Accounting Specialist
- MABA01 - Accounting Technician

Please provide your contact information. You may enter your email,
mobile number, or both.

Email

Mobile #

U.S. and Canada only

*Message and data rates may apply.*

Next >>    Close

Enter the e-mail address, mobile phone number, or both.

Another window will open and if you will click subscribe to sign up:

**Job Alert Submission**

Confirm your subscriptions listed below by clicking on the Subscribe
button.

- MABB01 - Accountant
- MABA02 - Accounting Specialist
- MABA01 - Accounting Technician

**Subscription Length**

180 days, starting now.

Subscribe    Close

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.

# Find Your Future in the First State

**Update My Contact Info**

On the Home page you can update your demographic information like phone number, address at any time and it will change the information across all applications when you save.

**My Applications**

When searching for applications that you have started or submitted, you will find them at "My Applications" on the home page. Here you will see all applications started, submitted, notices sent and more.

# Find Your Future in the First State

## <u>Important Tips:</u>

➢ 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@delaware.gov for assistance.

➢ **To change your email address or contact information,** Click the yellow icon on the Home page labeled "Update Info". Log in and you will be able

# Find Your Future in the First State

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 *.

If you still have questions, e-mail us at [jobs@delaware.gov](mailto:jobs@delaware.gov) or call 302-739-5458 during normal business hours.