

HOW TO APPLY FOR A JOB WITH IDOC



Tips and Tricks for a Successful
Application

Overview

- ▣ Suggestion for completing applications
 - ▣ Frequently asked questions
- ▣ Common errors made by applicants



How do I find out about job opportunities?

- ▣ IDOC Internal or External Website

www.idoc.idaho.gov

- ▣ Interested in certain positions?

- ▣ Automatic email notification visit

<https://www2.labor.idaho.gov/dhr/ats/statejobs/JobNotifications.aspx>

- ▣ IDOC email notification for all positions to include laterals and transfers



What information is included on the announcement?

- ▣ Position Overview
- ▣ Job Responsibilities
- ▣ Minimum Qualifications
- ▣ Specialty Qualifications
- ▣ Desirable Qualifications
- ▣ Exam Details
- ▣ How to Apply
- ▣ Preview Exam



How do I begin the application process?

- ▣ Update general information to include agencies, cities, shifts
- ▣ Select apply online
 - Black check marks indicate when a section has been successfully completed
 - Unless there is an oral exam you will want to complete each section to be considered
- ▣ Separate applications by location



What types of exams are used?

- ▣ LXR – Multiple choice exam that is auto-graded
- ▣ TRAEX – Exams graded by a subject matter expert, typically paragraph responses but can include true/false and multiple choice
- ▣ Oral Exam – Situational questions used to identify how you react in a situation



Exam Instructions

- ▣ Read the entire exam instructions
 - Minimum requirement questions
 - Specialty questions
 - Extra Credit questions
- ▣ Set expectations for responses



What information should I include in my response?

- ▣ Relevant and concise information
- ▣ Required Information for Responses
 - Education
 - ▣ Include course number and title, brief synopsis of class, credits received
 - Internship
 - ▣ Location, responsibilities/tasks and number of hours completed
 - Training
 - ▣ Title, brief explanation and number of hours
 - Experience
 - ▣ Dates of employment , employer, position title, responsibilities



How should I structure my response?

- ▣ Typically gained by statement
 - Minimum qualifications to qualify for question
- ▣ Respond in the same format
 - Hours vs. Dates
- ▣ Separate out education, training and experience

How should I structure my response? Cont'd

- ▣ Don't assume that the person reviewing your exam knows anything about you
 - Be detailed in your response as to how your experience is related to the qualification and or topic that each question is asking for
 - Do not put a SME in a position to make assumptions
- ▣ Not Recommended in responses
 - Copy and paste your resume for each response
 - Provide the same response for each question



General Work History vs. Resume

- ▣ Do I need to complete a resume question if I filled out my work history under general information?
 - Yes. If a resume question is attached then a resume is required.
- ▣ The work history includes all positions and does not require much detail
- ▣ The resume question should include relevant work history and detail job responsibilities, education and training

Your Name

Street Address, City, State, Zip Code
Phone, Email

Professional Summary

Add your summary here.

Experience

Company Name

Job Title

Responsibilities

- Responsibilities
- Responsibilities

Dates of Employment

Company Name

Job Title

Responsibilities

- Responsibilities
- Responsibilities

Dates of Employment

Company Name

Job Title

Responsibilities

- Responsibilities
- Responsibilities

Dates of Employment

Company Name

Job Title

Responsibilities

- Responsibilities
- Responsibilities

Dates of Employment

Education

School

- Degree
- Course Title, Course #, Brief Description

Dates of Attendance

Training

- Title, Brief Description, # of hours completed
-



How are exams scored?

- ▣ Exams are scored by subject matter experts
- ▣ Questions can be worth a higher percentage than others based on importance
- ▣ Passing with a score below 70
 - Extra credit questions
- ▣ HR reviews a portion of the exams for quality assurance



How long until I receive my score?

- ▣ Scoring does not begin until 24 hours after announcement has closed
- ▣ Time factors
 - # of exams to score
 - # of SME
- ▣ Typically 2 weeks is sufficient

What information can you provide me?

- ▣ Placement on hiring list
 - # ranking
 - Eligible for consideration

- ▣ Areas identified for improvement
 - Not sufficient information
 - Increased score with additional education or experience

Considered for Position

- ▣ Top 25 on hiring list to be eligible for consideration
- ▣ Selected for interview based on hiring list, performance documentation, supervisor feedback
- ▣ If not scheduled for interview request feedback from Human Resources / Hiring Manager



Interviews

- ▣ Research the position
- ▣ Questions are typically behavioral or situational
 - Behavioral questions use past responses as future indicators “Tell me about a time when...”
 - Situational questions ask how would you react when presented with a certain situation



Interviews Cont'd

- ▣ Respond as if you hold the position for which you are interviewing
- ▣ Request feedback from Human Resources/Hiring Manager