

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)  
AFFIRMATIVE ACTION OFFICE**

**CAREER COUNSELING MATERIALS**

Please note that meeting with affirmative action or human resources (HR) for career counseling does not mean that you will automatically be placed in a higher position, nor does the agency make any such promises or guarantees. Please be advised that there are union contracts and HR rules governing promotion and reclassification, such as the Department of Administrative Services (DAS) *General Letter 226—Promotion by Reclassification*.

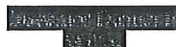
The purpose of career counseling is to discuss possible career options within DMHAS or State service, to make the employee aware of the training and education opportunities available, to identify the qualifications for higher level positions in their career ladder, and to help the employee navigate through the resources on the DAS website ([www.das.state.ct.us](http://www.das.state.ct.us) ).

The resources available on the DAS website include: information on interviewing skills, taking a State exam, and listings of State job classifications, job announcements, exam announcements, etc. Enclosed in this packet are some resources that may be useful to you. For any further questions, you may contact anyone from the DMHAS affirmative action staff listed below:

Tommy Wilson, EEO Specialist 2, 860-262-6886, [tommy.wilson@ct.gov](mailto:tommy.wilson@ct.gov)

Eric Smith, EEO Director, 860-262-5863, [eric.d.smith@ct.gov](mailto:eric.d.smith@ct.gov)





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Go

# Department of ADMINISTRATIVE SERVICES *Human Resources*

[Home](#)[About Us](#)[Reports/Publications](#)[FAQ](#)[Contact Us](#)[Administrative Services](#)[Boards and Commissions](#)[Construction Services](#)[Information Technology \(BEST\)](#)[Ebola Information from the State of Connecticut](#)

## Career Entry and Mobility

### Committee Members

Francine Dew, Chairperson DAS Human Resources

**Committee Members:** The Committee is currently being reconstituted

### Committee Charter

The committee shall determine how career counseling and training opportunities may be best achieved. The committee shall advise the Commissioner of Administrative Services concerning broader usage of classification titles affecting upward mobility.

The Committee was established by Public Act No. 98-205

### Frequently Asked Questions (FAQs)

### Career Mobility Opportunities

Employment Opportunities - DAS Exam Announcements  
 Employment Opportunities - Department of Labor  
 Employment Opportunities - America's Job Bank  
 Training Opportunities - Summary of Tuition Reimbursements  
 Training Opportunities - In Service  
 Training Opportunities- Board of Regents  
 Employment Services - Department of Labor

### For Human Resources Professionals

Business Rules & Regs  
 Career Development and Training  
 HR Forms  
 DAS Learning Center  
 HR Certificate Program  
 HR Professional Links  
 HR Manuals  
 Policies & Notices  
 Employment Connection  
 Strategic Services  
 Who is your HR Liaison

### For Employees

Additional Resources  
 Career Development and Training  
 HR Forms  
 Tuition Reimbursement

### Employment Information

Jobs Video  
 Application Form CT-HR-12  
 Directions to Exam Sites  
 Examination Announcements  
 Employee Benefits  
 Examination Process  
 Class Specifications  
 Job Postings  
 IT Job Site  
 Nursing Website  
 Reemployment/SEBAC Site  
 Email Exam Questions

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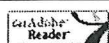
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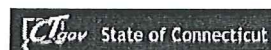
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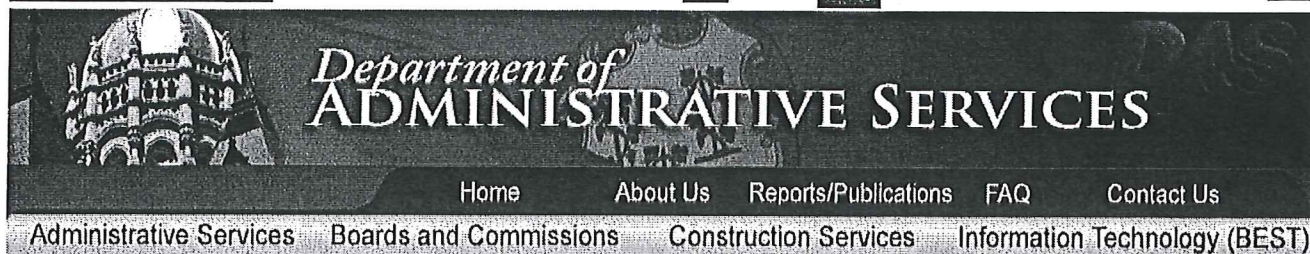
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## *Career Mobility Opportunities - FAQ*

1. How do I apply for Tuition Reimbursement?
2. How can I find out about my personal career ladder?
3. Is there a list of all career opportunities in State Government?
4. How can I prepare for a state exam?
5. How can I transfer to another agency?
6. How can I access job specifications?
7. How do I fill out a CT-HR-12 application form?
8. Where can I go for career counseling?
9. Are there resources on the Internet which can help me with my job search?

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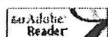
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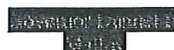
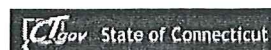


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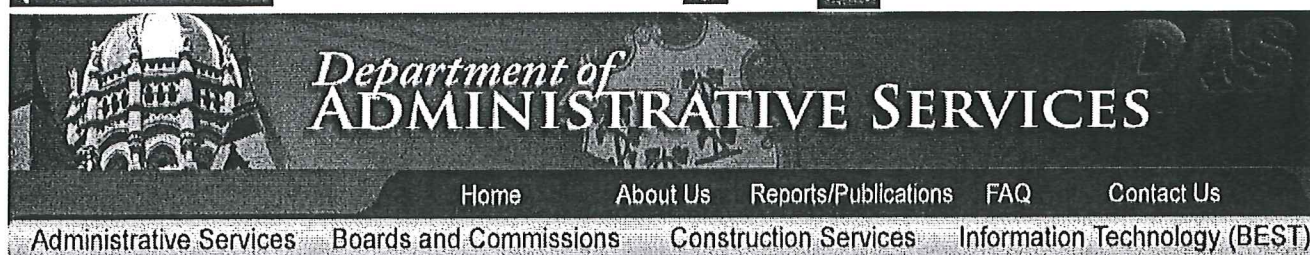
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## *Career Mobility Opportunities - FAQ*

### **1. How do I apply for Tuition Reimbursement?**

Answer: You can obtain tuition reimbursement applications from either your Human Resources or Staff Development/Training Office. You should submit your completed application no later than two weeks prior to the beginning of class. As soon as possible, submit three copies of your grade report and three copies of your receipt (showing full payment). Once all the correct paper work is received, it is forwarded to the Comptroller's Office to initiate reimbursement. Payment is made first-come, first-serve based on the date your application was received by your agency tuition reimbursement officer. For bargaining units which use a priority list, consult your agency tuition reimbursement officer for the priority system specified by your contract. Listed below are general guidelines for reimbursement. Please note the specific contract dates, funding terms, reimbursement amounts, credit maximums and other terms which vary for each individual collective bargaining unit contract. To find out what is provided in your contract, you should contact your union representative, speak with the tuition reimbursement officer at your agency, or visit the Tuition Reimbursement Program web site (<http://www.osc.state.ct.us/manuals/TuitionReimburse/index.html>)

1. Courses must be one of the following (check your contract for specific eligibility requirements)
  - a. Job Related -OR-
  - b. Upward Mobility Related – the course will enable the employee, through Upward Mobility and development, to qualify for other positions elsewhere in State service (this may be within their present job class or in another job series) -OR-
  - c. An elective that is part of a degree program.
2. Employee must have 6 months service at the time of application, must apply two weeks prior to start of class, and must be working at least 20 hours weekly.
3. All courses must be taken at fully accredited Connecticut colleges or universities. Other schools providing trade instructions or special occupational training where approved by the state Board of Higher Education will be accepted. Correspondence courses, "colleges without walls", preparation, or self-development programs, may be taken but are subject to review by the Department of Administrative Services (DAS) Human Resources Business Center State Tuition Reimbursement Coordinator prior to the employee beginning the course of study. Institutions located outside of the State of Connecticut will be considered and will need prior approval by the State Tuition Reimbursement Coordinator.
4. Courses may be taken at the undergraduate or graduate level, for credit or non-credit.
5. Only courses taken outside of regularly scheduled hours of work will be considered for reimbursement. The exception is courses taken on vacation, personal leave, or via the use of approved, accrued compensatory time.
6. Employee must be employed by the State on the last day of class in order to receive reimbursement.

### **2. How can I find out about my personal career ladder?**

### **3. Is there a list of all career opportunities in State Government?**

### **4. How can I prepare for a state exam?**

### **5. How can I transfer to another agency?**

### **6. How can I access job specifications?**

### **7. How do I fill out a CT-HR-12 application form?**

### **8. Where can I go for career counseling?**

### **9. Are there resources on the Internet which can help me with my job search?**



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## *Career Mobility Opportunities - FAQ*

**1. How do I apply for Tuition Reimbursement?**

**2. How can I find out about my personal career ladder?**

Answer: By asking your supervisor, your unit head, personnel officer or affirmative action officer. Not all career ladders are available at every agency or are necessarily in the unit where you currently work. Moving up in a series may require that you move physically to a new location or agency.

**3. Is there a list of all career opportunities in State Government?**

**4. How can I prepare for a state exam?**

**5. How can I transfer to another agency?**

**6. How can I access job specifications?**

**7. How do I fill out a CT-HR-12 application form?**

**8. Where can I go for career counseling?**

**9. Are there resources on the Internet which can help me with my job search?**

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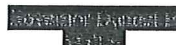
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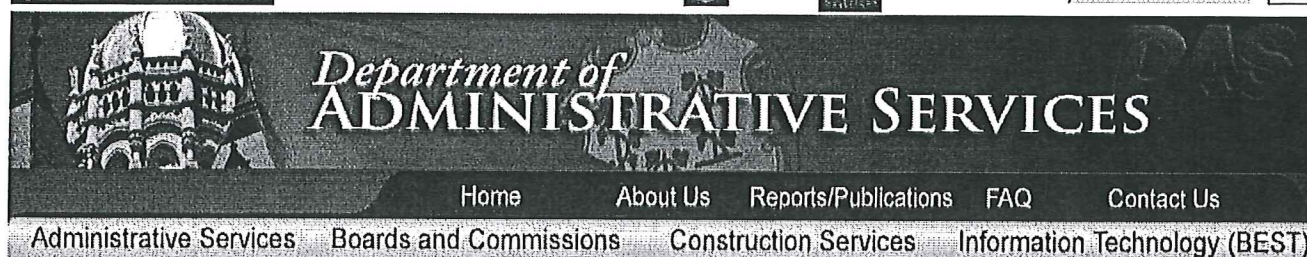
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## *Career Mobility Opportunities - FAQ*

1. How do I apply for Tuition Reimbursement?
2. How can I find out about my personal career ladder?
3. Is there a list of all career opportunities in State Government?

Answer: You will find that many state career opportunities are posted on bulletin boards at your offices or at your Human Resources or Affirmative Action Offices. There is not any one location where you can find all listings. An avenue you may want to pursue is to identify which agencies contain your career series or other jobs in which you're interested and then contact those agencies directly (through the Human Resources Office) and inquire regarding openings in your field. Many agencies are publishing their own web page on the Internet and you may find job postings there as well. Agencies which have a home page can be found on the State of Connecticut home page <http://www.ct.gov/>.

4. How can I prepare for a state exam?
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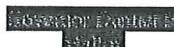
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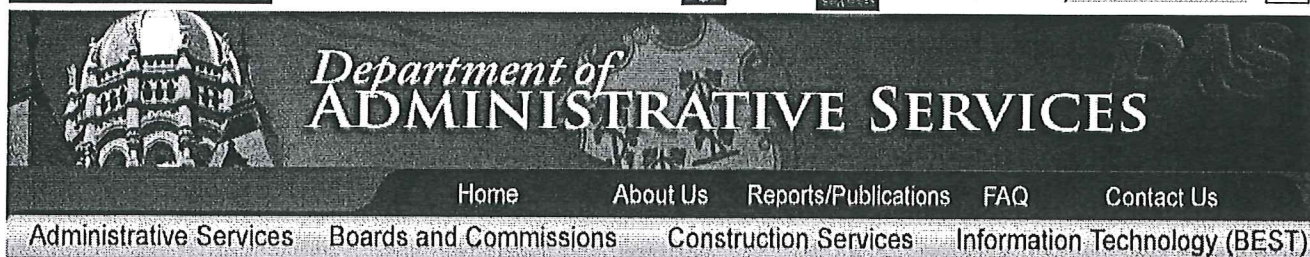
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2. How can I find out about my personal career ladder?
3. Is there a list of all career opportunities in State Government?
4. How can I prepare for a state exam?

Answer: Exam announcements give a lot of information about the exam itself and they should be read carefully. All announcements identify the required knowledge, skills and abilities or the actual test outline. Both give the areas that will be evaluated on the test. Applicants can use this information as a guide to determine subjects they are familiar with and those in which they have less knowledge. As an example, if the announcement states that the test will include grammar, and the applicant doesn't believe that is a personal strength, it would be helpful to review basic grammar rules prior to the test. Study materials are not available for state exams but reviewing traditional study guides from the public library would be helpful for increasing confidence about taking exams.

Exam announcements can be found on the Internet (<http://das.ct.gov>) or by calling the DAS automated information line (800) 528-7442.

Exam announcements also state the type of exam to be given. The common ones are:

- Written exams - components can include multiple choice questions and/or essay questions. Applicants who are unaccustomed to this type of test can find resources in the public library for ideas on how to approach multiple choice questions.
- Oral exams - Candidates are asked structured questions in the areas identified on the exam announcement. The exam is not a substitute for the job interview.
- Experience and training exams - The exam questions are included on the exam announcement. It is imperative to read the announcement carefully and comply with the requirements.

Candidates applying for exams specific to a particular agency may find it helpful to look at the web page for that agency for information about policies and regulations.

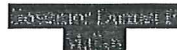
The exam announcement for written exams also gives the test date so that applicants can plan accordingly.

Upon acceptance to an exam, applicants will receive a scheduling letter and specific information about the test. Some examples are the following items:

- Confirmation of the exam date - Make sure you are available on that date.
- Location of the exam - Most exams take place in Hartford, be sure you know how to get to the specific address so that you are on time.
- Items to bring to the exam - Scheduling letters, photo identification, and #2 pencils are examples.
- Instructions regarding inclement weather on the exam date - a contact phone number is provided.
- What not to bring with you to the exam - Cell phones, beepers, other people; all are disruptive to applicants participating in the exam process.

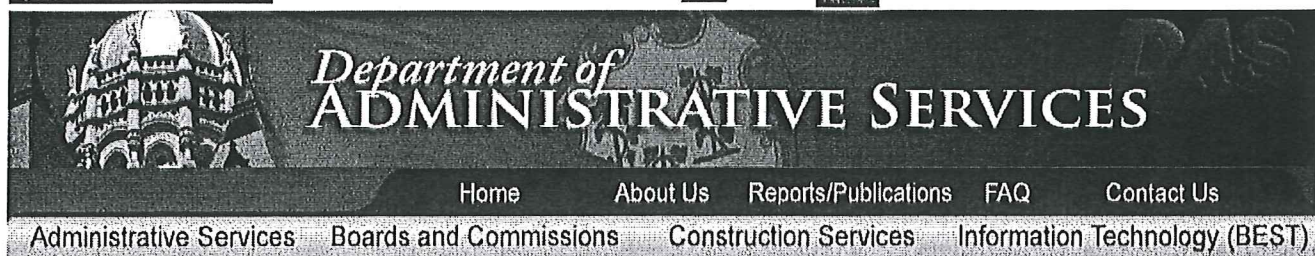
One final word of advice - take as many exams as you qualify for because it increases your employment and promotional opportunities within state service.





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5. How can I transfer to another agency?

Answer: State employees with permanent status interested in transferring to other agencies within the same job classification should directly contact those agencies for potential employment opportunities.

6. How can I access job specifications?
7. How do I fill out a CT-HR-12 application form?
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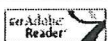
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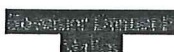


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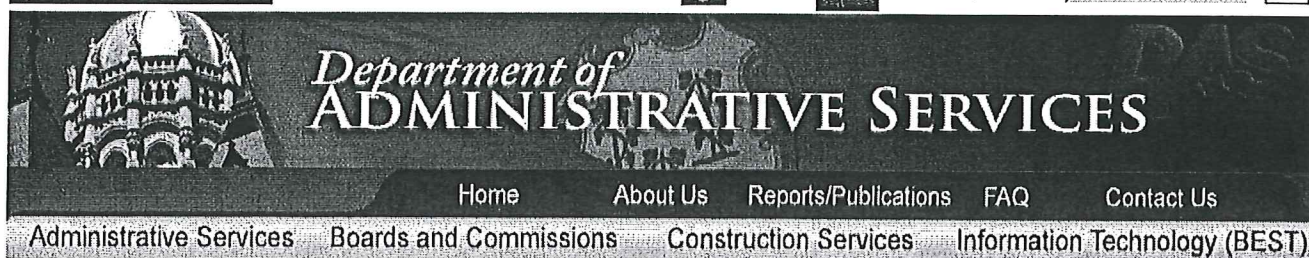
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6. How can I access job specifications?

Answer: The best way for acquiring job specifications is visiting the DAS Human Resources Business Center web site (<http://das.ct.gov/HR/JobspecNew/JobSearch.asp>). Printed copies are also available by visiting Room G-1 at the State Office Building, 165 Capitol Avenue in Hartford.

7. How do I fill out a CT-HR-12 application form?
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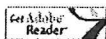
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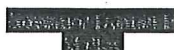


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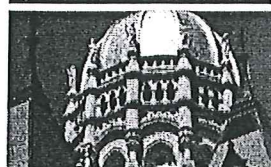
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Home

About Us

Reports/Publications

FAQ

Contact Us

Administrative Services

Boards and Commissions

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Information Technology (BEST)

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Answer:

The state application is used primarily for three purposes: to apply for a specific vacancy in an agency; to let an agency know you are interested in positions which may not be advertised as current vacancies; or to apply for a state examination. In all three cases you should:

- Be as complete and specific as possible in answering all questions on all pages or write "not applicable" in the space provided for the question.
- Present your qualifications in a neat, detailed, logical way so that the person reviewing your information will clearly understand what your education and work experience is all about; this assists them in determining that you meet the minimum experience and training qualifications of the specific vacancy or classification.
- Avoid misspelled words, grammatical errors, "cross-outs", white out marks, or a combination of typewritten and handwritten words.
- Follow directions on the form and present yourself in the most accurate, professional way; remember, you are "selling yourself" to a prospective employer to obtain an interview or to a human resources staff member who must determine your eligibility to take a civil service examination.
- Type your application for ease in reading but it is acceptable to print it (as long as your handwriting is legible).
- Attach additional pages if you run out of space on the form. Follow the same format as the original application (don't be confused by the blue section on page four of the application which says "For Official Use Only", you must complete the employment or volunteer experience -white section- for all jobs you feel are appropriate for determining your qualifications; just don't write in the blue column).

Your agency human resources or affirmative action offices or the Department of Administrative Services Human Resources Business Center staff can further assist you with the employment or examination application processes.

8. Where can I go for career counseling?
9. Are there resources on the Internet which can help me with my job search?

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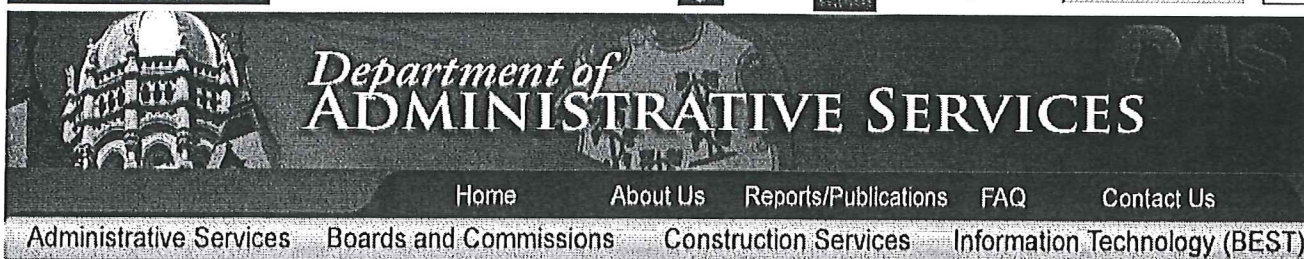
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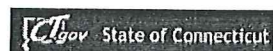
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Answer:

Your agency human resources and affirmative action offices are a good place to start to obtain career development information. Other places for assistance include the following and their use depends upon a specific employee's needs (the State does not endorse one resource at the exclusion of another):

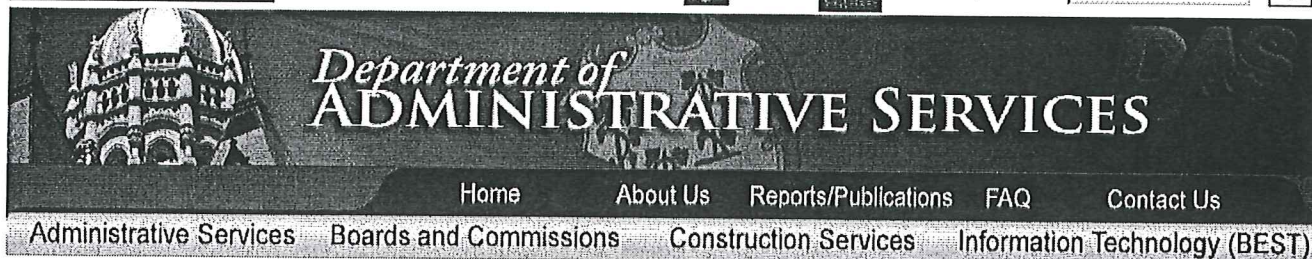
- Department of Administrative Services, Human Resources Business Center's SEBAC Unit which provides career and job search information and support to displaced employees.
- Department of Labor Connecticut Works Centers which offer services to job seekers such as career assistance, self-service resources, job search support, education and training, workshops, and individual counseling; call first for an appointment at your nearest center (call 1-888-CT WORKS) or visit the department's website at [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us)
- Education and Employment Information Center (EEIC) Hotline (1-800-842-0229) or Hartford area 860-947-1810 or (<http://www.ctdhe.org/edinfo/default.htm>) which is sponsored by the Department of Higher Education and partially funded from the Department of Labor; provides information on topics such as college and university courses, costs, schedules, occupational, vocational, adult and community education programs, student financial aid, veterans' education benefits, displaced homemaker and worker program, and other educational and career counseling services.
- Public and private college or university academic advising and/or career counseling centers which help enrolled students with career planning and development issues and often administer career inventories or self-assessment tools to assist students in their career and job searches.
- Counseling Center at the Hartford College for Women which offers individual and group counseling and job search workshops to both men and women regardless of whether they are enrolled in a college/university program (call 860-768-5619 for more information).
- Connecticut Re-Employment Workshop volunteers who can direct employees to job search programs and services offered by non-profit organizations and state and federal agencies and to networking groups throughout the state (the Connecticut Department of Labor can connect you to local workshops).
- Local and college library reference departments are wonderful sources for career counseling and development resources.
- Private counseling or executive recruiting organizations; look in the yellow pages under "career counselors," "executive recruitment firms," or "outplacement firms." If you want the name of some certified career counselors in Connecticut, a guide to counseling, and information regarding clients' rights and responsibilities, write to: National Board for Certified Counselors, 3-D Terrace Way, Greensboro, North Carolina, 27403 (phone 919-547-0607).



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Answer:

Yes, in fact, there are so many, we can't list them all here. Some publications which can help you narrow your search include [CareerXRoads](#); [The 1998 Directory to the 500 Best Job, Resume and Career Management Sites on the World Wide Web](#), Kendall Park, NJ; MMC Group by G. Crispin and M. Mehler, [The 1999 What Color is Your Parachute: The Net Guide](#) by Richard Bolles, [Using the Internet in your Job Search: Internet Resources for the Real Job Search](#) by Margaret Riley Dikel, and [The Internet, A Tool for Career Planning 1<sup>st</sup> Edition](#) by Joann Harris-Bowlsbey, Margaret Riley Dikel and James Sampson, Jr. Many companies, including governmental organizations and professional associations have their own web pages and list job vacancies which you can access. You can also find information about the State of Connecticut on its website at <http://www.ct.gov/> in general and about state exams for state jobs at <http://das.ct.gov/director.aspx?page=13> Often, once you're in one internet site, it provides links to related career websites which you can visit. Examples of websites include:

[www.ctdol.state.ct.us](http://www.ctdol.state.ct.us) (employers and job seekers can link to America's Job Bank)

<http://www.usnews.com/usnews/work/wohome.htm> (find your career: US News, information on occupations, trends and links to other career sources)

[www.careerlab.com/letters/default.htm](http://www.careerlab.com/letters/default.htm) (offers sample letters on various career management/job topics and links to executive recruiting services)

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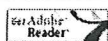
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