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# **Applicant Tips to Apply for State Employees**

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# Navigating the Online Employment Center (OEC)

The screenshot shows the homepage of the Connecticut OEC. At the top, there is a navigation bar with links for 'JOB OPENINGS', 'MY APPLICATIONS', 'JOB CLASSES', 'JOB ALERTS', and 'CLOSED JOBS'. Below the navigation bar is a large banner featuring a smiling woman in a yellow top. To the right of the banner is the Connecticut logo and a welcome message. Below the banner is a section titled 'Applicant Tips to Apply'. Further down, there is a 'State Job Assistance' section with four cards: 'Narrow Your Job Search', 'Personal Status Board', 'New User Registration', and 'How Do I'. At the bottom, there is a 'Open Job Quick Links' section with a list of job categories.

CT.gov STATE OF CONNECTICUT EXECUTIVE BRANCH JOBS

JOB OPENINGS MY APPLICATIONS JOB CLASSES JOB ALERTS CLOSED JOBS

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Welcome to the State of Connecticut Executive Branch Online Employment Center! The State of Connecticut offers a variety of careers in healthcare, engineering, IT, skilled trades, public safety, and more.

The State of Connecticut offers its employees generous benefits, career development, and an opportunity to create lasting impacts on your state and community.

**Applicant Tips to Apply**

Start with Us! Stay with Us! Grow with Us!

Follow us on: f X in

**State Job Assistance**

- Narrow Your Job Search**  
You can search the Job Classes table to narrow the list of results.  
SEARCH JOB CLASSES
- Personal Status Board**  
Log onto your My Applications page to view all of your applications.  
START NOW
- New User Registration**  
Set up your Personal Status Board where you can create a Master Application.  
REGISTER TODAY
- How Do I**  
Choose a help topic to get answers to frequently asked questions.  
CHOOSE A HELP TOPIC

**Open Job Quick Links**

- Open to the Public (107)
- Open Only to Statewide Employees (6)
- Open Only to Agency Employees (14)
- Internship/Seasonal/Summer (73)

Visit our Online Employment Center at [ct.gov/ctstatejobs](https://ct.gov/ctstatejobs) to find:

- Open jobs
- Access to your Personal Status Board
- Applicant Resources



# Navigating the Online Employment Center (OEC)

## Open to the Public

Anyone is welcome to apply.

## Open Only to Statewide Employees

In order to be considered for a Statewide job opening you must be a current State of CT employee for at least six (6) months of full-time service or full-time equivalent service, absent any applicable collective bargaining language.

## Open Only to Agency Employees

In order to be considered for an agency job opening you must be a current State of CT employee of the agency listed in the job posting for at least six (6) months of full-time service or full-time equivalent service, absent any applicable collective bargaining language.

## State Job Assistance



### Narrow Your Job Search

You can search the Job Classes table to narrow the list of results.

SEARCH JOB CLASSES



### Personal Status Board

Log onto your My Applications page to view all of your applications.

START NOW



### New User Registration

Set up your Personal Status Board where you can create a Master Application.

REGISTER TODAY



### How Do I

Choose a help topic to get answers to frequently asked questions.

CHOOSE A HELP TOPIC

## ⚡ Open Job Quick Links

- Open to the Public (101)
- Open Only to Statewide Employees (4)
- Open Only to Agency Employees (31)
- Internship/Seasonal/Summer (72)



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# Navigating the Online Employment Center (OEC)

Customize your job search by using the Narrow Your Job Search function on our Online Employment Center. You can search for jobs by using any of the following filters:

- **Keyword:**
- **Location:** any town in CT
- **Agency/Department:** any state agency
- **Type:** Open to the public, statewide, agency, internship, etc.
- **Category:** occupational group such as nursing, outdoor recreation

The screenshot shows the 'State Job Assistance' page with four main sections: 'Narrow Your Job Search', 'Personal Status Board', 'New User Registration', and 'How Do I...'. Below these is a search filter section with a 'Filter Open Jobs' button and several dropdown menus for Keyword, Location, Agency/Dept, Type, and Category. At the bottom are 'Search', 'Reset', and 'Show All' buttons. Red arrows point from the text on the left to the 'Narrow Your Job Search' button and the 'Filter Open Jobs' button.

**State Job Assistance**

**Narrow Your Job Search**  
You can search the Job Classes table to narrow the list of results.  
[SEARCH JOB CLASSES](#)

**Personal Status Board**  
Log onto your My Applications page to view all of your applications.  
[START NOW](#)

**New User Registration**  
Set up your Personal Status Board where you can create a Master Application.  
[REGISTER TODAY](#)

**How Do I**  
Choose a help topic to get answers to frequently asked questions.  
[CHOOSE A HELP TOPIC](#)

[Filter Open Jobs](#)

Keyword  
secretary

Location  
All Areas

Agency/Dept  
All Agency/Depts

Type  
Select Recruitment Type

Category  
(Toggle Multiple)  
All Categories

[Search](#) [Reset](#) [Show All](#)

# Understanding a Job Posting

Open to the Public					
Job Title	Location	Department	Type	Close Date	Check Status
<a href="#">Accountant (Hybrid)</a> 240729-0026AR-001	Hartford, CT	Department of Administrative Services	Full-Time	Friday, August 16, 2024 11:59 PM	Status

Select the Job Title link to open the job bulletin and review the posting.

Each job posting has a title and often a functional title to provide the applicant with a little more detail. The Job Posting will provide all the details you need (Open and Close date, Location, Position Type, etc.).

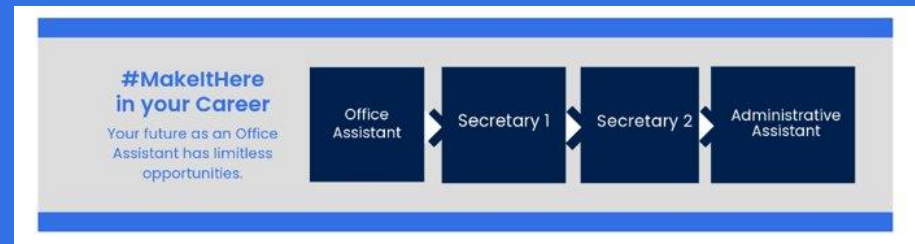


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# Understanding a Job Posting

## INTRODUCTION

Provides an overview of what the agency does, the division and functional job duties for the role. May include future career trajectories as well to highlight upward mobility opportunities.



## SELECTION PLAN

This section has important instructions for applying and after the application has been submitted. This section always has the name of the Talent Solutions professional to contact should you have any questions.



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# Understanding a Job Posting: Minimum Qualifications

An applicant **must meet the minimum qualifications** in order to qualify for the job posting

## MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years of experience above the routine clerk level in office support or secretarial work.

## MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

## MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.



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# Understanding a Job Posting: Substitutions Allowed

## MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
  - A Master's degree in economics, statistics or a closely related field may be substituted for one (1) additional year of the General Experience.
  - Successful completion of a Connecticut Careers Trainee program approved by the Department of Administrative Services may be substituted for the General Experience.
- State job classifications may allow substitutions for educational qualifications based on specific criteria.
  - In certain cases, formal educational degrees may be accepted in place of the Minimum Qualifications – General Experience required for the job.
  - In certain cases, State work experience may be substituted for all or a portion of the Minimum Qualifications- this is why your State job experience is important to include in your application.



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# Understanding a Job Posting: Preferred Qualifications

## PREFERRED QUALIFICATIONS

- Experience using Microsoft Outlook/Teams, Excel, Word and PowerPoint including, but not limited to, tracking/managing data, composing correspondence, report writing, scheduling meetings, managing multiple calendars, and other related records.
- Experience utilizing the Core-CT & Kronos for timesheet entering.
- Experience working with others, but also independently, using critical thinking and taking initiative to complete tasks and meeting deadlines.
- Experience prioritizing multiple time-sensitive tasks with competing due dates.
- Experience with written and verbal communication skills including taking and transcribing meeting minutes.
- Experience providing customer service via in person, email and telephone, handling and addressing inquiries for information and assistance.
- Experience working with confidential and time sensitive information.

Preferred Qualifications are specific, measurable, and directly related to the position. Hiring agencies use these criteria to identify and select the most qualified candidates for the job.

Candidates most likely to succeed at a job will possess the PQ's.



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# What is a Master Application?

Instead of creating a new job application, you can copy the information from your Master Application when you apply.

- No cover letter
- No uploading of licensing, transcripts or degrees
- No resume

**Example:** You are applying for three jobs. Instead of creating three separate applications, you copy the Master Application and it populates a new job application for the specific title and recruitment number.


**Note:** The Profile tab must be completed for each application because your employment preferences section may be different for each position. Please be sure to list your experience in chronological order.

**Reminder:** Applicants have the opportunity to edit information within each of their applications to ensure they're including all relevant job duties!



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# Application Responsibilities

 **Master Application #AF-010101-000** [Help](#) [Job Info](#)

You may fill out the application in any order by clicking on the tabs:

[EEO/Vet](#) [Profile](#) [School](#) [Work](#) [Other](#) [Review](#) [Submit](#) [Exit](#)

### Profile and General Information

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

**FILL OUT THE APPLICATION COMPLETELY.**

- You are required to complete all questions with an **asterisk \***.
- This application will be used as part of the selection process. Your responses will be used to determine whether or not you meet the minimum qualifications of the job. If an exam is required, your application and answers to supplemental questions will determine if you meet the minimum qualifications of a competitive job class.
- Clearly describe your qualifications in detail. Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A".
- An incomplete application form may result in disqualification.
- Failure to comply with these instructions may result in disqualification.
- Read the Announcement carefully for specific filing instructions, supplemental questions, and final filing dates.
- Please review your contact information to confirm it is current and make any updates as needed.
- When entering your information, do not use all caps or all small letters. Please use sentence formatting with both capital and small letters, like this example of a street address: 123 E. Jones Street.
- If you are copying and pasting information from a Word document, save the Word document as text, open in Notepad, and copy and paste the information from Notepad to remove all hidden Word formatting and special characters.

It's the applicant's responsibility to show they meet the minimum experience and training requirements of the job they are applying to. Assumptions cannot be made. Read through the job posting requirements and make sure the application provides the hiring agency with enough information to make an objective determination.

# Supplemental Questionnaire (SQ)

## Supplemental Questionnaire

You are REQUIRED to complete this supplemental questionnaire for this application and then click on the button that says "Save & Continue". All fields with an **asterisk\*** are required.

- 1.\* Do you possess at least two (2) years of general clerical work experience OR a combination of the required general clerical work experience previously listed AND college training as defined in the NOTE below equalling at least two (2) years of total experience?

NOTE: College training is calculated on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

- Yes, I possess at least two (2) years of general clerical work experience.
- Yes, I possess a combination of the required general clerical work experience previously listed AND college training as defined in the NOTE above equalling at least two (2) years of total experience.
- Yes, I possess at least sixty (60) semester hours of college training fully substituting for the required general clerical work experience.
- None of the above.

Save & Continue

Supplemental Questions are based on the Minimum Qualifications/ Special Requirements of the job class.

Ensure that the answer you select to each question is supported by the information provided in your application.



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# State Employee ID

**Employment Preferences**

You are required to select one of the following:  
 I am a current employee of the State of Connecticut  
 I am a former employee of the State of Connecticut  
 I have never been employed by the State of Connecticut

If you are a current State of CT employee, please enter your 8 digit employee ID number: **123456**

Are you lawfully permitted to work in the United States?  
 Yes  
 No

In which locations will you accept employment?  
 Hartford  
 Middletown  
 New Haven

Are you available for check all that are applicable:  
 Full-Time  
 Part-Time  
 Seasonal  
 Temporary  
 Part-Time  
 Internship

Available for Shift Preferences check all that are applicable:  
 First  
 Second  
 Third  
 Weekends

Employee ID # can be found on your pay stub in CORE-CT.

As a State employee, you should ensure your Master Application is updated to include your State Employee ID #.

To The  
Account(s) Of

DA512345  
NAME  
Street Address  
City, State, Zip

State of Connecticut  
Office of the State Comptroller, 165 Capitol Avenue  
Hartford, CT 06106-1621

Name	Employee Red #: x	TAX DATA:	Federal	CT State
Street Address City, State, Zip	Department: DA512345 – Dept of Admin Services Location: xxxxx Job Title: Secretary I Pay Rate: \$xxxx, xx Biweekly	Marital Status: N/A Allowances: N/A Addl. Pet.: N/A Addl. Amt.: N/A		xxxx xxxx

# Key Differences Between Strong and Weak Applications

For this example, we will be looking at applications for a Secretary 2.

## State of Connecticut Executive Branch

Secretary 2 (7539CL)

### MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years of experience above the routine clerk level in office support or secretarial work.

### MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

### MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.



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# Application Example- Secretary 2 (7539CL)

Job 1 demonstrates that the applicant meets the General Experience and has at least 1 year at the level of Secretary 1. They also included their State of CT employee ID number.

## MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years of experience above the routine clerk level in office support or secretarial work.

## MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

## MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

Work Experience		
Job 1		
From (Mo/Yr)	To (Mo/Yr)	Total Yrs/Mos Worked
02/2019	Present	5yrs 6mos
Job Title		
Secretary 1		
Employer's Name		Employer's Address
State of Connecticut, Department of Children and Families		[REDACTED]
Supervisor's Name	Supervisor's Title	Supervisor's Phone
[REDACTED]	Manager of Social Work	[REDACTED]
Weekly Hours	Supervise Others, Number, Titles	May We Contact Employer
Full-time	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job Duties		
I am responsible for acting as a personal secretary to my manager, [REDACTED] Manager of Social Work. I respond to constituent requests for information and compose responses for [REDACTED] signature. I have a significant amount of interpersonal contact via telephone and email with clients, parents and members of the public and utilize excellent interpersonal skills; I keep [REDACTED] calendar, schedule meetings and take notes. I proofread my work and send meeting minutes to my manager and his team members. I keep our office budget and utilize Excel keeping spreadsheets of various data used within our division. I compile information on spreadsheets, track data and prepare monthly reports for my manager's review and to assist him with his presentations. I use PowerPoint to assist with creation of presentations for my manager's review.		



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# Application Example- Secretary 2 (7539CL)

College and Graduate School Education <span style="float: right;">EDIT</span>			
Name, Location	Major/Minor	Degree Type	Degree Earned
University of Connecticut 8 Gilbert Rd Storrs Mansfield, CT 06268	Business Admin -	BA/BS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending 120

This applicant would not receive the 2 year substitution because their degree is in Business Admin. As indicated in the job class specification, in order to receive educational credits towards the minimum qualifications, the degree must be in secretarial sciences.

**Please note:** *In order to receive educational credits towards the minimum qualification for a job posting, the institution must be accredited. If the institution of higher learning is located outside of the U.S., you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies to the recruiter listed on this job posting prior to the job close date.*

## MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years of experience above the routine clerk level in office support or secretarial work.

## MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been as a Secretary I or its equivalent.


## MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.



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# Submit your Application

 Office Assistant (Bilingual | English/Spanish) #240820-7086CL-001 Help  
Job Info

You may fill out the application in any order by clicking on the tabs

[SupQu](#) [EEO/Vet](#) [Profile](#) [School](#) [Work](#) [Review](#) **Submit** [Exit](#)

## Submit and Send Application

**Not Ready to Submit?** Exit and return before the closing date to submit.

**Ready to Submit?** No changes can be made after you submit your application.


When applicants submit an application, a pop up box will display confirming the date and time the application was submitted. Applicants also receive an e-mail confirmation of submission (please check junk/spam folder if not in your Inbox). If applicants do not receive this notification, the application has not been submitted.

All application materials must be received by the recruiting agency on the closing date, by the time specified on the job opening for the position for which you are applying. Late applications may not be submitted and will not be considered.

YOU MUST MEET ALL OF THE QUALIFICATIONS AS OF THE CLOSING DATE TO BE ELIGIBLE FOR CONSIDERATION. VERIFICATION OF YOUR APPLICATION INFORMATION WILL BE COMPLETED BY THE APPOINTING AUTHORITY.

I hereby certify that the statements made by me on this application form and attachments, if any, are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement, misrepresentation, or omission of facts, I am subject to disqualification, not being considered further for or being terminated from employment and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment.

[Submit to State of Connecticut](#)

E-mail | Phone: (860) 713-5205 | 8am - 4:30pm M-F | Powered by 

After reviewing your information, click Submit to State of Connecticut.

Once an application has been submitted, it cannot be changed.

If your application is submitted, you will receive a pop-up notification confirming the date and time the application was submitted. Additionally, a notice will be sent to the email address provided in your application and will be viewable in your Personal Status Board.



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# What Happens After you Submit your Application?

Once you complete your application, it will show as submitted in your Personal Status Board.

Your disposition and status will update to reflect the current stage of your application in the process.

Based on your responses to Supplemental Questions, your disposition will reflect as MMQ (Meet Minimum Qualifications) or NQ (Not Qualified). MMQ applications will update to BER and then ER as the recruitment progresses.

**Before Eligible for Referral (BER)** indicates the candidate meets the minimum qualifications for the position, based on their responses when submitting their application. According to Connecticut General Statutes for Classified/Competitive appointments, there is an appeals process for candidates who do not meet the minimum qualifications. “Before Eligible for Referral” is used for candidates who do meet the minimum qualifications, during this step of the process.

**Eligible for Referral (ER)** means that the candidate is moved on to the next step in the recruitment process. At this point, the Talent Solutions team *may* send out a Referral Questionnaire to candidates to gather additional consideration or will review the applications for minimum qualifications. After that process is complete, the applications are referred to the hiring agency for their consideration.



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# Statutory Appeal Process

- [C.G.S. §5-221a](#) provides a statutory appeal process for Classified/Competitive job classes only.
- Applicants who respond to Supplemental Questions and self-identify as not meeting the minimum qualifications of the job class being recruited for, are deemed not qualified (NQ). For this reason, these applications must be rejected. Only NQ applicants may appeal.
- If applicants indicate that they do not meet one or more of the requirements of a Classified/Competitive job, they will receive a detailed notice with instructions on how they may appeal this rejection. Applicants who receive this notice, have 6 business days to submit their appeal. More information can be found within the appeal notice.
- To find out if the job class that you're interested in is a Classified/Competitive job class, select the job class, and scroll down to the Job Class Designation section:



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# How Can Job Alerts Help your Job Search?

Applicants may choose to sign up for Job Alerts to be notified of new job postings.

This is beneficial for you if:

- You are taking time off and not thinking about work
- You do not regularly check the Online Employment Center
- You previously missed an application deadline and do not want to miss the next opportunity

Late applications may not be submitted and will not be considered. Exceptions are rare and limited to documented events that incapacitate a candidate during the entire duration of the job posting time period.

Sign up for text or email notifications by accessing the Job Alerts tab on the Online Employment Center.

1. On the Create a Job Search Agent page, select the desired occupational group(s), then click Submit.
2. On the Job Classes page, select the job class(es) for which you wish to receive alerts for.
3. Click **Add All Checked Classes to My Job Search Agent** and then, **Finish**.
4. Enter the best method to notify you at (phone number or email).

**Note:** Job Alert subscriptions automatically expire after one year.



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# Applicant Resources

More resources on the application process can be found on the [Online Employment Center](#).

Questions related to specific recruitments can be directed to the Talent Acquisition professional listed in the Selection Plan section of the job posting. Technical support questions can be directed to [DAS.SHRM@ct.gov](mailto:DAS.SHRM@ct.gov)



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