Career Site for the Commonwealth of Virginia (VaJobs)
Recruitment Management Systems (RMS)
Guide to Filling out the VaJobs Application

Effective April 21, 2015, DHRM upgraded the Commonwealth's Recruitment Management System (RMS) known as VaJobs to a newer version. To use the upgraded system, be sure to use an up-to-date internet browser listed below:

- Chrome (self-updating)
- Firefox versions currently supported by Mozilla
- Internet Explorer version 9 and later
- Safari versions currently supported by Apple

Applicants must create a new user account and Virginia State Application to apply for employment opportunities. If you had a user account and application in the old system, you can no longer access that information or check the status of your application. If you applied for a job prior to April 21, 2015, your application will move through the normal recruitment process.

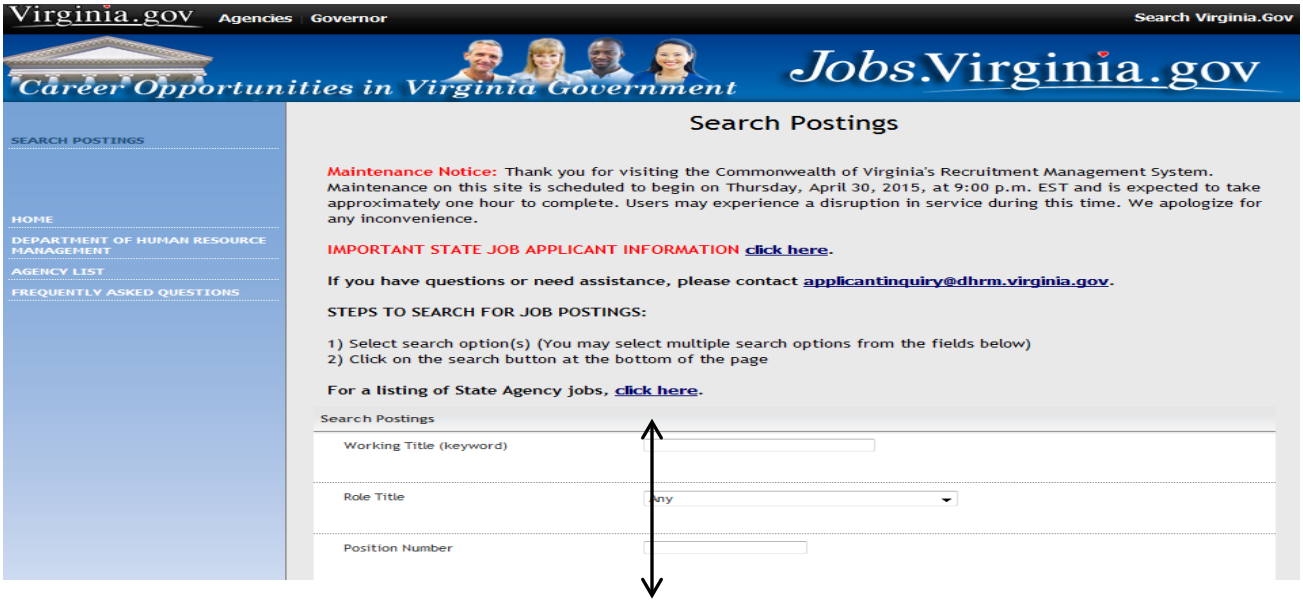
The **State Agency** recruiting for the position will review applications and notify you if your application will be moving forward in the recruitment process. If you have questions or need assistance, please contact applicantinquiry@dhrm.virginia.gov.

Creating an account on Jobs.Virginia.Gov:

Go to VaJobs http://jobs.virginia.gov/
The following **Virginia Jobs** screen will appear:

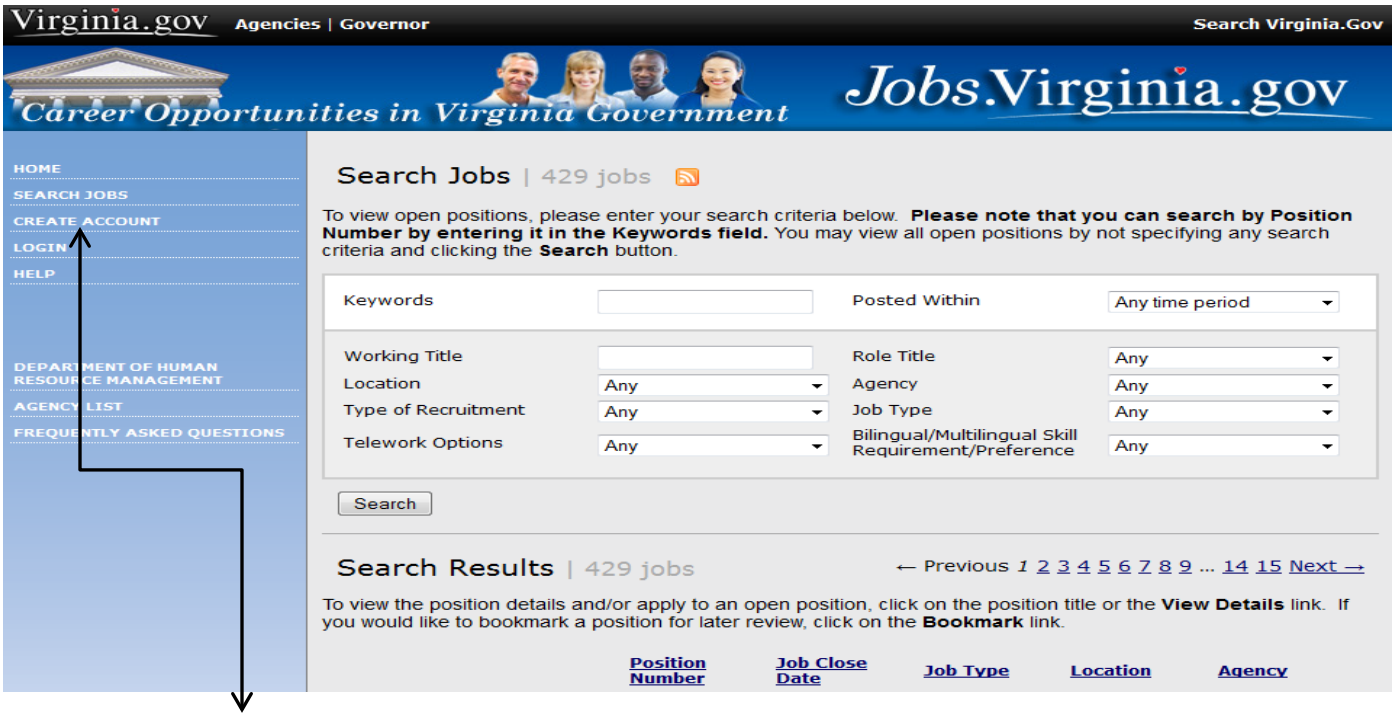
Click **Search Job Postings**

The following **Search Postings** screen appears



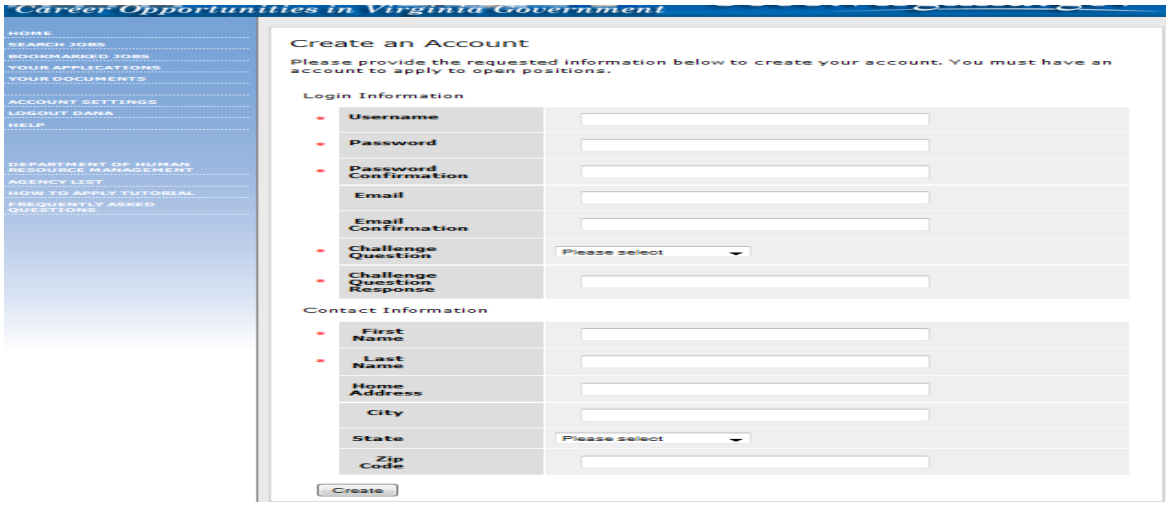
Click **For a listing of State Agency Jobs, click here**

The following **Search Jobs** screen will appear



Click **CREATE ACCOUNT**

The following **Create an Account** screen will appear



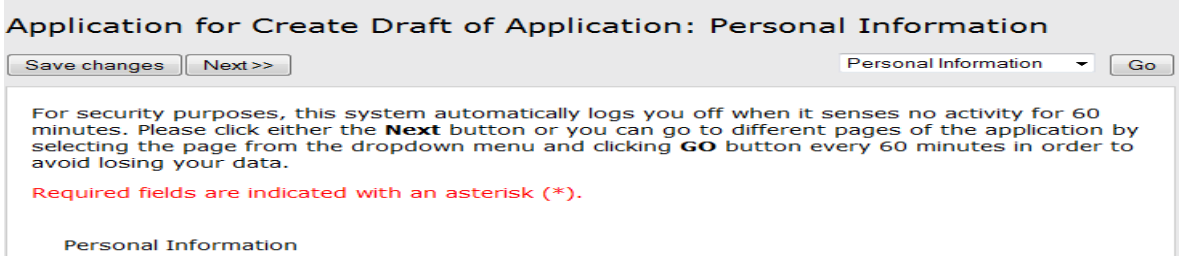
- ✓ Create a Username, Password, and Password Confirmation.
- ✓ Type in email account. If you do not have an email account, go to **Google.com**; **Hotmail.com** or **Yahoo.com** and sign up for a free account.
- ✓ Use the drop down menu for the Challenge Question.
- ✓ Provide the Challenge Question Response.
- ✓ Add your Contact Information.
- ✓ Click Create (Recommendation: Write down your user name, password and store in a secure place.

You will receive a message in green indicating "**Your account has been created"**

You have the option of applying for a specific job or creating an application and saving it. (It is recommended to create an application and save it)

Select **Click here** if you want to create and save your application but not apply to a job.

The following **Application for Create Draft of Application: Personal Information screen** appears



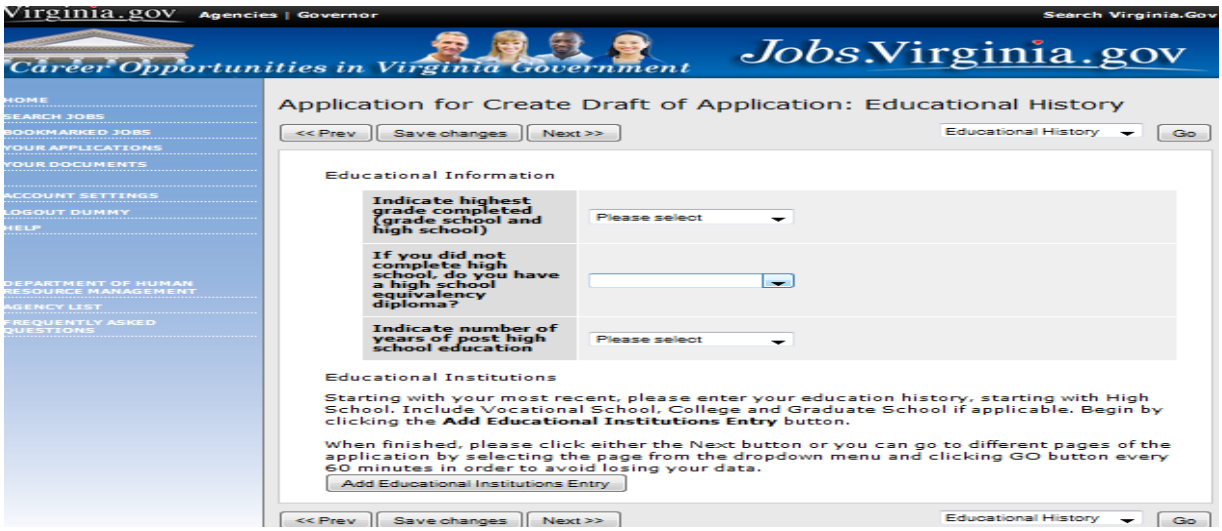
FYI - If you add the contact information, the system should populate your name and address automatically.

Complete **Personal Information**:

- ✓ Telephone
- ✓ Email address
- ✓ Check all shifts you will accept
- ✓ Check all employment statuses you will accept
- ✓ Are you willing to travel
- ✓ Indicate the geographical locations in which you are willing to work
- ✓ Are you willing to provide your own transportation if necessary for your employment
- ✓ The Immigration Reform and Control Act
- ✓ Section 2.2-2804 Federal Selection Service Registration
- ✓ VQ1-VQ5 pertain to Veteran questions (Please read carefully and respond accordingly)
- ✓ When will you be able to start work?

NOTE
Click **Save Changes** (Bottom of page)
Click **Next** (Bottom of page)
Or Use the Drop-Down Menu on right side

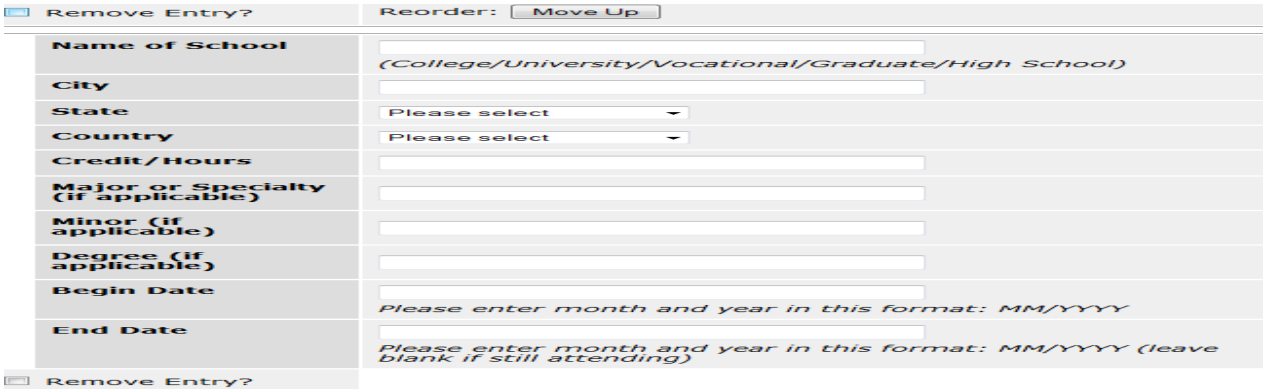
The following **Application for Create Draft of Application: Education Information** appears:



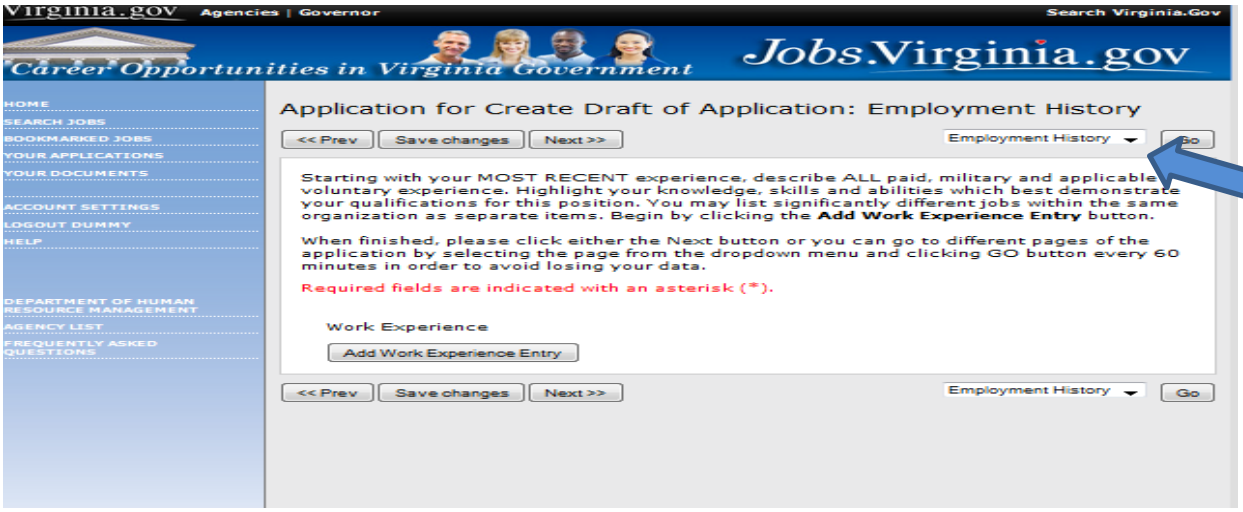
Complete **Education Information**

- ✓ Follow the instructions **Add Educational Institutions Entry**
  - Do not leave any section blank make sure to capture all that pertains to your education. If left blank, that section will be considered incomplete

New Option available (You can reorder by clicking Move Up)



The following **Application for Create Draft of Application: Employment History** appears:



Drop Down Options

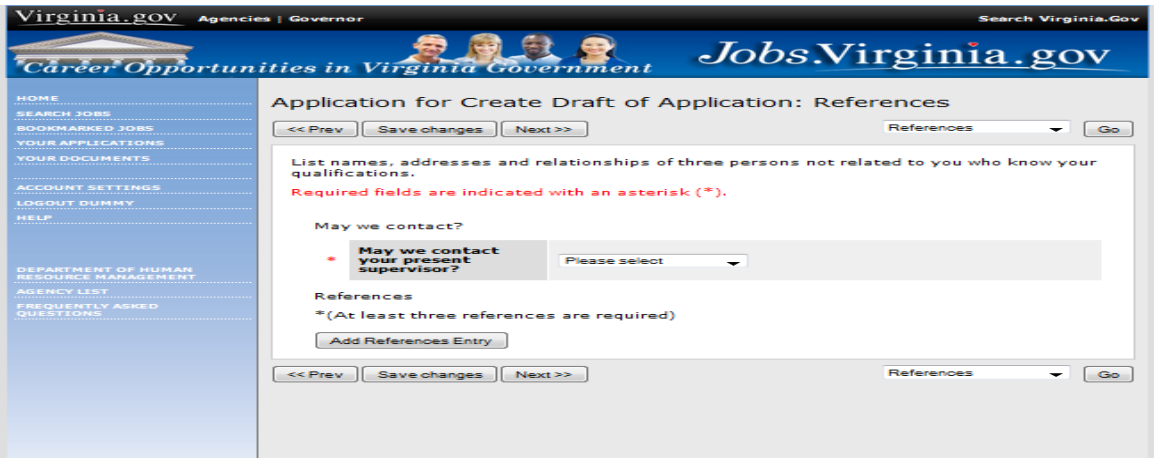
Complete **Employment History**

- ✓ See the instructions above to **Add Work Experience Entry**
  - Make sure to list all of your work experience by starting with the most recent employer. Including describe all paid, military and voluntary (including internships) experience. This includes breaks in employment or unemployment.
  - Go back ten years if applicable.
  - The section entitled "duties" is limited to 1200 characters. Be descriptive, yet concise. Help the reviewer have a clear understanding of your related skills. When applying for a position look at the job advertisement and qualifications to be sure you capture the requirements for the position in your duties. Stay away from one word over simplified descriptions.

The Virginia Department of Corrections does not review or screen resumes or cover letters. You must include all information on your application and not use "Please See Resume."

NOTE
Click **Save Changes** (Bottom of page)
Click **Next** (Bottom of page)
Or Use the Drop-Down Menu on right side

The following **Application for Create Draft of Application: References** appears:



Complete **May we contact?**

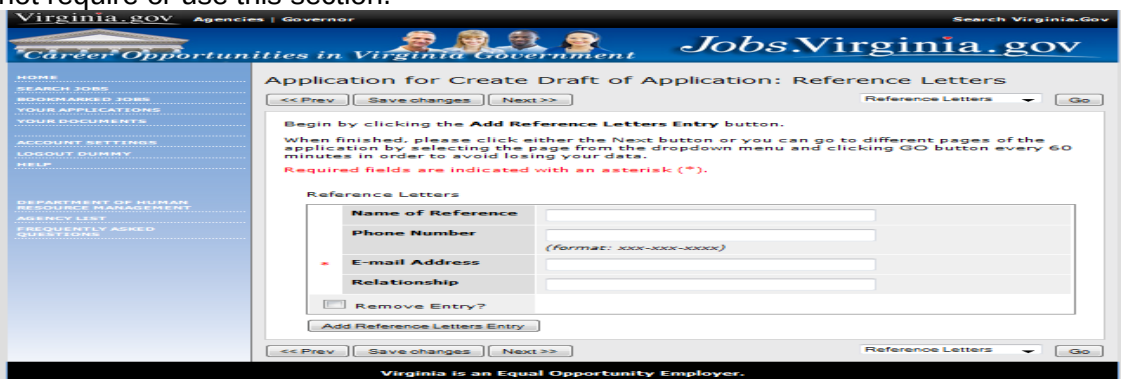
- ✓ Use the drop down menu under **Please select**?

Complete **Add References Entry**

- ✓ Click Add References Entry
  - Make sure the information provided is up to date
  - Add at least 3 references

NOTE
Click **Save Changes** (Bottom of page)
Click **Next** (Bottom of page)
Or Use the Drop-Down Menu on right side

The following **Application for Create Draft of Application: Reference Letters** appears: Note: VADOC does not require or use this section.



- ✓ See the instructions above to **Add Reference Letters Entry**

- You will need a valid email address for the reference

NOTE
Click **Save Changes** (Bottom of page)
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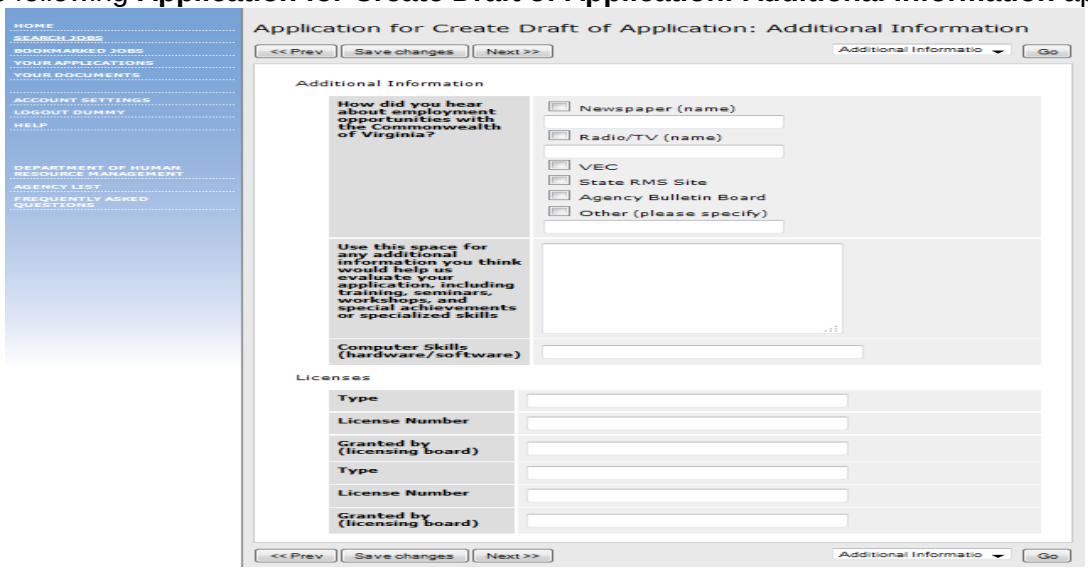
The following **Application for Create Draft of Application: Additional Information** appears:



Complete **Additional Information**

- ✓ How did you hear about employment opportunities with the Commonwealth of Virginia?
  - Check the box that applies

- ✓ Use the space for additional information.
  - This helps the reviewer evaluate your application, training, seminars, workshops, and special achievements. Be descriptive, yet concise. Additionally, if you choose to use this section to capture additional duties, not mentioned previously, make sure to reference that specific job.

Complete **Licenses**

- Make sure to include a valid driver's license number.
- Also include certifications, other licensure, or other authorization to practice a trade or profession.

NOTE
Click **Save Changes** (Bottom of page)
Click **Next** (Bottom of page)
Or Use the Drop-Down Menu on right side

The following **Application for Create Draft of Application: Confidential EEO** appears
This section is optional for applicants.

Complete the **Confidential EEO Information**

- ✓ Indicate the appropriate gender
  Use drop down menu under **Please select**

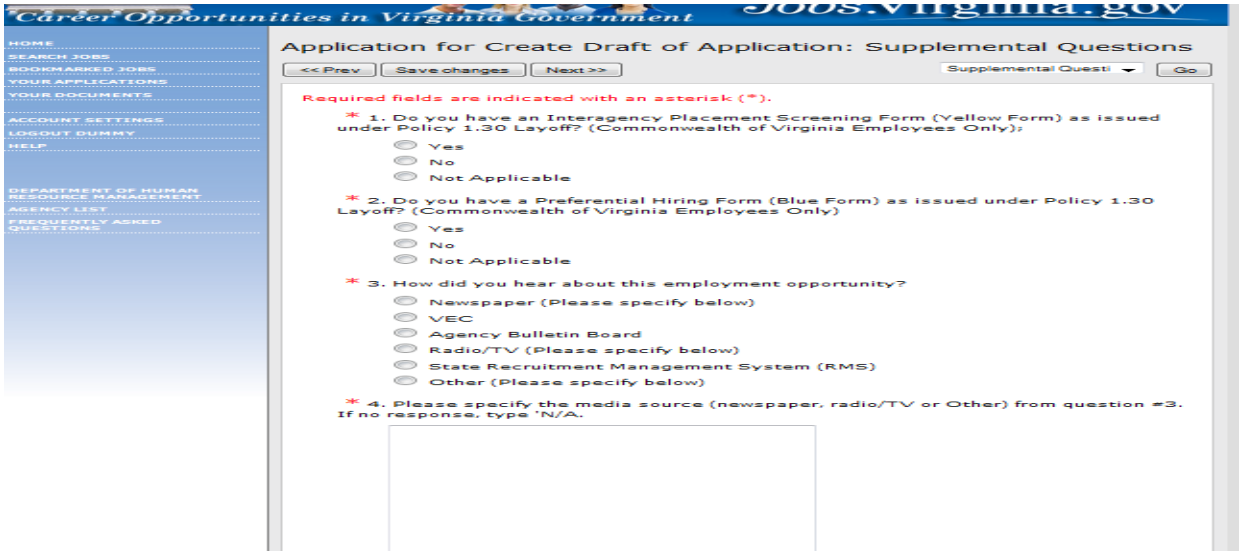
- ✓ Indicate the racial or ethnic group with which you identify
  Use drop down menu under **Please select**

- ✓ Indicate the highest level of education you have completed
  Use drop down menu under **Please select**

- ✓ Please indicate your date of birth
  - Type in your date of birth (A calendar will appear)

NOTE
Click **Save Changes** (Bottom of page)
Click **Next** (Bottom of page)
Or Use the Drop-Down Menu on right side

The following **Application for Create Draft of Application: Supplemental Questions** appears



Fill out **Required fields**

1. Do you have an Interagency Placement Screening (Yellow Form) as issued under Policy 1.30 Layoff? (**NOTE**: Applies to Commonwealth of Virginia Employees only. The Yellow Form is provided to employees when they are notified that they will be affected by layoff).

2. Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (**NOTE**: Applies to Commonwealth of Virginia Employees only. The Blue Card is issued to employees on the day before their leave without pay-layoff (LWOP-layoff) status becomes effective).

3. How did you hear about this employment?

4. Please specify the media source (Newspaper, radio/TV or Other) from question #3. If no response, type N/A. (**NOTE**- If you applied through the State Recruitment Management System (RMS) it is recommended to type RMS)

The Virginia Department of Corrections has specific questions in accordance with the Prison Rape Elimination Act (PREA) and DOJ, 28 CFR 115.17 that are **REQUIRED** to be filled out:

* 5.

Please read this question carefully and respond appropriately.

In accordance with the Prison Rape Elimination Act (PREA) and DOJ, 28 CFR 115.17, please respond to the following:

Question #1

Have you engaged in sexual abuse in an institutional setting where the term "institutional" refers to any facility or institution:
(A) which is owned, operated, managed by, or provides services on behalf of any State or political subdivision of a State; and
(B) which is:
(i) for persons who are mentally ill, disabled, or retarded, or chronically ill or handicapped;
(ii) a jail, prison, or other correctional facility;
(iii) a pretrial detention facility;
(iv) for juveniles;
(v) providing skilled nursing, intermediate or long-term care, or custodial or residential care.

- Yes
- No

* 6.

Please read this question carefully and respond appropriately.

In accordance with the Prison Rape Elimination Act (PREA) and DOJ, 28 CFR 115.17, please respond to the following:

Question #2

Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?

- Yes
- No

* 7.

Please read this question carefully and respond appropriately.

In accordance with the Prison Rape Elimination Act (PREA) and DOJ, 28 CFR 115.17, please respond to the following:

Question #3

Have you been civilly or administratively adjudicated for having engaged in the sexual activity described in questions #1 and/or #2, above?

- Yes
- No

Most agencies use specific disqualifying questions as way to find the best suitable candidate. Applicants should take care to respond to each question.

Examples: Do you have a valid Driver's license?
Do you have a high school diploma or equivalent certificate?
Are you skilled in the use of Microsoft applications?

It is imperative not to indicate N/A or leave a question blank, or you MAY receive a message after applying indicating you do not meet the minimums.

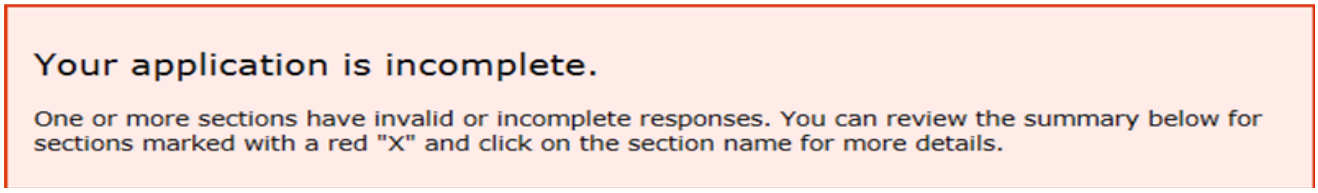
NOTE: The biggest misconception applicants have is if they answer Y (Yes) to these questions, the reviewer automatically gives them credit for having that skill. It is important for the applicant to provide documentation in their application to support they meet this qualification.

NOTE
Click **Save Changes** (Bottom of page)
Click **Next** (Bottom of page)
Or Use the Drop-Down Menu on right side

Complete the section titled **Check for Errors & Submit**

- ✓ Each section completed will have a green box with a check mark indicating that section is complete. (See below)

- ✓ If a section is incomplete, you can now click where it will indicate in **RED** to make corrections.



NOTE: After making corrections, you may have to click the **Remove Entry** if you are not adding any additional information. Otherwise the system will show it incomplete!

- ✓ At the bottom of the page click Certify and Submit!

The following **Certification Page** appears

- ✓ Read the statement in its entirety, and check box **I certify, that all information provided is true and complete**.
- ✓ Please enter your initials to verify your identity
- ✓ Click **Submit this Application**

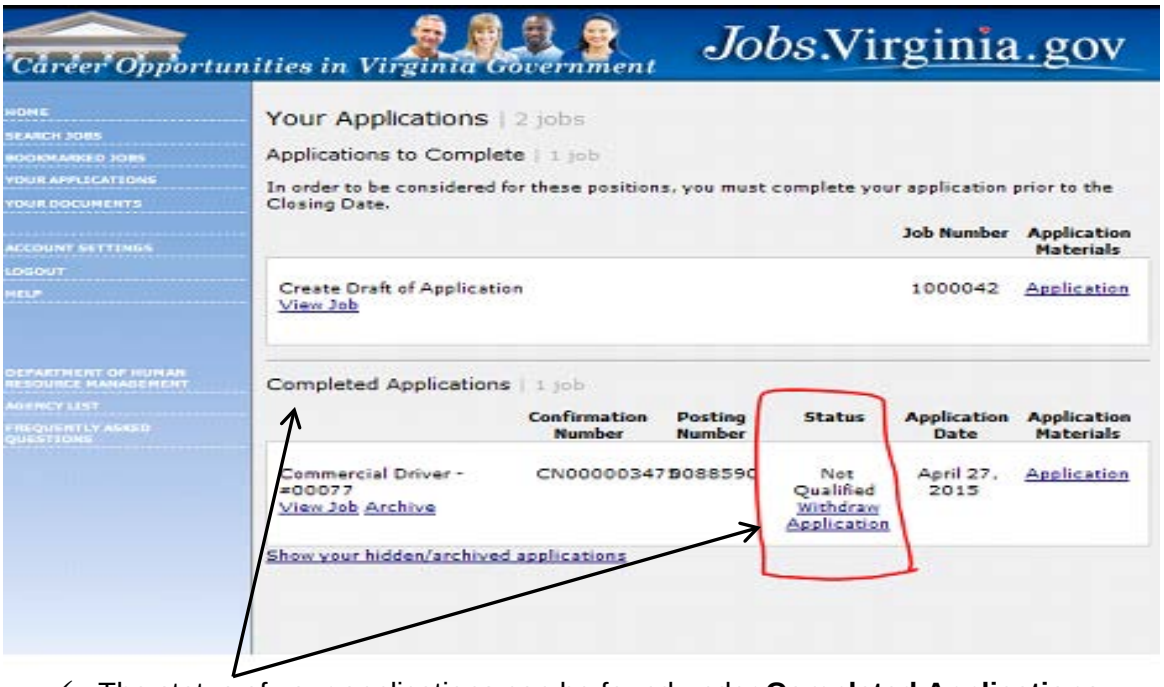
The following **Your Job Application** has been submitted page will appear

✓ Keep a record of your confirmation number.

<u>IMPORTANT</u>: Return to the **Home Screen** to check the **<u>STATUS</u>** of your application

Click **Your Applications**

The following **Your Applications** page will appear



- ✓ The status of your applications can be found under **Completed Applications**
- ✓ **Logout**

NOTE: This is subject to change while DHRM is working in conjunction with PeopleSoft to fine tune and improve this site.