

## 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](mailto:applicantinquiry@dhrm.virginia.gov).

### Creating an account on Jobs.Virginia.Gov:

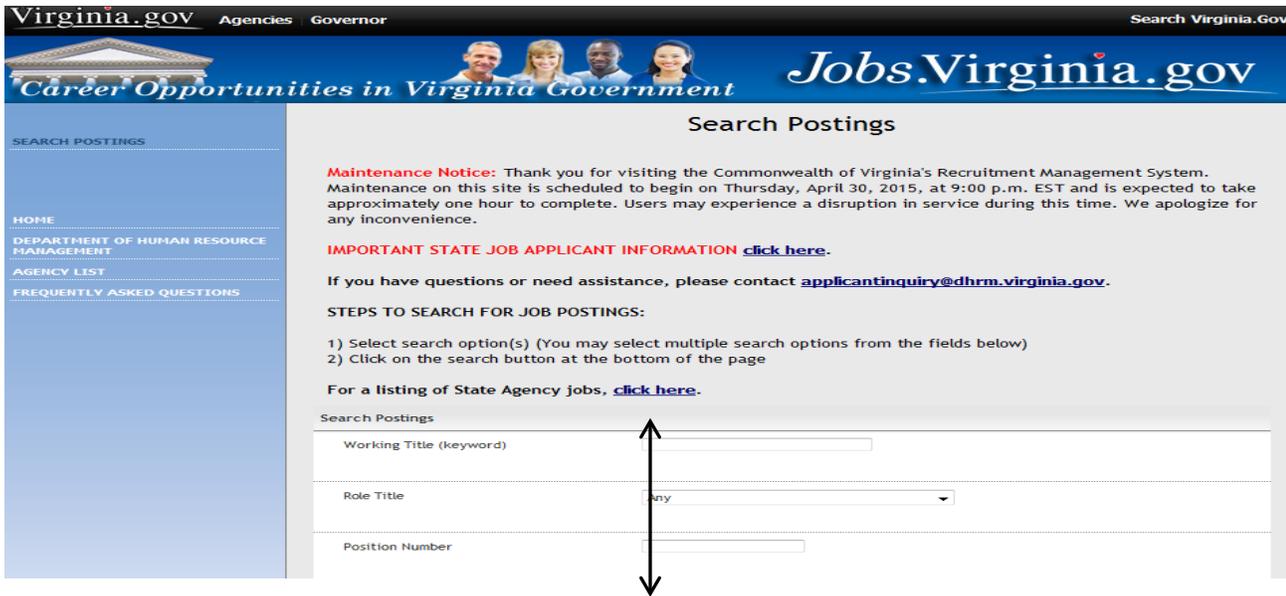
Go to VaJobs <http://jobs.virginia.gov/>

The following **Virginia Jobs** screen will appear:

The screenshot shows the Virginia.gov website interface. At the top, there is a navigation bar with 'Virginia.gov Agencies | Governor' on the left and 'Search Virginia.Gov' on the right. Below this is a blue banner with the text 'Career Opportunities in Virginia Government' and 'Jobs.Virginia.gov Department of Human Resource Management'. The main content area is divided into three sections. On the left, there is a sidebar with the heading 'Important Applicant Information - Please Click to Read' and a list of links: 'Search Job Postings', 'Frequently Asked Questions', 'Working in Virginia State Government', 'Internship Opportunities', and 'Need Accommodations?'. A blue arrow points to the 'Search Job Postings' link. In the center, there is a large group photo of diverse professionals. On the right, there is a text box with the heading 'The Commonwealth of Virginia is an Equal Opportunity Employer' and a paragraph explaining the policy. Below this is another text box with the heading 'Click to see information regarding the Governor's Executive Order 41 - Criminal History'.

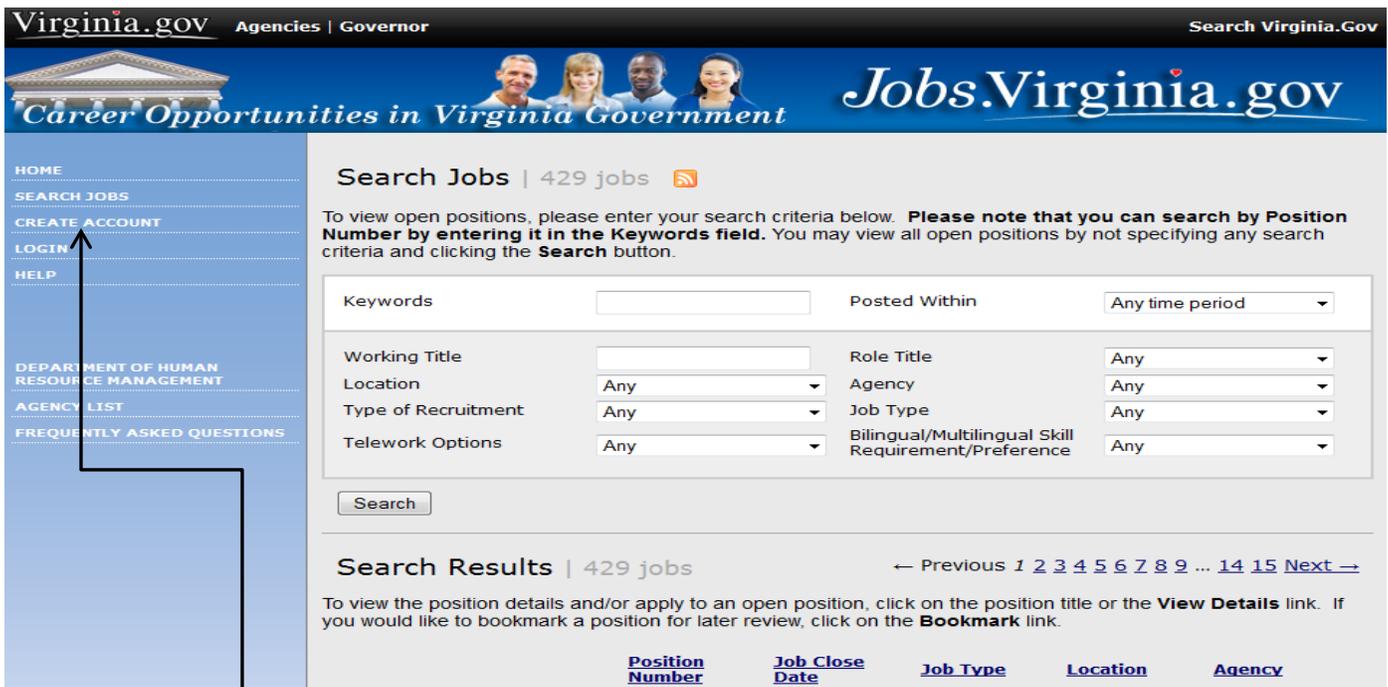
Click **Search Job Postings**

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)

<input type="checkbox"/> Remove Entry?	Reorder: <input type="button" value="Move Up"/>
<b>Name of School</b>	<input type="text"/> <i>(College/University/Vocational/Graduate/High School)</i>
<b>City</b>	<input type="text"/>
<b>State</b>	Please select <input type="text"/>
<b>Country</b>	Please select <input type="text"/>
<b>Credit/Hours</b>	<input type="text"/>
<b>Major or Specialty (if applicable)</b>	<input type="text"/>
<b>Minor (if applicable)</b>	<input type="text"/>
<b>Degree (if applicable)</b>	<input type="text"/>
<b>Begin Date</b>	<input type="text"/> <i>Please enter month and year in this format: MM/YYYY</i>
<b>End Date</b>	<input type="text"/> <i>Please enter month and year in this format: MM/YYYY (leave blank if still attending)</i>
<input type="checkbox"/> Remove Entry?	

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

The screenshot shows the Virginia.gov Jobs.Virginia.gov application interface. The main content area is titled "Application for Create Draft of Application: Employment History". It includes a navigation menu on the left with options like HOME, SEARCH JOBS, BOOKMARKED JOBS, YOUR APPLICATIONS, YOUR DOCUMENTS, ACCOUNT SETTINGS, LOGOUT DUMMY, HELP, DEPARTMENT OF HUMAN RESOURCE MANAGEMENT, AGENCY LIST, and FREQUENTLY ASKED QUESTIONS. The main content area contains instructions for entering employment history, a "Work Experience" section with an "Add Work Experience Entry" button, and a "Drop Down Options" label with an arrow pointing to a dropdown menu.

### 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:

The screenshot shows the 'Application for Create Draft of Application: References' page. The page title is 'Application for Create Draft of Application: References'. Below the title are navigation buttons: '<< Prev', 'Save changes', and 'Next >>'. On the right side, there is a dropdown menu labeled 'References' and a 'Go' button. The main content area contains the following text: 'List names, addresses and relationships of three persons not related to you who know your qualifications. Required fields are indicated with an asterisk (\*).'. Below this is a section titled 'May we contact?' with a dropdown menu labeled 'Please select'. A red asterisk is next to the dropdown. Below that is a section titled 'References' with a note: '\* (At least three references are required)'. There is an 'Add References Entry' button. At the bottom of the form, there are navigation buttons: '<< Prev', 'Save changes', and 'Next >>'. On the right side, there is a dropdown menu labeled 'References' and a 'Go' button.

**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.

The screenshot shows the 'Application for Create Draft of Application: Reference Letters' page. The page title is 'Application for Create Draft of Application: Reference Letters'. Below the title are navigation buttons: '<< Prev', 'Save changes', and 'Next >>'. On the right side, there is a dropdown menu labeled 'Reference Letters' and a 'Go' button. The main content area contains the following text: 'Begin by clicking the Add Reference Letters Entry button. When finished, please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data. Required fields are indicated with an asterisk (\*).'. Below this is a section titled 'Reference Letters' with a form containing the following fields: 'Name of Reference', 'Phone Number', 'E-mail Address', and 'Relationship'. The 'E-mail Address' field has a red asterisk and a note: '(Format: 3000-3000-3000)'. There is a 'Remove Entry?' checkbox. Below the form is an 'Add Reference Letters Entry' button. At the bottom of the form, there are navigation buttons: '<< Prev', 'Save changes', and 'Next >>'. On the right side, there is a dropdown menu labeled 'Reference Letters' and a 'Go' button.

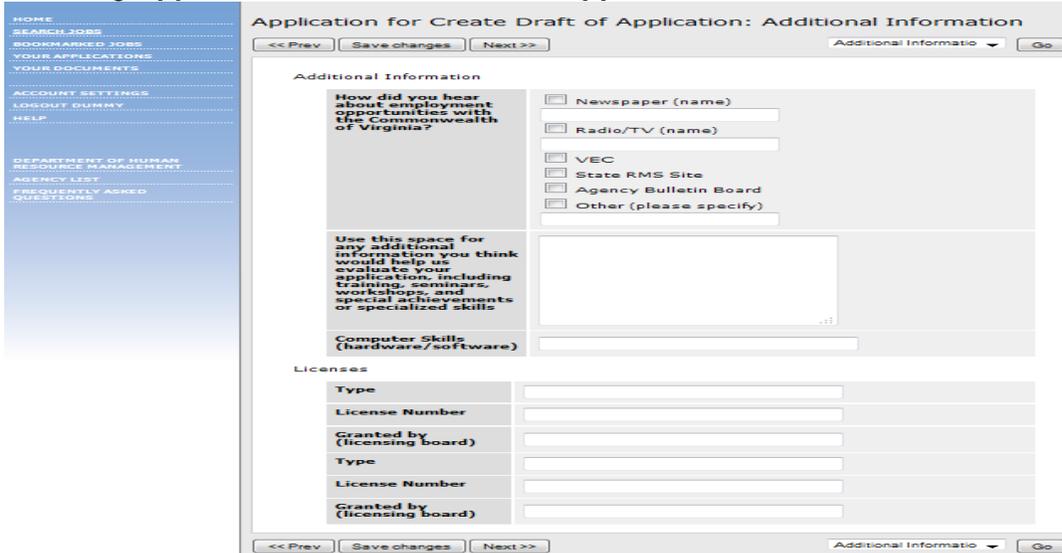
- ✓ See the instructions above to **Add Reference Letters Entry**

 You will need a valid email address for the reference

**NOTE**

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

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



The screenshot shows a web application interface. On the left is a blue sidebar menu with links like HOME, SEARCH JOBS, BOOKMARKED JOBS, YOUR APPLICATIONS, YOUR DOCUMENTS, ACCOUNT SETTINGS, LOGOUT DUMMY, HELP, DEPARTMENT OF HUMAN RESOURCE MANAGEMENT, AGENCY LIST, and FREQUENTLY ASKED QUESTIONS. The main content area is titled 'Application for Create Draft of Application: Additional Information'. It features a navigation bar at the top with '<< Prev', 'Save changes', 'Next >>', and a dropdown menu for 'Additional Informatio' with a 'Go' button. The form is divided into several sections:
 

- Additional Information:** A question asks 'How did you hear about employment opportunities with the Commonwealth of Virginia?' with checkboxes for 'Newspaper (name)', 'Radio/TV (name)', 'VEC', 'State RMS Site', 'Agency Bulletin Board', and 'Other (please specify)'. Below this is a text area for additional information and a 'Computer Skills (hardware/software)' field.
- Licenses:** A table with columns for 'Type', 'License Number', and 'Granted by (licensing board)'. It contains two rows of input fields.

 At the bottom of the form, there are navigation buttons: '<< Prev', 'Save changes', 'Next >>', and a dropdown menu for 'Additional Informatio' with a 'Go' button.

**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.

The screenshot shows the 'Application for Create Draft of Application: Confidential EEO Information' page. The page header includes 'Virginia.gov Agencies | Governor' and 'Jobs.Virginia.gov'. A navigation menu on the left lists options like HOME, SEARCH JOBS, and ACCOUNT SETTINGS. The main content area contains a title, a 'Confidential EEO Info' dropdown menu, and a 'Go' button. Below this is a disclaimer: 'The information requested below is used to assist us in our compliance with Federal/State equal employment opportunity record keeping and reporting. Your response is voluntary and will not be used in any way to determine your eligibility for employment.' The 'Voluntary Demographic Data' section includes four fields: 'Indicate the appropriate gender' (Please select), 'Indicate the racial or ethnic group with which you identify' (Please select), 'Indicate the highest level of education you have completed' (Please select), and 'Please indicate your date of birth' (text input). Navigation buttons '<< Prev', 'Save changes', and 'Next >>' are located at the top and bottom of the form area.

### 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

Application for Create Draft of Application: Supplemental Questions

Required fields are indicated with an asterisk (\*).

\* 1. Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only);

Yes  
 No  
 Not Applicable

\* 2. Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only)

Yes  
 No  
 Not Applicable

\* 3. How did you hear about this employment opportunity?

Newspaper (Please specify below)  
 VEC  
 Agency Bulletin Board  
 Radio/TV (Please specify below)  
 State Recruitment Management System (RMS)  
 Other (Please specify below)

\* 4. Please specify the media source (newspaper, radio/TV or Other) from question #3. If no response, type 'N/A'.

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)

### ✓ **Personal Information**

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

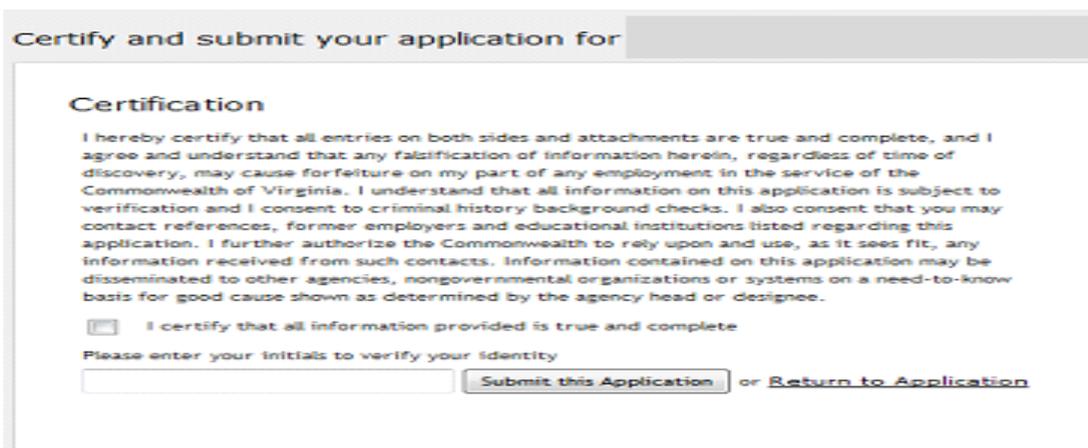
### Your application is incomplete.

One or more sections have invalid or incomplete responses. You can review the summary below for sections marked with a red "X" and click on the section name for more details.

**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



Certify and submit your application for [redacted]

### Certification

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions listed regarding this application. I further authorize the Commonwealth to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

I certify that all information provided is true and complete

Please enter your initials to verify your identity

or [Return to Application](#)

- ✓ 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.

**IMPORTANT:** Return to the **Home Screen** to check the **STATUS** of your application



Click **Your Applications**

The following **Your Applications** page will appear

**Jobs.Virginia.gov**  
Career Opportunities in Virginia Government

**Your Applications | 2 jobs**

**Applications to Complete | 1 job**

In order to be considered for these positions, you must complete your application prior to the Closing Date.

	Job Number	Application Materials
Create Draft of Application <a href="#">View Job</a>	1000042	<a href="#">Application</a>

**Completed Applications | 1 job**

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Commercial Driver - #00077 <a href="#">View Job</a> <a href="#">Archive</a>	CN00000347	B088590	Not Qualified <a href="#">Withdraw Application</a>	April 27, 2015	<a href="#">Application</a>

[Show your hidden/archived applications](#)

- ✓ 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.