



# Beginning a Career in Corrections

The Virginia Jobs website makes it easy for you to apply for jobs with the Virginia Department of Corrections.

This quick reference guide provides step-by-step instructions for completing and submitting your employment application. After you complete your employment application online one time, you can apply for jobs with a click of the mouse.

## Contents

This quick reference brochure covers the following topics:

- Getting started
- Creating your application
- Viewing and editing your application
- Searching for a position
- Applying for a job
- Checking your application status
- Additional resources

## Getting Started

You will need to have access to the Internet and have a web browser like Internet Explorer loaded on your computer. It is also helpful to have a valid e-mail account; however this is not a requirement. For a list of free e-mail providers, see the "Additional Resources" section of this brochure.

**IMPORTANT: Before you begin**, it is helpful to gather all the information you need to fill out an employment application including educational background, work history, and references.

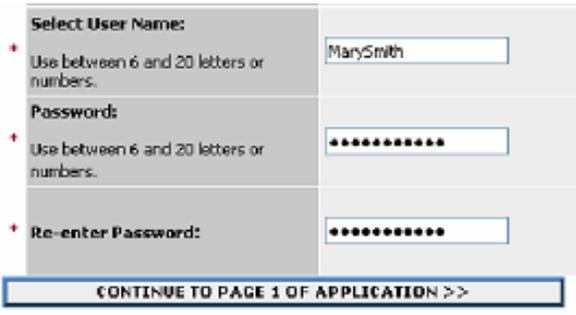
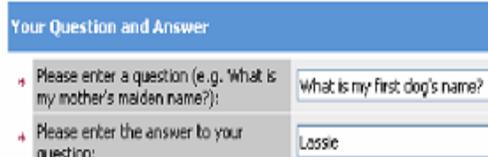
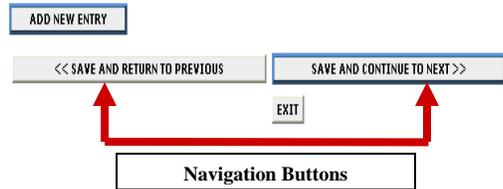
Consideration for an interview is based solely on the information within the application; however, you may attach an electronic copy of a cover letter or your resume. These documents need to be in Microsoft Word or PDF format.

Step	Action
1.	Open your web browser
2.	In the browser's address field, type: <b>http://jobs.agencies.virginia.gov</b>
3.	Press Enter Result: The system displays the Virginia Jobs Home Page 

## Creating Your Application

Before you can apply for a job, you must create an online application. If this is the first time you are using the system, you will need to create a User Name and Password.

**IMPORTANT:** You will use this User Name and Password every time you use the RMS system so make sure you write it down.

Step	Action
1.	From the home page, click <b>Create Application</b> 
2.	Enter a <b>User Name and Password</b> 
3.	Click <b>Continue to Page 1 of Application &gt;&gt;</b>
4.	Enter a security question and answer 
5.	Click on <b>Save and Continue to Next Page of Application &gt;&gt;</b> Result: The system displays the first page of the State application. Note that this online application asks for the same information previously required on the paper application.
6.	Read and follow the instructions on the screen to complete your online State application. Use the navigation buttons to navigate. Do not use the Back and Forward buttons on the web browser; this may cause you to lose data. 

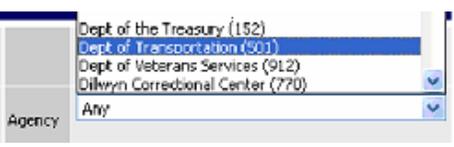
## Viewing and Editing Your Application

Carefully review and edit your application before you apply for a specific position. From the Virginia Jobs Home Page, select the **Preview Application** and **Edit Application** options. You also have an opportunity to view or edit after you create your application the first time.

Step	Action
1.	From the home page, click on <b>Preview Application</b> 
2.	From the home page click on <b>Edit Application</b> 

## Searching for a position

You can search for a position before or after you create an online application. The Virginia Jobs website enables you to search for a position by title, type, location, and agency.

Step	Action
1.	From the home page, click <b>Search Postings</b> 
2.	To search for positions currently available with the Commonwealth of Virginia, click the arrow next to <b>Agency</b> , and select the agency. You can also narrow the search for positions at by location or job type. 
3.	Click the <b>SEARCH</b> button at the bottom of the screen
4.	From the Search Results screen, click the <b>View</b> hyperlink for a detailed job description  Result: RMS displays the Job Details screen. You apply for a job from this screen.

## Applying for a Job

To apply for a job you must make sure that your online application is up-to-date and ready to submit. Remember that you can always edit your application.

If you wish to attach electronic documents to your application, follow the steps below. These documents need to be in PDF or Microsoft Word format.

Step	Action
1.	When you view the details of a job posting, the system displays the Job Details screen. To apply for a job, click <b>Apply for this Posting</b> . 
2.	Click <b>Attach</b> and select the file you wish to upload or paste the document in the text box provided. 
3.	Click <b>Finished Attaching Documents</b> and then click <b>yes</b> to confirm that you want to attach the document. Result: RMS gives you a confirmation number.
4.	If you are connected to a printer, print the confirmation number so that you can track the progress of your application and click <b>OK</b> . If you are not connected to a printer, write down the confirmation number and then click <b>OK</b> .

## Additional Resources

- Virginia Jobs (RMS: Recruitment Management System)
- RMS Applicant Inquiry  
[applicantinquiry@dhrm.virginia.gov](mailto:applicantinquiry@dhrm.virginia.gov)
- The Commonwealth of Virginia's Employment and Resource Center  
<http://jobs.virginia.gov>
- Local Virginia Employment Commission (VEC) offices  
<http://www.vec.virginia.gov>
- Public computer access, contact your local library
- Free e-mail service providers  
<http://www.hotmail.com> <http://www.yahoo.com>