# Apply for a Job in the State of Kansas Careers Portal

This job aid explains how to apply for State of Kansas jobs from within the Careers portal. You can search for a job posting that matches your interest and apply directly from the job posting.

1. Access the State Employment Center Careers portal at: http://jobs.ks.gov

2. Click on the Careers button **Careers**

3. Enter keywords to narrow down your search, then click the double-arrow, or see a list of available jobs by selecting '**View Jobs Posted in Last 7 Days**' or '**View All Jobs**'
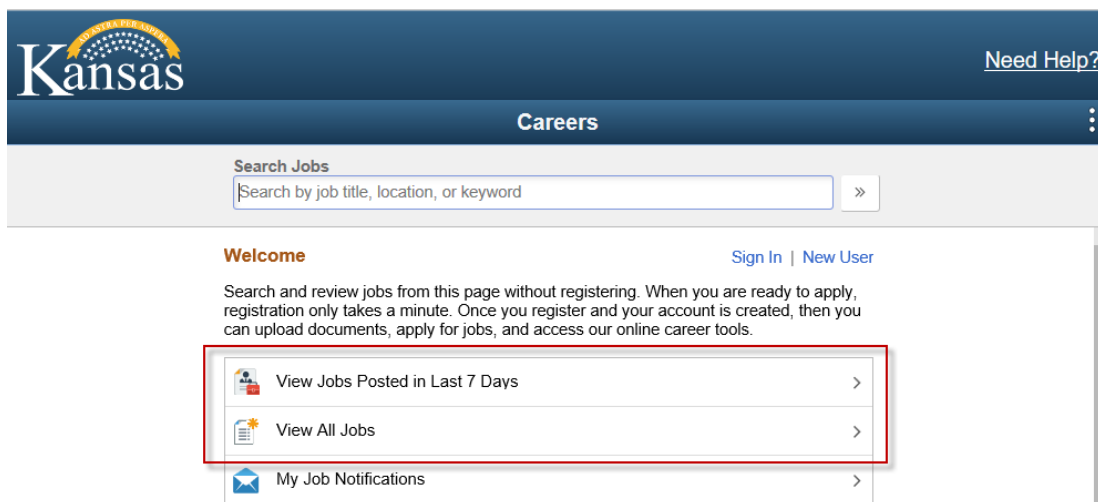
4. Select the Job Posting that matches your interest. Click anywhere in the highlighted area (turns yellow when you hover) of the specific Job Posting or click on the arrow on the right-hand side of the posting description.
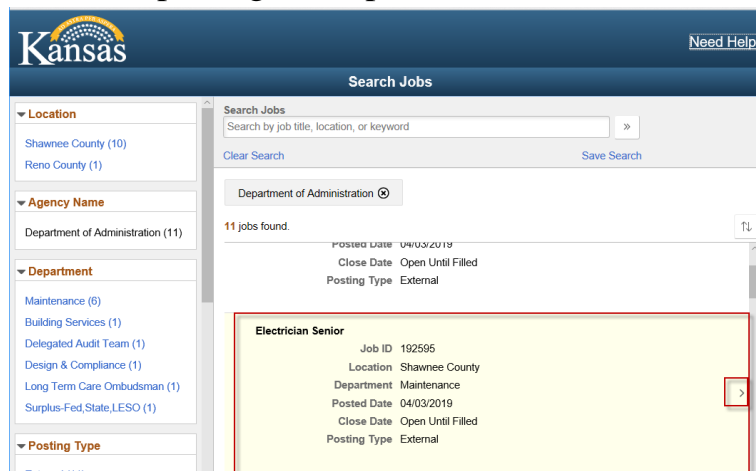
5. Review all the details and note any specific requirements listed in the detailed Job Description including requests to upload specific documentation such as Cover Letters, Resumes, etc. Once you are ready to begin the online application click the **Apply for Job** button.
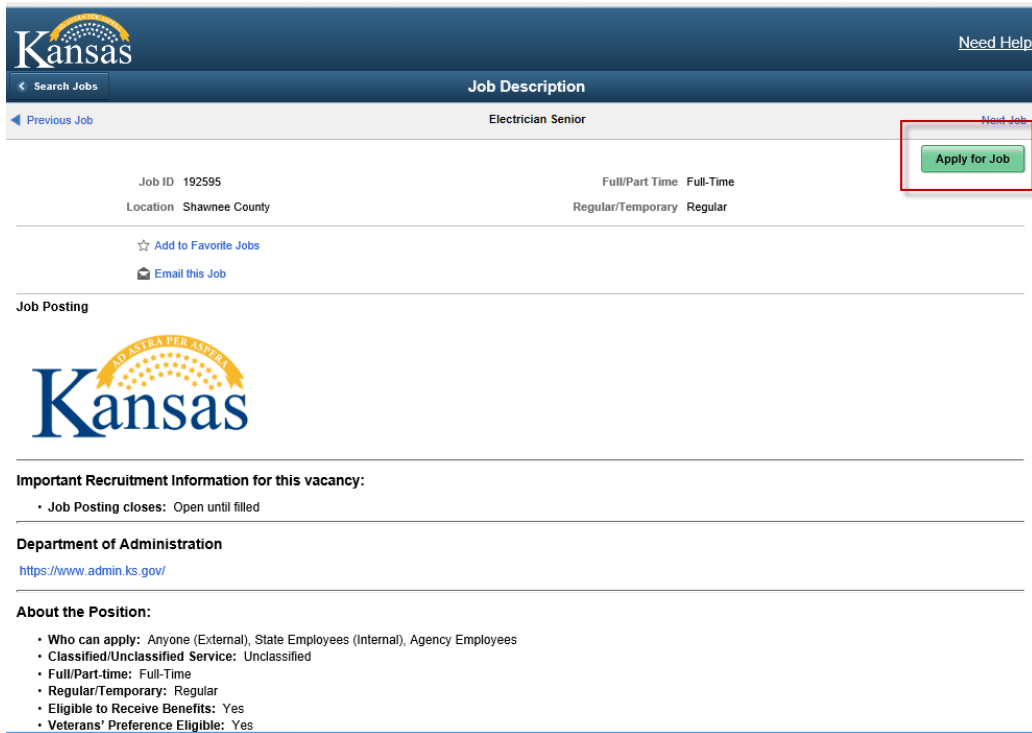
TIP: Before applying you must sign in with your User Name and Password. If you have not signed in when you click **Apply for Job** you will be prompted to Sign In. If you have not created an account yet select the **Register Now** link.

6. After clicking **Apply for Job** a page will appear with Step 1 of 10 (some Jobs will have less steps in the online application). Read the instructions carefully and click the **View Terms and Conditions** link to review them prior to clicking the Checkbox next to **I agree to the Terms and Conditions**. Click **Next** to move to Step 2.

   TIP: The **Next** and **Previous** buttons are used to navigate through the various steps of the online application. **DO NOT** use the browser back button.

7. In Step 2 you can upload your resume and/or cover letter if these documents were requested in the Job Description of the vacancy announcement. Applicants may also choose to upload these documents even if they have not been specifically requested. Follow the instructions below and Click **Next** to move to Step 3. **NOTE:** File size must be under 1MB with a file type of .pdf, .doc, .docx, .odt, .rtf, or .txt
   A. Click **Attach Resume** and/or **Attach Cover Letter** button
   B. Click **My Device** button
   C. Select document to upload
   D. Click **Upload**
   E. Click **Done**

Kansas

× Exit   **Apply for Job**   ‹ Previous   Next ›

Electrician Senior

1 Start
   Complete

2 **Resume**
   In Progress

3 Attachments
   Not Started

4 References
   Not Started

5 Education and Work Experience
   Not Started

6 Online Questionnaire
   Not Started

Step 2 of 10: Resume

Resume Attachment

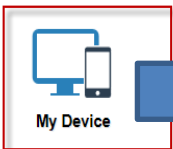No file attached. File must be under 1MB with a file type of .pdf, .doc, .docx, .odt, .rtf, .txt

[Attach Resume]

Cover Letter Attachment

No file attached. File must be under 1MB with a file type of .pdf, .doc, .docx, .odt, .rtf, .txt

[Attach Cover Letter]

A

File Attachment   ×

Choose From

My Device   B

My Device

[Upload]   [Clear]   D

THIS IS A TEST res.pdf
File Size: 3KB

[Done]   E

Step 2 of 5: Resume

Resume Attachment

*Resume Title   [THIS_IS_A_TEST_res.p]

Language   [English]

Attached File   THIS_IS_A_TEST_res.pdf
Change Resume

Cover Letter Attachment

*Cover Letter Title   [THIS_IS_A_TEST_cover]

Attached File   THIS_IS_A_TEST_cover_letter.pdf
Change Cover Letter

8. In Step 3 click the **Add Attachment** button to add additional documentation that was specifically requested in the Job Description of the vacancy you are applying for excluding Resumes and Cover Letters which should be uploaded in Step 2. Follow the instructions included for Step 2 for uploading documents. After adding the requested attachment(s), click **Next**.

   NOTE: Any attachments uploaded in Step 3 will only apply to this specific Job Posting. Other documents that are required for many job applications (Examples: Tax Clearance Certificates, transcripts, DD214's) should be uploaded to **My Job Applications** in the Careers menu.

9. In Step 4 you will enter references and click **Next.** We recommend you enter a minimum of 3 supervisory related references. Information you enter in this section will be retained and available for the next application you complete. Click **Add Reference** to begin.

Enter the required reference information: **Reference Type**, **Reference Name** and **Title**. Additional contact related details about your reference can also be added. Any fields with the ***** next to them are required.

Click the **Done** button. If there is another reference to add, click the plus sign. Once you are finished Click **Next**.

10. Step 5 includes three sub-steps where you will be requested to enter information about your educational background, work experience and any additional qualifications you may have such as job training or the foreign language skills. First, you will enter your Highest Education Level that you have achieved in the Highest Education Level field. Next, in the School Education section you can enter details about the schools you have attended and in the last section you can enter details about any degrees you have achieved. After you after entered your information click **Next** to continue.

11. The next sub-step in Step 5 requests you to enter information about your work experience. At a minimum you should include information about your last 3 jobs and/or your last 10 years of employment. Information you enter in this section will be retained and available for the next application you complete. Click **Add Work Experience** to begin.

Enter the required work experience information. Any fields with the ***** next to them are required. If the Job you are listing is your current job you do not have to enter a date n the End Date field. Click the **Done** button. Click the plus sign to add additional information about your work experience. Once you are finished entering Click **Next**.

Cancel	Add Work Experience	Done

*Start Date	
End Date	
*Employer	
*Ending Job Title	
Ending Pay Rate	
Supervisor	
Supervisor Email	
Supervisor Phone	
Hours Per Week	
Duties	
Country	United States

Step 5 of 10: Education and Work Experience - Work Experience

Enter details about your last 3 jobs or the last 10 years of employment.

Click the 'Add' button to add your first entry. Click the '+' plus sign to add additional entries. Click an entry to edit or delete it.

Work Experience

+

Employer	Job Title	Start Date	End Date	
Payless Holdings	Auditor III	04/12/2010	03/22/2019	>

12. The last sub-step in Step 5 requests you to enter information about non-degree course work, licenses and languages you are proficient in. If you have anything to enter click on the section pictured below that you need to update. Information you enter in this section will be retained and available for the next application you complete. Once you are done entering your information click **Next** to continue to Step 6.

13. Step 6 is the online questionnaire. You will need to answer all questions before you can click **Next** to continue to the next step

TIP: To answer Open-Ended questions, you can copy and paste from Word into the text box. If you don't have an answer for a specific Open-Ended question you can enter the letters **NA.** If you leave any question unanswered a box will appear notifying you which questions still need answers in them before you can click **Next** to continue**.**
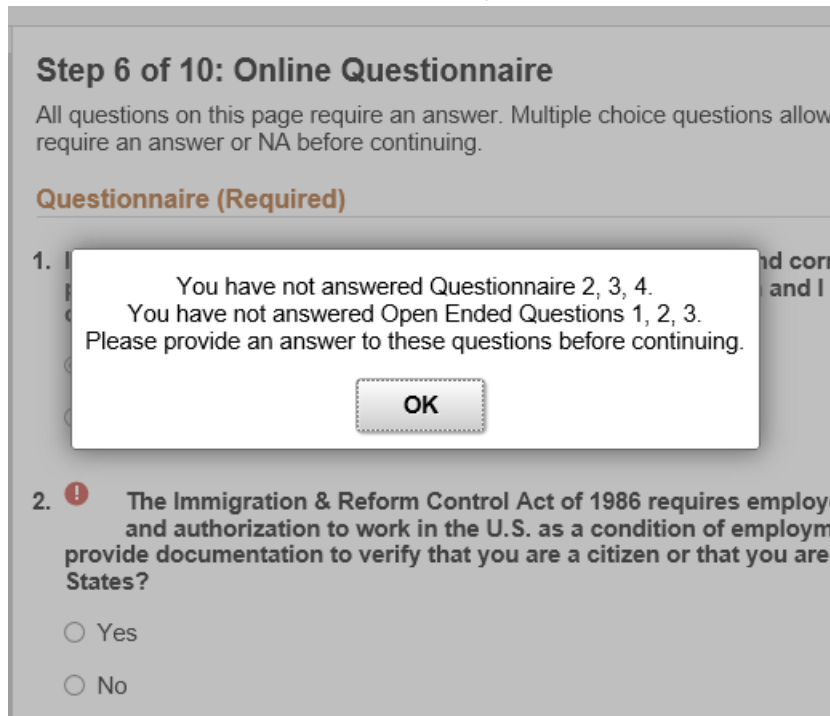
14. In Step 7 you can tell us how you found out about this job (optional). Click **Next** to continue to the next step.
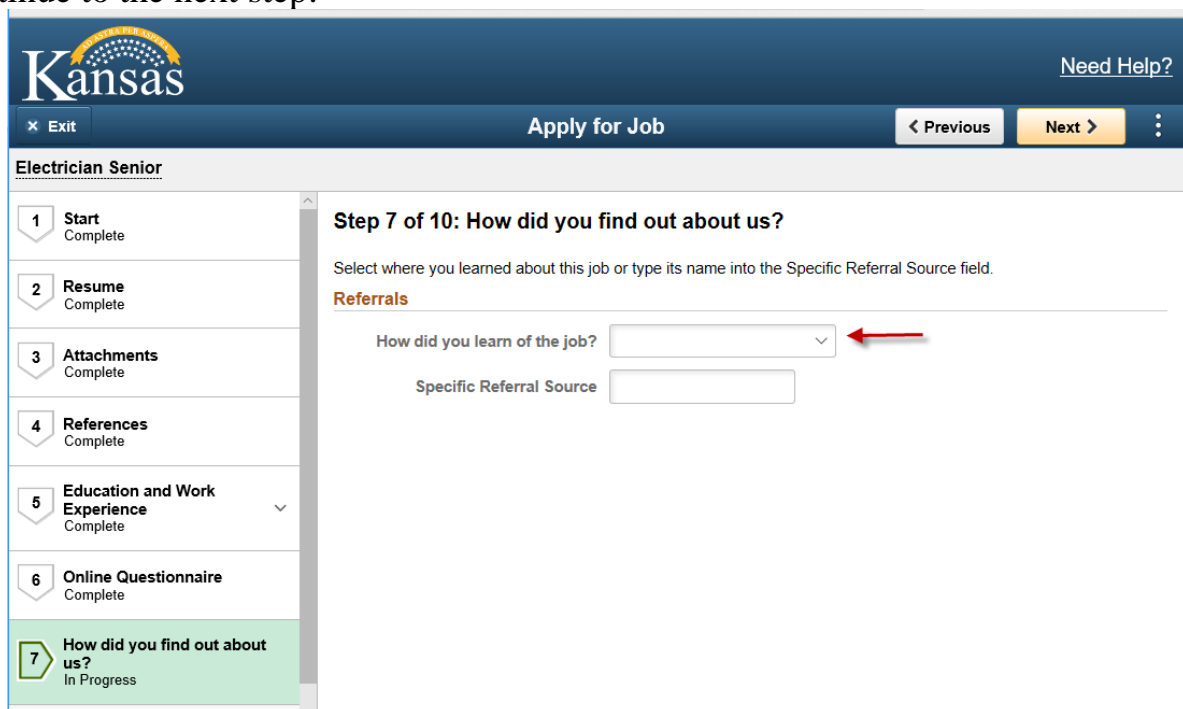
15. In Step 8 you can select your job preferences (optional). Click **Next** to continue to the next step.

16. Step 9 contains an optional Diversity Survey. You can answer the question or click **I decline to answer**. Click **Next** to continue to the next step.

17. Step 10 is the final step of the online application. You can review the information you entered in the application.

   o To review information entered, click the expand arrow in each section
   o To edit a portion of the application, click Modify in that section
     NOTE: you can also go back and edit information by clicking the Previous button to navigate back to that step or click on the step on the side pane.
   o Do not click **Submit** until your application is complete, including uploading all required documents listed in the job posting. If you already have a saved application, then when you are ready to submit the application, read the instructions below for "Submitting a Saved Application"
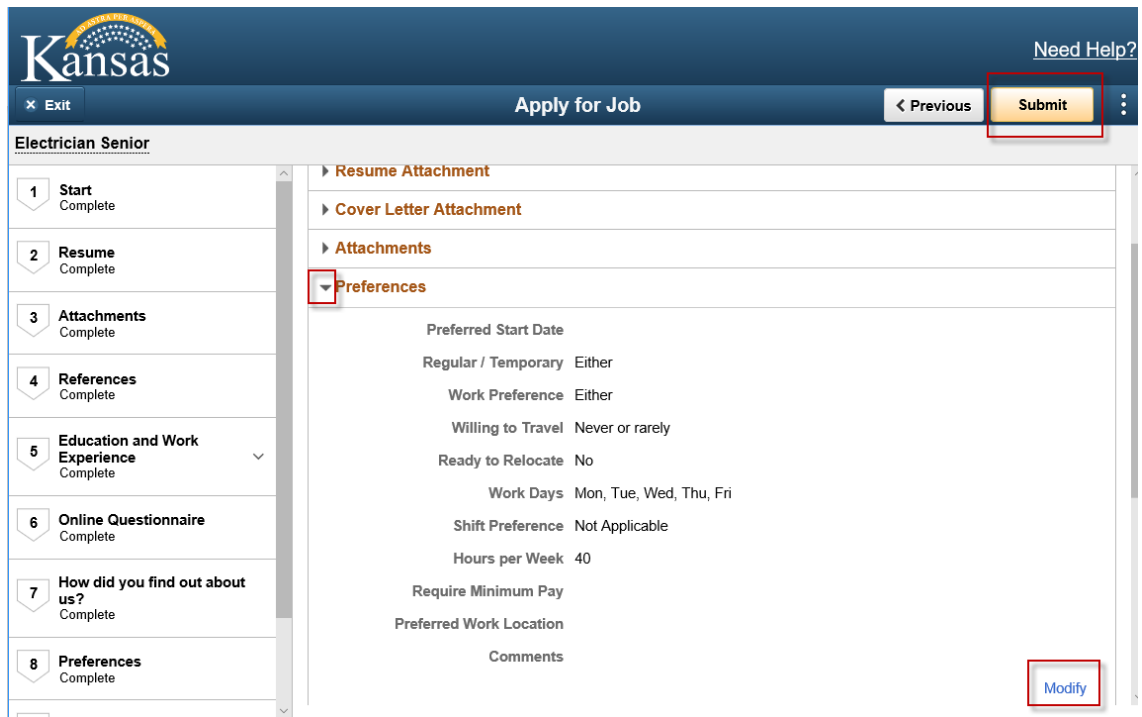
Click the **Submit Application** button to complete the application. Once an application is submitted you can no longer make changes.

NOTE: If you are not ready to submit, you can click **Save as Draft** from the three dots link located in the upper right-hand corner next to the **Submit** button to save the current application.

After submitting the application, you will see an Application Confirmation that you have successfully submitted your job application. An email confirmation will also be sent to the email address you entered when you created your account.

Application Confirmation
You have successfully submitted your job application
Jobs Applied For

Submitting a Saved Application

1. From the home page, click **My Job Applications**.

2. Click the arrow for the application that has not been submitted.
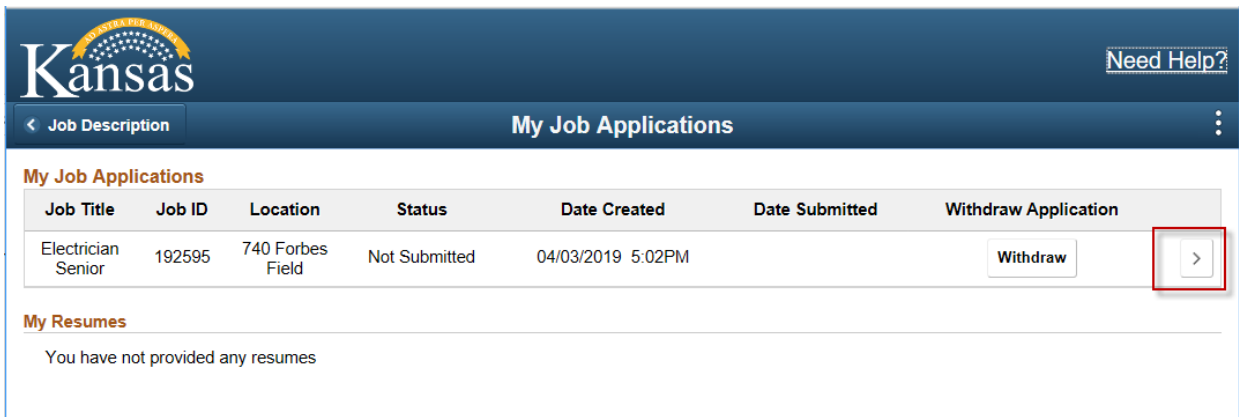
3. Complete and review the application.

4. Click the **Submit** button to complete the application.

   NOTE: Once the application is submitted, changes can no longer be made.