

State of Minnesota Employee Self Service Careers

When applying for a job:

Do:

- ✓ Log-in through Self Service
- ✓ Use the navigational links at the top and bottom of each page
- ✓ Use the Filter by, Sort by, or Keywords to narrow your search
- ✓ Review job posting to determine if you meet the required minimum qualifications
- ✓ Read "Who May Apply" on job posting to ensure you are eligible to apply
- ✓ Remember to sign-out of Self Service when your application is complete

Don't:

- ✗ Apply through the external applicant Career's link on the Careers website
- ✗ Use your internet browser's back and forward buttons
- ✗ Apply to jobs if you don't meet "Who May Apply" eligibility indicated on the job posting

To get started:

Sign in to Self Service with your employee ID and password and click the "Careers" link.

Self Service

Home | Add to My Links | Print | Sign out

Favorites | Main Menu > State of MN Self Service | My Links | Select One: ▾

Main Menu >

State of MN Self Service

State of Minnesota Employee Self Service information and activities.

My Paystub View paystub information. View Paystub Pay Calculation Instructions	Benefits Link to insurance information and enrollment.	My Leave Activity View Leave Information My Leave Activity Instructions
Other Payroll Update and view all other payroll self service such as tax data, W-2 forms and direct deposit. W-4 and MWR W-2 Information Direct Deposit 6 More...	My Personal Information Update home address, phone numbers, email address, and emergency contact information. View name and marital status. Skills Profile Personal Information Summary Home and Mailing Address 10 More...	Careers Search and apply for jobs
Interview Team Activity Review applicants that have been	Announcements Check for information employees	First Report of Injury Links for supervisors or workers'

This will open the Job Search page where you can access the following links:

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Job Search Agent](#) | [My Contact Information](#)

Job Search page

The Job Search page is where you will search and view job postings that are open for application. When you leave the search fields blank, every job posting that is open for application is displayed on this page.

Search options:

1. Use the **Filter by** criteria options to narrow the search for positions based on Location, Agency, Job Family, and Job Function.

Filter by

Location
St. Paul (1)

Agency
Pollution Control Agency (1)

Job Family
Audit (1)

Job Function
Accounting (1)

Job Posted In
2015 (1)

St. Paul Pollution Control Agency Accounting | [Clear All Filters](#)

1 matches found

Search Results

Accounting Admin
Department: OD FAB Accounting Unit | Location: St. Paul | Job Function: Accounting | Posted Date: 07/30/2015

[Save Application for Later](#) ?

Click on the Clear All Filters link to begin a new search.

2. Click the More Options link

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Job Search Agent](#) | [My Contact Information](#)

Keywords [Search Tips](#)

[More Options](#)

[Job Search](#) | [My Notifications](#) **3** | [My Activities](#) | [My Favorite Jobs](#) | [My Job Search Agent](#) | [My Contact Information](#)

Keywords [Search Tips](#)

Job Opening ID

Minimum Pay Currency

Recruiter

Hiring Manager

[Fewer Options](#)

Click the Search button.

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In the Search Results section, click the job opening link to view the job opening information.

Selecting the star on the right side of the page will save a job opening to your **My Favorite Jobs** page.

3 matches found Sort By **Posted Date** ▾

Search Results First 1-3 of 3 Last

Accounting Officer - 1153 Department: Department Of Finance Location: St. Paul Posted Date: 05/29/2015	
Accounting Officer - 1010 Location: Crookston Posted Date: 12/19/2014	
Crookston Accounting Officer - 1010 Location: Crookston Posted Date: 12/19/2014	

[Save Application for Later](#) ?

The Job Posting page will display the Job Details and Job Posting information.

Job Posting Job Search | My Notifications | My Activities | My Favorite Jobs | My Job Search Agent | My Contact Information

◀ Previous Job **4** Next Job ▶

Job Details

Job Title Accounting Officer	Job ID 1153
Location St. Paul	Full/Part Time Full-Time
Regular/Temporary	Favorite Job  3

No job description available

[Apply](#) **1** [Email to Friend](#) **2**

[Return to Previous Page](#) Job Search | My Notifications | My Activities | My Favorite Jobs | My Job Search Agent | My Contact Information

Other actions on the Job Posting page:

1. Click Apply to apply for this job opening.
2. Click Email to Friend to email this job opening to another person. If you email an internal job opening to a non-state employee, they will not be able to view it.
3. The star indicates that you have added this job to your Favorite Job list.
4. Use Previous Job or Next Job links to view more jobs in your search.

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My Notifications

This page displays notifications that were emailed to you.

The number of notifications is indicated next to your My Notifications link. Types of notifications that you may receive are job offers, interview schedule information, saved job search results, and an invitation to apply.

Clicking on the notification link displays the notification information.

My Notifications						
Job Search My Notifications 2 My Activities My Favorite Jobs My Job Search Agent My Contact Information						
Job Offers						
View Offer	Job Title	Job ID	Status	Location	Offer Date	Expiration Date
View Offer	Forensic Scientist 1	1016	Viewed	St. Paul	02/24/2015	03/06/2015
Notifications						
Subject			Status	Received	Delete	
You have a job offer: Forensic Scientist 1 (Job ID 1016)			Viewed	02/24/2015 12:12PM		
You are invited to apply for a job: Forensic Scientist 1 (Job ID 1016)			Viewed	02/24/2015 11:45AM		

My Activities

This page displays summary information about your career activities.

My Activities							
Job Search My Notifications My Activities My Favorite Jobs My Job Search Agent My Contact Information							
Signed In as							
Display applications from All Applications							
Applications							
Job Title	Job ID	Location	Status	Review Status	Date Created	Date Submitted	Withdraw Application
Account Clerk	1184	St Paul	Submitted	Applied	10/10/2015 12:01PM	10/10/2015 12:01PM	Withdraw

Click the Job Title link to view and print your application.

If you notice a mistake on your submitted application, you will need to submit a new one if the job is still posted and open for application. The State of Minnesota will use your last submitted application for each job you apply for.

If you saved an application without submitting it, the status will appear as Not submitted. You may click on the job title link to complete the application process if the job is still posted and open for application.

This page will also display all of the resumes that you have uploaded.

Click Withdraw to withdraw an application that you have submitted.

My Favorite Jobs

This is a list of the jobs that you have starred in the Job Search Results page. You can review or apply for jobs at a later time if the job is still posted and open for application.

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My Job Search Agent

In Careers you can save specific job search criteria and create a job search agent. You will then receive email notifications when jobs that meet your saved criteria are posted. You are allowed up to five job search agents. Each job search agent remains active for six months.

To create a job search agent:

- Select your desired search criteria and click Save Search.
- Next, name your search agent, check “Notify me when new jobs meet my criteria”, and enter your email address.
- Click Save Search.

This page stores your saved searches and allows you to edit or delete your searches at any time.

We encourage you to create job search agents using very broad criteria to ensure that you don't miss out on any job posting matches.

My Contact Information

Update your contact information.



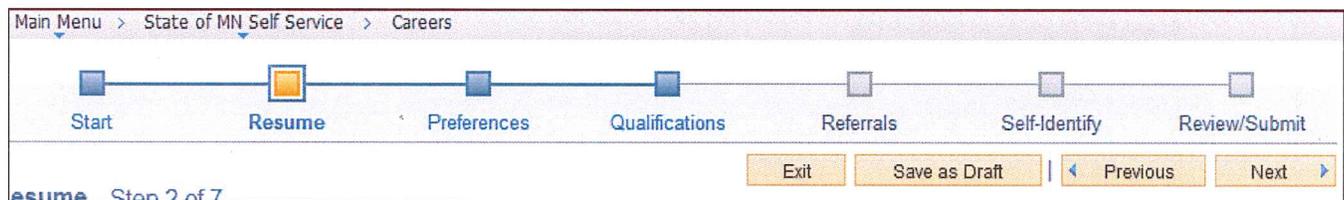
When you make changes on your Careers My Contact Information page in Self Service, the changes will apply to Careers only and will not change your contact information for your personnel or benefits records.

Application Process

To apply for a job opening, click the Apply button found at the bottom of all job postings. Careers will guide you through each step of the application process. Throughout the application there may be questions. Questions that are mandatory are marked with an asterisk.

When you complete a step in the application process, click Next.

You cannot skip steps. As you complete each step they will become blue. To review or update a step, click the step or the previous button. You are able to edit your application until you have submitted it.



Start:

- Read all the information in this step. Click the checkbox to acknowledge that you have read and agree to the terms and agreements.
- There may be a prequalification question to determine if you are eligible to apply for this position. If there is, you will receive immediate feedback if you are not eligible to apply and you will not be able to proceed with completing your application.

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Resume:

- To attach a resume to your application, click Attach Resume. When you attach a resume, some of the information from your resume will populate into your application. You are able to review and edit your application before you submit it.
- If you previously uploaded a resume, you may click Use Existing Resume.
- If you do not have a resume, click Apply Without a Resume. The remaining steps in the application process allow you to enter detailed information about your education, work experience, and qualifications.

Preferences step: Review and enter your employment and work preferences such as:

- Willingness to travel.
- Full-time or part-time.
- Available work days.
- Work Location.

Qualifications: Review and enter your educational details, work experiences, and accomplishments. Answer all questions on the Questionnaire page.

Referrals: Tell us where you heard about this job using the drop down menus. *This is a required field.

Self-Identify: You may indicate disability, gender, ethnicity, and Veteran status or decline to answer. Information you enter here will not update your employee record.

Review/Submit. Carefully review all application information on the Review/Submit page. You will not be able to make changes to your application once it has been submitted.

- To edit, click the pencil icon in the area you want to edit. Click Save when finished editing.
- Click Submit Application when finished.

The screenshot shows a progress bar at the top with seven steps: Start, Resume, Preferences, Qualifications, Referrals, Self-Identify, and Review/Submit. The Review/Submit step is highlighted with a yellow square. Below the progress bar are buttons for Exit, Save as Draft, Previous, and Submit Application. The main content area is titled "Review/Submit - Step 7 of 7" and shows "Applying for: Office & Admin Specialist Prin". A warning message reads: "YOU ARE ALMOST DONE! PLEASE CAREFULLY REVIEW YOUR INFORMATION BEFORE CLICKING 'SUBMIT APPLICATION'". Below this is a form section titled "My Contact Information" with a field for "Email" and a pencil icon for editing.

You will receive an on line message to let you know your application was submitted. You will also receive an email notification.

You can also check the status of your application anytime on your My Activities page.

Accepting a Job Offer Online

If you are offered a job, you will receive an email with instructions to view the offer details on your **My Notifications** page and accept or reject the offer on line.

Click the **View Offer** link to open the job offer page.

My Notifications		Job Search My Notifications 3 My Activities My Favorite Jobs My Job Search Agent My Contact Information				
Job Offers						
View Offer	Job Title	Job ID	Status	Location	Offer Date	Expiration Date
View Offer 	Accounting Officer	1153	New	St. Paul	08/20/2015	12/31/2015

The Job Offer page provides step-by-step instructions to:

- Step 1: Review Offer Information by clicking the Offer Letter link.
- Step 2: Acknowledge Offer.
- Step 3: Return Completed Documents if requested.
- Step 4: Select Accept or Reject.

Job Offer		Job Search My Notifications My Activities My Favorite Jobs My Job Search Agent My Contact Information				
 We are pleased that you accepted this job offer and look forward to having you join us. Contact information and further instructions are indicated in your offer letter.						
Posting Title Accounting Officer						
Job Opening ID 1153						
Offer Date 08/20/2015						
Offer Expiration Date 12/31/2015						
Step 1 - Review Offer Information						
Type	Details					
Document	Offer Letter					
Step 2 - Acknowledge Offer						
<input checked="" type="checkbox"/> I acknowledge that I have reviewed and understand the job offer.						
Comments	Thank you for the job offer. I look forward to working with you. 					
<input type="button" value="Accept"/> <input type="button" value="Reject"/>						
Step 3 - Return Completed Documents						
No completed documents have been added						

Interview Team Activities

**Interview Team Activity**
Review applicants that have been routed to you, view interview schedules and evaluate answers to open ended questions.

- Routing Response
- Evaluate Open Ended Questions
- Interview Calendar
- 2 More...

When you are on an interview or hiring team, you may receive email notifications to respond to interview team activities such as viewing applications, job opening information, and evaluating applicant responses.

All interview team activities are performed in Self Service in the Interview Team Activity folder.

Routing Responses

- When applicant information has been routed to you, select the Routing Response link in the email notification you receive.
- Select a response from the drop down menu.
- Click Save when finished. Your response is then sent to Human Resources, the hiring manager, or both.
- Click Return to go back to your Routing Response page.

The Evaluate Open Ended Questions page contains answers to open ended questions that Human Resources or the hiring manager asked the applicant when they applied.

- Click the Reference Number link to view specific job applicant responses and to score the applicant's response.
- After scoring, click the Submit button.
- Your response is then sent to Human Resources, the hiring manager, or both.

Interview Calendar and Interview Team Schedule pages provide interview information such as: date, time, location, and the applicant's name. Click the interview time link for additional interview details.

Contact Us

Minnesota Management and Budget's Enterprise Human Resources staff are happy to assist you with the online application system and answer general questions about state employment.

- **Email:** careers@state.mn.us
- **Phone:** State Jobs Information Line: 651-259-3637
- **Address:** Minnesota Management & Budget, Enterprise Human Resources, 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155
- **Hours of Operation:** Monday through Friday, 9:00 a.m. to 4:00 p.m. (except state holidays)

For questions about a specific job opening, contact the hiring agency contact on the job posting.