



OhioDAS

SERVICE · SUPPORT · SOLUTIONS
DEPARTMENT OF ADMINISTRATIVE SERVICES



Candidate Tips

Navigating the Job Search Portal &
Application Process





Presenters

Kitty Hollingshead Mancil, HCM Senior Analyst

Office of Talent Management

Department of Administrative Services



Careers.Ohio.Gov



The State of Ohio offers a wide range of career opportunities.

A career in public service is an honorable choice. The work we do impacts the lives of the people in Ohio.

Click the red link to search and apply for openings with State of Ohio agencies, boards and commissions as well as the offices of state-wide elected officials.



[Search for State Government Jobs](#)



Accessing the Job Portal

Welcome. You are not signed in. Sign In

Job Search | **My Jobpage**

Keyword Location

[View All Jobs](#)
[Advanced Search](#)

Job Openings 1 - 25 of 258

▼ Job Level

- Individual Contributor (97)
- Manager / Supervisor (11)
- Executive (2)

▼ Job Type

- Permanent (214)
- Temporary (40)
- Seasonal (2)

▼ Job Schedule

- Full-time (205)
- Part-time (40)

[Save this Search](#)

[Single-line](#) ?

Sort by

Relevancy ▼

Descending ▼

[Substitute Children's Teacher Aide 3 - Deaf School \(1800016R\)](#)

Ohio School for the Deaf - OHIO
Temporary - Part-time
\$15.65

[Behavioral Healthcare Provider 1 \(1800016Q\)](#)

Youth Services - Circleville Juvenile Correctional Facility - OHIO-Pickaway
County-Circleville
Permanent - Full-time
20.45



Job Description Components

Position Title and Requisition Number

Human Capital Management Senior Analyst - (1800019G)



Job Description Components

Agency Description/Mission



The mission of the Ohio Department of Health is to protect and improve the health of all Ohioans by preventing disease, promoting good health and assuring access to quality care.



Job Description Components

Layman's Description of Job Duties

Are you an energetic and enthusiastic HR Recruiter that loves a challenge, gets excited about new opportunities and never gives up?

Do you want to tap into your creative side and write and develop job postings that get the right candidate?

This position may be the one for you!

ODH is looking for a recruiter who will:

*Develop and promote ODH's brand, ensure the agency mission and vision becomes part of the recruitment process.

*Collaborate with department managers and HR Position managers on a regular basis to proactively identify future hiring needs.

*Develop recruitment materials and write job postings that attract solid candidates.

*Attract candidates using various sources, like social media networks, job fairs, community connections, universities and networking.

*Find the right candidate for those hard to fill positions.

*Ensure ODH attracts, hires and retains the best employees, while growing a strong talent pool.



Job Description Components

Official Position Description

The job duties include the responsibility for two or more human resources sub-programs (i.e., Position Descriptions, Recruitment) for the Ohio Department of Health (ODH), Office of Human Resources (HR): Independently reviews, analyzes, and writes position descriptions in accordance with Chapter 123: 1-7 of the O.A.C. & related agency policies, procedures & directives. Coordinates recruitment activity for assigned program areas: Meets with office/bureau chiefs and/or program managers to assess organizational/program staffing needs; analyzes current program structure and table of organization; reviews and monitors agency span of control; leads and/or facilitates focus groups of program managers to identify key issues (e.g., duties, qualifications, similarities/differences among programs using the same classifications) and provides technical assistance to ensure consistency. Provides solutions to administrators, bureaus and program managers through recruitment initiatives that meet bureau and program needs (e.g. identifies new and creative strategic initiatives to find and recruit high quality candidates; uses external sites as resources; participates in networking events and job fairs; explores and contacts community services, colleges, employment agencies, recruiters, and internet sites). Develops a brand for ODH when recruiting positions (e.g., through outreach and developing and maintaining relationships with community partners; writes innovative and attractive job postings, announcements and/or advertisements; uses technology as a tool in recruitment efforts, including office software and HRIT systems/software [e.g., Ohio Hiring Management System]). Maintains an applicant bank for hard to fill classifications. Develop recruitment plans and succession planning initiatives for program areas with identified needs. Analyzes & evaluates position activity for assigned bureaus & provides technical assistance to staff regarding various personnel issues (e.g., succession planning, retirement projections). Conducts position vacancy review at designated time frames & makes recommendations for retention/deletion of positions.



Job Description Components

Background Check Information

The final candidate selected for this position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.



Qualifications Example

Completion of undergraduate core program in human resources, business or public administration; 12 mos. exp. in human resources.

-Or 3 yrs. exp. in human resources.

-Or 1 yr. exp. as Human Capital Management Analyst, 64612.

-Or equivalent of Minimum Class Qualifications For Employment noted above.



Qualification Question – Applicant

Job-Related Questionnaire

Questionnaire

Please answer the following questions as accurately as possible.

*1. What is your highest level of college education in Human Resources, Business or Public Administration?

No Selection
None
Associate core program or associate degree
Undergraduate core program or undergraduate degree
Graduate core program or graduate degree
PhD core program or PhD degree

*2. What is your highest level of college education in Human Resources, Business or Public Administration?

*3. How many years of experience do you have in the State of Ohio Human Capital Management Associate, 64611 Classification?

No Selection	▼
--------------	---



Job Posting Information

Primary Location: United States of America-OHIO-Tuscarawas County ←
Work Locations: District 11 HQ 2201 Reiser Ave. New Philadelphia 44663
Organization: Transportation - District 11 ←
Classified Indicator: Classified ←
Bargaining Unit / Exempt: Exempt ←
Schedule: Full-time ←
Work Hours: 07:30 AM To 04:30 PM ←
Compensation: \$22.50 ←
Unposting Date: May 16, 2018, 11:59:00 PM ←



Job Posting Notifications

Work Preferences

Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Job Field".

Job Field

Job Function

Select one... ▼

Add to List

Reset

Job Field Preferences

Internship

Levels: Internship

[Remove](#)

Human Resources

Levels: Human Resources

[Remove](#)

Business

Levels: Business

[Remove](#)



Candidate Search Tools

Welcome. You are not signed in. Sign In

Job Search My Jobpage

Keyword Location Organization

View All Jobs
Advanced Search

Job Openings 1 - 25 of 372

▼ Job Level

Individual Contributor (130)

Manager / Supervisor (14)

Executive (2)

▼ Job Type

Permanent (291)

Temporary (63)

Seasonal (12)

▼ Job Schedule

Full-time (297)

Part-time (57)

▼ Job Field

Job Function

Transportation (64)

Mental Health (29)

Information Technology (24)

Education (23)

Nursing (17)

Save this Search Single-line ?

Sort by

[Facility Maint Spec 1 \(180003ST\)](#)

Transportation - District 05 - OHIO-Licking County-Jacksontown
Permanent - Full-time
\$17.81/hr.

[Human Services Program Administrator 3 - 20043206 \(180002A4\)](#)

Job & Family Services - OHIO; OHIO-Franklin County-Columbus
Permanent - Full-time
\$30.91

[Transportation Engineer 1, District One, Lima, Ohio \(180003RK\)](#)

Transportation - District 01 - OHIO-Allen County-Lima
Permanent - Full-time
\$24.08

[Vocational Rehabilitation Caseload Assistant- Zanesville \(180003U0\)](#)

Opportunities for Ohioans with Disabilities - OHIO-Muskingum County-Zanesville
Permanent - Full-time
\$18.93



Welcome. You are not signed in.

[Sign In](#)

[Job Search](#)

[My Jobpage](#)

Keyword

Location



[View All Jobs](#)

[Advanced Search](#)

Search Criteria ⌵

Specify your job search criteria, then click "Search for Jobs".

[Hide](#)

Job Number

Keywords

Job Field

Job Field

All

[Add Job Field](#)

Location

Location

All

[Add Location](#)

Organization

Organization

All

All

Accountancy Board

Adjutant General

Administrative Services

Aging

Agriculture

Air Quality Development Authority

Arts Council



Resume Parsing and Profile Imports

Job Search | My Jobpage

Applying for: Highway Technician 1 (Job Number: 170000BE) Step 1 out of 11

Resume Parsing | Personal Information | Work Experience | Education & Licenses / Certifications | General Questionnaire | Summary of Qualifications | Job-Related Questions

Save and Continue | Save as Draft

Resume Parsing

Profile Upload

You can submit personal and professional information by uploading a resume or by importing a profile from a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps. If you do not upload a profile or a resume, you will need to fill out the online submission manually.

Import profile data

 

Or upload a resume

Select the resume file to upload

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

No thanks, I will fill out the online submission manually

Save and Continue | Save as Draft

Uploading a profile

To upload a profile through a third-party service, select the radio button next to the relevant service icon. The system imports the data included in the third-party profile. Once the process is complete, you must review the imported data.

Uploading a resume

To upload a resume, click "Browse" and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the uploading process is complete, you must verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.



Candidate Tips

1

Fill out the application as if they are not attaching a resume.

2

Fill out all information asked on the application, even if it's not mandatory.



3

Make sure all responses are on target and error free

4

Tailor the information on the application to the job posting.

Questions?

