



State of North Dakota

Job Seekers Guide

How to:

- Before You Apply
- Access State Jobs
- Apply for a Job
- Sign In as a Returning User
- Create an Automatic Job Notification Email

Before You Apply....

Here are some items to consider before you begin the application process. When completing a State of ND employment application, please be aware of a 40 minute system inactivity time out notification. In addition, although you are encouraged to attach a resume, the resume text does not automatically populate all of the application. You must enter your information into the fields on the application as required. Here are some quick tips to help make your application experience positive:

1. **Temporarily turn off any pop up blockers.**
2. Watch for warning that says "I need more time" when 40 minutes is approaching. Click OK if your application is not complete.
3. Use the **Save as Draft** button after completing sections to prevent loss of data.
4. Get an email address if you don't have one! There are several websites that offer free e-mail accounts. Such sites are gmail.com and yahoo.com.
5. Confirm that your email inbox allows the receipt of email from **nd.gov**.
6. Click the **Submit Application** button to fully complete the application process.

ACCESS INSTRUCTIONS

1. Access the State of North Dakota Employment website at: <http://www.nd.gov/hrms/jobs/announcements.asp>

2. Click the link

Search Jobs Now

APPLY FOR A JOB

1. On the Job Search page, click the **Job Title** that you want to apply to.
2. Review the Job Description page and click the **Apply** button on the bottom.
3. Select the **Register Now** link from the Sign In page if this is your first time using the system.
4. **Enter your information** on the register page.
5. Select the **Register** button.
6. Follow on-screen instructions to add a resume, enter application information (Work Experience, Post-Secondary Education History, Job Training, Licenses and Certificates, Languages & References) and answer job-specific questions.
7. Once you complete and review your application, click the **Submit Application** button.
8. You can view your application status through the **My Activities** link at the top of the page.

Sign In (RETURNING USERS)

1. In the top right corner of the Job Search page, click **Sign in**.
2. Enter your **User Name and Password** in the login box on the Sign In page.
3. Click the **Sign In** button.

CREATE AUTOMATIC JOB NOTIFICATION EMAIL

1. In the top right corner of the Job Search page, click **Sign in**.
2. In the **Keywords field** enter a word for the type of job you are looking for (i.e. enter **Accountant**).
3. Click **Save Search**.
4. In the Name My Search field and **name your search** something related to the job.
5. **Check** the Notify me when new jobs meet my criteria (notice your email already populates).
6. Click **Save Search**.

If you need assistance, contact the Help Desk 701-328-3293 Monday through Friday, 8:00 a.m. - 5:00 p.m.