



## Using the State of Minnesota Resume System

Thank you for your interest in positions available with the **Minnesota Department of Transportation** and the **State of Minnesota**. This document is designed to assist as you begin to create and upload a resume which reflects your work-related experience and qualifications, as well as to help you search and apply for specific jobs.

<http://mn.gov/mmb/careers/>

**Before you begin, use either Internet Explorer or Safari as your web browser. Be prepared with the following information:**

- Dates, names, addresses and phone numbers of past and present employers
- Job titles previously held
- Detailed descriptions of past and present job duties
- Special skills you may have
- Software / equipment you have used
- Computer/Typing Skills (words per minute)
- Special projects you have been involved in
- Degrees, certifications, advanced training (dates showing completion)
- School names previously and currently attending

**It is important to have the above information ready prior to creating your resume because the system will knock you out after 20 minutes of non-use for security purposes.**

### TIPS, Dos and Don'ts

**In addition to the above information, here are a few things to keep in mind when creating your resume, searching and applying for jobs:**

1. Every job posting has "minimum qualifications" which you must meet in order to be considered a qualified applicant. Make sure you review these so that you can clearly show how you are qualified for the position.
2. Never assume that it is only a computer or automated system that reviews your resume; real live people will be reviewing, screening and assessing whether or not you appear to be qualified for the position.
3. Avoid simply making a long list of skill words, instead describe your skills in

2016

# Resumes

### State Job Information:

**Phone:**  
651.259.3637  
M-F 9:00 a.m. -4:00 p.m.

**Email:**  
[careers@state.mn.us](mailto:careers@state.mn.us)

**Website:**  
<http://mn.gov/mmb/careers/>

**Need Assistance?:**  
Go to  
[www.mn.gov/careers](http://www.mn.gov/careers)  
and click "Applicant Help"

We all have a stake in **A**  **B**



detail, as they relate to actual experiences you've had.

#### DO

- ✓ Ensure your web browser is Internet Explorer or Safari; other browsers will not work.
- ✓ Ensure your resume is saved as a Word document
- ✓ Use the navigational links at the top and bottom of the page.
- ✓ Use the "Filter by", "Sort by" or "Keyword" functions to narrow your search.
- ✓ Review job posting to determine if you meet the required minimum qualifications.

#### DON'T

- ✗ Use your internet's browser's back and forward buttons.

#### To create an account:

1. Go to <http://mn.gov/mmb/careers/>
2. Under "**External Applicants**", click on the "**Get Started**" button.
3. Click on the "**New User**" link in the upper right hand corner.
4. Create a User ID and Password (Remember to write this down for future reference!).
5. Enter your first, last name, and your current contact information.
6. Read the Terms and Agreements; check the box to agree to the Terms and Agreements.
7. Click on "**Register**".

**You have now created a User ID and password that will allow you to apply for jobs.**

#### Searching for Jobs:

To search and apply for jobs matching your career interests, please follow the steps below:

1. Go to <http://mn.gov/mmb/careers/> and login with your **User ID & Password**.
2. Under "**External Applicants**", click on the "**Get Started**" button; this will display all the current job openings for the State of Minnesota.
3. There are several ways to search for jobs:
  - Use the "**Keyword Search**" and type in words such as "transportation" or "engineering".
  - Use "**Filter By**" criteria options to narrow the search for positions based on location, agency, job family, job function or but the date posted.
  - Use the "**More Options**" link to search by keywords, job opening id and/or minimum pay.
4. Click **Search**
  - All jobs that match your search will appear.
  - If your search comes up with no results, you must click "**Reset Search**" to try again.
  - If searching by the "**Filter By**" criteria, to clear ALL previously selected options at once, by clicking "**Clear All Filters**" or you can clear the filters individually.
5. In the search results section, click in the job title of the job you wish to view in detail (includes a full job description).
6. You may select the star on the right side of the page to save the job opening to your "**My Favorite Jobs**" page
7. To apply to the job, click the "**Apply**" box.

#### Applying for Jobs

**After clicking the "Apply" button found at the bottom of the job posting, you will be guided through each step of the application process. Throughout the application there may be questions; some questions will be prequalification**



questions. Questions with an asterisk must be answered. When you complete a step, click “Next” to proceed to the next step in the application process.

1. Read the application information, terms, and agreements and check the “**I have read and agree to the above terms and agreements**” and click “**Next**”.
2. Click “**Attach Resume**” to upload a resume (a Word document) and click “**Next**”. You are only allowed to upload one document. If you wish to upload a cover letter or any additional information, it will need to be uploaded all as one Word document. When you attach a resume, some of the information from your resume will populate into your application. You will be able to review and edit this information before you submit your application.
3. If you do not have a resume, click “**Next**”. The remaining steps in the application process will allow you to enter detailed information about your education, work experience, and qualifications. If you upload a resume you do not have to fill out these fields.
4. Review and enter your Employment and Work Preferences and click “**Next**”.
5. Review and enter your education details, work experiences, and accomplishments and questionnaire. Click “**Next**”.
6. The next step is Referrals-Indicate where you heard about this job using the drop down menus. Click “**Next**”.
7. You may indicate disability, gender, ethnicity, and Veteran Status or decline to answer. Information you enter here will not update your employee record. Click “**Next**”.
8. Carefully review all application information on the Review/Submit page. To edit, click the pencil icon next to the area you want to edit. Click “**Save**” when finished editing. You will not be able to make any changes to your application once it has been submitted.
9. Click “**Submit Application**”.

**You will receive an on line message and an email to let you know your application was submitted. You can also check the status of your application anytime on your My Activities page.**

### **My Activities**

Once you are logged into your account, on the top of the page there will be a “**My Activities**” link. This page displays information about your career activities such as the status of your application. If you notice a mistake or want to change something on your application, you will need to resubmit a new application. This can only be done is the job is still posted and open for application. If you saved an application without submitting it, the status will appear as “**Not Submitted**”. This page also displays all of the resumes that you have uploaded. This page also allows you to withdraw an application you have submitted. To withdraw an application, click “**Withdraw**” next to the job you no longer want to apply to.

### **My Notifications**

The My Notifications link displays notifications that were emailed to you. 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 “**Notifications**” link will display the notification information.

**Thank you again for making the Minnesota Department of Transportation and the State of Minnesota an employer of choice. We wish you all the best in your job search!**

To request this document in an alternative format, please contact the office of Equity & Diversity at 651-366-4718 or 1-800-657-3774

(Greater Minnesota); 711 or 1-800-627-3529 (Minnesota Relay). You may also send an e-mail to [ADArequest.dot@state.mn.us](mailto:ADArequest.dot@state.mn.us).

(Please request at least one week in advance).

