Delaware Employment Link Applicant User Guide
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Log Into DEL

You must be connected to the Internet to enter DEL.

First, launch the internet program.

Enter the address

http://www.delawarestatejobs.com/

Click Go

There are many ways to enter DEL.
Register a New Username

1. Click [New User Registration].
2. Click [Fill out the Application NOW using the Internet].
3. Read the application instructions and scroll to the bottom of the page.
4. Click to check the box [I agree with the above terms of use].
5. Click [I am a NEW USER].

6. Enter the requested information.

You are required to provide the following information for tracking purposes.

- First Name
- Last Name
- First 3 letters of Last Name at Birth
- Last 4 digits of Social Security Number
- Month of Birth
- Day of Birth

We will correspond with you via email. Please make sure that your e-mail address is correct. If you do not have e-mail you can sign up for free e-mail at YahooMail.

e-mail address
confirm e-mail address

Please give yourself a UserID which is at least 8 characters.

You can click on the underlined words to sign up for free now.

- UserID (up to 10 characters)
- Password (8 character minimum, must include both letters and digits)
- Re-enter Password

Record your UserID and Password for completing or copying another application in the future.

7. Once you have entered all of the information, click [Submit Registration].
8. You are now registered in DEL.

Please note: All information you submit for the Online Employment Application will be encrypted using industry standard 128 bit encryption and verified by VeriSign. The State of Delaware will never Sell, Rent, or Lease your personal information to third parties.
Retrieving Your UserID or password

If you forget your UserID or password, click My Applications.

You will see two links on this page, [Forgot Your UserID?] or [Forgot Your Password?]. Click the appropriate link and fill in the information requested.

Click [Retrieve ID] and your UserID will be displayed or click [Send my Password] and your password will be emailed to you.
Searching Job Postings

All job postings are displayed when you enter DEL if you scroll down the page.

To narrow your search, enter a keyword or select by agency, recruitment type, or job category to narrow the list of job postings.

Note: The picture below indicates location. This is not a search feature at this time.

Click [Search] after you have made the selections.

Or, if you want to view all postings, click [Show All].
Viewing Job Postings

Click the job title that you are interested in:

A new screen will open showing detailed information for that posting.

<table>
<thead>
<tr>
<th>Administrative Specialist I</th>
<th>Recruitment #031607-MAAA01-fffff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Date: 3/16/2007</td>
<td></td>
</tr>
<tr>
<td>Closing Date: 3/22/2007 11:59:00 PM</td>
<td></td>
</tr>
<tr>
<td>Type of Recruitment: Open Competitive</td>
<td></td>
</tr>
<tr>
<td>Salary: Yearly: $24,422.00/Min - $30,527.00/Mid</td>
<td></td>
</tr>
<tr>
<td>Agency: Executive (10) / Executive/OMB / Facilities Management</td>
<td></td>
</tr>
<tr>
<td>Location(s): FACMNT: Facilities Mgmt - Maint Bldg: 192 Transit Lane, Dover, DE19901</td>
<td></td>
</tr>
</tbody>
</table>

Go Back      Apply      View Benefits
Applicant Guide

Applying for Job Postings

To apply for a job posting, click Apply under the description of the position at the top of the page or click at the bottom of the page. The application instructions screen will open.

Read the application instructions and scroll to the bottom of the page.

☐ I agree with the above terms of use.

I am a NEW USER  I have REGISTERED PREVIOUSLY  EXIT

Click to check the box ☐ I agree with the above terms of use.

Click I have REGISTERED PREVIOUSLY (Note: if you are a new user, please see the section called “Registering a New Username”

Choose for New Opening (Login Required)

UserID

Password

Enter your UserID and Password

Click Retrieve Application
My Job Applications

If you have previously applied for positions in DEL you will see a screen similar to the one below:

To apply for the current position, click on the "Copy" button. You will then be able to answer the supplemental questionnaire and also edit your profile. Remember you must complete the supplemental questionnaire on each application that you submit and you must go to the Profile Tab and select the location(s) that interest you.

Save and continue
The Employment Application

The employment application is divided into nine tabbed sections.

Any area that includes a * (red asterisk) MUST be completed in order to open the next tabbed section.

Once you have completed the information in a section, click to open the next section.

You will be able to go back and make changes if desired.

The system is setup to automatically save your data every time you complete a section by pressing.

To finish your application at a later time simply click from the home page and select the application that you need to finish.

The application will have a "Finish" symbol at the top to remind you that the application is not complete. Click to continue completing the application or to make revisions to the application.
Supplemental Questionnaire

At the top of the Questionnaire, you will see a description of the proficiency scale rating guide. Read this description to ensure you are answering the questions as accurately as possible.

For each question, click the circle that best meets your knowledge or experience level and then enter your detailed response in the text box.

^ Please assess your proficiency in using standard computer software programs for word processing, spreadsheets or databases on the following rating scale:
- Knowledge/No Work Experience
- Applied Knowledge
- Thorough Knowledge/Experience
- Expert Level Knowledge/Experience
- None of the above

Please detail how your education, training and/or experience meets the proficiency level selected for this job requirement.

^ Please assess your proficiency in data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff and others on the following rating scale:
- Knowledge/No Work Experience
- Applied Knowledge
- Thorough Knowledge/Experience
- Expert Level Knowledge/Experience
**EEO/AA**

Enter your EEO/AA information on this Tab. If you scroll to the bottom of the page, you will also be able to indicate how you heard about our position.

<table>
<thead>
<tr>
<th>Sup Qu</th>
<th>EEO/AA</th>
<th>Profile</th>
<th>School</th>
<th>Work</th>
<th>Resume</th>
<th>Review</th>
<th>Send</th>
<th>Exit</th>
</tr>
</thead>
</table>

It is the policy of the State of Delaware to assure equal and fair treatment in all aspects of employment opportunities and to not discriminate on the basis of gender, race, color, religion, national origin, marital status, disability, sexual orientation, age or Vietnam Era Veterans status. Please provide the following information to document and assess the effectiveness of our Affirmative Action Program. Hiring Managers will not have access to this page, and it will not impact hiring decisions.

<table>
<thead>
<tr>
<th>DISABILITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a person with a disability as covered under the American with Disability's Act?</td>
</tr>
<tr>
<td>○ Yes  ○ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AGE GROUP:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select one</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ETHNICITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please check only one choice which best describes your race/ethnicity.</td>
</tr>
<tr>
<td>○ American Indian/Alaskan Native All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</td>
</tr>
<tr>
<td>○ Hispanic All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</td>
</tr>
<tr>
<td>○ Black (not of Hispanic origin) All persons having origins in any of the Black racial groups of Africa.</td>
</tr>
<tr>
<td>○ White (Non-Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</td>
</tr>
<tr>
<td>○ Asian or Pacific Islander All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.</td>
</tr>
</tbody>
</table>
Profile
Enter your personal information on this Tab:

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Text</td>
</tr>
<tr>
<td>Last Name</td>
<td>Text</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>Text</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Text</td>
</tr>
<tr>
<td>City</td>
<td>Text</td>
</tr>
<tr>
<td>State</td>
<td>Select State or Other</td>
</tr>
<tr>
<td>Zip</td>
<td>Text</td>
</tr>
<tr>
<td>Country</td>
<td>Text</td>
</tr>
<tr>
<td>Email Address</td>
<td>Text</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Text</td>
</tr>
<tr>
<td>Business Phone</td>
<td>Text</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>Text</td>
</tr>
</tbody>
</table>

Profile: You are REQUIRED to Save & Continue this section for EACH application submitted.
School
Enter your education information on this Tab:

<table>
<thead>
<tr>
<th>Name and Location</th>
<th>Dates Attended</th>
<th>Major/Minor Subject</th>
<th>Degree Received*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* A degree, as part of the Job Requirements, must have been issued from an accredited college or university in order to meet the Job Requirements.

Certification/License 1

Type: [Select License or type other below]

Date Issued: mm/dd/yyyy
Date Expires: mm/dd/yyyy
Number:
Issuing Agency:

Other Job-Related Training:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Provider</th>
<th>Dates Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Save and Continue
Applicant Guide

Work
Enter you work experience on this Tab:

If you have work experience, click [I have employment experiences].

If you have NO work experience, click [I have NO employment experiences].

Enter your work experience

Click [Save this Job] to add this job to your application.
Click [Delete this Job] to remove this experience from your application.

Click [Add another Employment Experience] to add another job to your application.
Click [I am done with my Job History] to move to the next part of the application.
Resume

This section of your application is optional.

If you already have your resume in another word processing program (such as Microsoft Word), there are two ways to add it to your application.

Click the “Upload Resume” button and select the file to attach from your computer.

Copy and paste your resume into the space provided.

1. Open your file containing your resume
2. Highlight the resume—a shortcut is to press [Ctrl] and the letter “a”
3. Copy the highlighted text—a shortcut is to press [Ctrl] and the letter “c”
4. Click in the text area and press [Ctrl] and the letter “v” to paste your text.

---

Submit Resume --click to add your resume to your employment application

No Resume --click to continue completing your employment application without submitting a resume

Clear Resume --click to clear the text area
Review

This section allows you to view your entire employment application. Each part of your application has an EDIT button. Clicking that button will open the appropriate section of your application and allow you to make changes.

Click **Ready to Send App** when you are ready to submit your application.

Click **Printing Tips** to make sure your margins are set right for printing.

Click **Print My Application** to print a copy of your application for your records.
Send

After you have filled in all of your information, and you have reviewed your application, click on the "Send" Tab.

Read the Applicant Release of Employment Information and check the boxes that indicate that you agree to the terms and submit your application to the State of Delaware as seen below:

☐ By checking this signature box, I certify agreement with the terms given above for Applicant Release of Employment Information.

☐ By checking this signature box, I certify that I have read and understand the job posting for complete job requirements and conditions of employment as stated. I also certify that this application was completed by me, that all entries on it are true, and that I seek employment under these conditions.

☐ I am knowingly sending in my application to the Office of Management and Budget/Human Resource Management with NO employment experiences listed in the WORK section of the application. (If you wish to add employment experiences to your application before sending it in, click on the "WORK" button above.)

You will receive a confirmation e-mail once your application is submitted. If you do not receive a confirmation e-mail, you have not successfully submitted your application.

Applications submitted using the Online Employment Application are date and time stamped when you press the submit button.

View or print a submitted application

Click My Applications.

Click on the application you wish to view or print.

Click the "Review" Tab.

Read the printing tips and set your margins.

Click Print My Application.