



A JOB-SEEKER'S GUIDE TO SUCCESSFULLY COMPLETING A WORKPLACE ALASKA APPLICATION PACKAGE

Thank you for your interest in employment with the State of Alaska. This document is designed to ease the application process and provide you with helpful tips for a successful application. If you experience any difficulties at any time during the application process, you may contact one of our Workplace Alaska representatives at:

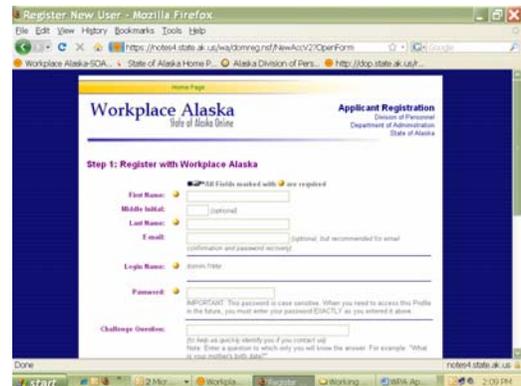


Department of Administration
Division of Personnel and Labor Relations
Statewide: 1-800-587-0430
Juneau and Out-of-State: 907-465-4095

Step 1: Register

Beginning on the Workplace Alaska homepage, select the "Register (New User)" link. This tool will enable you to register and create an account with Workplace Alaska. Here you will provide the system with current contact information. Additionally, Workplace Alaska will assign a login name, and you will create a password to access your Applicant Profile.

Note: At this time, the Workplace Alaska website will not allow you to choose your own login name. The system will assign you a "domm-" login name. You may contact a Workplace Alaska representative and request a login name change; contact information is noted above.



Write your login name and password here: _____ / _____
Login Name Password

After waiting five (5) minutes, log into Workplace Alaska using your login name/password. After you have registered, you can start the online application process by creating your Applicant Profile.



Step 2: Create Applicant Profile

The Applicant Profile is similar to a resume and is completed by all Workplace Alaska applicants. It includes the following sections: Personal Information, Education & Training, Work History, and Veterans'/National Guard Preference. An individual's Applicant Profile is linked to the Job Qualification Summary when he/she applies for a vacancy. The Applicant Profile is completed once and can be updated as needed.

You are encouraged to copy and paste your work history from a word processing program to save time in creating your Applicant Profile, and ensure lack of spelling and grammar errors. You must be in the "edit" mode to enter data into your Applicant Profile.

Note: Additional work history can be added to your Applicant Profile **before you edit**. This may be done by selecting the "Insert blank work history #1 here" link. You then may edit your Applicant Profile to add to your most recent job history.

Note: The Workplace Alaska system will time out after 30 minutes of use. If you are timed out before you complete your Applicant Profile, the data you entered will be lost. Be sure to "save and close" your Applicant Profile often to avoid losing information entered.

Step 3: Identify a position of interest

To view current State of Alaska vacancies, return to the Workplace Alaska home page and select the "**Getting Started – View Career Opportunities**" link.

Locate a vacancy on the Job Posting Board in which you are interested. **Read the entire Recruitment Bulletin** and ensure you meet the Minimum Qualifications for the job class. You are also encouraged to read the Job Class Specification for this particular vacancy; a class specification link is provided on the Recruitment Bulletin.

Note: Your application package (Applicant Profile and Job Qualification Summary) must demonstrate how you meet the minimum qualifications for this job class.

Note: Remember to **print** a hard copy of the Recruitment Bulletins for jobs of interest to you. The Recruitment Bulletin will no longer be available to you after the recruitment closes.





Step 4: Complete a Job Qualification Summary

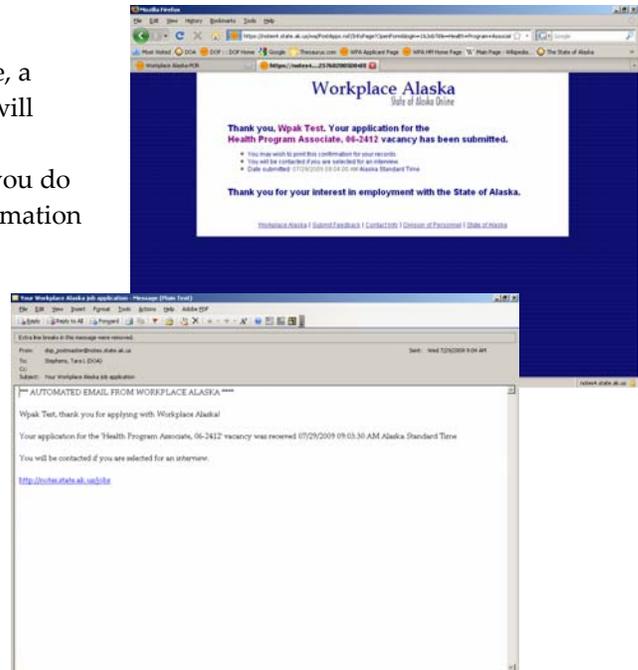
The Job Qualification Summary (JQS) is completed during the application process. It consists of the following sections: minimum qualification responses, State Employment Status, Convictions, and Applicant Cover Letter.

Your Applicant Cover Letter may be key to obtaining an interview. Some hiring managers have specific cover letter instructions outlined in the recruitment bulletin. You are encouraged to follow all instructions outlined in the recruitment bulletin. Additionally, you are encouraged to type your cover letter response in a word processing program to ensure lack of spelling and grammar errors. Once completed, you may cut and paste into the Applicant Cover Letter segment of the Job Qualification Summary.

Note: The Workplace Alaska system will time out after 30 minutes of use. If you are timed out before you complete your Job Qualification Summary, the data you entered will be lost. Be sure to complete this phase of the application process before the 30 minute time limit.

Step 5: Submit your Application

If you have successfully submitted your application package, a confirmation page with vacancy identification information will appear, telling you the date and time your application was submitted, and a confirmation email may be sent to you. If you do not see a confirmation page, or if you do not receive a confirmation email, you may contact the Division of Personnel and Labor Relations to confirm receipt. Please ensure you have your correct email address in your Applicant Profile, and that your spam filter will permit email from the 'state.ak.us' domain.



We appreciate your interest in employment with the State of Alaska. If you have any further questions, need additional guidance, and/or wish to apply for a vacancy via hard copy, you may contact a Workplace Alaska representative at one of the numbers provided above. We wish you success!