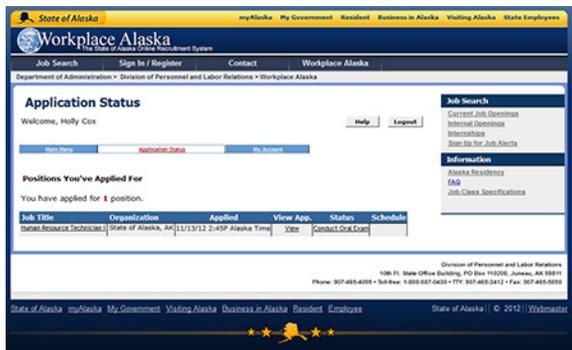


Notifications / Tracking

The new system has an updated notification and tracking system to make it easier for applicants to track what jobs they have applied for.

As an applicant in the new system you are given ways to keep track of your application and be notified of updates for that job.

- Ability to verify their application was received for submitted applications
- Ability to sign up for email or paper notifications regarding the outcome of the recruitment



Moving Information

We are unable to automatically move your current information over into the new system. This means that you are going to need to register on the new system and copy or reenter your information.

1

Go to <http://workplace.alaska.gov>, click on log-in to old site and login

2

Click on “My Applicant Profile” and then click “Open Applicant Profile”

3

Open a new window and go to <http://workplace.alaska.gov> and click on “Register”

4

Set up an account and login

5

After you login click “Create Application” and start copying over your information from your existing applicant profile.

NOTE: June 27, 2013 is the last date in which you may access your existing applicant profile.

Introducing the Upgraded



Soon to be Powered by **NEOGOV™**
Expect more.™

Workplace Alaska is currently going through an upgrade. This upgrade will be rolled out starting **February 19** with a pilot program. The system will then be fully implemented by **March 18, 2013.**

In this brochure you will find helpful information for you the applicant about what the new site is going to offer. Find information on the upgraded application process, new search functionality, notification system, and job interest cards. All have new features that will hopefully make it easier for you to apply for a job with the state.

If you are concerned about information you already have in Workplace Alaska please view the back of this brochure for a guide on “Moving Information” into the new system.

Job Search

Enjoy new search functionality with ability to customize searches.

Jobs searches categorized by open jobs, internal jobs, and internships

Ability to select categories for your job search as well as location

Do a keyword search by typing in a term of your choosing to search by

Immediately see how many jobs are open in a certain category or location

Applications

The new Workplace Alaska gives you the applicant more flexibility in the application process.

Easily review and edit individual parts of your application

Create multiple applications to highlight a variety of skills

Attach files such as writing samples, cover letters, or formatted resumes when applying for jobs

View the job posting that you applied for even after it is closed

Note: Your sessions will logout after 30 minutes of inactivity so remember to Save Often. When you are applying for jobs use the 'Save Work in Progress' option.

Job Alerts

Choose which job categories and/or job classes you wish to be automatically notified about.

One of the new features in Workplace Alaska is the ability for applicants to set up Job Alerts.

1. Click on "Sign Up for Job Alerts"
2. Select the categories of jobs you would like to be alerted of
3. Fill out your contact information

Next time there is a job opening in one of the selected categories you will get an email notification.

NOTE: You can also search the Job Class Specifications for a specific job and ask to be emailed if a job gets posted for that Job Class.

