

## How to Navigate the Job Opportunities Page

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You may jump to the section you want to view by clicking on the link in the list below. You may need to hold down your keyboard 'Ctrl' (Control) button at the same time you click on the link.

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### Menu



Click on the **Menu** option in the upper left corner of the page for quick links to helpful information.

- **Careers.wa.gov – Home** the main careers page.
- **State of Washington Job Opportunities** is the job search page.
- **Get Job Alerts** by sign up to be notified via email when a job posting opens in a specific job category.
- **Veterans' Information** contains helpful information for veteran's applying for state jobs.
- **Quick Tips** on applying for state jobs.

- **Find Jobs at Colleges and Universities** to broaden your job search within Washington state.
- **Learn About State Agencies** to access agency websites.
- **Help & Support** using the online application system.

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## Sign In



By clicking on the **Sign In** button in the upper right corner, you can sign into your account OR create a new account.

If you have forgotten your user username or password, click on the appropriate link and follow the instructions to retrieve.

The screenshot shows the 'STATE OF WASHINGTON JOB OPPORTUNITIES' page. A 'Sign In' modal is open, displaying a 'Sign In' button and a 'Create an account' link. The modal includes input fields for '\*Username or Email' and '\*Password', and a 'Sign In' button. Below the input fields are links for 'Forgot Username?' and 'Reset Password'. At the bottom of the modal are social media login options for LinkedIn and Facebook. In the background, a table of job listings is visible, showing columns for Department, Location, Job Type, and Salary.

Department	Location	Job Type	Salary
Employment Security Department	Thurston County – Tumwater, WA	Full Time - Non-Permanent	\$39,500 - \$52,000
Utilities and Transportation	Thurston County –	Full Time - Permanent	\$27,000 - \$35,000

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## Search for Jobs

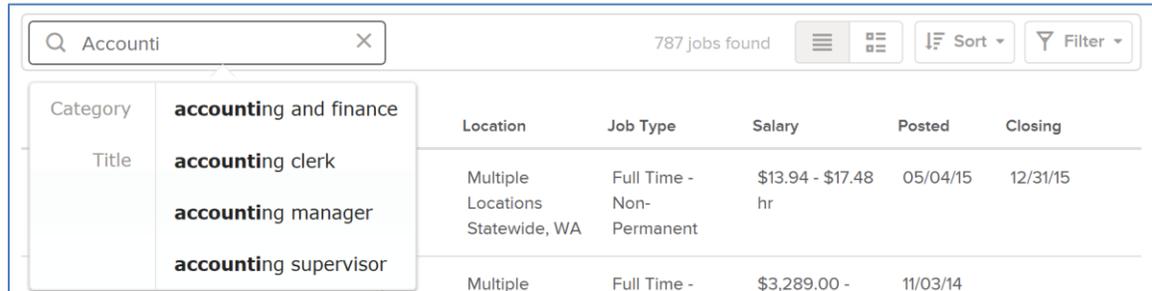
### KEY WORD SEARCH

Type in a key word or phrase in the **Search** box.

The screenshot shows a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar, it displays '781 jobs found'. Further right are icons for menu, list view, sort, and filter.

Beginning typing in the word, options will appear to **click on** or you may **continue to type** in the word and then click on the magnifying glass or click on the 'Enter' key on your keyboard.

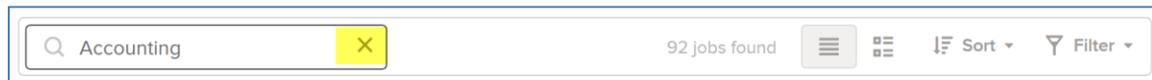
*In this example, the word "Accounting" was being typed in. Current job postings with the Category of **Accounting and Finance** and job postings with titles containing "accounting" appear.*



The screenshot shows a search bar with 'Accounti' entered and a magnifying glass icon. To the right of the search bar, it says '787 jobs found'. Below the search bar, there are icons for menu, list view, sort, and filter. A dropdown menu is open, showing a list of job categories and titles. The categories are 'accounting and finance', 'accounting clerk', 'accounting manager', and 'accounting supervisor'. The titles are 'accounting clerk', 'accounting manager', and 'accounting supervisor'. Below the dropdown, there is a table of job listings.

Category	Title	Location	Job Type	Salary	Posted	Closing
accounting and finance	accounting clerk	Multiple Locations	Full Time - Non-Permanent	\$13.94 - \$17.48 hr	05/04/15	12/31/15
accounting and finance	accounting manager	Statewide, WA	Full Time - Non-Permanent	\$13.94 - \$17.48 hr	05/04/15	12/31/15
accounting and finance	accounting supervisor	Multiple	Full Time - Non-Permanent	\$3,289.00 -	11/03/14	

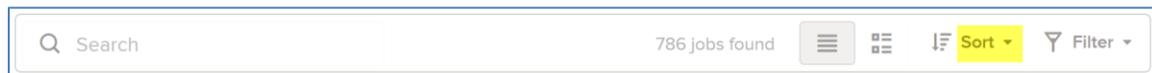
To clear the text search, click in the x in the Search box.



## **SORT**

Use the Sort option to view jobs by when they were posted, alphabetical by job title, or salary range.

Click on Sort to view the options.



The options will fly out from the side of the page. The Sort default of Job Title A-Z will automatically be selected.

STATE OF WASHINGTON JOB OP

788 j

Department	Location	Job Type
Dept. of Fish and Wildlife	Multiple Locations Statewide, WA	Full Time - Non-Permanent
Washington State Patrol	Multiple Locations Statewide, WA	Full Time - Permanent

**Sort** ×

Posting Date, Newest to Oldest

Posting Date, Oldest to Newest

Job Title A-Z

Job Title Z-A

Salary, Highest to Lowest

Salary, Lowest to Highest

Click on the round button next to the Sort option you'd like to use.

*In this example, the Posting Date, Newest to Oldest has been selected.*

STATE OF WASHINGTON JOB OP

788 j

Department	Location	Job Type
Employment Security Department	Thurston County - Tumwater, WA	Full Time - Non-Permanent
Utilities and Transportation Commission	Thurston County - Olympia, WA	Full Time - Permanent

**Sort** ×

Posting Date, Newest to Oldest

Posting Date, Oldest to Newest

Job Title A-Z

Job Title Z-A

Salary, Highest to Lowest

Salary, Lowest to Highest

When you make your selection, the Sort option will automatically be applied and the job postings will be sorted in the order you selected.

## **FILTER**

The Filter option allows you to view job jobs by Location, Department (state agency), Job Category, and/or the Estimated Annual Salary. You may select as many or as few filter options as you wish. The more filters you add, the less results will be returned in your search.

Click on **Filter** to view the options.

Q Search 787 jobs found ☰ ☰ ⌵ Sort 🔍 Filter

The options will fly out from the side of the page.

STATE OF WASHINGTON JOB OP			Filter <a href="#">Reset All</a>	✕
			Location	>
			Department	>
			Job Category	>
			Estimated Annual Salary	>

Click on the Filter category (Location, Department, Job Category, or Estimated Annual Salary) to view the options within the category.

Click on the box next to each selection that you'd like to filter. As selections are made, the search results are narrowed down to include only those selections.

Click on the X to close the filter and view your results.

*In this example, the Location category was clicked on. All locations with a current job posting appear. Two of the locations were selected.*

STATE OF WASHINGTON JOB OP			< Location	✕
			<input checked="" type="checkbox"/> Benton County – Kennewick (2 Jobs)	
			<input type="checkbox"/> Benton County – Richland (6 Jobs)	
			<input type="checkbox"/> Chelan County – Wenatchee (5 Jobs)	
			<input checked="" type="checkbox"/> Clallam County - Clallam Bay (6 Jobs)	
			<input type="checkbox"/> Clallam County - Port Angeles (2 Jobs)	
			<input type="checkbox"/> Clallam County – Forks (3 Jobs)	
			<input type="checkbox"/> Clallam County – Other (1 Jobs)	

To choose multiple filters, open a filter category (e.g., Location) and click on the checkbox next to each location you want to filter on. To add additional filters, click on the arrow pointing to the left < and choose another filter category. Repeat until you have all of the filters you would like to use.

*In this example, 5 Locations were selected, 3 Departments, 3 Job Categories, and 1 Estimated Annual Salary.*

The screenshot shows a filter panel titled "STATE OF WASHINGTON JOB OP" with a "Filter" button and a "Reset All" link. The filter categories and their counts are:

- Location: 5
- Department: 3
- Job Category: 3
- Estimated Annual Salary: 1

The background shows a table with columns for Department, Location, and Job Type. One row is visible: Dept. of Corrections, Pierce County - Gig Harbor, WA, and Various Job Types.

Click the **X** to close the filter and view your results. The results will contain only those current job postings that meet all of the filters that you selected. This narrows down your search results. To view more job postings, use less filters.

To edit the filters selected - click on **Filter**, and then each of the categories again. Uncheck the box next to any of the selections that you no longer want to use.

To reset all of the filters - click on **Filter**, and then click on **Reset All**.

This screenshot is identical to the previous one, but the "Reset All" link is highlighted in yellow.

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## View, Share, and Apply to a Job Posting

### VIEW A POSTING

Click on the job posting title to view the job details. The posting will fly out from the right side of the page.

Options appear at the top of the posting.



- The < and > are navigation options to view the previous (<) or next (>) posting.
- The printer icon allows you to print the posting.
- You may use the social media options to share the posting on Facebook, Twitter, Google+, or LinkedIn.
- The envelope icon allows you to share the posting via email.
- Click on **APPLY** to apply for the posting.
- The **X** will close the posting and return you to the careers page.

In the next section of the posting you will see the posting title, Salary, Location, Job Type, Department (agency), Job Number, and when the posting is scheduled to close.

The posting will display with in the **DESCRIPTION** section, which typically includes an overview of the agency where the vacancy is located, the job duties, requirements, and contact information for the recruiting agency.

Click on **BENEFITS** to view Washington state's standard benefits statement. The benefits described in this section are typical for full-time employees who are expected to work more than six months. Actual benefits may vary by appoint type or be prorated for other than full-time work.

**If the posting** has supplemental questions, you can preview them by clicking on **QUESTIONS**. You will need to click on Apply and log into your account before you may submit your application or enter your response to the questions that appear. You may want to review the questions and prepare your responses prior to clicking on Apply.

*In this example, the job posting is for an LPN2 pool of applicants and will be used to fill vacancies throughout the state. The DESCRIPTION option is underlined because it is selected.*



## **SHARE A POSTING**

Use the social media options at the top of the posting to share the posting. Click on the icon to log into your social media account to share the posting.



Share on your Facebook account.



Tweet from your Twitter account.



Share from your Google+ account.



Show on your LinkedIn account.

## **APPLY**



Click on the **APPLY** button that appears in the upper right corner. If you do not see an APPLY button, read the job posting for application instructions.

Enter your **Username or Email** address and **Password**, and then click on **Sign In** if you are a returning user.

- If you created your account by using your LinkedIn or Facebook profile, then click on the corresponding icon and follow the instructions that appear to log into your application account.

Click on **Create an Account** if you are a new user.

- You may create an account by using your LinkedIn or Facebook profile by clicking on the corresponding icon and following the instructions that appear.

Sign in to apply [Create an account](#)

\*Username or Email

\*Password

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with

 LinkedIn  Facebook

 [Job Details](#)

Want to read the job posting again? Click on **Job Details**.

[Support](#)

If you click on **Support**, you will be taken to the governmentjobs.com Online Employment Application Guide. This guide will provide general process information.

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## Update Your Contact Information

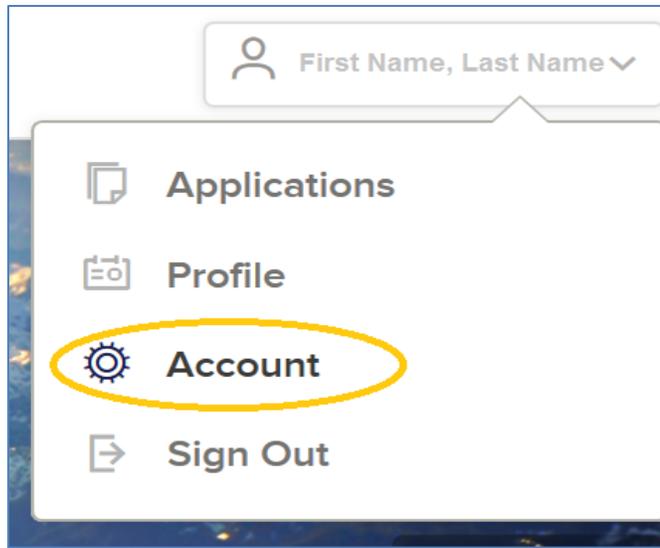


Click on Sign In in the upper right corner of the page. Enter in your **Username or Email** address and **Password**, click on **Sign In**.

Click on your name in the upper right corner.



Click on **Account** from the options that appear.



Click on the **Edit** icon. **Edit** 

Make the changes needed and click on **Save** at the bottom of the page. 

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## View Applications or Postings You Applied To

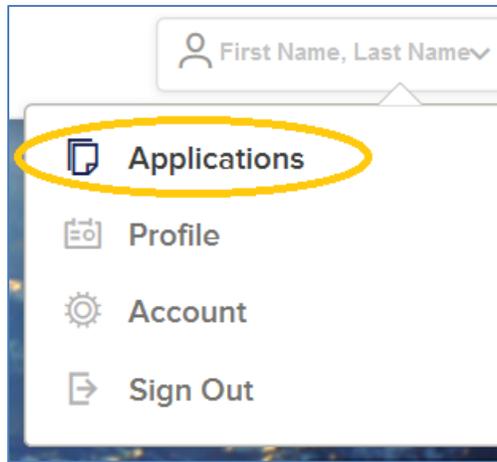


Click on Sign In in the upper right corner of the page. Enter in your **Username or Email** address and **Password**, click on **Sign In**.

Click on your name in the upper right corner.



Click on **Applications** from the options that appear.



You will be taken to your Applications page with the **SUBMITTED** applications option selected.

Click on the job posting title. Your application information will fly out from the side of the page.

With **Application** selected, you can view your application information or click on the print icon to print your application.

*In this example, **Application** is identified as selected because it is underlined.*



Click on **Job Details** to view the job posting.

*In this example, **Job Details** is identified as selected because it is underlined.*



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## Continue an Application

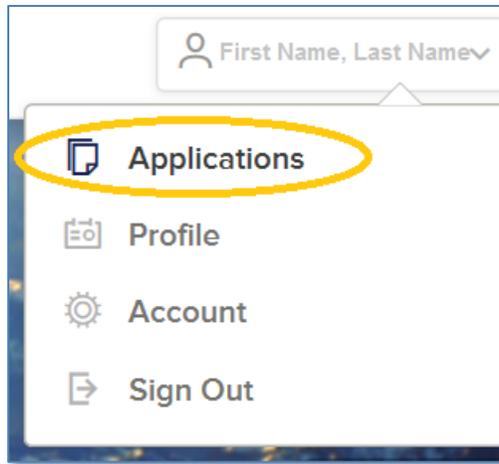


Click on Sign In in the upper right corner of the page. Enter in your **Username or Email** address and **Password**, click on **Sign In**.

Click on your name in the upper right corner.



Click on **Applications** from the options that appear.



You will be taken to your Applications page with the SUBMITTED applications option selected. Click on **INCOMPLETE**.

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