

Don't miss an opportunity!

You can receive emails when jobs you are interested in become open—by signing up at: <https://www.governmentjobs.com/careers/idaho>.

To subscribe to a job category:

- Click on Menu
- Click on Job Categories Subscription
- Select all the job categories you are interested in
- Click on Subscribe
- Complete the Job Interest Card and click Submit

To subscribe to a specific job:

- Click on Menu
- Click on Class Specifications
- Search for the job title
- Click on the job title
- Click on the green Subscribe button in the top right hand corner
- Complete the Job Interest Card and click Submit

You will receive job notifications for the next 12 months. After 11 months you will receive an email with a reminder to give you an opportunity to extend your notifications for another year.



IDAHO DEPARTMENT OF
HEALTH & WELFARE

Your path to success...

Follow it!



Idaho Department of Health and Welfare
Division of Operational Services, Human Resources
450 W. State Street, 10th Floor
Boise, ID 83720-0016

To learn more about a career with IDHW, visit:
www.careers.dhw.idaho.gov

Application questions may be directed to
DHWJobs@dhw.idaho.gov or 208-334-0681.

Application Tips

We're glad you are interested in a career with Idaho Department of Health and Welfare, and we want you to succeed with your application!

This brochure will walk you through how to apply, set up alerts to receive emailed notifications when jobs that match your interests open, and tips to complete the application and exam process.

Good luck, and congratulations on taking the next step to advance your career!



State Hiring Process

Step 1 – The Job Announcement: Once we're ready to fill an open position, we'll place a job announcement on the Idaho Division of Human Resources website: <https://dhr.idaho.gov>. You can also find our announcement on www.governmentjobs.com/careers/idaho. This announcement tells applicants all of the primary details about the job, such as location, salary, job duties, minimum qualifications, and how to apply.

HR Tip: Announcements close at 11:59 p.m. (MST) on close date.

Step 2 – The Application: If you are interested in applying for the job, you can do so online at the same website. The job announcement will have a link bringing the applicant directly into the online application system. Once there, you will be able to fill out an online application and take an exam for the position. If you are having computer issues, try switching your browser to Chrome or Edge. If that does not work, please contact NEOGOV at 1-855-524-5627.

HR Tip: The "typically gained by" statements on each question describe the level of education and/or experience *required* by each question. All minimum qualifications *must* be met in order to pass the exam.

Step 3 – The Exam: The exam for an open position is simply a way to confirm and measure an applicant's qualifications for the position. It is also used to rank applicants by their level of qualification. Exams are reviewed by Subject Matter Experts and scores are assigned. Depending on the type of exam this may take up to two weeks.

Step 4 – The Eligible List: Each applicant who completes the online application process and passes the exam for the open position will be placed on the eligible list for that position. The eligible list is simply a pool of ALL qualified candidates who applied for the posi-

tion. Names on a eligible list are typically valid anywhere from 90 days to a year, depending on the position.

Step 5 – The Referred List: From the eligible list, a referred list will be created. A referred list sorts the applicants by exam score in descending order, so those applicants who scored the highest will appear at the top. This is also where veterans' preference points are added to qualifying veterans' scores. State law requires that anyone hired into a classified state job must come from the top 25 names on a hiring list, or anyone with a score tied for 25th place.

HR Tip: Keep your application information current and update it if you get a new phone number, e-mail or your work history changes.

Agencies are only required to hire within the top 25 applications; however, they are not required to interview all applicants in the top 25. Being on a referred list is not a guarantee you will be interviewed; it simply means your application is among those being considered for the position.

Step 6 – The Interview: Once a referred list has been created, the program with the open position will begin the interview process. Anyone whose name appears among the top 25 names on a referred list may be considered for an interview, but it is not required that everyone who appears in the top 25 be interviewed. In most cases the hiring agency is free to decide who among the top 25 they wish to interview.

Step 7 – The Job Offer: Upon completing the interview process, the hiring manager will extend an offer of employment to the applicant they feel best meets the needs of the position and the agency. Once the applicant accepts the job offer, the manager will complete the hiring list and the hiring process is complete.

Tips From Human Resources

If you feel you meet the minimum qualifications and are interested...APPLY! It is your opportunity to show interest, possibly interview, and showcase your skills and abilities. It is your opportunity to sell yourself.

Answer questions in their entirety and include information that reflects you meet the minimum qualifications. Explain in as much detail as possible to provide a better understanding of your work experience and what level of skillset you possess. **It is important that the information you provide supports your responses.**

The typically gained by statement that follows the question, is the minimum requirements for the position, **so make sure your answer supports how you at least meet the typically gained by statement.**

Preview the exam first. This way you can formulate your responses (spell and grammar check) and then copy and paste them into the exam when you are ready.

In describing your work experience, include positions held, dates of employment, and responsibilities performed that specifically address your experience and duties.

In describing your education and/or training, please include field of course work, degree title, and additional applicable coursework (course number, course title, brief description) as described on the announcement.