BALL STATE UNIVERSITY

CAREER CENTER

Careers in Indiana State Government

Career Lab
Lucina Hall Room 235
M-F 8 a.m.–5 p.m.

To explore opportunities in Indiana state government, go to http://www.in.gov/spd (the source of the information in this handout). Click "Apply Now" to register.

When you register, you will be asked to give an e-mail address and to create a password. Please be sure that you have the information listed below.

- Electronic copy of your résumé. (i.e. Word document or text file)
- Your employment history (position titles, dates, etc.)
- Education history (date, credits earned, and GPA)
- References
- National ID or Alien Registration ID number.

Q: How do I apply for a job?
A: Applications can only be submitted through the online system. Applications submitted by mail, fax, or e-mail are not accepted.

Q: How do I get assistance with the application process?
A: You can download a Quick Step Guide or go to any WorkOne location throughout Indiana.

Q: How do I register an account?
A: From the Careers home page, select "Register Now" in the Login box. Enter a username and password in the appropriate fields. Re-enter your password to confirm it. Then select "Register."

Q: Do I need to register an account to search the job postings?
A: No, you only need an account in order to apply to any posted jobs.

Q: How do I copy and paste my résumé or other information into my online application?
A: You can copy information from Word or any text document and paste it to your application using the steps below.

1. Select the text that you would like to copy.
2. From the Edit menu, select Cut or Copy. **OR** press [Ctrl]+[X] to cut or press [Ctrl]+[C] to copy **OR** click the right mouse button over the selected text and select Cut or Copy.
3. Move the mouse cursor over the location where you want the text to go.
4. From the Edit menu, select Paste. **OR** press [Ctrl]+[V] to copy **OR** click the right mouse button over the selected text and select Paste.

Q: Can I just cut and paste my personal résume and skip the rest of the application?
A: No, you must complete the entire application/ résumé. If you only cut and paste your résumé, you may not be considered further.

Q: How many references can I add?
A: The system will allow you to add as many references as you'd like.

Q: How do I attach other documents to my profile (i.e. cover letter, letters of recommendation, college transcripts, DD214, etc)?

A: Click on the My Career Tools link. On this page there is a box titled "Cover Letter and attachments." Click Add Attachment. Choose the attachment type from the drop-down list.

Enter your attachment purpose and then click the Add Attachment link. Click the Browse button and then choose the document you want to attach from the list by double clicking on the file. The title of the file you've chosen will appear in the text box to the left of the word "Browse." Then click the Upload button. Click Save & Return if you are finished adding attachments. If you'd like to add more attachments, click "Save & Add More. "

Q: How do I edit my application/résumé?
A: Once your application has been submitted, only changes to your contact information can be made, but you can edit your profile for any future submissions. These changes can be made by selecting "Apply without Selecting Job" from your Careers Home page.

Q: How do I edit my contact details?
A: From your Careers page, click My Profile. Once you have completed your update, click Save.

Q: How do I view all jobs posted?
A: Do not enter any search criteria and click the "Search" button. Only ten postings are shown. You must use the Next arrow to scroll through all the job postings.

Q: What happens to my application after it is submitted?
A: If you meet the initial screening criteria, the hiring manager then reviews your application. If the hiring manager decides to set up an interview, you will receive a call.

Q: How can I tell the status of my application?
A: Select "My Career Tools" to view the jobs in which you've applied and the status of those applications.

Q: What is a Job Search Agent and how do I set one up?
A: A Job Search Agent is a helpful tool that will e-mail you jobs of interest (based on the criteria you set up) as they are posted to the job bank.

To set up the agent: Choose the link "Job Search." Enter key words in the "Search For" box (i.e. If you are looking for jobs in human resources, enter "human resources" in this box). Choose a timeframe for which you'd like to view jobs that have been posted from the "Posted" drop-down list. Enter any other search criteria of interest to you. Choose "Save Search." Enter a name for your search and check the box next to "Use As Job Agent." Enter your full e-mail address in the box next to "Send Job Agent Notification to." Choose "Save Search." From here, you can choose to "Run Search" or wait for jobs to be e-mailed to you.

NOTE: The Job Search Agent runs overnight. You will have to reset your agent every thirty days.

Q: What if I have additional questions?
A: You can e-mail State Personnel at jobs@spd.IN.gov.

Web Resources
Ball State University Career Center: http://www.bsu.edu/careers
State of Indiana Employment Benefits Overview: http://www.in.gov/spd/2385.htm
Indiana Job Categories and Pay Plan: http://www.in.gov/spd/2386.htm
Indiana State Agencies: http://www.in.gov/core/find_agency.html
Internships with the State of Indiana: http://www.in.gov/spd/2335.htm
(Questions about specific internship positions or the internship program itself should be directed to Sandra Salcedo at ssalcedo@spd.in.gov.)

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact
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