



## APPLICANT REFERENCE SHEET

### Prepare Ahead of Time

- Collect details about your education and employment history. The first time you create an application, be ready to spend 30 minutes or more, though you can save your work at any time and return to it later.
- You will also need an email account. If you do not already have one, free email is available through providers such as Yahoo, Hotmail, and AIM mail (AOL).

### Log In to Our Secure Website

- Go to [www.jobs.sc.gov](http://www.jobs.sc.gov). From there, you will click on the “Job Search and Apply Here” button.
- Search for job postings using the Search criteria (Category, Location, and Agency).
- Click on the job title you are interested in. Review the job qualifications. Then click on “Apply.”
- If this is your first online application with us, you will need to set up an account by clicking on “Create Account.”
- **IMPORTANT:** Please be sure to write down your Username/Password. You will need this information to log into your account and apply for jobs in the future. If you forget your login info or if there is an issue with logging in, you may have to create a new account. Please call 877-204-4442 if you have issues with logging into your account.

### Completing Your Online Application

- Once you create an account, you will be directed to the online application form.
- You must fill out the work and education history sections of the application in order to be considered for a position. Resumes will not be accepted in lieu of completing this sections. If you still wish to submit a resume, you may cut and paste it into the application or attach it to your application.
- When you’re done completing the application, you will be directed into “Application Process Steps”. You must follow these steps in order to submit your application for a position.
- You will receive a Application Confirmation message and email when your application is submitted.
- **IMPORTANT:** Be sure to LOG OUT of your session so that others who may use the computer will not be able to access your personal information.

### For More Help

- Visit Applicant FAQs at [www.jobs.sc.gov](http://www.jobs.sc.gov).
- For technical questions or questions on how to navigate through the [www.jobs.sc.gov](http://www.jobs.sc.gov) site, contact the Division of Human Resources at 803-896-5300.
- For questions about job postings, or to check the status of your application, please contact the State Agency’s Human Resources department. For Agency contact information, please click on the following link: <http://www.ohr.sc.gov/OHR/applicant/AgencyPhoneNumbers.pdf>.