



# EXTERNAL APPLICANT GUIDE

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## FIND YOUR PURPOSE...

With hundreds of unique and interesting positions in Kentucky state government, find your purpose.

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**NOTICE: This guide is intended for EXTERNAL APPLICANTS ONLY. External applicants are those applicants who are *not* already employed by the Commonwealth of Kentucky.**

**Applicants who are already employed by the Commonwealth of Kentucky are considered internal applicants and should be logged into MyPURPOSE to apply to any job.**

## #1 Utilize the Job Search Agent

The job listings are updated daily. Rather than spending all your time looking at the job openings every day, you can set up job alerts. Job alerts will automatically email you each time a position opens in the criteria you have chosen.

To create a Job Alert, select Search Jobs then select Create Job Alert.



## #2 Read the Minimum Requirements and Job Duties before Applying to a Job

Each job posting has unique requirements. Please review the complete job advertisement prior to applying to the job. Be sure you meet the requirements for the job and are truly interested, based on the job duties.

## #3 Proofread Your Application

A great way to get your application passed over by a hiring manager is to have numerous spelling and grammatical errors. Double check your application before submitting and even better, have someone else proofread it for errors. Be sure your application does not contain N/A for fields that you have information to provide.

## #4 Do Not Falsify Any Information

Be truthful about your work experience, education, and other information. The Commonwealth of Kentucky can verify application information and if any information is determined to be false, your job offer can be rescinded or if you are already employed, you can be dismissed.

## #5 Sell Yourself

Be sure to include all of your experience on your application. You are competing against other applicants. You can reach out to the contact person on the job posting to request an interview. This is not a guarantee of an interview, but is a way to be proactive in your job search.

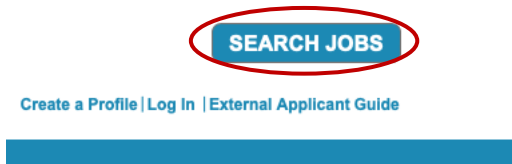
## #6 What happens after I apply?

The hiring agency has 90 days to fill the position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process.

## Creating an Applicant Profile

To apply for an open position with the Commonwealth of Kentucky, you must first create an Applicant Profile.

To create your profile, Select Search Jobs, the blue All Jobs block or one of the job categories featured blocks.



You can enter key words into the search box or simply page through to find a job of interest.



A screenshot of a job search interface. The "Job Search" title and the search box are highlighted with a red oval. Below the search box is a table of job listings.

Job Title	Cabinet	County	Date Posted
Accountant IV	General Government Cabinet	Madison	07/10/2022
Administrative Assistant - Arts & Comics (Non-Health)	General Government Cabinet	Jefferson	11/18/2022
Administrative Branch Manager	Energy & Environment Cabinet	Franklin	06/17/2022
Administrative Branch Manager	Cabinet for Health & Family Services	Fayette	01/11/2022
Administrative Specialist I	Justice & Public Safety Cabinet	Martin	10/20/2022
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Once you find a job of interest, click on the job title and Select “Apply Now”.

The screenshot shows a job listing page with a blue navigation bar at the top containing links for HOME, GROW WITH US, LEARN WITH US, LEAD WITH US, and SERVE WITH US. On the left, there is a sidebar with an orange 'Apply Now' button circled in red, and a 'Back' link. The main content area features a video player with a red play button and the text 'Come for a Job. Stay...'. To the right of the video is a logo that reads 'CONNECTING PEOPLE TO PURPOSE'. Below the video, the job details are listed:

Advertisement Code:	8/30/2022 15:03 PM EDT
Account ID:	Account IV
Pay Grade:	II
Salary:	\$2,384.84 Monthly
Employment Type:	EXECUTIVE BRANCH ( FULL TIME ELIGIBLE FOR OVERTIME PAY ) 15A   40.0 HRWK
Hiring Agency:	General Government Cabinet   Department of Veterans Affairs
Location:	100 Veterans Drive Radcliff KY 40180 USA

**Description**

The Radcliff Veterans Center is a skilled nursing facility that cares for the Commonwealth of Kentucky's Veterans. Our mission is to Serve Kentucky's Veterans by fostering independence, preserving dignity and providing compassionate care.

The Accountant IV position is responsible for accounting duties and financial records such as accounts payable and accounts receivable for the Radcliff Veterans Center.

Responsibilities may include, but are not limited to:

- Posting, balancing and reconciling account records
- Inputting financial data into computer systems
- Performs clerical staff work as needed
- Works with all departments to reconcile accounts
- Processing payments for contractual services
- Coordinator of the ProCard system for multiple departments
- Use of office machines
- Performs other duties as assigned

**Preferred Skills and Abilities**

Strong Interpersonal Skills, Professionalism, Adaptability and Flexibility, Self-Starter, Compassionate

Select “Create a new Profile”.

The screenshot shows a 'Sign In' form with the following elements:

- Fields for 'Email' and 'Password'.
- A blue 'Sign In' button.
- A link: 'Forgot password or need to create a password?'.
- A link: 'Don't have a profile? **Create a new Profile**' (the text 'Create a new Profile' is circled in red).
- A link: 'By signing in or creating a profile you agree to our Terms of Service'.
- A 'Back' link at the bottom left.

Applicants will be asked to provide the following information as seen on the screen shot below as part of their profile:

**NOTE: If hired, this information will be used to create your official personnel record. The First and Last Name must match the name shown on your Social Security Card.**

The screenshot shows a 'Create a Profile' form with the following elements:

- Navigation bar: HOME, GROW WITH US, LEARN WITH US, LEAD WITH US, SERVE WITH US
- Form title: Create a Profile
- Requirement notice: All fields marked \* are required.
- Password requirements:
  - Passwords cannot have leading or trailing spaces.
  - Passwords cannot be the same as email.
  - Passwords must contain both upper and lower case letters.
  - Passwords must contain alpha-numeric characters.
  - Passwords cannot have three or more consecutive same characters.
  - Passwords must contain at least one special character.
  - Passwords must be 6 - 20 characters.
- Form fields:
  - \* First Name
  - \* Last Name
  - \* Email
  - \* Confirm Email
  - \* Phone
  - \* Password
  - \* Confirm password
  - Language (English (US))
- Terms of Service:  By checking this box you agree to our Terms of Service.
- Buttons: Create Profile, Back

## Forgot Password

If you have forgotten your password, select the *Forgot password or need to create a password?* link on the Sign In page. A pop-up box will appear with instructions on how to reset your password. You must have access to the email account associated with your Applicant Profile in order to receive the reset password link.

## Using your LinkedIn Account

Applicants can login and apply for open positions using their LinkedIn account username and password.

If you wish to login using your LinkedIn account, you do not need to create an Applicant Profile. Instead, select the LinkedIn icon in the upper left corner of your screen.



## Completing an Application

Once you begin the application process, the bar at the top of your screen will update your progress as you complete each section.

If you provide a resume or use a LinkedIn resume, that is uploaded to the application, please be aware the data from the resume may not contain all the necessary information when submitting your application.

Please do **NOT** leave any fields at “N/A” on your application, unless there is no information to provide.

Instructions for editing fields on your application: On the application under Options, located at the far right of each section, you will see an Edit option. Select the Edit option and a box will appear. Complete the areas needed and click the Add button to save the edited information.

Once in the application, the Back button will allow you to navigate to a previously completed section. The Save/Return Later button allows you to save your application and return later to complete.

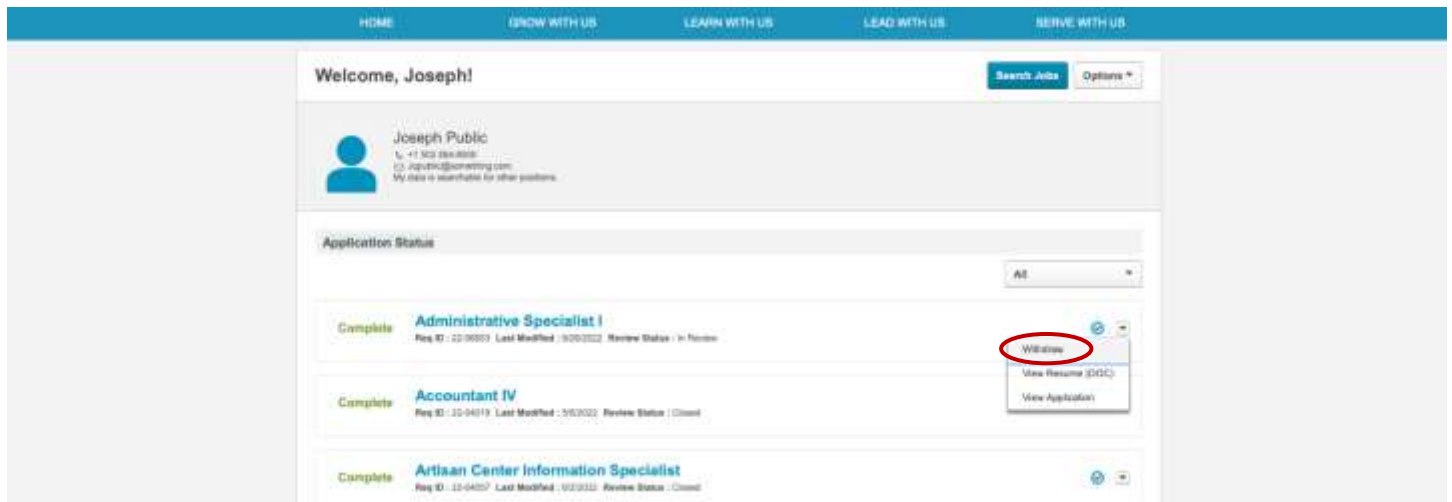
After you have completed and reviewed your application, you will select the **Submit Application** button.

**Please Note:** Changes CANNOT be made after your application has been submitted. You will not be able to view the Job Description after the job closes.

## Withdrawing Your Application

You may withdraw your application if you no longer wish to be considered for a position while the position is still posted. This can be done by selecting the Withdraw option from your Applicant Profile as indicated in the picture below.

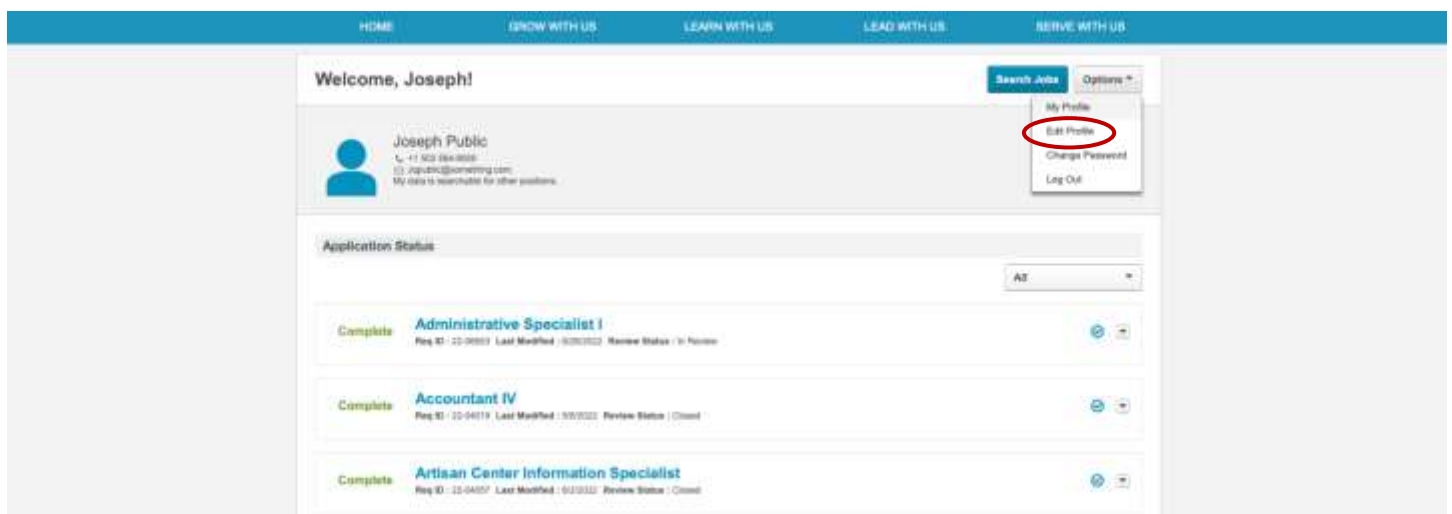
Please note that once the position closes, you can no longer withdraw your application.



## Your Applicant Profile

Your Applicant Profile page gives you the ability to view and manage the following:

- Edit your Name, Email, and Home Address (use Edit Profile under the Options dropdown menu).





## Job Statuses

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When applying to a job, applicants may see one of the following statuses under his/her profile.

- **Closed** - This status displays if the hiring agency has considered the applicant, but will not move them forward in the selection process.
- **Hired** - This status displays if the agency is considering the applicant for appointment.
- **In Review** - This status displays when you successfully complete the application process.
- **Not Submitted** - This status displays if the application is not completed and is In-Progress.
- **Requisition Closed** - This status displays if the job requisition is now closed.

## Glossary for Recruitment System

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*To better understand the recruitment system, please familiarize yourself with the following terms and their definitions.*

**Careers Website:** The Commonwealth's recruitment website where applicants can access, search, and apply to competitive job vacancies.

**Certified Register:** The certified register is the official list of potential eligible candidates who may be considered for an appointment, promotion, or reemployment to a position in the classified service. The register or requisition is certified the day after the job advertisement closes, though it is available to view throughout the duration of the job posting.

If a reemployment candidate or candidates applied to this position, and meet minimum requirements, they will be the only one offered an interview.

**Classified Position:** A position in the executive branch of state government that is not exempt from the classified service under KRS Chapter 16, KRS 18A.115, KRS Chapter 156, or any other provision of law.

**Hiring Dashboard:** This is where the hiring agency and Personnel Cabinet can review candidates who have applied to a vacancy.

**HR Status:** HR Statuses are used to identify each candidate's stage in the workflow for each of your requisitions.

**Interview Preference (Previously called Veteran's Preference):** In accordance with *KRS 18A.150*, prior to making an appointment to a merit job posting, the agency must offer an interview to at least five external candidates with Interview Preference. The statutory obligation to offer an interview only includes those seeking initial appointment to the classified service and who meet minimum requirements.

**Merged Account:** A merged account is where multiple applicants have shared an account and mixed their contact information and job histories.

**Minimum Qualification Review (MQR):** The process in which an agency submits up to three candidates for a Minimum Qualification Review (MQR) after interviews have been conducted. Only those at an Approved HR

status can be considered for appointment after MQRs are complete. Personnel Cabinet employees are the only ones authorized to conduct a MQR.

**MyPURPOSE:** The Commonwealth's talent management suite which includes recruitment, learning, performance, onboarding, and more. Specific to recruitment, it is used internally by Commonwealth employees to search for and apply to posted vacancies. Externally, it is rendered through the Personnel Cabinet's Careers website by applicants to search for and apply to posted vacancies. It is also used by the Personnel Cabinet and Agency HR for application review and recruitment.

**Requisition Expiration Date:** The day a requisition expires, which is ninety (90) calendar days.

**Requisition Number:** Often referred to as the req number is a system-assigned number when a job is posted.

**Five-Day Posting:** A posting is a job vacancy announcement that is posted for a minimum of 5 calendar days; agencies may request that they be posted for a longer period. *Competitive* vacancies are posted on the Careers website while *Competitive* and *Promotional* vacancies are posted on MyCAREER through MyPURPOSE.

**Unclassified Position:** A position that is not part of the classified service under KRS 18A. These include Federally Funded Time Limited (FFTL), Grant Funded Time Limited (GFTL), Interim, and Governor Authority-Appointed positions. The hiring agency does not receive a certified register for unclassified vacancies.

**Vacancy Type:** Competitive vacancies are open to all candidates. Promotional vacancies are open only to state merit employees. There may also be vacancy types that are unclassified, such as interim, FFTL, and GFTL positions.

**Veteran's Preference:** See Interview Preference.