



Applying for State of Montana Jobs

This user guide will answer many questions regarding applying for a job on the [State of Montana Careers site](#).

1. Logging In:

	Internal Applicants	External Applicants
Who	Current State employees only	Anyone not currently employed with the State of Montana **
Link	Internal Career Section	External Career Section
Login Information	<p>Your User Name is your 6-digit employee ID. If you have a work e-mail address, click "Forgot your password?" link to reset your password. Otherwise, contact your agency HR or careers@mt.gov for help logging in.</p> <p>Current State employees should not create a new candidate record using the External Applicant link. It limits the jobs you are eligible for, and at some point, we will merge this account with your internal employee account. Doing so only limits your job search opportunities.</p>	<p>First time applicants must create a username and password. Click Sign In</p>  <p>Click on NEW USER button and create a username and password.</p>  <p><i>Password guidelines are listed on the New User Registration screen. Mandatory fields are marked with an asterisk (*).</i></p> <p>Click the 'Register' button, at the bottom, when you have completed entering the data.</p>
E-mail Address	<p>After submitting an application, check your e-mail frequently. Recruiters frequently use e-mail to communicate with applicants throughout the selection and hiring process.</p> <p>Once you successfully log in, all employees should change their e-mail address in SOMRS from the defaulted work e-mail to a personal e-mail address. This will direct any job submission correspondence to your personal account; also, if you leave employment with the State of Montana, you will still have access you need.</p>	<p>After submitting an application, check your e-mail frequently. Recruiters frequently use e-mail to communicate with applicants throughout the selection and hiring process.</p>

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- a. If you have three (3) failed attempts at login in, your account will be in a “locked out” status for 15 minutes. At that time the system will automatically “unlock” your account and you can try again.
- b. If you need assistance, contact the agency that posted the job requisition first. If you need further assistance contact careers@mt.gov. Their hours of operation are Monday – Friday 8am to 5pm.

****Former employees who were active employees in the Human Resources system as of September 14, 2014 have a candidate application already started. If this situation describes you and you do not have a User ID/password, please contact careers@mt.gov and login information will be sent to you.**

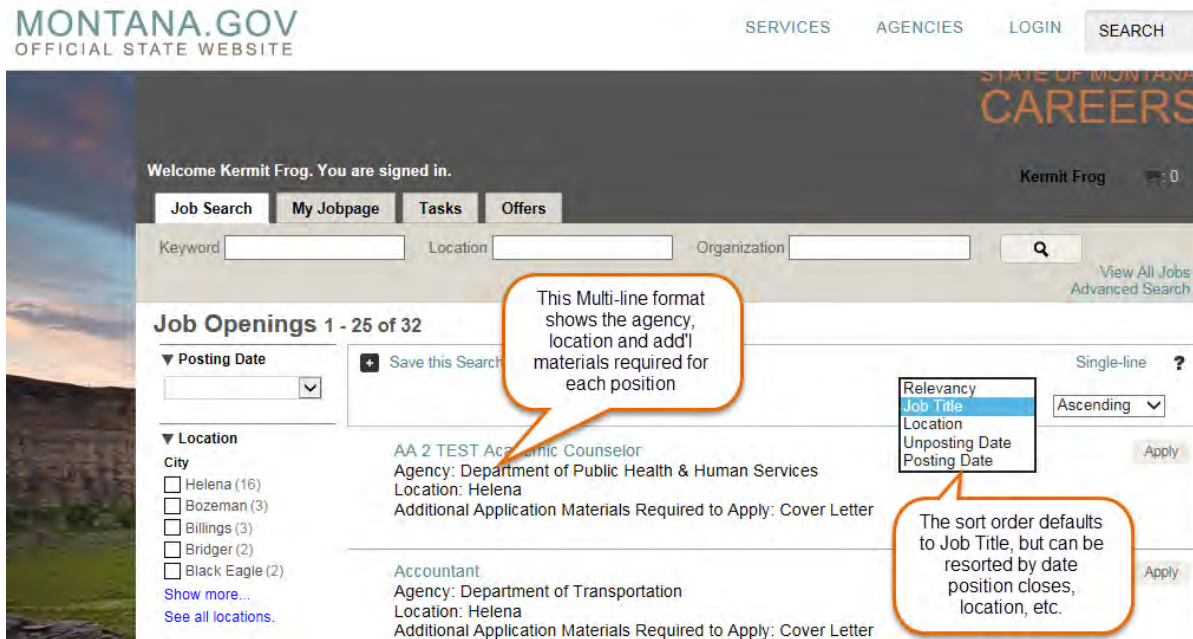
Searching for Jobs:

1. You can search many different ways:

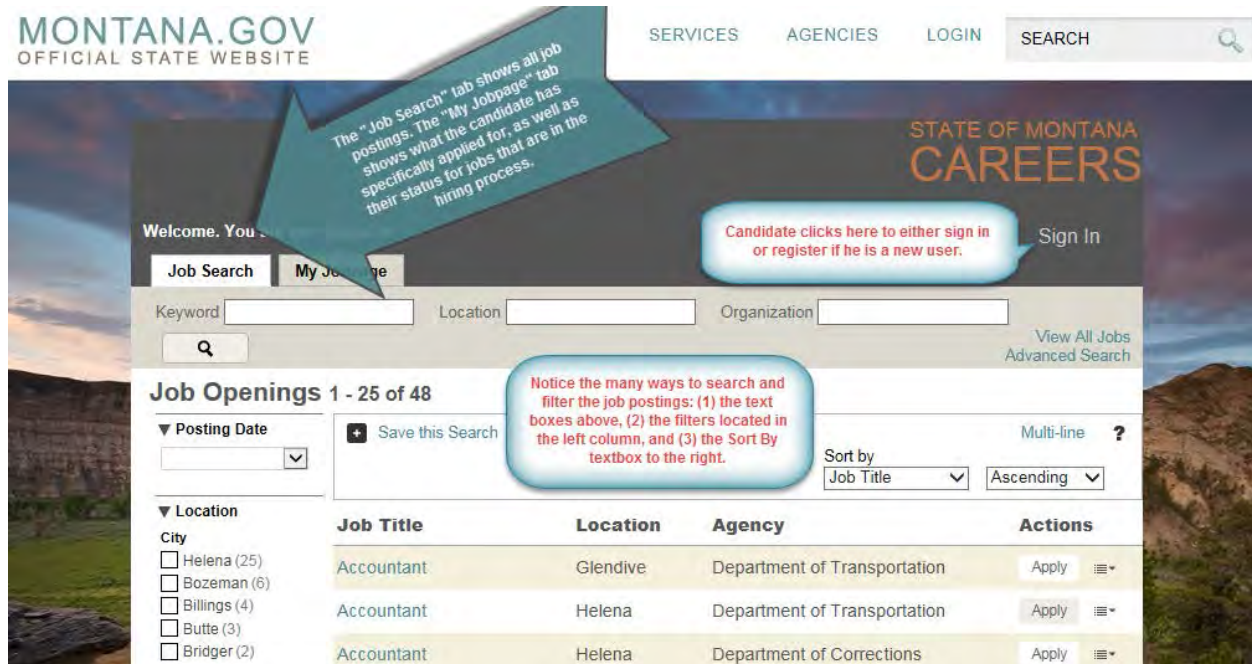
The screenshot shows the Montana.gov Careers portal. At the top, there are navigation links for SERVICES, AGENCIES, LOGIN, and a SEARCH button. Below the navigation, a user is signed in as Kermit Frog. The main search area includes input fields for Keyword, Location, and Organization, along with a search icon and a 'View All Jobs Advanced Search' link. Below the search fields, there are filters for Posting Date, Location (with a 'Show more' link), and Job Field (with a 'See all job fields' link). A table of job openings is displayed with columns for Job Title, Location, Agency, and an Apply button. Annotations with orange boxes and arrows provide instructions: one points to the search fields stating 'You can search by a keyword, city, or agency.'; another points to the 'Multi-line' dropdown menu stating 'You can change the sort order and/or add information that is visible in your search by selecting Multi-line.'; and a third points to the 'Show more' link under the Location filter stating 'Doing a quick search will show most locations but not all. Clicking the Show more link will bring up more locations. You can also search by Job Category. It is advisable to search more than one Category, as a job may fit in multiple categories, but the recruiter can only choose one to post job.'

When searching the Location (city name) or Organization (agency) fields, start typing part of the name and give the system a few seconds to populate. You will be able to select the appropriate item from the list.

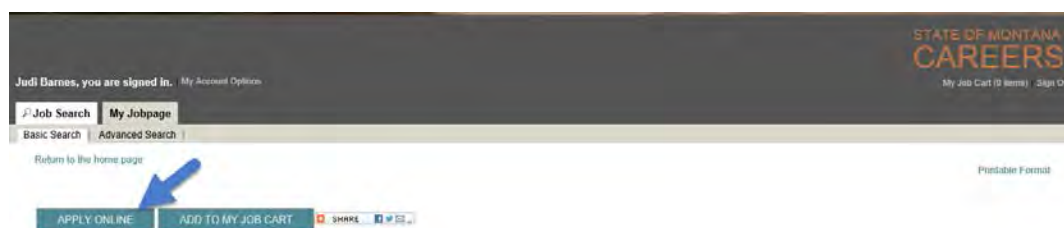
Applying for State of Montana Jobs



- Click on Job Title to view details of the position (location, pay, benefits, job duties, and recruiter's contact information for more info regarding job or application questions).



- To apply, click the Apply button to the right of the job or if you are viewing the description of the job click on the APPLY ONLINE button at the top of the page.



Applying for State of Montana Jobs

- Montana Job Service is an excellent resource for Job Seekers. Visit a location near you for help in all aspects of obtaining a job: <http://wsd.dli.mt.gov/service/officelist.asp>

Candidate Application:

- The SOMRS applications will time out after sixty (60) minutes of inactivity. As with any software it is advisable to save frequently.



- The first time you apply for a position, you will have the **OPTION** to upload a resume. SOMRS will extract information from the [resume](#) and fill in candidate information such as name, phone, employment history, education.



You will still need to proofread the extracted information in SOMRS and make changes as needed. SOMRS ability to extract the data properly and place it in the correct fields varies depending on the resume format. Acceptable formats are:



Word (.doc, .docx)



Hypertext Markup Language (.htm)



Excel (.xls, .xlsx)



Hypertext Markup Language (.html)



Rich Text Format (.rtf)



Zip Format



Text (.txt)



Portable Document Format (.pdf)

Resume Upload

Resume Upload

You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a resume, you will need to fill out the online submission manually.

- I do not want to upload a resume.
 I want to upload a resume.

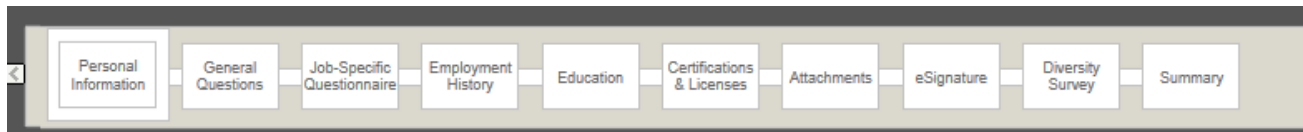
Select the resume file to upload

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

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3. You will provide information such as personal information, employment history, education, certificates/licenses, and attachments (i.e. resume, cover letter).

Candidate File:



When you apply for subsequent positions, the information above will already exist from your last application. You will have the option of changing this information as needed for the new application.



Frequently missed required fields include:



Source Type

Personal Information

Please indicate how you heard about this job.

*Source Type

State of Montana Websites

*State of Montana Websites

Select One...



Closest Metropolitan Area

*Place of Residence

Country

United States

State/Province

Montana

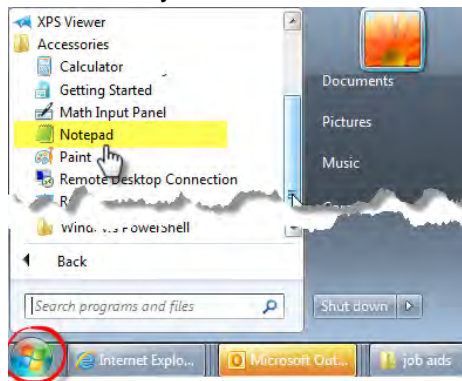
Closest Metropolitan Area

Not Specified

- Personal Information:** If you change your Personal Information (for any application), Personal Information will change in **all** applications.
- Employment History, Education, and Certifications** are specific to each job application. These sections will pre-populate with what you included in a previous application, any application changes will reflect in the current application only.



There is a 3,000 character limit in the work experience field. Your description of your work experience must be thorough, yet concise. If cutting and pasting work information from another document, it is advisable to first paste into a program like Notepad. This will eliminate formatting from other documents, which tend to add unnecessary characters to the character limit and can cause you extra editing.



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There is a 50 character limit in the 'Reason for Leaving' field.



In general, if your trainings are not certificates or licenses AND the position you are applying for requests a list of your training history, upload it as a Word or PDF when you reach the Attachments portion of the process. It is also recommended to **only** including trainings that are **requested & relevant to the position for which you are applying..** Any questions, contact the agency for which you are applying regarding how/if they wish to review training documentation.



Assuming the position you are applying for requires additional information such as supplemental questions, job related skills, job-specific trainings, etc., list those on an [acceptable document](#) and upload in the attachments section of the application.



Attachments: Are tied to the Candidate File, not just one job application. This means that if you delete your resume for a position, the resume will be deleted from all applications (even those for which the resume is applicable).



Because attachments are tied to your file, you are not allowed to edit your resume/other documents once they have been uploaded. To upload a new version, use "Save As" and rename the new version before uploading.



If you get a message that you have reached maximum attachment limit, simply e-mail the document(s) to the recruiter listed on the job posting after you submit your application and he/she can add the document(s) to your job submission. To avoid reaching this maximum unnecessarily, avoid attaching documents that are not relevant to job postings (i.e. **do not attach transcripts, typing test scores, training, etc. unless required/relevant to the job**).



Be certain that ALL attachments that are required and applicable for a hiring committee to see are marked as **'Relevant.'** Uncheck the 'Relevant' checkbox by any attachments that are not applicable to the position (cover letter for a different position/agency, etc.).

Attachments

Attachments

Please review the job listing for this application and attach all required materials (e.g. cover letter, resume, references, transcripts). Mark all attached materials required for this application as "relevant" below. If the file is already attached (displays below), check "Relevant Files" to attach it to this specific application. You may store multiple files below. The hiring committee will only see the files you marked as "relevant" to this job submission.

Employment Preference
If you are claiming an employment preference, do not attach your preference documentation here. After your application is submitted, you will receive an email with additional instructions regarding preference.

Attachment Storage
This section displays basic information regarding the files you are storing in the application system. The "Relevant Files" column allows you to select the files relevant to this job submission. If "Relevant Files" is not checked, the attachment will not be considered for this application. The same attachments can be used for multiple job applications by checking "Relevant Files" each time you apply. You do not need to re-attach the file each time.

IMPORTANT: Deleting a file will completely delete the file in the system, including deleting it from applications you have previously submitted. Do not delete files you marked as "relevant" to positions that have not yet been filled.

Run out of room? If you have reached the maximum allowable file limit of 10, you will not be able to add an additional file without first deleting a file. If you must delete a file, ensure it is not marked as "relevant" on a submission for which you are currently applying. If the job has been filled or canceled, you can safely delete the file to make room for other files.

Select the file to attach

Comments about the file

Relevant Files	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	resume	6/8/15		<input type="button" value="Delete"/>
<input type="checkbox"/>	photo collage.docx			<input type="button" value="Delete"/>

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Never upload personal documents into this recruiting software. If you are claiming disability and/or veteran employment preference, **DO NOT** upload those documents in this online job application. You will receive an e-mail indicating where to send those. If there is any doubt, contact the recruiter listed on the job requisition for which you are applying. These documents are too personal in nature to be attached to your job application.



File size max is **1024 KB**. You may need to save your document as a different format, rescan with smaller resolution, or some other method to ensure your file size is under the 1024 KB limit.

4. Submit your Application

- You can only submit your application on the Summary page.
- The application must be submitted by 11:59:00 PM, Mountain Standard Time, on the date the position closes. The close date and time listed on the job posting is dynamic to aid those whose computer is set to a different time zone. For example, if a job closes on June 24 at 11:59:00 PM MST and the clock on your computer is set to Eastern Time, the close date/time will read June 25 1:59:00 AM CST.

Agency: Department of Administration

Union: 000 - None

Bargaining Unit: 000 - None

Posting Date: Jun 10, 2015, 7:26:19 PM



Closing Date: Jun 25, 2015, 1:59:00 AM



Additional Application Materials Required to Apply: None



5. My Jobpage

- From this page you can view your application and the job description in preparation for an interview, see the job posting status, and more.

You have insight into the status of your application(s) during the application process. See examples below:

 **Actuary**  -
Helena
Job Posting : Jan 14, 2015 – Job Number: 15140042
Job Status: Inactive (No Longer Accepting Job Submissions)
Submission Status: **Received** - Updated: Jan 14, 2015
[View Submission](#) | [View Email Messages](#)

 **Medical Health Services Mgr**  -
Job Posting : Jan 14, 2015 – Job Number: 15140054
Job Status: Active (Accepting Job Submissions)
Submission Status: **Not Selected** - Updated: Jan 14, 2015
[View/Edit Submission](#) | [View Email Messages](#)

 **Accountant**  -
Helena
Job Posting : Jan 14, 2015 – Job Number: 15140048
Job Status: Inactive (No Longer Accepting Job Submissions)
Submission Status: **Interviewing** - Updated: Jan 14, 2015
[View Submission](#) | [View Email Messages](#)

- ONLY applications that show under “Completed Submissions” will be considered for employment. Any applications left under the “Draft Submissions” section will not be considered for employment once the position closes.

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6. Further Information for Selected Candidates

a. Offer Tab



If the agency that is hiring you requires that you accept your offer letter digitally, you will receive an e-mail and your application will now have an Offers tab. Click on this tab, review the offer, and eSign your offer letter. In order to eSign, verify your full name (should default into field) and enter your password. Any questions regarding the offer letter should be directed to the agency hiring you.

Offer Response

Do Not E-Sign Until You Have Read The Above Offer

Accept the offer

Refuse the offer

*Full Name

*Please enter the email address associated to this account as your eSignature.

SUBMIT

CANCEL

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- b. Once you are hired and the [Pre-Hire Onboarding](#) process is initiated, an additional tab will appear next to your **My Jobpage** tab. This step is REQUIRED of all hires to get you set up properly in the HR/payroll software, whether you are a new employee in a new position or a current employee being promoted.

- c. If the agency is completing [New Hire Onboarding](#), you will have additional tasks to complete. Sometimes both the Pre Hire Onboarding and New Hire Onboarding are initiated at the same time. If so, complete the one with only 3 tasks first:



Email correspondence, asking you to fill out forms, will link to this page and will contain whichever forms are required at that stage of the process.

7. Other Information:



You may want to check your Spam or Junk folder to make sure any expected email was not moved to that folder. We do send system generated emails, so it is important that your email account accepts emails from the state careers system (Human Resources mtgovcareers@invalidemail.com).

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1. Sample Resume Formats - *usually* work well with resume upload (parsing).



Chronological Resumes work best for parsing.

Each section should be clearly identified.

Tabbing helps indicate separate data fields better than semi-colons and other punctuation.

Your Name

PO Box 1111 • Your Town, MT 59000 • (406) 555-1111 • someemail@outlook.com

Qualifications

Stuff you can do.

Experience

Job Title #1	<i>Employer</i>	<i>City, State</i>	<i>MM/YYYY-present</i>
Job duties. More job duties.			

Job Title #2	<i>Employer</i>	<i>City, State</i>	<i>MM/YYYY - MM/YYYY</i>
Job duties. More job duties.			

Education

B.S. Information Technology Cum Laude	<i>Montana College</i>	<i>City, Montana</i>
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High School Graduate	<i>Some High School</i>	<i>Your Town, Montana</i>
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Your Name

PO Box 111
Your Town, MT 59000
(406) 555-1111
someemail@outlook.com

Skills

Stuff you can do.

Experience

Job Title #1	<i>Employer</i>	<i>City, State</i>	<i>MM/YYYY-present</i>
Job duties. More job duties.			

Job Title #2	<i>Employer</i>	<i>City, State</i>	<i>MM/YYYY - MM/YYYY</i>
Job duties. More job duties.			

Education

College Degree Cum Laude	<i>Some University</i>	<i>City, Montana</i>
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High School Graduate	<i>Some High School</i>	<i>Your Town, Montana</i>
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Applying for State of Montana Jobs

2. Pre Hire Onboarding



Some information will default from your application. Pay attention to the formatting of the phone #, Social Security #, and zip code fields as you cannot proceed if the format is incorrect.

Job Search
My Jobpage
Tasks
Offers

[Back to All Tasks](#)
1 of 3 Tasks Completed

Invitation to verify your personal information
Completed

Personal Information Verification
Overdue: Feb 16, 2015

Voluntary Employee Demographics Request
Overdue: Feb 16, 2015

Job: Biology Research Specialist

Personal Information Verification
Mandatory fields are marked with a red indicator.

Please review your personal information as it was furnished on your application and make any necessary updates or corrections, in addition to providing us with your date of birth and social security number. It is necessary that we gather this information in order to satisfy certain requirements as your employer. The State of Montana limits access to employees' personnel records to protect private information. The state also follows strict records-management procedures for safely and securely maintaining this information.

EMPLOYEE LEGAL NAME: (as it appears on your social security card)

*Legal First Name	*Legal Last Name
Middle Name or Initial	Suffix

EMPLOYEE PREFERRED NAME

*DATE OF BIRTH:

Month	Day	Year
-------	-----	------

*SOCIAL SECURITY NUMBER

Required format: 999-99-9999

MAILING ADDRESS:

*Address	Address (line 2)
*City	
Country	State
US	Montana
*Zip Code	

HOME ADDRESS: (this should be a valid Montana address only)

*Street Address	*City
Country: USA	State: MT
*Zip Code	

Required format: 99999 OR 99999-9999

PHONE: (select one as preferred and provide/validate the information in the corresponding field)

*Preferred Phone Number:

Not Specified

Home Phone Number	Mobile Phone Number

Required format: 999/999-9999

EMAIL:

*Personal Email Address

HIGHEST COMPLETED LEVEL OF EDUCATION:

MILITARY LEAVE ELIGIBILITY:

Employees of the State of Montana, who are members of the organized or unorganized militia of the State of Montana or of the United States as provided in MCA 10-1-1009, will become eligible for paid military leave after six continuous months of employment. Are you an active member of the Air or Army National Guard or an active member of the reserve corps of armed forces?

Not Specified
 Active military
 Inactive military
 Not Applicable, neither active nor inactive military personnel

SUBMIT
[Print Preview](#)

Job Search
My Jobpage
Tasks
Offers

[Back to All Tasks](#)
1 of 3 Tasks Completed

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Voluntary Employee Demographics Request
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Job: Biology Research Specialist

Voluntary Employee Demographic Request
Mandatory fields are marked with a red indicator.

Montana state government is an equal opportunity employer and is committed to promoting diversity and inclusion throughout state government. Agency managers make employment decisions based on individual merit and qualifications and without regard to race, color, national origin, age, religion, sex (including pregnancy), creed, political ideas, marital status, physical or mental disability, genetic information, or sexual orientation.

Please help us promote compliance with federal and state equal employment opportunity laws by completing this **voluntary** employee demographic information. This information will be **kept confidential**. Providing this information is optional. Any information you provide or choose not to provide will not be used to make employment decisions affecting you. The Department of Administration uses this demographic information to evaluate the state's efforts to recruit applicants from diverse populations, evaluate compliance with federal and state equal employment opportunity laws and regulations, and for mandatory reporting in accordance with 29 CFR 1607.4.

GENDER/SEX:

**Please select the option that you most closely identify with:*

RACE/ETHNICITY:

White (Non-Hispanic origin) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Non-Hispanic origin) – A person having origins in any of the black racial groups of Africa.

Hispanic - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin

Asian or Other Pacific Islander – A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Philippine Islands, Thailand, and Vietnam, Hawaii, Guam, Samoa, or other Pacific islands.

American Indian or Alaska Native – A person having origins in any of the original peoples of North America (including Central America), and who maintains tribal affiliation or community attachment.

I choose not to participate– I do not wish to provide this information

**Please check the category you most closely identify with:*

MARITAL STATUS:

**Please indicate your marital status:*

MILITARY STATUS:

Please select your military status:

DISABILITY STATUS:

**Please select your disability status:*

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3. New Hire Onboarding



Not all hires will receive the following tasks. Your employee status and your agency will determine what, if any, tasks you must complete.



If a page does not require completion of fields or a signature, you are required to click the [Click here to acknowledge that you have reviewed this page](#) button at the top of the page.



You may receive some or all of the following tasks on you Tasks tab:

Job: Business Analyst (07157)

[Click here to acknowledge that you have reviewed this page](#)

Welcome to the State of Montana Department of Public Health & Human Services!

This onboarding process will supplement the Department of Public Health & Human Services' orientation process, by providing you with a few key tasks and reminders during your first 60 days. Below you will find information regarding paid leave, holidays, and retirement. Eligibility for paid leave and holidays is affected by your employment status. Retirement plan participation is mandatory for most employees, however, it is optional in some instances. Contact your agency's Human Resources for clarification regarding your paid leave, holiday, and retirement plan eligibility. You can also find more information regarding Benefits & Benefits Eligibility here: <http://hr.mt.gov/newbenefits.mcp.x>

Paid Leave & Holidays

Paid Holidays:

There are 10-11 paid holidays (depending on election cycle) for eligible employees. The following days are legal state holidays:

1. New Year's Day, January 1;
2. Martin Luther King Jr. Day, the third Monday in January;
3. Lincoln's and Washington's Birthdays, the third Monday in February;
4. Memorial Day, the last Monday in May;
5. Independence Day, July 4;
6. Labor Day, the first Monday in September;
7. Columbus Day, the second Monday in October;
8. Veteran's Day, November 11;
9. Thanksgiving Day, the fourth Thursday in November;

Click the "Click here..." button, at the top of the page, to acknowledge that you have reviewed this information. You will be able to access this page and the associated documents within your first 60 days.

4 of 12 Tasks Completed

Welcome
Completed

Form W-4
Overdue: Jul 7, 2015

Form I-9 Section 1
Overdue: Jul 7, 2015

Decedent Warrant Form
Overdue: Jul 7, 2015

Print a copy of your completed PreStart Paperwork for your records
Due Date: Jul 24, 2015

Your Benefits Information
Due Date: Jul 24, 2015

NH I9 Reminder
Completed

New Hire PreStart Reminders
Completed

Explore SABHRS Self Service
Due Date: Jul 24, 2015

Policies for Review
Due Date: Jul 24, 2015

Employee Acknowledgements
Due Date: Jul 24, 2015

Your Day 8 Reminders
Completed

Job: Business Analyst (07157) ▾

Form W4 .
Mandatory fields are marked with a red indicator.

Instructions for Completing Form W-4

[Click here](#)

OMB No. 1545-0074

Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

*First Name Middle Name *Last Name

*Address (line 1) Address (line 2)

*City State *Zip Code
Montana

*Social Security Number

*3. Marital Status
 ▾

4. If your last name differs from that shown on your social security card, check here.
You must call 1-800-772-1213 for a replacement card

*5. Total number of allowances you are claiming (from line H or from the applicable worksheet on page 2)

6. Additional amount, if any, you want withheld from each paycheck

7. I claim exemption from withholding for 2015, and I certify that I meet both of the following conditions for exemption.
• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability

If you meet both conditions, select "Exempt" here
 ▾

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

*Enter your system password as your eSignature

SUBMIT

[Print Preview](#)

Job Search
My Jobpage
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Offers

5 of 12 Tasks Completed

Job: Business Analyst (07157) ▾

Welcome
Completed

Form W-4
Completed

Form I-9 Section 1
Overdue: Jul 7, 2015

Decedent Warrant Form
Overdue: Jul 7, 2015

Print a copy of your completed PreStart Paperwork for your records
Due Date: Jul 24, 2015

Your Benefits Information
Due Date: Jul 24, 2015

NH I9 Reminder
Completed

New Hire PreStart Reminders
Completed

Explore SABHRS Self Service
Due Date: Jul 24, 2015

Policies for Review
Due Date: Jul 24, 2015

Employee Acknowledgements
Due Date: Jul 24, 2015

Your Day 8 Reminders
Completed

Form I-9, Section 1
Mandatory fields are marked with a red indicator.

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expires 3/31/2016

[Click here for Form I-9 instructions](#)

START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

*Legal Last Name	*Legal First Name	Middle Name/Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Names Used (if any)		
<input type="text"/>		
*Street Address	Apartment	
<input type="text"/>	<input type="text"/>	
	*City	
	<input type="text"/>	
*State	*Zip Code	
<input type="text"/>	<input type="text"/>	
*Date of Birth	*Social Security Number	*Email address
Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	<input type="text"/>	<input type="text"/>
*Telephone Number		
<input type="text"/>		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

***I attest, under penalty of perjury, that I am (check one of the following):**

Not Specified

United States Citizen

Lawful Permanent Resident

A noncitizen national of the United States

Alien Authorized to Work

EMPLOYEE ELECTRONIC SIGNATURE

***Please enter your system password as your eSignature**

Date:

Preparer and/or Translator Certification
(To be completed and signed if Section 1 is prepared by someone other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Please enter your Last Name as your eSignature

Date:

Last Name	First Name	Street Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBMIT
[Print Preview](#)

Updated 7/23/15

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Job Search My Jobpage Tasks Offers

6 of 12 Tasks Completed

Welcome
Completed

Form W-4
Completed

Form I-9 Section 1
Completed

Decedent Warrant Form
Overdue: Jul 7, 2015

Print a copy of your completed PreStart Paperwork for your records
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NH I9 Reminder
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New Hire PreStart Reminders
Completed

Explore SABHRS Self Service
Due Date: Jul 24, 2015

Policies for Review
Due Date: Jul 24, 2015

Employee Acknowledgements
Due Date: Jul 24, 2015

Your Day 8 Reminders
Completed

Job: Business Analyst (07157)

Decedent Warrant Form
Mandatory fields are marked with a red indicator.

LEGAL DESIGNATION OF PERSON AUTHORIZED TO RECEIVE DECEDENT'S WARRANTS

Instructions for Employee

1. Complete this form in order to designate the Beneficiary of your decedent warrant. If you were to pass away while employed by the State of Montana, this person would receive your final paycheck.
2. Provide designee's full legal name (example "Mary Lynn Smith" or "To the Estate of Jane Smith"). The designee name cannot be "Mrs. John E. Smith".
3. Inform your HR/payroll personnel when designee's address changes.
5. Designee may be changed at any time by completing another form and submitting to your agency HR/payroll personnel. You are requested to update your designee every calendar year.

Beneficiary Designation For Decedent's Final Warrants

Pursuant to §2-18-412, MCA, I hereby designate the following person who, notwithstanding any other provision of law, shall be entitled upon my death to receive all state warrants, excluding payment of death benefits and refund of employee retirement contributions, payable to me as a result of my employment with the State of Montana had I survived.

All Information is Required

Name of Designee

*First Name Middle Name *Last Name

Mailing Address

*Address - Street or PO Box *City *State

*Zip Code

*Social Security Number *Date of Birth

Month Day Year

My signature on this document indicates:

1. I understand this is a legally binding document.
2. I hereby revoke any previous designation filed by me.
3. If the above named designee cannot be contacted within sixty days after the date of my death, this designation shall be void and the warrant will be reissued to my estate.
4. This designation will remain in full force and effect until revoked by me in writing.

*Enter your system password as your eSignature

Job Search My Jobpage Tasks Offers

7 of 12 Tasks Completed

Welcome
Completed

Form W-4
Completed

Form I-9 Section 1
Completed

Decedent Warrant Form
Completed

Print a copy of your completed PreStart Paperwork for your records
Due Date: Jul 24, 2015

Your Benefits Information
Due Date: Jul 24, 2015

NH I9 Reminder
Completed

New Hire PreStart Reminders
Completed

Job: Business Analyst (07157)

[Click here to acknowledge that you have reviewed this page](#)

Thank you for completing your initial Onboarding Paperwork!

The initial forms you have completed as part of your State of Montana onboarding process are now available for you to download and print.

Your onboarding process will continue with additional information and tasks.

Your new hire documents will remain available until the onboarding process is completed (65 days after your start date). Please be sure to download your forms. When the onboarding process is complete, your documents will be moved to permanent storage in Human Resources, and will no longer be available to you on this site. If you have any questions now, or in the future, regarding the paperwork you have completed, please contact your Agency Human Resources.


Using the "...print your completed Prestart paperwork" link provided below, you may download or print the following:


- Form W-4** - with the information you provided and e-signature shown
- Decedent Warrant Form** - with the information you provided and e-signature shown
- Form I-9, Section 1** - with the information you provided and e-signature shown

[Click here to print your initial completed Onboarding Forms](#)

Click the "Click here..." button, at the top of the page, to acknowledge that you have reviewed this information. You will be able to access this page and the associated documents within your first 60 days.

Applying for State of Montana Jobs

<p>Job Search My Jobpage Tasks Offers</p>	
<p>8 of 12 Tasks Completed</p>	
<p>Welcome Completed</p>	<p>Job: Business Analyst (07157) ▾</p> <p>Click here to acknowledge that you have reviewed this page</p>  <p>We are very excited to have you as part of our team. As a state employee there are a variety of benefits available to you and your family.</p> <p>Health Benefits</p> <p>Core Benefits:</p> <ul style="list-style-type: none"> • Medical including prescriptions • Dental • Basic Life Insurance • Access to all Montana Health Centers <p>Optional Benefits:</p> <ul style="list-style-type: none"> • Medical and/or Dental Coverage for Dependents
<p>Form W-4 Completed</p>	
<p>Form I-9 Section 1 Completed</p>	
<p>Decedent Warrant Form Completed</p>	
<p>Print a copy of your completed PreStart Paperwork for your records Completed</p>	
<p>Your Benefits Information Due Date: Jul 24, 2015</p>	
<p>NH I9 Reminder Completed</p>	
<p>New Hire PreStart Reminders Completed</p>	
<p>Explore SABHRS Self Service Due Date: Jul 24, 2015</p>	

<p>Job Search My Jobpage Tasks Offers</p>	
<p>9 of 12 Tasks Completed</p>	
<p>Welcome Completed</p>	<p>Job: Business Analyst (07157) ▾</p> <p>Click here to acknowledge that you have reviewed this page</p>  <p>Explore SABHRS HR Self Service by visiting the Welcome Center, where you can:</p> <ul style="list-style-type: none"> • Watch a video to learn SABHRS HR Self Service features, to include how to manage your timesheet • Update your Personal Information • Add your Emergency Contacts (this can be found within Personal Information) • Add or update your Direct Deposit Information • Review and update your Form W-4 Tax Information • Learn about and enroll in Benefits • Learn about and enroll in Life Insurance • Provide your Life Insurance Beneficiary Designation • ... and more! <p>Click here: https://mine.mt.gov/home/default.aspx and login to SABHRS HR. You can also access SABHRS HR off-site here: http://mt.gov/employee/default.mcp.x. You will use your Active Directory (AD) username and password. Your Supervisor or Agency HR can assist you in obtaining this information.</p>
<p>Form W-4 Completed</p>	
<p>Form I-9 Section 1 Completed</p>	
<p>Decedent Warrant Form Completed</p>	
<p>Print a copy of your completed PreStart Paperwork for your records Completed</p>	
<p>Your Benefits Information Completed</p>	
<p>NH I9 Reminder Completed</p>	
<p>New Hire PreStart Reminders Completed</p>	
<p>Explore SABHRS Self Service Due Date: Jul 24, 2015</p>	

Applying for State of Montana Jobs

Job Search | My Jobpage | **Tasks** | Offers

10 of 12 Tasks Completed

Job: Business Analyst (07157) ▾

[Click here to acknowledge that you have reviewed this page](#)

State of Montana Policy Links

Please review the following. You will be asked to sign and acknowledge that you have read and understand these policies in a follow-up task.

State Ethics Policy:
<https://montana.policytech.com/docview/?docid=316&public=true>

Standards of Conduct Guide:
<http://hr.mt.gov/content/newdocs/guidesandforms/standardssofconductguide>

State Vehicle Use Rule:
http://rmtd.mt.gov/content/aboutus/files/vehicle_use.pdf

EEO, Nondiscrimination, & Harassment Policy:
<https://montana.policytech.com/docview/?docid=321&public=true>

Additional Resource Links (no acknowledgement required)

- Welcome Completed
- Form W-4 Completed
- Form I-9 Section 1 Completed
- Decedent Warrant Form Completed
- Print a copy of your completed PreStart Paperwork for your records Completed
- Your Benefits Information Completed
- NH I9 Reminder Completed

Job Search | My Jobpage | **Tasks** | Offers

11 of 12 Tasks Completed

Job: Business Analyst (07157) ▾

Employee Acknowledgement Forms Ethics and Conduct Acknowledgement
Mandatory fields are marked with a red indicator.

Ethics and Conduct Acknowledgement Form

I acknowledge that I have read the "State Ethics Policy" and "An Employee's Guide to Standards of Conduct in Montana State Government." I understand that I am bound by the requirements in these policies.

I know I may direct any and all questions about the ethics policy or conduct guide to my supervisor or human resources.

* Enter your system password as your eSignature

CONTINUE [Print Preview](#)

Employee Acknowledgements
Due Date: Jul 24, 2015

- ▶ **Ethics and Conduct Acknowledgement**
- ▶ Employee Use of Information Technology Acknowledgement
- ▶ Vehicle Use Acknowledgement
- ▶ Nondiscrimination and Harassment Acknowledgement

You will sign a similar acknowledgment form for each of these policies.

For each policy, you will sign using the system password you used to log into the careers site.

Job Search | My Jobpage | **Tasks** | Offers

12 of 13 Tasks Completed

Job: Business Analyst (07157) ▾

[Click here to acknowledge that you have reviewed this page](#)

Thank you for completing your Employee Acknowledgements Task. Click the link below to print a copy of your completed acknowledgments for your records.

[Click here to print your completed Employee Acknowledgements](#)

Click the "Click here..." button, at the top of the page, to acknowledge that you have reviewed this information. You will be able to access this page and the associated documents within your first 60 days.

- Welcome Completed
- Form W-4 Completed
- Form I-9 Section 1 Completed
- Decedent Warrant Form Completed