

# How to Apply for State of Michigan Positions Online: Instructions for the First-Time User

If you have an email address and internet access, you can apply for State of Michigan Executive Branch jobs online. This user guide explains each step of the process. For technical support, please contact [MCSC-NEGOV@michigan.gov](mailto:MCSC-NEGOV@michigan.gov).

**Important Note for Applicants:** When applying online, each applicant must have their own individual email account. Many websites such as AOL, Yahoo!, and Google allow you to create free email accounts.

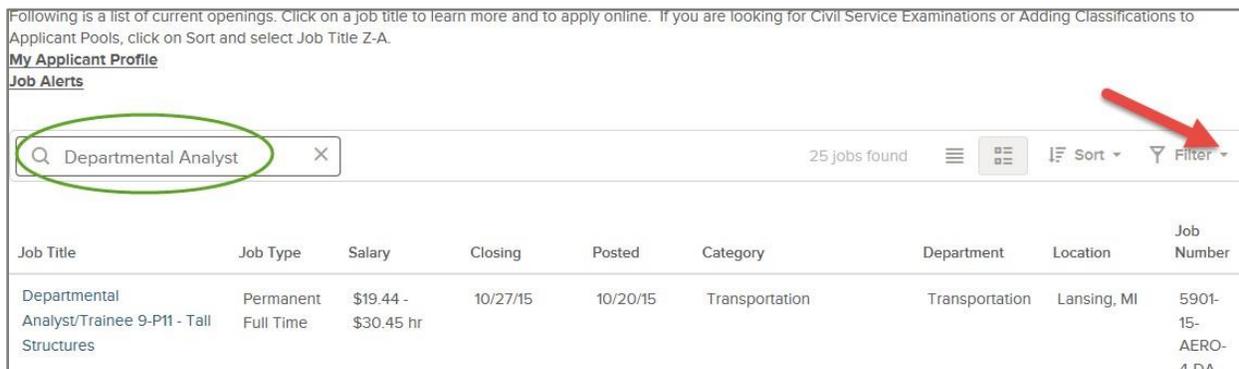
1. Go to [www.governmentjobs.com/careers/michigan](http://www.governmentjobs.com/careers/michigan)



The screenshot shows the 'STATE OF MICHIGAN JOB OPENINGS' website. The header features a banner with the text 'Live, Work, and Play!' and the MCSC logo. Below the banner, there is a search bar and a table of job openings. The search bar contains the text 'Search' and shows '282 jobs found'. The table has columns for Job Title, Job Type, Salary, Closing, Posted, Category, Department, Location, and Job Number. The first row shows an 'Accountant' position with a salary range of \$38,916.80 - \$63,336.00 yr, closing on 10/15/15, and posted on 10/08/15.

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
Accountant	Permanent Full Time	\$38,916.80 - \$63,336.00 yr	10/15/15	10/08/15	Accounting and Finance	Community Health - Central	Lansing, MI	3901-15-22-015

2. Type your query in the “Search” box (Departmental Analyst, Accountant, etc.). You may also use the “Filter” button to adjust requirements for Location, Department, Category, and Salary.



The screenshot shows the same website as above, but with the search bar containing the text 'Departmental Analyst' and showing '25 jobs found'. A red arrow points to the 'Filter' button in the search bar area. The table below shows a search result for 'Departmental Analyst/Trainee 9-P11 - Tall Structures' with a salary range of \$19.44 - \$30.45 hr, closing on 10/27/15, and posted on 10/20/15.

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
Departmental Analyst/Trainee 9-P11 - Tall Structures	Permanent Full Time	\$19.44 - \$30.45 hr	10/27/15	10/20/15	Transportation	Transportation	Lansing, MI	5901-15-AERO-4-DA

- In the "Job Title" column, select a position. If your search did not provide the results you were seeking, click "X" in the search bar to clear the field.

Following is a list of current openings. Click on a job title to learn more and to apply online. If you are looking for Civil Service Examinations or Adding Classifications to Applicant Pools, click on Sort and select Job Title Z-A.

[My Applicant Profile](#)  
[Job Alerts](#)

departmental analyst X

26 jobs found

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
Departmental Analyst 9-P11 - Guardianship Monitor	Limited Term (position has expiration date)	\$40,435.20 - \$63,336.00 yr	10/27/15	10/21/15	Human Services / Customer Service	Health and Human Services - Counties	Grand Rapids, MI	4301-JSS-E6003-101515-DA9-P11

- Click the specific position listed under "Job Title" and review the job posting closely, noting closing date and time, duties, minimum qualifications, and other requirements and information.

Departmental Analyst X

25 jobs found

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
Departmental Analyst/Trainee 9-P11 - Tall Structures	Permanent Full Time	\$19.44 - \$30.45 hr	10/27/15	10/20/15	Transportation	Transportation	Lansing, MI	5901-15-AERO-4-DA
Departmental Analyst 9-P11	Permanent Full Time	\$1,555.20 - \$2,436.00 bi-wkly	11/09/15	10/26/15	Natural Resources	Natural Resources	Various, MI	7501-16-PARK-004

Select the Title

APPLY X

## Departmental Analyst/Trainee 9-P11 - Tall Structures

**Salary** ⓘ \$19.44 - \$30.45 Hourly  
**Job Type** Permanent Full Time  
**Job Number** 5901-15-AERO-4-DA

**Location** ⓘ Lansing, MI  
**Department** Transportation  
**Closing** ⚠ 10/27/2015 5:00 PM Eastern

**DESCRIPTION**      **BENEFITS**      **QUESTIONS**

**Job Description**  
This position has the primary responsibility for developing, coordinating and overseeing the statewide Airspace Program for all Michigan public-use airports as it relates to the Michigan Tall Structure Act, possessing the authority to approve or deny permit applications. Maintains and implements the airport plan development database and airspace databases; coordinating these efforts with the Federal Aviation Administration (FAA), local airport officials, and consultants. This position processes Tall Structures applications, issuing approvals and denials to ensure compliance with FAA and State guidelines, procedures,

5. If you meet or exceed the minimum qualifications and would like to apply for the position, be sure you also review the questions tab. It may be helpful to prepare your responses to these questions in advance to make the application process easier. To begin the application process, click “Apply.”

**Note:** Some postings may not include questions.

<b>Job Type</b> Permanent Full Time	<b>Department</b> Transportation	
<b>Job Number</b> 5901-15-AERO-4-DA	<b>Closing</b> ⚠ 10/27/2015 5:00 PM Eastern	
<b>DESCRIPTION</b>	<b>BENEFITS</b>	<b>QUESTIONS</b>
<b>Job Description</b> This position has the primary responsibility for developing, coordinating and overseeing the statewide Airspace Program for all Michigan public-use airports as it relates to the Michigan Tall Structure Act, processing the authority to approve or deny permit applications. Maintain and implement the airport plan		

6. If it is your first time applying, click “Create an account,” enter the requested information, and select “Create.” Each applicant must have their own individual user account. “Email” is a required field and cannot be the same as one already in use by another user. (See the first page of this document for websites where you can create a free email address.) Write down your login information and keep it in a secure place. If you’ve previously created an account, enter your information, and click “Sign In” on the initial prompt.

The screenshot displays two main sections for user authentication:

- Sign in to apply:** Includes a link for [Create an account](#), input fields for **\*Username or Email** and **\*Password**, a green **Sign In** button, and links for [Forgot Username?](#) and [Reset Password](#).
- Create a new account:** Includes a [Sign In](#) link, input fields for **\*Email**, **\*Username**, and **\*Password**, and a green **Create** button.

At the bottom, there are social media options: "or sign in with" followed by **LinkedIn** and **Facebook** buttons.

7. After logging in, use the tab column to the left to add your profile information. Be sure to read the instructions and answer any job-specific and agency-wide questions.

Accounting Assistant Job Details Applying as: Bailey Beale | Support

Enter Personal Information Info

Text Resume Additional

Personal or Business Contacts References

Attach Transcripts, Cover Letters, Licenses, etc. Attachments

Agency Questions and Supplemental Questions Questions

Review your application Review

Submit your application for consideration Submit

We have used answers that you provided on a previous application to answer the questions below. Please check them thoroughly to ensure they are correct.

### Agency Questions

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by federal, state and local agencies.

**Remember (\*) are required**

01 Are you a current State of Michigan governmental employee, or an employee of the Michigan Legislative branch, OR in layoff status from either? (Please Note: You are not considered an employee of Michigan State Government if you meet one of the following criteria: You are a contractual employee for a department within the Michigan State Government; You are a municipal [City or township] governmental employee; You are a Federal employee for the U.S. Government; or You are employed with a private company.)

Yes

8. After entering your information, you will see your entire completed application under “Review.” Review the information and make any necessary edits. Make sure none of the tabs to the left indicate unsaved information. When you are satisfied with your application and would like to submit it, select “Proceed to Certify and Submit” at the bottom of the page.

**Note:** This is your final opportunity to make any edits to your application before you submit your application.

Resume \*

Required attachments must be provided before submission.

Unsaved - Incomplete Information Warning

Click Upload or drag and drop a file into this box to start uploading.

Upload Recent Uploads

Add supplemental attachment

Proceed to Certify and Submit

9. Read the statement that follows and select "Accept" if you understand and agree to the statement.

The screenshot shows a web interface for reviewing an application. On the left is a vertical sidebar with buttons: 'Info', 'Additional', 'References', 'Attachments (1)', 'Questions', 'Review', and 'Submit'. The 'Submit' button is highlighted in blue. To the right is a confirmation box with a red arrow pointing to the 'Accept & Submit' button. The box contains the following text:

**NOTICE TO APPLICANT:** Please carefully review your application. Changes cannot be made once you click on 'Accept' below. You may click on 'Confirm Application' above to return to the previous step to review and edit any of your information before certifying your application.

By clicking on 'Accept' below, I hereby certify to the Civil Service Commission that all information provided is true and accurate and contains no falsifications or misrepresentations.

- I understand that providing false information, including answers to Supplemental Questions, may lead to disqualification in the hiring process, a ban from future employment consideration with the State of Michigan, or termination if employed.
- I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S.
- I understand that I may be required to verify any and all information given on this application.
- I understand that this completed application is the property of State of Michigan and will not be returned.
- I understand the State of Michigan may contact prior employers and other references.
- I understand that a criminal history check may be conducted.

At the bottom of the box are two buttons: 'Decline' and 'Accept & Submit'.

10. A confirmation will appear verifying that your application has been received. You will also receive an email confirmation.

The screenshot shows a confirmation page with a blue checkmark icon at the top center. A red arrow points to the main heading. The text on the page is as follows:

## Application Submitted!

Successfully submitted on 10/13/2015 at 4:05 PM Eastern

You can check the status of this application by visiting "[Applications](#)" in the main menu bar.

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**Thank you for applying for employment with the State of Michigan. Your application has been received.**

If you **applied for a job posting**, you will be contacted directly by the hiring agency if your application is selected for further consideration.

If you **applied to take an exam**, you will receive further instructions.

The status of your application may be updated. To log in periodically to check the status of your application, follow the instructions below:

1. Go to <http://agency.governmentjobs.com/michigan/default.cfm>
2. Click on the My Profile link on the left-hand side of the page under Career Tools.

11. To apply for another position, follow steps one through five to search for a position and begin a new application. After creating and completing your profile for the first time, applying for future positions will be faster and easier because the profile can be used again every time you apply.
12. Remember to **Sign Out** when you are finished.

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