

TIPS FOR APPLYING TO MDOT JOBS



DO.....

- Make sure that your contact information is up to date, including email, address, and phone number.
- Describe your qualifications in detail.
- Focus on documenting the experience that you have that is relevant to the position you are applying for, even if the experience is not recent.
- Ensure that the information on your application and resume is correct and consistent (i.e. employment dates).
- Attach proof of U.S. education equivalency for education obtained outside of the U.S.
- Enter semester credits earned towards a degree even if you have not obtained the degree.
- Attach your official or unofficial transcript if the position that you're applying to requires this documentation.
- Include the specific number of hours worked per week for each employer listed on your application, especially if you indicate that you have worked on a part-time basis.
- Attach appropriate documentation that verifies your Veteran status (i.e. Honorable Discharge or certificate of service, Form DD 214) if you request Veteran preference on your application.
- Provide all the information needed to thoroughly answer supplemental questions, even if the information is already documented in other sections of your application.
- Remember to include your responses to the supplemental questions if you submit a paper application.
- Describe your supervisory duties instead of simply indicating the number of employees that you have supervised.
- Proofread your application before submitting it.
- Check your junk e-mail or spam if you do not receive a confirmation e-mail after submitting your online application.



DO NOT.....

- Share your applicant account with another user. Each applicant should have his/her own account.
- Create multiple profiles using different e-mail addresses. If you forget your Username/Email or password, then click “Forgot Username?” or “Reset Password” to gain access to your account.
- Leave fields blank on your application. If a question does not apply to you, enter “N/A”.
- Use uncommon acronyms.
- Substitute your resume for the application. Your resume should be used to support the information provided on your application.
- List professional accomplishments on the application as opposed to outlining the duties performed in the job. Instead, think of the duties that you performed in order to achieve those accomplishments and document those work behaviors/experience on your application.
- Have overlapping employment dates for two or more employers if you worked full-time hours with those employers.
- Use buzz words. MDOT does not use web-based application screening software to assess qualifications. Please provide accurate descriptions of your work experience.