

# Applying Online With the State of Hawaii

## A "How to" for first time users...

1. Go to <http://dhrd.hawaii.gov/job-seekers/>
2. Click on the **Civil Service Hawaii State Government Jobs** link – First bullet on the page.

**STATE JOB OPPORTUNITIES**

Aloha and Welcome!

This is the Department of Human Resources Development (DHRD) recruitment center. The links provided on this page will help you locate job openings for the State of Hawai'i Executive branch, excluding the Department of Education and the University of Hawai'i. The links will also provide you with the tools to apply for job openings.

- **Civil Service Hawaii State Government Jobs**  
Our master list of job openings for all State Executive Branch Civil Service with DHRD and Unskilled (Registration Class) jobs, and many Non-Civil Service jobs within the state departments that list with us. Also here is an official, secured login to your Neogov account.

Employee Benefits  
Employee Training and Development  
Labor Relations  
Classification and Compensation  
Workers' Compensation and Safety  
State Job Information

**STATE OF HAWAII**

Listing of all State of Hawai'i Departments  
Hawai'i State Legislature  
Hawai'i State Judiciary

3. Scroll down to the job category listings and check the boxes of the job types you are interested in. (**Tip:** Click the **Select All Categories** or **Clear All Categories** buttons to speed up the process)

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> 911 Telecommunications (2)	<input checked="" type="checkbox"/> Accounting and Finance (4)	<input checked="" type="checkbox"/> Administration (4)
<input checked="" type="checkbox"/> Agriculture (4)	<input checked="" type="checkbox"/> Airports (2)	<input checked="" type="checkbox"/> Animal Control (2)
<input checked="" type="checkbox"/> Building & Safety (1)	<input checked="" type="checkbox"/> Building Maintenance (2)	<input checked="" type="checkbox"/> Clerical & Data Entry (5)
<input checked="" type="checkbox"/> Code Enforcement (2)	<input checked="" type="checkbox"/> Community Development (1)	<input checked="" type="checkbox"/> Community Services (1)
<input checked="" type="checkbox"/> Construction Maintenance (2)	<input checked="" type="checkbox"/> Corrections (6)	<input checked="" type="checkbox"/> Custodial (1)
<input checked="" type="checkbox"/> Education (4)	<input checked="" type="checkbox"/> Emergency Management (2)	<input checked="" type="checkbox"/> Environmental Services (2)
<input checked="" type="checkbox"/> Food Services (4)	<input checked="" type="checkbox"/> Health Services (9)	<input checked="" type="checkbox"/> Human Services (4)
<input checked="" type="checkbox"/> IT and Computers (1)	<input checked="" type="checkbox"/> Land Use (1)	<input checked="" type="checkbox"/> Library (3)
<input checked="" type="checkbox"/> Maintenance (1)	<input checked="" type="checkbox"/> Management (1)	<input checked="" type="checkbox"/> Mental Health (2)
<input checked="" type="checkbox"/> Nursing (1)	<input checked="" type="checkbox"/> Parks and Beaches (1)	<input checked="" type="checkbox"/> Professional (1)
<input checked="" type="checkbox"/> Public Health (2)	<input checked="" type="checkbox"/> Public Safety (1)	<input checked="" type="checkbox"/> Risk Management (1)
<input checked="" type="checkbox"/> Sanitation (1)	<input checked="" type="checkbox"/> Social Services (1)	<input checked="" type="checkbox"/> Tax Administration (1)
<input checked="" type="checkbox"/> Trades (2)		

Enter keywords (optional):  **Go** Request job notifications by category...

4. Enter any key words you are looking for in the text box (optional). Press **Go**.
5. Scroll to the bottom of the page. All job openings in the categories that you chose will be displayed alphabetically.

10 records found.  
Page 1 of 1

Position	Emp. Type	Salary	Filing
4-H ASSISTANT	Permanent Full-time	\$2,147.00 - \$3,306.00 monthly	09/30/06
...			
ADULT CORRECTIONS OFFICER RECRUIT	Various	\$2,809.00/Month	Continuou
Recruitment Number 06-003, Island of Oahu...			
CLERK TYPIST II (TG)	Permanent Full-time	\$4,080.00/Month	06/30/06
...			

6. Click on the job title that you are interested in.
7. Review the job announcement carefully, noting the location of the job opening, minimum qualification requirements, description of job duties, and other special requirements.
8. If, after reviewing the announcement, you wish to submit an application, click on the **Supplemental Questions** tab. If there are supplemental questions, prepare your answers in

a word processing program prior to continuing the application process. You will be able to copy and paste your answers into the application later on.

NEOGOV

Job Title: 4-H ASSISTANT

Salary: \$12.39 - \$19.07 hourly  
\$990.92 - \$1,525.85 biweekly  
\$2,147.00 - \$3,306.00 monthly  
\$25,764.00 - \$39,672.00 annually

Job Type: Permanent Full-time

Location: (204) Downtown, Hawaii

Print Job Information | **Apply**

Description	Benefits	Supplemental Questions
<b>Duties:</b> Recruits, initially trains and advises volunteer leaders; assists volunteer leaders in organizing 4-H clubs for interested youth; recruits youth; organizes projects and programs with the volunteer leaders; and performs other duties as required.		
<b>Minimum Qualification Requirements:</b>		

9. Click on the **Apply** link to submit your application.

**Are you registered?**

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Username:

Password:

Login

Not Registered Yet? [Create Your Account Here!](#)

[I Forgot My Password](#)

10. Click on **Create Your Account Here.**  
**(Note: If you have already created an account here or at [www.governmentjobs.com](http://www.governmentjobs.com), you may log in now and either create a new application or click "[To apply for the position of <JOB TITLE> click here](#)" and follow the directions. This guide will go through the steps needed for a first-time user.)**
11. Choose your **Username, Password, and Password Hint.** Enter your email address. If you do not have an email address, you can get one free from Hotmail, Yahoo! Mail, or Excite. (Confirmation emails will be sent to this address when you submit an application)

**Request New Job Seeker Account**

Enter your account information:

Username

**Tip:** Choose a Username that you can easily remember. You may use letters and numbers and the underscore "\_". *Example: john\_doe25*

Email Address

Create a Password:

Password

Confirm Password

Password Hint

**Tip:** If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

Save

12. Click on **Save** once you have completed filling in this information.

13. Print out or copy the information on the next screen for your records. It contains the information needed to log in to your account. Then click the **Login** button.

You are here: [Home](#) > [Main Menu](#) > [Contact](#) > [State Job Information](#)

### State Job Information

Thank you for registering with GovernmentJobs.com. Your account is now active.

**Username**     John\_Doe27  
**Email**         JohnDoe27@msn.com  
**Password**     johndoe  
**Password Hint** my name is

14. Login using the **Username** and **Password** you have just created.

**Are you registered?**

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

**Username:**   
**Password:**

Not Registered Yet? [Create Your Account Here!](#)  
[I Forgot My Password](#)

15. Click on **Create Application**.

Welcome,

[Main Menu](#)     [Application Status](#)     [My Account](#)     [Help](#)     [Logout](#)

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

**Applications You've Created:**

Name	Date Created	Modify
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**Tip:** You do NOT need to recreate a new application every time you're applying for a position.

16. Enter a general descriptive name for the application you are about to create and click on **Create Application**.  
**(Note:** You do not need to create an application for every job you wish to apply for. You may use one application to apply for many jobs.)

**Build New Application**

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

**Application Name** (for your own reference):

17. Enter your information into the form. All fields accompanied by an asterisk symbol ( \* ) require that you enter information to proceed. When you are finished, click on the **Save and View Application** button at either the top or bottom of the page. It is very important to use this button to save your progress as you move on.

4-H ASSISTANT - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Job Application >> Profile

\* Required Field

Cancel Save & View Application

Contact Information

\*First Name  
John

Middle Initial

\*Last Name  
Doe

Primary Phone

18. If you did not enter information into a required field or if you have entered it incorrectly – for example, the phone number below is missing a digit – you will see the following message. Simply correct the error and click the **Save and View Application** button at the bottom or top of the page.

Job Application >> Profile

\* Required Field

Cancel Save & View Application

**Attention:** Please correct the following errors:

- First Name is required
- Invalid Primary Phone

Contact Information

\*First Name

Middle Initial

\*Last Name  
Doe

Primary Phone  
808-555-555

Alternate Phone

19. The next window will show your full application. To add information, simply click on the link in the appropriate section. For example, to add work experience to your application, scroll down to the **WORK EXPERIENCE** heading and click **Add Work Experience** on the right side of the screen.

Preferences

Preferred Salary:

Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shirts you will accept:

Objective

Education [Add Education](#)

Work Experience [Add Work Experience](#)

Certificates and Licenses [Add Certificates or Licenses](#)

20. Enter your information in the same manner as before. Remember that all fields marked with an asterisk ( \* ) are required. When you are finished, click the **Save and View Application** button at the bottom of the screen to save your progress and view your updated application. **(Note:** All year dates must be entered in long format. For example, June 13, 2006 must be entered as 6/13/2006. If entered as 6/13/06, a format error message will appear. Also, all telephone numbers must include an area code.)

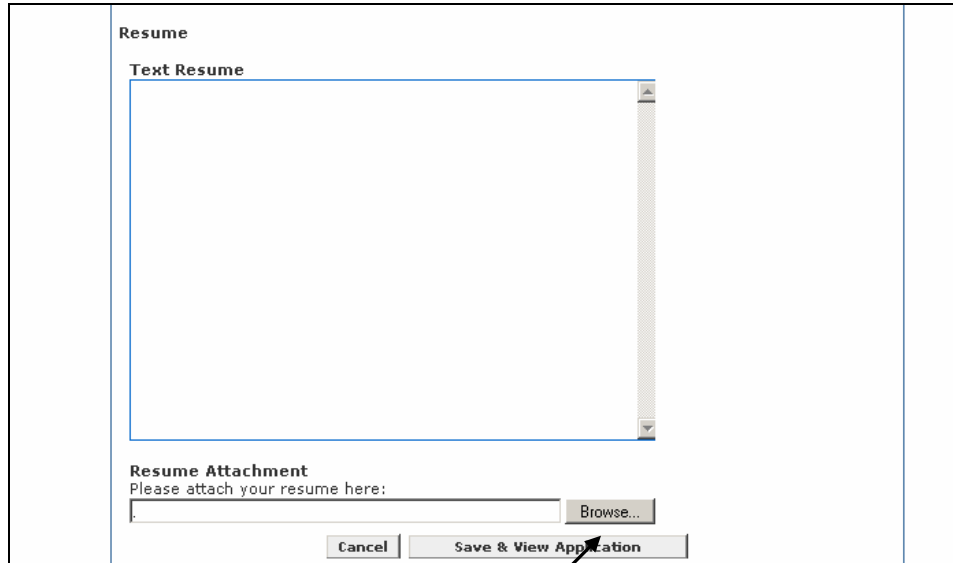
**(Tip:** You may copy and paste information from your word processing program into your application. Remove as much formatting as possible before transferring the text as heavy formatting (i.e. fonts, bullets, colors, etc.) does not transfer well.)

21. You will see that your application now includes the work experience you have just added. To add more jobs, simply click on **Add Work Experience** again and follow the same steps. To edit or delete work experience you have already entered, click on the appropriate link, **Edit** or **Delete**, next to the work experience you want to change.

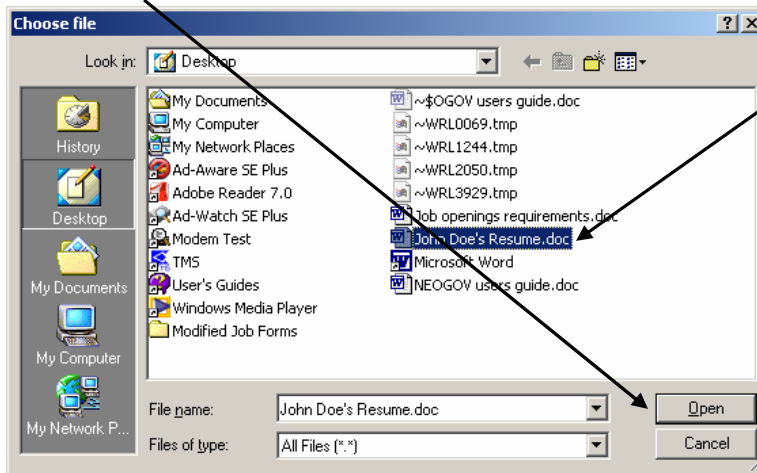
22. You may now enter information into any other section in the same manner, by clicking on the **Add** link in that section.

23. You can also add or edit your resume by clicking on the **Edit Resume** button.

24. You can copy and paste your resume into the text box or attach a pre-made resume if you have it saved on your computer.



- To attach a pre-made resume click on the **Browse** button.  
-A smaller window will appear. Find the file that contains your pre-made resume, click on it, then press the **Open** button.



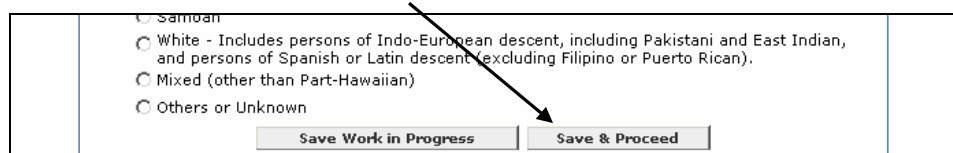
25. As before, click the **Save and View Application** button to save your progress.



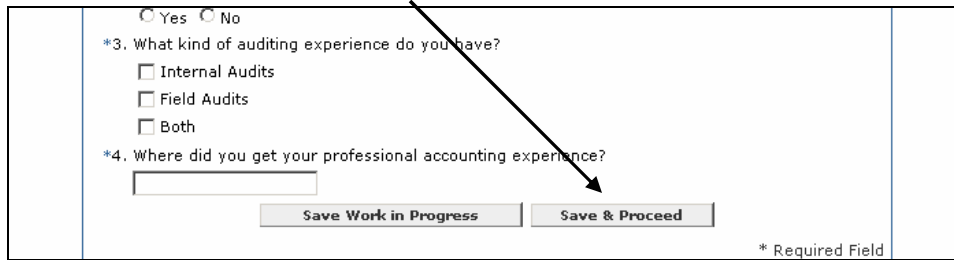
26. When you are finished with your application, click on the **Go to Step 2: Agency-wide Questions** button.



27. Read through the instructions and complete the Agency-wide Questions. When you are finished, click on the **Save and Proceed** button on the bottom of the page.

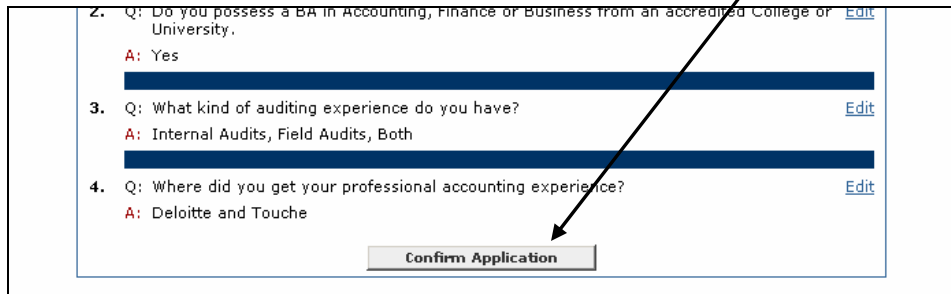


28. If the job you are applying for requires you to answer supplemental questions, they will be shown on the next page. Read the instructions then complete the supplemental questions. Continue by clicking on the **Save and Proceed** button at the bottom of the page.



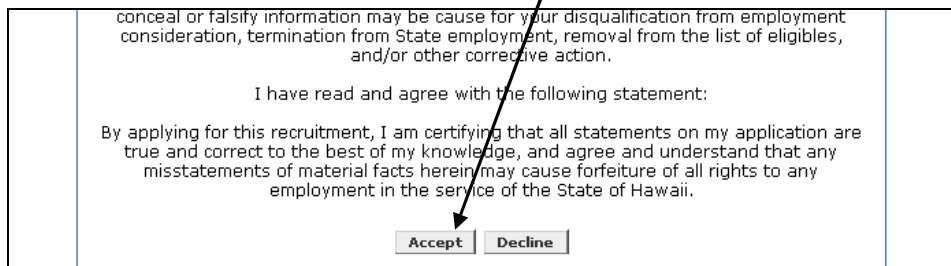
A screenshot of a web form with two questions. Question 3 asks about auditing experience with radio buttons for Yes/No and checkboxes for Internal Audits, Field Audits, and Both. Question 4 asks where professional accounting experience was gained, with a text input field. At the bottom are two buttons: 'Save Work in Progress' and 'Save & Proceed'. An arrow points from the 'Save & Proceed' button to the text in step 28. A '\* Required Field' note is at the bottom right.

29. You will now be shown your entire application so far. Review all of the information on the page to ensure its accuracy. If it is complete, click the **Confirm Application** button at the bottom of the page.



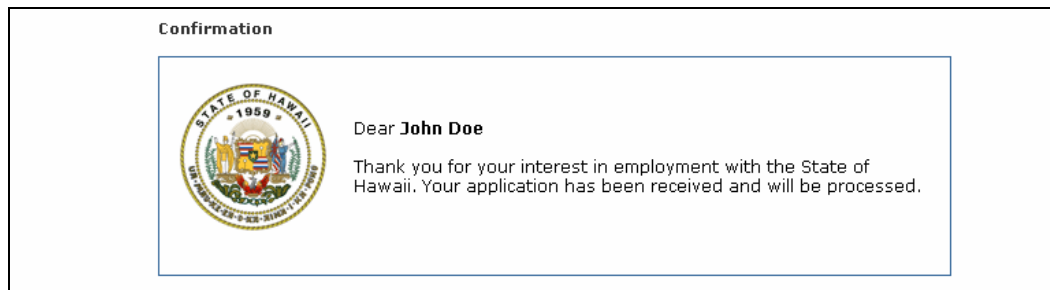
A screenshot of an application review screen. It lists three questions with their answers: 2. Q: Do you possess a BA in Accounting, Finance or Business from an accredited College or University. A: Yes; 3. Q: What kind of auditing experience do you have? A: Internal Audits, Field Audits, Both; 4. Q: Where did you get your professional accounting experience? A: Deloitte and Touche. Each answer has an 'Edit' link. At the bottom is a 'Confirm Application' button. An arrow points from the 'Confirm Application' button to the text in step 29.

30. Read the statement that follows and click the **Accept** button if you choose to agree to the statement.



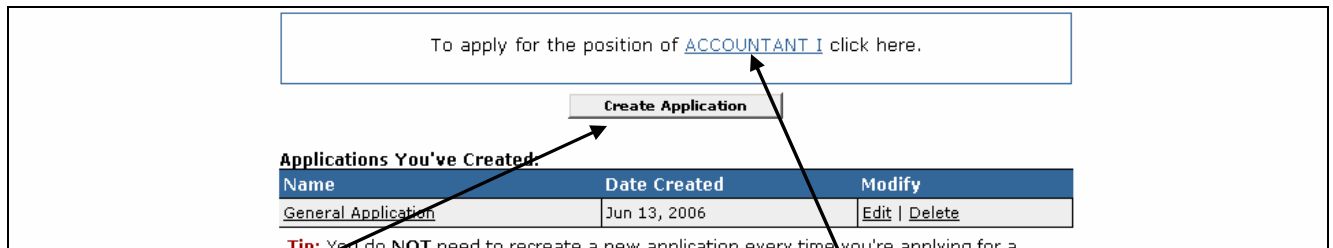
A screenshot of a statement of agreement. The text reads: 'conceal or falsify information may be cause for your disqualification from employment consideration, termination from State employment, removal from the list of eligibles, and/or other corrective action. I have read and agree with the following statement: By applying for this recruitment, I am certifying that all statements on my application are true and correct to the best of my knowledge, and agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the service of the State of Hawaii.' At the bottom are 'Accept' and 'Decline' buttons. An arrow points from the 'Accept' button to the text in step 30.

31. A confirmation screen will appear verifying that your application has been received. You will also receive an email confirmation that your application has been submitted to the State of Hawaii.

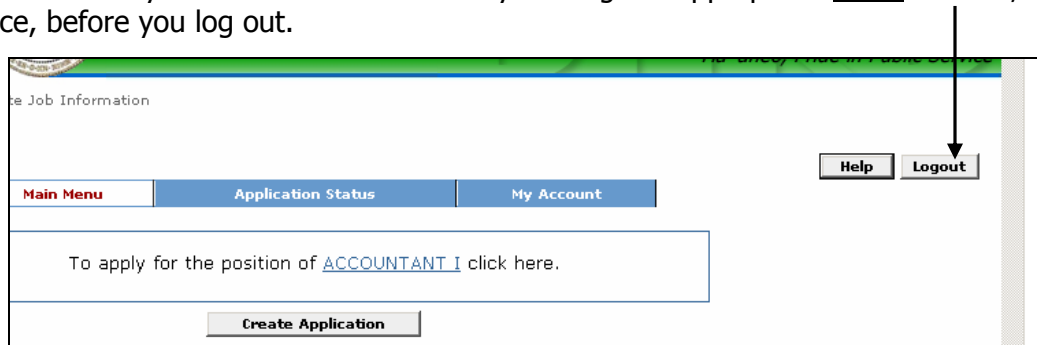


A screenshot of a confirmation email. The header says 'Confirmation'. On the left is the State of Hawaii seal. The text reads: 'Dear John Doe Thank you for your interest in employment with the State of Hawaii. Your application has been received and will be processed.'

32. If you wish to apply for another job opening go back to the job listings at <http://agency.governmentjobs.com/hawaii>, find the job you want to apply for, and after reviewing it click on the **Apply** button just as shown in steps 7 and 8.
33. If you have not logged out, this will take you to main menu of your account.



34. You will be presented with the option: **To apply for the position of <JobTitle> click here.** Click on the Job Title to apply using the application you just created or click on the **Create Application** button to apply using a new application. Whether you use your previous application or create a new one, you will be repeating the steps laid out in this guide.
35. After you are finished applying online, end your session by clicking the **Logout** button. Be sure that all of your information is saved by clicking the appropriate **Save** buttons, if given the choice, before you log out.



**(Note:** It is important that you log out of your account before leaving a public access computer so that the next user can't see your personal information.)

## Additional Information:

If you don't see a job opening that you are interested in but would like to prepare or modify your application in the meantime:

- Go to [www.governmentjobs.com](http://www.governmentjobs.com) and click the **Career Seekers** tab at the top of the page.
- Log in with your **Username** and **Password** or follow the instructions to create a new account if you don't have one.
- Create an application and/or modify it and it will remain stored there for your use.
- You can create and modify as many applications as you wish for as many different jobs as you wish. You can easily find them and use them when you begin applying for different jobs.
- Be sure to record and remember your **Username** and **Password** for future use.

When you apply for jobs with the State of Hawaii, you will use the same Username and Password you created at [www.governmentjobs.com](http://www.governmentjobs.com). Your ready-made applications will be waiting for you to use. Simply choose which one you want to use, answer the supplemental questions required for that particular position, and submit the application.

## QUESTIONS OR COMMENTS?

Call the State Recruiting Office at (808) 587-0936 or (808) 587-1111.