



# TIPS FOR SUCCESSFULLY SUBMITTING Your Job Application



NORTH CAROLINA  
DEPARTMENT OF JUSTICE

# TIP #1: COMPLETE THE ONLINE APPLICATION

The State of North Carolina uses an online application system to collect and screen applications. To ensure your work history, knowledge, skills, and abilities are seen by the hiring manager, complete all fields in the online application system.



YOU SHOULD NOT ANSWER APPLICATION QUESTIONS WITH  
*SEE ATTACHMENT OR SEE RÉSUMÉ.*



# TIP #2: CONTACT INFORMATION



Verify that your contact information is correct.



Check your email and voicemail frequently after you apply as it may take a few weeks before you will hear a response.

Confirm the following contact information is correct:



ADDRESS



E-MAIL



PHONE



# TIP #3: WORK INFO TO INCLUDE



Detail **ALL** work history regardless of when you held the job.



Avoid gaps (dates of time) between employment.



Be as detailed and accurate as possible on the Duties Summary & Supplemental Questions field. We want to know about your amazing accomplishments!



Ensure employment contact information is correct.



Verify the number of hours worked (i.e., 1 hour – 40 hours).



If applicable, list the number of employees supervised.



Make sure to translate any military acronyms to terms the civilian employer can understand.



# TIP #4: WHAT NOT TO INCLUDE

-  Do not exaggerate job titles.
-  Do not neglect the Duties Summary or Supplemental Questions field.
-  Do not fabricate positions, duties, or responsibilities.
-  Do not wait to the last minute to apply for a position.  
All postings close at 5pm.
-  Do not assume your application is complete. Double check the information submitted is correct. **If you make an error you can resubmit another application after 24 hours.**



# TIP #5: EDUCATION



List all the education attended even if you did not earn a diploma/degree as you may receive credit for your hard work.



List the dates you attended college or other education beyond high school (e.g., trade schools, certification programs).



Document your degrees correctly (e.g., Associates, Bachelors, etc.).



List all degrees that you have earned and attach your transcript.



If you graduated, do not forget to answer “Yes.”



# TIP #6: REFERENCES



Selecting good references should be a key component of your job search. References should be people who you have worked with recently, know your strengths, and will advocate for you.

Examples of potential references:

- Former Employer
- Colleague
- Professor
- Advisor/Mentor
- Supervisor



# TIP #7: ATTACHMENTS



Attach a copy of your college transcripts. Even if you did not graduate, you may still receive credit for completed coursework.



**The State uses an application merit base system. This means credit will only be given for information listed on the application and not on the resume!**



All certifications that you have received.



Include military documents (e.g., DD-214).



DO NOT RELY ON YOUR *RESUME*. DOCUMENT ALL OF YOUR WORK HISTORY WHEN COMPLETING THE ONLINE APPLICATION.



# TIP #8: PROOFREAD FOR ERRORS

-  Check for typos and grammatical errors.
-  Ensure your contact information is accurate.
-  Verify you have entered your dates of employment for each position listed.



THE MORE DETAILED THE APPLICATION THE BETTER YOUR CHANCES ARE AT BEING SELECTED!



# TIP #9: CERTIFY & SUBMIT



Do not forget to sign and submit your application.



The application review process can take several weeks.

Please be patient but rest assured your application will be reviewed!



The NC Department of Justice is an equal opportunity employer. The NC Department of Justice uses merit-based recruitment to select from among the most qualified applicants to fill positions subject to the State Human Resources Act. Once the position has been filled, all on-line applicants will be notified via the e-mail provided at the time of application.



# IMPORTANT INFORMATION



The Department of Justice selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities without regard to race, religion, color, national origin, sex, age, disability, genetic information, political affiliation or political influence.



**Resumes and cover letters:** Resumes will not be accepted in lieu of a fully completed application nor will they be considered for qualifying credit. "See Resume" or "See Attachment" will not be accepted with your application being rejected as incomplete. Cover letters are highly encouraged but not required.



Applicants seeking veteran's preference must attach a copy of their DD-214 or discharge orders.

Use this resource to assist with Military Skill Translation (<https://www.military.com/veteran-jobs/skills-translator>).



Management preference - still apply even if you do not meet this criteria!



Any information sent after the job posting closes will NOT be accepted. Sorry no Exceptions!



We base your proposed salary on the following: education, length of relevant work history, positions budgeted salary and the details of your duty summary!



Please apply to similar postings to maximize your chances for selection.



# THANK YOU!



Many career opportunities are available in North Carolina State Government.



North Carolina State Government is the state's largest employer with over 81,016 employees all working toward a common goal of making North Carolina great.



We are seeking skilled, dedicated individuals like YOU!



Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account. Upon the closing date, applications are "Under Review" and will be screened by Human Resources for the qualified applicants. The hiring process may take an average of 6 - 8 weeks.



Thank you again for your interest in employment with the State of North Carolina!

