

# DOC Converts to JobAps for Internal Job Announcements Effective 11-1-2016



## General Details:

- Job Announcements will be processed daily.
- A job announcement can be cancelled at any time by the HRMS.
- The position can be re-announced at any time at the request of the HRMS.
- All job announcements close at 11:59 p.m. on the closing date. Applications not submitted or saved by the closing time cannot be accepted.
- Career Progression positions will be announced at the higher level but may be filled at the alternate hiring level of the job family descriptor, depending upon the qualifications of the applicant. See Policy OP-110235 for a list of Career Progression jobs.

## Employee/Applicant Details:

- Employees need not wait until November 1 to create their Master Application in the JobAps system. This can be done at any time by following the steps outlined in the “Application Instructions for Internal Applicants”. We encourage all employees to create a Master Application with all of their employment/education information listed. Changes can be made at any time to their Master Application.
- It is the responsibility of the employee to provide all pertinent information on their application to demonstrate that they meet minimum qualifications. Job descriptors which specify the major duties and qualifications for each announced position will be listed on the announcement.
- The employee may only submit their application once per announcement. If HCM determines that the employee does not qualify based upon the information provided, the employee cannot submit any additional information until the next job announcement.
- Employees do not need to submit a copy of their college transcript. If HCM needs additional information to determine qualification, they will request it.
- Probationary employees must have served six months with DOC by the closing date of the announcement to be eligible to apply for internal postings.

- The employee will receive an e-mail from HCM that their application has been received and that they are on a list.
- If the employee needs help with their user ID or password they can call HCM at (405) 521-2177. They can also e-mail [jobs@omes.ok.gov](mailto:jobs@omes.ok.gov) for assistance. They will need to provide the first three letters of their last name at birth, month and date of birth, and last four digits of their social security number.

### **Application Instructions:**

- To apply the employee will go to [www.jobaps.com/ok](http://www.jobaps.com/ok) for the list of job announcements.
- Click on **Internal Jobs** in the menu bar or on **internal classified job announcements** under Current Employment Opportunities.
- Before searching for a job, employees must always be sure that they are on the **Internal Job Openings** page as shown below:

### **Internal Job Openings**



Welcome to the Online Employment Center for the State of Oklahoma!

The State of Oklahoma has two different types of job positions classified and unclassified, as well as internships through the [Carl Albert Public Internship Program](#).

**Important Information**

- **If you are a current or prior classified employee with the state**, search a list of **internal classified job announcements**.
- You must apply for each Job Announcement. If you do not apply for each announcement, the hiring officials will not receive your application.

- Click on the arrow for Agency

Agency

and scroll down to select Department of Corrections; then click on Search. Internal job openings will be displayed beginning 11-1-2016.

- Click on the link to the desired job.
- To make application, use the “Click HERE to apply” link or the “Apply Online” link.