



State of Oklahoma
Office of Personnel Management
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Application Hints

We hope that the information in our publication "How Jobs are Filled in the State of Oklahoma Classified Service" will answer most of the questions you may have about applying for state employment. However, we understand that you may also have questions about completing the application to ensure that you get full credit when our staff reviews it. To help you, we offer the following suggestions:

1. Carefully read the instructions on page 2 of the application.

It is very important that you show your social security number and mailing address correctly. Any mistakes on your applicant data may slow down the processing of your application and hinder your chances for employment. Please note that you must complete an additional form (OPM-75) if you wish to claim veteran's preference.

2. Find the appropriate job family for which you wish to apply.

All existing state jobs have been identified in one of approximately 380 Job Families. If, for example, you are interested in working for the Oklahoma Department of Corrections as a correctional officer, you would apply for the job family "Correctional Security Officer." Each "family" describes a group of jobs with similar functions and includes different levels of responsibility and complexity. Each level lists the knowledge, skill, education and experience required to perform at that level. Typically, a job family will include the following levels: (1) "entry-level" (or trainee); (2) full-performance; (3) an "expert" level recognizing "lead workers" or "specialists"; and (4) one or more "supervisory" levels that involve directing workers, assigning duties and evaluating the performance of other employees in the job family.

3. Check the requirements listed on the job descriptor and list all relevant education and work experience on your employment application.

Your application must show that you meet the minimum qualifications listed in the "Education and Experience" section of the job family descriptor. OPM must have a complete account of your background because your application may be reviewed for more than one job or level within a job family. Include all job-related training and job-related licensure, registration or certification in the spaces provided on page 3 of the application.

We understand that you may have more than the two periods of employment which our application provides space for you to list. Please use extra sheets of paper, if necessary, to list all periods of employment which may relate to the job for which you are applying. When you submit attachments, be sure to use the same format as that found on our application; i.e., include the month and year you started and ended each job and the average hours worked per week. Describe your major work duties clearly, but briefly, avoiding vague terms and jargon. Be sure to treat each promotion or transfer which involved a change in work duties as a separate period of employment, even if they were with the same employer. You may also list volunteer work that you believe may be considered. Volunteer work should be described in the same format as any other work experience.

4. Use of resumes.

Employment resumes are a useful tool for highlighting an applicant's background at a glance. Unfortunately, most resumes do not provide enough detailed information to allow us to assess your qualifications accurately. We strongly encourage you to use attachments in the format described on the application rather than rely upon a resume which may have been developed for a different purpose.

"Serving Equal Opportunity Employers"

5. OPM staff will approve your application for the highest level in the job family currently open for recruitment for which you qualify PLUS any lower levels of the job family that are open for recruitment at the time of your application.

Agencies most frequently hire at entry-level. Agencies often hire even those applicants who may meet the minimum qualifications for higher levels at an entry-level in the job family.

6. Regardless of the levels within a job family for which you have applied and qualified, you will be eligible for consideration only if you have successfully completed the examination required for that level.

For example, if you have applied for a “Social Services Specialist” and have qualified at the supervisory level and would consider employment at lower levels in that job family you must complete the written examination required at Level I in order to have your name placed on that job register. We will send you test scheduling notices for all levels currently open and for which you have qualified. You may test in our Oklahoma City office or you may schedule testing at any of the Statewide testing locations listed below.

7. Some job families include more than one “job” at each level. You will be considered only for those “jobs” for which you qualify within the job level.

The job family for “Professional Engineer,” for example may include engineers with different academic backgrounds and specialties, such as civil, environmental or chemical. All of these specialties may be found at the same level in the job family. When the Department of Transportation hires a Level I “Professional Engineer,” they will consider only those applicants on the register with a civil engineering background. The Oklahoma Water Resources Board may wish to consider only candidates with an environmental engineering background. If a job family and level includes more than one distinct “job” such as this, OPM will review your application and place you on each currently open register created for the job family and level for which you qualify.

Testing Locations

Contact the test location nearest your home for information on test dates.

Ada	Pontotoc Technology Center, 601 W. 33rd Street	580-310-2271
Alva	Northwest Technology Center, 1801 S. 11 th	580-327-0344
Ardmore	Southern Oklahoma Technology Center, 2601 Sam Noble Parkway	580-223-2070
Bartlesville	Tri-County Technology Center, 6101 S.E. Nowata Road	918-331-3291
Burns Flat	Western Technology Center, 621 Sooner Drive	580-562-3181
Durant	Kiamichi Technology Center, 810 Waldron Road	580-924-7081
Enid	Enid Community Learning Center, 2615 E. Randolph	580-242-6600
Fort Cobb	Caddo-Kiowa Technology Center, N. Vo-Tech Rd. & 7 th Street	405-643-5511
Guymon	High Plains Technology Center, 712 Academy	580-338-0674
Idabel	Kiamichi Technology Center, Rt. 3, Box 177 Highway 70	580-286-7555
Lawton	Great Plains Technology Center, 4500 S.W. Lee Boulevard	580-351-6790
McAlester	Kiamichi Technology Center, 301 Kiamichi Drive	918-426-0940
Okmulgee	Green Country Technology Center, 1100 North Loop 56	918-756-1334
Ponca City	Pioneer Career Technology Center, 2101 N. Ash Street	580-762-8336
Poteau	Kiamichi Technology Center, 1509 S. McKenna	918-647-4525
Sapulpa	Central Tech, 1720 S. Main	918-227-9264
Tulsa	Tulsa Skyline Career Center, 6128 East 38 th Suite #405	918-384-2300
Wayne	Mid-America Technology Center, I-35 & Interchange 59	405-449-3391
Wetumka	Wes Watkins Technology Center, 7892 Highway 9	405-452-5500
Woodward	High Plains Tech, 3921 34 th Street	580-571-6190