

# The State of Minnesota Department of Employee Relations is changing its process for job applications.

**Good News!!** You will only need to submit one application/resume to be considered for all types of state job openings. The new process will use software called Resumix to store and extract information on all applicants for all positions. This software reduces the application requirements to a one-sheet application plus a resume, or (preferably) the use of the On-line Resume Builder. Effective immediately, the state will accept applications for employment by either:

- an application done on-line using the state's Online Resume Builder (Note: This is the preferred method), or
- a typewritten single-sheet State of Minnesota Application for Employment form with a typewritten resume attached.

**Applicants are no longer required to take centralized civil service tests.** If a particular agency wishes to do testing related to filling a specific position, that agency will handle all aspects of the testing.

## Method A: How to apply for state jobs by using the State's Resume Builder website (this is the preferred method):

If you submit your application via the On-line Resume Builder you do not need to complete or send an application form or other resume. **The On-line Resume Builder is a "one-stop" application process** that gives us all the information needed, in the best possible format, and you can edit/revise your resume on-line at any time.

- Go to: [www.careers.state.mn.us/](http://www.careers.state.mn.us/)
- Select: **My State Job Search**
  - If this is the first time you've used the resume builder, double-click on the words "Create a My State Job Search Account" and, on the new web page, fill in the blanks and hit "continue." Be sure to remember your account name and password so you can go back on-line and edit your resume in the future.
- On the web page where you build your resume, you can choose to enter the information from scratch or you can "cut and paste" information from a resume you have created in a word-processing document.
- Each section of the resume is saved as you create it and can be edited at any time.
  - Be sure to complete the "**Supplemental Information**" section, as this is information that agencies need in order to decide if an opening could be of interest to you.
- After completing all the sections, click on the "**Submit Your Resume**" button at the bottom right-hand side of the web page. You will be given a page with disclosure statements about information privacy. At the bottom of this page click on the "**Continue**" button. On the next page click the "**Exit**" button and answer "**Yes**" to the pop-up window.

## Method B: How to apply for state jobs by using paper documents:

Attached is the new one-sheet application form. If you don't want to apply using the on-line resume builder, please complete the application form and mail it with a clean copy of your current resume.

- Applications and resumes **must be typewritten**. Resumix is designed to extract skills, education, and contact information from typewritten text in documents such as resumes; it **will not extract information that is hand-written** or entered onto pre-printed forms.
- The paper application and resume **must be mailed rather than faxed**. Applications and resumes that are faxed are usually of a poorer quality than printed copies; faxed documents do not scan well into the Resumix database.