



**Welcome to AZ State Jobs**

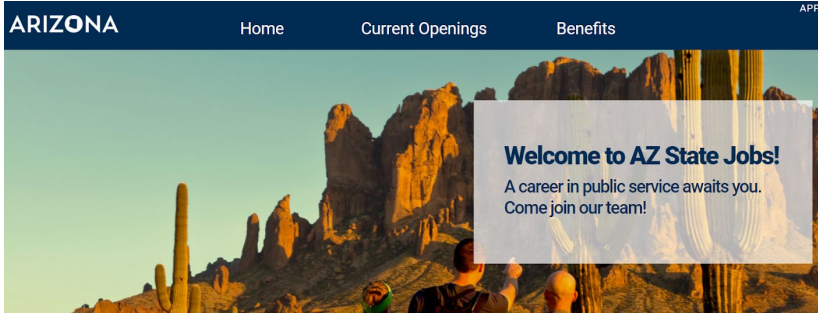
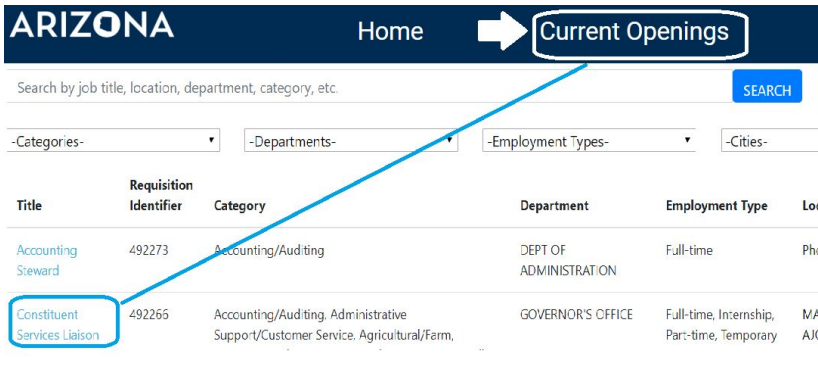
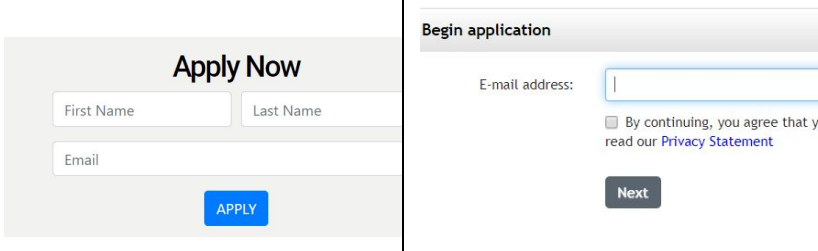
A career in public service awaits you.  
Come join our team!


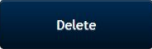








# State of Arizona Job Board Applicant User Guide

(Rev. 10/2020)

# Creating New Account / Applying For Jobs

(Applicant's POV)

<p>1. Open a google browser and enter the following link on the address bar:  <a href="https://state-of-arizona.career-pages.com/home">https://state-of-arizona.career-pages.com/home</a></p>																			
<p>2. Search for Current Openings</p>	 <table border="1"> <thead> <tr> <th>Title</th> <th>Requisition Identifier</th> <th>Category</th> <th>Department</th> <th>Employment Type</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Accounting Steward</td> <td>492273</td> <td>Accounting/Auditing</td> <td>DEPT OF ADMINISTRATION</td> <td>Full-time</td> <td>Phoenix</td> </tr> <tr> <td>Constituent Services Liaison</td> <td>492266</td> <td>Accounting/Auditing, Administrative Support/Customer Service, Agricultural/Farm, ...</td> <td>GOVERNOR'S OFFICE</td> <td>Full-time, Internship, Part-time, Temporary</td> <td>Mesa</td> </tr> </tbody> </table>	Title	Requisition Identifier	Category	Department	Employment Type	Location	Accounting Steward	492273	Accounting/Auditing	DEPT OF ADMINISTRATION	Full-time	Phoenix	Constituent Services Liaison	492266	Accounting/Auditing, Administrative Support/Customer Service, Agricultural/Farm, ...	GOVERNOR'S OFFICE	Full-time, Internship, Part-time, Temporary	Mesa
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<p>3. Select the position you would like to apply to.</p>	<p>Constituent Services Liaison      492266</p>																		
<p>4. If you don't have an account:  a. Enter First &amp; Last Name &amp; Email Address.  b. Click <b>Apply</b></p> <p>5. Verify email address, check box, click next.</p>																			

<p>6. Upload resume. By doing so, Pageup will autopopulate certain fields.</p> <p>7. Click Continue</p> <ul style="list-style-type: none"> <li><b>Note:</b> If PageUp cannot scan the personal information, applicants will have to manually enter the info.</li> </ul>	<p style="text-align: center;"><b>Save time on your application</b></p> <p style="text-align: center;">We can help fill out the application by pre-filling some of the info</p> <div style="text-align: center;">  </div> <p><b>Note:</b> Resume upload at this point is <i>optional</i>.</p>	<p style="text-align: center;"><b>Save time on your application</b></p> <p style="text-align: center;">We can help fill out the application by pre-filling some of the info</p> <div style="text-align: center;"> <p>GokuTester.docx (64 Kb) </p>  </div>
<p>8. Fill out application</p> <p>9. Click <b>Save and continue</b></p>	<p><b>Personal details</b></p> <p>Sorry, pre-filling of your applicant profile was unsuccessful.</p> <p>First name:* <input type="text" value="Goku"/></p> <p>Middle name: <input type="text"/></p> <p>Last name:* <input type="text" value="Son"/></p> <p>Preferred name: <input type="text"/></p> <p>E-mail address:* <input type="text"/></p> <p>Home address:* <input type="text" value="439 East District"/></p> <p>City:* <input type="text" value="Unknown"/></p> <p>Country:* <input type="text" value="United States"/></p>	<p>State / District:* <input type="text" value="Arizona"/></p> <p>Postcode/ZIP: <input type="text" value="85041"/></p> <p>Cell number:* <input type="text" value="602000000"/></p> <p>SMS text notification: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Employment status:* <input type="text" value="Never employed or contracted"/></p> <p>Password:* <input type="password" value="*****"/></p> <p>Confirm password:* <input type="password" value="*****"/></p> <p>Password strength: <span style="background-color: green; color: white; padding: 2px;">Very strong</span></p> <p style="text-align: right;">   </p> <p style="font-size: small; text-align: right;">Please fill in all mandatory fields marked with an *</p>
<p>10. Document Uploads</p> <p>a. Add any additional documents:</p> <ol style="list-style-type: none"> <li>i. Resume</li> <li>ii. Certification</li> <li>iii. Degree</li> </ol> <p>b. Click <b>Continue</b></p>	<p><b>Document Uploads</b></p> <p><b>To upload a file:</b></p> <ol style="list-style-type: none"> <li>Click 'Browse...' and select the file from your computer.</li> <li>Click 'Upload' to send the resume to us, this may take a few minutes depending on the speed of your internet. To delete a file that you have uploaded, click 'Delete'.</li> </ol> <p>Please attach your Resume*</p> <div style="text-align: right;">  </div> <div style="text-align: right; margin-top: 10px;">   </div> <p><b>Note:</b> You will be prompted to re-upload your resume again even if you already did on step 6</p>	
<p>11. Complete <b>personal Information</b></p> <p>a. Click <b>Continue</b></p>	<p><b>Personal Information</b></p> <p>Are you 18 years or older?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Can you provide verification of your eligibility to work in the U.S.?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Will you now or in the future require sponsorship for employment visa status (e.g., H-1B)?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<div style="text-align: right; margin-top: 20px;">   </div>

<p>12. Complete <b>Demographic Information</b> a. Click <b>Continue</b></p>	<p><b>Voluntary Demographic Questions</b></p> <p><b>Demographic Information</b></p> <p>The State of Arizona is committed to creating and maintaining an environment free from unlawful discrimination, harassment. It is the policy of the State of Arizona to treat all individuals professionally and fairly during the employment process with respect to color, sex, religion, national origin, age, disability, veteran status or any other characteristic protected by law.</p> <p>Submission of demographic information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information obtained will be kept confidential and will be used in accordance with applicable laws, executive orders and regulations. We appreciate your cooperation in providing the information requested below.</p> <p>Link to race/ethnicity categories is <a href="https://hr.az.gov/sites/default/files/azstatejobs_ethnicity.pdf">https://hr.az.gov/sites/default/files/azstatejobs_ethnicity.pdf</a></p> <p>Please select <b>one</b> race/ethnicity category with which you primarily identify. Click <a href="#">here</a> for additional information about race/ethnicity categories including definitions.</p> <p>Race/Ethnicity: <input type="text" value="Select"/></p> <p>Gender: <input type="text" value="Select"/></p> <p><b>Continue</b> <b>Save and exit</b></p>
<p>13. Complete Veterans and Disability Preference a. Click <b>continue</b></p>	<p><b>Veterans and Disability Preference</b></p> <p><b>Veteran Status</b></p> <p>Please select your veteran status: <input type="text" value="Select"/></p> <p><b>Disability Status</b></p> <p>Please select your disability status: <input type="text" value="Select"/></p> <p><b>Continue</b> <b>Save and exit</b></p>
<ul style="list-style-type: none"> <li><b>Note:</b> If you select <b>Veteran</b> or <b>disabled veteran</b>, you will be prompted to upload your DD214 or FL-802</li> </ul>	<p><b>Veteran Status</b></p> <p>Please select your veteran status: <input type="text" value="Veteran"/></p> <p>In accordance with A.R.S. § 38-492 and State Personnel Rules, the State of Arizona will provide preference to qualified veteran veterans seeking employment with the State. Veterans' preference is available to external candidates who are not currently Current state employees are not eligible for veterans' preference. If you are requesting veterans' preference, please upload documentation below with your SS# removed from the copy. If you are unable to upload your documentation, you may submit number or mailing address provided below. Documentation needed:</p> <ul style="list-style-type: none"> <li>•DD214 or certification from the Veteran's Administration Office</li> <li>•Form FL-802 or an equivalent letter from a service retirement board if you are a disabled veteran</li> </ul> <p>Submit your documentation only one time (you do not need to re-submit each time you apply for a position); you may submit (602) 542-4745 or by mail to:</p> <p>Arizona Department of Administration Human Resources Division Attn: Employment Candidate Statutory Preference 100 N. 15th Avenue, Suite 400 Phoenix, AZ 85007</p> <p>Document Upload: DD214 or certification from the Veteran's Administration Office <b>Upload file</b></p> <p>Document Upload: Form FL-802 or an equivalent letter from a service retirement board if you are a disabled veteran <b>Upload file</b></p>

<ul style="list-style-type: none"> <li><b>Note:</b> If you select <b>Disable</b> under Disability Status, you will be prompted to upload a document.</li> </ul>	<p><b>Disability Status</b></p> <p>Please select your disability status <input type="text" value="Disabled"/></p> <p>For the purpose of this preference, INDIVIDUAL WITH A DISABILITY means anyone who has a physical or mental impairment which limits one or more of their major life functions, or has a record of such impairment or is regarded as having such impairment.</p> <p>Preference will be awarded <b>ONLY</b> upon the Arizona Department of Administration Human Resources Information Solutions' (HRIS) signed and dated "Request for Disability Preference" form. The completed form is intended for use solely in connection with ARS 492. The information is requested on a voluntary basis and will be kept confidential. Refusal to provide the requested information may result in adverse treatment.</p> <p><b>Requests for reasonable accommodation in the interview/testing process should be made directly to the hiring agency via email.</b></p> <p>Please access this form here (<a href="https://dev-az-azdoa-hr.pantheon.site.io/sites/default/files/Request%20for%20Disability%20Preference%20Form.pdf">https://dev-az-azdoa-hr.pantheon.site.io/sites/default/files/Request%20for%20Disability%20Preference%20Form.pdf</a>) to complete the information, then upload below. Submit your documentation only one time (you do not need to re-submit each time for a position); if you are unable to upload this form, you may submit via email, fax or mail per the instructions on the form.</p> <p>Document Upload: Request for Disability Preference form <input type="button" value="Upload file"/></p> <p><input type="button" value="Continue"/> <input type="button" value="Save and exit"/></p>
<p>14. Acknowledge information by entering your full name and today's date.</p> <p>a. Click <b>Continue</b></p>	<p><b>Agreement</b></p> <p><b>Acknowledgement</b></p> <p>I certify by my signature below that the information provided in this application (or form) is completely accurate and true to my ability and/or recollection. I also certify that any additional information I have provided in this selection process, including responses to screening or interview questions, resumes, work products, letters of reference or recommendation, materials submitted for the purpose of the State to evaluate my qualifications and suitability for employment is fully accurate to the best of my ability and/or recollection.</p> <p>I understand that if I knowingly submit information, documents or statements later identified as intentionally inaccurate or false, I may be subject to dismissal from State service.</p> <p>Please enter your name as your electronic signature* <input type="text"/></p> <p>Today's Date* <input type="text" value="1"/> <input type="text" value="Jan"/> <input type="text" value="1990"/></p> <p><input type="button" value="Continue"/> <input type="button" value="Save and exit"/></p>
<p>15. Complete application.</p> <p>a. Click <b>submit application</b></p> <ul style="list-style-type: none"> <li><b>Note:</b> You can preview your application. However, you will notice that <i>veteran/disability information</i> will not be displayed in the preview.</li> </ul>	<p><b>Submit application</b></p> <p>Please fill in all mandatory fields marked with an asterisk (*).</p> <p>To help us with our marketing strategy please answer the following question:</p> <p>How did you hear about this opportunity?:* <input type="text" value="Select"/></p> <p>To complete your application, press the 'Submit application' button. By submitting this application, you are confirming that all information contained in this application is true and accurate.</p> <p>Would you like a copy of your application e-mailed to you? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="Preview application"/> <input type="button" value="Submit application"/> <input type="button" value="Save and exit"/></p>
<p>16. Application submitted.</p> <p>a. You can either go <b>Back to home</b> or <b>Close window</b>.</p>	<p><b>Application submitted</b></p> <p>Your application has been submitted.</p> <p><b>Applicant profile</b></p> <p>If you would like to also be considered for other positions as they become available, you can enter our applicant pool by creating an applicant profile. If you have already created a profile with us, please ensure your information is up to date.</p> <p><a href="#">Edit profile</a></p> <p><input type="button" value="Back to home"/> <input type="button" value="Close window"/></p>

<p>17. Applicant will receive a copy of the application</p>	<p>Copy of application <span>Inbox x</span></p> <p><b>jobs...@...pageuppeople.com</b> to GokuTester ▾</p> <p>Dear Goku,</p> <p>A copy of your application has been attached for your rec</p> <p>Regards, State of Arizona Careers</p>	<p><b>Applicant: Goku Son</b> Phone: (none)      Mobile: 6020000000      Fax: Address: 439 East District, Unknown, Arizona, United States, 85041 Email: <a href="mailto:GokuTester@gmail.com">GokuTester@gmail.com</a>      Gender:      Dob</p> <hr/> <p><b>Applied for: Constituent Services Liaison</b> Application Date: 11-Sep-2020 14:35      Current Status:</p> <hr/> <p><b>Application Form</b></p>
<p>18. Applicants will receive a confirmation email.</p>	<p>Application Received <span>Inbox x</span></p> <p><b>empl...@...pageuppeople.com</b> <span style="float: right;">2:35 PM (5 minutes ago)</span> to GokuTester ▾</p> <p>Dear Goku,</p> <p>Thank you for your recent application for the position of Constituent Services Liaison with the State of Arizona. Please feel free to update or to add additional information to your application by logging in <a href="#">here</a>.</p> <p>Your application will be processed and assessed in line with the specific requirements for this position. Please be advised that the selection process will commence in the near future. We will keep you informed of your progress either via phone or email after the application close date.</p> <p>We appreciate the time you have taken to prepare your application and thank you for considering the State of Arizona as a prospective employer.</p> <p>Kind Regards, State of Arizona - GOVERNOR'S OFFICE</p>	