

Script for Employment Opportunities on DAS Website

Chapter Title: WELCOME!

If you are looking for a job with the State of Connecticut, you've come to the right place!

This video was developed with you in mind. It will provide you with helpful information as you pursue your career interests with the State of Connecticut.

Before you continue on with the next chapter, here are some important things you should know.

You will notice there is a PowerPoint Presentation accompanying this video. If at any time you would like more information on a particular subject, simply pause the video and click the hyperlink shown in the presentation. If you would like to skip to another chapter, simply click the title of the chapter you are interested in. Also, if you would like a text version of this video script, simply go to www.das.state.ct.us/Jobs/videotext (we'll need to know the exact Internet address).

One fact you need to be aware of is that the State of Connecticut must follow State law when recruiting for vacant positions. This means that there are certain procedures that must be met depending on the type of position you are applying for. Should you want more information on the statutes that pertain to this topic, please pause this video and click the hyperlink on the accompanying presentation to view the Statutes.

[LINK ON PRESENTATION TO TITLE 5 OF THE C.G.S.](#)

Chapter Title: JOBS

Another important piece of information is that a job listing is different from an examination listing. For instance, when you click the hyperlink for "Jobs" from the DAS website or from the PowerPoint presentation, you will have an option to choose "Jobs List" or "Exams List". When you choose the "Jobs List" you will see a listing of current job openings. If you would like to view this information now, pause this video and click the "Jobs List" hyperlink on the presentation.

[LINK ON PRESENTATION TO "JOBS LIST"](#)

Jobs are posted as State agencies are actively recruiting. There is key information on the job posting that you must keep in mind. For example, some jobs require that you have already passed an exam for that specific job title and be on a current exam certification list.

To learn more about whether or not a position you are interested in requires an exam, please pause this video and click the hyperlink for “Is An Exam Required?” on the accompanying presentation.

[LINK ON PRESENTATION TO “IS AN EXAM REQUIRED?”](#)

Please be sure you review the requirements of the position as well as where to send your application materials. Also be sure to read the job posting carefully and note deadlines and any additional application materials that may be required. Deadlines are strictly adhered to.

Chapter Title: AFTER YOU’VE APPLIED FOR A JOB

So, you’ve applied for a State job! Now what?! The agency will review your application material to determine whether or not you meet the requirements of the position. They may then contact you and as mentioned in the preceding chapter, you may be required to complete another application that is specific to the agency.

At this point they will determine which candidates are invited to interview. An agency need not interview all qualified candidates.

For more information about interviews, pause this video and click the hyperlink for “More About Interviews” on the presentation slide. You may also wish to review “Frequently Asked Questions” about this process. If so, click “FAQs: Jobs”.

[LINK ON PRESENTATION TO “MORE ABOUT INTERVIEWS” AND “FAQs: JOBS”](#)

Chapter Title: EXAMS

As we mentioned, a job listing is different from an exam listing. Now, we’re going to talk about exams. When you choose the link for Exams List, you will see a listing of all current examinations that are open. It’s important to remember that while most exams are open to general public, exams listed as Promotional Exams are only open to current State Employees. Exams differ from jobs in that there is not necessarily an immediate opening. However, if you take an exam and pass it, your name will be placed on a list which remains in effect for a period of time... so if you are interested in applying for a particular job and that job requires an exam, you must apply for and pass the exam. If you would like to see current examinations, pause this video and click the “Exams List” hyperlink on the presentation.

There are some exams for which you can apply at any time. Some exams are only open on a periodic basis. We recommend you check the Exams List once every week so that you do not miss an opportunity.

[LINK ON PRESENTATION TO “EXAMS LIST”](#)

Exams are usually announced in anticipation of recruitment. There are basically three different kinds of exams...written, oral and an experience and training exam.

To better understand the different kinds of exams, please pause this video and click the hyperlink for “Exams” on the accompanying presentation.

Please read the exam announcement very carefully to make sure you are submitting all of the required information. Many experience and training exams require applicants to answer questions about their work experience and education and to submit this information with the application form. Again, be aware of deadlines.

You will not be notified when your exam application has been received by DAS. For more information on exams and preparing for each type of exam, please pause this video and click the hyperlink for “Exam Preparation Materials”

[LINK ON PRESENTATION TO “EXAM PREPARATION MATERIALS”](#)

Chapter Title: AFTER YOU’VE APPLIED FOR AN EXAM

So, you’ve applied for a State exam! Now what?! All application materials received by DAS are reviewed to determine whether or not applicants meet the requirements of the particular exam.

If you do meet the qualifications, DAS will send you a letter giving you information about the exam like date and location.

If you don’t meet the qualifications, DAS will send you a letter explaining your rights to appeal the decision.

Now, what happens next depends on the kind of exam you have applied for.

For specific information concerning the process that follows each kind of exam, and for other important information about examinations please pause this video and click “FAQs: Exams”.

[LINK ON PRESENTATION TO “FAQs: EXAMS”](#)

Chapter Title: APPLICATION FORM

Whether you’re applying for a job or an exam, DAS has developed a generic application form called the “Application for Employment or Examination” (or Form PLD-1). Keep in mind that some agencies may require additional information.

Please make sure you fill out all requested information. Although you may wish to attach a resume, the application form must still be completed in full.

To obtain a PLD-1, pause this video and click the “Application Form” link on the accompanying presentation. For detailed instructions on completing the PLD-1, click the link on the accompanying presentation for “How to Complete the Form PLD-1”.

[LINK ON PRESENTATION TO “APPLICATION FORM”](#)

[LINK ON PRESENTATION TO “HOW TO COMPLETE THE FORM PLD-1”](#)

Chapter Title: You Did It!

I hope you found this video helpful in gaining an overview of the job and exam process you would need to follow if you’re looking for employment with the State of Connecticut.

If you have any questions please contact the DAS Statewide Human Resources Management Office. You may view contact information by clicking the hyperlink for “Who to Call by Topic”.

Thank you for joining us, and good luck in your career pursuits.