

Online Application Guide

Instructions for the First-Time User

Online Application Guide

How to Apply for a State of Mississippi Job

Instructions for the First-Time User

1. Go to www.mspb.ms.gov
2. Click on Job Seekers
3. Under MSPB Career Center, Click on Job Openings

*Important Notes for Applicants:

- When applying online, **each applicant must have their own, unique email account.** Many Web sites such as, mail.yahoo.com, mail.AOL.com, and mail.google.com, allow you to establish free mail accounts.
- If you forget your username or password, an email will be sent to the email address listed in your profile allowing you to retrieve your username or reset your password.
- If you acquire a different email address, make sure you change it in your profile or you will not be able to receive your forgot username/password emails.

Instructions for Applying with Paper Application

Applicants are encourage to apply online to make it easier to apply for multiple positions. However, an electronic version of the paper application is available in PDF format for applicants to print and mail to MSPB or the appropriate agency. ["Click Here"](#) to download. Applications will be considered incomplete if the supplemental questions included with the job posting are not completed and attached.

Please Note: You must follow the instructions on each job posting as to where to submit a paper application. A separate application must be completed for each position. Applications must be received before the closing date to be considered. Any applications received after the closing date will be returned and not processed.

If you are unable to view either PDF, go to www.adobe.com to download the latest version of Adobe Acrobat Reader.

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Applicant Information

- Applicants may apply for positions that have been posted. Once the posting period ends, the job posting will no longer appear on MSPB's website. From MSPB's home page in the box labeled "[MSPB Career Center](#)," the applicant will see the following links: [How to Apply](#), [Applicant Login](#), [Job Openings](#), [Agency Only Opportunities](#), [State Employee Opportunities](#), [Job Descriptions](#), and [Job Interest Cards](#).

The screenshot shows the Mississippi State Personnel Board website. The header includes the MSPB logo, social media icons, and a search bar. The navigation menu contains links for Home, News, Publications & Reports, Personal Service Contract Review Board, Professional Development, FAQs, and Employee Appeals Board. The main content area is titled "Job Openings" and includes a date (Wednesday, May 11, 2011) and a "Welcome to State of Mississippi's Application Process!" message. A sidebar on the right contains three sections: "MSPB Career Center" (highlighted with a red arrow), "MSPB Applicant Care Center", and "MSPB General Information".

Home » Job Seekers

Job Openings

Wednesday, May 11, 2011

Welcome to State of Mississippi's Application Process!

You can now apply online by clicking on the job title you are interested in, and then clicking on the "Apply" link! If this is the first time you are applying using our "New" online job application, you will need to create an account and select a Username and Password. After your account has been established, you can create an application by clicking on the "Build a Job Application" link. This application can be saved and used to apply for more than one job opening.

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

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The State of Mississippi is an Equal Opportunity Employer.

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How to Apply

- To apply for a position with the State of Mississippi, choose one or more categories from the search criteria below that best suits your interest. You may choose "Select All Categories" in order to view all jobs available or "Clear All Categories" and select the categories in which you are interested. From this page you may also select the counties where you desire employment. After your selection are made, press **GO** at the bottom of the page and all jobs found, based on the search criteria selected, will be displayed.

Search Criteria
All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category			Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Accounting and Finance (7)	<input checked="" type="checkbox"/> Administration (9)	<input checked="" type="checkbox"/> Administrative Assistant (5)		
<input checked="" type="checkbox"/> Agriculture (1)	<input checked="" type="checkbox"/> Audit (1)	<input checked="" type="checkbox"/> Business (1)		
<input checked="" type="checkbox"/> Child Support (1)	<input checked="" type="checkbox"/> Clerical & Data Entry (2)	<input checked="" type="checkbox"/> Community Development (1)		
<input checked="" type="checkbox"/> Corrections (1)	<input checked="" type="checkbox"/> Counseling (1)	<input checked="" type="checkbox"/> Education (2)		
<input checked="" type="checkbox"/> Faculty (1)	<input checked="" type="checkbox"/> Faculty - Behavior Science (1)	<input checked="" type="checkbox"/> Faculty - Fine and Applied Arts (1)		
<input checked="" type="checkbox"/> Faculty - History (1)	<input checked="" type="checkbox"/> Faculty - Math & Technology (1)	<input checked="" type="checkbox"/> Faculty - Other (1)		
<input checked="" type="checkbox"/> Faculty - Science (1)	<input checked="" type="checkbox"/> Historic Preservation (3)	<input checked="" type="checkbox"/> Legal (1)		
<input checked="" type="checkbox"/> Library (1)	<input checked="" type="checkbox"/> Maintenance (1)	<input checked="" type="checkbox"/> Management (1)		
<input checked="" type="checkbox"/> Medical (1)	<input checked="" type="checkbox"/> Mental Health (1)	<input checked="" type="checkbox"/> Miscellaneous (1)		
<input checked="" type="checkbox"/> Office and Administrative Support (1)	<input checked="" type="checkbox"/> Professional (2)	<input checked="" type="checkbox"/> Program Management (1)		
<input checked="" type="checkbox"/> Public Safety (1)	<input checked="" type="checkbox"/> Recreation (1)	<input checked="" type="checkbox"/> Social Services (2)		
<input checked="" type="checkbox"/> Warehouse (2)	<input checked="" type="checkbox"/> Wetlands (1)	<input checked="" type="checkbox"/> Wildlife (1)		


Select County/Counties			Select All County/Counties	Clear All County/Counties
<input checked="" type="checkbox"/> 01 - ADAMS (2)	<input checked="" type="checkbox"/> 25 - HINDS (25)	<input checked="" type="checkbox"/> 45 - MADISON (2)		
<input checked="" type="checkbox"/> 61 - RANKIN (2)	<input checked="" type="checkbox"/> 72 - TUNICA (1)	<input checked="" type="checkbox"/> 83 - STATEWIDE (9)		

Search

Enter keywords (optional): [Explain this](#)

My Minimum Desired Annual Salary: [Explain this](#)

Go or [Clear Search](#)

 [Print this page](#)

Online Application Guide


- From the list displayed, click on the title of the position you wish to apply for (example: Accountant/Auditor II, Professional).

www.zeallsoft.com/d.

Page # 1 of 1 go

Position	Emp. Type	Salary	Closing Date
ACCOUNTANT/AUDITOR II, PROFESSIONAL	Full-Time	\$39,939.00 - \$69,893.25 Annually	06/07/11
ADMIN ASSISTANT III	Full-Time	\$23,105.80 - \$40,435.15 Annually	05/31/11
DOR-TAX PROCESSOR I	Full-Time	\$19,504.13 - \$34,132.23 Annually	06/05/11
NEW! ES-EMPLOYMENT INTERVIEWER I	Full-Time	\$25,135.31 - \$43,986.79 Annually	06/05/11

Page # 1 of 1 go



- Clicking on the link will bring up the job description page from which job information may be printed and an application for the position can be completed. To apply for the position, click on Apply.

Home » Job Seekers

Job Openings

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Job Title: Administrative Assistant (GLA)
Closing Date/Time: Sat. 05/14/11 11:59 PM Central Time
Salary: \$19,571.51 - \$34,250.14 annually
Job Type: Full-Time
Location: Hinds County, Mississippi
County/Countries Associated with Position: HINDS
Time Limited Position: No

[Print Job Information](#) | [Apply](#)



[Characteristics of Work](#) [Benefits](#) [Supplemental Questions](#)

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- After clicking [Apply](#), the Login screen will appear.

Home » Job Seekers

Login

Are you registered?

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

Username:

Password:

Login

[I Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here!](#)

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- If you have not created an account, click on the **“Create Your Account Here!”** link and complete the information on the **“Request New Job Seeker Account Page.”**

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GovernmentJobs

[Home](#) [Job Search](#) [Career Seekers](#) [About Us](#) [Employer Login](#)

Request New Job Seeker Account

*** First Name**
Middle Initial
*** Last Name**
Primary Phone
Alternate Phone
Email
An Email Address is NOT required to apply for this position. However, it is HIGHLY recommended that a valid email address be used so that you may receive notices (including emails to reset your password if you have forgotten it).

*** Notification Preference**
By which method would you prefer to be notified about application status, testing dates and examination results?

*** Address 1**
Address 2
*** City**
*** State**
*** Zip**
Country

*** Username**
Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

*** Password**
Password must be at least 8 characters long
Password must contain at least one special character
Password must contain at least one letter (any case)
Password must contain at least one number

*** Confirm Password**
Password Hint
Tip: If you forget your password, you can click on [Lost Password](#) and you will receive an email to reset your password.

*** Question #1**

*** Question #2**

*** Question #3**

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- When you have completed the required fields, click "Save." You have now created your account.

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- After you have created your account the “Build New Application” screen will display. An “Application Name” will be required. Consider using your first and last name or a name that you can readily identify. From this screen you will be able to complete an application by clicking on the “Create Application” link. You will also be able to view any previous applications submitted.

Home » Job Seekers

Employment Application

Welcome, N Jennings

[Main Menu](#) [Application Status](#) [My Account](#) [Help](#) [Logout](#)

Build New Application

To create an application, enter the name of the application in the box below and click the **'Create Application'** button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

Tip: You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

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Employment Application

Welcome, N Jennings

Help Logout

Main Menu

Application Status

My Account

Accountant Auditor II - Application process steps:

1 >>>>> 2 >>>>> 3 >>>>> 4 >>>>> 5
Job Application Agency-wide Supplemental Confirm Certify &
Application Questions Questions Application Submit

Job Application » Profile

* Required Field

Cancel

Save & View Application

Contact Information

* First Name N

Middle Initial H

* Last Name Jennings

Primary Phone (601) 555-5555

Alternate Phone

Email jennings@neogov.com

An Email Address is NOT required to apply for this position. However, it is HIGHLY recommended that a valid email address be used so that you may receive notices (including emails to reset your password if you have forgotten it).

* Notification Preference Email

By which method would you prefer to be notified about application status, testing dates and examination results?

* Address 1 123 Rainbow Dr

Address 2

* City Jackson

* State Mississippi

* Zip 39201

Country US

Former Last Name

list only one; leave blank if none

Month and Day of Birth MM / DD

Cancel

Save & View Application

* Required Field

- Complete the Personal Profile Information and then click **Save & View Application**.

Online Application Guide

- Complete at least one record in the Education History and Work Experience sections (click **Save** at the bottom of each section).

Job Application » Education

* Required Field

Cancel

Save & View Application

Save & Add Another

Education History

*Type of School

College

*Name of School

School Web Site

*City

*State

== Select State ==

Country

US

Start Month / Start Year

== Select Month == /

End Month / End Year

== Select Month == /

Did you graduate?

Yes, I graduated from this school

No, I did not graduate from this school

College Major/Minor

Units Completed

Semester units

Quarter units

*Degree Received

== Select Degree Received ==

Cancel

Save & View Application

Save & Add Another

* Required Field

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Job Application » Work

* Required Field

Cancel

Save & View Application

Work History

* Company/Agency Name

Web Site

Address

* City

* State

Zip Code

Country

Phone Number

* Start Month / Start Year

 /

* End Date (Month/Year)

End Month / End Year

 /

* Position Title

* Hours Worked Per Week

Number of Employees Supervised

Monthly Salary

\$

Name of Supervisor

Title of Supervisor

May we contact this employer?

Yes, you may contact this employer

No, you may not contact this employer

Reason for Leaving

* Duties Summary

Cancel

Save & View Application

Save & Add Another

Spell Check

* Required Field

Online Application Guide

- Complete the section entitled “Agency-wide Questions.”

Agency-wide Questions

* Required

Personal Profile **Agency-Wide Questions** Job-Specific Questions Attachments

1.	Are you currently employed with the State of Mississippi?	<input type="radio"/> Yes <input type="radio"/> No
2.	If you are currently employed with the State of MS, indicate the state agency. (If you indicated you are not employed with the State of MS, select "N/A")	= select =
3.	If you are currently employed with the State of MS, indicate your current Job Title. (If you indicated you are not employed with the State of MS, provide the response "N/A")	<input style="width: 80px;" type="text"/>
* 4.	Have you been separated within the last 12 months from the State of MS due to a Reduction in Force (RIF)?	<input type="radio"/> Yes <input type="radio"/> No
* 5.	If you have been previously part of a RIF, indicate which agency. (If you previously indicated "No" due to a RIF separation, select "N/A".)	= select =
* 6.	If you have been part of a RIF, indicate your previous job title. (If you previously indicated "No" due to a RIF separation, select "N/A")	<input style="width: 80px;" type="text"/>
* 7.	If you have been part of a RIF, indicate the date of your RIF separation. (If you previously indicated "No" due to a RIF separation, select "N/A")	<input style="width: 80px;" type="text"/>
* 8.	Are you a veteran of the Armed Forces? (If you indicated "YES", you must attach a copy of your DD214 or other proof of services.)	<input type="radio"/> Yes <input type="radio"/> No
* 9.	If you are a veteran, were you declared disabled?	<input type="radio"/> Yes <input type="radio"/> No

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* 10.	Are you an adult male born on or after January 1st 1960 and are registered for Selective Service between the ages of 18 and 25?	<input type="radio"/> Yes <input type="radio"/> No
11.	Indicate your Race (For Federal record keeping purposes only; response not required)	<input type="radio"/> American Indian <input type="radio"/> White <input type="radio"/> Hispanic <input type="radio"/> Black <input type="radio"/> Asian <input type="radio"/> Other
12.	Indicate your Gender (For Federal record keeping purposes only; response not required)	<input type="radio"/> Male <input type="radio"/> Female
13.	Please select your age group. (For Federal record keeping purposes only; response not required)	<input type="radio"/> Under 18 <input type="radio"/> 18-25 <input type="radio"/> 26-39 <input type="radio"/> 40-54 <input type="radio"/> 55-69 <input type="radio"/> 70+

- After completing the “**Agency-wide Questions**” section, click **Save & Proceed** and complete the **Supplemental Questions** section.

Online Application Guide

Supplemental Questions

* Required Field

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

*1. What computer programs are you proficient in using?

- MS Word
- MS Excel
- Ms Powerpoint
- MS Outlook
- None

*2. What Accounting/Auditing courses have you completed (check all that apply)?

- Managerial Accounting
- Federal Income Tax Accounting
- Advanced Federal Income Tax Accounting
- Cost Accounting
- Accounting Systems
- None of the Above

*3. What is the highest level of education you have received in the field of Accounting or Business Administration?

- Doctorate Degree
- Specialist Degree
- Masters Degree
- Bachelors Degree
- 3 years/90 semester hours
- Associates Degree/2years/60 semester hours
- 1 year/30 semester hours
- High School/GED
- None of the above

*4. How many years of experience do you have?

- 0-2 yrs
- 2-4 years

*5. Do you have a high school diploma or GED?

- Yes
- No

*6. Do you have at least 2 years of acc./aud. experience?

- Yes
- No

Save Work in Progress

Save & Proceed

* Required Field

- After completing the **"Supplemental Questions"** section, click **Save & Proceed**.

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- The “**Confirm Application**” screen will appear and display your completed application. You must verify the information entered is correct and then click on the “**Confirm Application**” button.

Confirm Application

Please review the application you're about to send for the position of **MC-ENFORCEMENT OFFICER I**. If you need to modify any parts of your application, just click the '**Edit**' button next to the section you wish to modify. Once you've reviewed the application click the '**Confirm Application**' button to proceed to the final 'Certify & Submit' step.

Confirm Application

- When you have certified the information on your application is correct and have clicked on the “**Confirm Application**” button, a “**Certify & Submit**” will appear. Clicking on the “**Accept**” button will submit your application. Clicking on the “**Decline**” will end the process and your application will not be submitted.

Certify & Submit



By clicking on the 'Accept' button, I certify that all statements made herein and on any attached documents are true and complete to the best of my knowledge. I authorize the verification of this information by the Mississippi State Personnel Board and any agency considering me for employment. I know that any misrepresentation herein may lead to rejection of my application, removal of my name from the list of eligibles, and/or dismissal from state service. I understand that, as a condition of employment, I will be required to present documentation which verifies both my identity and my employment eligibility pursuant to federal immigration law.

Accept

Decline

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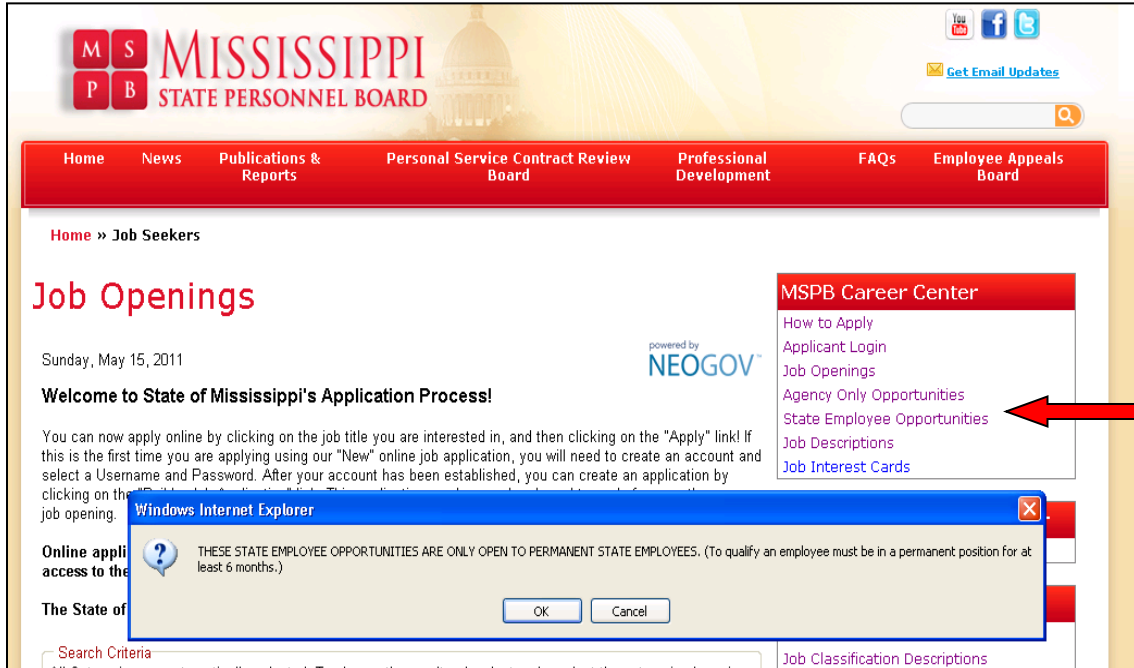
- State employees may apply for open positions within the agency where they are employed by clicking on the “Agency Only Opportunities” link.



- Any internal promotional opportunities will be listed below the above statement.
- Once you select the job for which you wish to apply, you will proceed with applying following the same instructions used for applying for a regular job opening (see Login Instructions – Confirming Your Application).

Online Application Guide

- State employees may apply for a position open at any agency by clicking on the “State Employees Opportunities” link.



- Any promotional opportunities will be listed below the above statement.
- Once you select the job for which you wish to apply, you will proceed with applying following the same instructions used for applying for a regular job opening (see Login Instructions – Confirming Your Application).

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- Job descriptions for all state positions can be viewed by clicking on the “**Job Descriptions**” link.
Note: **These are only job descriptions and are NOT on recruitment.**

www.zealsoft.com
[Home](#) » [Job Seekers](#)

Job Descriptions

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Welcome to State of Mississippi's job description inventory. If you are interested in a job that is not currently being recruited for, fill out our new online job interest card by clicking on the job description title and then on the 'Notify me when this position becomes available' link.

This is not a list of current job openings. If you are interested in applying to current job openings, please visit the “[Job Opening](#)” page.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)


Search
Search for class title or class code:

2187 records found.

Page # of 88

Class Title <input type="checkbox"/>	Min Monthly Salary <input type="checkbox"/>	Max Monthly Salary <input type="checkbox"/>
ABC-AGENT-IN-CHARGE	\$3,599.68	\$6,299.43
ABC-ENFORCEMENT AGENT I	\$2,612.25	\$4,571.44
ABC-ENFORCEMENT AGENT II	\$2,825.72	\$4,945.01
ABC-ENFORCEMENT AGENT III	\$3,066.63	\$5,366.60
ACADEMIC TEACHER I	\$3,333.33	\$5,833.33
ACADEMIC TEACHER I (MH/DHS)	\$3,458.33	\$6,052.08
ACADEMIC TEACHER II	\$3,555.56	\$6,222.23
ACADEMIC TEACHER II (MH/DHS)	\$3,680.56	\$6,440.98
ACADEMIC TEACHER III	\$3,666.67	\$6,416.67
ACADEMIC TEACHER III (MH/DHS)	\$3,791.67	\$6,635.42
ACADEMIC TEACHER I	\$3,333.33	\$5,833.33
ACCOUNTANT/AUDITOR I	\$2,155.57	\$3,772.24
ACCOUNTANT/AUDITOR II	\$2,363.33	\$4,135.82
ACCOUNTANT/AUDITOR III	\$2,831.78	\$4,955.61
ACCOUNTANT/AUDITOR I, PROFESSIONAL	\$3,025.00	\$5,293.34
ACCOUNTANT/AUDITOR II, PROFESSIONAL	\$3,328.25	\$5,824.44
ACCOUNTANT/AUDITOR III, PROFESSIONAL	\$3,667.00	\$6,423.08
ACCOUNTANT/AUDITOR IV, PROFESSIONAL	\$4,033.72	\$7,059.01
ACCOUNTING & FINANCE-DIRECTOR	\$4,011.06	\$7,019.36

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- By clicking on the “**Job Interest Card**” link, applicants can choose each area in which they are interested in receiving an email notification of when a position is on recruitment for 12 months.



Job Interest Cards

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Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the 'Job Interest Card' section below, then click the 'Submit Request' button. For the next 12 months after you submit this form, you will receive an email notification each time a position opens with State of Mississippi whose category matches one of the categories you've chosen. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year. To change the results, deselect and reselect the categories by using the Clear All Categories/Select All Categories links or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Airports
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Animal Services	<input type="checkbox"/> Architecture
<input type="checkbox"/> Arts	<input type="checkbox"/> Arts, Design, Entertainment & Media	<input type="checkbox"/> Athletics & Fitness
<input type="checkbox"/> Attorney	<input type="checkbox"/> Audit	<input type="checkbox"/> Automotive
<input type="checkbox"/> Building & Grounds Cleaning and Maintenance	<input type="checkbox"/> Building & Safety	<input type="checkbox"/> Building Maintenance
<input type="checkbox"/> Business	<input type="checkbox"/> Career Exploration	<input type="checkbox"/> Child Care
<input type="checkbox"/> Child Support	<input type="checkbox"/> Clerical & Data Entry	<input type="checkbox"/> Code Enforcement
<input type="checkbox"/> Communications	<input type="checkbox"/> Community and Social Services	<input type="checkbox"/> Community Development
<input type="checkbox"/> Community Services	<input type="checkbox"/> Construction Maintenance	<input type="checkbox"/> Construction Trades

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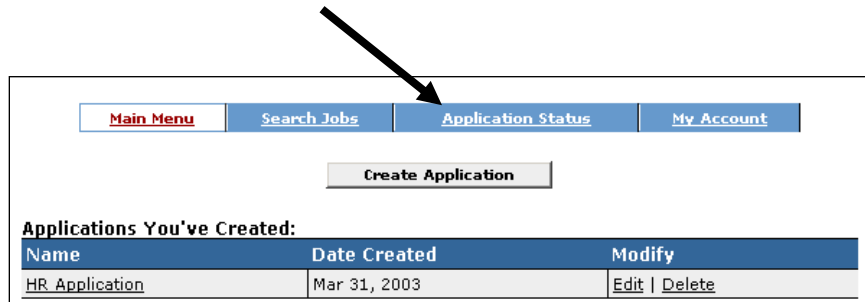
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Application Status:

Applicants are allowed to track the status of each of their applications.

- Viewing Status as an Applicant:
 1. Go to www.mspb.ms.gov
 2. Click on Job Seekers; then Applicant Login
 3. Login into your profile using the user id and password you previously set-up.
 4. Click on 'Application Status' in the menu bar



5. View applications that have been submitted.
6. In addition to viewing and printing applications previously submitted, you can view your status in the hiring process.

The screenshot shows a navigation menu with four items: 'Main Menu', 'Search Jobs', 'Application Status', and 'My Account'. Below the menu is a section titled 'Positions You've Applied For' with the text 'You have applied for 39 positions.' followed by a table with six columns: 'Job Title', 'Organization', 'Applied', 'View App.', 'Status', and 'Schedule'. The table contains several rows, with an arrow pointing to the 'View' link in the 'View App.' column for the 'Yo-Yo Designer' position.

Job Title	Organization	Applied	View App.	Status	Schedule
HR Manager	Metropolis, CA	03/27/06	View	Application Received	
DIVERSITY/AFFIRMATIVE ACTION SPECIALIST	Arlington County, VA	12/11/05	View	Application Received	
COMMUNICATIONS DIVISION CHIEF	Arlington County, VA	12/11/05	View	Application Received	
COMMUNICATIONS DIVISION CHIEF	Arlington County, VA	12/10/05	View	Application Received	
DIVERSITY/AFFIRMATIVE ACTION SPECIALIST	Arlington County, VA	12/09/05	View	Application Received	
COMMUNICATIONS DIVISION CHIEF	Arlington County, VA	12/09/05	View	Application Received	
Yo-Yo Designer	Metropolis, CA	08/01/06	View	Eligible-Referred to Hiring Manager	

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