

Helpful Application Tips

Tip 1: Thoroughly Review the Job Bulletin

- Current/Future Vacancies
When a recruitment is open, the resulting list of eligible candidates will most likely be used to fill any vacancies that occur during the time the list is active (generally for six months to one year). If you are not interested in the specific vacancy listed on the job bulletin, but you think that you may be interested in this classification in the future, please submit an application. When in doubt, apply!
- Review Minimum Qualifications
The minimum qualifications of a position describe the minimum education and/or experience that are required for a candidate to move forward in the selection process. Be sure to carefully review the minimum qualifications prior to completing an application.
- Carefully Review the Supplemental Questionnaire
Be sure to read the supplemental questions prior to completing the application as they also give an indication of the type of education and/or experience desired.

Tip 2: Thoroughly Review Your Application

- Create an Application Faster
If you are creating an application for the first time, you will have the option at the beginning of the application process to import a LinkedIn profile or upload a stored resume to pre-fill the application form.
- Ensure Your Information is Current and Accurate
Verify that your contact information (address, phone number and email address) is current. Also, your application should include your current position and any changes in your duties, location, pay, etc. since you last applied. If you currently work for the Court, it is expected that this information be provided at the time of application for each position; do not assume that those reviewing your application know your work history. Remember that you may update your personal information at any time by logging on to your profile at www.governmentjobs.com.
- List Your Work History Separately
If you have worked for the Court in different positions, list each position separately so that it is clear which duties apply to which position. Be sure to include the dates you held each position.
- Grammar/Spelling/Punctuation
Be sure to check for errors in grammar and spelling in your entire application (including your contact information). Use complete sentences and structure your application and supplemental questionnaire in a clear and concise manner. The job application and supplemental questionnaire is representing you and your quality of work, so be sure to put your best foot forward.
- Supplemental Questionnaire
Thoroughly read and respond to each supplemental question. Use detailed and specific examples in your responses. If a question is not applicable, you may enter "N/A" which demonstrates your acknowledgement of the question. Statements such as "see application" will not be accepted in lieu of a response. Keep in mind that your responses may be rated as part of the selection process and may determine whether you move forward in the selection process. And remember, this is a competitive process as you are competing with other applicants.
- Résumés
Unless otherwise instructed, résumés are not accepted in lieu of an online application.
- Double-check your application
Read your application at least once before submitting to verify that it is **complete** and **correct**. Review the job bulletin and supplemental questionnaire to ensure you have responded to all that is being asked.
- Online interest cards
Submit an online interest card so that you will be automatically notified when a classification you are interested in opens in the future. Let our system do the work for you.