

Online Application for State of Michigan Positions

How to Apply Instructions for the **First-Time User**

If you have an email address and online access, you can apply for State of Michigan Executive Branch jobs online! This User Guide explains each step of the process.

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How to Apply

Instructions for the First-Time User

***Important Note:** When applying online, you must have your own, individual e-mail account. Many web sites such as mail.yahoo.com, mail.AOL.com, and mail.google.com allow you to establish free e-mail accounts.

Find the Application Process Online

Go to the Civil Service home page (<http://www.michigan.gov/mdcs>):

The screenshot shows the Michigan Civil Service Commission (MCSC) website. The header includes the MCSC logo and the text 'Michigan Civil Service Commission'. Below the header is a navigation menu with links like 'Michigan.gov Home', 'MCSC Home', and 'MCSC Online Services'. The main content area features a mission statement and a photo of State Personnel Director Jeremy S. Stephens. A sidebar on the right contains links for 'MI Business One Stop', 'Departments/Agencies', 'Online Services', 'Surveys', 'RSS Feeds', and 'MCSC Quick Links'. A red arrow points to the 'New Hire Orientation' link in the left navigation menu.



Identify Positions of Interest

The screenshot shows the search criteria selection page. It has three main sections: 'Categories', 'Locations', and 'Department'. Each section has a list of options with checkboxes and a 'Select All / None' link. In the 'Categories' section, 'IT and Computers (2)' is selected, indicated by a red arrow. Below the 'Categories' section, the 'Selected Categories' section shows 'IT and Computers (2)'. The 'Selected Locations' and 'Selected Departments' sections are empty.

Select your **Search Criteria** by clicking the checkbox next to the **Category, Location or Department** of your choice. Selections made within the search criteria will appear under each search box. The number next to each criterion indicates the number of postings that fall within that particular search criterion and the number of postings that will appear in the "Search Results" if only that selection is made.

How to Apply

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Make your Search Criteria selection(s) and click **Go**. Another option is to "Select All" in any of the search criteria boxes (i.e. category, location or agency). You may also enter keywords to further narrow your search. (NOTE: To search all postings, click Apply Search without making any Search Criteria selections.)

Search

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

Go or [Clear Search](#)

Page 1 of 1

Job #	Position ▼	Department ▼	Location ▼	Emp. Type	Salary ▼	Closing Date ▼
4301-09-1234	Assistance Payments Worker - Eligibility...	Human Services - Central Office	Statewide	Permanent Full Time	\$16.51 - \$22.75 hourly	Continuous
5501-09-8jds	Departmental Technician 10	State Police	East Lansing	Permanent Full Time	\$18.25 - \$24.45 hourly	08/31/09
2701-09-333	Departmental Technician 7 - 9	Civil Service Commission	Lansing	Permanent Full Time	\$15.98 - \$21.94 hourly	09/11/09
0701-09-9798	Departmental Technician 7-E9 - Call Cent...	Management and Budget	Lansing	Permanent Full Time	\$15.98 - \$21.94 hourly	09/04/09
2701-09-813	Dept Tech 7 - E9	Treasury	Lansing	Permanent Full Time	\$15.98 - \$21.94 hourly	09/02/09
0701-09-666	Information Technology Programmer/Analys...	Information Technology	Lansing	Permanent Full Time	\$23.01 - \$33.07 hourly	09/11/09
7501-09-PAM5	Park Ranger	Natural Resources	Lansing	Seasonal	\$14.70 - \$20.67 hourly	Continuous
4715-09-25	Registered Nurse 12	Corrections - Huron Valley Correctional Complex	Ypsilanti	Permanent Full Time	\$22.04 - \$29.00 hourly	Continuous
6401-09-2122	Unemployment Insurance Examiner	Energy, Labor and Economic Growth	Lansing	Limited Term (position has expiration date)	\$16.28 - \$24.08 hourly	09/11/09

Click the position title of interest. (If your search did not bring the results you were seeking, click **Return to Search Criteria** and try again. Make sure you click **Clear Search** to erase your previous selections.)

How to Apply Instructions for the First-Time User

Begin the Application Process



STATE OF MICHIGAN Job Opportunities

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NEOGOV™

Job #: 0701-09-9798
 Job Title: Departmental Technician 7-E9 - Call Center Technician
 Closing Date/Time: Fri. 09/04/09 12:00 AM Eastern Time
 Salary: \$15.98 - \$21.94 hourly
 \$1,278.40 - \$1,755.20 biweekly
 Job Type: Permanent Full Time
 Bargaining Unit: UAW
 Location: Lansing, Michigan
 Department: Management and Budget

Review the job posting closely, noting Closing Date/Time, duties, minimum qualifications, and other requirements and information.

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

Description	Benefits	Supplemental Questions
<p>Position will provide customer service to Office of Retirement Services (ORS) customers by accurately responding to customer inquiries in a call center environment receiving request forms via phone calls, application documents, written correspondence, or personal visits to the office. Position will also determine customer eligibility for billings, pension, and health/death benefits, and provide pension/survivor estimates to process/authorize benefit info</p>		
<p>Print Job Information Apply</p>		
Required Education and Experience	Benefits	Supplemental Questions
<p>Education Possession of a high school diploma or equivalent.</p> <p>Experience <u>Departmental Technician 7</u> One year of experience performing administrative support activities.</p> <p><u>Departmental Technician 8</u> One year of experience as a business and administrative para-professional level in state classified service; OR One year of experience performing administrative support activities.</p> <p><u>Departmental Technician E9</u> Two years of experience as a business and administrative para-professional intermediate level in state classified service; OR One year of experience performing administrative support activities.</p> <p><u>Departmental Technician 7-E9</u> One year of experience as a business and administrative technician or business and administrative para-professional equivalent to the entry level in state classified service; OR, one year of experience performing 8-level administrative support activities; OR Two years of experience as a business and administrative technician or business and administrative para-professional, including one year of experience equivalent to the intermediate level in state service; OR, two years of experience performing 9-level administrative support activities; OR, two years of experience as a supervisor of administrative support activities.</p>		<p>Departmental Technician 7-E9 - Call Center Technician Supplemental Questionnaire</p> <p>*1. DPTLTCH7-10 - Do you possess an educational level typically acquired through completion of high school? <input type="radio"/> Yes <input type="radio"/> No</p> <p>*2. DPTLTCH7-10 - Please select your experience level. <input type="radio"/> One year of experience performing 7-level administrative support activities; OR, possession of a bachelor's degree and two years of job-related experience. <input type="radio"/> One year of experience as a business and administrative technician or business and administrative para-professional equivalent to the entry level in state classified service; OR, one year of experience performing 8-level administrative support activities. <input type="radio"/> Two years of experience as a business and administrative technician or business and administrative para-professional, including one year of experience equivalent to the intermediate level in state classified service; OR, one year of experience performing 9-level administrative support activities; OR, one year of experience as a supervisor of administrative support activities. <input type="radio"/> Three years of experience as a business and administrative technician or business and administrative para-professional, including one year of experience equivalent to the experienced level in state service; OR, two years of experience performing 9-level administrative support activities; OR, two years of experience as a supervisor of administrative support activities.</p> <p>*3. How many years of Call Center experience do you possess? <input type="radio"/> None <input type="radio"/> 1 to 2 Years <input type="radio"/> More than 2 Years</p> <p>* Required Question</p>

If you think you meet or exceed the minimum qualifications and would like to apply for the position, make sure you review the supplemental questions tab. (NOTE: Some postings may not include supplemental questions.) It may be helpful to prepare your responses to these questions in advance to make the application process easier. Click **Apply** to begin the application process.

How to Apply Instructions for the **First-Time User**

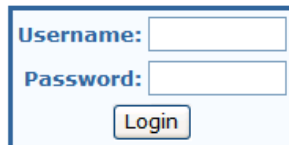
Create an Online Application Account

STATE OF MICHIGAN Login

Are you registered?

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

[Online Employment Application Guide](#)



Username:
Password:

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My Password](#)

Since this is your first time applying to a State of Michigan job via NEOGOV, click **Create your Account Here!** (NOTE: If you've previously registered, refer to the "[How to Apply for Returning Users](#)" document.)

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our [Privacy Policy](#).

STATE OF MICHIGAN Create Account

Request New Job Seeker Account

Enter your account information:

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

Email Address

Create a Password:

Password

Confirm Password

Password Hint

Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

Enter the requested information and click **Save**. Each applicant must have their own individual user account.

NOTE: E-mail address is a required field and cannot be the same as one already in use by another user. Please see the top of [Page 2](#) for web sites where you can establish a free account.

Write down your login information and keep it in a place where you will remember.

How to Apply

Instructions for the First-Time User

STATE OF MICHIGAN

Create Account

Welcome,

[Help](#)

[Logout](#)

[Main Menu](#)

[Application Status](#)

[My Account](#)

Thank you for registering with GovernmentJobs.com. Your account is now active.

In order to apply for a position you need to create an application first. Click on the **'Create Application'** button and we'll guide you through the process.

Click **Create Application**.

[Create Application](#)

Applications You've Created:

Name	Date Created	Modify
------	--------------	--------

Tip: You do **NOT** need to recreate a new application every time you're applying for a position.

Build Your Application: Personal Profile

STATE OF MICHIGAN

Employment Application

Welcome,

[Help](#)

[Logout](#)

[Main Menu](#)

[Application Status](#)

[My Account](#)

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):

[Create Application](#)

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.

Enter a general name for your application and click **Create Application**. This name is for your information only and cannot be seen by anyone else. (NOTE: You do not need to create a new application each time you apply for a posting. You may want to create multiple applications if you have different versions of your resume or if you have work experience in more than one job category {e.g. Accounting and I.T.}.)

How to Apply

Instructions for the **First-Time User**



STATE OF MICHIGAN Employment Application

Welcome,

[Help](#)

[Logout](#)

[Main Menu](#)

[Application Status](#)

[My Account](#)

[Departmental Technician 7-E9 - Call Center Technician](#) - Application process steps:

① [Job Application](#) ② [Agency-wide Questions](#) ③ [Supplemental Questions](#) ④ [Confirm Application](#) ⑤ [Certify & Submit](#)

Job Application » Profile

* Required Field

[Cancel](#) [Save & View Application](#) ←

Contact Information

*First Name

Middle Initial

*Last Name

Primary Phone

Enter your personal information. Fields designated with (*) are required fields. When you are finished, click **Save and View Application** at the top or bottom of the page. (NOTE: Phone numbers must include area codes. When completing your application, **DO NOT use the back arrow on your internet browser!** Using the back arrow may cause your information to be lost. Make sure to periodically save your information to help avoid this problem.)

How to Apply

Instructions for the **First-Time User**

Welcome, **John Smith**

[Help](#)

[Logout](#)

[Main Menu](#)

[Application Status](#)

[My Account](#)

Departmental Technician 7-E9 - Call Center Technician - Application process steps:

① [Job Application](#) ② [Agency-wide Questions](#) ③ [Supplemental Questions](#) ④ [Confirm Application](#) ⑤ [Certify & Submit](#)

Job Application » Review

* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)



Personal Profile

[Edit Personal Profile](#)

Name:	John Q Smith	Address:	123 Main Street Lansing, Michigan 48917
		Email:	js123@hotmail.com
		Notification Preference:	Email
Home Phone:	(517) 881-9999	Alternate Phone:	
Former Last Name:		Month and Day of Birth:	02/03

Other Personal Information

Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

Preferences

Preferred Salary:	
Are you willing to relocate?	Yes
Types of positions you will accept:	Regular , Temporary
Types of work you will accept:	Full Time , Per Diem
Types of shifts you will accept:	Day , Evening , Night , Rotating , Weekends , On Call (as needed)

Objective

Education

[Add Education](#)

Review your Personal Profile. Click **Edit Personal Profile** to make any changes.

Next, click **Add Education** to enter your educational information.

How to Apply

Instructions for the **First-Time User**

Build Your Application: Add Education

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

Enter your education history. Remember fields marked with (*) are required.

When you are finished, click **Save & Add Another** to add another school or click **Save & View Application** to return to the application.

How to Apply

Instructions for the **First-Time User**

Education	Add Education
College <i>Michigan State University</i> 8/2000 - 4/2004 East Lansing, Michigan	Did you graduate: Yes Edit Delete College Major/Minor: Business Degree Received: Bachelor's
Work Experience	 Add Work Experience
Certificates and Licenses	Add Certificates or Licenses
Skills	Add Skills
Office Skills	Edit
Typing: 0 Data Entry: 0	
Additional Information	Add Additional Information
References	Add Reference
Resume	Edit Resume
Text Resume	
Attachments	Add Attachment(s)
	Go to Step 2: Agency-wide Questions

* Required Field

Notice your education history is now included in your application.
Click **Add Work Experience**.

How to Apply

Instructions for the **First-Time User**

Build Your Application: Add Work Experience

Job Application » Work

* Required Field

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

* Required Field

Enter your work history information, beginning with your most recent employment. The Start Year/End Year fields must be entered as a four digit year (e.g. 2009, not 09). If you held multiple positions at the same company, enter each position separately so you can describe the duties of each job. Click **Save & View Application** to return to your application or click **Save & Add Another** to add more employers. (NOTE: A resume may not be substituted for a completed work experience section, unless the job posting specifically states to submit a resume in lieu of an application.)

How to Apply

Instructions for the **First-Time User**

Build Your Application: Add Certificates, Licenses, Skills, Additional Information and References

Work Experience	Add Work Experience
911 Operator 6/2004 - Present City of Lansing Lansing, Michigan	Hours worked per week: 40 Monthly Salary: \$0.00 May we contact this employer? Yes Edit Delete
Duties Answer 911 calls, dispatch police officers and EMTs	
Certificates and Licenses	Add Certificates or Licenses
Skills Office Skills Typing: 0 Data Entry: 0	Add Skills Edit
Additional Information	Add Additional Information
References	Add Reference
Resume	Edit Resume
Text Resume	
Attachments	Add Attachment(s)

[Go to Step 2: Agency-wide Questions](#)

* Required Field

To add **Certificates or Licenses, Skills, Additional Information or References**, click on the corresponding **"Add"** button.

Build Your Application: Resume

Resume	Edit Resume
Text Resume	
Attachments	Add Attachment(s)

[Go to Step 2: Agency-wide Questions](#)

* Required Field

Click **Edit Resume** if you choose to copy/cut and paste your resume in the application.

How to Apply

Instructions for the **First-Time User**

Job Application » Resume

* Required Field

Please cut and paste your text resume here (**DO NOT** use HTML tags).

Resume

Text Resume

Copy/Cut and Paste your Resume Here.

* Required Field

You may copy/cut and paste your resume in the text box. HTML tags are not accepted. Plain text documents may be copied and pasted into the text box. Make sure you use the spell check function. Click **Save & View Application** when you are finished.

Build Your Application: Add Attachments

Resume [Edit Resume](#)

Text Resume
Copy/Cut and Paste your Resume Here.

Attachments [Add Attachment\(s\)](#)

* Required Field

Click **Add Attachment(s)** to add your transcripts or other necessary documents as attachments to your application. (NOTE: The documents must have one of the following file extensions: pdf, doc, docx, txt or rft).

How to Apply

Instructions for the **First-Time User**

Job Application » Profile

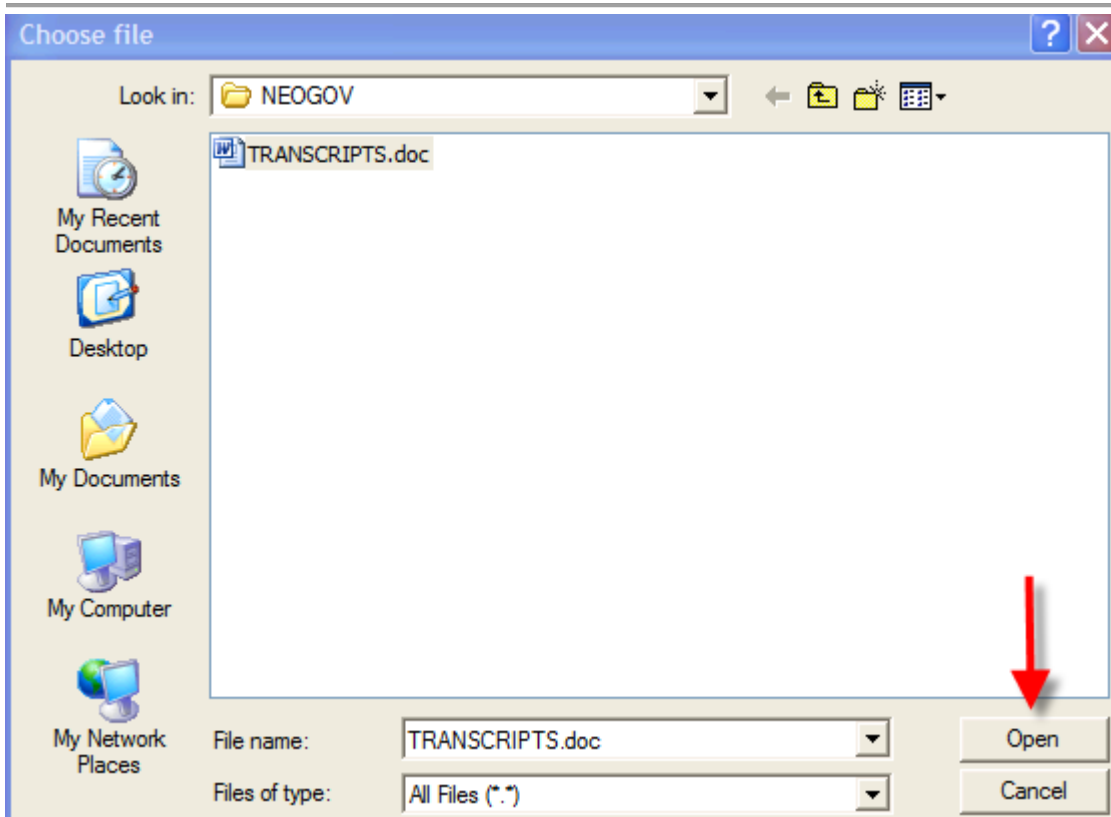
* Required Field

* **File Description**

* **File**
[Attach another file](#)

* Required Field

Enter the File Description (e.g. transcripts, resume, cover letter, etc.)



To attach a document click the **“Browse...”** button.

A new window will open. Locate the file you want to attach, select the file name, and click **Open**.

Job Application » Profile

* Required Field

* **File Description**

* **File**

[Attach another file](#)

* Required Field

Click **Upload** to save your document and return to the full application. To add another attachment, click **Attach another file**.

How to Apply

Instructions for the First-Time User

Attachments		Add Attachment(s)
Attachment	File Name	Action
College Transcripts	TRANSCRIPTS	Edit Delete
Go to Step 2: Agency-wide Questions		

* Required Field

Click the File Name to review the attached document. When you've completed your application, click **Go to Step 2: Agency-wide Questions**.

Build Your Application: Agency-Wide Questions

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

Agency-wide 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 the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

- *1. Are you currently, or have you ever been, a State of Michigan employee?
 Yes No
2. Please enter your Applicant or Employee ID, if known:
3. Please provide any previous names contained on academic or employment records if different than your current name.
- *4. Are you related to anyone working at the agency in which you are seeking employment?
 Yes No
5. If "Yes", please list the name of each relative along with the agency in which they are employed.
- *6. Have you ever been discharged/dismissed from a previous job, resigned in lieu of dismissal, or suspended by an employer?
 Yes No
7. If "Yes", please explain.
- *8. Criminal History - please check all that apply
 - Convicted of a felony (provide date, offense, location and disposition below)
 - Convicted of a misdemeanor (provide date, offense, location and disposition below)
 - Felony criminal charges are pending (please explain below)
 - None
9. If "Yes", then list each offense, the date of offense, location, and disposition.
10. Michigan Civil Service Rule 3-8, Veterans' Preference, states that a veteran or spouse may be eligible for preference in consideration during the selection process for hire into the classified service. In order to receive veterans' preference, registration with Michigan Civil Service is required.
A CS-1791 must be filed with the Michigan Civil Service Commission in order to be considered for veterans' preference. (CS-1791 form)
 NOTE: Not all veterans are eligible for veterans' preference.
 I have previously filed a CS-1791 with the Michigan Civil Service Commission and I am registered as a qualified veteran.
11. Race/Ethnicity (response optional)
 - American Indian or Alaska Native
 - Asian
 - Black
 - Hispanic or Latino
 - Native Hawaiian or Other Pacific Islander
 - White (not of Hispanic origin)
 - Multi-racial
12. Gender (response optional)
 - Female Male

Save Work in Progress
 Save & Proceed

* Required Field

Read the instructions and answer the Agency-wide Questions. If you need more than 30 minutes, make sure you click **Save Work in Progress** to save your work. After completing the questions, click **Save Work in Progress** to save your answers and return to your application at a later time, or **Save & Proceed** to continue applying for the position.

How to Apply

Instructions for the **First-Time User**

Build Your Application: Supplemental Questions

1 >>>>> 2 >>>>> 3 >>>>> 4 >>>>> 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)



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. DPTLTCH7-10 - Do you possess an educational level typically acquired through completion of high school?
- Yes No
- *2. DPTLTCH7-10 - Please select your experience level.
- One year of experience performing 7-level administrative support activities; OR, possession of a bachelor's degree and two years of job-related experience.
- One year of experience as a business and administrative technician or business and administrative para-professional equivalent to the entry level in state classified service; OR, one year of experience performing 8-level administrative support activities.
- Two years of experience as a business and administrative technician or business and administrative para-professional, including one year of experience equivalent to the intermediate level in state classified service; OR, one year of experience performing 9-level administrative support activities; OR, one year of experience as a supervisor of administrative support activities.
- Three years of experience as a business and administrative technician or business and administrative para-professional, including one year of experience equivalent to the experienced level in state service; OR, two years of experience performing 9-level administrative support activities; OR, two years of experience as a supervisor of administrative support activities.
- *3. How many years of Call Center experience do you possess?
- None
- 1 to 2 Years
- More than 2 Years

* Required Field

Read the instructions and answer the Supplemental Questions, if any are listed. Questions marked with (*) require an answer. After completing the questions, click **Save Work in Progress** to save your answers and return to your application at a later time, or **Save & Proceed** to continue applying for the position.

How to Apply

Instructions for the **First-Time User**

Confirm Your Application

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

Confirm Application

Please review the application you're about to send for the position of **Departmental Technician 7-E9 - Call Center Technician**. 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



You should now see your entire, completed application. Review the information and make any necessary edits. When you are satisfied with your application and would like to submit it, click **Confirm Application** at the top or bottom of the page. (NOTE: This is your last chance to make any edits to your application before you submit your application.)

Certify & Submit Your Application

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

Certify & Submit



*NOTICE TO APPLICANT: Please carefully review your application. Changes cannot be made once you click on **'Accept'** below. You may click on **'Confirm Application'** above to return to the previous step to review and edit any of your information before certifying your application.*

By clicking on **'Accept'** below, I hereby certify to the Civil Service Commission that all information provided is true and accurate and contains no falsifications or misrepresentations.

- I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work.
- I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S.
- I understand that I may be required to verify any and all information given on this application.
- I understand that this completed application is the property of State of Michigan and will not be returned.
- I understand the State of Michigan may contact prior employers and other references.
- I understand that a criminal history check may be conducted.

Accept Decline



Read the statement that follows and click **Accept** if you understand and agree to the statement.

How to Apply


Instructions for the **First-Time User**

Application for [Departmental Technician 7-E9 - Call Center Technician](#) is complete.

[Click here for a printable version of the application you just submitted](#)



Confirmation

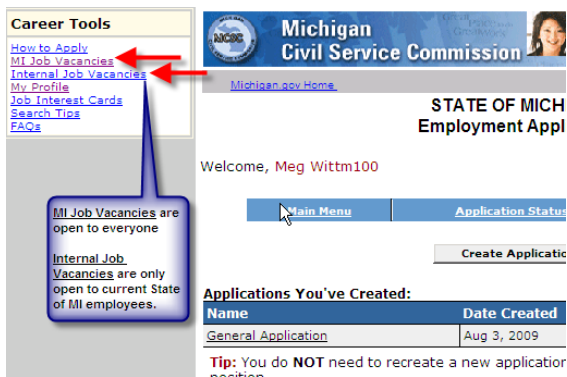


Dear **John Smith**

Thank you for applying for employment with the State of Michigan. Your application has been received. You will be contacted directly by the hiring agency if your application is selected for further consideration.

A confirmation will appear thanking you for applying and verifying that your application has been received. You will also receive an e-mail confirmation. **Click here for a printable version of the application you just submitted** will allow you to print your application.

Apply for Other Positions



Career Tools

- [How to Apply](#)
- [MI Job Vacancies](#)
- [Internal Job Vacancies](#)
- [My Profile](#)
- [Job Interest Cards](#)
- [Search Tips](#)
- [FAQs](#)

Tip: MI Job Vacancies are open to everyone. Internal Job Vacancies are only open to current State of MI employees.

To apply for another position, click **MI Job Vacancies** to see jobs that are open to everyone. Click **Internal Job Vacancies** to see jobs that are only open to current State of Michigan employees. When you click **Apply** on a position description, you will be taken directly to the Agency-wide Questions. Your prior application information will already be available to customize or edit!

Welcome, **John Smith**

Help

Logout

Main Menu

Application Status

My Account



Remember to **Logout** when you are finished.