



# Delaware Employment Link Applicant User Guide





# Applicant Guide

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# Applicant Guide

## Log Into DEL

You must be connected to the Internet to enter DEL.

First, launch the internet program.

Enter the address

Click

There are many ways to enter DEL.

The screenshot shows the Delaware Employment Link website interface. Five yellow arrows with numbers 1 through 5 point to specific navigation elements:

- 1**: Points to the "DEL SYSTEM" link in the left sidebar under "HOW TO APPLY".
- 2**: Points to the "HOME" link in the left sidebar under "SERVICES".
- 3**: Points to the "DEL" logo in the center banner area.
- 4**: Points to the "BROWSE JOBS" link in the bottom navigation bar.
- 5**: Points to the "APPLY ONLINE" link in the bottom navigation bar.



# Applicant Guide

## Register a New Username

1. Click **New User Registration**.
2. Click **Fill out the Application NOW using the Internet.**
3. Read the application instructions and scroll to the bottom of the page.
4. Click to check the box  **I agree with the above terms of use.**
5. Click **I am a NEW USER**

6. Enter the requested information.

You are required to provide the following information for tracking purposes.

First Name

Last Name

First 3 letters of Last Name at Birth

Last 4 digits of Social Security Number

Month of Birth

Day of Birth

You can click on the underlined words to sign up for free now.

We will correspond with you via e-mail. Please make sure that your e-mail address is correct. If you do not have e-mail you can sign up for free e-mail at [Yahoo!Mail](#).

Write your UserID and password down for future use.

e-mail address

confirm e-mail address

Please give yourself a UserID which is at least 8 characters.

UserID  (up to 10 characters)

Numbers (1, 2, 3...)

Please select a Password which is at least 8 characters and a combination of letters and digits.

Password  (8 character minimum, must include both letters and digits)

Re-enter Password

Record your UserID and Password for completing or copying another application in the future.

7. Once you have entered all of the information, click **Submit Registration**
8. You are now registered in DEL.

Please note: All information you submit for the Online Employment Application will be encrypted using industry standard 128 bit encryption and verified by VeriSign. The State of Delaware will never Sell, Rent, or Lease your personal information to third parties.



## Applicant Guide

### Retreiving Your UserID or password

If you forget your UserID or password, click [My Applications](#).

You will see two links on this page, [Forgot Your UserID?](#) or [Forgot Your Password?](#). Click the appropriate link and fill in the information requested.

Click [Retreive ID](#) and your UserID will be displayed or click [Send my Password](#) and your password will be emailed to you.



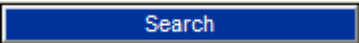
# Applicant Guide

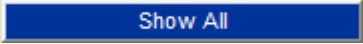
## Searching Job Postings

All job postings are displayed when you enter DEL if you scroll down the page.

To narrow your search, enter a keyword or select by agency, recruitment type, or job category to narrow the list of job postings.

Note: The picture below indicates location. This is not a search feature at this time.

Click  after you have made the selections.

Or, if you want to view all postings, click .

**» Narrow Your Job Search**

Your job listing will be filtered according to your selections below:

Keyword:	<input type="text"/>
Location	All Areas <input type="button" value="v"/>
Agency	All Agencies <input type="button" value="v"/>
Recruitment Type	Select Recruitment Type <input type="button" value="v"/>
Job Category	All Categories <input type="button" value="v"/> <a href="#">Select multiple categories</a>



# Applicant Guide

## Viewing Job Postings

Click the job title that you are interested in: [Administrative Specialist I](#)  
031607-MAAA01-fffff

A new screen will open showing detailed information for that posting.

### **Administrative Specialist I** Recruitment #031607-MAAA01-fffff

Opening Date: 3/16/2007

Closing Date: 3/22/2007 11:59:00 PM

Type of Recruitment: Open Competitive

Salary: Yearly: \$24,422.00/Min - \$30,527.00/Mid

Agency: Executive (10) / Executive/OMB / Facilities Management

Location(s): FACMNT: Facilities Mgmt - Maint Bldg: 192 Transit Lane, Dover, DE19901

[Go Back](#)

[Apply](#)

[View Benefits](#)



# Applicant Guide

## Applying for Job Postings

To apply for a job posting, click [Apply](#) under the description of the position at the

[Fill out the Supplemental Questionnaire and Application NOW using the Internet.](#)

top of the page or click [Apply](#) at the bottom of the page. The application instructions screen will open.

Read the application instructions and scroll to the bottom of the page.

I agree with the above terms of use.

I am a NEW USER

I have REGISTERED PREVIOUSLY

EXIT

Click to check the box  I agree with the above terms of use.

I have REGISTERED PREVIOUSLY

Click [I have REGISTERED PREVIOUSLY](#) (Note: if you are a new user, please see the section called "Registering a New Username")

### Apply for New Opening (Login Required)

UserID

Password

Enter your UserID and Password

Click

Retrieve Application





# Applicant Guide

## My Job Applications

If you have previously applied for positions in DEL you will see a screen similar to the one below:

**My Job Applications**

From the list below, choose the application you wish to copy into the new application for the Job: Accounting Specialist. Then click on the "Copy" button next to that job. The application you are "copying from" will still be saved and the new application will open to allow you to modify and send it in.

My Job Applications - order by:  [Return to Delaware Employment Link Career Opportunities](#)

Job Title/Bulletin Number	Date Sent	Deadline	General Job Info	Status/Disposition	Score	Last Notice	View Notices
<a href="#">Copy</a> <a href="#">Family Service Assistant I</a> <a href="#">031307-MDDN01-3700</a>	Not Sent	Open	<a href="#">Recruitment Status</a>				
<a href="#">Copy</a> <a href="#">Administrative Specialist I</a> <a href="#">031607-MAAA01-fffff</a>	Not Sent	03/22/07 11:59 PM	<a href="#">Recruitment Status</a>				

To apply for the current position, click on the [Copy](#)

You will then be able to answer the supplemental questionnaire and also edit your profile. Remember you must complete the supplemental questionnaire on each application that you submit and you must go to the Profile Tab and select the location(s) that interest you.

Save and continue



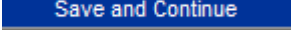
# Applicant Guide

## The Employment Application

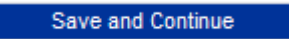
The employment application is divided into nine tabbed sections.




Any area that includes a \* (red asterisk) MUST be completed in order to open the next tabbed section.


Once you have completed the information in a section, click  to open the next section.

You will be able to go back and make changes if desired.

The system is setup to automatically save your data every time you complete a section by pressing .

To finish your application at a later time simply click  from the home page and select the application that you need to finish.



The application will have a "Finish" symbol at the top to remind you that the application is not complete. Click  to continue completing the application or to make revisions to the application.



# Applicant Guide

## Supplemental Questionnaire

At the top of the Questionnaire, you will see a description of the proficiency scale rating guide. Read this description to ensure you are answering the questions as accurately as possible

For each question, click the  that best meets your knowledge or experience level and then enter your detailed response in the text box.

**The State of Delaware Employment Application**

Administrative Specialist I #031607-MAAA01-fffff

Sup Qu EEO/AA Profile School Work Resume Review Send Exit

**Supplemental Questionnaire:** You are REQUIRED to complete this supplemental questionnaire for this application and then click on the button that says "Save and Continue". All fields with asterisks are required.

\* Please assess your proficiency in using standard computer software programs for word processing, spreadsheets or databases on the following rating scale:

- Knowledge/No Work Experience
- Applied Knowledge
- Thorough Knowledge/Experience
- Expert Level Knowledge/Experience
- None of the above

Please detail how your education, training and/or experience meets the proficiency level selected for this job requirement.

\* Please assess your proficiency in data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff and others on the following rating scale:

- Knowledge/No Work Experience
- Applied Knowledge
- Thorough Knowledge/Experience
- Expert Level Knowledge/Experience



# Applicant Guide

## EEO/AA

Enter your EEO/AA information on this Tab. If you scroll to the bottom of the page, you will also be able to indicate how you heard about our position.

- Sup Qu
- EEO/AA
- Profile
- School
- Work
- Resume
- Review
- Send
- Exit

It is the policy of the State of Delaware to assure equal and fair treatment in all aspects of employment opportunities and to not discriminate on the basis of gender, race, color, religion, national origin, marital status, disability, sexual orientation, age or Vietnam Era Veterans status. Please provide the following information to document and assess the effectiveness of our Affirmative Action Program. Hiring Managers will not have access to this page, and it will not impact hiring decisions.

<b>DISABILITY:</b>	Are you a person with a disability as covered under the American with Disability's Act? <input type="radio"/> Yes <input type="radio"/> No
<b>AGE GROUP:</b>	<input style="width: 100%;" type="text" value="Select one"/>
<b>ETHNICITY:</b>  Please check <i>only one</i> choice which best describes your race/ethnicity.	<input type="radio"/> <b>American Indian/Alaskan Native</b> All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. <input type="radio"/> <b>Hispanic</b> All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. <input type="radio"/> <b>Black (not of Hispanic origin)</b> All persons having origins in any of the Black racial groups of Africa. <input type="radio"/> <b>White (Non-Hispanic origin)</b> All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. <input type="radio"/> <b>Asian or Pacific Islander</b> All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.



# Applicant Guide

## Profile

Enter your personal information on this Tab:

[Sup Qu](#) [EEO/AA](#) [Profile](#) [School](#) [Work](#) [Resume](#) [Review](#) [Send](#) [Exit](#)

Profile: You are REQUIRED to Save & Continue this section for EACH application submitted.

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Middle Initial	<input type="text"/>
Mailing Address*	<input type="text"/>
City*	<input type="text"/>
State*	Select State or Other <input type="button" value="v"/>
Zip*	<input type="text"/> - <input type="text"/>
Country	<input type="text"/>
Email Address*	<input type="text"/>
Home Phone	<input type="text"/> OK to leave msg? <input type="radio"/> Yes <input type="radio"/> No
Business Phone	<input type="text"/> Ext. <input type="text"/> May we call you at work? <input type="radio"/> Yes <input type="radio"/> No
Cell Phone	<input type="text"/> Ext. <input type="text"/> OK to leave msg? <input type="radio"/> Yes <input type="radio"/> No
Work locations you will	



# Applicant Guide

## School

Enter your education information on this Tab:

Colleges, Graduate, Professional, Business, and/or Trade School(s) Attended:

Name and Location	Dates Attended	Major/Minor Subject	Degree Received*
Name of School <input type="text"/> Location <input type="text"/>	<input type="text"/>	<input type="text"/>	Choose <input type="button" value="v"/>
Name of School <input type="text"/> Location <input type="text"/>	<input type="text"/>	<input type="text"/>	Choose <input type="button" value="v"/>
Name of School <input type="text"/> Location <input type="text"/>	<input type="text"/>	<input type="text"/>	Choose <input type="button" value="v"/>
<input type="button" value="Add Another School"/>			

\* A degree, as part of the Job Requirements, must have been issued from an accredited college or university in order to meet the Job Requirements.

### Certification/License 1

Type:

Date Issued: mm/dd/yy

Date Expires: mm/dd/yy

Number:

Issuing Agency:

### Other Job-Related Training:

Course Title	Course Provider	Dates Attended
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



# Applicant Guide

## Work

Enter you work experience on this Tab:



If you have work experience, click [I have employment experiences](#).

If you have NO work experience, click [I have NO employment experiences](#).

### Enter your work experience

State of Delaware Employment Application Enter New Job 1	
Name of Employer*	<input type="text"/>
Mailing Address*	Street Address <input type="text"/>
	City <input type="text"/>
	State <input type="text" value="Select State or Other"/>
	Zip <input type="text"/>
Phone number	<input type="text"/>
Dates of employment*	From (mm/dd/yyyy) <input type="text"/>
	To (mm/dd/yyyy or "present") <input type="text"/>
Avg # hrs worked/wk*	<input type="text"/>
Full- or Part-time*	<input type="radio"/> Full-time <input type="radio"/> Part-time
No of Employees Supervised*	<input type="text"/>
Job Title*	<input type="text"/>
Still employed?*	<input type="radio"/> Yes <input type="radio"/> No
Reason for leaving*	<input type="text"/>
Description of primary duties: * (You are allowed a maximum of 17 lines.)	
<input type="text"/>	

Click [Save this Job](#) to add this job to your application.

Click [Delete this Job](#) to remove this experience from your application.

Click [Add another Employment Experience](#) to add another job to your application.

Click [I am done with my Job History](#) to move to the next part of the application.



# Applicant Guide

## Resume

This section of your application is optional.

If you already have your resume in another word processing program (such as Microsoft Word), there are two ways to add it to your application.

Click the "Upload Resume" button and select the file to attach from your computer.

Copy and paste your resume into the space provided.

1. Open your file containing your resume
2. Highlight the resume—a shortcut is to press [Ctrl] and the letter "a"
3. Copy the highlighted text—a shortcut is to press [Ctrl] and the letter "c"
4. Click in the text area and press [Ctrl] and the letter "v" to paste your text.

A screenshot of the application's Resume submission page. At the top, there is a navigation bar with buttons for "Sup Qu", "EEO/AA", "Profile", "School", "Work", "Resume" (which is highlighted), "Review", "Send", and "Exit". Below the navigation bar, a light blue box contains the text "Resume: Submission of your Resume is optional." Underneath this, there is a list of instructions and tips for submitting a resume. The instructions include: using the "Upload Resume" button for file uploads; cutting and pasting or typing the resume into a text area; using control-c and control-v for copying and pasting; and clicking on "Submit Resume", "No Resume", or "Clear Resume" buttons. The text area is currently empty.

**Submit Resume**

--click to add your resume to your employment application

**No Resume**

--click to continue completing your employment application without submitting a resume

**Clear Resume**

--click to clear the text area





# Applicant Guide

## Review

This section allows you to view your entire employment application. Each part of your application has an **EDIT** button. Clicking that button will open the appropriate section of your application and allow you to make changes.

Click **Ready to Send App** when you are ready to submit your application.

Click **Printing Tips** to make sure your margins are set right for printing.

Click **Print My Application** to print a copy of your application for your records.



## Applicant Guide

### Send

After you have filled in all of your information, and you have reviewed your application, click on the "Send" Tab.

Read the Applicant Release of Employment Information and check the boxes that indicate that you agree to the terms and submit your application to the State of Delaware as seen below:

**By checking this signature box, I certify agreement with the terms given above for Applicant Release of Employment Information.**

**By checking this signature box, I certify that I have read and understand the job posting for complete job requirements and conditions of employment as stated. I also certify that this application was completed by me, that all entries on it are true, and that I seek employment under these conditions.**

**I am knowingly sending in my application to the Office of Management and Budget/Human Resource Management with NO employment experiences listed in the WORK section of the application. (If you wish to add employment experiences to your application before sending it in, click on the "WORK" button above.)**

You will receive a confirmation e-mail once your application is submitted. If you do not receive a confirmation e-mail, you have not successfully submitted your application.

Applications submitted using the Online Employment Application are date and time stamped when you press the submit button.

### View or print a submitted application

Click [My Applications](#).

Click on the application you wish to view or print.

Click the "Review" Tab.

Read the printing tips and set your margins. [Printing Tips](#)

Click [Print My Application](#).



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