



## Beginning the Application Process

### Gather your “tools” to complete the application.

- Before you begin this process, gather your resume and other important information about your employment history, education, training and reference contact information. You will need this information to fully complete your application.

### Develop an effective summary of your work experience to include your application.

- The state application is the official record of your qualifications. The application is screened to determine if you meet the Knowledge, Skills and Abilities (KSAs) necessary to perform the duties and responsibilities of the position. Many state agencies will accept resumes. However, some will not. Your application may be considered “incomplete” if you put “See Resume” in the job duties section of the application. Include the summary of your work experience for each job in the application. *Note:* The resume is not a substitute for the state application.

### Be sure to fully complete the application.

- If you have information missing on your application, it may not appear to meet the identified job criteria and may be excluded from further review.

### Thoroughly read the job announcement.

- Pay close attention to the job description, the minimum and preferred qualifications, the special requirements and the special instructions to applicants sections of the job announcement. If you meet the qualifications and requirements, be sure you include this information on your application. Since each position is different, you may have to “tweak” your application to include the specific qualifications you have that match the position qualifications.

### The hiring authority is the agency advertising the position.

- The state agency advertising the position is the agency you are applying to for employment. Each state agency is responsible for managing its own recruitment and hiring process. If you have specific questions about the position, contact the hiring agency’s human resources office.



## Resources

The [Virginia Department of Veteran Services](#) and many military bases throughout Virginia provide resources, such as interviewing skill classes, resume building and connect Veterans with local companies looking to hire Veterans. Taking advantage of these training classes and networking opportunities will better assist you as you prepare to apply and interview for your next career.

[Virginia Transition Assistance Program \(VTAP\)](#)

[Virginia Values Veterans \(V3\)](#)



## Interview Preparation

### Prepare for the interview by researching the hiring agency.

- From the Department of Human Resources Management webpage, select “Agencies” at the top of the page to access a list of all agencies in alphabetical order and links to their websites. From here, you can conduct research on the agency, review the agency’s mission, social media sites and any other agency news or information. This research will help you prepare for the interview including identifying questions to ask during the interview.

### Some state agencies conduct panel interviews.

- This means that more than one person will be conducting the interview.

## Completing the Application

### Translate your qualifications into civilian terms.

- Translate your military skills into civilian terms so that the hiring agency can understand how your experience translates to the qualifications needed for the position. Describe your experience in a manner that someone outside the military could understand. If you need help converting your qualifications, you should use a Military Skills Translator that relates to your Military Occupational Specialty (MOS)-Army and Marine Corps, Air Force Specialty Code (AFSC), Rating or Navy Enlistment Classification (NEC).

### Match your qualifications to the minimum and preferred qualifications.

- It is essential that you match your qualifications with the minimum and preferred qualifications. When you describe your duties in the past job(s) on the state application, highlight those skills and experiences that are listed in the job description and the minimum and preferred qualifications. Be sure to translate your skills and qualifications to those described in the job announcement.

### Ensure your application is 100% complete before you submit it.

- Excluding relevant experience and information could exclude your application from further consideration for the position.

### Understand how the state applies Veterans’ preference.

- The Code of Virginia requires that state agencies give preference in the hiring process to Veterans, members of the Virginia National Guard and the surviving spouse or child of a Veteran killed in the line of duty.

Refer to the following Policy Guides for more information:

[Veterans Preference](#)  
[Preference for Members of the Virginia National Guard](#)  
[Preference for Surviving Spouse or Child of a Veteran Killed in Line of Duty](#)

### Ensure that you have copies of your DD214 (Report of Separation) or DD2586 (Verification of Military Experience and Training) to verify your military service, training, and experience.

- This information will be needed during the reference check phase.

### Track jobs for which you apply using an application tracker or spreadsheet.

- You can use an application tracker or a spreadsheet to list the state agencies (employer), working titles, state role titles, dates applied and the dates interviewed. A list of the jobs you have applied for with the state are also available in the [Recruitment Management System \(RMS\)](#).