

The Metropolitan Council Human Resources office accepts applications for currently posted positions through a partnership with **Neo Gov**, a comprehensive and integrated online recruitment, selection, and applicant tracking system for job applicants. Applications are completed online and stored, eliminating the need to fill out a new application each time an applicant applies for another position.

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What do I need to apply for a position on line?

You need computer access with an internet connection and an email address to enable us to contact you regarding your application status.

If you do not have a computer you may use a computer at the following:

- A local library. To locate a library near you, see www.publiclibraries.com/minnesota.htm.
- A local MN Workforce Center. For locations, see www.mnworkforcecenter.org.

If you do not already have an email address, free email accounts are available through a number of providers. A few example of free email providers include: Microsoft, Yahoo, Google, and America Online.

How do I find out about job openings?

You can do one of the following:

- For current job openings go to www.governmentjobs.com.
- For future job openings complete a Job Interest Card for notification of specific jobs or job categories. When a position with that title is posted, you will receive notification at the e-mail address you provide.

I found an open position that I am interested in, now what do I do?

Are you qualified? Determine if you are qualified for the position by thoroughly reading the job announcement. The minimum qualifications are listed. Your application, listing education, experience, licenses, certificates, and special skills will be reviewed to determine if you meet the minimum qualifications. If any of the information is missing, you may be considered unqualified, or less qualified than other applicants. In order for your application to be considered, it is important to follow the instructions for completing an application.

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APPLYING FOR JOBS

How long will it take to apply for a job?

On average, allow approximately 30-40 minutes to complete your application.

What information will I be asked to provide?

See "Online Sample Application" for details. You will reduce the time it takes to complete your application if you gather this information before beginning the online process.

What if I am not ready to fill out the application at this time?

You have until 4:30 p.m. of the closing date listed on the announcement to complete and submit your application in order to be considered. You can save your application and complete it when you are ready; but it must be submitted prior to 4:30 p.m. on the closing date. Your application is not submitted until you click on the "Accept" button, during "Step 4: Confirm and Submit." If at any time you do not want to complete your application, **save** your work, then log in again.

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Do I have to submit a separate application for each posting?

Generally, yes. Some postings will state “if you previously applied for posting #..... you do not need to reapply for this position, the lists will be merged.” For others you must apply to be considered. However, once you create an account, you may build an application and submit that application for multiple jobs by clicking the “Populate” button to automatically answer the agency-wide questions. Review and update your application as necessary. Once your account is created, applying for positions is quick and easy.

Is there a limit to the number of jobs that I can apply for?

There is no limit for the number of positions you may apply for.

How often can I apply for the same position?

You may reapply for most positions as often as the job opportunity is announced. Some continuous recruitments require a six month waiting period between applications. See the job announcement for more information.

Can I apply for jobs that are not currently open?

No, we only accept applications for jobs that we are currently recruiting for. Please continue to visit the Current Job Openings Web site and apply for new jobs as they become available. You may also want to complete a Job Interest Card to be automatically notified when a position in which you are interested opens.

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COMPLETING AN APPLICATION**How do I complete an application?**

On your first visit to Current Job Openings, you will need to set up an account, create a Username and password, with a reminder question to help you access your account information in case you forget. For detailed instructions on completing the application go to www.metrocouncil.org/jobs/ApplicantTools.htm.

How do I save my application?

You must click ‘SAVE’ to retain the information you have entered. If you close your browser prior to clicking ‘SAVE,’ you will lose any information you entered after the last time you clicked ‘SAVE.’ If at any time you need to exit out of the application form, click the ‘SAVE’ button at the bottom of the form. You can return to your application later by logging into your account with your Username and Password. Do not click the “back” button on your browser prior to saving your application, or you will lose any information that you have entered.

I was filling out my application and I lost all my information. What happened?

You may have used the back button (located on your toolbar) which when used removes all data. To avoid losing your information save your information periodically. You can then save all of your information so it can be automatically imported into your application every time you apply!

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How can I verify that my application has been received?

If you provide a valid email address you will receive an e-mail confirmation upon submission. To verify the positions you have submitted applications for, go to www.governmentjobs.com, click on the “Career Seekers” tab and login with your user ID, and password. Then click on the “Application Status” tab.

How do I print my application?

After you have submitted your application, you will see a link to ‘Click her for a printable version of the application you just submitted.’ Select that option to print your application.

May I submit a resume in lieu of an application?

No. You may attach a resume, but you must still complete the entire application. Your application will first be reviewed to ensure that your work experience and educational background meet the minimum requirements for the position. Be sure to present complete and concise information. Incomplete information will result in disqualification.

Note: You have 3 options for submitting a resume:

1. You may attach one document to the application. It must be in a text (.txt file extension), rich text (.rtf file extension), pdf (.pdf file extension), or Microsoft Word (.doc file extension), and is limited to 1 MB. If a file is larger than 1MB, you will receive an error message.
2. You may copy and paste your resume into the “Resume” field provided.
3. You may type text into the “Resume” field of the application.

What are supplemental questions?

When you are reading a job announcement you may notice a tab at the top entitled “Supplemental Questions.” These are questions that you will encounter as you complete the application for that specific position. They are designed to gather information from you about skills you have which are directly related to the job opening. In addition to the regular application the supplemental questions are used in the screening process, for the specific position, to identify the best-qualified candidates.

Will my application still be reviewed if I don’t submit the required supplemental questionnaire?

No. If it is noted in the job announcement that a supplemental questionnaire is required, your application will not be considered if you don’t submit a completed questionnaire.

Who will see my online application?

The Council considers your privacy to be top priority. All information is on a secure web server. Only the human resources staff and other designated Council users authorized to review specific job openings will have access. The Council does not share its database with other companies or localities.

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CHANGING MY APPLICATION

How do I change my address, telephone, or e-mail information?

If the position is currently open, you may login to www.governmentjobs.com and make the changes to your application materials. If the position is no longer open then you must contact our human resource office at 612-349-7558.

How can do I edit or delete information on my online job application?

Go to www.governmentjobs.com, click on the “Career Seekers” tab and login with your user ID, and password. You will see a list of application you have created. Choose the application you want to modify and click the Edit link. Use the links on the page to change your information.

Note: This will not update the information you have on file for any jobs you have already applied for.

What happens if there are technical difficulties with the online application system?

During regular business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.), telephone 612-349-7558 for basic troubleshooting assistance.

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AFTER COMPLETING AN APPLICATION

How can I review the status of recruitment, my account, or application?

Go to www.governmentjobs.com, click on the “Career Seekers” tab and login with your user ID and password. Then click on the “Application Status” tab. You will see a list of your applications and their status.

How long will it take before I hear from the hiring department?

We have numerous hiring divisions with the Council and the time periods for notification vary, depending on the circumstances involved. If the hiring division is interested in your application, you will be contacted.

How will I be contacted regarding the positions I have applied for?

You will be contacted by the human resources staff by phone, email or you may receive a letter.

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SELECTION PROCESS

Assessment Process

Each job posting contains information on the duties of the position, minimum job qualifications, and the application and examination process. Applicants are required to qualify for the position through a competitive assessment process.

Depending on the position, the assessment may include any combination of the following:

- Written exam
- Oral exam
- Practical exam
- Performance or skill assessment
- Assessment center
- Experience and training
- Personality inventory
- Hiring interview

Depending on the position and the assessment process candidates will receive either a numerical score or a pass/fail score. Veteran's Preference points will be added to scores where appropriate. Top candidates are referred to the hiring supervisor for consideration.

Job Offers

If you are extended a job offer for a position with the Council, you will need to successfully complete a pre-employment background check, a drug test for all positions and a physical examination for certain positions.

Length of Process

The recruitment process typically takes six to eight weeks from the time a position is posted until it is filled.

ADA/Reasonable Accommodation

If an accommodation is needed in order to participate in the selection process or to perform work once hired due to a disability, a request should be made as soon as possible in writing or appropriate alternative format. Please contact: 612-349-7558.

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