Selective Placement/Special Appointments

Applicants for Special appointments can fill out an application from the Delaware Employment Link Career Opportunities Page by clicking on the **Special Appointments** link found on Job Seeker Resources. The link is in the left navigation of www.delawarestatejobs.com

From this link, applicants are taken to a page that describes how our agencies use these types of appointments.

> **Selective Placement**
> **Return to Merit**
> **Other Special Appointments**
> **Return from Disability**

Click on the radio button next to the words Selective Placement

○ Selective Placement

Then click on the box directly below the radio button

You are verified as "Selective Placement" by DVR or DVI. **Selective Placement**

This will direct you to the Class Specifications page (seen below) so that you can select the correct Class Title.

Class Specifications

You can search the Class Specifications table using the "Search" feature or "Select Job Groups" feature to narrow the list of job descriptions.

Click on any job description below to view it and sign up to be notified when a job in this class opens.

To select multiple classes, check the box next to each class description below and then click the "Add All Checked Classes to My Job Search Agent" button. When you are finished, click this button again and click "Finish."

Search ▶ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z   Select Job Groups

Add All Checked Classes to My Job Search Agent

Class Title	Yearly Min - Yearly Max	Salary Grade
☐ MABB01 - Accountant	($29,920.00-$44,880.00)	010
☐ MABA02 - Accounting Specialist	($26,131.00-$39,197.00)	008
☐ MABA01 - Accounting Technician	($22,826.00-$34,240.00)	006
☐ MDCA01 - Active Treatment Facilitator	($22,826.00-$34,240.00)	006

Select the Class Title that you wish to apply to by clicking on the title.

Once you select the appropriate class title, you will be directed to the Class Specifications of the class you selected:

Office of Management and Budget/Human Resource Management

Accountant (#MABB01)
If you are submitting an application associated with a Free Name or Other Special Appointment, click here.

$29,920.00 Yearly Min / $37,400.00 Yearly Mid / $44,880.00 Yearly Max

Senior Accountant (#MABB02)
If you are submitting an application associated with a Free Name or Other Special Appointment, click here.

$32,012.00 Yearly Min / $40,015.00 Yearly Mid / $48,018.00 Yearly Max

At the top of the Class Specification you will see a link that states
If you are submitting an application associated with a Free Name or Other Special Appointment, click here.

Make sure that you choose the correct level as some class specifications have more than one level listed. In the example above, on the Accountant Class Specification, you will see both the Accountant and the Senior Accountant.

Note: If you are qualified for multiple levels of the class, you will have to fill out separate applications for each class title.

Click on the words: If you are submitting an application associated with a Free Name or Other Special Appointment, click here.

You will now be at the registration page. Scroll down the page to log in.

The Office of Management and Budget/Human Resource Management and the developers of the State of Delaware online employment application system are not responsible or in any way liable for any computer hardware or software malfunction which may affect your employment application or the applicant selection process.

By accepting the Terms of Use Agreement set forth here, you agree to all of the above terms and you agree to use this online employment application system only for the submission of bona fide employment applications to State of Delaware. Any other use of this online employment application system, including without limitation any copying, downloading, translation, decompiling or reverse engineering of the system, data, or related software, shall be a violation of this Terms of Use Agreement.

☐ **I agree with the above terms of use.**

| I am a NEW USER | I have REGISTERED PREVIOUSLY | EXIT |

Check the box ☐ **I agree with the above terms of use.**

Choose the correct button-

| I am a NEW USER | Not yet registered in DEL. You will set up a new USERID and password that will allow you to access to DEL.

Or

| I have REGISTERED PREVIOUSLY | You have already set up your USERID and password in DEL.

Once you have signed in, the application opens and you will see this page:

The State of Delaware Employment Application
Help   Job Info
Accountant #SP-MABB01-F
EEO/AA   Profile   School   Work   Resume   Review   Send   Exit

The application will have a special job number indicating that this is a "Free Name" application as well as the job classification number and a code to indicate the type of appointment (transfer, reinstatement, voluntary demotion, etc.). In the example above, the person selected Selective Placement-**SP**, Class Title-**Accountant**, and they are a free name-**F**.

There are 8 tabs on the application. You must complete the information on the **Profile, School, Work and Resume Tab**s. Make sure you **Save** and continue at the end of each tab.
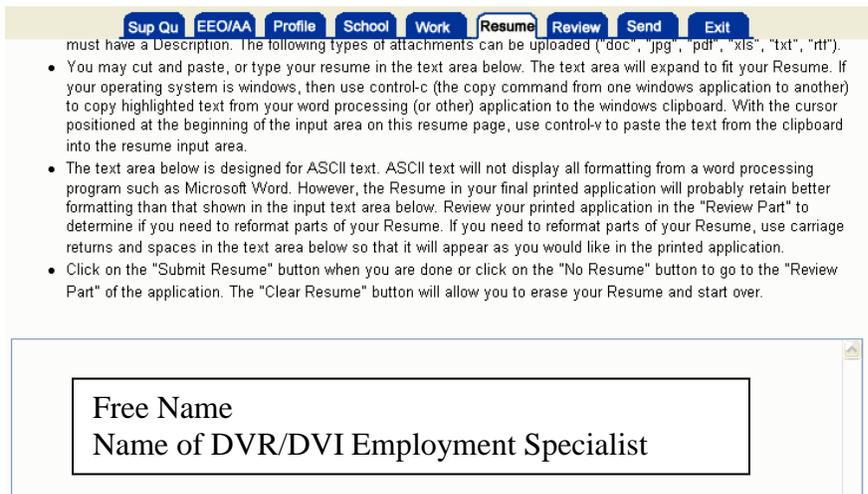
The EEO/AA tab is voluntary. The Review tab allows you to review your entries and edit if necessary before submitting. On the Send tab you will be required to agree to the terms and it

will have a submit button (Send to State of Delaware). The Exit Tab allows you to exit the system.

Evaluation of your Application

Evaluation of your application will be based on the description of education, training and/or experience you provide on the application so make sure you give lots of detail on the Work, School and Resume Tab.

Resume Tab:

In the box on the resume tab please enter the words Free Name and the Name of your DVR/DVI Employment Specialist (if applicable).

Once all tabs in the application are complete and a resume is uploaded, go to the Send tab and agree to terms by checking the boxes and "Send to the State of Delaware" You will receive a confirmation e-mail that the application was submitted.

Alert your Employment Specialist or the Selective Placement Program Manager that the application is ready for viewing.