



Delaware Employment Link Applicant User Guide





Applicant Guide

Log Into DEL.....	3
Register a New Username.....	4
Retreiving Your UserID or password.....	5
Searching Job Postings	6
Viewing Job Postings.....	7
Applying for Jobs	8
My Job Applications	9
The Employment Application	11
Supplemental Questionnaire.....	11
EEO/AA	12
Profile.....	13
School.....	14
Work	15
Resume	16
Review	18
Send	19
View or print a submitted application	20



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 State website with the following elements highlighted by numbered arrows:

- 1:** Points to the "DEL SYSTEM" link in the left sidebar.
- 2:** Points to the "HOME" link in the left sidebar.
- 3:** Points to the "DEL" logo in the center banner.
- 4:** Points to the "BROWSE JOBS" button in the bottom right.
- 5:** Points to the "APPLY ONLINE" button in the bottom right.



Applicant Guide

Register a New Username (without applying for an actual job)

1. Click on the title "Practice Application"- 
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 

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)

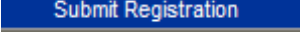
Numbers (1, 2, 3...)

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 
8. You are now registered in DEL.
9. You may complete the practice application now or at a later time. Once it is complete, you will be able to copy your information into other applications.



Applicant Guide

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

If you continue to have problems logging in, please contact us at jobs@state.de.us or call (302)739-5458

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

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 (must be part of the Job Title to effectively search) or select by agency, recruitment type, or job category to narrow the list of job postings.

Note: The picture below indicates location. This sorts by county only and not by specific job locations.

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"/> Select multiple categories



Applicant Guide

Viewing Job Postings

[Administrative Specialist I](#)

Click the job title that you are interested in:

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 Jobs

To apply for a job posting, go to the list of postings and click on the Job Title of the position that interests you. Then click [Apply](#) under the description of the

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

position at the top of the page or click [Internet.](#) 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.

Click [I have REGISTERED PREVIOUSLY](#)

(Note: if you are a new user, click the [I am a NEW USER](#) button and follow the instructions above in the section called “Registering a New Username” listed under #6.

Enter your UserID and Password

[Apply for New Opening \(Login Required\)](#)

UserID

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: Deadline [Return to Delaware Employment Link Career Opportunities](#)

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

To apply for the current position, click on the [Copy](#) and all of your stored information will transfer to the new application.

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 [Save and Continue](#)

If you have never applied before and you just registered as a new user, you will not get the screen above. A new application will open and you will need to enter all of the required information into the application and submit.



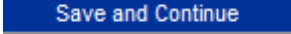
Applicant Guide

The Employment Application

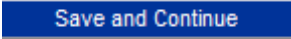
The employment application is divided into nine tabbed sections.




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

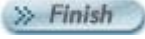
Once you have completed the information in a section, click  to save your work on that tab and open the next section.

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 .

Note: To finish your application at a later time exit out and when you are ready to return to the application 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

Completing the 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. Make sure that your education and work history supports your answers.

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.

DISABILITY:	Are you a person with a disability as covered under the American with Disability's Act? <input type="radio"/> Yes <input type="radio"/> No
AGE GROUP:	<input style="width: 100%;" type="text" value="Select one"/>
ETHNICITY: Please check <i>only one</i> choice which best describes your race/ethnicity.	<input type="radio"/> American Indian/Alaskan Native 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"/> Hispanic All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. <input type="radio"/> Black (not of Hispanic origin) All persons having origins in any of the Black racial groups of Africa. <input type="radio"/> White (Non-Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. <input type="radio"/> Asian or Pacific Islander 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 (Questions with a * next to them are required):

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 (Questions with a * next to them are required):

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"/>

* 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 (Questions with a * next to them are required) :

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 but if you want to submit a resume, you should use this tab. Do not e-mail your resume separately.

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 navigation bar with tabs for 'Sup Qu', 'EEO/AA', 'Profile', 'School', 'Work', 'Resume', 'Review', 'Send', and 'Exit'. The 'Resume' tab is highlighted. Below the navigation bar, a light blue box contains the text: 'Resume: Submission of your Resume is optional.' Below this, a list of instructions is provided:

- The "Upload Resume" button can be used to upload an attachment from your file system. Uploaded attachments must have a Description. The following types of attachments can be uploaded ("doc", "jpg", "pdf", "xls", "txt", "rtf").
- You may cut and paste, or type your resume in the text area below. The text area will expand to fit your Resume. If your operating system is windows, then use control-c (the copy command from one windows application to another) to copy highlighted text from your word processing (or other) application to the windows clipboard. With the cursor positioned at the beginning of the input area on this resume page, use control-v to paste the text from the clipboard into the resume input area.
- The text area below is designed for ASCII text. ASCII text will not display all formatting from a word processing program such as Microsoft Word. However, the Resume in your final printed application will probably retain better formatting than that shown in the input text area below. Review your printed application in the "Review Part" to determine if you need to reformat parts of your Resume. If you need to reformat parts of your Resume, use carriage returns and spaces in the text area below so that it will appear as you would like in the printed application.
- Click on the "Submit Resume" button when you are done or click on the "No Resume" button to go to the "Review Part" of the application. The "Clear Resume" button will allow you to erase your Resume and start over.

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



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.

Note: Once you have submitted your application **no changes or additional information can be submitted.** The system automatically screens applicants and once this is completed, the responses cannot be changed. For future reference, to ensure that you have sufficient time to review the accuracy of your submission, the DEL system is set up to automatically save your data every time you complete a section by pressing the Save and Continue button. To finish your application at a later time simply click on "My Applications" 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 on this symbol and you will be back in your application and can continue or make revisions. You can then ensure that before you actually submit your final application that it is accurate and complete. Just remember that the application **must be submitted prior to 11:59 pm on the closing date.**

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.)

Note: The question above is only asked if you do not enter any employment experiences.

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. Call 302-739-5458 with questions.

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



Applicant Guide

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](#).