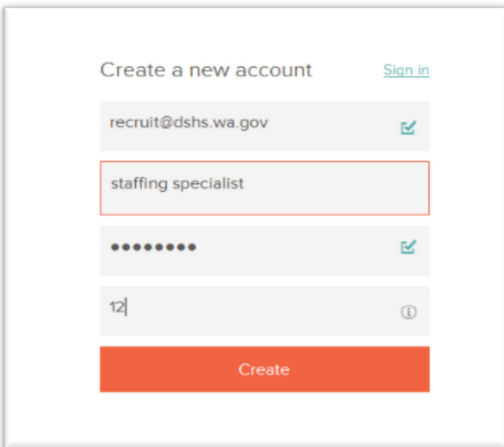


Now Use Your LinkedIn Profile to Apply for State Employment!

If you have never applied to a Washington state job on careers.wa.gov, you can export your LinkedIn profile to make the application process easier. Use these step by step instructions to get started.

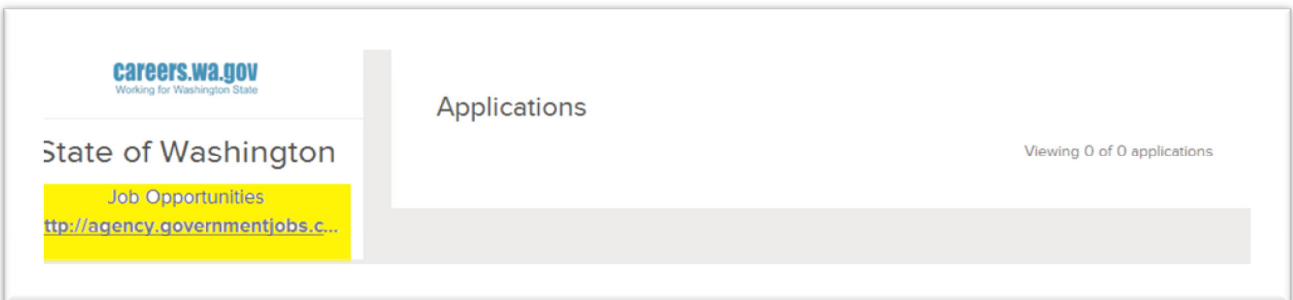
Go to www.careers.wa.gov and create your new account



The screenshot shows a registration form with the following fields and elements:

- Header: "Create a new account" with a "Sign in" link.
- Email field: "recruit@dshs.wa.gov" with a checkmark icon.
- Job title field: "staffing specialist" (highlighted with a red border).
- Password field: "*****" with a checkmark icon.
- Phone number field: "12|" with a help icon.
- Submit button: "Create" (orange).

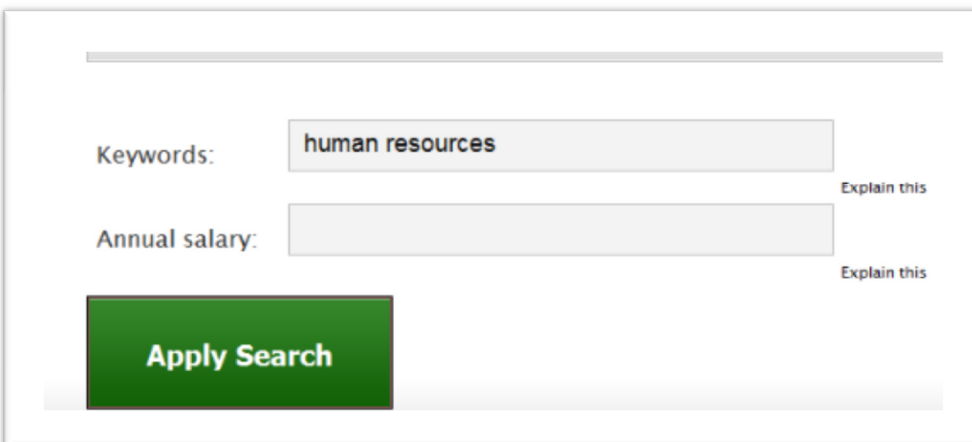
After you have created your account, click on the Job Opportunities link to get to the search page and search for jobs.



The screenshot shows the "Applications" page with the following elements:

- Logo: "careers.wa.gov Working for Washington State".
- Page title: "Applications".
- Status: "Viewing 0 of 0 applications".
- Navigation: "Job Opportunities" (highlighted in yellow) with a URL "http://agency.governmentjobs.c...".

In this example the key phrase used is "Human Resources." Click on the Apply Search button.



The screenshot shows search filters with the following elements:

- Keywords: "human resources" (input field) with an "Explain this" link.
- Annual salary: (input field) with an "Explain this" link.
- Submit button: "Apply Search" (green).

You will be taken to a list of jobs containing the key phrase “human resources.” Click on the position title to see details about the job.

Human Resource Consultant 1	Office of the Secretary of State	Thurston County - Tumwater	Full Time - Permanent	\$2,994.00 - \$3,918.00 monthly	03/06/14	03/12/14
HUMAN RESOURCE CONSULTANT 2 2014-01889	Dept. of Social and Health Services	Pierce County - McNeil Island	Full Time - Permanent	\$3,377.00 - \$4,429.00 monthly	02/24/14	03/23/14

Read the entire recruitment description to determine if you meet the qualifications for the job. Then click the Apply button to begin creating your application. At this point you should still be logged in.

Job Title: Human Resource Consultant 1

Opening Date/Time: Thu. 03/06/14 12:00 AM Pacific Time

Closing Date/Time: Wed. 03/12/14 11:59 PM Pacific Time

Salary: \$2,994.00 - \$3,918.00 Monthly

Job Type: Full Time - Permanent

Location: Thurston County - Tumwater, Washington

Department: Office of the Secretary of State

[Print Job Information](#) **Apply**

[Description](#) [Benefits](#) [Supplemental Questions](#)

After you have clicked on the Apply button you will be taken to a screen where you will have the opportunity to import your profile from LinkedIn. Click on the shaded box above the words Transfer from LinkedIn to get started.

Import Your Resumé

Save time by importing your information into our system automatically

Transfer from LinkedIn

Use your LinkedIn resume information for your new profile. You can edit this info later.

Upload from Computer




Supported file types: .pdf, .doc, .txt

To manually fill in your information, you can **Skip this step**

A small window will pop up allowing you to sign into your LinkedIn account. Once you enter your LinkedIn email and password, click the Allow access button. Your profile will automatically transfer to your application and you can continue to apply. Remember to review all the information on your application before submitting.

NOTE: To get the most out of this feature it is important to have a complete LinkedIn profile. If you have a careers.wa.gov account and have applied to state jobs before, this feature will not be available to you. It is only available to first time users of careers.wa.gov.

GovernmentJobs Online Applications would like to access some of your LinkedIn info:

-  **YOUR FULL PROFILE**
Full profile including experience, education, skills, and recommendations
-  **YOUR EMAIL ADDRESS**
The primary email address you use for your LinkedIn account
-  **YOUR CONTACT INFO**
Address, phone number, and bound accounts

Sign in to LinkedIn and allow access:

Email Password

[Join LinkedIn](#) [Forgot your password?](#)

