

STEP BY STEP:

Applying for State of Montana Jobs



1 SEARCH FOR A JOB OPENING

All open job postings can be found on the State of Montana Careers website located at statecareers.mt.gov. You can search the postings by keyword, city, or agency. Click on the job title to view the position details.

2 SIGN UP AND LOG IN

First-time applicants must create a username and password on the State of Montana Careers website located at statecareers.mt.gov to apply for a job. Not ready to apply just yet? No problem. Once you've created your account, you can save postings to your job cart so you can revisit them later.

3 APPLY ONLINE

Found the perfect job? Simply click on the "Apply Online" button at the top of the page. The first time you apply for a position, you will have the option to upload a resume. The system will extract information and fill in candidate information, which you will need to proofread and update accordingly.

4 ATTACH RELEVANT FILES

If you are applying for a position that requires additional information, you can upload files in the "Attachments" section. Be sure ALL files that are required and applicable are marked "Relevant." **Important:** If you are claiming disability and/or veteran employment preference, DO NOT upload those documents in the online job application. Please email such documents to HSHumanResources@mt.gov so they can be managed separately.

5 SUBMIT YOUR APPLICATION

Finish your application by completing the "Review and Submit" section. If the job you're applying for has a closing date, be sure to have it submitted by the date and time indicated in order to be considered for the position.

Scan here with your smartphone camera to get a more detailed guide!



Work for the State you love to live in.

Find your next adventure at WWW.STATECAREERS.MT.GOV

