

# HOW TO APPLY

## Applying at the Minnesota Department of Transportation

Thank you for your interest in available positions at the Minnesota Department of Transportation and the State of Minnesota. This document will help you create an account on the careers website, search and apply for specific jobs, upload a resume reflecting your work-related experience and qualifications, and how to complete an application.

Visit Minnesota Careers website at [mn.gov/careers](https://mn.gov/careers) or scan the QR code



### To create an account:

1. Go to [mn.gov/careers](https://mn.gov/careers).
2. Click **“Search open positions”** or select **“Accessible Applicant Portal”** if you use a screen reader of other type of assistive technology.
3. Click on the **“New User”**.
4. Create a User ID and Password (write this down for future reference).
5. Enter your first, last name, and your current contact information; read terms and agreements and check **“I agree to the Terms and Conditions”**; click **“Register”**.

### To search and apply for jobs:

1. Go to the [mn.gov/careers](https://mn.gov/careers) and click **“Search open positions”**.
  - o Current state employees should select **“Current Employee Portal”**.
  - o Select **“Accessible Applicant Portal”** if you use a screen reader or other assistive device.
2. Click **“Sign in”** using your account **User ID & Password**
3. Click **“View All Jobs”**.
4. Using the **“Search Jobs”** bar, you can search by **Job Title, Location, Keywords, or Job ID Number**.
  - o You can set up an email job alert by clicking **“Save Search”** and filling out the information in the popup box and checking **“Email me when new jobs meet my criteria”**. Click **“Save”**.
5. Click the job title to view the full job posting.
6. Click **“Apply for Job”** at the top of the page to begin the application process.

## Applying for Jobs:

1. Read the application information, terms and agreements and check “**I have read and agree to the above terms and agreements**” box. Click “**Next**”.
2. Click “**Attach Resume**” to upload a new resume and click “**Next**”. You can also attach a **Cover Letter** on this page. View the best file formats download this file at [tinyurl.com/dsc265y7](https://tinyurl.com/dsc265y7).
3. If not uploading a resume, click “**Next**” to complete the application. Follow the remaining steps to complete the application process.
4. Carefully review all application information on the Review/Submit page. To change any information, click “**Modify**” in the area you want to edit. Click “**Save**” at the top of the page when finished editing.
5. Click “**Submit Application**” when complete.

## My Job Applications

The My Job Applications page displays information about your job search activities such as the status of your application as well as all resumes and cover letters you have uploaded to the careers website. Log in to your account and select “**My Job Applications**” to access this information. If you save an application without submitting it, the job will appear in the Job Application list with a status of “Not Submitted”.

- To continue with your application, click the **Arrow** on the right side of the job you are applying for.
- To withdraw an application, click “**Withdraw**” next to the job you no longer want to apply to.
- If you notice a mistake or want to change something on your application, you will need to resubmit a new application. This can only be done if the job is still posted and open for application.

## My Job Notifications

The My Job Notifications page displays notifications that were emailed to you. Types of notifications that you may receive are job offers, interview schedule information, saved job search results, and an invitation to apply. Clicking the **Notification** will display the full notification information.

For questions about MnDOT job openings, refer to the contact listed on the job posting. For questions about the online application system or general questions about state employment, contact Minnesota Management and Budget's Enterprise Human Resources staff at:

**Email:** [careers@state.mn.us](mailto:careers@state.mn.us)

**Phone:** 651.259.3637

**Address:** 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155

**Hours of Operation:** Monday through Friday, 9:00 a.m. to 4:00 p.m. (except state holidays)

**Thank you for making the Minnesota Department of Transportation and the State of Minnesota an employer of choice. We wish you all the best in your job search!**

Connect with us!



To request this document in an alternative format, please contact the Office of Equity and Diversity at 651-366-4718 or 1-800-657-3774 (Greater Minnesota); 711 or 1-800-627-3529 (Minnesota Relay). You may also send an e-mail to [ADArequest.dot@state.mn.us](mailto:ADArequest.dot@state.mn.us). (Please request at least one week in advance).