

Tips for Success When Applying at DFPS, DSHS, and HHSC

Hiring managers look for applicants who best match the job's criteria and have the necessary qualifications to be successful in the job. Applicants must show in the application how they meet the minimum education and experience requirements as stated in the job posting. Hiring managers cannot make assumptions about the applicant's qualifications. To compete effectively, submit a thorough and complete application, tailored to the position in the job posting.

Before You Apply

- Visit the [DFPS, DSHS, and HHSC Career Center](#) to view open positions across the state and complete an online application.
- Review the job posting before beginning your application process. Determine your interest and whether or not you qualify for the role by reviewing the initial screening criteria, required knowledge, skills, abilities, and any licensure or certification requirements.
- Save a copy of the job posting for reference during the application process.
- Upload your resume and create your detailed candidate profile.

Application Tips

1. Make your application count.

- Each applicant is evaluated based on their submitted application for the position for which they applied. A resume cannot be considered on its own but may provide additional information.
- Take time with your application to ensure it captures your skills, education, certificates, licenses, training, or specific experience required for the position.
- In the application address how you meet the minimum education and experience requirements as stated in the initial screening criteria. If the information is not on the application and resume, the hiring manager is unable to make assumptions about those the applicant's qualifications.
- A signed application must be submitted for each job posting.

2. Review your preferences.

- Each position has travel, shift, location, and work hour requirements. If you agree with these requirements, make sure you answer the position related questions to show this.

3. Do not leave questions blank.

- When completing your application, address every required field.
- You are encouraged to upload a resume to your applicant profile, but a resume is not accepted in place of an application.

4. Accurately reflect employment history.

- List employment history in chronological order, with most recent work history listed at the top.
- The summary of experience section should include primary responsibilities, duties, and major accomplishments.
- Your work history is how managers evaluate your work experience.

5. Include special training/skills/qualifications.

- List the training or skills you have that relate to the job posting.
- Be specific to help the hiring manager understand how you meet the qualifications and skill requirements of the position.

6. Review one last time before you submit.

- Carefully check for misspellings or grammar errors and follow all instructions.
- Save your application and check the preview before submitting. Once your application is signed and submitted, it cannot be changed.
- You cannot submit more than one application for the same job posting.

7. Sign your application.

- You must sign and submit an application for each job posting ID in order to be considered for the job.

8. Check your application status.

- You can view your application status by logging in to your candidate profile on the [DFPS, DSHS, and HHSC Career Center](#).

9. Keep your profile up to date.

- Your employment history, certifications and licenses, skills and training, and education are saved in your candidate profile. When you apply for a new job posting, take time to edit and tailor your application to increase your chances of success.

For questions about completing the online application, contact the HHS Employee Service Center toll-free at 888-894-4747.