

EMPLOYMENT WITH THE STATE OF MICHIGAN

Application Process

The state of Michigan uses a web-based vacancy-driven system to fill positions in the state classified service. When there is a hiring need, jobs are posted to the Civil Service website through an electronic application process known as NEOGOV. You can apply for any job posted on our website.

To view vacancies in any department of state government, go to <http://www.michigan.gov/statejobs> and click on "MI Jobs Your Career Starts Here." To build your electronic application ("Profile"), follow the instructions in the **How to Apply** link. First-time users need to create an account and select a Username and Password. After your account is established, you can build an application that will be saved and can be used to apply for multiple job openings or examinations. Applications for jobs that require college credits must have a copy of the official transcript attached.

If interested in receiving automated e-mail alerts when jobs of interest to you are posted, complete and submit an electronic **JOB ALERTS**. The Career Category selections can be changed at any time.

Civil Service Commission Office of Career Services

The Office of Career Services provides applicants with employment information for all state agencies.

Offices in Lansing and Detroit offer personalized assistance with career planning. A Career Consultant will review your resume to identify jobs in state government for which you may qualify based on your experience and education. To request a review, submit your résumé by e-mail to MCSC-CareerServices@michigan.gov or to either office indicated below.

Also at www.michigan.gov/CareerServices, you will find information on Veterans' Preference, Job Specifications and Pay (a generic description of the classification, typical duties, any required knowledge, skills, abilities, education, or experience, and pay rate), a list of jobs that require a college degree, tips on How to Prepare for an Interview, Career Path Charts, and much more.

LANSING OFFICE
400 South Pine Street, Suite 101
Lansing, MI 48933
(800) 788-1766
(517) 284-0100 [voice]
(517) 284-9950 [fax]

DETROIT REGIONAL OFFICE
3042 West Grand Boulevard
Suite 4-400
Detroit, MI 48202
(313) 456-4400 [voice]
(313) 456-4411 [fax]

Michigan Relay Services are available by calling 711.



Facebook.com/
StateOfMichiganCareers



Twitter.com/
SOMCareers

The State of Michigan is an Equal Opportunity Employer

FREQUENTLY ASKED QUESTIONS

- 1) **Where are vacancies posted?** Job vacancies for all departments in state government are posted at www.michigan.gov/statejobs (click on “Search MI Jobs” in the scrolling toolbar).
- 2) **Are internship opportunities available?** Yes. Vacancies are posted at www.michigan.gov/statejobs. For more information, see the Internships tab at www.michigan.gov/Intern.
- 3) **How do I apply for a job?** Click “Apply” on the job posting after completing the application and attaching any required documents. (Click on the “How to Apply” link for detailed instructions.)
- 4) **How do I know if a college degree is required?** The job posting will indicate if a degree is required. For a list of jobs that require a degree, go to:
 - a. www.michigan.gov/CareerServices,
 - b. hover over **Resources**, and
 - c. click on **College Degree Requirements for Civil Service Job Classifications**
- 5) **How can I apply when I do not have access to a computer?** Contact your local library, MI Works! office, or the Detroit or Lansing Office of Career Services.

STATE JOBS THAT REQUIRE AN EXAMINATION

The **Entry-Level Law Enforcement Examination** is required for the jobs listed below. Applicants **must take and pass the examination before applying for a vacancy**: Go to www.michigan.gov/statejobs, click on “MI Jobs Your Career Starts Here,” click on “Take an Exam,” and select Entry-Level Law Enforcement Examination.

Entry-Level Law Enforcement

Jobs That Require This Exam

Conservation Officer 10
Motor Carrier Officer (Recruit) 9
State Properties Security Officer 7
State Trooper 10