STEP BY STEP:
Applying for State of Montana jobs

MONTANA DPHHS
Healthy People. Healthy Communities.
Department of Public Health & Human Services

1 SIGN UP AND LOG IN

First time applicants must create a username and password on the State of Montana Careers site.

2 SEARCH FOR A JOB OPENING

You can search in many different ways - by keyword, city or agency. Click on the job title to view the details of the position. Save any postings to your job cart if you want to revisit them later!

3 APPLY ONLINE

Found the perfect job? Simply click 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.

Scan me with your smartphone's camera to get a more detailed guide!

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 that 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 this online job application. You will receive an email indiciating where to send those.

5 SUBMIT YOUR APPLICATION

You can only submit your application on the Summary page. The application must be submitted by the closing date/time indicated on the posting (in Mountain Standard Time).

Work for the state you love to live in. Find your next adventure at www.statecareers.mt.gov.