

{ Tips for Successful Applications }



Department of
Medicaid

Highlighted below are some of the things successful applicants have in common.

Each individual job posting requires a separate application.

Even though several postings may share common classification titles, you should enter a separate application for each posting. Your application for one posting does not automatically apply to all similar postings.

All applications must demonstrate the minimum qualifications.

Here are some of the terms you may see in postings and what they mean:

- > **MQ** means Minimum Qualifications.
- > **PSMQ** means Position Specific Minimum Qualifications.

Be specific and be complete when asked for these minimum qualifications. Show how previous job history and/or your education—including specific classes or courses completed—specifically fit the Minimum Qualifications. If you had a college course that fits what is being sought, for example, list that course even if you did not earn a degree.

Keep contact information current.

Please make sure the email and telephone number you submit with your application are those you can contact regularly. Check spam-blockers on your email to assure we reach you. Keep the Position Control Number for the job or jobs for which you applied. We will refer to that number when contacting you.

Applying once may not be enough.

Postings are being changed daily so keep checking the site and apply for new positions that interest you. Remember, each posting is treated separately so your earlier application will cover only the job for which you applied.