

# TIPS FOR **SUCCESSFUL** APPLICATIONS



**Ohio**

Department of  
Medicaid

## **Each job posting requires a separate application**

Even though several postings may share common classification titles, you must submit a separate application for each individual job posting.

## **Review the Job Description before you apply**

Thoroughly read the job description before you apply to the position, and tailor your application accordingly. Identify key words in the job description and clearly indicate any relevant work experience, education & training.

## **Applications must demonstrate the Minimum Qualifications.**

Here are some common terms you may see on job postings and what they mean:

- MQ: Minimum Qualifications
- PSMQ: Position Specific Minimum Qualification

Identify the Minimum Qualifications included on each job posting. Be sure to include detail & address these requirements in the work experience & education sections of your application. Include any specific coursework or training you have completed pertaining to the position requirements.

## **Review your application.**

Review your application before you submit it. Ensure it is complete and error-free. Look for typos and verify your job history is accurate, including names of former employers & the dates of employment. Review your contact information (email & phone number) to confirm it is accurate and up to date.

The State of Ohio is an equal opportunity employer that promotes diversity, inclusion and workplaces free from discrimination, harassment, or retaliation due to: race, color, religion, sex/gender, national origin (ancestry), disability, age (40 years of age or older), genetic information, sexual orientation, military status, gender identity or expression, parental status as a parent during pregnancy and immediately after the birth of a child, parental status as a parent of a young child and parental status as a foster parent.