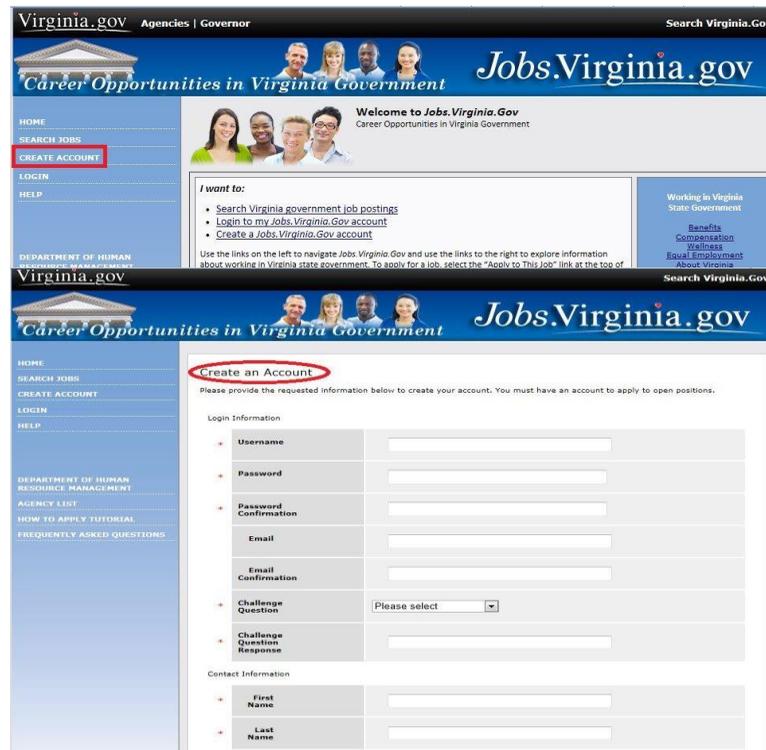## Welcome to *Jobs.Virginia.Gov*
Career Opportunities in Virginia Government

Creating your account

Before you can apply for a job, you must create an online account. You must have an account to apply to open positions. If it is your first time using the system, you will also create a User Name and password.

IMPORTANT: You will use this User Name and Password every time you use the system so make sure you write it down. Your user name and password must contain a lowercase letter, uppercase letter, a digit and special character.

Explore Exciting Opportunities

Searching for a position

You can search for a position after you create an online account. RMS enables you to search for a position by title, type, location, and by the agency.

Take Charge of Your Career

Search results

To view the position details and/or apply to an open position, click on the position title or the **View Details** link. If you would like to bookmark a position for later review, click on the **Bookmark** link.

Applying for a position

To apply to a position, please click the **Apply to this Job** link/button.

Apply to this job

IMPORTANT: Before you begin, gather all the information you need to fill out a State application. You will need your detailed work and education history in addition to references. You may also want to attach an electronic copy of your resume and an electronic copy of a cover letter in either Microsoft Word or PDF format.

Creating your Application

You must create an account and apply for a position before you create an online application. Read and follow the instructions on the screen to complete you online State application. If you need to go back, the Back button is available for use.

Once the online Application is complete, the Application will be saved in "Your Applications". In "Your Applications" you will be able to review, edit and track your application status. In "Your Documents", you will have the ability to upload a cover letter, resume, transcripts or other relevant documents.

VDOT.JOBS

Checking your Application Status

You can check the status of your applications. You may see any of the following possible statuses:

In Progress—The position is still opened and you may or may not be selected for an interview.

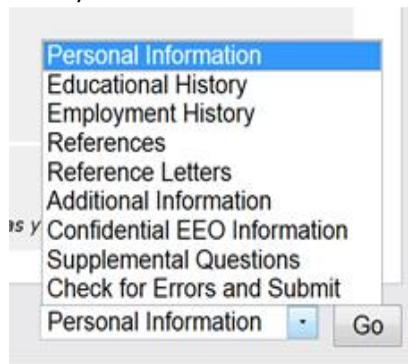**Not Interviewed**—Your application was not forwarded for review.

Not Hired—You are not hired for the position.

Position Filled—Another candidate has been hired.

Cancelled— The position is no longer being recruited.

Please note: Emails may be sent to your established email

Do you have an error in your application? Are you applying to another job? Want to move quickly through sections of your application? Use the drop down box available at the top and bottom right of your application.

Apply online...it's easy

Additional Resources

The Virginia Department of Transportation Jobs

https://vdot.jobs

RMS Applicant Inquiry

applicantinquiry@dhrm.virginia.gov

Department of Human Resource Management (DHRM Career Center

https://jobs.virginia.gov

Your Local Virginia Employment Commission (VEC) Office

http;//www.vec.virginia.gov

For computer access only, try your local library

If you need an email account, you can sign up for a free email account at one of the following sources from home:

> http://www.hotmail.com
>
> http://www.yahoo.com
>
> http;//www.gmail.com

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 Connect with Virginia Department of Transportation on LinkedIn

 Subscribe to VDOT's RSS Feeds

Welcome to Recruitment Management System (RMS)

RMS makes it easy for you to apply for a job with the Commonwealth of Virginia. After you establish an account online, you can browse and apply for jobs with a click of the mouse. Visit https://virginiajobs.peoplesadmin.com to get started.

Contents

This quick reference covers the following topics:

- Creating an account
- Searching for a position
- Applying for a job
- Viewing and editing your application
- Checking your application status
- Bookmarking potential jobs
- Additional resources

Getting Started

You will need to have access to the Internet and a have a web browser like Firefox, Internet Explorer 9, Chrome or Safari loaded to your computer. A valid email account is required. See "Additional Resources" for a list of free e-mail providers.