



# Top 10 Tips for Success when Applying to Jobs at HHS

At Texas Health and Human Services (HHS), hiring managers look for applicants who best match the job's selection criteria and have the required qualifications. The best way to compete is to submit a strong, complete application. Here are a few tips for success when applying to an HHS job posting.

Start by visiting the [HHS Jobs Center](#) to see what jobs are currently open around the state and to complete an online application. Assess your interest and fit for the position. Review the complete job posting and pay extra attention to the initial screening criteria requirements, the desired knowledge, skills and abilities, and any licensure, certification and/or degree requirements. Determine whether you have the required qualifications and work experience. When you decide to apply, save a copy of the job description to refer to as you complete your application.

## How to Apply

When you select the link to apply you will be redirected to the position posting in the HHS jobs portal. The job posting provides a full job description including qualifications, licensures and other requirements. Every applicant must create a profile and every position applied for must have an application. Both steps can be done immediately or completed later when you have time.

Create a profile (or log in to the profile you previously created) to start applying for open positions. If you have a resume, include it in your profile.

**Note:** In compliance with the Americans with Disabilities Act (ADA), HHS agencies will provide reasonable accommodation during the selection and hiring process for qualified individuals with a disability.

## 10 Tips for Success

1. **Submit an application for each position.** To be considered for a position you must complete an application for that selected position. Each applicant is evaluated based on their application for the specific selected position; a

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resume is supplemental information. Take time with your application to ensure it captures your skills, experience and availability.

2. **Describe how you meet the requirements.** When a job description lists a requirement and you meet that requirement, make sure you highlight this in your application. For instance, list a related skill in the skill section or make it clear in your job history descriptions or education. Include any education, certificates, licenses, training and specific prior work experience.
3. **Review your preferences included on your profile.** Each position will indicate travel, shift, location, hours, etc. If these requirements are acceptable to you, make sure this is reflected on your current profile and application.
4. **Don't leave any questions blank.** When completing your application, be sure to address every required field. Incomplete applications will not be accepted for consideration. You may choose to upload a resume to your applicant profile, but resumes are not accepted in place of applications.
5. **Review and update your application.** You can use a previously created application to apply for a new position; however, please review the job specifications and your application. Revise your application to best reflect your suitability for this new position. You will be prompted to sign and submit the application for each new position.
6. **Accurately reflect employment history.** Include all your employment under the Employment History section of your application. List Employment History work experience in chronological order, with most recent work history listed at the top. The summary of experience section should include primary responsibilities, duties and major accomplishments.
7. **Sign your application.** If you do not sign and submit your application, it will not be considered.
8. **Review one last time before you submit.** Ensure you have followed all instructions. Carefully check for misspellings and grammar errors. Once your application is signed and submitted, it cannot be changed. You cannot submit more than one application for the same job posting.
9. **Check your application status.** You can get your application status anytime by logging in to your profile on the [HHS Jobs Center](#).
10. **Help is available.** For questions about completing the online application, contact the HHS Employee Service Center toll-free at 888-894-4747.