



The North Carolina Department of Administration

NC DOA Website – <https://ncadmin.nc.gov/>

- **Human Resources Management:**
 - <https://ncadmin.nc.gov/about-doa/divisions/human-resources>
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 - **Lisa Lyons, DOA Recruitment Assistant:** Lisa.Lyons@doa.nc.gov
- Main website for all NC State Government available positions – <https://oshr.nc.gov/jobs>

About the NC Department of Administration:

Created in 1957, the Department of Administration acts as the business manager for North Carolina state government. The department oversees Government Operations such as building construction, purchasing and contracting for goods and services, managing state vehicles, acquiring and disposing of real property, and operating auxiliary services such as courier mail delivery and the sale of state and federal surplus property.

In addition, the department provides facility services and advocacy programs. Facility services include the maintenance of state-owned buildings and grounds, and the department's advocacy programs provide advocacy, assistance, and services to diverse segments of the state's population that have been traditionally underserved.

How Do I Get the Job?

A few tips and guidelines for when you're ready to apply for NC State Government positions.

Applying:

First things first, you must apply for a job with us. Applying for job openings has never been easier with our online job application system. Visit <https://oshr.nc.gov/work-for-nc> and create your online account profile. Once you have created your account you can quickly and easily apply for any position listed on our job board.

Job Alerts:

The job board is updated daily. Rather than spending all your time looking at the job openings every day, you can set up job alerts. Job alerts will automatically email you each time a position opens in the desired categories of your choice. Instructions: once your account is created, click on Menu in the top left-hand corner and then select Job Alerts. You can subscribe to categories of your choosing.

Completing the Application:

To receive qualifying credit for all your work history and credentials, applicants must complete his/ her entire work history and education on the application. **Resumes are not accepted in lieu of a completed application and "See Resume" is not acceptable.** Any information omitted from the actual application



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will not be considered for qualifying credit. It is OK to attach a resume, but make sure all pertinent information to the position you're applying for is listed on the application form.

Minimum Education and Experience Requirements Section:

Each job listing has a "Minimum Education and Experience Requirements" section. Pay careful attention to this section because if your application does not clearly document that you meet these minimum requirements, your application will not be considered for that position. Only the most qualified applications are referred to the hiring manager.

Fine Tuning Your Application to Each Specific Job:

Make sure you thoroughly read the entire job listing. It is always a good practice to make sure you clearly list and highlight the experience, knowledge, skills, and abilities that make you a strong fit for this specific open position.

Pay special attention to the questions at the end of job postings, as these questions are written specifically for each advertisement. Applicants should include all information related to the answers to these questions within their applications. (These are usually the specific experience, abilities, and skills requirements we're really looking for!)

Falsifying Information:

Be truthful about your work experience, education, and other information. The State of North Carolina verifies application information and if any information is determined to be false, your job offer can be rescinded or if you are already employed, you can be dismissed.

Proofreading:

A great way to get your application passed over by a hiring manager is to have numerous spelling and grammatical errors. Double check your application before submitting and even better, have someone else proofread it for errors.

Selling Yourself:

Be assertive! You are competing against possibly hundreds of other applicants. The best way to sell yourself is to focus on the strengths you possess and minimize your weaknesses. Give the hiring manager a reason why he/ she needs you and would be making a mistake if you are not selected for the job.

Thank you for your interest in working for the NC Department of Administration!

Good Luck!