



Applying to State Government Jobs

- Consider creating job alerts on the NC government job website to be notified when new jobs are posted; some jobs may not be open very long. For instance, NCDOT jobs are usually posted for a 5-day period.
- **Each job listing has Minimum Education and Experience Requirements. Pay careful attention to this section: if your application does not clearly document that you meet these minimum requirements, your application will not be considered.**
- **As of July 1, 2025, the Knowledge, Skills, and Abilities (KSAs) section of the job posting are no longer considered minimum qualifications. Instead, they are considered management preferences.**
 - Jobseekers will no longer be disqualified from consideration for a position because they do not meet all the KSAs, as of July 1, 2025.
 - The KSAs may be used to help determine which of the applicants is most qualified.
 - Customize your application for each job with the KSAs in mind, as it is still beneficial to align your experience and skills with what the hiring manager is looking for.
- The hiring manager will likely not look at your resume or cover letter, unless the job description requests that a cover letter and resume be submitted as a part of the application.
- When listing your degree in your application, say what you measured in. For instance, instead of putting, "Bachelor of Science" put "Bachelor of Science, Biology."
- In the work experience section of the application:
 - Use keywords from the job description in your application.
 - Use bullet points and start each bullet point with a verb.
 - Thoroughly detail your work history.
 - When you are describing your duties from a past or present job, place the ones that are most relevant to the job posting at the top of your bulleted list.
 - Write about the outcome of tasks you did.
 - Be consistent with punctuation.
- You can also use the "Additional" section of the application to share how about how your non-employment experience (such as volunteering) makes you qualified for the job.
- The skills you discuss in the Supplemental Questions section of your application should also be clearly documented in the Work Experience section (or other sections) of your application.
- If you list references, verify that their contact information is correct and that they are willing to give a 'good' reference. Also, include their job title and organization where applicable.
- For most job postings, you can resubmit your application up until when the job posting closes. The agency will only look at the most recent version of the application you submitted.
- **In some cases, LiNC-IT can ask the Office of State & Human Resources (OSHR) for feedback on LiNC-IT candidates' applications, if they submit them well in advance of the deadline.**
 - If one is interested in receiving feedback on their job application from OSHR, first watch our webinar [Applying to State Government Jobs](#).

- Then, if a candidate receives job coaching from Autism Society of NC or UNC TEACCH, email them a PDF of the submitted application and a PDF of the job posting. In the email, make it clear that you are requesting that they ask OSHR for feedback on your application.
- Or, if one receives job coaching from a service provider other than the Autism Society of NC or UNC TEACCH, one may email the NC Business Committee for Education directly (NCBCEadmin@nc.gov) with the PDF of your application and a PDF of the job posting. Then, NCBCE may ask OSHR for feedback on your behalf.
- Do not falsify information on the application. Use real information, including your legal name and valid contact information.
- Use proper punctuation, spelling, capitalization, and grammar on your application.
- Considering asking your job coach or someone else to look your application and provide feedback.
- At the bottom of the job descriptions is the contact information for the HR person for the role. Save their contact information. You or your job coach may want to contact them later to check in about the state of your application. If you contact them to check the status of your application, treat them [professionally and respectfully](#); they are very important in the hiring process.
- For many positions in state government, the agency legally has to hire the most qualified candidate.
- The hiring process in government can take longer than the private sector.
- Temporary jobs in state government:
 - One can legally work only 11 months at maximum.
 - Some people are hired back out after those 11 months.
 - Some people may strategically have their “off” month be in December.
 - Temporary jobs can be a way to gain experience and can lead to a permanent position within an agency.
- LiNC-IT suggests that jobseekers who are planning on applying to jobs with the state of North Carolina watch [our webinar](#) on that topic.
 - Of note, some of the information in the webinar is out of date. In particular, as of July 1, 2025, one is considered minimally qualified for a position if they meet the education and experience requirements listed in the job classification. The Knowledge, Skills, and Abilities are no longer minimum qualifications; instead, they are management preferences.
- Check out the [State Government Application Resources webpage](#) from the NC Office of State Human Resources.
- North Carolina’s state human resources system is in the process of being modernized. Visit the [Office of State Human Resource’s website](#) to learn more.