



HOW TO APPLY

Prepare Ahead of Time

- Collect details about your education and employment history. The first time you create an application, be ready to spend 30 minutes or more, though you can save your work at any time and return to it later.
- You will also need an email account. If you do not already have one, free email is available through providers such as www.msn.com, www.yahoo.com, and www.gmail.com.

Log In to Our Secure Website

- Go to www.jobs.sc.gov. From there, you will click on the “Job Search and Apply Here” button.
- Search for job postings using the Search criteria (Category, Location, and Agency).
- Click on the job title you are interested in. Review the job qualifications. Then click on “Apply.”
- If this is your first online application with us, you will need to set up an account by clicking on “Create Account.”
- **IMPORTANT: Please be sure to write down your Username/Password. You will need this information to log into your account and apply for jobs in the future. If you forget your login info or if there is an issue with logging in, you may have to create a new account. Please call 855-524-5627 if you have issues with logging into your account.**

Completing Your Online Application

- Once you create an account, you will be directed to the online application form.
- You must fill out the work and education history sections of the application in order to be considered for a position. Resumes will not be accepted in lieu of completing these sections. If you still wish to submit a resume, you may attach it to your application.
- When you’re done completing the application, you will be directed into “Application Process Steps”. You must follow these steps in order to submit your application for a position.
- You will receive an Application Confirmation message and email when your application is submitted.
- **IMPORTANT: Be sure to LOG OUT of your session so that others who may use the computer will not be able to access your personal information.**

For More Help

- Visit Applicant FAQs at www.jobs.sc.gov.
- For technical questions or questions on how to navigate through the www.jobs.sc.gov site, contact the Division of State Human Resources during business hours at 803-896-5300.
- For questions about specific job postings, or to check the status of your application, please contact the human resources office for the state agency with the job posting

for which you applied. For agency contact information, please click on the following link: [Agency Contact Information](#).