

The State of West Virginia is strongly committed to the recruitment, selection, development, and promotion of employees based on individual merit. Our policy is to provide equal employment opportunity to all people without regard to race, color, religion, sex, national origin, age, disability, or other non-merit factors. We celebrate diversity and are committed to creating an inclusive environment for all employees.

The Division of Personnel's application and referral procedures are based on the public's expectations of a State workforce that is efficient, fair, open to all, free from political interference, and staffed by honest, competent, and dedicated employees.

Indeed, it is a violation of State law for any person to use any official authority or influence to attempt to secure for any person an advantage in appointment to a position in the classified service.

The Division of Personnel encourages all qualified persons to apply for employment.

CONTACT US

**West Virginia Division of Personnel
State Capitol Complex
1900 Kanawha Boulevard East
Building 3 Suite 500
Charleston, WV 25305**

**Phone 304-414-1852
applicantsservices@wv.gov
www.personnel.wv.gov**

An Equal Opportunity Employer



**DIRECT LINK TO JOB OPPORTUNITIES:
WWW.GOVERNMENTJOBS.COM/CAREERS/WV**

CAREERS IN WEST VIRGINIA STATE GOVERNMENT



APPLYING ONLINE

**WITH THE
DIVISION OF
PERSONNEL**



1

Go to
www.personnel.wv.gov

WV State Government Jobs Online Application Process

2



Select "**Search Available Jobs**"
Scroll to view job titles & select the title to apply for

3



Select "**Create an Account**" and complete the required fields
(make note of username & password)

4



Complete ALL remaining sections and steps of the application process

6



Review application

5



Proceed to "**Certify & Submit**", review statement and select "**Accept & Submit**".
You will receive a confirmation email

7



Use your account to search and apply for additional jobs

Application Tips

As you work on your application, make sure to:

- include dates of employment;
- include number of hours worked each week;
- be as specific as possible when detailing work history; and
- provide details for any supervisory experience including duties and number supervised.

After You Apply

The names of all qualified applicants are added to a register of eligible candidates. When job vacancies occur, the Division of Personnel refers names to hiring agencies. Your opportunity for referral and interview depends on the number of other qualified applicants who are available and willing to work at that job location. You are eligible for referral for six months to one year depending on the position.

Testing

Certain jobs will indicate required testing. These tests are position specific. Before taking a test, you must first submit an application using the process described. We encourage you to apply for all of the positions for which you are interested and qualified. Once you have completed your application, a "Master Profile" will be created. The provided information will automatically populate on subsequent applications if you choose to apply for more than one position. Please visit our website at www.personnel.wv.gov to learn more.

Questions? Call us 8:30 AM – 4:30 PM at 304-414-1852

EMAIL a copy of **official** transcripts/diplomas to
applicantsservices@wv.gov