



HAWAI'I STATE JUDICIARY

Human Resources
426 Queen St., 1st Floor
Honolulu, HI 96813

EXCITING NEWS!

You can now access Judiciary civil service job listings via the internet at:

<http://www.courts.state.hi.us>

Available 24 hours a day, seven days a week

New Jobs Usually Open on Sundays

TIPS FOR FIRST TIME USERS

If this is the first time you are using the online application system, we strongly suggest that you read the following tips to ensure that your online job application is completed and submitted successfully.

BEFORE APPLYING ONLINE

<p>"Sign up for an e-mail address."</p>	<ul style="list-style-type: none"> You must have your own "personal" unique e-mail address to apply online. If you are a Judiciary employee, please do not use your work e-mail address *.courts.state.hi.us. If multiple users share the same e-mail address, Human Resources correspondence may go to the wrong person. Also, a previously created application by one user may be overwritten by the second user's application. If you don't have your own e-mail address, you can set up a FREE e-mail account with www.hotmail.com, www.yahoo.com, or www.excite.com.
<p>"Create a new account through the "Apply" link on the job announcement."</p>	<ul style="list-style-type: none"> First time users will need to create an account and select a Username and Password. Be sure to remember your username and password. You must have your own account. Do not share accounts with others, including your household members. The system does not allow more than one account per e-mail address. If you decide to use another e-mail address, you must create another account.
<p>"Assemble pertinent application material prior to applying online."</p>	<ul style="list-style-type: none"> Employment History - Name and address of your present/previous employer(s), dates of employment (from-to, month/year), duties and responsibilities, number of employees you supervised, average hours worked per week, salary, etc. Education Information - Name and address of all accredited educational institutions you attended. For Bachelor's degree and above, include the dates attended (i.e. 1987-1989), number of credits completed, and the degree awarded. Submit a copy of your college diploma or official transcripts to Human Resources at the time of application, if required. <p>License or Certificate - Specific licenses or certificates may be required for certain positions. For example, if you apply for Drug Court Substance Abuse Counselor IV, you must possess a valid Hawai'i Substance Abuse Counselor Certificate. A copy of the required license(s) or certificate(s) must be submitted to Human Resources at the time of application.</p>



NAVIGATING THE ONLINE APPLICATION

From the “Civil Service Jobs” page, scroll down and click on any job title from the Job Openings list to view the job announcement.

When you click on the word “Apply” on the job announcement, you will be taken to governmentjobs.com. This is our vendor’s secure site. Only authorized Judiciary employees will have access to the information submitted.

For first time users, click in the two boxes which appear above the login button to create your account. Be sure to remember your username and password.

After your account has been established, you can build your application by clicking on the “Build Job Application” link. Click on “Save and View Application” to review what you have entered. Note: Since the online application is designed to be completed while you are on line, it cannot be downloaded to your computer.

The online application has a timed-out feature which will automatically log you out of your application after one hour of inactivity. To avoid being timed out, be sure to click on the “SAVE WORK IN PROGRESS” button to ensure that you do not lose information if you get disconnected from your browser.

The fields on the application indicated with an asterisk (*) are required fields. If you do not complete the required fields, you will not be able to proceed to the next page. Errors or missing information will be identified near the top of the page in red.

If you plan to compose lengthy information, you should do the composing in your word processing program and then copy and paste the information into the fields of the application.

Your application is saved after you complete each page by clicking on the “SAVE AND PROCEED” button. In doing so, you can close down at any time, then come back later and pick up where you last saved information.

Once you complete your online application, you will be asked to “Confirm and Send Application.” The “Certificate of Applicant” page will also appear for you to either “Accept” or “Decline.” If you choose to “Accept,” a message will come up that thanks you for applying and that your application has been received. Please retain this confirmation as proof of receipt. You will also receive a confirmation via e-mail. If you do not receive a confirmation message, your application was not received by our office. If you choose to “Decline,” a message will come up that confirms that your application will not be submitted to the Hawai`i State Judiciary.

Your application information will be stored and available for you to access to apply for future job openings. (You do not need to recreate a new application every time you apply for a job.) If you wish to apply for another job before closing your application, you must return to the list of Job Openings and click on another position title.

COMPLETING THE ONLINE APPLICATION

It is very important that you thoroughly complete the application form and provide **detailed** descriptions of your duties and responsibilities for each job you held. Your qualifications for jobs are evaluated based on the information you provide on your application and supportive documents, if applicable.

To avoid delays, be sure to submit **all** of the required supplemental information stated on the job announcement as an attachment to your application or submitted to Human Resources by mail or in person. If any documents are missing, your application will be considered incomplete. An incomplete application will be rejected or may not be processed.

SUBMITTING THE ONLINE APPLICATION

To be considered timely, your online application must be submitted by midnight (Hawaii Time) on the last day to file your application. An application submitted by e-mail or fax will not be accepted.

Be sure to carefully review your application before you click the “Confirm and Send Application” button. Once you submit an online application, you cannot apply for the same job again within a 24-hour period.

Since technical problems cannot be anticipated and may occur at any time, we strongly suggest that you apply online as early as possible instead of waiting until the last day to file your application.