

**New!**

# Apply RI



## State of Rhode Island Online Job Application System



On July 1, 2014, the State of Rhode Island implemented a new online state jobs application system, **Apply RI**. This workforce management system provides a streamlined process for the state to post job openings online and track and review applications electronically. By visiting [www.Apply.RI.gov](http://www.Apply.RI.gov), job applicants can view job openings, create a Job Interest Card, set up an account, and complete an applicant profile. Once an applicant's account and profile are created, the information can be used to apply for specific jobs. Apply RI can be accessed 24-hours a day, seven days a week, and from any computer with internet access.

As of July 1, paper applications are no longer accepted, and all applications must be submitted electronically through Apply RI. We have discontinued use of our application drop-boxes, and instead, a computer kiosk is available for you to apply electronically for vacant positions. Please note that hard copy applications for announced Civil Service Exams will continue to be accepted until further notice. If you have any questions, please contact the Division of Human Resources via email at [contact@hr.ri.gov](mailto:contact@hr.ri.gov).

With Apply RI, applying for jobs is quick and easy. Follow the instructions below to set up your Apply RI account today!

### How to Apply

#### Set Up an Apply RI Account

1. On the Apply RI homepage, go to the **Manage Your Profile** tab on the main menu at the top of the page.
2. Click on **Create an Account**. Enter your email address, and create a user name and password. Respond to the question and click the **Create** button. You now have a user account.

#### Complete a Profile

1. On the Apply RI homepage, go to the **Manage Your Profile** tab at the menu bar on the top of the page. You will be prompted to sign in. If you have already signed in to the website, click on your user name in the top right corner and select **Profile** from the drop down menu.
2. Enter your profile information (info, work, education, additional information, and references) by completing each field, import your information from your résumé, or transfer the information from your LinkedIn account. Once complete, click **Save**.

You now have an applicant profile to use when applying for jobs. You can update your profile at any time. If you change your profile information, the changes will be saved and used in applications submitted after the update, but will not be reflected on applications submitted prior to the update.

#### Search and Apply for Jobs

State job openings are listed on the **Search Jobs** tab on the main menu of the Apply RI homepage. You can search for jobs by category, location, and keyword or you can choose to view all open jobs.

1. Click on the job title you are interested in to view the job announcement. If you choose to apply for the job, click on the **Apply** tab on the left side of the page just below the Job Number.
2. This will bring you to the job opportunities page. To submit an application, click on the **Apply** tab. You will be prompted to sign in. If you have not already created an account or a profile, you must do so now.
3. You may review and update your profile information at this time. The process includes several steps that you will be prompted to

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complete. You may also attach references, your résumé, or other documents. Click **Next** at the bottom of each page to move through the entire process.

4. You will be prompted to answer the agency and supplemental questions. You are required to respond to questions noted with an asterisk. If you previously completed an application, your earlier responses may be shown. **It is important to review and update these responses each time you apply for a job.**
5. Apply RI will offer you a final opportunity to review and edit your complete application.
6. You will be asked to certify that the information you are submitting is true and accurate. Review the statement and click on **Accept and Submit**. You will receive a confirmation that the application has been submitted. You can also check the status of your application under the **Manage Your Profile** tab on the main menu.

Remember to **sign out** of the Apply RI website when you are done by clicking on the **Sign Out** link in the upper right-hand corner.

## Create a Job Interest Card

1. On the Apply RI homepage, go to the **Job Interest Cards** tab on the main menu at the top of the page.
2. Choose the job categories for which you want to receive notice of job openings. There is no limit on the number of job categories you can choose.
3. Enter the required personal information and click **Submit Request**. You will receive an email confirming that your job interest card has been submitted. You can use the link in the email to delete previously chosen job categories.

You will receive an email each time a state job is announced in one of the job categories that you selected. If you no longer wish to receive job notices in this category, click on the link in the email to unsubscribe.

You can update job categories on your job interest card at any time using the steps outlined above. You must update your card once a year. You will receive an email reminding you to update your information.

## Assistance with Apply RI

If you need help using Apply RI, contact one of the Human Resource Centers listed below. A computer kiosk is available and a staff member will assist you, Monday through Friday, 8:30 AM to 4:00 PM.



### Department of Administration

One Capitol Hill  
3<sup>rd</sup> Floor

Providence, RI 02908

Telephone: (401) 222-2200

### Department of Environmental Management

235 Promenade Street  
Room 350

Providence, RI 02908

Telephone: (401) 222-2774

### Department of Transportation

Two Capitol Hill  
Room 200

Providence, RI 02903

Telephone: (401) 222-2572

### Executive Office of Health and Human Services

55 Howard Avenue

Benjamin Rush Building, #55

Cranston, RI 02920

Telephone: (401) 462-1895

You may also access **Apply RI** at the DLT neWORKri One-Stop Career Centers and Public Libraries.

Disclaimer: This is general information provided to applicants interested in employment with the State of Rhode Island. We reserve the right to change the content of this document.

Reasonable Accommodations: It is the policy of the State of Rhode Island to provide reasonable accommodations or modifications for persons with disabilities. Individuals may request a reasonable accommodation to participate in the recruitment process. The request must be received by Human Resources with sufficient time to allow for the request to be considered through the interactive process. For assistance or accommodation, please contact James Pitassi at (401) 222-6395 or 711 (RI Relay Service).

The State of Rhode Island is an equal opportunity/diversity employer.