



**Everything You Wanted to Know  
About Getting Your Career  
Started with the Oklahoma  
Department of Human Services,  
But Didn't Know Who to Ask**

**A Guide Through The Application Process**

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**Oklahoma Department of Human Services  
Human Resources Management Division  
Employment Services  
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## **What types of career opportunities are available with the agency?**

As a human services agency providing social services support to Oklahoma families, employees are needed to work directly with clients and in support positions. A bachelor's degree in most disciplines may qualify for entry level into many of the professional positions. Traditionally, there are more opportunities for appointment in the child welfare specialist and social service specialist fields than some of the specialized areas. Positions that do not require a degree usually require some type of work experience.

## **How do I find out what specific jobs are available?**

The Human Capital Management website, [www.jobs.ok.gov](http://www.jobs.ok.gov), is the location to find available jobs from all sources. There is one exception. If you are interested in a child welfare specialist position you must apply directly to the Oklahoma Department of Human Services. Please refer to the question below on applying for a child welfare specialist position.

## **How do I apply for an DHS announcement?**

When seeking initial appointment, you must first complete HCM's online application for the DHS position. You will be notified of your eligibility and any merit testing or additional requirements by email. If you do not provide an email address you will be notified by mail. If merit testing is required you must complete the merit test before the job announcement closes in order to be eligible to be considered for that position.

## **What is the application process for child welfare specialist positions?**

DHS has approval to accept applications for child welfare specialist job announcements directly from the applicant. The minimum requirement is a bachelor's degree in any discipline. Child welfare specialist job announcements can be found on the DHS website, [www.okdhs.org](http://www.okdhs.org). Just click on Careers, which will take you to the link for DHS Job Listings. Follow the instructions on each screen. You may apply directly to the local DHS office that has the vacancy or you may submit an application via email to [jobs@okdhs.org](mailto:jobs@okdhs.org) for most positions listed as child welfare specialist II. You will not be required to take a merit test.

## **Are there restrictions on when I may apply for an OKDHS job announcement?**

Applications are only accepted during the time period that the announcement is open. Applications must be received at DHS by 5 p.m. of the job announcement closing date in order to be considered.

## **How do I arrange to take a merit test?**

When you receive your notice that you are eligible to take a merit test it is your responsibility to contact one of the approved locations for merit testing. All HCM-approved sites test on an appointment basis and there are limitations on availability. Please make testing arrangements as soon as possible. You may elect to test at the HCM office located 2101 N. Lincoln Blvd., Oklahoma City, Monday through Thursday from 9 a.m. to 2:30 p.m., except on state holidays. You must bring your approval to test notification with you to the test site. If you are driving a long distance you may want to call 1-405-521-2171 to confirm that HCM testing will be available that day.

## **How do I receive my test results and how long is the test valid?**

Many of the tests at HCM may be taken on a computer. If this is the case with your test, you will receive the score at the conclusion of the test. HCM-approved test sites administer the tests in printed booklet format and the answer sheets are mailed to HCM for scoring. Notification will be sent to you via email or regular mail. Test scores are valid for one year.

## **What if I do not obtain a qualifying score or I want to retake the test to try to raise my score to be more competitive to receive an invitation to interview?**

You are restricted from retesting for 60 days from date of test.

## **What do I do when I see another job announcement for a similar position to one I previously applied on and tested?**

You must apply for each job announcement for which you wish to be considered. Your previously submitted application data will be available online at HCM's website. You will be able to revise if any updates are necessary and submit. If your test is still valid (less than one year old) that test score will be used.

## **Does county of residence affect competitiveness for obtaining an interview?**

When requested, HCM provides DHS a list of applicants that appear to meet the minimum education and experience requirements. The list is arranged with residents of the county where the position is located ranked by score, followed by all other applicants who are also ranked by test score. The only exception is when the position that is announced is considered to be located at state office level. In this instance the ranking is by merit score regardless of county of residence.

## **I tested several weeks ago and have not been contacted to interview for a position. Why haven't I been contacted?**

Your opportunity to interview is affected by many factors besides your merit score. In addition to the applicant list provided by HCM, the selecting official may consider internal applicants, applicants from other state agencies, and reinstatements, as well as applicants who may be eligible for consideration under other hiring provisions such as the State Work Incentive Program or the Carl Albert Executive Fellow Program.

## **I was told that my name was not reachable on the list provided by HCM. What does that mean?**

There are specific rules that must be followed in the merit process. One restriction is known as the "rule of 10," which specifies that a selection, if made, must come from the top 10 candidates. Persons who decline an invitation to interview or decline a job offer do not count when determining top 10. Therefore, if your score ranks you as the 20th on a list, you may or may not get an invitation to interview or may not be eligible for an appointment, depending on what higher ranked candidates decide to do.

## **Does DHS require drug testing or a background check?**

When DHS makes a job offer to an applicant it is with the condition that the applicant must pass drug screening and have a favorable background check.