



## Tips for External Applicants

### Understanding DOR

- Visit DOR's web site, [www.dor.wa.gov](http://www.dor.wa.gov), and click on "About Us."
- Familiarize yourself with DOR's mission, vision, and goals.
- Click on the "What We Do" and "Our Service Commitment" links so that you can better understand the agency's function.

### Application Process

- Revenue Careers are viewable on Revenue's web site, <https://fortress.wa.gov/dor/elf/content/aboutus/careers/#top> and the Washington State Careers web site, [www.careers.wa.gov](http://www.careers.wa.gov). Select "Start here to search and apply for jobs." Jobs may be posted on either site.
- Register and create your profile by clicking on the "Create New Account" link.
- Use the "Search for Jobs" link on the External Job Seeker Start Page, My Job Search and Applications section to look for career opportunities.
- Read and study the competencies described in the job announcement.
- Click on the "Apply" button located at the top left of the announcement page to start the application process.
- Draft and save your responses in a separate file, and then copy and paste your responses into the application boxes. Don't forget to spell-check your responses and update your resume.
- Accurately portray your skills and accomplishments.
- Use results-oriented examples to show how your qualifications (both educational and work-related) and competencies match those required for the position.
- Allow sufficient time to consider the questions and your answers. **DO NOT** begin the application the night before the deadline.
- Answer narrative questions completely and thoroughly.
- E-mail the state Department of Personnel at [information@dop.wa.gov](mailto:information@dop.wa.gov) or call 877-664-1960 if you have questions about the application process on [careers.wa.gov](http://careers.wa.gov). E-mail [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov) for assistance with Revenue's web site jobs.

### Preparing for the Interview

- Be ready to elaborate on your educational and professional achievements noted in the application.
- Be ready to discuss how your skills and experiences (both educational and work related) are relevant to the competencies and work described in the job announcement.
- Expect to participate in several interviews, each of which may involve two to four people.
- Read news articles about the agency to better respond to questions.
- Express yourself clearly, and practice how you might respond to specific questions.
- Prepare a list of questions for your interviewers.
- Request a contact for follow-up questions or information.