Hennepin County hiring process

Application Best Practices

Learn about new opportunities
- Sign up to receive email alerts when new jobs are added
- Follow us on social media
- Find current job and internship openings on www.hennepin.jobs

Complete the application
- If you find a position you are interested in, you should check if your qualifications match the *Need to have* section. These are the minimum qualifications for the position
- Make sure you completely fill out all sections of the application
    - Include all relevant education and experience (part-time and full-time), and note if a degree has been completed

- **Supplemental questions**
    - Pay close attention to your responses; HR reviews this information and verifies it within your resume and/or application
    - We do read these, so make sure you respond completely to all of the questions, using proper grammar, spelling, and punctuation
    - Consider transferable skills or related experience when responding the questions
    - Do not write "see resume" in any of the responses
    - You can view these questions prior to starting your application by clicking on the "questions" tab on the online job posting

- **Resume and cover letter**
    - While not usually required, it is recommended that you include a *tailored* resume and cover letter with your application. This helps HR verify your experience and will help the supervisor understand your qualifications and why you are interested in the position
    - Resumes should be no more than 2 or 3 pages in length

Contacts

Recruiters

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Application Tips

- Proofread all of your responses for correct grammar and spelling before submitting
- Verify all information is correct before submitting
- Applications cannot be edited after submitting. However, we will take your most recent application, so if you need to make edits you can submit a new one prior to the close date
- Call the HR Service Center, 612-348-7855, if you require technical assistance
- *PRO TIP:* Bookmark the link of the position you applied for. You can reference back to it to review before your interview, even if the job is no longer listed on our website. Many of the interview questions will be based on job information found on the job posting.

What happens after you apply?

1. Watch your email - once you submit your application you'll get a confirmation email immediately
2. After the application deadline, HR reviews applications for minimum qualifications for the job. We may do additional screening if there are a large number of applicants
3. You'll get an email stating whether or not you're moving forward in the process. This usually happens within one week after the application deadline
4. The hiring manager reviews applications. They may screen candidates further based on the relatedness of the position to the applicant's education, experience, or supplemental questions
5. The hiring manager invites candidates to interview
6. Candidates interview for the job

FAQs

- **If I am a veteran, should I do anything different?**

Hennepin County offers Veteran's Preference in our hiring process. If you are a qualifying applicant, please attach your DD214 and any other relevant documentation to your application if you wish to claim veteran's preference. Contact our HR Service Center to learn more.

- **Does Hennepin County use keyword filtering technology in the job application?**

No. Job applications are read by our human hiring teams. Though, it's always helpful to use keywords from the job posting in your application. It will help your application stand out to the person who reads it.

- **I missed the deadline for a job application, can I still apply?**

No. Most of our job openings will have a listed close date. If the posting has closed, we cannot accept a late application. This is why signing up for job alerts is strongly encouraged. You'll get an alert as soon as a new job is posted, giving you the most time to apply. In some instances, an application deadline could be extended, but this is rare.

- **Can I email my resume as my application for a job?**

No. You must apply online to be considered for an open position. However, we'll gladly accept your resume as a way to keep in touch with you about future positions. After receiving your resume, a recruiter may reach out to you to let you know when we are recruiting positions relevant to your background and skills.