

## Applicant FAQ's

Q: How do I know whether I am qualified for a position?

A: Read the full job announcement. Be sure that your application addresses the minimum qualifications listed for the position. Describe how and why you meet the desired skills and experience better than other applicants and how you stand out from the crowd.

Q: Do I have to answer all the supplemental questions? Do I have to fill out an application? Can't I just attach a resume?

A: You must fill out an application and answer all the supplemental questions. A resume is not a substitute for an application unless specifically requested in the job announcement.

Q: How long should my answers be for the supplemental questions?

It is extremely important to answer the supplemental questions completely. Be concise and to the point, but ensure your answer provides detail about your knowledge, skills and/or experience related to the question.

Q: How much work history should I list?

A: Be sure to include all work history (past, current and volunteer experience) on the application. Include everything you want the reviewer to know about your experience as it pertains to the duties of the job and the "desirable" skills outlined in the job announcement. For example, if the job requires four years of a certain experience and you've obtained experience in two different jobs for two years each, make sure you mention that experience in your description of both jobs.

Q: Will you accept an application after the closing date?

A: No, application materials are always due by 5 p.m. on the closing date unless a job announcement states otherwise. Plan ahead; if you have questions or need assistance, you may reach Human Resources Monday through Friday, from 8 a.m. to 5 p.m.

Q: How do I know if my application was received?

A: You will receive a confirmation email. If you do not receive the email, please look in your junk email folder and adjust your spam filter to accept email from oregonmetro.com or governmentjobs.com.

Q: How do I update my application if I realize I need to make a change?

You can update and save different versions of your application at any time. However, once you certify and submit an application for a position, you cannot alter that application.

Q: What do I do if my address changes?

A: If you change your contact information, please update your contact information in your application master profile.

Q: How will I know if I am selected for an interview?

You will be contacted by email or you will receive a call from the recruiter or hiring department if you are scheduled for an interview.

Q: What if I forgot my username and/or password for my online application?

A: On the login screen, click "I Forgot My Password." Follow the directions and you will receive your username and your password via email.

Q: How do I qualify for Veteran's preference?

A: Apply for the position as directed and check the Veterans' Preference box, Then send a copy your DD214/DD215 and/or copy of Veteran Affairs Department Preference Letter by fax: 503-797-1798 or e-mail: [jobs@oregonmetro.gov](mailto:jobs@oregonmetro.gov) to Metro Human Resources.