# How to Apply

**HOW TO APPLY.** The State Office of Risk Management is administratively attached to the Office of the Attorney General (OAG) and all applications for employment are routed through their Human Resources Division located at 300 W. 15th Street in Austin. HRD posts all job vacancies and makes all job offers. Job postings are listed on the [SORM internet site](#) and on WorkInTexas. Copies of all SORM job postings may be viewed at local offices of the Texas Workforce Commission (TWC).

All applications for employment with SORM must be submitted electronically through [WorkInTexas](#). Effective October 1, 2004, paper applications will not be accepted. SORM's application process is completely automated and unable to process paper applications. Paper applications are considered incomplete and will not be forwarded to the hiring unit.

Computers are available in the Human Resources Division for applicants to access [WorkInTexas](#) to register as job seekers and fill out electronic applications. Local TWC offices and public libraries also have computers available to the public.

If you have any questions about these procedures, please call the OAG Application Desk at 512-475-4326 or send an e-mail to applicationdesk@oag.state.tx.us. **Hearing impaired individuals** may contact our office via **Relay Texas at 1-800-735-2989(TTY/TDD)**.

## Application Process

The application process is located at www.WorkInTexas.com. An applicant registers as a job seeker and establishes a User ID and a password. The automated process then allows the

applicant to provide information on career objectives, education, training, licensing, certification, work history and references. This information populates a resume and a State of Texas application. An applicant also provides information about the types of positions, the area of the state, salary and working hours in which he or she is interested. The applicant can then match his or her profile against all postings on WorkInTexas or follow instructions to apply only for state jobs.

To find postings for SORM, the job seeker clicks on 'Find State Jobs.' The job seeker then selects 'State Office of Risk Management' from the list of state agencies. A list of SORM job postings will appear on the computer screen. The job seeker clicks on the desired posting to view the duties, minimum qualifications and salary for the posting. If the job seeker is qualified for the position, a 'View Contact Information' button will be at the bottom of the posting. Clicking on the 'View Contact Information' button will electronically submit the job seeker's applicant file to the SORM. SORM will see the job seeker's resume and application on a list of job seekers who have applied for the position. If the job seeker decides to withdraw the application, the job seeker returns to his or her 'View Job Contacts' page and changes the status of the contact to 'Job Seeker Not Interested.' Otherwise, the hiring unit for the SORM posting will evaluate the information on the job seeker to determine whether to include the individual in the interview pool. If the job seeker is included in the interview pool, the hiring division will contact the individual to schedule an interview. After a final selection is made and the job posting is closed, all but the individual hired will see 'Not Hired' in the status column of the 'View Job Contacts' page.

## Custom Questions

Many job postings will have Custom Questions that job seekers are required to answer after viewing a job posting and then clicking on 'View Contact Information.' The Custom Questions address issues in areas such as Experience/Skills, Licensing/Certification and Work Conditions/ Requirements. The Custom Questions help provide the hiring unit with a snapshot of the job seekers' more pertinent qualifications. The Custom Questions are often a restatement of many of the minimum job qualifications. Many applicants often disregard minimum job qualifications and apply for positions regardless of qualifications. The WorkInTexas 'Must Match' function and the Custom Questions combine to eliminate these job seekers from the electronic files the hiring units review.

## Special Requirements

Some positions require a writing sample as part of the application. The requirement will be stated in the job posting. The job seeker will be directed to e-mail an electronic copy of a writing sample to the OAG Application Desk at applicationdesk@oag.state.tx.us  The e-mail subject line and document title must follow this order: employer posting number_job seeker ID_firstname_lastname_WS. The writing sample will be forwarded electronically to the hiring division. An electronic application without an accompanying writing sample, if required, will be considered an incomplete application.

Other special requirements that may be listed in a job posting include proof of typing speed, college and law school transcripts, and proof of certification. Applicants selected for

interviews will be required to bring this information to the interview.

All Disablity Determination Examiner applications must list the license number in the Occupational License/Certification section of the state application. The Summary of Qualifications section of the WorkInTexas resume is available to provide information on professional activities and associations, authorship of articles/books and participation as a CLE presenter or panelist.

## Interviews

If the job seeker is included in the interview pool, the hiring division will contact the individual to schedule an interview. Only those applicants interviewed will be notified of final selection or non-selection in writing by the hiring unit.

## Equal Employment Opportunity

The State Office of Risk Management is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age or disability.SORM is in compliance with the Americans with Disabilities Act. If you need any **special accommodations during the employment process**, please contact the Human Resources Division for assistance at (512) 463-2009.

## Veterans Preference

The State Office of Risk Management adheres to the Texas Veterans Preference Act. Any complaints about failure to comply with the act should be reported to the Director of the Human Resources Division at (512) 463-2009.