

EXTERNAL APPLICANTS

This Quick Reference Guide walks external applicants through the process of applying for a job with the Department of Adult Correction through our external career site.

SYSTEM FEATURES FOR APPLICANTS

- Create a Candidate Homepage
- Upload a resume or connect a LinkedIn account to allow the state application to pre-fill the application form
- Search for open jobs
- Fill out an application manually
- Receive application updates and complete tasks
- See application history
- Sign up for job alerts

STEPS TO APPLY

Visit the [State of North Carolina Careers](#) website

Existing users may **Sign In** immediately or wait until they are ready to apply for a job

1. Applicants may search for jobs or keywords
2. Applicants should click "Search" to populate results
3. Applicants should click on the link of the job posting for which they wish to apply

Applicants may sign in immediately or wait until they are ready to apply for a job

Sign In

Search for Jobs

Introduce Yourself



State of North Carolina Careers



1 search for jobs or keywords 2 Search

Location Time Type Company More

250 JOBS FOUND

3 TRAINING Agency HR Consultant

Wake

Posted Today

JR-100509 - Department of Adult Correction

About Us



Details for the job posting will be displayed

4. Applicants should click the “Apply” button

5. Applicants may import information from their resume, previous application, or LinkedIn profile, or they may choose to apply manually

The screenshot shows a job listing for 'TRAINING Agency HR Consultant' with a location of 'Wake' and a posting date of 'Today'. The job ID is 'JR-100509' and it is from the 'Department of Environmental Quality'. An 'Apply' button is highlighted with a yellow callout labeled '4'. Below the job listing, a 'Start Your Application' modal is open, showing options: 'Autofill with Resume', 'Apply Manually', 'Use My Last Application', and 'Apply With LinkedIn'. A yellow callout labeled '5' points to the 'Apply Manually' button. A separate yellow callout box states: 'Applicants can import information from their resume, last application, LinkedIn profile, or apply manually.'

6. If applicants do not yet have an account, they will be instructed to create an account

7. Applicants should upload their resume if they have selected to pre-fill with their resume

8. Applicants will review all steps, and enter information or edit pre-filled text into applicable fields

9. Applicants will receive a notification once the application has been submitted

This block contains four screenshots illustrating the application process steps 6 through 9. Step 6 shows the 'Create Account' form with fields for Email Address, Password, and Verify New Password. Step 7 shows the 'Autofill with Resume' screen with instructions to upload a resume file. Step 8 shows the 'Job Application Steps to Complete' screen with a progress bar and a 'My Information' section. Step 9 shows the 'Application Submitted' confirmation screen with a welcome message and next steps.

CANDIDATE HOME PAGE

After applying, users are returned to the Candidate Home Page, where they may:

1. Search for jobs
2. Create Job Alerts
3. View My Tasks (ex. providing references or sign job offer).
4. Review Application Statuses
5. View Suggested Jobs

The screenshot shows the 'State of North Carolina Careers' website. At the top, there is a navigation bar with a logo, the text 'State of North Carolina Careers', and links for 'Search for Jobs' (callout 1), 'Candidate' (callout 2), and 'Job Alerts'. Below the navigation bar, a 'Welcome, [User]' message is displayed. The main content area is divided into three sections: 'My Tasks' (callout 3), 'My Applications' (callout 4), and 'Suggested Jobs - Based on Jobs You Have Applied to (15)' (callout 5).

My Tasks

Thank you for applying. Please review the checklist below to complete any assigned tasks related to your job application.

To Do (1) Completed (0)

Task	Job Title	Job Req	Task Status	Date Assigned	Action
Change Personal Information	State HRIS Analyst - Test 3	JR-100214	Not Started	August 14, 2025	Start

My Applications

As we are evaluating your qualifications, we may contact you to provide additional information. In this case, you will receive a notification with instructions. Thank you for your interest in joining our team!

Active (1) Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
TEST 2-Central Statewide CQ Posting	JR-100460	Application Received	September 26, 2025	...

Suggested Jobs - Based on Jobs You Have Applied to (15)

AQC TEST Trial Court Research Assistant

- Wake
- Full time
- Posted 30+ Days Ago

TRAINING Agency HR Consultant - Catina Burch

- Wake
- Full time
- Posted 7 Days Ago
- End Date: September 27, 2025 (13 hours left to apply)

TRAINING Agency HR Consultant - Elizabeth Shareef

- Wake
- Full time
- Posted 3 Days Ago
- End Date: October 1, 2025 (4 days left to apply)