Instructions to Graduate

Filling out the form:
To navigate throughout the form you may use the TAB key. The TAB key takes you to each cell that you are required to fill in. The enter key will take you (down one cell) to another. The size of the line will expand to the text once you have hit the enter or tab key.
The search grid must be filled out electronically.

Name of Agency: Enter agency name
Position applying for: Name of position or the Job Title (classification) applied for.
Date of application: Due date for application and date application was submitted.
Agency Contact: Phone & Email: Name of the agency, contact person’s name, phone & email.
Response from Agency: If response received, fill in information from correspondence from the agency. Attach: email notification, response card, letter in mail, include notification of testing date, location and time. If no response was received within a reasonable timeframe, follow up and outcome to that follow up in the Comments box must be included.

Notice from Agency: Enter how the county notified you regarding interview date, include the time & location.
First interview date: Enter date of interview.
Second interview date: Enter date of second interview.
Job offer: Was job offer received enter Yes or No.
Hire date: If hired, enter hire date.
Comments/Explanation: Explain what your plan is to follow up on this application.

Reasonable search effort: Is defined as making applications to all public CWS or CDSS agencies within the required area and keeping satisfactory documentation of the employment search. Further, the search must be intensive, ongoing and documented in a coherent manner in order to present a reliable picture of employment search.

Satisfactory documentation: Entries must include names of all agencies contacted during the search period, positions and level of positions applied for, date of application, name, telephone number and email of persons contacted during the entire employment search period. All responses from counties-response card, test notification, score, place on list, interview dates, job offer must also be documented. Copies of written and/or electronic correspondence are necessary as supporting documentation and must be attached to search forms.

*Merit Systems:

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It is advised that you check the Merit Systems website weekly, since some Social Worker recruitments are posted for as little as one week. Also continue to check the website to look for new Social Worker postings. This means that the graduate must review applications weekly to reapply to counties with subsequent postings.

Once you have created an application profile you will not have to fill out a new application for each job posted at that time.

For those who apply through continuous recruitments, your applications will be kept on file for future Social Worker vacancies, but only in the counties that were selected at the time of application. You can check your application online to see which counties you selected, and you may add additional counties of interest to that application, but you need to contact MSS to notify them that you have updated your application. Also, not all counties will elect to recruit from the continuous recruitment listing, so continue to monitor the website for new Social Worker recruitments and apply for them (even if you indicated interest for that county in the continuous recruitment).

You may see recruitments for Social Worker II and Social Worker III. Even though these Social Worker levels appear to be lower level than the Social Worker IV, they have different requirements than the Social Worker IV. The Social Worker IV requires only an MSW with no previous experience (the IV designation was created so that a Social Worker who has an MSW receives greater compensation than the Social Workers without an MSW, but it is not a liner track from I-IV). Whereas the Social Worker II and III are the levels targeted towards applicants with previous experience. The Social Worker II level requires one full-time year equivalent to a Social Services Social Worker I, The Social Worker III level requires two years of full-time experience equivalent to a Social Services Social Worker.

For these positions, internships in a Social Services department can count towards qualifying experience, but will be calculated to the full-time equivalent. So for example, an 8 month internship in Child Protective Services working 20 hours per week would count as equivalent to 4 months of full-time experience. Experience outside of a Social Services department may count (for example, a non-profit agency), but that experience will have to be deemed comparable to that of a Social Worker in a Social Services department, so make sure to include a lot of description so that MSS can fully assess if the experience is comparable (with limited detail, MSS staff can only assess what experience you provided).

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