

# Candidate FAQ

## 1. I'm interested in several job opportunities. Can I apply for more than one?

Yes! The State routinely posts new job opportunities. You're encouraged to review the job requirements and if you think your experience, knowledge, and skills are a fit, submit your application online. You must submit a separate application for each job.

## 2. Does the State accept emailed or paper applications?

No. We only accept applications through our online application system. Free access via public Wi-Fi is now available at all DLR Job Service office locations, so if you need access to the internet, please seek out a **South Dakota Department of Labor & Regulation (DLR) Job Service office**.

**Note:** as an exception, some seasonal opportunities may accept paper applications in certain locations.

## 3. When can I expect to hear back on my submitted application?

Once you properly submit your online application, you should receive an automated confirmation via e-mail right away. If you don't receive the response, please log into the application system, and check your profile to ensure it was submitted.

Generally, the hiring manager for the posted job coordinates and leads the interview process. Response times to applications may vary based on the number of applicants, when the application period closes, and a variety of other factors. The hiring manager may reach out to applicants by phone, email, or both so be sure to have your contact information current.

## 4. How do I prepare for an interview with the State?

A lot of aspects go into preparing for an interview at any organization. The State conducts interviews in a variety of formats, including over the phone, virtual/video, and/or onsite/in-person. The format and number of steps depends on the agency/department and the role.

### Quick Tips:

- Have a copy of the job posting/description to reference before and during your interview.
- Dress for success! A clean and neat appearance helps set the tone for a great first impression.

- If your interview is taking place by phone or virtual/video, ensure that you are in a distraction free area with a strong phone or internet connection.
- If your interview is taking place on-site, plan out your route ahead of time and arrive 10-15 minutes early so you can find parking and be on time.
- Have a notepad handy to take notes and jot down any questions that you may think of.
- Remember to ask questions! Research what you can ahead of time, but if you have questions about the job, the organization, the hours, etc, please be sure to ask them toward the end of the interview.

## 5. Does the State offer hybrid or remote job opportunities?

Some agencies/departments do offer hybrid or remote jobs. This often depends on the nature of the job and a variety of other factors.

We try to list those details in our job postings so please be sure to read carefully and check for location/work environment details.