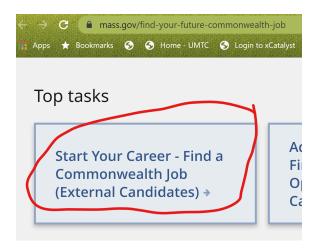
#### Mass.Gov Find Your Future website

To find jobs with the State of Massachusetts, you would need to register with <a href="https://www.mass.gov/find-your-future-commonwealth-job">https://www.mass.gov/find-your-future-commonwealth-job</a>

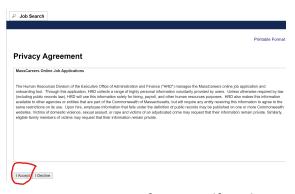
1. On that site, scroll down until you find the box below, and click on it



2. Create a sign in for yourself; click on the sign in link circled in red below. Also, you'll see that the state has 1119 positions open at the moment.



3. Click I accept on the privacy statement



4. Create a Login for yourself. Pick a use name and a password. Write them down somewhere where you can find them because you WILL need them again. Then click on New User.

### Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.



5. Complete the New User Registration. This will enable the system to provide you with password or user name reminders in case you forget. Fill out your password again, twice. Enter your email address twice. Then click 'Register.'

## **New User Registration**

Please take a few moments to register. You will need this information to access your account in the future.

Mandatory fields are marked with an asterisk.



· It must not contain your email address.

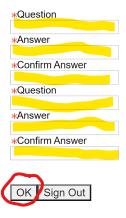
Here are the password rules for selecting your password:

Please note that the password must respect the following rules:
It must contain between 6 and 32 characters. Use only characters from the following set: ! # \$ % & ()\* + , - . / 0123456789 : ; < = > ? @ ABCDEFGHIJKLMNOPQRSTUVWXYZ [\]\_` abcdefghijklmnopqrstuvwxyz {|} ~
It must contain at least 1 lowercase letter(s) (abcdefghijklmnopqrstuvwxyz).
It must contain at least 1 capital letter(s) (ABCDEFGHIJKLMNOPQRSTUVWXYZ).
It must contain at least 1 numeric character(s) (0123456789).
It must contain at least 1 character(s) from the following set: ! # \$ % & ()\* + , - . / : ; < = > ? @ [\]\_`{|}~
It must not contain more than 4 identical consecutive characters (AAA, iiii, \$\$\$\$\$\$ ...).
It must not contain your user name.

6. Then set up your security questions. Fill out the boxes marked in yellow, then click okay. Make your questions/answers things you will easily recall.

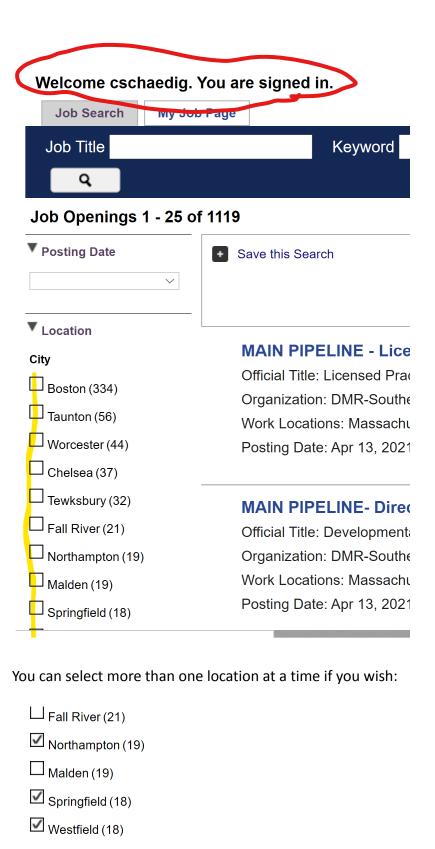
#### **Security Question**

You must type a security question and provide its answer. This information will help us identify you if you forget your password and need to change it. The answer must contain at least 1 characters.



CONGRATULATIONS! You are now ready to search for, and apply for, jobs with the State of Massachusetts.

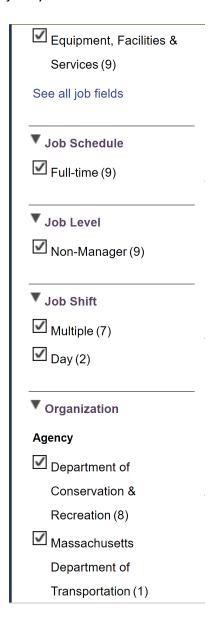
1. To find available and appropriate jobs, I would recommend you first select the sites that you would be willing to work in. This will narrow your search to jobs that are open near where you live, or that are within driving distance from your home or where you want to live. Example, if you live in Westfield, you probably don't need to look at the job openings in Fall River, but you might be willing to also consider jobs in Northampton.



2. Narrow your search to Public Works jobs by clicking the following:

For **Job Field** – Select Equipment, Facilities & Services

For **Organization** – Select Massachusetts Department of Transportation. You might also click the Department of Conservation and Recreation as they also have some public works type jobs. You can click the other choices I've shown below if you wish. But Job Field and Organization are most important for limiting the number of job openings you have to look through to find the jobs you'd be interested in.



**3. Find the job you want and apply for it.** When you find a listing for a job you would be interested in having, click the Apply Button on the right side of the screen.

# Be very thorough in filling out your application!!!!!

You will probably need to set aside a half an hour or more to complete this. You will need your drivers license, your resume, and possible your reference list to complete the application. Have everything you need handy and it will go much smoother. Good Luck!!!!

#### Highway Maintenance Worker II - Full-time

Official Title: Highway Maint Worker II
Organization: Mass Dept of Transportation

Work Locations: Massachusetts-Boston; Massachusetts-Boston; Massachusetts-Arlington More...

Posting Date: Mar 4, 2021

