



Michigan Civil Service Commission

Employment Information and Career Planning Services



How to Apply for a Job with the State of Michigan

Application Process

The State of Michigan selection process uses a web based vacancy-driven system to fill positions in the classified state service. This means jobs are posted to the website when there is a hiring need. Postings are updated frequently. Job postings contain specific directions on how to apply. Individual job postings will indicate if one or more examinations are required.

Frequently Asked Questions

- 1. Where are vacancies posted?** The Civil Service website at www.michigan.gov/statejobs. Click the blue MI Jobs icon on the lower left side of the screen.
- 2. How do I know which classifications require an examination?** The job posting will indicate whether an examination is required.
- 3. How do I apply for a job?** After you have selected a job from the available postings on the website, follow the instructions in the *How to Apply* section of that posting.
- 4. How do I apply for more than one job?** If you are applying for more than one job, you must submit the information requested in the *How to Apply* section of each job posting.
- 5. How do I apply for an examination?**
 - Go to www.michigan.gov/mdcs
 - Click on [MCSC Forms](#) in the right column
 - Select the examination of interest
- 6. How do I know if a college degree is required?** The job posting will identify what, if any, degree is required.

For a list of all degree majors required

 - Go to www.michigan.gov/mdcs
 - Click on [Career Planning Tools](#) in the left column
 - Select [College Degree Requirements for Civil Service Job Classifications](#)
- 7. How long is a job posting active?** Most job postings are listed on the website for seven (7) days. Since job postings can be added or withdrawn at any time, job seekers should be diligent in checking the site often.

If you do not have Internet access, call 1-800-788-1766 to request an application.

Completing an application or passing an exam does not guarantee that you will be contacted for an interview.

Michigan Civil Service Commission
Employment Information and Career Planning Services

Lansing Office
Capitol Commons Center
400 South Pine Street
Suite 101
Lansing, Michigan 48909
(517) 373-3030 (Voice)
(517) 373-7690 (FAX)
(517) 335-0191 (TDD)

<http://www.michigan.gov/mdcs>

Detroit Regional Office
Cadillac Place
3042 West Grand Boulevard
Suite 4-400
Detroit, Michigan 48202
(313) 456-4400 (Voice)
(313) 456-4411 (FAX)
(313) 456-4409 (TDD)