

Quick Tip Guide to Apply for Classified Jobs

Buffalo State University employees may apply for classified positions in which they qualify and eligible current State employees from other New York State agencies may apply for a lateral transfer by submitting an application through the college's applicant tracking system.

1. Open a web browser (Chrome preferred) and enter <https://jobs.buffalostate.edu>.
2. Select **Search Jobs**. Select a job you want to apply to.
3. Select **Apply for this Job**.
4. If this is the first time you are using the system, select **Create an Account** link. Once you create an account, the next time you want to apply for a job, you will select Log In and will have the opportunity to update your application.
5. Select **Create Account** green button.
6. Create a username and password, enter your e-mail address, and select a challenge question and response. **Upload your resume** at this time if you have such document. It will auto populate some fields.
7. Select **Create Account**.
8. Select **Apply for this Job** again.
9. The personal information you just entered will appear. Complete the remaining fields on this page and select **Save Changes** on every page as you proceed.
10. Select **Next** button or select an item from the dropdown menu and **Go** to proceed through the employment application. Continue to complete the application panels.
11. If you received a canvass letter from Buffalo State University by mail, to be eligible for consideration for the position, you must upload the canvass letter by the "return canvass letter date" as indicated on the canvass letter in the upper right corner. Indicate your interest on the canvass letter, sign, and date. You do not need to mail your canvass letter back to Buffalo State University once you have uploaded your completed canvass letter.
12. Upload any required documents. If a resume is not required, complete the educational and employment history and references sections on the application. The more information you are able to provide, the more effectively your qualifications can be evaluated.
13. You may save your application and return to it at another time to complete and submit it by the posting deadline. When you return to the website, select Log In, then Your Applications, then Continue Your Application.
14. You will be prompted to check for errors and then certify and submit your application. Once you submit your application, you will receive a confirmation number on the screen and an e-mail. You may not edit your application after it has been submitted.
15. If you are selected for an interview, you will be contacted by the hiring department or Human Resource Management.

Please contact Human Resource Management at 878-4822 or e-mail warnesje@buffalostate.edu. For information on the various classified service positions, visit <http://hr.buffalostate.edu/classified-employment>.



Classified Job Types

Buffalo State University employees may apply for positions in which they qualify and eligible current State employees from other NYS agencies may apply for a lateral transfer by submitting an application at <https://jobs.buffalostate.edu>. Please contact Human Resource Management at 878-4822 or e-mail warnesje@buffalostate.edu. For information on New York State Civil Service examinations, visit www.cs.ny.gov/. For eligible list status and canvass letter questions, please call the List Maintenance Unit at (518) 457-4295 or contact: List Maintenance Unit Department of Civil Service, Albany, NY 12239.

Competitive Class Postings

Competitive Class positions require that candidates be reachable on the appropriate New York State Civil Service Eligible List. Eligible lists are created by ranking candidates according to scores achieved on a Civil Service exam for the title. Buffalo State University must choose from among the top 3 candidates on the list. Individuals on the list, who are deemed reachable on the basis of test score and placement on the list, are canvassed. The canvass letter solicits individual's interest in the position and availability for appointment. It is not an offer of employment and will not necessarily result in an interview.

What is the "rule of three?"

All candidates at the highest score are immediately eligible for consideration for appointment. Candidates at lower scores can be considered only when there are fewer than 3 candidates at higher scores. A candidate's eligibility for appointment depends not only on their rank (candidates who received the same score are equally ranked) but also how many other candidates are tied at that and higher level ranks.

Resource: www.cs.ny.gov/jobseeker/faq/scorenotices.cfm#whatistheruleofthree.

Examples of Competitive Class positions: Office Assistant 1 (Keyboarding), Secretary 1, University Police Officer 1, Plant Utilities Assistant.

Non-Competitive Class Postings

Non-Competitive Class positions are filled on the basis of seniority from among the employees bidding, provided the candidate meets the posting's required qualifications and has the ability to perform duties and responsibilities satisfactorily. The requirement to prove qualification shall rest with the employee. Seniority for this purpose depends on the length of time in the OSU bargaining unit, not the length of time employed at Buffalo State University. External candidates who meet the posting's required qualifications may also apply to these postings. Resource: [OSU Article 45](#)

Examples of Non-Competitive Class positions: Maintenance Assistant, Janitor, General Mechanic.

Labor Class Postings

Labor Class positions are filled from a pool of candidates. An employee with a temporary appointment in the same labor class title at Buffalo State University shall, if continued as an employee in that title, be appointed to the permanent position. If there is more than one temporary appointee at Buffalo State University, selection of the permanent appointee shall be at the hiring manager's discretion. All are encouraged to apply to labor class positions and the hiring manager will select candidates based on those who are most qualified for the position. Resource: [OSU Article 45](#)

Examples of Labor Class positions: Cleaner, Laborer, Maintenance Helper.