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## APPLYING FOR A JOB

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The web-based application of Avue Digital Services (ADS) provides the capability for people interested in employment opportunities with the Forest Service to apply for jobs on-line through the Internet. Job candidates can create and update 'Applicant Profiles,' search for current vacancy announcements being advertised in ADS, create a job search profile, apply for jobs, and check the status on jobs for which they have applied. Applicants may also access a help tutorial, view jobs with other Federal Agencies, and see employer profiles.

### ACCESSING THE WEBSITE

Forest Service employees can access the Applicant Module using connectHR at <http://www.fs.fed.us/connecthr>. Click on APPLY FOR A JOB. This will take you to Avue's primary applicant website, Avue Central. Here you will see Federal agency job openings. When reviewing the vacancy announcement listing, those with an "A" in the left hand column, indicate positions you can apply to on-line using ADS.

External applicants (or non-Forest Service employees) can access the Applicant Module on the Internet at [www.avuedigitalservices.com/usfs/applicant.html](http://www.avuedigitalservices.com/usfs/applicant.html). This site will display only Forest Service job openings.

Avue Central can also be accessed at [www.avuedigitalcentral.com](http://www.avuedigitalcentral.com)

When applying for Forest Service jobs, both internal and external applicants can also go to USAJobs ([www.usajobs.opm.gov](http://www.usajobs.opm.gov)) to find Forest Service vacancy announcements. From within a Forest Service vacancy announcements found on USAJobs, applicants can link directly to the announcement in ADS.

Applicants new to the online system must request a User ID. After accessing the website listed above, click on NEW USER. Enter all fields in the New User Registration window. Keep your User ID and Password in a secure location. You will need to use it every time you access ADS. If you cannot remember your password, select "Forget Password?" You will be prompted to answer a test question you chose at the time you registered for your initial password.

To exit the ADS system, click on the Quit button in the lower right corner of your screen. Be sure to save any work you have completed prior to exiting.

The ADS system is a secure system, with a 128-bit encryption, as indicated by the yellow lock in the lower right-hand corner of the screen. This level of security is equivalent to on-line banking.

The ADS system is available 20/7, (from approximately 4:00 am until 11:59 pm Eastern Time)

## **NAVIGATING WITHIN THE MODULE**

Screens are designed with options on the left side of the screen. Most screens that require the entry of data have a Save button at the bottom. To move from one screen to another, simply click **once** on a menu item, link, or button. If the system appears to be slow or has frozen, click on the refresh button on the toolbar at the top of your browser window.

Whenever there is more data than will fit on a screen, a 'scroll bar' will appear on the right side of the screen. Use the arrow up or down indicator to view the remaining text on that screen. Be sure your window is maximized.

When you want to move back to a previous screen, click on MAIN MENU at the top left of your screen. **Do not use the arrow back button on your browser. Since this is secure site, using the back button in most case will cause you to exit ADS.**

## **HELP OPTIONS**

For additional information on certain topics, you can use the mouse to move the on-screen cursor. Put the cursor over a menu item, link, or button. Additional information will then appear near or above the item. On some screens, you can click on the green ? mark, for a definition or additional information.

In the lower-left hand corner of the Main Menu screen are a series of individual pictures, providing information on topics, such as tips for applying for jobs, information on the federal hiring process, and tips for using the online system. By positioning the cursor over a picture, the title of the section is shown to the right. Click on the picture to receive more information or help.

In the lower-right hand corner of each screen you can click on Technical Support and e-mail a question to the Avue Help Desk.

## **INCREASING FONT SIZE**

MS Internet Explorer 5x Users. From the toolbar, select VIEW then TEXT SIZE. You may make your selection from the choices provided.

Netscape 4x Users. From the toolbar, select VIEW then INCREASE FONT.

From the Login Screen or the bottom of the Main Menu screen click on Optimal Settings to set your browser to the optimal settings for ADS.

## **MAIN MENU OPTIONS**

This site allows applicants to apply online for specific jobs. From the Main Menu, applicants will have access to the following options:

- View job openings
- Apply for jobs
- Stop during the process and return at a later time to finish
- Receive feedback on the success of their application including:
  - Whether they meet qualification requirements;
  - Whether they have successfully completed their application; and
  - What additional information they must provide
- Create a profile containing personal information; references; education background and work experience to use when applying for jobs in the future
- Attach a resume or other electronic documentation to their profile
- Update their applicant profile
- Check the status of jobs for which they have applied
- Withdraw from consideration for a job for which they have previously applied.

## **CREATING, SAVING, AND UPDATING APPLICANT INFORMATION FOR USE IN APPLYING FOR JOBS**

To Create a Profile. Applicants create a profile containing personal data, such as address, phone number, email, work history, and education, for use in applying for jobs.

- From the Main Menu, select CREATE OR UPDATE MY PROFILE.
- Complete all menu selections on the left side of the screen. Items in red or marked with an asterisk (\*) are mandatory fields and must be completed. Click SAVE or SAVE THIS INFORMATION at the bottom of each screen, otherwise data on that screen will be lost when you go to the next screen.

### **1. PERSONAL INFORMATION**

**Enter User ID Choice:** Create your ADS User ID.

**Enter Password Choice:** Enter your ADS Applicant password.

**Confirm Password:** Re-enter your password.

**First Name and Middle Initial:** Enter your first name and middle initial.

**Last Name:** Enter your last name.

**Address:** Enter your address.

**City:** Enter your city.

**State/Province:** Select your state/province from the drop down window.

**Country:** Select your country from the drop down window.

**Other:** Leave blank.

**Zip Code/Postal Code:** Enter your zip code.

**Social Security Number:** Enter your social security number.

**Daytime Phone Number:** Enter your daytime phone number.

**Evening Phone Number:** Enter your evening phone number.

**Cell Phone Number:** Enter your cell phone number.

**Pager Number:** Enter your pager number.

**Instant Notification Address:** Enter an email address or another phone number.

**Fax Number:** Enter your fax number.

**E-mail Address:** Enter your e-mail address.

**Confirm E-mail Address:** Enter your e-mail address again.

**Verification Question:** Choose a verification question from the drop down window.

(You will be asked this question if you forget your password.)

**Verification Answer:** Enter your answer to the verification question above.

**Ethnicity:** Select a choice or No Answer

**Race or National Origin:** Select a choice or No answer.

**Gender:** Click on Male, Female, or No Answer

**Disabilities:** Select a choice or No Answer

Click on SAVE THIS INFORMATION

## 2. APPLICANT INFORMATION

For **Preferred Location(s)** you are interested in, click on SELECT LOCATION or EDIT LOCATIONS, which will take you to the location map. Begin by clicking on a state, and then select a city from the list. To choose more than one city location, hold down the CTRL key, click on the additional locations. Click on ADD. When you are finished adding all desired locations, then click on SAVE.

Under the **Time Limit** section, select the type of positions you are willing to accept. Hold down the CTRL key, to select more than one choice.

Under the **Work Schedule** section, select the type of schedule you are willing to accept. Hold down the CTRL key, to select more than one choice.

Click on SAVE THIS INFORMATION

## 3. WORK HISTORY

Enter periods of work history, one job at a time, by clicking on either ADD A FEDERAL POSITION or ADD A NON-FEDERAL POSITION

**Job Title:** Enter the title of your position.

**To/From:** Select the dates you were employed from the drop down windows.

**Salary/Per:** Enter your salary and select the pay rate from the drop down window.

**Hours Worked:** Select the hours worked from the drop down window.

**Other Types of Compensation:** Enter compensation, if other than salary.

**Employer Name:** Enter the name of your employer.

**Employer City:** Enter the city of your employer.

**Employer State:** Enter the state of your employer.

**Other (If Applicable):** Leave Blank.

**Country:** Select your employer's country from the drop down window.

**Other:** Leave blank.



**Enter Pay Plan, Series and Grade:** Select pay plan from the drop down window and enter series and grade. Enter zeroes if federal position was not assigned a series or grade.

**Was This The Highest Grade Held on a Permanent Basis in the Competitive Service?** Click Yes or No.

**If this position is part of a career ladder, what is the promotion potential grade or full performance level of this position?:** Click Not applicable or Don't Know or Enter Grade.

**Supervisor's Name:** Enter your supervisor's name.

**Supervisor's Contact Information:** Enter an e-mail address and/or phone number of your supervisor.

**May We Contact Your Supervisor?:** Click on Yes or leave blank.

**Duties and Accomplishments:** Describe the duties and responsibilities you performed and accomplishments. Limited to 4000 characters. Click on UPDATE to save your work history entry.

Click on SAVE THIS INFORMATION to save all entries.

#### 4. ELIGIBILITIES

**Citizenship:** Click either I AM A US CITIZEN or I AM NOT A U.S. CITIZEN.

**Military:** Click the appropriate block if you are serving or have served in the U.S. military.

**Federal Government Experience:** Click the appropriate block if you are or have been a federal employee.

Click on SAVE THIS INFORMATION

##### **Eligibility to Apply:**

This information will be used to determine if you meet the Area of Consideration specified in each vacancy announcement.

##### **Select all that apply:**

– Were you a Peace Corps, VISTA, ACTION volunteer within the last 12 months?

– Do you have a certification of disability from the State Vocational Rehabilitation Agency or the Vocational Rehabilitation and Employment Service of the Department of Veterans Affairs?

– Do you have veterans' preference due to spouse's service or service of your child? Click on the definition for specific information.

**Current federal employee:** Enter the agency name or click on Locate Agency & Bureau

**Current appointment:** Select permanent, temporary/term, or not applicable

**Type of service:** Select competitive, excepted or not applicable.

**Reemployment Priority List (RPL):** Select if you have received a letter specifically stating you are eligible for RPL.

**Reinstatement eligibility:** Select if you held a career or career-conditional appointment. Click on the definition for information.

**Career Transition Assistance Plan (CTAP) Notice:** Select if you have received a letter specifically stating you are CTAP or ICTAP eligible.

**Employment with Other Federal Organizations:** Select if you are currently employed with a federal organization. Click on the definition for specific information.

**Veterans Preference Determination:** Select one response that best describes your eligibility for veterans' preference.

**Veterans Employment Opportunities Act (VEOA):** Select this if you meet the VEOA definition and are not a current permanent federal employee. Click on the green ? mark for more information.

**Dates of Military Service:** Use the drop down windows to enter the dates of military service.

**Military Retiree:** Click on this block if you are a military retiree, use the drop down window to select the grade at the time of retirement. Select honorable discharge or other than honorable discharge.

Click on SAVE THIS INFORMATION

## 5. REFERENCES

Enter references, one at a time, by clicking on the ADD button.

**Reference Name:** Enter the name of your reference.

**Relation to Applicant:** Enter your relationship to the reference.

**Phone:** Enter the reference's phone number.

**Email:** Enter an email address for the reference.

**Title:** Enter the reference's title.

**Company:** Enter the name of the company at which the reference works.

**City:** Enter the city in which the reference works.

**State:** Select the state in which the reference works from the drop down window.

Click on ADD to add your entries to the references section.

Click on SAVE THIS INFORMATION.

## 6. EDUCATION BACKGROUND

Enter education background by clicking on the ADD button.

**Type of School:** Select the type of school from the drop down window.

**Name of School:** Click on the state the school is located. Select the name of the school you attended. Click on SAVE

**City:** Enter the name of the city in which the school was located.

**State/Province:** Select the state in which the school was located from the drop down window.

**Other (If Applicable):** Leave blank.

**Degree:** Select the degree received from the drop down window.

**Majors:** Enter the major field(s) of study.

**Graduation Month/Year:** Select the month and year the degree was received from the drop down window.

**Total Credits Earned:** Enter the total credits earned in the degree listed above. Select either semester or quarter from the drop down window.

Click on ADD

Click on SAVE THIS INFORMATION

## 7. RELEVANT INFORMATION

List awards you received, community service you performed, training you attended, certifications or licenses you hold, collateral duty you performed, and significant details you have been selected for.

Enter awards by clicking on the ADD button.

**Award:** Enter the type of award and brief description

**Date Received:** Enter the effective date or when the award was received by clicking on the drop down window.

Click on UPDATE

Enter community service by clicking on the ADD button.

**Community Service:** Enter a description of the community service and for whom it was performed

**Date:** Enter the date(s) community service was performed

Click on UPDATE

Enter training by clicking on the ADD button.

**Course:** Enter the course title and the sponsor or vendor of the course

**Completion Date:** Enter the date course was completed

**Number of Hours:** Enter the number of hours credited for the course

Click on UPDATE

Enter certifications by clicking on the ADD button.

**License or Certifications:** Enter the type of license or certification attained and from whom

**Date Received:** Enter the date received

**Expiration Date:** Enter the expiration date, if applicable

Click on UPDATE

Enter collateral duties by clicking on the ADD button.

**Collateral Duty:** Enter a description of the collateral duty assigned and brief description of the duties, responsibilities and accomplishments.

**From:** Click on the drop down window to enter the beginning date

**To:** Click on the drop down window to enter the ending date

Click on UPDATE

Enter significant details by clicking on the ADD button.

**Significant Detail:** Enter a description of the detail, including duties and responsibilities performed and accomplishments

**From:** Click on the drop down window to enter the beginning date

**To:** Click on the drop down window to enter the ending date

**Supervisor's Name:** Enter your supervisor's name.

**Supervisor's Contact Information:** Enter an email address and/or phone number of your supervisor.

**May We Contact Your Supervisor?** Click on Yes or leave blank.

Click on Update

Click on SAVE THIS INFORMATION

## 8. OTHER CONSIDERATIONS

Select the **military occupational specialty** from the drop down window of the respective military branch

Select the level of **security clearance** from the drop down window.

Select your **performance ratings** from the drop down menu.

Click on SAVE THIS INFORMATION

## 9. ADDITIONAL INFORMATION

Enter any additional information you would like to provide in the text box. Some vacancy announcements may ask for you to provide specific information in this “Additional Information” section, such as a narrative response to a selective factor or specialized experience. Be sure to read the vacancy announcement thoroughly.

Click on SAVE THIS INFORMATION

## 10. ATTACH RESUME AND SUPPORTING DOCUMENTS

Click on ADD A DOCUMENT to add attachments, such as college transcripts, a DD-214, SF-15 Application for 10-Point Veteran’s Preference, SF-50B Notification of Personnel Action, or most current performance rating.

**File to Upload:** Click on the browse button to locate the file you wish to attach.

**Description:** Enter a title or brief description of the document to be attached.

**Type (of document):** Click on the drop down window and select the type of document attached. Then click on ADD.

Click on ADD ADDITIONAL TEXT for additional information

**Text:** Enter the narrative text

**Description:** Enter a title or brief description of the text entered above.

Click on SAVE THIS INFORMATION

Click on SAVE THIS INFORMATION, before leaving the Supporting Documentation screen.

To Save a Profile. Once an applicant has created a profile, the information entered can be saved for use in applying for other jobs in the future.

To Update a Profile. Applicants can update their personal profile information by selecting CREATE OR UPDATE MY PROFILE and updating the applicable screens, then saving the changes made by clicking on SAVE or SAVE THIS INFORMATION.

To Print a Profile: Applicants can print their personal profile by selecting MY PROFILE, located under VIEW & PRINT, on the left-hand menu.

Applicants can also update their personal profile information for jobs they have applied for.

- From the Main Menu, select JOBS I HAVE APPLIED FOR. A screen will appear listing all the vacancies to which the applicant has applied, with columns containing information specific to the vacancies listed and a Status of Application column. For vacancy announcements that are still open, an option will be provided in the Status of Application column for the applicant to Update Application.
- Select UPDATE APPLICATION to make changes to the personal profile.
- Changes made to the profile will apply only to the vacancy announcement for which the applicant chose to update the application. For the changes to apply to the personal profile for future jobs, select UPDATE PERSONAL PROFILE from the JOBS I HAVE APPLIED FOR screen.

## **VIEW VACANCY ANNOUNCEMENTS**

Select APPLY FOR JOBS from the Main Menu. This item is located at the bottom center of the screen. All available jobs will be displayed on the Vacancy List screen. Select an announcement by clicking on the job title. If you have not already done so, you may be asked to provide information to determine eligibility. Answer the eligibility questions by clicking in the box preceding each question that pertains to you.

## **SEARCHING FOR SPECIFIC JOBS**

- From the Main Menu, click on APPLY FOR JOBS.
- From the Vacancy List screen, click REFINE SEARCH from the left-side menu.
- Follow screen prompts to enter location, type of job, salary, or series/grade information for specific jobs.
- Click SUBMIT at the bottom of the screen. All available jobs matching the search criteria will be displayed.
- Repeat this process to change search criteria and view different job openings.
- To search using different criteria, click RESET at the bottom of the screen to clear previously entered information.

## **THE SHOPPING CART**

The shopping cart allows applicants to select multiple jobs for which they want to apply and set them apart in the shopping cart. Applicants can then access their shopping cart and apply for each job from there.

- From the Main Menu, click on APPLY FOR JOBS.

- From the Vacancy List screen, click the box in the shopping cart column (rightmost column for a vacancy) to add a job to the shopping cart.
- Select VIEW SHOPPING CART from the left side menu to view the jobs that have been added. Only selected vacancies are shown.

## APPLYING FOR A JOB

- From the Main Menu, click on APPLY FOR JOBS.
- From the Vacancy List, click the title of the job for which you want to apply. Read the Public Vacancy Announcement thoroughly for information and instructions. The vacancy announcement may require information that is not required by the on-line system, and may ask for specific information to be provided in the Additional Information section or as an attachment.
- Click on POSITION DESCRIPTION to review the position description prior to applying.
- Click on APPLY NOW on the left-side menu. You will be prompted for the **Grade Range**: Select the grade level(s) you will accept. You will not be able to change this information after you click on SAVE THIS INFORMATION.
- Answer questions pertaining to education, work experience, and other requested information by following the directions on the screens. All left-side menu items that are marked with an asterisk (\*) must be completed. These items are shown in red. Once they are completed, they change to another color. Information entered previously in the personal profile is automatically generated. However, you must still click on each item in red and scroll to the bottom of the screen and click on SAVE THIS INFORMATION.
- You will see a series of statements designed to evaluate education and experience in relation to the knowledge, skills, and abilities required for the position. Follow the on-line instructions, which will indicate whether to select *all statements* that apply, or the *one statement* that best describes the applicant's education and experience. **NOTE:** For education, enter only those hours that relate to the type and level of education described. For instance, if graduate education is described, enter hours obtained in graduate courses.
- Be sure to click SAVE THIS INFORMATION at the bottom of the screen. If you do not wish to update the personal profile with the information entered, deselect the "Update Personal Profile" box.

Printing an Application. Once the application is complete, applicants can print a hard copy by clicking on THIS APPLICATION under the VIEW AND PRINT menu to the left.

Submitting an Application. Before submitting an application, applicants should be sure to attach any required documentation. See **ATTACHMENTS TO THE APPLICANT PROFILE** below for instructions. Click on SEND APPLICATION to submit the application.

- Complete the APPLICANT CERTIFICATION by clicking the box indicating acknowledgment of the certification statement. Applicants will not be able to complete the application without acknowledging the statement.
- Click on SAVE AND SUBMIT. To receive consideration, online applications must be submitted by midnight EST on the closing date of the vacancy announcement.
- Click on RETURN TO APPLICATION or RETURN TO VACANCIES or QUIT.

Duplicate Applications. If more than one application is received for the same applicant, the most recent application will be the officially accepted application for the position.

### **RETURNING TO FINISH AN INCOMPLETE APPLICATION**

Applicants can save their entries and return to complete an application by saving the profile entries and returning to the website.

- From the Main Menu, click JOBS I HAVE APPLIED FOR.
- Review the list of jobs, and click on the job title for any job showing status as incomplete.

Continue filling in the application.

The ADS system is available, 20/7, between the hours of approximately 4:00 a.m. through 11:59 p.m. Eastern Time.

### **ATTACHMENTS TO THE APPLICANT PROFILE**

Applicants can attach documents to their personal profiles by saving an electronic copy of a resume, DD-214, SF-15 Application for 10-Point Veteran's Preference, college transcripts, SF-50B Notification of Personnel Action, most current performance rating or other documentation on a computer's hard drive or on a diskette that is inserted into the disk drive. Attachments cannot exceed 1MB in size.

- From the Main Menu, click CREATE OR UPDATE PERSONAL PROFILE.
- Click SUBMIT A RESUME from the left-side menu.
- Follow the screen instructions and system prompts to locate and attach electronic documents.

### **ACKNOWLEDGEMENT OF COMPLETION**

Once an applicant has completed all required screens, a "Thank You" screen appears. This screen indicates successful completion of all information required by the on-line system.

## **STATUS OF JOBS YOU HAVE APPLIED FOR**

Applicants can review the status of jobs they have applied for.

- From the Main Menu, click JOBS I HAVE APPLIED FOR.
- Applicants will see the status of the job and the status of their applications.
- Click on the job title to go back into the application to see the vacancy announcement, position description, application, and other information about the application for that vacancy.

## **WITHDRAWING AN APPLICATION FOR A JOB**

Applicants may withdraw their applications for positions for which they have applied. **NOTE:** When applicants choose to withdraw, a prompt will appear informing them that once the application has been withdrawn, they **cannot** reapply to the same vacancy announcement.

Do not withdraw an application in order to update information. Instead, use the 'Update Profile' option. **Once an application is withdrawn, applicants will not be allowed to reapply to the same vacancy announcement.**

- From the Main Menu, click JOBS I HAVE APPLIED FOR.
- Click the corresponding box in the WITHDRAW FROM CONSIDERATION column of the vacancy from which you wish to withdraw.

## **HARD COPY APPLICATIONS AND HARD COPY SUPPLEMENTAL DOCUMENTS**

Applicants who are unable to apply online may request the instructions and form from the contact listed on the front page of the vacancy announcement

## **TROUBLESHOOTING TIPS**

The system is slow or unresponsive

- Generally this may be due to the applicant's Internet Service Provider (ISP). The ADS system has performance indicators in place that are monitored to maintain the system operating at certain levels even during peak periods.

The screen is frozen

- Try clicking on the Refresh button. If this does not work, you may need to quit and logon again.



Taken back to the Avue Login Screen

- User may have used the browser's back button, instead of clicking on Main Menu to return to a previous screen. Or, this may indicate a problem with the Avue System. Wait a few minutes and log back on.

Warning: Page Expired or Page Cannot be Displayed

- Generally this indicates a problem with the Applicant's ISP. Completely exit the program and log back in.

Can't see a "SAVE" or "SAVE THIS INFORMATION" button

- Be sure your window is maximized to the fullest extent. There will be a scroll bar on the right-hand side, when more information is available.



## DEFINITIONS

**ADS.** Avue Digital Services (ADS) is a web-based application that the Forest Service has contracted with to automate certain human resource functions, including the process to fill vacancies. For job candidates, Avue offers access to federal jobs worldwide.

**Applicant Profile.** The online application submitted for a vacancy announcement advertised in ADS.

**Avue.** Also known as ADS, this is a web-based application that the Forest Service has contracted with to automate certain human resource functions, including the process to fill vacancies. For job candidates, Avue offers access to federal jobs worldwide.

**Bubble Sheet.** Scannable Form F-15566-Avue, to be completed by those applicants who apply hard copy for a job advertised through Avue.

**Bubble Sheet Instructions.** Instructions for completing the bubble sheet (scannable Form F-15566-Avue) to answer questions used to determine an applicant's qualifications for a position. These instructions are only for applicants who apply hard copy; online applicants complete this information online.

**Career Ladder Position.** A career ladder is a series of developmental positions of increasing difficulty, in the same line of work, ending at the journey or full performance level. Once an employee is in a position in a career ladder, promotions can occur without further competition (assuming adequate performance). Therefore, when creating a career ladder position, you should not plan to include supervisory duties or duties from another line of work representing a portion of time significant enough to possibly change the series of one of the levels in your "ladder."

**Centralized Nationwide Vacancy Announcements.** For certain positions, the Forest Service may create one vacancy announcement, or a series of related vacancy announcements, from which selections will be made by all participating agency locations. Examples of centralized nationwide vacancy announcements are those for temporary employment, civil engineer positions, and smokejumper positions.

**CTAP/ICTAP.** Career Transition Assistance Plan/Interagency Career Transition Assistance Plan. Requirement of Federal agencies to provide career transition assistance to employees who are affected by downsizing or restructuring. Under CTAP regulations, well-qualified surplus or displaced agency employees who apply for vacancies within their own agency components in the local commuting area must be selected before any other candidate from within or outside the agency. Under ICTAP regulations, surplus or displaced employees can apply for a competitive service vacancy announced by another agency in the local commuting area, and if found well-qualified, must be selected for the position over an applicant from outside the agency.

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**Demo Authority.** A recruitment authority granted by OPM to the Agriculture Research Service and the Forest Service as a Demonstration Project to recruit for positions using a system of categorical ratings. Demo authority can be used to fill permanent, term, or temporary positions. Refer to the Demonstration Project Handbook, FSH 6109.16.

**Interdisciplinary Position.** An interdisciplinary position contains duties and responsibilities that are closely related to more than one professional occupation. As a result, the knowledge and experience requirements can be met by persons qualified in any of the professional series involved. Interdisciplinary classification is used principally for positions in mathematical, scientific, or engineering disciplines.

**KSA.** Knowledge, Skills, and Abilities. Criteria against which applicants are evaluated when applying for vacancy announcements advertised under the Forest Service Merit Promotion Plan (MPP). Responses to KSAs online are addressed in the Questionnaire within the vacancy announcement.

**Merit Promotion Plan (MPP).** The Forest Service Merit Promotion Plan provides policy and procedures to ensure competitive selection from among the quality group of candidates, based on job-related criteria, after fair and open competition following merit principles. The Forest Service Merit Promotion Plan complies with applicable laws, regulations, and other authorities as listed in FSH 6109.12, Section 23.01.

**OPM.** The Office of Personnel Management. The Federal Government's Human Resources agency, responsible for establishing and maintaining Human Resources policy and law.

**Optimal Settings.** Information provided at the ADS login screen to set your browser to the optimal settings for ADS. Instructions are provided for Internet Explorer and Netscape, as well as links to upgrade to the latest versions of Internet Explorer or Netscape.

**Questionnaire.** The questionnaire is part of the document package automatically generated when a position is created. The questionnaire is a component of the vacancy announcement and is used to determine the qualifications of applicants. Applicants are asked questions regarding their basic qualifications, including education, experience, and certifications. The questionnaire is also the component in which applicants respond to the KSAs.

**Reference Code.** The reference code is found in the applicant module and is used to allow online applications to be accepted after the closing date of a vacancy announcement. Use of a reference code would be applicable in situations in which an applicant was unable to apply for a vacancy announcement for reasons outside their control, such as being on a fire assignment, or for applications submitted by 30% disabled veterans.

**Referral List.** A list of eligible candidates for a position. Also known as a Certificate of Candidates.

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**RPL.** USDA's Reemployment Priority List. Federal agencies are required to establish and maintain an RPL for each commuting area in which it separates eligible employees due to a Reduction in Force (RIF). RPL registration is available as soon as the employee receives a RIF separation notice. When an agency fills a position with a candidate from outside its workforce, employees registered on the agency's RPL must be selected before anyone from outside the agency can be hired. RPL does not refer to rehire eligibility for temporary positions.

**SCEP.** Student Career Experience Program. Formerly referred to as the Cooperative Education, or Coop-Ed, Program.

**Senior Position.** A Senior position contains duties and responsibilities that exceed the GS-15 grade level, and are offered in one of the following three categories: SL or Senior Level; SES or Senior Executive Service; and ST or Scientific and Professional positions.

**STEP.** Student Temporary Employment Program.

**Supervisory Position.** Supervisory positions are those positions which contain supervisory work and related managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others, and constitute a major duty occupying at least 25% of the position's time.

**Team Lead Position.** Team leaders usually participate in the work of a team by performing work that is of the same kind and level as the highest level of work accomplished by the team led.

**Trainee Position.** Duties assigned to trainee positions are recognizably different from duties performed by experienced employees in the same occupation. Trainee assignments are purposely designed to provide orientation, training, and familiarization with the work processes of the occupational field and specific job; reinforce and supplement previous experience and education; and allow the trainee to carry out progressively more difficult and responsible tasks. Generally, these positions are subject to close supervision and review. The classification of trainee positions must take into account their developmental nature, and judgment should be applied when comparing the assignment to classification criteria.

**USAJobs.** An Internet recruiting site at which all Federal jobs must be advertised. USAJobs is the recommended site to which to refer applicants who are interested in Forest Service jobs.

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## Quick Reference Guide on How to Apply for Jobs Online

These steps are to be used as an outline of the basic steps to follow when applying for a job online. Specific instructions for performing these steps are provided within this ADS Applicant Manual.

### 1. The Applicants creates an applicant profile in ADS

- Access ADS at [www.avuedigitalservices.com/usfs/applicant.html](http://www.avuedigitalservices.com/usfs/applicant.html) and clicks on the Forest Service shield to login.
- Click on NEW USER. Enter all fields in the New User Registration window. Indicate where you heard about this site by clicking on one of the options.
- Click on CREATE OR UPDATE MY PROFILE. Complete all section (Personal Information, Applicant Information, Work History, Eligibilities, References, Education Background, Additional Information, and Attachments). Click on Save at the bottom of each screen.
- Click on ATTACH RESUME AND SUPPORTING DOCUMENTS to attach supplemental documentation, such as college transcripts, a resume, or a DD-214.
- Return to the main menu by clicking on the icon in upper left corner of the screen.

### 2. The Applicant applies for Jobs Online

- From the main menu, click on APPLY FOR JOBS.
  - Jobs you are eligible to apply for will appear on your screen. If you are interested in applying for more than one job listed, you may click on those you wish to apply for and add them to your shopping cart.
  - Click on the title of the job you wish to apply for. The vacancy announcement will appear with a menu bar on the left side.
  - Click on APPLY NOW to apply.
  - Each field in red or marked with an asterisk (\*) must be completed before you submit your application. You will see a series of statements designed to evaluation your education and experience in relation to the knowledge, skills, and abilities required for the position. *Follow the onscreen instructions*, which will indicate whether you are to select *all statements* that apply to you, or the *one statement* that best describes your education or experience. **NOTE:** For education, enter ONLY those hours that relate to the type and level of education described. For example, if *graduate* education is described, enter credit hours obtained in *graduate* courses.
  - You may save any edits you have made, exit ADS, and return later to continue working on your application.
  - To print a copy of your application, click on THIS APPLICATION under the View and Print menu.
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- Click on SEND APPLICATION to submit your application. You will be asked to certify that the information you are submitting is true. Once you have certified your application, click on SAVE AND SUBMIT.
- You may RETURN TO APPLICATION or RETURN TO VACANCIES to continue. Or you may exit by clicking on the QUIT button in the lower right corner of the screen.

### **3. Updating Your Applicant Profile**

- To update your applicant profile, click on JOBS I HAVE APPLIED FOR from the main menu. Click on UPDATE PROFILE. Make any necessary edits to your profile. You must certify and resubmit your updated profile for the changes to take effect.

### **4. Reviewing the Status of Jobs You Applied For**

- You will receive an email message from the Forest Service indicating that your application was received.
- From the main menu, click on JOBS I HAVE APPLIED FOR. The jobs you have applied for will appear on the screen with the current status of each.

### **5. Hard copy applications**

- Applicants who cannot apply online via ADS should request the instructions and form from the contact listed on the front page of the vacancy announcement
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