

On May 16, 2008, OARS (<https://jobs1.quickhire.com/scripts/usgs.exe>) will integrate with the Office of Personnel Management's USAJOBS website. This integration will make it easier and more efficient for you to apply for Federal positions and manage your online applications.

This change will benefit you in your job search by offering:

- a) A consolidated jobs database that utilizes one login to apply for vacancies throughout the USGS and other Federal organizations;
- b) An improved resume builder that will allow you to store up to five different resumes online;
- c) Search agents that will match your skills and/or interests;
- d) The option to receive email notifications of vacancy announcements throughout the government that meet your search criteria and;
- e) An Application Status Tracking feature, which will allow you to track the status of vacancies you have applied for through USAJOBS.

In order to prepare for this change and familiarize yourself with the new process, you are encouraged to register by creating a new account on USAJOBS (<http://www.usajobs.gov/>). If you are already an existing registered user you do not need to create a new account in USAJOBS. If however, this is your first time using USAJOBS please visit <http://www.usajobs.com/FIRSTTIMERS.ASP> for tutorials and additional information for creating a user account on USAJOBS and applying for Federal employment. In an effort to assist you, we have listed below a step-by-step process for you to follow for creating a new account in USAJOBS.

It is strongly suggested that you copy and paste your resume from OARS into USAJOBS before May 14, 2008. Please be aware that after May 14, 2008, your OARS information (i.e., resume and personal information) will no longer be available.

As stated above, the integration will occur on Friday, May 16, 2008. The USGS OARS system will be taken offline at 12:01 am Eastern Time on Thursday, May 15, 2008. Effective Friday, May 16, 2008, all USGS vacancies will be available on USAJOBS.

Below are helpful tips with the USAJOBS registration process. Should you have questions or concerns about any of the information above, please contact the USGS OARS helpdesk: [oars@usgs.gov](mailto:oars@usgs.gov).

#### USAJOBS Registration Process:

##### 1. Access USAJOBS

Visit USAJOBS at <http://www.usajobs.gov/>.

New Users: Select the "MY USAJOBS" tab at the top of the screen and click the "Create Account" button.

Note: If you have already created your USAJOBS user account, then login and verify that your information is current.

##### 2. Establish Career Center Account Information

You will be prompted to provide contact information, establish user access information and provide citizenship and Veterans' Preference information.

After providing basic information, click the "Submit" button and a screen should appear stating, "Congratulations, your account has been created!" Above the Congratulations message and below the "My USAJOBS" tab, you will see the available profile features from which you can choose:

- a. My USAJOBS = serves as your profile dashboard
- b. Resume = create a new resume
- c. Agents = create search agents for vacancy email notifications

- d. Applications = review or keep track of your application history
- e. Portfolio = feature NOT utilized for USGS vacancy announcements
- f. Profile = view/edit your current profile information
- g. Logout = exit your USAJOBS profile

### 3. Create and Store a Resume

Follow the instructions to create your new resume on USAJOBS using USAJOBS' Resume Builder. The resume builder consists of four steps:

- a. Getting Started
- b. Experience
- c. Related Information
- d. Finishing Up

Resumes created on USAJOBS, are for use when applying for jobs within the Federal government, not just the U.S. Geological Survey. You can store up to five different resumes on USAJOBS, thus providing you the ability to customize your resume to a specific job.

Note: If you have a resume stored in OARS, you can use it to create your USAJOBS resume. You have until May 14, 2008, to access OARS in order to retrieve and copy your resume. After May 14, 2008, access to your resume on OARS will no longer be available.

### 4. Create a Job Search Agent (Email notification)

USAJOBS allows the creation of up to 10 different search agents, which provide email notifications of new vacancy announcements. These email notifications will alert you to all vacancies that meet your notification criteria throughout the entire Federal government or within your designated Federal agencies.

### 5. Apply for jobs

Once you have registered with USAJOBS and have at least one resume within your profile, you are ready to begin applying for USGS vacancy announcements. When you find a job of interest, login to USAJOBS and follow the instructions provided in the vacancy announcement to complete the application process.

Should you require further assistance or have questions regarding this transition, please contact the USGS OARS helpdesk: [oars@usgs.gov](mailto:oars@usgs.gov). If you experience problems with the USAJOBS system, please use their "Contact Us" form for assistance.

<http://www.usajobs.gov/jsfeedback.asp>