Forest Service (AVUE) Application Instructions

Go to **https://www.avuedigitalservices.com/usfs/applicant.html** and click on FS Shield
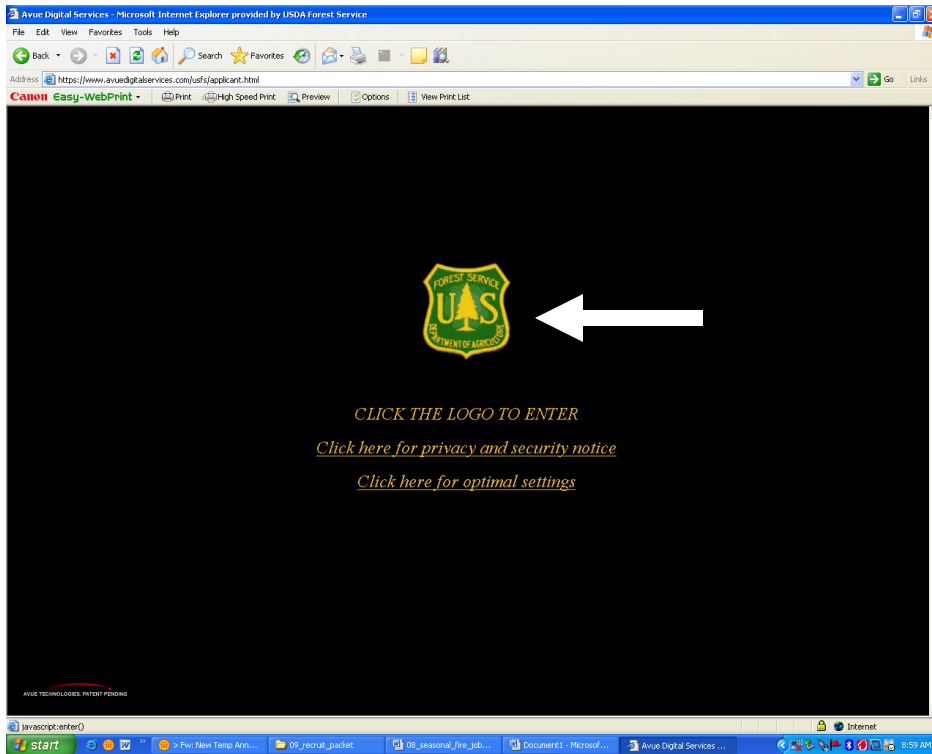
Click on "New User Registration"
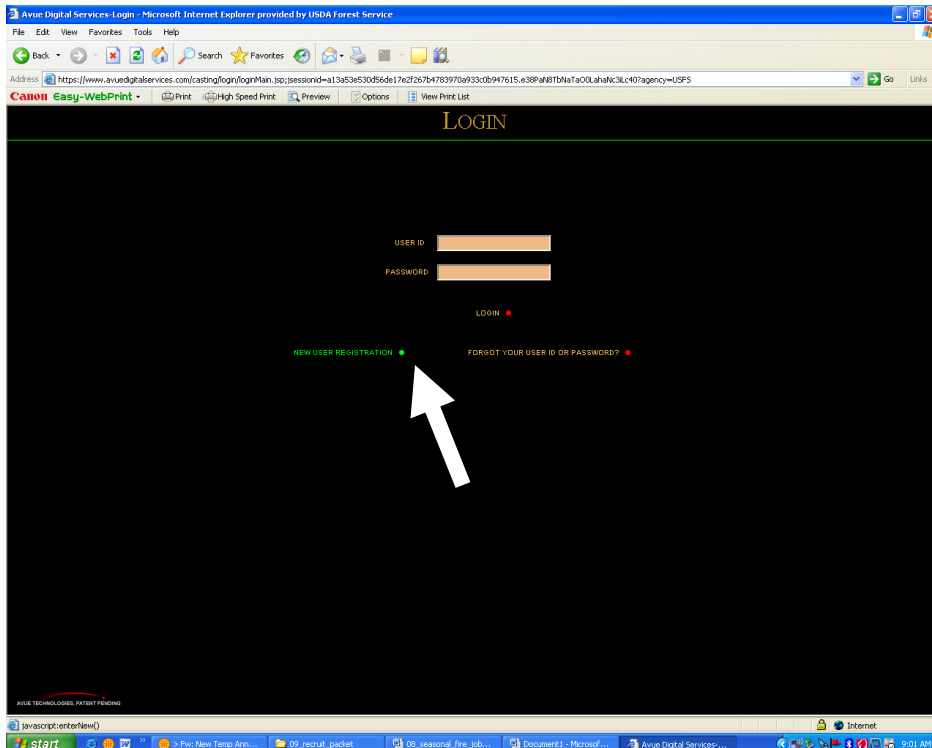
Enter your information into the fields and click on "Save This Information" NOTE:

- Make sure you record your user name and password- you will need it in order to log back in

- If you do not already have an email account, you will need to set one up- click on "No Email Address?" and sign up with one of the free providers.

Indicate how you found us and then click on "Save This Information"

Click on "Create or Update My Profile" (in the upper right)
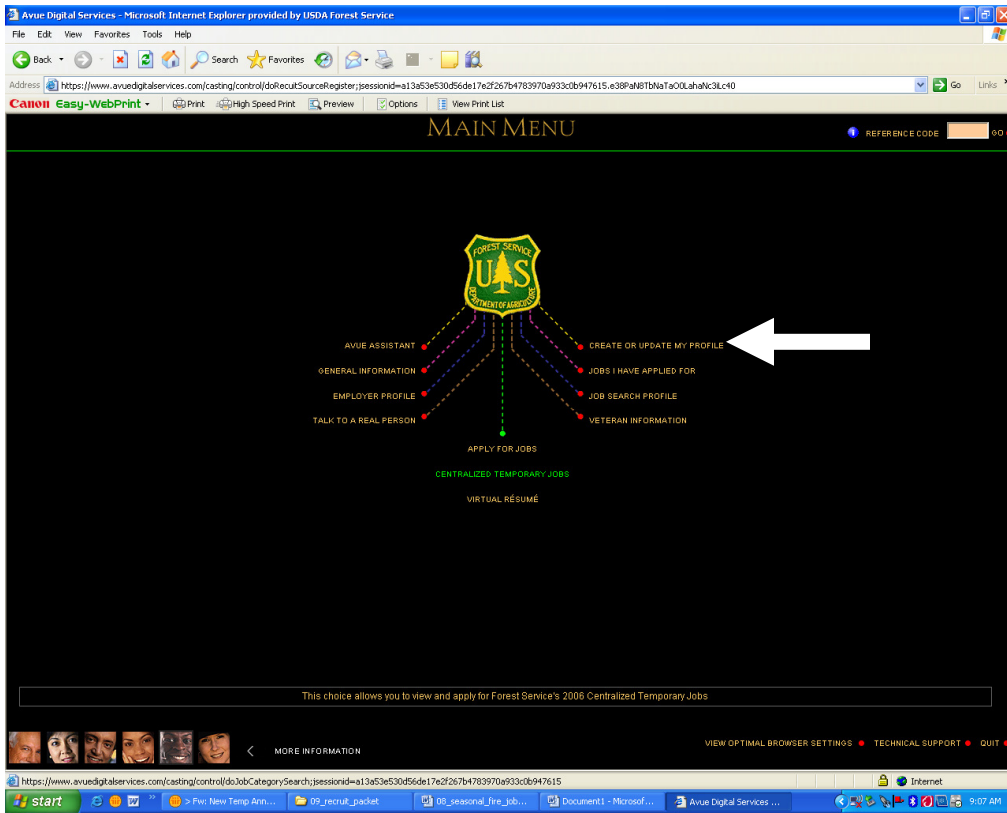
Fill out the required information and click "Save This Information" to move on to the next page.
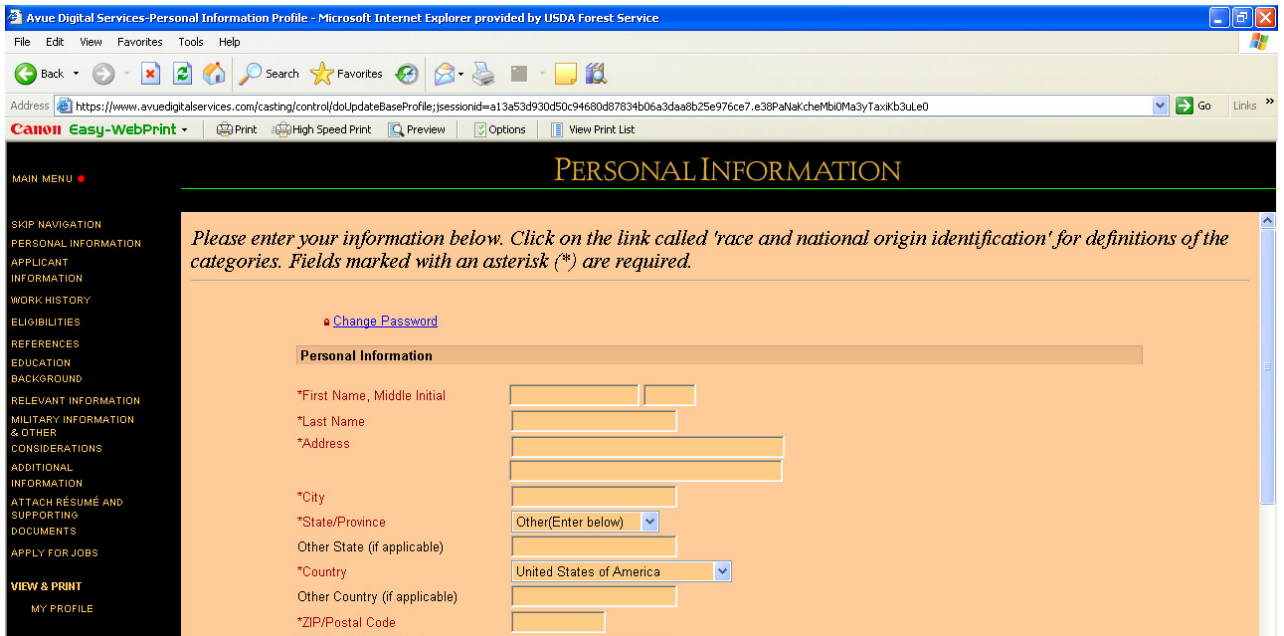
- Fill out the information on the "Applicant Information" page and click "Save This Information" at the bottom of the page. You will also have the option at this point to choose locations: Skip this step as it is addressed later in this pamphlet.

- In the "Time Limit" and "Work Schedule" blocks, use the "Ctrl+Click" (hold the "CRTL" button down on the keypad while clicking the left button on the mouse) function to select all the options.

- On the "Work History" page click on "Add a non-federal position" if you have not worked for the federal government, or click on "Add a federal position" if you have worked for the federal government. Fill out all the information (be specific and use the spell-check!) and click "Update" to move on.

- Be sure to include supervisor's name and phone number.

- Continue to input all your previous (paid and/or non-paid) work experience in the "Work History" pages and click "Save This Information" when you have finished.

- Fill out the information on the "Eligibility to Apply" pages and click "Save This Information" to move on.

- On the "References" page, fill out the information requested and click "Add" to input another reference or to move on, click "Save This Information".

- Add your educational experience in the "Educational Background" page. Click "Add" to enter more schooling, or "Save This Information" to move on to the next page.

- Look over the "Relevant Information" page and add any information you feel may be helpful. (Click on the blue circles next to each category to get an idea of the types of things they are looking for in each block.) Click "Save This Information"

- Look over the "Other Considerations" page and fill out the relevant information. Click "Save This Information".

- Use the "Additional Information" page to write down any information you feel may be helpful (use spell check), then click "Save This Information".

- The "Supporting Documentation" page is used if you have any other information you would like to include (such as a personal resume or college transcripts) that you have saved in a file then you can attach it. Then click "Save This Information" to move on.

- **Click on "<u>Main Menu</u>" in the upper left hand corner.**

Click on "Centralized Temporary Jobs"

Click on "Job Search Profile"

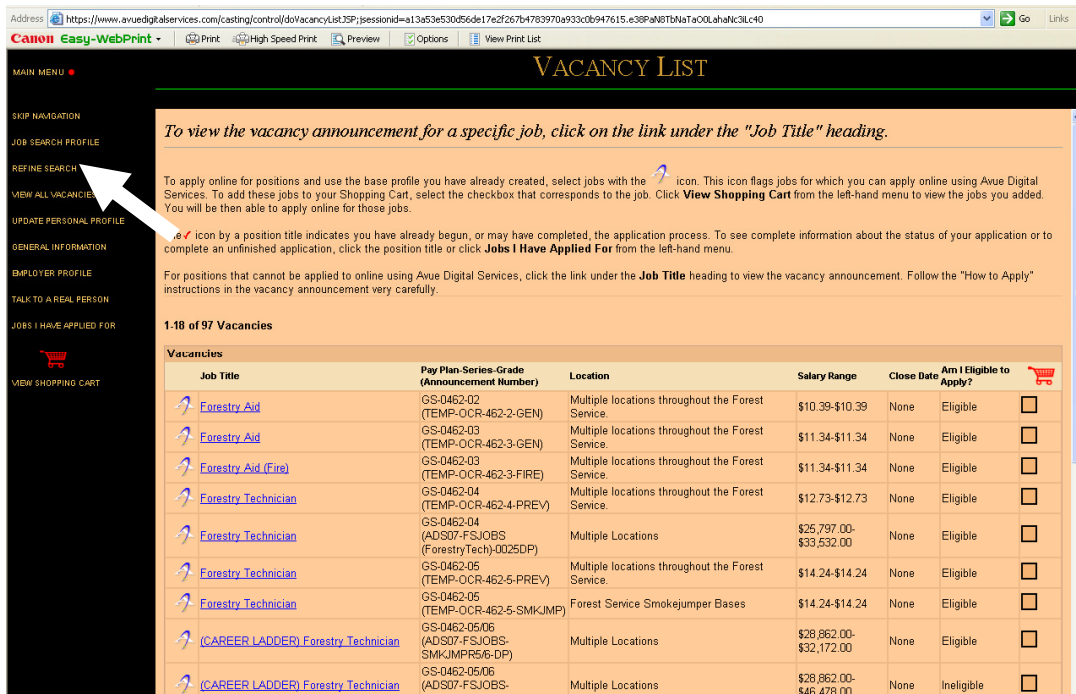**Click on "Edit" next to "*Grade/Salary Range" and enter Low: 02 High:05**

Click on "Edit" next to "Series" and enter 0462

Click on "Search for Jobs"
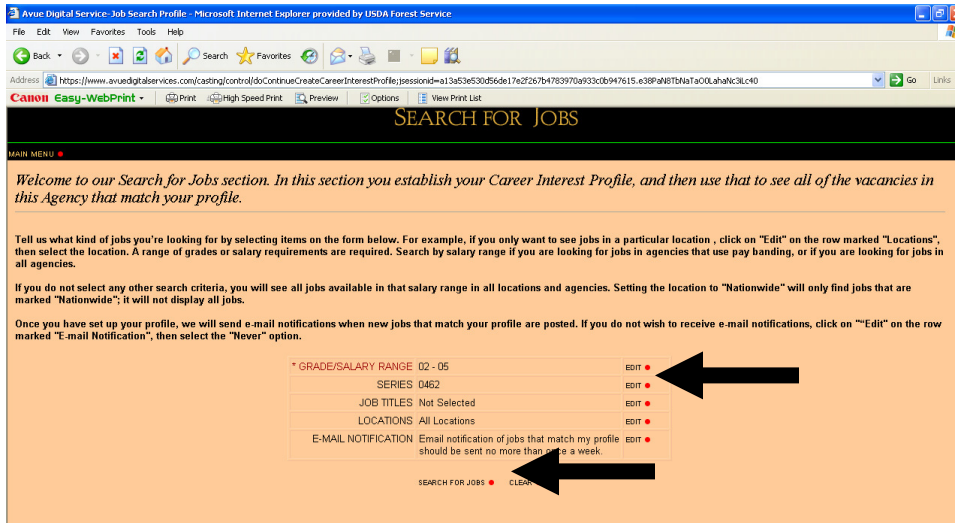
A "Vacancy List" with all jobs will pop up. To narrow down the search click again on "Job Search Profile" and then click "Search For Jobs." This will narrow down your search and will again bring up the following "Vacancy List" screen.

Search through the 2009 Vacancy List and place a check by the shopping cart next to the following Job Titles and Vacancy Announcements (For Local Fire Jobs)

| Job Title	Pay Plan-Series-Grade (Announcement Number)	Location	Salary Range	Close Date	Am I Eligible to Apply?	🛒
Forestry Technician (hotshot/handcrew)	GS-0462-05 (TEMP-OCR-462-5-HOTSHOT)	Interagency Hotshot Crew Locations throughout the Forest Service.	$14.24-$14.24	None	Eligible	☑
Forestry Technician	GS-0462-04		$25,220.00			☐
Forestry Aid (Fire)	GS-0462-03 (TEMP-OCR-462-3-FIRE)	Multiple locations throughout the Forest Service.	$11.34-$11.34	None	Eligible	☑
Forestry Technician	GS-0462-04 (TEMP-OCR-462-4-PREV)	Multiple locations throughout the Forest Service.	$12.73-$12.73	None	Eligible	☑
	GS-0462-04 (ForestryTech)-0025DP)					
Forestry Technician	GS-0462-05 (TEMP-OCR-462-5-PREV)	Multiple locations throughout the Forest Service.	$14.24-$14.24	None	Eligible	☑
Forestry Technician (Fire Engine Operator)	GS-0462-04 (TEMP-OCR-462-4-ENGINE)	Multiple locations throughout the Forest Service.	$12.73-$12.73	None	Eligible	☑
Forestry Technician (Fire Engine Operator)	GS-0462-05 (TEMP-OCR-462-5-ENGINE)	Multiple locations throughout the Forest Service.	$14.24-$14.24	None	Eligible	☑
Forestry Technician (Fire Dispatch)	GS-0462-05 (TEMP-OCR-462-5-FFDISP)	Multiple locations throughout the Forest Service.	$14.24-$14.24	None	Eligible	☑
(CAREER LADDER) Forestry Technician (Fire	GS-0462-05/06/07	Multiple locations	$28,862.00-		Eligible	☐
Forestry Technician (Helitack)	GS-0462-04 (TEMP-OCR-462-4-HLTK)	Multiple locations throughout the Forest Service.	$12.73-$12.73	None	Eligible	☑
Forestry Technician (Helitack)	GS-0462-05 (TEMP-OCR-462-5-HLTK)	Multiple locations throughout the Forest Service.	$14.24-$14.24	None	Eligible	☑
Forestry Technician (hotshot/handcrew)	GS-0462-04 (TEMP-OCR-462-4-HOTSHOT)	Interagency Hotshot Crew Locations throughout the Forest Service.	$12.73-$12.73	None	Eligible	☑
Forestry Technician (hotshot/handcrew)	GS-0462-04 (TEMP-OCR-462-4-HANDCREW)	Multiple locations throughout the Forest Service.	$12.73-$12.73	None	Eligible	☑
Forestry Technician (hotshot/handcrew)	GS-0462-05 (TEMP-OCR-462-5-HANDCREW)	Multiple locations throughout the Forest Service.	$14.24-$14.24	None	Eligible	☑
	GS-0462-04/05	These positions are located at various locations in Arizona,				

**After placing a check by all the jobs, click on "View Shopping Cart"**
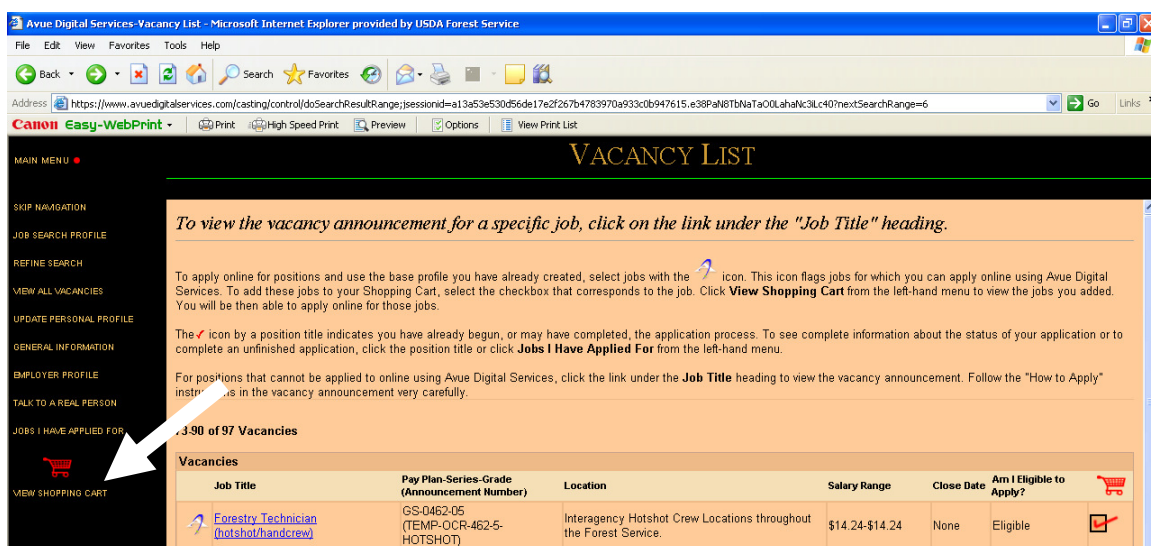
Now all of the local fire jobs you want to apply for are organized and saved until you log out of this session.

Next, click a "Job Title" (in blue) and the announcement summary will open up.

(EXAMPLE) Click on the Forestry Aid (Fire) GS-0462-03 job in blue…
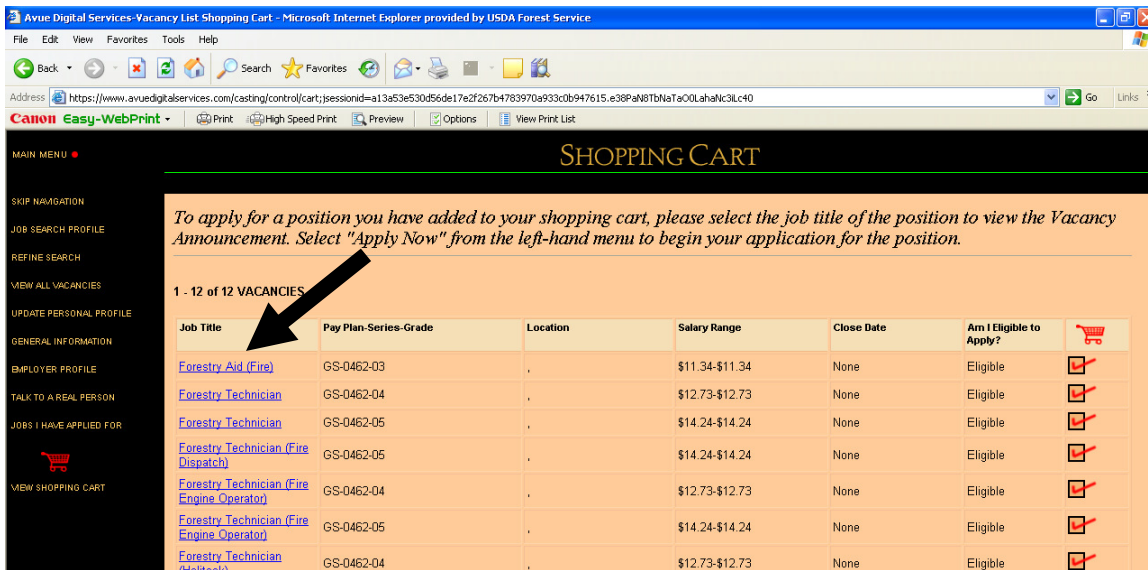
The following "Announcement Summary" screen will appear when you click on each job. On the left side of the screen you will also find a full job description, qualifications, relevant info, legal notices, and the **public service vacancy announcement** to use as a reference.
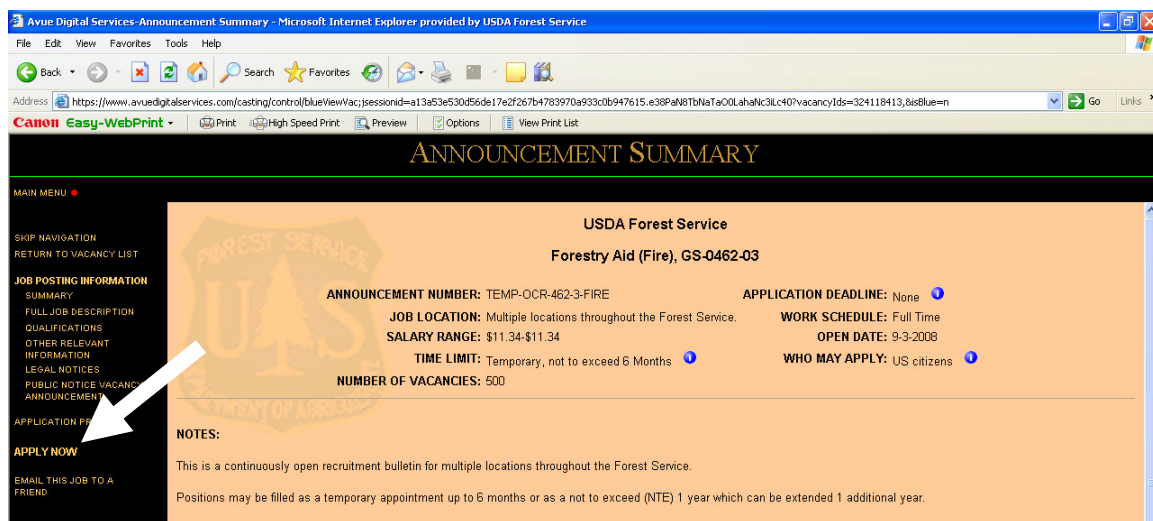
Read through the description and click on "APPLY NOW"

(NOTE: To save all the jobs listed in your shopping cart permanently for future viewing you will need to click on the blue heading for each job and then click on "Apply Now" – This will only save you applications for viewing and revisions, IT WILL NOT ACTUALLY SEND THEM until you click on "SEND APPLICATION")

The following screen will appear with instructions.

Navigate through the all options on the left side of the screen and fill in all information on work histories, education, contact info, etc.

- Read through the instructions and then click on "Personal Information" in the upper left.

- **Fill out any missing or new information required** on each page and save to move on.

- All of the red categories on the left must be filled out in order to apply!

- Do not sell yourself short when you select what items accurately reflect your experience.

- Truthfully answer all the "Quality Group Factors" questions.

- Look over your work history and education information that you have previously entered and add or edit anything that needs it.

* BE SURE TO GO THROUGH ALL THE MANDATORY & OPTIONAL ITEMS, filling in all that apply

NOTE: When you see an "Update Personal Profile" box, be sure it is checked before you save your information. (This will ensure that any changes to your personal profile are saved for future applications

☑ UPDATE PERSONAL PROFILE ⓘ
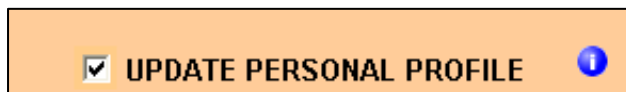
NOTE: After entering any information <u>ALWAYS</u> save and update by finding and clicking on the "Save this Information" Icon before moving to the next option!!!

SAVE THIS INFORMATION ●
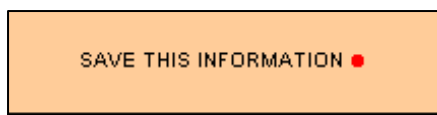
Going through all the options will take time, but after an option is saved it stays in your profile like an electronic application/resume that is re-submitted each time you apply.

After entering in and polishing all your work history and contact info, be sure to indicate where you want your application to go by selecting your locations… Click on "Applicant Information" (if you are not taken there automatically).
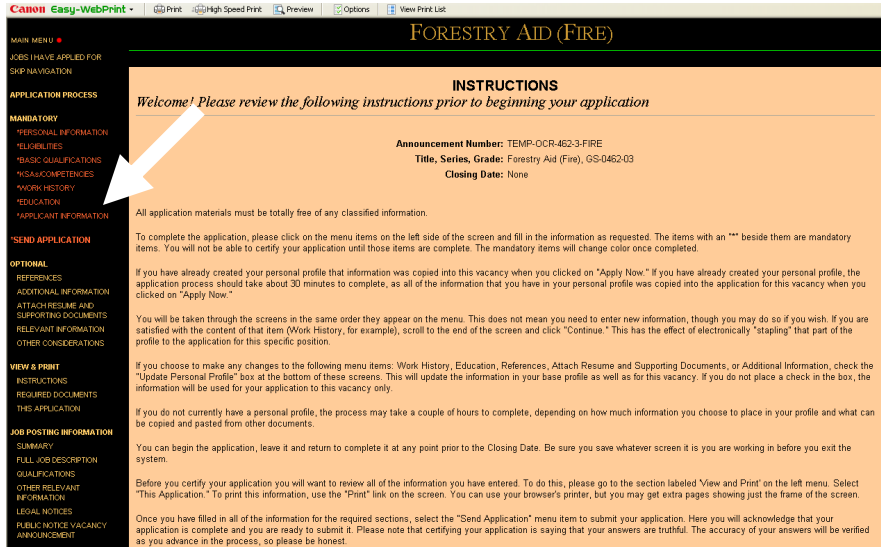
Click on "Preferred Locations" – Select Locations
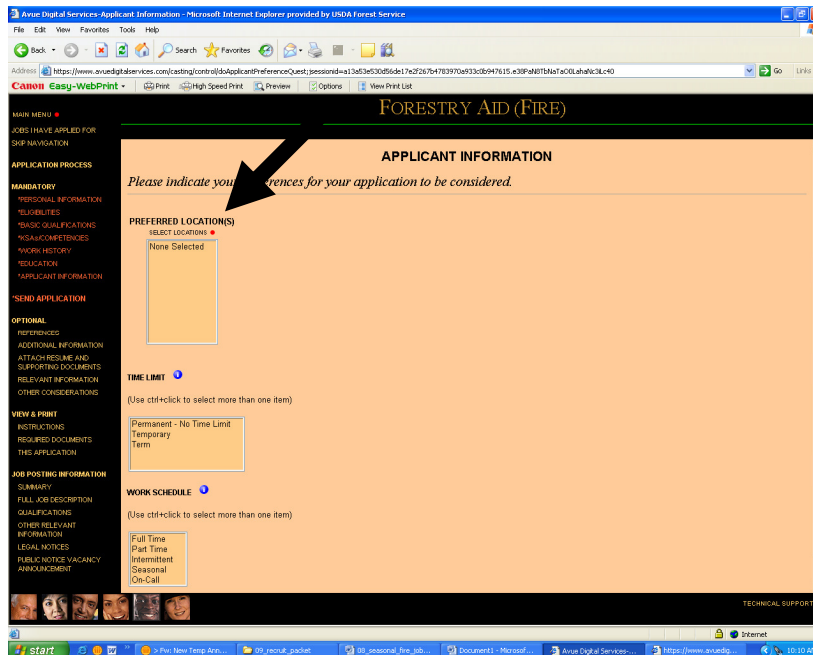
TO BE CONSIDERED FOR LOCAL POSITIONS - Click on California, select any or all of the locations listed below, and click "add" after selecting each location. Then Click Save.
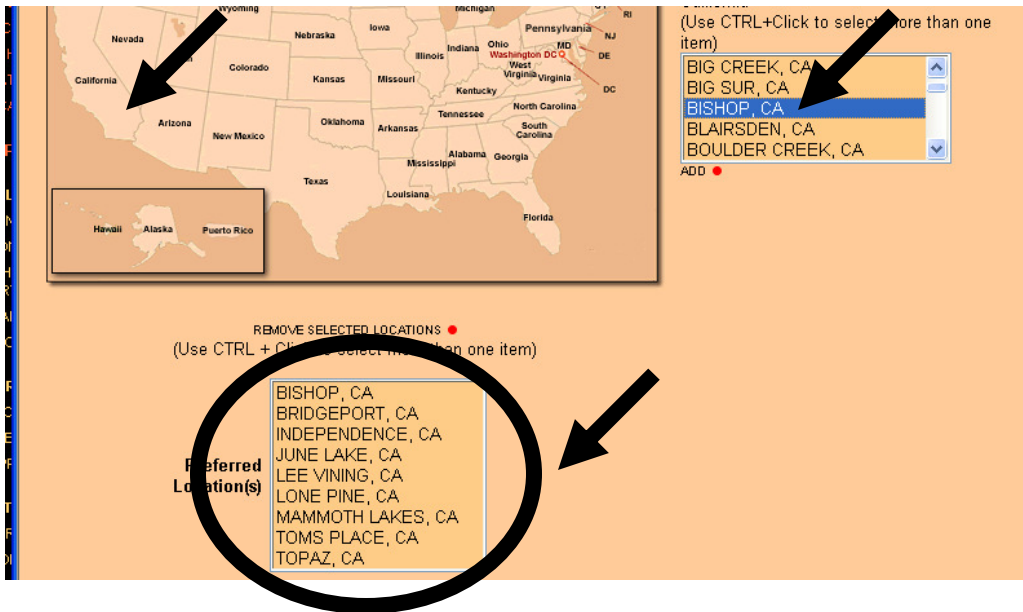
Immediately after clicking "Save," the other screen will appear and you will have to again click on "Save this Information" after filling in the other blocks.

Now you have essentially completed your application. But you're not done yet.

- You can now click "This Application" on the left to review your application and make any last minute changes.

- When you are satisfied with your product, click "Send Application".

- Read through the "Application Review" page to make sure you do not have any errors, (all errors need to be corrected on your application before you continue and send it for processing). Also read the "Recommendations" and "Reminders" sections and make adjustments if necessary. (Ideally they will all read: "nothing was detected")

- Now click on "continue and send application" at the bottom.

- Click "OK" to certify your application and send it for posting.

- You will need to complete the information on the "Applicant Certification" page.

- Click the box that you certify you've told the truth on your application

- Click on "Save and Submit Application" at the bottom of the page.

- Honestly fill out the questionnaire.

- Verify that AVUE has received your application by checking your email.

Notes:

- You will need to repeat this process for any other announcement numbers you are interested in applying for.

- Be advised that there is no way for module leaders to determine if your application is in, until they request a list of names from AVUE.

- You can apply for the same job as many times as you would like, the most recent application that you submit will be the one that is displayed on the list.

- You will need to update your application every 60 days or else it becomes inactive. You will receive an email notification prior to that time.

- If you have problems submitting your application, there is an AVUE assistant that you can email technical questions. The contact information is located on the first page after you log in. Click on "AVUE assistant", and that page will have some information about potential problems, or you can scroll to the bottom of the page to send an email with your question.