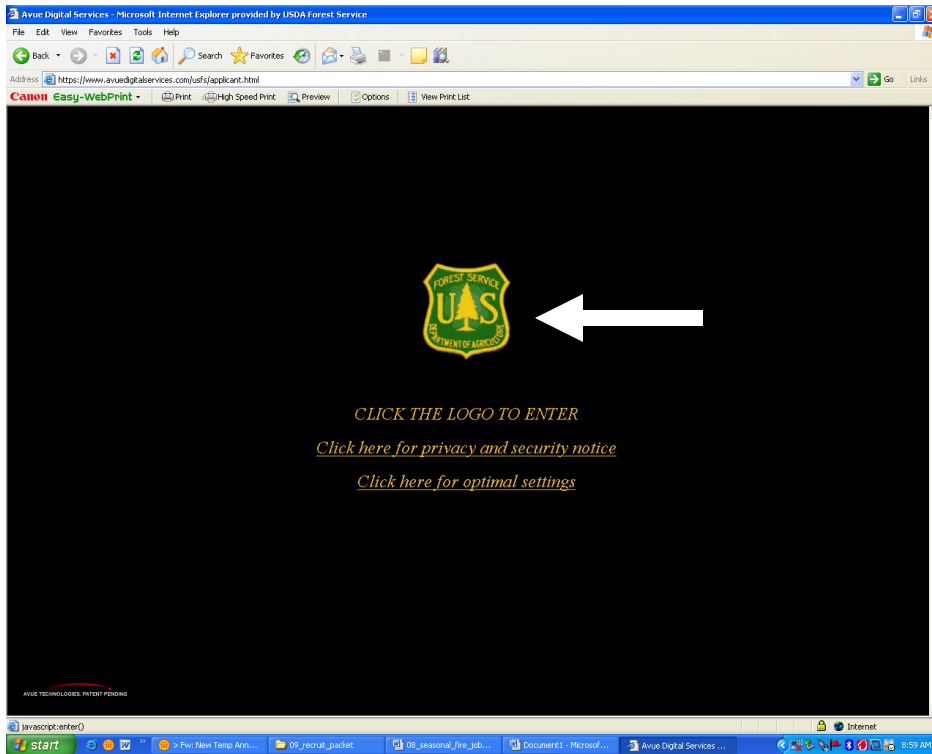
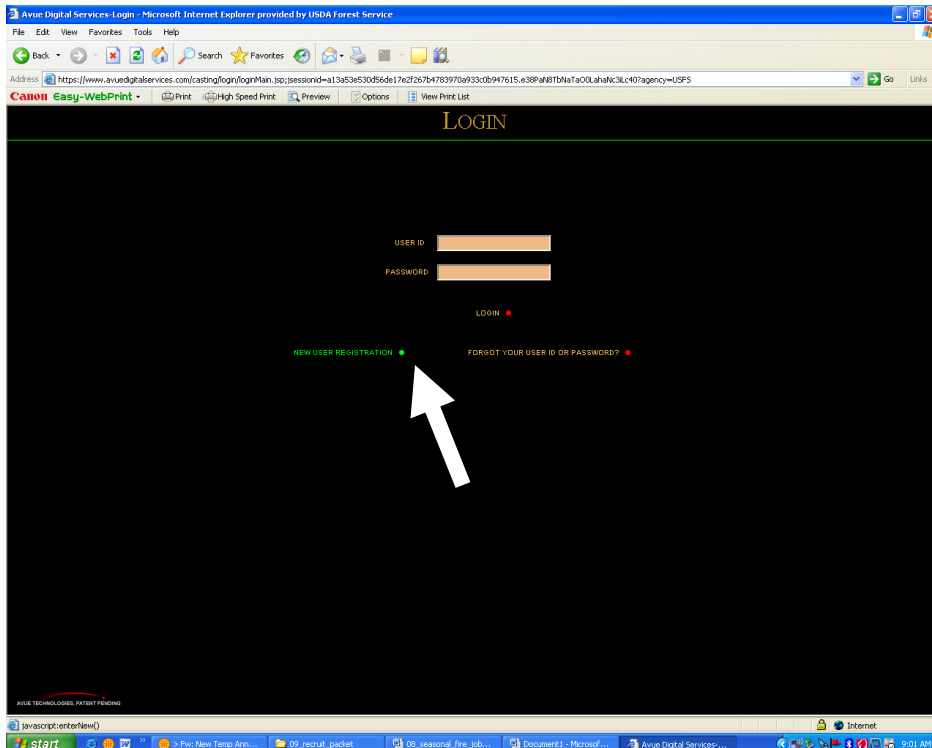


# Forest Service (AVUE) Application Instructions

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.

**NEW USER REGISTRATION**

User Id and Password must be a minimum of four characters and are case sensitive. Required fields are marked with an asterisk (\*)

\*User Id: BPHIGH

\*Password: \*\*\*\*\*

\*Confirm Password: \*\*\*\*\*

\*Verification Question: Favorite book?

\*Verification Answer: Favorite book?

Email Address: [No email address? Click here!](#)

Confirm Email Address: \_\_\_\_\_

First Name, Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: Other(Enter below)

Other State (if applicable): \_\_\_\_\_

Country: United States of America

ZIP/Postal Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Pager Number: \_\_\_\_\_

Instant Notification Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

SAVE THIS INFORMATION

## Indicate how you found us and then click on “Save This Information”

**HOW DID YOU FIND US**

If you received a "Reference Code" for this site, please enter that code in the space provided below. If not, please choose the most appropriate selection from the list.

Reference Code: \_\_\_\_\_

OR

Where did you hear about this site?

This Organization's Website

General Job Information Website

Job Fair/Recruitment Event

Agency Employee

Newspaper Ad

Professional Journal

Other Print Ad

School Placement Center

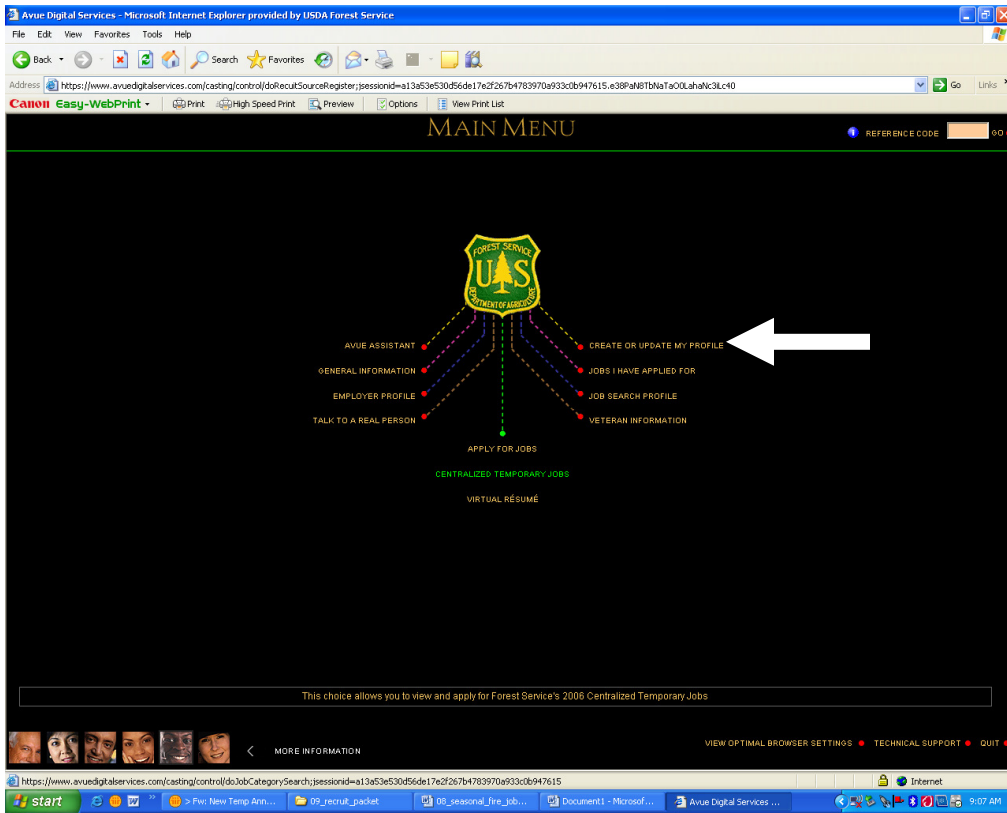
Development Executive Group

Other

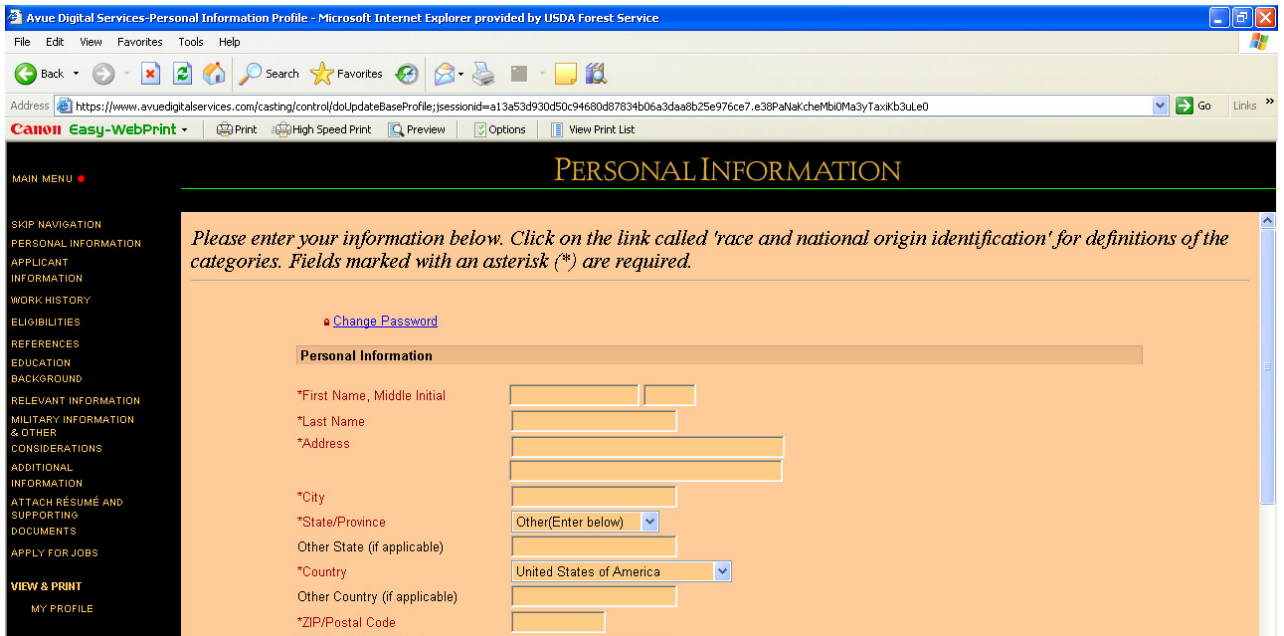
If other, please specify: \_\_\_\_\_

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 “CTRL” 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 “Main Menu” in the upper left hand corner.**

## Click on “Centralized Temporary Jobs”

The screenshot shows a Microsoft Internet Explorer browser window displaying the Avue Digital Services website. The browser's address bar shows the URL: <https://www.avuedigitalservices.com/casting/control/doRecruitSourceRegister;jsessionid=a13a53e530d56de17e2f267b4783970a9330b947615.e38fa81b1a00LahaK3Lc40>. The website's main menu is displayed, featuring a central logo for the Forest Service (US Department of Agriculture) with a tree and the text 'FOREST SERVICE' and 'U.S. DEPARTMENT OF AGRICULTURE'. Below the logo, several menu items are listed: AVUE ASSISTANT, GENERAL INFORMATION, EMPLOYER PROFILE, TALK TO A REAL PERSON, APPLY FOR JOBS, CENTRALIZED TEMPORARY JOBS, VIRTUAL RÉSUMÉ, CREATE OR UPDATE MY PROFILE, JOBS I HAVE APPLIED FOR, JOB SEARCH PROFILE, and VETERAN INFORMATION. A white arrow points to the 'CENTRALIZED TEMPORARY JOBS' link. Below the menu, a message states: 'This choice allows you to view and apply for Forest Service's 2006 Centralized Temporary Jobs'. At the bottom of the page, there are links for 'MORE INFORMATION', 'VIEW OPTIMAL BROWSER SETTINGS', 'TECHNICAL SUPPORT', and 'QUIT'.

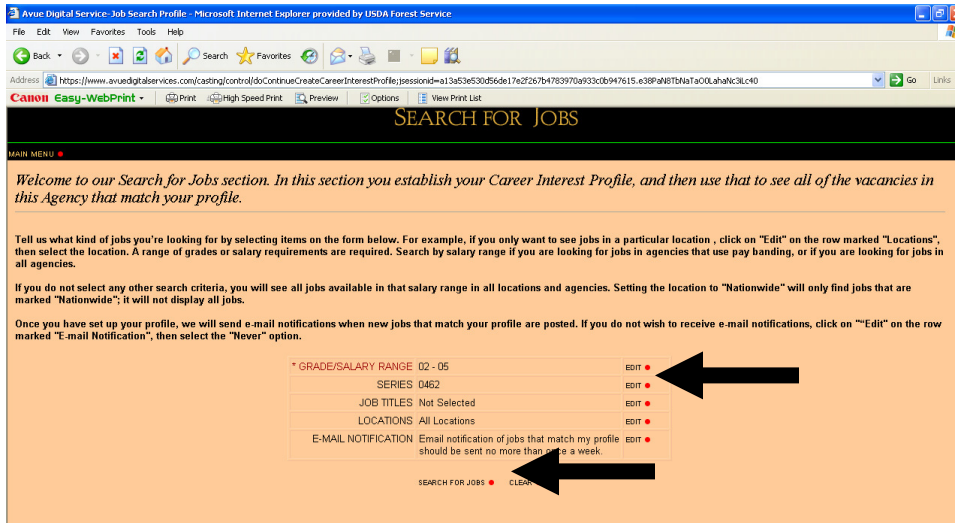
## Click on “Job Search Profile”

The screenshot shows a Microsoft Internet Explorer browser window displaying the Avue Digital Services website. The browser's address bar shows the URL: <https://www.avuedigitalservices.com/casting/control/doJobCategorySearch;jsessionid=a13a53e530d56de17e2f267b4783970a9330b947615.e38fa81b1a00LahaK3Lc40?key=2005%20Centralized%20Temporary%20>. The website's main menu is displayed, featuring a central logo for the Forest Service (US Department of Agriculture) with a tree and the text 'FOREST SERVICE' and 'U.S. DEPARTMENT OF AGRICULTURE'. Below the logo, several menu items are listed: AVUE ASSISTANT, GENERAL INFORMATION, EMPLOYER PROFILE, TALK TO A REAL PERSON, APPLY FOR JOBS, CENTRALIZED TEMPORARY JOBS, VIRTUAL RÉSUMÉ, CREATE OR UPDATE MY PROFILE, JOBS I HAVE APPLIED FOR, JOB SEARCH PROFILE, and VETERAN INFORMATION. A white arrow points to the 'JOB SEARCH PROFILE' link. Below the menu, a message states: 'There are no vacancies that match your search criteria.' At the bottom of the page, there are links for 'MORE INFORMATION', 'VIEW OPTIMAL BROWSER SETTINGS', 'TECHNICAL SUPPORT', and 'QUIT'.

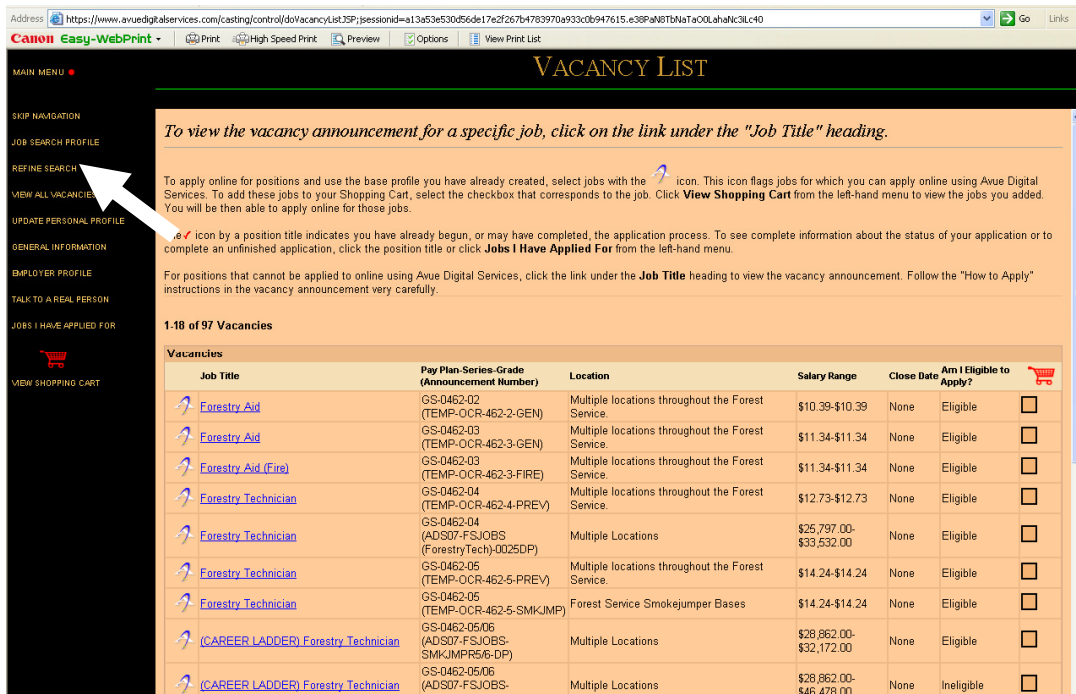
Click on “Edit” next to “\*Grade/Salary Range” and enter Low: 02 High:05

Click on “Edit” next to “Series” and enter 0462

Click on “Search for Jobs”



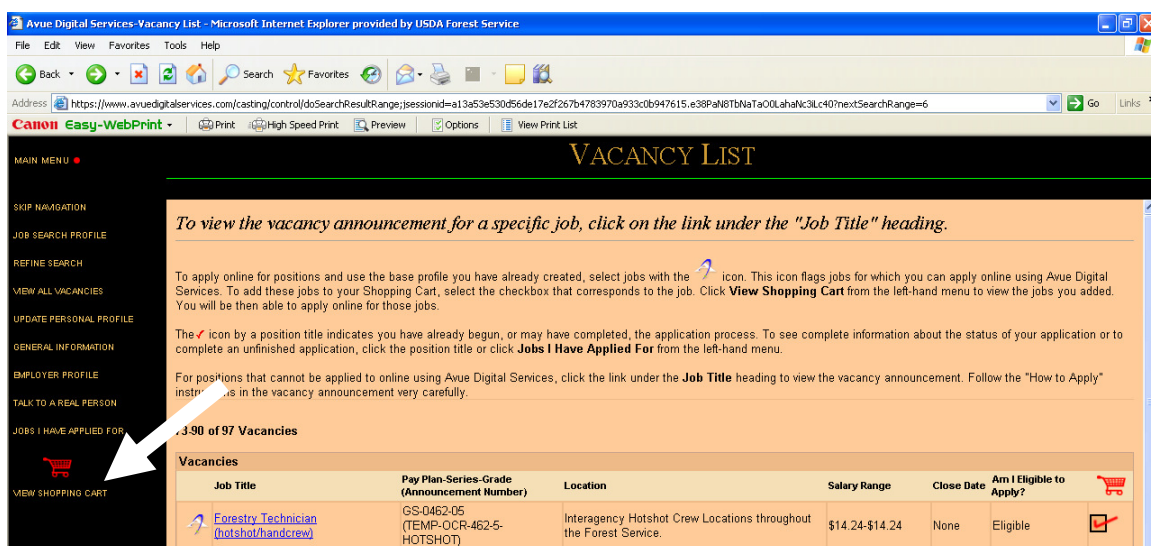
A “Vacancy List” with all jobs will pop up. To narrow down the search click again on “Job Search Profile” and then click “Search For Jobs.” This will narrow down your search and will again bring up the following “Vacancy List” screen.



**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?	
<a href="#">Forestry Technician (hotshot/handcrew)</a>	GS-0462-05 (TEMP-OCR-462-5-HOTSHOT)	Interagency Hotshot Crew Locations throughout the Forest Service.	\$14.24-\$14.24	None	Eligible	<input checked="" type="checkbox"/>
<a href="#">Forestry Aid (Fire)</a>	GS-0462-03 (TEMP-OCR-462-3-FIRE)	Multiple locations throughout the Forest Service.	\$11.34-\$11.34	None	Eligible	<input checked="" type="checkbox"/>
<a href="#">Forestry Technician</a>	GS-0462-04 (TEMP-OCR-462-4-PREV)	Multiple locations throughout the Forest Service.	\$12.73-\$12.73	None	Eligible	<input checked="" type="checkbox"/>
<a href="#">Forestry Technician</a>	GS-0462-05 (TEMP-OCR-462-5-PREV)	Multiple locations throughout the Forest Service.	\$14.24-\$14.24	None	Eligible	<input checked="" type="checkbox"/>
<a href="#">Forestry Technician (Fire Engine Operator)</a>	GS-0462-04 (TEMP-OCR-462-4-ENGINE)	Multiple locations throughout the Forest Service.	\$12.73-\$12.73	None	Eligible	<input checked="" type="checkbox"/>
<a href="#">Forestry Technician (Fire Engine Operator)</a>	GS-0462-05 (TEMP-OCR-462-5-ENGINE)	Multiple locations throughout the Forest Service.	\$14.24-\$14.24	None	Eligible	<input checked="" type="checkbox"/>
<a href="#">Forestry Technician (Fire Dispatch)</a>	GS-0462-05 (TEMP-OCR-462-5-FFDISP)	Multiple locations throughout the Forest Service.	\$14.24-\$14.24	None	Eligible	<input checked="" type="checkbox"/>
<a href="#">(CAREER LADDER) Forestry Technician (Fire Dispatch)</a>	GS-0462-05/06/07	Multiple locations throughout the Forest Service.	\$28,862.00-	None	Eligible	<input type="checkbox"/>
<a href="#">Forestry Technician (Helitack)</a>	GS-0462-04 (TEMP-OCR-462-4-HLTK)	Multiple locations throughout the Forest Service.	\$12.73-\$12.73	None	Eligible	<input checked="" type="checkbox"/>
<a href="#">Forestry Technician (Helitack)</a>	GS-0462-05 (TEMP-OCR-462-5-HLTK)	Multiple locations throughout the Forest Service.	\$14.24-\$14.24	None	Eligible	<input checked="" type="checkbox"/>
<a href="#">Forestry Technician (hotshot/handcrew)</a>	GS-0462-04 (TEMP-OCR-462-4-HOTSHOT)	Interagency Hotshot Crew Locations throughout the Forest Service.	\$12.73-\$12.73	None	Eligible	<input checked="" type="checkbox"/>
<a href="#">Forestry Technician (hotshot/handcrew)</a>	GS-0462-04 (TEMP-OCR-462-4-HANDCREW)	Multiple locations throughout the Forest Service.	\$12.73-\$12.73	None	Eligible	<input checked="" type="checkbox"/>
<a href="#">Forestry Technician (hotshot/handcrew)</a>	GS-0462-05 (TEMP-OCR-462-5-HANDCREW)	Multiple locations throughout the Forest Service.	\$14.24-\$14.24	None	Eligible	<input checked="" type="checkbox"/>
	GS-0462-04/05	These positions are located at various locations in Arizona,				

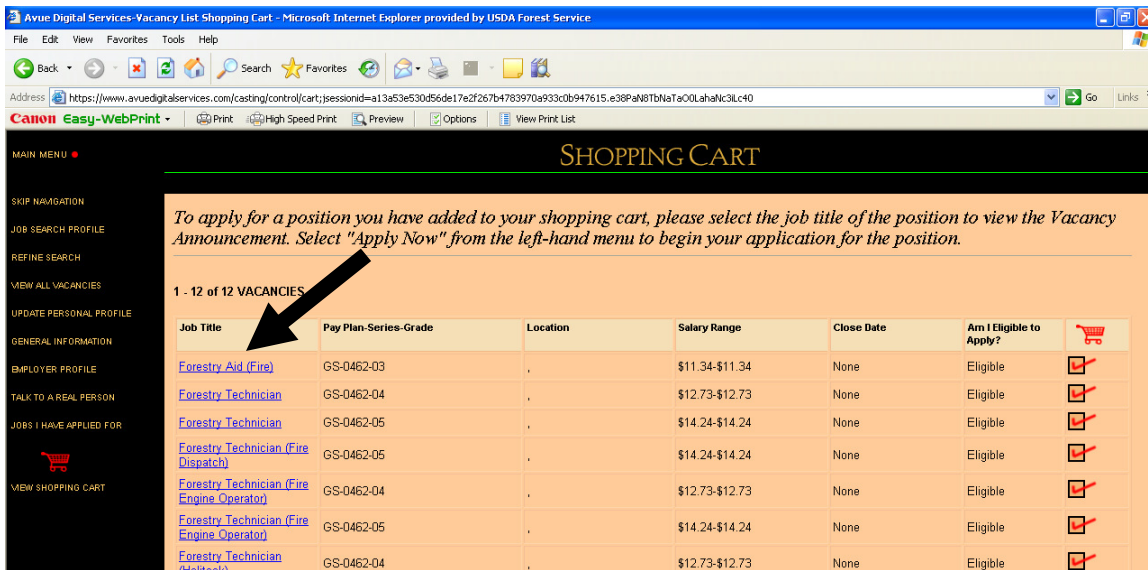
**After placing a check by all the jobs, click on “View Shopping Cart”**



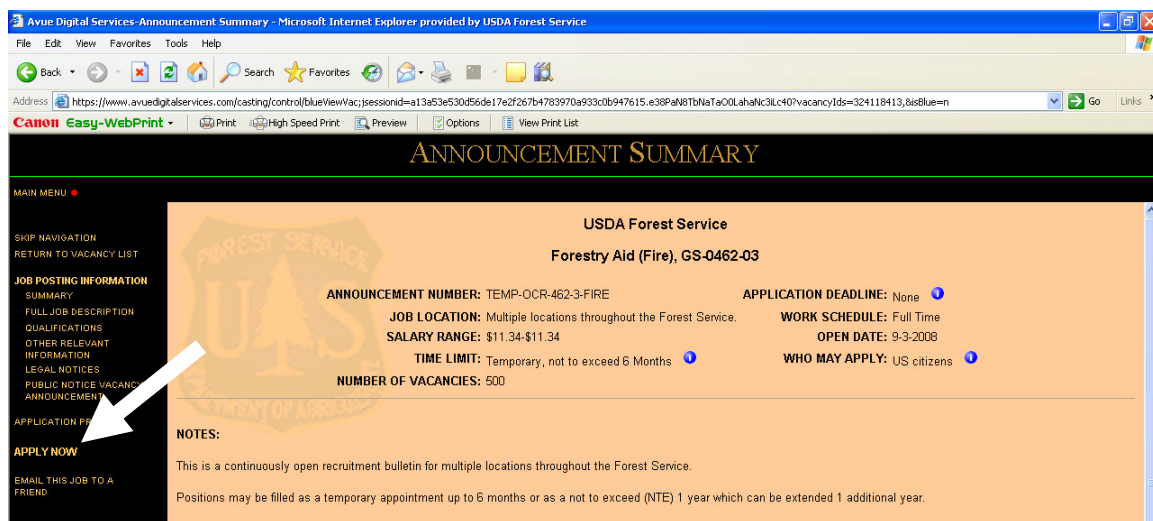
Now all of the local fire jobs you want to apply for are organized and saved until you log out of this session.

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.

**FORESTRY AID (FIRE)**

### INSTRUCTIONS

*Welcome! Please review the following instructions prior to beginning your application*

**Announcement Number:** TEMP-OCR-462-3-FIRE  
**Title, Series, Grade:** Forestry Aid (Fire), GS-0462-03  
**Closing Date:** None

All application materials must be totally free of any classified information.

To complete the application, please click on the menu items on the left side of the screen and fill in the information as requested. The items with an "\*" beside them are mandatory items. You will not be able to certify your application until those items are complete. The mandatory items will change color once completed.

If you have already created your personal profile that information was copied into this vacancy when you clicked on "Apply Now." If you have already created your personal profile, the application process should take about 30 minutes to complete, as all of the information that you have in your personal profile was copied into the application for this vacancy when you clicked on "Apply Now."

You will be taken through the screens in the same order they appear on the menu. This does not mean you need to enter new information, though you may do so if you wish. If you are satisfied with the content of that item (Work History, for example), scroll to the end of the screen and click "Continue." This has the effect of electronically "stapling" that part of the profile to the application for this specific position.

If you choose to make any changes to the following menu items: Work History, Education, References, Attach Resume and Supporting Documents, or Additional Information, check the "Update Personal Profile" box at the bottom of these screens. This will update the information in your base profile as well as for this vacancy. If you do not place a check in the box, the information will be used for your application to this vacancy only.

If you do not currently have a personal profile, the process may take a couple of hours to complete, depending on how much information you choose to place in your profile and what can be copied and pasted from other documents.

You can begin the application, leave it and return to complete it at any point prior to the Closing Date. Be sure you save whatever screen it is you are working in before you exit the system.

Before you certify your application you will want to review all of the information you have entered. To do this, please go to the section labeled "View and Print" on the left menu. Select "This Application." To print this information, use the "Print" link on the screen. You can use your browser's printer, but you may get extra pages showing just the frame of the screen.

Once you have filled in all of the information for the required sections, select the "Send Application" menu item to submit your application. Here you will acknowledge that your application is complete and you are ready to submit it. Please note that certifying your application is saying that your answers are truthful. The accuracy of your answers will be verified as you advance in the process, so please be honest.

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

**FORESTRY AID (FIRE)**

### INSTRUCTIONS

*Welcome! Please review the following instructions prior to beginning your application*

**Announcement Number:** TEMP-OCR-462-3-FIRE  
**Title, Series, Grade:** Forestry Aid (Fire), GS-0462-03  
**Closing Date:** None

All application materials must be totally free of any classified information.

To complete the application, please click on the menu items on the left side of the screen and fill in the information as requested. The items with an "\*" beside them are mandatory items. You will not be able to certify your application until those items are complete. The mandatory items will change color once completed.

If you have already created your personal profile that information was copied into this vacancy when you clicked on "Apply Now." If you have already created your personal profile, the application process should take about 30 minutes to complete, as all of the information that you have in your personal profile was copied into the application for this vacancy when you clicked on "Apply Now."

You will be taken through the screens in the same order they appear on the menu. This does not mean you need to enter new information, though you may do so if you wish. If you are satisfied with the content of that item (Work History, for example), scroll to the end of the screen and click "Continue." This has the effect of electronically "stapling" that part of the profile to the application for this specific position.

If you choose to make any changes to the following menu items: Work History, Education, References, Attach Resume and Supporting Documents, or Additional Information, check the "Update Personal Profile" box at the bottom of these screens. This will update the information in your base profile as well as for this vacancy. If you do not place a check in the box, the information will be used for your application to this vacancy only.

If you do not currently have a personal profile, the process may take a couple of hours to complete, depending on how much information you choose to place in your profile and what can be copied and pasted from other documents.

You can begin the application, leave it and return to complete it at any point prior to the Closing Date. Be sure you save whatever screen it is you are working in before you exit the system.

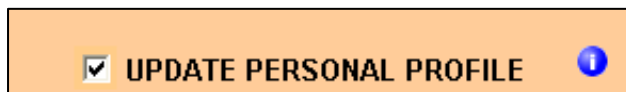
Before you certify your application you will want to review all of the information you have entered. To do this, please go to the section labeled "View and Print" on the left menu. Select "This Application." To print this information, use the "Print" link on the screen. You can use your browser's printer, but you may get extra pages showing just the frame of the screen.

Once you have filled in all of the information for the required sections, select the "Send Application" menu item to submit your application. Here you will acknowledge that your application is complete and you are ready to submit it. Please note that certifying your application is saying that your answers are truthful. The accuracy of your answers will be verified as you advance in the process, so please be honest.

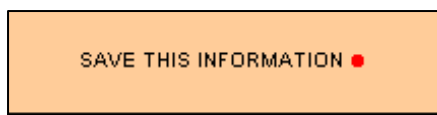
- Read through the instructions and then click on “Personal Information” in the upper left.
- **Fill out any missing or new information required** on each page and save to move on.
- All of the red categories on the left must be filled out in order to apply!
- Do not sell yourself short when you select 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**

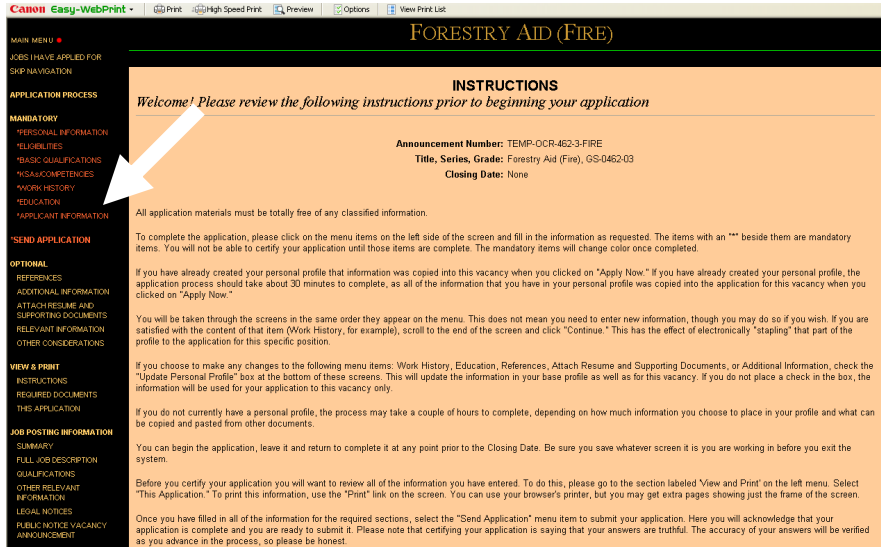


**NOTE: After entering any information ALWAYS save and update by finding and clicking on the “Save this Information” Icon before moving to the next option!!!**

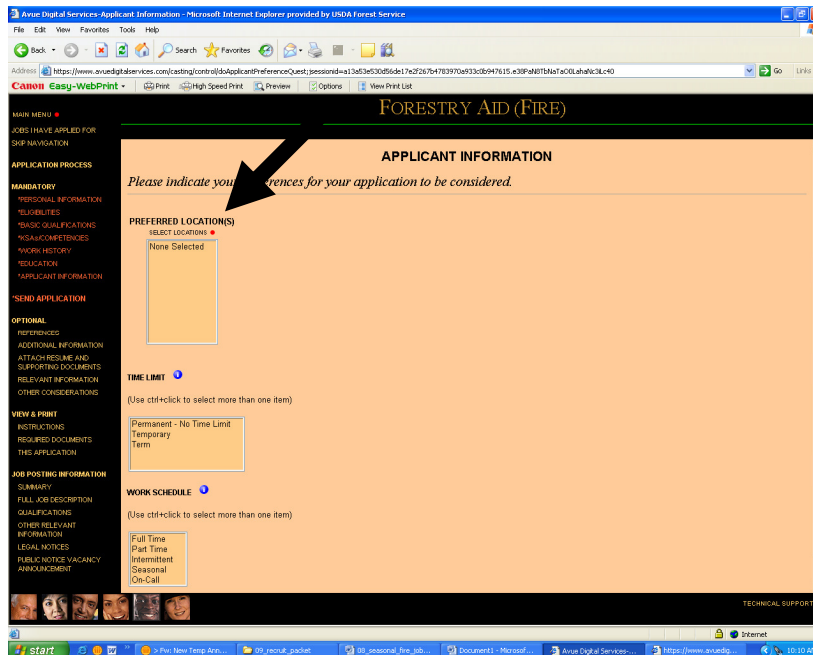


Going through all the options will take time, but after an option is saved it stays in your profile like an electronic application/resume that is re-submitted each time you apply.

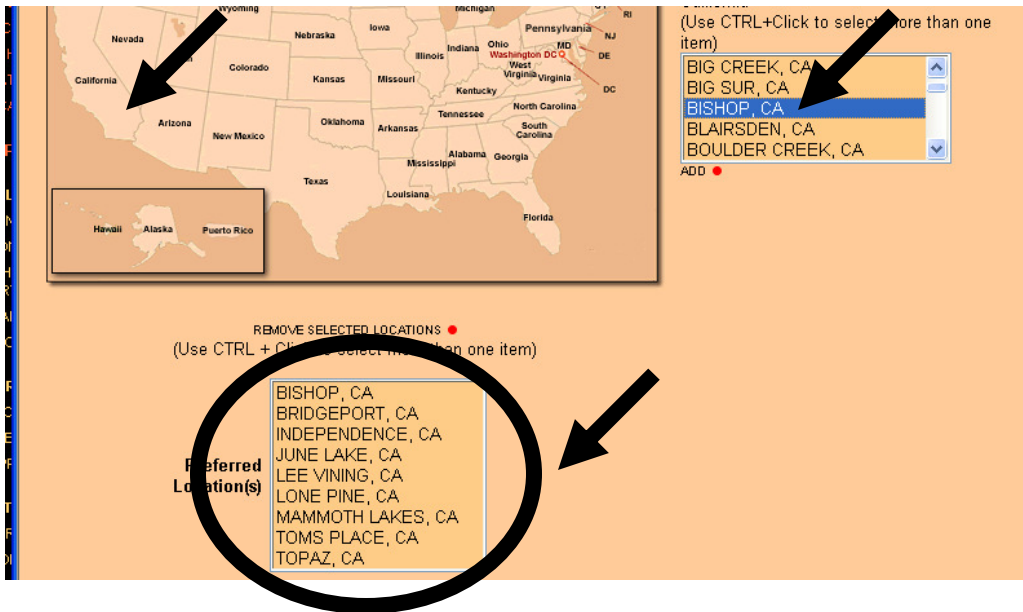
After entering in and polishing all your work history and contact info, be sure to indicate where you want your application to go by selecting your locations... Click on “Applicant Information” (if you are not taken there automatically).



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.