

AOC Applicant Tips

Using Avue Digital Services (ADS) to Apply for Jobs
<http://www.avuedigitalservices.com/aoc/applicant.html>

what can you do using the aoc/ads site?

- This site allows you to apply, on-line, for specific jobs. You will be able to:
- View job openings
- Apply for jobs
- Stop during the process and return to finish
- Receive feedback on the success of your application including:
- Whether you meet qualification requirements;
- Whether you have successfully completed your application; and
- What additional information you 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 your profile
- Check the status of jobs for which you have applied
- Withdraw from consideration for a job for which you have previously applied.

would you like more information on a certain topic?

- Use your 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.

need help or more information?

- Position your cursor over each of the individual pictures in the lower-left hand corner of your screen. Each picture provides information on a topic, and the title of the section is shown on the right. Click on the picture to receive more information or help.

how do i navigate through this site?

- To move from one screen to another, simply click once on a menu item, link, or button. It is not necessary to double click on menu items, links, or buttons; a single click will suffice.

HOW CAN I SAVE MY INFORMATION TO USE IN APPLYING FOR ALL JOBS?

- Select "Create or Update My Profile" from the Main Menu.
- Select various profile categories from the left-side menu.

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- Enter your profile information in the screens provided.
- OR
- Save profile information by checking the "Save This Information" box on input screens while applying for a vacancy.
- Future vacancies will show pre-populated screens containing your base Personal Information.

HOW DO I VIEW JOB OPENINGS?

- Click the " Apply for Jobs " item from the Main Menu. This item is located at the bottom center of the screen. If you have not already done so, you will be asked to provide information to determine your eligibility. Answer the eligibility questions by clicking in the box preceding each question that pertains to you. The boxes you select will show a check mark.
- You may also be asked to enter location preferences at this time. These preferences are used when you apply to a position that has "nationwide" listed as the location.
- All available jobs will be displayed on the Vacancy List screen.

HOW DO I SEARCH 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 the specific jobs that interest you.
- Click "Submit" at the bottom of the screen.
- All available jobs matching your search criteria will be displayed.
- Repeat this process to change search criteria and view different job openings.
- If you want to search using different criteria, click "Reset" at the bottom of the screen to clear previously entered information.

HOW DO I USE THE SHOPPING CART?

- The shopping cart allows you to select multiple jobs for which you want to apply and set them apart in your cart. You can then access your 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 your shopping cart.

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- Select "View Shopping Cart" from the left side menu to view the jobs you have added. Only selected vacancies are shown.

HOW DO I APPLY 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 Vacancy Announcement for information and instructions.
- Click "Position Description" if you want to review that document prior to applying.
- Click "Apply Now" on the left-side menu.
- Answer questions pertaining to your education, work experience, and other requested information by following the directions on the screens. All left-side menu items marked with an asterisk(*) must be completed. Information entered previously in your profile is populated for you.
- Be sure to click "Save This Information" at the bottom of the screen(s). If you do not wish to update your personal profile with the information you entered, deselect the "Update Personal Profile" box.
- Complete the "Applicant Certification" by clicking the box indicating your acknowledgment of the certification statement. You will not be able to complete your application without acknowledging the statement.
- Review the additional information you will need to submit to validate claims you made while applying online by clicking on the link titled "Click Here for Documentation Required", found on the "Congratulations!" screen.
- Click "Return to Vacancy List" to apply for other jobs.
- From the Vacancy List, click the title of the job for which you want to apply and follow the directions given.

HOW DO I RETURN TO FINISH AN INCOMPLETE APPLICATION?

- Return to this website and login using your established User ID and Password.
- Click "Jobs I Have Applied For" from the Main Menu.
- Review the list of jobs for which you've applied. Click on the job title for any job showing status as incomplete.
- Continue filling in your application.

HOW DO I PROVIDE ADDITIONAL INFORMATION?

- Once you have completed and certified your application for a particular vacancy, you can no longer update or submit additional information. You can, however, update your personal profile at any time. Your updated information will then be

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available for any future vacancies for which you apply. For information on how to update your personal profile, see "How can I save my information to use in applying for all jobs?"

HOW DO I ATTACH A RESUME OR OTHER ELECTRONIC DOCUMENTATION?

- Save an electronic copy of your resume or documentation on your computer's hard drive or on a diskette that is inserted into your disk drive.
- Click "Create or Update Personal Profile" on the Main Menu
- Click "Submit a Resume" from the left-side menu
- Follow the screen instructions and system prompts to locate and attach electronic document(s)

HOW WILL I KNOW WHEN I'VE COMPLETED THE APPLICATION?

- Once you've completed all required screens, we provide a CONGRATULATIONS screen. This screen indicates your successful completion of all required information.

HOW DO I CHECK THE STATUS OF JOB FOR WHICH I'VE APPLIED?

- Click "Jobs I Have Applied For" from the Main Menu.
- Review the status of the various jobs to which you have applied. Here you will see the status of the job and the status of your application.
- Click on the job title to go back into your application to see the vacancy announcement, position description, your application, and other information about your application for that vacancy.
- Click "Jobs I Have Applied For" from the Main Menu.
- Click the appropriate box in the "Withdraw from Consideration" column of the vacancy from which you wish to withdraw.
- Read the question or information in the dialogue box and respond accordingly. This action is permanent and cannot be reversed without contacting the agency directly.
- Click "OK" from the dialogue box to withdraw.

HOW DO I INCREASE MY FONT SIZE?

- MS Internet Explorer 5x - From the toolbar select "View", then "Text Size". You may make your selection from the choices provided.
- Netscape 4x - From the toolbar select "View", then "Increase Font (Ctrl+)]"