



USPTO's Tips & Tools for Navigating USAJOBS

The following document provides high-level instruction on the major features for job seekers using USAJOBS (the Federal Government's official job site) as well as tips for navigating the system. There are several tutorials that provide deeper detail on each feature, which can be found here: <http://www.USAJOBS.gov/resourcecenter/index/interactive/tutorial>

CREATING A USAJOBS ACCOUNT

Go to USAJOBS.gov and click on the “**Create an Account**” button at the top right corner and begin filling out your personal information.

TIPS AND FEATURES

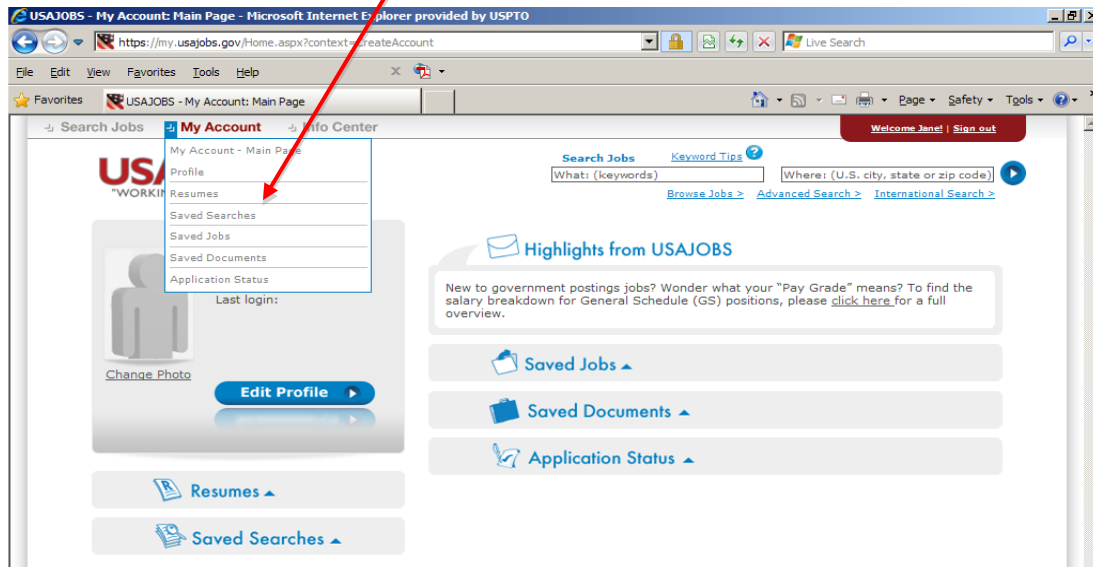
1. If you forget your username or password, your account is searchable using an email address but you will have to answer security questions in order for your username/password to be emailed to you.
2. In addition to the benefits listed in the screenshot above, a USAJOBS account will also allow you to:
 - Access your resume and supporting documentation at any time
 - View your application status



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ACCOUNT SETUP

1. Hover your cursor over **"My Account"** bar to access the following features: (A) Profile, (B) Resumes, (C) Saved Searches, (D) Saved Jobs, (E) Saved Documents and (F) Application Status.



PROFILE

Your profile includes your personal information, account information, current citizenship status and Veteran's preference status. Once you enter this information as part of your applicant profile, it becomes accessible when applying for jobs at Federal agencies using an automated hiring system (for USPTO, this is Monster) that interfaces with USAJOBS.

USAJOBS
"WORKING FOR AMERICA"

Profile | Notification Settings | Change Password | Delete Account

Form Sections:
Personal Information | Account Information | Current Goal | Citizenship Status | Veterans' Preference

Personal Information

- First Name: Jane
- Middle Name: (empty)
- Last Name: Doe
- Home Address: 123 Evergreen Lane
- Home Address 2: (empty)
- City/Town: Annandale
- State/Territory/Province: Virginia
- Postal/Zip Code: 22003
- Country: US
- Telephone Number 1: Day Phone 123-456-9999
- Telephone Number 2: - SELECT -
- Telephone Number 3: - SELECT -
- Email: chinedollbaby@gmail.com



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PROFILE TIPS & FEATURES

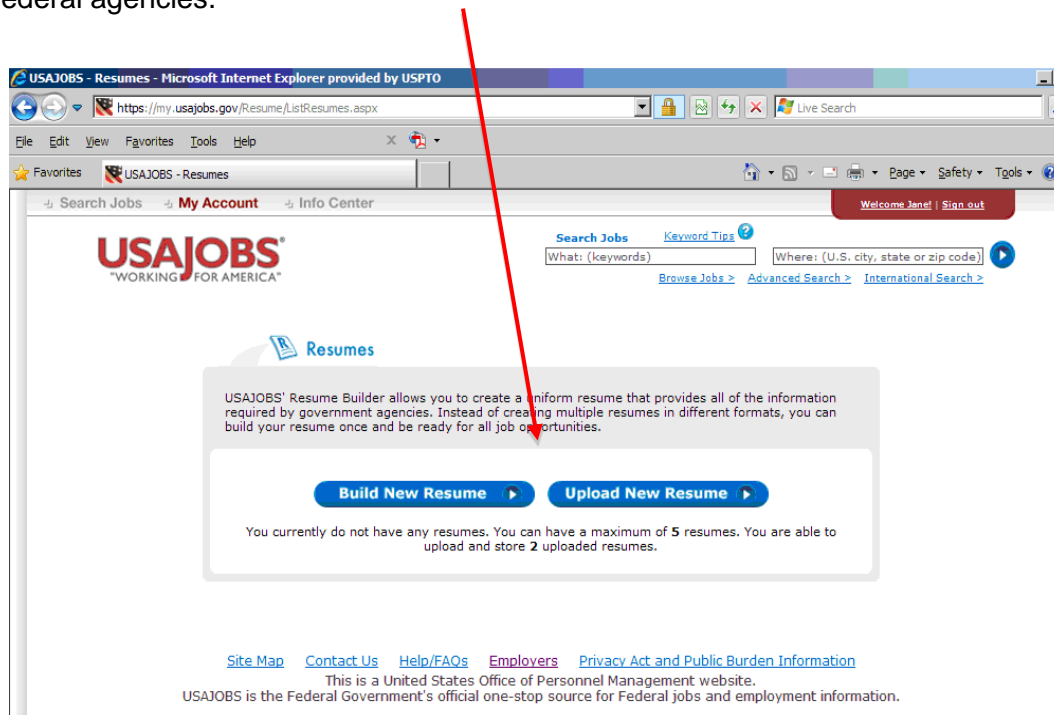
Account options include the ability to:

1. Set up automatic email notifications/reminders (e.g., when a job you saved is about to close, you can turn on settings that notify you of the impending date)
2. Update your password or security settings
3. Delete your account

Edits made to your application profile require you to re-type your password to save changes. You only have to enter your profile information once during the initial registration process (if you are applying for a position with an agency that uses an automated hiring system that interfaces with USAJOBS).

RESUMES

You can either “build new resume” or “upload new resume.” Both methods are accepted by most Federal agencies.



TIPS & FEATURES

You can save up to five different versions of your resume. There are benefits to this. If you're searching for a job in a field (e.g., Human Resources) requiring specialized or specific skills (e.g., recruitment, employee relations, payroll & benefits, labor relations), you may need to tailor different versions of your resume to fit the specialized qualification required of the job.



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Click **“Build New Resume”** to create a resume using USAJOBS' Resume Builder.

Using this feature ensures you are providing all the required data fields/information necessary. The format is easily readable and provides flexibility: your resume is searchable online and can also be printed for manual submission.

Be prepared to spend some time in this feature, especially if you have extensive work experience and background to document.

Also note that the Save feature comes with some risk, so ensure that your information is automatically saved.

Click **“Upload New Resume”** to submit a version of your resume in Word using USAJOBS' Resume Uploader. This feature allows you to upload documents from your computer. Enter the resume title and locate the document on your computer by clicking on the **“Browse”** button.

Once you have located the file, press the **“Upload”** button.

USAJOBS - Resume Uploader - Microsoft Internet Explorer provided by USPTO

https://my.usajobs.gov/Resume/UploadSecureResume.aspx?ResumeID=0

Resume Uploader

You are able to upload and store two resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. Uploaded resumes can not be converted to SES resumes.

Required information

Resume Basics

Resume Title:

(e.g., Senior Marketing Director, Experienced Sales Manager)

Upload a Resume

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

Upload your existing resume by selecting a file below.

Resume File:

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

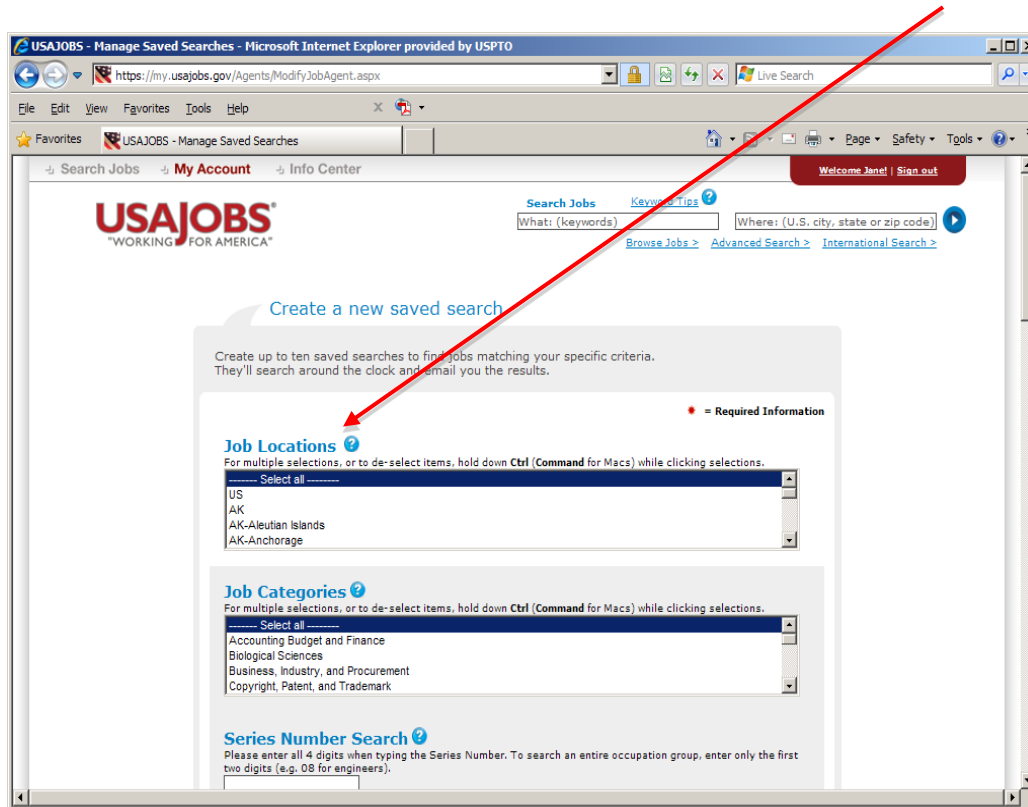
This is a convenient and efficient feature for many. It also provides you with the flexibility to include any information desired without the data field character limits set by USAJOBS Resume Builder. However, note that uploaded resumes have a total size limit of 3MB. Also note that most, but not all Federal agencies accept uploaded resumes. USPTO does allow this feature.



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Saved Searches

You can save up to 10 customized job searches to find jobs matching your specific criteria.



USAJOBS will search for jobs using specific criteria (e.g., title, series, grade, location, agencies, etc.) as desired. Once you've created your customized searches, USAJOBS will email results of job announcements that match your search criteria on a daily, weekly, bi-weekly, or monthly basis (as specified by you). Just click on "Create a New Saved Search" to get started.

Tips & Features

1. You can save up to 10 customized searches associated with your profile
2. Job searches are based on a combination of job criteria so not all data fields are required
3. The only required field is "Saved Search Title" at the very bottom of the screen
4. Customize your searches to meet your needs. You may not want to be too specific in your search criteria so as not to limit potential job opportunities. On the other hand, if the job you are looking for is broad (e.g., management analyst) and can be performed via different position titles and series, you may want to be more specific in your search criteria.

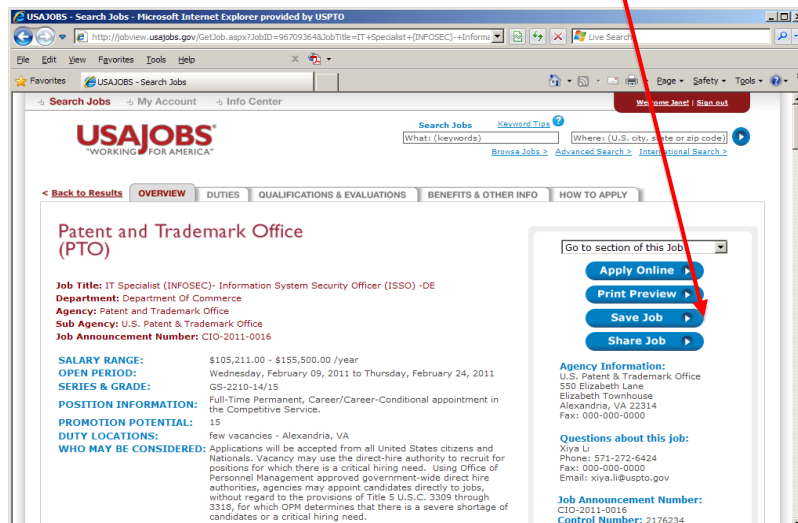


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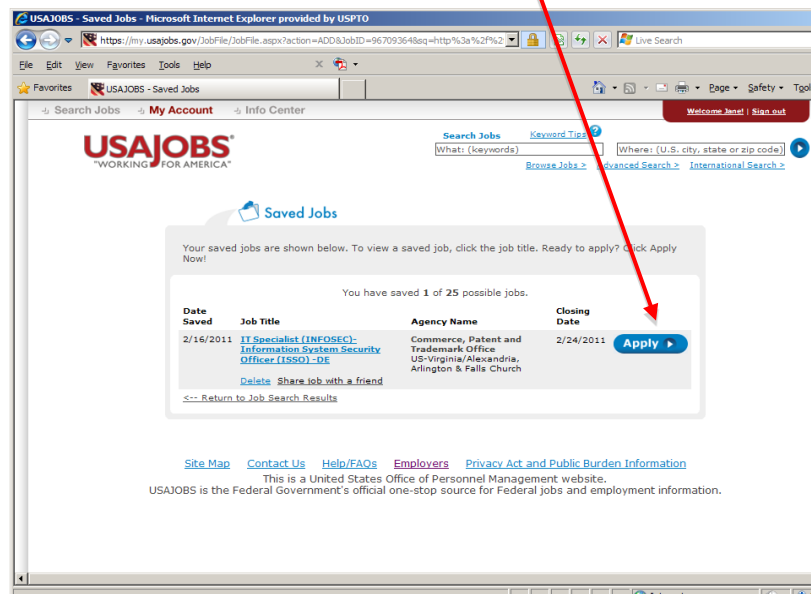
Saved Jobs

Once you find a job, you are interested in applying for, you can save the job in your USAJOBS applicant profile. Actually, you can save up to 25 jobs in your applicant profile, which you can access and apply for at a later date. This section shows you how to save a job of interest in your profile and later access it.

Once you've found the job announcement, click on the blue **"Save Job"** button to save the job to your applicant profile.



In the **"Saved Jobs"** section, you can access and / or apply to the job as shown below.





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Saved Documents

You can save up to five (5) supporting documents in your applicant profile. Supporting documents are requested either at the time of application or once qualification determinations are made.

Examples of supporting documents are:

- *Veteran's documentation* – DD-214, SF-15, and / or letter from Department of Veteran Affairs
- *Notification of Personnel Action (SF-50)*. When applying as a current or former Federal employee with reinstatement eligibility
- *Disability documentation*. When you are eligible for special appointment such as those authorized for the severely disabled
- *Transcripts*. When substituting education for experience to qualify for a job OR when the position for which you are applying has an educational requirement
- *CTAP/ICTAP*. When you are applying for a Federal job internal or external to your agency as a surplus or displaced Federal employee

The screenshot shows the USAJOBS 'Saved Documents' page. At the top, there is a navigation bar with 'Search Jobs', 'Keyword Tips', and a search input field. Below this, the 'Saved Documents' section is highlighted. It contains a sub-header 'Upload a New Document' and a dropdown menu currently set to 'Cover Letter'. To the right of the dropdown is a 'Browse...' button. Below the dropdown and button is a text input field for naming the attachment, with a note that the name can be up to 100 characters long. At the bottom of the form is a blue 'Upload' button. Below the form, it says 'You have saved 0 of 5 possible documents.' A red arrow points from the text in the paragraph below to the 'Cover Letter' dropdown menu.

If any apply to you, you will most likely be required to submit documentation to support your claim. As shown above, use the drop down bar to select the type of document you're uploading (e.g., cover letter, DD-214, etc.), then find your document using the “**browse**” button. Once you've done that, enter a name for the attachment and click “**Upload.**”



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Application Status

Once you have applied for a position, you can monitor the status of your application in the USAJOBS applicant profile feature. As the search progresses within the agency, anytime there is a change in your position status, it immediately becomes visible in your profile.

Tips & Features

1. You can change your account settings to email you anytime your status is updated
2. Application records are kept for 18 months after the Initial Application Date

USAJOBS - Application Status - Microsoft Internet Explorer provided by USPTO

https://my.usajobs.gov/Account/ApplyHistory.aspx

Search Jobs My Account Info Center Welcome Janet Sign out

USAJOBS "WORKING FOR AMERICA"

Application Status

IMPORTANT! If you did not apply to the job announcement with your USAJOBS resume through the apply online button, we cannot track your application. It is not possible to track applications in your USAJOBS account when they have been submitted through an agency's application website or through the mail. You can contact the agency that posted the announcement to verify receipt of your application. Each record will be deleted 18 months after Initial Application Date. You may want to print this page for future reference.

Applications 1 to 1 Page: [1] Page 1 of 1

Initial Application Date	Job Summary	Job Status	Agency Name	Last Application Update	Application Status	USAJOBS Uploaded Document Status
	IT Specialist (INFOSEC)- Information System Security Officer (ISSO)-DE Job Announcement Number: CIO-2011-0016 Pay Plan: GS-2210-14/15 Location: US-VA-Alexandria	Active	Patent and Trademark Office	Not Available	Application Status not Available	

Site Map Contact Us Help/FAQs Employers Privacy Act and Public Burden Information

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Searching for Jobs

There are multiple ways of searching for open positions on USAJOBS. To name a few:

Browsing jobs: This feature is a great way to browse through jobs if you aren't looking for a specific occupation and want to familiarize yourself with government positions.

Advanced and International Search: If you know exactly what type of position you're looking for, you can use this feature to conduct an advanced or specific search. If you find yourself repeatedly using the same search criteria, you should probably save your searches to your applicant profile.

Jobs in Demand: These are jobs agencies are looking to fill quickly.



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Most Popular Jobs: These are frequently filled jobs by various Federal agencies.

Tips & Features

1. Searching by occupational series is sometimes more effective than using position title alone because some agencies use working titles (as opposed to the official position title) when posting jobs
2. When the job you are looking for is within the top occupations in demand, you will have to conduct some filtering to make sure that the position is relevant to what you are looking for. You should consider filtering by location, salary/grade, and keyword(s)
3. When searching for keywords, phrasing the keyword appropriately is critical. USAJOBS offers a tutorial on how to choose the best keyword. For more information, visit: www.USAJOBS.gov/EI/tutorials.asp#icc

To find a **series by number**, visit: www.opm.gov/qualifications/standards/indexes/num-ndx.asp.

To find a **series by position** title, visit: www.opm.gov/qualifications/standards/indexes/alph-ndx.asp

More tutorials can be found at:

<http://www.USAJOBS.gov/resourcecenter/index/interactive/tutorial>