Follow the 5 steps below to apply online to a Department of Labor (DOL) vacancy via the Department of Labor (DOL) On-line Opportunities Recruitment System (DOORS), which is integrated with www.USAJOBS.gov. **Your application and ALL required supplemental documents must be received by 11:59 pm Eastern Time (ET) on the vacancy closing date or your APPLICATION WILL BE REGARDED AS INCOMPLETE AND WILL NOT BE CONSIDERED.** Paper applications and supplemental documents submitted in any other manner without prior approval from the vacancy contact will not be considered.

For help, refer to the Vacancy Contact on the announcement in the "Questions about this job" section.

Note: You must save your information (by hitting the Next/Finish button) before the **60 MINUTE TIMEOUT** or risk losing your information!

* For SES applications, we recommend you print out the questions, type your information in a MS Word or similar tool that does not have a session time out, and paste the text into your application when ready.

STEP 1 - Create USAJOBS Account, including Resume and Saved Documents

(If you have already completed this step, proceed to Step 2).
Create an account with at least 1 resume at www.USAJOBS.gov:

RESUMES – You have 2 options.

Option 1: Build New Resume using USAJOBS's Resume Builder (preferred method) - Applicants may store up to 5 Resume Builder-formatted resumes on USAJOBS.

Option 2: Upload New Resume (new option for DOL effective 10/25/10) from your computer - You may include a cover letter, but your RESUME MUST provide sufficient information to substantiate your responses to the vacancy questions, or HR may amend your responses to more accurately reflect the level of competency indicated by the content of your resume (3 MB size limit). A sample resume is located at http://www.dol.gov/oasam/doljobs/201010sampleresume.pdf. You may store up to 2 uploaded resumes on USAJOBS.

* File formats accepted for Uploaded Resumes:
- .doc
- .docx
- .jpeg
- .pdf
- .rtf

SAVED DOCUMENTS
You may also attach "Saved Documents" (ex. Transcripts, Veteran's Preference Eligibility, Cover Letter and other documents) from your USAJOBS account to your DOL application when prompted in Step 2 below (although you will then need to use the 'USAJOBS' download option in Step 3).

The information you provide, your resume and any documents you attach will become part of your DOL application and will be transferred to the DOORS system when you apply on-line.

* Again, if you choose to transfer/submit any of the documents from your USAJOBS profile (ex. transcripts) to your DOL application, you MUST use the 'USAJOBS' download option in Step 3 below.

IMPORTANT NOTES

- The examining Human Resources Office (HRO) makes the final determination concerning applicant ratings. **It is essential that your resume provide sufficient information to substantiate your responses in the self-assessment vacancy questions.** If your responses are not adequately substantiated by your resume, the HRO will amend your responses to more accurately reflect the level of competency that is indicated by the content of your resume.

- Applicants should note that uploaded resumes are searchable and have a maximum limit of 3 MB.

- You may include a cover letter, but your RESUME MUST provide sufficient information to substantiate your responses to the vacancy questions or HR may amend your responses to more accurately reflect the level of competency indicated by the content of your resume.

- You may edit your resume and documents up until the announcement close date, but they must be submitted by 11:59 pm ET.

STEP 2 - Answer Vacancy Questions (DOORS)

- Click the **Apply Online** button, which is available when you search for a job on www.usajobs.gov and click on the title.
- Select your USAJOBS resume and any supporting documents, check the 'I have previewed my resume', 'Allow me to attach demographic information to the application' (optional) and 'Certify' boxes and click **Apply for this Position Now!** to be taken to DOL's DOORS system.
- Click **Apply to this Vacancy!** If not already registered in DOORS, create your DOORS profile account first.
- Answer the Vacancy Questions.

STEP 3 - Submit Supplemental Documents

Submit the required documents specified in the "Required Documents" section of this vacancy by 11:59 pm Eastern Time (ET) on the vacancy closing date. ONLY SUBMIT THESE DOCUMENTS IF THEY ARE APPLICABLE TO YOU (ex. if you were never a Federal employee, you will not need to submit an SF-50 Proof of Federal Status).

On the Vacancy Documents page, the following will display:
1) the supplemental documents you can include in your DOL profile for submission with your application and
2) the additional documents you are requested to submit for this application.

In the "Action" column, you have 4 submission options:

- **Upload** - upload documents from your computer (3MB max; recommend the fax option for larger documents)
- **USAJOBS** - download documents from your USAJOBS account (3MB max; recommend the fax option for larger documents). Documents in your USAJOBS account are NOT automatically added to your application; when applying, they must have been selected with your USAJOBS resume.
- **Fax** - generate a fax cover sheet and fax in hard copy documents
- **Reuse existing document** – reuse previously 'uploaded documents' or 'downloaded USAJOBS documents'; this option is only available for Vacancy Specific Documents (box 2) and not available for faxed documents

If you submit a document (using any method above) with the same document title, the 2nd submission will OVERWRITE the 1st submission. To avoid this, submit documents (ex. undergraduate and graduate degree transcripts) as one document.

For details on submitting documents: visit www.jobs.dol.gov and click on "How to Submit Supplemental Documentation" or click
http://www.dol.gov/oasam/doljobs/20100210Supplemental.pdf

STEP 4 - Review Application and click Finish

STEP 5 - Edit Your Application as needed prior to close date

You may edit your answers up until the vacancy closing date, but they must be submitted by 11:59 pm ET.

- Login at www.usajobs.gov and click **Application Status**.
- Under the Job Summary heading, click on the title of the vacancy. Note: The vacancy must still be open to edit the application.
- Click **Update Application**, edit application and click **Finish**.

* Add email address DOORS@dol.gov to your email account "Safe List/Approved Senders List" to ensure you receive application-related correspondence.

* To Check Job Status: read "What to Expect Next" section of Vacancy Information.

* For our Job Application Guide, please click
http://www.dol.gov/oasam/doljobs/apply/apply-overview.htm