

# USASTaffing Applicant Information

USA STAFFING —OPM'S AUTOMATEDHIRING TOOL FOR FEDERAL AGENCIES



Today, we are going to talk about the use of USAJOBS and Application Manager for filling all vacancies within DLA.

This new process will replace the system currently used, which is called the Automated Staffing Program or ASP.

DLA recognized the pressing need to replace their existing recruitment system and simplify the application process for job seekers. USASTaffing may look familiar to some of you because we are already using it for vacancies open to the public.

# Introduction to USAJOBS

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

Create an Account

Look for a Job

Be Informed

Application Process



USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

**Create an Account**, which allows you to build and store up to five distinct resumes, create and save job searches to receive automatic notifications, and apply for jobs or save them to review later.

It also allows you to **Look for a Job**

- You can search by Agency, Occupation, Grade or Location, just to name a few.
- View jobs available to the general public and those available to status candidates (for example Federal employees, veterans, person with disabilities)
- Apply to all DLA and other Federal Agency's vacancies.

Plus, you can **Be Informed**

There are several tools within USA jobs that will help you learn how to use USAJOBS by accessing their tutorials

- Learn about the federal hiring process.
- Learn about special hiring programs.

# USAJOBS Main Page

www.USAJOBS.opm.gov



Application Process



To apply for jobs, you must have a USAJOBS account. Start by accessing [www.usajobs.opm.gov](http://www.usajobs.opm.gov). To begin, SIGN IN or CREATE AN ACCOUNT if you have not already done so.

We do recommend that you get your account established now in lieu of waiting until you see a vacancy you are interested in applying for.

# Create an Account

The screenshot shows a web form titled "Form Sections: Personal Information | Account Information | Current Goal | Citizenship Status | Veterans' Preference". The "Required information" section is expanded to show "Personal Information". Fields include: First Name, Middle Name, Last Name, Home Address, Home Address 2, City/Town, State/Territory/Province (dropdown), Postal/Zip Code, Country (dropdown), Telephone Numbers (three dropdowns and text boxes), and Email. Below the email field is a question "What is your email format preference?" with radio buttons for "HTML" and "Text". A red-bordered box contains a key icon and the text: "Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured." Below this is the "Account Information" section with fields for Username and Password. A "Top" link is visible. The bottom of the slide has a blue bar with "Application Process" on the left, a speaker icon and the number "4" on the right.

To create an account, you must enter some basic Personal Information into the Form Sections.

Make sure the spelling and information is accurate and you enter the required data, which is asterisked.

The system will ask you to input an email address to receive email notifications. Please note the system will only allow you to build one account per email address. If you share your email account with another individual, you will need to set up separate email addresses to create an account. Free email addresses may be set up by using web sites such as [www.yahoo.com](http://www.yahoo.com) or [www.hotmail.com](http://www.hotmail.com).

On this screen, you will have to establish a user name and password. We recommend you write it down, because there is a configuration requirement which may not be easy to remember. Keep your password in a safe place because if you forget it, you will be required to develop a new one.

# USAJOBS – My Account Area

Click Resume to expand

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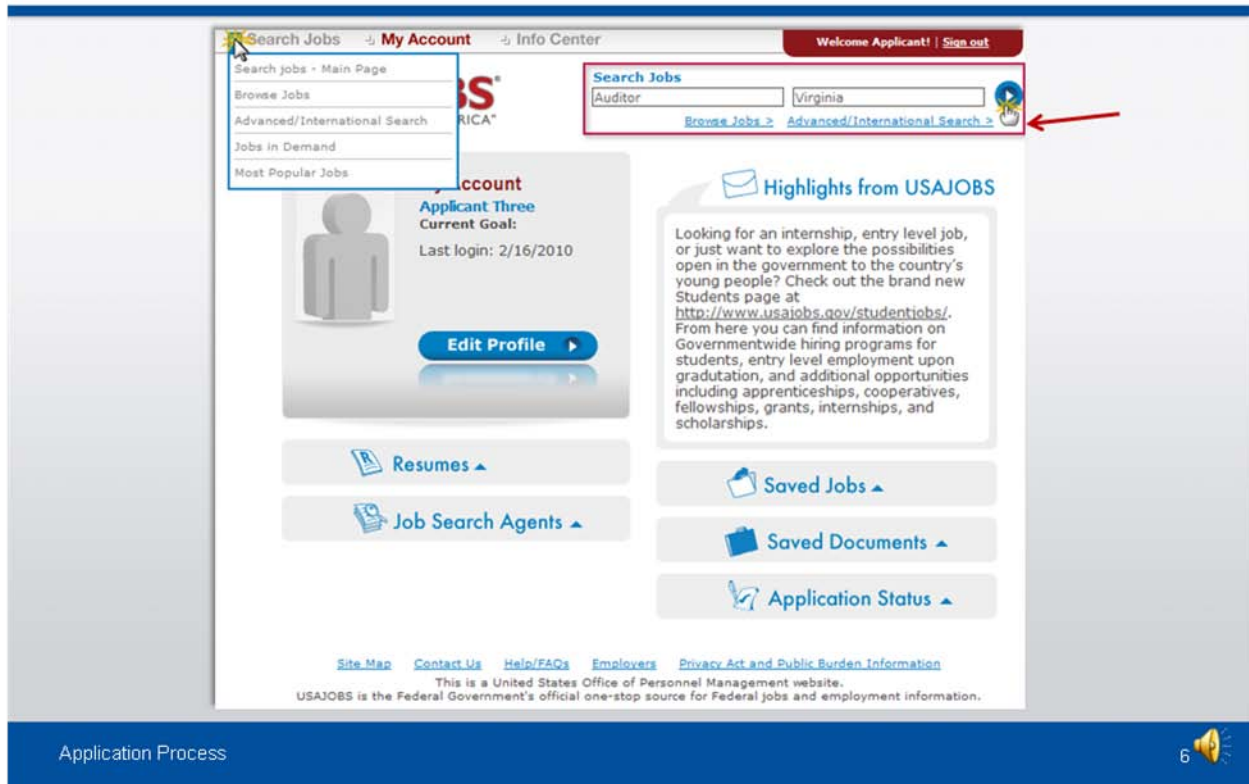
Once you've filled out the basic profile information and created an account, click on 'Resumes' to expand this field. You will have the option to Build a New Resume or Upload a New Resume. If you already have a resume in USAJOBS, you will be able to view, edit and delete from this location.

In your USAJOBS account you can:

- **Build or upload a new Resume** - If you choose to upload a resume, you can save your ASP Resume to a word document and upload it at this screen. If you decide to build a new resume, you'll see that they ask for similar information that was required in ASP. Bottom line - complete the information in it's entirety. Ensure you accurately describe your duties, but don't just copy and paste your position description into your resume. You can save up to five different resumes, which allows you to tailor your resume for a specific job. We encourage you now to go into USAJOBS and either build or upload a resume. (As an additional note, we also want you to know that you will be able to access your ASP resume through the end of 2010).
- **Create Saved Searches** - This allows you to tailor what jobs, locations, series you would like to be notified of when they are opened. You can also save and edit entries at any time. USAJOBS will also notify you when a saved job is closing 3 days before it closes.

- **Review any Saved Jobs** - The system will allow you to save jobs of interest in this section. You can go back and apply at a later date.
- **Upload and save Documents** - Similar to current ASP requirements, current DLA employees do not need to submit supporting documentation unless the job announcement requires a specific document that you do not have on file. This is required to support your application and may include a DD214, college transcripts, SF50, VA Letter, just to name a few. The system will allow you to save a maximum of 5 documents. You can load documents at any time so they are available when you are ready to apply for a job. One document can include more than one page.
- **Plus, you can check your Application Status** - This section will be discussed a little later in the briefing.

# Search Jobs



To search for jobs, you can go to the *Search Jobs* area located at the top left of this screen or you can *Search Jobs* directly from this page by using the Keyword and/or Location options at the top right of the screen.

There are several different options on how you can search for jobs. The search engine we found to be the easiest is Advanced/International Search, as you can see on the next slide.

# Advanced/International Search

USAJOBS  
WORKING FOR AMERICA

Advanced and International Search

Keyword Search  
Title Search  
Series Number Search  
Occupational Series

Compensation Search  
Salary Range  
Pay Grade (GS)

Applicant Eligibility  
Are you a current or former Federal civilian employee who holds or held a non-temporary appointment?

Read this section carefully and make your selection.

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For example, you can search by job announcement number, position title, series, geographical location or agency. DLA will be listed under the Defense, Department of.

Please note: It is important to review all information in the Applicant Eligibility section. Your selection here will determine which jobs you will see.

Click 'Search for Jobs' to continue to the next screen.



# Job Search Results

USAJOBS - Search Jobs - Microsoft Internet Explorer

Address: http://jobsearch.usajobs.gov/...  
What:  Where: (U.S. city, state or zip code)  
Radius: 20 miles

Save this search and email me jobs

Click to save current search criteria

Closing	Job Summary	Agency	Location	Salary
6/4/2010	<a href="#">IT Specialist (SYSADMIN), GS-2210-1A</a>	Interior, Office of the Secretary of the Interior	US-CO-Lakewood	\$105,211.00+
6/4/2010	<a href="#">Park Guide</a>	Interior, National Park Service	US-AZ-Grand Canyon South Rim	\$31,315.00+
6/4/2010	<a href="#">PUBLIC AFFAIRS SPECIALIST</a>	Army, Field Operating Agency of Army Staff Resourced 04-22	US-VA-VA - Fairfax, Ft Belvoir	\$89,033.00+
6/4/2010	<a href="#">Program Technician (CO)</a>	Agriculture, Farm Service Agency	US-MT-Circle	\$24,933.00+
6/4/2010	<a href="#">Medical Instrument Technician (Polysomnography Technician)</a>	Veterans Affairs, Veterans Health Administration	US-MO-Columbia	\$38,790.00+
6/4/2010	<a href="#">Emergency Department Physician</a>	Veterans Affairs, Veterans Health Administration	US-ME-Augusta or Topus	\$100,000.00+
6/4/2010	<a href="#">Associate General Counsel for Operations &amp; Enforcement</a>	DHS Headquarters	US-DC-Washington DC Metro Area	\$119,554.00+

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This screen shows you a list of all open jobs that match your search criteria.

Notice you can click on 'save job' under each job title to save the job to your "Saved Jobs" section in your account.

The *Current Search* menu located on the right side of the screen tracks your current search and provides filters that allow you to further refine your search results. You can remove and add filters to expand or narrow your search.

Once you have refined your search results, you can click 'Save this search and e-mail me jobs' to receive e-mail notifications when jobs matching the search criteria open.

To open the job announcement, click on the job title.

# Job Announcement – Apply Online

The screenshot displays the USAJOBS website interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. A search bar is present with fields for 'What: (keywords)' and 'Where: (city, state or zip code)'. Below the search bar, there are tabs for 'OVERVIEW', 'DUTIES', 'QUALIFICATIONS & EVALUATIONS', 'BENEFITS & OTHER INFO', and 'HOW TO APPLY'. The main content area shows a job announcement for 'AUDITOR (CONTRACT AUDIT)' at the 'DEFENSE CONTRACT AUDIT AGENCY'. The announcement includes details such as 'SALARY RANGE: 38,790.00 - 50,431.00 USD /year', 'OPEN PERIOD: Saturday, August 29, 2009 to Saturday, August 28, 2010', and 'POSITION INFORMATION: Full Time Career/Career Conditional'. A sidebar on the right contains a dropdown menu 'Go to section of this Job:' and four buttons: 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job'. A callout box with a blue arrow points to the 'Apply Online' button, containing the text 'Click to Apply'. At the bottom of the page, there is a blue bar with the text 'Application Process' and a small speaker icon.

Once you've located a job you are interested in, review the entire job announcement, including all the tabs across the top of the announcement.

Once you have reviewed all tabs and determined that you are interested in this position, click print preview to print a copy of the vacancy announcement to use as a reference when editing your resume.

When you are ready to apply, click the Apply Online button.

# Select Resume and Attachment(s)

The screenshot shows the USAJOBS application interface. At the top, there are navigation links for 'Search Jobs', 'My Account' (circled in red), and 'Info Center'. The USAJOBS logo is prominently displayed. Below the logo, there are search fields for 'What: (keywords)' and 'Where: (city, state or zip code)'. A 'Please Note' section states: 'If you are resubmitting or updating a previous application you must re-submit all required documents!'. The 'Apply Online' section provides job details: 'Job Title: AUDITOR (CONTRACT AUDIT)', 'Agency: Defense Contract Audit Agency, Department Of Defense', and 'Job Location: RADFORD, Virginia'. Under 'Resume - Select one of your stored resumes to send:', a dropdown menu shows 'Auditor' selected. Under 'Attachment(s) - Select one or more of your attachments to send:', a dropdown menu shows 'DD-214' and 'SF-50' selected. A certification statement is present, followed by 'Apply for this position now!' and 'Cancel' buttons. The bottom of the page has a blue bar with 'Application Process' on the left and '10' on the right.

After you click Apply Online, you will have the option to select a resume and any supporting documents to be linked to your application. If you have created more than one resume, please ensure you select the most appropriate one for the position you are applying for. If you need to update an existing resume, you can go to “My Account” to edit your resume.

**Please Note:** If you are updating a previously submitted application, you must re-submit your Resume and all applicable supporting documents. All current DLA employees would not be required to provide supporting documents when applying for internal merit promotion vacancies. However, if you are applying for a vacancy that is open to “All U.S. Citizens”, you will have to provide all supporting documents. Make sure you submit documents to your HR Servicing Team in a timely manner even if you are not currently applying for a job, to ensure your personnel file is up-to-date.

After you click *Apply for this position now!*, USAJOBS will direct you to Application Manager.

# Application Manager

The screenshot shows the 'Application Manager' interface. At the top, there are navigation links for 'Login', 'Important Links', and 'Help'. The main heading is 'Welcome to USA Staffing® Application Manager'. Below this, there are two main sections: 'Existing Account? Log In Here:' and 'Create an Account:'. The login section includes fields for 'User Name:' and 'Password:', a 'Go' button, and links for 'Forgot User Name or Password?' and 'Problems Logging In?'. The 'Create an Account:' section includes a 'Create an Account' button and links for 'Application Manager features!' and 'Quick Start Guide'. A disclaimer on the right states: 'Application Manager is an official U.S. Government System. You are authorized to use it subject to Terms and Conditions. Unauthorized use of this system or its information could result in criminal prosecution.' At the bottom, there is a link for 'Instructions on how to apply for a job without using Application Manager'. The footer of the slide contains 'Application Process' on the left and '11' with a speaker icon on the right.

If you already have an Application Manager account, you can log in by entering your user name and password. If you don't already have an account, you can create one.

Please note that after you first access Application Manager from USAJOBS, your accounts will become linked and you will not be required to login to Application Manager when directed from USAJOBS in the future. If you have previously accessed application manager, you will no longer see this screen. Instead, you will be automatically directed to begin the application process.

# Create an Application Manager Account

Application Manager Login Important Links Help

**Create an Account**

Email → User Name → Security Info

Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.

Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step.

Please enter your email address. You will be able to check multiple addresses.

Email:

No account(s) found for: applicantnthree@opm.gov

This is a U.S. Government System.  
[Full Terms and Conditions](#)

Enter your email address to check if you have an account. Once you've verified you don't have an account, click "I'm done checking for accounts" to proceed. Follow the screen prompts to create an Application Manager account.

Remember, if you share your email account with another individual, you will need to set up separate email addresses to create an account.

# Application Manager

The screenshot displays the 'Application Manager' web interface. At the top, there is a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout' buttons. The main content area is divided into a left sidebar and a main form area. The sidebar contains a 'Vacancy ID: 207966' and a list of sections: Biographic Information, Eligibility Information, Other Information, Assessment Questionnaire, Section 1 through Section 8, ReUse Documents, Upload Documents, Submit My Answers, and View/Print My Answers. The main form area shows the following information: Job Title: AUDITOR (CONTRACT AUDIT), User: applicantnthree, Announcement Number: PH-RCS-207966, USAJOBS Control Number: 1663560, and Applicant Name: APPLICANT N THREE with a 'Change Name' button. Below this, there are 'Previous', 'Next', and 'Save' buttons. The 'Social Security Number' section includes a text input field, a 'Why is this required?' link, and a 'Retype Social Security Number' section with another text input field. The 'Name' section includes three text input fields for 'First Name', 'Middle Initial', and 'Last Name'. At the bottom of the form, there are 'Previous', 'Next', and 'Save' buttons. The footer of the page contains 'Application Process' on the left and '13' with a speaker icon on the right.

The first time you access Application Manager, you will be required to enter your Social Security Number and your Full Name. It is extremely important that you enter this information accurately and that it matches the information provided in USAJOBS.

If you do not enter the correct SSN, it will affect your consideration for this and future applications.

Click next to continue through the screens.

# Biographic Data – Eligibility Information

The screenshot displays the 'Application Manager' interface. At the top, there is a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout' buttons. Below this, the 'Vacancy ID: 207966' is shown. A left-hand menu lists various sections: 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', 'Section 1' through 'Section 8', 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The main content area shows 'Job Title: AUDITOR (CONTRACT AUDIT)', 'User: applicantnthree', 'Announcement Number: PH-RCS-207966', 'USAJOBS Control Number: 1663560', and 'Applicant Name: APPLICANT N THREE' with a 'Change Name' button. Navigation buttons for 'Previous', 'Next', and 'Save' are present. A callout box points to the 'Save' button with the text: 'Click save if you need to exit and complete at a later time'. The 'Biographic Data' section contains the text: 'All biographic information is required, except for your telephone number and the contact time.' and an 'Address' field with the value '1900 E SI NW'.

The Biographic Data will be pre-populated with the information you entered in your USAJOBS account. You will need to review this information for accuracy. You may also need to complete a few more informational pages before you begin your Assessment Questionnaire.

The menu on the left tracks your progress as you complete the application.

# Assessment Questionnaire

The screenshot shows the 'Application Manager' interface. On the left is a navigation menu with 'Assessment Questionnaire' selected, showing sections 1 through 8. The main content area displays 'Section 5' with a question about interpersonal skills and three multiple-choice options (A, B, C). Below the question is a 'Narrative' text box for a brief description of experience. The interface includes 'Previous', 'Next', and 'Save' buttons at the top and bottom of the question area. The top navigation bar includes 'Main', 'Important Links', 'Help', and 'Logout'.

Application Process

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The Assessment Questionnaire is divided into sections.

The assessment questions are job specific and change for each job announcement and position.

Pay attention to what they are asking you, we no longer provide you the desired skills like we did in ASP. Instead, you have to review the questions to determine what knowledge, skills and abilities you have that are required for the position in order to answer each question. Your answers here will need to be supported in your resume.

The initial rating you receive is based on your answers to the questionnaire. To determine if you are best qualified for a job, a review of your resume and supporting documentation will be made by an HR specialist and compared against your answers to the questionnaire.

Make sure to follow all instructions carefully, as errors and omissions may affect your rating. We recommend you do not overstate or understate your level of experience and capability. Your responses to the questionnaire are subject to evaluation and verification at a later time in the process.



# ReUse Documents

**Application Manager** Main Important Links Help Logout

Vacancy ID: 207966

Biographic Information  
Eligibility Information  
Other Information  
Assessment Questionnaire  
Section 1  
Section 2  
Section 3  
Section 4  
Section 5  
Section 6  
Section 7  
Section 8  
ReUse Documents  
Upload Documents  
Submit My Answers  
View/Print My Answers

Job Title: AUDITOR (CONTRACT AUDIT) User: applicantthree  
Announcement Number: PH-RCS-207966 USAJOBS Control Number: 1663560  
Applicant Name: APPLICANT N THREE Change Name

Previous Next Save

**ReUse Documents**

Documents in Application Package for Vacancy:207966

Document Type	Received	Source	Status	Original File Name
Qualifications	2/16/2010 3:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor

You do not have any documents available for re-use. Click Next to continue.

Previous Next Save

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This screen displays the documents you selected for this application. The status will be “Awaiting Retrieval from USAJOBS”. Once you submit your application, the system will retrieve the documents.

Once you have uploaded documents directly into Application Manager, these documents will be available for re-use in a table located on the lower part of this same screen.

# Upload Documents

**Application Manager** Main Important Links Help Logout

Vacancy ID: 207966

Biographic Information  
Eligibility Information  
Other Information  
Assessment Questionnaire  
Section 1  
Section 2  
Section 3  
Section 4  
Section 5  
Section 6  
Section 7  
Section 8  
ReUse Documents  
**Upload Documents**  
Submit My Answers  
View/Print My Answers

Job Title: AUDITOR (CONTRACT AUDIT) User: applicantnthree  
Announcement Number: PH-RCS-207966 USAJOBS Control Number: 1663560  
Applicant Name: APPLICANT N THREE Change Name

Previous Next Save

**Upload Documents**

1. Select Document Type: Miscellaneous  
2. Click "Browse" to locate a file and click "Open" to attach it. C:\Documents and Settings\ [Browse...]  
3. Click "Upload": Upload

Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour.  
Faxed Documents may take 2-3 days to appear as Processed.

**Documents On File**

Document Type	Received	Source	Status	Original File Name
Qualifications	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor

**Understanding This Table:**  
Documents on the table above with a Status of Processed have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour. Faxed documents may take 2-3 days to appear as Processed. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USAJOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

This section allows you to upload documents that may not be in your USAJOBS account. However, we highly encourage you to upload all documents you may need into USAJOBS up front so they are always available for use. Any document uploaded in Application Manager will only be saved in your Application Manager Account. It will not flow to USAJOBS.

You can select a document type from the dropdown box, click browse to locate a file, and click upload to attach the document. The system will confirm the upload was successful and the document will be placed in the Documents On File table.

Documents uploaded in this area will be available in the Re-Use Documents section for any future applications.

# Upload Documents

### Upload Documents

1. Select Document Type:

2. Click "Browse" to locate a file and click "Open" to attach it:

3. Click "Upload":

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.  
Faxed Documents may take 2-3 days to appear as *Processed*.

#### Documents On File

Document Type	Received	Source	Status	Original File Name
Qualifications	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor

**Understanding This Table:**  
Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USAJOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

**Document Upload and Faxing Tips:**

- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document Uploading and Faxing, click [Help](#). Then, if you need a Fax Cover Page, [click here](#).

This section provides a Fax Cover Page for documents you are unable to upload.

The cover page is pre-populated with the information required for the fax to be processed for this specific vacancy. The fax number is provided in the How to Apply section of the announcement.

It is important to remember that faxed documents must have this cover page with the correct information filled in, or your documents cannot be associated with the application. In fact, we encourage you to submit all documents electronically to avoid the possibility of your documents being misdirected or never received, which would result in an incomplete application.

Keep in mind all supporting documents **MUST** be submitted by the closing date of the announcement.

Additionally, we'd like to point out that if you apply for the same job more than one time the last resume received will be the one reviewed for qualifications.

# Submit My Answers

Application Manager

Vacancy ID: 207966

Biographic Information  
Eligibility Information  
Other Information  
Assessment Questionnaire  
Section 1  
Section 2  
Section 3  
Section 4  
Section 5  
Section 6  
Section 7  
Section 8  
ReUse Documents  
Upload Documents  
Submit My Answers  
View/Print My Answers

Job Title: AUDITOR (CONTRACT AUDIT) User: applicantnthree  
Announcement Number: PH-RCS-207966 USAJOBS Control Number: 1663560  
Applicant Name: APPLICANT N THREE [Change Name](#)

**Submit My Answers**  
In order for your answers to be processed and for you to be considered for the position, you must click the *Submit My Answers* button below.  
After you click *Submit My Answers*, provide any required Supporting Documents and be sure the *Application Package Status* page shows all steps are complete.

**Ready to Submit?** **Not ready?** Review options below if you are not ready to submit your application at this time.

[Submit My Answers](#) Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.

What would you like to do next?

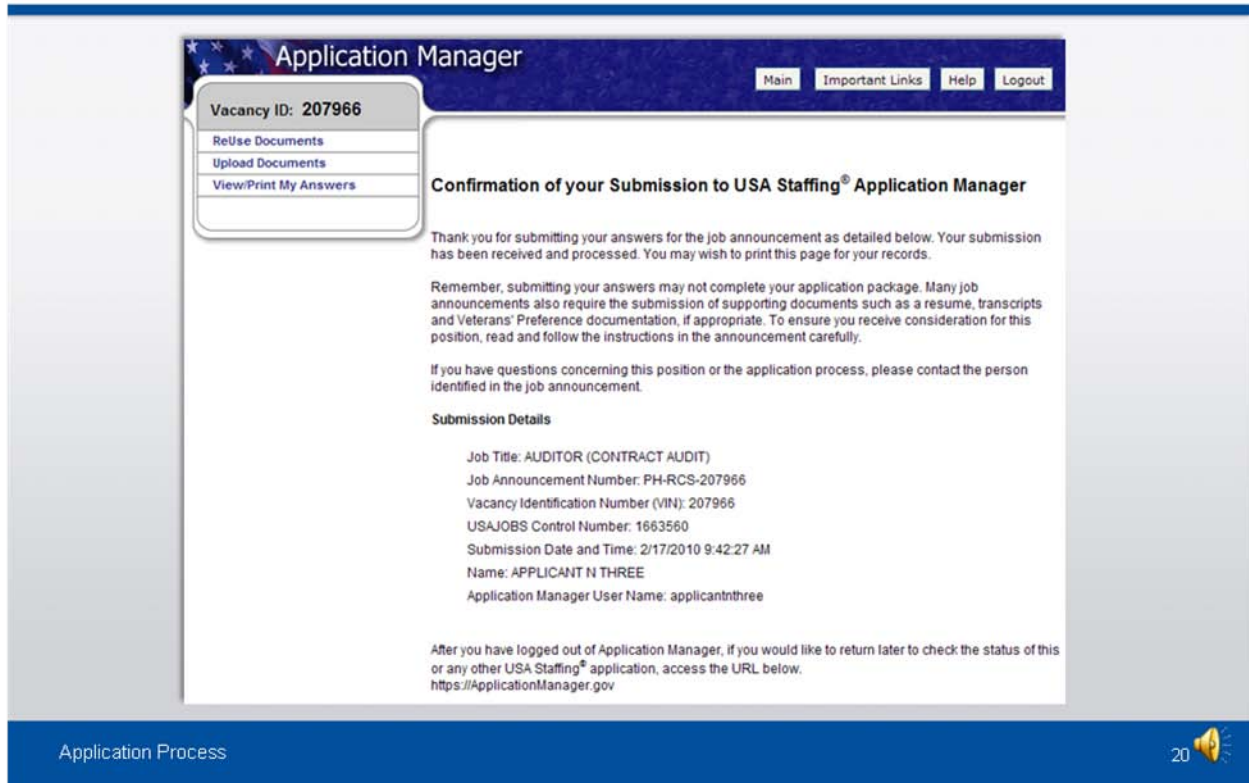
- **Work on this Application Package some more.** Use the Navigation Box in the upper left to go to the part you want to work on or review.
- **Work on a different Application Package.** Go to Application Manager Main.  
[Main](#)
- **Leave Application Manager**  
[Logout](#)

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Once all required questions have been completed, you will be able to click the “Submit My Answers” button to submit your application. **You must select “Submit My Answers” or your application will not be received!**

If you have skipped any of the required sections, you will receive a warning to go back and complete them before you can submit your answers.

# Confirmation Message



The screenshot shows the 'Application Manager' interface. At the top, there is a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout' buttons. On the left, a sidebar contains 'Vacancy ID: 207966' and three links: 'ReUse Documents', 'Upload Documents', and 'View/Print My Answers'. The main content area is titled 'Confirmation of your Submission to USA Staffing® Application Manager'. It contains a thank-you message, instructions on what to remember when submitting, and contact information for questions. Below this is a 'Submission Details' section listing: Job Title: AUDITOR (CONTRACT AUDIT), Job Announcement Number: PH-RCS-207966, Vacancy Identification Number (VIN): 207966, USAJOBS Control Number: 1663560, Submission Date and Time: 2/17/2010 9:42:27 AM, Name: APPLICANT N THREE, and Application Manager User Name: applicantnthree. At the bottom, there is a note about logging out and a URL: <https://ApplicationManager.gov>. The footer of the page includes 'Application Process' on the left and '20' with a small graphic on the right.

Once you click the “Submit My Answers” button, you will receive an on-line confirmation message at the email address you provided when you created your account.

You may log out or return to USAJOBS at this point.

# USAJOBS – Application Status

The screenshot shows the USAJOBS 'My Account' page. The 'Application Status' section is highlighted with a callout box. The callout box contains a table with the following data:

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status	USAJOBS Uploaded Document Status
2/16/2010	<a href="#">AUDITOR (CONTRACT AUDIT)</a> Defense Contract Audit Agency Job Announcement Number: PH-RCS-207966 Pay Plan: GS-0511/09 Location: US-VA-RADFORD	Active	2/19/2010	Application Received <a href="#">more information...</a>	Uploaded & Retrieved

Notification Settings

The Application Status Area of your USAJOBS account serves as the main source of information for the status of your online applications. You may use the [more information](#) link located under the **Application Status** column to learn more about the status of your application or view correspondence sent to you by the hiring agency. USAJOBS provides email notifications if your application or uploaded document status changes. This link takes you directly into the Details Tab of Application Manager for the selected Application Package, which we will see on the next slide.

# Details Page

**Application Manager** Main Important Links Help Logout user: applicantnthree

**Application Package Status: Complete**

**Job Title:** AUDITOR (CONTRACT AUDIT)  
**Vacancy Identification Number:** 207966 **Closing Date:** Saturday, August 28, 2010  
**Announcement Number:** PH-RCS-207966 **Contact:** Philadelphia Services Branch - (215)861-3074  
**USAJOBS Control Number:** 1663560 [View Announcement](#)  
**Applicant:** APPLICANT N THREE

[Change My Answers](#) [Add Documents](#) [Update Biographic Information](#) [View/Print My Answers](#)

Most information below pertains to the most recent version of your Application Package. [\(Explain This\)](#)

**Details** Checklist

**Assessments**

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire		

**Documents**  
*\*Security Alert: Protect your privacy*

Status	Document Type	Source	Date Received	Original File Name
<a href="#">View</a> Processed	Qualifications	USAJOBS	02/16/2010 05:16 PM	SF-50 DOD
<a href="#">View</a> Processed	Resume	USAJOBS	02/16/2010 05:16 PM	Auditor
<a href="#">View</a> Processed	Miscellaneous	Upload	02/17/2010 09:28 AM	SF-50.pdf

**Messages**

Message Type	Date Emailed	Date Printed
<a href="#">View</a> Acknowledgement Letter	2/17/2010 9:44:07 AM	

**Application Package History**

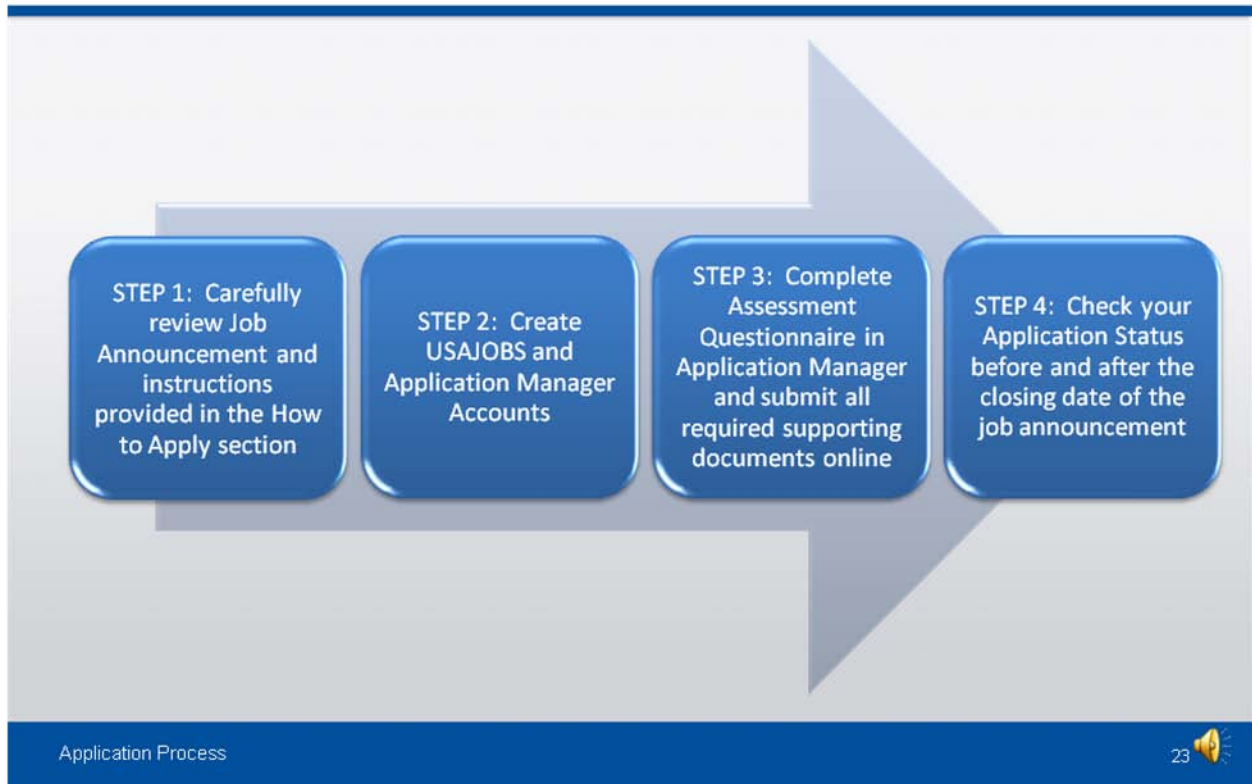
Status	Date Submitted
<a href="#">View</a> Complete	2/17/2010 9:42:27 AM

Application Process 22

From the Details Page you can:

- View the Job Announcement
- Change your Answers\*
- Add Documents\*
- Update Biographic Information
- View/Print Your Answers

# Remember...



So to recap everything that has been presented:

As you see in Step 1, carefully review the Job Announcement and instructions provided in the How to Apply section in USAJOBS. Again, we encourage you to print the announcement if you plan to apply for the vacancy, as it contains important information such as the questionnaire, vacancy announcement number and HR Specialist's name and phone number. If you have any questions pertaining to the vacancy announcement, feel free to contact the HR Specialist.

As you see in Step 2, we recommend you create USAJOBS and Application Manager Account before you apply for a vacancy as this will allow you to become more familiar with the system before applying for a job.

In step 3, you will need to complete the Assessment Questionnaire in Application Manager and submit all required supporting documents online.

And finally, in step 4, you will need to Check your Application Status before and after the closing date of the job announcement.



# Additional Resources

DLA Human Resources Website: [www.hr.dla.mil](http://www.hr.dla.mil)

USA Staffing Application Manager: [www.applicationmanager.gov](http://www.applicationmanager.gov)

USAJOBS: [www.usajobs.opm.gov](http://www.usajobs.opm.gov)

Human Resources Specialist Listed in the Vacancy Announcement

Technical Assistance: <http://www.usajobs.gov/contactus.asp>

In closing, the following resources are available to you. . .

The DLA Human Resources Website is a valuable tool that can provide you with information relating to DLA vacancies and other helpful information.

The USA Staffing Application Manager is the tool you can use to track your own application, check status, review any correspondence sent to you and most importantly, complete the on-line Assessment Questionnaire.

The USAJOBS Website is the tool to view DLA vacancy announcements, create resumes, upload documents, and apply for positions. Plus, you can find helpful tutorials under the “**Info Center**” tab for using different areas of USAJOBS.

Remember, the Human Resources Specialist listed in the vacancy announcement is always there to answer any questions you may have pertaining to the announcement.

If you need Technical assistance, please use the OPM web address provided on this slide.