USASTAFFING/APPLICATION MANAGER

USAStaffing
Applicant Information

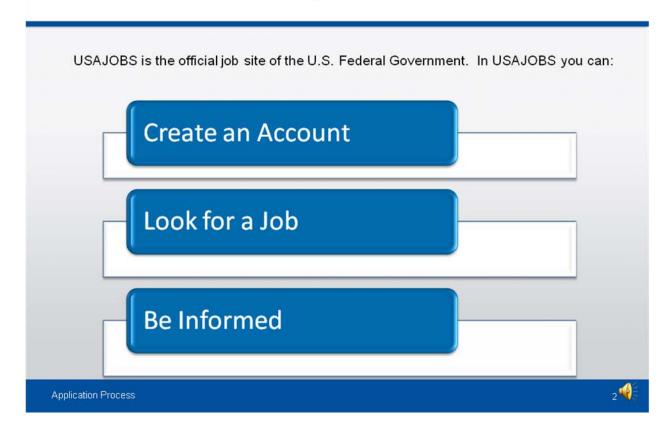USASTAFFING —OPM'S AUTOMATED HIRING TOOL FOR FEDERAL AGENCIES

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

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.
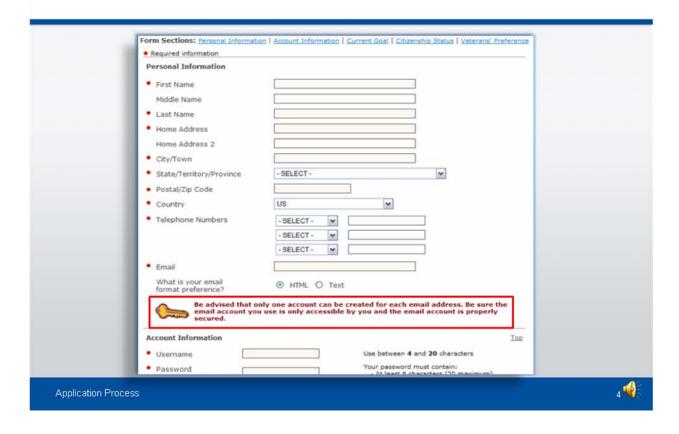
- Learn about special hiring programs.

To apply for jobs, you must have a USAJOBS account. Start by accessing 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.

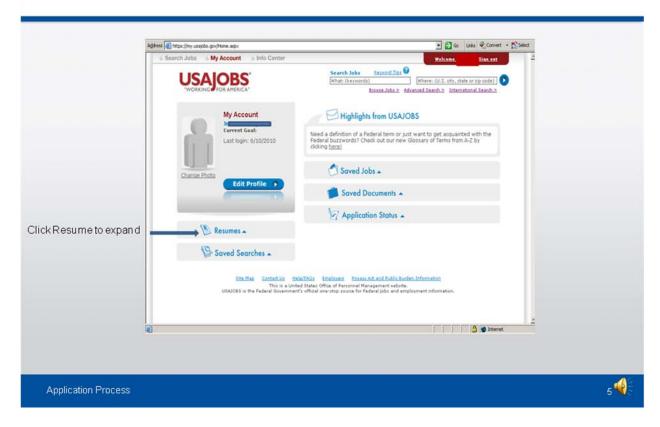DLA USASTAFFING BRIEFING: JULY 2010

Create an Account

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 or 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
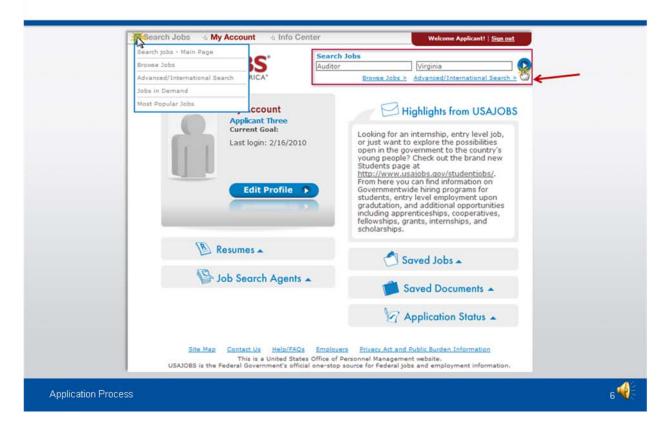
Click Resume to expand

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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.

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- **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.

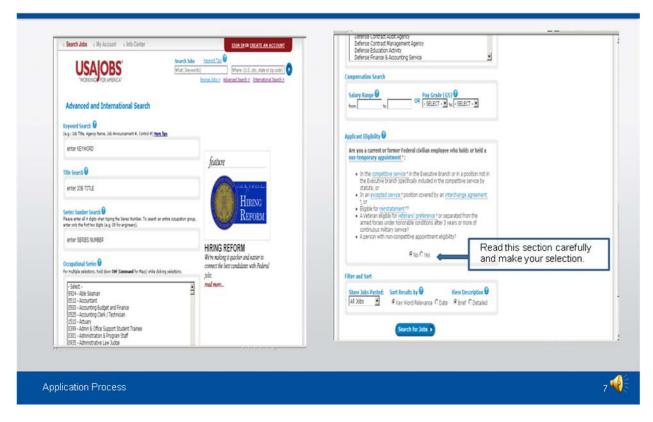- Plus, you can check your ***Application Status*** - This section will be discussed a little later in the briefing.

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.

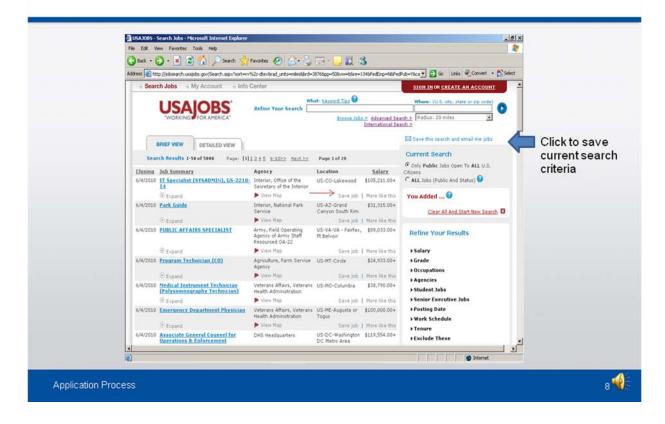DLA USASTAFFING BRIEFING: JULY 2010

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.

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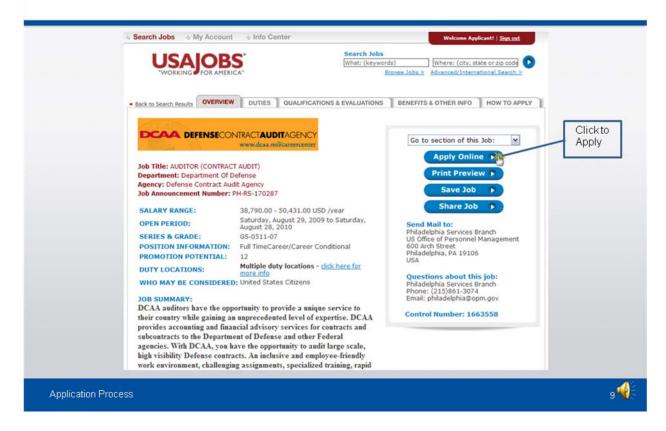This screen shows you a list of all open jobs that match your search criteria.

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

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.

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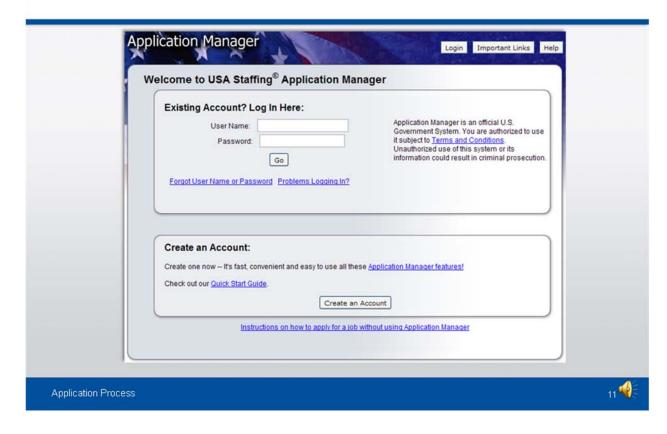
Select Resume and Attachment(s)

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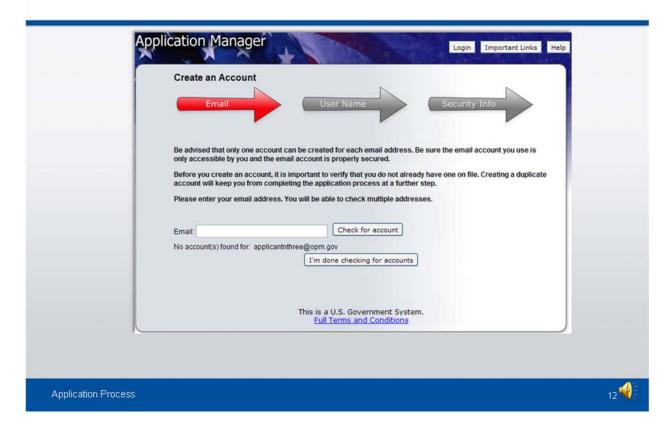
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If you already have an Application Manager account, you can log in by entering your user name and password. If you don't already have an account, you can create one.

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.
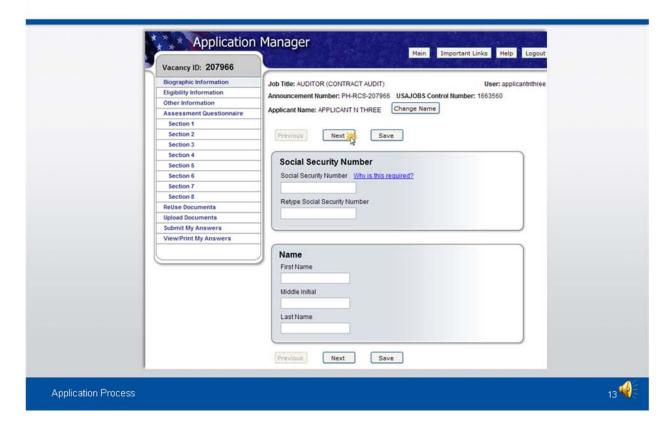
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Create an Application Manager Account

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.

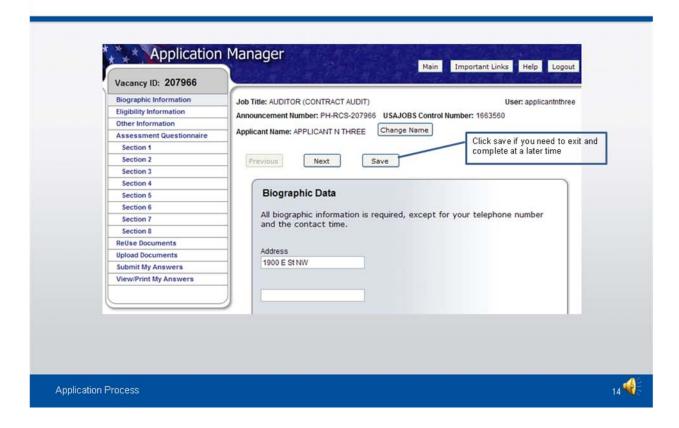DLA USASTAFFING BRIEFING: JULY 2010

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.
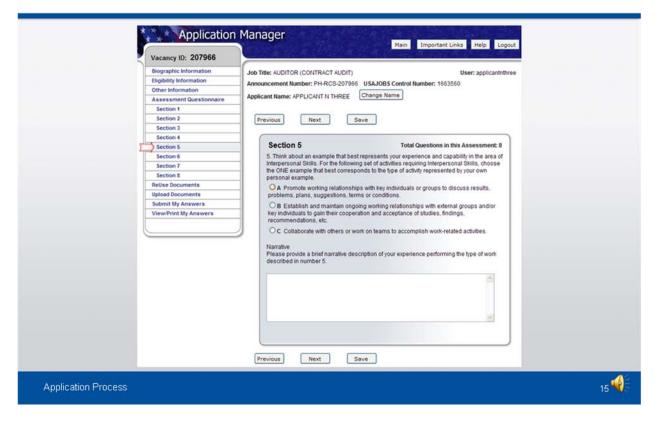
Click next to continue through the screens.

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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

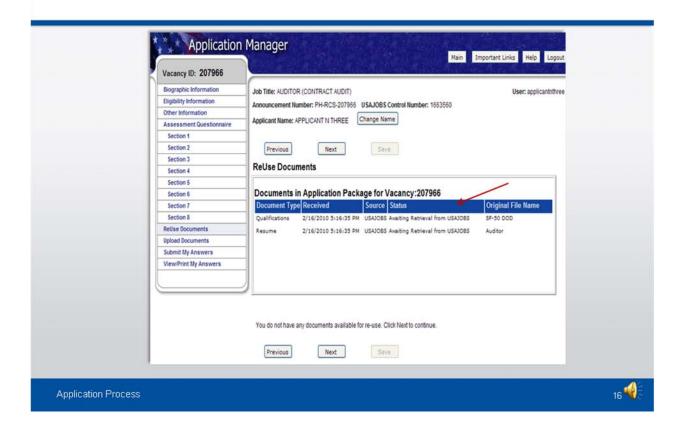The Assessment Questionnaire is divided into sections.

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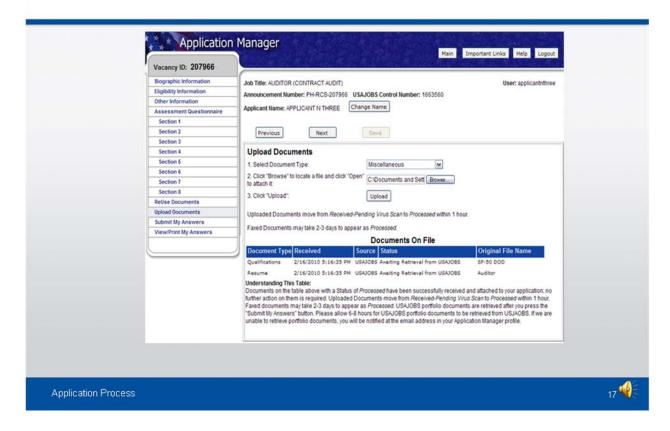
This screen displays the documents you selected for this application. The status will be "Awaiting Retrieval from USAJOBS". Once you submit your application, the system will retrieve the documents.

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.

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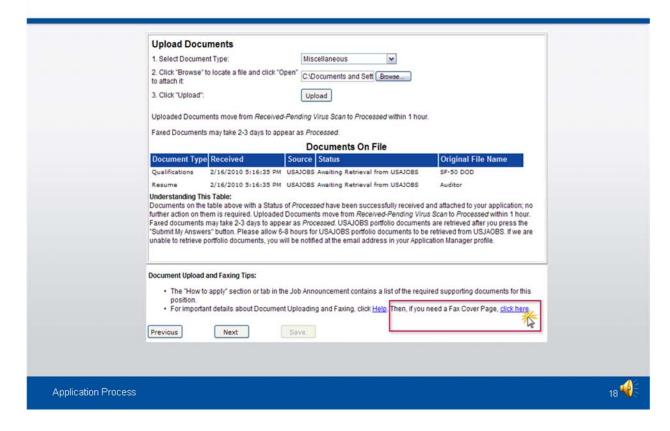
Upload Documents

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.

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Upload Documents

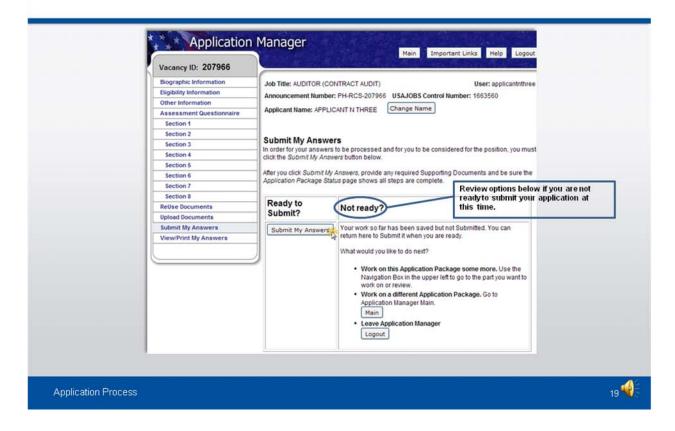This section provides a Fax Cover Page for documents you are unable to upload.

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.
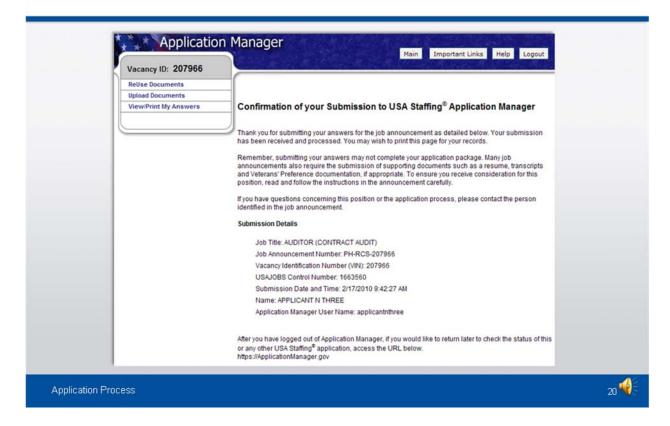
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Submit My Answers

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.
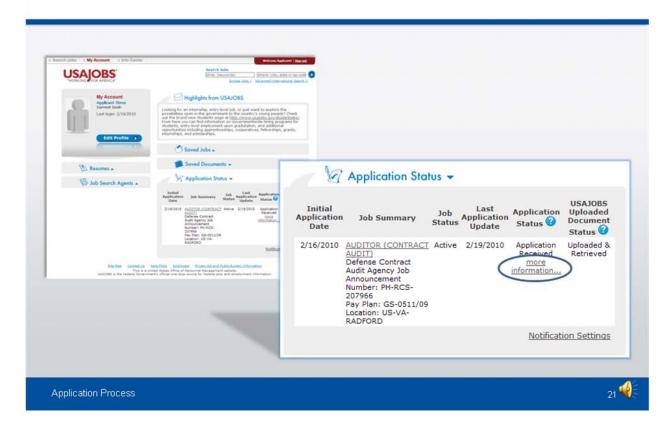
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Confirmation Message

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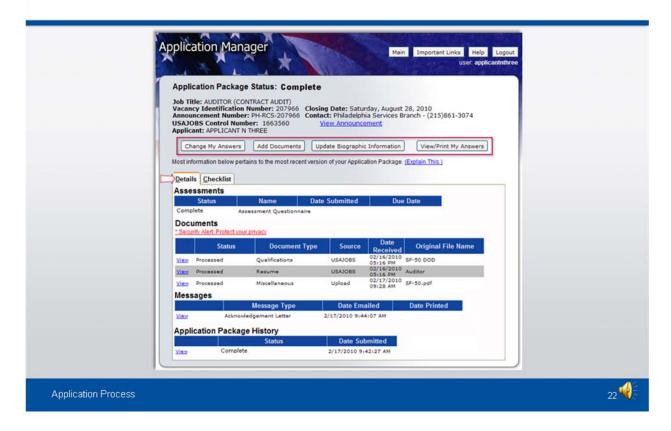
You may log out or return to USAJOBS at this point.

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.
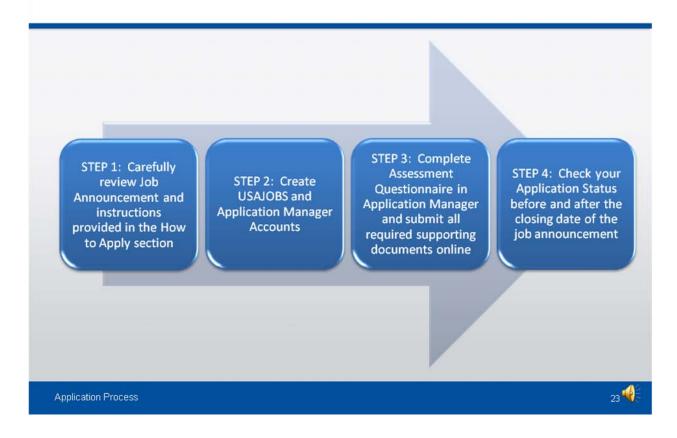
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Details Page

From the Details Page you can:

- View the Job Announcement

- Change your Answers*****

- Add Documents*****

- Update Biographic Information

- View/Print Your Answers

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.

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Additional Resources

DLA Human Resources Website: www.hr.dla.mil

USA Staffing Application Manager: www.applicationmanager.gov

USAJOBS: www.usajobs.opm.gov

Human Resources Specialist Listed in the Vacancy Announcement

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

Application Process

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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.

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