"Working For America"

Applicant User Guide

North Central Region
05-July-2011

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.

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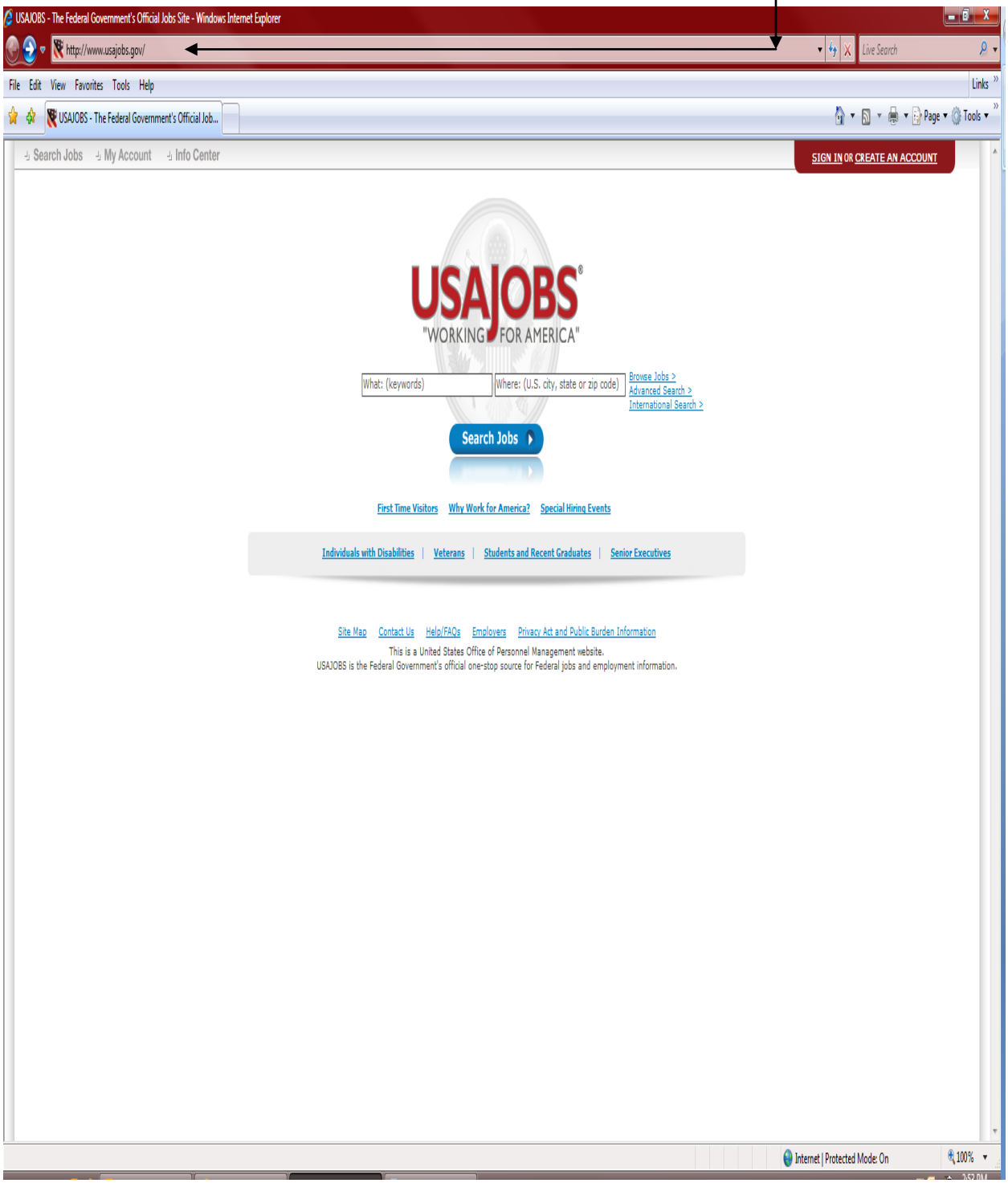
Step 1. Accessing USAJOBS

Open your Internet Explorer and in the address bar type www.usajobs.gov.



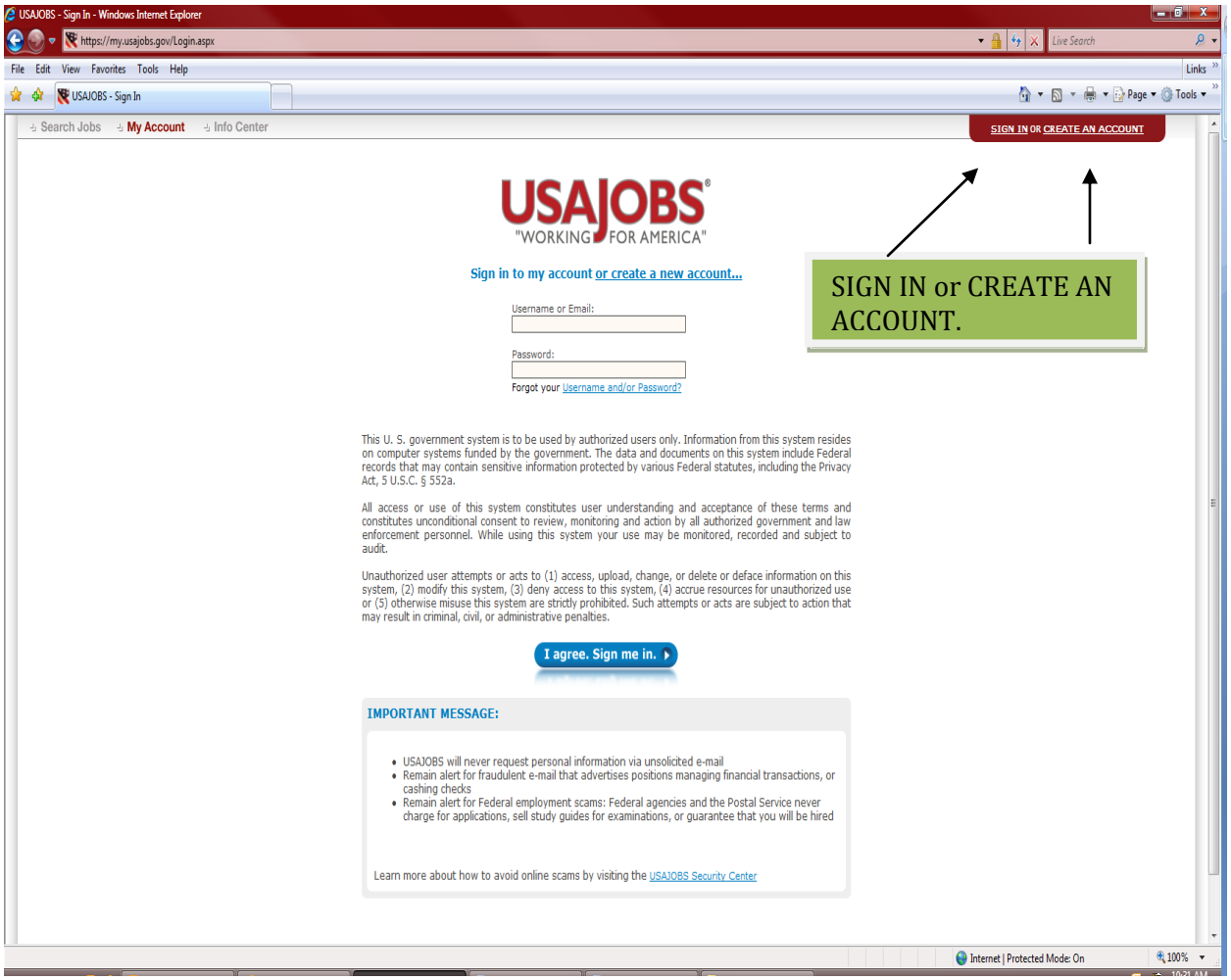
Step 2. How to Apply
To apply on a vacancy using USAJOBS you must have a USAJOBS account.

To begin CREATE AN ACCOUNT. (If you do not already have an account, go to ***step 3***.)

If you already have an account and want to "Create" a new resume SIGN IN and proceed to ***step 4***.

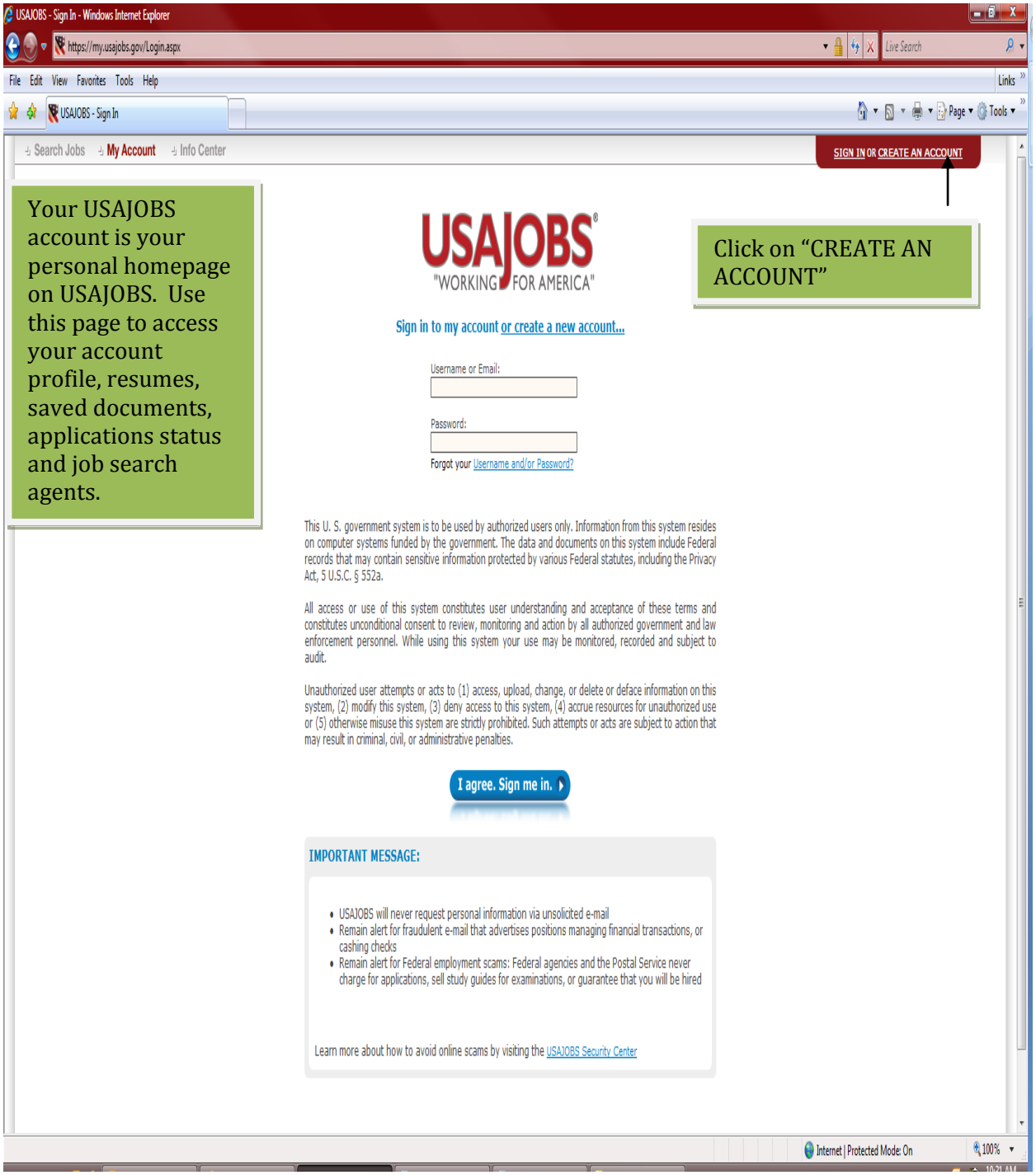
If you already have an account and want to "Upload" a new resume SIGN IN and proceed to ***step 5***.

If you already have an account and want to "Start Searching" for jobs SIGN IN and proceed to s***tep 6b***.



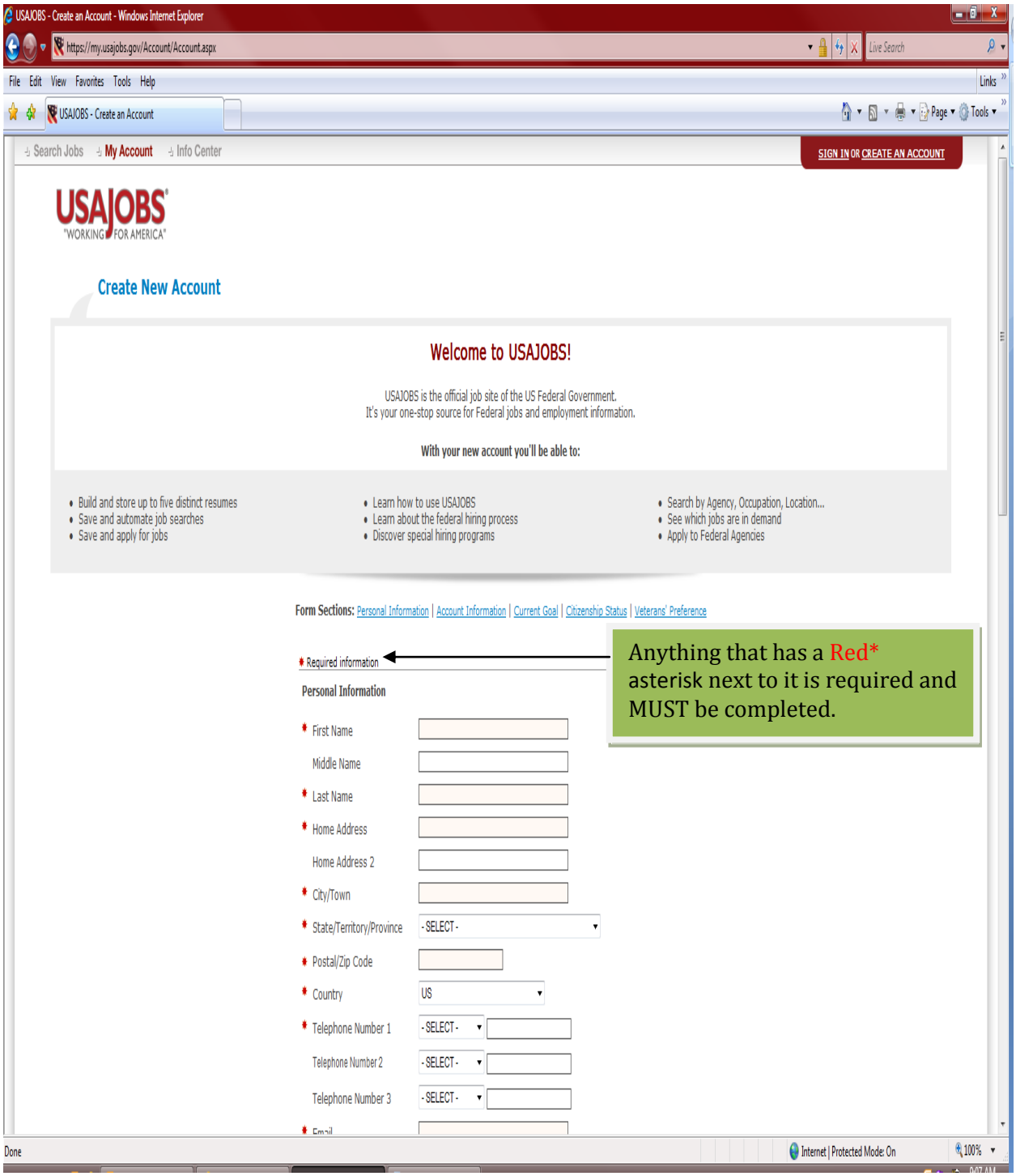
Step 3. Create an account

The first step in creating a new account is to click on “CREATE AN ACCOUNT.”

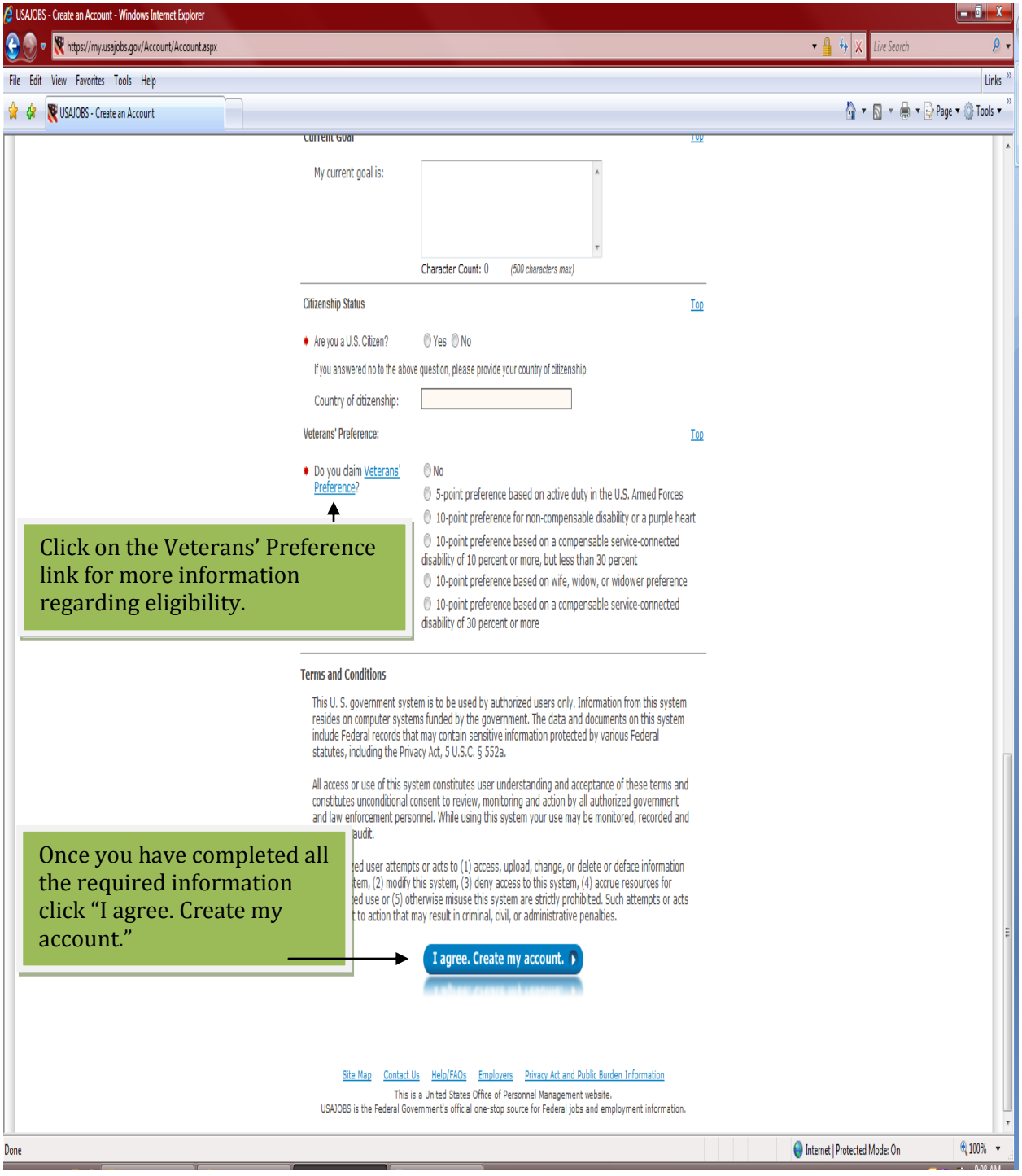


3a. Personal Information

When creating a new account you must enter some basic personal information into the appropriate fields. The required fields are identified by a RED ASTERISK.

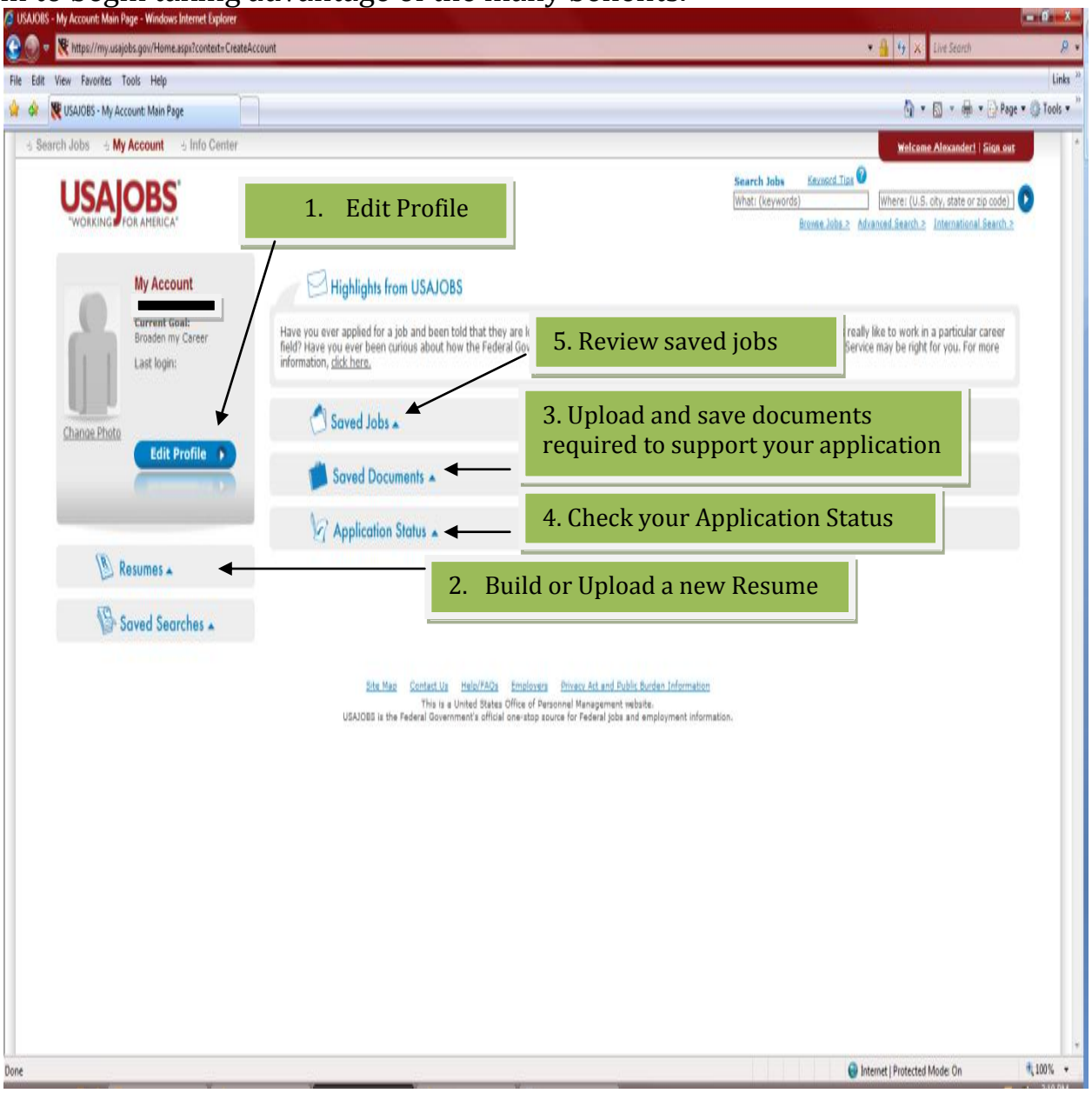


Personal Information cont…



3b. My Account Area

Once you create your My USAJOBS account, you will automatically be logged in to begin taking advantage of the many benefits.



See next page for explanations.

1. ***Edit Profile***
   Edit your profile information

2. ***Build or Upload a new Resume***
   Here, you will be able to create and maintain up to 5 different resumes to use for applications. (Note: You will only be allowed to upload 2 of the 5 resumes). Click Resumes to expand this box.

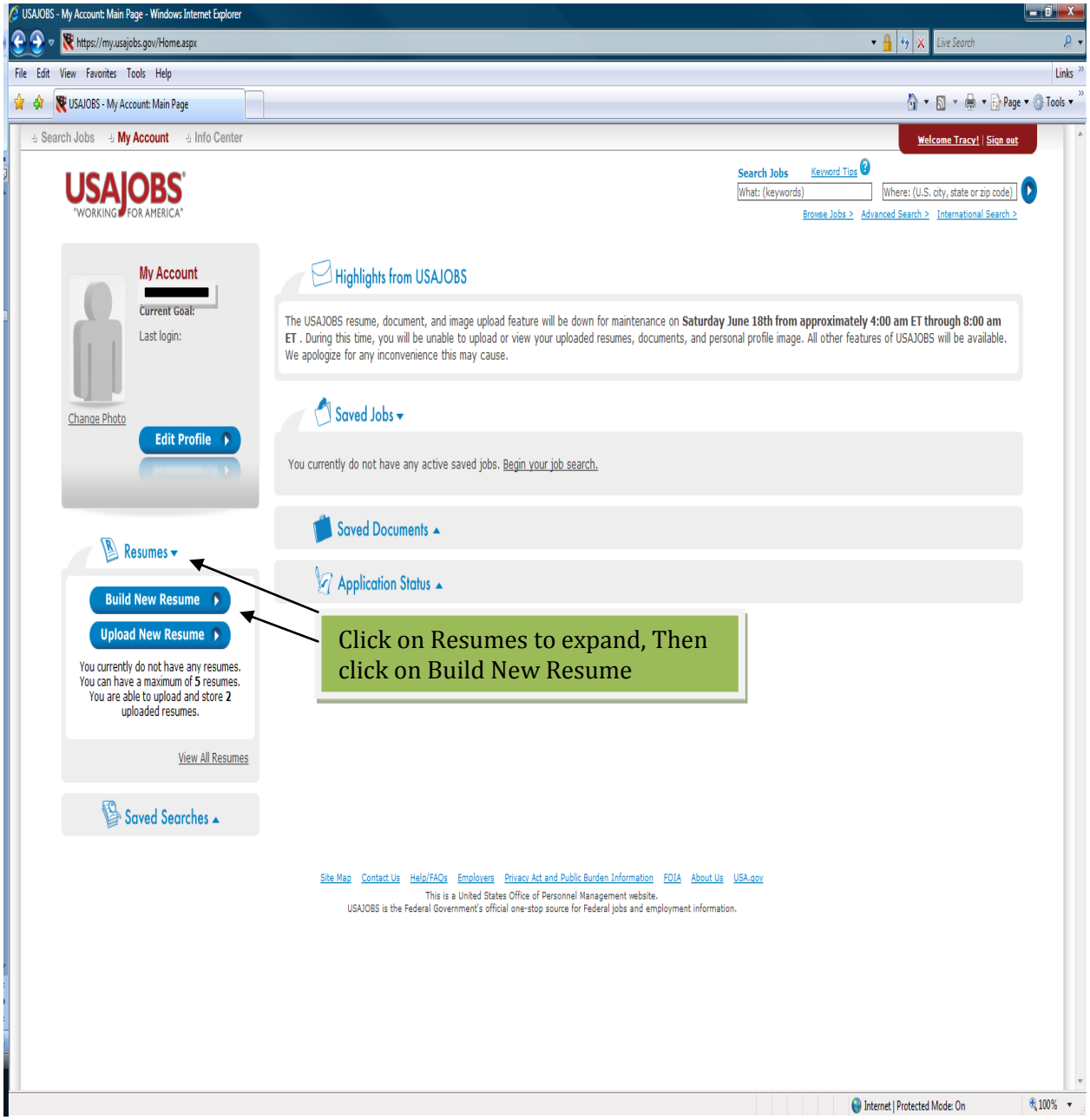
3. ***Saved Documents***
   The **Saved Documents** section allows you to upload documents to your USAJOBS account for use in applications. This is a great way to store your documents for repeated use. e.g. Cover letters, DD214, SF50, Transcripts, SF15)

4. ***Check your Application Status***
   Once you have applied on a vacancy you can go to The **Application Status** section and track your applications through USAJOBS.

5. ***Review any Saved Jobs***
   The **Saved Job s** section is where you can store jobs that you find in your job searches that you may want to look further into, or apply to but didn't have time to do so when you found it.

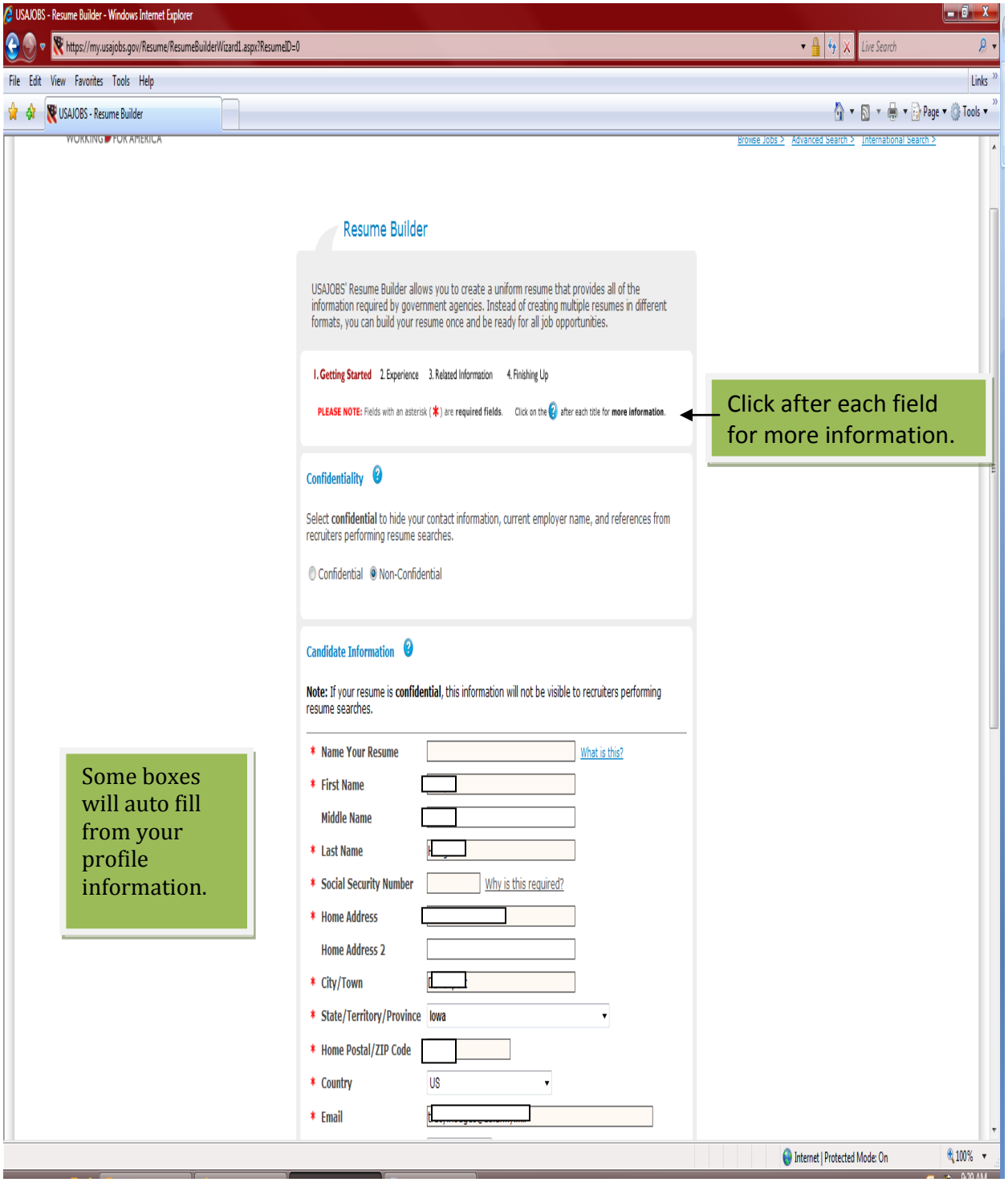
Step 4. Create Resume

You can Build or Upload a New Resume by selecting one of the following options in the Resume area below. (To upload a previously created resume, proceed to Step 5.)



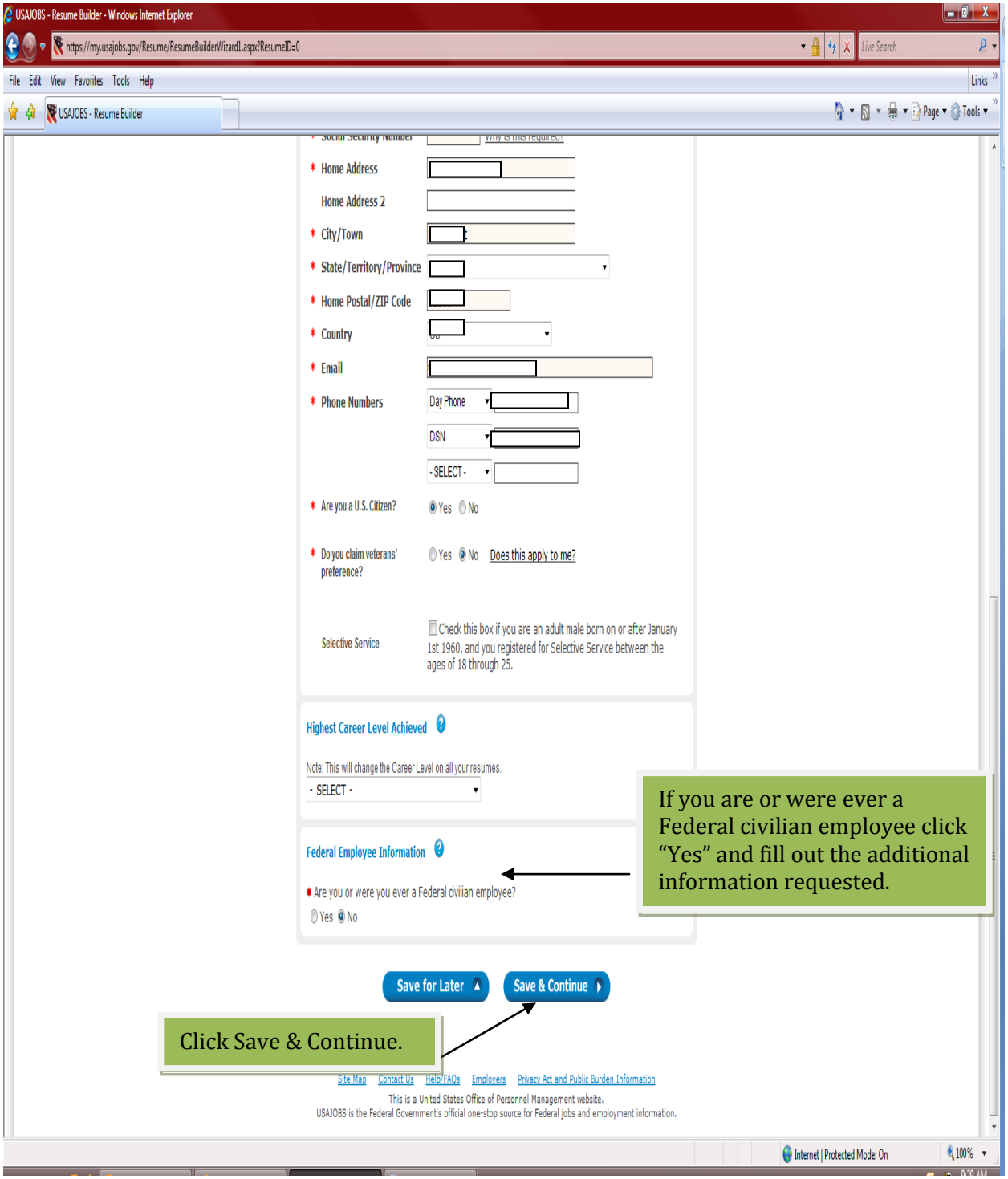
4a. Getting Started

Complete all required and applicable information. For additional information click the question mark next to each field.



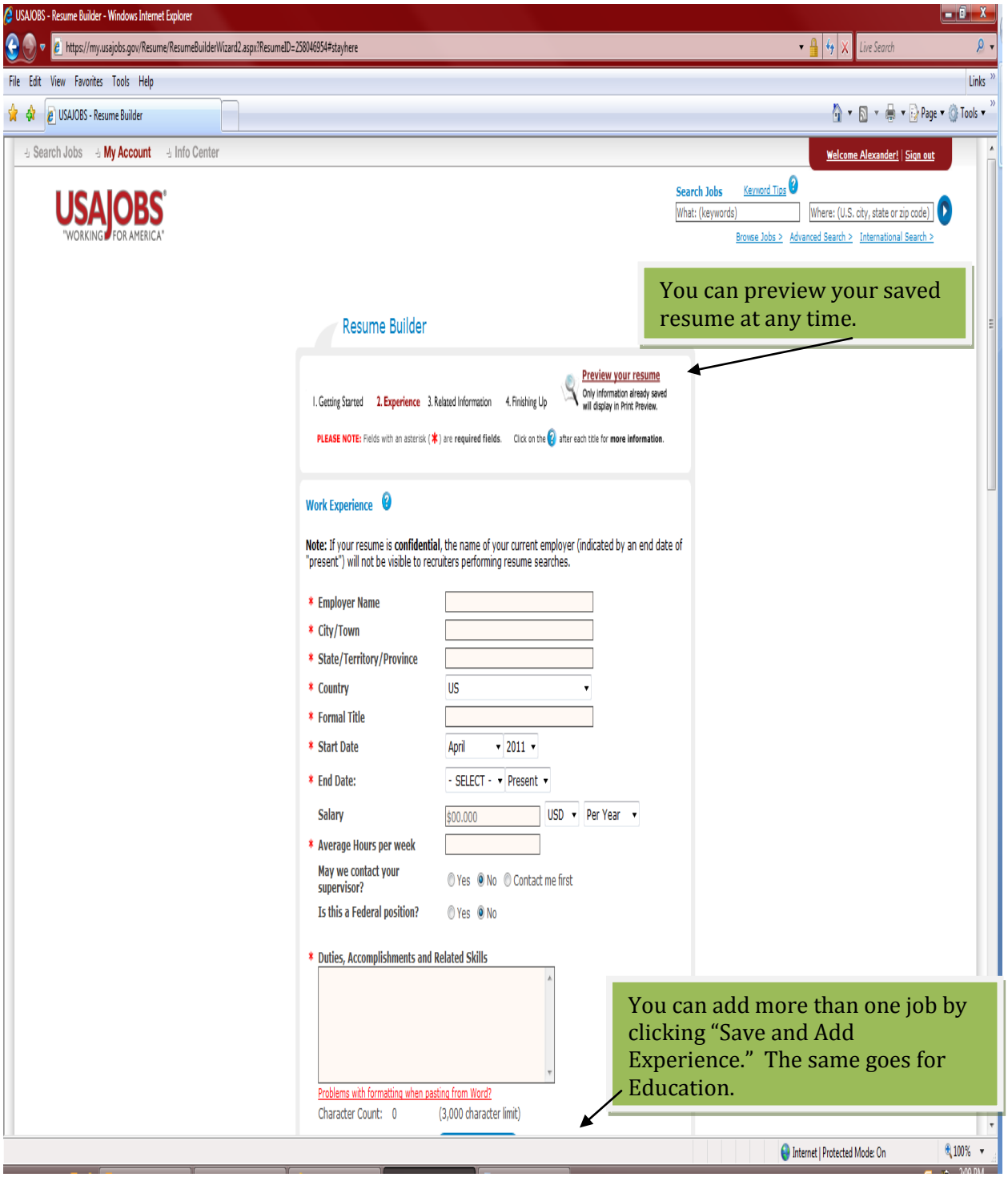
4b. Federal Employee

If you are or were a Federal civilian employee click "Yes" and fill out the additional information requested.

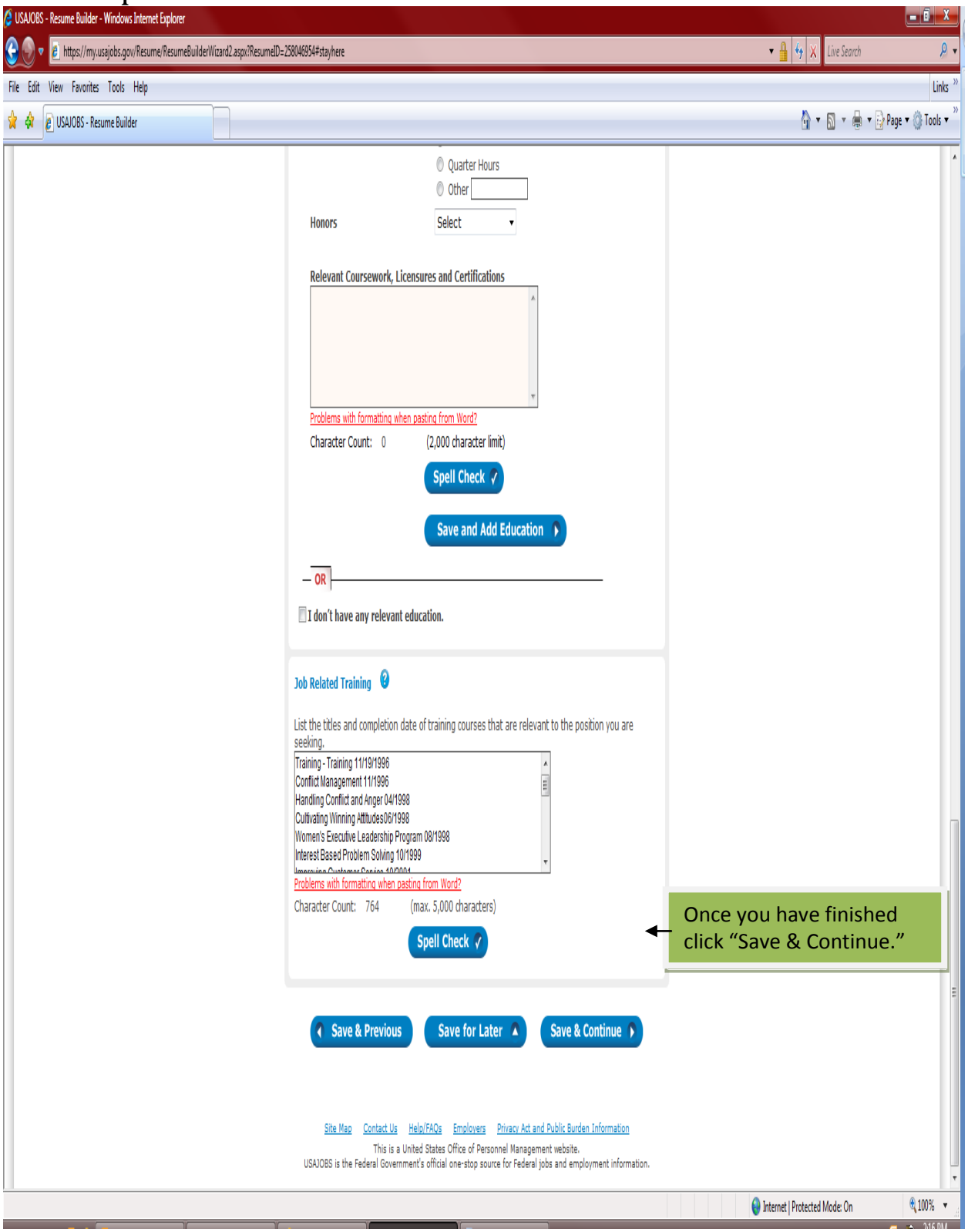


4c . Experience

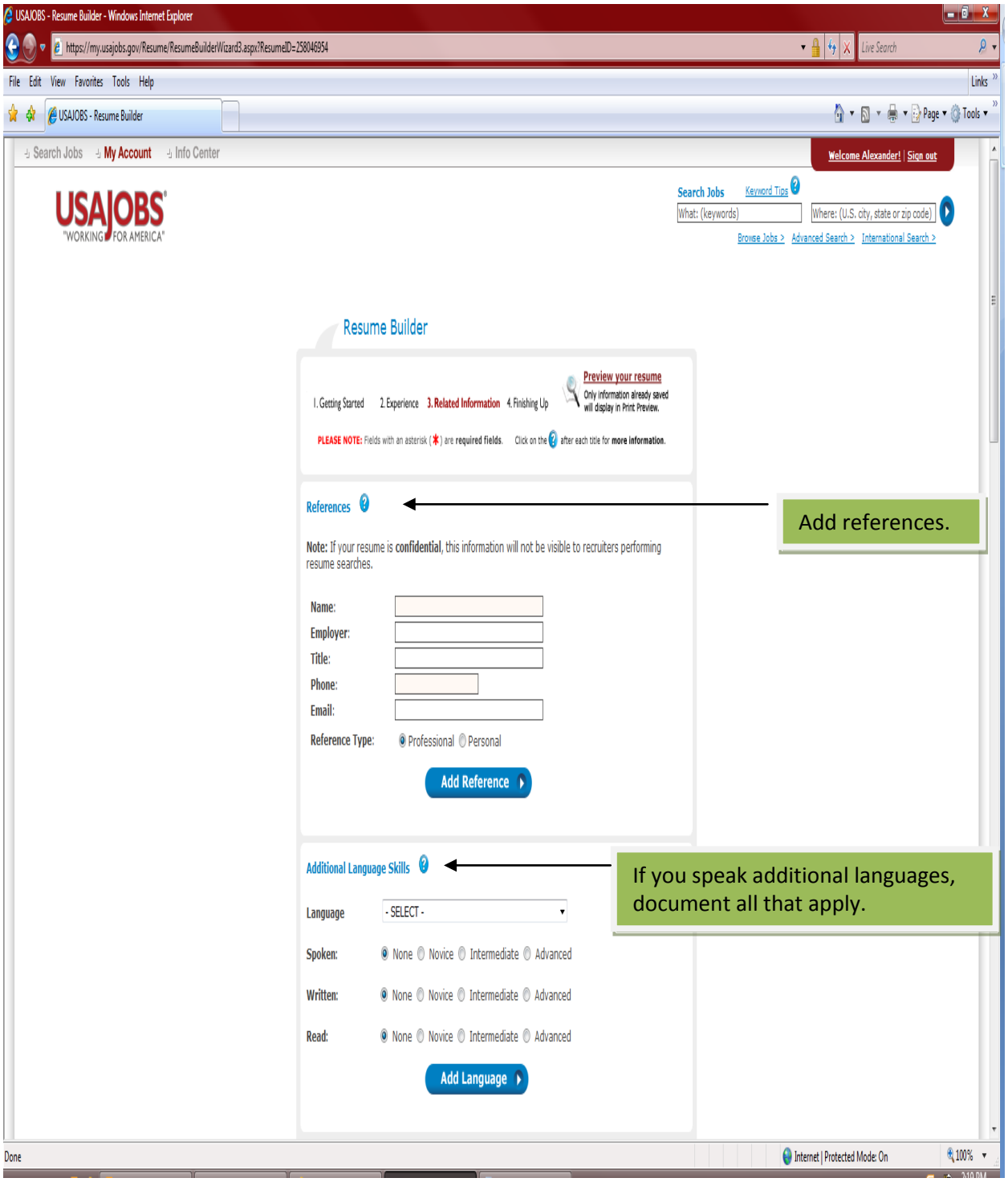
You will then be prompted to complete all of your work experience, education, any relevant course work and job related training.



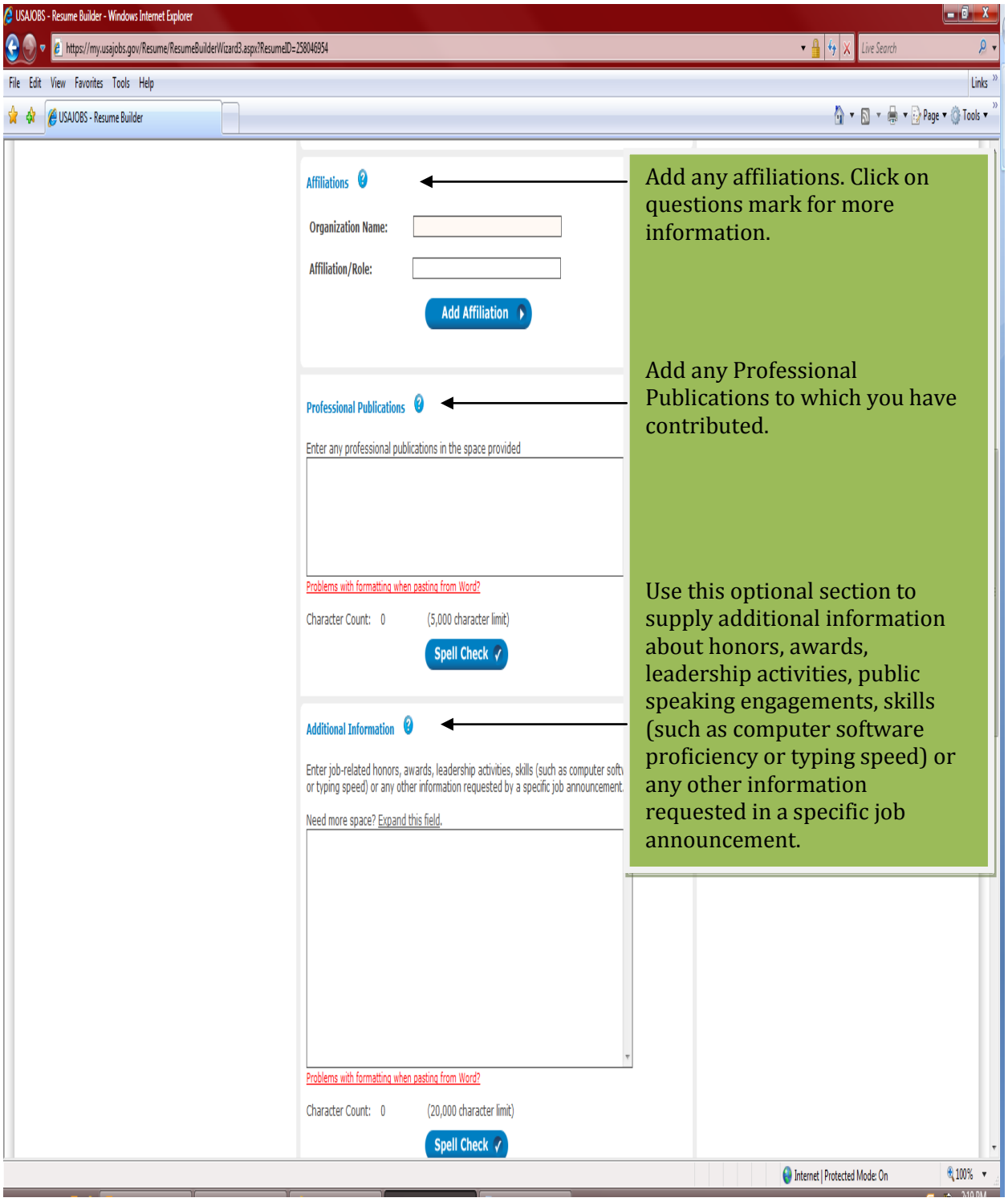
Work Experience cont…



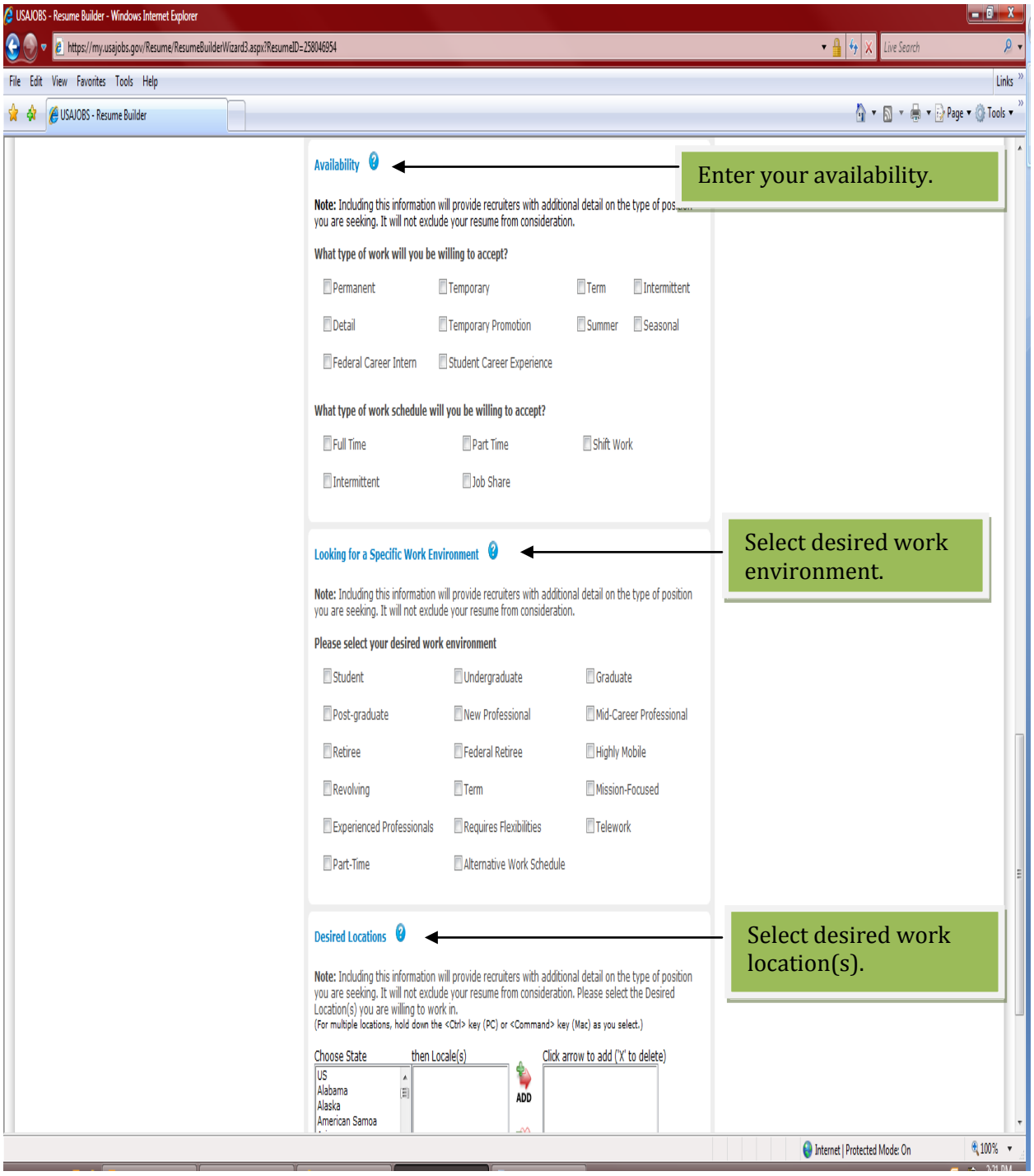
4d. Related Information



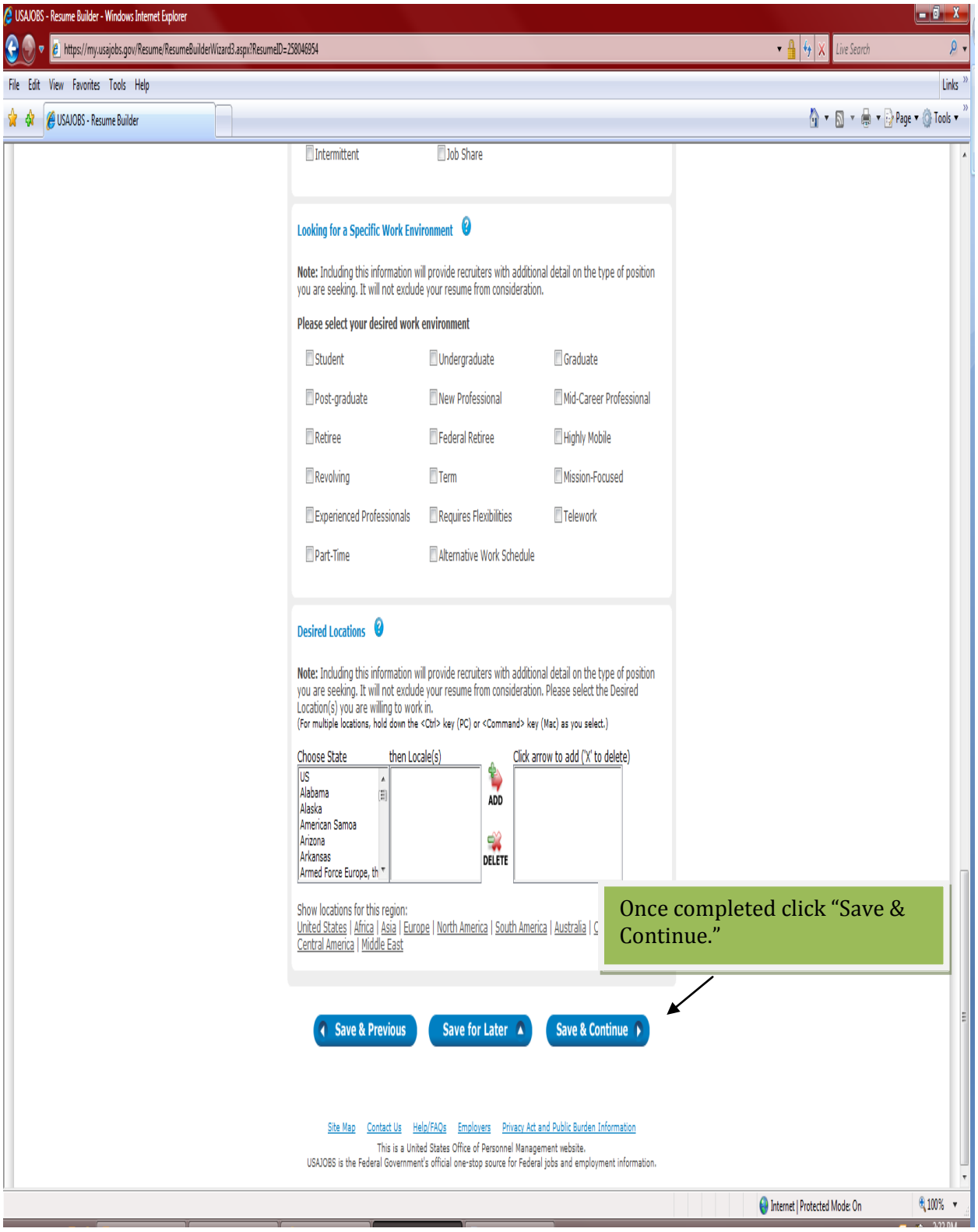
Related Information cont…



Related Information cont…

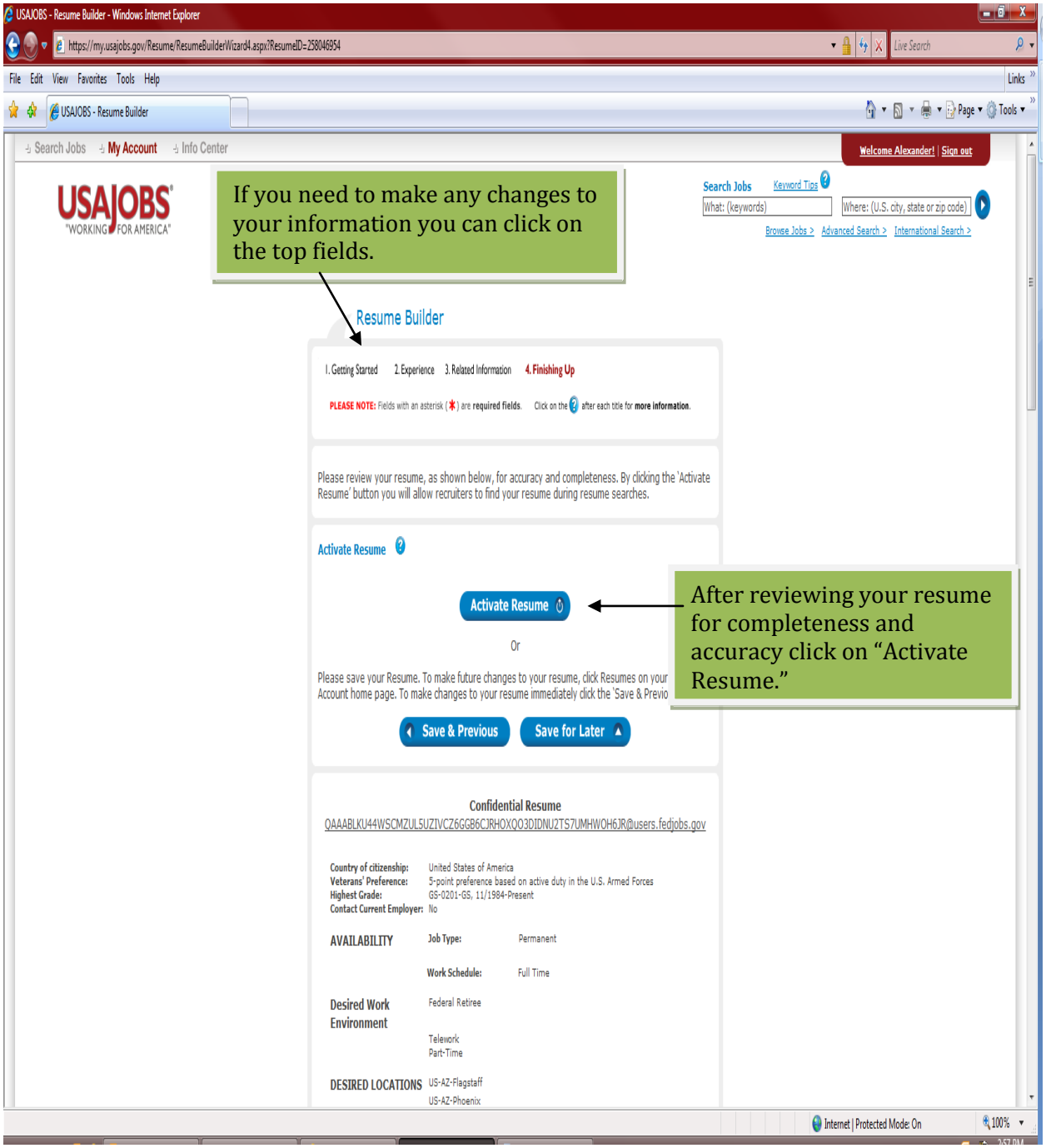


Related Information cont…



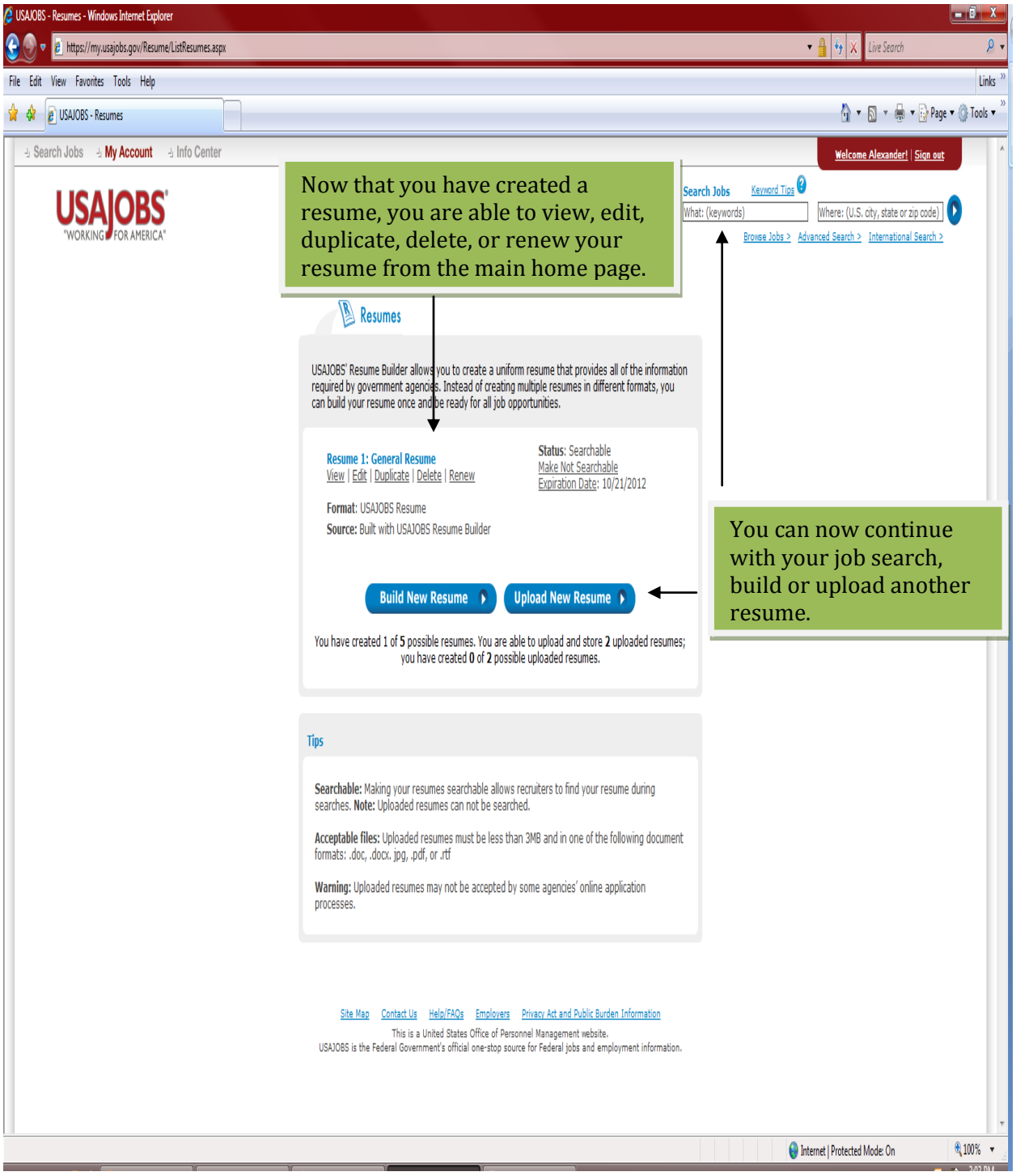
4e. Finishing Up

Once you click "Save & Continue" the following screen will appear with your completed resume information. Please review your resume for accuracy and completeness, when finished click "Activate Resume."



4f. Resume detail screen

Once you click "Activate Resume" the following screen will appear.



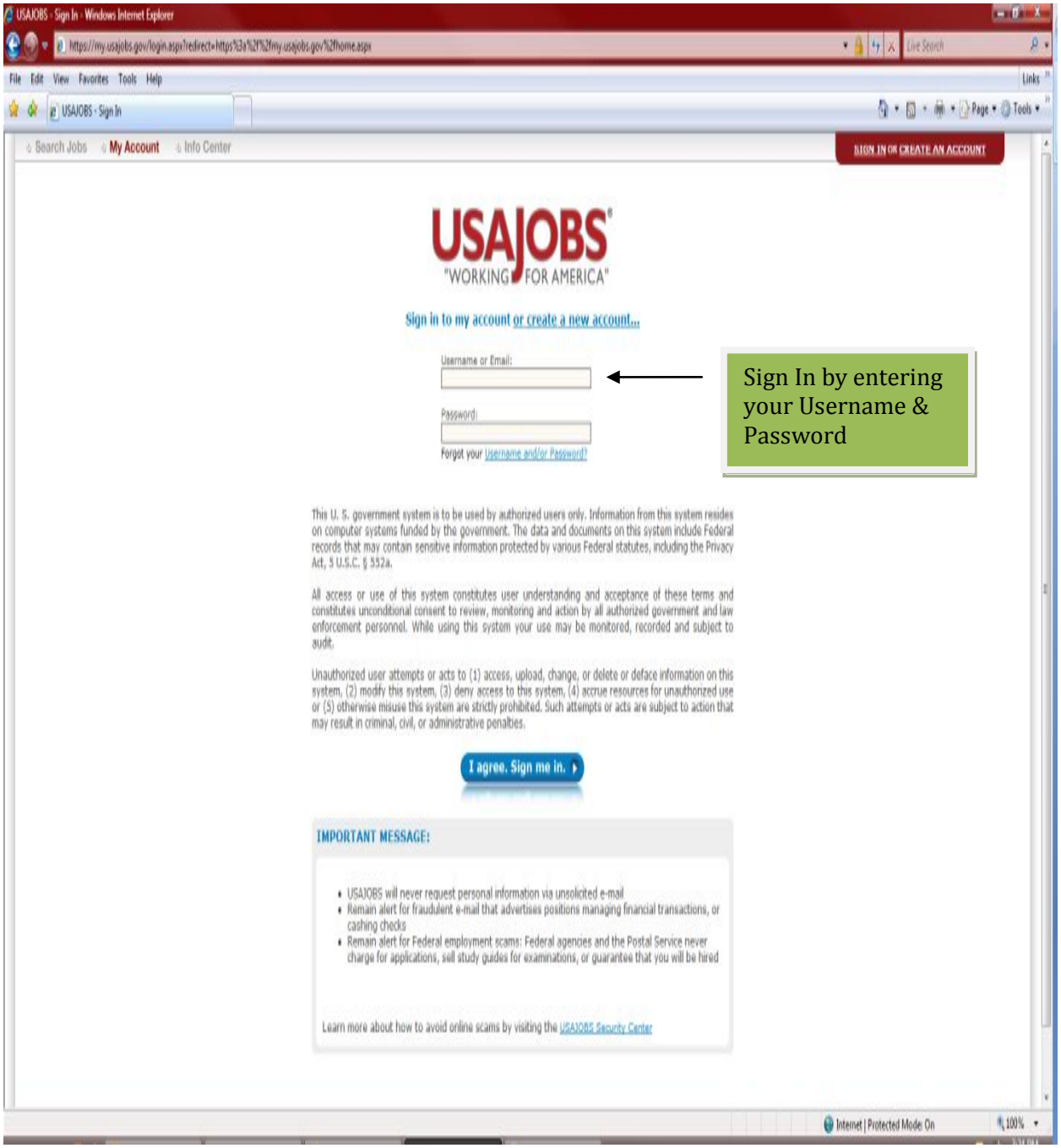
If you want to upload a resume from this page select Upload New Resume and Proceed to **Step 5c.**

Step 5. Upload a Completed Resume

NOTE: You will be able to save 5 resumes to USAJOBs but only 2 of the 5 can be uploaded resumes.

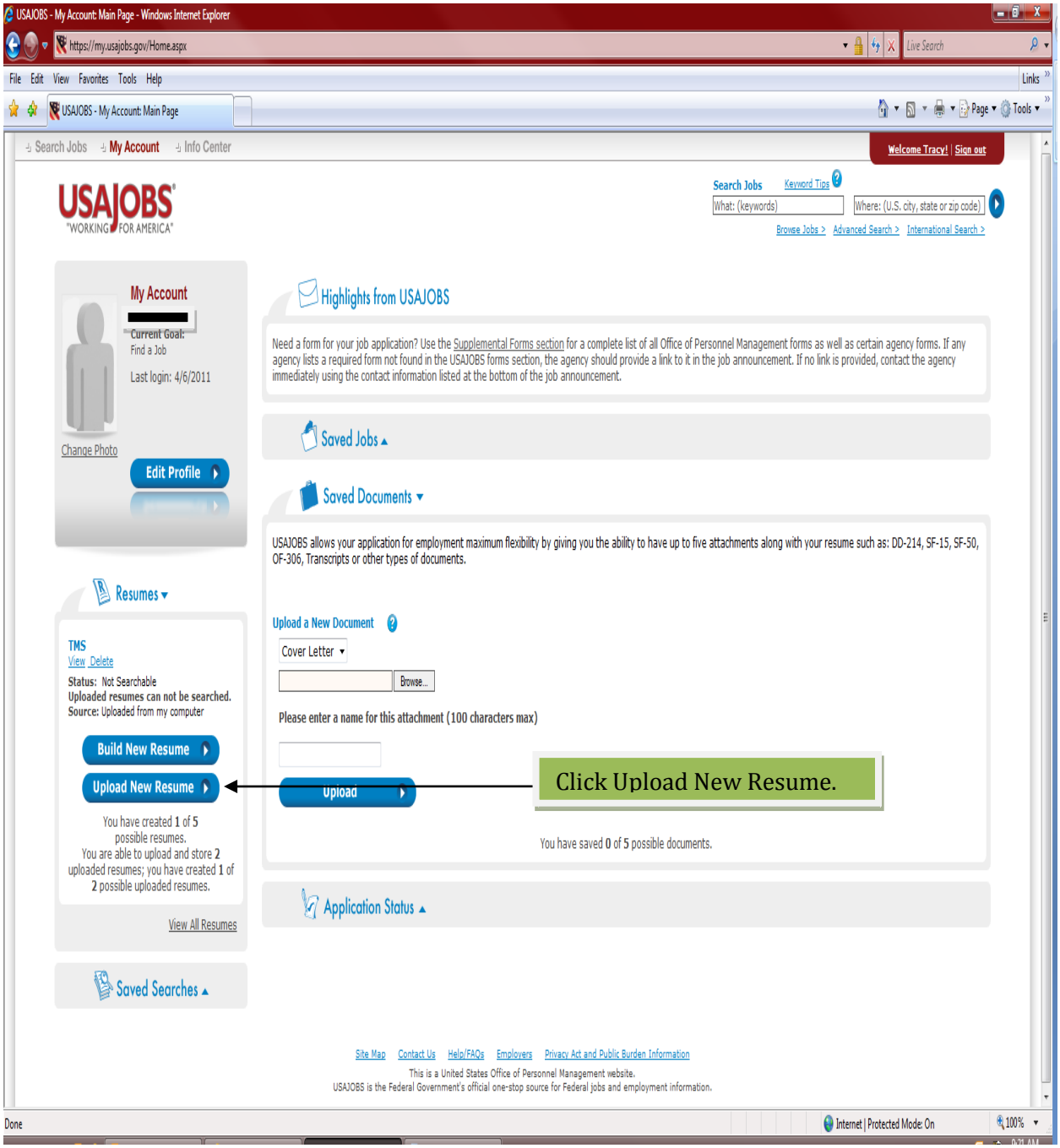
5a. Login to USAJOBS

If you are just signing in you must enter your ***Username & Password.***



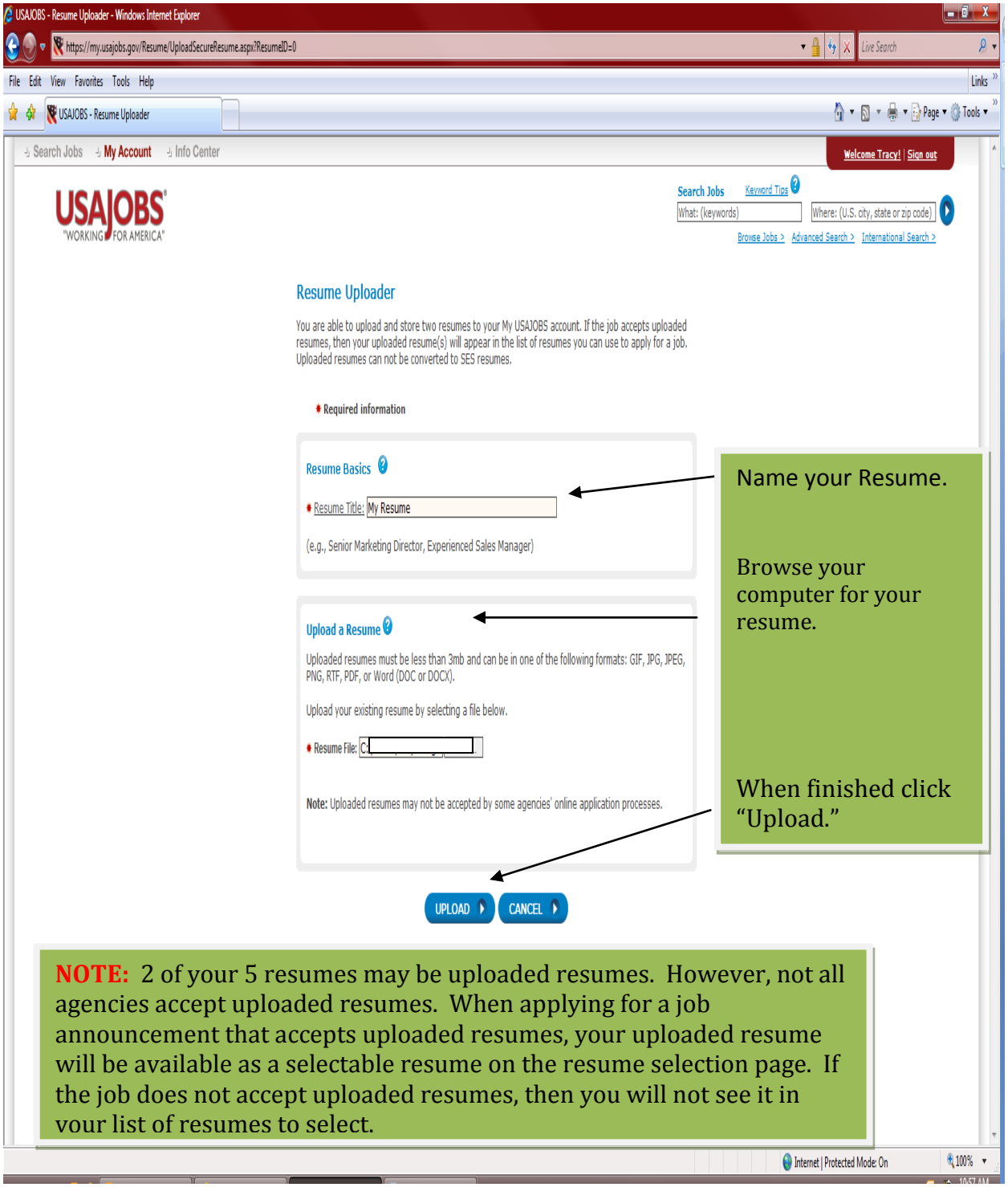
5b. Upload Completed Resume

To upload an already completed resume, click “Upload New Resume.”



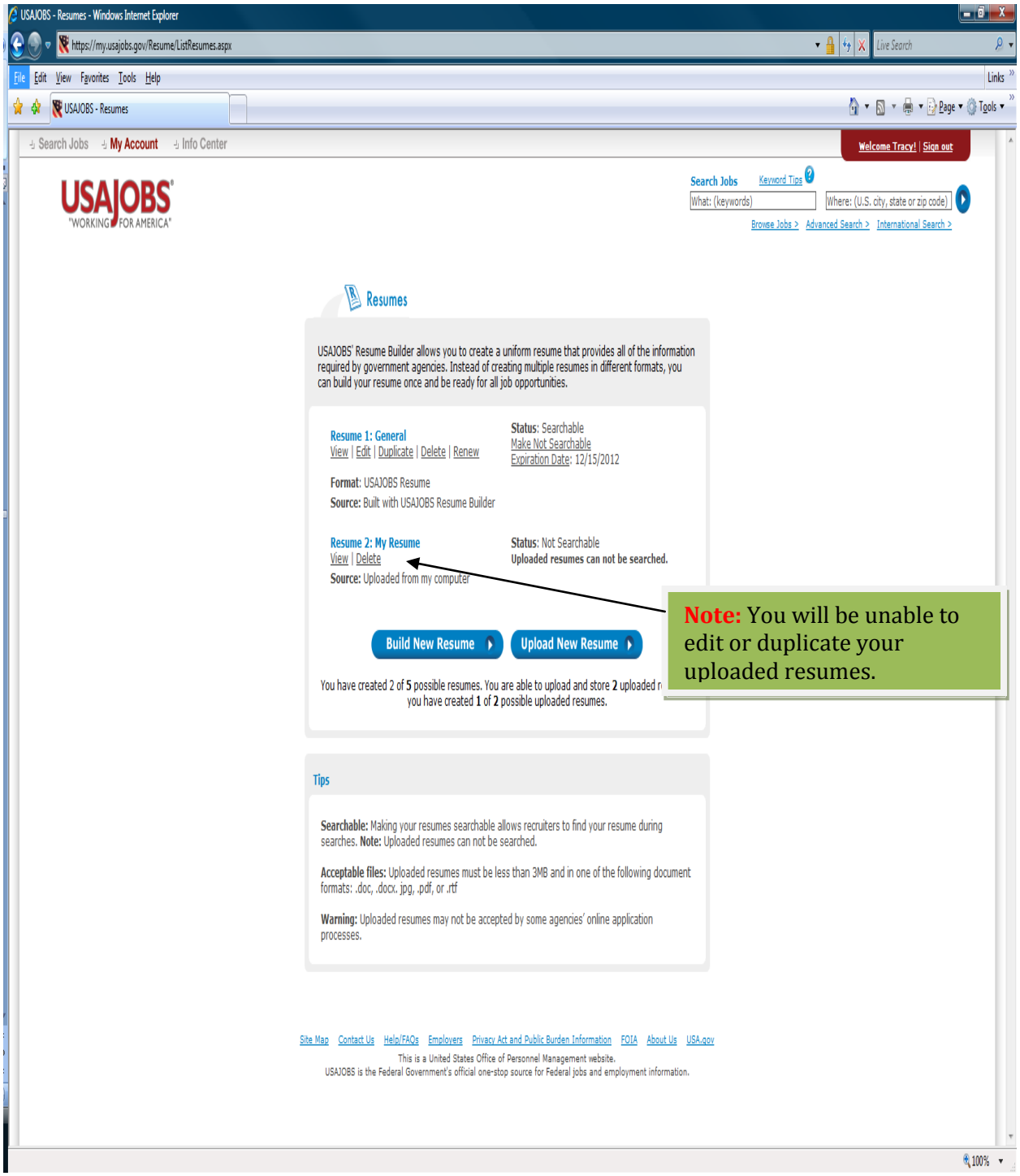
5c. Browse for resume

Name your resume, Browse for the resume to be uploaded and then click Upload.

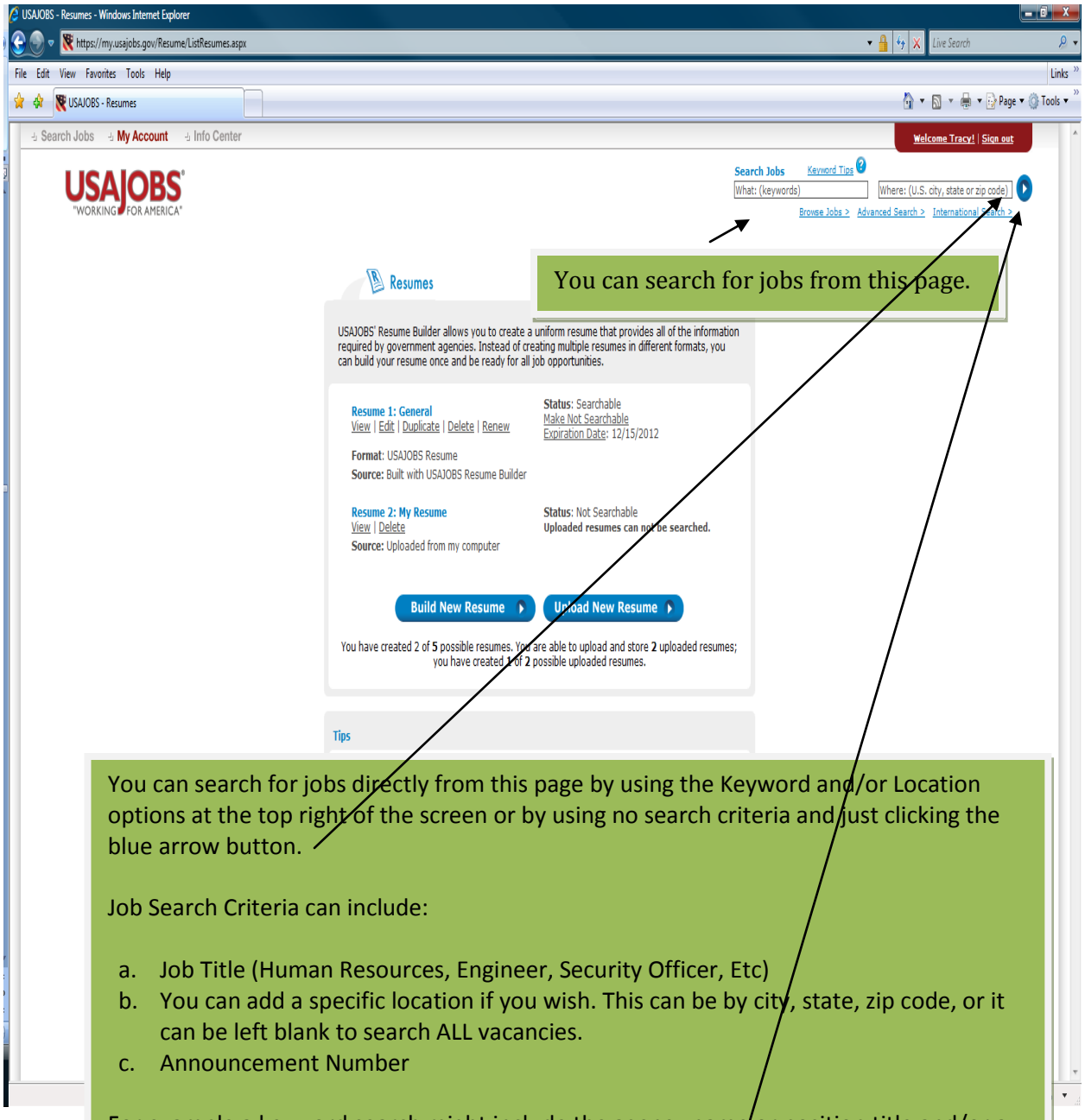


5d. Resume detail screen

Once you Click "Upload" you should receive the screen below. You will also receive an email stating that your resume has been successfully uploaded on USAJOBS.



You are now ready to start searching for jobs! You can search from this page or if you are just entering the USAJOBS sight proceed to **Step 6**



You can search for jobs directly from this page by using the Keyword and/or Location options at the top right of the screen or by using no search criteria and just clicking the blue arrow button.

Job Search Criteria can include:

a. Job Title (Human Resources, Engineer, Security Officer, Etc)
b. You can add a specific location if you wish. This can be by city, state, zip code, or it can be left blank to search ALL vacancies.
c. Announcement Number

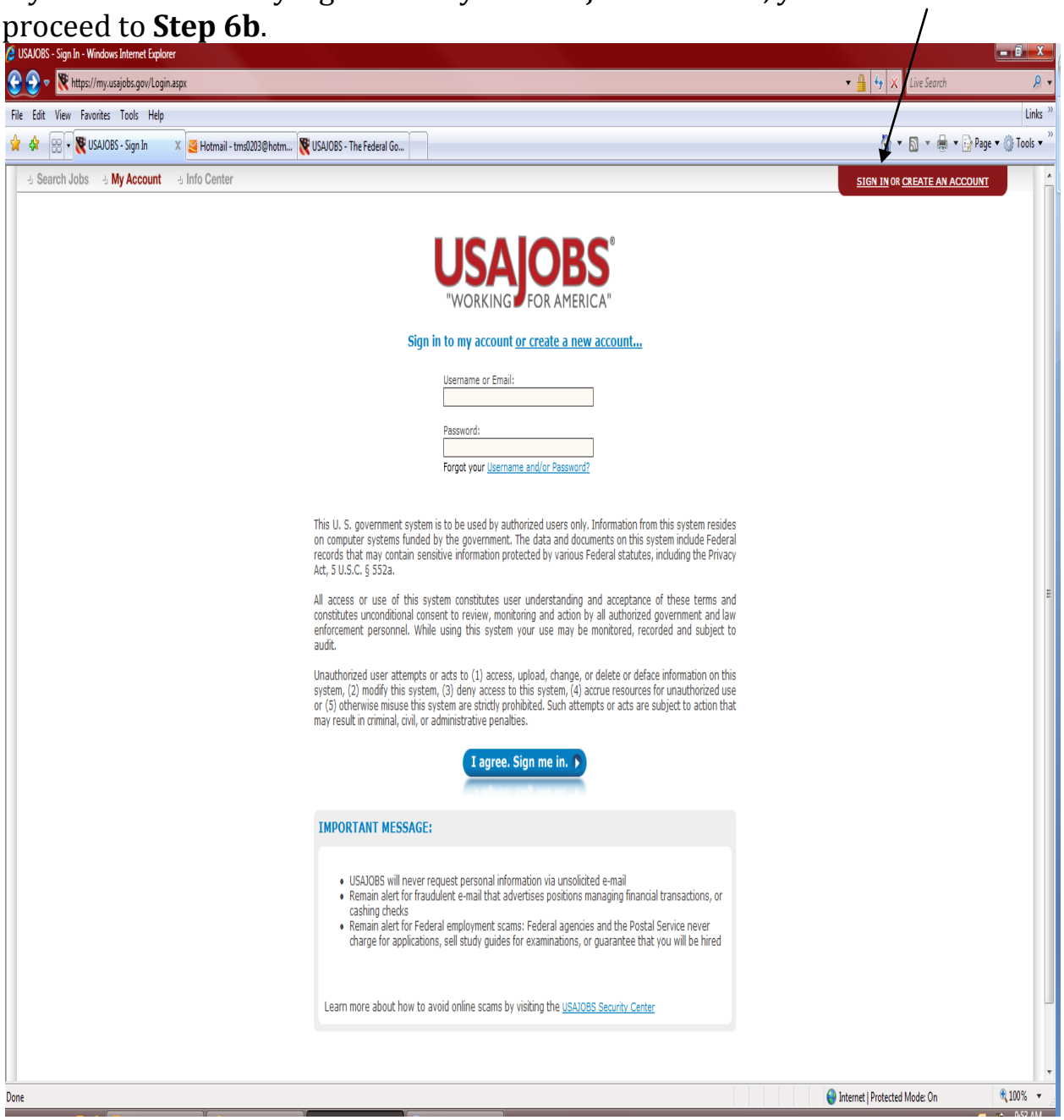
For example a keyword search might include the agency name or position title and/or a location.

Once you have entered your search criteria click the arrow.

Step 6. Search for Jobs

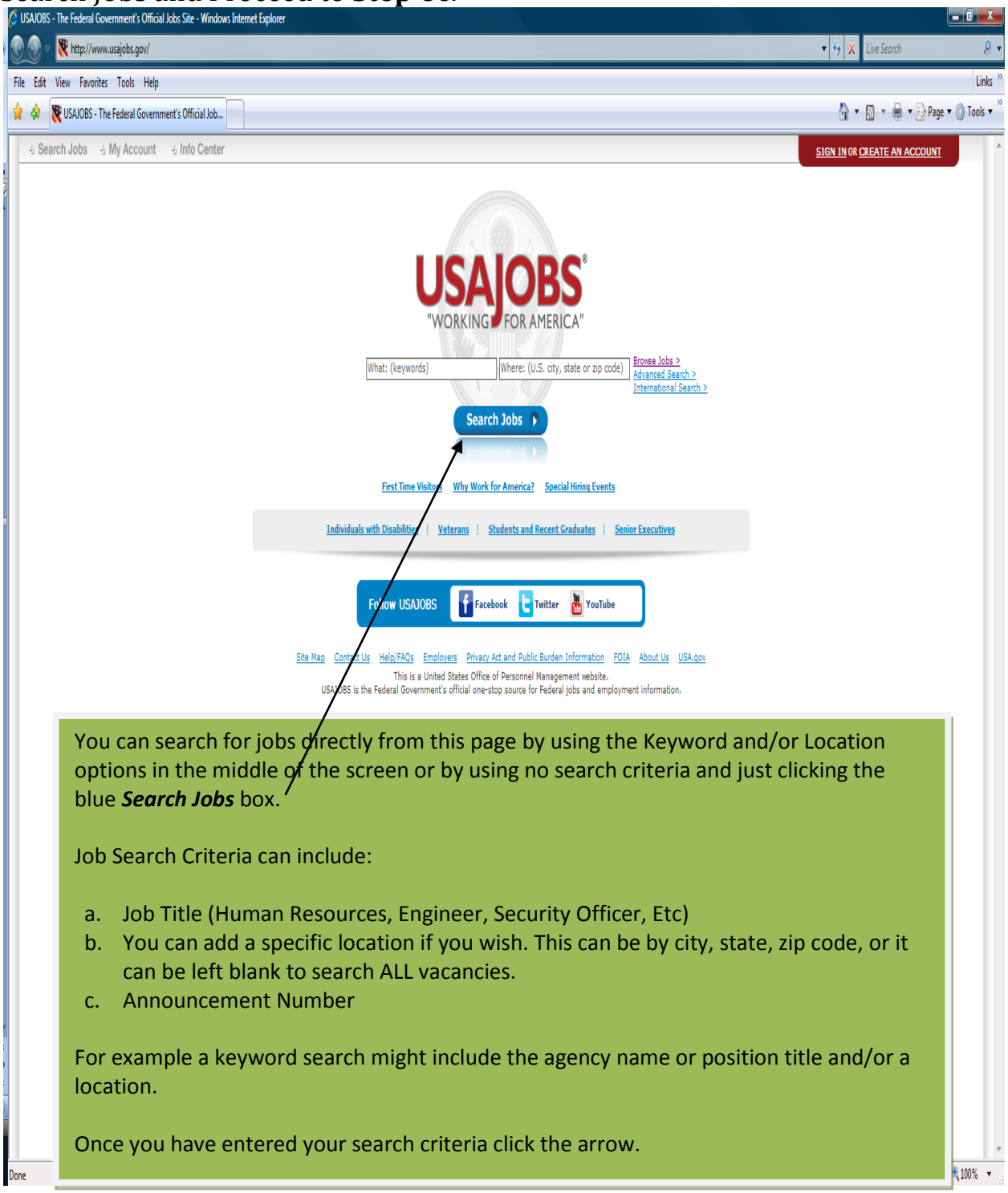
6a. How to search for a job on USAJOBS

If you are not already signed in to your USAJOBS account, you can SIGN IN and proceed to **Step 6b**.



OR

If you choose to begin your job Search in USAJOBS prior to signing in, click Search Jobs and Proceed to **Step 6c**.



You can search for jobs directly from this page by using the Keyword and/or Location options in the middle of the screen or by using no search criteria and just clicking the blue ***Search Jobs*** box.

Job Search Criteria can include:

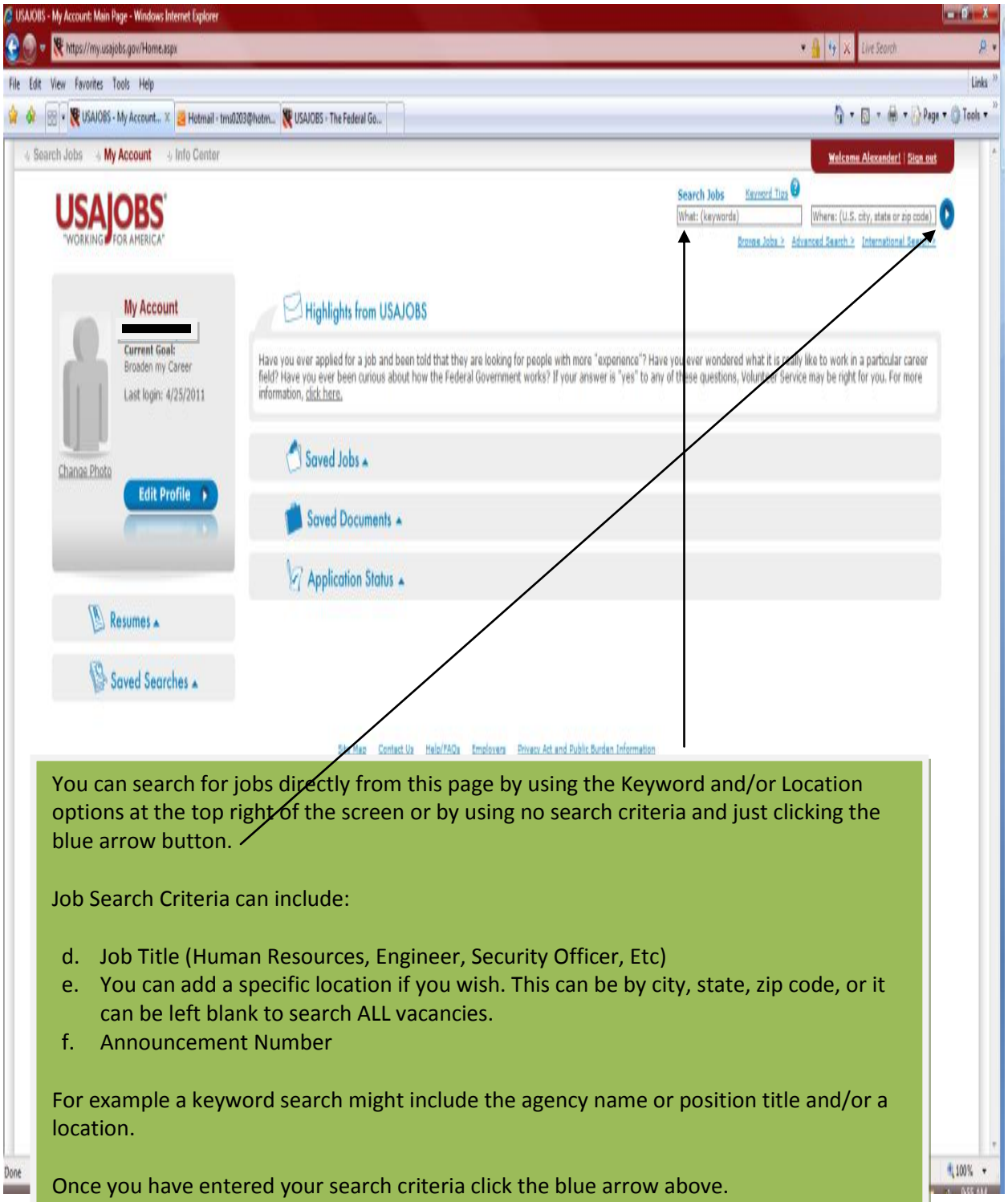
a. Job Title (Human Resources, Engineer, Security Officer, Etc)
b. You can add a specific location if you wish. This can be by city, state, zip code, or it can be left blank to search ALL vacancies.
c. Announcement Number

For example a keyword search might include the agency name or position title and/or a location.

Once you have entered your search criteria click the arrow.

6b. Begin job search

Once you are signed in you can start your job search now.



You can search for jobs directly from this page by using the Keyword and/or Location options at the top right of the screen or by using no search criteria and just clicking the blue arrow button.

Job Search Criteria can include:

d. Job Title (Human Resources, Engineer, Security Officer, Etc)
e. You can add a specific location if you wish. This can be by city, state, zip code, or it can be left blank to search ALL vacancies.
f. Announcement Number

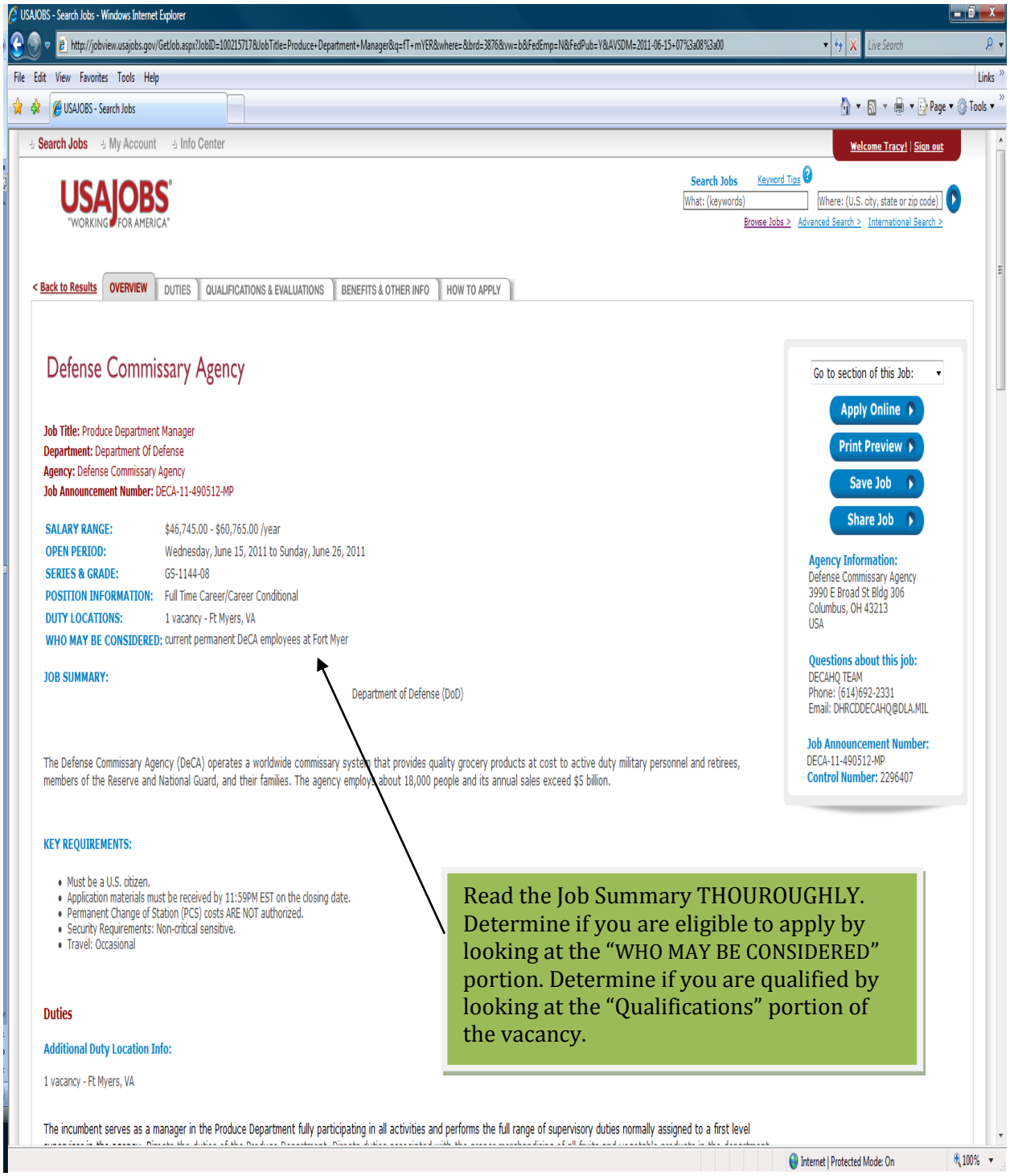
For example a keyword search might include the agency name or position title and/or a location.

Once you have entered your search criteria click the blue arrow above.

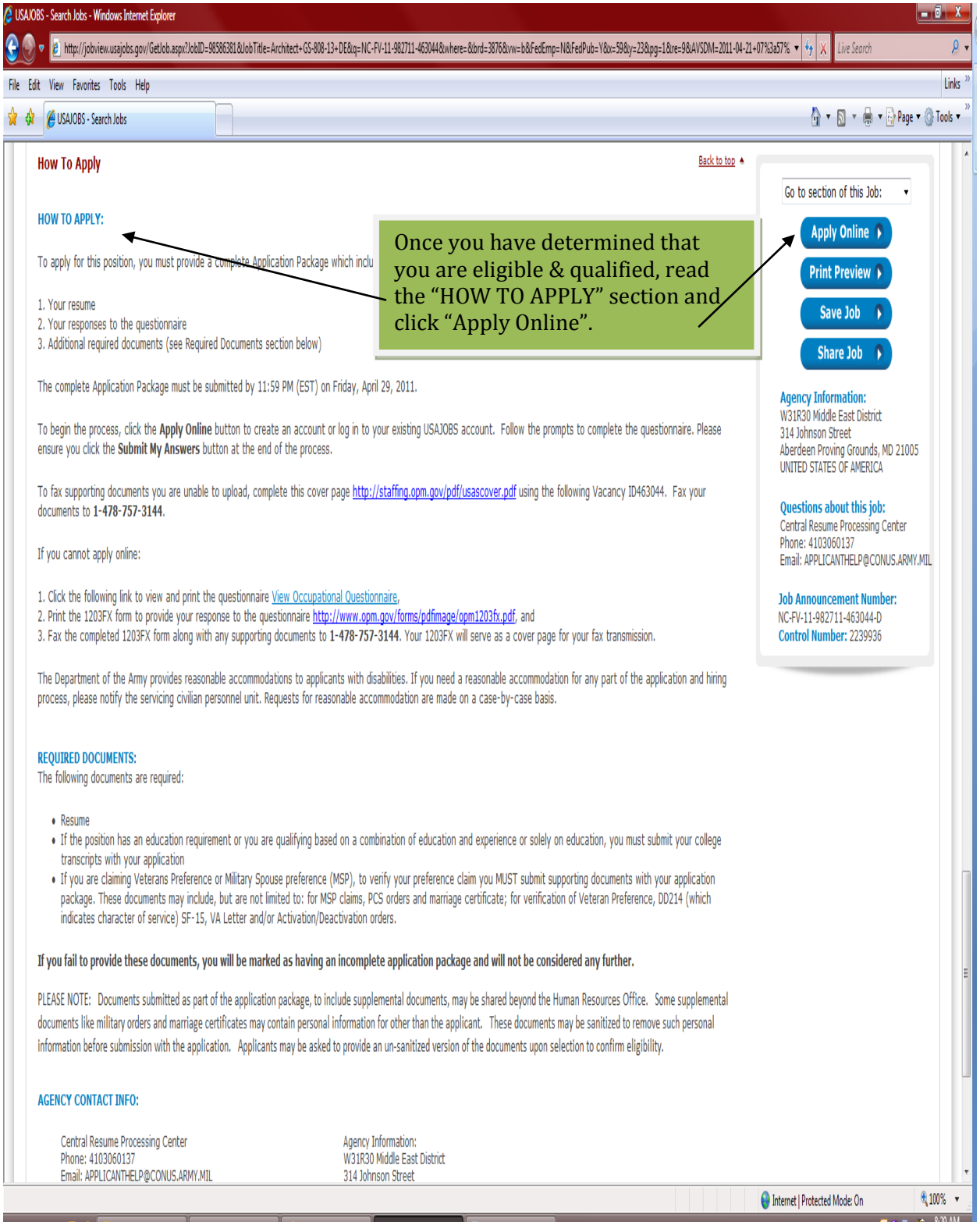
6c. Locate job of interest

If you have entered a position title, specific location or announcement number and no vacancies appear check under your ***Current Search*** box below. Select ***ALL Jobs (Public and Status)***. This should bring up vacant positions using your specific criteria.

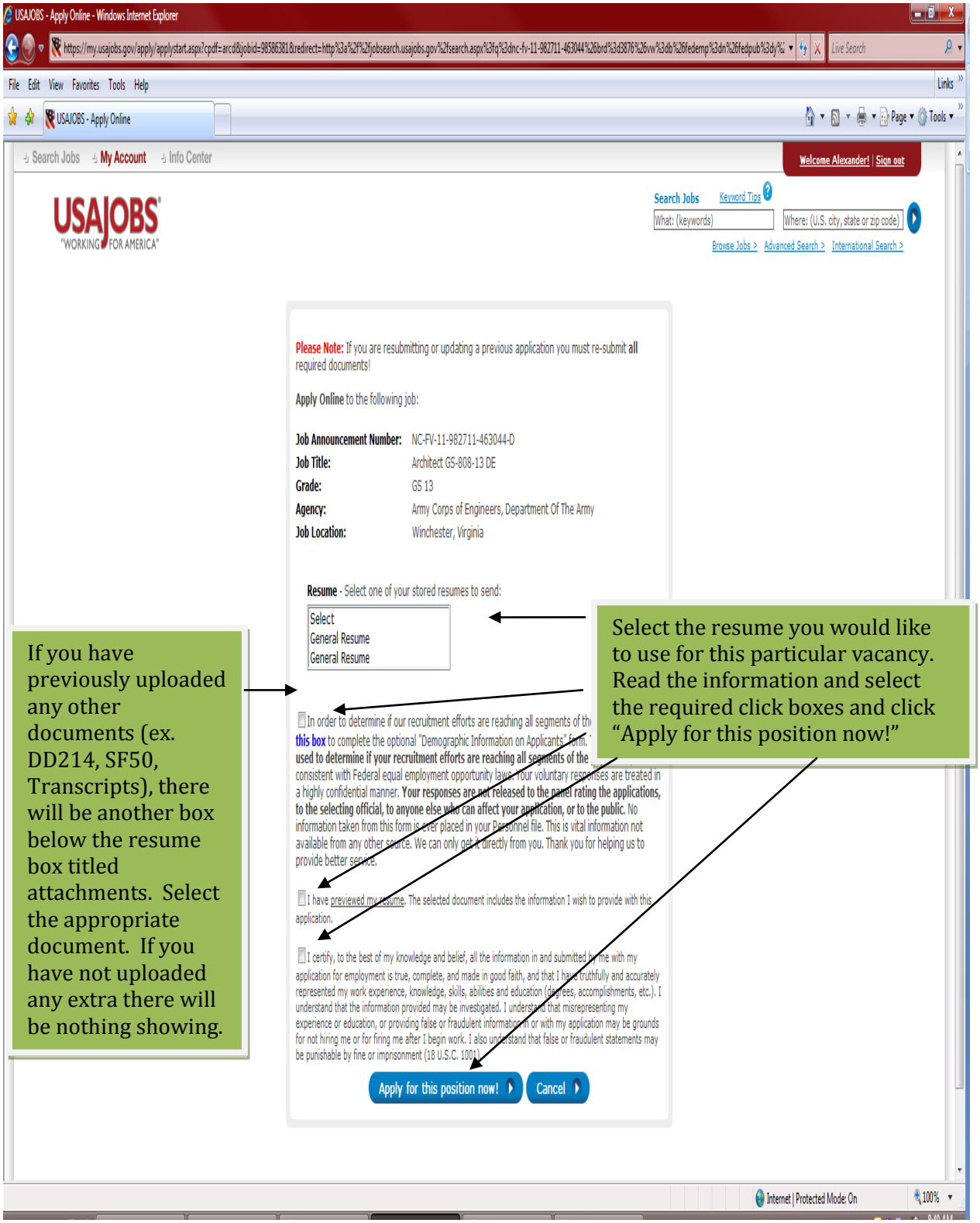
6d. Vacancy Announcement



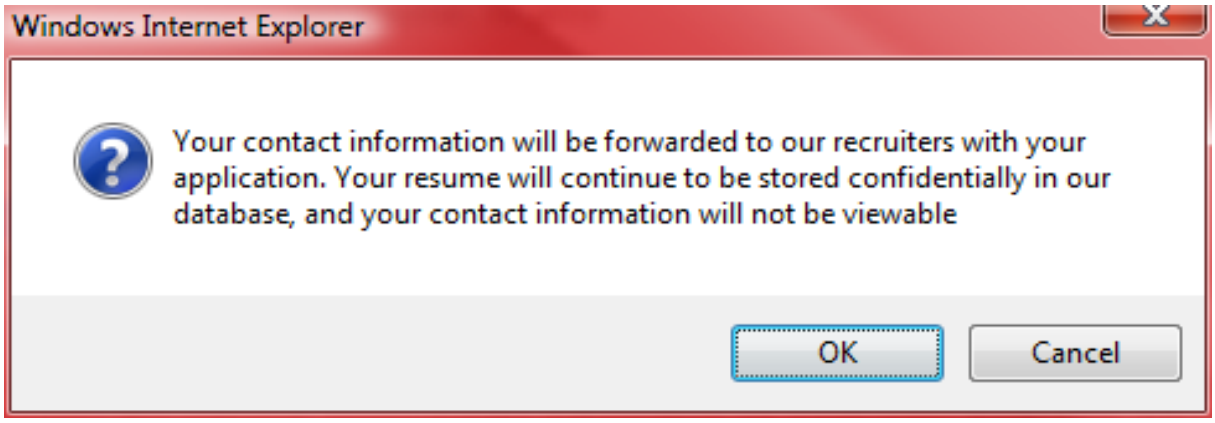
Step 7. Apply for Jobs



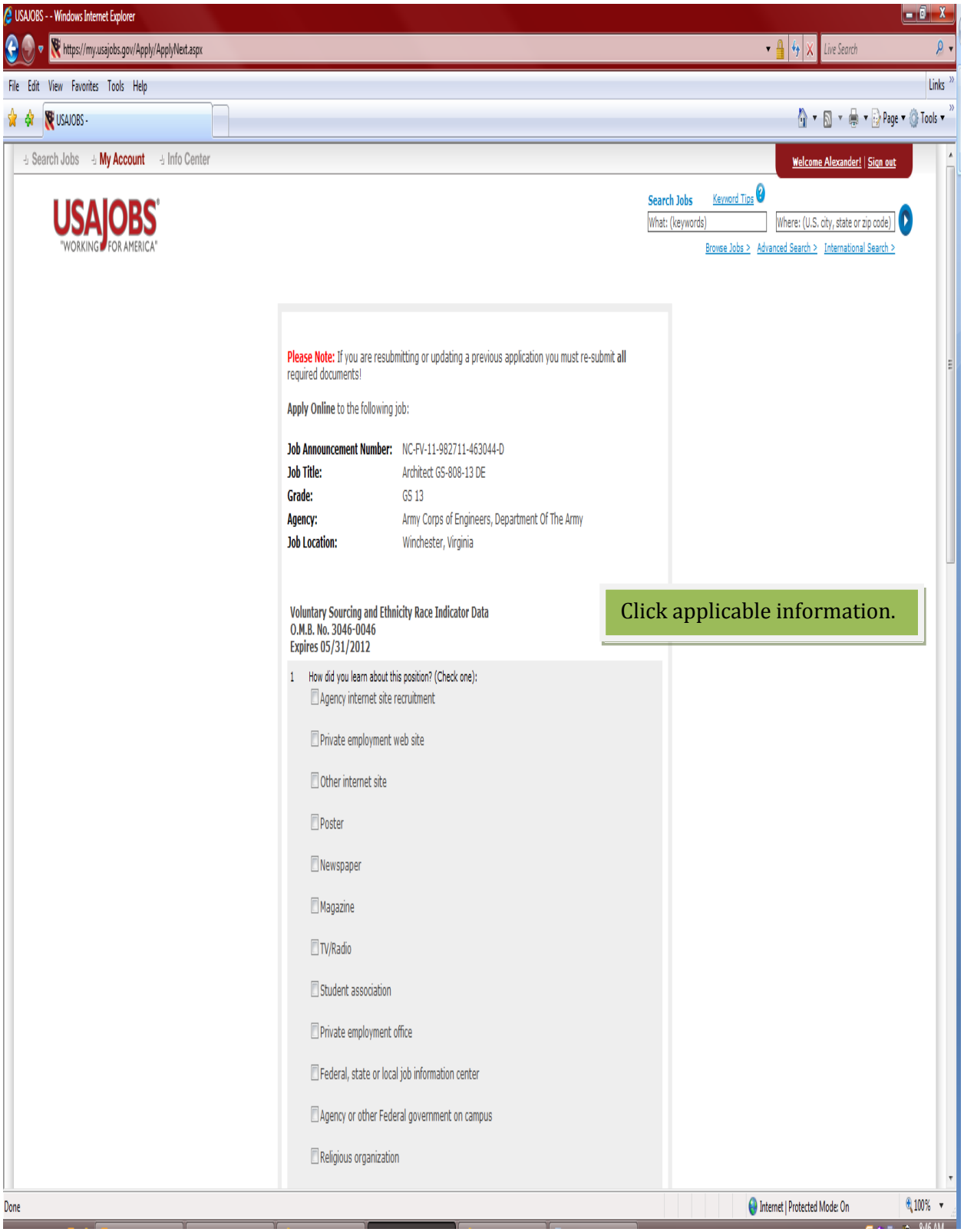
7a. Select Resume



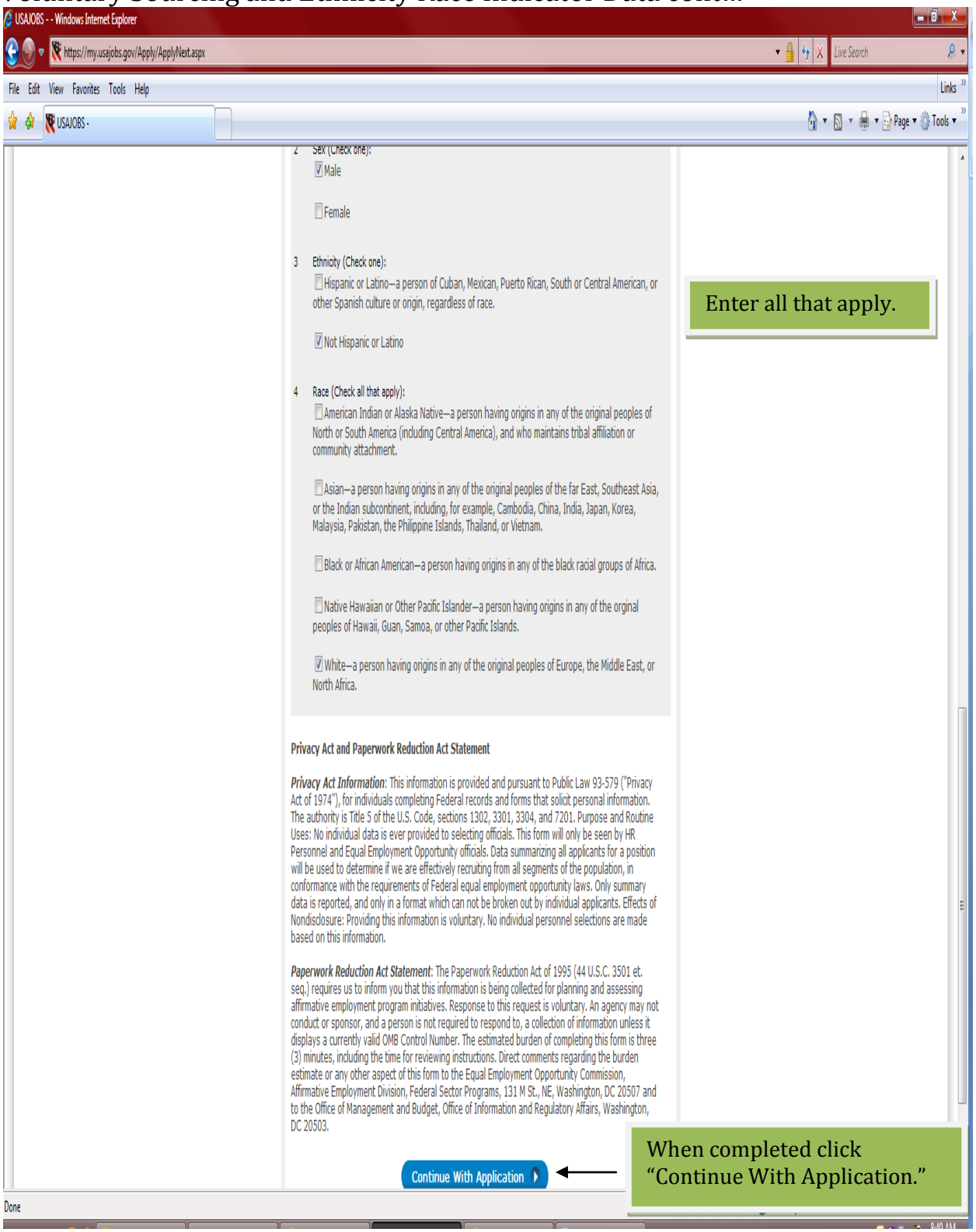
Once you click “Apply for this position now!” The following information box will appear, Click OK.



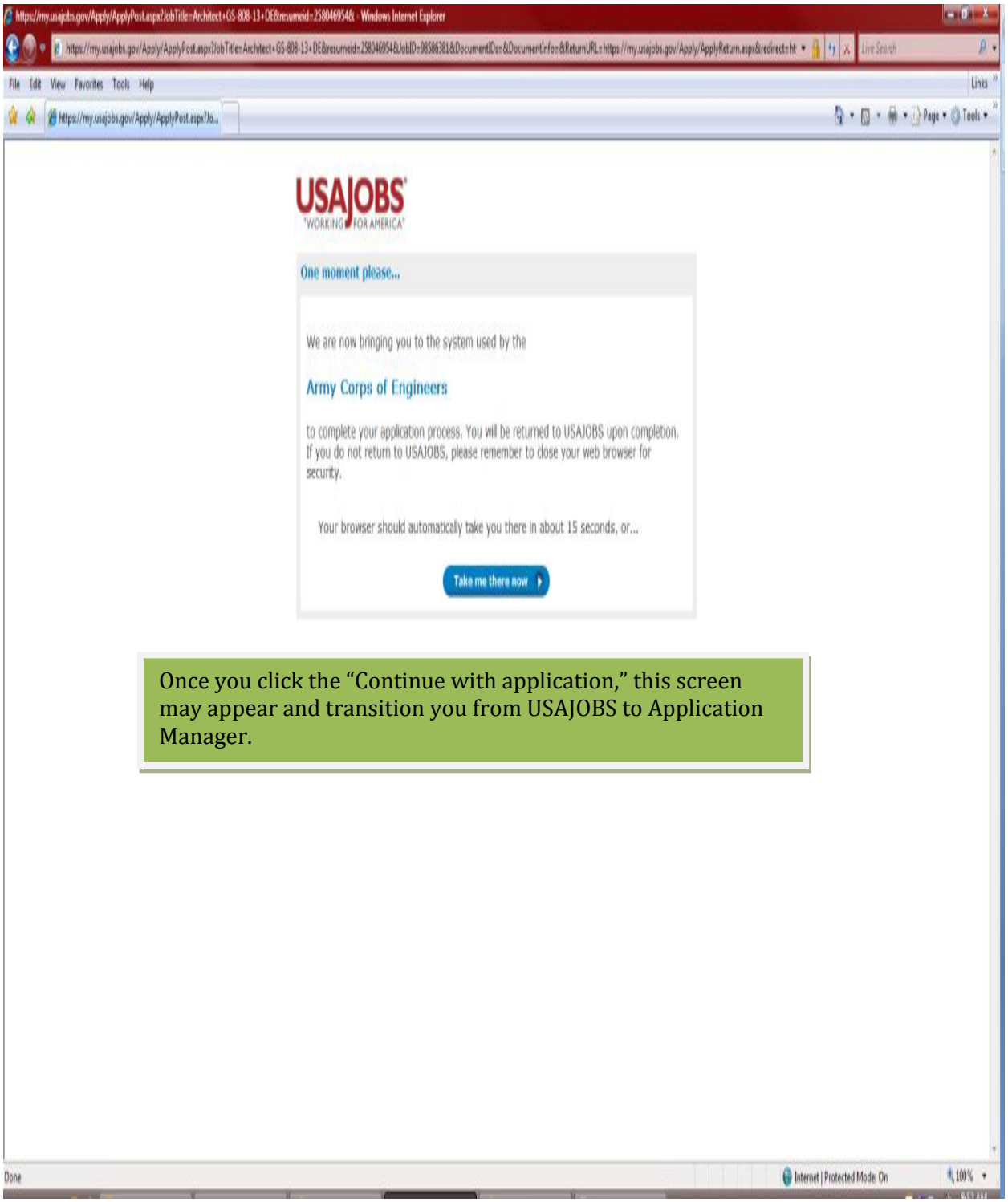
7b. Enter the Voluntary Sourcing and Ethnicity Race Indicator Data



Voluntary Sourcing and Ethnicity Race Indicator Data cont…



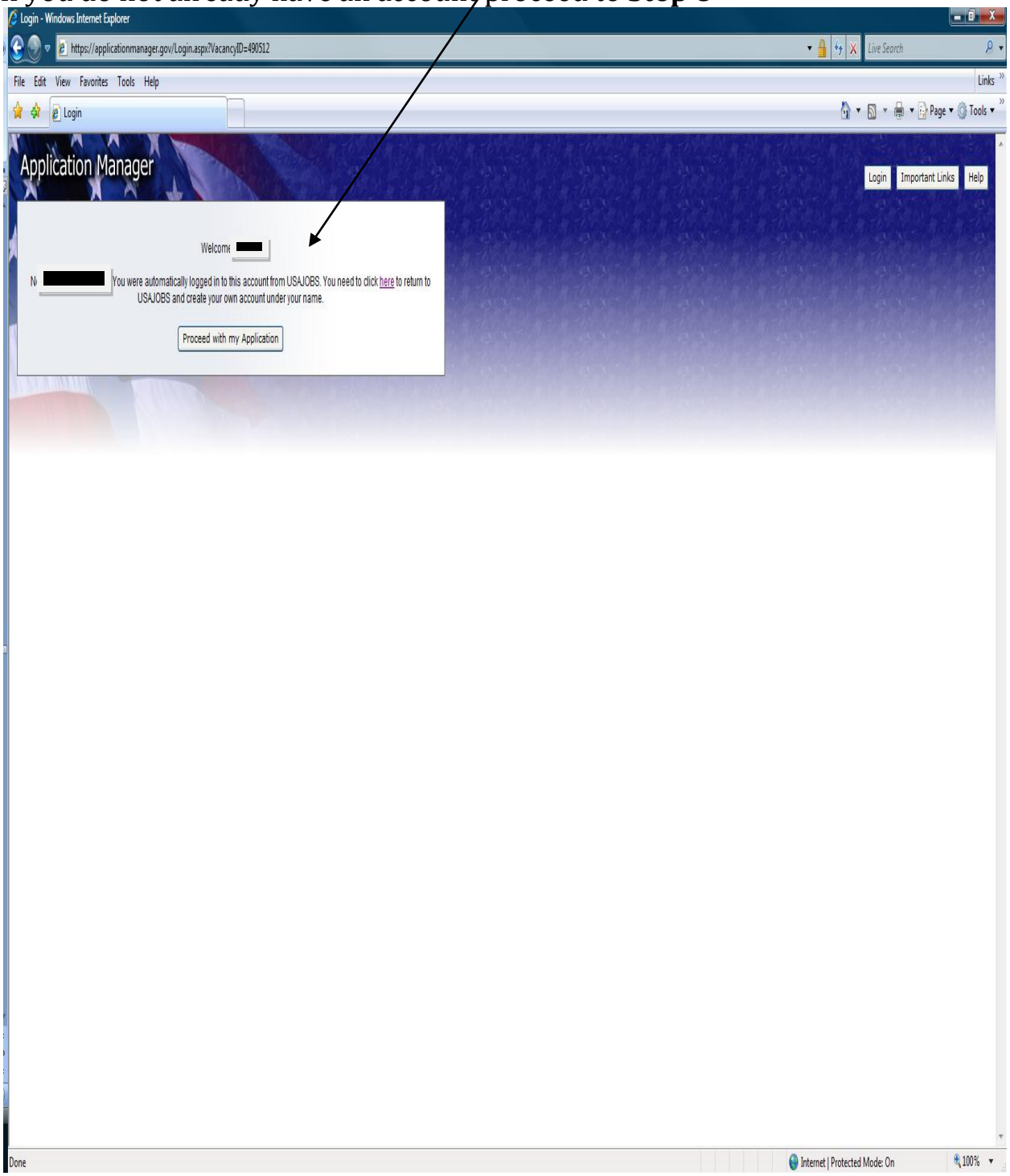
7c.USAJOBS transition to Application Manager



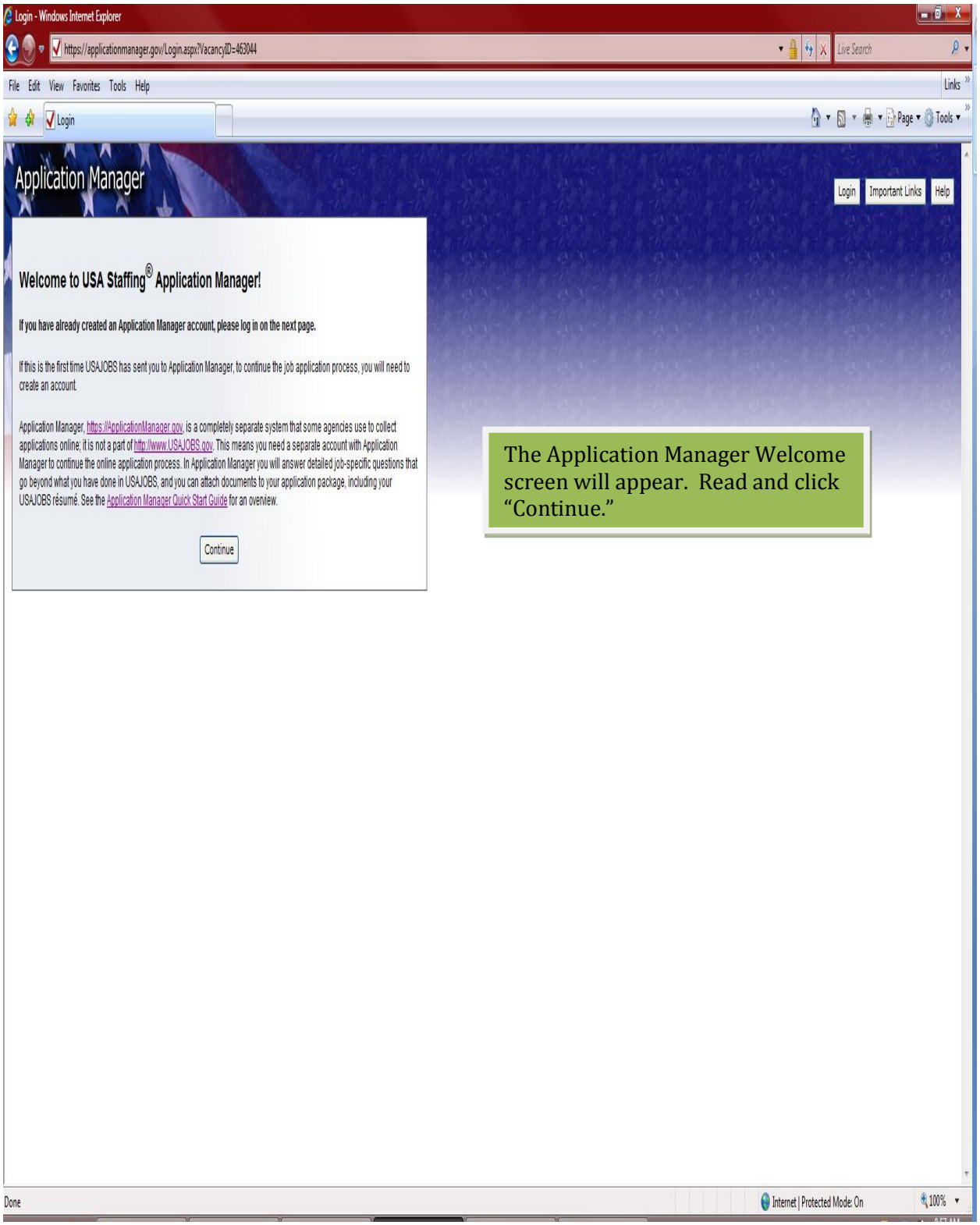
Once you click the "Continue with application," this screen may appear and transition you from USAJOBS to Application Manager.

If you already have an application manager account you will receive the following Welcome screen. Click the Proceed with my Application button below, and proceed to **Step 9.**

If you do not already have an account proceed to **Step 8**

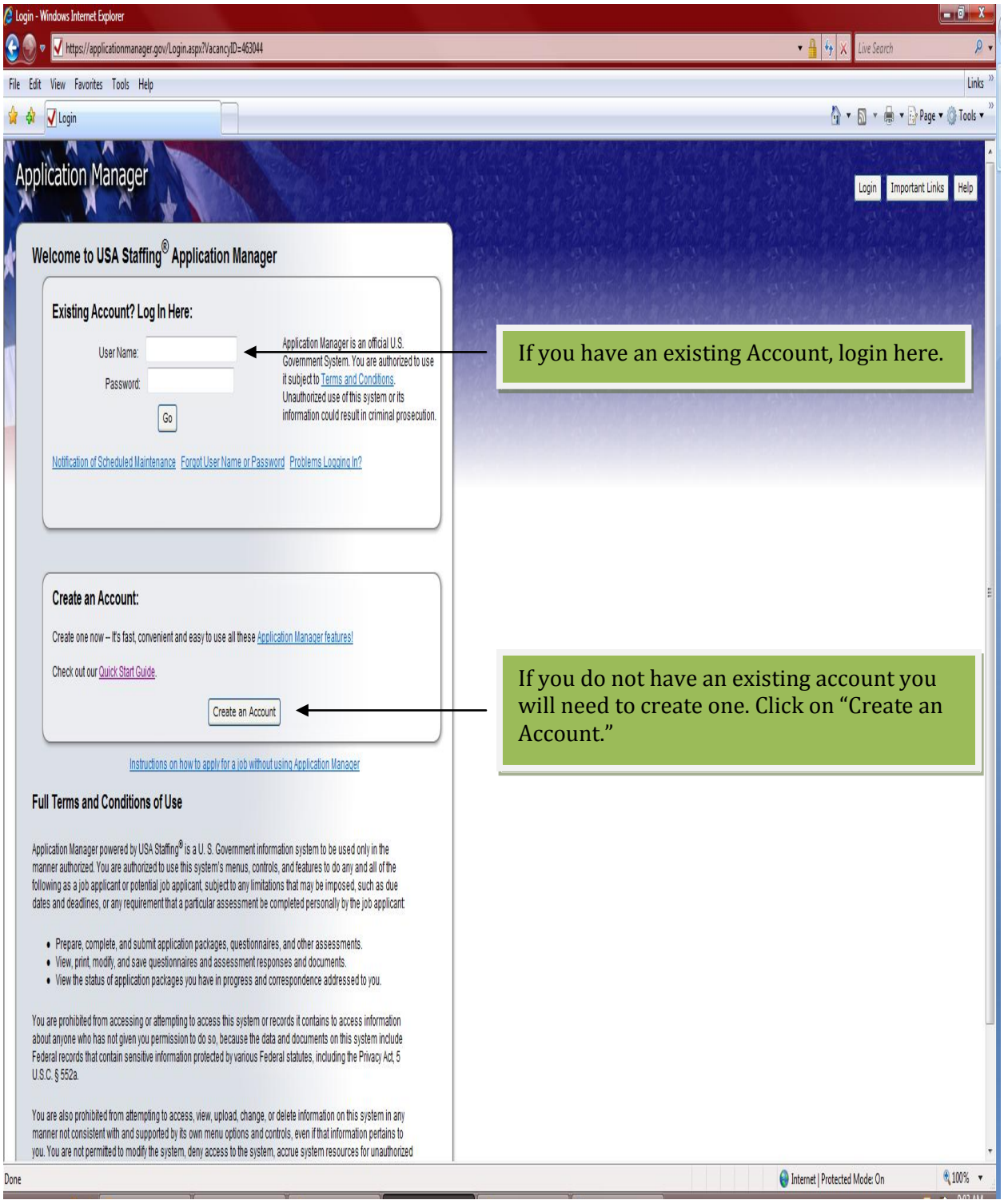


Step 8. Application Manager



The Application Manager Welcome screen will appear. Read and click "Continue."

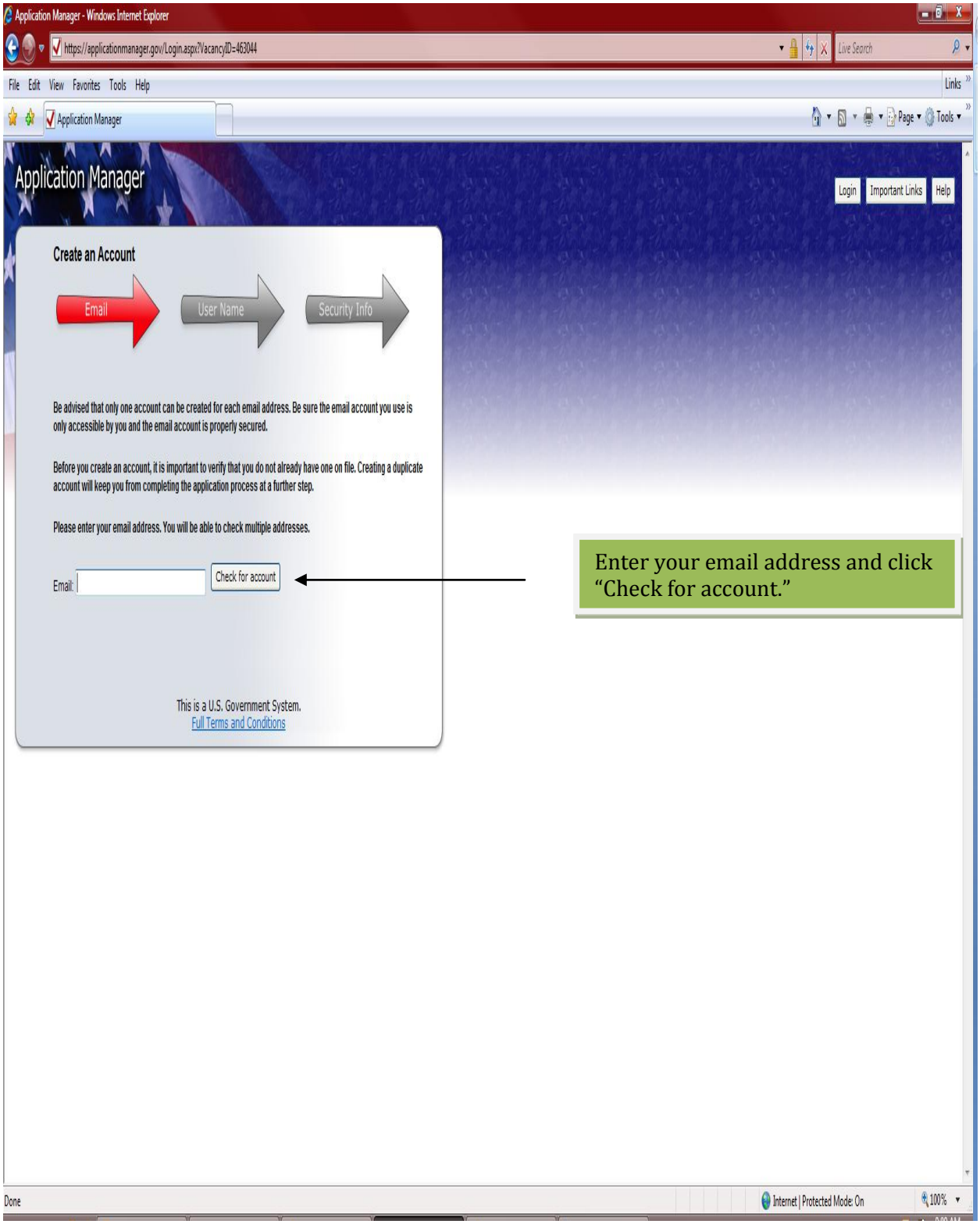
8a. Creating an Account



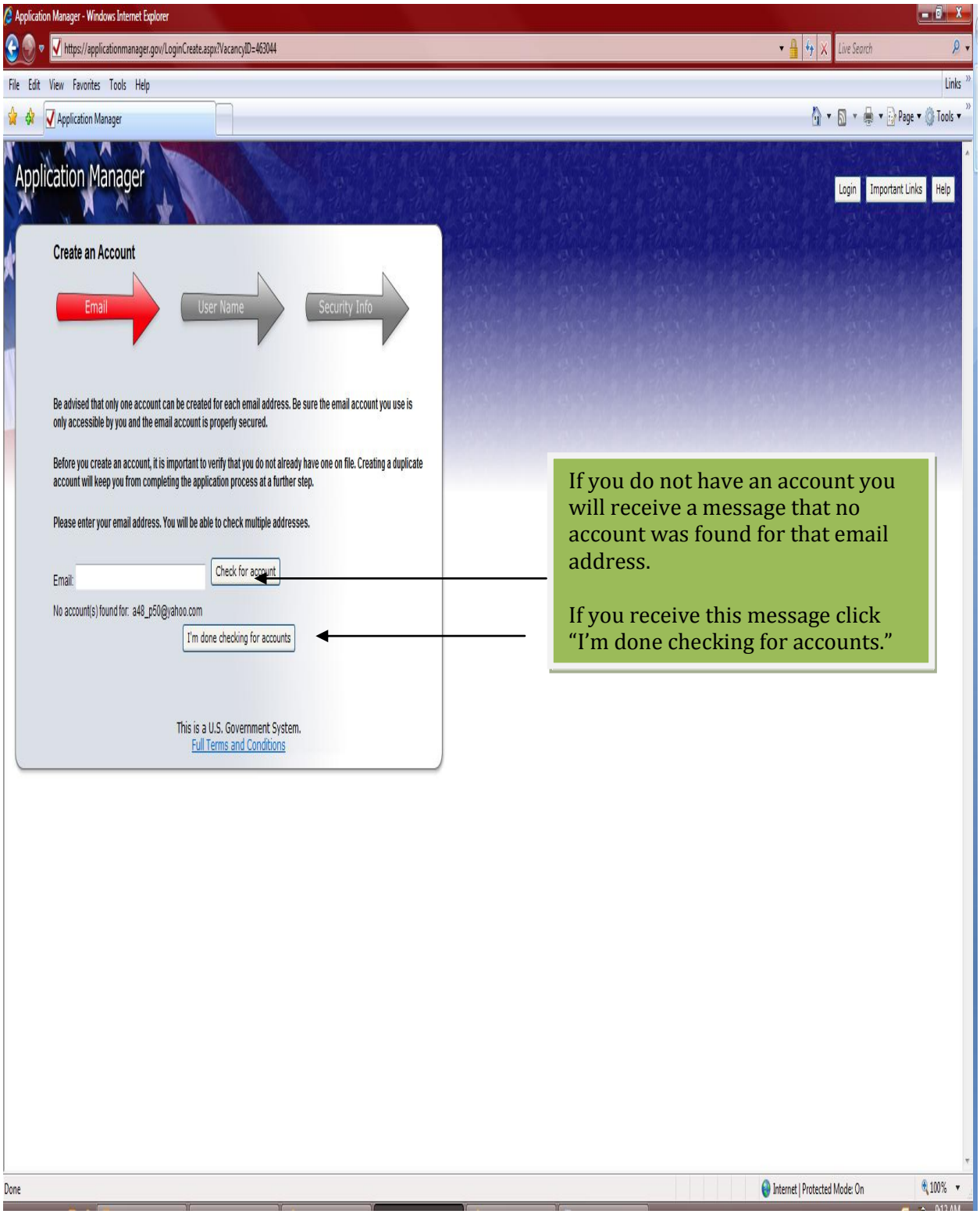
If you have an existing Account, login here.

If you do not have an existing account you will need to create one. Click on "Create an Account."

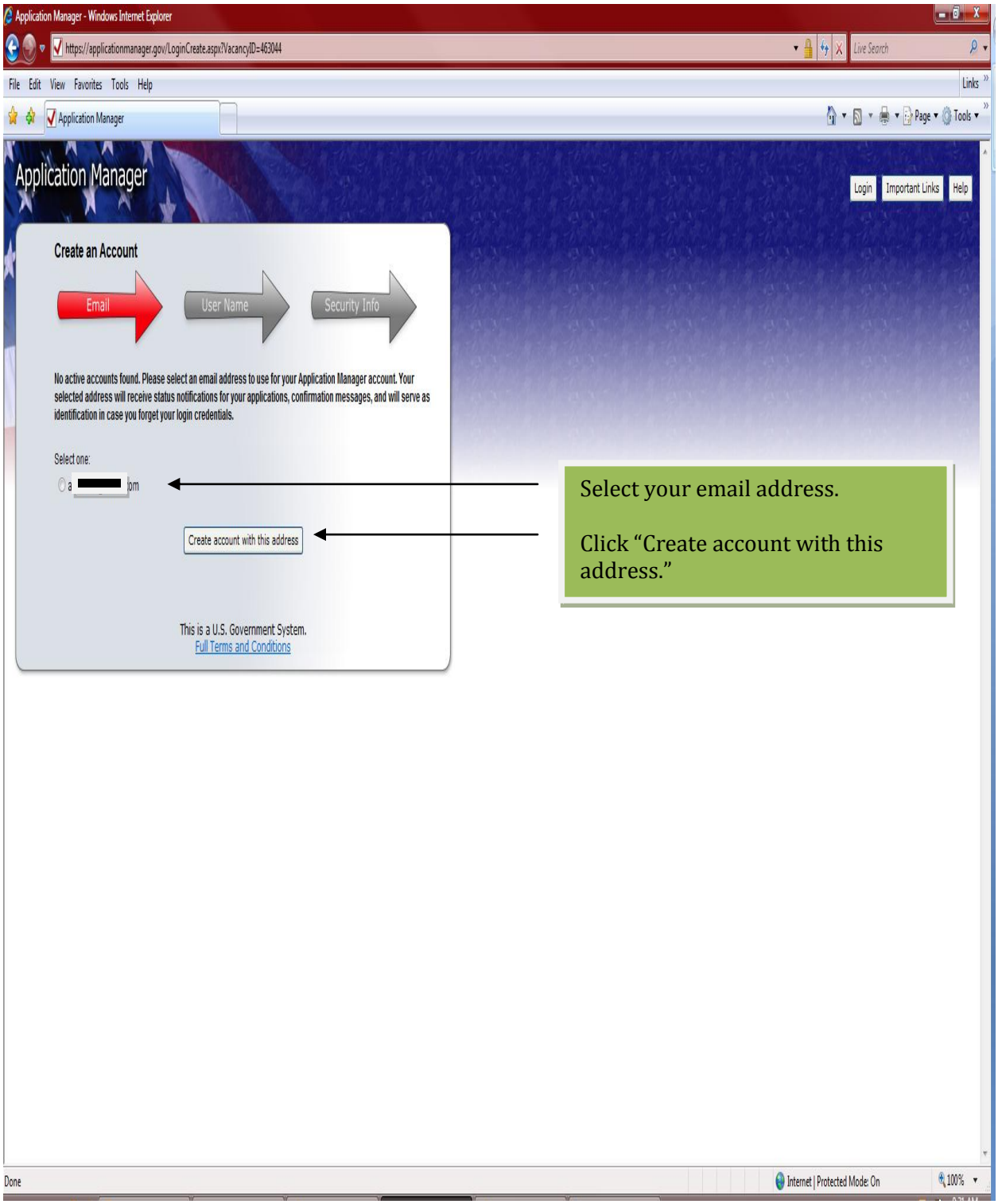
8b. Enter email address



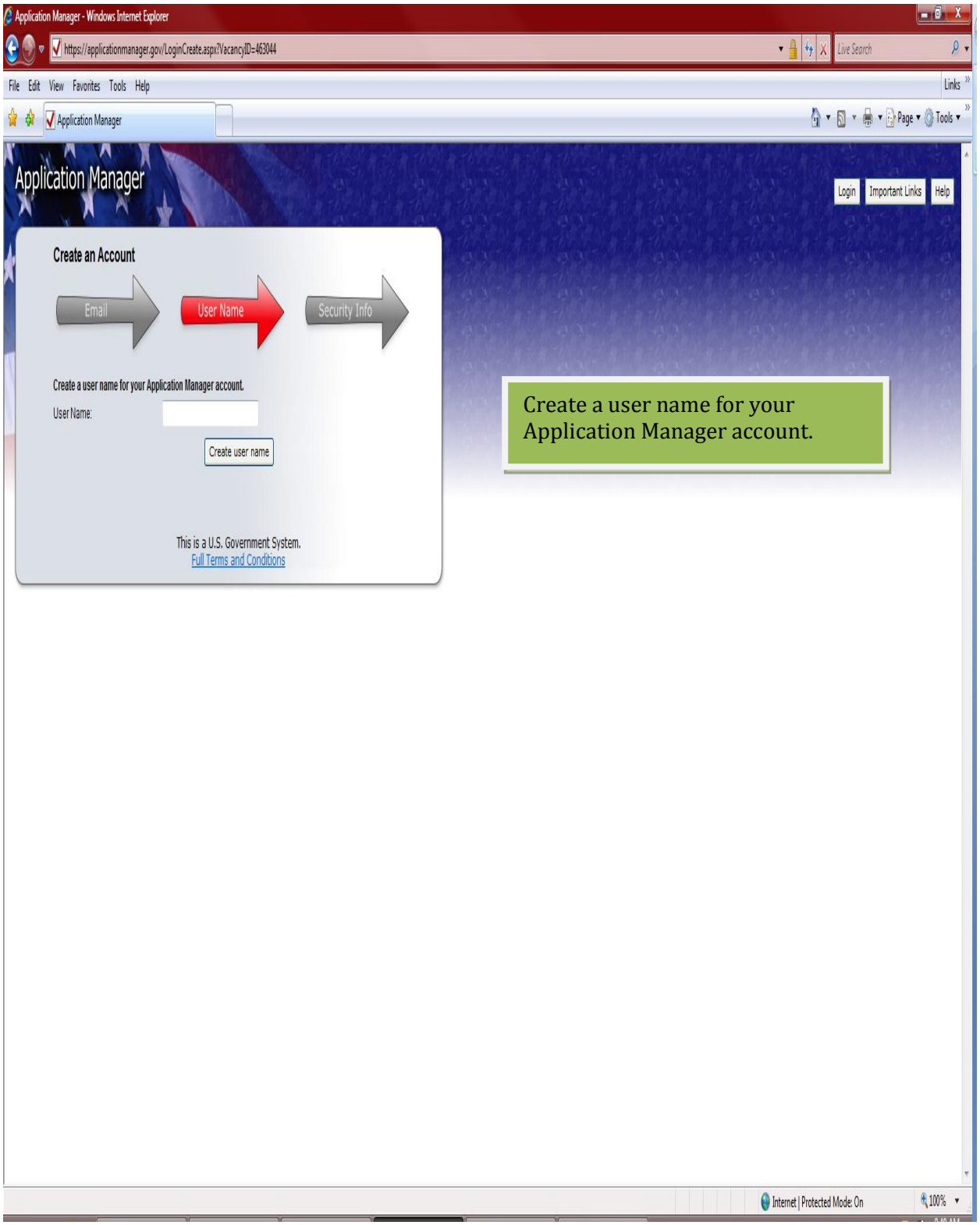
8c.Verify email address



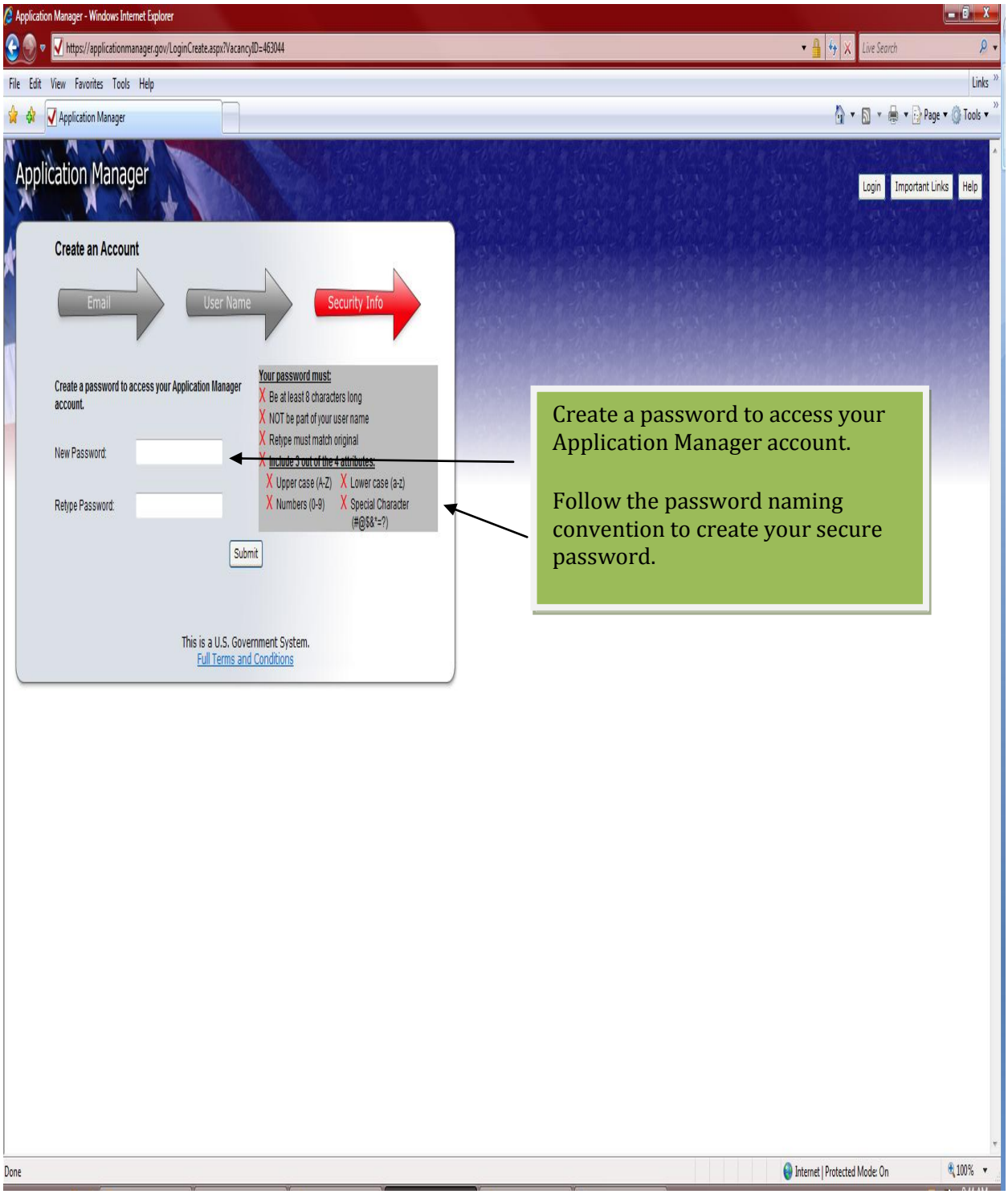
8d. Select email address



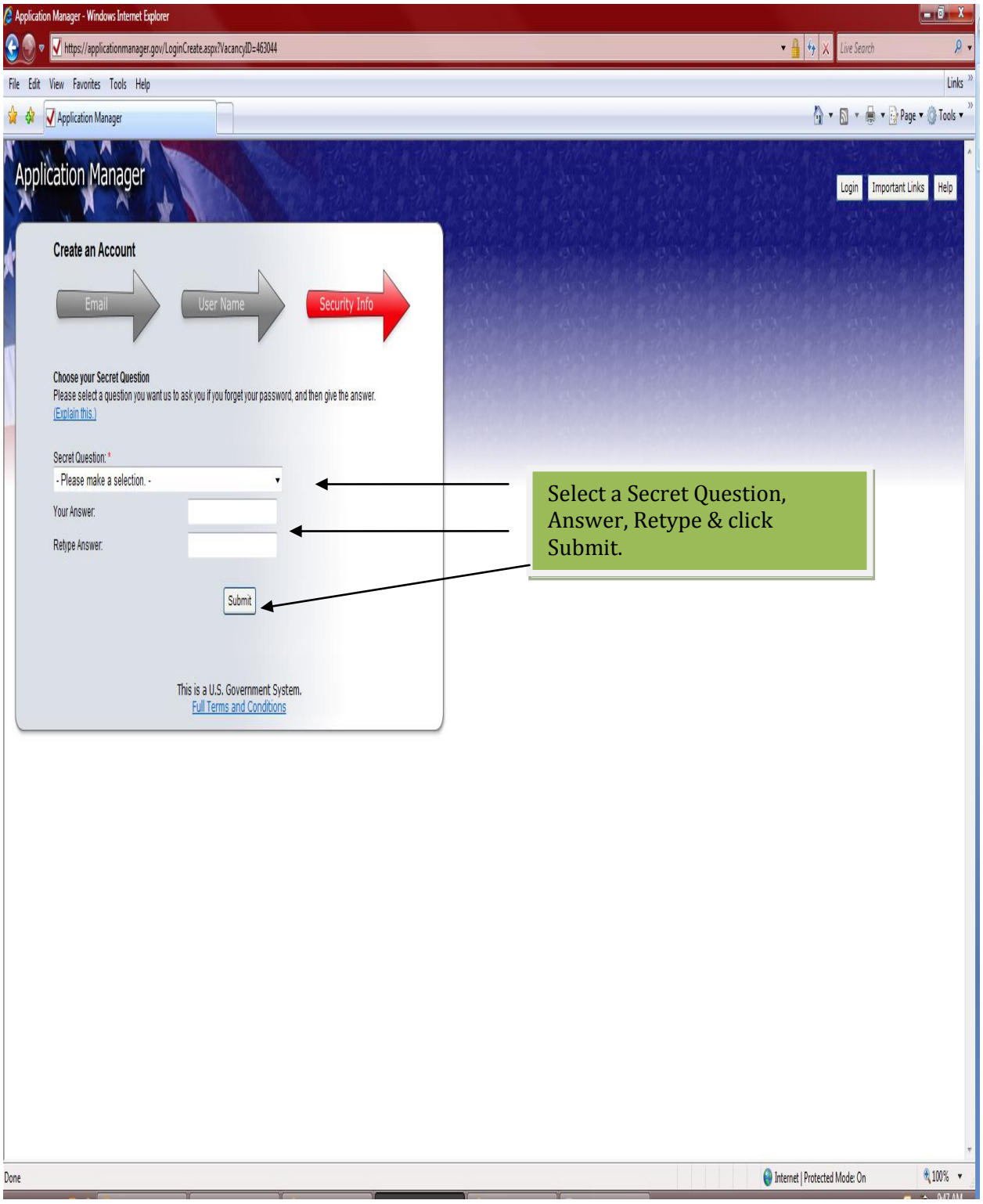
8e.Create User Name



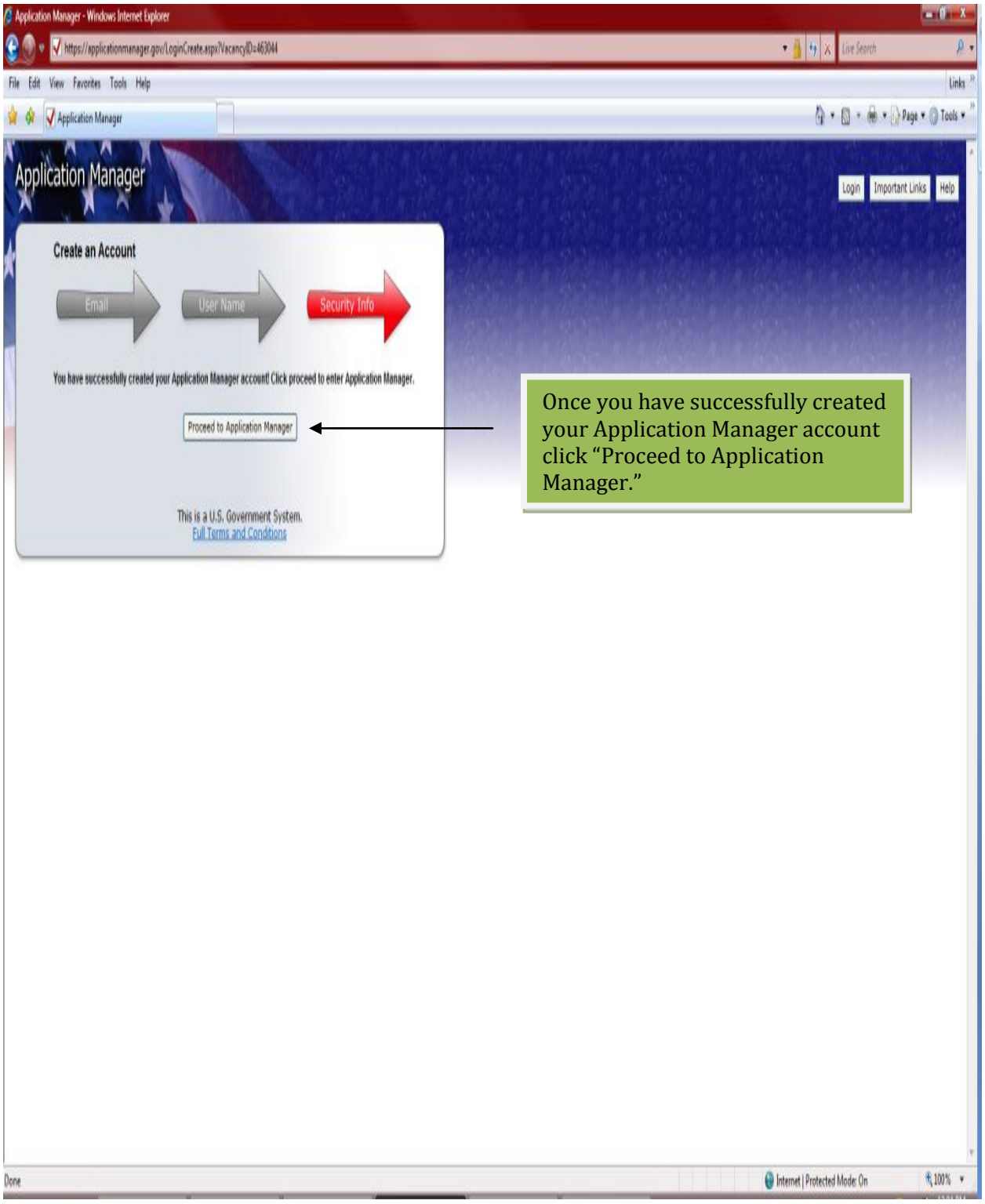
8f.Create a Password



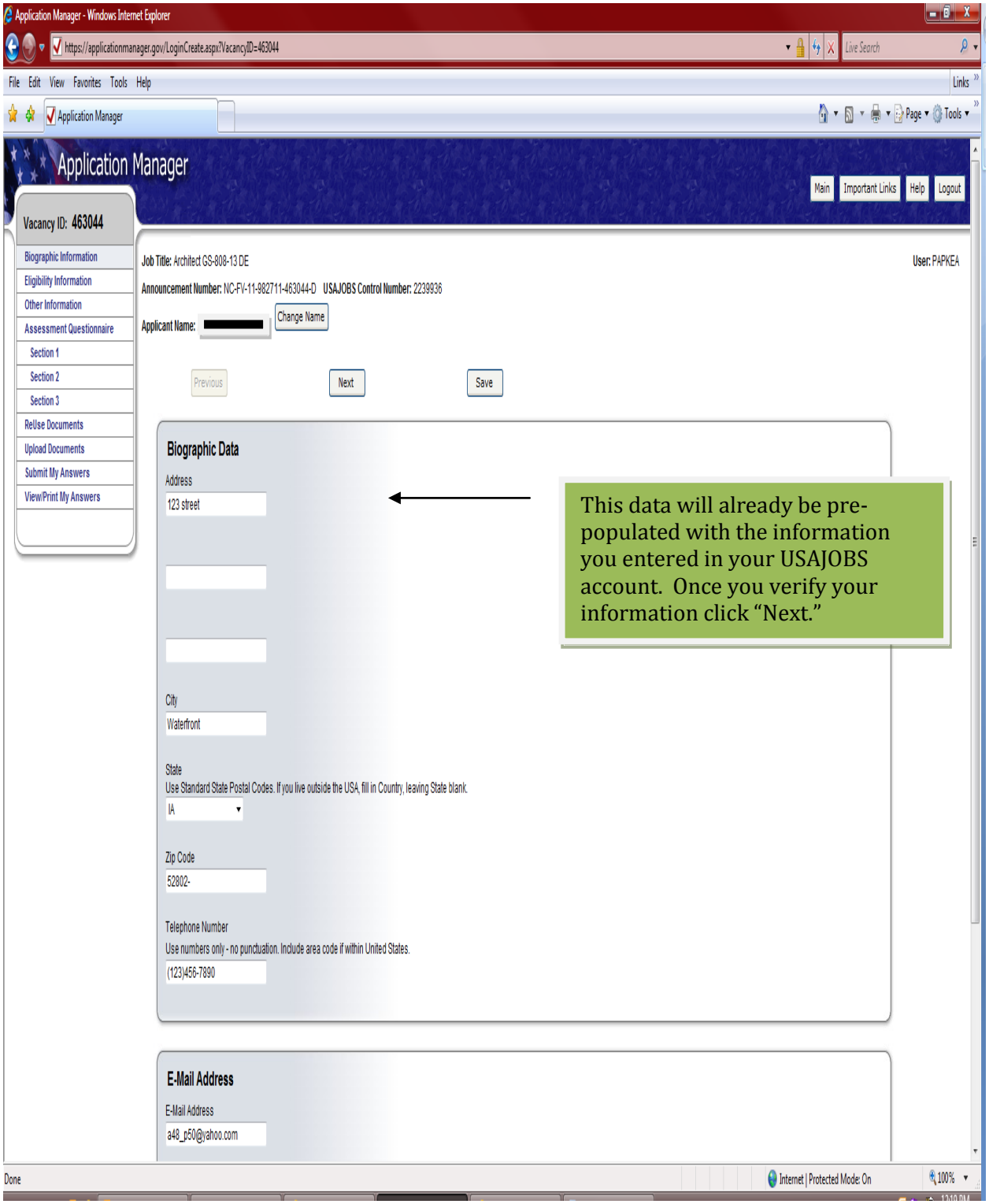
8g.Select Secret Question



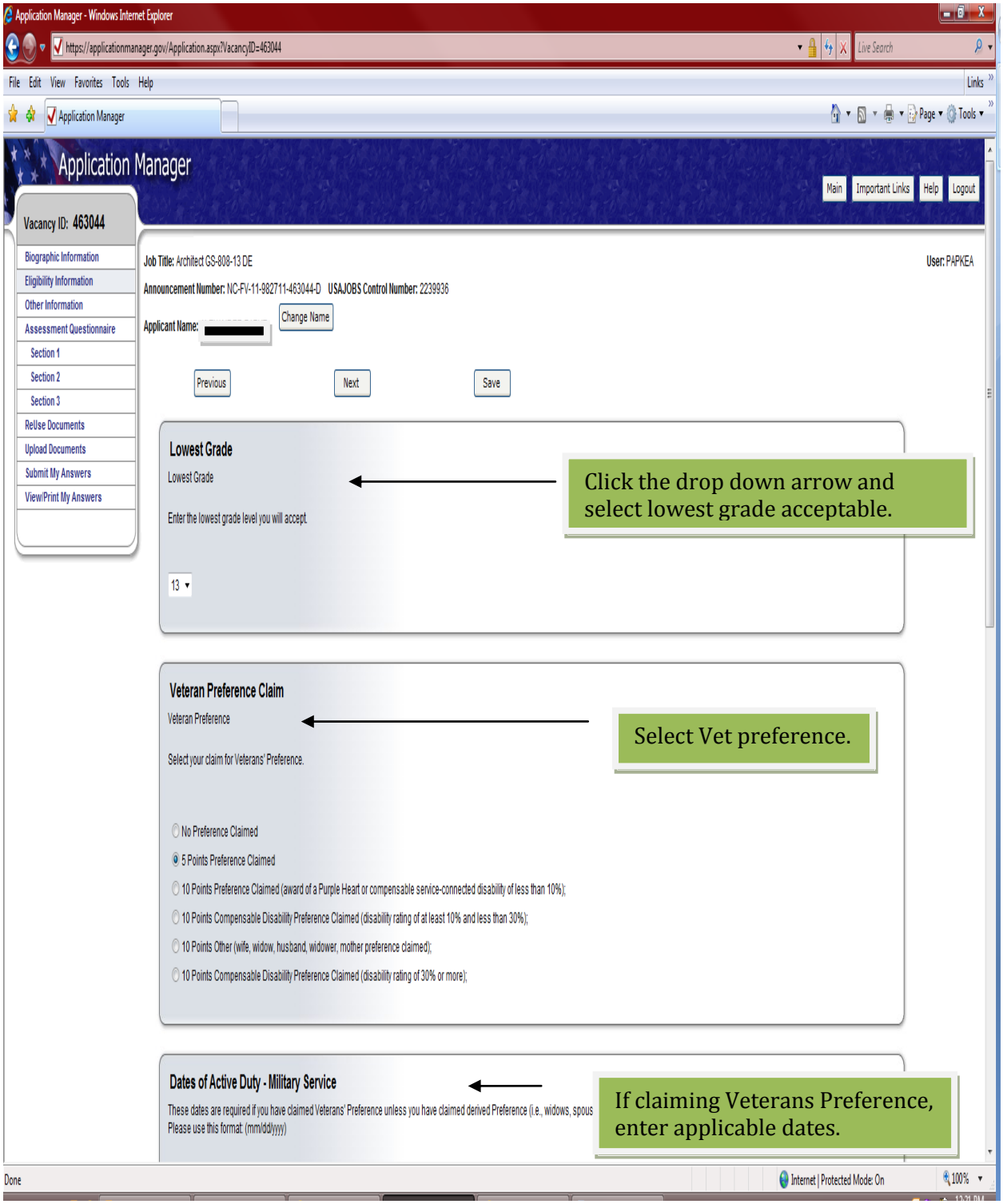
8h. Account successfully created



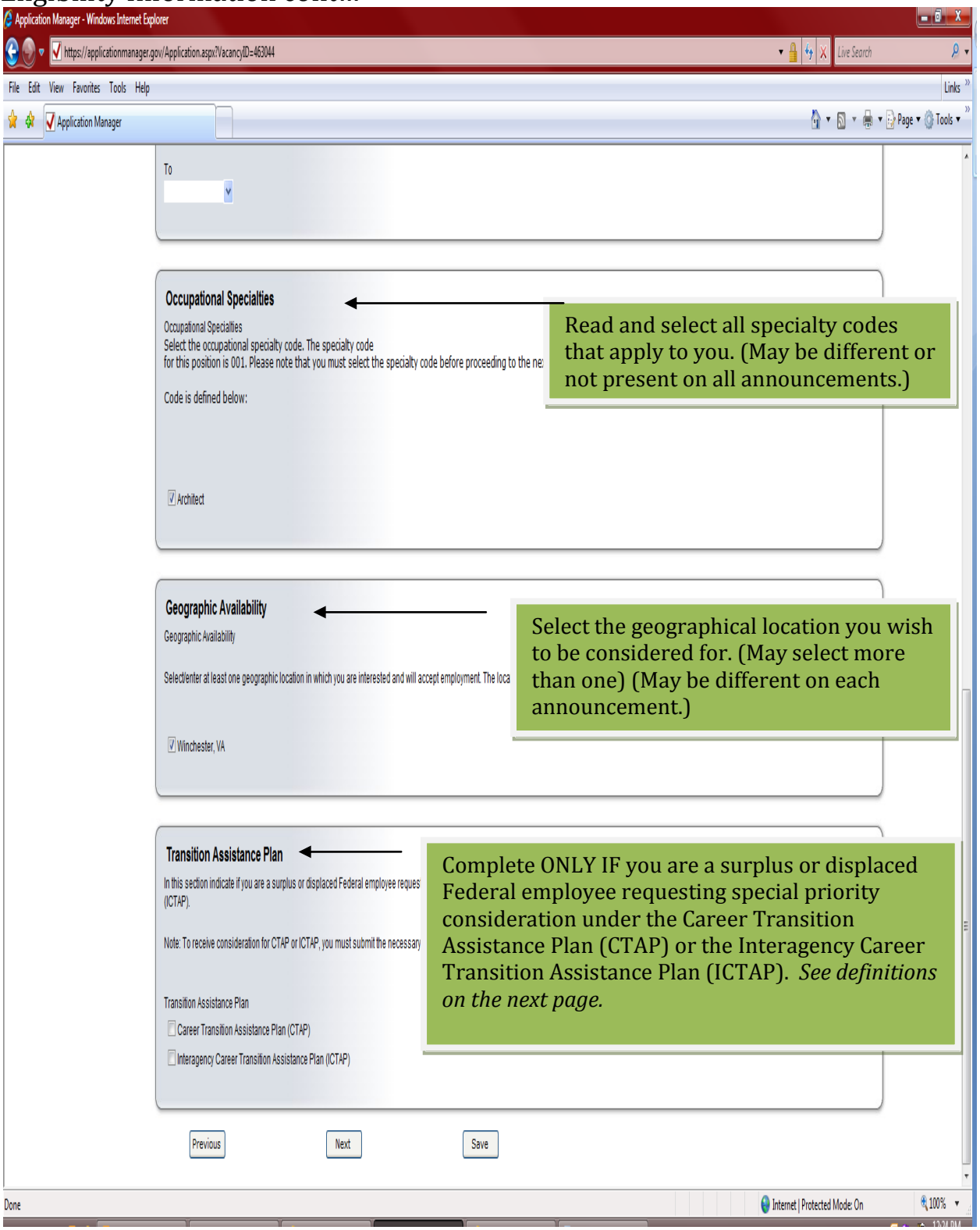
Step 9. Biographic Data



Step 10. Eligibility Information



Eligibility Information cont…



Click “NEXT.”

Interagency Career Transition Assistance Plan (ICTAP) eligible's: These are ***c***urrent or former **employees displaced from non-Department of Defense (DOD) agencies.** Also:

The vacancy for which the current or former employee is applying **MUST** be in the same commuting area as the position the employee occupied at the time of separation (or proposed separation) from the competitive service.

The vacancy must be open to external (non-agency) applicants at or below the grade level from which the employee has been or will be separated.

Individuals seeking ICTAP eligibility must submit a copy of their Reduction in Force (RIF) separation notice (Notification Letter of SF50) and a copy of their most recent performance rating.

Your eligibility begins when you receive:

- reduction in force (RIF) separation notice;
- a notice of proposed removal for declining a directed reassignment or transfer of function to another local commuting area;
- an OPM notice that your disability annuity has been (or will be) terminated;
- certification from your former agency that it cannot place you after your recovery from a compensable injury; or
- Certification from the National Guard Bureau or Military Department that you are eligible for a disability retirement and will receive the special OPM annuity.

Your ICTAP eligibility expires:

- one year after your RIF separation;
- one year after your agency separates you for declining a directed reassignment or transfer of function to another local commuting area;
- one year after your agency certifies that they cannot place you after our recovery from a compensable injury;
- one year after you are notified that your disability annuity has been or is being terminated;
- when you receive a career, career conditional, or excepted service position without time limit in any agency;

- when your agency cancels or rescinds your RIF or removal notice;
- if you move to another position, time-limited or permanent, before the RIF date;
- if you separate by resignation or non discontinued service retirement before the RIF effective date;
- with a specific agency, if you decline a permanent offer from that agency.

Career Transition Assistance Plan (CTAP) eligibles: These are surplus or displaced Federal employees requesting special priority consideration under the Career Transition Assistance Plan (CTAP). Also:

> Surplus or displaced employees must be given selection priority for the vacant position in their own agencies at the time of separation (or proposed separation).
>
> The CTAP operates within an agency.
>
> It requires the selecting official to select a well-qualified surplus or displaced internal agency employee who applies for a vacant position in the commuting area before selecting any other candidate from either within or outside the agency.
>
> The Office of Personnel Management (OPM) determined that the Department of Defense's Priority Placement Program is an effective program for providing selection priority to its own surplus and displaced employees; consequently, DoD is exempt from the CTAP provisions.

Each agency has a specific Career Transition Assistance Plan containing more detailed information about the agency's transition policies.

Your human resources office should be able to explain the specifics for your agency.

Note for Department of Defense (DoD) Employees: CTAP special selection priority does not apply to DoD employees. DoD uses the Priority Placement Program (PPP) to help place its surplus employees.

How do I get selection priority for vacancies in my agency?

You must:

- be "surplus" or "displaced" (in other words, you must meet the definitions in either 2. or 3. below);
- have a current performance rating of at least "fully successful" (Level III) or equivalent;
- occupy a position in the same local commuting area of the vacancy;
- apply for a specific vacancy at or below your current grade level with no greater promotion potential than your current position;
- meet the application deadline in the announcement; and be found "well qualified" for the job.

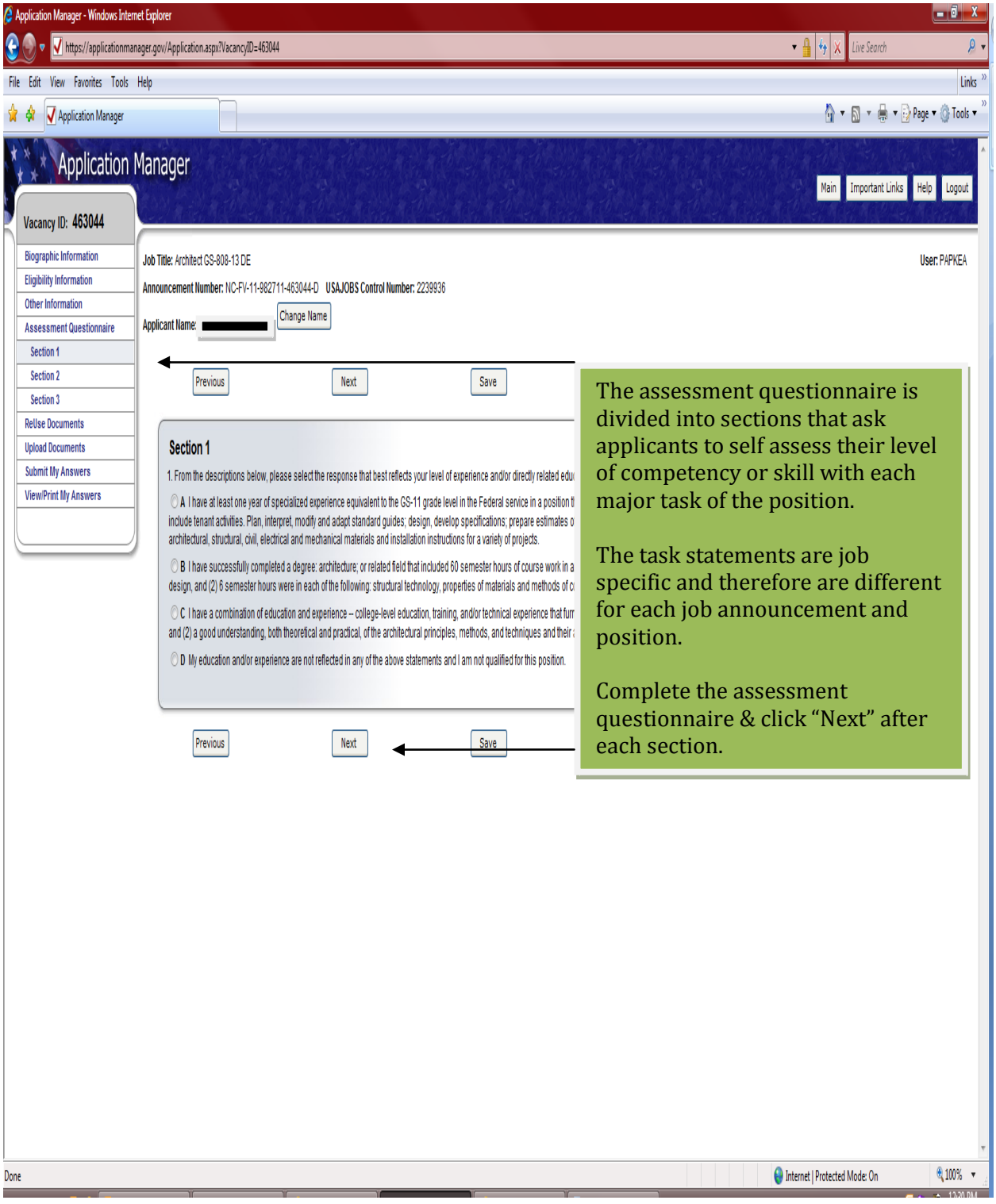
What is a "surplus" employee?

You are "surplus" if you:

- are in the competitive service;
- are in tenure group I (career) or tenure group II (career conditional); and have an official notice from your agency saying that your position is no longer needed.
- This notice could be:
    - a "Certificate of Expected Separation" (CES);
    - an agency certification that you are in a surplus organization or occupation;
    - a notice that your position is being abolished;
    - a letter saying you are eligible for discontinued service retirement

Step 11. Other Information

Step 12. Assessment Questionnaire

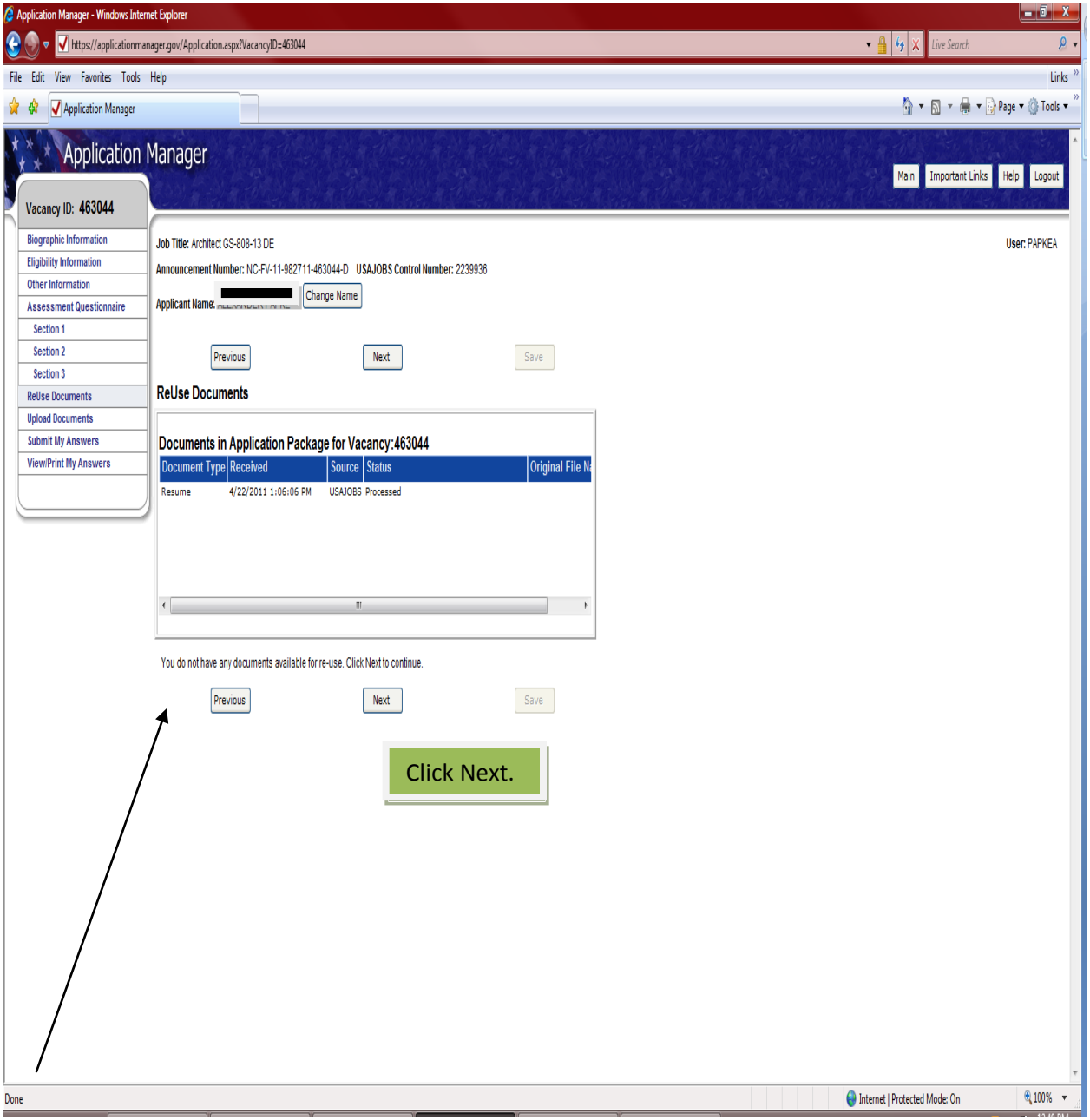


The assessment questionnaire is divided into sections that ask applicants to self assess their level of competency or skill with each major task of the position.

The task statements are job specific and therefore are different for each job announcement and position.

Complete the assessment questionnaire & click “Next” after each section.

Step 13. Re Use Documents

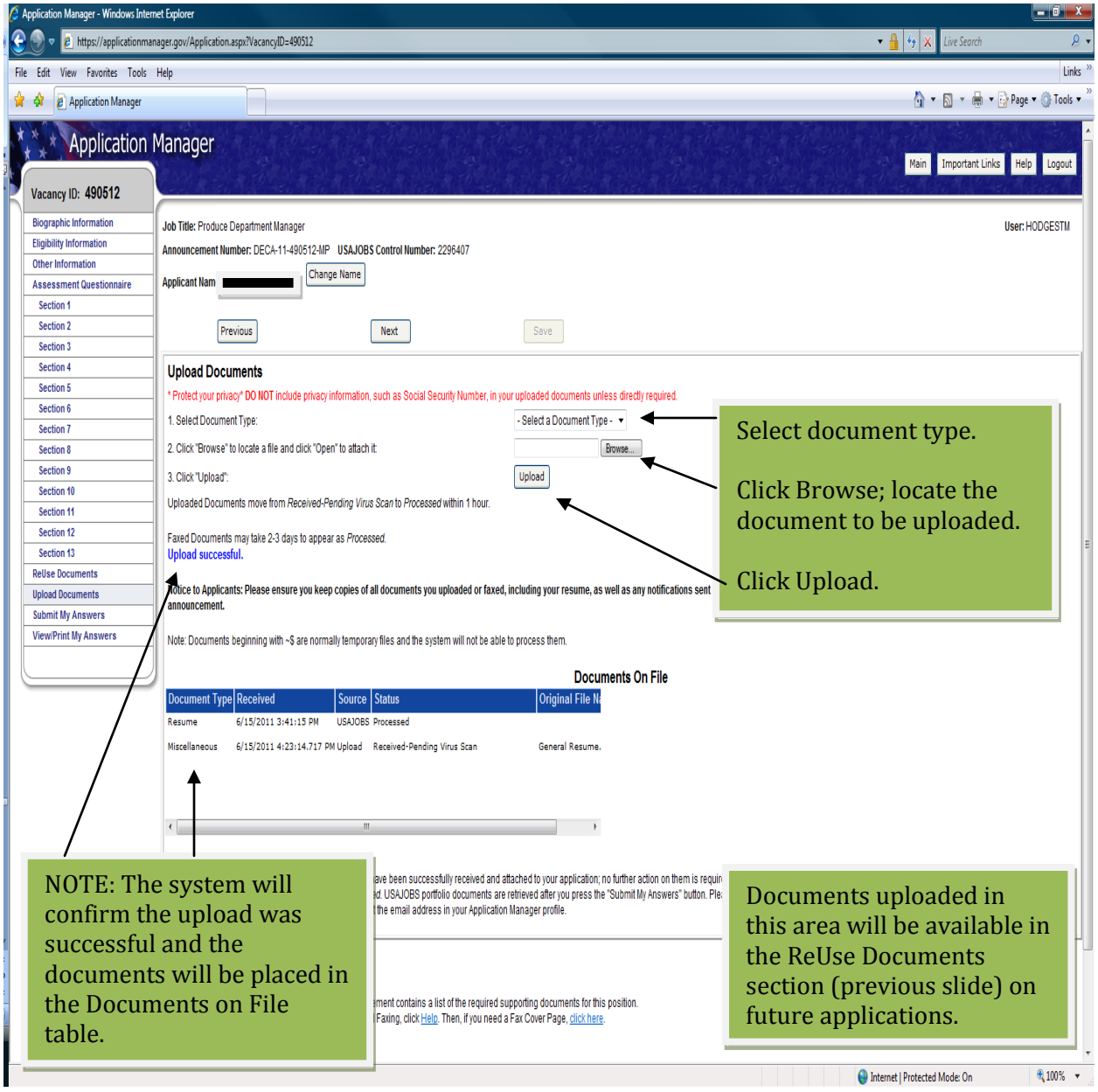


NOTE: If this is your first time submitting supporting documents to an Application Manager application package, you do not yet have any documents available for re-use. Instead, the ReUse page will display the following message: *"You do not have any documents available for re-use. Click Next to continue."*

Step 14. Upload Documents

This section allows you to upload documents that may not be in your USAJOBS account.

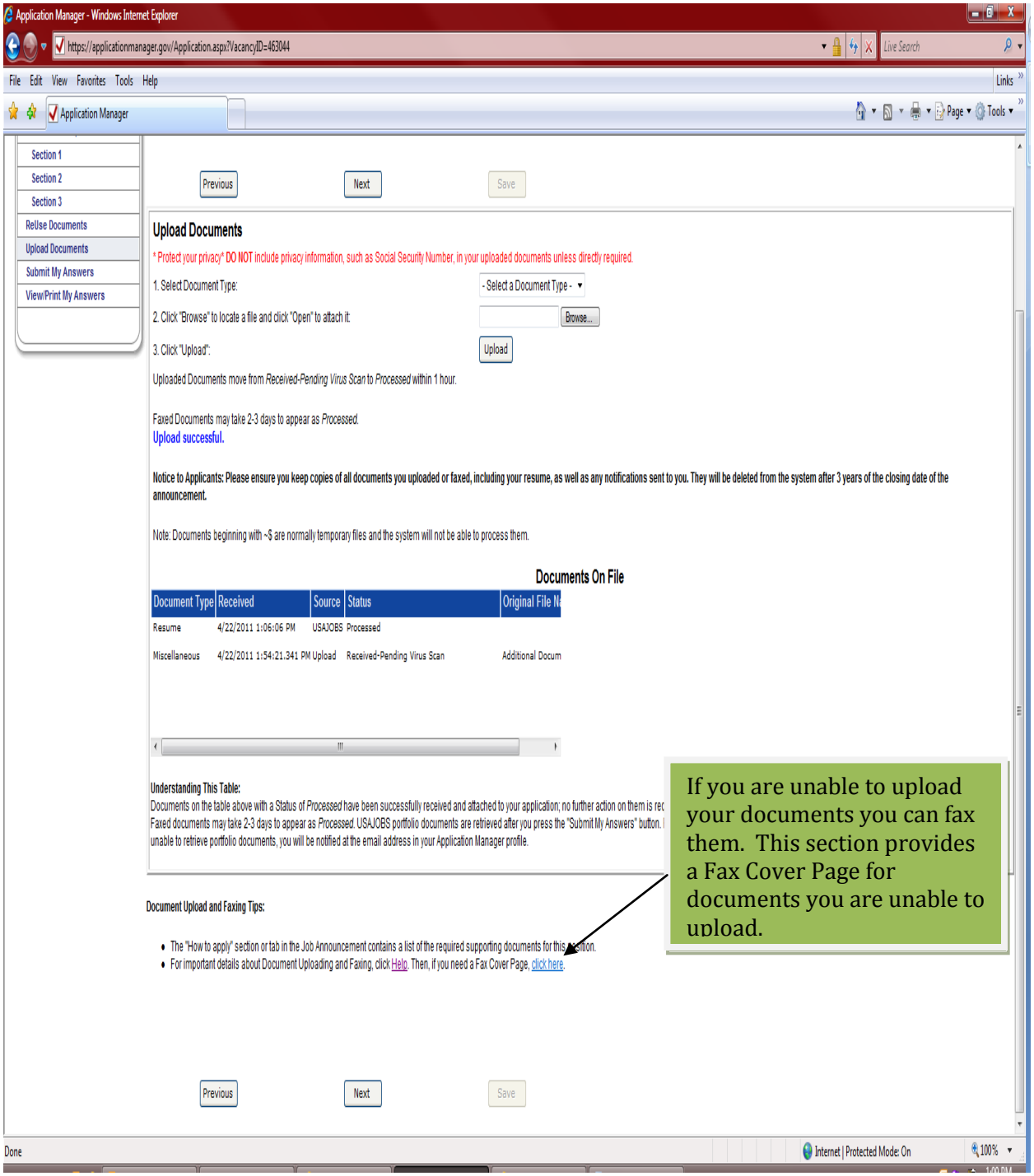
At this point you will be able to upload any additional documents needed such as transcripts, Veterans documentation, or any other miscellaneous documents that may be required for your application.



Once you have successfully uploaded your documents click “Next.”

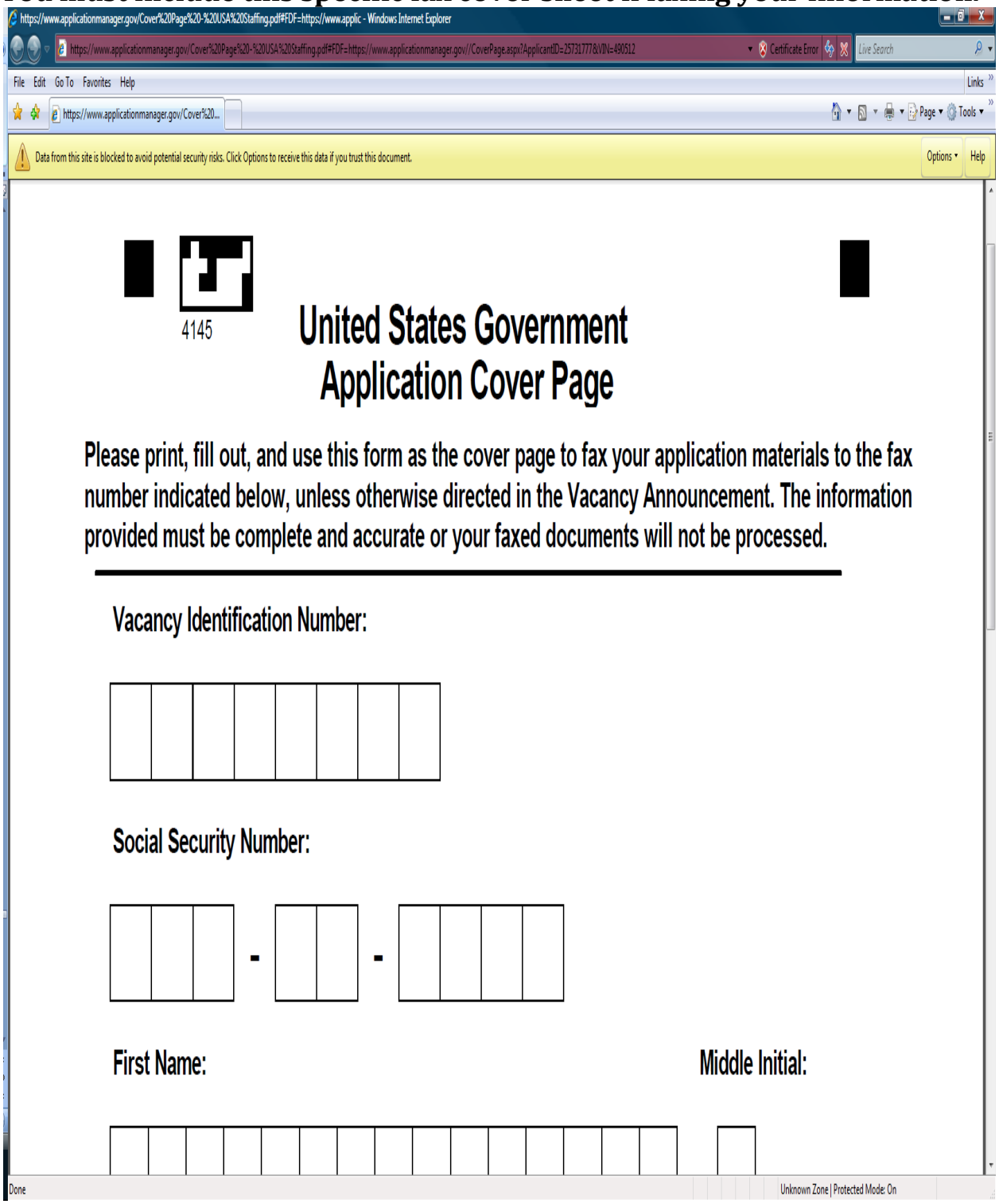
14b.Faxing Documents

If you are unable to Upload your documents please read the Document Upload and Faxing Tips:



Fax cover page

You must include this specific fax cover sheet if faxing your information.



https://www.applicationmanager.gov/Cover%20Page%20-%20USA%20Staffing.pdf#FDF=https://www.applic - Windows Internet Explorer

https://www.applicationmanager.gov/Cover%20Page%20-%20USA%20Staffing.pdf#FDF=https://www.applicationmanager.gov//CoverPage.aspx?ApplicantID=25731777&VIN=490512

Certificate Error | Live Search

File Edit Go To Favorites Help | Links

https://www.applicationmanager.gov/Cover%20... | Page | Tools

Data from this site is blocked to avoid potential security risks. Click Options to receive this data if you trust this document. | Options | Help

4145

United States Government
Application Cover Page

Please print, fill out, and use this form as the cover page to fax your application materials to the fax number indicated below, unless otherwise directed in the Vacancy Announcement. The information provided must be complete and accurate or your faxed documents will not be processed.

Vacancy Identification Number:

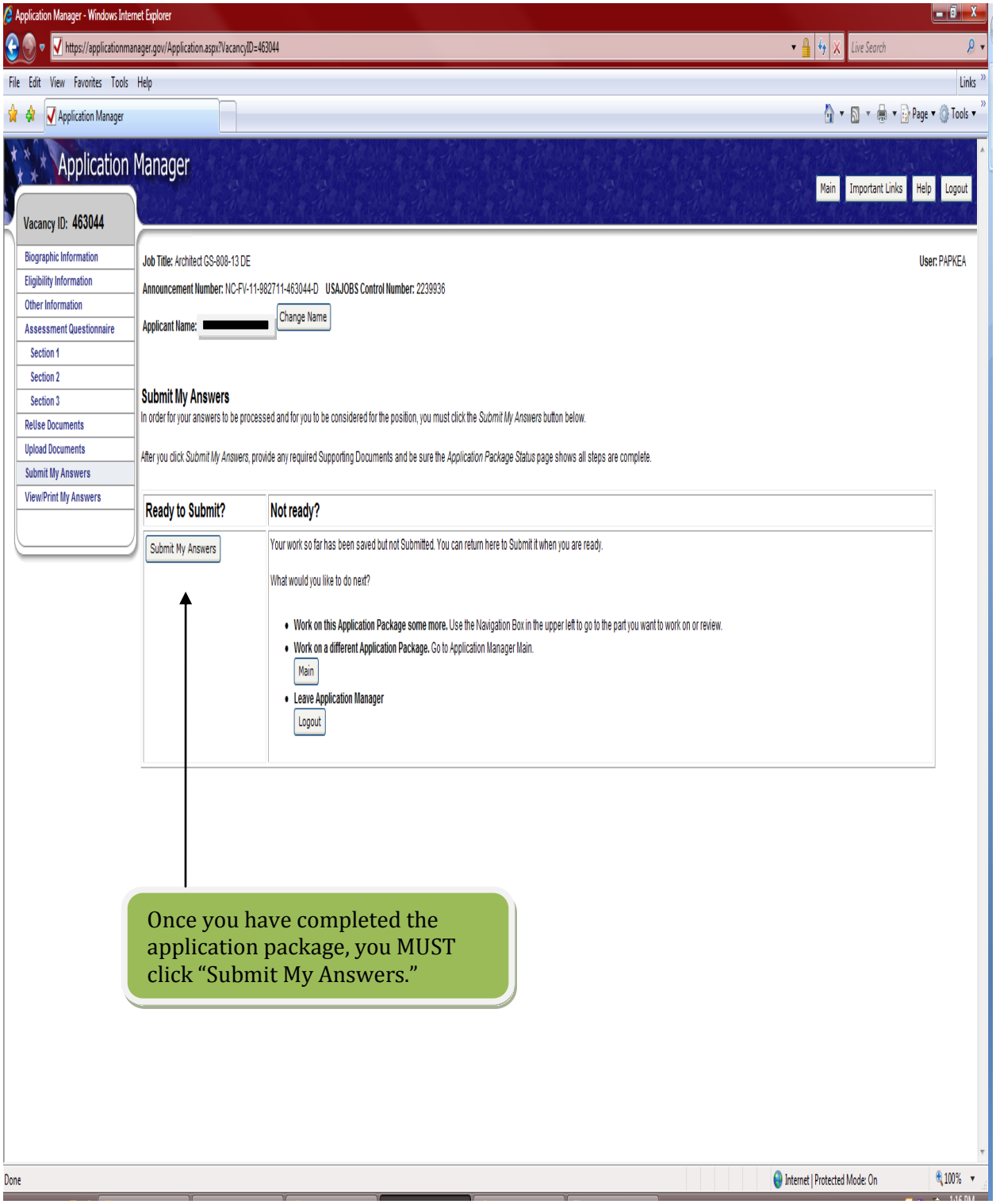
Social Security Number:

- -

First Name: Middle Initial:

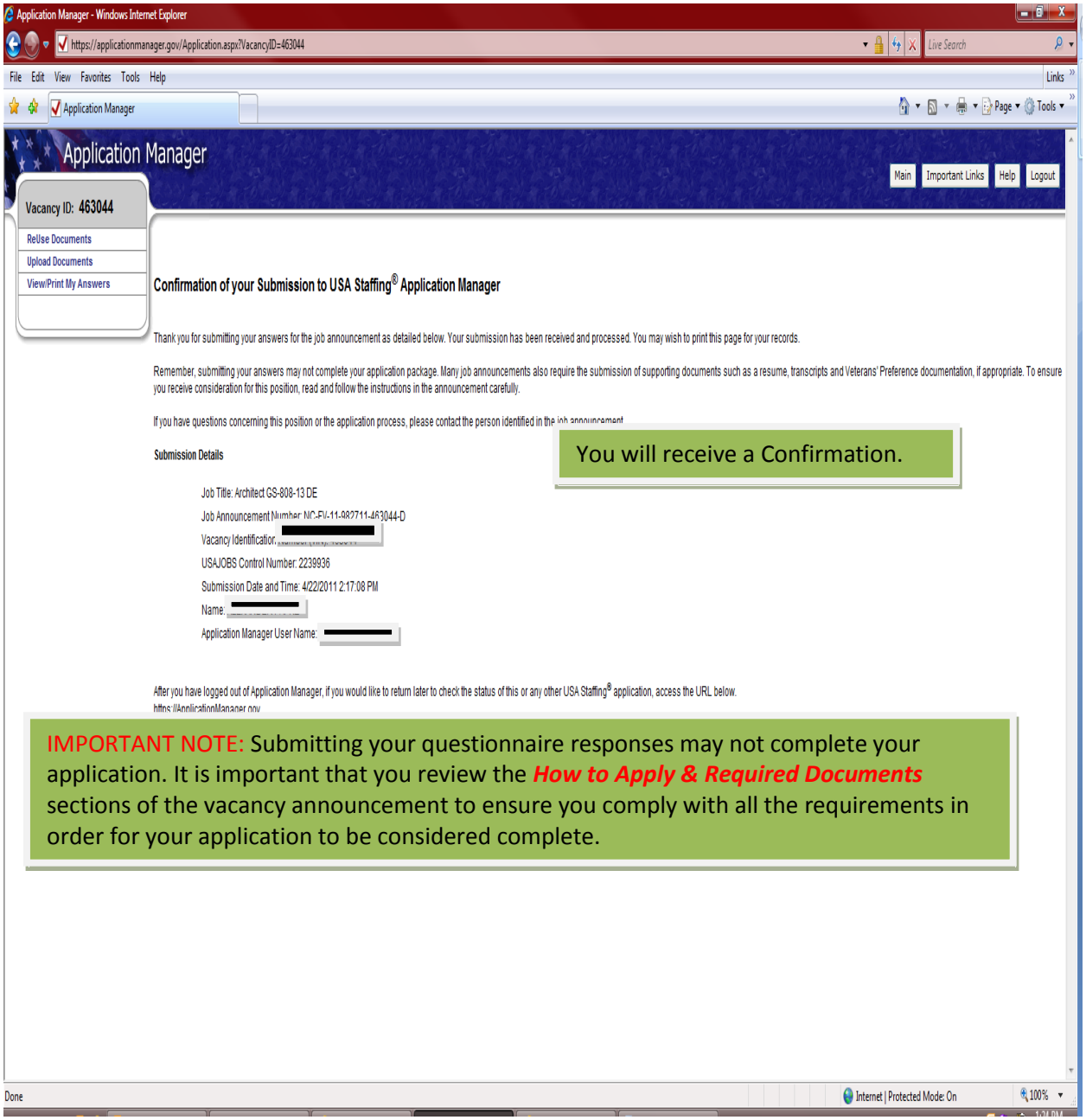
Done | Unknown Zone | Protected Mode: On

Step 15. Submit Answers



15a. Confirmation

Once you have submitted your answers you will receive the following Confirmation.



You may log out, return to USAJOBS or proceed to ***Step 16*** to check your application status.

There are *four **'touch points'** during the application process*: receipt of notification, eligibility/ineligibility, referred/not referred, and selected/non-selected.

Acknowledgement of Occupational Questionnaire

The ***first, receipt of application***, is done automatically by USA Staffing.

Once your answers are submitted you will receive an Acknowledgement email from: USASTAFFINGOFFICE@OPM.GOV

Subject: Acknowledgement of Occupational Questionnaire

Application Manager powered by USA Staffing

DLA HUMAN RESOURCES SERVICES

3990 E BROAD STREET

BUILDING 306

COLUMBUS OH 43213-2560

Receipt for: JOHN D DOE

Job Series/Title: 1144/Produce Department Manager

Vacancy Identification Number: KS 490512

Job Announcement Number: DECA-11-490512-MP

USAJOBS Control Number: 2296407

Open - Close Dates: 6/15/2011 - 6/26/2011

This is to acknowledge the receipt of the Occupational Questionnaire you submitted for the job vacancy announcement shown above. We will assess your qualifications based upon the responses you provided in the questionnaire, as well as all other materials requested in the vacancy announcement. When this evaluation is completed, you will be notified of the results with another e-mail message.

It is important to note that in many cases submitting the Occupational Questionnaire does

NOT complete your application. Most jobs also require the submission of a written

application or resume, as well as supporting materials such as transcripts and Veterans

Preference documentation.

TO ENSURE THAT YOU RECEIVE CONSIDERATION FOR THIS POSITION, READ AND FOLLOW THE INSTRUCTIONS IN THE VACANCY ANNOUNCEMENT.

PLEASE DO NOT RESPOND TO THIS EMAIL MESSAGE. IT IS AUTOMATICALLY GENERATED.

Notice of Results (NOR)

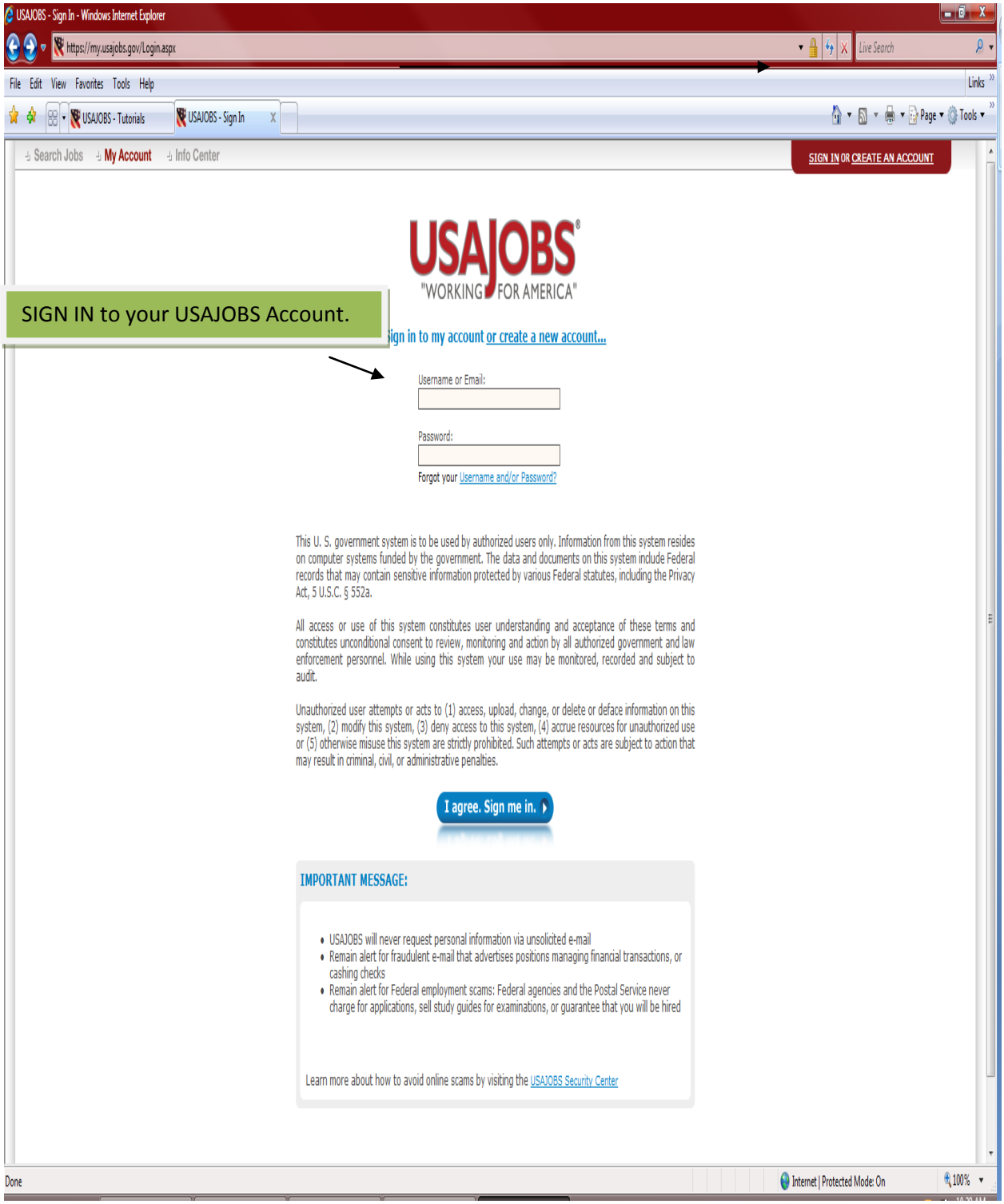
The ***second, eligible/ineligible***. Your qualifications will be assessed based upon the responses you provided in the questionnaire, as well as all other materials requested in the vacancy announcement. When this evaluation is completed, you will be notified of the results with another e-mail message.

The ***third, referred or not referred.*** This report is used to notify candidates whether they've been referred or not.

The ***fourth, Not selected/Selected.*** This report is to notify candidates that they were not selected ***(NOTE: The selectee will receive a selection letter)***

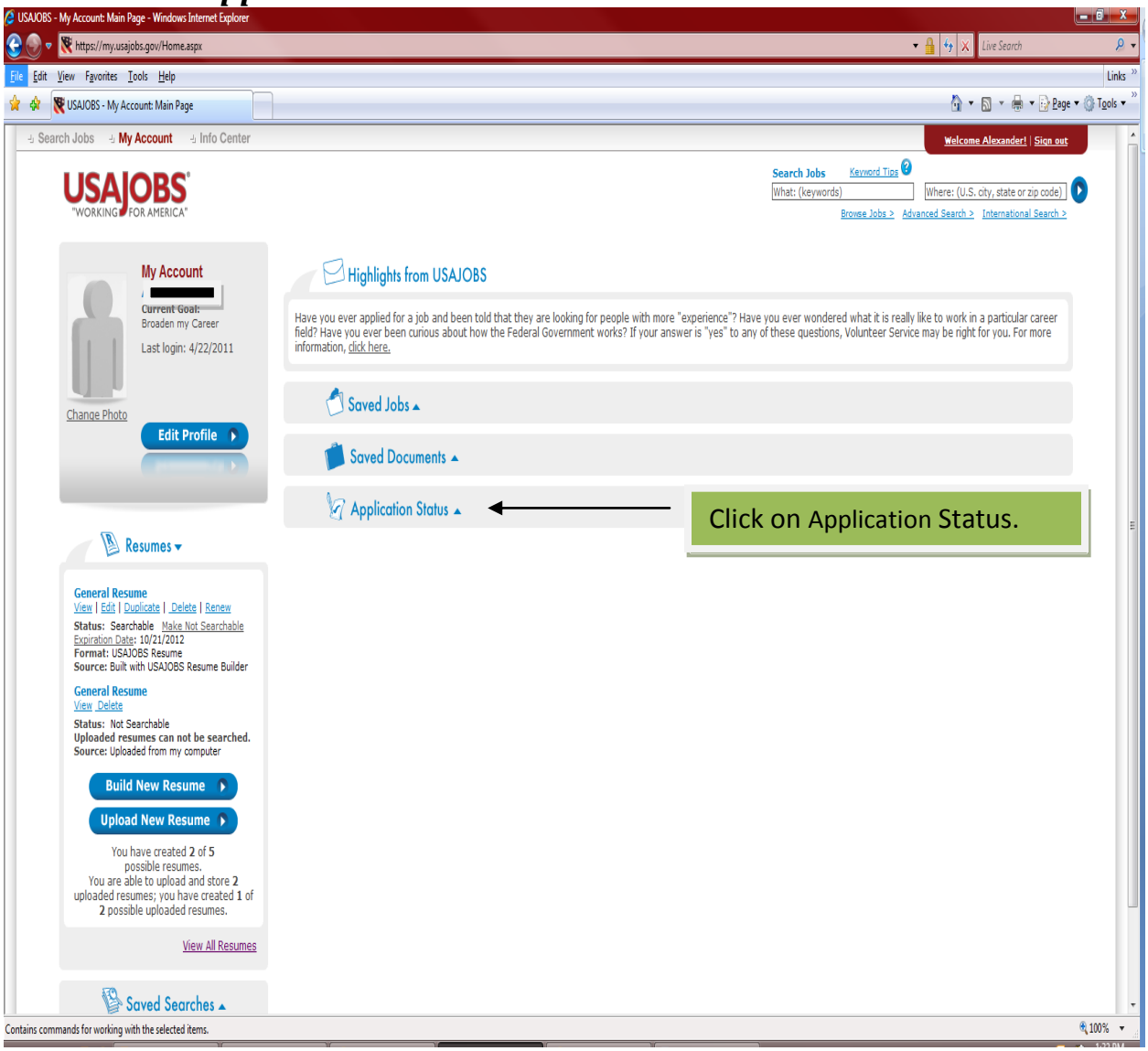
Step 16. Application Status

If you are already logged in to your USAJOBSs account proceed to **Step 16a**

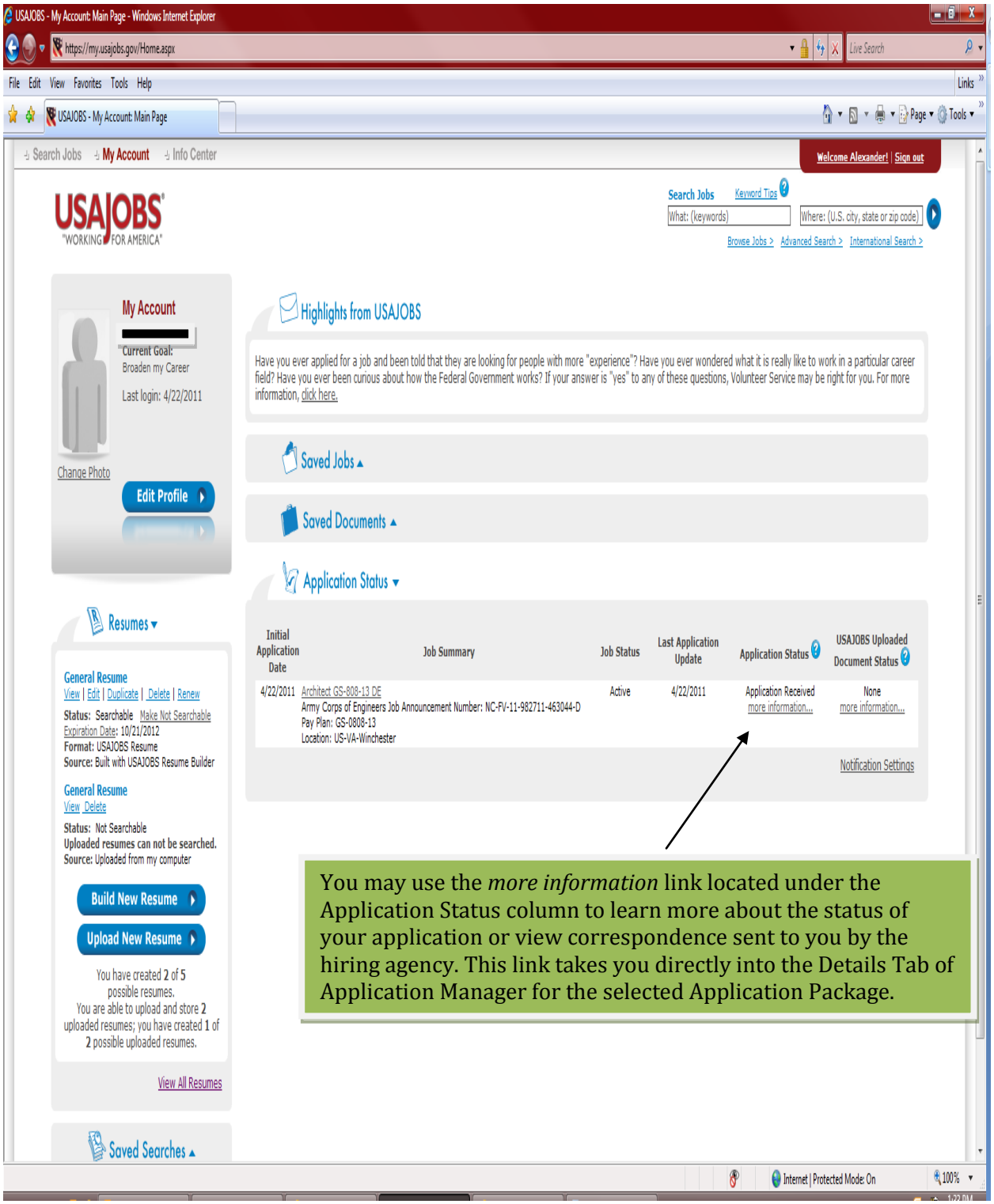


The Application Status area of your USAJOBS account serves as the main source of information for the status of your online applications.

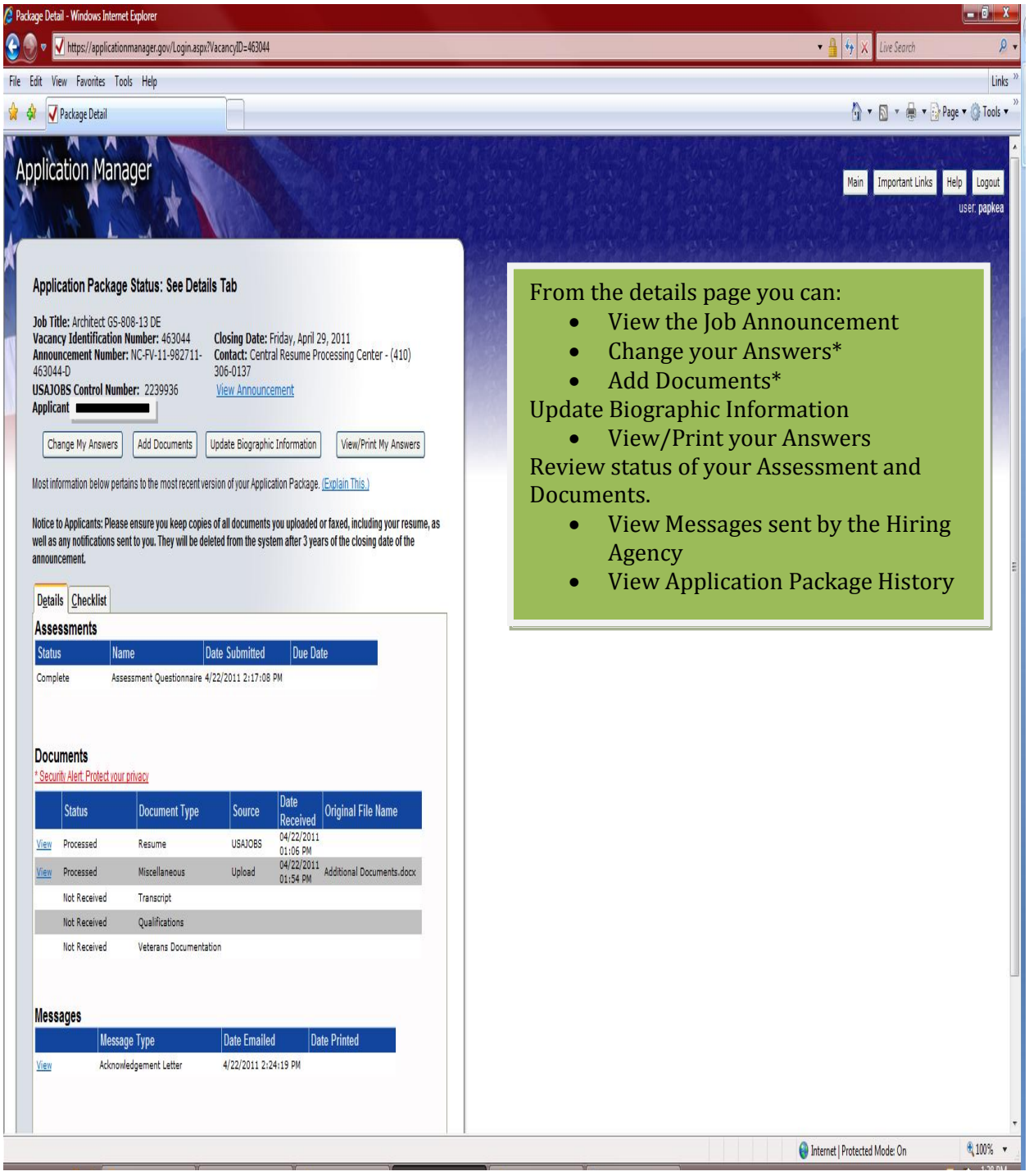
16a. Click on Application Status



16b. More Information

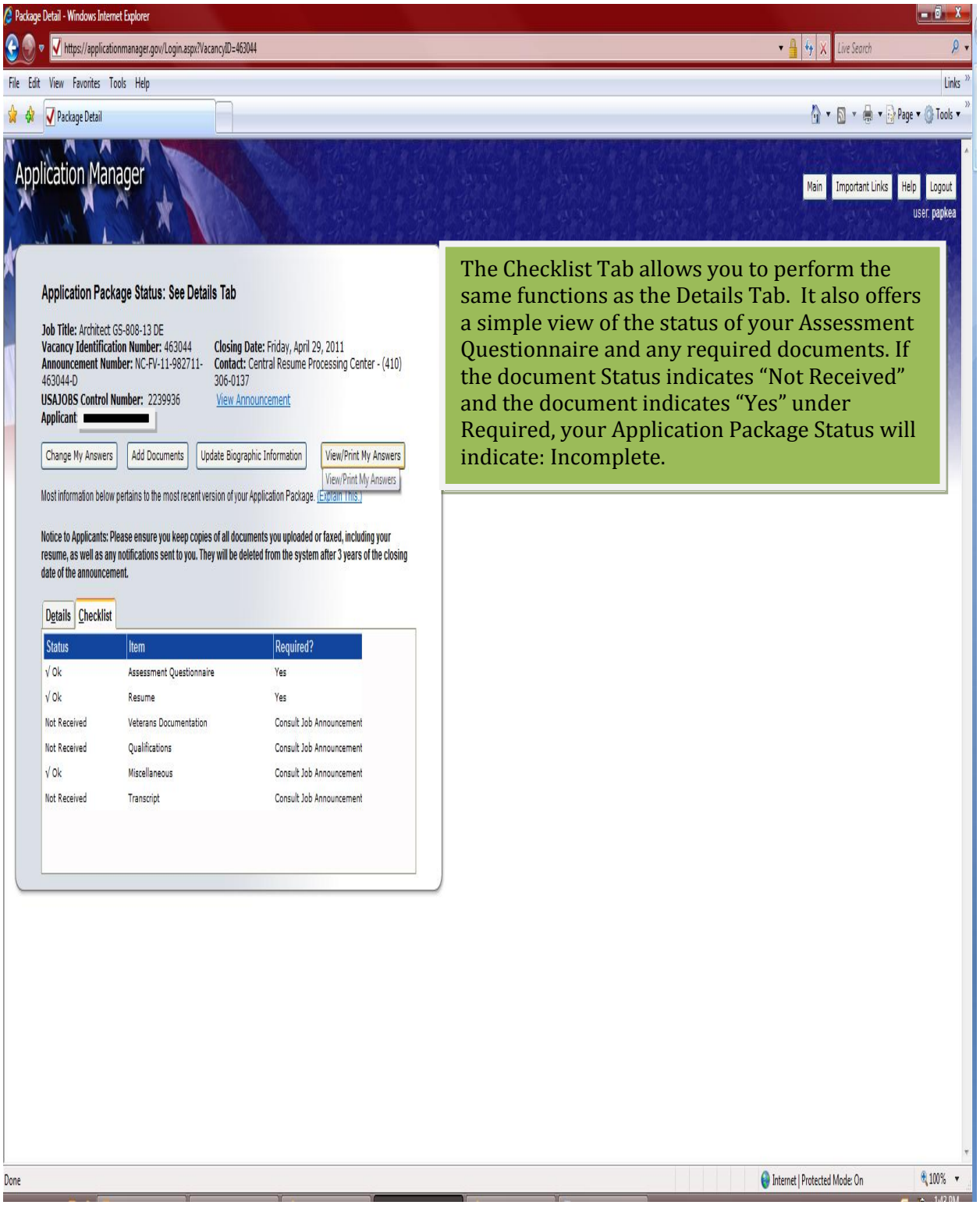


16c. Details



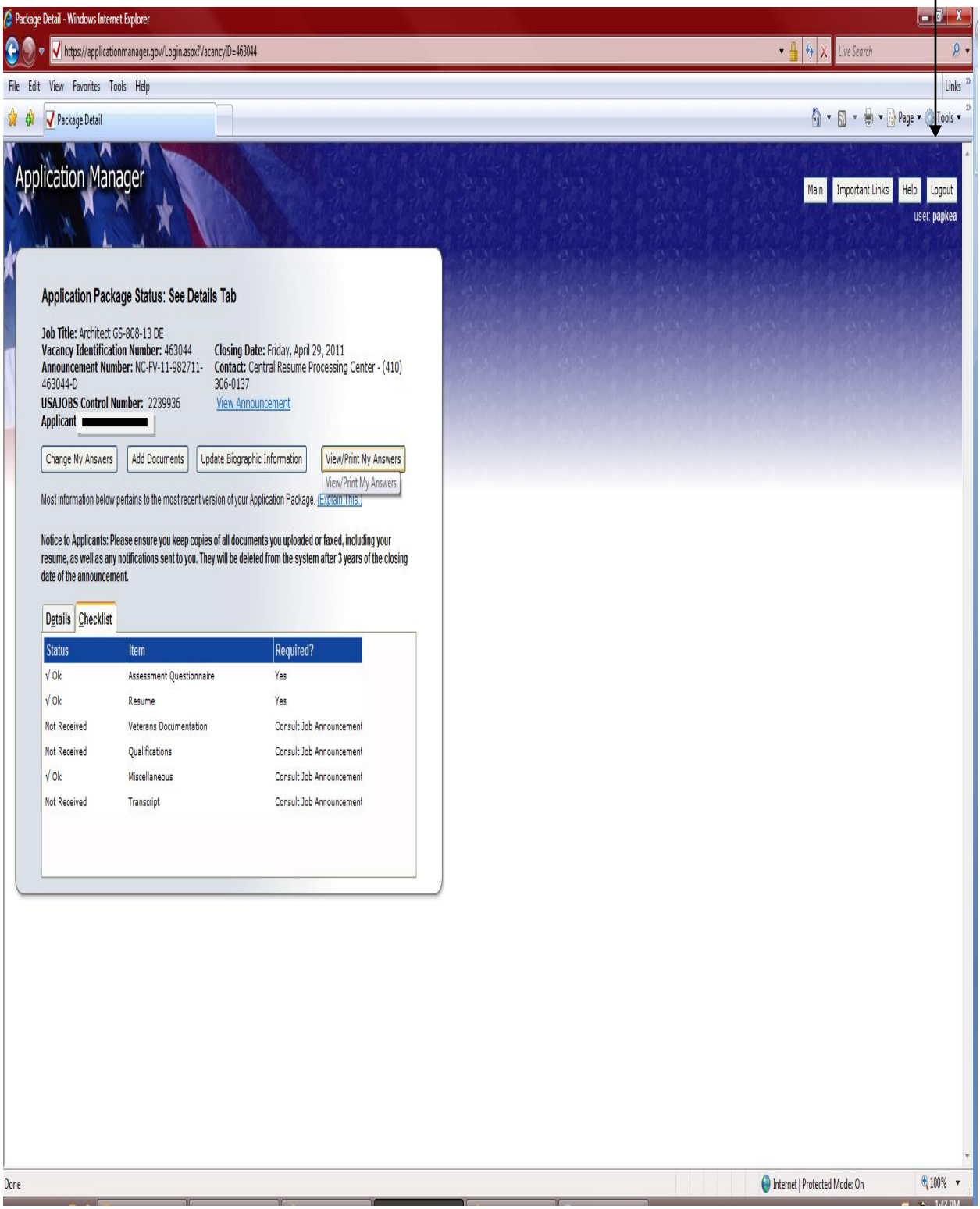
*Changing and resubmitting Answers or adding documents is permitted during the open period of the announcement only. Once the announcement is closed these features are no longer available.

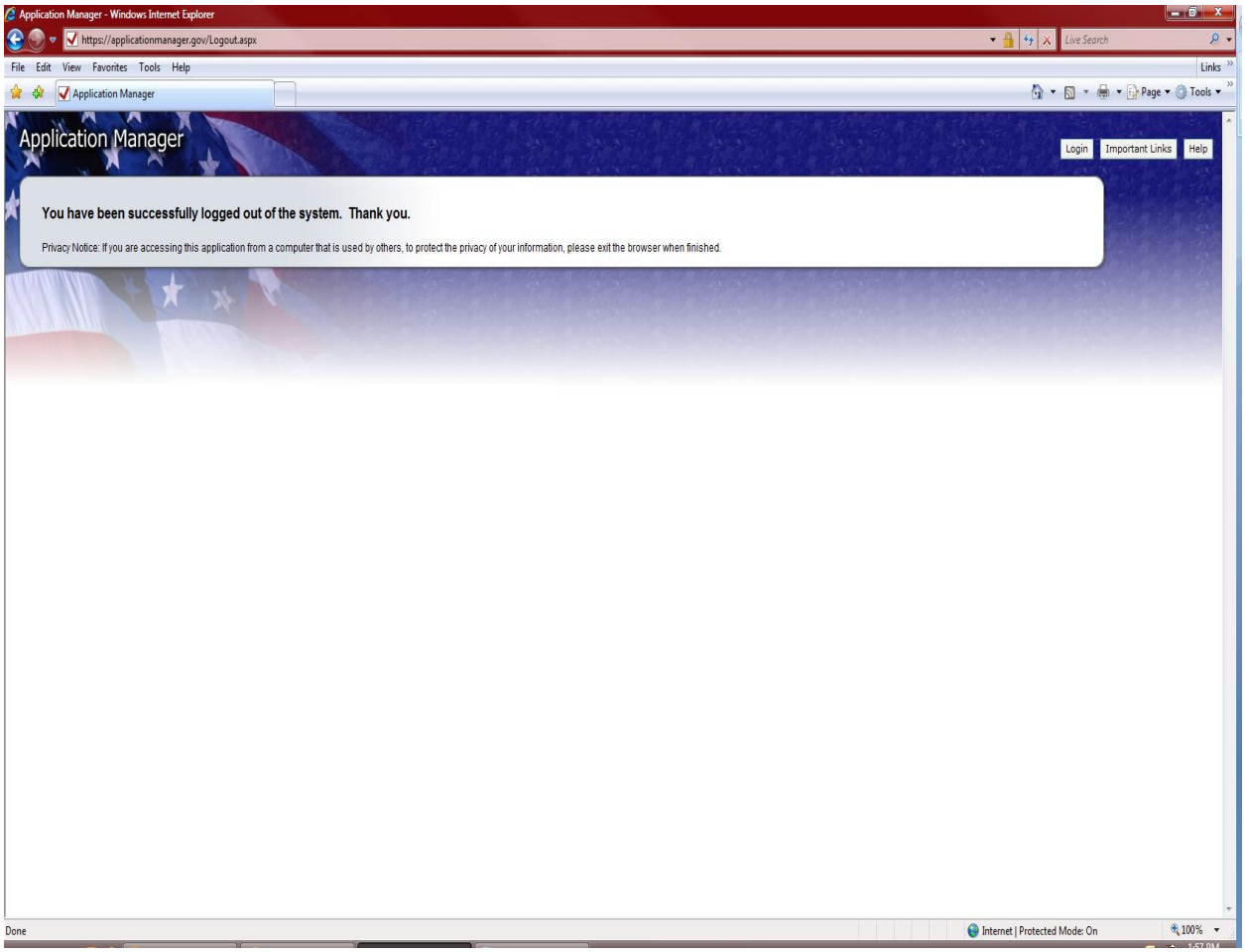
16d. Checklist Tab



The Checklist Tab allows you to perform the same functions as the Details Tab. It also offers a simple view of the status of your Assessment Questionnaire and any required documents. If the document Status indicates "Not Received" and the document indicates "Yes" under Required, your Application Package Status will indicate: Incomplete.

Step 17. Log out




Application Manager - Windows Internet Explorer
https://applicationmanager.gov/Logout.aspx
Live Search
File Edit View Favorites Tools Help
Links
Application Manager
Page Tools
Application Manager
Login
Important Links
Help
You have been successfully logged out of the system. Thank you.
Privacy Notice: If you are accessing this application from a computer that is used by others, to protect the privacy of your information, please exit the browser when finished.
Done
Internet | Protected Mode: On
100%