USAJOBS
"Working For America"

Applicant User Guide
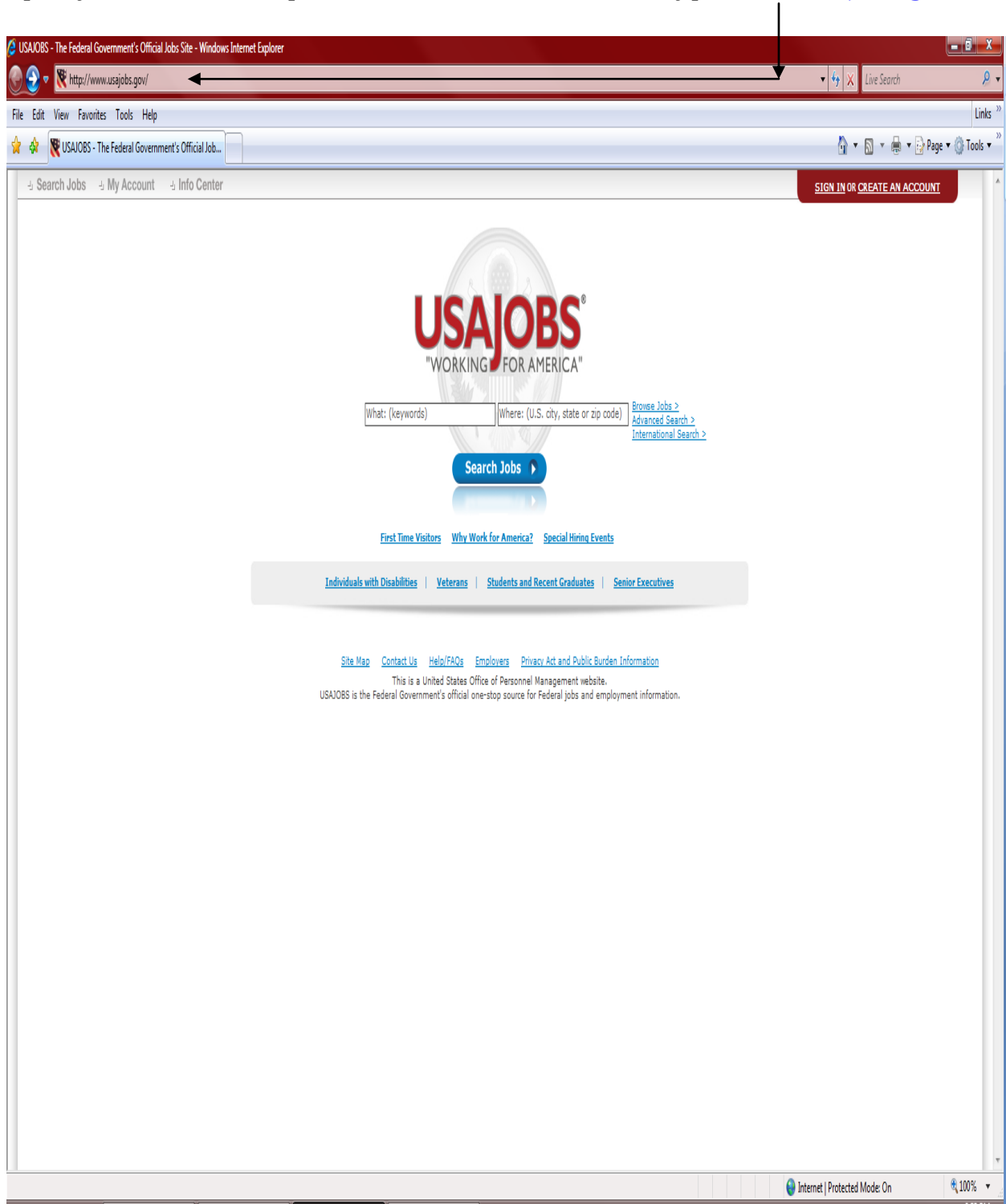
North Central Region
05-July-2011

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.

Table of Contents
USAJOBS

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*.
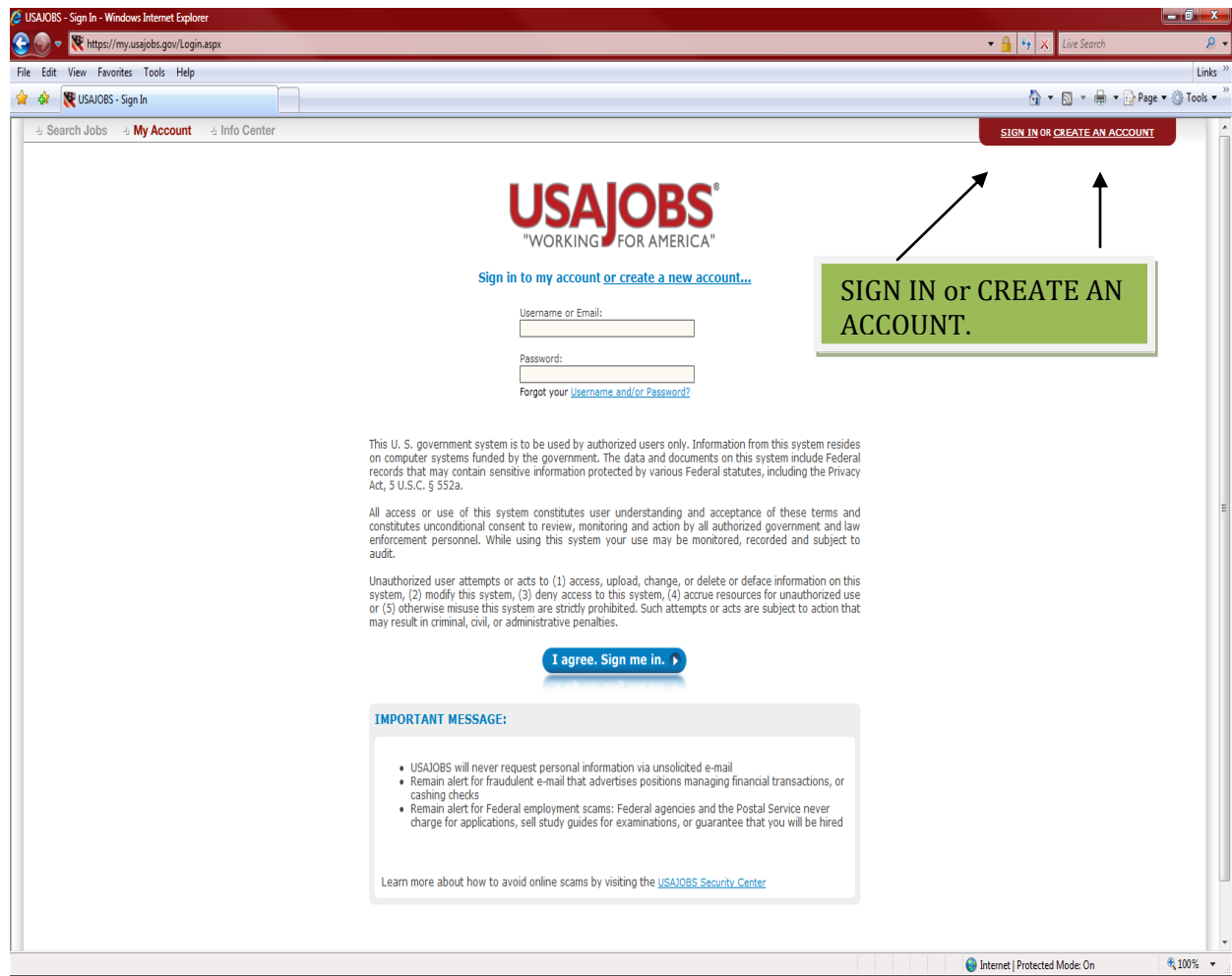
Step 3. Create an account

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

Your USAJOBS account is your personal homepage on USAJOBS. Use this page to access your account profile, resumes, saved documents, applications status and job search agents.

USAJOBS®
"WORKING FOR AMERICA"

Sign in to my account or create a new account...

Click on "CREATE AN ACCOUNT"

Username or Email:

Password:

Forgot your Username and/or Password?

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

I agree. Sign me in. ▶

IMPORTANT MESSAGE:

- USAJOBS will never request personal information via unsolicited e-mail
- Remain alert for fraudulent e-mail that advertises positions managing financial transactions, or cashing checks
- Remain alert for Federal employment scams: Federal agencies and the Postal Service never charge for applications, sell study guides for examinations, or guarantee that you will be hired

Learn more about how to avoid online scams by visiting the USAJOBS Security Center

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...

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

File   Edit   View   Favorites   Tools   Help

USAJOBS - Create an Account

Current Goal

My current goal is:

Character Count: 0   (500 characters max)

Citizenship Status

* Are you a U.S. Citizen?   ○ Yes ○ No

If you answered no to the above question, please provide your country of citizenship.

Country of citizenship:

Veterans' Preference:

* Do you claim Veterans' Preference?

○ No

○ 5-point preference based on active duty in the U.S. Armed Forces

○ 10-point preference for non-compensable disability or a purple heart

○ 10-point preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent

○ 10-point preference based on wife, widow, or widower preference

○ 10-point preference based on a compensable service-connected disability of 30 percent or more

> Click on the Veterans' Preference link for more information regarding eligibility.

Terms and Conditions

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All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and ...audit.

...ed user attempts or acts to (1) access, upload, change, or delete or deface information ...tem, (2) modify this system, (3) deny access to this system, (4) accrue resources for ...ed use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts ...t to action that may result in criminal, civil, or administrative penalties.

> Once you have completed all the required information click "I agree. Create my account."

I agree. Create my account. ▶

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

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

Done   Internet | Protected Mode: On   100%

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.

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

Click Save & Continue.

4c . Experience

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

You can preview your saved resume at any time.

You can add more than one job by clicking "Save and Add Experience." The same goes for Education.

Work Experience cont…

https://my.usajobs.gov/Resume/ResumeBuilderWizard2.aspx?ResumeID=258046954#stayhere

File   Edit   View   Favorites   Tools   Help

USAJOBS - Resume Builder

○ Quarter Hours
○ Other [   ]

Honors   [Select   ▼]

Relevant Coursework, Licensures and Certifications

[   ]

Problems with formatting when pasting from Word?

Character Count: 0   (2,000 character limit)

Spell Check ✓

Save and Add Education ▶

— **OR** ——————————————————

☐ I don't have any relevant education.

Job Related Training ❓

List the titles and completion date of training courses that are relevant to the position you are seeking.

Training - Training 11/19/1996
Conflict Management 11/1996
Handling Conflict and Anger 04/1998
Cultivating Winning Attitudes 06/1998
Women's Executive Leadership Program 08/1998
Interest Based Problem Solving 10/1999
Improving Customer Service 10/2001

Problems with formatting when pasting from Word?

Character Count: 764   (max. 5,000 characters)

Spell Check ✓

Once you have finished click "Save & Continue."

◀ Save & Previous   **Save for Later ▲**   **Save & Continue ▶**

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

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

4d. Related Information

References

Add references.

If you speak additional languages, document all that apply.

Related Information cont...

https://my.usajobs.gov/Resume/ResumeBuilderWizard3.aspx?ResumeID=258046954

File   Edit   View   Favorites   Tools   Help

USAJOBS - Resume Builder

Affiliations ❓

Organization Name:

Affiliation/Role:

Add Affiliation ▶

Add any affiliations. Click on questions mark for more information.

Professional Publications ❓

Enter any professional publications in the space provided

Problems with formatting when pasting from Word?

Character Count: 0   (5,000 character limit)

Spell Check ✓

Add any Professional Publications to which you have contributed.

Additional Information ❓

Enter job-related honors, awards, leadership activities, skills (such as computer softw or typing speed) or any other information requested by a specific job announcement.

Need more space? Expand this field.

Problems with formatting when pasting from Word?

Character Count: 0   (20,000 character limit)

Spell Check ✓

Use this optional section to supply additional information about honors, awards, leadership activities, public speaking engagements, skills (such as computer software proficiency or typing speed) or any other information requested in a specific job announcement.

Internet | Protected Mode: On   100%

Related Information cont...

Availability ❓

Enter your availability.

Note: Including this information will provide recruiters with additional detail on the type of pos... you are seeking. It will not exclude your resume from consideration.

What type of work will you be willing to accept?

- ☐ Permanent
- ☐ Temporary
- ☐ Term
- ☐ Intermittent
- ☐ Detail
- ☐ Temporary Promotion
- ☐ Summer
- ☐ Seasonal
- ☐ Federal Career Intern
- ☐ Student Career Experience

What type of work schedule will you be willing to accept?

- ☐ Full Time
- ☐ Part Time
- ☐ Shift Work
- ☐ Intermittent
- ☐ Job Share

Looking for a Specific Work Environment ❓

Select desired work environment.

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

Please select your desired work environment

- ☐ Student
- ☐ Undergraduate
- ☐ Graduate
- ☐ Post-graduate
- ☐ New Professional
- ☐ Mid-Career Professional
- ☐ Retiree
- ☐ Federal Retiree
- ☐ Highly Mobile
- ☐ Revolving
- ☐ Term
- ☐ Mission-Focused
- ☐ Experienced Professionals
- ☐ Requires Flexibilities
- ☐ Telework
- ☐ Part-Time
- ☐ Alternative Work Schedule

Desired Locations ❓

Select desired work location(s).

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration. Please select the Desired Location(s) you are willing to work in.
(For multiple locations, hold down the <Ctrl> key (PC) or <Command> key (Mac) as you select.)

Choose State   then Locale(s)   Click arrow to add ('X' to delete)

US
Alabama
Alaska
American Samoa

ADD

Related Information cont…

Looking for a Specific Work Environment

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

Please select your desired work environment

- ☐ Student
- ☐ Undergraduate
- ☐ Graduate
- ☐ Post-graduate
- ☐ New Professional
- ☐ Mid-Career Professional
- ☐ Retiree
- ☐ Federal Retiree
- ☐ Highly Mobile
- ☐ Revolving
- ☐ Term
- ☐ Mission-Focused
- ☐ Experienced Professionals
- ☐ Requires Flexibilities
- ☐ Telework
- ☐ Part-Time
- ☐ Alternative Work Schedule

Desired Locations

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration. Please select the Desired Location(s) you are willing to work in.
(For multiple locations, hold down the <Ctrl> key (PC) or <Command> key (Mac) as you select.)

Choose State   then Locale(s)   Click arrow to add ('X' to delete)

US
Alabama
Alaska
American Samoa
Arizona
Arkansas
Armed Force Europe, th

ADD

DELETE

Show locations for this region:
United States | Africa | Asia | Europe | North America | South America | Australia | C
Central America | Middle East

> Once completed click "Save & Continue."

Save & Previous   Save for Later   Save & Continue

Site Map   Contact Us   Help/FAQs   Employers   Privacy Act and Public Burden Information
This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

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.*

Sign In by entering 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.

Name your Resume.

Browse your computer for your resume.

When finished click "Upload."

NOTE: 2 of your 5 resumes may be uploaded resumes. However, not all agencies accept uploaded resumes. When applying for a job announcement that accepts uploaded resumes, your uploaded resume will be available as a selectable resume on the resume selection page. If the job does not accept uploaded resumes, then you will not see it in your list of resumes to select.

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 from this page.

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.

Once you have located a job that you are interested in, click on the position title under Job Summary.

6d. Vacancy Announcement

Read the Job Summary THOUROUGHLY. Determine if you are eligible to apply by looking at the "WHO MAY BE CONSIDERED" portion. Determine if you are qualified by looking at the "Qualifications" portion of the vacancy.

Step 7. Apply for Jobs

http://jobview.usajobs.gov/GetJob.aspx?JobID=98586381&JobTitle=Architect+GS-808-13+DE&q=NC-FV-11-982711-463044&where=&brd=3876&vw=b&FedEmp=N&FedPub=Y&x=598&y=23&ipg=1&re=9&AVSDM=2011-04-21+07%3a57%

File   Edit   View   Favorites   Tools   Help

USAJOBS - Search Jobs

How To Apply

Back to top ▲

Go to section of this Job:

HOW TO APPLY:

To apply for this position, you must provide a complete Application Package which inclu

1. Your resume
2. Your responses to the questionnaire
3. Additional required documents (see Required Documents section below)

The complete Application Package must be submitted by 11:59 PM (EST) on Friday, April 29, 2011.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page http://staffing.opm.gov/pdf/usascover.pdf using the following Vacancy ID463044. Fax your documents to **1-478-757-3144**.

If you cannot apply online:

1. Click the following link to view and print the questionnaire View Occupational Questionnaire,
2. Print the 1203FX form to provide your response to the questionnaire http://www.opm.gov/forms/pdfimage/opm1203fx.pdf, and
3. Fax the completed 1203FX form along with any supporting documents to **1-478-757-3144**. Your 1203FX will serve as a cover page for your fax transmission.

The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.

REQUIRED DOCUMENTS:
The following documents are required:

- Resume
- If the position has an education requirement or you are qualifying based on a combination of education and experience or solely on education, you must submit your college transcripts with your application
- If you are claiming Veterans Preference or Military Spouse preference (MSP), to verify your preference claim you MUST submit supporting documents with your application package. These documents may include, but are not limited to: for MSP claims, PCS orders and marriage certificate; for verification of Veteran Preference, DD214 (which indicates character of service) SF-15, VA Letter and/or Activation/Deactivation orders.

If you fail to provide these documents, you will be marked as having an incomplete application package and will not be considered any further.

PLEASE NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for other than the applicant. These documents may be sanitized to remove such personal information before submission with the application. Applicants may be asked to provide an un-sanitized version of the documents upon selection to confirm eligibility.

AGENCY CONTACT INFO:

Central Resume Processing Center
Phone: 4103060137
Email: APPLICANTHELP@CONUS.ARMY.MIL

Agency Information:
W31R30 Middle East District
314 Johnson Street

Apply Online ▶
Print Preview ▶
Save Job ▶
Share Job ▶

Agency Information:
W31R30 Middle East District
314 Johnson Street
Aberdeen Proving Grounds, MD 21005
UNITED STATES OF AMERICA

Questions about this job:
Central Resume Processing Center
Phone: 4103060137
Email: APPLICANTHELP@CONUS.ARMY.MIL

Job Announcement Number:
NC-FV-11-982711-463044-D
Control Number: 2239936

> Once you have determined that you are eligible & qualified, read the "HOW TO APPLY" section and click "Apply Online".

Internet | Protected Mode: On   100%

7a. Select Resume

Screenshot text:

USAJOBS - Apply Online - Windows Internet Explorer

https://my.usajobs.gov/apply/applystart.aspx?cpdf=arcd&jobid=98586381&redirect=http%3a%2f%2fjobsearch.usajobs.gov%2fsearch.aspx%3fq%3dnc-fv-11-982711-463044%26brd%3d3876%26vw%3db%26fedemp%3dn%26fedpub%3dy%2...

File   Edit   View   Favorites   Tools   Help

USAJOBS - Apply Online

Search Jobs   My Account   Info Center

Welcome Alexander! | Sign out

USAJOBS "WORKING FOR AMERICA"

Search Jobs   Keyword Tips
What: (keywords)   Where: (U.S. city, state or zip code)
Browse Jobs >   Advanced Search >   International Search >

Please Note: If you are resubmitting or updating a previous application you must re-submit **all** required documents!

Apply Online to the following job:

Job Announcement Number:	NC-FV-11-982711-463044-D
Job Title:	Architect GS-808-13 DE
Grade:	GS 13
Agency:	Army Corps of Engineers, Department Of The Army
Job Location:	Winchester, Virginia

Resume - Select one of your stored resumes to send:
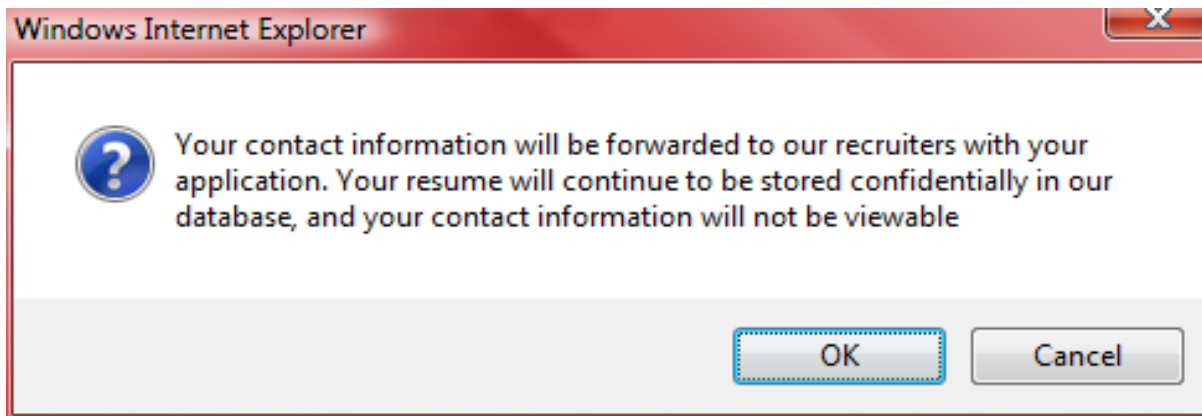
Select
General Resume
General Resume

☐ In order to determine if our recruitment efforts are reaching all segments of the **this box** to complete the optional "Demographic Information on Applicants" form. **used to determine if your recruitment efforts are reaching all segments of the** consistent with Federal equal employment opportunity laws. Your voluntary responses are treated in a highly confidential manner. **Your responses are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public.** No information taken from this form is ever placed in your Personnel file. This is vital information not available from any other source. We can only get it directly from you. Thank you for helping us to provide better service.

☐ I have previewed my resume. The selected document includes the information I wish to provide with this application.
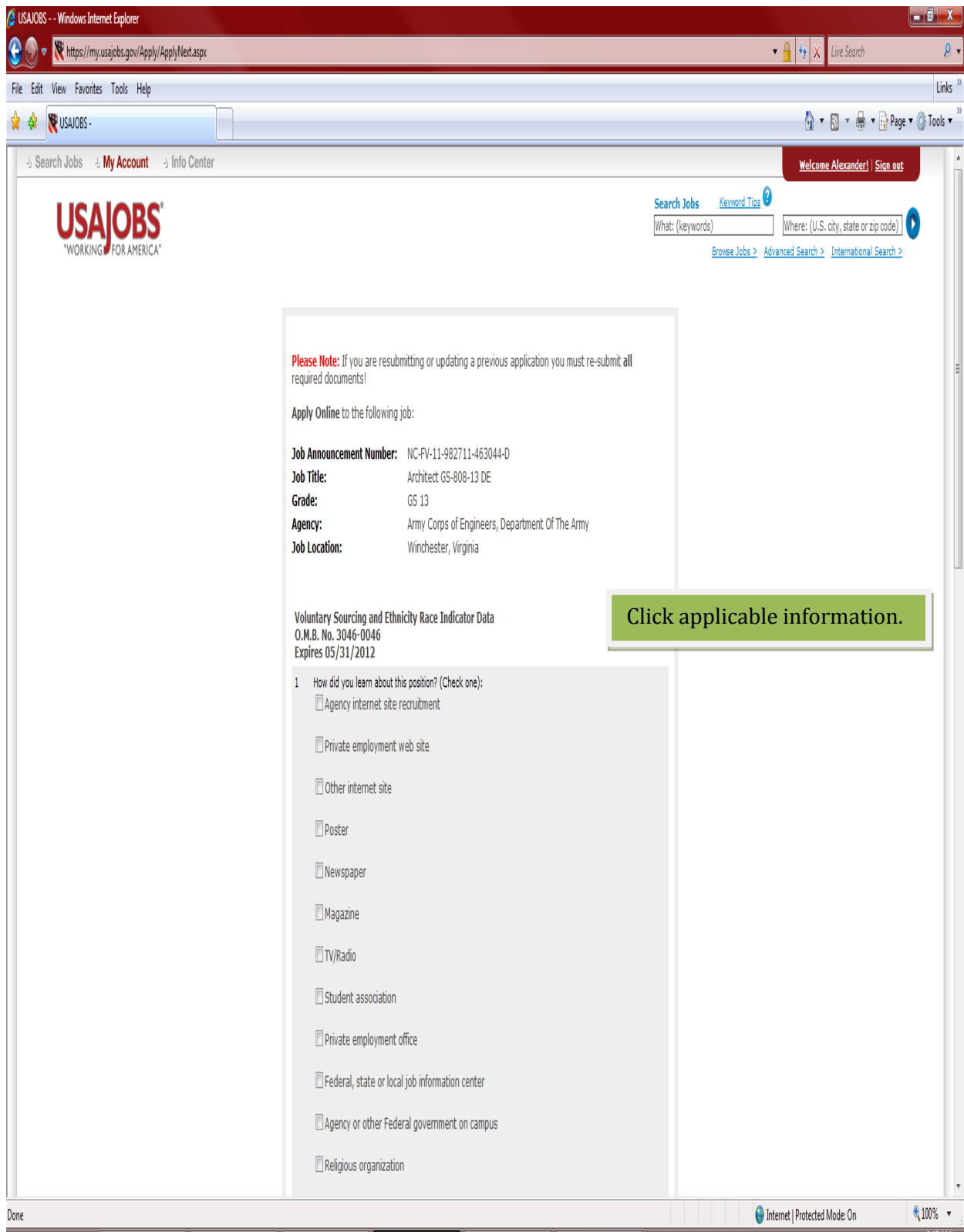
☐ I certify, to the best of my knowledge and belief, all the information in and submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001)

Apply for this position now!   **Cancel**

Internet | Protected Mode: On   100%

Annotation (left): If you have previously uploaded any other documents (ex. DD214, SF50, Transcripts), there will be another box below the resume box titled attachments. Select the appropriate document. If you have not uploaded any extra there will be nothing showing.

Annotation (right): Select the resume you would like to use for this particular vacancy. Read the information and select the required click boxes and click "Apply for this position now!"

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...

2 Sex (Check one):
☑ Male

☐ Female

3 Ethnicity (Check one):
☐ Hispanic or Latino—a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

☑ Not Hispanic or Latino

4 Race (Check all that apply):
☐ American Indian or Alaska Native—a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.

☐ Asian—a person having origins in any of the original peoples of the far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.

☐ Black or African American—a person having origins in any of the black racial groups of Africa.

☐ Native Hawaiian or Other Pacific Islander—a person having origins in any of the orginal peoples of Hawaii, Guan, Samoa, or other Pacific Islands.

☑ White—a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Privacy Act and Paperwork Reduction Act Statement

Privacy Act Information: This information is provided and pursuant to Public Law 93-579 ("Privacy Act of 1974"), for individuals completing Federal records and forms that solicit personal information. The authority is Title 5 of the U.S. Code, sections 1302, 3301, 3304, and 7201. Purpose and Routine Uses: No individual data is ever provided to selecting officials. This form will only be seen by HR Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all segments of the population, in conformance with the requirements of Federal equal employment opportunity laws. Only summary data is reported, and only in a format which can not be broken out by individual applicants. Effects of Nondisclosure: Providing this information is voluntary. No individual personnel selections are made based on this information.

Paperwork Reduction Act Statement: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is three (3) minutes, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the Equal Employment Opportunity Commission, Affirmative Employment Division, Federal Sector Programs, 131 M St., NE, Washington, DC 20507 and to the Office of Management and Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.
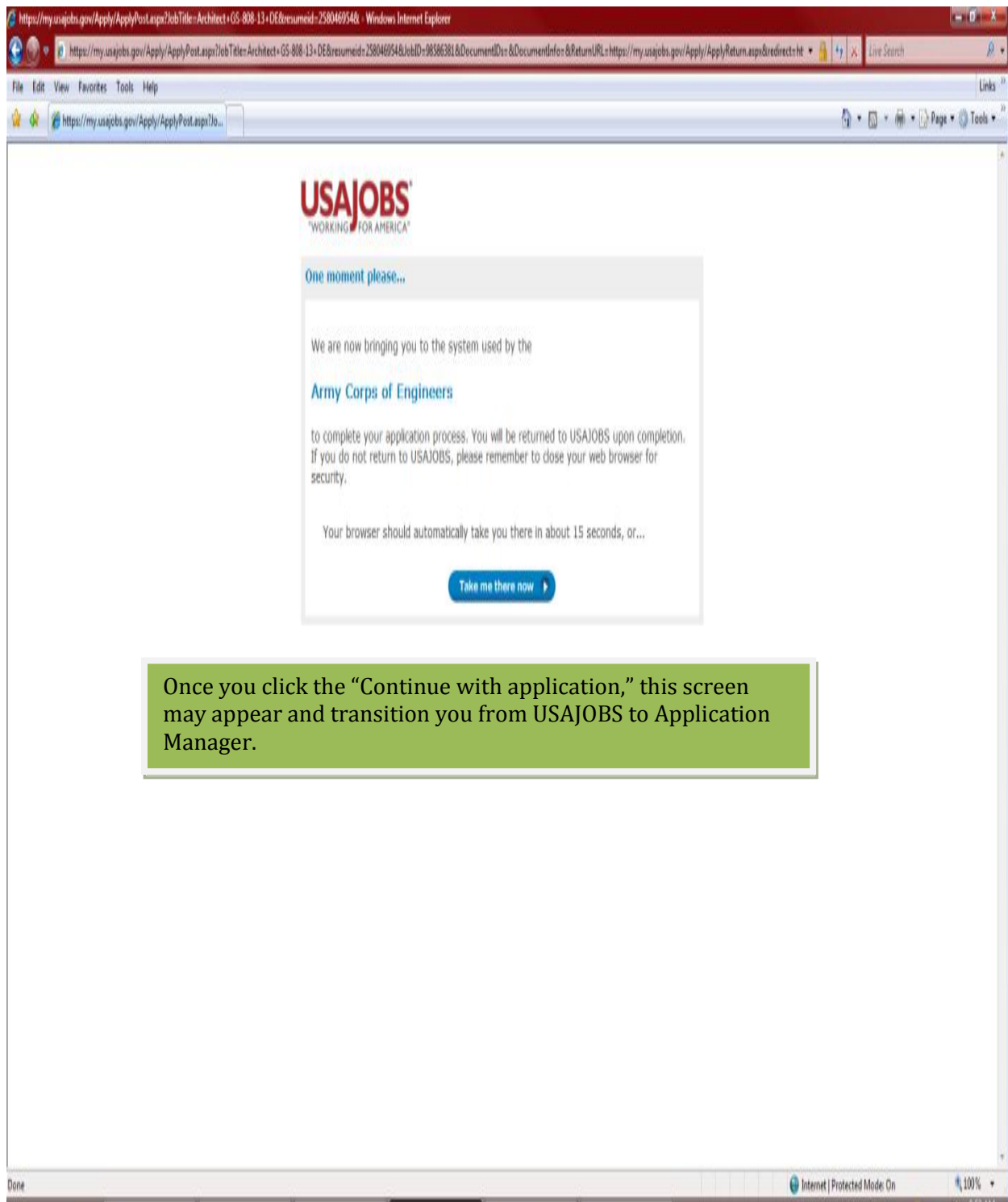
Enter all that apply.

Continue With Application ▶

When completed click "Continue With Application."

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**
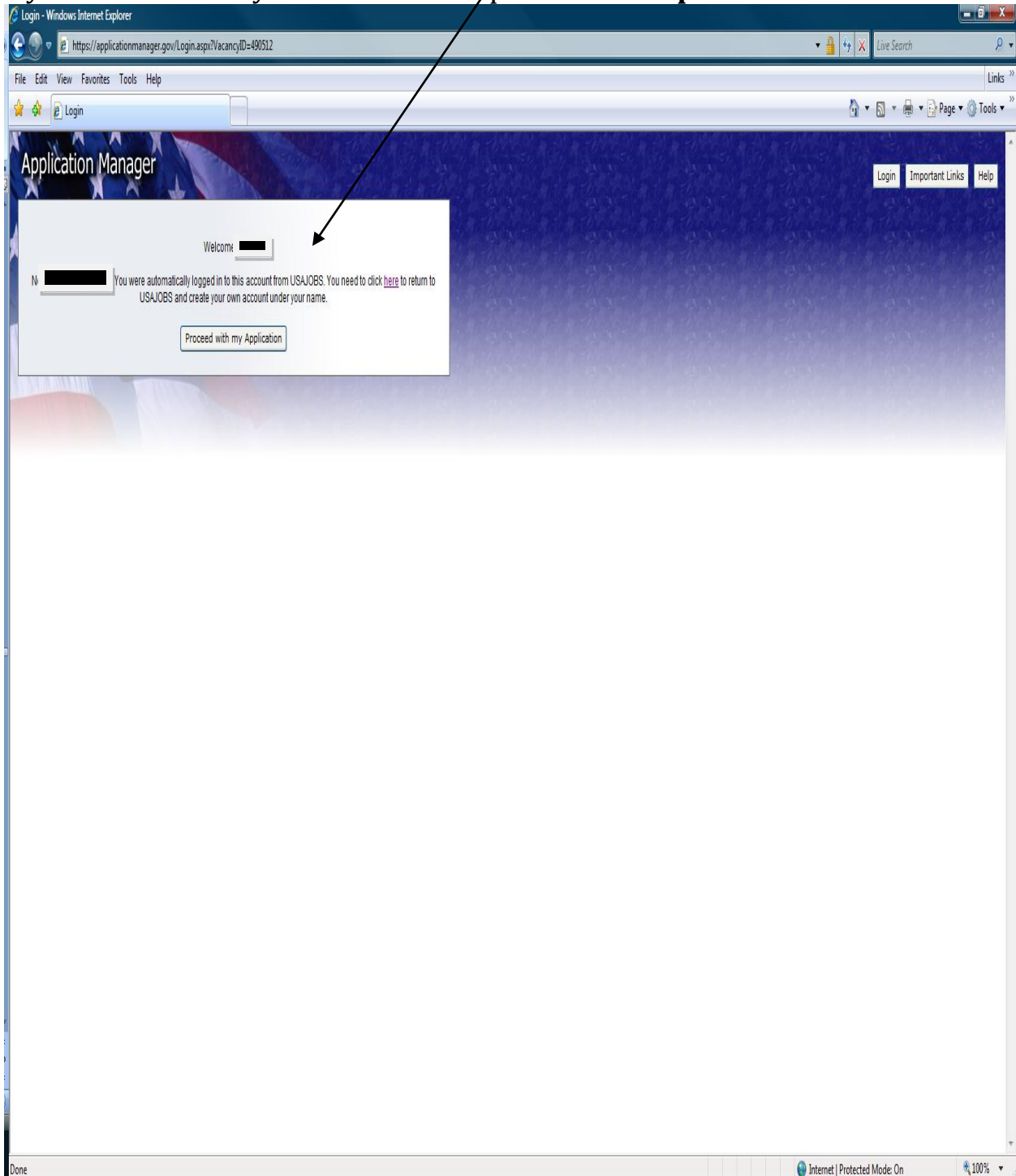
Step 8. Application Manager

Welcome to USA Staffing® Application Manager!

If you have already created an Application Manager account, please log in on the next page.

If this is the first time USAJOBS has sent you to Application Manager, to continue the job application process, you will need to create an account.

Application Manager, https://ApplicationManager.gov, is a completely separate system that some agencies use to collect applications online; it is not a part of http://www.USAJOBS.gov. This means you need a separate account with Application Manager to continue the online application process. In Application Manager you will answer detailed job-specific questions that go beyond what you have done in USAJOBS, and you can attach documents to your application package, including your USAJOBS résumé. See the Application Manager Quick Start Guide for an overview.

Continue

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

8a. Creating an Account

Login - Windows Internet Explorer

https://applicationmanager.gov/Login.aspx?VacancyID=463044

File Edit View Favorites Tools Help

Login

Application Manager

Login Important Links Help

Welcome to USA Staffing® Application Manager

Existing Account? Log In Here:

User Name:

Password:

Go

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.

Notification of Scheduled Maintenance   Forgot User Name or Password   Problems Logging In?

If you have an existing Account, login here.

Create an Account:

Create one now -- It's fast, convenient and easy to use all these Application Manager features!

Check out our Quick Start Guide.

Create an Account

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

Instructions on how to apply for a job without using Application Manager

Full Terms and Conditions of Use

Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:

- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized

Done   Internet | Protected Mode: On   100%

8b. Enter email address

Enter your email address and click "Check for account."

8c.Verify email address

If you do not have an account you will receive a message that no account was found for that email address.

If you receive this message click "I'm done checking for accounts."

8d. Select email address

Select your email address.

Click "Create account with this address."

8e.Create User Name

8f. Create a Password

Create a password to access your Application Manager account.

Follow the password naming convention to create your secure password.

8g.Select Secret Question

Select a Secret Question, Answer, Retype & click Submit.

8h. Account successfully created

Once you have successfully created your Application Manager account click "Proceed to Application Manager."

Step 9. Biographic Data

This data will already be pre-populated with the information you entered in your USAJOBS account. Once you verify your information click "Next."

Step 10. Eligibility Information

Lowest Grade

Click the drop down arrow and select lowest grade acceptable.

Veteran Preference Claim

Select Vet preference.

Dates of Active Duty - Military Service

If claiming Veterans Preference, enter applicable dates.

Eligibility Information cont…

https://applicationmanager.gov/Application.aspx?VacancyID=463044

File   Edit   View   Favorites   Tools   Help

Application Manager

To

Occupational Specialties

Occupational Specialties
Select the occupational specialty code. The specialty code
for this position is 001. Please note that you must select the specialty code before proceeding to the ne...

Code is defined below:

☑ Architect

> Read and select all specialty codes that apply to you. (May be different or not present on all announcements.)

Geographic Availability

Geographic Availability

Select/enter at least one geographic location in which you are interested and will accept employment. The loca...

☑ Winchester, VA

> Select the geographical location you wish to be considered for. (May select more than one) (May be different on each announcement.)

Transition Assistance Plan

In this section indicate if you are a surplus or displaced Federal employee request...
(ICTAP).

Note: To receive consideration for CTAP or ICTAP, you must submit the necessary...

Transition Assistance Plan

☐ Career Transition Assistance Plan (CTAP)

☐ Interagency Career Transition Assistance Plan (ICTAP)

> Complete ONLY IF you are a surplus or displaced Federal employee requesting special priority consideration under the Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP). *See definitions on the next page.*

Previous   Next   Save

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 <u>internal</u> 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

Select all that apply, and click "Next."

Step 12. Assessment Questionnaire

Application Manager

Vacancy ID: **463044**

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
  Section 1
  Section 2
  Section 3
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: Architect GS-808-13 DE

Announcement Number: NC-FV-11-982711-463044-D   USAJOBS Control Number: 2239936

Applicant Name: Change Name

User: PAPKEA

Previous   Next   Save

Section 1

1. From the descriptions below, please select the response that best reflects your level of experience and/or directly related educ

○ A I have at least one year of specialized experience equivalent to the GS-11 grade level in the Federal service in a position t
include tenant activities. Plan, interpret, modify and adapt standard guides; design, develop specifications; prepare estimates o
architectural, structural, civil, electrical and mechanical materials and installation instructions for a variety of projects.

○ B I have successfully completed a degree: architecture; or related field that included 60 semester hours of course work in a
design, and (2) 6 semester hours were in each of the following: structural technology, properties of materials and methods of c

○ C I have a combination of education and experience – college-level education, training, and/or technical experience that furr
and (2) a good understanding, both theoretical and practical, of the architectural principles, methods, and techniques and their

○ D My education and/or experience are not reflected in any of the above statements and I am not qualified for this position.

Previous   Next   Save

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:

If you are unable to upload your documents you can fax them. This section provides a Fax Cover Page for documents you are unable to upload.

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

United States Government
Application Cover Page

4145

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:

Step 15. Submit Answers

Once you have completed the application package, you MUST click "Submit My 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

Click on Application Status.

16b. More Information

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. This link takes you directly into the Details Tab of Application Manager for the selected Application Package.

16c. Details

From the details page you can:
- View the Job Announcement
- Change your Answers*
- Add Documents*

Update Biographic Information
- View/Print your Answers

Review status of your Assessment and Documents.
- View Messages sent by the Hiring Agency
- View Application Package History

*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