



Applicant User Guide

North Central Region
05-July-2011

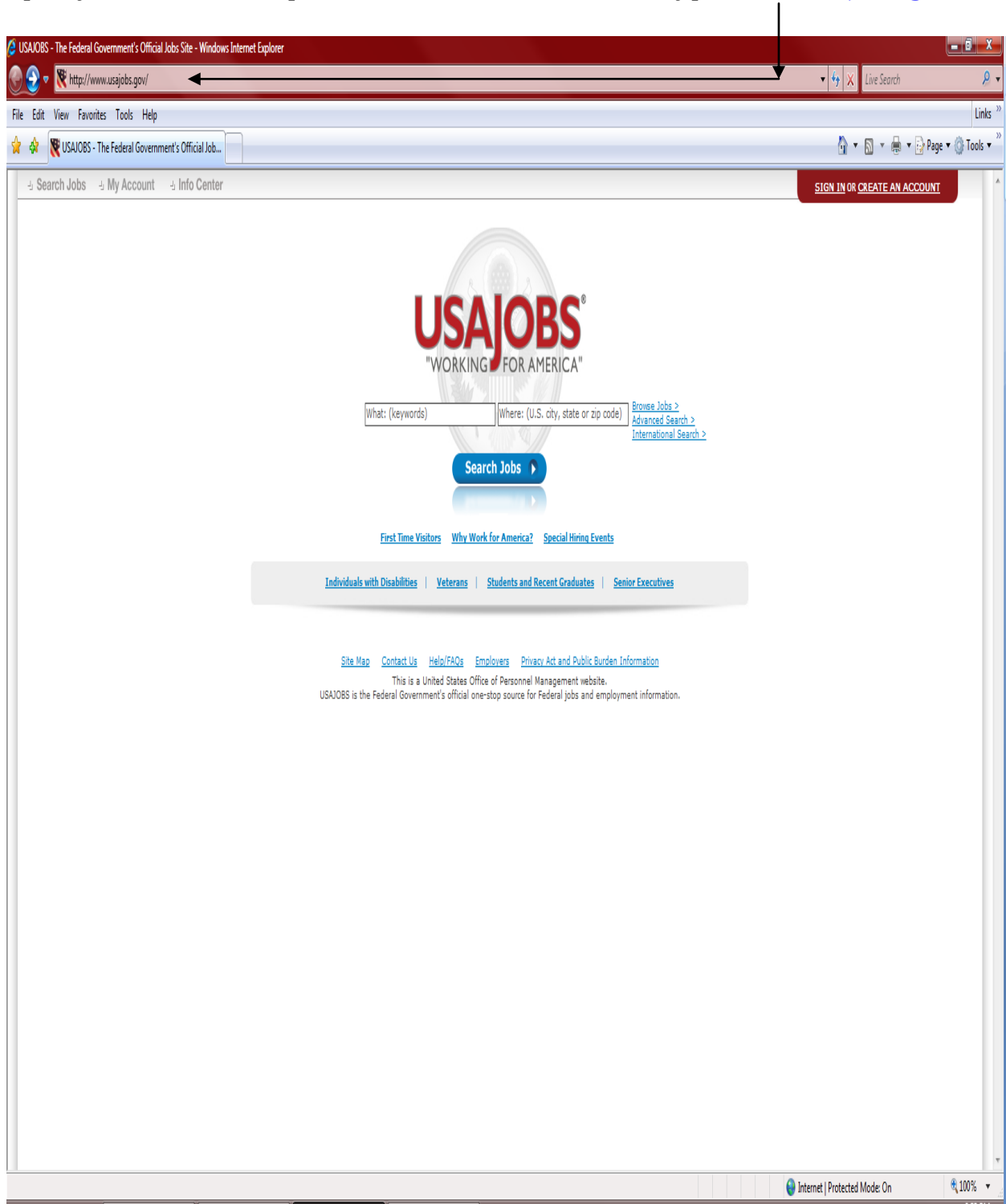
USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can: create an account, look for a job & be informed.

Table of Contents
USAJOBS

| | |
|---|----|
| Step 1: Accessing USAJOBS | 3 |
| Step 2: How to Apply | 4 |
| Step 3: Create an Account..... | 5 |
| Step 4: Create Resume..... | 10 |
| Step 5: Upload a Completed Resume | 21 |
| Step 6: Search for Jobs..... | 26 |
| Step 7: Apply for Jobs | 31 |
| Step 8: Application Manager..... | 38 |
| Step 9: Biographic Data..... | 47 |
| Step 10: Eligibility Information..... | 48 |
| Step 11: Other Information | 53 |
| Step 12: Assessment Questionnaire..... | 54 |
| Step 13: Re Use Documents | 55 |
| Step 14: Upload Documents | 56 |
| Step 15: Submit Answers | 59 |
| Step 16: Application Status | 63 |
| Step 17: Logout..... | 68 |

Step 1. Accessing USAJOBS

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



Step 2. How to Apply

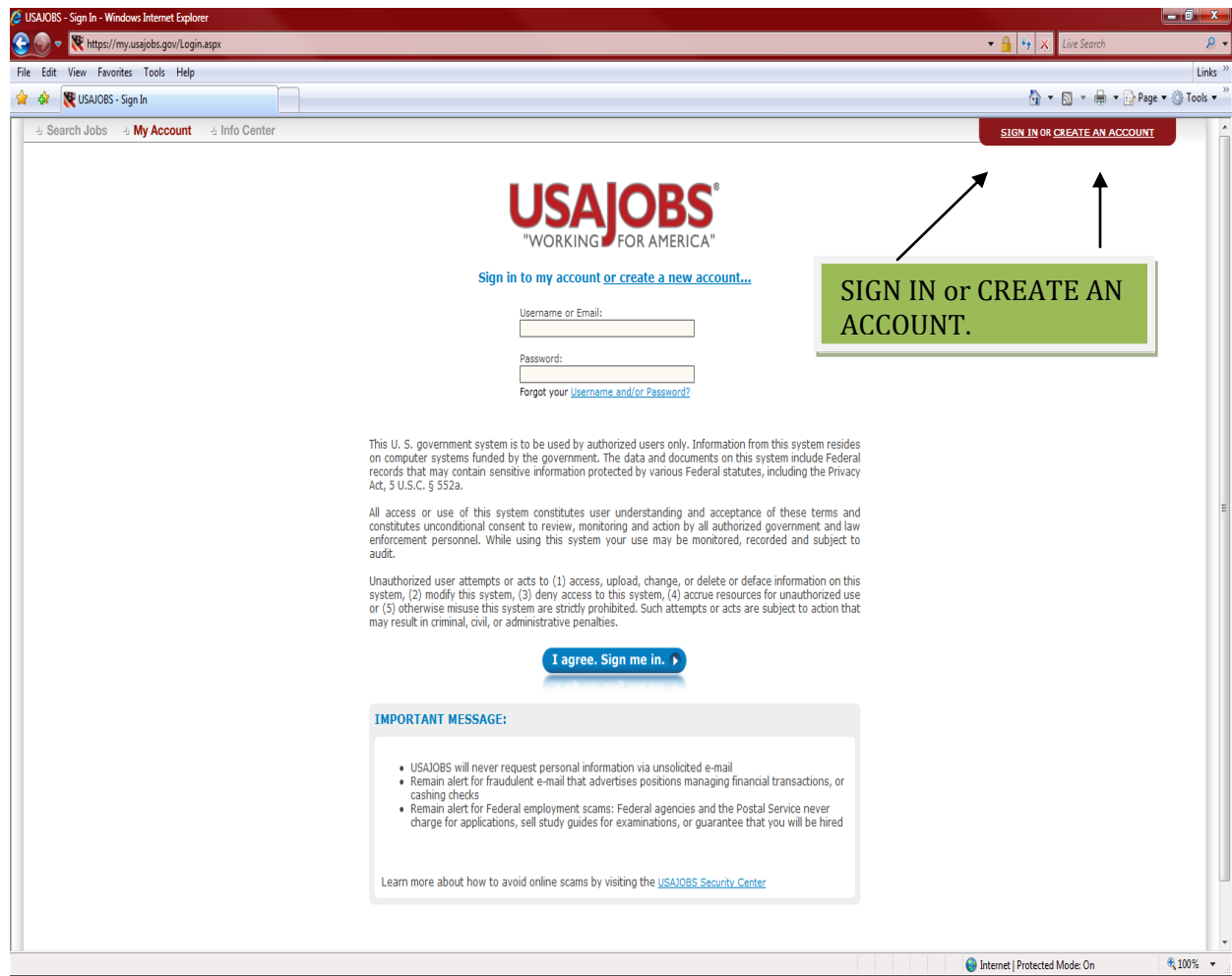
To apply on a vacancy using USAJOBS you must have a USAJOBS account.

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 **step 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.

Click on “CREATE AN ACCOUNT”

SIGN IN OR CREATE AN ACCOUNT

USAJOBS
"WORKING FOR AMERICA"

[Sign in to my account or create a new 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](#)

Internet | Protected Mode: On 100%

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**.

USAJOBS
"WORKING FOR AMERICA"

Create New Account

Welcome to USAJOBS!

USAJOBS is the official job site of the US Federal Government.
It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Learn how to use USAJOBS
- Learn about the federal hiring process
- Discover special hiring programs
- Search by Agency, Occupation, Location...
- See which jobs are in demand
- Apply to Federal Agencies

Form Sections: [Personal Information](#) | [Account Information](#) | [Current Goal](#) | [Citizenship Status](#) | [Veterans Preference](#)

* Required information

Personal Information

- * First Name
- Middle Name
- * Last Name
- * Home Address
- Home Address 2
- * City/Town
- * State/Territory/Province
- * Postal/Zip Code
- * Country
- * Telephone Number 1
- Telephone Number 2
- Telephone Number 3
- * Email

Anything that has a Red* asterisk next to it is required and MUST be completed.

Done Internet | Protected Mode On 100%

Personal Information cont...

USAJOBS - Create an Account - Windows Internet Explorer
https://my.usajobs.gov/Account/Account.aspx

File Edit View Favorites Tools Help

USAJOBS - Create an Account

Current Goal [Top](#)

My current goal is:

Character Count: 0 (500 characters max)

Citizenship Status [Top](#)

★ 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: [Top](#)

★ 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

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[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%

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

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

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 Jobs** 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.)

The screenshot shows the USAJOBS My Account page in a Windows Internet Explorer browser. The page layout includes a navigation bar with 'Search Jobs', 'My Account', and 'Info Center'. A search bar is located at the top right. The main content area is divided into several sections: 'My Account' (with a profile picture and 'Edit Profile' button), 'Highlights from USAJOBS' (a maintenance notice), 'Saved Jobs' (empty), 'Saved Documents' (empty), 'Resumes' (containing 'Build New Resume' and 'Upload New Resume' buttons), and 'Application Status' (empty). A green callout box with the text 'Click on Resumes to expand, Then click on Build New Resume' has two arrows pointing to the 'Resumes' section header and the 'Build New Resume' button. The footer contains site map, contact, and privacy information.

Click on Resumes to expand, Then click on Build New Resume

4a. Getting Started

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

USAJOBS - Resume Builder - Windows Internet Explorer

https://my.usajobs.gov/Resume/ResumeBuilderWizard.aspx?ResumeID=0

File Edit View Favorites Tools Help

USAJOBS - Resume Builder

WORKING FOR AMERICA

Resume Builder

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

1. **Getting Started** 2. Experience 3. Related Information 4. Finishing Up

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the ? after each title for more information.

Confidentiality ?

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches.

Confidential Non-Confidential

Candidate Information ?

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches.

* Name Your Resume [What is this?](#)

* First Name

Middle Name

* Last Name

* Social Security Number [Why is this required?](#)

* Home Address

Home Address 2

* City/Town

* State/Territory/Province Iowa

* Home Postal/ZIP Code

* Country US

* Email

Internet | Protected Mode: On 100%

Some boxes will auto fill from your profile information.

Click after each field for more information.

4b. Federal Employee

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

The screenshot shows the USAJOBS Resume Builder wizard in a Windows Internet Explorer browser. The page is titled "USAJOBS - Resume Builder" and the URL is "https://my.usajobs.gov/Resume/ResumeBuilderWizard.aspx?ResumeID=0". The form contains several sections:

- Social Security number:** A text input field with a note "This is this Required".
- Home Address:** A text input field.
- Home Address 2:** A text input field.
- City/Town:** A text input field.
- State/Territory/Province:** A dropdown menu.
- Home Postal/ZIP Code:** A text input field.
- Country:** A dropdown menu.
- Email:** A text input field.
- Phone Numbers:** Three dropdown menus for Day Phone, DSN, and a "-SELECT-" option.
- Are you a U.S. Citizen?:** Radio buttons for Yes and No.
- Do you claim veterans' preference?:** Radio buttons for Yes and No, with a link "Does this apply to me?".
- Selective Service:** A checkbox with a note: "Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25."
- Highest Career Level Achieved:** A dropdown menu with a note: "Note: This will change the Career Level on all your resumes." and a "- SELECT -" option.
- Federal Employee Information:** A section with a question: "Are you or were you ever a Federal civilian employee?" and radio buttons for Yes and No.

At the bottom of the form, there are two buttons: "Save for Later" and "Save & Continue". A green callout box with an arrow points to the "Save & Continue" button, containing the text "Click Save & Continue." Another green callout box with an arrow points to the "Are you or were you ever a Federal civilian employee?" question, containing the text "If you are or were ever a Federal civilian employee click 'Yes' and fill out the additional information requested."

At the bottom of the page, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "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."

4c . Experience

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

USAJOBS - Resume Builder - Windows Internet Explorer

https://my.usajobs.gov/Resume/ResumeBuilder/Wizard2.aspx?ResumeID=258046854#stayhere

File Edit View Favorites Tools Help

USAJOBS - Resume Builder

Welcome Alexander! | Sign out

Search Jobs Keyword Tips

What: (keywords) Where: (U.S. city, state or zip code)

Browse Jobs > Advanced Search > International Search >

Resume Builder

1. Getting Started 2. **Experience** 3. Related Information 4. Finishing Up

[Preview your resume](#)
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the [?](#) after each title for more information.

Work Experience

Note: If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches.

* Employer Name

* City/Town

* State/Territory/Province

* Country

* Formal Title

* Start Date

* End Date:

Salary

* Average Hours per week

May we contact your supervisor? Yes No Contact me first

Is this a Federal position? Yes No

* Duties, Accomplishments and Related Skills

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (3,000 character limit)

[Save and Add Experience](#)

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.

Internet | Protected Mode: On 100%

Work Experience cont...

The screenshot shows the USAJOBS Resume Builder interface in Internet Explorer. The browser address bar shows the URL: <https://my.usajobs.gov/Resume/ResumeBuilderWizard2.aspx?ResumeID=258046354#stayhere>. The page title is "USAJOBS - Resume Builder".

The main content area is divided into two sections:

- Relevant Coursework, Licensures and Certifications:** This section includes radio buttons for "Quarter Hours" and "Other", a "Select" dropdown menu for "Honors", and a large text area for entering relevant coursework. Below the text area, there is a "Character Count: 0 (2,000 character limit)" and a "Spell Check" button. A "Save and Add Education" button is also present.
- Job Related Training:** This section includes a heading "Job Related Training" and a description: "List the titles and completion date of training courses that are relevant to the position you are seeking." Below this is a list of training courses: "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", and "Interest Based Problem Solving 10/1999". Below the list, there is a "Character Count: 764 (max. 5,000 characters)" and a "Spell Check" button.

At the bottom of the page, there are three buttons: "Save & Previous", "Save for Later", and "Save & Continue". A green callout box with an arrow points to the "Save & Continue" button, containing the text: "Once you have finished click 'Save & Continue.'"

At the bottom of the page, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". Below these links, it states: "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

USAJOBS - Resume Builder - Windows Internet Explorer
https://my.usajobs.gov/Resume/ResumeBuilderWizard3.aspx?ResumeID=258046954

File Edit View Favorites Tools Help Links

USAJOBS - Resume Builder

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 >

Resume Builder

1. Getting Started 2. Experience 3. Related Information 4. Finishing Up [Preview your resume](#)
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the ? after each title for more information.

References ?

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches.

Name:
Employer:
Title:
Phone:
Email:

Reference Type: Professional Personal

[Add Reference](#)

Additional Language Skills ?

Language:

Spoken: None Novice Intermediate Advanced

Written: None Novice Intermediate Advanced

Read: None Novice Intermediate Advanced

[Add Language](#)

Done Internet | Protected Mode: On 100%

Add references.

If you speak additional languages, document all that apply.

Related Information cont...

The screenshot shows the USAJOBS Resume Builder interface in a Windows Internet Explorer browser window. The browser address bar shows the URL: <https://my.usajobs.gov/Resume/ResumeBuilderWizard3.aspx?ResumeID=258046954>. The browser menu includes File, Edit, View, Favorites, Tools, and Help. The page title is "USAJOBS - Resume Builder".

The main content area is divided into three sections, each with a blue question mark icon and a black arrow pointing to the right:

- Affiliations:** Includes input fields for "Organization Name:" and "Affiliation/Role:", and a blue "Add Affiliation" button.
- Professional Publications:** Includes a text area for "Enter any professional publications in the space provided", a character count of "0 (5,000 character limit)", and a blue "Spell Check" button.
- Additional Information:** Includes a text area for "Enter job-related honors, awards, leadership activities, skills (such as computer soft or typing speed) or any other information requested by a specific job announcement.", a "Need more space? Expand this field." link, a character count of "0 (20,000 character limit)", and a blue "Spell Check" button.

A large green callout box on the right side of the page contains the following text:

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

Add any Professional Publications to which you have contributed.

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.

The browser status bar at the bottom shows "Internet | Protected Mode: On" and "100%".

Related Information cont...

The screenshot shows the USAJOBS Resume Builder wizard in Internet Explorer. The browser address bar shows the URL: <https://my.usajobs.gov/ResumeBuilderWizard3.aspx?ResumeID=258046954>. The page title is "USAJOBS - Resume Builder".

The main content area is divided into three sections, each with a green callout box and an arrow pointing to it:

- Availability**: A green callout box says "Enter your availability." The section includes a note, a question "What type of work will you be willing to accept?", and a list of checkboxes: Permanent, Temporary, Term, Intermittent, Detail, Temporary Promotion, Summer, Seasonal, Federal Career Intern, and Student Career Experience. Below that is another question "What type of work schedule will you be willing to accept?" with checkboxes for Full Time, Part Time, Shift Work, Intermittent, and Job Share.
- Looking for a Specific Work Environment**: A green callout box says "Select desired work environment." The section includes a note and a question "Please select your desired work environment". It lists checkboxes for: 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, and Alternative Work Schedule.
- Desired Locations**: A green callout box says "Select desired work location(s)." The section includes a note and a question "Choose State then Locale(s)". It shows a dropdown menu with "US", "Alabama", "Alaska", and "American Samoa". There is an "ADD" button and a text input field for "Click arrow to add (X to delete)".

The browser's status bar at the bottom shows "Internet | Protected Mode: On" and "100%".

Related Information cont...

The screenshot shows the USAJOBS Resume Builder interface in a Windows Internet Explorer browser window. The address bar shows the URL: <https://my.usajobs.gov/Resume/ResumeBuilder/Wizard3.aspx?ResumeID=258046954>. The browser title is "USAJOBS - Resume Builder".

At the top, there are checkboxes for "Intermittent" and "Job Share".

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](#) | [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.

Internet | Protected Mode: On 100%

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.”

USAJOBS
"WORKING FOR AMERICA"

If you need to make any changes to your information you can click on the top fields.

Resume Builder

1. Getting Started 2. Experience 3. Related Information 4. Finishing Up

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the ? after each title for more information.

Please review your resume, as shown below, for accuracy and completeness. By clicking the 'Activate Resume' button you will allow recruiters to find your resume during resume searches.

Activate Resume ?

Activate Resume

Or

Please save your Resume. To make future changes to your resume, click Resumes on your Account home page. To make changes to your resume immediately click the 'Save & Previous' button.

Save & Previous Save for Later

Confidential Resume
QAAAALKU44WSCMZUL5UZIVCZ6GGB6CJRHOXOO3DIDNUZT5ZUMHWOH6JR@users.fedjobs.gov

Country of citizenship: United States of America
Veterans' Preference: 5-point preference based on active duty in the U.S. Armed Forces
Highest Grade: GS-0201-GS, 11/1984-Present
Contact Current Employer: No

AVAILABILITY

Job Type: Permanent
Work Schedule: Full Time

Desired Work Environment

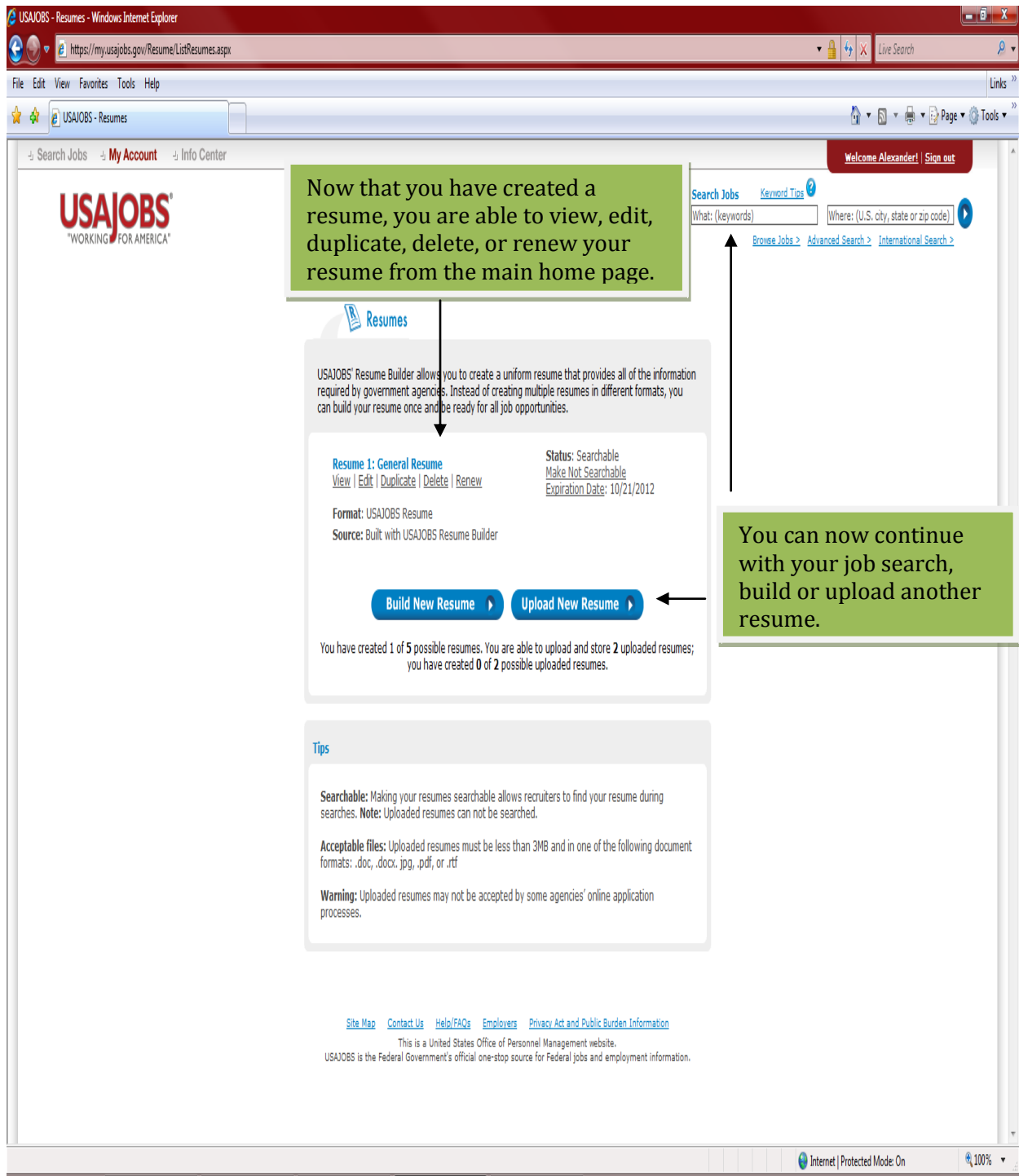
Federal Retiree
Telework
Part-Time

DESIRED LOCATIONS

US-AZ-Flagstaff
US-AZ-Phoenix

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*.

The screenshot shows the USAJOBS Sign In page in Internet Explorer. The browser address bar shows the URL: <https://my.usajobs.gov/login.aspx?redirect=https%3a%2f%2fmy.usajobs.gov%2fhome.aspx>. The page features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo, there is a link: "Sign in to my account or [create a new account...](#)". The sign-in form consists of two input fields: "Username or Email:" and "Password:". A green callout box with a white border and a black arrow pointing to the "Username or Email:" field contains the text: "Sign In by entering your Username & Password". Below the form is a link: "Forgot your [Username and/or Password?](#)".

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[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](#)

Internet | Protected Mode On 100%

5b. Upload Completed Resume

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

The screenshot shows the USAJOBS My Account page in Internet Explorer. The browser address bar shows <https://my.usajobs.gov/Home.aspx>. The page has a navigation bar with "Search Jobs", "My Account", and "Info Center". A "Welcome Tracy! Sign out" message is visible in the top right. The main content area is divided into several sections:

- My Account:** Includes a profile picture placeholder, "Current Goal: Find a Job", "Last login: 4/6/2011", and buttons for "Change Photo" and "Edit Profile".
- Resumes:** A section with a "TMS" status, "View Delete" links, and "Status: Not Searchable". It notes "Uploaded resumes can not be searched" and "Source: Uploaded from my computer". It contains two buttons: "Build New Resume" and "Upload New Resume". Below these, it states: "You have created 1 of 5 possible resumes. You are able to upload and store 2 uploaded resumes; you have created 1 of 2 possible uploaded resumes." A "View All Resumes" link is at the bottom.
- Upload a New Document:** A section with a "Cover Letter" dropdown, a "Browse..." button, and a text input field for "Please enter a name for this attachment (100 characters max)". Below the input field is a blue "Upload" button. A green box with the text "Click Upload New Resume." has an arrow pointing to the "Upload" button.
- Application Status:** A section with a blue arrow icon and the text "Application Status".

At the bottom of the page, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "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." The browser status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%".

5c. Browse for resume

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

The screenshot shows the USAJOBS Resume Uploader page in a Windows Internet Explorer browser. The page title is "Resume Uploader" and the URL is "https://my.usajobs.gov/Resume/UploadSecureResume.aspx?ResumeID=0". The page content includes the USAJOBS logo, navigation links for "Search Jobs", "My Account", and "Info Center", and a "Welcome Tracy! Sign out" message. The main heading is "Resume Uploader" with a sub-heading "Resume Basics". Below this, there is a text box for "Resume Title" containing "My Resume". A second section, "Upload a Resume", contains a file selection button and a "Resume File" field. At the bottom, there are "UPLOAD" and "CANCEL" buttons. A green callout box on the right side of the page contains the following text: "Name your Resume.", "Browse your computer for your resume.", and "When finished click 'Upload.'". A red "NOTE" box at the bottom of the page contains the following text: "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."

Resume Uploader

You are able to upload and store two resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. Uploaded resumes can not be converted to SES resumes.

Required information

Resume Basics

* Resume Title:

(e.g., Senior Marketing Director, Experienced Sales Manager)

Upload a Resume

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

Upload your existing resume by selecting a file below.

* Resume File:

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

UPLOAD **CANCEL**

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.

The screenshot shows the USAJOBS Resumes page in a Windows Internet Explorer browser. The page title is "USAJOBS - Resumes" and the URL is "https://my.usajobs.gov/Resume/ListResumes.aspx". The page features the USAJOBS logo, a search bar, and a navigation menu. The main content area is titled "Resumes" and contains a list of resumes. The first resume is "Resume 1: General" with a status of "Searchable" and an expiration date of "12/15/2012". The second resume is "Resume 2: My Resume" with a status of "Not Searchable" and a source of "Uploaded from my computer". A green callout box with a red "Note" icon points to the "Resume 2: My Resume" entry, stating: "Note: You will be unable to edit or duplicate your uploaded resumes." Below the resume list are two buttons: "Build New Resume" and "Upload New Resume". At the bottom of the page, there is a "Tips" section with information about searchable resumes, acceptable file formats, and a warning about agency acceptance.

USAJOBS
"WORKING FOR AMERICA"

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

Welcome Tracy! [Sign out](#)

Resumes

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

| Resume Title | Status | Source |
|---|--|---|
| Resume 1: General View Edit Duplicate Delete Renew | Searchable Make Not Searchable Expiration Date: 12/15/2012 | USAJOBS Resume Built with USAJOBS Resume Builder |
| Resume 2: My Resume View Delete | Not Searchable Uploaded resumes can not be searched. | Uploaded from my computer |

[Build New Resume](#) [Upload New Resume](#)

You have created 2 of 5 possible resumes. You are able to upload and store 2 uploaded resumes. You have created 1 of 2 possible uploaded resumes.

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches. **Note:** Uploaded resumes can not be searched.

Acceptable files: Uploaded resumes must be less than 3MB and in one of the following document formats: .doc, .docx, .jpg, .pdf, or .rtf

Warning: Uploaded resumes may not be accepted by some agencies' online application processes.

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

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.

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**

The screenshot shows the USAJOBS Resumes page in Internet Explorer. At the top right, there is a search bar with the text "Search Jobs" and "Keyword Tips". Below this, there are two input fields: "What: (keywords)" and "Where: (U.S. city, state or zip code)". A blue arrow button is located to the right of the "Where" field. A green callout box with a white border is positioned over the search area, containing the text "You can search for jobs from this page." with an arrow pointing to the search bar. Below the callout box, there is a section titled "Resumes" with a sub-header "USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities." Below this, there are two resume entries: "Resume 1: General" and "Resume 2: My Resume". Each entry has a status and source listed. At the bottom of the resume section, there are two buttons: "Build New Resume" and "Upload New Resume". Below the resume section, there is a "Tips" section. A large green callout box with a white border is positioned at the bottom of the page, containing the text "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." Below this, there is a section titled "Job Search Criteria can include:" followed by a list of three items: "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.", and "c. Announcement Number". Below the list, there is a paragraph: "For example a keyword search might include the agency name or position title and/or a location." and another paragraph: "Once you have entered your search criteria click the arrow." Arrows from the text in the green callout boxes point to the search bar and the blue arrow button in the screenshot.

You can search for jobs from this page.

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

Resume 1: General
View | Edit | Duplicate | Delete | Renew
Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder
Status: Searchable
Make Not Searchable
Expiration Date: 12/15/2012

Resume 2: My Resume
View | Delete
Source: Uploaded from my computer
Status: Not Searchable
Uploaded resumes can not be searched.

[Build New Resume](#) [Upload New Resume](#)

You have created 2 of 5 possible resumes. You are able to upload and store 2 uploaded resumes; you have created 1 of 2 possible uploaded resumes.

Tips

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:

- Job Title (Human Resources, Engineer, Security Officer, Etc)
- 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.
- 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**.

USAJOBS
"WORKING FOR AMERICA"

[Sign in to my account or create a new 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](#)

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:

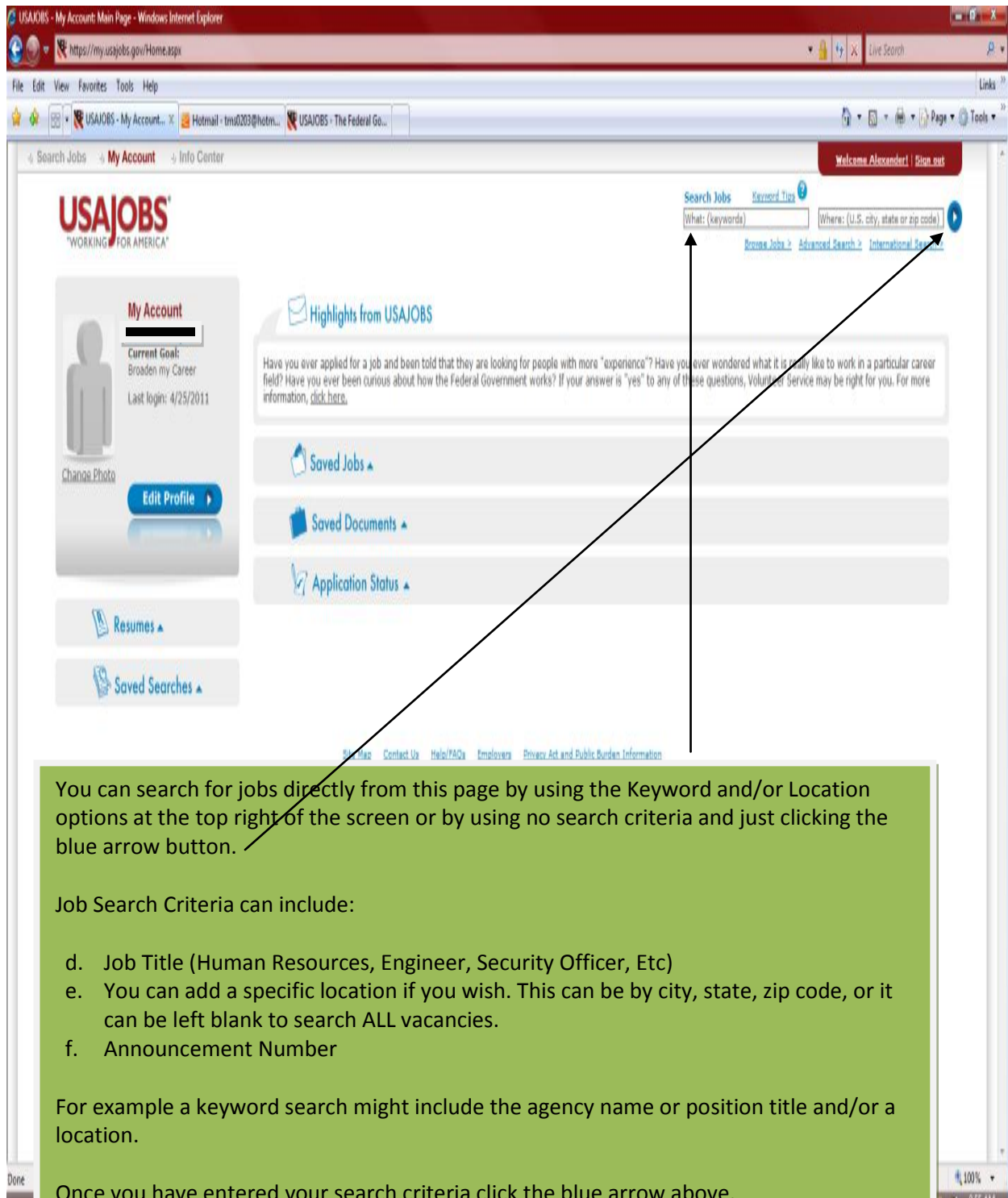
- Job Title (Human Resources, Engineer, Security Officer, Etc)
- You can add a specific location if you wish. This can be by city, state, zip code, or it can be left blank to search ALL vacancies.
- Announcement Number

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.

The screenshot displays the USAJOBS search results page. The search criteria include the keyword 'Architect GS-808-13 DE', location 'Virginia-Winchester', and a salary range of '\$89,033.00+'. The search results table shows one entry with the following details:

| Closing | Job Summary | Agency | Location | Salary |
|-----------|--|-------------------------------------|---------------------|---|
| 4/29/2011 | Architect GS-808-13 DE Expand | Army Corps of Engineers View Map | Virginia-Winchester | \$89,033.00+ Save Job More like this |

The 'Current Search' filter is set to 'ALL Jobs (Public and Status)'. A green callout box with a white border and black text points to the job title 'Architect GS-808-13 DE' in the Job Summary column. The text in the callout box reads: 'Once you have located a job that you are interested in, click on the position title under Job Summary.'

6d. Vacancy Announcement

The screenshot shows a web browser window displaying a USAJOBS job announcement. The browser's address bar shows the URL: <http://jobview.usajobs.gov/GetJob.aspx?JobID=100215717&JobTitle=Produce+Department+Manager&q=FT+mYER&where=&brnd=3076&vw=b&FedEmp=N&FedPub=Y&AVSDM=2011-06-15-07%3a08%3a00>. The page features the USAJOBS logo with the tagline "WORKING FOR AMERICA". A search bar is located at the top right, and a navigation menu is at the top left. The main content area is titled "Defense Commissary Agency" and includes the following information:

- Job Title:** Produce Department Manager
- Department:** Department Of Defense
- Agency:** Defense Commissary Agency
- Job Announcement Number:** DECA-11-490512-MP
- SALARY RANGE:** \$46,745.00 - \$60,765.00 /year
- OPEN PERIOD:** Wednesday, June 15, 2011 to Sunday, June 26, 2011
- SERIES & GRADE:** GS-1144-08
- POSITION INFORMATION:** Full Time Career/Career Conditional
- DUTY LOCATIONS:** 1 vacancy - Ft Myers, VA
- WHO MAY BE CONSIDERED:** current permanent DeCA employees at Fort Myer

The "JOB SUMMARY:" section includes a link to "Department of Defense (DoD)". Below this, a paragraph states: "The Defense Commissary Agency (DeCA) operates a worldwide commissary system that provides quality grocery products at cost to active duty military personnel and retirees, members of the Reserve and National Guard, and their families. The agency employs about 18,000 people and its annual sales exceed \$5 billion."

The "KEY REQUIREMENTS:" section lists the following:

- Must be a U.S. citizen.
- Application materials must be received by 11:59PM EST on the closing date.
- Permanent Change of Station (PCS) costs ARE NOT authorized.
- Security Requirements: Non-critical sensitive.
- Travel: Occasional

The "Duties" section is partially visible, and the "Additional Duty Location Info:" section indicates "1 vacancy - Ft Myers, VA".

On the right side of the page, there are several interactive buttons: "Apply Online", "Print Preview", "Save Job", and "Share Job". Below these are "Agency Information" and "Questions about this job" sections.

A callout box with a green background and black text is positioned in the lower right quadrant of the page. It contains the following text:

Read the Job Summary THOROUGHLY. 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.

An arrow points from this callout box to the "WHO MAY BE CONSIDERED" section of the job announcement.

Step 7. Apply for Jobs

How To Apply [Back to top](#)

HOW TO APPLY:

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

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 ID 463044. 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 |
|--|--|

Go to section of this Job:

- [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

Internet | Protected Mode: On | 100%

7a. Select Resume

The screenshot shows the USAJOBS Apply Online interface in a Windows Internet Explorer browser. The page displays a job announcement for an Architect position. A green callout box on the left explains that if a user has previously uploaded documents, they will appear in a box below the resume selection. Another green callout box on the right instructs the user to select a resume and click 'Apply for this position now!'. The form includes a 'Please Note' section, job details, a resume selection dropdown, and three checkboxes for demographic information, resume preview, and certification. At the bottom, there are 'Apply for this position now!' and 'Cancel' buttons.

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

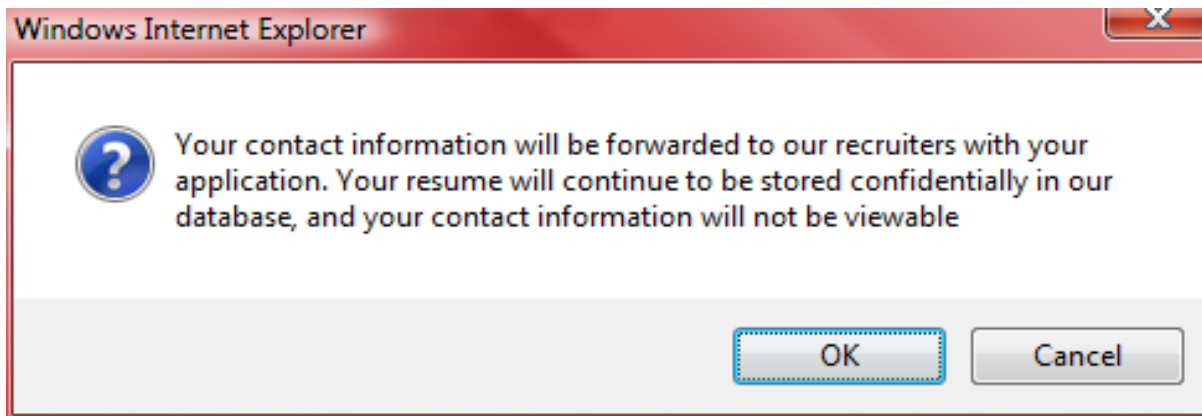
In order to determine if our recruitment efforts are reaching all segments of the **this box** to complete the optional "Demographic Information on Applicants" form. **used to determine if your recruitment efforts are reaching all segments of the** consistent with Federal equal employment opportunity 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.

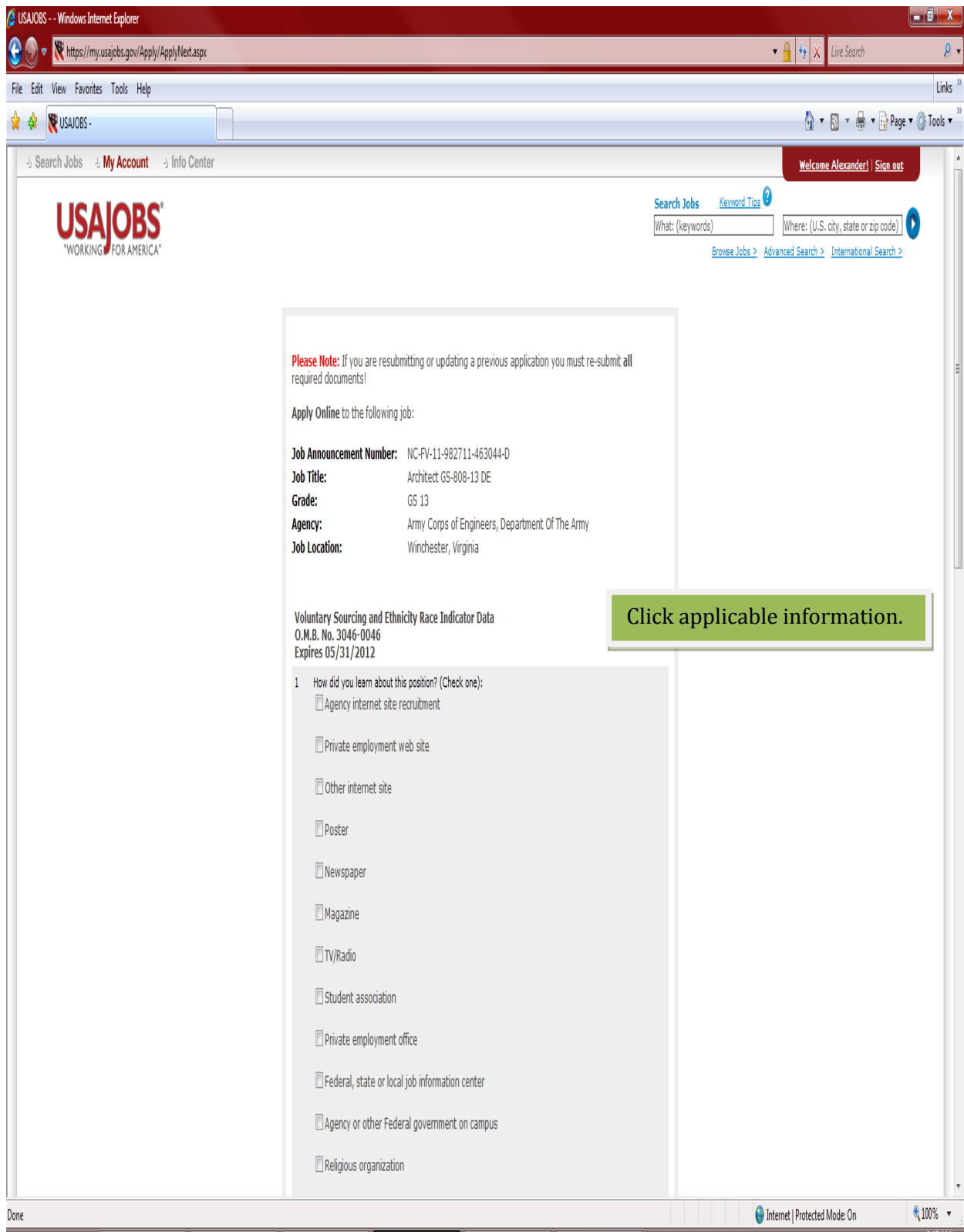
I certify, to the best of my knowledge and belief, all the information in and submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in 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**

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



USAJOBS -- Windows Internet Explorer
https://my.usajobs.gov/Apply/ApplyNext.aspx

File Edit View Favorites Tools Help

USAJOBS -

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

Voluntary Sourcing and Ethnicity Race Indicator Data
O.M.B. No. 3046-0046
Expires 05/31/2012

1 How did you learn about this position? (Check one):

- Agency internet site recruitment
- Private employment web site
- Other internet site
- Poster
- Newspaper
- Magazine
- TV/Radio
- Student association
- Private employment office
- Federal, state or local job information center
- Agency or other Federal government on campus
- Religious organization

Click applicable information.

Done Internet | Protected Mode: On 100%

Voluntary Sourcing and Ethnicity Race Indicator Data cont...

USAJOBS - Windows Internet Explorer
https://my.usajobs.gov/Apply/ApplyNext.aspx

File Edit View Favorites Tools Help

USAJOBS -

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 original peoples of Hawaii, Guam, 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.

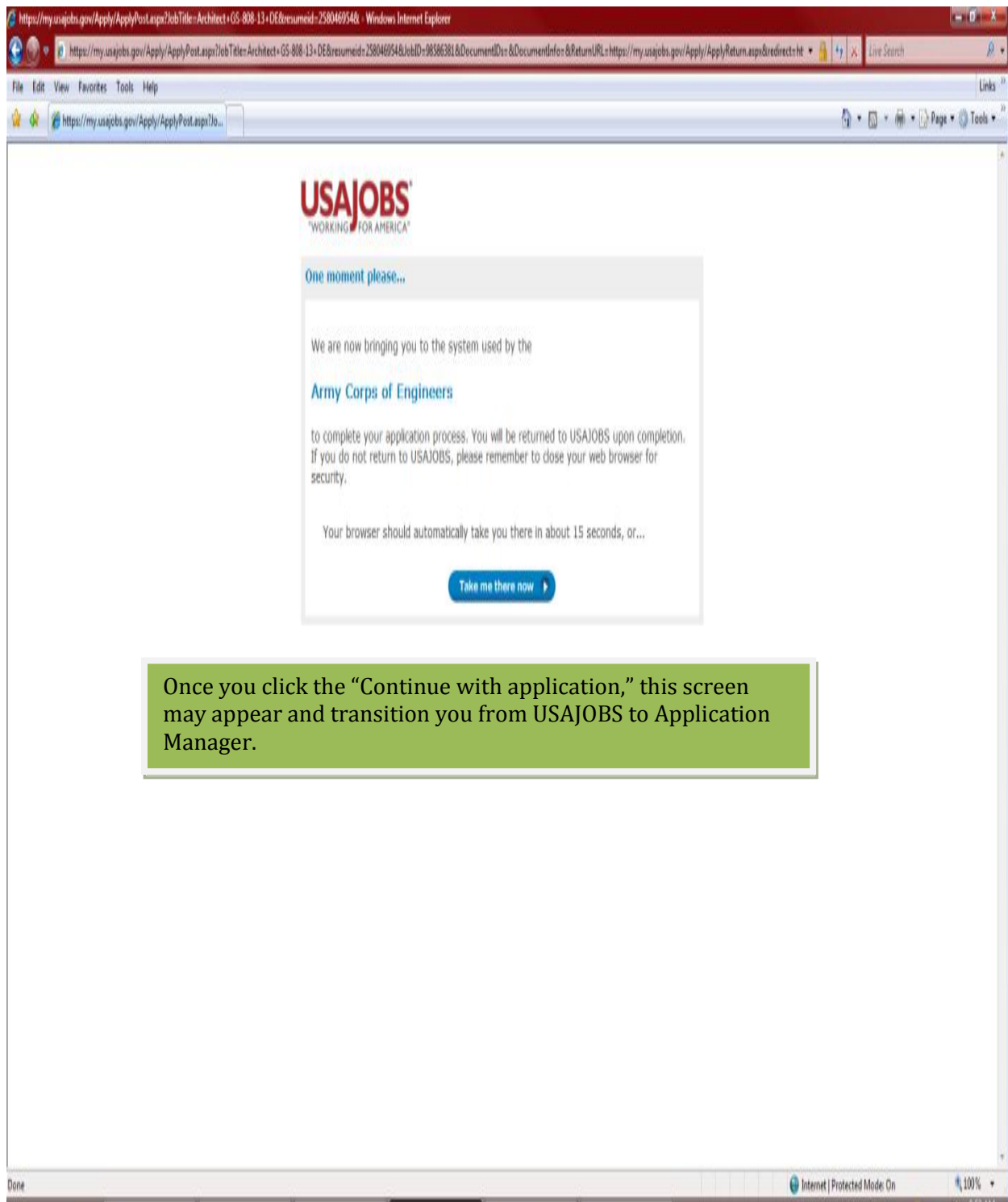
Enter all that apply.

Continue With Application

When completed click "Continue With Application."

Done

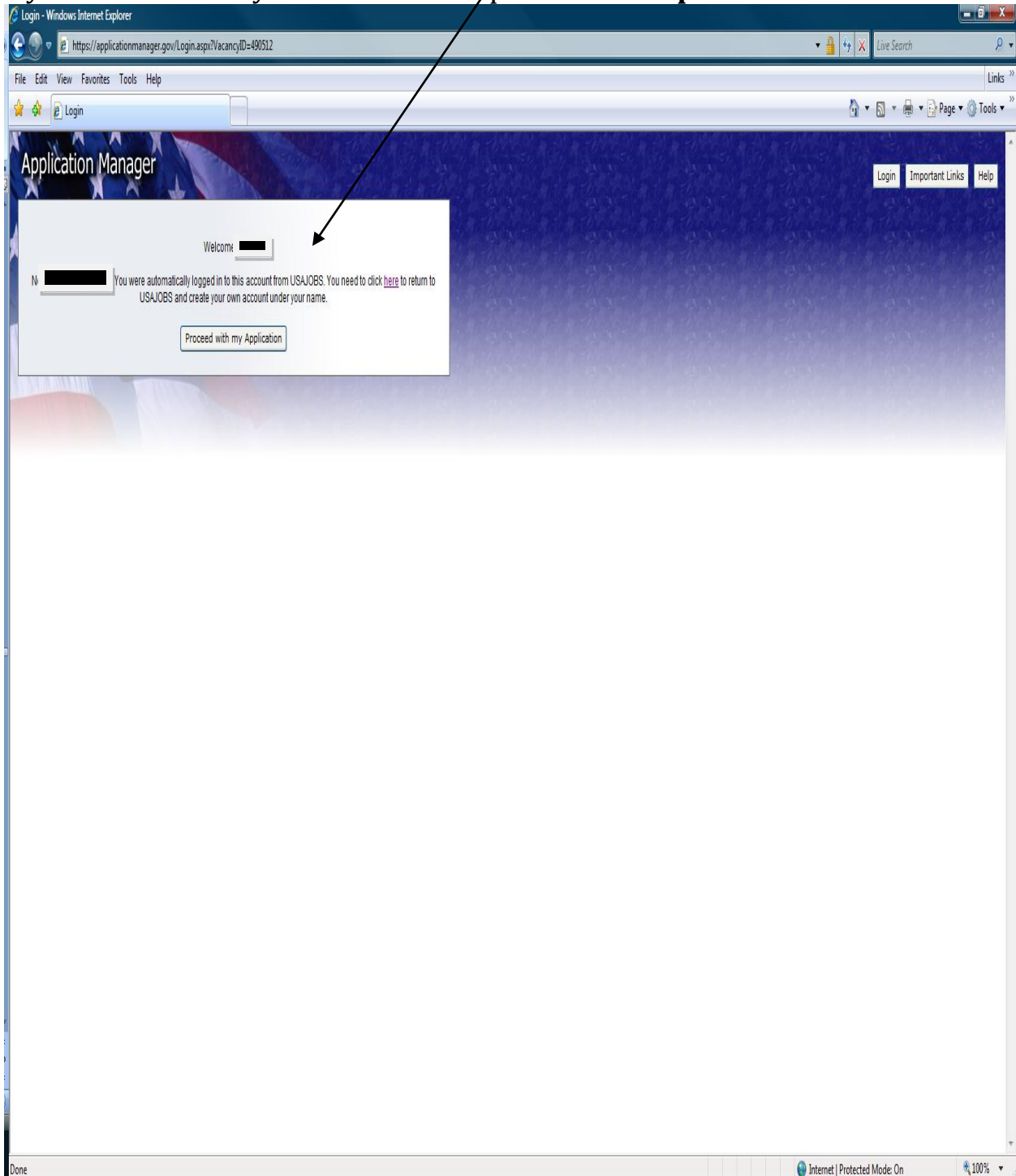
7c. USAJOBS transition to Application Manager



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 screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: <https://applicationmanager.gov/Login.aspx?acancyID=463044>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page title is "Application Manager". In the top right corner, there are buttons for "Login", "Important Links", and "Help".

The main content area features a white box with the following text:

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 resumé. See the [Application Manager Quick Start Guide](#) for an overview.

At the bottom of the white box is a "Continue" button.

A green callout box on the right side of the page contains the text: "The Application Manager Welcome screen will appear. Read and click 'Continue.'"

The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%".

8a. Creating an Account

The screenshot shows the login page for the USA Staffing Application Manager. The browser window title is "Login - Windows Internet Explorer" and the address bar shows "https://applicationmanager.gov/Login.aspx?vacancyID=463044". The page has a blue header with "Application Manager" and navigation links for "Login", "Important Links", and "Help".

Welcome to USA Staffing® Application Manager

Existing Account? Log In Here:

User Name: Password:

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?](#)

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](#).

[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

Callout 1: "If you have an existing Account, login here." (Points to the login form)

Callout 2: "If you do not have an existing account you will need to create one. Click on 'Create an Account.'" (Points to the 'Create an Account' button)

8b. Enter email address

Application Manager - Windows Internet Explorer

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

Application Manager

Application Manager

Application Manager

Login Important Links Help

Create an Account

Email → User Name → Security Info

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

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

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

Email:

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

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

Done Internet | Protected Mode: On 100%

8c. Verify email address

Application Manager - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Application Manager

Application Manager

Login Important Links Help

Create an Account

Email → User Name → Security Info

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

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

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

Email:

No account(s) found for: a48_p50@yahoo.com

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

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."

Done Internet | Protected Mode: On 100%

8d. Select email address

Application Manager - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Application Manager

Create an Account

Email → User Name → Security Info

No active accounts found. Please select an email address to use for your Application Manager account. Your selected address will receive status notifications for your applications, confirmation messages, and will serve as identification in case you forget your login credentials.

Select one:

a [redacted] .com

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

Login Important Links Help

Done Internet | Protected Mode: On 100%

Select your email address.

Click "Create account with this address."

8e. Create User Name

The screenshot shows a Windows Internet Explorer browser window displaying the Application Manager website. The address bar shows the URL: <https://applicationmanager.gov/LoginCreate.aspx?VacancyID=463044>. The page title is "Application Manager".

The main content area features a "Create an Account" section with a progress indicator consisting of three arrows: "Email" (grey), "User Name" (red), and "Security Info" (grey). Below this, the text reads: "Create a user name for your Application Manager account." The "User Name:" label is followed by an empty text input field and a "Create user name" button.

A green callout box on the right side of the page contains the text: "Create a user name for your Application Manager account."

At the bottom of the browser window, the status bar shows "Internet | Protected Mode: On" and "100%" zoom level.

8f. Create a Password

Application Manager - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Application Manager

Application Manager

Login Important Links Help

Create an Account

Email → User Name → Security Info

Create a password to access your Application Manager account.

New Password:

Retype Password:

Submit

Your password must:

- X Be at least 8 characters long
- X NOT be part of your user name
- X Retype must match original
- X Include 3 out of the 4 attributes:
 - X Upper case (A-Z)
 - X Lower case (a-z)
 - X Numbers (0-9)
 - X Special Character (#@\$%^&*)

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

Done Internet | Protected Mode: On 100%

Create a password to access your Application Manager account.

Follow the password naming convention to create your secure password.

8g. Select Secret Question

Application Manager - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Application Manager

Application Manager

Login Important Links Help

Create an Account

Email → User Name → Security Info

Choose your Secret Question
Please select a question you want us to ask you if you forget your password, and then give the answer.
[\(Explain this.\)](#)

Secret Question: *
- Please make a selection. -

Your Answer:

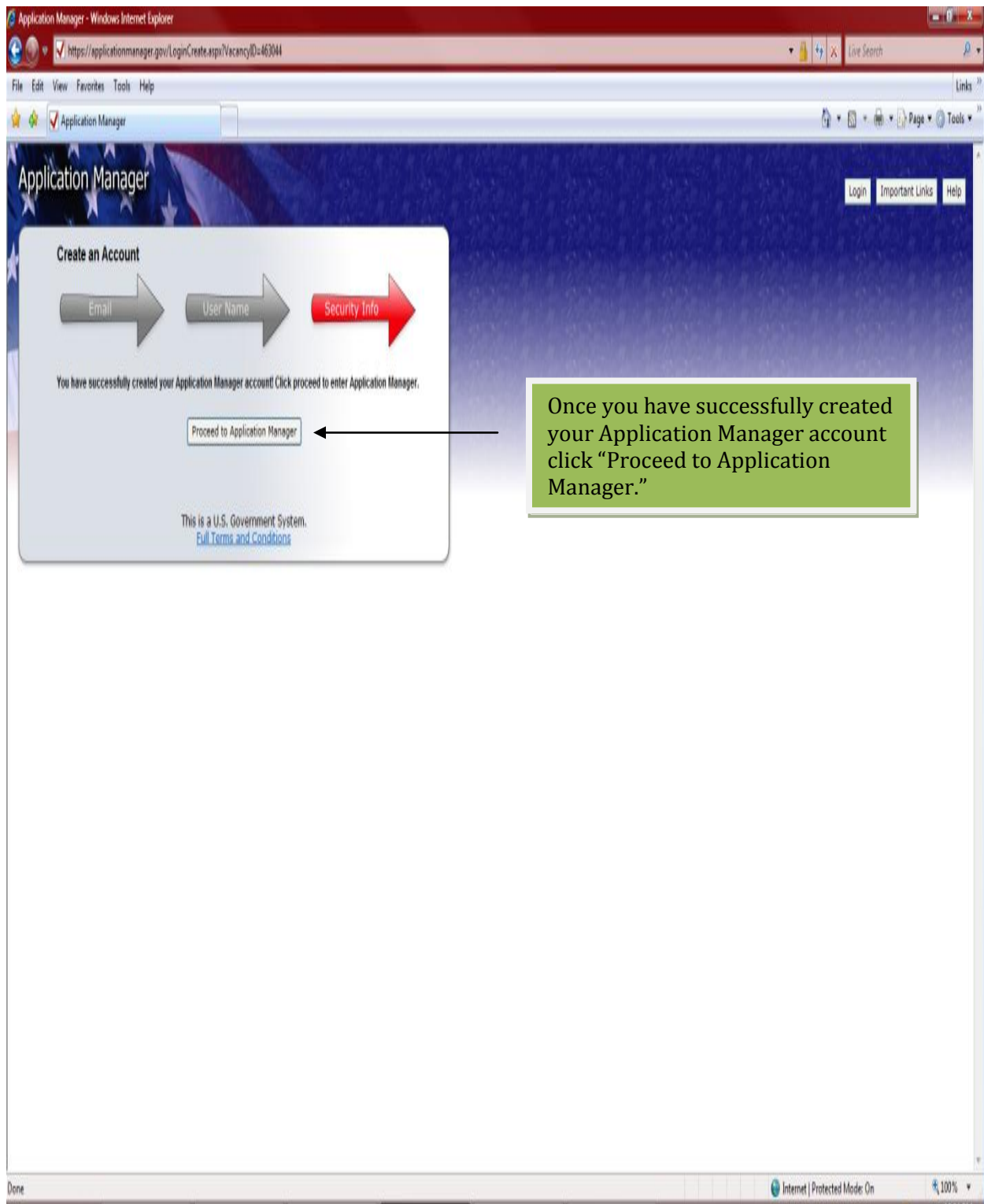
Retype Answer:

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

Internet | Protected Mode: On 100%

Done

8h. Account successfully created



The screenshot shows a web browser window titled "Application Manager - Windows Internet Explorer". The address bar displays the URL: <https://applicationmanager.gov/Login/creates.aspx?VacancyID=463044>. The page content includes a navigation menu with "Login", "Important Links", and "Help". A central white box titled "Create an Account" contains a progress indicator with three arrows: "Email", "User Name", and "Security Info". Below the progress indicator, a message states: "You have successfully created your Application Manager account! Click proceed to enter Application Manager." A button labeled "Proceed to Application Manager" is positioned below the message. A green callout box with a white border and a black arrow pointing to the button contains the text: "Once you have successfully created your Application Manager account click 'Proceed to Application Manager.'". At the bottom of the page, there is a footer with the text "This is a U.S. Government System." and a link for "Full Terms and Conditions". The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%".

Step 9. Biographic Data

Application Manager - Windows Internet Explorer
https://applicationmanager.gov/LoginCreate.aspx?VacancyID=463044

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: 2239836
User: PAPKEA

Applicant Name: [Change Name](#)

[Previous](#) [Next](#) [Save](#)

Biographic Data

Address
123 street

City
Waterfront

State
Use Standard State Postal Codes. If you live outside the USA, fill in Country, leaving State blank.
IA

Zip Code
52802-

Telephone Number
Use numbers only - no punctuation. Include area code if within United States.
(123)456-7890

E-Mail Address

E-Mail Address
a48_p50@yahoo.com

Done Internet | Protected Mode: On 100%

Step 10. Eligibility Information

Application Manager - Windows Internet Explorer
https://applicationmanager.gov/Application.aspx?VacancyID=463044

File Edit View Favorites Tools Help

Application Manager

Application Manager

Main Important Links Help Logout

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
User: PAPKEA

Applicant Name: [Redacted] Change Name

Previous Next Save

Lowest Grade
Lowest Grade
Enter the lowest grade level you will accept.
13 ▾

Click the drop down arrow and select lowest grade acceptable.

Veteran Preference Claim
Veteran Preference
Select your claim for Veterans' Preference.

No Preference Claimed
 5 Points Preference Claimed
 10 Points Preference Claimed (award of a Purple Heart or compensable service-connected disability of less than 10%);
 10 Points Compensable Disability Preference Claimed (disability rating of at least 10% and less than 30%);
 10 Points Other (wife, widow, husband, widower, mother preference claimed);
 10 Points Compensable Disability Preference Claimed (disability rating of 30% or more);

Select Vet preference.

Dates of Active Duty - Military Service
These dates are required if you have claimed Veterans' Preference unless you have claimed derived Preference (i.e., widows, spouses). Please use this format: (mm/dd/yyyy)

If claiming Veterans Preference, enter applicable dates.

Done Internet | Protected Mode: On 100%

Eligibility Information cont...

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 next page.

Code is defined below:

Architect

Geographic Availability

Geographic Availability
Select/enter at least one geographic location in which you are interested and will accept employment. The location can be a city, county, or state.

Winchester, VA

Transition Assistance Plan

In this section indicate if you are a surplus or displaced Federal employee requesting special priority consideration under the Career Transition Assistance Plan (CTAP).

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

Transition Assistance Plan

Career Transition Assistance Plan (CTAP)

Interagency Career Transition Assistance Plan (ICTAP)

Previous Next Save

Done Internet | Protected Mode: On 100%

Click "NEXT."

Interagency Career Transition Assistance Plan (ICTAP) eligible's: These are current 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

Application Manager - Windows Internet Explorer

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

Application Manager

Main Important Links Help Logout

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: NIC-FV-11-982711-463044-D USAJOBS Control Number: 2239936
User: PAPKEA

Applicant Name:

Employment Availability

Full Time Employment

40 Hours Per Week

Part Time Employment

16 or fewer hrs/week
 17 to 24 hrs/week
 25 to 32 hrs/week

Jobs Requiring Travel Away From Home For

1 to 5 nights/month
 6 to 10 nights/month
 11 plus nights/month

Temporary Employment Lasting

less than 1 month
 1 to 4 months
 5 to 12 months

Select all that apply, and click "Next."

Done Internet | Protected Mode: On 100%

Step 12. Assessment Questionnaire

Application Manager - Windows Internet Explorer
https://applicationmanager.gov/Application.aspx?VacancyID=463044

File Edit View Favorites Tools Help

Application Manager

Application Manager

Main Important Links Help Logout

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
User: PAPKEA

Applicant Name: [Redacted] Change Name

← 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 education. (1) include tenant activities. Plan, interpret, modify and adapt standard guides; design, develop specifications; prepare estimates of architectural, structural, civil, electrical and mechanical materials and installation instructions for a variety of projects.

- A I have at least one year of specialized experience equivalent to the GS-11 grade level in the Federal service in a position that include tenant activities. Plan, interpret, modify and adapt standard guides; design, develop specifications; prepare estimates of 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 construction.
- C I have a combination of education and experience -- college-level education, training, and/or technical experience that fulfill and (2) a good understanding, both theoretical and practical, of the architectural principles, methods, and techniques and their application.
- 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 ←

Done Internet | Protected Mode: On 100% 12/20/11

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

Application Manager - Windows Internet Explorer

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

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-FI-11-982711-463044-D USAJOBS Control Number: 2239936

Applicant Name: [REDACTED] Change Name

Previous Next Save

ReUse Documents

Documents in Application Package for Vacancy:463044

| Document Type | Received | Source | Status | Original File Name |
|---------------|----------------------|---------|-----------|--------------------|
| Resume | 4/22/2011 1:06:06 PM | USAJOBS | Processed | |

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

Previous Next Save

Click Next.

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.

Application Manager

Vacancy ID: 490612

Job Title: Produce Department Manager

Announcement Number: DECA-11-490512-MIP USAJOBS Control Number: 2296407

Applicant Name: [Redacted] [Change Name](#)

[Previous](#) [Next](#) [Save](#)

Upload Documents

* Protect your privacy! DO NOT include privacy information, such as Social Security Number, in your uploaded documents unless directly required.

1. Select Document Type:
2. Click "Browse" to locate a file and click "Open" to attach it.
3. Click "Upload".

Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour.

Faxed Documents may take 2-3 days to appear as Processed.

Upload successful.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent announcement.

Note: Documents beginning with -S are normally temporary files and the system will not be able to process them.

Documents On File

| Document Type | Received | Source | Status | Original File Name |
|---------------|---------------------------------|-----------------------------|-----------|--------------------|
| Resume | 6/15/2011 3:41:15 PM | USAJOBS | Processed | |
| Miscellaneous | 6/15/2011 4:23:14.717 PM Upload | Received-Pending Virus Scan | | General Resume. |

NOTE: The system will confirm the upload was successful and the documents will be placed in the Documents on File table.

Documents uploaded in this area will be available in the ReUse Documents section (previous slide) on future applications.

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:

Application Manager - Windows Internet Explorer
https://applicationmanager.gov/Application.aspx?VacancyID=463044

File Edit View Favorites Tools Help

Application Manager

Section 1
Section 2
Section 3
Reuse Documents
Upload Documents
Submit My Answers
View/Print My Answers

Previous Next Save

Upload Documents

* Protect your privacy! DO NOT include privacy information, such as Social Security Number, in your uploaded documents unless directly required.

1. Select Document Type:
2. Click "Browse" to locate a file and click "Open" to attach it.
3. Click "Upload":

Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour.

Faxed Documents may take 2-3 days to appear as Processed.
[Upload successful.](#)

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Note: Documents beginning with ~\$ are normally temporary files and the system will not be able to process them.

Documents On File

| Document Type | Received | Source | Status | Original File Name |
|---------------|---------------------------------|-----------------------------|-----------|--------------------|
| Resume | 4/22/2011 1:06:06 PM | USAJOBS | Processed | |
| Miscellaneous | 4/22/2011 1:54:21.341 PM Upload | Received-Pending Virus Scan | | Additional Docum |

Understanding This Table:
Documents on the table above with a Status of Processed have been successfully received and attached to your application; no further action on them is required. Faxed documents may take 2-3 days to appear as Processed. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. If you are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

Document Upload and Faxing Tips:

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

Previous Next Save

Done Internet | Protected Mode: On 100%

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.

The image shows a screenshot of a web browser window. The address bar contains the URL: <https://www.applicationmanager.gov/Cover%20Page%20-%20USA%20Staffing.pdf#FDf=https://www.applic>. The browser interface includes a menu bar (File, Edit, Go To, Favorites, Help), a search bar, and a status bar at the bottom. A yellow warning banner at the top of the page reads: "Data from this site is blocked to avoid potential security risks. Click Options to receive this data if you trust this document." The main content area features the United States Government logo (a stylized eagle) and the number "4145" to the left of the title "United States Government Application Cover Page". Below the title is a paragraph of instructions: "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." The form includes three main sections: 1. "Vacancy Identification Number:" followed by a row of eight empty boxes. 2. "Social Security Number:" followed by three groups of boxes: a group of three boxes, a group of two boxes, and a group of four boxes, separated by hyphens. 3. "First Name:" followed by a row of ten empty boxes, and "Middle Initial:" followed by a single empty box. The browser's status bar at the bottom shows "Done" and "Unknown Zone | Protected Mode: On".

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

The screenshot shows the 'Application Manager' website interface. The browser window title is 'Application Manager - Windows Internet Explorer' and the address bar shows 'https://applicationmanager.gov/Application.aspx?VacancyID=463044'. The page header includes 'Application Manager' and navigation links for 'Main', 'Important Links', 'Help', and 'Logout'. The user is identified as 'User: PAKPEA'.

On the left, a navigation menu for 'Vacancy ID: 463044' includes links for 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', 'Section 1', 'Section 2', 'Section 3', 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The 'Submit My Answers' link is highlighted.

The main content area displays the following information:

- Job Title: Architect GS-808-13 DE
- Announcement Number: NC-FV-11-982711-463044-D USAJOBS Control Number: 2239936
- Applicant Name: [Redacted]

Submit My Answers
In order for your answers to be processed and for you to be considered for the position, you must click the *Submit My Answers* button below.

After you click *Submit My Answers*, provide any required Supporting Documents and be sure the *Application Package Status* page shows all steps are complete.

| Ready to Submit? | Not ready? |
|--|---|
| <input type="button" value="Submit My Answers"/> | Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready. What would you like to do next? <ul style="list-style-type: none">• Work on this Application Package some more. Use the Navigation Box in the upper left to go to the part you want to work on or review.• Work on a different Application Package. Go to Application Manager Main. <input type="button" value="Main"/>• Leave Application Manager <input type="button" value="Logout"/> |

A green callout box with a white border and a drop shadow points to the 'Submit My Answers' button. The text inside the box reads: 'Once you have completed the application package, you MUST click "Submit My Answers."'

The browser status bar at the bottom shows 'Done', 'Internet | Protected Mode: On', and '100%' zoom level.

15a. Confirmation

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

The screenshot shows a web browser window titled "Application Manager - Windows Internet Explorer". The address bar displays "https://applicationmanager.gov/Application.aspx?VacancyID=463044". The page header includes "Application Manager" and navigation links for "Main", "Important Links", "Help", and "Logout". A sidebar on the left contains "Vacancy ID: 463044" and links for "ReUse Documents", "Upload Documents", and "View/Print My Answers". The main content area is titled "Confirmation of your Submission to USA Staffing® Application Manager" and includes a thank-you message, a reminder to review the application package, and a link to contact the person identified in the job announcement. A green box highlights the text "You will receive a Confirmation." Below this, the "Submission Details" are listed: Job Title: Archillect GS-808-13 DE, Job Announcement Number: MC-FV-11-089711-463044-D, Vacancy Identifier: [REDACTED], USAJOBS Control Number: 2239936, Submission Date and Time: 4/22/2011 2:17:08 PM, Name: [REDACTED], and Application Manager User Name: [REDACTED]. A green box with a red border contains an "IMPORTANT NOTE" stating that submitting questionnaire responses may not complete the application and that users should review the "How to Apply & Required Documents" sections. The browser status bar at the bottom shows "Done" and "Internet | Protected Mode: On".

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**

USAJOBS - Sign In - Windows Internet Explorer
https://my.usajobs.gov/Login.aspx

File Edit View Favorites Tools Help

Search Jobs My Account Info Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS®

"WORKING FOR AMERICA"

SIGN IN to your USAJOBS Account.

[Sign in to my account or create a new 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:

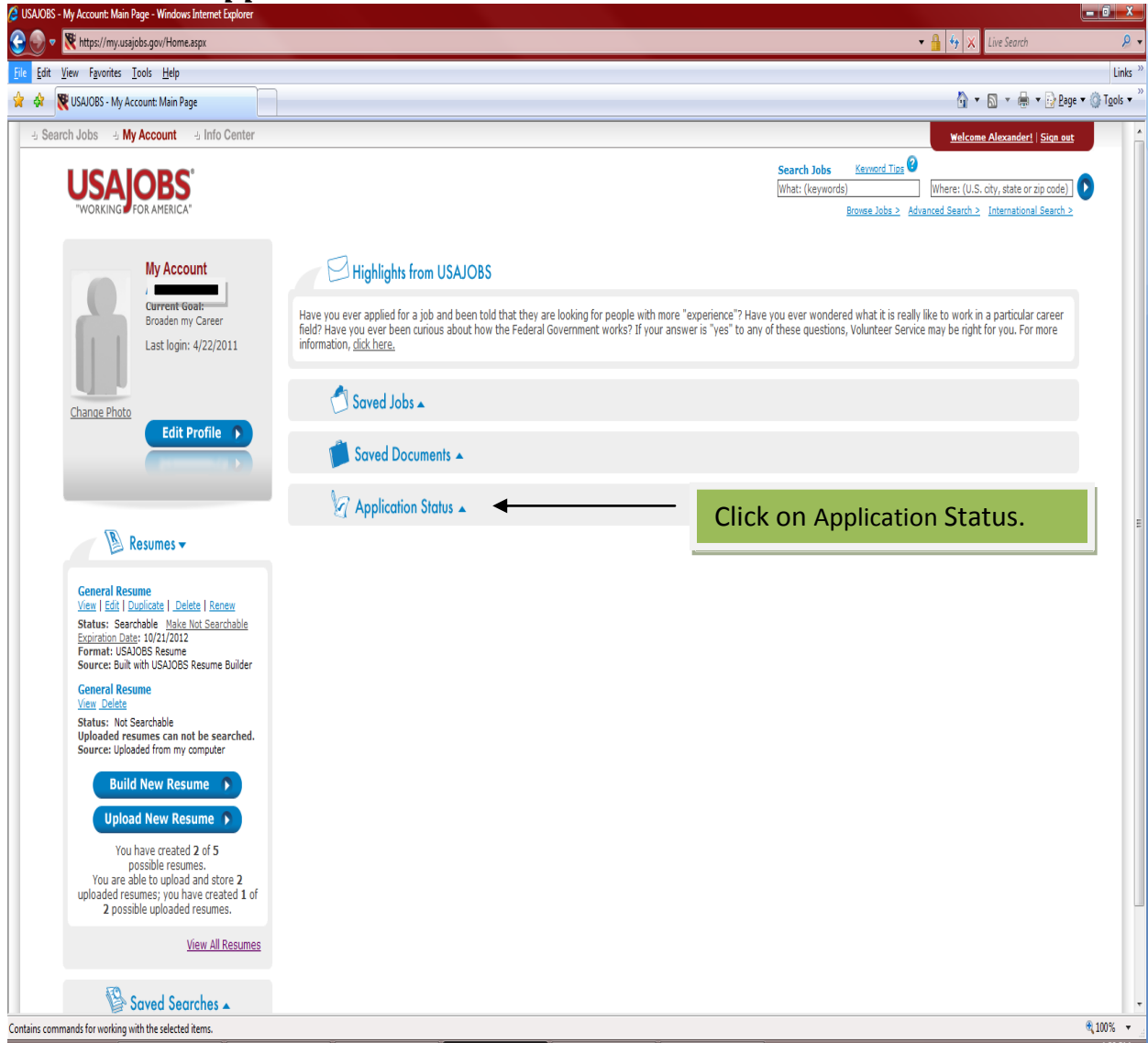
- USAJOBS will never request personal information via unsolicited e-mail
- Remain alert for fraudulent e-mail that advertises positions managing financial transactions, or cashing checks
- Remain alert for Federal employment scams: Federal agencies and the Postal Service never charge for applications, 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](#)

Done Internet | Protected Mode: On 100%

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

The screenshot shows the USAJOBS My Account page. The browser window title is "USAJOBS - My Account: Main Page - Windows Internet Explorer". The address bar shows "https://my.usajobs.gov/Home.aspx". The page has a navigation bar with "Search Jobs", "My Account", and "Info Center". A "Welcome Alexander! Sign out" button is in the top right. The USAJOBS logo is on the left. The "My Account" section shows a profile picture, "Current Goal: Broaden my Career", and "Last login: 4/22/2011". There are buttons for "Change Photo" and "Edit Profile". The "Resumes" section shows a "General Resume" with details like "Status: Searchable", "Expiration Date: 10/21/2012", and "Source: Built with USAJOBS Resume Builder". There are buttons for "Build New Resume" and "Upload New Resume". The "Application Status" section contains a table with columns: "Initial Application Date", "Job Summary", "Job Status", "Last Application Update", "Application Status", and "USAJOBS Uploaded Document Status". A callout box points to the "Application Status" column, specifically to the "more information..." link.

| Initial Application Date | Job Summary | Job Status | Last Application Update | Application Status | USAJOBS Uploaded Document Status |
|--------------------------|---|------------|-------------------------|---|---|
| 4/22/2011 | Architect GS-008-13 DE Army Corps of Engineers Job Announcement Number: NC-FV-11-982711-463044-D Pay Plan: GS-0808-13 Location: US-VA-Winchester | Active | 4/22/2011 | Application Received more information... | None 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

Application Package Status: See Details Tab

Job Title: Architect GS-808-13 DE
 Vacancy Identification Number: 463044 Closing Date: Friday, April 29, 2011
 Announcement Number: NC-FV-11-982711-463044-D Contact: Central Resume Processing Center - (410) 306-0137
 USAJOBS Control Number: 2239936 [View Announcement](#)
 Applicant: [REDACTED]

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

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

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Assessments

| Status | Name | Date Submitted | Due Date |
|----------|--------------------------|----------------------|----------|
| Complete | Assessment Questionnaire | 4/22/2011 2:17:08 PM | |

Documents

* Security Alert: Protect your privacy

| Status | Document Type | Source | Date Received | Original File Name |
|--------------------------------|------------------------|---------|---------------------|---------------------------|
| View Processed | Resume | USAJOBS | 04/22/2011 01:06 PM | |
| View Processed | Miscellaneous | Upload | 04/22/2011 01:54 PM | Additional Documents.docx |
| Not Received | Transcript | | | |
| Not Received | Qualifications | | | |
| Not Received | Veterans Documentation | | | |

Messages

| Message Type | Date Emailed | Date Printed |
|---|----------------------|--------------|
| View Acknowledgement Letter | 4/22/2011 2:24:19 PM | |

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 screenshot shows a web browser window displaying the 'Application Manager' website. The page title is 'Application Manager' and the user is logged in as 'user: papkea'. The main content area shows the 'Application Package Status: See Details Tab' and a list of application details including Job Title, Vacancy Identification Number, Closing Date, and Announcements. Below this, there are buttons for 'Change My Answers', 'Add Documents', 'Update Biographic Information', and 'View/Print My Answers'. A notice to applicants is displayed, followed by two tabs: 'Details' and 'Checklist'. The 'Checklist' tab is active, showing a table with columns for Status, Item, and Required?.

Application Package Status: See Details Tab

Job Title: Architect GS-808-13 DE
 Vacancy Identification Number: 463044
 Announcements: NC-FV-11-982711-463044-D
 USAJOBS Control Number: 2239936
 Applicant: [REDACTED]

Closing Date: Friday, April 29, 2011
 Contact: Central Resume Processing Center - (410) 306-0137
[View Announcement](#)

Buttons: Change My Answers, Add Documents, Update Biographic Information, View/Print My Answers

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

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Tabs: Details, Checklist

| Status | Item | Required? |
|--------------|--------------------------|--------------------------|
| √ Ok | Assessment Questionnaire | Yes |
| √ Ok | Resume | Yes |
| Not Received | Veterans Documentation | Consult Job Announcement |
| Not Received | Qualifications | Consult Job Announcement |
| √ Ok | Miscellaneous | Consult Job Announcement |
| Not Received | Transcript | Consult Job Announcement |

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

The screenshot shows a web browser window titled "Package Detail - Windows Internet Explorer" with the URL "https://applicationmanager.gov/Login.aspx?vacancyID=463044". The page header includes "Application Manager" and navigation links for "Main", "Important Links", "Help", and "Logout". The user is logged in as "user_papkea".

The main content area displays the "Application Package Status: See Details Tab" with the following information:

- Job Title: Architect GS-808-13 DE
- Vacancy Identification Number: 463044
- Closing Date: Friday, April 29, 2011
- Announcement Number: NC-FV-11-982711-463044-D
- Contact: Central Resume Processing Center - (410) 306-0137
- USAJOBS Control Number: 2239936
- View Announcement (link)
- Applicant: [Redacted]

Below the information are buttons for "Change My Answers", "Add Documents", "Update Biographic Information", and "View/Print My Answers". A note states: "Most information below pertains to the most recent version of your Application Package. [\(Explain This.\)](#)"

A notice to applicants reads: "Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement."

The "Checklist" tab is active, showing a table with the following data:

| Status | Item | Required? |
|--------------|--------------------------|--------------------------|
| √ Ok | Assessment Questionnaire | Yes |
| √ Ok | Resume | Yes |
| Not Received | Veterans Documentation | Consult Job Announcement |
| Not Received | Qualifications | Consult Job Announcement |
| √ Ok | Miscellaneous | Consult Job Announcement |
| Not Received | Transcript | Consult Job Announcement |

The browser status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%".

