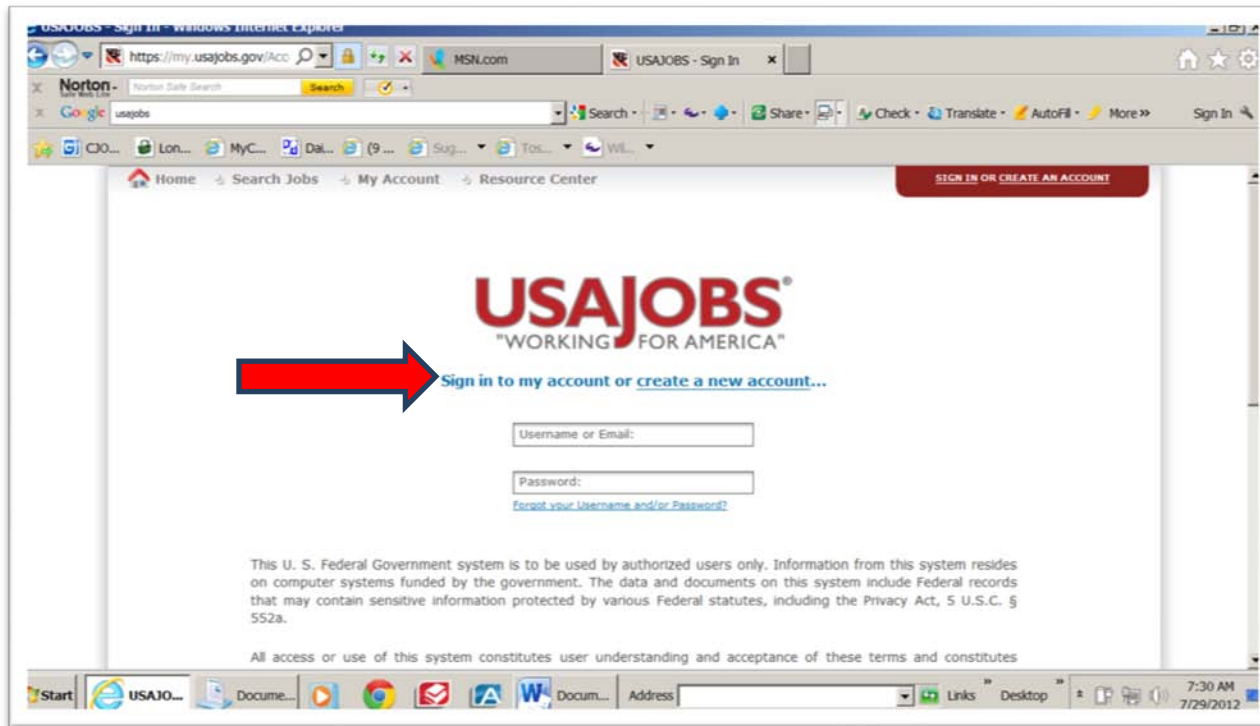


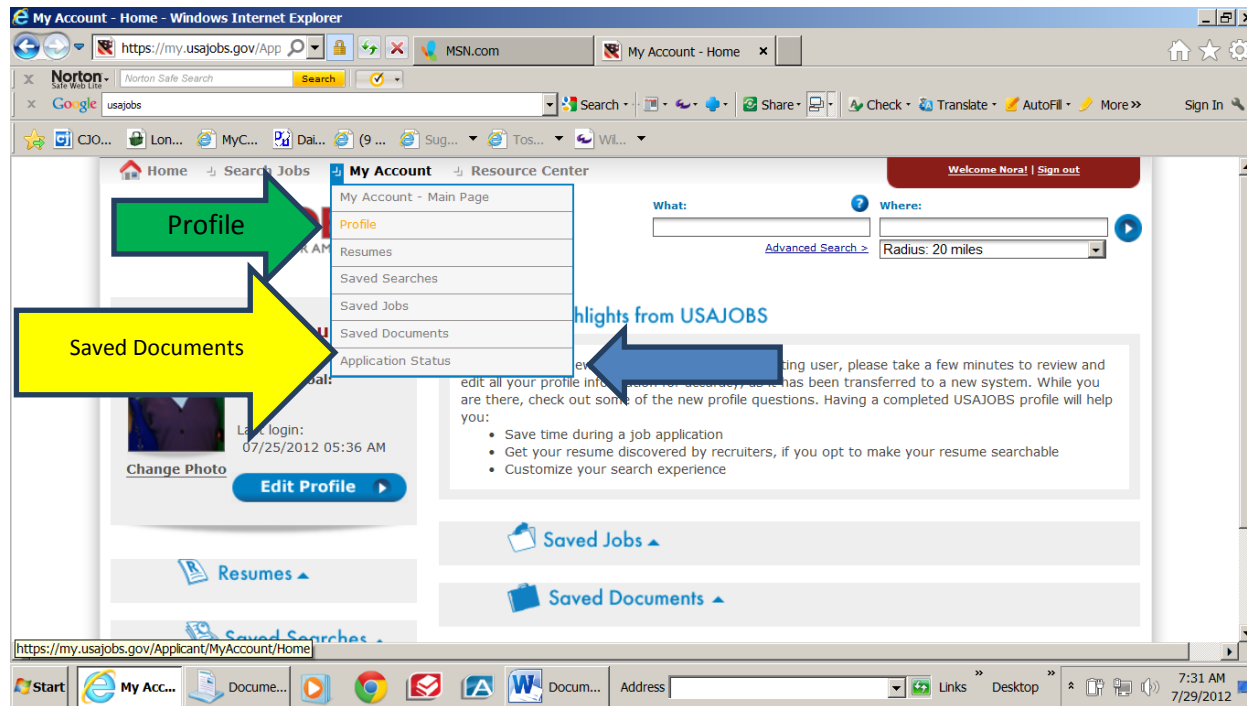


## *QUICK GUIDE TO USAJOBS APPLICATION PROCESS*

*The following slides will assist you in creating an account in USAJOBS and guide you through the application process.*



Access the website by going to <https://my.usajobs.gov/Account/Login> Sign In or create a new account.

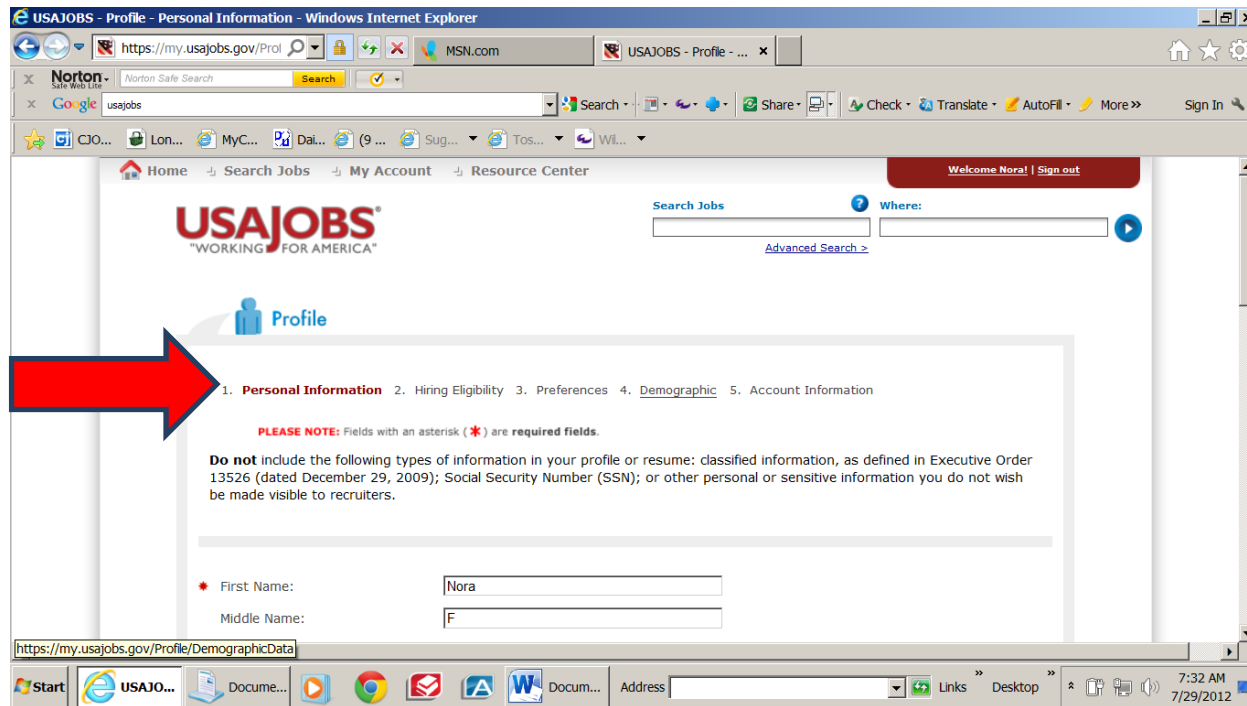


On this page you can access/maneuver around the website within your account. You can view, create, upload and save documents and resumes, save searches for quick access/viewing later and review the current status for vacancies you have already applied for.

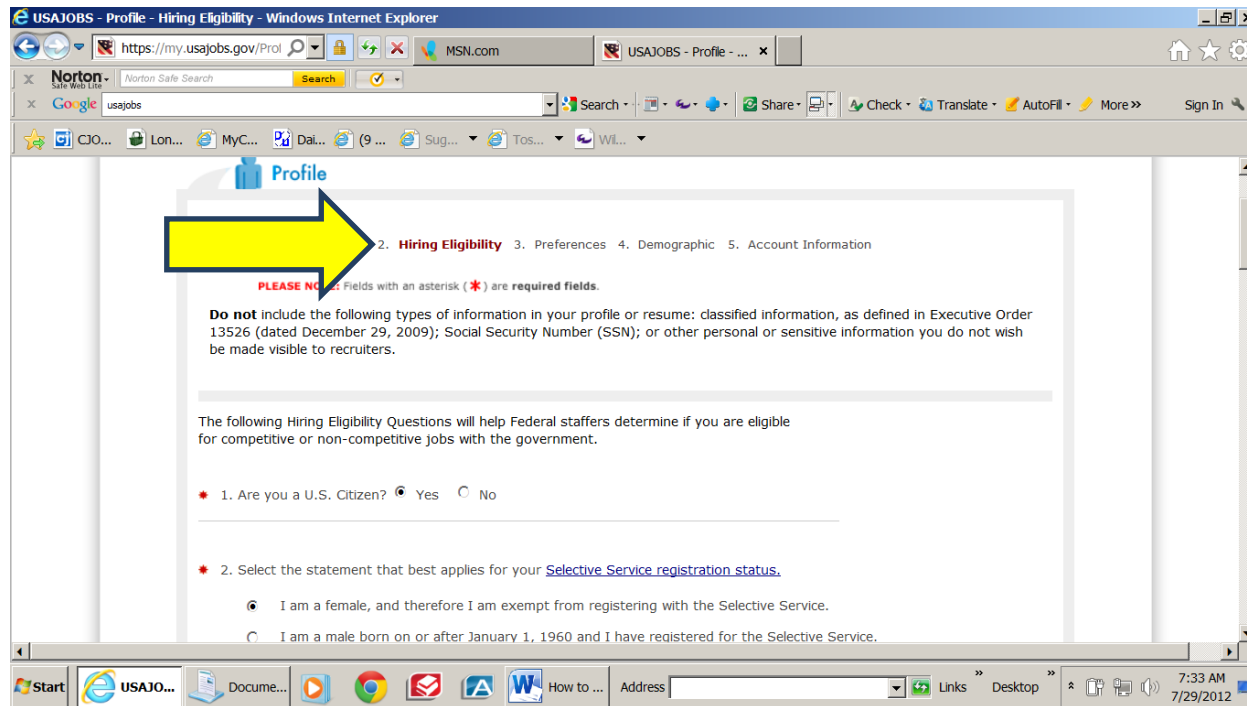
**PROFILE** this is basic information, such as....name, address, etc.

**SAVED DOCUMENTS** DD214, SF15, Transcripts other related documents for appointment eligibility.

**APPLICATION STATUS** Review your status on jobs you have applied for



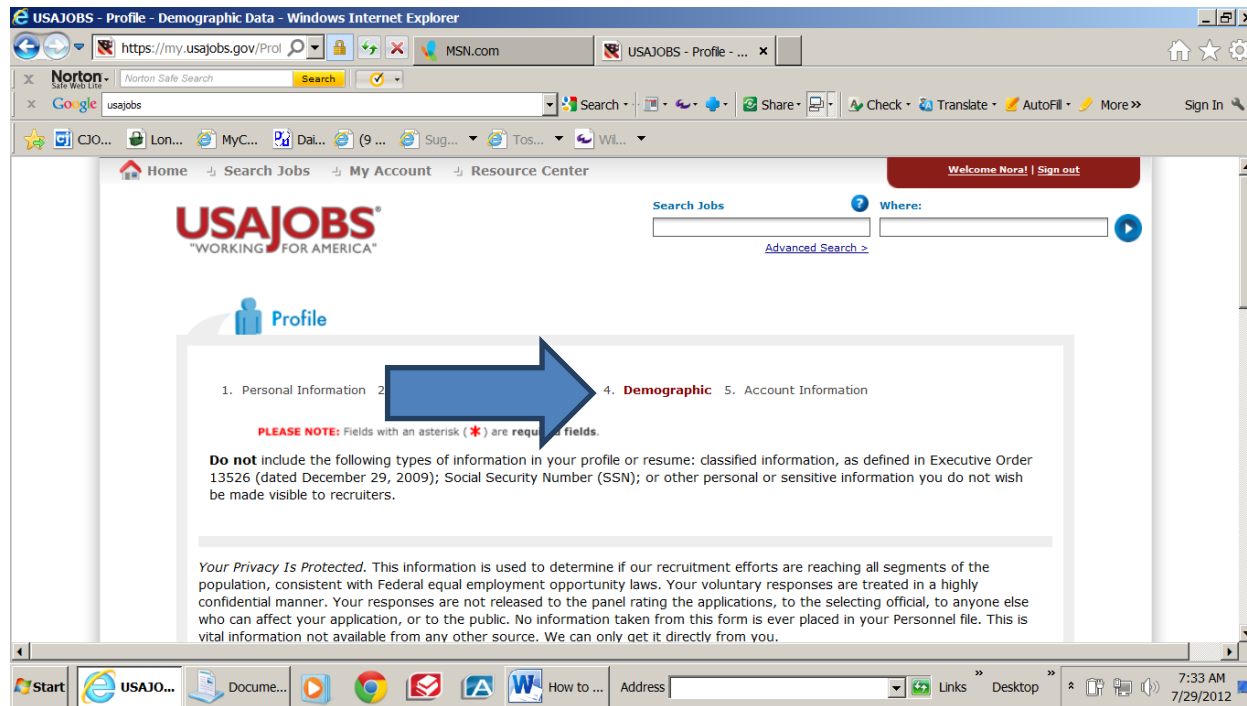
Start by completing basic contact information and then follow instructions completing the rest of the page.



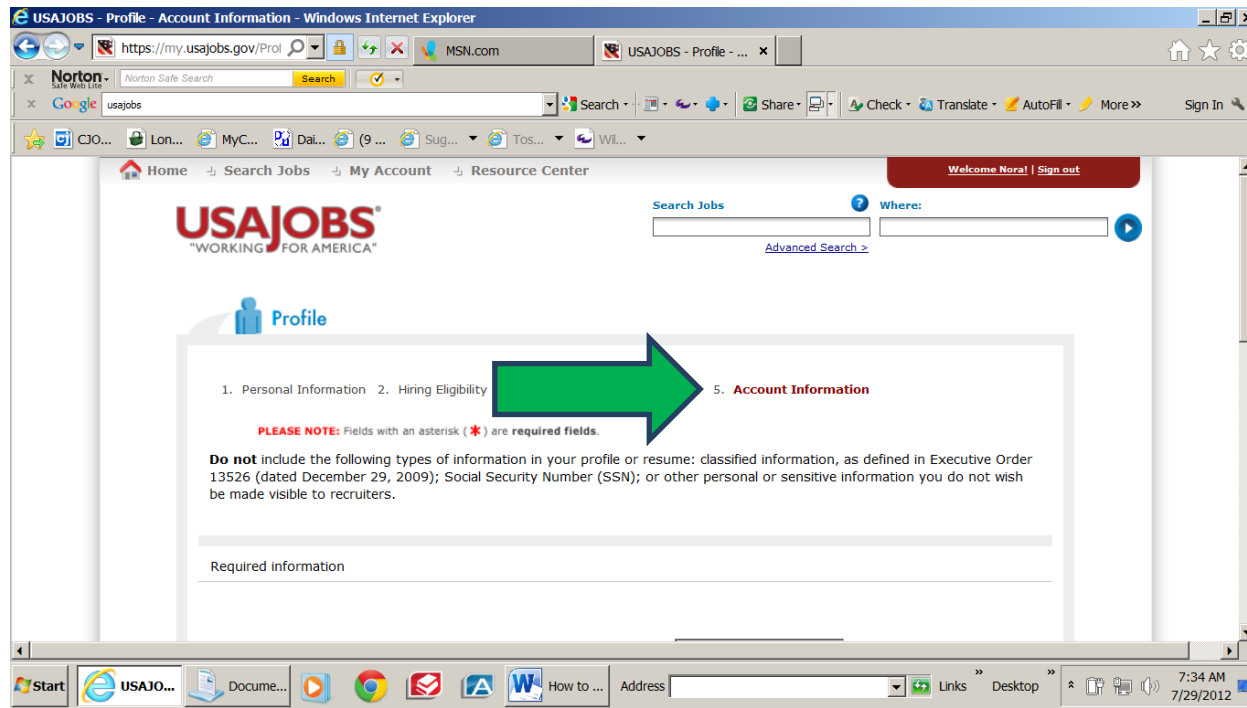
**HIRING ELIGIBILITY** This is an **important** section as it will document all categories of your eligibility for appointment in the Federal Service.



**PREFERENCES** will document your willingness to perform duty related activities like traveling (TDY), willingness to accept temporary employment, intermittent employment and so forth.

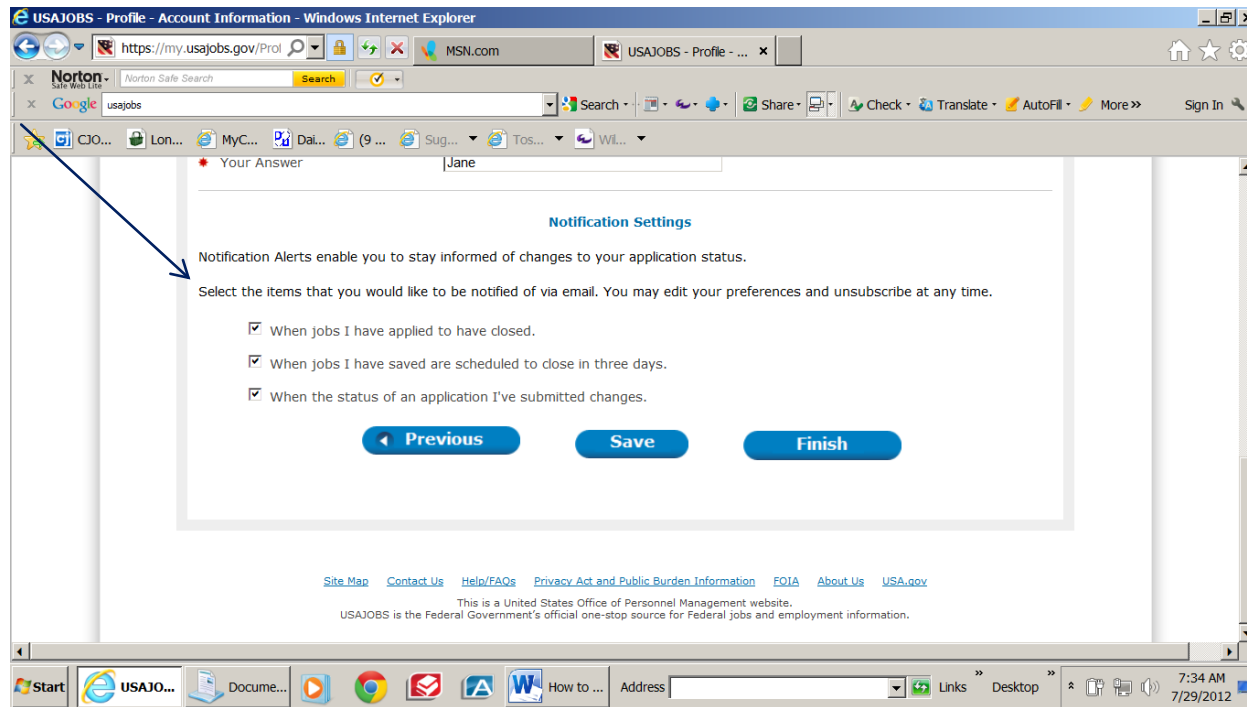


Continue to complete sections 4 and 5.

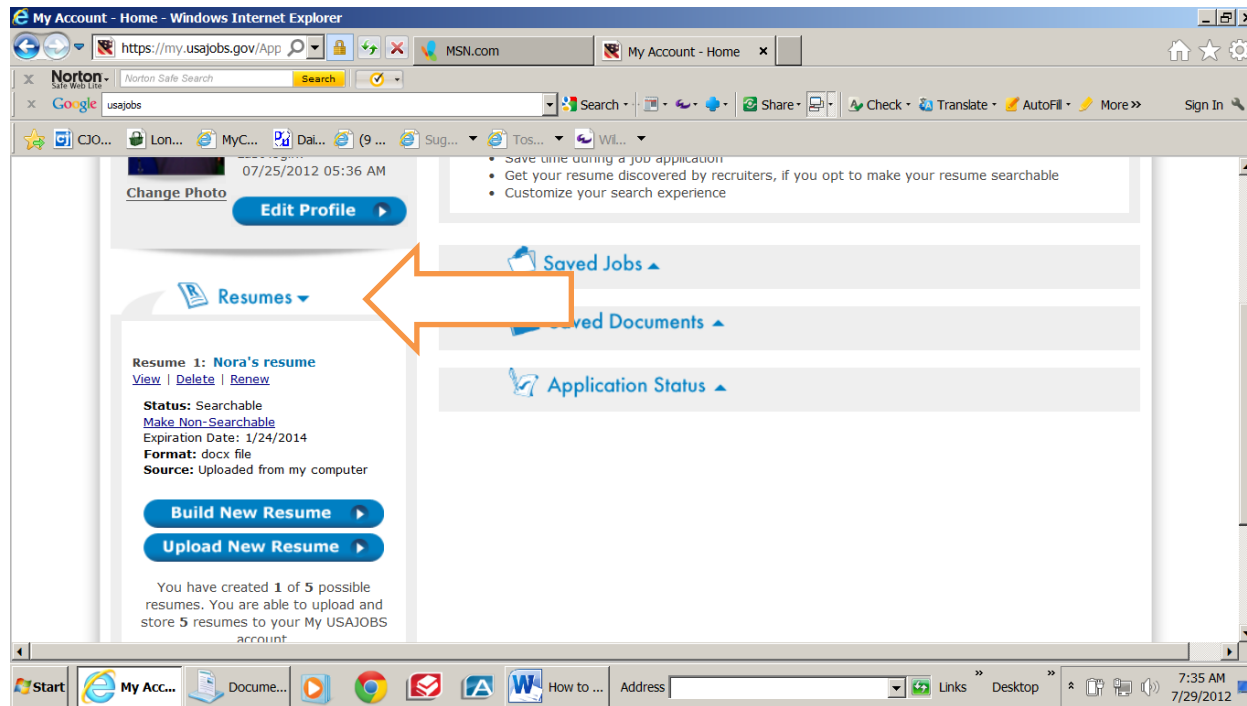


Continue to complete section 5.

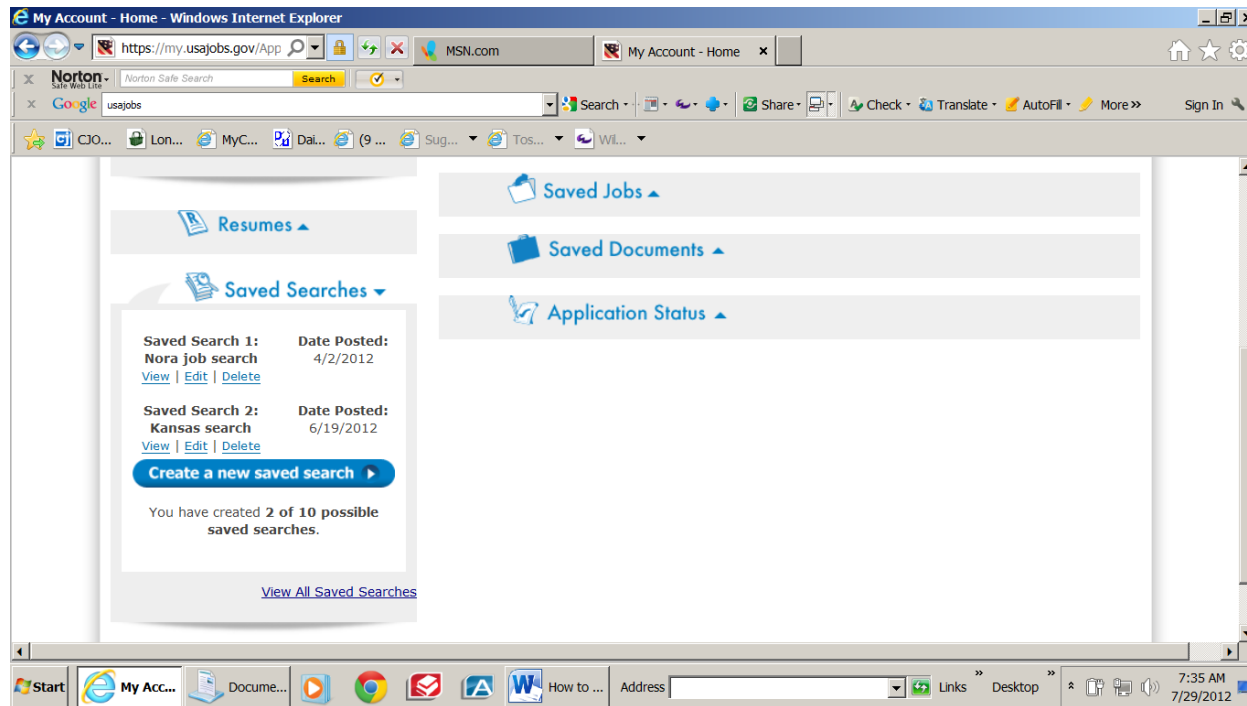




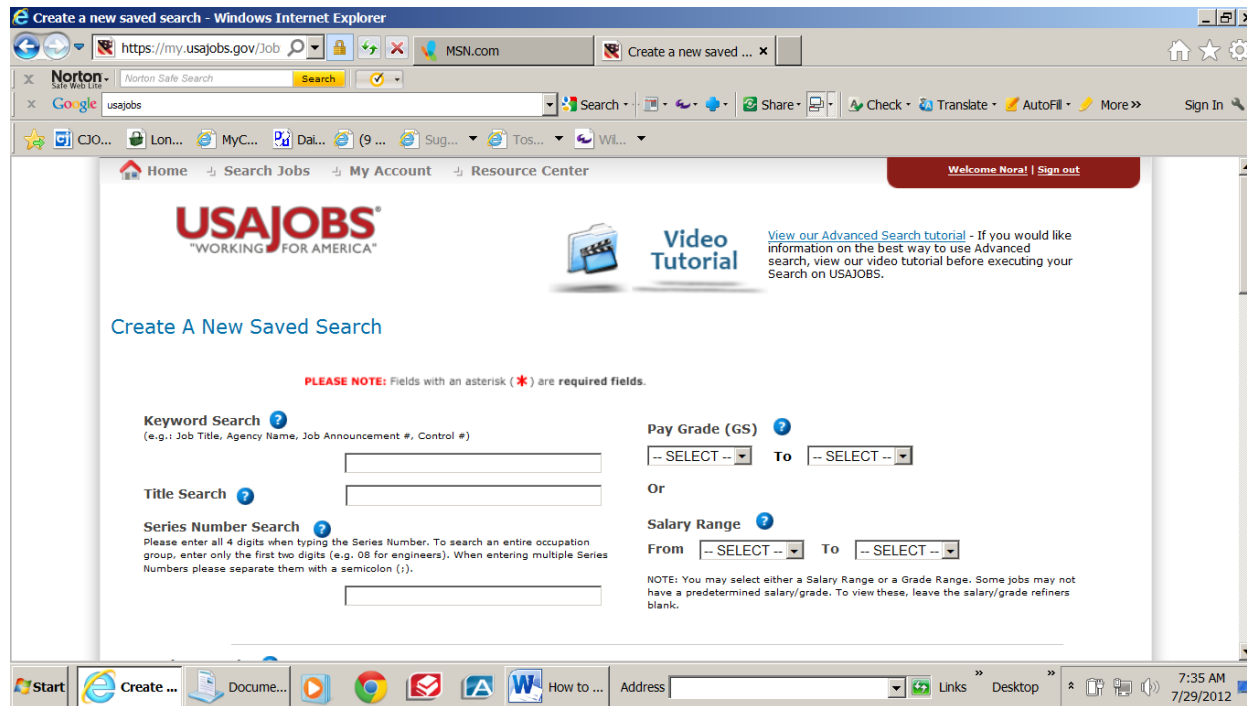
On the bottom of section 5 you can set up notifications of your application status for jobs you applied and so forth. Be sure to click SAVE then click FINISH



By selecting RESUMES on the main page of your account you can VIEW, DELETE and REVISE your resume. You can store up to 5 resumes. You can make your resume *searchable* for offices conducting a specific recruitment. You can load a resume using one of two methods; BUILD NEW RESUME or UPLOAD NEW RESUME. If you select the first option you will be taken through a database to complete information that will create a resume. If you choose the latter option you will upload a resume from your computer, disk, CD or other external source.

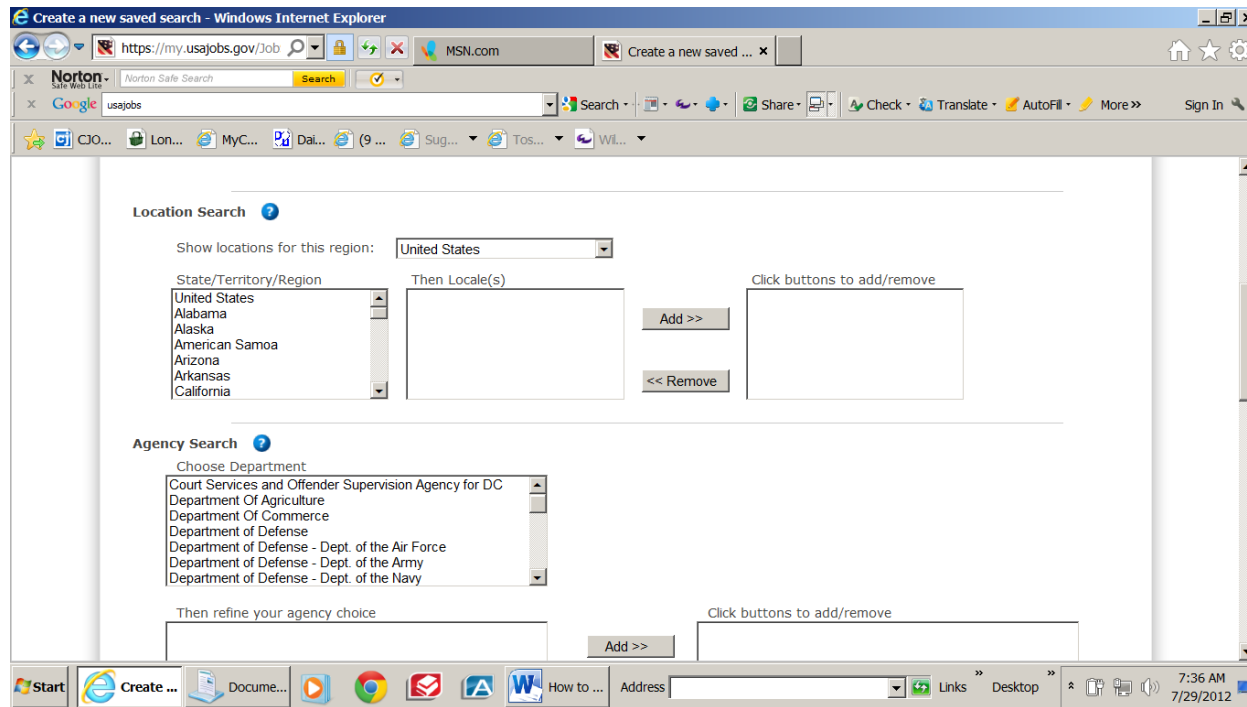


When you select SAVED SEARCHES you can create, view, edit or delete job searches (only selected position types and selected areas), you can create and save 10 searches.



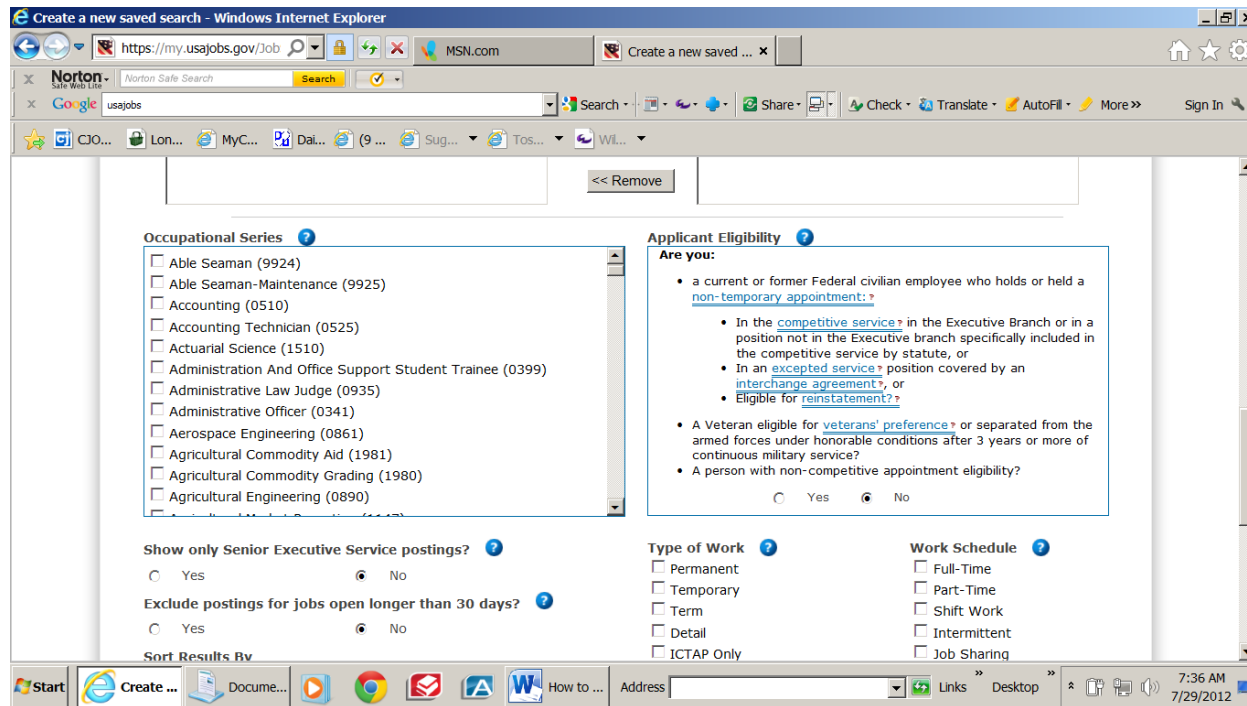
**NOTE:** VIDEO TUTORIAL for creating a search.

In this section you will annotate the type of search you want (Position Title, Name of Agency, Pay Grade, Salary Range, etc)



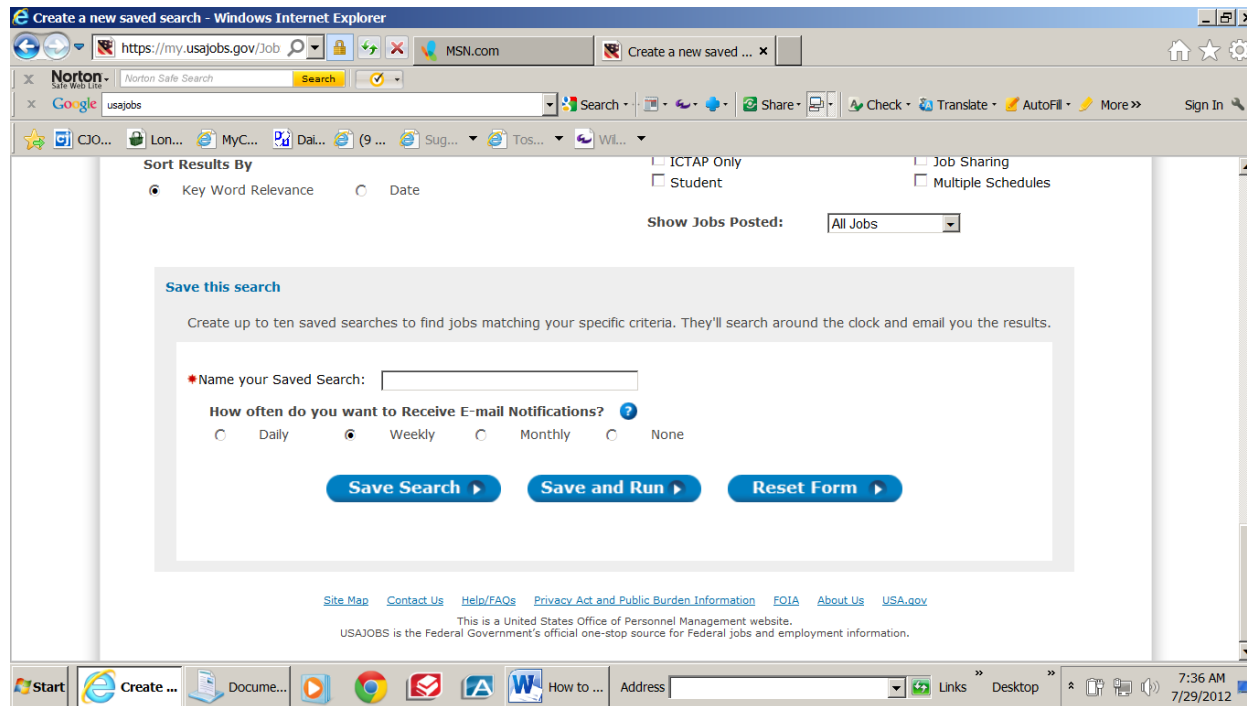
You can narrow your searches to specific locations by agency. Choose your state from the left portion; a list of localities within that region will populate then you select your locality and click ADD.

You will repeat the same procedures for the Agency portion also.

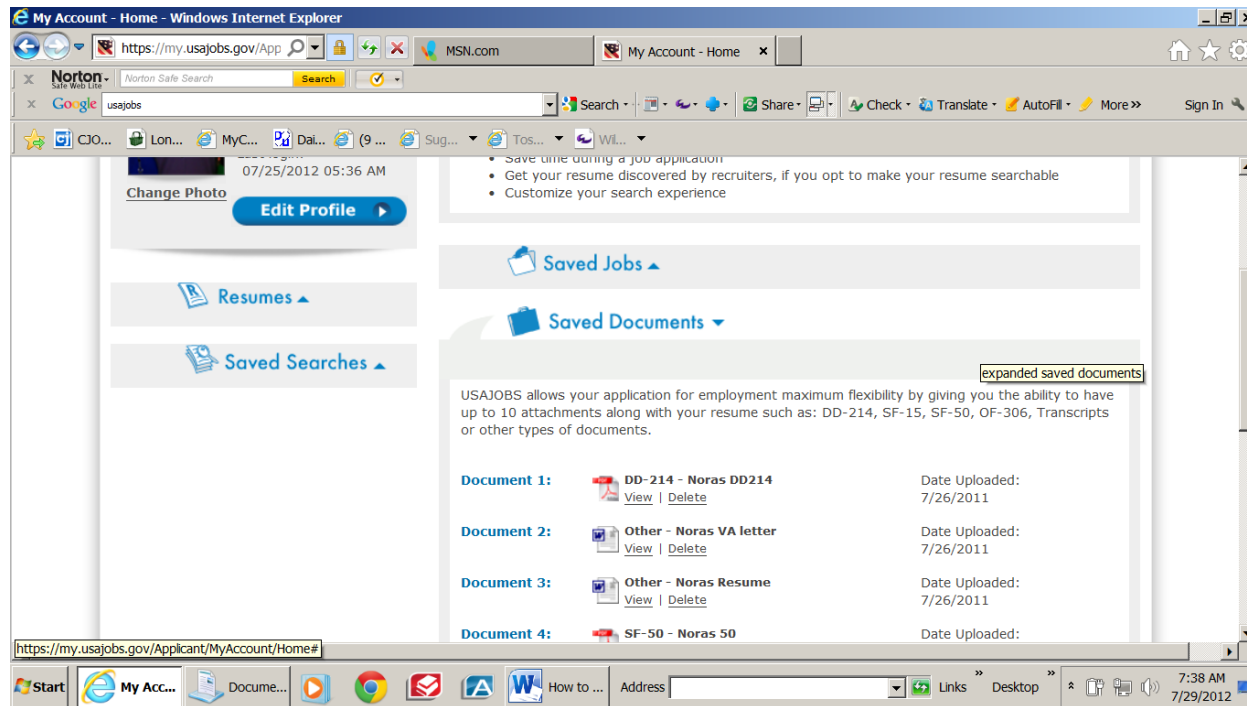


You may narrow your search further by selecting the desired occupational series. **IMPORTANT** - be sure to annotate your **APPLICANT ELIGIBILITY**.

Select the type of work and work schedule you are interested in.

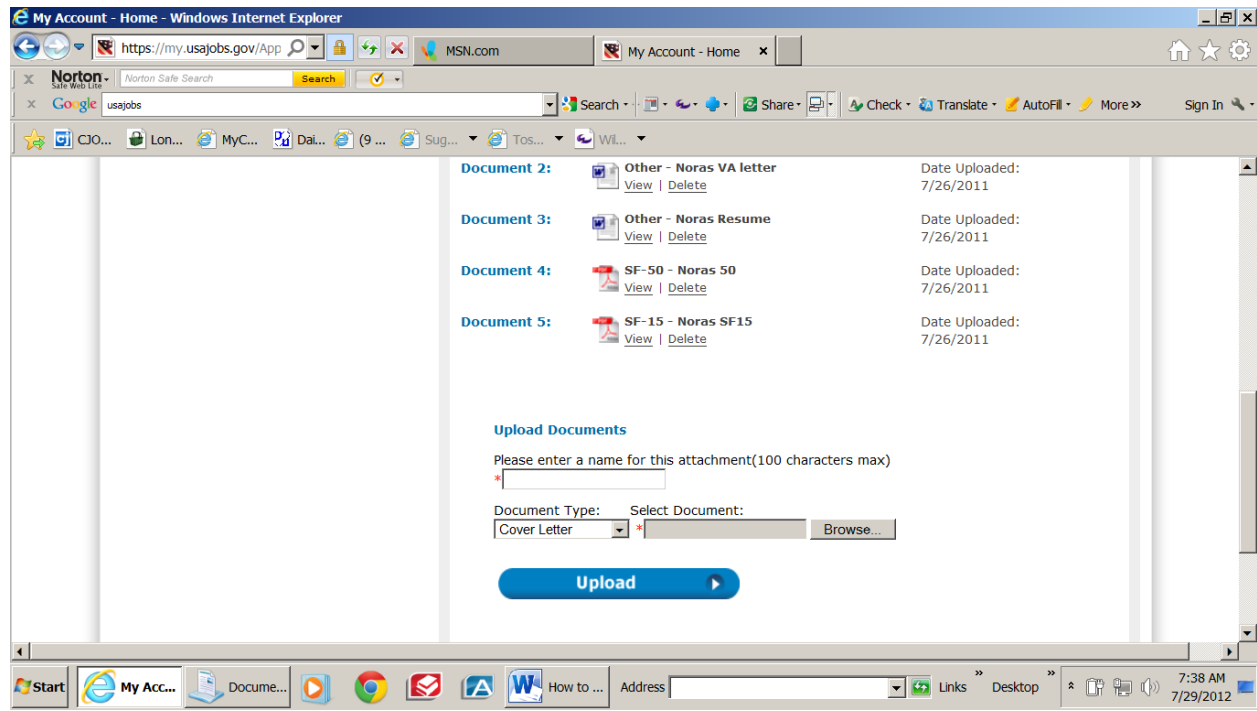


Here you will NAME your search and schedule the email notification period if you desire this option. Be sure to SAVE SEARCH.



By selecting SAVED DOCUMENTS from the Main Page of your account you can upload, view and delete documents that will be required for your application. These documents can be reused over and over for multiple applications.





To UPLOAD DOCUMENTS from your computer

The screenshot shows a web browser window with the URL <https://my.usajobs.gov/App>. The page content includes a navigation menu with 'Resumes', 'Saved Documents', 'Saved Searches', and 'Application Status'. Below this is a table of job applications:

Job Summary	Job Status	Status Updated	Application Status
07/25/2012 <a href="#">Human Resources Specialist, GS-0201-13/14 MP</a> National Science Foundation Job Number: HRM-2012-0024 Pay Plan: GS-0201-13/14 Location: US-Virginia-Arlington	Active	07/25/2012	Resume Received <a href="#">more information...</a>
07/24/2012 <a href="#">Supervisory Human Resources Specialist</a> U.S. Army Network Enterprise Technology Command/9th Army Signal Command Job Number: SCDZ12980288704021 Pay Plan: GS-0201-13/13 Location: US-Georgia-Fort Gordon	Closed	07/24/2012	Application Received <a href="#">more information...</a>

Callout boxes provide the following annotations:

- Red Arrow:** Points to the 'Job Summary' column with the text 'Position you applied for'.
- Blue Arrow:** Points to the 'Application Status' column with the text 'This column will show your status'.
- Purple Arrow:** Points to the 'more information...' link in the 'Application Status' column.

**Position** – By clicking on the link you can view the announcement

**Application Status** – By reviewing this column you can see your current status as it pertains to the **position** you applied for

**More information link** – By accessing here you will be able to see detailed status

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://my.usajobs.gov/App>. The page content includes a list of job applications:

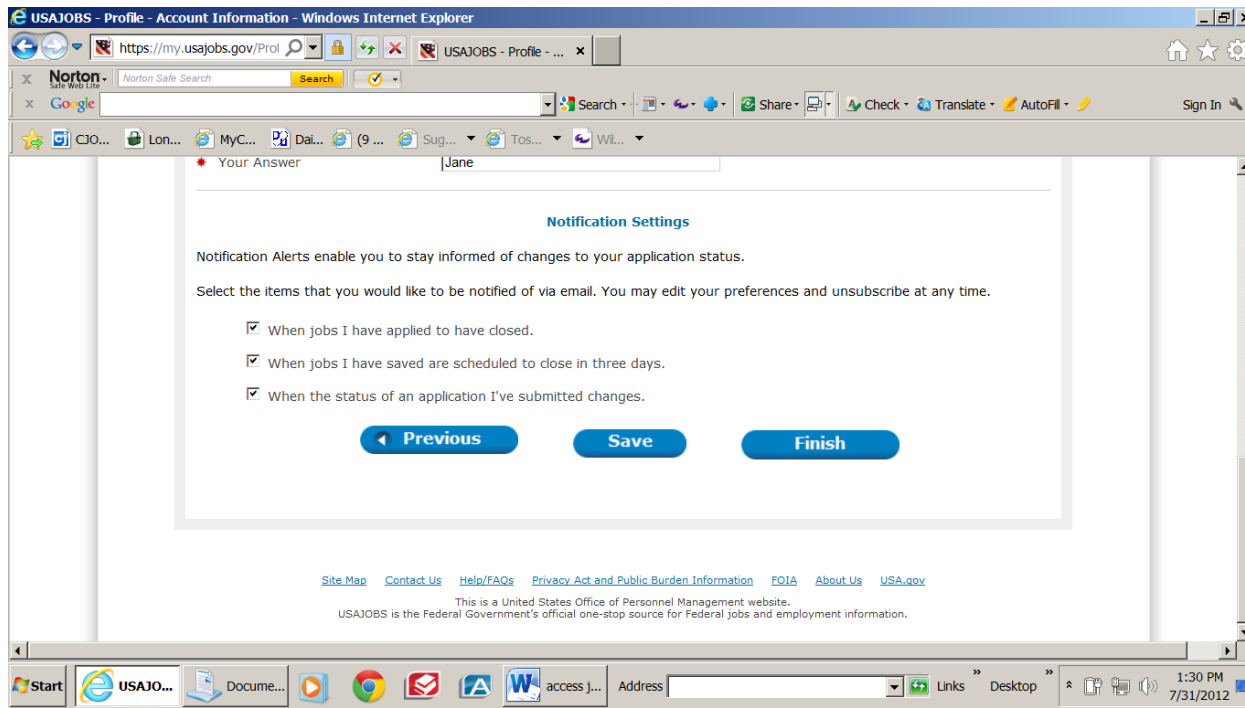
Date	Job Title	Status	Action
07/25/2012	<b>Human Resources Specialist, GS-0201-13/14 MP</b> National Science Foundation Job Number: HRM-2012-0024 Pay Plan: GS-0201-13/14 Location: US-Virginia-Arlington	Active	07/25/2012 Resume Received <a href="#">more information...</a>
07/24/2012	<b>Supervisory Human Resources Specialist</b> U.S. Army Network Enterprise Technology Command/9th Army Signal Command Job Number: SCDZ12980288704021 Pay Plan: GS-0201-13/13 Location: US-Georgia-Fort Gordon	Closed	07/24/2012 Application Received <a href="#">more information...</a>
07/24/2012	<b>Management and Program Analyst</b> Army Installation Management Command Job Number: SWEM12965844710569 Pay Plan: GS-0343-12/12 Location: US-Kansas-Fort Riley	Closed	07/24/2012 Application Received <a href="#">more information...</a>

At the bottom of the application list, there is a link: [Notification Settings](#) | [View All Applications](#). An orange arrow points to this link.

Below the application list, there are navigation links: [Site Map](#), [Contact Us](#), [Help/FAQs](#), [Privacy Act and Public Burden Information](#), [About Us](#), and [USA.gov](#). 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's address bar shows <https://my.usajobs.gov/Profile/AccountInformation#notifications>. The Windows taskbar at the bottom shows the Start button, taskbar icons for My Account, Document, and other applications, and the system tray with the time 1:29 PM on 7/31/2012.

**Notification Settings** – By clicking here you can set up how you will be notified for status updates of vacancies you applied-for see next slide for more details.



Be sure to click ***SAVE IF YOU MAKE CHANGES***

USAJOBS - Application Status - Windows Internet Explorer

https://my.usajobs.gov/App

Norton Safe Search

Google

07/24/2012	<a href="#">Supervisory Human Resources Specialist</a>	Closed	U.S. Army Network Enterprise Technology Command/9th Army Signal Command	07/24/2012	Application Received <a href="#">more information...</a>
07/24/2012	<a href="#">Management and Program Analyst</a>	Closed	Army Installation Management Command	07/24/2012	Application Received <a href="#">more information...</a>
07/03/2012	<a href="#">HUMAN RESOURCES SPECIALIST</a>	Closed	Federal Mediation and Conciliation Service	07/03/2012	Application Incomplete <a href="#">more information...</a>
07/03/2012	<a href="#">HUMAN RESOURCES SPECIALIST (R&amp;P), GS -0201-7/9/11/12</a>	Closed	Interior, Bureau of Indian Affairs	07/03/2012	Application Received <a href="#">more information...</a>
06/20/2012	<a href="#">Lead Human Resources Specialist (Classifn, Recruit &amp; Plac)</a>	Closed	Forest Service	06/20/2012	Application Status Not Available
06/10/2012	<a href="#">Medical Support Assistant (Office)</a>	Closed	U.S. Army Medical Command	06/10/2012	Application Received

Start USAJO... Docume... access j... 1:31 PM 7/31/2012

Monitoring the status can help you ensure that you complete the application process before the announcement closes

USAJOBS- Application Status - Windows Internet Explorer

https://my.usajobs.gov/App

Norton Safe Search

Google

05/17/2012	<a href="#">Human Resources Specialist</a> Job Number: WTKC12862021662278 Pay Plan: GS-0201-12/12 Location: US-California-Los Angeles	Closed	Office of the Chief of Staff of the Army	05/31/2012	Eligible - Application Not Referred to Selecting Official <a href="#">more information...</a>
05/15/2012	<a href="#">Human Resources Specialist (Leader), GS -0201-13</a> Job Number: SSC-LV-2012-0005 Pay Plan: GS-0201-13/13 Location: US-Nevada-Las Vegas	Closed	Environmental Protection Agency	05/31/2012	Eligible - Application Referred to Selecting Official <a href="#">more information...</a>

**Notification Settings**

Notification Alerts enable you to stay informed of changes to your application status.

Select the items that you would like to be notified of via email. You may edit your preferences and unsubscribe at any time.

- When jobs I have applied to have closed.
- When the status of an application I've submitted changes.

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [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.

Start USAJO... Docume... access j... 1:32 PM 7/31/2012

Another notification setting option is at the bottom