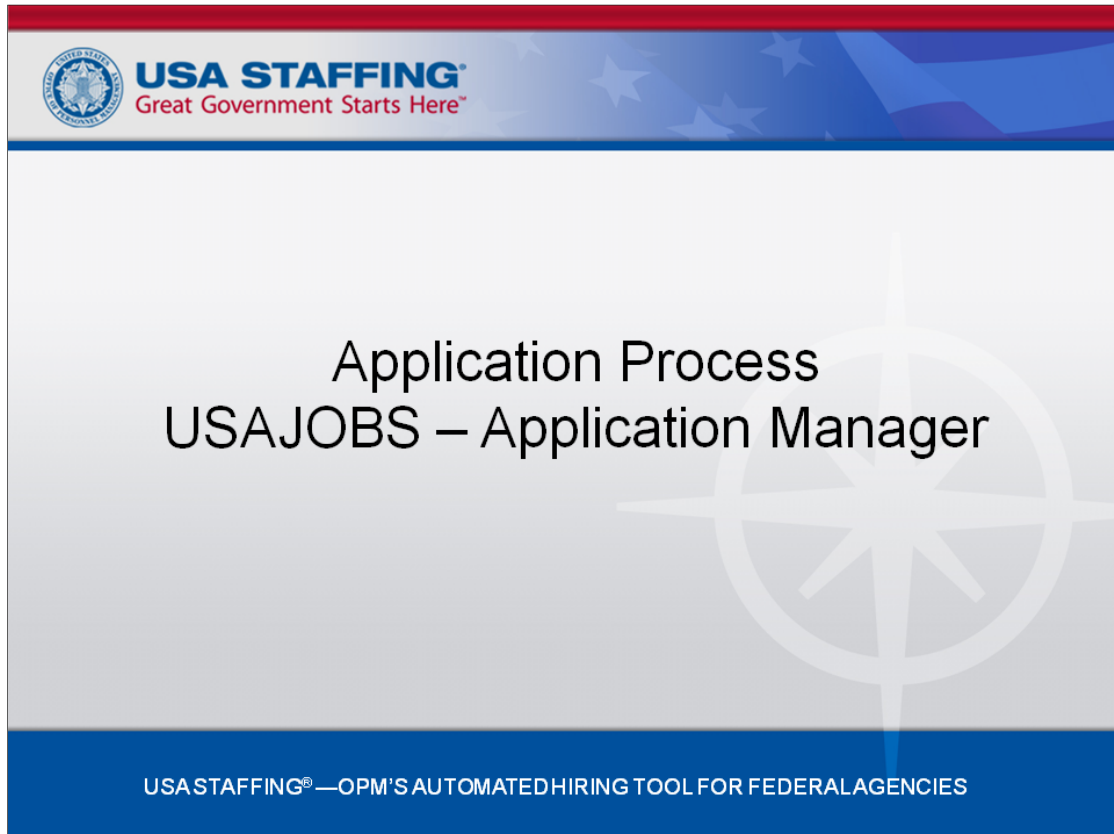


APPENDIX J – APPLICATION PROCESS: USAJOBS – APPLICATION MANAGER



Introduction to USAJOBS

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

Create an Account

- Build and store up to five distinct resumes.
- Create and save job searches to receive automatic notifications.
- Apply for jobs or save them to review later.

Look for a Job

- Search by Agency, Occupation, Grade, Location, etc.
- View jobs available to the general public and those available to Federal employees.
- Apply to Federal Agencies.

Be Informed

- Learn how to use USAJOBS by accessing their tutorials.
- Learn about the federal hiring process.
- Learn about special hiring programs.

USAJOBS Main Page

To apply for jobs you must have a USAJOBS account. To begin, SIGN IN or CREATE AN ACCOUNT if you have not done so already.



Create an Account

To create an account you must enter some basic Personal Information into the Form Sections.

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 Numbers

• Email

What is your email format preference? HTML Text

 **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.**

Account Information [Top](#)

• Username Use between 4 and 20 characters

• Password Your password must contain:
- At least 8 characters (20 maximum)

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USAJOBS – My Account Area

Search Jobs [My Account](#) [Info Center](#) Welcome Applicant! | [Sign out](#)

USAJOBS
"WORKING FOR AMERICA"

Search Jobs
[What: (keywords)] [Where: (city, state or zip code)]
[Browse Jobs >](#) [Advanced/International Search >](#)

My Account
Applicant Three
Current Goal:
Last login:
[Edit Profile >](#)

Highlights from USAJOBS
Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? Check out the brand new Students page at <http://www.usajobs.gov/studentjobs/>. From here you can find information on Governmentwide hiring programs for students, entry level employment upon graduation, and additional opportunities including apprenticeships, cooperatives, fellowships, grants, internships, and scholarships.

Resumes [Resumes >](#)

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

You currently do not have any resumes. You can have a maximum of 5 resumes. You are able to upload and store 2 uploaded resumes.
[View All Resumes](#)

[Job Search Agents >](#)

[Saved Jobs >](#)
[Saved Documents >](#)
[Application Status >](#)

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

Once you've filled out the basic profile information and created an account, you can Build a New Resume or Upload a New Resume by selecting one of the options in the Resumes area.

In your USAJOBS account you can:

- Build or upload a new *Resume*
- Upload and save *Documents* required to support your application
- Check your *Application Status*
- Create *Job Search Agents*
- Review any *Saved Jobs*

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Search Jobs

Once you've created an account, built or uploaded a resume, and uploaded any supporting documents, you can begin the job search.

To search for jobs you can go to the *Search Jobs* area located at the top left or you can *Search Jobs* directly from this page by using the Keyword and/or Location options at the top right of the screen. For example a keyword search might include the agency name or position title and/or a location such as Virginia.

Job Search Results

The *Current Search* menu located on the right side of the screen tracks your current search and provides filters that allow you to further refine your search results. You can remove and add filters to expand or narrow your search. To open the job announcement, click on the job title.

Closing	Job Summary	Agency	Location	Salary
2/17/2010	Supervisory Auditor	Defense, Office of the Inspector General	US-VA-Arlington	\$103,010.00+
3/1/2010	Auditor	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
3/1/2010	Auditor	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
3/1/2010	Auditor	Defense, Office of the Inspector General	US-VA-Arlington	\$71,571.00+
3/1/2010	Auditor	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
3/1/2010	Auditor	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
3/1/2010	Auditor	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
3/1/2010	Auditor	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
3/1/2010	Auditor	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+

Job Announcement – Apply Online

Once you've located a job you are interested in, reviewed the job announcement and the How to Apply instructions, click the Apply Online button.

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The main header includes the USAJOBS logo and a search bar. Below the search bar, there are tabs for OVERVIEW, DUTIES, QUALIFICATIONS & EVALUATIONS, BENEFITS & OTHER INFO, and HOW TO APPLY. The job details for the position 'AUDITOR (CONTRACT AUDIT)' are displayed, including the agency name 'DCAA DEFENSE CONTRACT AUDIT AGENCY', salary range, open period, series & grade, position information, promotion potential, duty locations, and who may be considered. A 'JOB SUMMARY' section provides a brief overview of the role. On the right side, there is a 'Go to section of this Job:' dropdown menu with buttons for 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job'. Below this, there is contact information for the Philadelphia Services Branch and a control number '1663558'.

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Select Resume and Attachment(s)

The screenshot shows the USAJOBS application process page. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The main header includes the USAJOBS logo and a search bar. Below the search bar, there is a 'Please Note' section stating that if you are resubmitting or updating a previous application, you must re-submit all required documents. The 'Apply Online' section is active, showing the job title 'AUDITOR (CONTRACT AUDIT)', agency 'Defense Contract Audit Agency, Department Of Defense', and job location 'RADFORD, Virginia'. There are two dropdown menus: 'Resume - Select one of your stored resumes to send:' with 'Auditor' selected, and 'Attachment(s) - Select one or more of your attachments to send:' with 'DD-214' and 'SF-50' selected. Below the dropdowns, there is a checkbox for '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).'. At the bottom, there are two buttons: 'Apply for this position now!' and 'Cancel'.

After you click Apply Online, you will have the option to select a Resume and any supporting documents (attachments) to be linked to your application.


Please Note: If you are updating a previously submitted application, you must re-submit your Resume and all applicable supporting documents.

After you click *Apply for this position now!*, USAJOBS will redirect you to Application Manager.

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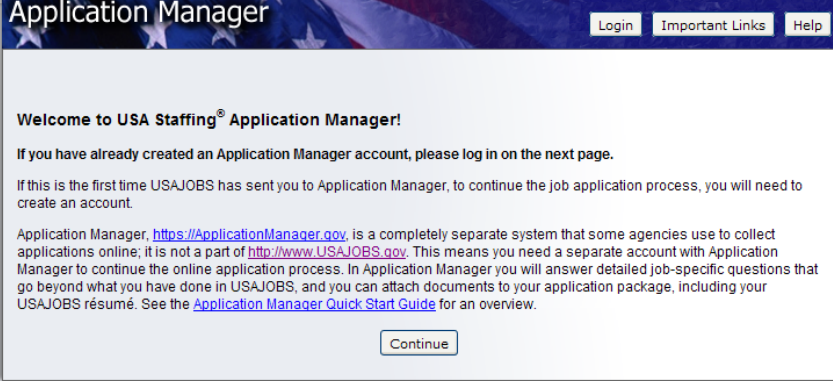
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Transition to USA Staffing® - Application Manager



The screenshot shows a USAJOBS 'One moment please...' message. It states: 'We are now bringing you to the system used by the Defense Contract Audit Agency to complete your application process. You will be returned to USAJOBS upon completion. Your browser should automatically take you there in about 5 seconds, or...'. There is a 'Take me there now' button.

Application Manager is a separate Federal system from USAJOBS. It is used by many Federal agencies to collect online applications and assessment information for specific positions.



The screenshot shows the 'Application Manager' welcome page. It includes a header with 'Application Manager', 'Login', 'Important Links', and 'Help'. The main content says: 'Welcome to USA Staffing® Application Manager! If you have already created an Application Manager account, please log in on the next page. If this is the first time USAJOBS has sent you to Application Manager, to continue the job application process, you will need to create an account. Application Manager, <https://ApplicationManager.gov>, is a completely separate system that some agencies use to collect applications online; it is not a part of <http://www.USAJOBS.gov>. This means you need a separate account with Application Manager to continue the online application process. In Application Manager you will answer detailed job-specific questions that go beyond what you have done in USAJOBS, and you can attach documents to your application package, including your USAJOBS résumé. See the [Application Manager Quick Start Guide](#) for an overview.' There is a 'Continue' button at the bottom.

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Application Manager

With Application Manager you can:

- Work on, submit, and track your application packages.
- Check the status of each application package (e.g., not submitted, complete, incomplete)
- Use the Application Package Checklist to keep track of an application's requirements.
- View and print your Assessment Questionnaire responses and any of the documents submitted with an application.
- Select and re-use documents submitted for previous applications in any new application.
- Review any correspondence sent to you by hiring agencies.
- Review and update your personal information at any time.

Application Manager

If you have an Application Manager account, you can log in by entering your User Name and Password or if you don't already have an account, you can create one.

After you first access Application Manager from USAJOBS, your accounts will become linked and you will not be required to login to Application Manager when redirected from USAJOBS.

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Create an Application Manager Account

Follow the screen prompts to create an Application Manager account. Before you create an account, it is important to verify that you don't already have one on file.

Enter your email address to check if you have an account. Once you've verified no accounts are found, click I'm done checking for accounts to proceed.

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Application Manager

The first time you access Application Manager, you will be required to enter your Social Security Number and your Full Name. It is extremely important that you enter this information accurately and that it matches the information provided in USAJOBS.

If you do not enter the correct SSN, it will affect your consideration for this and future applications.

The screenshot shows the 'Application Manager' interface for a user named 'applicantnthree'. The left sidebar contains a navigation menu with the following items: Vacancy ID: 207966, Biographic Information, Eligibility Information, Other Information, Assessment Questionnaire, Section 1 through Section 8, ReUse Documents, Upload Documents, Submit My Answers, and View/Print My Answers. The main content area displays the following information:

- Job Title: AUDITOR (CONTRACT AUDIT)
- User: applicantnthree
- Announcement Number: PH-RCS-207966
- USAJOBS Control Number: 1663560
- Applicant Name: APPLICANT N THREE (with a 'Change Name' button)

Navigation buttons include 'Previous', 'Next' (with a star icon), and 'Save'. The 'Social Security Number' section contains two input fields: 'Social Security Number' (with a link 'Why is this required?') and 'Retype Social Security Number'. The 'Name' section contains three input fields: 'First Name', 'Middle Initial', and 'Last Name'. At the bottom of the main content area, there are 'Previous', 'Next', and 'Save' buttons.

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Biographic Data – Eligibility Information

The Biographic Data will be pre-populated with the information you entered in your USAJOBS account. You may need to complete a few more informational pages before you begin your Assessment Questionnaire.

The menu on the left tracks your progress as you complete the application.

The screenshot shows the 'Application Manager' interface for a user named 'applicantnthree'. The left sidebar contains a navigation menu with the following items: Vacancy ID: 207966, Biographic Information, Eligibility Information, Other Information, Assessment Questionnaire, Section 1 through Section 8, ReUse Documents, Upload Documents, Submit My Answers, and View/Print My Answers. The main content area displays the following information:

- Job Title: AUDITOR (CONTRACT AUDIT)
- User: applicantnthree
- Announcement Number: PH-RCS-207966
- USAJOBS Control Number: 1663560
- Applicant Name: APPLICANT N THREE (with a 'Change Name' button)

Navigation buttons include 'Previous', 'Next', and 'Save'. The 'Biographic Data' section contains the following text: 'All biographic information is required, except for your telephone number and the contact time.' Below this text are two input fields: 'Address' (with the value '1900 E St NW') and an empty field.

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Assessment Questionnaire

The Assessment Questionnaire is divided into sections.

The assessment questions are job specific and change for each job announcement and position.

The screenshot shows the 'Application Manager' interface. On the left is a navigation menu with 'Assessment Questionnaire' selected, showing sections 1 through 8. The main content area displays 'Section 5' with the title 'Section 5' and 'Total Questions in this Assessment: 8'. The question text reads: '5. Think about an example that best represents your experience and capability in the area of Interpersonal Skills. For the following set of activities requiring Interpersonal Skills, choose the ONE example that best corresponds to the type of activity represented by your own personal example.' There are three radio button options: A (Promote working relationships...), B (Establish and maintain ongoing working relationships...), and C (Collaborate with others...). Below the options is a 'Narrative' section with a text area and a 'Please provide a brief narrative description...' instruction. Navigation buttons for 'Previous', 'Next', and 'Save' are visible at the top and bottom of the section.

ReUse Documents

The upper table displays the USAJOBS documents for this application. The status will be Awaiting Retrieval from USAJOBS. Once you submit your application, the system will retrieve the documents.

Once you have uploaded documents directly into Application Manager (explained in the next page), these documents will be available for re-use in a table located on the lower part of this same screen.

The screenshot shows the 'Application Manager' interface with the 'ReUse Documents' section active. The left navigation menu is the same as in the previous screenshot. The main content area shows the 'ReUse Documents' section with a table titled 'Documents in Application Package for Vacancy:207966'. The table has columns for Document Type, Received, Source, Status, and Original File Name. Two rows are shown: 'Qualifications' and 'Resume'. Below the table is a message: 'You do not have any documents available for re-use. Click Next to continue.' Navigation buttons for 'Previous', 'Next', and 'Save' are visible at the bottom.

Document Type	Received	Source	Status	Original File Name
Qualifications	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor

Upload Documents

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

Select a document type, browse, and attach the document. The system will confirm the upload was successful and the document will be placed in the Documents On File table.

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

Upload Documents

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

This fax cover page is pre-populated with the information required for the fax to be processed for this specific vacancy. The fax number is provided in the How to Apply section of the announcement.

It is important to remember that faxed documents must have this cover page with the correct information filled in, or your documents cannot be associated with this application.

Submit My Answers

Once all required questions have been completed, you will be able to click the Submit My Answers button to submit your application. **You must select Submit My Answers or your application will not be received.**

If you have skipped any of the required sections, you will receive a warning to go back and complete any missed section before you can submit your answers.

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Confirmation Message

Once you click the Submit My Answers button, you will receive an on-line confirmation message.

Submitting your questionnaire responses may not complete your application. It is important that you review the How to Apply section of the vacancy announcement to ensure you comply with all the requirements for your application to be considered as complete.

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

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USAJOBS – Application Status

The Application Status Area of your USAJOBS account serves as the main source of information for the status of your online applications. You may use the [more information](#) link located under the **Application Status** column to learn more about the status of your application or view correspondence sent to you by the hiring agency. This link takes you directly into the Details Tab of Application Manager for the selected Application Package.

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status	USAJOBS Uploaded Document Status
2/16/2010	AUDITOR (CONTRACT AUDIT) Defense Contract Audit Agency Job Announcement Number: PH-RCS-207966 Pay Plan: GS-0511/09 Location: US-VA-RADFORD	Active	2/19/2010	Application Received more information...	Uploaded & Retrieved

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Details Page

From the Details Page you can:

- View the Job Announcement
- Change your Answers*
- Add Documents*
- Update Biographic Information
- View/Print Your Answers
- Review Status of your Assessment and Documents.
- View Messages sent by Hiring Agency
- View Application Package History

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

Application Package Status: Complete

Job Title: AUDITOR (CONTRACT AUDIT)
 Vacancy Identification Number: 207966 Closing Date: Saturday, August 28, 2010
 Announcement Number: PH-RCS-207966 Contact: Philadelphia Services Branch - (215)861-3074
 USAJOBS Control Number: 1663560 [View Announcement](#)
 Applicant: APPLICANT N THREE

[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. [\(Explain This.\)](#)

Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire		

Documents

* Security Alert: Protect your privacy

Status	Document Type	Source	Date Received	Original File Name
View Processed	Qualifications	USAJOBS	02/16/2010 03:16 PM	SF-50 DOD
View Processed	Resume	USAJOBS	02/16/2010 03:16 PM	Auditor
View Processed	Miscellaneous	Upload	02/17/2010 09:28 AM	SF-50.pdf

Messages

Message Type	Date Emailed	Date Printed
View Acknowledgement Letter	2/17/2010 9:44:07 AM	

Application Package History

Status	Date Submitted
View Complete	2/17/2010 9:42:27 AM

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Checklist Page

The Checklist Tab allows you to perform the same functions as the Details Tab. Also it 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 is marked as "Yes" Required, your Application Package Status will indicate: Incomplete.

Application Manager Main Important Links Help Logout user: applicantnthree

Application Package Status: Complete

Job Title: AUDITOR (CONTRACT AUDIT)
 Vacancy Identification Number: 207966 Closing Date: Saturday, August 28, 2010
 Announcement Number: PH-RCS-207966 Contact: Philadelphia Services Branch - (215)861-3074
 USAJOBS Control Number: 1663560 [View Announcement](#)
 Applicant: APPLICANT N THREE

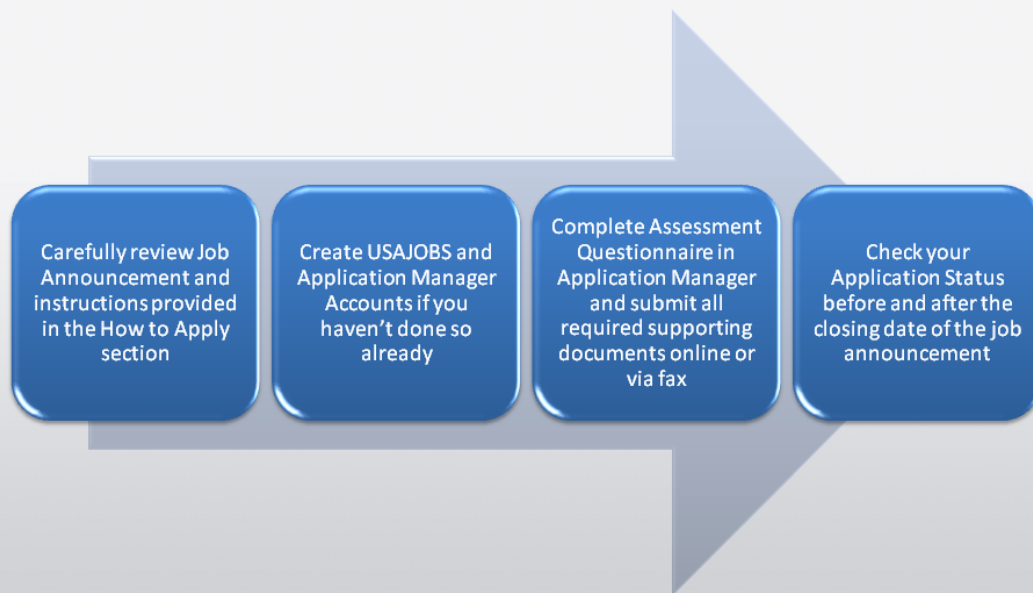
Change My Answers Add Documents Update Biographic Information View/Print My Answers

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

Details Checklist

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

Remember...



More Information

You may visit USAJOBS' Information Center – Main Page where you can find tutorials for using different areas of USAJOBS and information about Federal Employment, Applying for Federal Jobs, and Job Search, among others.

