



# VA for Vets Career Center Resource Guide

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VA for Vets Account Users

December 19, 2011




Considering civilian employment with the federal government after your military service? Unsure how your military experience translates to Federal jobs? Need help communicating your skills to a potential employer?

Look no further. The *VA for Vets* Career Center helps Veterans find the right VA career opportunities matched to their experience, skills and interests. From translating military skills to providing self-assessments and job search results best suited to your background, the Career Center will guide you toward a rewarding career serving our nation's Veterans and families.

## About This Guide

This guide provides step-by-step instructions on using the *VA for Vets* Career Center for registered *VA for Vets* users.

## Conventions Used in This Guide

Convention	Meaning
ALL CAPITALS	Acronyms
<b>Bold</b>	<ul style="list-style-type: none"><li>• Key names on the keyboard</li><li>• Buttons or hyperlinks on a page in the <i>VA for Vets</i> Career Center</li></ul>
	A note or tip that helps you make better use of the <i>VA for Vets</i> Career Center

## Technical Support

Please contact a *VA for Vets* help desk at 1-855-VA4VETS (1-855-824-8387).

For more information about the career center, visit [www.VAforVets.VA.gov/career\\_center](http://www.VAforVets.VA.gov/career_center) or contact a career coach at 1-855-VA4Vets (1-855-824-8387).

## Abbreviations and Acronyms

VA	Veterans Affairs
<i>VA for Vets</i>	Veterans Affairs for Veterans

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## Getting Started

The VA for Vets Career Center, an integrated job search and career-building platform is designed to take the guesswork out of entering the Federal workforce. Use the Career Center tools to evaluate your personal strengths, identify civilian competencies, view the best-fitting VA positions and match all results to open jobs at VA.


And that's not all. Once you log in to the Career Center, a customized dashboard is populated that reflects your activities and job updates in real-time. A resume builder helps you create an easy-to-read resume for applying to VA positions through [www.USAJOB.S.gov](http://www.USAJOB.S.gov), the official one-stop source for federal jobs and employment information.

You will need a VA for Vets account to log in to the Career Center. The VA for Vets account gives you access to the following features of the Career Center:

- Build and store resumes
- Save job searches
- Receive new job match alerts

## Registering for a VA for Vets Account

1. Open your web browser.
2. In the Address bar, enter <http://VAforVets.VA.gov>. This takes you to the VA for Vets home page.

 You may also register through the Career Center home page by selecting **Register Now** and then performing Step 3 and so forth to complete the registration process.



3. Select **Register**. This takes you to My VA for Vets Account Register page.

**My VA for Vets Account** Contact Us | FAQs

**Register**

**Web Privacy Policy**

The VA4Vets Recruitment, Reintegration, and Retention Program records and/or stores the names, addresses, phone numbers, and email of the VA employees, Veterans (Vets), or other administrative personnel assisting in the program. The information is authorized by the end user and/or veteran for release to the VA or to its corporate partners for the purpose of employment placement recruitment and other services offered by this program. The VA4Vets Recruitment, Reintegration, and Retention Program does not store or transmit personal health information. As a Service Member or Veteran, you have the option to waive and/or refuse the service and the retention of your information. The VA4Vets Recruitment, Reintegration, and Retention Program is a U.S. Government information system. The login, authentication, and system usage may be monitored and recorded, and may also be subject to electronic audit. Unauthorized use of the system is prohibited and is subject to criminal and civil penalties. Usage of the VA4Vets Recruitment, Reintegration, and Retention Program indicates consent to monitoring and recording.

The collection of information on the VA for Vets site is authorized by the individual employees, potential employees, and/or the VA. Your disclosure of such information is voluntary.

The principal purpose(s) for which the information will be used is marketing of individual resumes to public and private employers.

By voluntarily providing VA for Vets information, you are consenting to VA's use and disclosure of that information in the manner described in this limited policy, the Department of Veterans Affairs general Web privacy policy, and the Privacy Act notice to which a link is provided above. If you refuse to provide this information, your resume and/or personally identifiable information will not be forwarded to employers. However, refusal to provide this information will not prevent you from

**Register with Your Email**

Use the form below to create a new account. Passwords must be at least 7 characters in length and contain one upper case, numeric and special character. (Fields marked with an asterisk are required.)

Email:\*

Password:\*

Confirm password:\*

arise octopus

Type the two words:

reCAPTCHA™

**Create** **Cancel**

**ADVANCE**  
TRANSFORMING POTENTIAL INTO PERFORMANCE

An HR&A initiative to invest in people development, workforce engagement and talent management for the delivery of high-quality healthcare, benefits and other services to Veterans and their families.

**U.S. Department of Veterans Affairs**

4. In the Email field, enter <your email>.
5. In the Password field, enter <your password>.
  - ❗ Passwords must be a minimum of seven characters in length and contain at least one upper case letter, one numeral and one special character.
6. In the Confirm password field, enter <your password>.
7. In the Type the two words field, enter the two words that are above the field.
  - ❗ Enter the two words as one long word. Do not use a space between the two words.
8. Select **Create**. This takes you to My VA for Vets Account Profile page.
  - ❗ Selecting **Cancel** takes you back to the VA for Vets home page.



My *VA for Vets* Account Contact Us | FAQs

Profile

**Enter your Profile**

Fields marked with an asterisk are required.

Email on file: test@va.gov

First name: \*

Last name: \*

VA employee?

EIN:

Day of Birth:

**ADVANCE**  
TRANSFORMING POTENTIAL INTO PERFORMANCE

An HR&A initiative to invest in people development, workforce engagement and talent management for the delivery of high-quality healthcare, benefits and other services to Veterans and their families

U.S. Department of Veterans Affairs

9. In the First name field, enter <your first name>.

10. In the Last name field, enter <your last name>.

11. VA employee? checkbox:

If...	Then...
You are a VA employee	Check the box.
You are not a VA employee	Go to step 14. (See next page.)

12. In the EIN field, enter <your employee identification number>.

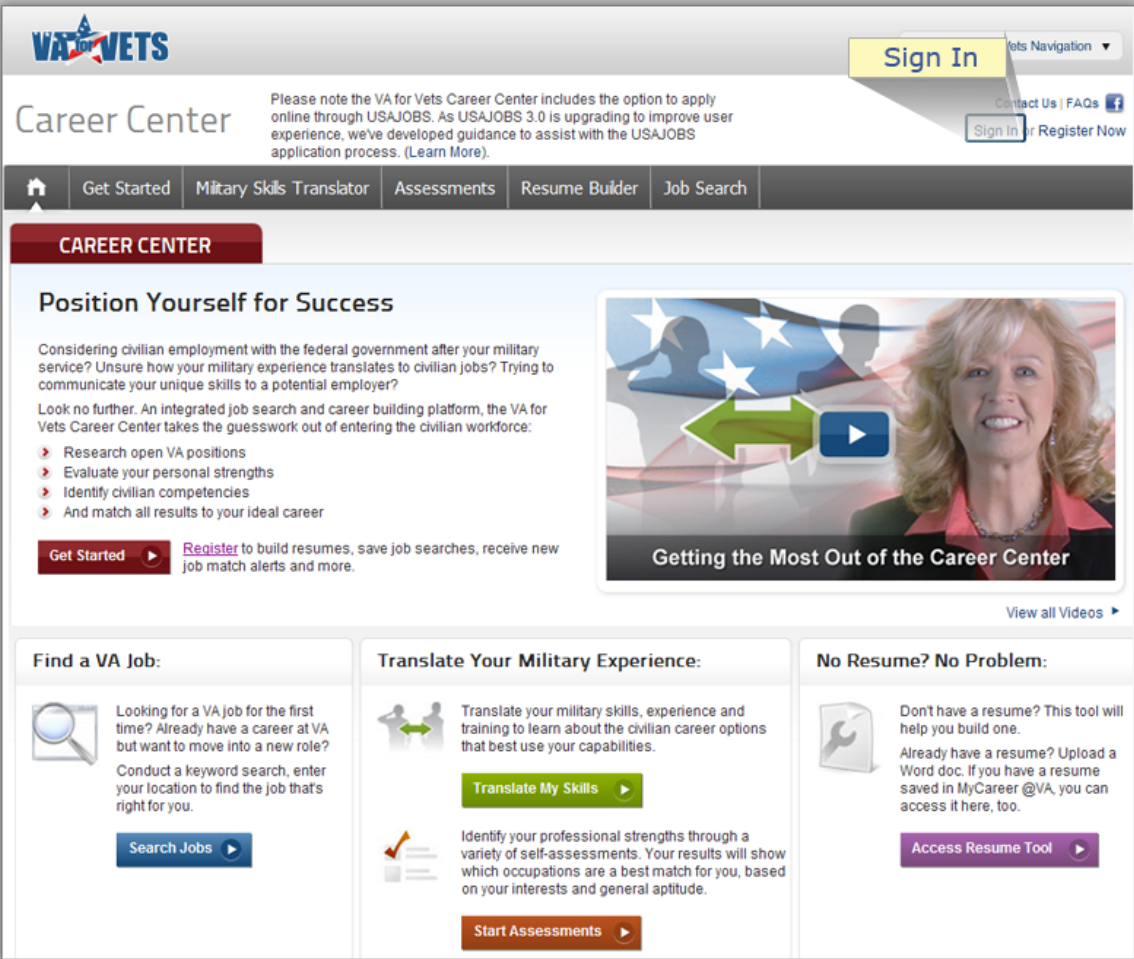
13. Select your Day of Birth from the drop-down lists.

14. Select **Save**. A confirmation message appears that your *VA for Vets* account was successfully created.

Selecting **Cancel** ignores your request for an account and takes you back to the *VA for Vets* home page.

## Logging In

1. Open your web browser.
2. In the Address bar, enter <https://mst.vaforvets.va.gov/career-center/>. This takes you to the Career Center home page.



The screenshot shows the VA for Vets Career Center homepage. At the top left is the VA for Vets logo. To the right is a 'Sign In' button and a 'Vets Navigation' dropdown menu. Below the logo is the text 'Career Center' and a notice about USAJOBS 3.0. A navigation bar contains links for 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. The main content area features a 'CAREER CENTER' banner and a section titled 'Position Yourself for Success' with a video player. Below this are three columns: 'Find a VA Job', 'Translate Your Military Experience', and 'No Resume? No Problem!'. Each column has a brief description and a call-to-action button.

**VA for VETS**

**Career Center**

Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ([Learn More](#)).

[Sign In](#) | [Vets Navigation](#)

[Contact Us](#) | [FAQs](#) | [f](#)

[Sign In](#) | [Register Now](#)

[Home](#) | [Get Started](#) | [Military Skills Translator](#) | [Assessments](#) | [Resume Builder](#) | [Job Search](#)

**CAREER CENTER**

### Position Yourself for Success

Considering civilian employment with the federal government after your military service? Unsure how your military experience translates to civilian jobs? Trying to communicate your unique skills to a potential employer?

Look no further. An integrated job search and career building platform, the VA for Vets Career Center takes the guesswork out of entering the civilian workforce:

- Research open VA positions
- Evaluate your personal strengths
- Identify civilian competencies
- And match all results to your ideal career

[Get Started](#) | [Register](#) to build resumes, save job searches, receive new job match alerts and more.

**Getting the Most Out of the Career Center**

[View all Videos](#)

#### Find a VA Job:

Looking for a VA job for the first time? Already have a career at VA but want to move into a new role? Conduct a keyword search, enter your location to find the job that's right for you.

[Search Jobs](#)

#### Translate Your Military Experience:

Translate your military skills, experience and training to learn about the civilian career options that best use your capabilities.

[Translate My Skills](#)

Identify your professional strengths through a variety of self-assessments. Your results will show which occupations are a best match for you, based on your interests and general aptitude.

[Start Assessments](#)

#### No Resume? No Problem:

Don't have a resume? This tool will help you build one.

Already have a resume? Upload a Word doc. If you have a resume saved in MyCareer @VA, you can access it here, too.

[Access Resume Tool](#)

3. Select **Sign In**. This takes you to the Log On page.

The screenshot shows the 'Profile' page of the VA for Vets website. It is divided into two main sections: 'Web Privacy Policy' and 'Log On'.

**Web Privacy Policy:** This section contains text explaining that the VA4Vets Recruitment, Reintegration, and Retention Program records and stores personal information (names, addresses, phone numbers, email) of VA employees, Veterans, and administrative personnel. It states that this information is authorized for release to the VA or its corporate partners for employment placement recruitment and other services. It also mentions that the program does not store or transmit personal health information and that users have the option to waive or refuse the service and retention of their information. It notes that the program is a U.S. Government information system and that login, authentication, and system usage may be monitored and recorded. It also states that unauthorized use is prohibited and subject to criminal and civil penalties. It indicates consent to monitoring and recording. Below this, it states that the collection of information on the VA for Vets site is authorized by individual employees, potential employees, and/or the VA, and that disclosure is voluntary. It lists the principal purpose as marketing of individual resumes to public and private employers. Finally, it states that by voluntarily providing VA for Vets information, users are consenting to VA's use and disclosure of that information in the manner described in this policy, the Department of Veterans Affairs general Web privacy policy, and the Privacy Act notice to which a link is provided above. It notes that if users refuse to provide this information, their resume and personally identifiable information will not be forwarded to employers, but that refusal will not prevent them from using the site.

**Log On:** This section contains a 'User name:' field, a 'Password:' field, and a 'Sign In' button. Below the fields, there are links for 'Register', 'Forgot your password?', and 'VA for Vets Home'. A note below the links states: 'Note: We have recently migrated servers. If your account was created prior to October 24th, please click here to reset your password. You will not be able to login until your password is reset.'

At the bottom of the page, there is a footer with the 'ADVANCE' logo (Transforming Potential into Performance), a description of an HR&A initiative to invest in people development, workforce engagement, and talent management for the delivery of high-quality healthcare, benefits, and other services to Veterans and their families, the U.S. Department of Veterans Affairs logo, and the text 'U.S. Department of Veterans Affairs'.

4. In the User name field, enter <your username>.

! Your username is the email address you entered when you registered for a VA for Vets account.


5. In the Password field, enter <your password>.

6. Select **Sign In**. This takes you to My Dashboard page.

! After three unsuccessful attempts to log on, the Career Center automatically locks your account. You may select **Forgot your password?** from the Log On page or contact the VA for Vets help desk at 1-855-824-8387, option 3, to get the account unlocked.

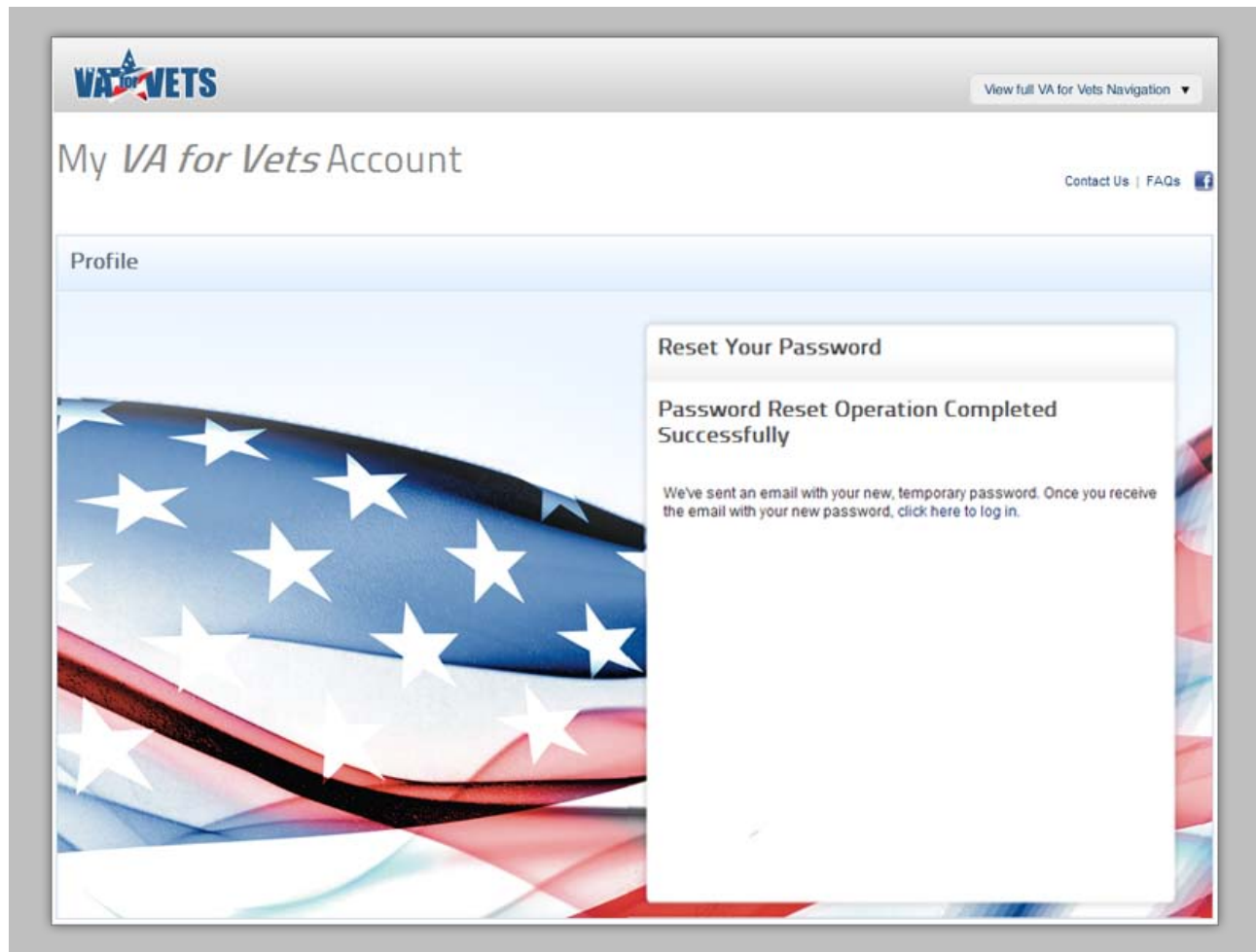
## Resetting Your Password

1. From the Log On page, select **Forgot your password?** This takes you to the Reset Your Password page.



The screenshot shows the 'Reset Your Password' form on the VA for Vets website. The form is overlaid on a background image of the American flag. The form includes an email input field, a CAPTCHA image with the words 'flatten' and 'erj7100', a 'Type the two words:' input field, and 'Submit' and 'Cancel' buttons. The CAPTCHA image also includes a 'meCAPTCHA' logo with the text 'stop spam. read books.'

2. In the Email field, enter <your email address>.
3. In the Type the two words field, enter the two words that are above the field.
  - ! Enter the two words as one long word. Do not use a space between the two words.
4. Select **Submit**. A confirmation message appears, and your new temporary password has been emailed to you.
  - ! Selecting **Cancel** ignores your request to reset your password and takes you back to the Log On page.




5. Retrieve your new temporary password from your email.
6. Go to the Log On page.
  - ! You may do this from the Reset Your Password page by selecting **Click here to log in** or by entering <https://vaforvets.va.gov/Pages/Dashboard.aspx> in the address bar of your web browser.
7. In the User name field, enter <your username>.
8. In the Password field, enter <your new temporary password>. This takes you to My Dashboard page.
  - ! Your new temporary password is the password you retrieved from your email.

## Changing Your Password

1. From the My Dashboard page, select **Account Management**. This takes you to the Profile Administration Options page.



2. Select **Change your password**. This takes you to the Change Your Password page.



The screenshot shows the 'My VA for Vets Account' page. At the top left is the VA for Vets logo. To the right is a 'View full VA for Vets Navigation' dropdown menu. Below the logo is the text 'My VA for Vets Account'. On the right side, there are links for 'Contact Us | FAQs' and a Facebook icon. Below these links is a navigation bar with 'Welcome | My VA for Vets | Account Management | LogOff'. The main content area is titled 'Profile' and features a large background image of the American flag. Overlaid on the right side of the profile area is a 'Change Your Password' form. The form contains the following text: 'Use the form below to change your password. Passwords must be at least 7 characters in length and contain one upper case, numeric and special character.' Below this text are three input fields: 'Current password:', 'New password:', and 'Confirm new password:'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

3. In the Current password field, enter <your password>.
4. In the New password field, enter <your new password>.
  - ❗ Passwords must be a minimum of seven characters in length and contain at least one upper case letter, one numeral and one special character.
5. In the Confirm new password field, enter < your new password>.
6. Select **Save**. A confirmation message appears along with an option to view your dashboard or update your profile. In addition, you will receive an email confirming your password was changed.
  - ❗ Selecting **Cancel** ignores the updates to your password and takes you back to the Profile Administration Options page.

## Updating Your Profile

1. From My Dashboard page, select **Account Management**. This takes you to the Profile Administration Options page.



2. Select **Update your profile**. This takes you to the Update Your Profile page.



VA for VETS

View full VA for Vets Navigation ▾

## My VA for Vets Account

Contact Us | FAQs

Welcome | [Profile Administration](#) | [Account Management](#) | [LogOff](#)

### Profile

#### Update Your Profile

Fields marked with an asterisk are required.

Email on file: [lorinda.flores@va.gov](mailto:lorinda.flores@va.gov)

First name: \*

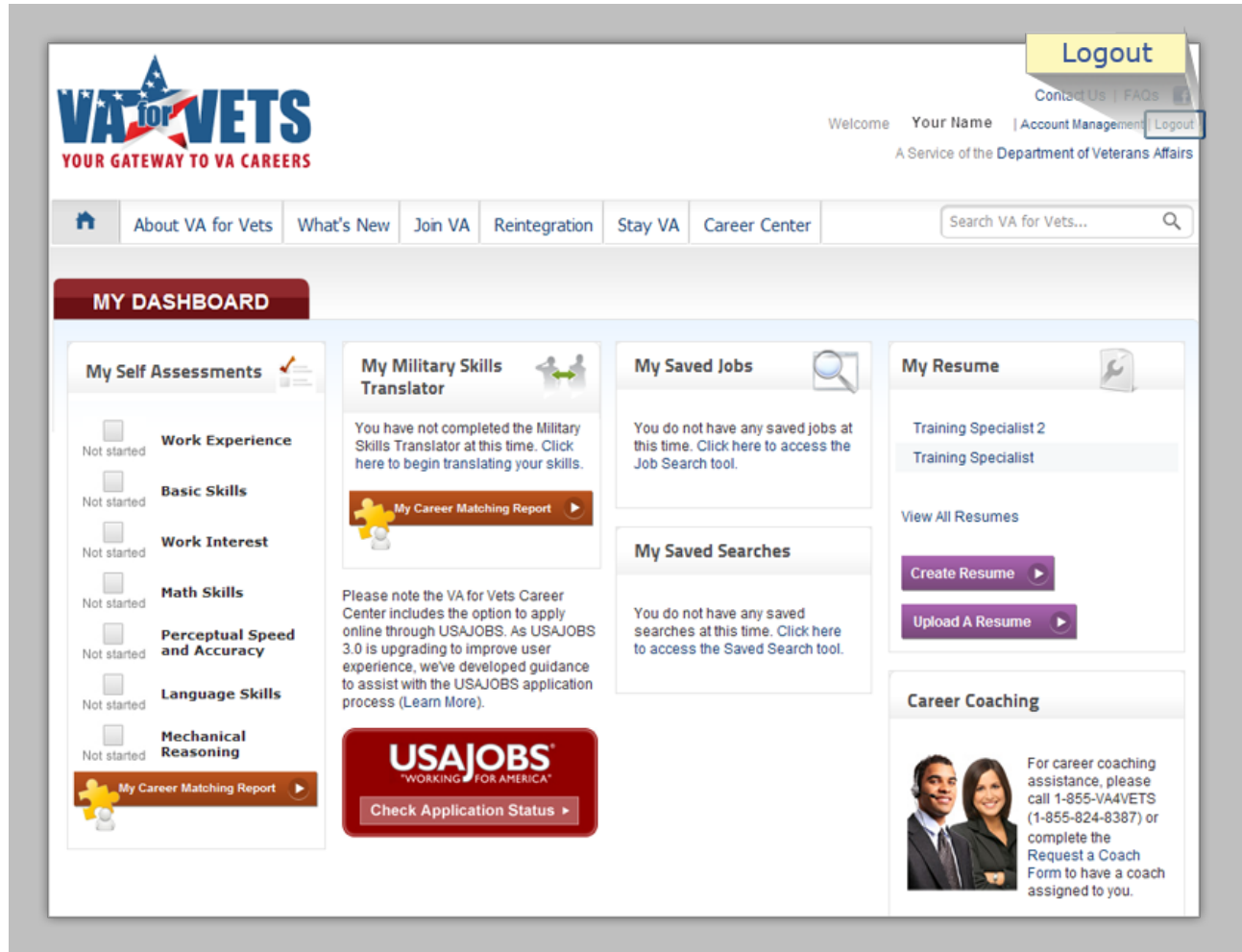
Last name: \*

[Save](#) [Cancel](#)

3. In the First name field, enter <your first name>.
4. In the Last name field, enter <your last name>.
5. Select **Save**. This takes you to the Profile Administration Options page with a confirmation message that your profile has been updated.
  - ! Selecting **Cancel** ignores the updates you entered and takes you back to the Profile Administration Options page.

## Logging Off

1. From the My Dashboard page, select **Logout**. This logs you off the Career Center and takes you to the VA for Vets home page.



## Moving Around in the Career Center

You can move from item to item (buttons, fields or menu options) on the screen by using the:

- Mouse
- Keyboard

### Keyboard Shortcuts

To	Press
Go to the next field, image or button	<b>Tab</b>
Go to the previous field or button	<b>Shift Tab</b>
Activate a selected button	<b>Enter</b>
Go down an item within a drop-down list	<b>Down directional arrow</b>
Go up an item within a drop-down list	<b>Up directional arrow</b>
Delete a character within a field	<b>Backspace</b>
Add a character space within a field	<b>Spacebar</b>

## My Dashboard

The My Dashboard web page organizes information to make it easy to read and interpret which, reflects your activities within the career center, and provides job updates in real time.

From My Dashboard, you may:

- Take assessments.
- Use the military skills translator.
- View saved job opening.
- Set up an automatic search for jobs based on your search criteria.
- Create/update your resume.
- Apply to open positions.
- Manage your VA for Vets account (updating your profile and changing your password).

**Note:** You must be signed in to access the My Dashboard page.

The screenshot shows the VA for Vets My Dashboard interface. At the top, there is a navigation bar with the VA for Vets logo and the tagline "YOUR GATEWAY TO VA CAREERS". The navigation menu includes links for "About VA for Vets", "What's New", "Join VA", "Reintegration", "Stay VA", and "Career Center". A search bar is located on the right side of the navigation menu. The main content area is titled "MY DASHBOARD" and is divided into several sections:

- My Self Assessments:** A list of assessment categories, each with a "Not started" status and a "My Career Matching Report" button. The categories are: Work Experience, Basic Skills, Work Interest, Math Skills, Perceptual Speed and Accuracy, Language Skills, and Mechanical Reasoning.
- My Military Skills Translator:** A section with a "My Career Matching Report" button and a message: "You have not completed the Military Skills Translator at this time. Click here to begin translating your skills."
- My Saved Jobs:** A section with a message: "You do not have any saved jobs at this time. Click here to access the Job Search tool."
- My Saved Searches:** A section with a message: "You do not have any saved searches at this time. Click here to access the Saved Search tool."
- My Resume:** A section with a "Training Specialist 2" profile, a "View All Resumes" link, and buttons for "Create Resume" and "Upload A Resume".
- Career Coaching:** A section with a photo of two people and a message: "For career coaching assistance, please call 1-855-VA4VETS (1-855-824-8387) or complete the Request a Coach Form to have a coach assigned to you."

## My Self Assessments (Assessments)

My Self Assessments on the My Dashboard page lists the career discovery questionnaires (self assessments) you have completed. These questionnaires consider your military talents, training and experience and provide you with a career matching report. From the report, you will be able to identify and match your strengths and interests to available positions within the VA.

You do not have to take any of the assessments; however, the more assessments you complete, the more career matches that most closely align with your skills and professional goals will be revealed.

**Note:** You must complete the Work Experience and Basic Skills assessments before you are able to access the other self assessments.

The screenshot displays the VA for Vets My Dashboard. At the top left is the VA for Vets logo with the tagline "YOUR GATEWAY TO VA CAREERS". To the right, there are links for "Contact Us", "FAQs", and a Facebook icon. Below this is a welcome message: "Welcome Your Name | Account Management | Logout" and "A Service of the Department of Veterans Affairs". A navigation bar includes links for "About VA for Vets", "What's New", "Join VA", "Reintegration", "Stay VA", and "Career Center", along with a search bar labeled "Search VA for Vets...".

The main content area is titled "MY DASHBOARD" and features several sections:

- My Self Assessments:** A list of assessments with "Not started" status:
  - Work Experience
  - Basic Skills
  - Work Interest
  - Math Skills
  - Perceptual Speed and Accuracy
  - Language Skills
  - Mechanical Reasoning
 A "My Career Matching Report" button is visible at the bottom of this section.
- My Military Skills Translator:** A message stating, "You have not completed the Military Skills Translator at this time. Click here to begin translating your skills." Below this is a "My Career Matching Report" button.
- My Saved Jobs:** A message stating, "You do not have any saved jobs at this time. Click here to access the Job Search tool."
- My Saved Searches:** A message stating, "You do not have any saved searches at this time. Click here to access the Saved Search tool."
- My Resume:** Shows a resume titled "Training Specialist 2" and "Training Specialist". It includes a "View All Resumes" link and buttons for "Create Resume" and "Upload A Resume".
- Career Coaching:** A section with a photo of two people and text: "For career coaching assistance, please call 1-855-VA4VETS (1-855-824-8387) or complete the Request a Coach Form to have a coach assigned to you."




At the bottom of the dashboard, there is a USAJOBS logo with the tagline "WORKING FOR AMERICA" and a "Check Application Status" button.

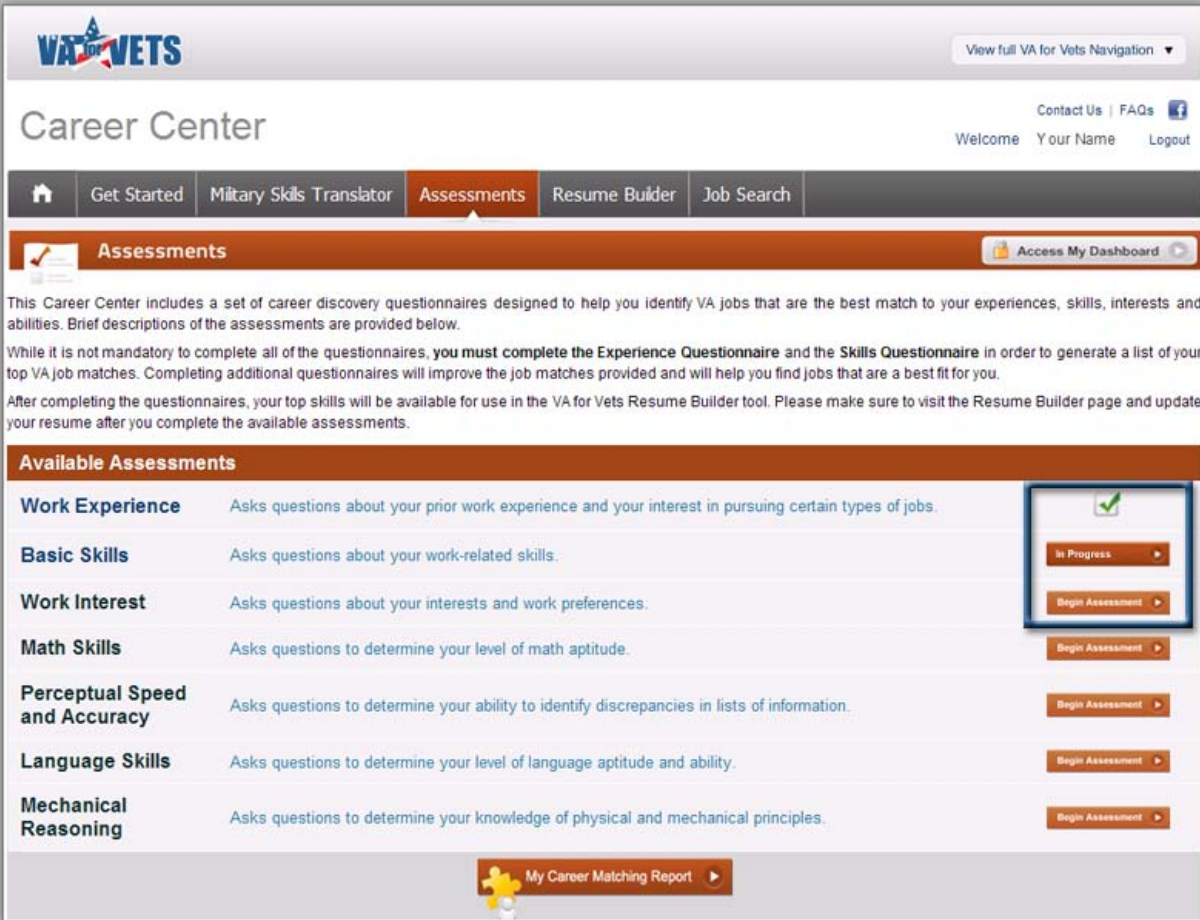
## Accessing the Assessments

1. From My Dashboard, select **My Career Matching Report**.

If this takes you to the ...	Then ...
Assessments page	Begin taking or completing an assessment.
Career Matching page	From the Career Center navigation bar, select Assessments. This takes you to the Assessments page. Begin taking or completing an assessment.

The Assessments page keeps track of the assessments that you:


- Have not started: 
- Started but not finished: 
- Completed: 




The screenshot shows the VA for Vets Career Center interface. At the top, there is a navigation bar with the VA logo and the text 'Career Center'. Below the navigation bar, there is a section titled 'Assessments' with an 'Access My Dashboard' button. The main content area contains a list of 'Available Assessments' including Work Experience, Basic Skills, Work Interest, Math Skills, Perceptual Speed and Accuracy, Language Skills, and Mechanical Reasoning. Each assessment has a 'Begin Assessment' button. The 'Work Experience' assessment is highlighted with a blue box, showing a green checkmark icon, an 'In Progress' button, and a 'Begin Assessment' button. At the bottom of the page, there is a 'My Career Matching Report' button.

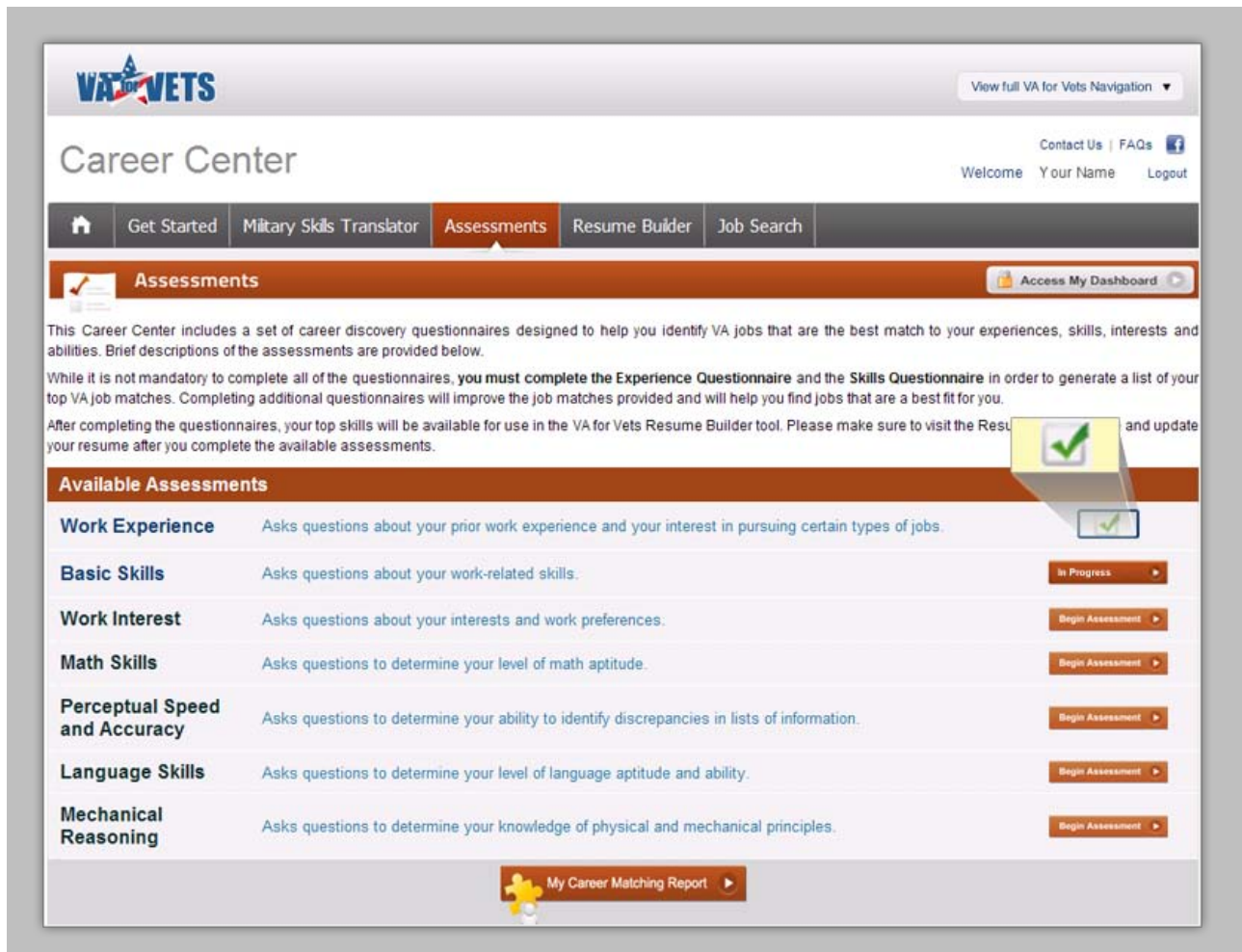
## Taking an Assessment

1. From the Assessments page, select **Begin Assessment** or **In Progress** for the assessment you would like to begin taking or complete. This takes you to the introduction page of that assessment.
2. Read through the introduction page.
3. Select **Begin Assessment**. This takes you to the first question in the assessment.
4. Answer the question.
5. Select **Record Answer**.


 The Progress bar on the page conveys the progress of completing the assessment.

Progress: 

6. When you have recorded your answer to the last question, a message appears indicating that the score assessment is in progress. After the score has been assessed, you return to the Assessments page with the assessment you completed marked with a check mark.



The screenshot displays the VA Career Center website interface. At the top, the VA logo and 'Career Center' are visible. A navigation bar includes links for 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. The 'Assessments' section is active, showing a list of available assessments. Each assessment entry includes a title, a brief description, and a button to either 'Begin Assessment' or 'In Progress'. A 'My Career Matching Report' button is located at the bottom of the page.

Assessment Name	Description	Status/Action
Work Experience	Asks questions about your prior work experience and your interest in pursuing certain types of jobs.	
Basic Skills	Asks questions about your work-related skills.	In Progress
Work Interest	Asks questions about your interests and work preferences.	Begin Assessment
Math Skills	Asks questions to determine your level of math aptitude.	Begin Assessment
Perceptual Speed and Accuracy	Asks questions to determine your ability to identify discrepancies in lists of information.	Begin Assessment
Language Skills	Asks questions to determine your level of language aptitude and ability.	Begin Assessment
Mechanical Reasoning	Asks questions to determine your knowledge of physical and mechanical principles.	Begin Assessment

## Retaking an Assessment

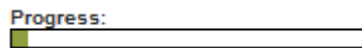
1. From the My Dashboard page, select **My Career Matching Report**.

If this takes you to the ...	Then ...
Assessments page	Go to Step 2.
Career Matching page	From the Career Center navigation bar, select Assessments. This takes you to the Assessments page. Go to Step 2.

2. From the Assessments page, select the check mark of the assessment you would like to take again. This takes you to that assessment.
3. Read through the introduction page.
4. Select **Begin Assessment**. This takes you to the first question in the assessment.
5. Answer the question.
6. Select **Record Answer**.



The Progress bar on the page conveys the progress of completing the assessment.



7. When you have recorded your answer to the last question, a message appears indicating that the score assessment is in progress. After the score has been assessed, you return to the Assessments page with the assessment you completed marked with a check mark.



## Exiting an Assessment

You may exit any of the assessments at any time by selecting **Access My Dashboard**. This takes you back to the My Dashboard page.

The screenshot displays the VA for Vets Career Center interface. At the top, the 'VA for VETS' logo is on the left, and 'View full VA for Vets Navigation' is on the right. Below the logo, the 'Career Center' title is centered. A navigation bar contains links for 'Get Started', 'Military Skills Translator', 'Assessments' (which is highlighted), 'Resume Builder', and 'Job Search'. A red box highlights the 'Access My Dashboard' button in the top right corner. Below the navigation bar, a sub-section titled 'Assessments' features a blue 'Access My Dashboard' button. The main content area includes a paragraph explaining the purpose of the assessments, followed by a list of 'Available Assessments':

Assessment Name	Description	Status/Action
Work Experience	Asks questions about your prior work experience and your interest in pursuing certain types of jobs.	Completed (Green checkmark)
Basic Skills	Asks questions about your work-related skills.	In Progress
Work Interest	Asks questions about your interests and work preferences.	Begin Assessment
Math Skills	Asks questions to determine your level of math aptitude.	Begin Assessment
Perceptual Speed and Accuracy	Asks questions to determine your ability to identify discrepancies in lists of information.	Begin Assessment
Language Skills	Asks questions to determine your level of language aptitude and ability.	Begin Assessment
Mechanical Reasoning	Asks questions to determine your knowledge of physical and mechanical principles.	Begin Assessment

At the bottom of the page, there is a 'My Career Matching Report' button.

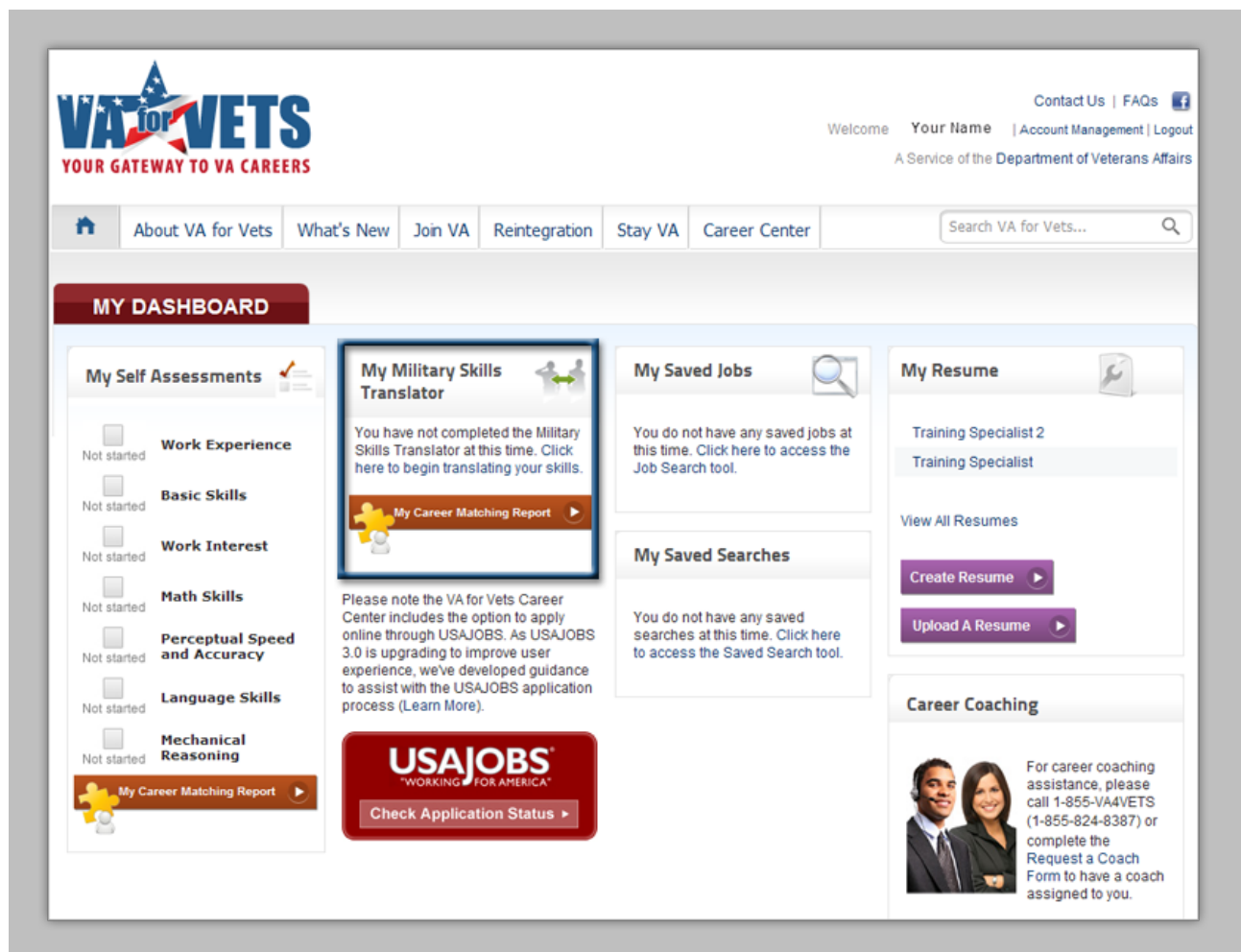
**Note:** When you go back to that assessment, you will start at the next question from the last recorded answer. For example, if you recorded your answer to question 3, you will start at question 4. If you answered question 3 but did not record the answer, you will start at question 3.

## My Military Skills Translator (Military Skills Translator)

My Military Skills Translator on the My Dashboard page lists the military skills. The military skills translator is a tool that translates your active-duty skills into civilian-friendly language with the ability to drill down to sub-specialty levels. The Career Center’s military skills translator is the most robust and thorough option within the federal government.

From the military skills translator, you may perform each or all of the following:

- Search for your military job title.
- Search for your VA occupation series.
- Enter additional civilian skills you possess.



## Accessing the Military Skills Translator

**Note:** If you have not used the Military Skills Translator before and/or have used it but did not save your translated skills, select **Click here to begin translating your skills** to access the Military Skills Translator page.

1. From the My Dashboard, select **Career Center**. This takes you to the Career Center page.

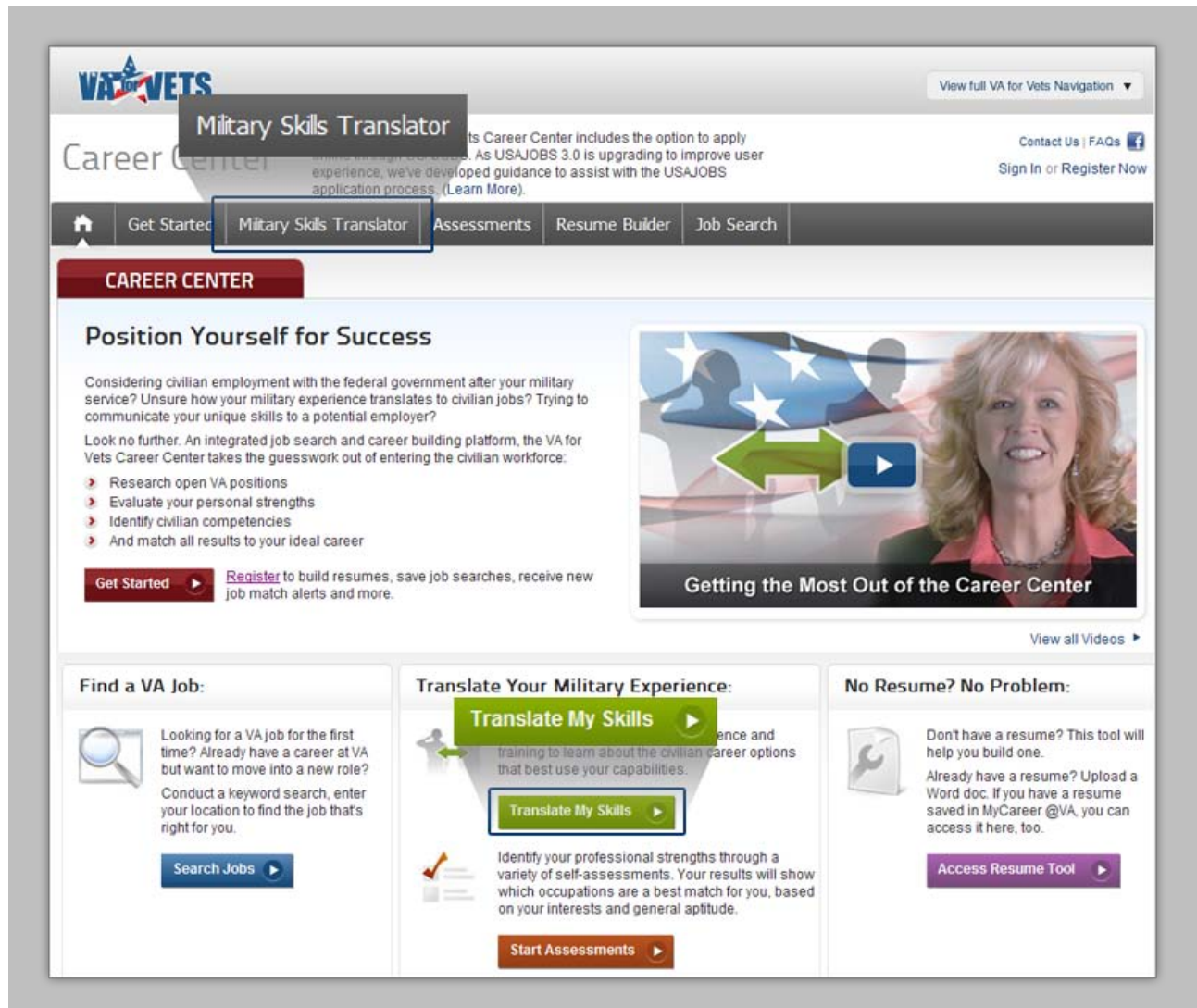
The screenshot displays the VA for Vets Career Center My Dashboard. At the top left is the VA for Vets logo with the tagline "YOUR GATEWAY TO VA CAREERS". To the right, there are links for "Contact Us", "FAQs", and a Facebook icon, along with user account options: "Your Name", "Account Management", and "Logout". Below this is the text "A Service of the Department of Veterans Affairs".

The navigation bar includes a home icon, "About VA for Vets", "What's New", "Join VA", "Reintegration", "Stay VA", and "Career Center" (which is highlighted with a blue box). A search bar on the right contains the text "Search VA for Vets...".

The main dashboard area is titled "MY DASHBOARD" and is divided into several sections:

- My Self Assessments:** Lists seven categories, each with a "Not started" status and a "My Career Matching Report" button: Work Experience, Basic Skills, Work Interest, Math Skills, Perceptual Speed and Accuracy, Language Skills, and Mechanical Reasoning.
- My Military Skills Translator:** States "You have not completed the Military Skills Translator at this time. Click here to begin translating your skills." and includes a "My Career Matching Report" button.
- My Saved Jobs:** States "You do not have any saved jobs at this time. Click here to access the Job Search tool."
- My Saved Searches:** States "You do not have any saved searches at this time. Click here to access the Saved Search tool."
- My Resume:** Shows a resume titled "Training Specialist 2" and "Training Specialist", with a "View All Resumes" link and buttons for "Create Resume" and "Upload A Resume".
- Career Coaching:** Features a photo of two people and text: "For career coaching assistance, please call 1-855-VA4VETS (1-855-824-8387) or complete the Request a Coach Form to have a coach assigned to you."

At the bottom center, there is a USAJOBS logo with the tagline "WORKING FOR AMERICA" and a "Check Application Status" button.



- From the Career Center, select **Military Skills Translator** or **Translate My Skills**. This takes you to the Military Translator Skills page.

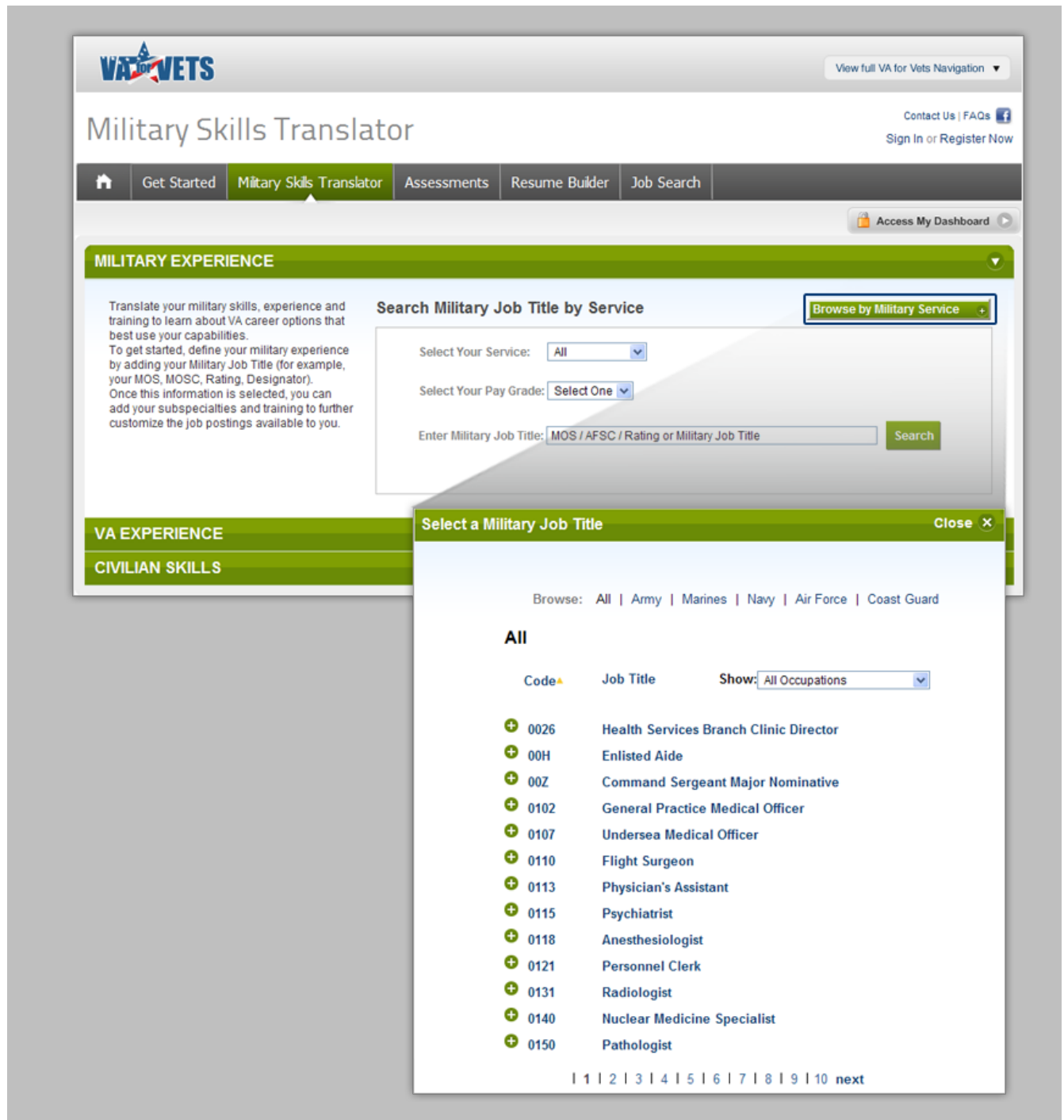
The screenshot shows the VA Military Skills Translator website. At the top left is the VA for Vets logo. To the right is a link for 'View full VA for Vets Navigation'. Below the logo is the main heading 'Military Skills Translator' and links for 'Contact Us | FAQs', 'Sign In', and 'Register Now'. A navigation bar contains 'Home', 'Get Started', 'Military Skills Translator' (highlighted), 'Assessments', 'Resume Builder', and 'Job Search'. An 'Access My Dashboard' button is on the right. The main content area is titled 'MILITARY EXPERIENCE' and includes a text block explaining the tool's purpose: 'Translate your military skills, experience and training to learn about VA career options that best use your capabilities. To get started, define your military experience by adding your Military Job Title (for example, your MOS, MOSC, Rating, Designator). Once this information is selected, you can add your subspecialties and training to further customize the job postings available to you.' To the right is a 'Search Military Job Title by Service' section with a 'Browse by Military Service' dropdown. It features three input fields: 'Select Your Service' (set to 'All'), 'Select Your Pay Grade' (set to 'Select One'), and 'Enter Military Job Title' (with placeholder text 'MOS / AFSC / Rating or Military Job Title'). A green 'Search' button is positioned to the right of the third field. Below this section are three expandable tabs: 'VA EXPERIENCE', 'CIVILIAN SKILLS', and 'MILITARY EXPERIENCE' (which is currently expanded).

## Finding Your Military Skills

You may find your military skills by browsing or searching for your military job title.

### Browsing for Your Military Job Title

1. From the Military Translator Skills page, select **Browse by Military Service**. The Select a Military Job Title pop-up box appears.



2. Locate your military job title.
3. Select your military job title. This closes the pop-up box and updates the Military Translator Skills page as follows:
  - a. The job title you selected appears under Military Experience.
  - b. Your military skills translated into civilian-friendly language appear under Civilian Skills.
  - c. Equivalent VA Openings appears beneath Civilian Skills with a list of possible VA openings that match your skills based on the military job title you selected.

**MILITARY EXPERIENCE**

Translate your military skills, experience, and training to learn about VA career opportunities and best use your capabilities. To get started, define your military skills by adding your Military Job Title (MOS, MOSC, Rating, Designation). Once this information is selected, you can add your subspecialties and training to further customize the job postings available to you.

**Add Military Job Titles, Subspecialties, and Training:** Add Military Job Title

**a** i **0113 Physician's Assistant (Navy - Officer)** Delete

+ Add/Edit Your Subspecialties and Training

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**VA EXPERIENCE**

**CIVILIAN SKILLS**

By editing civilian skills that relate to your military experience or career goals, you'll be able to finely tune the job postings available to you and better understand your opportunities.

**b** **Your Civilian Skills:** Select/Deselect to Refine Job Postings Add Civilian Skills

- Aseptic and Sterilization Techniques Delete
- Budget Management Delete
- Case Management Delete
- Counseling Delete
- Customer Support/Service Delete
- Document Preservation Delete

[Save profile](#) | [Create resume using these skills](#)

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**EQUIVALENT VA OPENINGS**

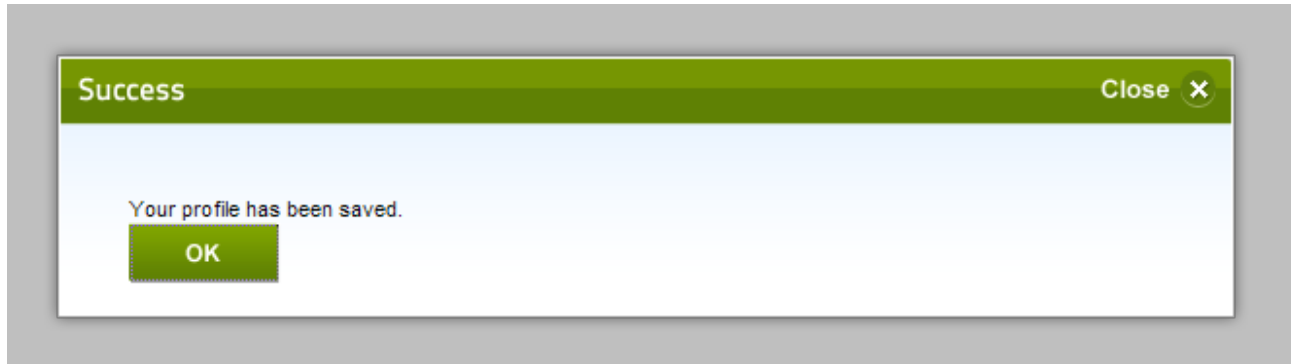
908 matching jobs | 1 - 20 displayed | Sort by: **Relevance** | Job Title

Refine by keywords:  Zip Code:  Within: Select One Refine

Job Title	Agency	Location
Physician (Director of Rehabilitation Care Service Line)	Veterans Health Administration	Seattle, WA
Physician (Gynecologist)	Department of Veterans Affairs	Shreveport, LA
Chief of Mental Health - Physician	Veterans Health Administration	Ann Arbor, MI
PHYSICIAN (Emergency Department)	Veterans Health Administration	Providence, RI
Physician - Interventional Radiologist (Section Chief)	Veterans Health Administration	Tampa, FL
Staff Physician (Hospitalist)	Veterans Health Administration	Shreveport, LA
Physician (Physiatrist)	Veterans Health Administration	Jackson, MS

**c**

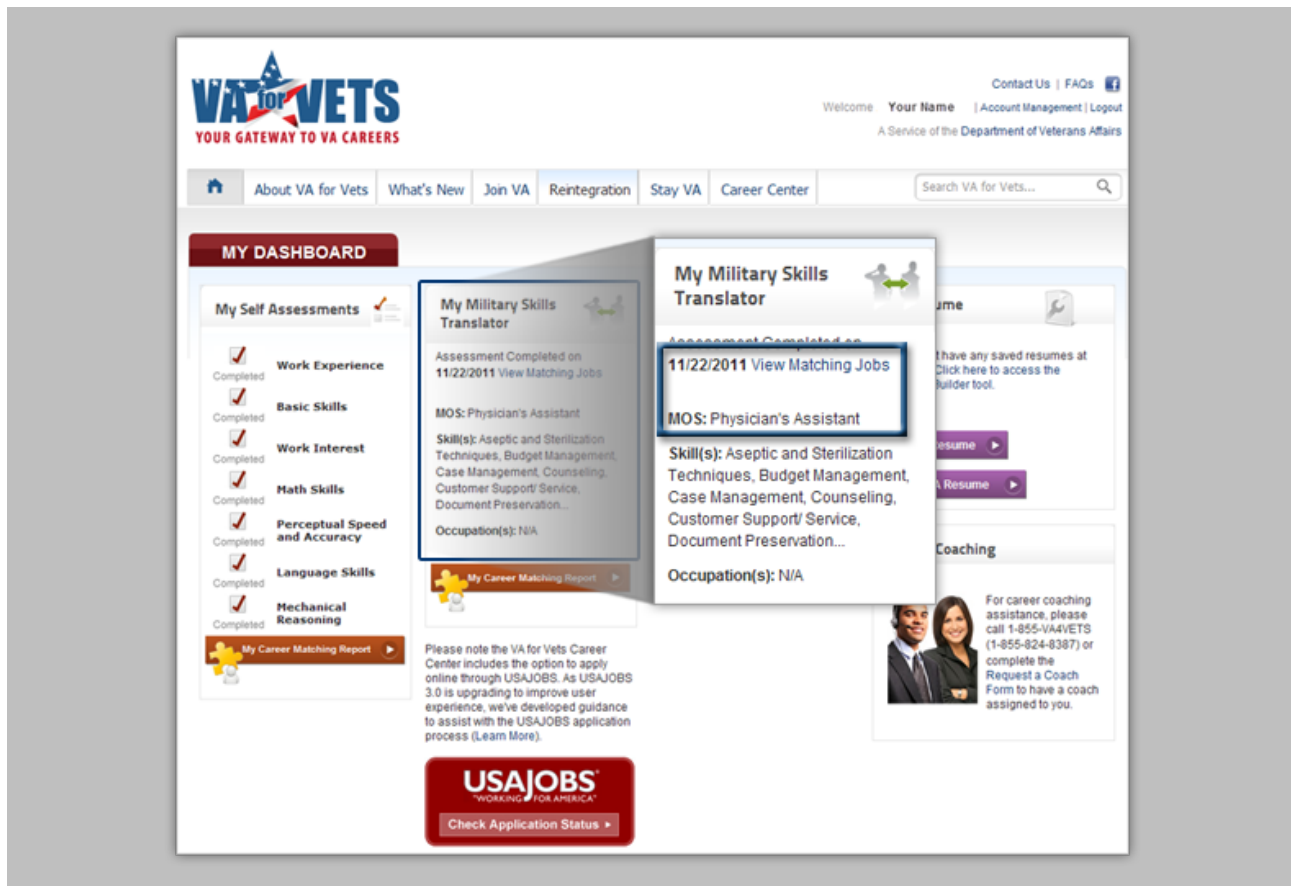
- From the Civilian Skills area, select **Save profile**. This saves your military experience in the VA for Vets database. A pop-up box appears indicating your profile has been saved.



- ! If you do not save your profile, you will have to reenter your military experience.

- Select **OK**. This closes the pop-box.

- ! The next time you access My Dashboard, your military job title will be displayed along with a link to view job openings that match your skills.

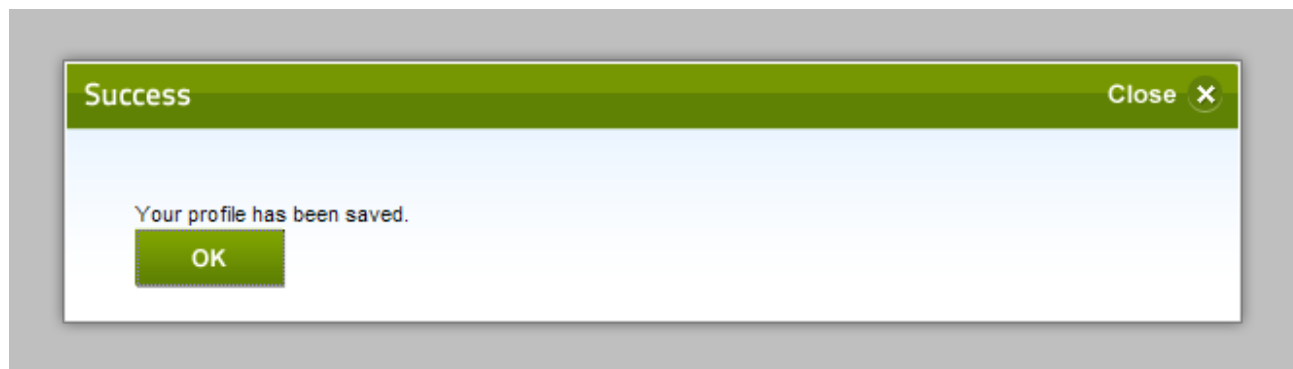




## Searching for Your Military Job Title


From the Military Translator Skills page:


1. In Select Your Service field, select your service from the drop-down list.
2. In Select Your Pay Grade field, select your pay grade from the drop-down list.
3. In Enter Military Job Title field, enter your military job title.
  - ! As you enter your military job title, a pop-up box appears beneath the field with titles that match the letters and/or numbers you have entered. You may select a military job title from the pop-up box or continue entering your military job title.
4. Select **Search**. This updates the Military Translator Skills page as follows:
  - a. The job title you selected appears under Military Experience.
  - b. Your military skills translated into civilian-friendly language appear under Civilian Skills.
  - c. Equivalent VA Openings appears beneath Civilian Skills with a list of possible VA openings that match your skills based on the military job title you selected.
5. From the Civilian Skills area, select **Save profile**. This saves your military experience in the *VA for Vets* database. A pop-up box appears indicating your profile has been saved.





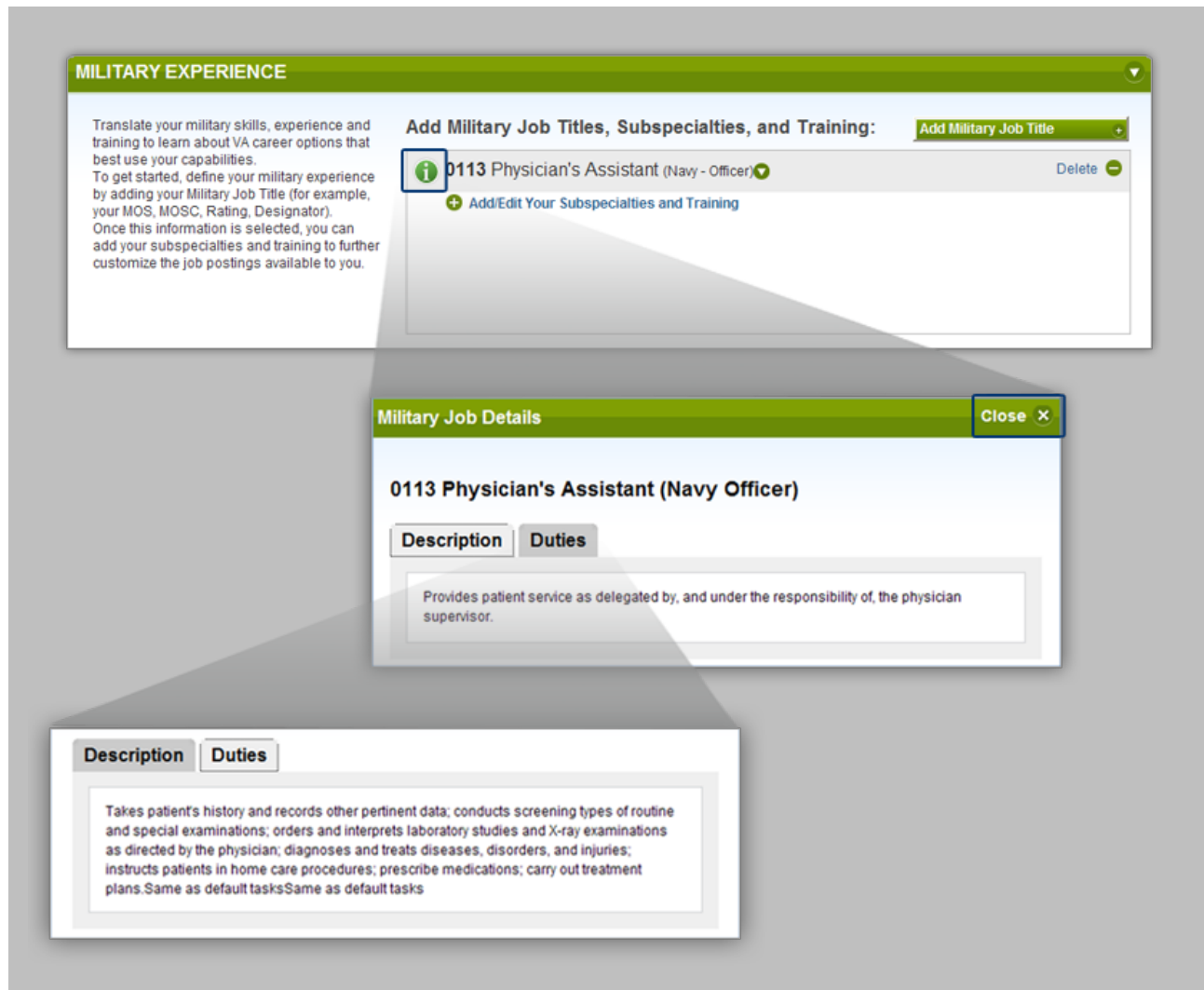
- ! If you do not save your profile, you will have to reenter your military experience.
6. Select **OK**. This closes the pop-up box.
    - ! The next time you access My Dashboard, your military job title will be displayed along with a link to view job openings that match your skills.

## Viewing Military Job Description and Duties

1. Select  next to the military job title. A Military Job Details pop-up box appears with a two-tab view of the description and duties for that military job title.

 You may copy and paste the description and/or duties directly into your resume so that you may start describing your military responsibilities in civilian-friendly language.

 Select  to close the Military Job Details pop-up box.



## Adding or Updating Your Military Subsidiarities and Training

1. Select **Add/Edit Your Subsidiarities and Training**. The Add Subsidiarities/Collateral Duties and Military Training dialog box appears.

The screenshot shows a web interface titled "MILITARY EXPERIENCE". On the left, there is instructional text: "Translate your military skills, experience and training to learn about VA career options that best use your capabilities. To get started, define your military experience by adding your Military Job Title (for example, your MOS, MOSC, Rating, Designator). Once this information is selected, you can add your subspecialties and training to further customize the job postings available to you." The main area is titled "Add Military Job Titles, Subsidiarities, and Training:" and contains a list with one entry: "0113 Physician's Assistant (Navy - Officer)". A button labeled "+ Add/Edit Your Subsidiarities and Training" is highlighted with a blue box. A dialog box is open in the foreground, titled "Add Subsidiarities / Collateral Duties and Military Training". It contains the following fields: "0113 Physician's Assistant (Navy - Officer)", "Select your pay grade:" with a dropdown menu showing "Select One", "Select subspecialties and collateral duties:" with a text area containing "-- Select a pay grade from above --", "Add More Subsidiarities" button, "Select specialized training and schools:" with two checkboxes: "Division Officer Leadership Course" and "Officer Development School - Class PC", "Add More Military Training" button, and "Save +" and "Cancel" buttons.

2. In the Select your pay grade field, select your pay grade from the drop-down list. Subsidiarities and collateral duties may appear in the Select subspecialties and collateral duties field.

If your subspecialties and collateral duties ...	Then ...
Appear on the list	Select your subspecialties and collateral duties from the list. Go to step 3.
Do not appear on the list	<ol style="list-style-type: none"> <li>1. Select <b>Add More Subspecialties</b>.</li> <li>2. Enter your subspecialties or collateral duties..</li> <li>3. Repeat the above steps until you have listed all your subspecialties or collateral duties.</li> </ol>

3. In the Select specialized training and schools field, select your specialized training and schools from the list.



You may add military training by:

- A. Select **Add More Military Training**. A text box appears.
- B. Enter your military training. As you enter text, a list of military training appears beneath the text box.
- C. Select the military training you completed.
- D. Follow steps A–C until you have listed all your military training.



4. Select **Save**. This closes the dialog box and updates the Military Translator Skills page as follows:
  - a. The subspecialties, collateral duties and/or military training you selected appear under Military Experience.
  - b. Your military skills translated into civilian-friendly language appear under Civilian Skills.
  - c. The career opportunities listed in Equivalent VA Openings is updated based on the subspecialties, collateral duties and/or military training you selected.
5. From the Civilian Skills area, select **Save profile**. This saves your subspecialties, collateral duties and/or military training you selected in the VA for Vets database. A pop-up box appears indicating your profile has been saved.

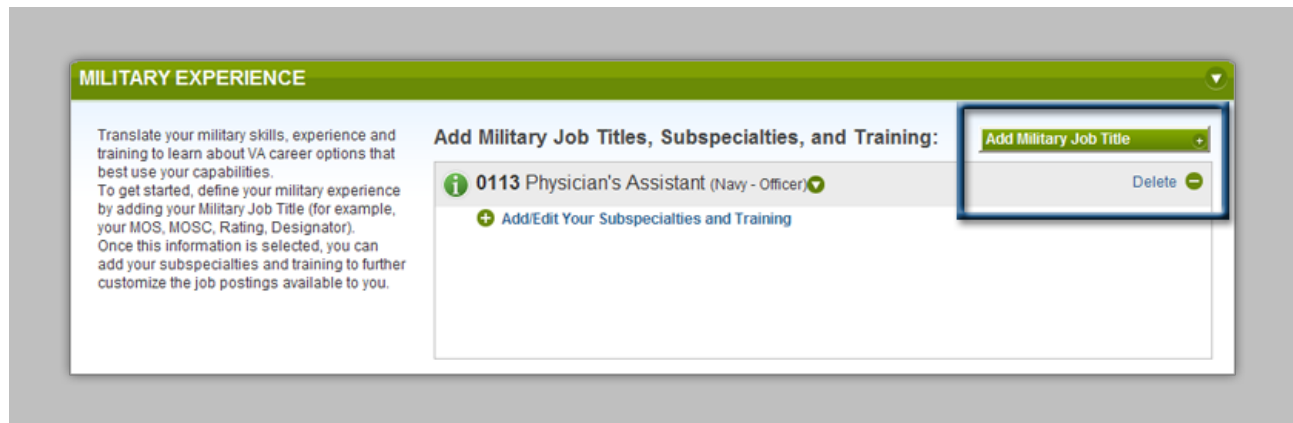


If you do not save your profile, you will have to reenter your subspecialties, collateral duties and/or military training.

6. Select **OK**. This closes the pop-up box.

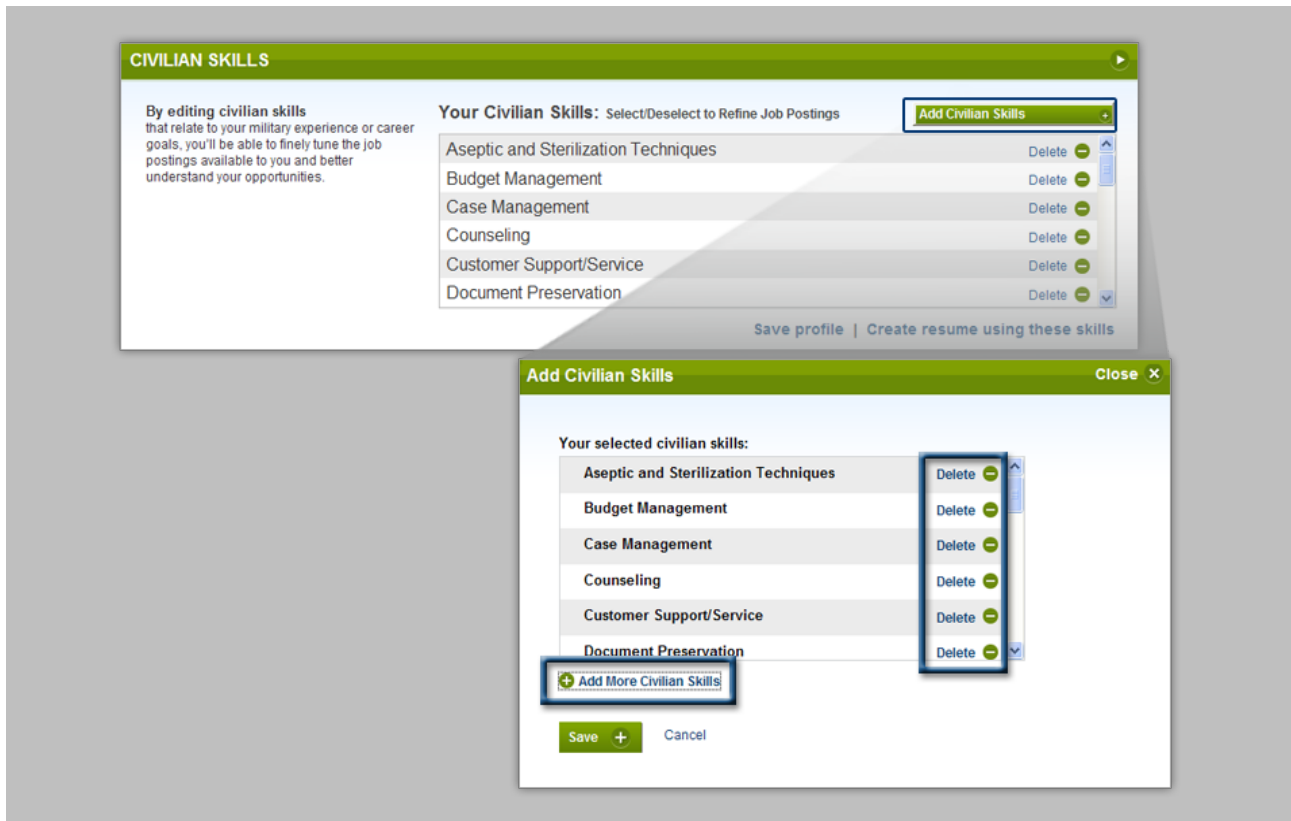
## Updating Your Military Experience


If you want to ...	Then from the Military Skills Translator page ...
Add another military job title to your military experience	<ol style="list-style-type: none"> <li>1. Select <b>Add Military Job Title</b>.</li> <li>2. Follow Browsing for Your Military Skills steps 2–5.</li> </ol>
Delete a military job title from your military experience	<ol style="list-style-type: none"> <li>1. Select  in the row of the military job title you want to delete.</li> <li>2. From the Civilian Skills area, select <b>Save profile</b>. This removes that military experience from the VA for Vets database. A pop-up box appears indicating your profile has been saved.</li> <li>3. Select <b>OK</b>. This closes the pop-box.</li> </ol> <p> If you do not save your profile, your military experience will remain in the VA for Vets database</p>




## Updating Your Civilian Skills

1. Select Add Civilian Skills. The Add Civilian Skills dialog box appears.




If you want to ...	Then from the Military Skills Translator page...
Add another civilian skill	Select <b>Add More Civilian Skills</b> then enter your civilian skill. As you enter text, a list of civilian skills appears beneath the text box; select your civilian skill. Go to step 2.
Delete a civilian skill	Select  in the row of the civilian skill you want to delete. Go to step 2.

2. Select **Save**. This closes the dialog box and updates the Military Translator Skills page as follows:
  - a. The civilian skills you selected appear under Civilian Skills.
  - b. The career opportunities listed in Equivalent VA Openings is updated based on your updated civilian skills.
3. From the Civilian Skills area, select **Save profile**. This updates your civilian skills in the *VA for Vets* database. A pop-up box appears indicating your profile has been saved.


 If you do not save your profile, you will have to redo the updates to your civilian skills.

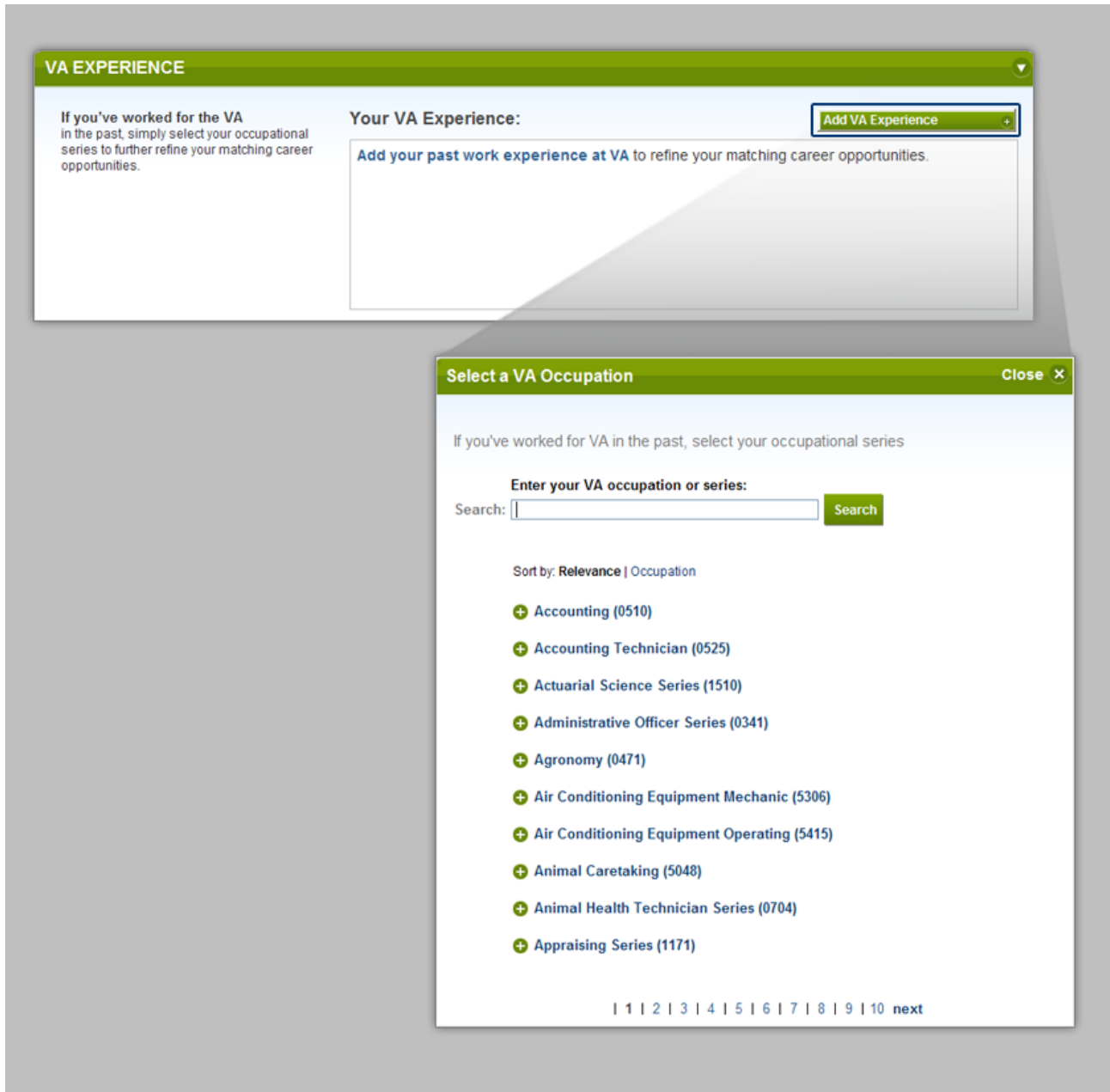
4. Select **OK**. This closes the pop-box.

 The next time you access My Dashboard your updated civilian skills will be displayed.

## VA Experience

If you've worked for the VA in the past, you should select your occupational series to further refine your matching career opportunities listed in the Equivalent VA Openings.

1. Select  in the VA Experience bar. The VA Experience area expands.
2. Select **Add VA Experience**. The Select a VA Occupation dialog box appears.



The screenshot displays the 'VA EXPERIENCE' section of a web application. The top section, titled 'VA EXPERIENCE', contains a play button icon and an 'Add VA Experience' button. Below this, a text box prompts the user to 'Add your past work experience at VA to refine your matching career opportunities.' The 'Select a VA Occupation' dialog box is open, showing a search field and a list of occupational series. The search field is empty, and the list includes various series such as Accounting (0510), Accounting Technician (0525), Actuarial Science Series (1510), Administrative Officer Series (0341), Agronomy (0471), Air Conditioning Equipment Mechanic (5306), Air Conditioning Equipment Operating (5415), Animal Caretaking (5048), Animal Health Technician Series (0704), and Appraising Series (1171). The dialog box also features a 'Search' button and a 'Close' button.

3. In the Search field, enter your VA occupation or series. As you enter text, a list of VA occupations or series appears beneath the field; select your VA occupation or series.

4. Select **Search**. This closes the dialog box and updates the Military Translator Skills page as follows:
  - a. The VA occupation or series you selected appears under VA Experience.
  - b. The career opportunities listed in Equivalent VA Openings is updated based on your VA experience.
5. From the Civilian Skills area, select **Save profile**. This saves your VA experience in the VA for Vets database. A pop-up box appears indicating your profile has been saved.



If you do not save your profile, you will have to reenter your VA experience.

6. Select **OK**. This closes the pop-box.



The next time you access My Dashboard, your VA experience will be displayed.

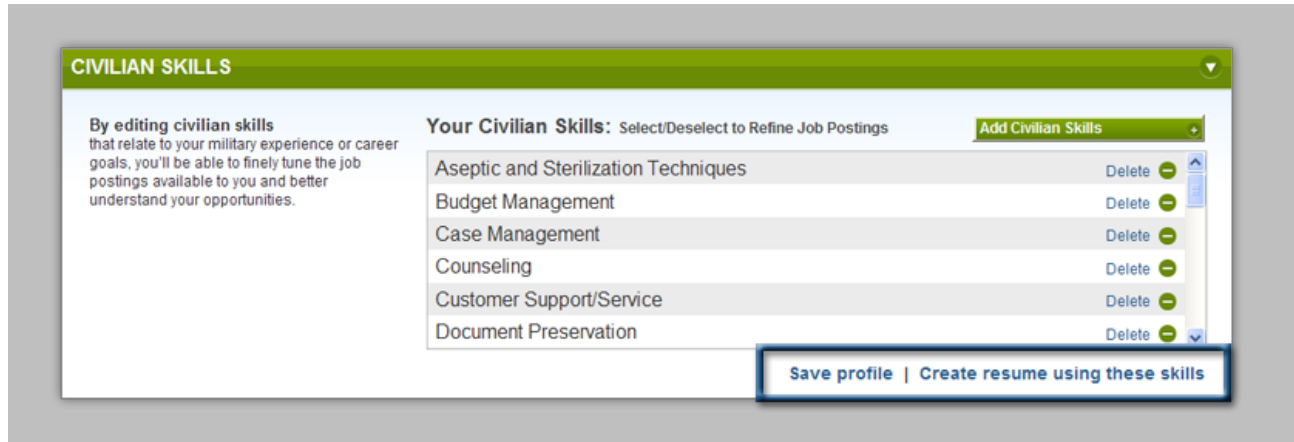




## Special Note about Civilian Skills Area

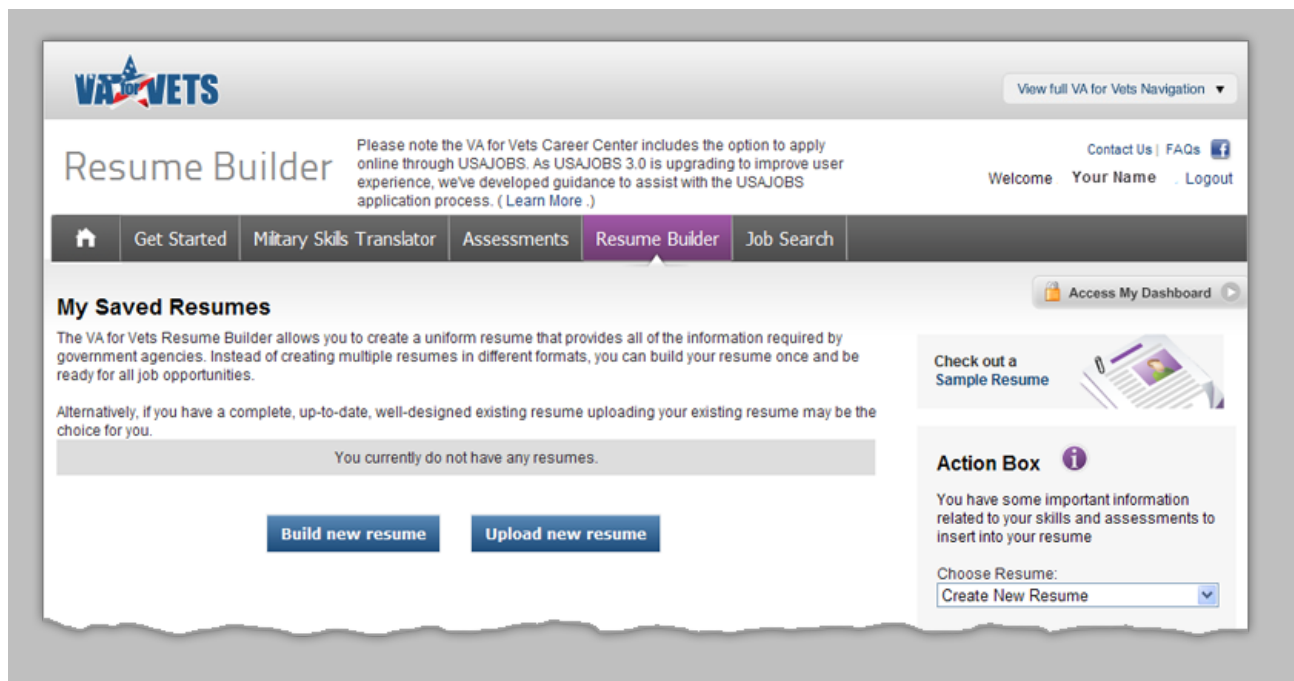
The Civilian Skills Area of the Military Skills Translator page includes two links:

- Save profile
- Create resume using these skills



The Save profile link saves any addition or updates to your military experience, VA experience and/or civilian skills to the VA for Vets database.

The Create resume using these skills takes you to the Resume Builder page. See My Resume for more information about the Resume Builder.



## Equivalent VA Openings

The Equivalent VA Openings on the Military Skills Translator page lists the jobs open at VA that match your military experience based on the military job title you selected. You may sort the list by relevance or job title.

You can refine the list of jobs by keywords and/or by location (zip code within a selected mile radius).

**EQUIVALENT VA OPENINGS**

908 matching jobs | 1 - 20 displayed | Sort by: **Relevance** | Job Title

Refine by keywords:  Zip Code:  Within:  **Refine**

Job Title	Agency	Location
Physician (Director of Rehabilitation Care Service Line)	Veterans Health Administration	Seattle, WA
Physician (Gynecologist)	Department of Veterans Affairs	Shreveport, LA
Chief of Mental Health - Physician	Veterans Health Administration	Ann Arbor, MI
PHYSICIAN (Emergency Department)	Veterans Health Administration	Providence, RI
Physician - Interventional Radiologist (Section Chief)	Veterans Health Administration	Tampa, FL
Staff Physician (Hospitalist)	Veterans Health Administration	Shreveport, LA
Physician (Physiatrist)	Veterans Health Administration	Jackson, MS
Physician (Neurologist)	Department of Veterans Affairs	Marion, IL
Physician - Service Chief (Imaging Service)	Department of Veterans Affairs	Marion, IL
Physician (Psychiatrist) Part-Time for 20 hours per week)	Veterans Health Administration	Marion, IL
Physician (Vascular Surgeon)	Veterans Health Administration	Dayton Metro area
Chief Physician VISN 22 Pathology & Laboratory Service	Department of Veterans Affairs	Long Beach, CA
Physician (Radiologist)	Veterans Health Administration	Ann Arbor, MI

### Refining Equivalent VA Openings by Keywords


1. In the Refine by keywords field, enter one or more keywords.
2. Select **Refine**. The list of VA openings displays only the jobs with those keywords.



Delete the keyword and then select Job Title to get the full listings of VA openings that match your experience.

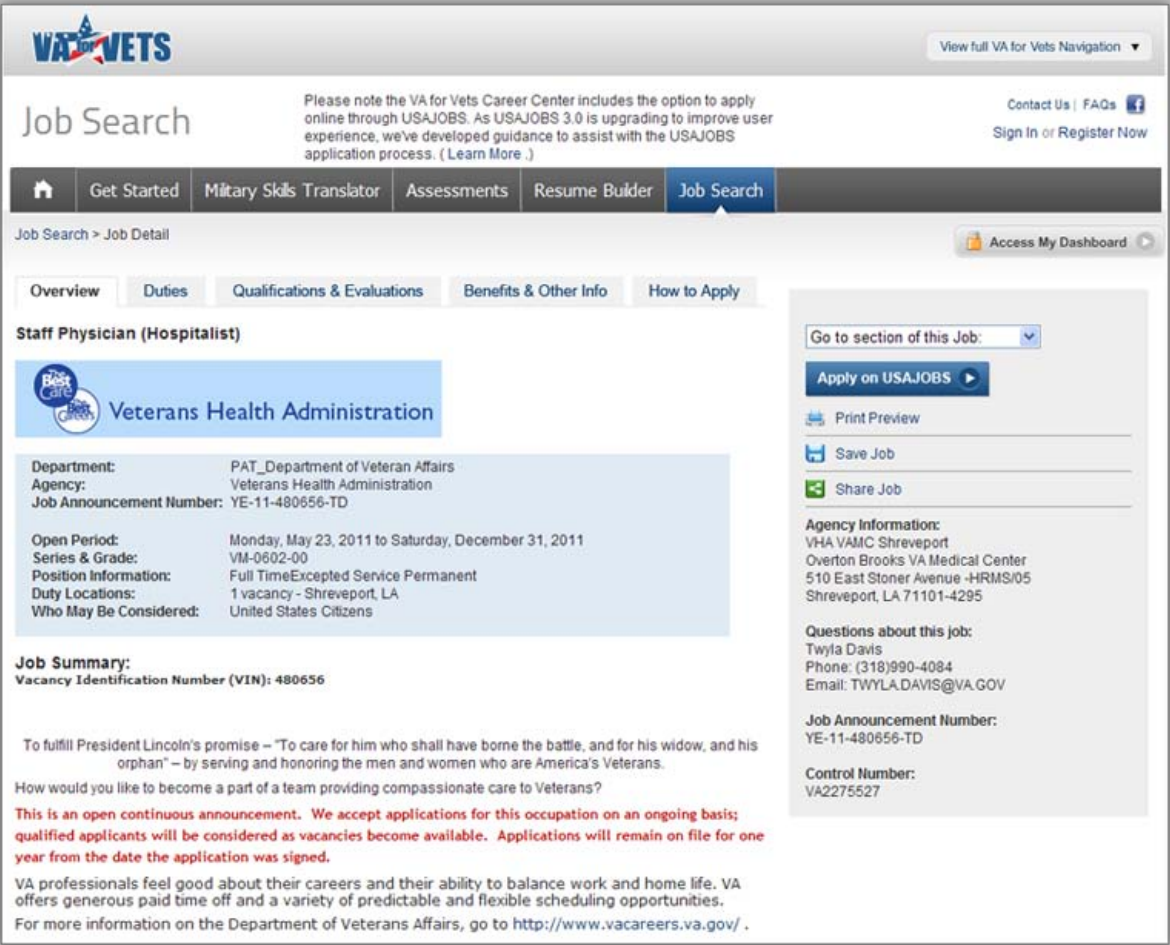
## Refining Equivalent VA Openings by Zip Code and Radius

1. In the Zip Code field, enter a zip code.
2. In the Within field, select the number of miles from the drop-down list.
3. Select **Refine**. The list of VA openings displays only the jobs within the radius you selected.

 Delete the zip code and update Within field to Select One and then select Job Title to get the full listings of VA openings that match your experience.

## Viewing Job Announcement

1. Select the job title. This takes you to the Job Search page with the job announcement connected to the job title you selected. See Job Search for more information about the Job Search page.



The screenshot shows the VA for Vets Job Search interface. At the top, there's a navigation bar with the VA for Vets logo and a "View full VA for Vets Navigation" dropdown. Below the logo is the "Job Search" heading and a notice about the USAJOBS application process. A navigation menu includes "Get Started", "Military Skills Translator", "Assessments", "Resume Builder", and "Job Search".

The main content area is titled "Job Search > Job Detail" and features a navigation bar with "Overview", "Duties", "Qualifications & Evaluations", "Benefits & Other Info", and "How to Apply". The job title is "Staff Physician (Hospitalist)" from the "Veterans Health Administration".

Key details include:
 

- Department: PAT\_Department of Veteran Affairs
- Agency: Veterans Health Administration
- Job Announcement Number: YE-11-480656-TD
- Open Period: Monday, May 23, 2011 to Saturday, December 31, 2011
- Series & Grade: VM-0602-00
- Position Information: Full Time Excepted Service Permanent
- Duty Locations: 1 vacancy - Shreveport, LA
- Who May Be Considered: United States Citizens

The "Job Summary" section includes the Vacancy Identification Number (VIN): 480656 and a quote from President Lincoln: "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans. It also states: "This is an open continuous announcement. We accept applications for this occupation on an ongoing basis; qualified applicants will be considered as vacancies become available. Applications will remain on file for one year from the date the application was signed." and provides information about VA professionals' benefits and a link to <http://www.vacareers.va.gov/>.

On the right side, there are options to "Go to section of this Job:", "Apply on USAJOBS", "Print Preview", "Save Job", and "Share Job". The "Agency Information" section lists: VHA VAMC Shreveport, Overton Brooks VA Medical Center, 510 East Stoner Avenue -HRMS/05, Shreveport, LA 71101-4295. Contact information for Twyla Davis is provided: Phone: (318)990-4084, Email: TWYLA.DAVIS@VA.GOV. The Job Announcement Number is YE-11-480656-TD and the Control Number is VA2275527.

## Career Matching Report

The Career Matching Report list gives you the results from the basic skills assessment you took and military experience you entered. The report lists your top 5 skills and abilities and interest. In addition, the report provides you a list of federal job series that match your skills and interest.

Please note that best-fit civilian careers indicates those jobs that match best with your skills and interest and should not be relied on as the final determination of the best career for you. Only you can determine which career is best for you.

**Your Top 5**

**Skills and Abilities**

Learning Strategies	High
Instructing	High
Systems Evaluation	High
Handling and Moving Objects	High
Training and Teaching Others	High

**Interests**

Artistic	High
Investigative	Low
Social	Low
Conventional	Low
Realistic	Low
Enterprising	Low

**Career Matching Report**

**Best Fit: Civilian Careers**

	No. of Vacancies	View Jobs
1001 — Photography Aid	0	Q
0394 — Lead Communications Clerk	0	Q
1001 — Audio Visual Presentation Specialist	0	Q
1082 — Lead Editor	0	Q
1083 — Lead Technical Editor	0	Q

**Close Fit: Civilian Careers**

	No. of Vacancies	View Jobs
1720 — Lead Education Program Specialist	0	Q
1702 — Lead Educational Technician	0	Q
1702 — Lead Educational Technician (Office Automation)	0	Q
1702 — Lead Educational Technician (Stenography)	0	Q
1702 — Lead Educational Technician (Typing)	0	Q

**Alternate Fit: Civilian Careers**

	No. of Vacancies	View Jobs
1702 — Lead Training Technician	0	Q
1702 — Lead Training Technician (Office Automation)	0	Q
1702 — Lead Training Technician (Stenography)	0	Q
1702 — Lead Training Technician (Typing)	0	Q
1750 — Lead Instructional Systems Specialist	0	Q

**Matches Based on Military Skills**

	No. of Vacancies	View Jobs
0000 — Chaplain Series	5	Q
0101 — Social Science	2	Q
0102 — Social Science Aide and Technician	0	Q
0180 — Psychology Series	48	Q
0413 — Physiology	0	Q

## My Resume (Resume Builder)

My Resume on the My Dashboard page allows you to create a resume by integrating your translated skills, assessment results and employment history into your resume using the VA for Vets Career Center Resume Builder. The VA for Vets Career Center Resume Builder follows the format federal agencies want for applications and allows you to create resumes that provide all of the information required by government agencies.

The screenshot shows the VA for Vets My Dashboard page. The top navigation bar includes the VA for Vets logo, a search bar, and links for Contact Us, FAQs, Welcome, Your Name, Account Management, and Logout. Below the navigation bar is a red "MY DASHBOARD" header. The dashboard is divided into several sections:

- My Self Assessments:** A list of assessments with "Not started" status: Work Experience, Basic Skills, Work Interest, Math Skills, Perceptual Speed and Accuracy, Language Skills, and Mechanical Reasoning. A "My Career Matching Report" button is at the bottom.
- My Military Skills Translator:** A section with a message: "You have not completed the Military Skills Translator at this time. Click here to begin translating your skills." and a "My Career Matching Report" button.
- My Saved Jobs:** A section with a message: "You do not have any saved jobs at this time. Click here to access the Job Search tool."
- My Saved Searches:** A section with a message: "You do not have any saved searches at this time. Click here to access the Saved Search tool."
- My Resume:** A section with a highlighted box containing a document icon, the text "Training Specialist 2" and "Training Specialist", a "View All Resumes" link, and two buttons: "Create Resume" and "Upload A Resume".
- Career Coaching:** A section with a photo of two people and text: "For career coaching assistance, please call 1-855-VA4VETS (1-855-824-8387) or complete the Request a Coach Form to have a coach assigned to you."

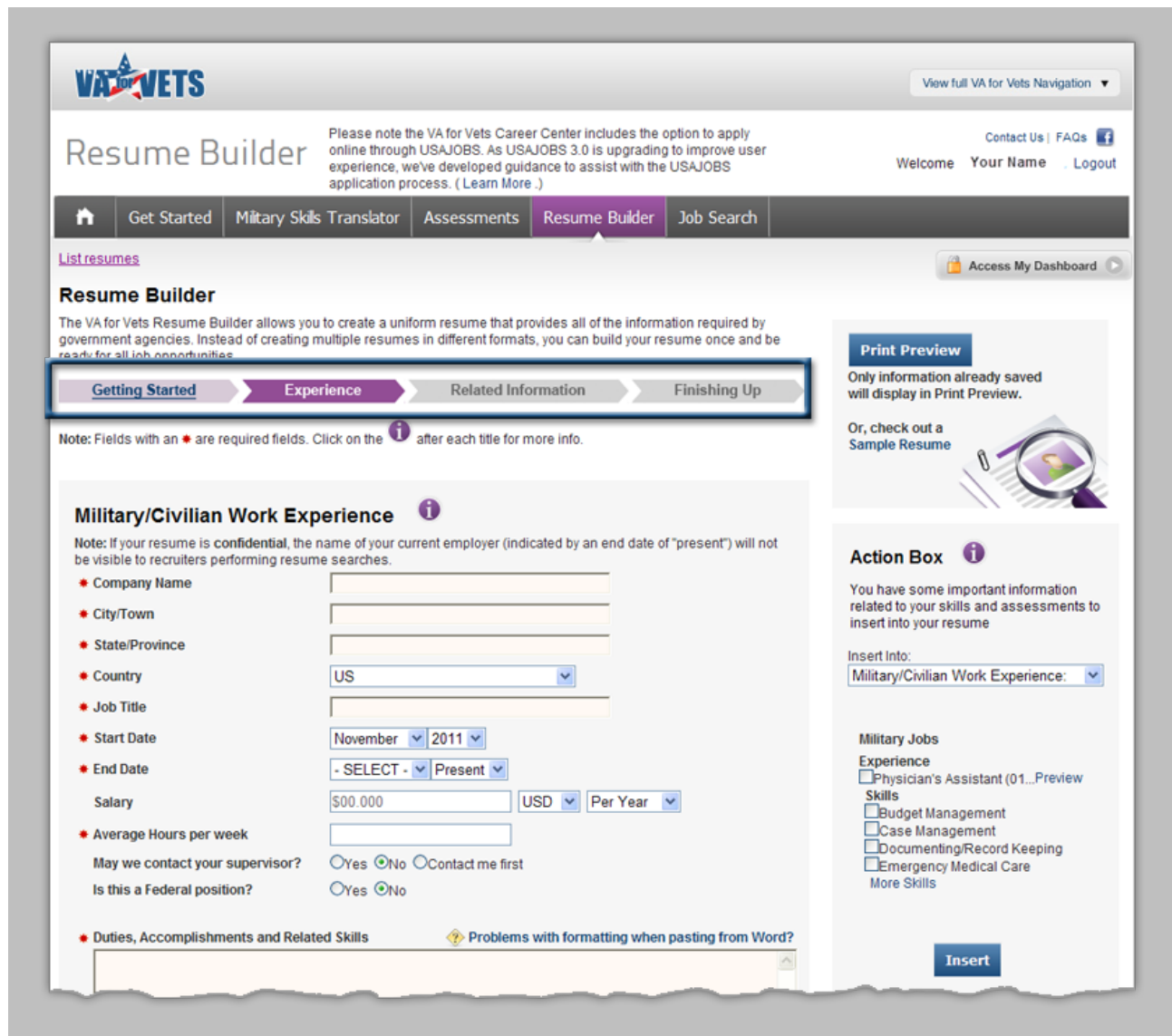
In addition, you may upload your resume to the VA for Vets resume database for VA hiring managers and supervisors to view.

Creating your resume using the Resume Builder is a four-stage process:

- Getting Started—entering your personal information, name, address, and so forth.
- Experience—entering your work experience, education and training.
- Related Information—entering awards, honors, references, and so forth.
- Finishing Up—saving and storing your resume on the VA for Vets resume database.

The Resume Builder Status Bar indicates the building stage you are in through the use of color:

- Light purple means that resume building stage has been completed. In addition, the text in the status becomes an active link. When selected, the link takes you to the page for that stage of the resume building process.
- Purple indicates the current resume building stage.
- Gray means that resume building stage has not been started yet.



## Creating a Resume

If you have completed the assessments and/or translated your military skills, those skills will be displayed in the Action Box. The Action Box feature allows you to import competencies relevant to your skills and experiences directly from the VA for Vets Military Skills Translator and Self Assessments into the resume you are creating through the Resume Builder.

**Note:** Competencies cannot be imported into uploaded resumes.

## Importing Skills and Experiences into Your Resume

1. From My Dashboard, select **Create Resume**. This takes you to the Resume Builder page.
2. In the Choose Resume field, select Create New Resume from the drop-down list or a resume you have saved to the VA for Vets resume database.

The screenshot displays the VA for Vets Resume Builder interface. At the top, the VA for Vets logo is on the left, and a navigation link 'View full VA for Vets Navigation' is on the right. Below the logo, the text 'Resume Builder' is prominently displayed. A notice states: 'Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ( Learn More .)'. To the right of this notice are links for 'Contact Us | FAQs' and a Facebook icon. Below the notice, a navigation bar contains links for 'Home', 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder' (which is highlighted), and 'Job Search'. Below the navigation bar, the main content area is titled 'My Saved Resumes'. It includes a sub-header 'My Saved Resumes' and a paragraph explaining the resume builder's purpose. Below this, a message states 'You currently do not have any resumes.' and two buttons are provided: 'Build new resume' and 'Upload new resume'. On the right side of the page, there is an 'Action Box' with a blue border. It contains a 'Check out a Sample Resume' link with a document icon. Below that, the 'Action Box' title is followed by an information icon and a paragraph: 'You have some important information related to your skills and assessments to insert into your resume'. A dropdown menu labeled 'Choose Resume:' is highlighted with a blue border, showing 'Create New Resume' as the selected option. Below the dropdown, there are sections for 'Military Jobs' and 'Experience', each with a list of skills and checkboxes for selection. The skills listed include 'Flight Surgeon (0110)', 'Navy', 'Conducts physical/mental ...Preview', 'Aseptic and Sterilization Techniques', 'Budget Management', 'Case Management', and 'Counseling'.

3. Select the box next to the item from the Action Box you would like to import when building your resume. A check mark appears in the box that you selected. Continue this step until you have selected all the items you would like to import.
  - ! Select **Preview** to view a description of the job title. Select **More Skills** to expand the skills list.
4. Scroll down and then select **Insert**. This saves the items.
  - ! Selecting **Delete** removes the selected experience and/or skill(s) from the Action Box.
5. Select **Build new resume**. This takes you to the first stage of creating your resume (Getting Started).

The screenshot shows a web form titled 'Getting Started' with a progress bar at the top showing 'Getting Started', 'Experience', 'Related Information', and 'Finishing Up'. Below the progress bar is a note: 'Note: Fields with an \* are required fields. Click on the i after each title for more info.'

**Confidentiality** *i*  
 Select confidential to hide your contact information, current job, and references from recruiters performing resume searches.  
 Confidential.  Non-Confidential.

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



\* Resume Title  [What is this?](#)  
 \* First Name   
 Middle Name   
 \* Last Name   
 \* Home Address   
 Home Address 2   
 \* City/Town   
 \* State/Province   
 \* Home Postal/ZIP Code   
 \* Country   
 \* Email Address   
 \* Telephone Number    
 Telephone Number 2    
 Telephone Number 3    
 \* Are you a U.S. Citizen?  Yes  No  
 \* Are you VEOA eligible?  Yes  No [Does this apply to me?](#)  
 \* Do you claim veterans' preference?  Yes  No [Does this apply to me?](#)  
 Selective Service  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.

**Federal Employee Information** *i*  
 \* Are you or were you ever a Federal civilian employee?  
 Yes  No


Buttons: **Save for Later** **Save & Continue**

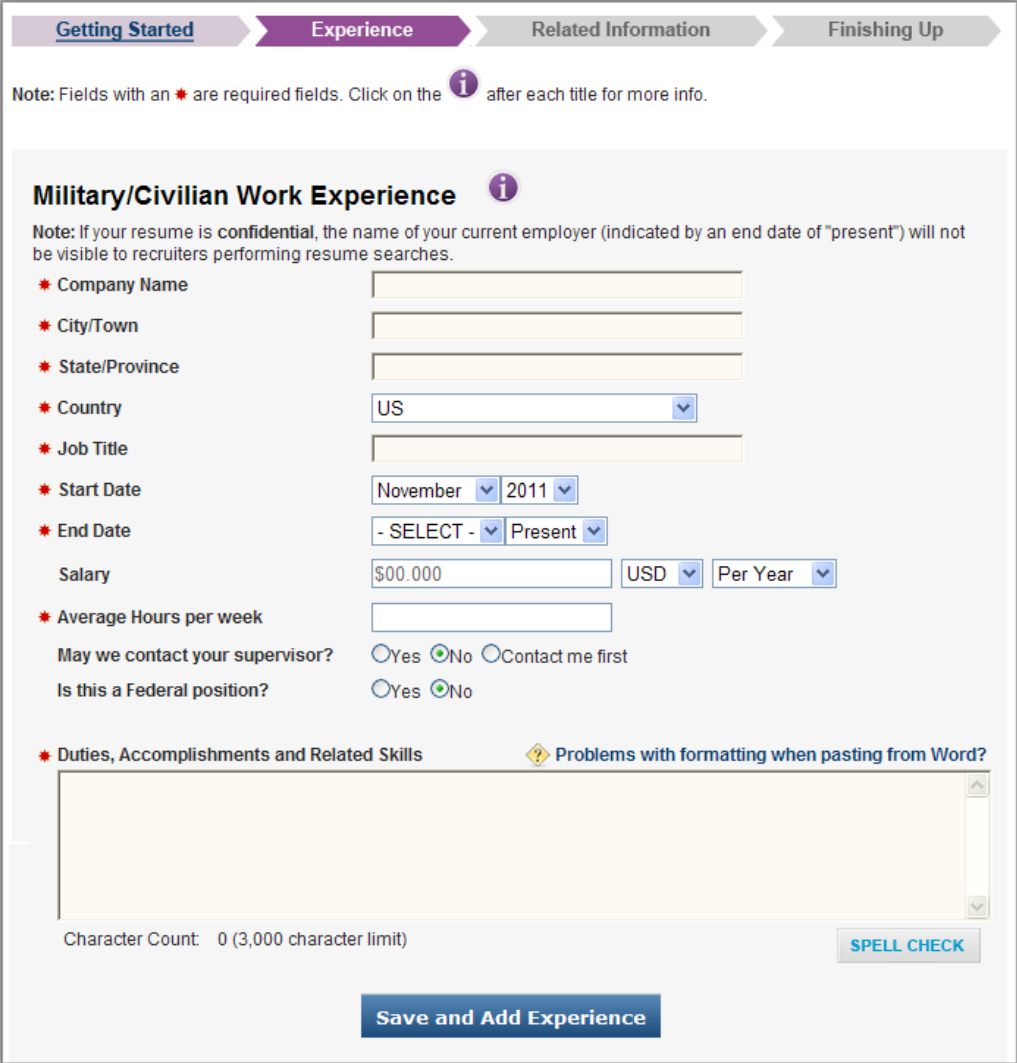


6. Complete each field marked with an asterisk (\*).


 Selecting  opens a new window which includes information about the fields you need to complete.

7. Select **Save & Continue**. This saves the information you entered and takes you to the next stage of the resume building process (Experience).

 Selecting **Save for Later** saves the information you entered and takes you to the My Saved Resume page of the Resume Builder.



**Getting Started** → **Experience** → Related Information → Finishing Up

Note: Fields with an \* are required fields. Click on the  after each title for more info.

### Military/Civilian 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.

\* Company Name

\* City/Town

\* State/Province

\* Country

\* Job 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)

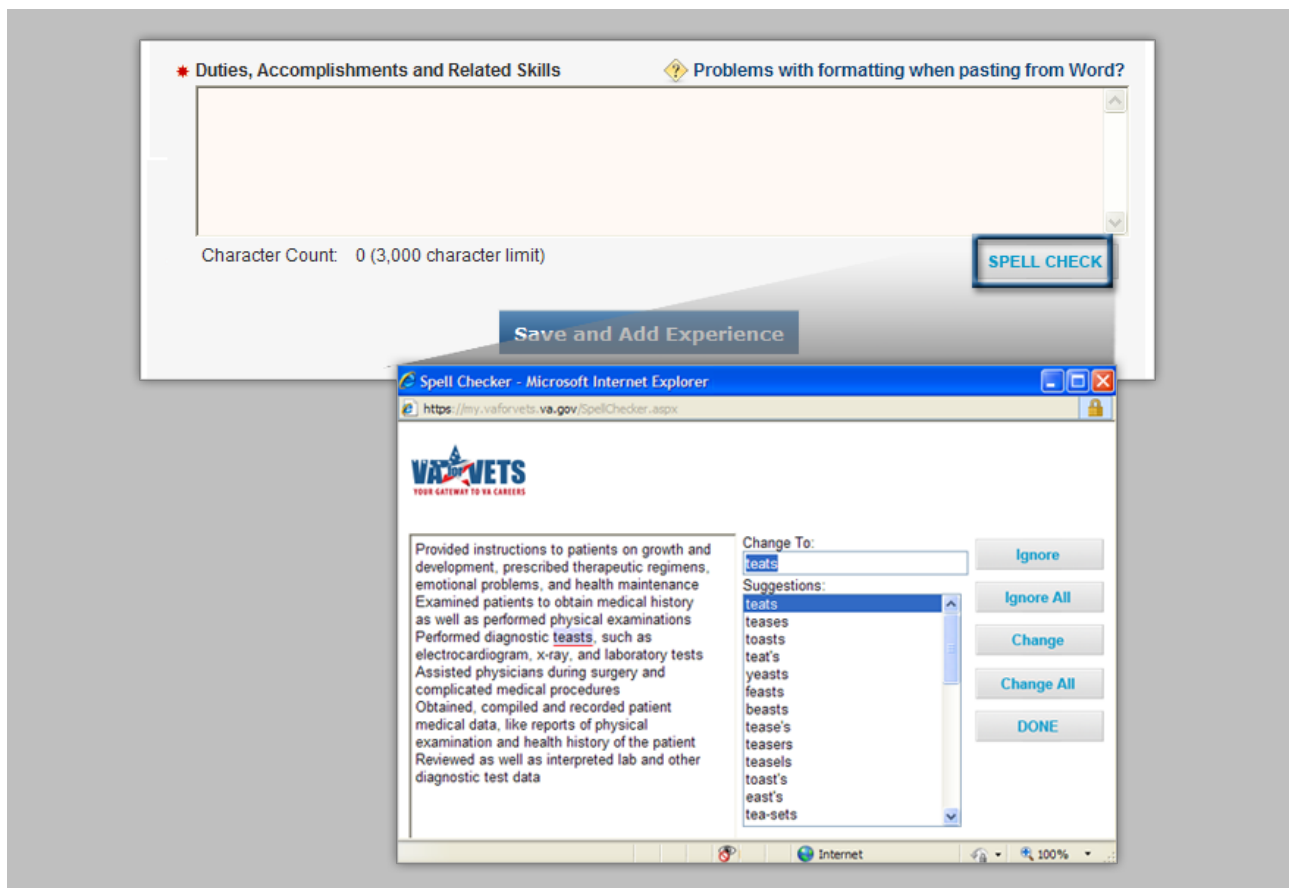
[SPELL CHECK](#)

**Save and Add Experience**

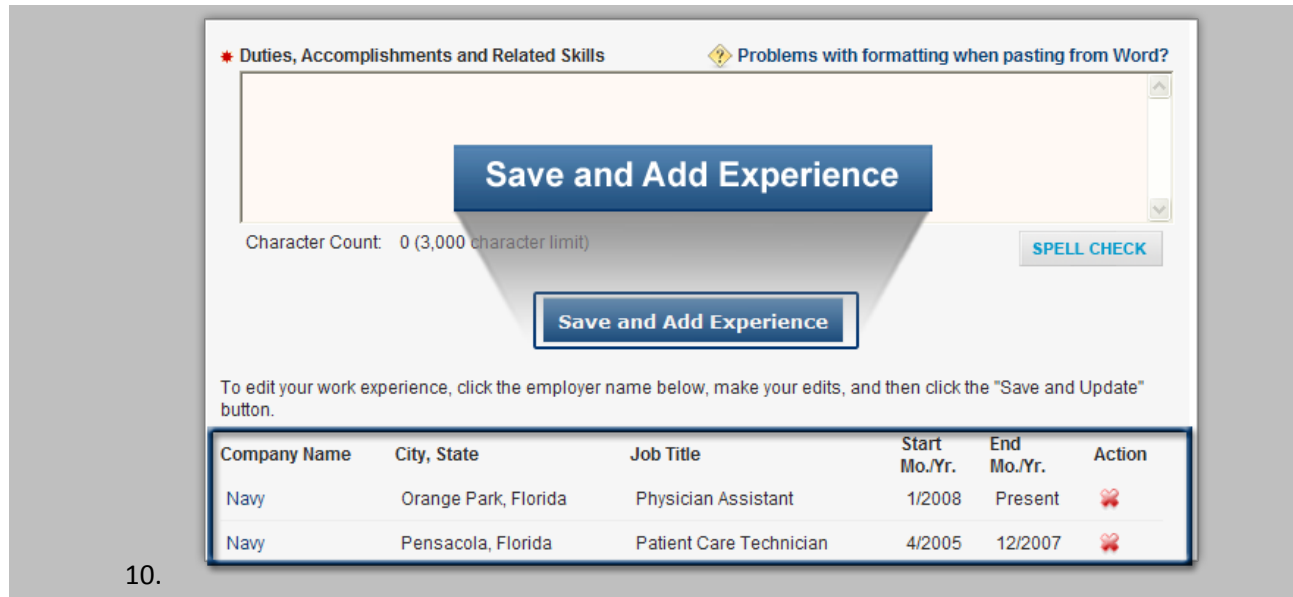
8. In the Military/Civilian Work Experience, complete each field.

**Note:** Fields marked with an asterisk (\*) must be completed.

- ! You may select  for information about the fields you need to complete. The information will appear in a new window.
- ! You may insert items from the Action Box to the Duties, Accomplishments and Related Skills field. From the Action Box:
  - a. In the Insert into field, select **Military/Civilian Work Experience** from the drop-down list.
  - b. Select the box next to the experience or skill you would like inserted.
  - c. After you have selected the experience(s) or skill(s), select **Insert**. The selected experience(s) or skill(s) appears in the Duties, Accomplishments and Related Skills field.
- ! After you have entered information in the Duties, Accomplishments and Related Skills field, you should spell check the information by selecting **Spell Check**. This opens the spell checker feature in a new window. See Spell Checker topic for more information.



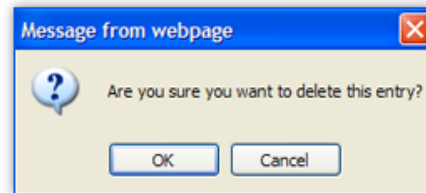
9. After you completed the fields in the Military/Civilian Work Experience, select **Save and Add Experience**. This saves the information you entered and displays your work experience on the page.



10.

Edit your work experience by selecting the company name and then follow steps 8 and 9.

Delete your work experience by selecting in the row you would like to delete. A pop-up box appears confirming deletion; select OK. This deletes the work experience from the page and the VA for Vets resume database.



If you have ...	Then ...
Work experience you would like to add	Complete steps 8 and 9.
Completed entering your work experience	Go to step 10.

10. In the Military/Civilian Education, complete each field.

**Note:** Fields marked with an asterisk ( \* ) must be completed.

### Military/Civilian Education i

\* School/Program Name

\* City/Town

\* State

\* Country

\* Degree/Level

Degree/Level Clarifications

End Date

Major

Minor

GPA  of GPA Max.

Total Credits Earned

System for Awarded Credits

Semester Hours

Quarter Hours

Other

Honors

Relevant Coursework, Licensures and Certifications ⚠ Problems with formatting when pasting from Word?

Character Count: 0 (2,000 character limit) SPELL CHECK

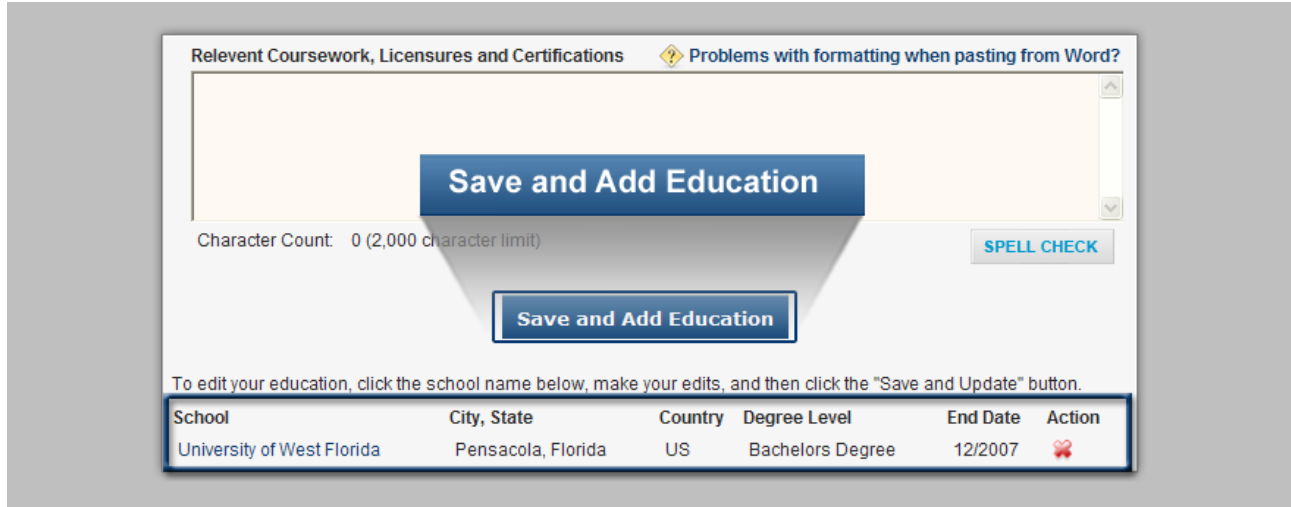
[Save and Add Education](#)

- ! You may select i for information about the fields you need to complete. The information will appear in a new window.
- ! You may insert items from the Action Box to the Relevant Coursework, Licensures and Certifications field. From the Action Box:


  - a. In the Insert into field, select **Military/Civilian Education** from the drop-down list.
  - b. Select the box next to the education you would like inserted.
  - c. After you have selected the education, select **Insert**. The selected experience(s) or skill(s) appears in the Relevant Coursework, Licensures and Certifications field.

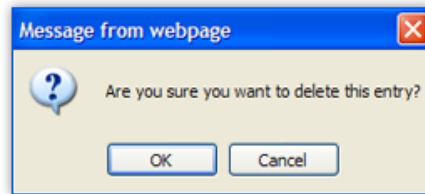
- ! After you have entered information in the Relevant Coursework, Licensures and Certifications field, you should spell check the information by selecting **Spell Check**. This opens the spell checker feature in a new window. See Spell Checker topic for more information.

11. After you have completed the fields in the Military/Civilian Education, select **Save and Add Education**. This saves the information you entered and displays your education on the page.



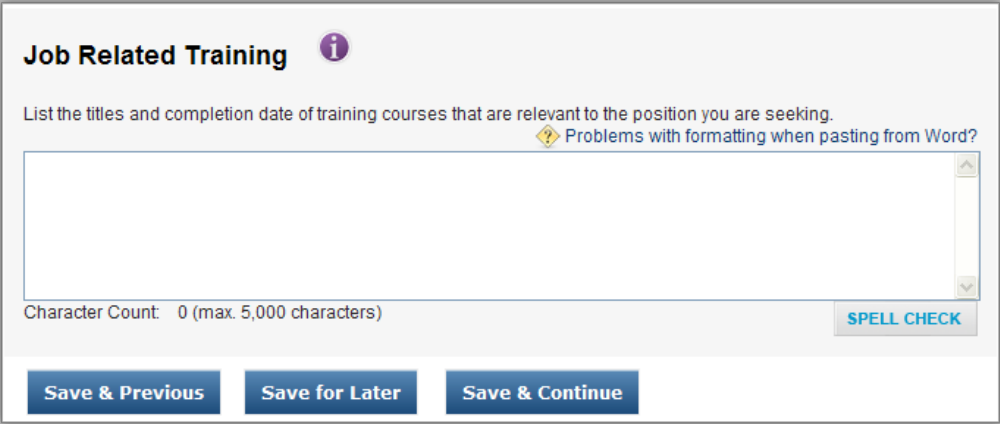
- ! Edit your education by selecting the school name then follow steps 10 and 11.

- ! Delete your education by selecting  in the row you would like to delete. A pop-up box appears confirming deletion; select OK. This deletes the education from the page and the VA for Vets resume database.



If you have ...	Then ...
Relevant coursework, licensures or certifications you would like to add	Complete steps 10 and 11.
Completed entering your education	Go to step 12.

12. In the Job Related Training, enter all your job-related training in the field.



**Job Related Training** ⓘ

List the titles and completion date of training courses that are relevant to the position you are seeking. ⓘ Problems with formatting when pasting from Word?

Character Count: 0 (max. 5,000 characters)

**SPELL CHECK**

**Save & Previous** **Save for Later** **Save & Continue**

- ! After you have entered your job-related training, you should spell check the words by selecting **Spell Check**. This opens the spell checker feature in a new window. See Spell Checker topic for more information.


13. Select **Save & Continue**. This saves the information you entered and takes you to the next stage of the resume building process (Related Information).

- ! Selecting **Save & Previous** saves the information you entered and takes you to the previous stage of the resume building process.
- ! Selecting **Save for Later** saves the information you entered and takes you to the My Saved Resume page of the Resume Builder.

The screenshot shows a web interface for adding references. At the top, there are four tabs: 'Getting Started', 'Experience', 'Related Information' (which is active), and 'Finishing Up'. Below the tabs, a note states: 'Note: Fields with an \* are required fields. Click on the i after each title for more info.' The main section is titled 'References' with an information icon (i). A sub-note reads: 'Note: If your resume is confidential, this information will not be visible to recruiters performing resume searches.' The form includes input fields for Name, Company, Title, Phone, and Email. Below these fields is a 'Type' section with two radio buttons: 'Professional' (selected) and 'Personal'. At the bottom right of the form is a blue button labeled 'Add Reference'.

14. On the Related Information page, complete each field.

**Note:** Fields marked with an asterisk (\*) must be completed.

- ! You may select  for information about the fields you need to complete. The information will appear in a new window.

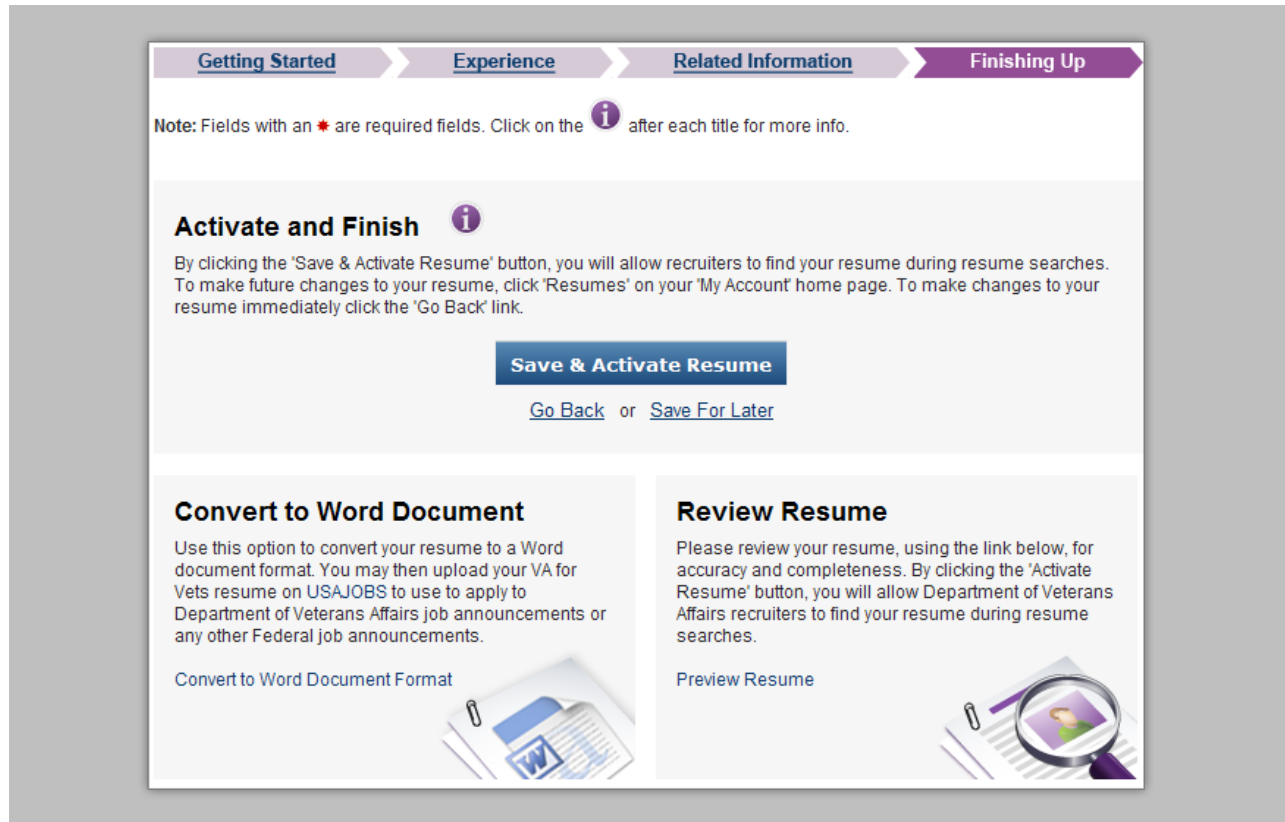
15. Select **Save & Continue**. This saves the information you entered and takes you to the next stage of the resume building process (Finishing Up).

- ! Selecting **Save & Previous** saves the information you entered and takes you to previous stage of the resume building process.

- ! Selecting **Save for Later** saves the information you entered and takes you to the My Saved Resume page of the Resume Builder.

16. To allow recruiters to find your resume in the VA for Vets resume database, select **Save & Activate Resume**. This takes you to the My Saved Resume page with the resume you created listed on the page.

- ! The Finishing Up stage offers other options; see the next page of this guide for those options.



To ...	Then ...
Review your resume before saving and activating	Select <b>Preview Resume</b> . A new window appears with your resume. From this window you may print or email your resume.
Open or save your resume to your computer as a Word document	Select <b>Convert to Word Document Format</b> and then follow the screen prompts to open or save your resume.
Go back to the previous stage	Select <b>Go Back</b> or <b>Related Information</b> (status bar).
Save but not activate your resume	Select <b>Save For Later</b> . This takes you to the My Saved Resume page.
Allow recruiters to find your resume in the VA for Vets resume database	Select <b>Save &amp; Activate Resume</b> . This takes you to the My Saved Resume page.



## Uploading a Resume

1. From My Dashboard, select **Upload a Resume**.

If you have...	Then
One or more resumes saved on the VA for Vets resume database	This takes you to the My Saved Resumes page. Select <b>Upload new resume</b> . This takes you to the Resume Uploader page. Go to Step 2.
Not saved a resume on the VA for Vets resume database	This takes you to the Resume Uploader page. Go to Step 2.

**VA for VETS** View full VA for Vets Navigation

**Resume Builder** Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ([Learn More](#).) Contact Us | FAQs

Welcome Loretta Koennicke [Logout](#)

Home | Get Started | Military Skills Translator | Assessments | **Resume Builder** | Job Search

[List resumes](#) Access My Dashboard

### Resume Uploader \* Required information

#### Resume Basics i

\* Resume Title  (e.g., Senior Marketing Director, Experienced Sales Manager)

#### Candidate Information i

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

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

\* Are you VEOA eligible?  Yes  No [Does this apply to me?](#)

\* Do you claim veterans' preference?  Yes  No [Does this apply to me?](#)

Selective Service  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.

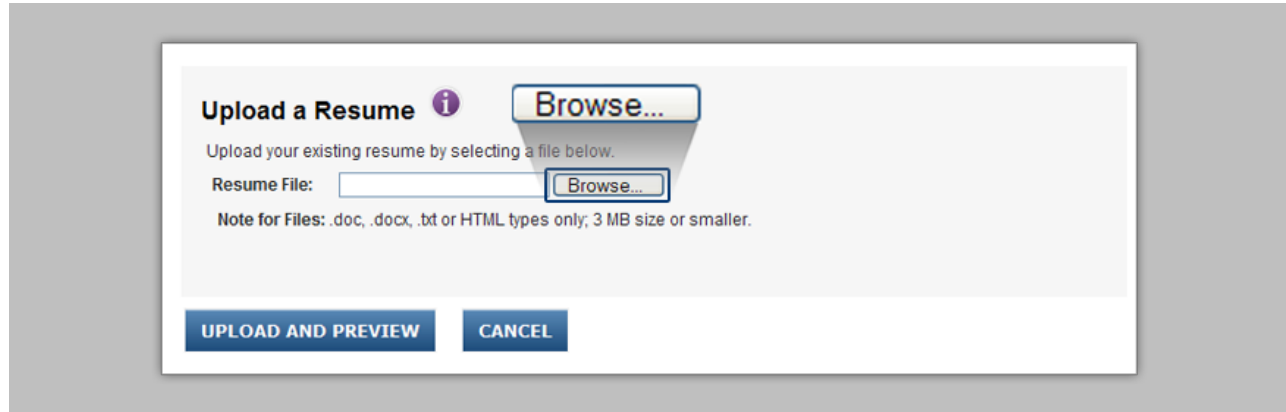
#### Federal Employee Information i

\* Are you or were you ever a Federal civilian employee?  Yes  No

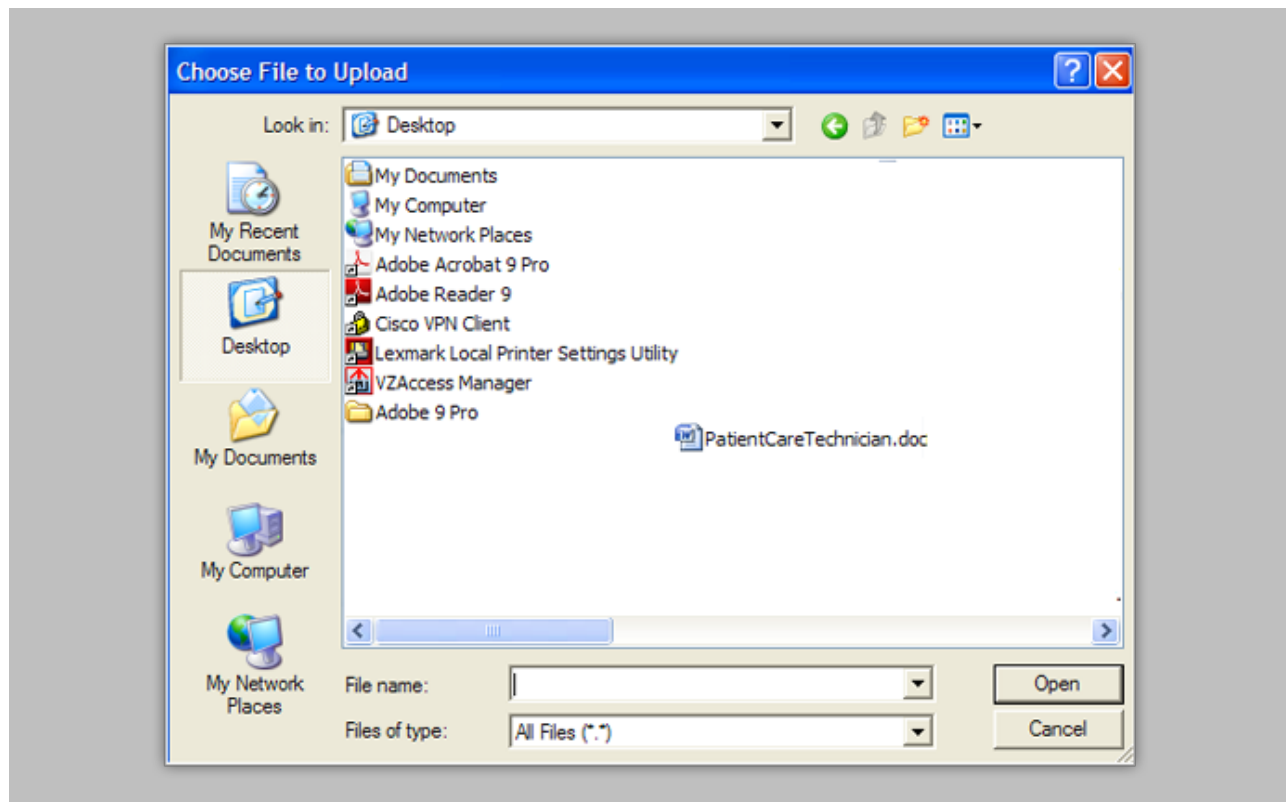
#### Target Job i

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.

2. Complete each field in the following sections: Resume Basics, Candidate Information, Federal Employee Information, Target Job, Desired Locations and Confidentiality.  
**Note:** Fields marked with an asterisk (\*) must be completed.
3. In the Upload a Resume section, select **Browse**.



The Choose File to Upload dialog box appears.



4. Locate the resume file you want to upload from your computer.
5. Select the resume file.

6. Select **Open**. The path to the document you selected displays in the Resume File field.



Selecting **Cancel** closes the dialog box without displaying the path.

7. Select **Upload and Preview**. This uploads the resume file to the VA for Vets resume database and takes you to the My Resume page.



Selecting **Cancel** takes you to My Saved Resumes page and does not upload the resume to the VA for Vets resume database.

The screenshot displays the VA for Vets Resume Builder interface. At the top, there is a navigation bar with options like 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder' (highlighted), and 'Job Search'. A large blue banner with the text 'I'm Finished' is prominent, accompanied by a message: 'Take a moment to review all sections of your resume. Complete resumes give employers a more accurate overview of your skills, experience and career path. When your resume is complete, click I'm Finished to return to your saved resumes.' Below this, there are sections for 'Resume Basics' and 'Uploaded Resume'. The 'Resume Basics' section shows a text input field for 'Resume Title' containing 'Patient Care Technician'. The 'Uploaded Resume' section displays personal information: 'Your Name', '1234, West 67 Street, Carlisle, MA 01741, (123)-456 7890.', and an objective: 'Objective: Looking for the greatest opportunity to work as physician assistant for a reputed company.'

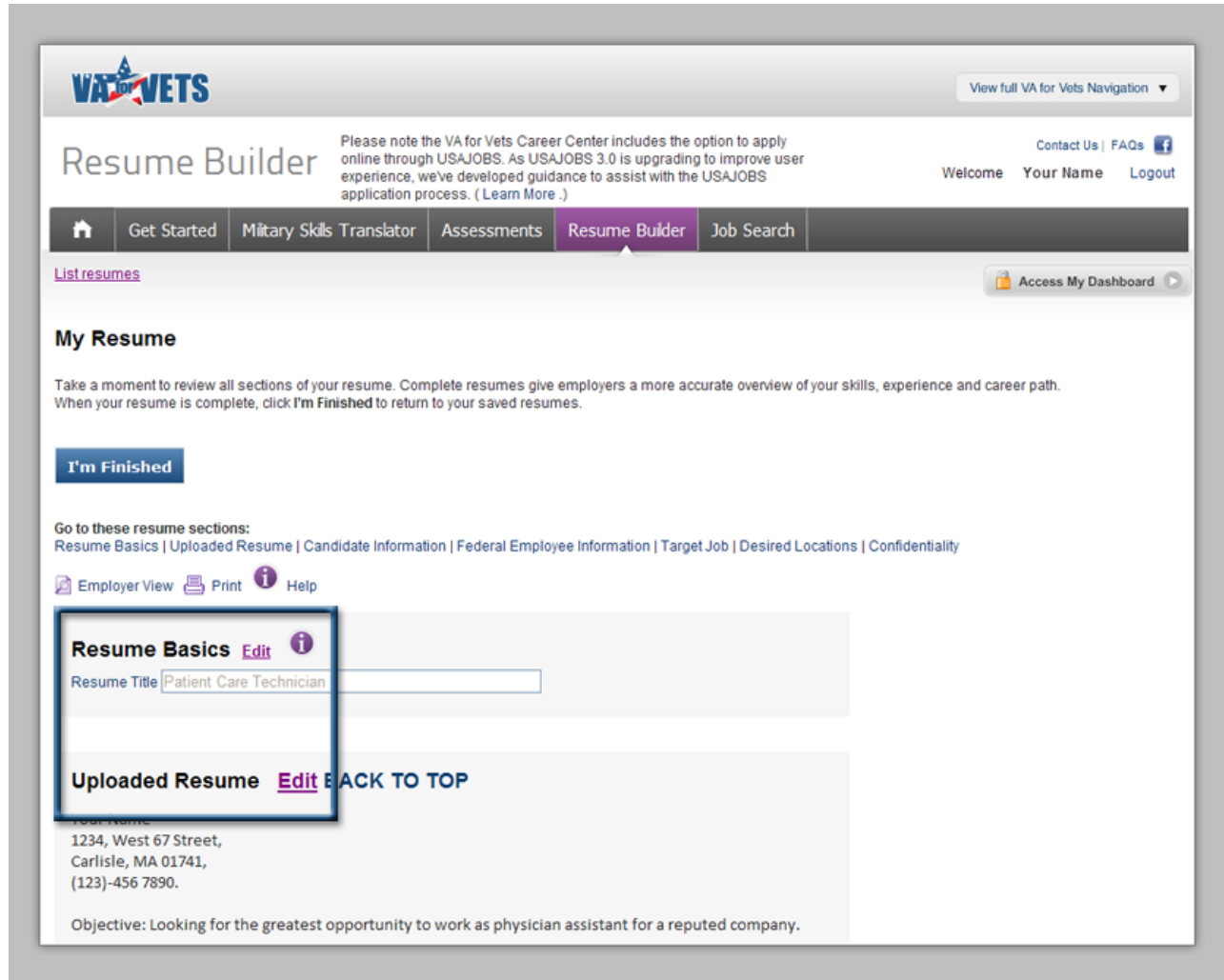
8. Select **I'm Finished**. This takes you to the My Saved Resume page.



Before selecting **I'm Finished**, you may edit your uploaded resume.

## Editing an Uploaded Resume

1. From My Saved Resumes, select **View/Edit** for the uploaded resume you want to edit.  
This takes you to the My Resume page with the resume information displayed.



2. Select **Edit** in the section you want to edit.
3. Make the updates.
4. Select **Update**. This saves the updates you made and displays the updates on the page.



Selecting **Cancel** does not save any of the updates you made.

5. Continue steps 2 through 4 until you have made all the updates you want.
6. Select **I'm Finished**. This takes you to the My Saved Resumes page.

## My Saved Resumes Page

The My Saved Resumes page displays the resumes you have created and/or uploaded. From this page, you may view, edit, copy or delete your resume. In addition, you may allow recruiters to view or prevent them from viewing your resume on the VA for Vets resume database.

The screenshot shows the VA for Vets Resume Builder interface. At the top, there's a navigation bar with tabs: Home, Get Started, Military Skills Translator, Assessments, Resume Builder (selected), and Job Search. A secondary navigation bar includes 'View full VA for Vets Navigation', 'Contact Us | FAQs', 'Welcome Your Name', and 'Logout'. The main heading is 'Resume Builder'. Below it, a message states: 'Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ( Learn More .)'. The 'My Saved Resumes' section contains two resume entries:

- Resume 1: Physician Assistant**  
View | Edit | Copy | Delete  
Source: Built with VA for Vets Resume Builder  
Status: Private  
Activate and Finish
- Resume 2: Patient Care Technician**  
View | Edit | Delete  
Source: Uploaded from my computer  
Status: Private  
Activate and Finish

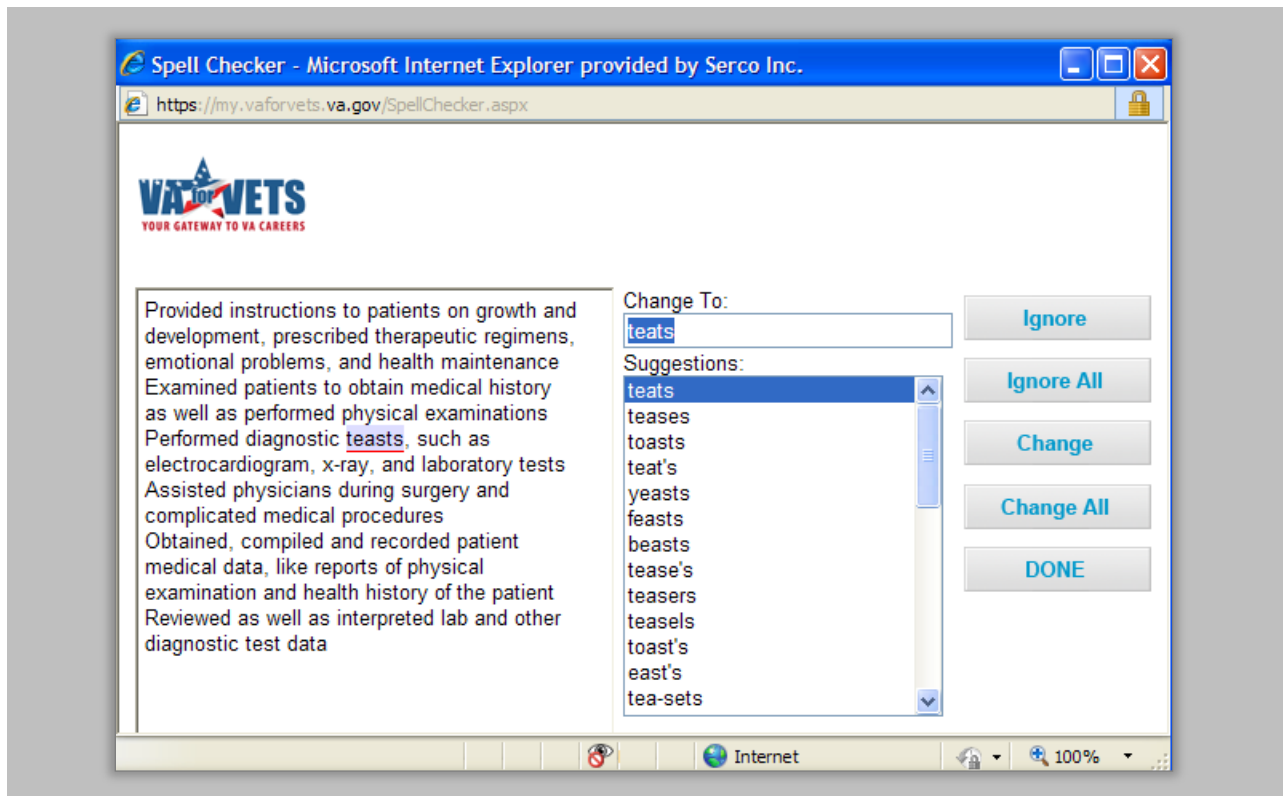
Buttons for 'Build new resume' and 'Upload new resume' are visible. An 'Action Box' on the right contains a dropdown menu for 'Choose Resume:' with 'Create New Resume' selected. Below it, there's a 'Military Jobs' section with checkboxes for 'Experience' (Flight Surgeon (0110), Navy, Conducts physical/mental ...Preview) and 'Skills' (Aseptic and Sterilization Techniques, Budget Management, Case Management, Counseling, More Skills). A 'Tips' section at the bottom left provides searchability and file format information.

Select ...	To ...
View	Open your resume in a new window
View/Edit	Update your uploaded resume through the My Resume page
Edit	Update your resume using the resume builder; this takes you to the Getting Started stage
Copy	Make a copy of your resume, which will display as a copy of <resume name>
Delete	Remove your resume from the VA for Vets resume database
Renew	Update creation date of your resume to the current date

## Spell Checker

Correct spelling makes a difference on a resume; therefore, fields that require a lot of text entry include a spell checker. You'll know this feature is available for a field when you see **SPELL CHECK**. Simply select **SPELL CHECK** to activate the spell checker. The spell checker opens in a new window with:

- The first misspelled word highlighted with a red underline in the text.
- The first suggested word correction in the Change To: field.
- A list of suggestions to replace the misspelled word.



Use the following buttons to check your spelling:

- **Ignore**—Ignore this word and continue to the next misspelled word.
- **Ignore All**—Ignore this word throughout the text.
- **Change**—Use the highlighted suggested word in the Suggestions field.
- **Change All**—Use the highlighted suggested word in the Suggestions field to change all instances of the misspelled word.
- **Done**—Stops spell checking the text and closes the window.

## My Saved Jobs

My Saved Jobs on the My Dashboard page allows you view the job(s) you saved from a job search you completed. If you have never accessed the job search feature, then a link would appear that takes you to the Job Search page.

The screenshot displays the VA for Vets My Dashboard interface. At the top left is the VA for Vets logo with the tagline "YOUR GATEWAY TO VA CAREERS". The top right corner includes navigation links for "Contact Us", "FAQs", and "f", along with a user greeting "Welcome Your Name" and links for "Account Management" and "Logout". Below this is a navigation menu with tabs for "About VA for Vets", "What's New", "Join VA", "Reintegration", "Stay VA", and "Career Center", followed by a search bar labeled "Search VA for Vets...".

The main dashboard area is titled "MY DASHBOARD" and contains several sections:

- My Self Assessments:** A list of completed assessments including Work Experience, Basic Skills, Work Interest, Math Skills, Perceptual Speed and Accuracy, Language Skills, and Mechanical Reasoning. A "My Career Matching Report" button is at the bottom.
- My Military Skills Translator:** Shows an assessment completed on 11/22/2011, MOS: Physician's Assistant, and a list of skills. It includes a "My Career Matching Report" button and a note about the USAJOBS application process.
- My Saved Jobs:** This section is highlighted with a blue box. It contains the text: "You do not have any saved jobs at this time. Click here to access the Job Search tool."
- My Saved Searches:** Contains the text: "You do not have any saved searches at this time. Click here to access the Saved Search tool."
- My Resume:** Contains the text: "You do not have any saved resumes at this time. Click here to access the Resume Builder tool." and buttons for "Create Resume" and "Upload A Resume".
- Career Coaching:** Features a photo of two people and text: "For career coaching assistance, please call 1-855-VA4VETS (1-855-824-8387) or complete the Request a Coach Form to have a coach assigned to you."

At the bottom of the dashboard is the USAJOBS logo with the tagline "WORKING FOR AMERICA" and a "Check Application Status" button.

## Saving a Job Search

1. From My Dashboard, select **Career Center**. This takes you to the Career Center page.





The screenshot shows the VA for Vets Career Center website. At the top, there is a navigation bar with 'Job Search' highlighted. Below the navigation bar is a 'CAREER CENTER' section with a video player titled 'Getting the Most Out of the Career Center'. The video player shows a woman smiling and a green double-headed arrow. Below the video player are three columns of content: 'Find a VA Job:', 'Translate Your Military Experience:', and 'No Resume? No Problem:'. Each column has a 'Search Jobs' or 'Start Assessments' button.

- From the Career Center, select **Job Search** or **Search Jobs**. This takes you to the Job Search Results page. If you have taken the assessments and translated your military skills, the Job Search Results page will have a list of jobs that are potential matches based on your skills and interest.

You may refine your job search or select a job to view more information about that job. See [Refining Your Job Search](#) for more information.

**Job Search Results**

Refine Your Search  
 What:  Where:  within


Save This Search

Current Search  
 Only Jobs Open To ALL U.S. Citizens  
 ALL Jobs  
 You Added ...

Refine Your Results  
 ▶ Salary  
 ▶ Grade  
 ▶ Occupations  
 • Agencies  
 ▼ Veterans Affairs, Department Of Sub-Agencies  
 Select Multiple Sub-Agencies  
[Deputy Assistant Secretary For Emergency Management](#)  
[Deputy Assistant Secretary For Information & Technology](#)

Closing	Job Summary	Agency	Location	Salary
11/23/2011	RN-Medical Surgical	Veterans Affairs, Veterans Health Administration	TX-Dallas, TX United States	\$46,990.00+
⊕ Expand				
11/23/2011	Executive Assistant	Office of Acquisition, Logistics, and Construction	MD-Frederick County, MD United States	\$105,211.00+
⊕ Expand				
11/23/2011	Asst Chief Pharmacist	Veterans Affairs, Veterans Health Administration	IL-North Chicago, IL United States	\$114,676.00+
⊕ Expand				
11/23/2011	Staff Physician (Physiatrist)	Veterans Affairs, Veterans Health Administration	IN-Indianapolis, IN United States	\$97,987.00+
⊕ Expand				

3. Locate a job you would like to apply for.

 Selecting **Expand** displays a high-level overview of the job.

- Select the job title. This takes you to the Job Detail page. The Job Detail page provides you more information about the qualifications and benefits of the job.

From this page, you may print, save or share the job announcement, or apply for the job through USAJOBS. See Appendix A for more information about applying online through USAJOBS.

The screenshot displays the VA for Vets Job Search interface. At the top, there's a navigation bar with 'Job Search' selected. Below it, a breadcrumb trail shows 'Job Search > Job Detail'. The main content area is titled 'Registered Nurse' and features the Veterans Health Administration logo. A table of job details includes:
 

- Department: PAT\_Dept of Veteran Affairs
- Agency: Veterans Affairs, Veterans Health Administration
- Job Announcement Number: JM-009-12-556263-JB
- Open Period: Tuesday, November 08, 2011 to Wednesday, November 23, 2011
- Series & Grade: VN-0610-00/00
- Position Information: Full Time Excepted Service Permanent
- Duty Locations: 02 vacancies - Hampton, VA United States
- Who May Be Considered: United States Citizens

 A 'Job Summary' section provides the Vacancy Identification Number (VIN): 556263. A detailed description of the Step Down Unit (SDU) is provided at the bottom. On the right side, a callout box highlights the 'Save Job' button, with other options like 'Print Preview', 'Share Job', and 'Agency Information' (Veterans Affairs, Veterans Health Administration, contact info for Thomas D. Masters) also visible.

- Select **Save Job**. This saves the job announcement and takes you to the My Saved Jobs page.



The job title will appear in the My Saved Jobs section of the My Dashboard page.




Select **Job Search** to go back to the Job Search Results page.

The screenshot shows the VA for Vets Job Search interface. At the top left is the VA for Vets logo. A navigation bar contains links for 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. A 'Job Search' callout box is positioned over the 'Job Search' link. Below the navigation bar is a 'My Saved Jobs' section with a sub-header 'You have saved 2 of 25 possible jobs.' and a table of saved jobs. The table has columns for Date Saved, Job Title, Agency, Closing Date, and Action. Two jobs are listed: a Physician Assistant (ENT) and a Registered Nurse. A 'Begin your job search' button is located at the bottom of the page.

**Job Search**

Please note the VA for Vets Career Center includes online through USAJOBS. As USAJOBS 3.0 is upgraded, we've developed guidance to assist with the USAJOBS application process. ( [Learn More](#) )

View full VA for Vets Navigation

Contact Us | FAQs | 

Welcome [Profile](#) | [Settings](#) | [Logout](#)

[Home](#) | [Get Started](#) | [Military Skills Translator](#) | [Assessments](#) | [Resume Builder](#) | [Job Search](#)

[Access My Dashboard](#)

### My Saved Jobs

Your saved jobs are shown below. To view a saved job, click the job title.

You have saved 2 of 25 possible jobs.

Date Saved	Job Title	Agency	Closing Date	Action
11/30/2011	<a href="#">Physician Assistant (ENT)</a>	Veterans Affairs, Veterans Health Administration US-New Mexico/Albuquerque	11/30/2011	Delete <a href="#">Share Job with a friend</a>
11/23/2011	<a href="#">Registered Nurse</a>	Veterans Affairs, Veterans Health Administration US-Virginia/Norfolk/Hampton Roads	Job Expired 11/23/2011	Delete

[Return to Job Search Results](#)

[Begin your job search](#)

## Job Search Results Page

The Job Search Results page lists jobs that are the best matches for your skills and interests. You may refine your job search or job results. In addition, you may save the search criteria you used so that you can run the search criteria again.

### Refining Your Search


You may refine your job search by:

- Job title and/or keyword
- Job location within a specified mile radius
- Both job title and/or keyword and job location


The screenshot displays the VA for Vets Job Search Results page. At the top, there is a navigation bar with the VA for Vets logo and a 'View full VA for Vets Navigation' dropdown. Below the navigation bar, there is a 'Job Search' header and a navigation menu with options like 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. A 'Refine Your Search' section is highlighted, showing a search form with 'What:' and 'Where:' fields. The 'What:' field contains 'Job Title or Keyword' and the 'Where:' field contains 'Any City / ZIP code'. A dropdown menu shows 'within 20 miles' and a search button is visible. Below the search bar, there are options to 'Save This Search', 'Current Search' (with radio buttons for 'Only Jobs Open To ALL U.S. Citizens' and 'ALL Jobs'), and 'Refine Your Results' (with expandable sections for Salary, Grade, Occupations, and Agencies). The main content area displays a table of job results with columns for Closing, Job Summary, Agency, Location, and Salary. The table shows three job listings: RN-Medical Surgical, Executive Assistant, and Asst Chief Pharmacist.

Closing	Job Summary	Agency	Location	Salary
11/23/2011	RN-Medical Surgical	Veterans Affairs, Veterans Health Administration	TX-Dallas, TX United States	\$46,990.00+
11/23/2011	Executive Assistant	Office of Acquisition, Logistics, and Construction	MD-Frederick County, MD United States	\$105,211.00+
11/23/2011	Asst Chief Pharmacist	Veterans Affairs, Veterans Health Administration	IL-North Chicago, IL United States	\$114,676.00+


### Refining by job title and/or keyword

1. In the What field, enter the job title and/or keyword in which you are interested.
2. Select . This refreshes the job search results tailored to the job title and/or keyword you entered.

### Refining by job location

1. In the Where field, enter city or zip code.
2. In the within field, select a mile radius from the drop-down list.
3. Select . This refreshes the job search results tailored to the job location you entered.

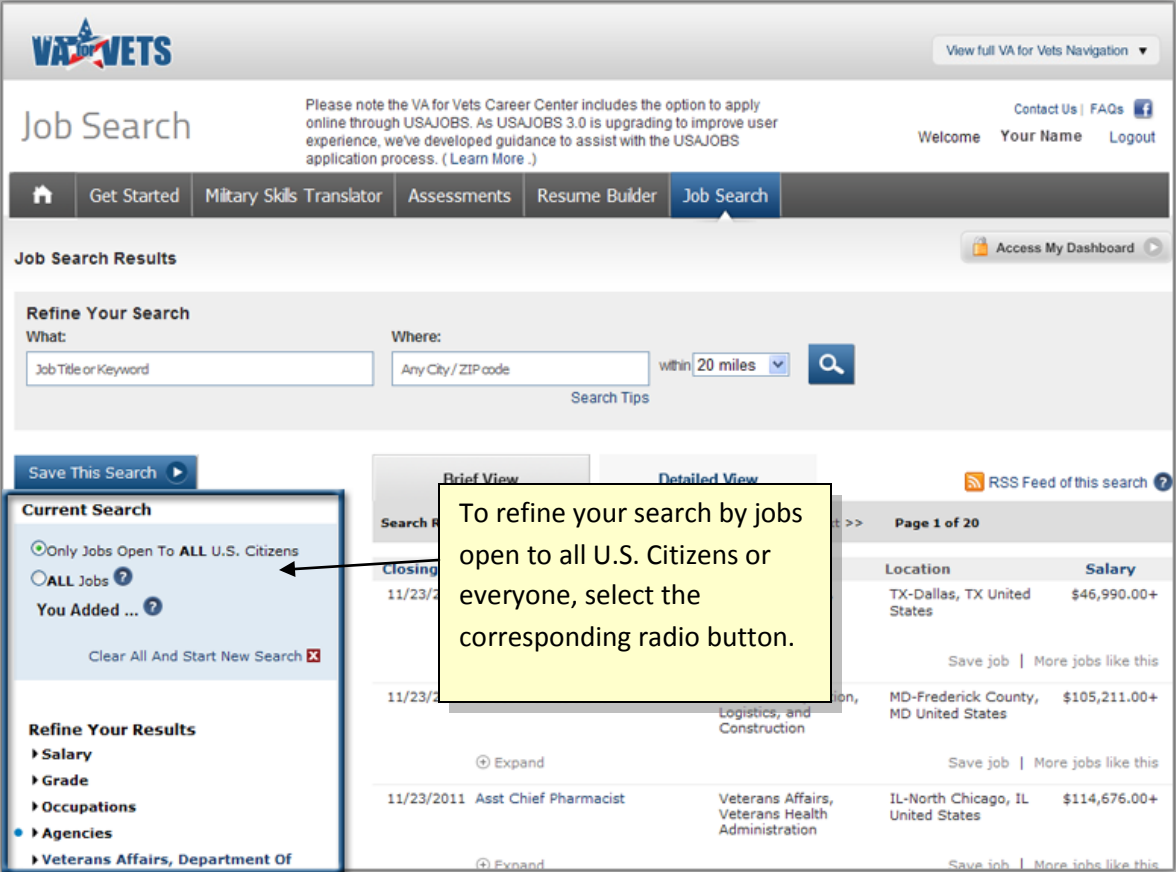
### Refining by job title and/or keyword and job location

1. In the What field, enter the job title and/or keyword in which you are interested.
2. In the Where field, enter city or zip code.
3. In the within field, select a mile radius from the drop-down list.
4. Select . This refreshes the job search results tailored to the job title and/or keyword and the job location you entered.

### Refining Your Job Results

After you have conducted a job search, you may refine your job search results by:

- Salary
- Grade
- Occupations
- Agencies
- Job opening to all U.S. citizens or everyone

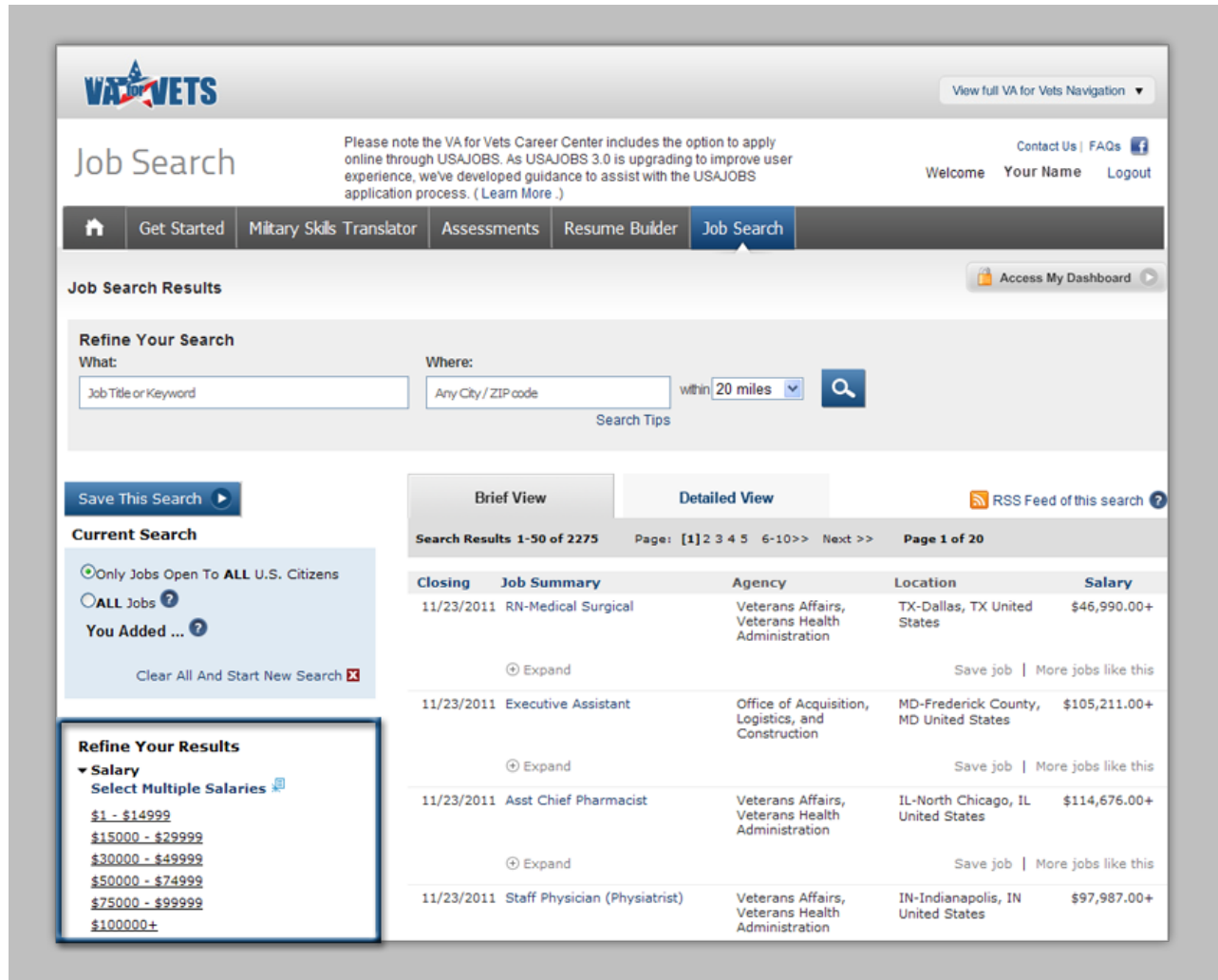


The screenshot shows the VA for Vets Job Search interface. At the top, there's a navigation bar with 'Job Search' highlighted. Below it, the 'Job Search Results' section is visible. The 'Refine Your Search' section has two input fields: 'What:' (containing 'Job Title or Keyword') and 'Where:' (containing 'Any City / ZIP code' and a dropdown for 'within 20 miles'). A magnifying glass icon is to the right. Below this, there's a 'Current Search' sidebar with two radio buttons: 'Only Jobs Open To ALL U.S. Citizens' (selected) and 'ALL Jobs'. A yellow callout box with an arrow points to the selected radio button, containing the text: 'To refine your search by jobs open to all U.S. Citizens or everyone, select the corresponding radio button.' Below the sidebar, there's a table of job results with columns for 'Location' and 'Salary'. The table shows three job listings: one in TX-Dallas, one in MD-Frederick County, and one in IL-North Chicago.

Location	Salary
TX-Dallas, TX United States	\$46,990.00+
MD-Frederick County, MD United States	\$105,211.00+
IL-North Chicago, IL United States	\$114,676.00+

To refine your job results by salary, grade, occupation or agency, expand the item and then make a selection(s). The following are step-by-step instructions on how to expand the item and make the selection(s).

1. Select the ▶ next to Salary. This expands the salary.



The screenshot shows the VA for Vets Job Search interface. The 'Refine Your Results' section is expanded to show salary ranges. The 'Current Search' section shows options for 'Only Jobs Open To ALL U.S. Citizens' and 'ALL Jobs'. The 'You Added ...' section is empty. The 'Refine Your Results' section is highlighted with a red box.

**Refine Your Results**

- ▼ Salary
- Select Multiple Salaries
- \$1 - \$14999
- \$15000 - \$29999
- \$30000 - \$49999
- \$50000 - \$74999
- \$75000 - \$99999
- \$100000+

**Current Search**

- Only Jobs Open To ALL U.S. Citizens
- ALL Jobs
- You Added ...
- Clear All And Start New Search

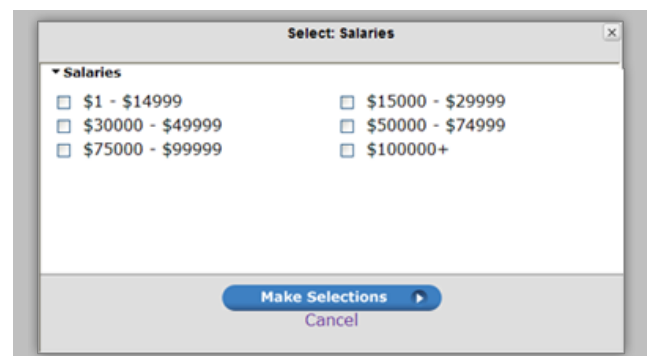
**Job Search Results**

Search Results 1-50 of 2275 Page: [1] 2 3 4 5 6-10 >> Next >> Page 1 of 20

Closing	Job Summary	Agency	Location	Salary
11/23/2011	RN-Medical Surgical	Veterans Affairs, Veterans Health Administration	TX-Dallas, TX United States	\$46,990.00+
⊕ Expand				
11/23/2011	Executive Assistant	Office of Acquisition, Logistics, and Construction	MD-Frederick County, MD United States	\$105,211.00+
⊕ Expand				
11/23/2011	Asst Chief Pharmacist	Veterans Affairs, Veterans Health Administration	IL-North Chicago, IL United States	\$114,676.00+
⊕ Expand				
11/23/2011	Staff Physician (Physiatrist)	Veterans Affairs, Veterans Health Administration	IN-Indianapolis, IN United States	\$97,987.00+

2. Select one of the salary ranges.

! If you would like to select more than one salary range, select **Select Multiple Salaries**. This opens the Select Salaries pop-up box. From the pop-up box, select the salary ranges and then select **Make Selections**. This closes the pop-up box and displays the ranges in the Current Search box.



The screenshot shows the 'Select Salaries' pop-up box. It contains a list of salary ranges with checkboxes next to them. The 'Make Selections' button is highlighted.

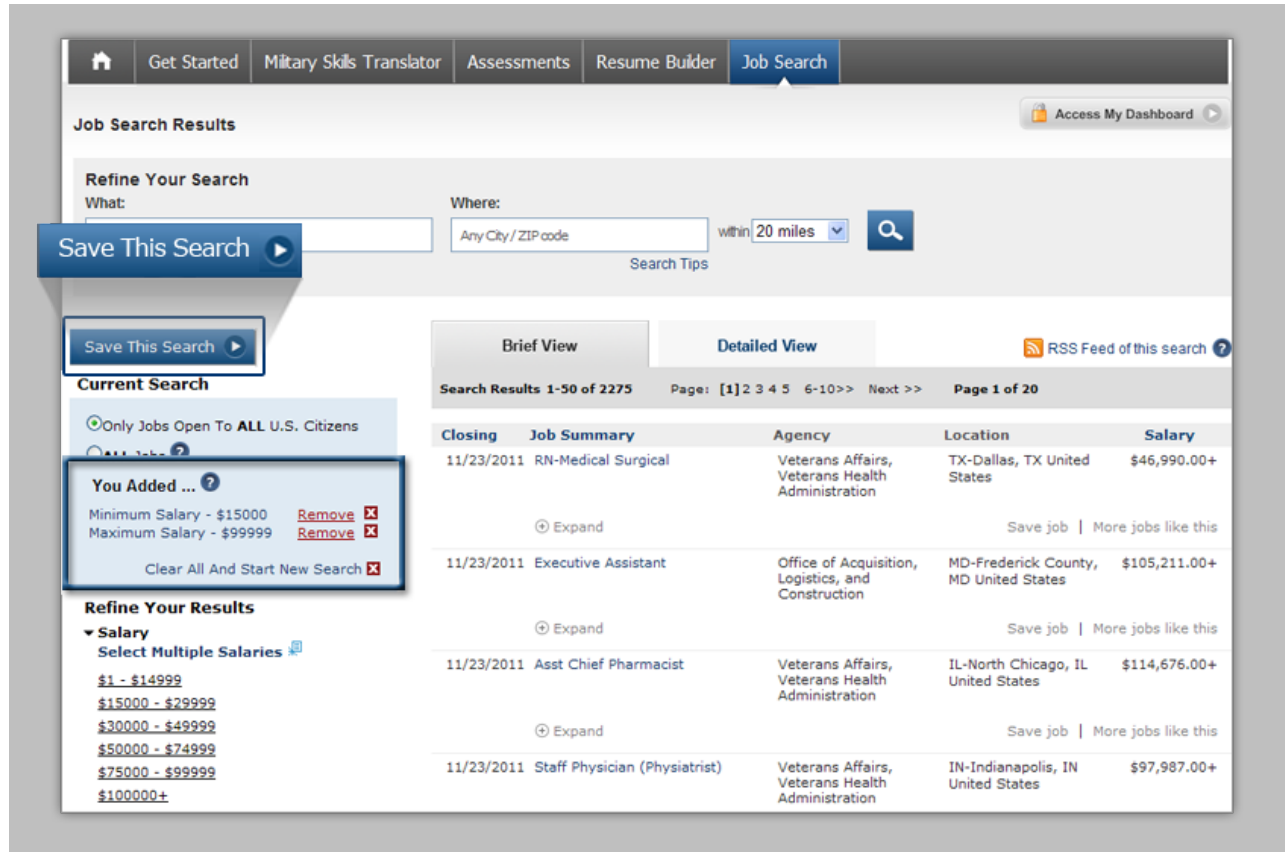
**Select Salaries**

- ▼ Salaries
- \$1 - \$14999
- \$15000 - \$29999
- \$30000 - \$49999
- \$50000 - \$74999
- \$75000 - \$99999
- \$100000+



**Make Selections** ▶

Cancel

- After you have refined your results, select **Save This Search**. This saves the refinements you selected.



### Updating Your Search Results Criteria

You may update your criteria by selecting **Remove**  or start over by selecting **Clear All And Start New Search** .

### Saving Your Search Results Criteria

- Select **Save This Search**. This saves the search results criteria. The next time you access Job Search, you will see the search results criteria you saved.



## Job Detail Page

When you select a job title from the Job Search Results, that job is displayed on the Job Detail page. The Job Detail page provides the entire job announcement and allows you to apply for the job through USAJOBS. See Appendix A for more information about applying online through USAJOBS. In addition, you may print, save or share the information on the Job Detail page.

You can scroll down to view all the details associated with the job or go directly to a specific topic by selecting a tab or selecting a topic from the drop-down list.


The screenshot shows the VA for Vets Job Detail page for a Registered Nurse position. The page features a navigation menu at the top with options like 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. Below the navigation is a tabbed interface with tabs for 'Overview', 'Duties', 'Qualifications & Evaluations', 'Benefits & Other Info', and 'How to Apply'. A dropdown menu is open, showing a list of sections to navigate to: 'Overview', 'Duties', 'Qualifications and Evaluations', 'Benefits and Other Info', and 'How to Apply'. The main content area includes the job title 'Registered Nurse', the Veterans Health Administration logo, and a table of job details such as Department, Agency, Job Announcement Number, Open Period, Series & Grade, Position Information, Duty Locations, and Who May Be Considered. There is also a 'Job Summary' section and a 'Questions about this job' section with contact information for Thomas D. Masters.

### Sharing a Job Announcement

1. From the Job Detail page, select **Share Job**. Two pop-up boxes open. One pop-up box has various ways to share the job with others. The other pop-up box displays a message alerting you that you are leaving the VA for Vets website.

**!** Closing the pop-up box with the message alerting you that you are leaving the VA for Vets website will close the other pop-up box and take you to the Job Detail page.



2. Select the communication preference you would like to use.
3. Follow the prompts.
4. When you have completed sharing the job, close the pop-up box by selecting .

### Printing a Job Announcement

1. From the Job Detail page, select **Print Preview**. A new web browser window opens with the job announcement displayed.
2. Print the job announcement using the print feature on your web browser.

## Saving a Job Announcement

1. Select **Save Job**. This saves the job announcement and takes you to the My Saved Jobs page.



The job title will appear in the My Saved Jobs section of the My Dashboard page.

## Returning to the Job Search Results Page

1. Select **Job Search**. This returns you to the Job Search Results page.

## My Saved Jobs Page

The My Saved Jobs page lists the job announcements you saved. From this page, you may view, delete or share the job announcement.

**VA for VETS** View full VA for Vets Navigation

Job Search Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ( [Learn More](#) ) Contact Us | FAQs | Facebook | Welcome | [Home](#) | [My Dashboard](#) | [Logout](#)

Get Started Military Skills Translator Assessments Resume Builder **Job Search**

Access My Dashboard

### My Saved Jobs

Your saved jobs are shown below. To view a saved job, click the job title.

You have saved 2 of 25 possible jobs.

Date Saved	Job Title	Agency	Closing Date	Action
11/30/2011	Physician Assistant (ENT)	Veterans Affairs, Veterans Health Administration US-New Mexico/Albuquerque	11/30/2011	Delete Share job with a friend
11/23/2011	Registered Nurse	Veterans Affairs, Veterans Health Administration US-Virginia/Norfolk/Hampton Roads	Job Expired 11/23/2011	Delete

[Return to Job Search Results](#)

[Begin your job search](#)

## Returning to the Job Search Results Page

1. Select **Return to Job Search Results** or **Begin your job search**. This takes you to the Job Search Results page.

## Viewing a Job Announcement

1. Select the job title of the job announcement you would like to view. This takes you to the Job Detail page for that job announcement.

### Deleting a Job Announcement

1. Select **Delete** in the row of the job announcement you would like to remove. This refreshes the My Saved Jobs page with the job announcement removed.

### Sharing a Saved Job Announcement

1. Select **Share job with a friend**. This takes you to the Job Detail page.
2. Follow the instructions for Sharing a Job Announcement.

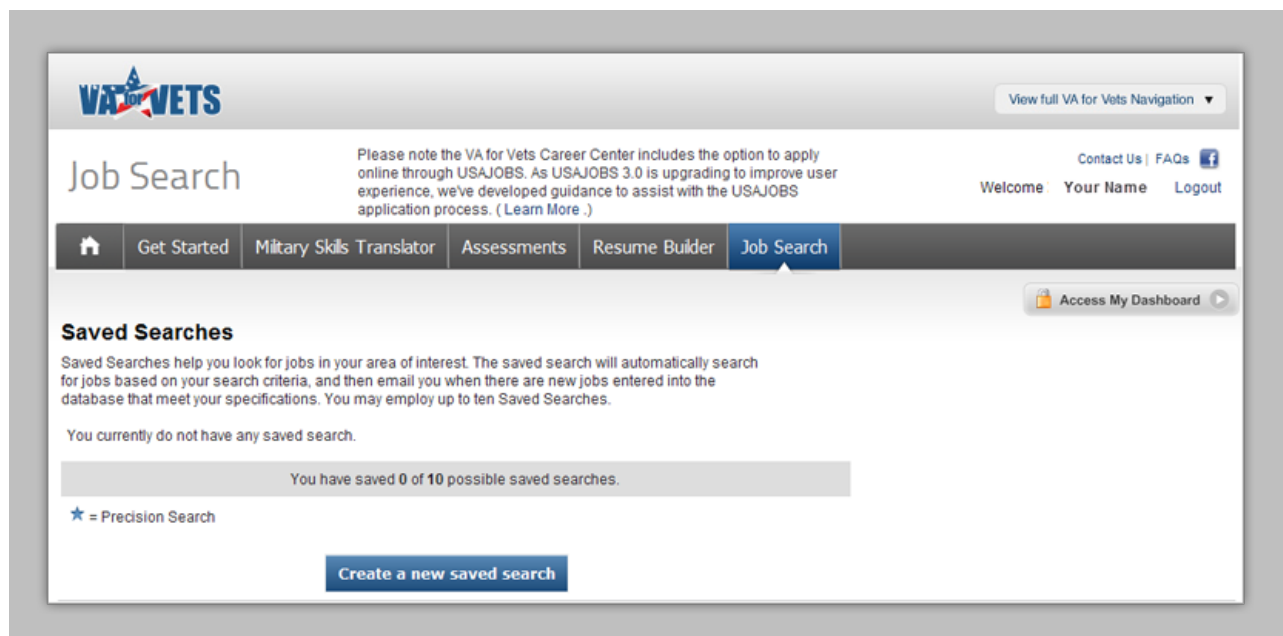
## My Saved Searches

My Saved Searches on the My Dashboard page lists the searches you have saved. The saved search feature automatically searches for jobs based on your search criteria, and then emails you when new jobs are entered into the database that meet your search criteria. You may have up to ten saved searches.

### Saving a Standard Search

The standard search allows you to refine the job announcements, which means you will receive fewer job announcements, but the job announcement will more closely match your preferences.

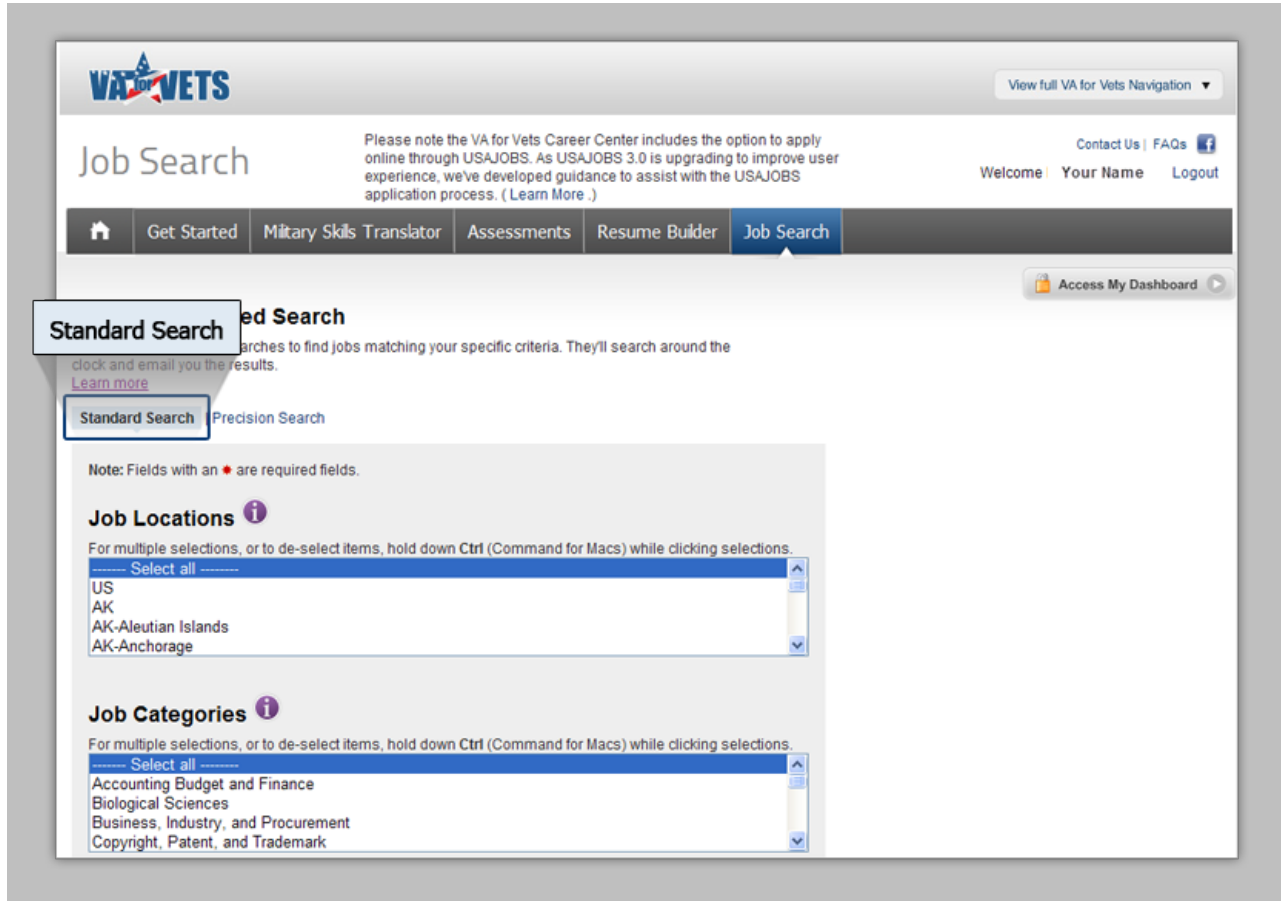
1. From My Dashboard, select **Click here to access the Saved Search tool** or **View All Saved Searches**. This takes you to the Saved Searches page.



The screenshot displays the VA for Vets Job Search interface. At the top left is the VA for Vets logo. A navigation bar includes links for 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. A secondary navigation bar contains 'Access My Dashboard'. The main content area is titled 'Job Search' and includes a notice about USAJOBS 3.0. Below this, the 'Saved Searches' section is active, showing a message: 'You currently do not have any saved search.' and a progress bar indicating 'You have saved 0 of 10 possible saved searches.' A legend shows '★ = Precision Search' and a button labeled 'Create a new saved search' is visible at the bottom.

2. Select **Create a new saved search**. This takes you to the Create New Saved Search page.



 Make sure Standard Search is highlighted. If it is not, select **Standard Search**.




The screenshot shows the VA for Vets Job Search interface. At the top, there is a navigation bar with options like 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. Below this, there are two search options: 'Standard Search' and 'Precision Search'. A callout box highlights 'Standard Search' with the text 'Standard Search' and 'Standard Search'. Below the search options, there are sections for 'Job Locations' and 'Job Categories', each with a list of options and a 'Select all' button. A note at the top of the form states: 'Note: Fields with an \* are required fields.'

3. Complete each field.

**Note:** Fields marked with an asterisk (\*) must be completed.

 You may select  for information about the fields you need to complete. The information will appear in a new window.

4. Select **Save Agent**. This takes you to the Saved Searches page with the search name listed on the page.

 Selecting **Cancel** clears the information you have entered and takes you to the Saved Searches page.

The screenshot shows the VA for Vets Job Search interface. At the top, there is a navigation bar with the VA for Vets logo and a dropdown menu for "View full VA for Vets Navigation". Below the logo, the text "Job Search" is displayed. A notice states: "Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ( Learn More .)". On the right, there are links for "Contact Us | FAQs" and "f", and a user profile section with "Welcome Your Name Logout". A navigation menu includes "Home", "Get Started", "Military Skills Translator", "Assessments", "Resume Builder", and "Job Search". A "Access My Dashboard" button is also visible.

### Saved Searches

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you when there are new jobs entered into the database that meet your specifications. You may employ up to ten Saved Searches.

You have saved 1 of 10 possible saved searches.

★ = Precision Search

Search Name	Date Saved	Action
Physician Assistant ★	11/30/2011	View   Edit   Delete

[Create a new saved search](#)

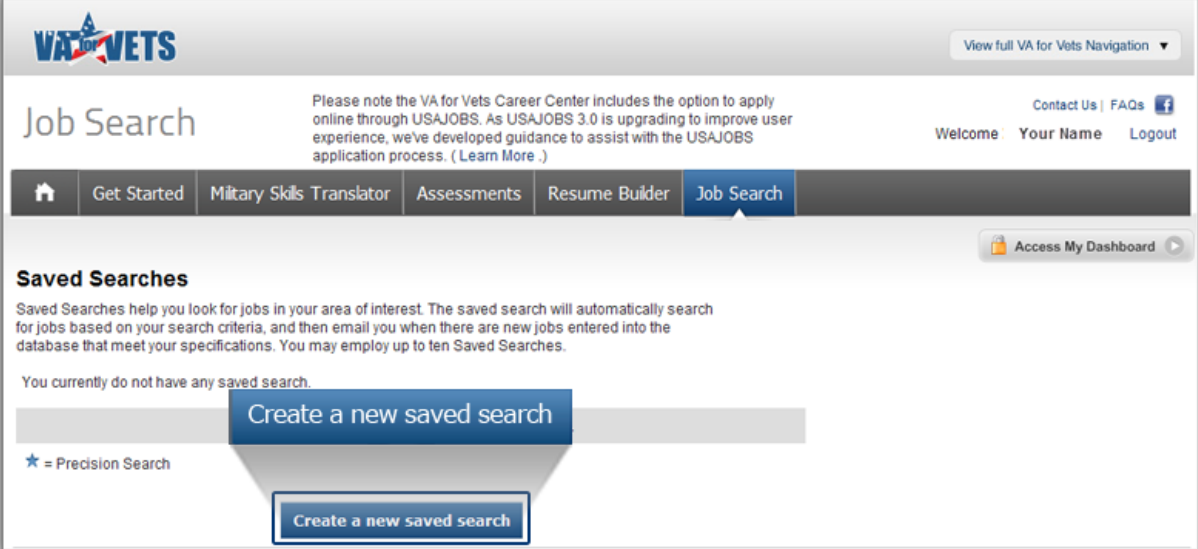
#### Tips

**Edit:** Make changes to your agent any time.  
**Delete:** Permanently removes your saved search.

## Saving a Precision Search

The precision search allows you to receive more job announcements because you define fewer criteria.


1. From My Dashboard, select **Click here to access the Saved Search tool** or **View All Saved Searches**. This takes you to the Saved Searches page.



**VA for VETS** View full VA for Vets Navigation


## Job Search

Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ([Learn More](#))

Contact Us | FAQs | 

Welcome: **Your Name** Logout

Home | Get Started | Military Skills Translator | Assessments | Resume Builder | **Job Search**



### Saved Searches

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you when there are new jobs entered into the database that meet your specifications. You may employ up to ten Saved Searches.

You currently do not have any saved search.

**Create a new saved search**

★ = Precision Search

**Create a new saved search**

2. Select **Create a new saved search**. This takes you to the Create New Saved Search page.

 Make sure Precision Search is highlighted. If it is not, select **Precision Search**.



**Job Search**

Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ([Learn More](#).)

View full VA for Vets Navigation

Contact Us | FAQs | Facebook

Welcome | Your Name | Logout

Get Started | Military Skills Translator | Assessments | Resume Builder | **Job Search**

Access My Dashboard

**Create New Search**

Create up to 10 searches matching your specific criteria. They'll search around the clock and email you the results. [Learn more](#)

Standard Search | **Precision Search**

**Note:** Fields with an \* are required fields.

**How often do you want to receive search results?**

Daily  Weekly  BI-Weekly  Monthly  None

**Title Search**

Use keywords that are in the title of job of interest.

**Search Keywords**

Use keywords to describe your specific skills or areas of interest.

**Search Locations**

City, State, Zip, etc.  **Select Radius**

**Saved Search Title\***



**Posting Date**

All jobs


**Save Agent**

- Complete each field.

**Note:** Fields marked with an asterisk (\*) must be completed.

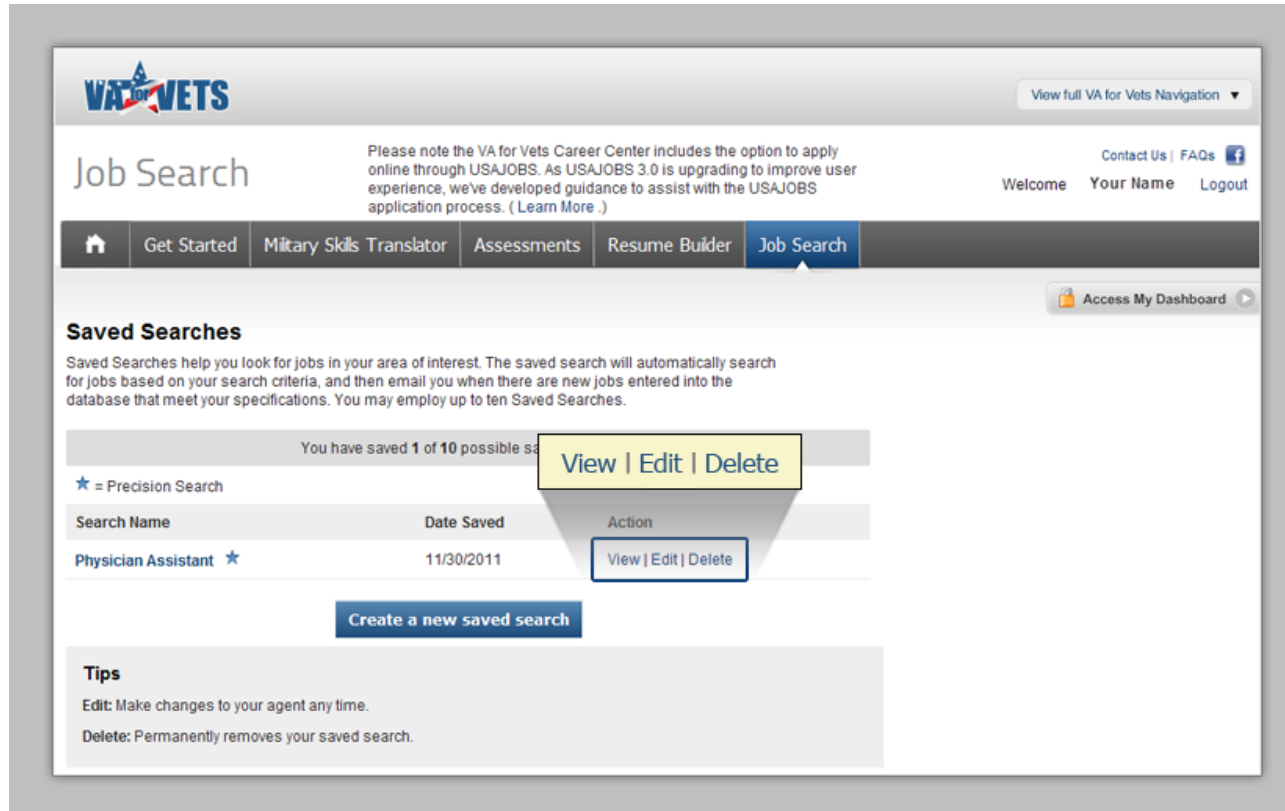
-  You may select  for information about the fields you need to complete. The information will appear in a new window.

- Select **Save Agent**. This takes you to the Saved Searches page with the search name listed on the page. When you access My Dashboard, the saved search will be listed in the My Saved Searches area.

-  Selecting **Cancel** clears the information you have entered and takes you to the Saved Searches page.

## Saved Searches Page

The Saved Searches page lists the searches you have saved. You may view, edit or delete your saved searches.



Select ...	To ...
View	Display job search results based on the saved searches
Edit	Update that saved search; this takes you to the Edit Saved Search page
Delete	Remove that saved search; you will no longer receive emails associated with that saved search

## Editing a Saved Search


1. From the Saved Searches page, select **Edit** for the saved search you want to update. This takes you to the Edit Saved Search page.

The screenshot shows the 'Edit Saved Search' page on the VA for Vets website. The page includes a navigation bar with 'Job Search' selected, and a sidebar with 'Access My Dashboard'. The main content area contains the following sections:

- Edit Saved Search**: A red asterisk indicates required information.
- Learn more**: A link to learn more about the search process.
- Note**: Fields with an asterisk are required fields.
- How often do you want to receive search results?**: Radio buttons for Daily, Weekly (selected), Bi-Weekly, Monthly, and None.
- Title Search**: A text input field containing 'Physician Assistant'.
- Search Keywords**: A text input field containing 'Physician Assistant'.
- Search Locations**: A text input field for 'City, State, Zip, etc.' containing 'Virginia' and a dropdown menu for 'Radius: 50 miles'.
- Saved Search Title\***: A text input field containing 'Physician Assistant'.

2. Complete each field.

**Note:** Fields marked with an asterisk ( **\*** ) must be completed.

- ! You may select  for information about the fields you need to complete. The information will appear in a new window.

3. Select **Save Agent**. This takes you to Saved Searches page with the search name listed on the page. When you access My Dashboard, the saved search will be listed in the My Saved Searches area.

- ! Selecting **Cancel** clears the information you have entered and takes you to the Saved Searches page.

## Tips for Job Seekers with Military Experience

### Define Federal Job Opportunities

You can't effectively market yourselves for a Federal job if you don't have a clearly defined goal. Because you may have a diverse background, you may make the mistake of creating a resume that is too general to be effective. Before writing a resume, you should do some soul-searching and research occupations in order to pinpoint a specific career path. If you are having trouble with this step, contact a career coach at 1-855-VA4Vets (1-855-824-8387).

### Create a Resume that Speaks to Employers' Needs

Consider a resume's purpose: To answer the employer's question, "What can this person do for me?" A great way to start thinking about employers' needs is to research target jobs. What types of skills and experiences are employers seeking? What aspects of your background are most relevant? Any information that does not relate to your goal should be eliminated or deemphasized, and this includes any unrelated military awards, training and distinctions. For example, that medal you won for rifle marksmanship doesn't belong on a civilian resume. This is often the hardest step for former military personnel, which is why it's so common to see military resumes span five pages or longer. You need to make the decision about which information to include. Ask yourself: "Will a potential employer care about this experience?" Only include information that will help you get an interview.

### Assume the Hiring Manager Knows Nothing about the Military

Demilitarize job titles, duties, accomplishments, training and awards to appeal to civilian hiring managers. Employers with no exposure to the military do not understand military terminology and acronyms, so translate these into "civilian terms." Use job postings as a tool to substitute civilian keywords for military terms. Consider showing your resume to several nonmilitary friends and ask them to point out terms they don't understand.

### Showcase Track Record of Accomplishments

Military careers offer excellent opportunities for training, practical experience and advancement. You should tout your accomplishments so the average civilian understands the importance of achievements and the measurable outcomes. The following is an example of a demilitarized accomplishment statement:

"I increased employee retention rate by 16 percent through training, team building and recognition programs. My IT organization earned a reputation for being one of the most progressive and innovative in the Army's communications and IT community."

The following is an example of incorporating a military award so employers understand its value:

“I received an Army Achievement Medal for completing 400+ medical evaluations and developing a patient database using Microsoft Access. The database improved reporting functions and tracked patient demographics, records, medications, appointments and status.”

### **Show Off Military Background**

You may have heard that you need to develop a functional resume format to mask or downplay your military experience, but the opposite is true. A Veteran’s military experience is an asset and should be marketed as such. Many employers realize the value of bringing Veterans on board. Attributes honed in the military include dedication, leadership, teamwork, positive work ethic and cross-functional skills. You should make sure your resume clearly communicates the value that you bring to the table.

### **Leave Out the Details about Combat**

Defending your country and its interests is among the most admirable pursuits, but the sad truth is actual references to the horrors of combat leave many employers squeamish. For example, if a Veteran worked in a short-range air defense engagement zone, this experience might not relate to his or her future goal. You should tone down or remove references to the battlefield. Address those experiences in terms that are understandable to civilians without the squeamish details. For example: “Successfully led and directed the training and task-accomplished efforts of a 144-member group of diverse employees in a high-stress environment.”

### **Test Drive the Resume**

For some Veterans, developing a resume that works in the civilian world is an ongoing process. After you have polished your resume, you should start a distribution and keep track of your resume's response rate. You should solicit feedback and listen carefully to suggestions for improving your resume. You should continue to tailor your resume to specific position descriptions until it successfully generates job interviews.

If you need assistance using the *VA for Vets* career center or submitting a resume for a job, contact a career coach at 1-855-VA4Vets (1-855-824-8387).

## Appendix A: Apply for Jobs through USAJOBS

VA fills jobs two ways:

- Competitively—Jobs that are filled competitively are advertised through the USAJOBS website.
- Non-competitively—Jobs that are not advertised; VA searches the *VA for Vets* Career Center resume database to identify qualified Veterans eligible for appointment without competition.

You may apply for a job you find on the *VA for Vets* Career Center through the USAJOBS website.

**Note:** On October 11th, USAJOBS launched a new release (version 3.0). Since this release, some people have experienced technical issues when applying for a job through USAJOBS from the *VA for Vets* Job Detail page.

The screenshot shows the VA for Vets Job Search interface. At the top, there is a navigation bar with the VA for Vets logo and a 'View full VA for Vets Navigation' dropdown. Below this is a 'Job Search' header with a message about the USAJOBS 3.0 update. A navigation menu includes 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. The main content area is titled 'Job Search > Job Detail' and features a 'Registered Nurse' position at the 'Veterans Health Administration'. A large blue button labeled 'Apply on USAJOBS' is prominently displayed. Below the button are options for 'Print Preview', 'Save Job', and 'Share Job'. The job details section includes information such as the department (PAT\_Dept of Veteran Affairs), agency (Veterans Affairs, Veterans Health Administration), and job announcement number (JM-009-12-556263-JB). The open period is from Tuesday, November 08, 2011 to Wednesday, November 23, 2011. The position is a Full Time Excepted Service Permanent role with 02 vacancies in Hampton, VA. The job summary includes the Vacancy Identification Number (VIN): 556263.

1. Select **Apply on USAJOBS**. This opens a new window to log in to USAJOBS.

**Note:** *VA for Vets* window will remain open.



If you do not have a USAJOBS account, please refer to the USAJOBS Quick Start Guide (<https://vaforvets.va.gov/veterans/resources/Documents/USAJOBS%20Quick%20Start%20Guide.pdf>) to learn how to create a USAJOBS account.

2. Upon signing in, you should be prompted to select your resume and related documents to apply to the position.



If you are not directed to the position selected from *VA for Vets*, you can search for the position by returning to your *VA for Vets* window, copy the announcement number and paste it into the What field on your My Account page in USAJOBS.

3. Select **Apply Now**. This submits your resume to the federal agency to which you are applying for a job.