## RESOURCES WHENAN WHENAN OFFICE THE NAP OFFICE OF

## SET YOUR USAJOBS STATUS NOTIFICATIONS

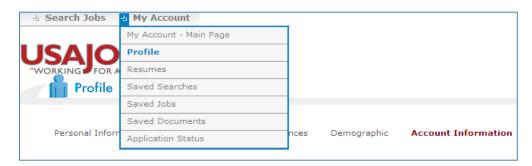
USAJOBS can be set up to notify you of the following:

- When the jobs you have applied for have closed
- If your saved jobs are closing in three days
- If you have updates to your account

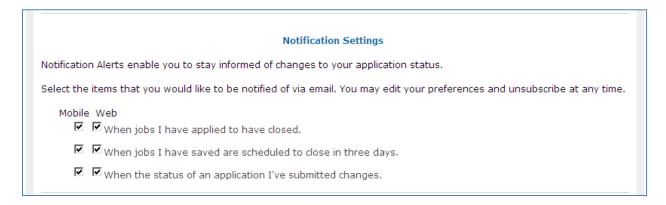
## What do you need to do to receive USAJOBS notifications?

If you are interested in making one of your USAJOBS resumes as searchable for Federal HR professionals for possible consideration, take the following steps:

1. Log into your USAJOBS account at <a href="www.USAJOBS.gov">www.USAJOBS.gov</a> and go to <a href="My Account-Profile-Account Information">My Account-Profile-Account</a> Information:



2. Scroll down to the **Notification Settings** area and check the desired settings:



In general, Federal agencies are required to provide the following job application status information:

- Job application receipt acknowledgement
- Whether or not you met the minimum job requirements
- If you met the minimum requirements, whether or not you were referred to selecting official for consideration
- If referred for consideration, whether or not you were selected