**UNITED STATES
DEPARTMENT OF LABOR**

Job Application Guide

The Department of Labor (DOL) Online Opportunities Recruitment System (DOORS) is an automated e-Recruit system that allows you to access vacancy announcements and apply for jobs. DOORS is fully integrated with USAJOBS, the official job website of the U.S. Government.

Search for DOL JOBS

Find DOL jobs by visiting one of these two websites:

DOL Website: http://www.doors.dol.gov/

Government wide Website: https://www.usajobs.gov/

- Click "Explore Opportunities"
- For the "Who May Apply" section, be sure to click "Federal Employees" to display both jobs open to the general public AND jobs that are only open to applicants with noted eligibilities (ex. a 'Veteran' or a 'current or former federal civilian employee')

Create a USAJOBS Account

Creating a USAJOBS account allows you to save jobs and searches, upload resumes and documents, make your resume searchable and apply for Federal Government jobs. You must complete a profile to apply.

For additional details: https://www.usajobs.gov/Help/how-to/application/

## Select and Review DOL Job Announcement

Once you find a job of interest, review the announcement to determine if you are eligible and meet the qualifications. Read the entire job announcement before beginning your application. If you have specific questions about the job, call or email the contact listed at the bottom of the announcement.

Prepare your USAJOBS Portion of Application

Read the "How to Apply" section of the job announcement before starting your application. You will go through a five-step process to prepare your USAJOBS portion of the application, including attaching a resume and required documents. During the USAJOBS process, you can add new resumes or documents and review them for accuracy. We will automatically save your progress.

Steps will include:

1. Select Resume
2. Select Documents
3. Review Package
4. Include Personal Info
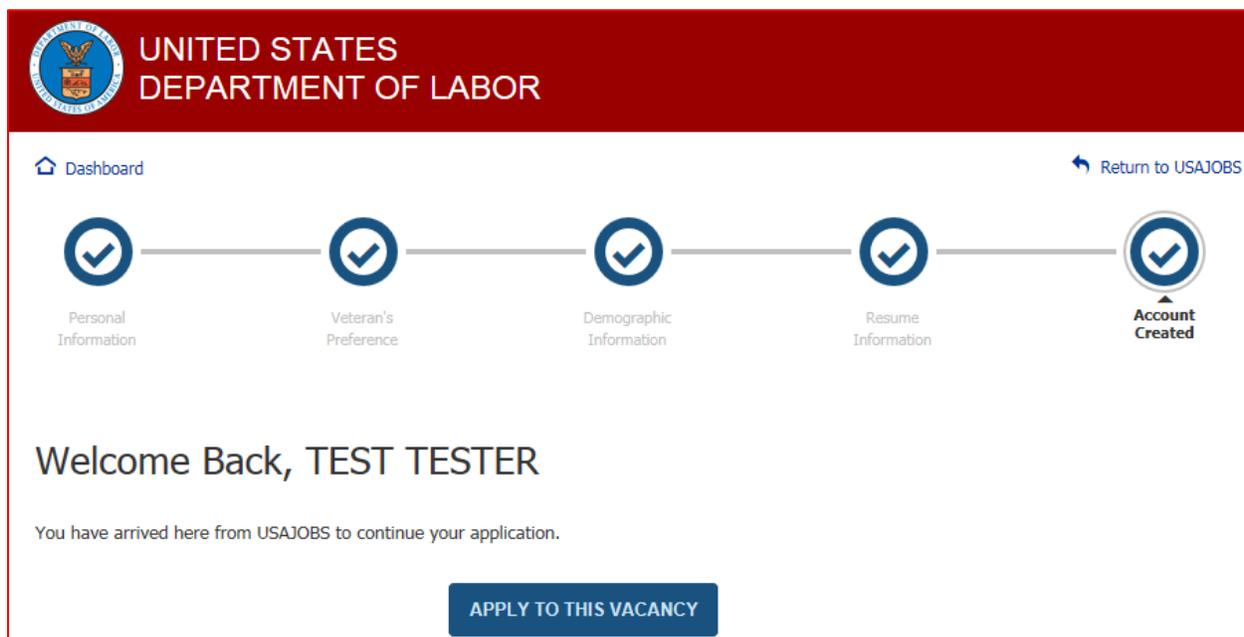5. Continue Application with Agency
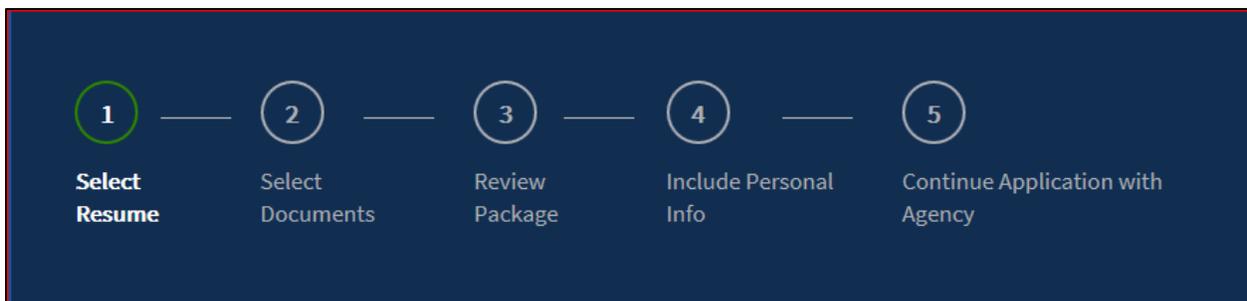
Prepare your DOL Portion of Application and Submit

Once your USAJOBS portion of the application is ready, you will be transferred from USAJOBS to the DOL DOORS application system. **First, create a DOL Account Profile**, which include:

- Personal Information
- Veteran's Preference
- Demographic Information
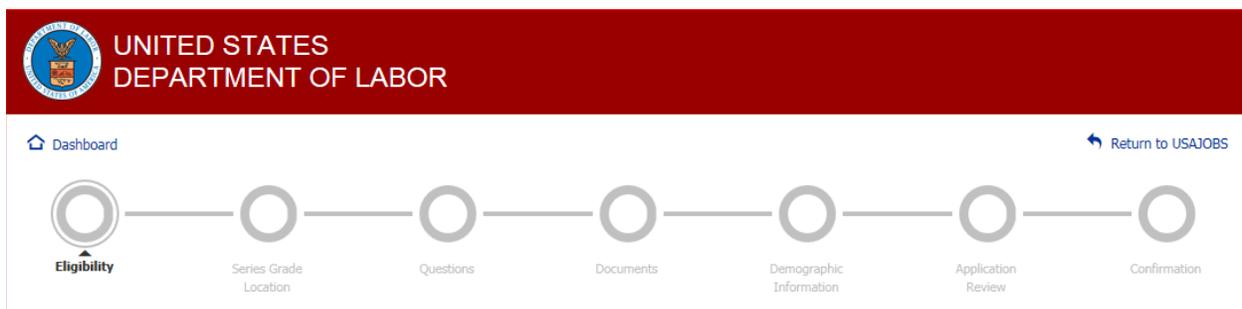- Resume Information
- Account Created

If you have already completed the DOL Account Profile, you will be taken to the screen below. Click "Apply to this Vacancy".

Second, complete the DOL Application steps, which include:

- Eligibility
- Series Grade Location
- Questions
- Documents
- Demographic Information
- Application Review
- Confirmation

Check your Job Application Status on USAJOBS

After you submit your application, return to your USAJOBS account to confirm your application shows as "Received." If your Application Status shows "Application Status Not Available", your application may be incomplete. There is also a "more information" link.

Help

General Information on DOL Job Applications: www.jobs.dol.gov

USAJOBS: https://www.usajobs.gov/Help/

Vacancy Questions: Contact the agency's "Point of Contact" identified on the announcement