

# Library of Congress:

# Job Application Process

**monster**<sup>®</sup>  
Government Solutions

# Agenda

- Our goal is to provide you with an overview of the Library's new Applicant Hiring System – provided by Monster Government Solutions.
- You will learn:
  1. How to view open vacancies from the Library's internet site
  2. How to create an account on USAJOBS
  3. How to view open vacancies from from USAJOBS
  4. How to apply for an open vacancy

# 1. How to view open vacancies from the Library's internet page

# Viewing an open position at the Library

Click on  
Jobs/Fellowships

The screenshot shows the Library of Congress website with the following elements:

- Browser Tabs:** Library of Congress Home, USAJOBS - Resume Builder, OpenSSO (Login)
- Address Bar:** http://www.loc.gov/index.html
- Navigation:** ASK A LIBRARIAN, DIGITAL COLLECTIONS, LIBRARY CATALOGS, GO Options
- Resources for...:**
  - [Kids, Families](#)
  - [Librarians](#)
  - [Publishers](#)
  - [Researchers](#)
  - [Teachers](#)
  - [Visitors](#)
- General Information:**
  - [About the Library](#)
  - [Concerts & Events](#)
  - [Jobs/Fellowships](#) (highlighted by a yellow arrow)
  - [Support the Library](#)
  - [Shop the Library](#)
  - [Inspector General](#)
- More Library Resources:**
  - [American Folklife Center](#)
  - [Braille, Audio Materials](#)
  - [Copyright Office](#)
  - [Copyright Royalty Board](#)
  - [Kluge Center](#)
  - [Law Library of Congress](#)
  - [Poetry](#)
  - [Research Centers](#)
- Library Highlights:**
  - National Book Festival 2010**: Dozens of authors, storytellers in D.C. Sept 25
  - Wise Guide to loc.gov**: Barbecue, veterans, poetry and more
  - Webcasts from the Library**: Interview with Gershwin Prize winner Paul McCartney
  - Places in the News**: Headline locations from the Library's map collections
  - Today in History** | September 1: Travel back in time through American Memory
- News from the Library:**
  - Spotlight on Home Movies**: September films at the Packard Campus
  - Poet Laureate Gathering**: Collins, Dove, Ryan and more Oct. 6
  - 21st Century America in Photos**: Photographer Carol Highsmith to document a nation
  - Library Announces Concert Season**: Focus on American songbook
  - Carl Jung's "Red Book" Exhibition**: Creative manuscript on display
  - [More news and upcoming events](#)
- The Library at Work:**
  - Celebrate the Joy of Reading**: Read.gov: books online, author talks, "The Exquisite Corpse" and more
  - Chronicling America**: Enhancing access to America's historic newspapers
  - Help Your National Library**: Lend a hand as the Library preserves
- Popular Topics & Collections:**
  - [Young Readers Center](#)

# Viewing an open position at the Library

The screenshot shows a web browser window with the URL <http://www.loc.gov/hr/employment/index.php>. The page title is "The LIBRARY of CONGRESS WORKING AT THE LIBRARY". A search bar is located at the top right. The main content area is titled "Library of Congress Opportunities" and contains several sections:

- Working at the Library Home**
  - [View Current Jobs](#)
  - [Application Information](#)
  - [Our Organization](#)
  - [Federal Benefits](#)
  - [Frequently Asked Questions](#)
  - [Senior Level Frequently Asked Questions](#)
- [Merit Selection Plan \(GS-15 and below\) \[PDF 135k\]](#)
- [Senior Level Merit Selection Plan \[PDF 123K\]](#)
- [View Special Employment Programs](#)
- [View Internships, Fellowships, and Volunteer Programs](#)
- [Contact Human Resources](#)
- [Subscribe to Job Announcements](#)
- [Directions to the Library \(opens in new window\)](#)

**Announcements**  
September 01, 2010

**View Current Jobs**  
The Library of Congress offers many employment, internships or fellowships opportunities and working for the Library of Congress. View a list and brief description of all jobs, including other federal employees, and to Library employees.

**Application Information**  
Read frequently asked questions about working for the Library of Congress and the federal government, our policy on citizenship requirements, and instructions for creating a federal-style resume.

**Our Organization**  
Learn about the seven organizational units that make up the Library of Congress.

**Federal Benefits**  
Learn about the benefits, like Federal Employee Health Benefits, retirement programs, and transportation subsidies that are available to Library of Congress employees.

**Special Employment Programs**  
Learn about special internship and fellowship programs that could lead to full-time employment with the Library of Congress.

**Internship, Fellowship, and Volunteer Programs**  
View a list of all compensated and volunteer programs that meet your personal requirements.

**Click on View Current Jobs**

# Viewing an open position at the Library

The screenshot shows a web browser window with the URL <http://www.loc.gov/hr/employment/index.php?action=cMain.showJobs>. The page displays a job listing for the Library of Congress. On the left, there is a navigation menu with links such as 'Working at the Library Home', 'View Current Jobs', 'Application Information', 'Our Organization', 'Federal Benefits', 'Frequently Asked Questions', and 'Senior Level Frequently Asked Questions'. Below this is an 'Announcements' section dated September 01, 2010, with links for 'Mail Delays' and 'Open World Leadership Center Vacancies'.

The main content area features a search filter for 'Library Organizational Unit' set to 'Any', with a 'SHOW JOBS' button. Below this, it indicates '1 current job opening - Library Employees only'. The job listing is for 'Chief, Prints & Photographs Division (Administrative Librarian) (vacancy #: 100177)'. The salary range is \$119,554.00 - \$165,300.00, and the opening date is August 18, 2010, with a closing date of September 1, 2010. The description states: 'The Chief of the Prints and Photographs Division receives general policy guidance from the Director, Collections and Services (CS). As the principal officer for pictorial material in the Library (including photographs, prints, drawings, etc.), the Chief has primary managerial and professional responsibility for the growth and direction of research programs, for collection development, for public and scholarly service to include electronic service, for custodial and conservation activities, for interpretive and other special programs and events (including publications, exhibitions, joint ventures, etc.), of the Prints and Photographs Division, which is also home to the Library's Architecture, Design and Engineering Center.'

Below the job description are sections for 'Application Information', 'Temporary Positions' (listing 'Interpreter (Sign Language)' with salary \$62,467 - \$81,204), and 'Application Instructions'. A dropdown menu for 'Library Organizational Unit' is open, showing options: 'Any', 'Library Services', 'Office of Strategic Initiatives' (selected), 'Office of the Librarian', 'Enabling Infrastructure', 'Copyright', 'Law Library', 'Congressional Research Service', and 'Office of Inspector General'. A yellow callout box with an arrow pointing to the dropdown contains the text: 'Examine and Select desired position to apply'.

## 2. How to create an account on USAJOBS – if not previously created

# Create an account on USAJOBS

The image shows a screenshot of the USAJOBS website homepage. The browser address bar displays "http://www.usajobs.com/". The main navigation menu includes "Search Jobs", "My Account", and "Info Center". A red button in the top right corner reads "SIGN IN OR CREATE AN ACCOUNT". A yellow callout box with a yellow arrow points to this button, containing the text "Sign In or Create an Account". The central part of the page features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo is a search form with two input fields: "What: (keywords)" and "Where: (U.S. city, state or zip code)", followed by a blue "Search Jobs" button. To the right of the search form are links for "Browse Jobs", "Advanced Search", and "International Search". Below the search form are links for "First Time Visitors", "Why Work for America?", and "Special Hiring Events". A horizontal bar contains links for "Individuals with Disabilities", "Veterans", "Students", and "Senior Executives". At the bottom, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."



# Create an account on USAJOBS

**Welcome to USAJOBS!**

USAJOBS is the official job site of the US Federal Government.  
It's your one-stop source for Federal jobs and employment information.

**With your new account you'll be able to:**

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Learn how to use USAJOBS
- Learn about the federal hiring process
- Discover special hiring programs
- Search by Agency, Occupation, Location...
- See which jobs are in demand
- Apply to Federal Agencies

**Form Sections:** [Personal Information](#) | [Account Information](#) | [Current Goal](#) | [Citizenship Status](#) | [Veterans' Preference](#)

\* Required information

**Personal Information**

\* First Name

Middle Name

\* Last Name

\* Home Address

Home Address 2

\* City/Town

\* State/Territory/Province

\* Postal/Zip Code

\* Country

\* Telephone Numbers

# Create an account on USAJOBS

Jobs, Internships, Fellowship x USAJOBS - Create an Account x OpenSSO (Login) x

https://my.usajobs.gov/Account/Account.aspx

**Citizenship Status** [Top](#)

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

If you answered no to the above question, please provide your country of citizenship.

Country of citizenship:

**Veterans' Preference:** [Top](#)

\* Do you claim [Veterans' Preference](#)?  No

- 5-point preference based on active duty in the U.S. Armed Forces
- 10-point preference for non-compensable disability or a purple heart
- 10-point preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent
- 10-point preference based on wife, widow, or widower preference
- 10-point preference based on a compensable service-connected disability of 30 percent or more

**Terms and Conditions**

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

[I agree. Create my account. ▶](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)

# Create an account on USAJOBS – Account verified

The screenshot shows a web browser window with the URL <https://my.usajobs.gov/Home.aspx?context=CreateAccount>. The page title is "USAJOBS - My Account: Main". The browser's address bar shows the URL and a "Do you want Google Chrome to save your password?" notification. The page content includes the USAJOBS logo, a search bar, and a "My Account" section. The "My Account" section features a profile picture placeholder, the name "M Test", and an "Edit Profile" button. A yellow arrow points to this button. Below the profile section are links for "Resumes" and "Saved Searches". To the right, there is a "Highlights from USAJOBS" section with a text block about flexible work schedules and a "click here" link. Below the highlights are sections for "Saved Jobs", "Saved Documents", and "Application Status". At the bottom, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information".

**USAJOBS**  
"WORKING FOR AMERICA"

**My Account**  
M Test  
Current Goal:  
Last login:  
Change Photo  
Edit Profile

**Highlights from USAJOBS**  
Did you know that many Federal agencies offer their employees the benefit of flexible work schedules to balance work and family? An agency may choose an alternative work schedule (AWS) or a compressed work schedule (CWS) for its employees instead of traditional fixed work schedules (e.g., 8 hours per day, 40 hours per week). Check in the benefits section of the announcement and for more information, [click here](#).

Saved Jobs  
Saved Documents  
Application Status  
Resumes  
Saved Searches

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)  
This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

# Create an account on USAJOBS – option 1: Build resume using USAJOBS

Jobs, Internships, Fellowship: x USAJOBS - My Account: Main x OpenSSO (Login)

https://my.usajobs.gov/Home.aspx

"WORKING FOR AMERICA"

[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

**My Account**  
M Test  
Current Goal:  
Last login:

Change Photo

Edit Profile ▶

Highlights from USAJOBS

Did you know that many Federal agencies offer their employees the benefit of flexible work schedules to balance work and family? An agency may choose an alternative work schedule (AWS) or a compressed work schedule (CWS) for its employees instead of traditional fixed work schedules (e.g., 8 hours per day, 40 hours per week). Check in the benefits section of the announcement and for more information, [click here](#).

Saved Jobs ▲

Saved Documents ▲

Application Status ▲

Resumes ▼

Build New Resume ▶

Upload New Resume ▶

You currently do not have any resumes.  
You can have a maximum of **5** resumes.  
You are able to upload and store **2** uploaded resumes.

[View All Resumes](#)

Saved Searches ▲

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Click on  
Build New  
Resume to  
create  
resume  
from  
USAJOBS

# Create an account on USAJOBS – Resume Builder

**USAJOBS**  
WORKING FOR AMERICA

Search Jobs [Keyword Tips](#)  
What: (keywords) Where: (U.S. city, state or zip code)  
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

### Resume Builder

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

**I. Getting Started** 2. Experience 3. Related Information 4. Finishing Up

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

#### Confidentiality

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches.

Confidential  Non-Confidential

#### Candidate Information

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

\* **Name Your Resume**  [What is this?](#)

\* **First Name**

Middle Name

\* **Last Name**

\* **Social Security Number**  [Why is this required?](#)

Name the  
resume

Enter your  
SSN

# Create an account on USAJOBS – Resume Builder continued

The screenshot shows a web browser window with the URL <https://my.usajobs.gov/Resume/ResumeBuilderWizard1.aspx?ResumeID=0>. The page contains the following sections:

- \* Phone Numbers**: A form with three rows. The first row has a "Day Phone" dropdown set to "2025551234" and a text input field. The second and third rows have "-- SELECT --" dropdowns and empty text input fields.
- \* Are you a U.S. Citizen?**: Radio buttons for "Yes" (selected) and "No".
- \* Do you claim veterans' preference?**: Radio buttons for "Yes" and "No" (selected), with a link "Does this apply to me?".
- Selective Service**: A checkbox with the text "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."
- Highest Career Level Achieved**: A dropdown menu set to "Experienced (Non-Manager)". A note below reads: "Note: This will change the Career Level on all your resumes."
- Federal Employee Information**: Radio buttons for "Yes" and "No" (selected), with the question "Are you or were you ever a Federal civilian employee?".

At the bottom of the form are two buttons: "Save for Later" and "Save & Continue".

At the bottom of the page are links: [Site Map](#), [Contact Us](#), [Help/FAQs](#), [Employers](#), and [Privacy Act and Public Burden Information](#).

# Create an account on USAJOBS – Work Experience

The screenshot shows a web browser window with the URL <https://my.usajobs.gov/Resume/ResumeBuilderWizard2.aspx?ResumeID=222543451>. The page title is "Resume Builder". At the top, there are four steps: 1. Getting Started, 2. Experience (active), 3. Related Information, and 4. Finishing Up. A "Preview your resume" link is available, with a note: "Only information already saved will display in Print Preview." A "PLEASE NOTE" section states: "Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information." The "Work Experience" section includes a note: "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." The form fields are: \* Employer Name (text input: "My Former Organization"), \* City/Town (text input: "Washington"), \* State/Territory/Province (text input: "DC"), \* Country (dropdown menu: "US"), \* Formal Title (text input: "Really Great Worker"), \* Start Date (calendar: "September 2009"), \* End Date (calendar: "September 2010"), Salary (text input: "\$00.000", currency dropdown: "USD", frequency dropdown: "Per Year"), \* Average Hours per week (text input), "May we contact your supervisor?" (radio buttons: "Yes", "No", "Contact me first", with "No" selected), "Is this a Federal position?" (radio buttons: "Yes", "No", with "No" selected), and \* Duties, Accomplishments and Related Skills (text area: "Made several work duties more effective in my department, by creating faster and easier methods. Proficient in work flow operations |"). A link "Problems with formatting when pasting from Word?" is at the bottom.

**Resume Builder**

1. Getting Started   **2. Experience**   3. Related Information   4. Finishing Up

[Preview your resume](#)  
Only information already saved will display in Print Preview.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

**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.

\* **Employer Name**   My Former Organization

\* **City/Town**   Washington

\* **State/Territory/Province**   DC

\* **Country**   US

\* **Formal Title**   Really Great Worker

\* **Start Date**   September 2009

\* **End Date:**   September 2010

**Salary**   \$00.000   USD   Per Year

\* **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**

Made several work duties more effective in my department, by creating faster and easier methods.

Proficient in work flow operations |

[Problems with formatting when pasting from Word?](#)

# Create an account on USAJOBS - References

**Resume Builder**

1. Getting Started 2. Experience 3. **Related Information** 4. Finishing Up

**Preview your resume**  
Only information already saved will display in Print Preview.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

### References ?

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

**Name:**

**Employer:**

**Title:**

**Phone:**

**Email:**

**Reference Type:**  Professional  Personal

**Add Reference** ▶

Name	Employer	Title	Reference Type
<a href="#">My Former Boss</a>	My Last Organization	Boss	Professional

### Additional Language Skills ?

**Language:**

**Spoken:**  None  Novice  Intermediate  Advanced

**Written:**  None  Novice  Intermediate  Advanced

**Read:**  None  Novice  Intermediate  Advanced



# Create an account on USAJOBS – Work Preferences

The screenshot shows a web browser window with the URL <https://my.usajobs.gov/Resume/ResumeBuilderWizard3.aspx?ResumeID=222543451>. The page is titled "Availability" and contains the following sections:

- Availability**
  - 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.
  - What type of work will you be willing to accept?**
    - Permanent
    - Temporary
    - Term
    - Intermittent
    - Detail
    - Temporary Promotion
    - Summer
    - Seasonal
    - Federal Career Intern
    - Student Career Experience
  - What type of work schedule will you be willing to accept?**
    - Full Time
    - Part Time
    - Shift Work
    - Intermittent
    - Job Share
- Looking for a Specific Work Environment**
  - 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.
  - Please select your desired work environment**
    - Student
    - Undergraduate
    - Graduate
    - Post-graduate
    - New Professional
    - Mid-Career Professional
    - Retiree
    - Federal Retiree
    - Highly Mobile
    - Revolving
    - Term
    - Mission-Focused
    - Experienced Professionals
    - Requires Flexibilities
    - Telework
    - Part-Time
    - Alternative Work Schedule
- Desired Locations**

# Create an account on USAJOBS - Education

The screenshot shows a web browser window with the URL <https://my.usajobs.gov/Resume/ResumeBuilderWizard2.aspx?ResumeID=222543451>. The page title is "USAJOBS - Resume Builder". At the top, there is a blue button labeled "Save and Add Experience". Below this, there is a section for "OR" with a checkbox for "I don't have any relevant work experience." and instructions to edit work experience. A warning icon and text state: "READ THIS - Important notice before listing your Education! Only list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or other education that meet the provisions of the Office of Personnel Management's Operating Manual. Learn more!". The "Education" section contains the following fields:

- \* School or Program Name: ABC School
- \* City/Town: Washington
- \* State/Territory/Province: DC
- \* Country: US
- \* Degree/Level Attained: Certification
- Completion Date: January 2008
- Major: Work Flow
- Minor: (empty)
- GPA: 3.0 of GPA Max. 4.0
- Total Credits Earned: (empty)
- System for Awarded Credits: Semester Hours (selected), Quarter Hours, Other
- Honors: Select

# Create an account on USAJOBS – option 2: Upload existing resume

The screenshot shows the USAJOBS 'My Account' page. The browser address bar displays 'https://my.usajobs.gov/Home.aspx'. The page features a 'My Account' section with a profile picture placeholder, 'Current Goal: M Test', and an 'Edit Profile' button. Below this is the 'Resumes' section, which contains two buttons: 'Build New Resume' and 'Upload New Resume'. A yellow arrow points to the 'Upload New Resume' button. Text below the buttons states: 'You currently do not have any resumes. You can have a maximum of 5 resumes. You are able to upload and store 2 uploaded resumes.' Other sections include 'Highlights from USAJOBS', 'Saved Jobs', 'Saved Documents', and 'Application Status'. The footer contains links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Employers', and 'Privacy Act and Public Burden Information', along with a disclaimer: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'

Click Upload New Resume to add existing resume(s)

# Create an account on USAJOBS – option 2: Upload existing resume

The screenshot shows the USAJOBS Resume Uploader page. The browser address bar displays <https://my.usajobs.gov/Resume/UploadSecureResume.aspx?ResumeID=0>. The page header includes navigation links for Search Jobs, My Account, and Info Center, along with a Welcome message and a Sign out link. The USAJOBS logo is prominently displayed. Below the logo, there are search filters for keywords and location. The main content area is titled 'Resume Uploader' and contains instructions about uploading resumes. It is divided into two main sections: 'Resume Basics' and 'Upload a Resume'. The 'Resume Basics' section has a 'Resume Title' field with the value 'M Test Resume2'. The 'Upload a Resume' section has a 'Resume File' field with a 'Choose File' button and the filename 'M Test Resume2.docx'. At the bottom of the form are 'UPLOAD' and 'CANCEL' buttons. Three yellow callout boxes with arrows point to the 'Resume Title' field, the 'Choose File' button, and the 'UPLOAD' button respectively.

**Name the resume**

**Choose the resume**

**Click Upload**

# Create an account on USAJOBS – Work Preferences, desired locations

## Desired Locations

**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. Please select the Desired Location(s) you are willing to work in.

(For multiple locations, hold down the <Ctrl> key (PC) or <Command> key (Mac) as you select.)

Choose State

California  
Colorado  
Connecticut  
Delaware  
District of Columbia  
Florida  
Georgia

then Locale(s)

All District of Columbia  
Washington/Metro

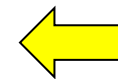


ADD



DELETE

Click arrow to add ('X' to delete)



Select the  
preferred  
position(s)

Show locations for this region:

[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#) | [Caribbean and Central America](#) | [Middle East](#)

 Save & Previous

Save for Later 

Save & Continue 

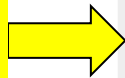
# Create an account on USAJOBS – Activate Resume

The screenshot shows a web browser window with the URL <https://my.usajobs.gov/Resume/ResumeBuilderWizard4.aspx?ResumeID=222543451>. The page title is "Resume Builder" and it features the USAJOBS logo with the tagline "WORKING FOR AMERICA". The navigation bar includes "Search Jobs", "My Account", and "Info Center". A search bar is present with the text "What: (keywords)" and "Where: (U.S. city, state or zip code)". Below the search bar, there are links for "Browse Jobs >", "Advanced Search >", and "International Search >".

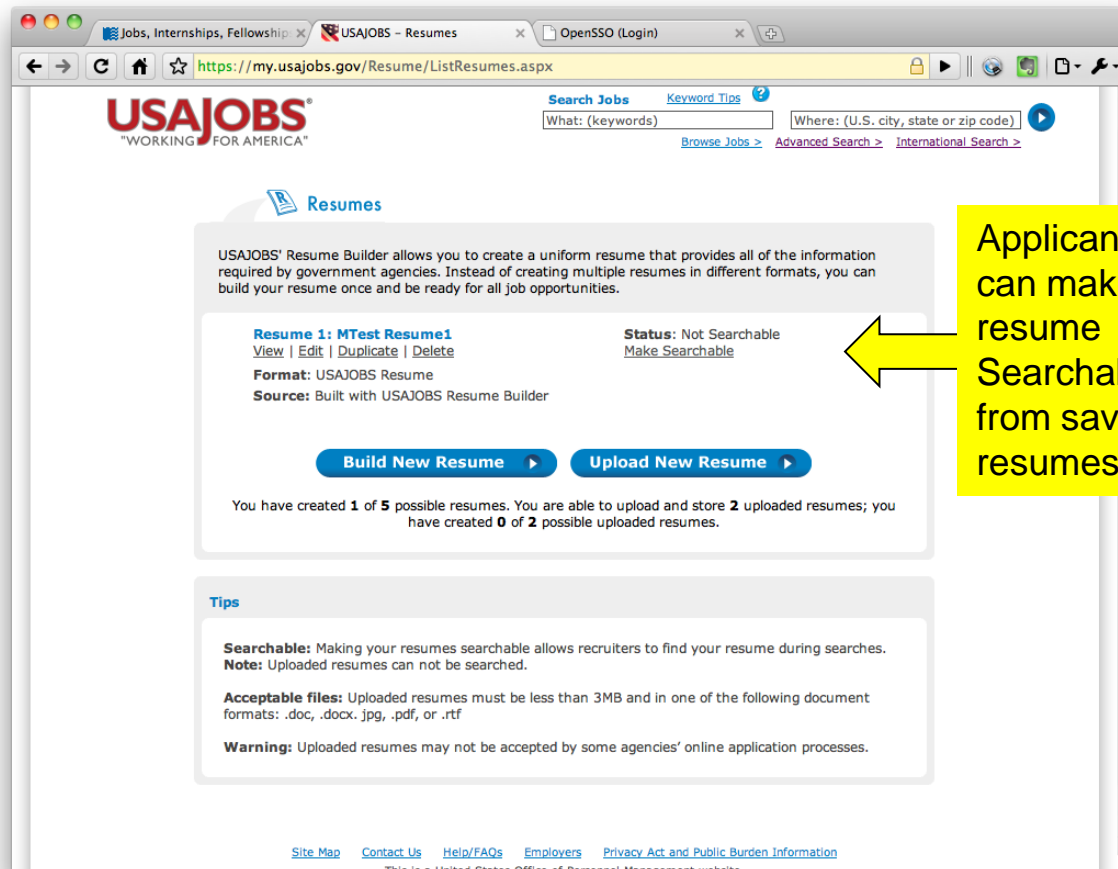
The main content area is titled "Resume Builder" and shows a progress indicator with four steps: 1. Getting Started, 2. Experience, 3. Related Information, and 4. Finishing Up. A "Preview your resume" link is also visible. A "PLEASE NOTE" section states: "Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information." The "Make Searchable" section contains the text: "Activating your resume will allow recruiters to find your resume during resume searches." Below this text are two buttons: "Activate Resume" and "Save for Later". A horizontal line with "OR" in the center separates the two options. At the bottom of the form, there is a "Save & Previous" button.

At the bottom of the page, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

Choose between activating the resume to make your resume searchable, or or saving for later



# Create an account on USAJOBS – Example if Resume not yet activated



The screenshot shows the USAJOBS Resumes page. At the top, there is a search bar with the text "What: (keywords)" and "Where: (U.S. city, state or zip code)". Below the search bar, there are links for "Browse Jobs >", "Advanced Search >", and "International Search >". The main heading is "Resumes". Below this, there is a paragraph explaining the USAJOBS Resume Builder. A yellow callout box with a white arrow points to the "Status: Not Searchable" text. Below the status, there are buttons for "Build New Resume" and "Upload New Resume". At the bottom, there is a "Tips" section with information about searchable resumes, acceptable file formats, and warnings.

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs [Keyword Tips](#)  
What: (keywords) Where: (U.S. city, state or zip code) [Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

### Resumes

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

**Resume 1: MTest Resume1** **Status:** Not Searchable  
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) [Make Searchable](#)

**Format:** USAJOBS Resume  
**Source:** Built with USAJOBS Resume Builder

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

You have created **1** of **5** possible resumes. You are able to upload and store **2** uploaded resumes; you have created **0** of **2** possible uploaded resumes.

#### Tips

**Searchable:** Making your resumes searchable allows recruiters to find your resume during searches.  
**Note:** Uploaded resumes can not be searched.

**Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: .doc, .docx, .jpg, .pdf, or .rtf

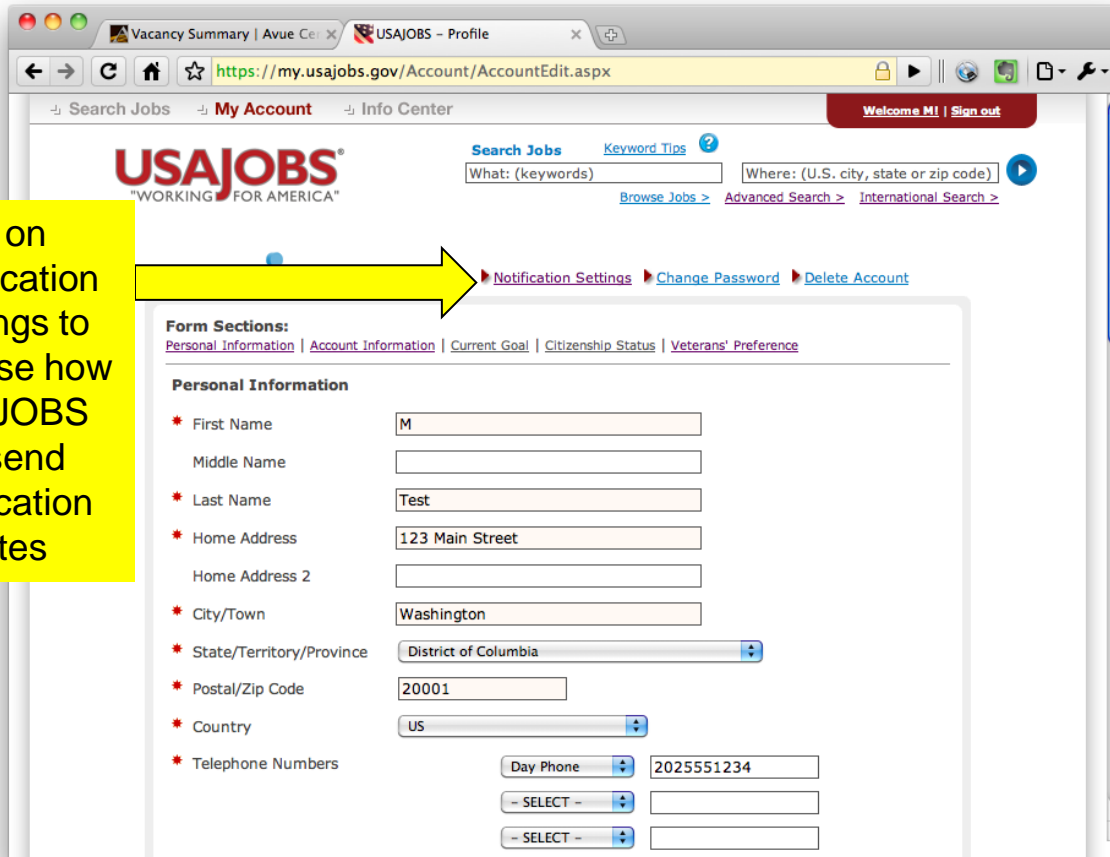
**Warning:** Uploaded resumes may not be accepted by some agencies' online application processes.

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)  
This is a United States Office of Personnel Management website.

Applicant can make a resume Searchable from saved resumes

# Create an account on USAJOBS – Notification Settings

Click on Notification Settings to choose how USAJOBS can send application updates



The screenshot shows a web browser window with the URL <https://my.usajobs.gov/Account/AccountEdit.aspx>. The page header includes "Search Jobs", "My Account", and "Info Center". The USAJOBS logo is prominently displayed. Below the logo, there are search filters for "What: (keywords)" and "Where: (U.S. city, state or zip code)". A navigation menu contains links for "Notification Settings", "Change Password", and "Delete Account". A yellow arrow points from the text box on the left to the "Notification Settings" link. Below the navigation menu, the "Form Sections" are listed: "Personal Information", "Account Information", "Current Goal", "Citizenship Status", and "Veterans' Preference". The "Personal Information" section is expanded, showing fields for First Name (M), Middle Name, Last Name (Test), Home Address (123 Main Street), Home Address 2, City/Town (Washington), State/Territory/Province (District of Columbia), Postal/Zip Code (20001), and Country (US). There are also fields for Telephone Numbers, including a Day Phone (2025551234) and two "SELECT" dropdown menus.



# Create an account on USAJOBS – Desired Options for Email Notifications

The screenshot shows the USAJOBS website's Notification Settings page. The browser address bar displays <https://my.usajobs.gov/Account/NotificationSettings.aspx>. The page header includes "Search Jobs", "My Account", and "Info Center". The USAJOBS logo is prominently displayed. Below the header, there are search filters for "What: (keywords)" and "Where: (U.S. city, state or zip code)".

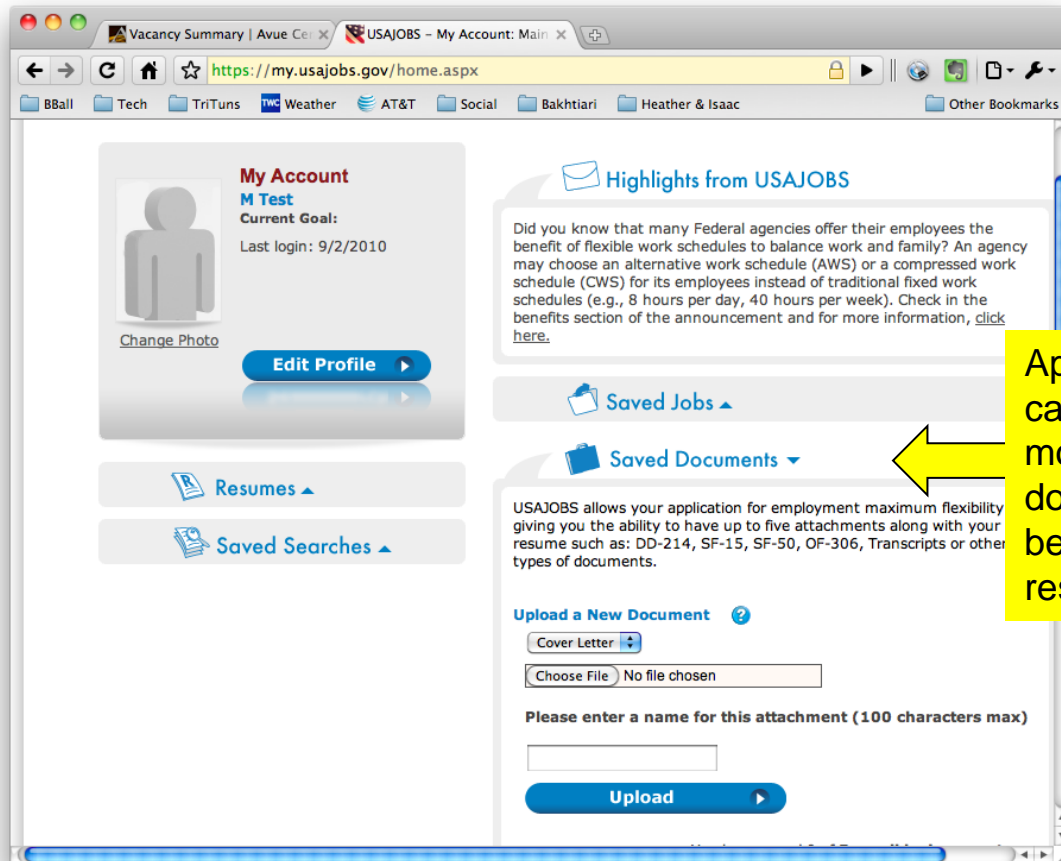
The main content area is titled "Notification Settings" and contains the following text: "Notification Alerts enable you to stay informed of changes to your application status. Select the items that you would like to be notified of via email. You may edit your preferences and unsubscribe at any time."

A yellow callout box on the left contains the text "Select the preferred notification(s)" with a yellow arrow pointing to the notification options. The options are:

- Job I've saved is about to close
- Job that I've applied to closes
- Status of documents I've uploaded changes
- Status of an application I've submitted changes
- Unsubscribe from all notification alerts

At the bottom of the form are "Submit" and "CANCEL" buttons. The footer includes links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A disclaimer states: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

# Create an account on USAJOBS – Adding additional documents



Applicant can add more documents besides resumes

# View Application Status on USAJOBS

The screenshot shows the USAJOBS 'My Account' page. The browser address bar is <https://my.usajobs.gov/home.aspx>. The page features a search bar, a 'My Account' section with a profile picture and 'Edit Profile' button, and a list of navigation options: Resumes, Saved Searches, Saved Jobs, Saved Documents, and Application Status. A yellow callout box with an arrow points to the 'Application Status' dropdown menu. Below this menu, a table displays application details.

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status
9/1/2010	Chief, Prints & Photographs Division (Administrative Librarian) Library Of Congress Job Announcement Number: 100177 Pay Plan: SL-1410-00/01 Location: US-DC Washington	Closed	9/1/2010	Application Status not Available

Applicant can view current applied positions

### **3. How to view open vacancies from from USAJOBS**

# Searching for jobs on USAJOBS

**Search for desired position(s)**

Closing	Job Summary	Agency	Location	Salary
9/1/2010	<a href="#">Chief, Prints &amp; Photographs Division (Administrative Librarian)</a>	Library Of Congress	US-DC-Washington	\$119,554.00+
9/17/2010	<a href="#">Director, Office of Financial Management</a>	U.S. Capitol Police	US-DC-Washington	\$152,197.00+
9/17/2010	<a href="#">Supervisory Librarian - NLM - CR - DE</a>	Health & Human Services, National Institutes of Health (NIH)	US-MD-Bethesda	\$123,758.00+
9/20/2010	<a href="#">IT Specialist</a>	Agriculture, Agricultural Research Service	US-MD-Beltsville	\$74,872.00+
9/22/2010	<a href="#">Asst. Inspector General for Investigations</a>	Environmental Protection Agency	US-DC-Nationwide	\$119,554.00+
9/22/2010	<a href="#">Chief of Staff to the Inspector General</a>	Environmental Protection Agency	US-DC-Washington	\$119,554.00+
9/30/2010	<a href="#">Attorney Advisor</a>	Army, Office of the Secretary of the Army	US-VA-VA - Alexandria	\$123,758.00+

# Examining the required qualifications for a vacancy

Search Jobs My Account Info Center Welcome Eric! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)  
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

< Back to Results **OVERVIEW** DUTIES **QUALIFICATIONS & EVALUATIONS** BENEFITS & OTHER INFO HOW TO APPLY

## Library Of Congress

**Job Title:** Program Specialist  
**Agency:** Library Of Congress  
**Sub Agency:** Library of Congress  
**Job Announcement Number:** testus

**SALARY RANGE:** \$89,  
**OPEN PERIOD:** Wednesday, August 11, 2010 to Thursday, August 12, 2010  
**SERIES & GRADE:** GS-0301-13/13  
**POSITION INFORMATION:** FULL-TIME PERMANENT, SUPERVISORY, NON-BARGAINING UNIT  
**PROMOTION POTENTIAL:** 14  
**DUTY LOCATIONS:** many vacancies - Washington DC Metro Area, DC  
**WHO MAY BE CONSIDERED:** ANYONE MAY APPLY - BY LAW, EMPLOYMENT AT MOST U.S. GOVERNMENT AGENCIES, INCLUDING THE LIBRARY OF CONGRESS, IS LIMITED TO U.S. CITIZENS. HOWEVER, NON-CITIZENS MAY BE HIRED PROVIDED THAT IMMIGRATION LAW AND OTHER LEGAL REQUIREMENTS ARE MET, AND THE LIBRARY DETERMINES THERE ARE NO QUALIFIED U.S. CITIZENS AVAILABLE FOR THE POSITION.

**JOB SUMMARY:**  
Test

This position is located in The Office of Strategic Initiatives (OSI). The incumbent will report directly to the Executive Program Officer (EPO). He/she will assist the EPO and other members of the team in implementing the Digital Preservation Outreach and Education (DPOE) Program and be responsible for helping to build and operate a national training network of partners committed to digital preservation outreach and education.

1. Click the Qualifications & Evaluations tab

Go to section of this Job:

[Apply Online](#) [Print Preview](#) [Save Job](#) [Share Job](#)

**Agency Information:**  
Library of Congress  
101 Independence Ave. SE  
LM-637  
Washington, DC 20540  
Fax: 301-555-5555

**Questions about this job:**  
Customer Service Center  
Phone: 202-707-5827  
Fax: 301-555-5555  
Email: JobHelp@loc.gov

**Job Announcement Number:** testusajobs  
**Control Number:** 1961680

# Preview the vacancy questions

**HOW YOU WILL BE EVALUATED:**

Once the application process is complete, your resume and supporting documentation will be reviewed and compared to your vacancy specific and/or Knowledge, Skill, and Ability (KSA) question responses. A numeric rating will be determined based on your responses. The resulting score is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position.

If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

To preview questions please [click here](#).

**Benefits and Other Info** [Back to top](#) ▲

**BENEFITS:**  
Eligibility for employee benefits depends on your type of appointment and position of duty (regular, seasonal, etc.).

**Agency Information:**  
Marketing & Regulatory Programs  
100 N 6th Street, Butler Sq Bldg, 510C  
Minneapolis, MN 55403  
Fax: 612-336-3560

**Questions about this job:**  
DO NOT EMAIL DOCUMENTS  
Phone: 612-336-3366  
Fax: 612-336-3560  
Email: [william.k.bryan@aphis.usda.gov](mailto:william.k.bryan@aphis.usda.gov)

**Vacancy Number:**  
0243  
Number: 2018621

**2. Scroll down the page until arriving at "How you will be evaluated".**

**3. Select the "To preview question please click here" link.**

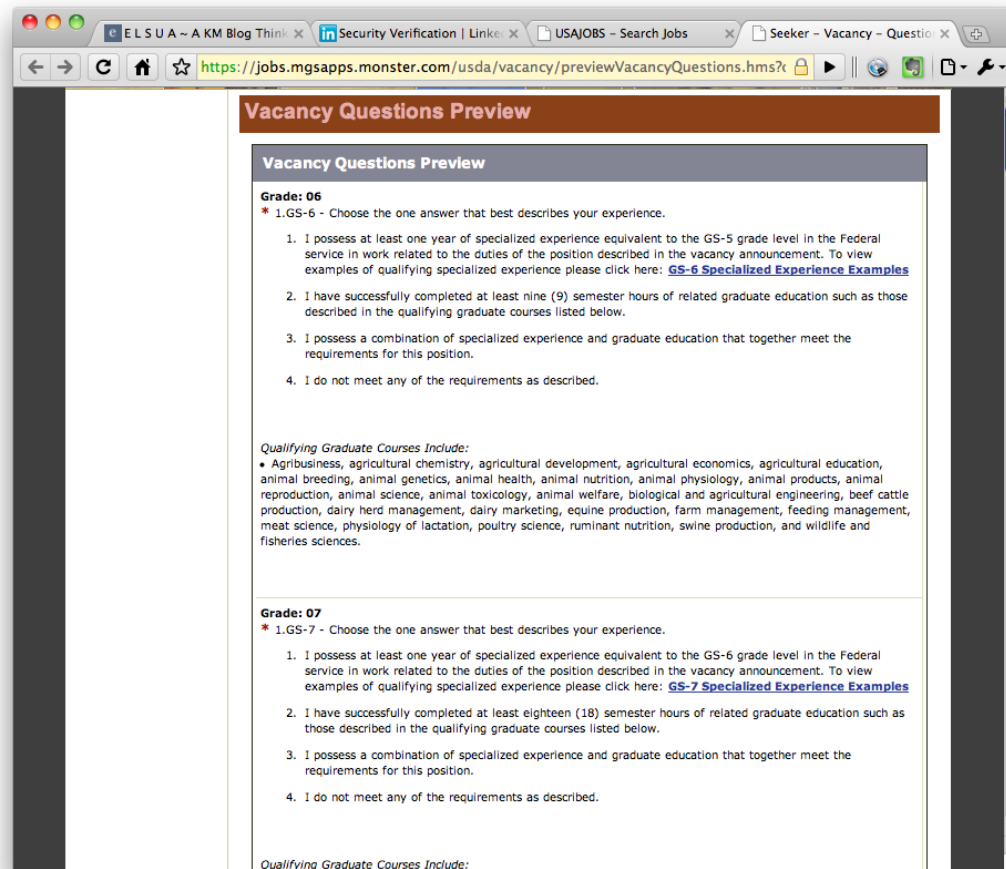
[Career Transition Assistance Programs](#)

More than one selection may be made if another vacancy occurs within 90 days of the issuance of the certification of eligibles.

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc) should contact: USDA's TARGET Center at 202-720-2600 (voice and TDD).

For information on filing a complaint of discrimination, click: [Filing a](#)

# Scroll down the page to preview the vacancy questions and prepare to apply



**Vacancy Questions Preview**

**Vacancy Questions Preview**

**Grade: 06**

\* 1.GS-6 - Choose the one answer that best describes your experience.

1. I possess at least one year of specialized experience equivalent to the GS-5 grade level in the Federal service in work related to the duties of the position described in the vacancy announcement. To view examples of qualifying specialized experience please click here: [GS-6 Specialized Experience Examples](#)
2. I have successfully completed at least nine (9) semester hours of related graduate education such as those described in the qualifying graduate courses listed below.
3. I possess a combination of specialized experience and graduate education that together meet the requirements for this position.
4. I do not meet any of the requirements as described.

*Qualifying Graduate Courses Include:*

- Agribusiness, agricultural chemistry, agricultural development, agricultural economics, agricultural education, animal breeding, animal genetics, animal health, animal nutrition, animal physiology, animal products, animal reproduction, animal science, animal toxicology, animal welfare, biological and agricultural engineering, beef cattle production, dairy herd management, dairy marketing, equine production, farm management, feeding management, meat science, physiology of lactation, poultry science, ruminant nutrition, swine production, and wildlife and fisheries sciences.

**Grade: 07**

\* 1.GS-7 - Choose the one answer that best describes your experience.

1. I possess at least one year of specialized experience equivalent to the GS-6 grade level in the Federal service in work related to the duties of the position described in the vacancy announcement. To view examples of qualifying specialized experience please click here: [GS-7 Specialized Experience Examples](#)
2. I have successfully completed at least eighteen (18) semester hours of related graduate education such as those described in the qualifying graduate courses listed below.
3. I possess a combination of specialized experience and graduate education that together meet the requirements for this position.
4. I do not meet any of the requirements as described.

*Qualifying Graduate Courses Include:*



# Library of Congress Vacancy on USAJOBS website

## ■ Applicant Clicks on “Apply Online”

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The USAJOBS logo is prominently displayed. A search bar is visible with fields for 'What: (keywords)' and 'Where: (U.S. city, state or zip code)'. Below the search bar, there are tabs for 'OVERVIEW', 'DUTIES', 'QUALIFICATIONS & EVALUATIONS', 'BENEFITS & OTHER INFO', and 'HOW TO APPLY'. The 'OVERVIEW' tab is selected, showing details for a job at the Library of Congress. A yellow box with the text 'Click to Apply for position' and a yellow arrow points to the 'Apply Online' button in the right-hand sidebar. The sidebar also contains buttons for 'Print Preview', 'Save Job', and 'Share Job'. Below these buttons is the 'Agency Information' section, followed by 'Questions about this job' and 'Job Announcement Number'.

**Library Of Congress**

**Job Title:** Program Specialist  
**Agency:** Library Of Congress  
**Sub Agency:** Library of Congress  
**Job Announcement Number:** testusajobs

**SALARY RANGE:** \$89,033.00 - \$115,742.00 /year  
**OPEN PERIOD:** Wednesday, August 11, 2010 to Thursday, August 12, 2010  
**SERIES & GRADE:** GS-0301-13/13  
**POSITION INFORMATION:** FULL-TIME PERMANENT, SUPERVISORY, NON-BARGAINING UNIT  
**PROMOTION POTENTIAL:** 14  
**DUTY LOCATIONS:** many vacancies - Washington DC Metro Area, DC  
**WHO MAY BE CONSIDERED:** ANYONE MAY APPLY - BY LAW, EMPLOYMENT AT MOST U.S. GOVERNMENT AGENCIES, INCLUDING THE LIBRARY OF CONGRESS, IS LIMITED TO U.S. CITIZENS. HOWEVER, NON-CITIZENS MAY BE HIRED PROVIDED THAT IMMIGRATION LAW AND OTHER LEGAL REQUIREMENTS ARE MET, AND THE LIBRARY DETERMINES THERE ARE NO QUALIFIED U.S. CITIZENS AVAILABLE FOR THE POSITION.

**JOB SUMMARY:**  
Test

This position is located in The Office of Strategic Initiatives (OSI). The incumbent will report directly to the Executive Program Officer (EPO). He/she will assist the EPO and other members of the team in implementing the Digital Preservation Outreach and Education (DPOE) Program and be responsible for helping to build and operate a national training network of partners committed to digital preservation outreach and education.

Go to section of this Job:

- Apply Online ▶
- Print Preview ▶
- Save Job ▶
- Share Job ▶

**Agency Information:**  
Library of Congress  
101 Independence Ave. SE  
LM-637  
Washington, DC 20540  
Fax: 301-555-5555

**Questions about this job:**  
Customer Service Center  
Phone: 202-707-5827  
Fax: 301-555-5555  
Email: JobHelp@loc.gov

**Job Announcement Number:** testusajobs  
**Control Number:** 1961680

# Application Process – Resume and Document Selection Page

Search Jobs My Account Info Center Welcome MI | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)  
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

**Please Note:** If you are resubmitting or updating a previous application you must re-submit **all** required documents!

**Apply Online** to the following job:

**Job Title:** MANAGEMENT AND PROGRAM ANALYST  
**Agency:** Internal Revenue Service, Department of the Treasury  
**Job Location:** Lanham, Maryland

**Resume** - Select one of your stored resumes to send:  
Select  
MTest Resume1

**Attachment(s)** - Select one or more of your attachments  
Select  
Other (Testing Document Upload)

I certify, to the best of my knowledge and belief, all the information provided in this application for employment is true, complete, and made in good faith. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

**Apply for this position now!** **Cancel**

1. Choose from among resumes

3. Click the Certify checkbox.

4. Then click the Apply for this position now button.

2. Choose other types of documents that are appropriate to the vacancy. NOTE: This step only provides the option to import the selected documents from the applicant's USAJOBS account; it does not automatically add them to a vacancy application.

## 4. How to apply for an open vacancy within Library's Job Seeker Site

# USAJOBS automatically transfers the applicant into the Library of Congress Seeker Site



One moment please...

We are now bringing you to the system used by the

**Library Of Congress**

to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please remember to close your web browser for security.

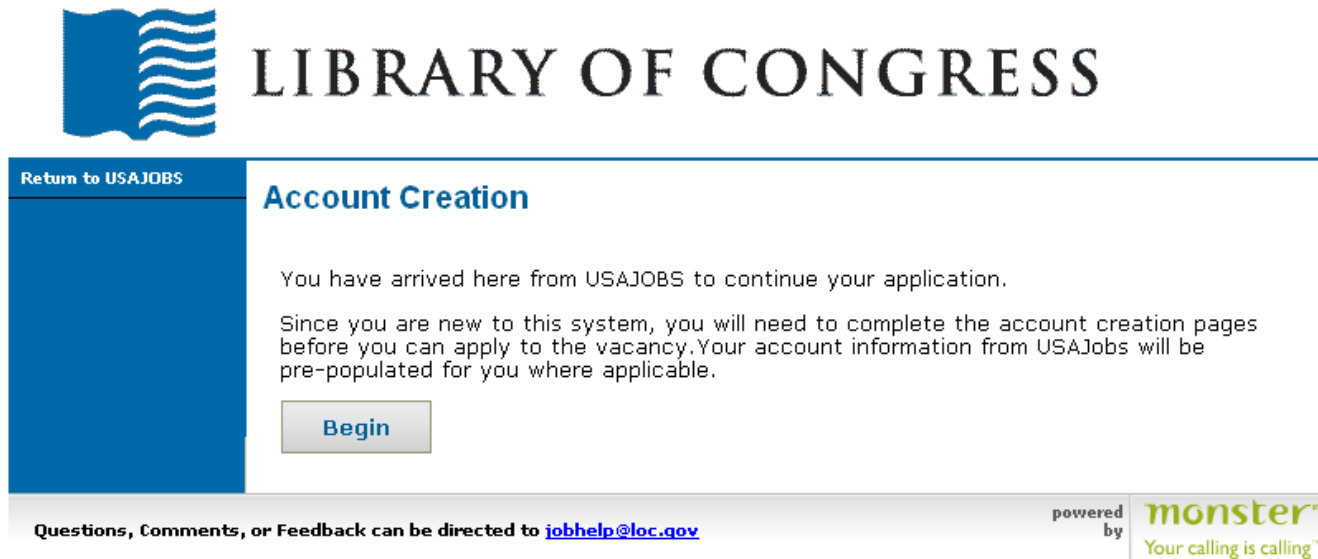
Your browser should automatically take you there in about 5 seconds.

Take me there now ▶

Click here to move to Library application website to answer job specific questions

# Library of Congress Seeker Landing Page

- Applicant clicks “Begin”



The screenshot shows the Library of Congress website's account creation page. At the top left is the Library of Congress logo, a blue stylized book with wavy lines representing pages. To its right, the text "LIBRARY OF CONGRESS" is displayed in a large, black, serif font. Below the logo and text is a horizontal blue bar containing the text "Return to USAJOBS" on the left and "Account Creation" in a larger, bold, blue font on the right. Underneath the "Account Creation" header, there is a paragraph of text: "You have arrived here from USAJOBS to continue your application. Since you are new to this system, you will need to complete the account creation pages before you can apply to the vacancy. Your account information from USAJobs will be pre-populated for you where applicable." Below this text is a rectangular button with a light blue border and the word "Begin" in blue text. At the bottom of the page, there is a grey footer area. On the left, it says "Questions, Comments, or Feedback can be directed to [jobhelp@loc.gov](mailto:jobhelp@loc.gov)". On the right, it says "powered by" above the "monster" logo, with the tagline "Your calling is calling™" below it.

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

# Personal information page

- Already pre-populated with Applicant's personal information from Applicant's USAJOBS



LIBRARY OF CONGRESS

[Return to USAJOBS](#)

### Account Creation

During this process, please use the "Previous" and "Next" buttons located at the bottom of the page. Using the browser BACK button will return you to the beginning of the process.

Your Applicant profile cannot be edited at this time. Changes to your applicant profile must be made by accessing your account in the My USAJOBS tab.

You will be required to submit personal information for your registration profile. Before completing this section, please review the Privacy Policy by clicking on the link.

In order to proceed with the process, please click "Next".

Items marked with \* are required.

Personal Information	
* First Name	<input type="text" value="eric"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text" value="shpritz"/>
* Address 1	<input type="text" value="test"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
* City	<input type="text" value="rockville"/>
* Country	<input type="text" value="US"/> <input type="button" value="Apply"/>
* State	<input type="text" value="Maryland"/>
* Postal/ZIP Code	<input type="text" value="20852"/> <input type="text" value="Plus 4"/>
* Phone	<input type="text" value="301-555-5555"/>
Secondary Phone	<input type="text"/>

Can only change profile and resume information by visiting applicant USAJOBS account.

# Notice that the Applicant's resume is inserted into Resume information field. This info is from the USAJOBS resume.



LIBRARY OF CONGRESS

[Return to USAJOBS](#)

## Account Creation

Your applicant profile cannot be edited at this time. Changes to your applicant profile must be made by accessing your account in the My USAJOBS tab.

Resume Information	Step 4 of 4
eric shpritz	
test	
rockville, MD 20852	
Day Phone: 301-555-5555	
Email: ericshpritz@monster.com	
Social Security Number: xxx-xx-5555	
Country of citizenship: United States of America	
Veterans' Preference: No	
Contact Current Employer: No	
WORK EXPERIENCE	
a	
ab, b	
US	
8/1994 - 4/2010	
Hours per week: 40	
asdf	
kjhgijug	

[< Previous](#)

Step 4 of 4

[Next >](#)

Note: Only use the Next or Previous buttons. DO NOT use the web browser's Back button

Questions, Comments, or Feedback can be directed to [jobhelp@loc.gov](mailto:jobhelp@loc.gov)

powered by

**monster**  
Your calling is calling™

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

# LOC Seeker Account Created Page



## LIBRARY OF CONGRESS

[Return to USAJOBS](#)

[Apply to your Vacancy](#)

[View Application Status](#)

[My Account](#)

### Account Creation

[Apply to this Vacancy](#)

✓ **Account Created!**

**Congratulations. Your account has been created.**

Note: If you need to update any account information, please click "My Account" in the left navigation bar. Do not use the back button. You may click "Apply to your Vacancy" at any time to continue the application process.

Questions, Comments, or Feedback can be directed to [jobhelp@loc.gov](mailto:jobhelp@loc.gov)

powered  
by

**monster**<sup>®</sup>  
Your calling is calling™

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).



# Series Grade and Location Page



LIBRARY OF CONGRESS

Return to USAJOBS  
View Application Status  
My Account

## Apply to Vacancy

Series Grade Location | All Grade Questions | Documents | Application Review

### Series Grade Location

During this process, please use the "Previous" and "Next" buttons located at the bottom of the page. Using the browser BACK button will return you to the beginning of the process.

Please Note: Your application will be saved for your convenience after each page.

#### Series, Grade and Location Selection

**Series**

This position is offered for a single series.

Please confirm you wish to be considered for this series.

\*check all that apply.

0301-Administration & Program Staff

**Grade**

This position is offered at a single grade level.

Please confirm you wish to be considered for this grade.

\*Select an option below.

Note: If you select "I do not wish to be considered for this grade" you will not be asked questions required for that grade and therefore cannot be considered for that grade.

\*Grade 13

I wish to be considered for this grade  I do not wish to be considered for this grade

**Location**

Please indicate the locations for which you wish to be considered. \*Check all that apply.

Washington DC Metro Area, DC

**Notifications**

If you don't wish to receive email reminders about completing this vacancy before it closes, then check this box

Next >

Applicant is now to answer position specific questions

Applicant can ONLY save answers by clicking the Next button

# Vacancy Questions Page



LIBRARY OF CONGRESS

[Return to USAJOBS](#)

[View Application Status](#)

[My Account](#)

## Vacancy Questions



### All Grade Questions

Items marked with \* are required.

#### All Grades Questions

**\* 1. Ability to communicate in writing**

- Have written articles for publication and edited in final format.
- Have composed standard communication bulletins for a large audience.
- Have composed standard communication bulletins for a large audience.
- None of the above.

**\* 2. Please provide a brief description of your specific experience, education, knowledge and/or training that supports your choice.**

Enter NA if Not Applicable.

(8000 character limit)

**\* 3. Ability to manage special projects and programs.**

- Have managed a team of participants from varying work units to provide a product applicable to the entire organization.
- Have led a team of coworkers within my work unit.
- Have worked independently on ad hoc projects or on managing a program.
- None of the above.

**\* 4. Please provide a brief description of your specific experience, education, knowledge and/or training that supports your choice.**
















Enter NA if Not Applicable.

A message will remind applicant of a warning of being timed out of the system. The applicant has a choice to continue.

# Document Upload Page

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed. Please see the vacancy announcement regarding the required supporting documentation. You will only need to submit supporting documentation that is applicable to you.

Applicant can add job specific documents and name them, which will appear in the Description section

Document Type	Description	Action
<a href="#">Cover Letter</a>	No document Submitted	 <a href="#">Upload</a>  <a href="#">USAJOBS</a>  <a href="#">Fax</a>
<a href="#">Misc Document 1</a>	No document Submitted	 <a href="#">Upload</a>  <a href="#">USAJOBS</a>  <a href="#">Fax</a>
<a href="#">Misc Document 2</a>	No document Submitted	 <a href="#">Upload</a>  <a href="#">USAJOBS</a>  <a href="#">Fax</a>
<a href="#">Misc Document 3</a>	No document Submitted	 <a href="#">Upload</a>  <a href="#">USAJOBS</a>  <a href="#">Fax</a>
<a href="#">Misc Document 4</a>	No document Submitted	 <a href="#">Upload</a>  <a href="#">USAJOBS</a>  <a href="#">Fax</a>

Applicant can choose whether to 1.upload a document from a computer, 2.download a document from their USAJOBS account, or 3.fax a document.

[< Previous](#)

[Next >](#)

# Application Review Page

Applicants can select: “ Send Me Questions and Answers”

Documents from your profile that will be sent with your application.

Document Type	Description
Document 1	No document Submitted

The following are additional documents requested for this vacancy.

Document Type	Description
Cover Letter	No document Submitted
Misc Document 1	No document Submitted
Misc Document 2	No document Submitted
Misc Document 3	No document Submitted
Misc Document 4	No document Submitted

If you would like a copy of the vacancy questions and your answers sent to you in an email, please select the following button.

Send Me Questions and Answers

< Previous

Finish

# Email Sent Successfully



## LIBRARY OF CONGRESS

[Return to USAJOBS](#)

[Apply to your Vacancy](#)

[View Application Status](#)

[My Account](#)

### Application Detail

✓ **Email Sent Successfully!**

Your email was sent successfully. Please use the links to the left to continue searching.

[< Previous](#)

Applicant must click Previous button to return to prior page, in order to click Finish button to submit application.

Questions, Comments, or Feedback can be directed to [jobi](#)

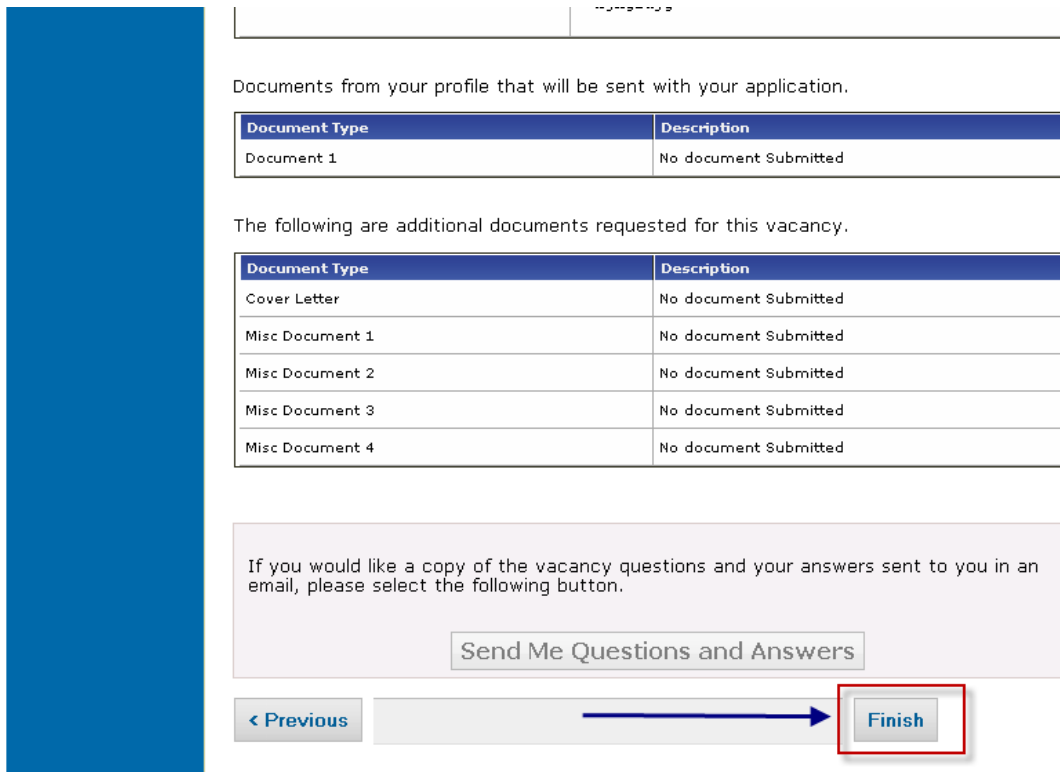
This is a Federal job application system. Providing false information completely may be grounds for not hiring, for disbarment from employment, or for removal from Federal service. Falsifying a Federal job application, attempting to violate the system, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, Section 1001).

powered by **monster**  
Your calling is calling™

Please answer all questions truthfully and completely. We reserve the right to disqualify or disbar an applicant after the applicant begins work. We reserve the right to disqualify or disbar an applicant who attempts to compromise the operation of this system.

# Applicants must click “Finish” to Submit Position Application

- This action completes the application, and automatically re-directs the applicant to USAJOBS.



Documents from your profile that will be sent with your application.

Document Type	Description
Document 1	No document Submitted

The following are additional documents requested for this vacancy.

Document Type	Description
Cover Letter	No document Submitted
Misc Document 1	No document Submitted
Misc Document 2	No document Submitted
Misc Document 3	No document Submitted
Misc Document 4	No document Submitted

If you would like a copy of the vacancy questions and your answers sent to you in an email, please select the following button.

# Seeker will return Applicant to USAJOBS



LIBRARY OF CONGRESS

## Returning to USAJOBS

Thank you for applying for a position with The Library of Congress  
**You will automatically be redirected to USA jobs in a few seconds**

or Click here to [return to USAJobs](#) immediately.

Questions, Comments, or Feedback can be directed to [jobhelp@loc.gov](mailto:jobhelp@loc.gov)

powered  
by

**monster**<sup>®</sup>  
Your calling is calling™

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

# View Application Status on USAJOBS

The screenshot shows the USAJOBS 'My Account' page. The 'Application Status' section is highlighted with a yellow arrow. Below it is a table of application records.

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status	USAJOBS Uploaded Document Status
9/1/2010	Chief, Prints & Photographs Division (Administrative Librarian) Library Of Congress Job Announcement Number: 100177 Pay Plan: SL-1410-00/01 Location: US-DC Washington	Closed	9/1/2010	Application Status not Available	None more information...

Applicant can confirm and check status of applications on their USAJOBS account



# Change details of a previously applied vacancy on USAJOBS

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. The main header features the USAJOBS logo and a search bar. Below the search bar, there are tabs for 'Back to Results', 'OVERVIEW', 'DUTIES', 'QUALIFICATIONS & EVALUATIONS', 'BENEFITS & OTHER INFO', and 'HOW TO APPLY'. The job listing is for 'Animal & Plant Health Inspection Service'. Key details include: Job Title: Animal Health Technician; Department: Department Of Agriculture; Agency: Animal & Plant Health Inspection Service; Sub Agency: Marketing & Regulatory Programs; Job Announcement Number: 24VS-2010-0243. The 'Apply Online' button is highlighted with a yellow arrow.

Applicant can edit the application - up to 11:59pm (EST) of the vacancy closing date

Applicant can click "Apply Online" to change any aspect of their application for that vacancy

# END of Demonstration

## ■ AVAILABLE RESOURCES

We believe you will find the system to be very easy. However, should you have any questions and/or require assistance, you can contact the Customer Service Center in LM-107 (202-707-5627) to get help with any phase of the application process.