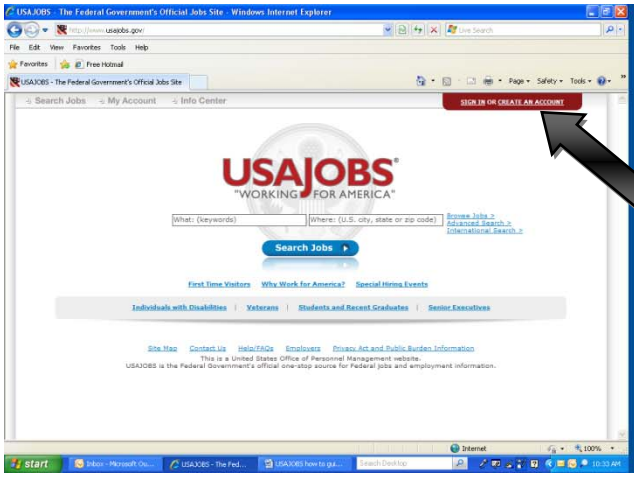
USAJOBS Quick Reference

Step #1: Creating an account at USAJOBS

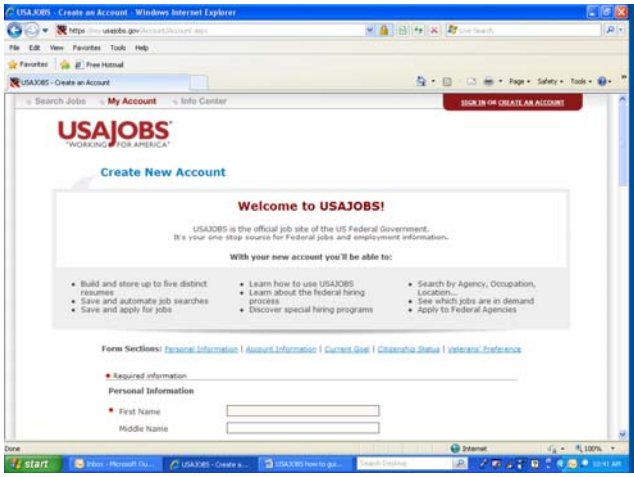
If this is your 1st time using USAJOBS, in order to start your application, you will need to create an account:



To do this, when viewing the vacancy announcement, click on the

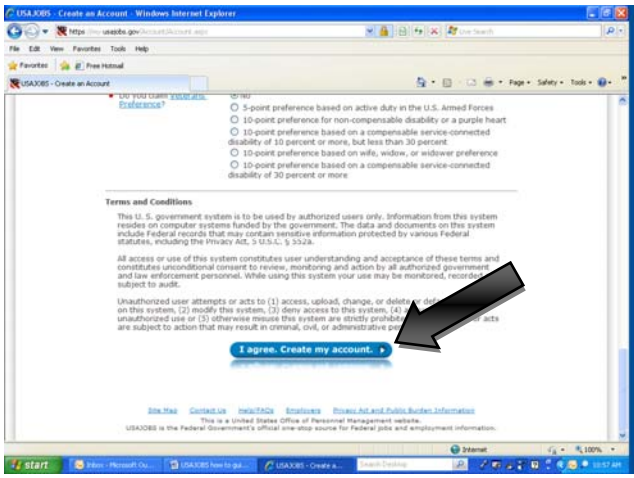
CREATE AN ACCOUNT

link on the upper right hand corner of the page.



Fill in all of the boxes & read the terms & conditions.

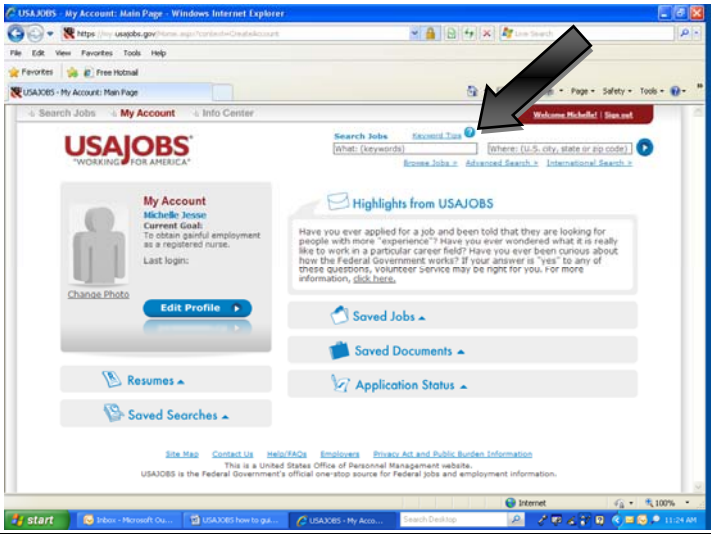
Remember to: write down your username & password for future reference



To finish creating your account, click on the blue

I agree. Create my account.

button at the bottom.



If you have completed the account setup portion completely, you will be automatically logged in and can start searching for jobs.

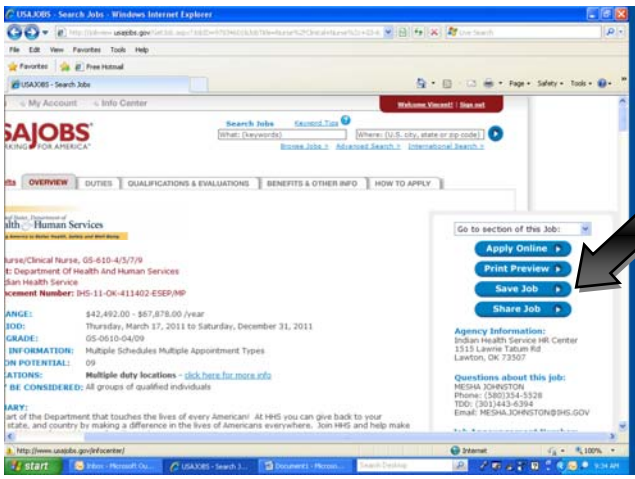
Step #2: How to apply for a specific job

Option #1: Go to www.USAJOBS.gov, log in with your user name and password and search for the vacancy you are applying for. (See the illustration above)

Option #2: If you received the link in an email to a specific job, simply click on the link and follow the steps below to save the job. You will then be asked to login with your username and password before going on.

Step #3: Saving the job:

Once you have found the job you wish to apply for, it is recommended that you save the job announcement in case you are unable to finish your application today. (This is not required, but will save you time searching for the vacancy again the next time you log in.)

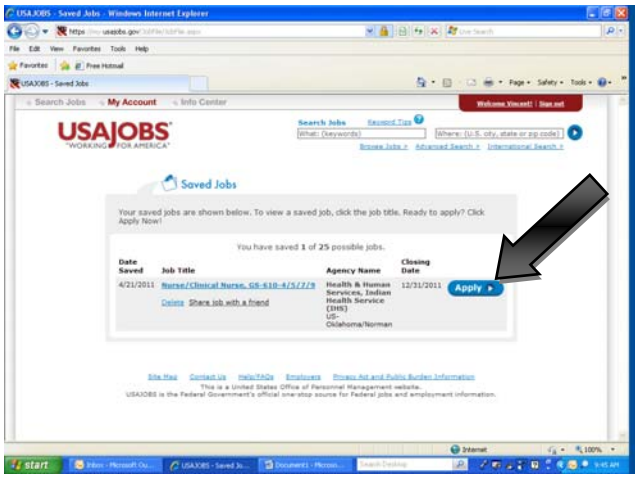


To do this, when viewing the vacancy announcement, click on the blue

Save Job

button on the right side of the page.

Step #4: Starting your application:



Once you have saved the job, click on the blue

Apply

button on the right side of the screen.

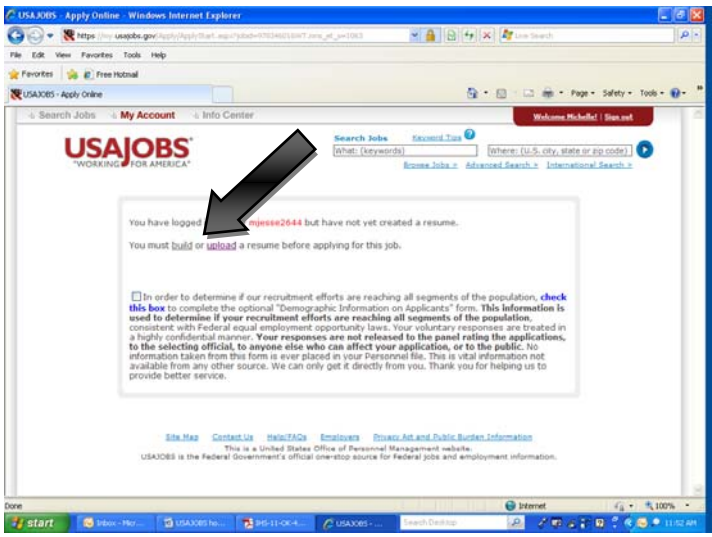
Step #5: Building or uploading your resume:

You have two options to create your resume.

Option #1: Build one on this website. (See Step # 5A)

Or

Option #2: Upload the resume you have already created on your computer. (See Step #5B)



<u>Resume Option #1: build your resume here:</u>
(See Step #5A for details)

Click on **<u>build</u>** to create your resume now.

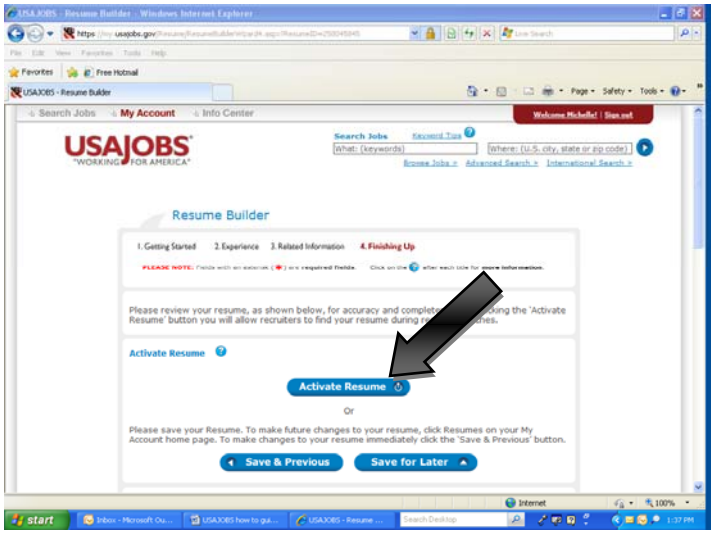
<u>Resume Option #2: upload your resume here:</u>
(See Step #5B for details)

Click on **<u>upload</u>** to upload a resume you have already created.

Step #5A: Resume Option #1 - Building your resume on USAJOBS:

Please note:

Take your time and answer the questions and proceed through the process in order to create an accurate and detailed description of your job history, work experience and education. These items will be utilized by staffing personnel to determine if you are eligible for the position you are applying for.



If you want to utilize Option #1 and you choose to build your resume on the website, once you have completed the process and reviewed your resume, you will need to activate your resume by clicking on the blue

Activate Resume

button in the center of the page.

Congratulations! You have built your resume and are ready to proceed to Step #6 to continue this process.

Step #5B: Resume Option #2 - Uploading your resume to USAJOBS:

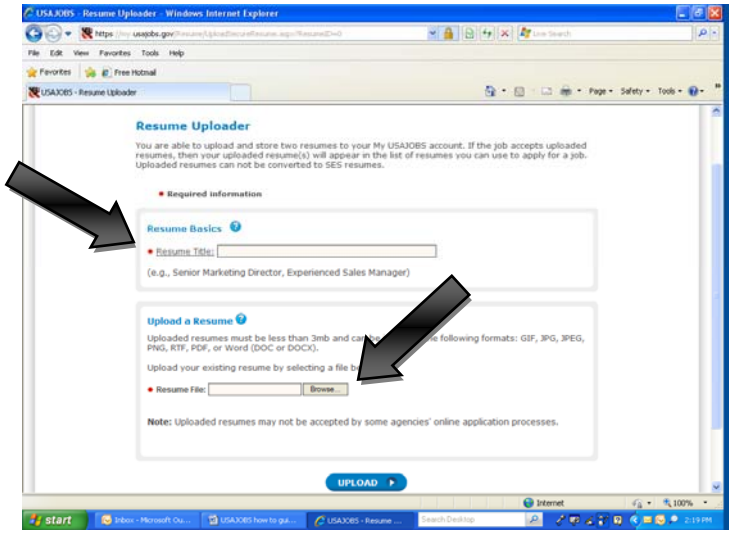
Please review the **How to Apply** section of the vacancy announcement and the **Required Documents** section in detail to ensure that you include all of the information that is required.

Example: (This is an excerpt out of a vacancy announcement and the Required Documents section)

- ___**Resume** -You are encouraged to use the USAJobs online resume builder to ensure that all required information is in your resume. If you use your own résumé, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written form you choose then you must describe your job-related qualifications that **includes hours worked per week, month and year of employment.**

Please note:

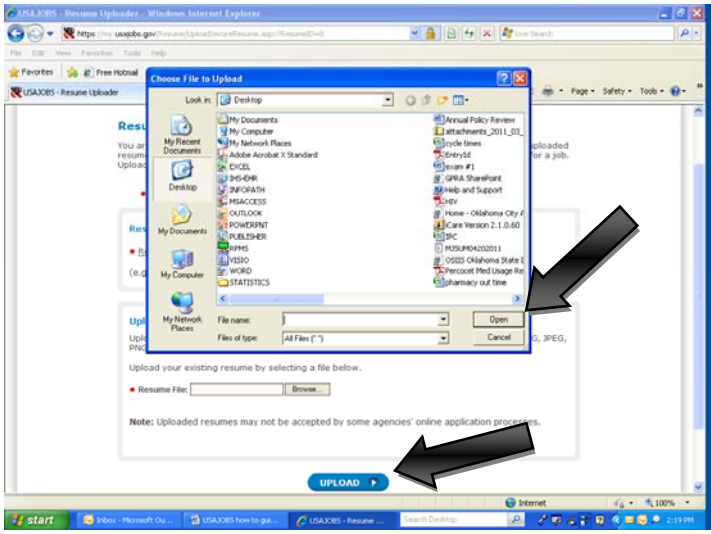
Failing to submit the required documents or information will result in your name not being referred to the selecting official, even if you are qualified for the position.



Type a title for your resume then click on the

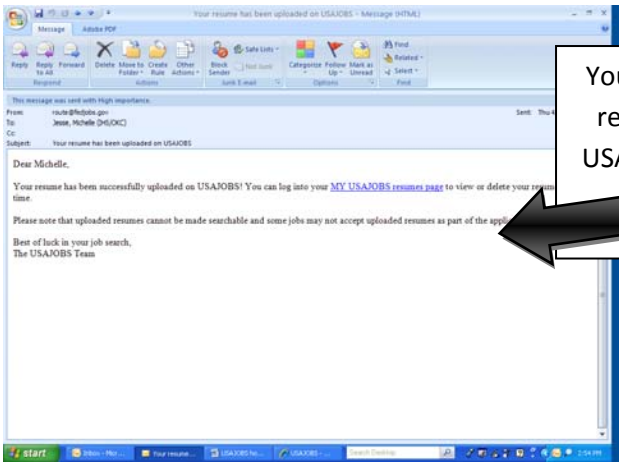
browse

button to locate your resume on your computer.



Once you have located your resume on your computer, select it select **Open** and

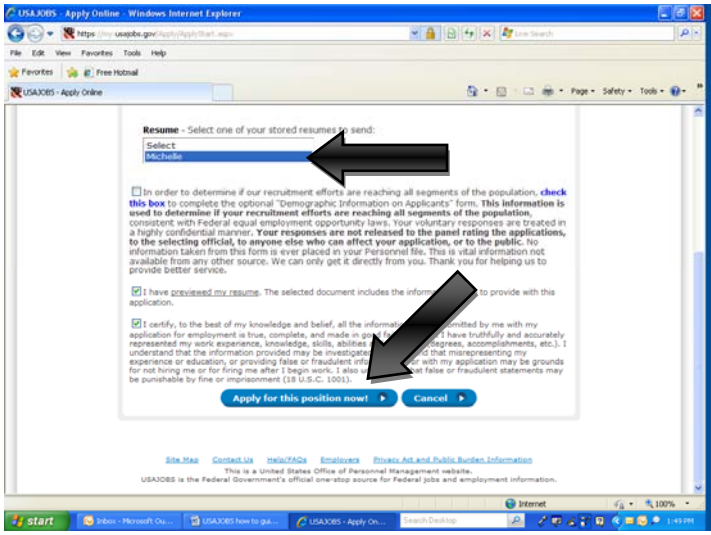
Click on the blue **UPLOAD** button at the bottom of the page



You will receive an email stating that your resume has been successfully loaded on USAJOBS at the email address you listed in your account setup

Congratulations! You have uploaded your resume and are ready to proceed to Step #6 to continue the application process.

Step #6: Finishing your application:



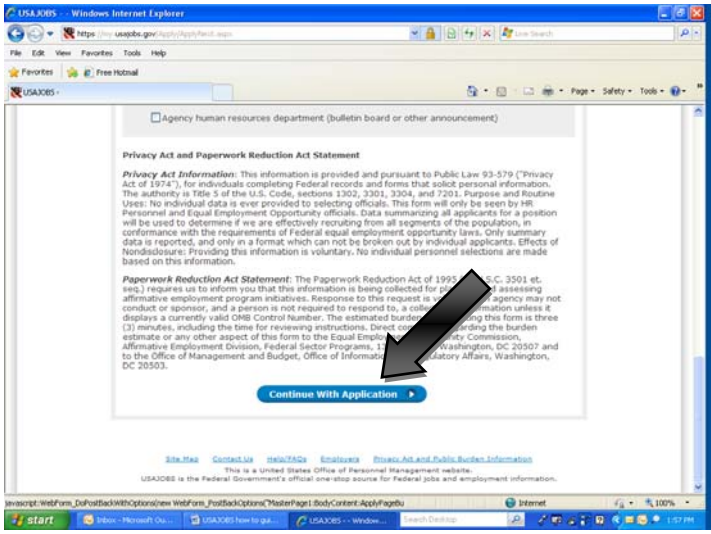
Select your resume by clicking on the resume you created or updated and check the boxes to indicate:

1) You have previewed your resume
2) That you certify the information is accurate and truthful

Then, click on the blue

Apply for this position now!

button



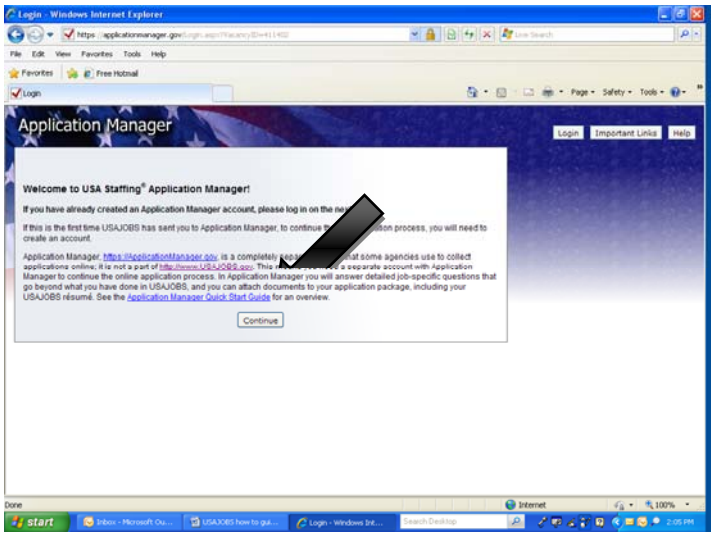
Select how you found out about this position. This question is voluntary. This information is helpful for future recruitment.

Next, click on the blue

Continue with Application

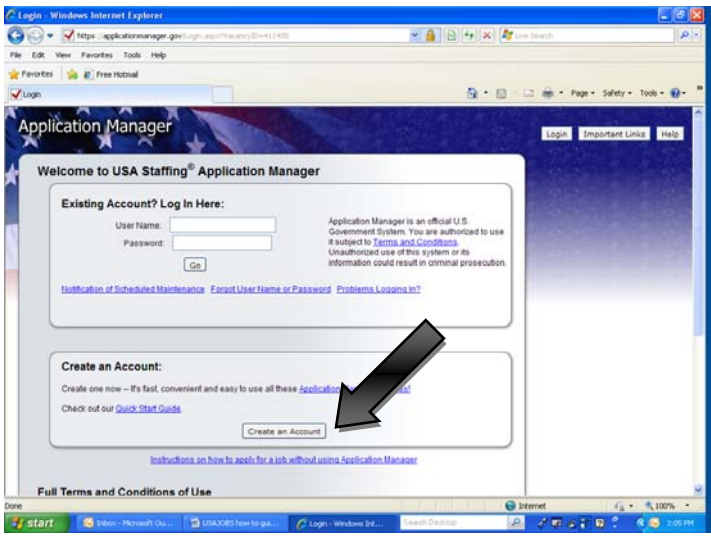
button to proceed and you will be automatically redirected to the

USA Staffing® Application Manager website



If this is your first time, you will be required to create an account.

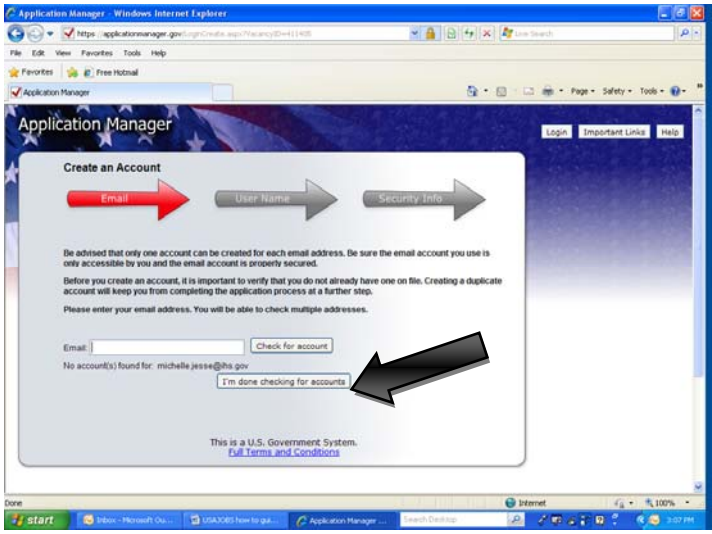
Click on **Continue** to proceed.



Click on the

Create an Account

button to begin



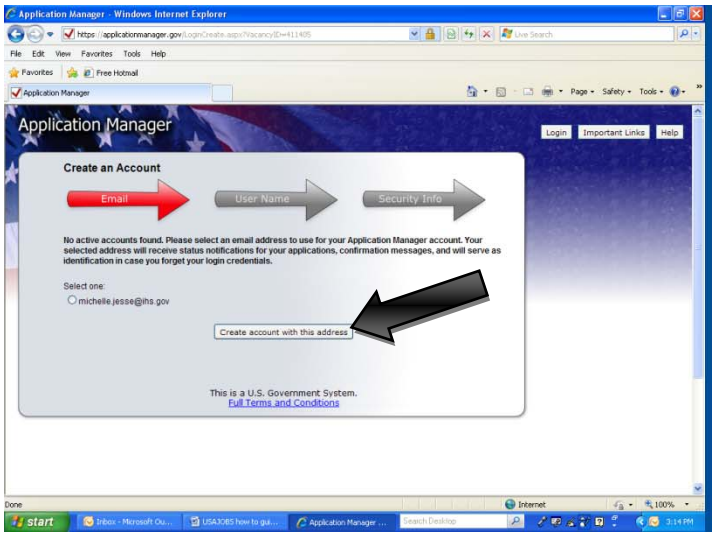
Verify that you do not already have an account set up by checking your email address and if this is your first time applying for a job with the Application Manager, it will say

No accounts found for jane.doe@nowhere.com

Then click on the

I'm done checking for accounts

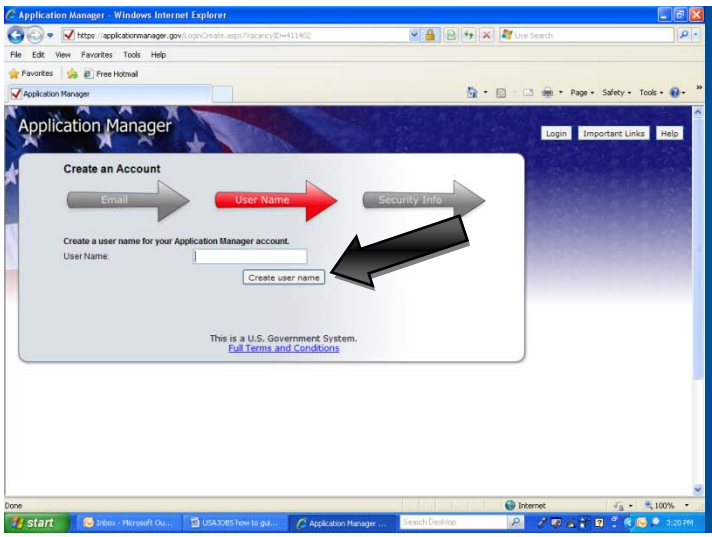
button to proceed.



Select your email address and click on the

Create account with this address

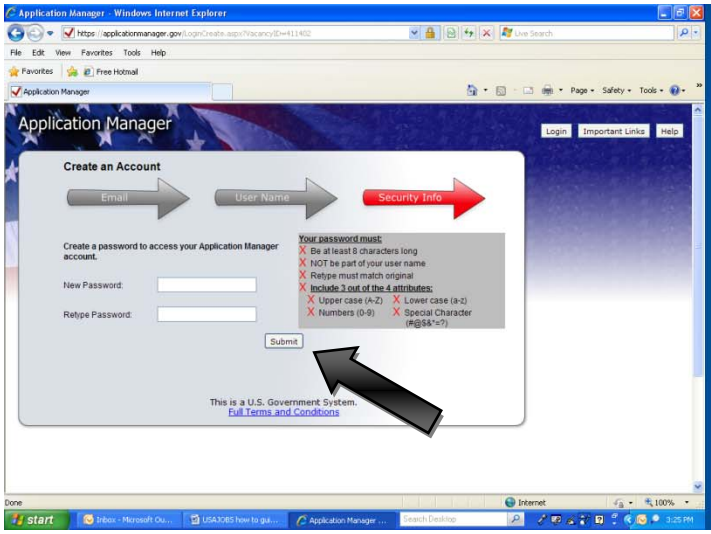
button to proceed



Create your user name and click on the

Create user name

button to proceed

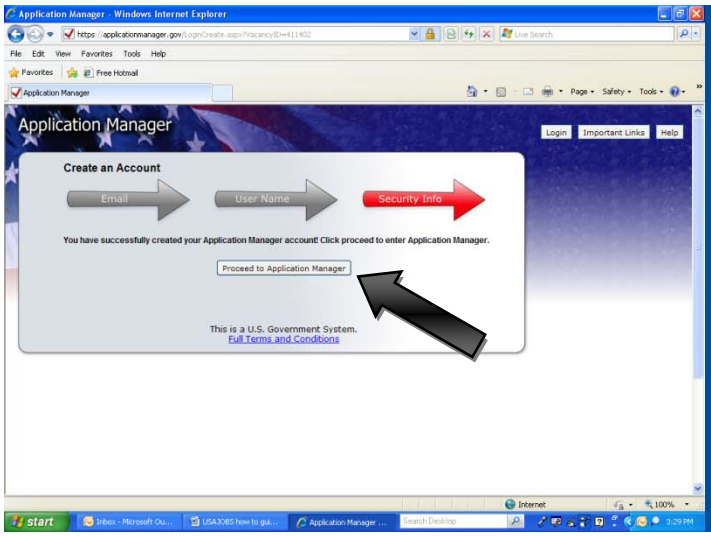


Set your password and click on the

Submit

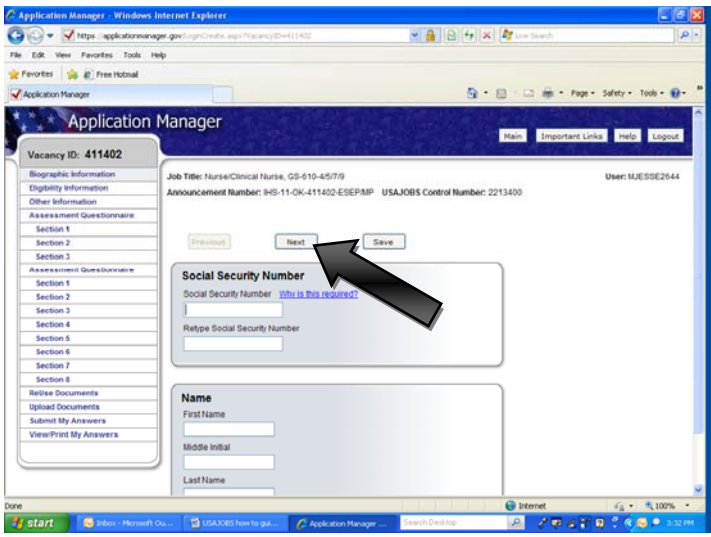
button to proceed.

You will then be asked to select a security question and answer.



A successful attempt will direct you to this page and you will select

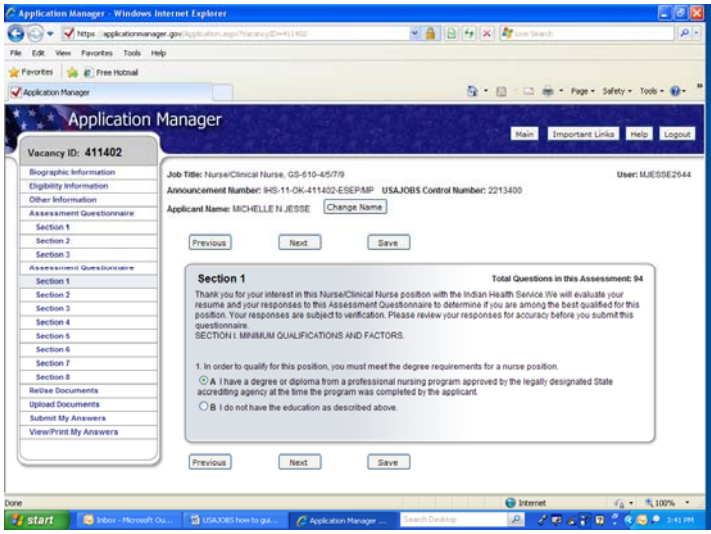
Proceed to Application Manager



You will be prompted to answer various questions and clicking on the

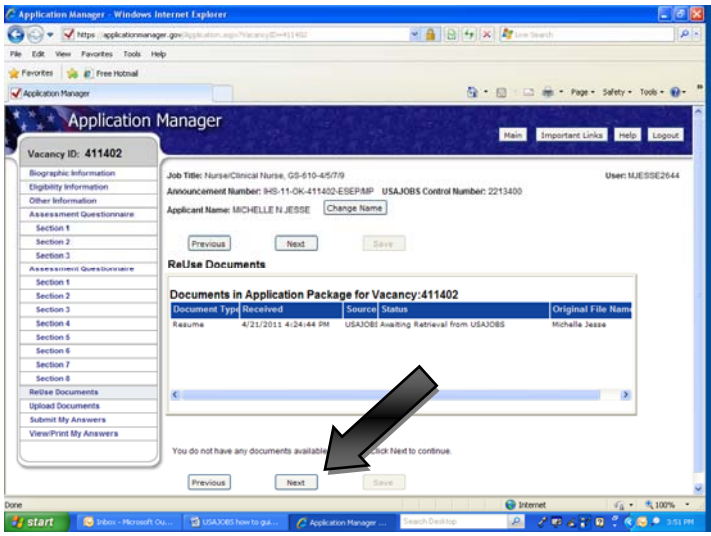
Next

Button on each page to proceed.



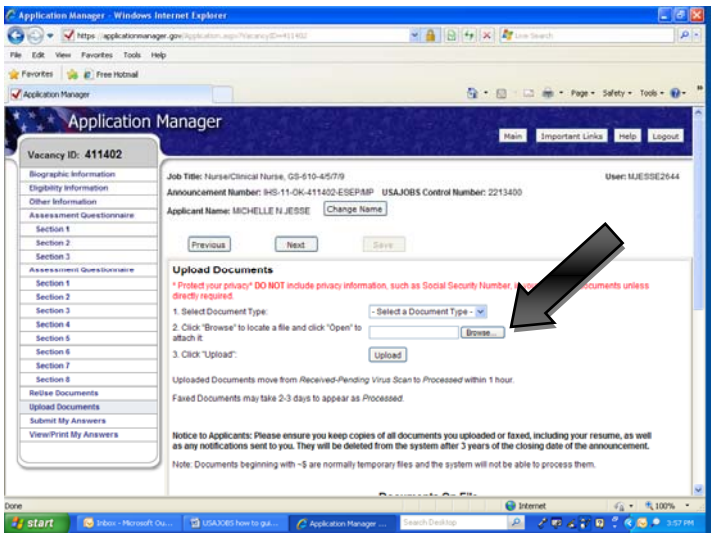
At some point you will reach the Assessment Questionnaire and will be asked to answer several questions pertaining to this particular job's qualifications and experience requirements.

Example: This job has 94 assessment questions.



Once your assessment is completed, you will be asked to select old documents you have used for previous job applications.

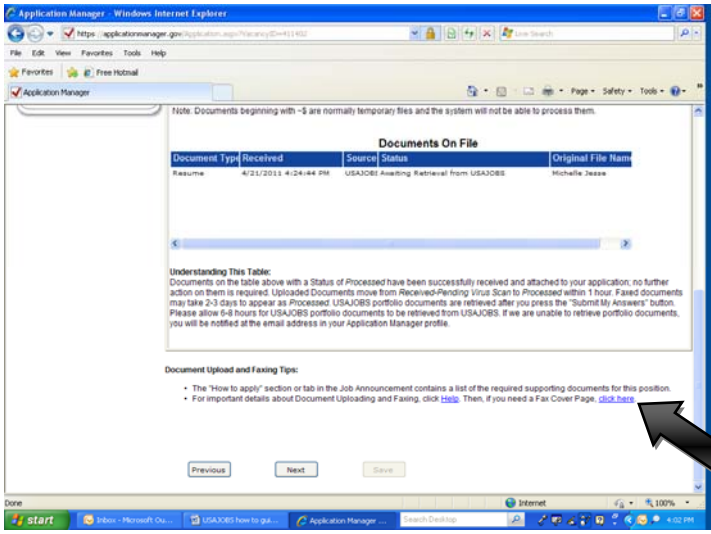
If this is your first time to apply for a job using the USA Staffing® Application Manager, just hit **next** to upload your documents.



You can upload your documents here by selecting browse and locating the documents on your computer.

Or you can scroll down and obtain a fax cover page to fax them in

(See picture below)

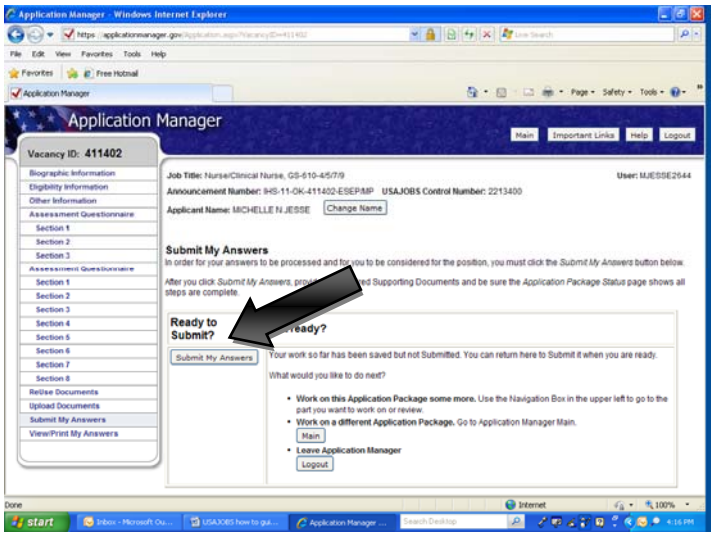


If you do not have the ability to scan documents and wish to fax them instead, click on the

click here

to indicate you need a fax cover page.

Note: Faxed documents may take 2-3 days to process so uploading them is quicker.

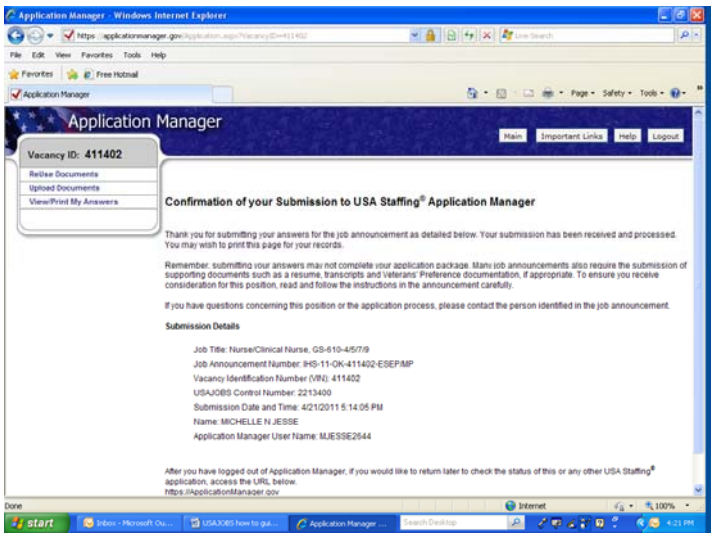


Once you have uploaded your documents you will be directed to the **Submit My Answers** page.

If you are ready to submit your application, you will click on the

Submit My Answers

button to proceed.



You will be directed to a Confirmation of your Submission page and you will also receive an email stating that your submission has been received and will be reviewed.

Take the time to read the vacancy announcement and submit all required documents such as BIA Form 4432 (Indian Preference form), transcripts, etc. If you cannot locate a form that is listed as a required document, you can usually find it on the internet. (Example: OF 306 can be obtained by typing **OF 306** in your search engine)