April 2012

USAJOBS

Job Search and Application Instructions

Sioux Falls VA Health Care System

Human Resource Management Service

Recruitment / Staffing

Phone (605) 336-3230 ext 6852

USAJOBS®, the government's official job search web site provides access to numerous vacancy announcements from all federal government agencies . **USAJOBS®** is updated every business day from a database of numerous worldwide job opportunities and is available to job seekers in a format to ensure access for customers with differing physical and technological capabilities. You can search for jobs by location, job category, and agency and you can complete and submit your application directly to the agency online.

The Federal Job Search - A *"Three - Step Process"*

The Office of Personnel Management is continually working to make the application process simple. Your job search for Federal career opportunities is a "Three – Step Process". Within **USAJOBS®**, you can:

Step 1 – Create your Account or Log into your account

Set up your "*My Account*" within **USAJOBS®** to:

1. Build or upload your résumé and post it online
2. Upload additional required documents
3. Receive customized job alerts
4. Apply for Federal Government jobs
5. Save or Email a Friend Job Opportunity Announcements

Note: You do not need to create a "My Account" to search for jobs, **but** you will need to create an account to apply for jobs online.

Step 2 – Searching for Jobs

From the **USAJOBS®** web page, enter your desired job information and submit to search the database of thousands of federal opportunities.

Step 3 – Applying for open positions

Get all the information and advice you need on obtaining a job within the Federal Government. You can also get application status for positions that you have applied for through your **USAJOBS®** account. Use your resume and supporting documents to apply online instantly.

Note: If this is your first time using the **USAJOBS®** program please allow at least 2 hours to get your application information together within **USAJOBS®**. It is highly recommended to prepare an account within **USAJOBS®** prior to searching for open positions.

Note: The following pages will assist you in navigating the process to apply for open vacancy announcements. If this is your first time using **USAJOBS®** and applying for federal positions please read this guide thoroughly before attempting to apply for any open vacancy announcements.

HINT: *It is extremely helpful to print out the vacancy announcement and refer to it while preparing your application package.*

How to Submit an Application Package

Application packages for open vacancy announcements within the Sioux Falls VA Health Care System can be submitted thru one of the listed options. *Please ensure that you are submitting your application package only once for any applied position.* Here are the available options you can use to apply for any open vacancies:

Option 1: Online application submission

Step 1: Log into your account within "USAJOBS" and search for any open vacancy announcements.
Step 2: *Completely read and print out the vacancy announcement.*
Step 3: Click the "Apply Online" button to apply for this position.
Step 4: Read and follow all the prompts to transfer your application package from "USAJOBS" to "Application Manager".
Step 5: Complete the online occupational questionnaire within "Application Manager".
Step 6: Then please click the "Submit My Answers" button at the end of the process (within "Application Manager") to apply for the vacancy.

Option 2: Combination of online and fax application submission

Step 1: Log into your account within "USAJOBS" and search for any open vacancy announcements.
Step 2: *Completely read and print out the vacancy announcement.*
Step 3: Click the "Apply Online" button to apply for this position.
Step 4: Read and follow all the prompts to transfer your resume from "USAJOBS" to "Application Manager". Complete the online occupational questionnaire on "Application Manager".
Step 5: Please click the "Submit My Answers" button at the end of the process to apply for the vacancy.
Step 6: Fax all the *required documents* listed within the vacancy announcement you *did not upload* within either "USAJOBS" or "Application Manager" to the following fax number **1-478-757-3144**.
Step 7: Complete the fax cover page http://staffing.opm.gov/pdf/usascover.pdf when faxing your documents.

Option 3: Fax only application submission

Step 1: Faxing your entire application package if you cannot apply online.
Step 2: Open "USAJOBS" and search for any open positions.
Step 3: *Completely read and print out the vacancy announcement.*
Step 4: Please click the link "View Occupational Questionnaire" located within the "How to Apply" section and print out this questionnaire and then print out the OPM-1203FX form also located within the "How to Apply" section to provide your answers to the "View Occupational Questionnaire".
Step 5: The OPM-1203 FX is the official response sheet. Viewing the "Occupational Questionnaire" lists the questions and the OPM-1203 FX is the answer sheet. If the "Occupational Questionnaire" states to list an item or questions blank then you do not need to respond to the question.
Step 6: The OPM-1203 FX can be found at the following: http://www.opm.gov/forms/pdfimage/opm1203fx.pdf.
Step 7: You will need to fax the OPM-1203FX and all the required documents listed within the vacancy announcement to the following fax number **1-478-757-3144**. Your OPM-1203FX will serve as a fax cover page for your fax transmission.

☆ Step 1 – Creating an account or Logging into an existing account

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

Create an Account
- Build and store up to five distinct resumes.
- Create and save job searches to receive automatic notifications.
- Apply for jobs or save them to review later.

Look for a Job
- Search by Agency, Occupation, Grade, Location, etc.
- View jobs available to the general public and those available to Federal employees.
- Apply to Federal Agencies.

Be Informed
- Learn how to use USAJOBS by accessing their tutorials.
- Learn about the federal hiring process.
- Learn about special hiring programs.

To expedite the application process, candidates should create their **USAJOBS®** account prior to beginning their applications. To do so, follow the steps listed on the next few pages.

Begin the process by signing into your USAJOBS account.

If you do not have an account, click "CREATE AN ACCOUNT."

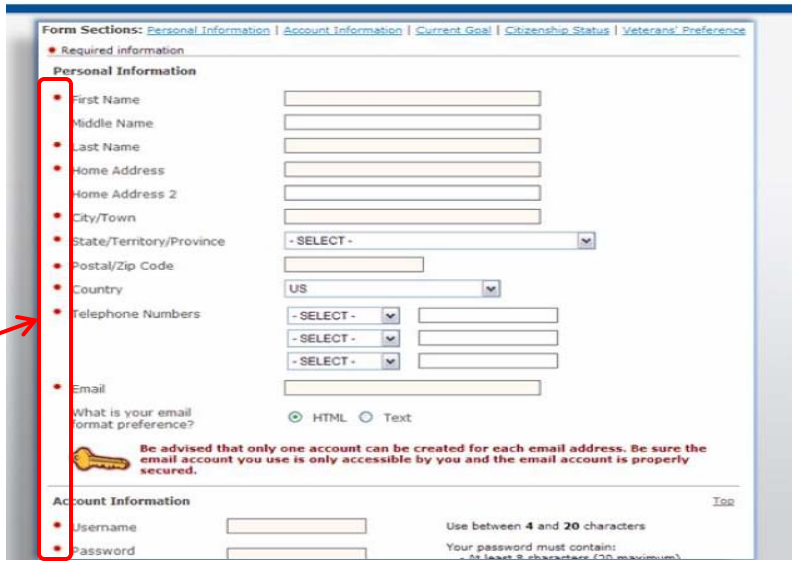
**** NOTE:** *You must have an account before creating or uploading resumes and applying for any open positions.*

NOTE:

- ✓ You will be prompted to edit your username if it is not unique
- ✓ Your password must contain a special character, a number, and be at least 8 characters in length
- ✓ Document your Username and Password for future reference!

To create and account you must enter some basic Personal Information into the Form Section

Complete all required fields (indicated by a red asterisk *).



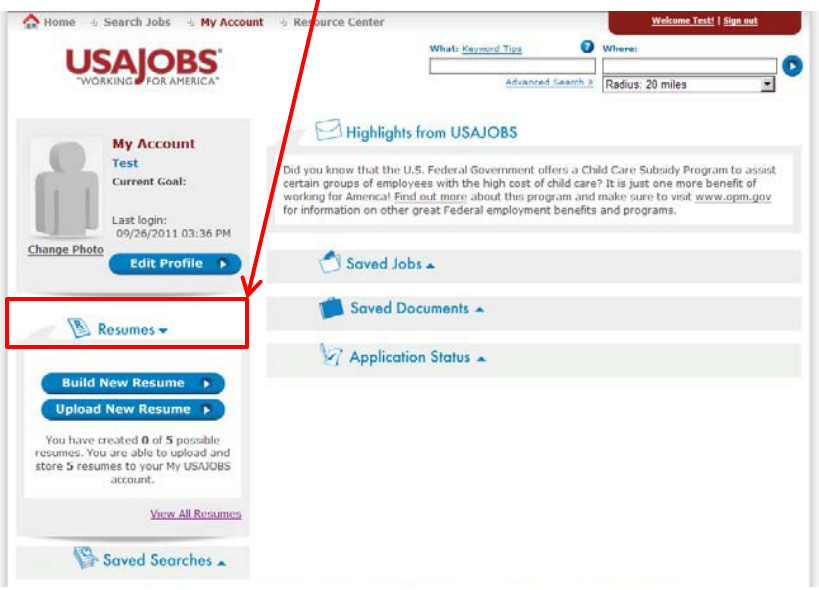
USAJOBS – My Account Area

Once you've filled out the basic profile information and created an account, you can Build a New Resume <u>or</u> Upload a New Resume by selecting one of the options in the Resumes area.

In your **USAJOBS®** account you can:

- Build or Upload a new Resume
- Upload and save *Documents* required to support your application
- Check your *Application Status*
- Create *Job Search Agents*
- Review any *Saved Jobs*

From your "My Account" page, click "Resumes" to expand the view of the available options in the dropdown menu:



The "Build New Resume" option allows you to create or build a resume using the **USAJOBS®** Resume Builder

The "Upload New Resume" option allows you to upload your own resume(s) from your computer, flash drive, etc.

NOTE: You may store a total of 5 resumes. These 5 may be a combination of resumes you have created or built using Resume Builder, or uploaded.

Applying For a Federal Position

Federal vacancy announcements describe all the information needed to complete an application such as the a description of the work to be performed; minimum required qualifications; and where to send your application and the closing date. All vacancy announcements have the option of applying through online or fax procedures to submit your application, which may require special forms and instructions.

Important Tip: *Remember, in the Federal government, a full and complete application package is to your benefit! An incomplete application package often precludes an applicant from further consideration!*

Applying for a federal position may seem intimidating, due to the long list of requirements regarding your application. One of the requirements is a well prepared resume, known as a federal resume. The resume builder within **USAJOBS®** can assist in preparing your resume, but it is best to prepare ahead of time.

When applying for a federal job, more information is required than when applying for a job in the private sector. Your resume should provide more detail, and should be tailored towards the job announcement. Federal resumes should be formatted chronologically, with your most recent job performance given first.

You should consider your resume as a proposal you are submitting in order to work for the government. *Your resume should carefully match the job announcement*, with serious consideration regarding your ability to perform the job. If you spend time and look at samples of federal resumes versus resumes from the private sector, you could find yourself being referred to a selecting official for consideration and an interview; and maybe even hired into the open position.

Streamlining the Federal Resume Process

1. **Analyze federal vacancy announcements**: Thoroughly analyze federal vacancy announcements to 1) Determine if you qualify for the job; 2) Identify the qualification of the position; 3) Determine what you need to submit with your application package.

2. **Add Federal Resume Elements**: A federal resume requires elements that are not usually required on a typical private sector resume. The additional elements will include your social security number, the supervisors' names and phone numbers for your previous employments, 3 reference names and contact information, salary history, awards, languages, clearances; requirements for education: dates of attendance and completion, GPA, # of credit hours; military service completion dates; federal status; and other requirements. (*Do not forget to have copies of transcripts, a DD-214, SF-50, SF-15, and OF-306 for the actual submission process.)*

3. **Identify and integrate keywords using mini-detailed stories**: Identify all of the keywords in a federal vacancy announcement that relates to the position for which you are applying (e.g., if you are a business manager and a scientist, and you are applying for a job in the medical or scientific field, then only focus the resume to the scientific profession; use only very short entries for business jobs). Incorporate the keywords throughout the text in the resume, mirroring the federal wording, within your own accomplishments, creating mini-stories using many details including context and results.

Your Federal resume needs to be clear, concise and to the point. More than that though, your Federal resume has to be relevant to the position you are applying for.

Here are some resume writing tips to remember when preparing your resume:

- ✓ **Mold your Federal resume**: Adapt your Federal resume to fit the position you are applying for. *Nothing is a quicker death when seeking a Federal job than a resume that has no relevance to the position*.
- ✓ **Keep it clear**: You definitely want your Federal resume to stand out, but don't get carried away. Use words and phrases that are clear cut, concise, and to the point. Don't get caught up using phrases that are too complex.
- ✓ **Condense**: Instead of long drawn out paragraphs, fill your Federal resume with indented bullet points and focused statements. The idea is to get the potential employer to read your entire resume and not to bore them.
- ✓ **Highlight your strengths**: Mention your relevant strengths in any way you can. This may be done by more than job experience, like with volunteer work you have done or your specific education background. If you have a chance to mention a relevant strength, do so.
- ✓ **Eliminate irrelevant information**: Even if the information is favorable to you, if it has absolutely no relevance to the Federal job you are applying for, don't bother with it.
- ✓ **Avoid clutter**: If you are reading something you want it to be easy to read and understandable. The same goes for the individuals reviewing your Federal resume. Be sure to use spaces between sections and use headings to organize all of the different details on your government resume. An easy to read resume will get reviewed long before one that is cluttered.
- ✓ **Don't lie**: *This is a good rule of thumb for anything in life, but especially when writing your Federal resume. There is nothing wrong with making yourself sound good, but be careful that you don't exaggerate the truth. The last thing you want is to get flagged for lying as this will no doubt lead to you looking elsewhere for employment.*

Remember, your resume is your story and if not told properly you will find yourself on the outside looking in. Ensuring that you have a well written and prepared federal resume could place you a step above other and could lead to the Federal job that you have always wanted.

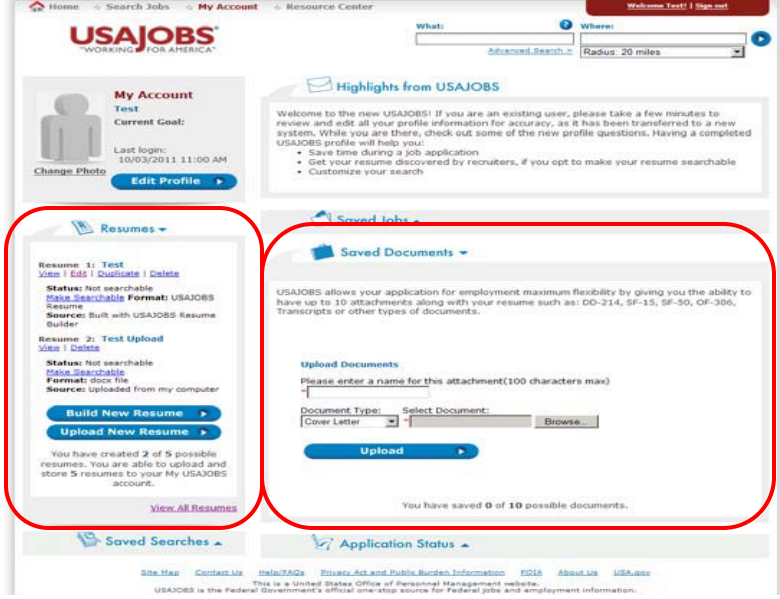
Federal Resumes within USAJOBS®

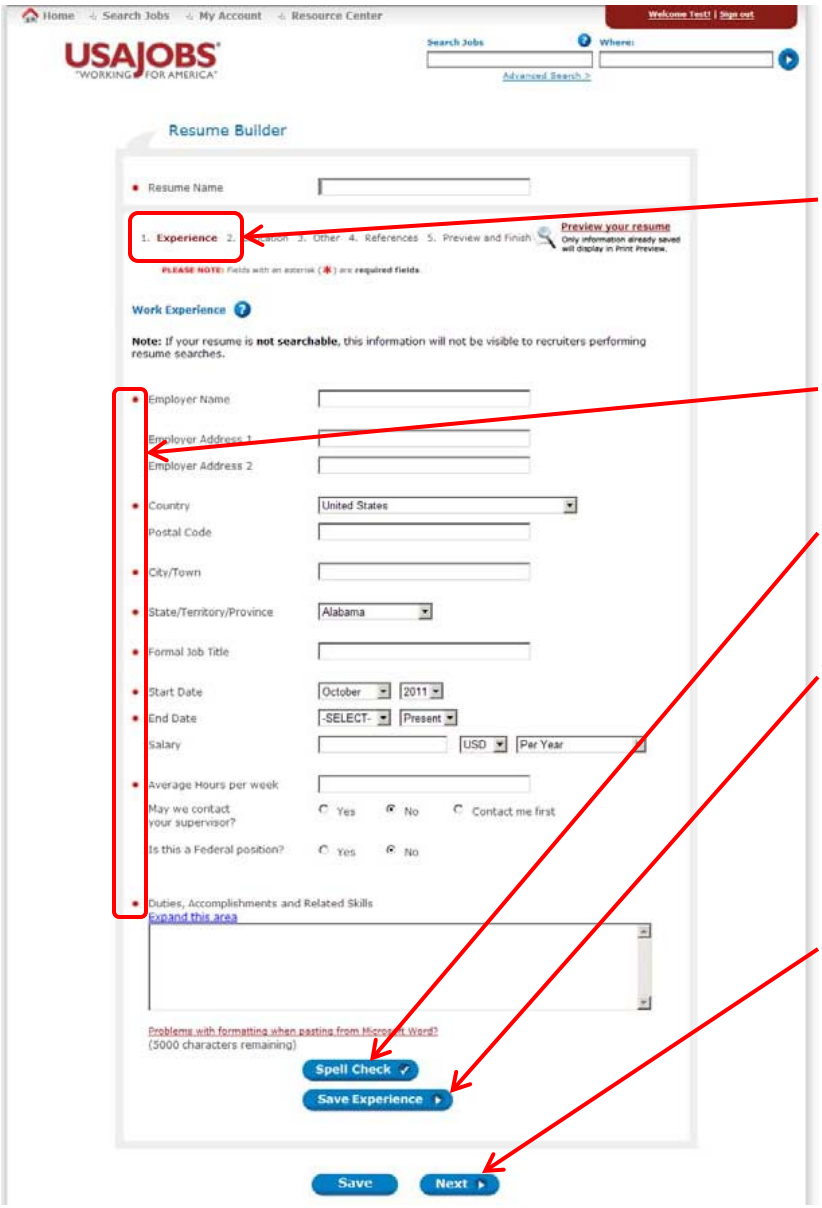
After you click on the "Create a Resume" button and register with the **USAJOBS®** Web site, you'll see that the resume-building process has five basic steps: Experience, Education, Other, References, and Preview and Finish. The next couple of pages will walk you thru the online resume process within **USAJOBS®**. As you complete the resume building process, keep an eye out for blue circles with question marks inside, as these can help explain the step you're working on with a little more detail. If you have a resume already prepared (e.g. in Microsoft Word or Adobe PDF format) then you can just upload that into **USAJOBS®** and by pass that resume builder sections of this guide.

At any point during this process, you can click the "Save For Later" button at the bottom of the page and return to your resume at a later time.

Resume Builder within USAJOBS®

1. After expanding the “Resumes” section to review any resumes that you have saved to your account.
2. From your account page, you also have the option to Build or Upload a new resume.
3. You can build a full resume online by selecting “Build New Resume”.
4. You also have the option to Upload new documents.
5. Expand the “Saved Documents” section This section will allow you to upload and store additional documents.

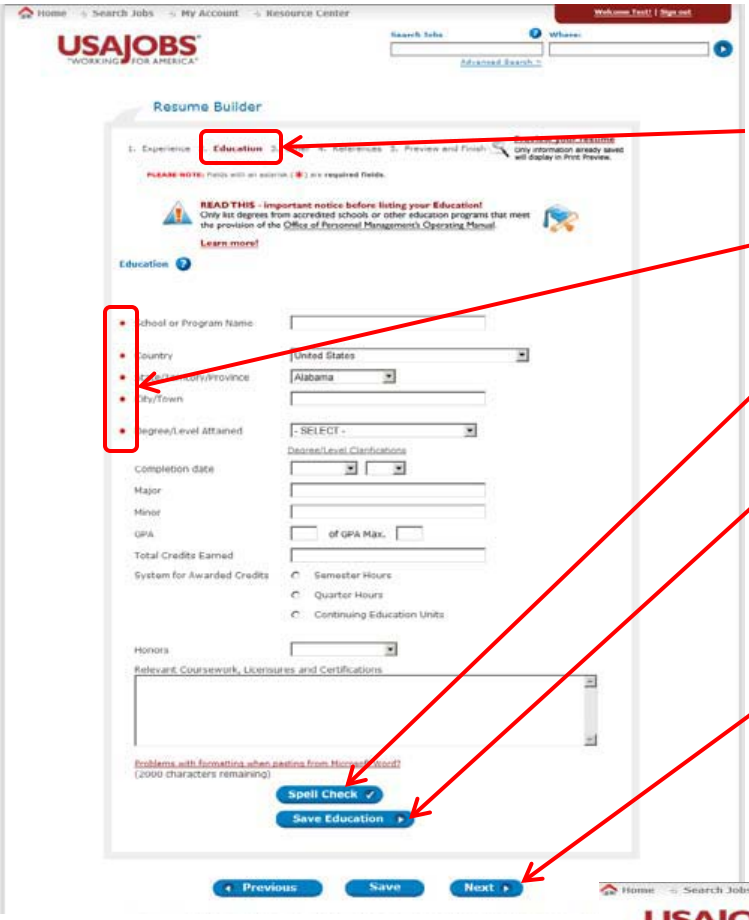




After selecting to “Build New Resume”, you will be redirected to the “Experience” section of the USAJOBS Resume Builder. To build your work experience, you should:

- Complete all required fields (indicated by a red asterisk *).
- Use “Spell Check” to ensure correct spelling of information you entered.
- To add additional work experience, simply click “Save Experience” after completing all required fields. A blank “Experience” page will display and you should complete the required fields.
- When you have entered all your work experience, click “Next” to move to the next section.

Resume Builder within USAJOBS®

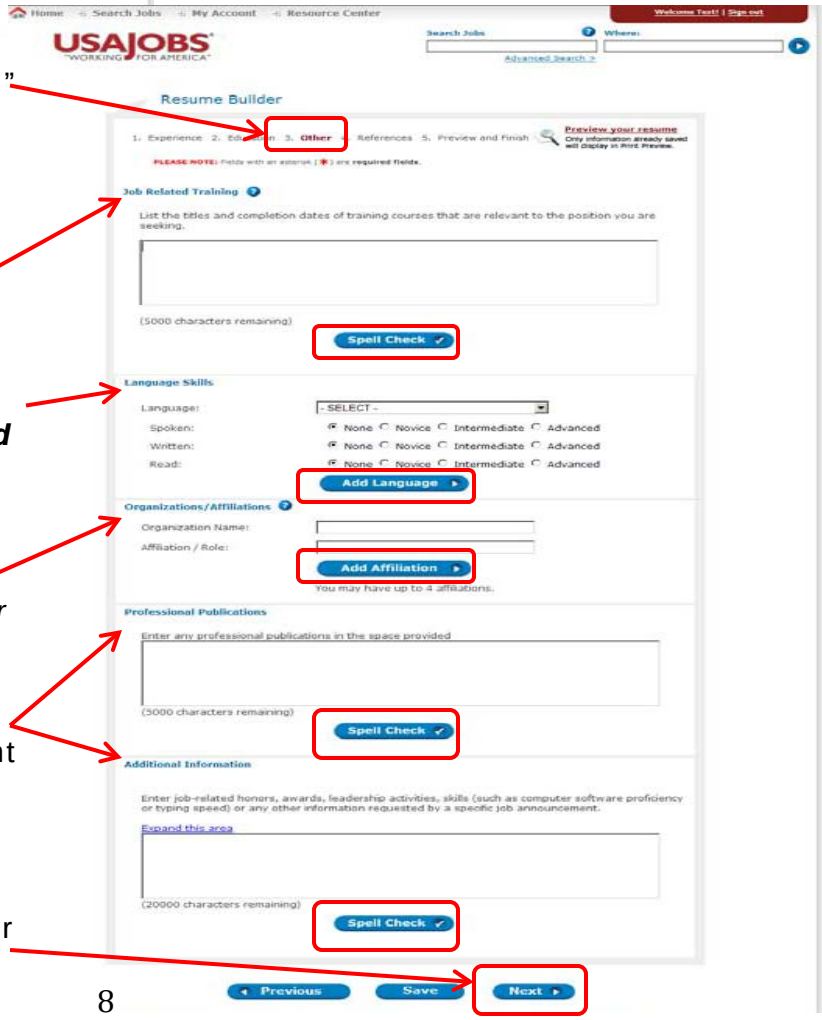


The next section you will see is "*Education*." To build your Education, you should:

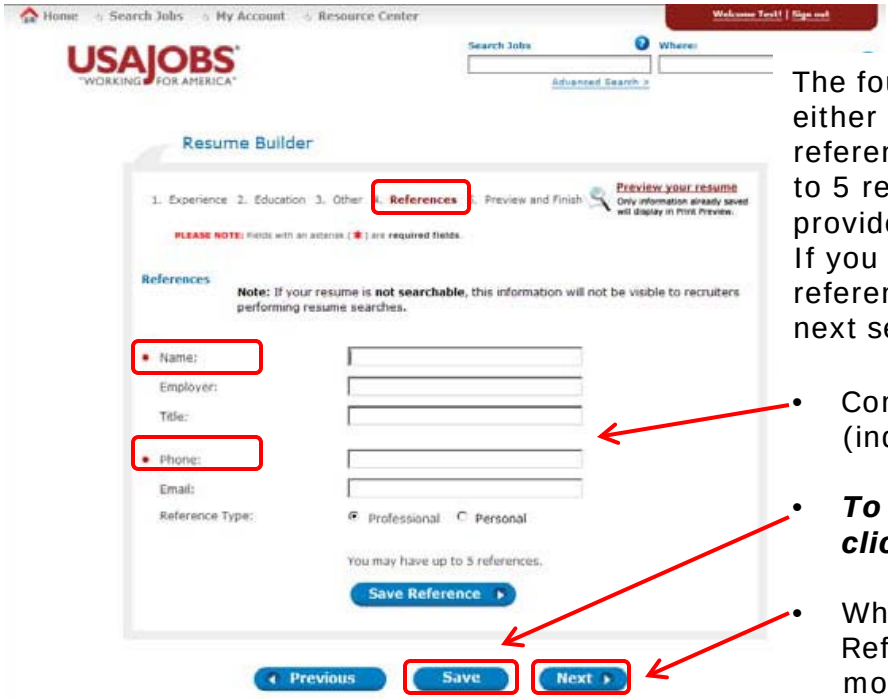
- Complete all required fields (indicated by a red asterisk *)
- Use "Spell Check" to ensure correct spelling of information you entered.
- To add additional Education, simply click "Save Education" after completing all required fields. A blank "Education" page will display and you should complete the required fields.
- When you have entered all your Education, click "Next" to move to the next section .

The third section you will see is "Other." There are no required fields in this section. You have the opportunity to provide information associated with:

- Any Job Related Training you have completed. *Use "**Spell Check**" to check your entry*.
- Language Skills you may have. *To add additional languages, click "**Add Language**"*
- Any Specific Organizations or Affiliations that you are a member of. *To add multiple organizations or affiliations, click "**Add Affiliation**"*
- Any Professional Publications or Additional Information that you want potential employers to be aware of. *Use "**Spell Check**" to check your entry*.
- When you have completed the Other section, click "***Next***" to move to the next section.



Resume Builder within USAJOBS®

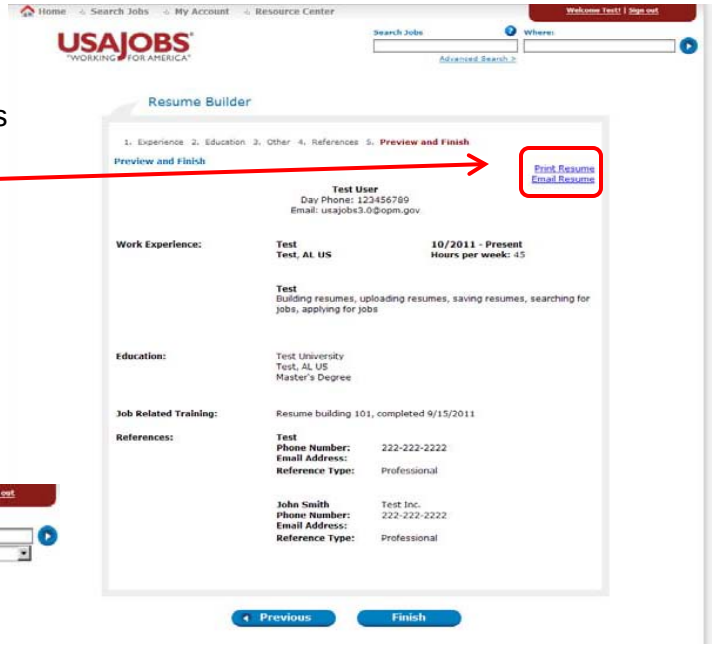


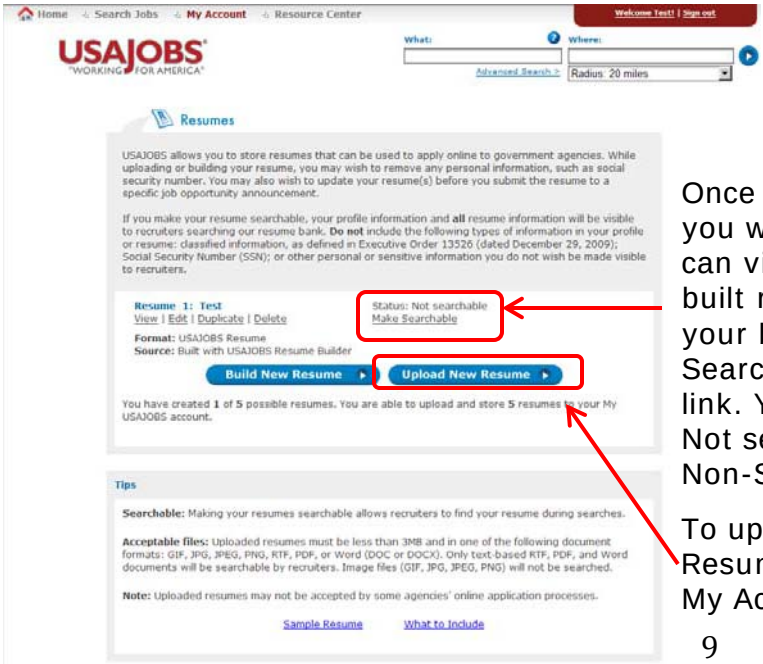
The fourth section allows you to enter either professional or personal references. You may enter and save up to 5 references. You do not have to provide references unless you want to. If you do not want to provide references, click "Next" to move to the next section of the Resume Builder.

- Complete all required fields. (indicated by a red asterisk *)
- ***To add additional References, click "Save Reference."***
- When you have completed the Reference section, click "Next" to move to the fifth and final section.

The final section allows you to Preview and Finish your resume. You also have the options to either print your resume or email your resume.

1. Review all information for correctness
2. Click "Previous" to edit information
3. Click "Finish" to complete your resume

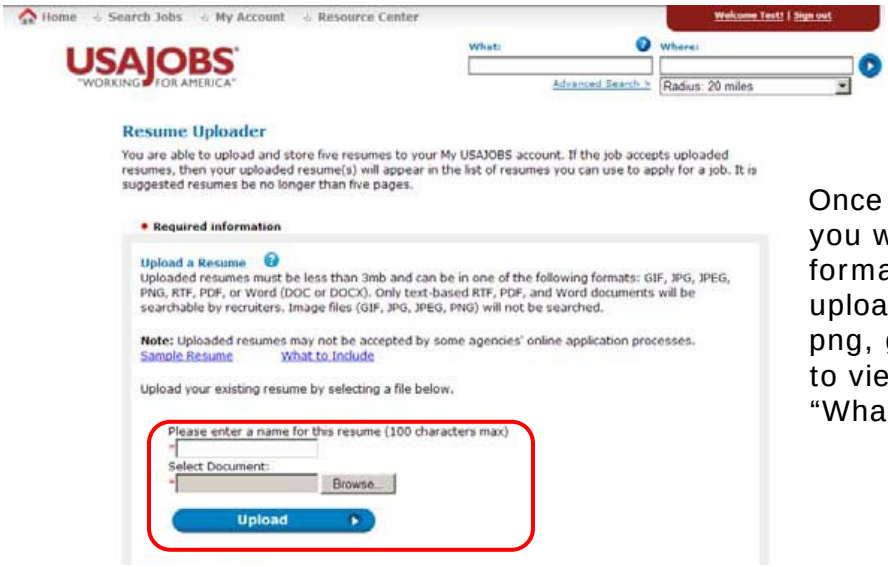




Once you have finished building your resume, you will be redirected to the Resumes page and can view, edit, duplicate, or delete previously built resumes. You can also change the status of your built resume from Not searchable to Searchable by clicking on the "Make Searchable" link. You can change your resume status back to Not searchable at any time by clicking the "Make Non-Searchable" link.

To upload a saved resume, click "Upload New Resume." This option can also be used from your My Account page within the Resumes dropdown.

Resume Builder within USAJOBS®



Once on the Resume Uploader page, you will see the different document formats that are acceptable for uploading (e.g. doc, docx, rtf, pdf, png, gif, jpg, jpeg). You are also able to view a "Sample Resume" and tips on "What to Include" in your resume.

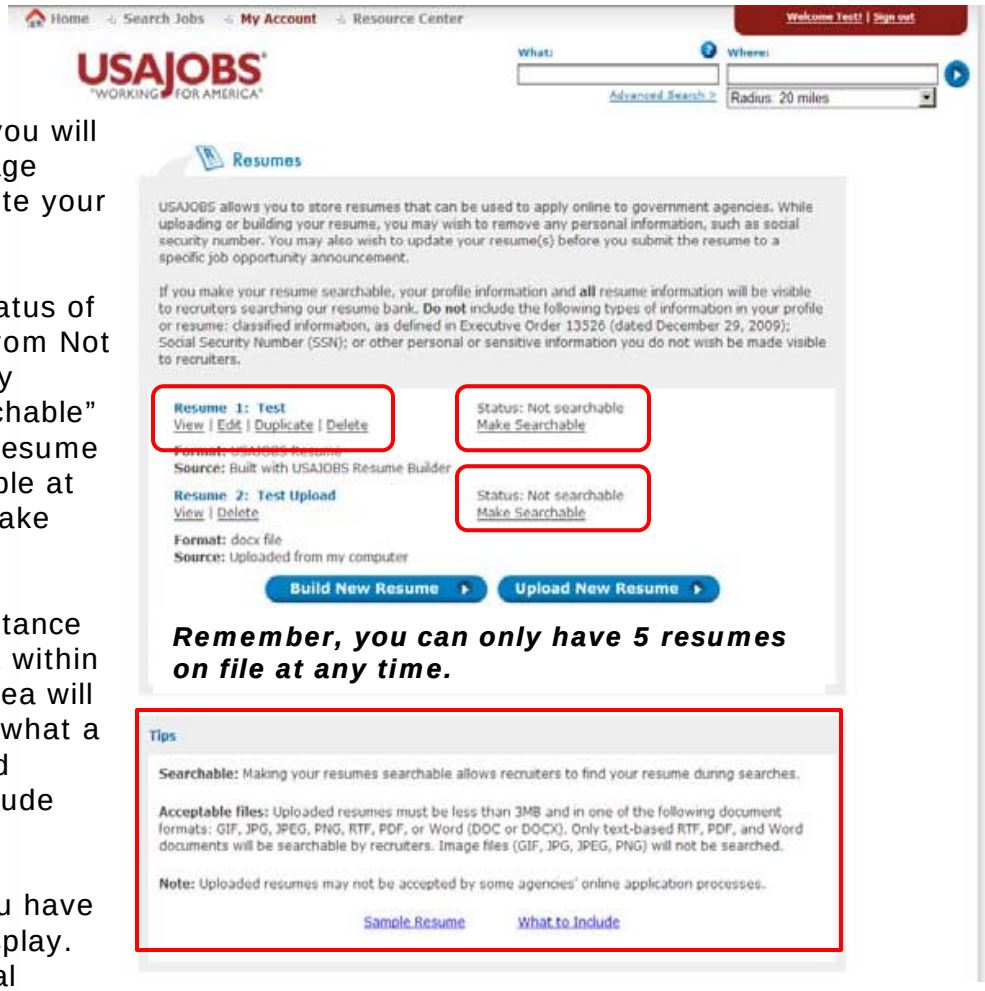
1. To upload your resume, you are required to enter a name (e.g., Resume-October2011) for each resume that you upload.
2. Use "Browse" to select the resume that you wish to upload.
3. Click "Upload."

After a successful upload, you will return to the "Resumes" page where you can view or delete your uploaded resume(s).

You can also change the status of your uploaded resume(s) from Not searchable to Searchable by clicking on the "Make Searchable" link. You can change your resume status back to Not searchable at any time by clicking the "Make Non-Searchable" link.

If you need additional assistance please review the *Tips* area within the *Resumes* page. This area will provide a good example of what a resume should look like and different information to include within your resume.

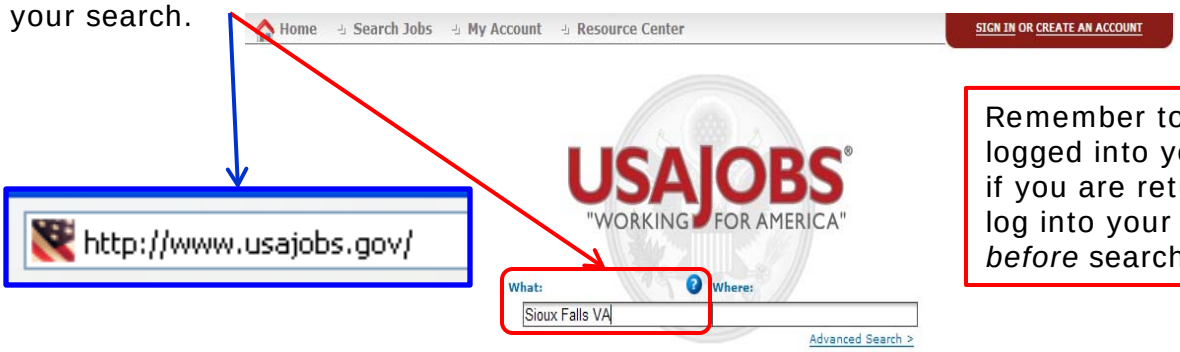
The number of resumes you have created or uploaded will display. To build or upload additional resumes, simply repeat the steps described in this tutorial.



It is not time to search for current open vacancies. Please continue thru the next few pages to find open jobs.

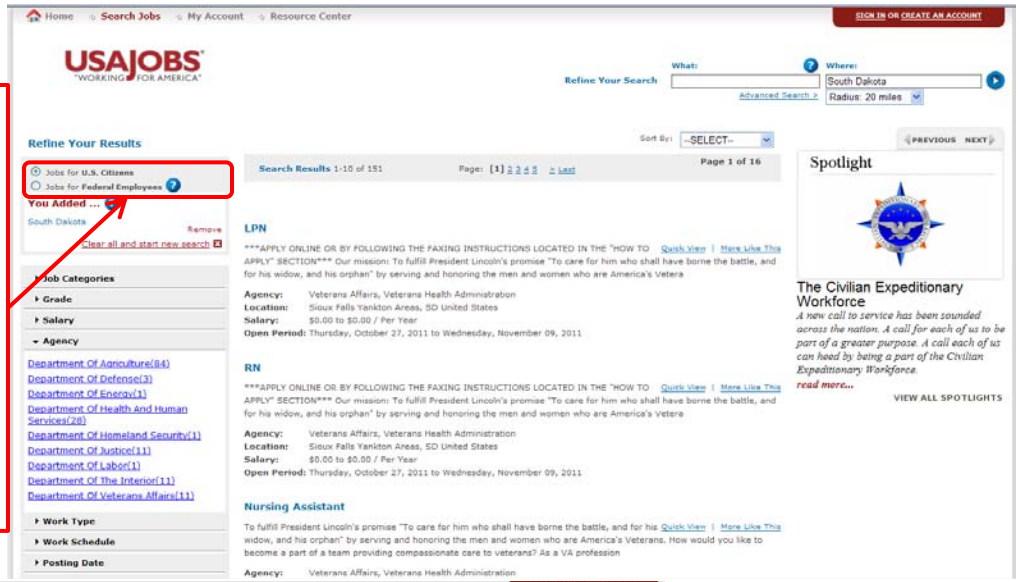
☆ Step 2 – Searching for Jobs

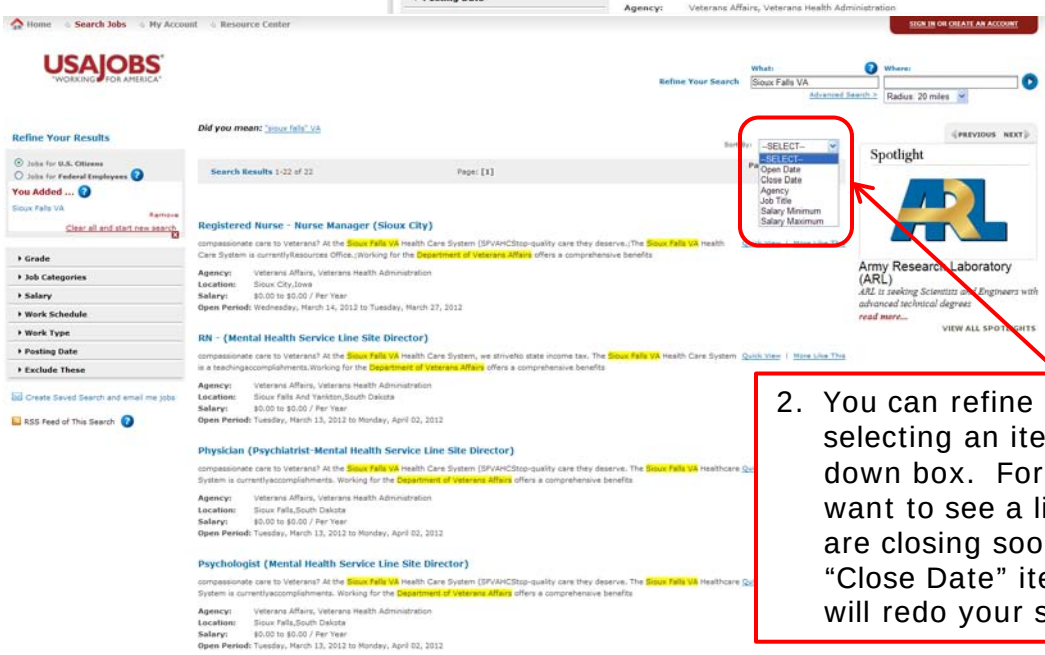
From the **USAJOBS® main web page** you can perform a local search by enter "*Sioux Falls, VA*" in the "*what*" field (shown below). Follow the instruction on this page to narrow down your search.



Remember to either stay logged into your account or if you are returning please log into your account *before* searching for jobs.

1. Once the page has refreshed, click the button that says "Jobs for Federal Employees" on the top left corner of the screen. Use this only if you are a current or former federal employee or a veteran with preference.





2. You can refine your search by selecting an item from this drop down box. For example, if you want to see a list of position that are closing soon then select the "Close Date" item and USAJOBS® will redo your search.

If you want to redefine your search please use the advance search features.

Advanced Search features within USAJOBS®

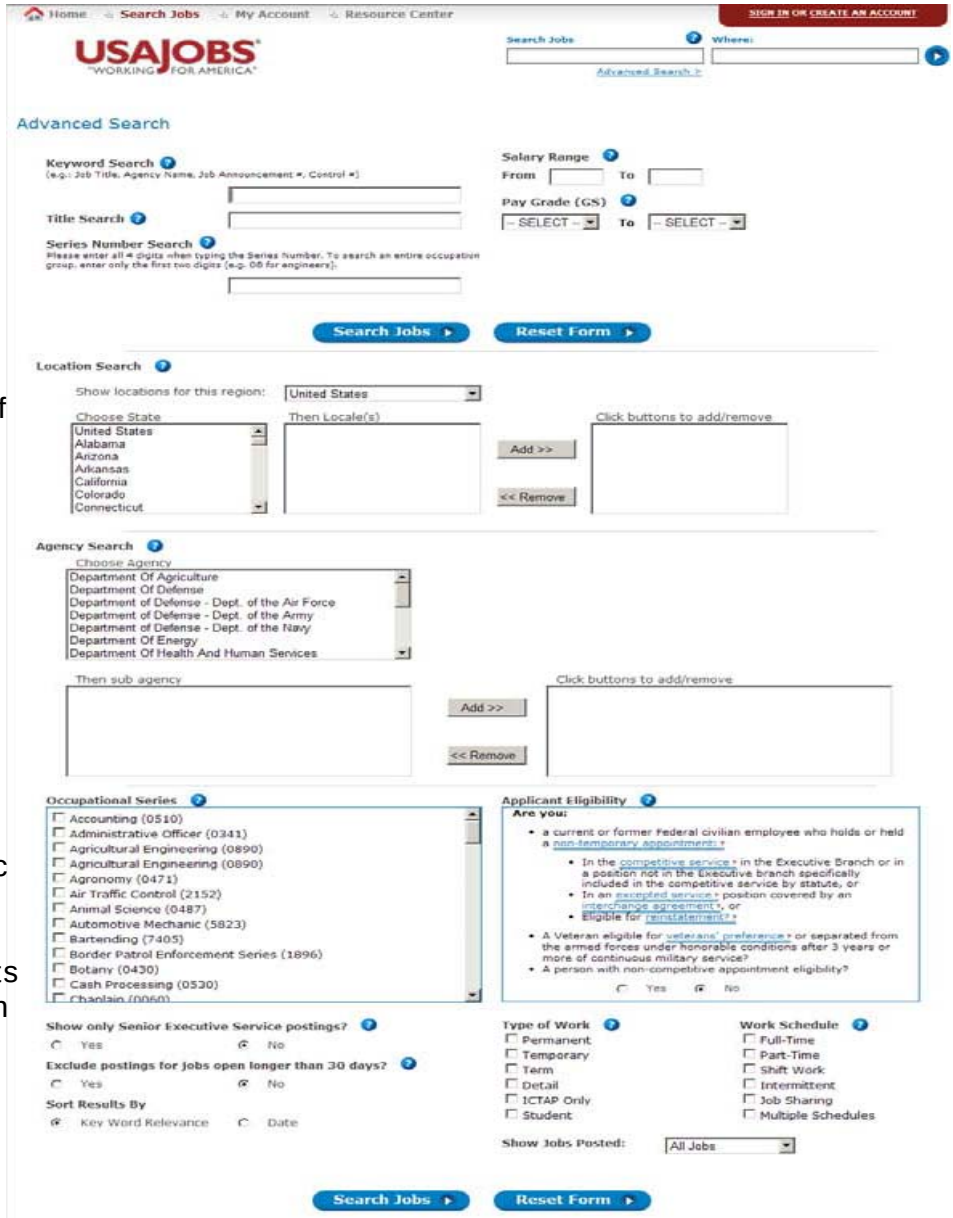
Continue on to page 13 if you want to use the basic search feature.

The Advanced Search feature helps refine your search to specific requirements.

Use this feature only if you know all the requirements you are looking for within a position.

From the USAJOBS® main screen, click on the "Advanced Search" link.

****PLEASE NOTE:** You are not required to have an account or be signed into USAJOBS® in order to search for a job. You are required to have an account and be signed in before saving a search or applying.



From the Advanced Search screen you are able to select search criteria from several different fields. Searches can be as broad or refined as you would like.

The most widely used search criteria are shown at the top of this page.

To run an Advanced Search, you could enter at least one of the following:

- Keyword
- Title
- Location
- Occupational series
- Agency

Once you have entered specific search criteria, click on the "Search Jobs" button. Current job opportunity announcements matching your criteria will then display.

If you just want to do an area search please continue to the next page and follow those instructions.

Advanced Search features

Within the Location Search, you can choose a world region or search the US for a state and select either all or some cities/locales within that state. You may also choose to select All United States. Simply press the "Add" button to add any locale that you have highlighted. This process may be repeated for as many states/locales that you wish to add to your search.

Within the Agency Search, you can choose an Agency and then select any sub agencies. Like Location Search, press the "Add" button to add any agency and sub agency that you have highlighted. This process may be repeated for as many agencies/sub agencies that you wish to add to your search.

The Occupational Series field allows you to scroll through the list of all occupational series and select multiple series to be included in your search. Within the Applicant Eligibility section, there are several programs identified to which you may be associated. Links to descriptions of these programs are provided.

You can also indicate the :

- Type of Work
- Work Schedule
- Order to sort your results by
- Refine the search by posting date

Select the blue question marks for an explanation of that search field.

The Current Search menu located on the left side of the screen tracks your current search and provides filters that allow you to further refine your search results. You can remove and add filters to expand or narrow your search results.

☆ Step 3 – Applying for the open vacancy

Home | Search Jobs | My Account | Resource Center

SIGN IN OR CREATE AN ACCOUNT

USAJOBS "WORKING FOR AMERICA"

Refine Your Search — What: — Where: Sioux Falls — Advanced Search > — Radius: 20 miles

Refine Your Results

Jobs for U.S. Citizens
Jobs for Federal Employees

You Added ...
Sioux Falls — Remove
Department Of Veterans Affairs — Remove
Clear all and start new search

- Grade
- Job Categories
- Salary
- Work Schedule
- Work Type
- Sub Agencies
- Posting Date
- Exclude These

RSS Feed of This Search

Sort By: --SELECT-- — PREVIOUS NEXT

Search Results 1-11 of 11 — Page: [1] — Page 1 of 1

Medical Technician
To fulfill President Lincoln's promise "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. How would you like to become a part of a team providing compassionate care to veterans? YOU CAN MAKE A DIF
Quick View | More Like This
Agency: Veterans Affairs, Veterans Health Administration
Location: Sioux Falls,South Dakota
Salary: $31,315.00 to $40,706.00 / Per Year
Open Period: Thursday, February 09, 2012 to Wednesday, February 15, 2012

Housekeeping Aid
THIS POSITION IS RESTRICTED BY FEDERAL LAW TO PERSONS ENTITLED TO VETERANS' PREFERENCE. WHO MAY BE CONSIDERED: Applications will only be accepted from the following hiring catagories: Current permanent competitive service employees of Sioux Falls VA Health Care System and permanent Veterans Canteen
Quick View | More Like This
Agency: Veterans Affairs, Veterans Health Administration
Location: Sioux Falls,South Dakota
Salary: $10.38 to $13.38 / Per Hour
Open Period: Monday, February 06, 2012 to Friday, February 24, 2012

Quality and Training Specialist
This is a virtual position. The individual selected for this position must reside within a resonable commuting distance of 50 miles from one of the numerous locations listed above. OUR MISSION: To fulfill President Lincolns promise To care for him who shall have borne the battle, and for his widow,
Quick View | More Like This
Agency: Veterans Benefits Administration
Location: Multiple Locations
Salary: $68,809.00 to $89,450.00 / Per Year
Open Period: Friday, February 10, 2012 to Tuesday, February 14, 2012

Carpenter
YOU CAN MAKE A DIFFERENCE How would you like to become a part of a team providing compassionate care to Veterans? At the Sioux Falls VA Health Care System (SFVAHCS), we strive to hire only the best! Working with and for America's Veterans is a privilege and we pride ourselves on the quality of care
Quick View | More Like This
Agency: Veterans Affairs, Veterans Health Administration
Location: Sioux Falls,South Dakota
Salary: $19.02 to $22.18 / Per Hour
Open Period: Friday, February 10, 2012 to Friday, March 02, 2012

Spotlight

Federal Bureau of Prisons
Looking for an exciting position with an agency that offers job security, career opportunities at 116 facilities across the nation, 6 regional offices and a headquarters office located in our Nation's Capital! Become part of an environment that promotes
read more...

VIEW ALL SPOTLIGHTS

Once you find the open vacancy you wish to apply for then just click on the name of the position and this will open the full vacancy announcement (shown below).

Home | Search Jobs | My Account | Resource Center

SIGN IN OR CREATE AN ACCOUNT

USAJOBS "WORKING FOR AMERICA"

Search Jobs — Where: — Advanced Search >

< Back to Results

Overview | Duties | Qualifications & Evaluations | Benefits & Other Info | How to Apply

Veterans Health Administration

Job Title: Housekeeping Aid
Department: Department Of Veterans Affairs
Agency: Veterans Affairs, Veterans Health Administration
Job Announcement Number: VHA-438-12-RJM486725

SALARY RANGE:	$10.38 to $13.38 / Per Hour
OPEN PERIOD:	Monday, February 06, 2012 to Friday, February 24, 2012
SERIES & GRADE:	WG-3566-01
POSITION INFORMATION:	Full Time - Permanent
PROMOTION POTENTIAL:	02
DUTY LOCATIONS:	2 vacancy(s) - Sioux Falls, SD United States View Map
WHO MAY BE CONSIDERED:	Status Candidates (Merit Promotion and VEOA Eligibles)
JOB SUMMARY:	

Vacancy Identification Number (VIN): 598378 (Please include on all documents)

*****APPLY ONLINE OR BY FOLLOWING THE FAXING INSTRUCTIONS LOCATED IN THE "HOW TO APPLY" SECTION*****

THIS POSITION IS RESTRICTED BY FEDERAL LAW TO PERSONS ENTITLED TO VETERANS' PREFERENCE.

WHO MAY BE CONSIDERED: Applications will only be accepted from the following hiring catagories: Current permanent competitive service employees of Sioux Falls VA Health Care System and permanent Veterans Canteen Service employees, Status eligibles - current career or career-conditional federal employees with competitive status, reinstatement eligibles, Veterans Recruitment Authority (VRA) eligibles, disabled veterans with a 30% or more disability, Veterans Employment Opportunity Act (VEOA) eligibles, certain military spouses, persons with disabilities.

Our mission: To fulfill President Lincoln's promise – "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.

YOU CAN MAKE A DIFFERENCE

How would you like to become a part of a team providing compassionate care to Veterans?

Slide

Go to section of this Job:

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

Agency Information:
VHA Sioux Falls HCS
Department of Veterans Affairs
2501 West 22nd Street
Sioux Falls, SD
57105
USA

Questions about this job:

Job Announcement Number:
VHA-438-12-RJM486725

Control Number:
308008200

The vacancy announcement contains all the information about the open position.

The following page will break down the vacancy announcement to give you a better understanding of the information contained within the vacancy announcement.

How to read the vacancy announcement

The most confusing part of any federal vacancy announcement is understanding the vacancy announcement. Each vacancy announcement is broken down into 5 parts;

Overview | Duties | Qualifications & Evaluations | Benefits & Other Info | How to Apply

Overview

The "Overview" area covers the general information about the agency placing the announcement, general position information, pay plan information, and the "Who May Be Considered" area. *Please pay attention to this area as it will describe who may apply for the position.*

What is meant by "Status" candidates?

A "status" candidate means the position is open to all current and former federal employees, and veterans with preference. If the announcement states "Open to all US Citizens" then everybody may apply for the vacancy position.

Duties

The "Duties" area covers the what the position will be performing. It is important to review this area carefully and apply this information into your resume. You could have a better chance of being considered if your resume relates, in some part, to the information within the "Duties" area.

Qualifications & Evaluations

The "Qualifications & Evaluations" area covers the requirements for that position. These standards are used to evaluate the minimum qualifications required for the position. Please pay special to these qualifications as the will inform you of the experience and education requirements for any position.

Benefits & Other Info

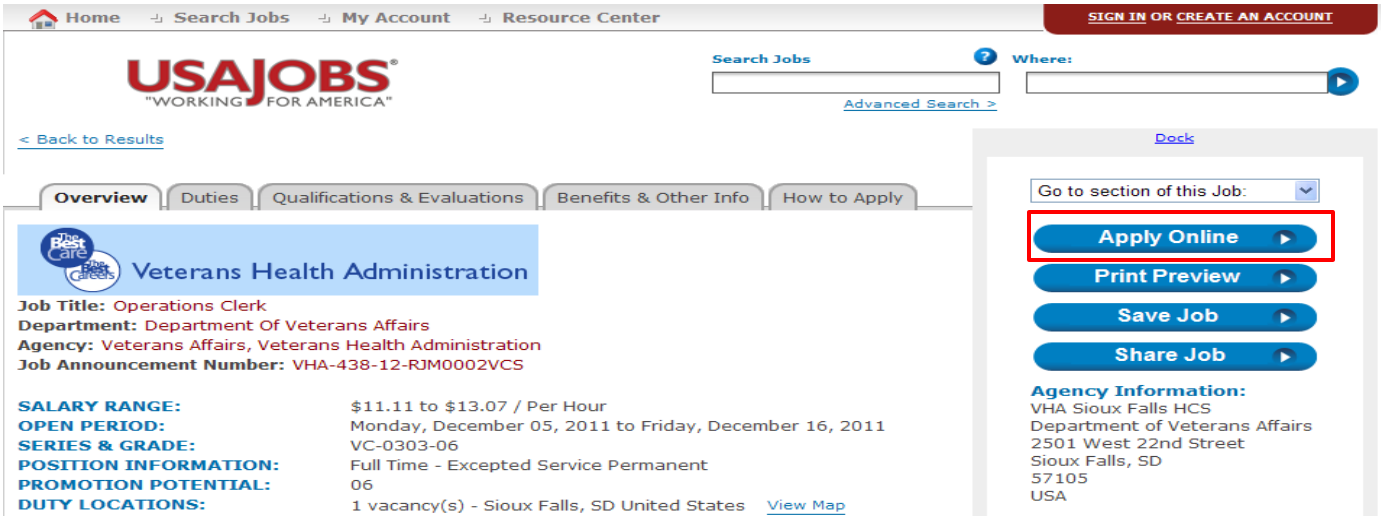
The "Benefits & Other Info" area covers general information about the benefits offered by the federal government. Federal employees can review current information about health, dental, vision and life insurance, flexible spending accounts, and long term care insurance. This information can be found at the Office of Personnel Management's web site (www.opm.gov).

How to Apply

The "How to Apply" area contains all the information needed to apply for any open vacancy. From what information is needed within the application package to how to apply (either online or by fax), this is what this area will advise you. This is the most important area to read prior to starting any application package!

Starting the Online Application Process

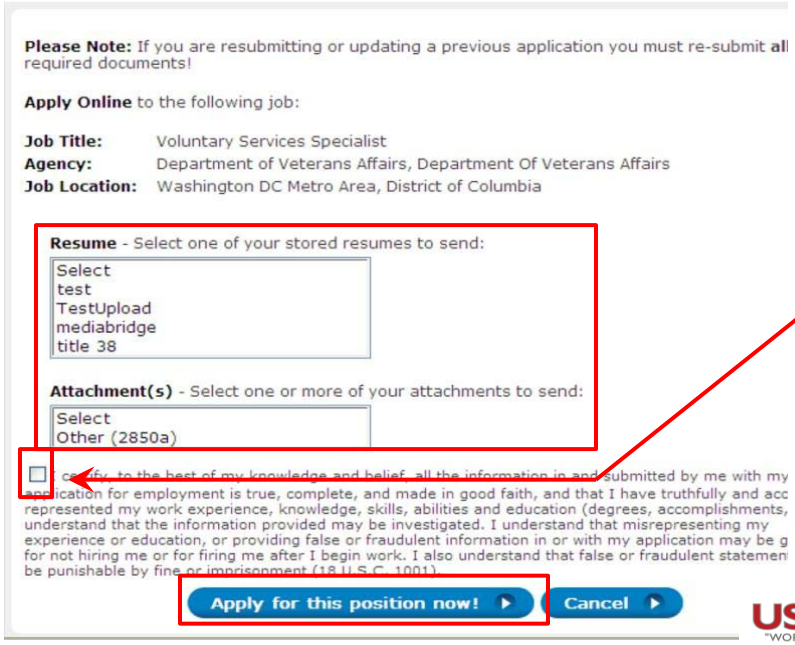
At the floating window on the right of the announcement, click ***"Apply Online"***:



Important Notice: Do not apply using someone else's account. This may lead to incorrect information being submitted with your application.

If you have an existing USAJOBS® account

- Enter your username and password
- If you have forgotten your username and password click "*Forgot Password" and follow the instructions (Note: you will have to return to the vacancy announcement and click Apply Online to restart the application process)*
- Click *Log In*

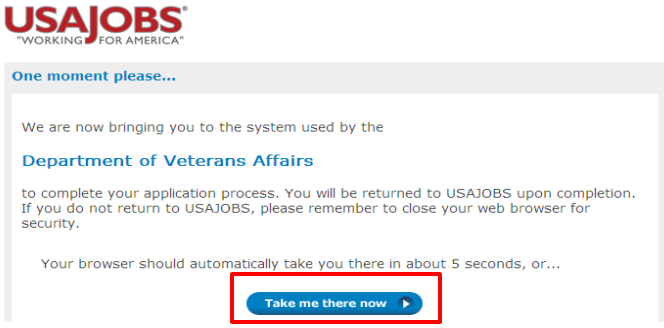


Select Résumé and Any Supporting Documents

- Click on the title of the résumé you wish to submit
- This will highlight the title in blue
- Click on any additional documents you wish to include in your application
- Click the box by the certification statement to agree with the statement
- *It is important that you select the items you want to be included with your application package, if you fail to select your material it will not be uploaded within the Application Manager program*

Click the ***"Apply for this position now" button***

After clicking on "***Apply for this position now"*** *will take you to USA Staffing® Application Manager via a page where you click* ***"Take me there now"*** *button or wait and browser will automatically take you there.*



What is Required within an Application Package

To apply for any open vacancy announcement, you must provide a *complete* application package. You need to insure that all required application documents are received by 11:59 p.m. Eastern Time (ET), by the closing date of any announcement, in order to be considered for any position. If you do not submit the required documents your application may not be considered for the applied position. Please review the "Required Documents" section of the vacancy announcement, if the materials apply to you then you will need to submit this material. If this material does not apply then disregard these documents.

HINT: *It is highly advised to print out the vacancy announcement and refer to it while preparing your application package.*

Below is a listing of material that could be required in any vacancy announcement.

All Applicants please submit:

1. Complete and current resume or CV.
2. OF 306, "Declaration for Federal Employment. You must complete this form to determine your suitability for Federal employment. (*Please sign this form on page 2, question #17a*)
3. Occupational Questionnaire. (*This is located in the Application Manager program after you click the "Apply Online" button*)
4. Copy of Unofficial transcript. (*If required within the qualifications section of the vacancy announcement*)

Current and former Federal Employees please submit:

1. Copy of latest performance evaluation - All current and previous Federal employees must provide their most recent performance evaluation with their application package.
2. SF-50 "Notification of Personnel Action" - All previous and current Federal employees must provide their last or most recent SF-50, "Notification of Personnel Action".

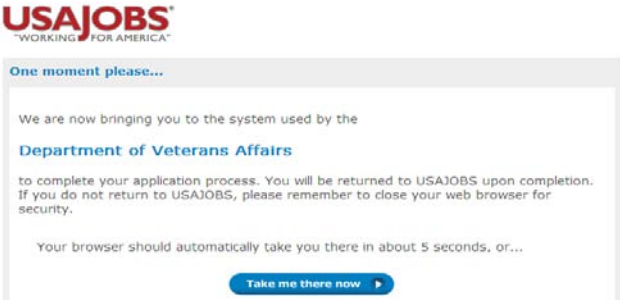
Veteran Applicants applying for preference please submit:

1. If a veteran: Veterans Preference eligible's, including 30% or more disabled, must submit a legible copy(ies) of ALL MEMBER 4, DD-214's showing dates of service and character of service (honorable, general, ect.).
2. Disabled Veterans and other Veterans eligible for 10-point preference must submit an SF-15 with current proof of a service-connected disability. *10-point preference can only be given when this form is submitted*.
3. VA Civil Service Preference Letter - If applying for 10-point Veterans preference using an SF-15 (as stated in item #2 above) you must also include a copy of your VA Civil Service Preference Letter. A VA Civil Service Preference Letter can be obtained from the nearest Veterans Benefits Administration Regional Office.

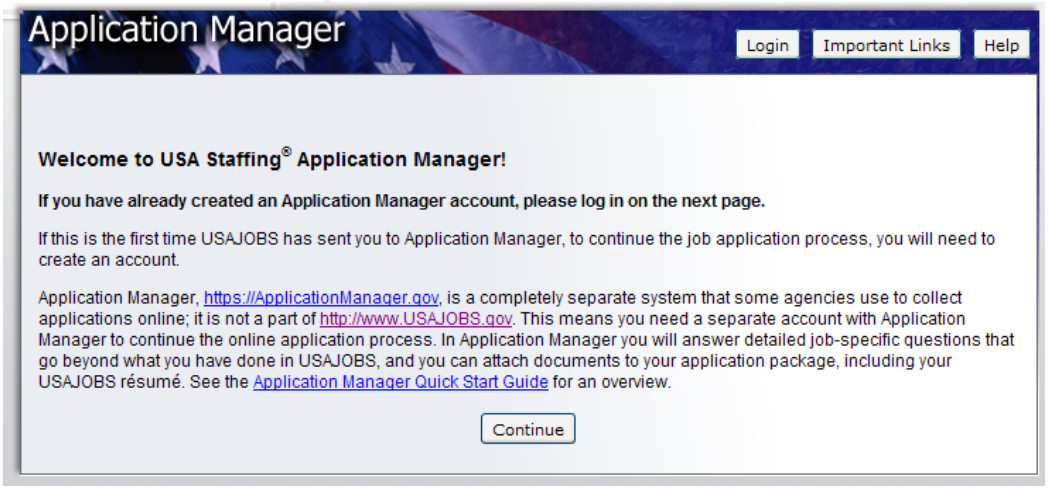
Veteran's Preference:

When applying for Federal Jobs, eligible Veterans should submit all documentation of past military service by submitting legible copy (copies) of ALL MEMBER 4, DD-214's showing dates of service and character of service (honorable, general, ect.). More than one DD-214 may be submitted to show all dates of active military service If you are a veteran and do not know what your status would be then please review the Department of Labor's Veterans Preference website at http://www.dol.gov/elaws/vetspref.htm to determine your current status.

The transition from USAJOBS to Application Manager



Application Manager is a separate system from USAJOBS®. It is used by many Federal agencies to collect online application and assessment information for specific vacancy announcements. Where USAJOBS® is the storehouse of jobs, Application Manager is the application process for vacancy announcements.



Completing Your Application in Application Manager

1. If you have previously created an account in Application Manager you will be routed to the Biographic Information section of the Assessment. (*Please continue to page 19, the Biographic Information section*)

2. If this is your first visit please click on "Create an Account" and follow the informational instructions on each web page screen.

Enter your email address. This is to verify that you do not have an existing account.

Creating a new account

If no account is found, click ***"I'm done checking for accounts"***

If the address you want to use is not listed (for example, you made a typing error), return to the login page and start over by clicking ***Create Account. Then repeat the steps above.***

Click ***Create account with this address***

Make up a user name for your account. This is the name you will use to access your account in the future. This must between 6 and 8 characters in length

Enter this user name and then click ***Create user name***

Hint:
When creating a user name the easiest user name would be to put the first letter of your first name and your full last name or the first part that will fit.

IMPORTANT!

1. Document your User Name and Password for future reference!
2. You will be prompted to edit your user name if it is not unique

Click ***Proceed to Application Manager***

Complete the requested information (password and answer to secret question).

IMPORTANT!

To apply, you must complete the Assessment in Application Manager

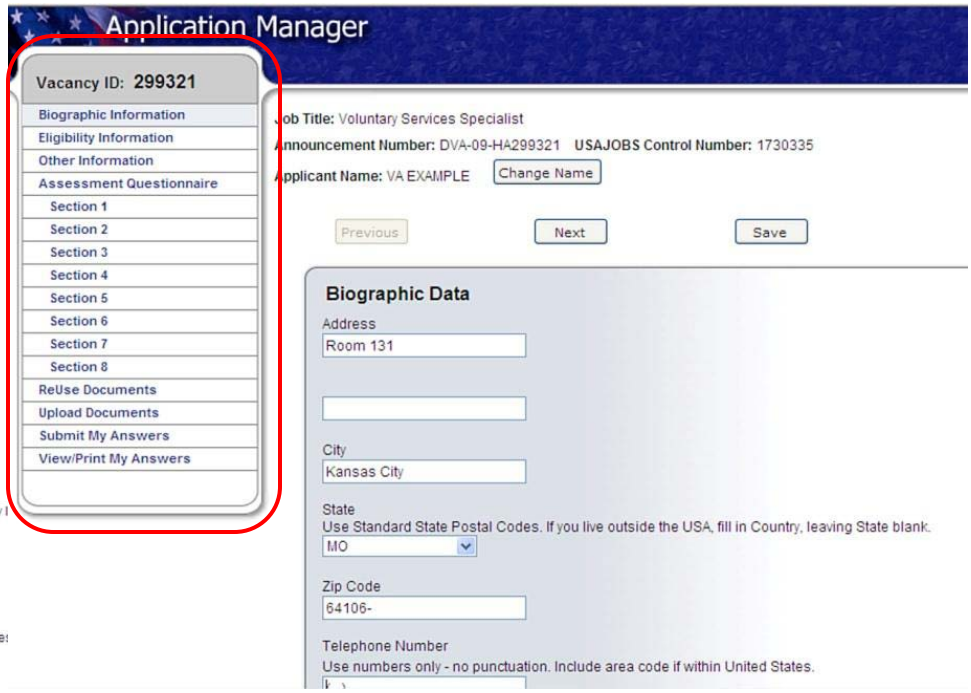
- This will ask you for your biographic information and information about your training and experience
- Take care to answer all questions correctly

Biographic Information

This will open the Biographic Information section of Application Manager

The Navigation Bar in the upper left corner indicates what section of the Assessment you are in and how many are left to complete.

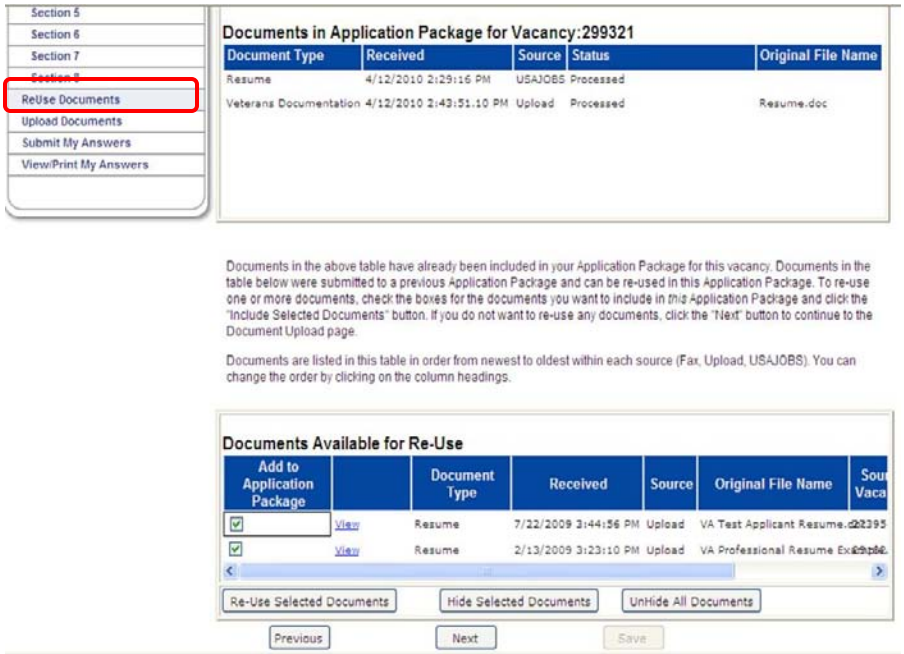
Most of the Biographic Information will be pulled out of USAJOBS®. Please review that the info was pulled over correctly.



Repeat for each section of the Assessment

Click ***Next on each section*** , *clicking next will save your information on each screen*

Re-using and Uploading Documents in Application Manager

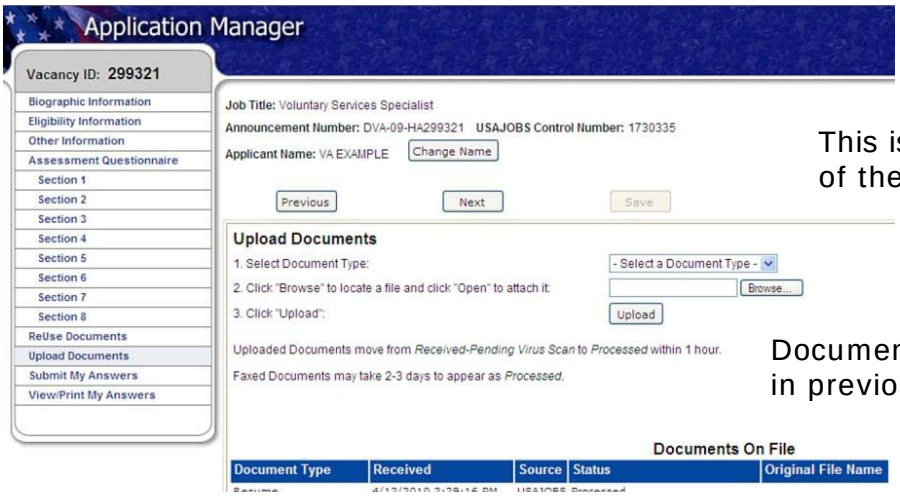


Any documents previously submitted through Application Manager will be listed under Documents Available for Re-use

This displays the resume submitted through USAJOBS® and any supporting documents you chose in the above steps. These documents will be forwarded automatically when you click the Submit button in Application Manager

Select any documents to submit by checking the box next to them, if you want to add any of these documents to your application package.

The Documents in Application Package will include the resume you created in USAJOBS®



This is the Upload Documents section of the online application process

Documents may be uploaded as described in previous steps.

Note:

You do not have to upload documents in Application Manager if you have already uploaded the documents in your account in USAJOBS.

Note: *Refer to the "Required Documents" area of the "How to Apply" section within the vacancy announcement for a complete list of required documents*

*** Failure to submit all applicable required documents may result in your application package not being considered for the open position. ***

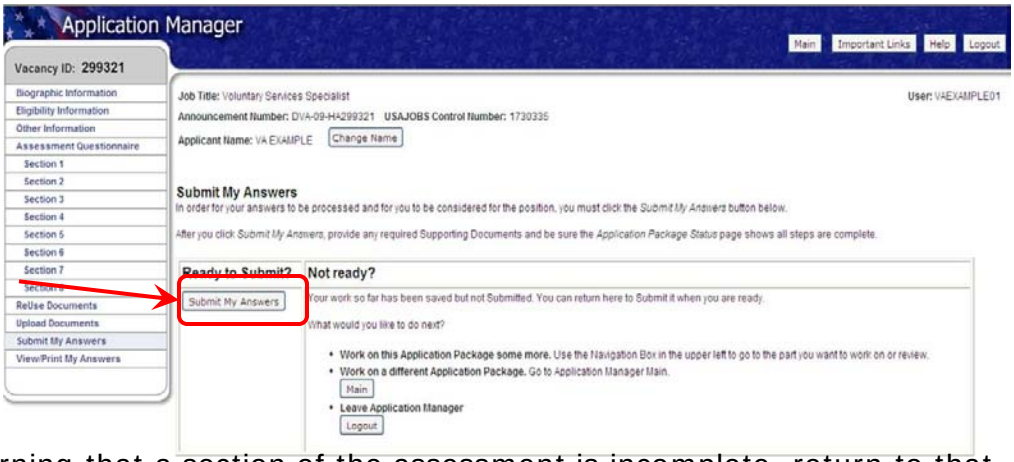
Submit Application

IMPORTANT!

You must click

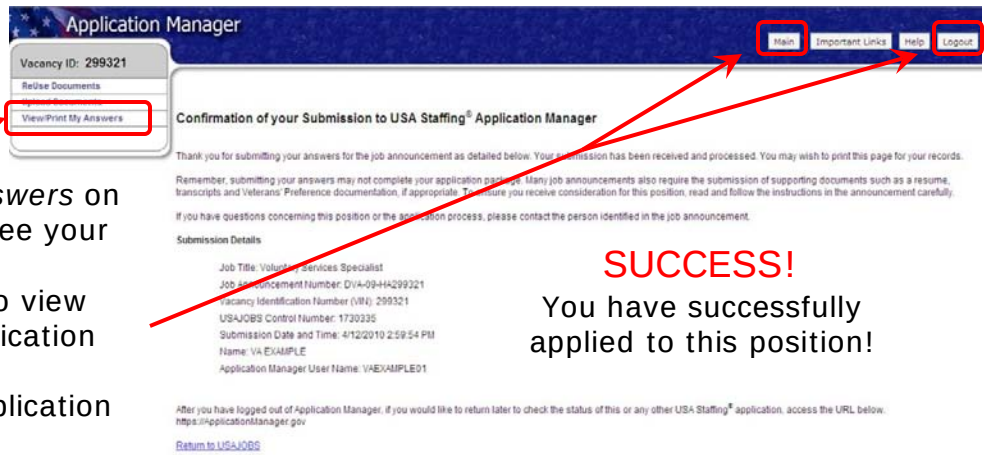
"Submit My Answers"

to apply!



Note: If you receive a warning that a section of the assessment is incomplete, return to that section using the Navigation Bar on the left and complete all required information.

A confirmation of submission message will appear.



- Click *View/Print My Answers* on the Navigation Bar to see your answers
- Click the *Main* button to view the Status of your Application Package
- Click *Logout* to exit Application Manager

SUCCESS!

You have successfully applied to this position!

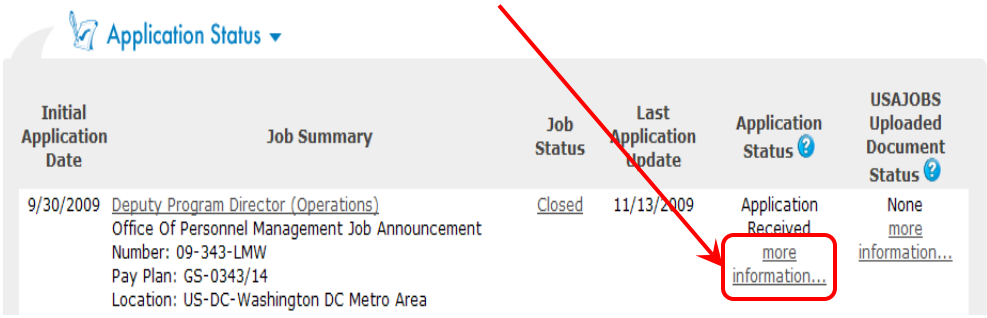
Checking the Status of Application Packages

Sign-in to My Account at USAJOBS®

Sign-in using the user name and password you created for your **USAJOBS® Account**

Click on Application Status to see the status of all Application Packages

For detailed information regarding your application, click on "more information." This will take you to Application Manager for more detailed information about your application.



The "My Application Packages" box on the main Application Manager page contains all the information about all Application Packages you are working on or have submitted and any messages sent to you by the HR Staff.

Within Application Manager, you can click the Details tab to view additional information on Assessments, Documents, Messages, and Application Package History

REMEMBER:

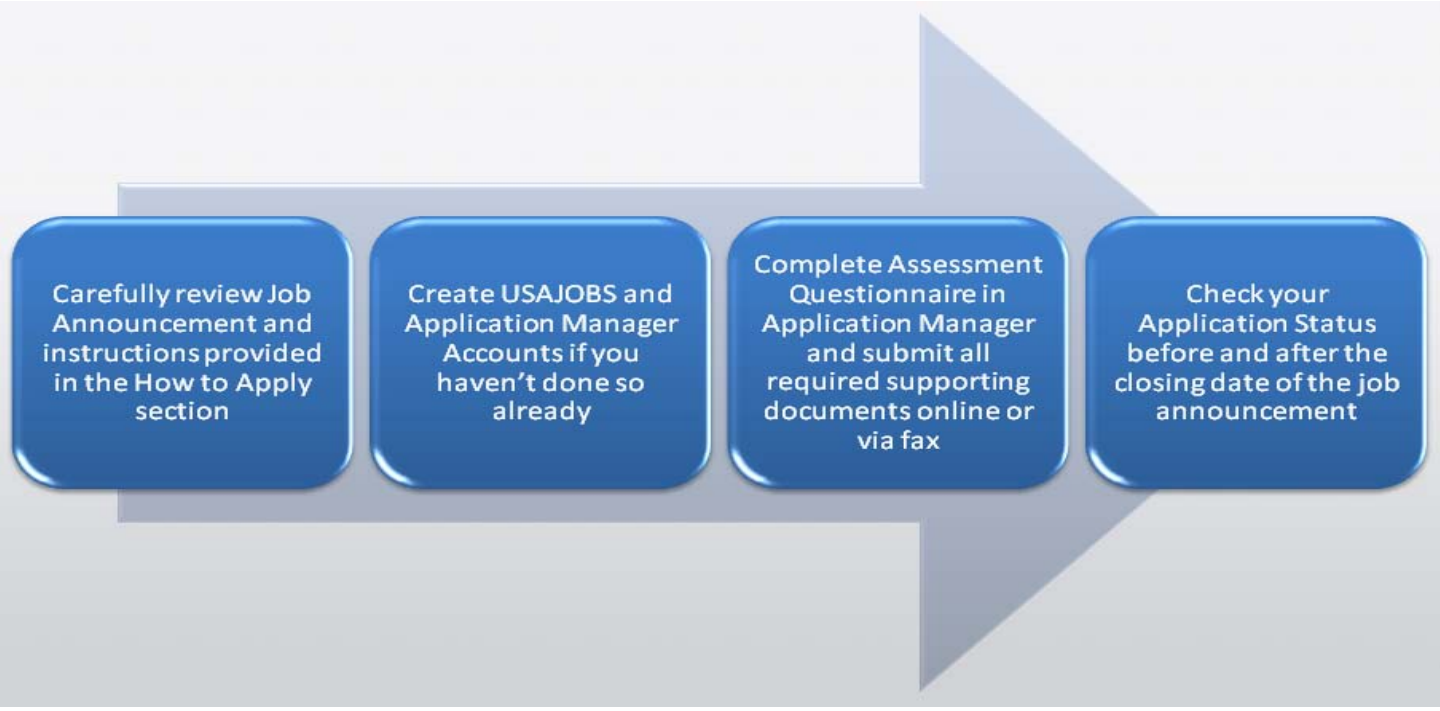
Complete and up-to-date information on the status of your application packages can be found 24 hours a day in you're "My Account" section of USAJOBS® and your Application Manager account

Checklist Page

The checklist tab provides more detailed information on the status of your application package.

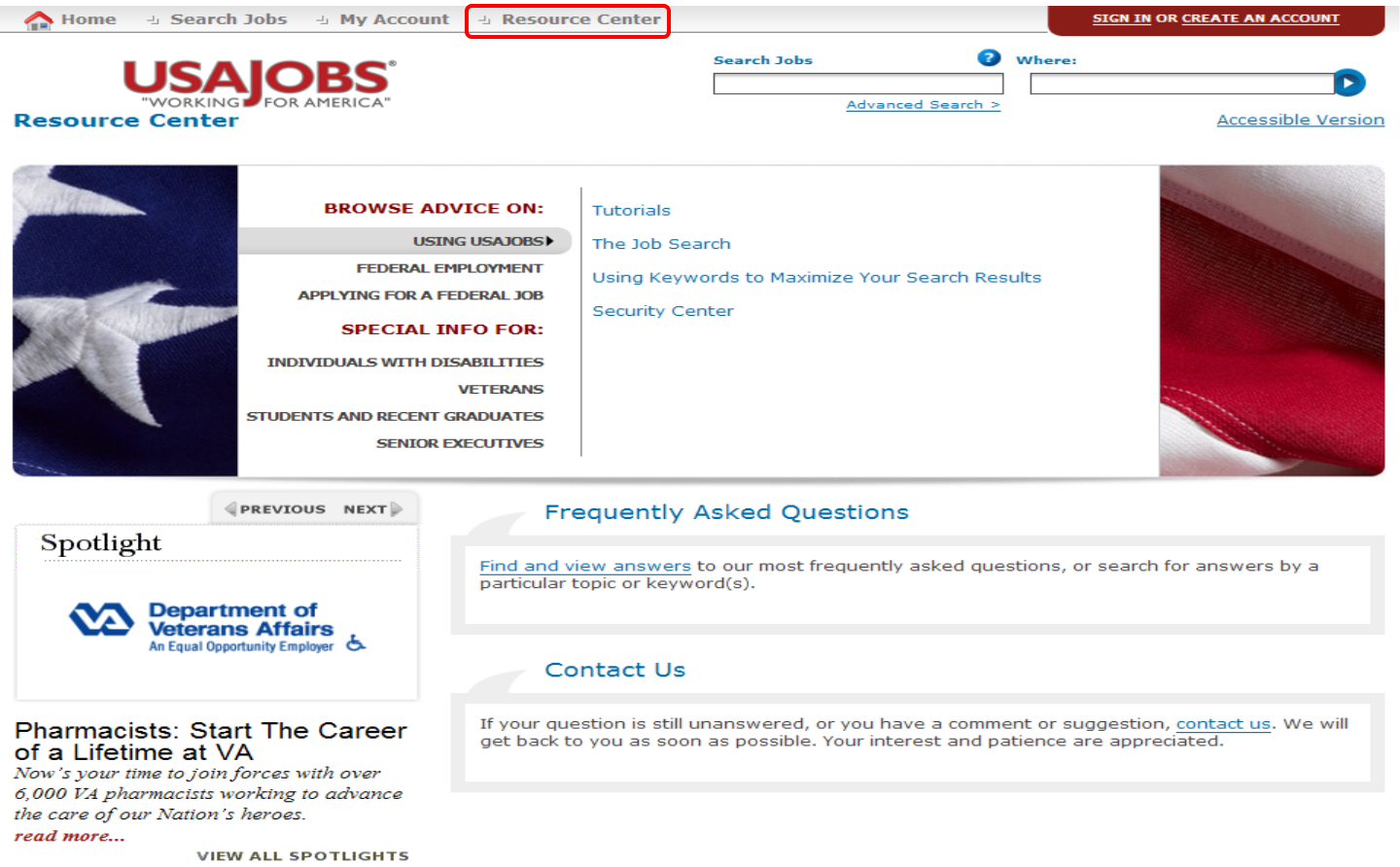
Below is a breakdown of the information on the listed on the screen.

Remember this information…



Resource Center

You may visit USAJOBS®' Resource Center where you can find tutorials for using different areas of USAJOBS® and information about Federal Employment, applying for Federal jobs, Veterans information, and other areas to assist you within the application process.



Alternative to Applying Online: Faxing Applications

If you cannot apply online:

1. Please review the **"Required Documents"** area to ensure that all the required documents are faxed together with your application package.
2. Print the OPM Form 1203-FX form to provide your response to the occupational questionnaire.
3. Fax the completed OPM Form 1203-FX along with all required documents to **(478) 757-3144**. *Your 1203FX form needs to be placed on top of all materials being faxed and will serve as a cover page for your fax transmission*.
4. Keep a copy of your fax receipt in case verification is needed.

To fax supporting documents you are unable to upload:

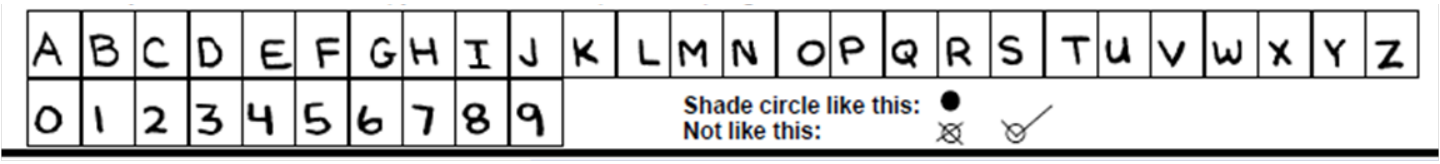
1. Complete the fax cover page. You must use the USAJOBS fax cover sheet in order for your documents to be matched with your online application.
2. Fax your documents to **(478)757-3144.**

Faxed documents submitted with missing information will not be processed. It is advised that on the fax cover page and the OPM FORM 1203-FX that you print neatly and with capital letters to ensure your application package materials are properly received. The following will prevent your documents from being processed:

- Not using the special cover page mentioned above.
- Missing, incomplete, illegible, or invalid Vacancy Identification Number
- Missing, incomplete, or illegible Social Security Number or Name

For optimum accuracy:

- It is recommended that characters be written in all capital letters and printed neatly to ensure the faxed material is uploaded properly.
- Do not write on or outside the boxes.
- Do not use special characters.
- Use the following example as shown below.



USAJOBS "WORKING FOR AMERICA"

http://www.usajobs.gov/

Search for Jobs
Create Resumes
Upload Documents

Application Manager

https://ApplicationManager.gov/

Apply for open positions
View application status
View previous applications

For more information about the Application Manager, please visit
http://eshelp.opm.gov/webhelp/appman/appman001.htm