VA HEALTH CARE | Defining EXCELLENCE in the 21st Century

USAJOBS® "WORKING FOR AMERICA"

December 2015

USAJOBS®

Application Instructions

USAJOBS® is the **Federal Government's** official one-stop source for **Federal jobs** and **employment information**.

The Best Care The Best Careers

Sioux Falls VA Health Care System

Human Resource Management Service

Staffing and Recruitment Team

Phone (605) 336-3230 ext 6852

USAJOBS "WORKING FOR AMERICA"

USAJOBS®.gov is a *free web-based job board* enabling Federal job seekers access to thousands of job opportunities across hundreds of Federal agencies and organizations.

As the Federal Government's official source for Federal job listings, job applications, and employment opportunity information, USAJOBS.gov provides a variety of opportunities.

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

Step 1 **– Create your Account or Log into your account.....Page 3**

Setting 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"

Step 2 **– Searching for Jobs.....Page 11**

Search **USAJOBS®** database for thousands of available federal opportunities.

Step 3 **– Applying for open positions.....Page 12**

Get all the information needed to obtain a position within the Federal Government. You can also check on the application status for positions you have applied for through your **USAJOBS®** account.

Note:

If this is your first time using the **USAJOBS®** program, *please allow at least two hours* to get your application profile fully established within **USAJOBS®**. **It is highly recommended you prepare an account within USAJOBS® prior to searching for open positions.**

The following pages will assist you in navigating the process to apply for open vacancy announcements.

Please read this guide thoroughly before attempting to apply for any open vacancy announcements.

The Federal Application Process

People get jobs in the Federal Government in the same way they get most jobs in the private industry: by finding job openings and submitting a resume or job application. You can research and apply for government jobs online with a resume. However, while the process is now very similar to that in private industry, there are still significant differences due to the many laws, executive orders, and regulations that govern federal employment.

The ***key*** to landing a Federal job is to thoroughly read the job/vacancy announcement that lists everything required to apply for that position. You must complete and send all requested information, in the specified format, for your application to be accepted.

Job/vacancy announcements for open Federal positions will describe all the information you need to complete an application such as the description of the work to be performed; minimum required qualifications; and how to submit your application and the closing date of the announcement. All vacancy announcements have the option for individuals to apply through online or fax procedures, which may require special forms and instructions.

It is very important to read the entire vacancy announcement before addressing its qualification requirements. Read the qualification requirements and related questions carefully, highlighting key words or phrases describing the position responsibilities so you remember to address those points in your responses.

Important Tip:

Within the Federal Government, a full and complete application package is to your benefit!

An incomplete application package often precludes an applicant from further consideration!

Plan ahead

The application process itself can take time. To improve your chances of getting a job, be sure to allow plenty of time to thoroughly complete your application.

Creating Your USAJOBS® Account

Create your account by selecting the link “Create an Account“ on the USAJOBS® home page in the upper right hand corner. Complete the required fields, read the Terms and Conditions, and click the “I agree” button.

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

To expedite the application process, candidates should create an account within **USAJOBS®** prior to beginning the application process. To do so, follow the steps listed on the following pages.

What do I need to have to get started on USAJOBS?

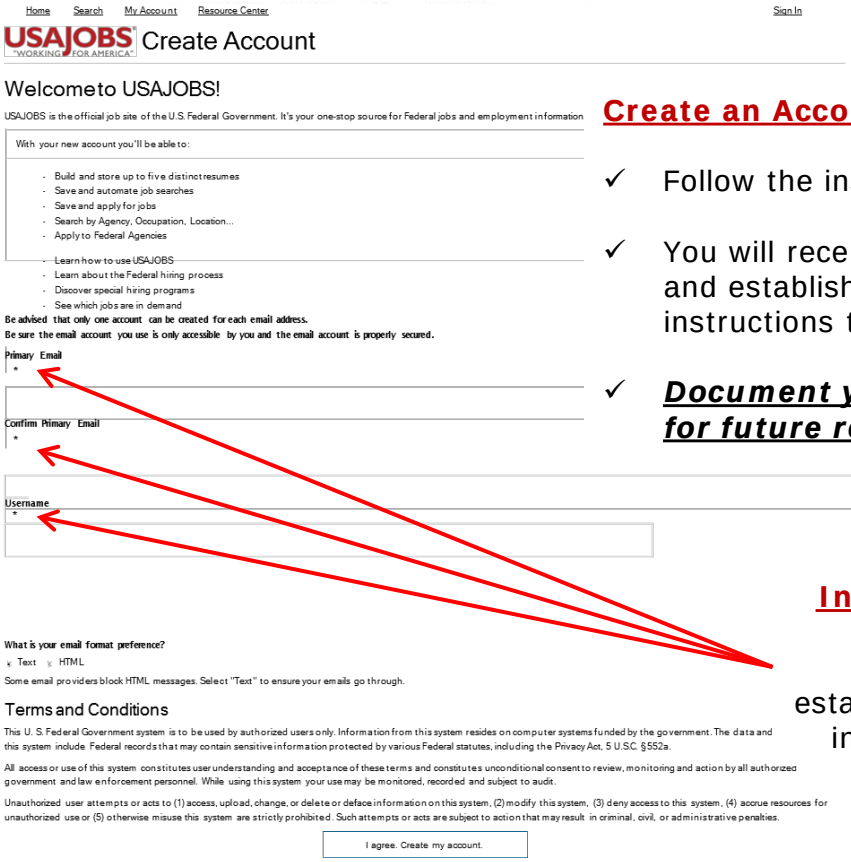
A valid email is required to create a USAJOBS® account. You will see the page below when you attempt to create an account.

Creating Your USAJOBS Account

Create your account by selecting the link "**Create an Account**" on the USAJOBS® home page in the upper right hand corner. Complete the required fields; read the Terms and Conditions; and click the "I agree" button.

**** REQUIREMENT****

You must have an account established before uploading resumes and applying for any open positions.



Create an Account

- ✓ Follow the instructions on the main screen.
- ✓ You will receive an email with a link to confirm and establish your account. Follow the simple instructions to start your **USAJOBS®** account.
- ✓ ***Document your Username and Password for future reference!***

Input an E-mail and Username

Use a good email address to establish your account and then type in a username for your account.

You will receive an email that will look like what is shown below:

<accountinfo@usajobs.gov> [DO NOT REPLY] accountinfo@usajobs.gov

Dear Sample,

Welcome to USAJOBS® - The Federal Government's official one-stop source for Federal jobs and employment information. You are one step closer to finding a new and exciting career!

Below is your personalized link to access your account.

https://login.usajobs.gov:443/account/confirm?vid=9ad8eef4-b1b1-4fd3-b2ad-5d597e44ddd8&vcd=hC%2Fopi5u21jZ6DmoQ%2BM7ONqFg%2F8AGlyfUDCwCHBZi88

Click on this link to establish your account within USAJOBS.

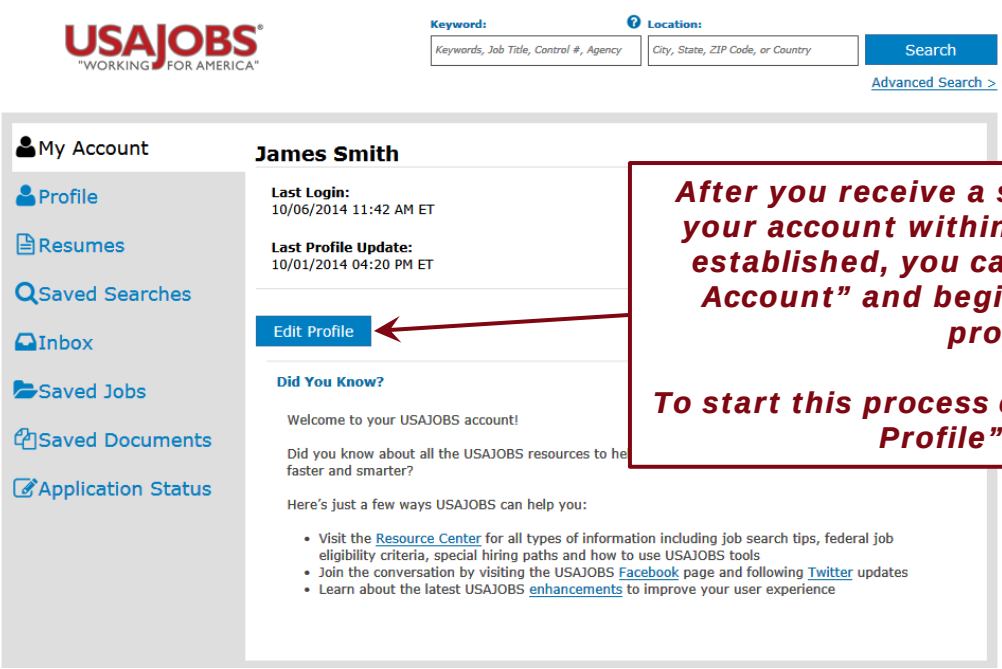
Once you have confirmed your account, you will then be able to:

- Create a Profile
- Create or Upload a Resume
- Save Jobs
- Create Saved Searches
- Apply for Jobs

Good luck in your search!

Sincerely,

The USAJOBS Team
U.S. Office of Personnel Management
1900 E Street NW. Washington, DC 20415



After you receive a second email stating your account within USAJOBS has been established, you can log into your "My Account" and begin to establish your profile.

To start this process click on the blue "Edit Profile" button.

Profile Information Overview

Your profile includes personal and job eligibility information which becomes a part of your applicant profile. This information is accessible when you apply for jobs using an agency's hiring system that connects with USAJOBS® data so keeping your profile information updated is important.

To complete your profile, you will be asked to provide:

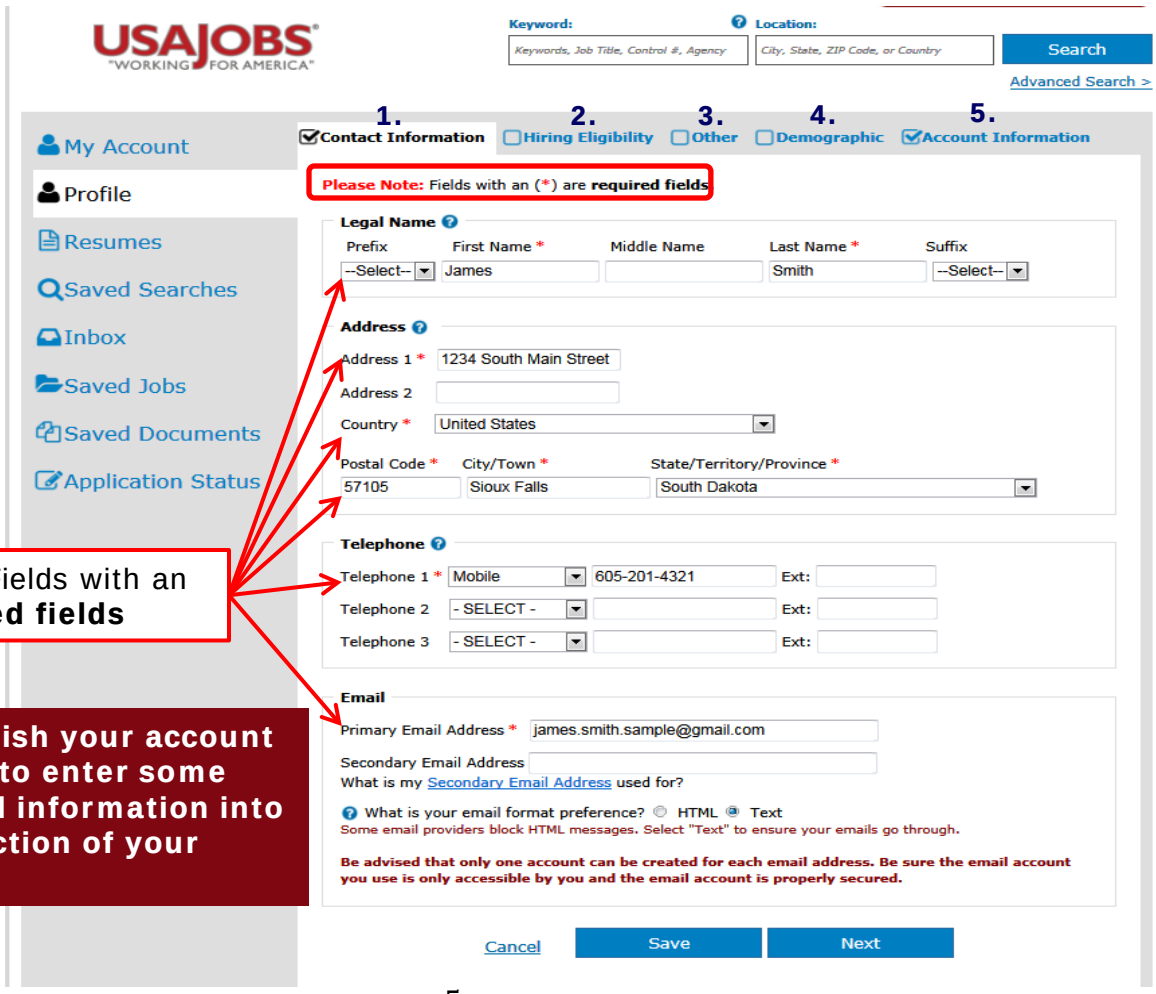
1. **Contact information:** email and address which are used to maintain contact with you during the application process

2. **Hiring eligibility:** status of citizenship, Selective Service, Veterans' preference, Federal employment and Special Hiring Authority options (Schedule A Disabled, Military Spouse, Veterans Recruitment Appointments, etc.) which recruiters use to determine the type of jobs (competitive or non-competitive) for the job seeker

3. **Other:** voluntary job preference including travel, type of work, schedule and work location used by recruiters help fit you with a position, if possible

4. **Demographic:** voluntary information on gender, ethnicity and race used to access recruitment efforts

5. **Account Information:** username, password security questions and notification settings used by USAJOBS only. You can also request to delete your account information from this section



Please Note: Fields with an (*) are **required fields**

To fully establish your account you will need to enter some basic personal information into the Profile Section of your account.

Hiring Eligibility: Recruiters use this information to determine your eligibility for jobs within the Federal Government.

My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
Application Status

Contact Information | Hiring Eligibility | Other | Demographic | Account Information

Please Note: Fields with an (*) are **required fields.**

The following Hiring Eligibility Questions will help federal staffers determine if you are eligible for competitive or non-competitive jobs with the government.

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

Certain Federal jobs are only open to U.S. citizens.

2. Select the statement that best applies for your Selective Service registration status. *
   - I am a female, and therefore I am exempt from registering with the Selective Service.
   - I am a male born on or after January 1, 1960 and I have registered for the Selective Service.
   - I am a male born on or after January 1, 1960, and I have not registered for the Selective Service, but I have an approved exemption.
   - I am a male born on or after January 1, 1960, and I have not registered for the Selective Service.
   - I am a male born before January 1, 1960 and therefore I am exempt from registering with the Selective Service.

3. Are you a Veteran of the U.S. Armed Forces or are you eligible for "derived" preference? * Yes No
   - Do you claim Veterans' Preference?
     - No, I do not claim Veterans' Preference
     - 0-point Sole Survivorship Preference (SSP)
     - 5-point preference based on active duty in the U.S. Armed Forces (TP)
     - 10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)
     - 10-point preference based on a compensable service connected disability of 30% or more (CPS)
     - 10-point preference for non-compensable disability or Purple Heart (XP)
     - 10-point preference based on widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran (XP)
   - Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of at least 3 years (may have been released just short of 3 years)(VEOA)? Yes No

If you answer "Yes," it is important to answer all of the questions and upload any documentation (under the Saved Documents tab) that will verify your responses as it pertains to being a Veteran.

Military Start/End Dates:

- If you are a Veteran of the U.S. Armed Forces, please indicate the start and end dates of your military service.

For military members with a separation date in the near future, please enter the Start Date and select the Future/TBD Release Date checkbox. If you have a break in service, please add your additional service dates.

Start Date: 07/01/1984 End Date: 06/30/2014 Future/TBD Release Date Add Date

Veterans' Document Upload:

When claiming veterans' preference, preference eligibles must provide a copy of their DD 214, Certificate of Release or Discharge from Active Duty, or other acceptable documentation. Applicants claiming 10 point preference will need to submit an SF-15, Application for 10-point Veterans' Preference.

For current service members who have not yet been discharged, a certification letter of expected discharge or release from active duty within 120 days under honorable conditions is required at the time of application. Ensure your documentation reflects the character of discharge.

Veteran Document 1: DD-214 - Sample DD214
View | Delete Date Uploaded: 10/6/2014

Document Title:

Document Type: DD-214 Select Document: Browse...

Files must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

Upload Cancel

4. Please select the statement below which best reflects your federal employment status (if applicable). *
   - I am not and have never been a federal civilian employee.
   - I am currently a federal civilian employee.
   - I am a former federal civilian employee with reinstatement eligibility.
   - I am a former federal civilian employee but do not have reinstatement eligibility.

Former Federal employees may be eligible for reinstatement, which allows reentry to the Federal workforce.

Special Hiring Options

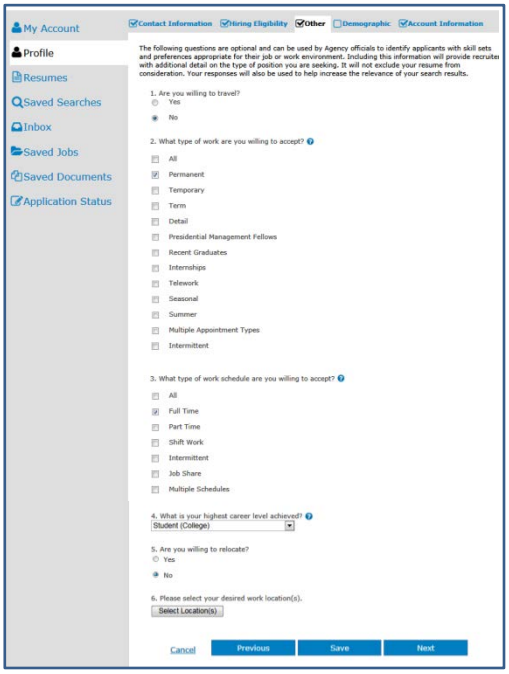
Select from among the special hiring authorities listed below for which you are eligible. (Please note that agencies will require documentation of eligibility prior to your appointment.)

Identification of eligibility for any special hiring authority is entirely voluntary, and you will not be subject to any adverse treatment if you decline to provide it. If you do not wish to volunteer this information at this time, you may still choose to apply for jobs, as they are announced, under any of these special hiring authorities for which you are eligible. If you volunteer to provide information here about the special hiring authorities for which you believe you are eligible, then agencies who are searching for potential applicants to hire under one of these authorities may be able to locate your resume through USAJOBS and invite you to apply. Otherwise, this information will be retained in the USAJOBS database and not disclosed. For information on each of the special hiring options below, please review the definitions on our Special Hiring Options page.

- [x] Veterans Recruitment Appointment (VRA)
- [x] 30% or More Disabled Veteran
- [ ] Disabled veterans who have completed a VA training program
- [ ] Military Spouse
- [ ] Certain former overseas employees
- [x] Schedule A Disabled

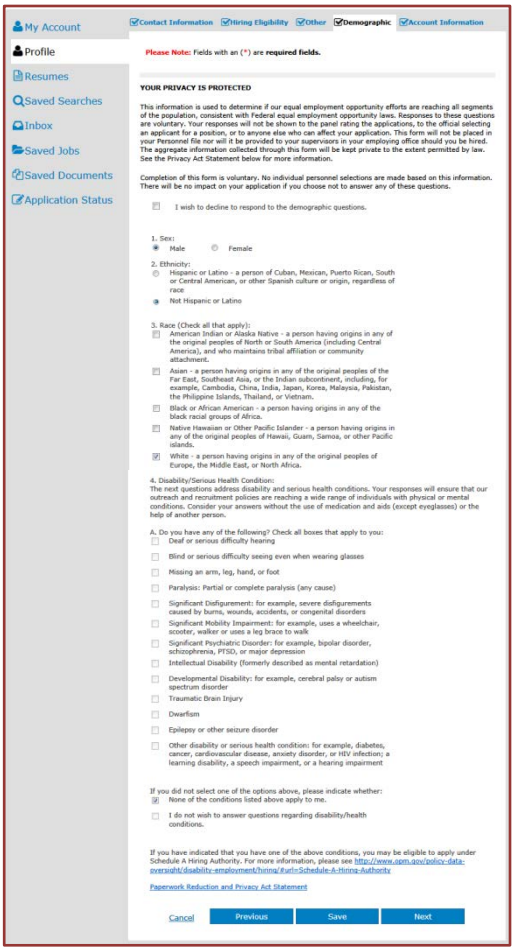
The Veterans' Recruitment Appointment (VRA) is a special authority by which agencies can, if they wish, appoint eligible Veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent.

Cancel Previous Save Next



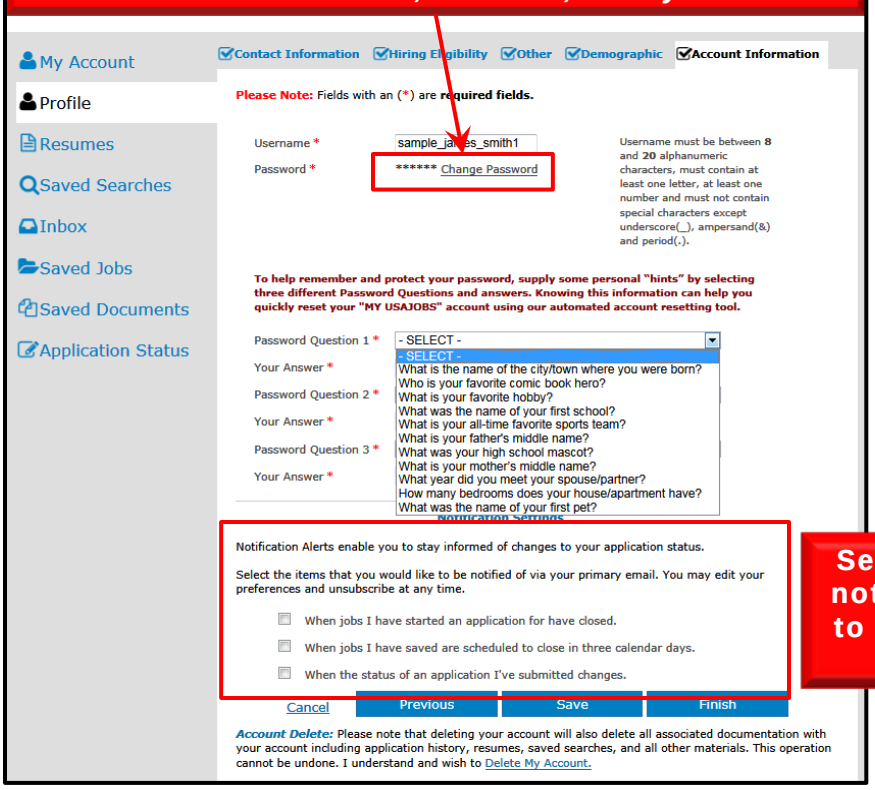
Other: This information is used to match your job preferences with potential jobs. These questions are optional, yet important to answer.

Demographics: This optional information about gender, race and ethnicity is used to determine if Federal recruitment efforts are reaching all areas of the population.



Account Information: The final section contains your USAJOBS® security and notification settings which are only used by USAJOBS®.

Create passwords that are hard to guess and don't use personal information. Be sure to include uppercase and lowercase letters, numbers, and symbols.



Set up automatic email notifications/reminders to stay updated on jobs and applications.

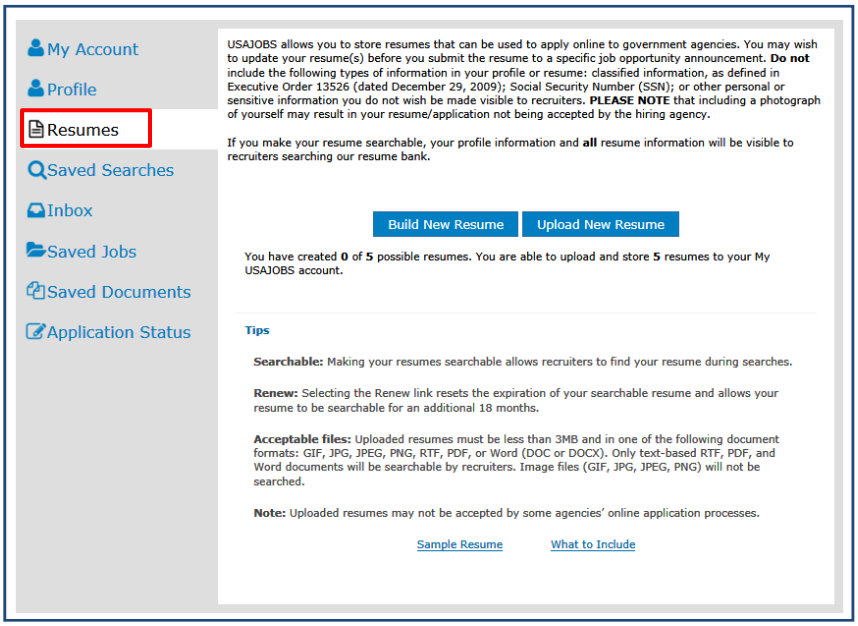
After creating your profile, you can come back any time and edit profile information via the Profile section.

USAJOBS® – My Account Area

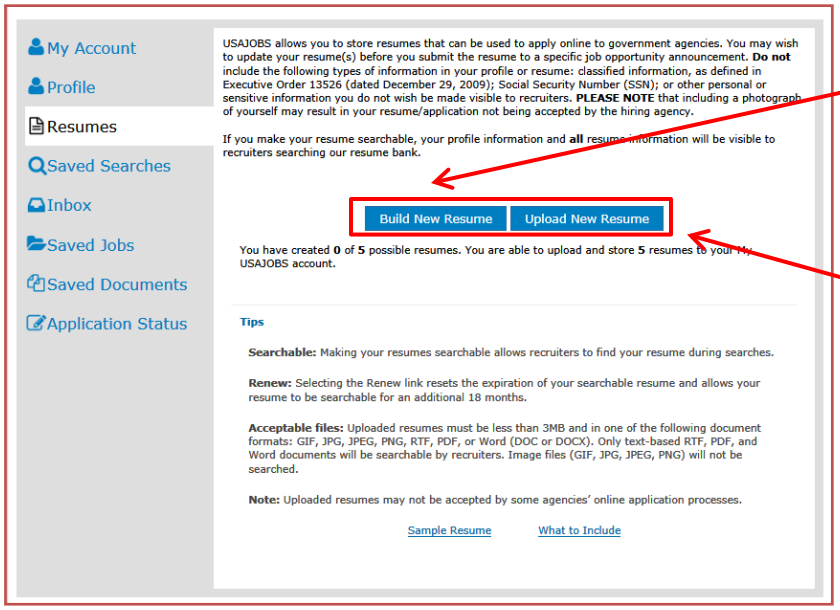
In your **USAJOBS®** account you can:

- 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***

Once you've completed your profile information and established your account, you can Build a New Resume <u>or</u> Upload a New Resume by selecting one of the options in the Resumes section.



From your "My Account" page, click "Resumes" to open the available options.

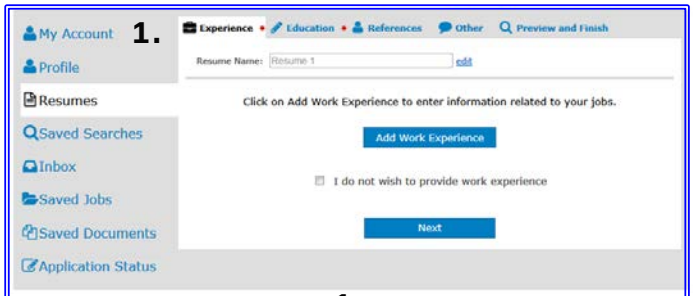


The "Build New Resume" option allows you to create or build a resume using the **USAJOBS®** Resume Builder.

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

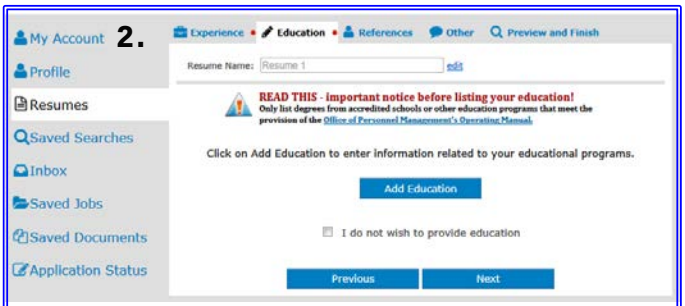
NOTE: You may store a total of five resumes. These five may be a combination of resumes you have created or built using Resume Builder, or uploaded.

Building a New Resume within USAJOBS®



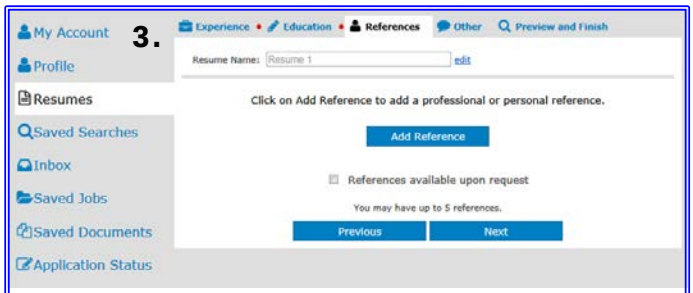
1.

After selecting the "Build New Resume" button, you will be redirected to the "Experience" section of the USAJOBS® Resume Builder. To build your work experience, click "Add Work Experience" button. You can add multiple work experience to your resume.



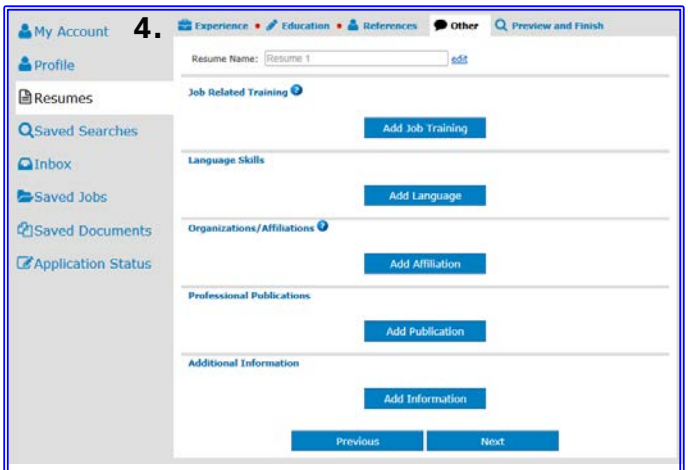
2.

The next section you will see is the "*Education*" tab. To create your Education information click "Add Education" button.



3.

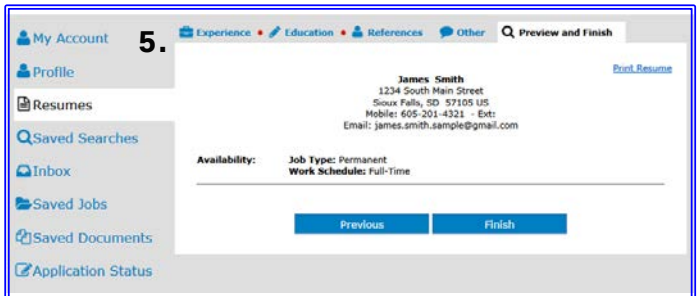
The next section you will see is "*References*" tab. To build a list of your References click "Add *References*" button.



4.

The next section you will see is "Other." You have the opportunity to provide information associated with:

- Any "Job Related Training"
- Any "Language Skills"
- Any "Specific Affiliations"
- Any "Professional Publications"
- Any "Additional Information"



5.

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. Click "Previous" to edit information
2. Click "Finish" to complete your resume

Uploading a New Resume within USAJOBS®

Resume Uploader

You are able to upload and store five resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. It is suggested resumes be no longer than five pages.

* **Required information**

Upload a Resume

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

Sample Resume What to Include

Upload your existing resume by selecting a file below.

Please enter a unique name for this resume (100 characters max) *

Select Document: * Browse...

Upload

Back to Resumes List

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-Mine2013) for each resume you upload.
2. Use “Browse” to select the resume you wish to upload.
3. Click “Upload.”

Security Timeouts

After 30 minutes of inactivity on USAJOBS®, users will be timed out. Inactivity counts as time not keying data into the system or actively searching for jobs. If a timeout occurs, any unsaved information entered will not be saved and will be lost. Be sure to save often and prior to leaving the computer for an extended amount of time. Timeouts are for your safety and prevent information theft.

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.

Remember, you can only have Five resumes on file at any time.

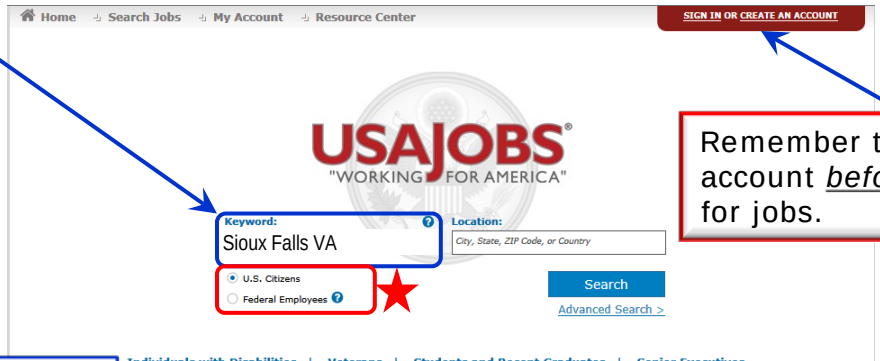
Tips:

Searchable: *Making your resumes searchable allows recruiters to find your resume during searches.*

Renew: *Selecting the “Renew” link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.*

Step 2 – Searching for Jobs (Basic Search)

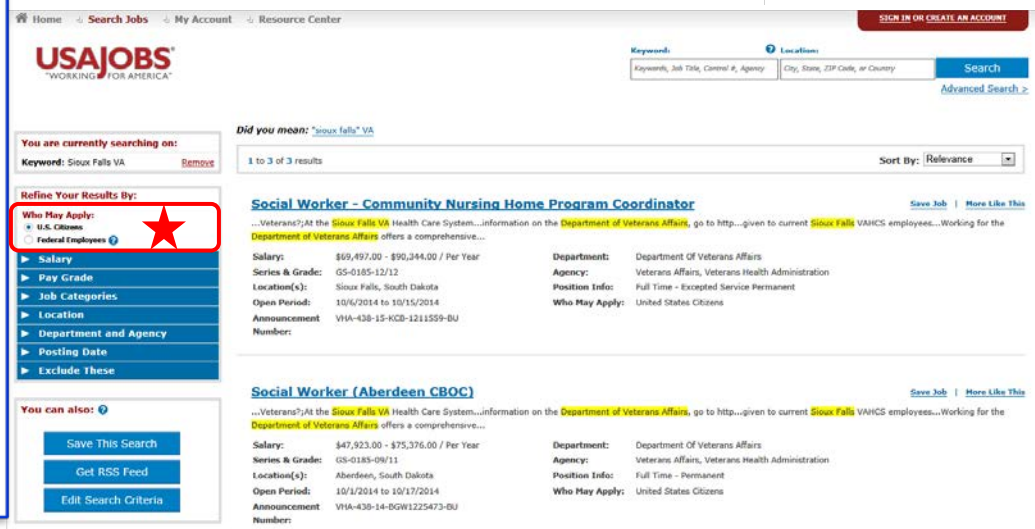
From the **USAJOBS® main web page,** you can perform a local search by entering "*Sioux Falls VA*" in the "***Keyword***" field (shown below).

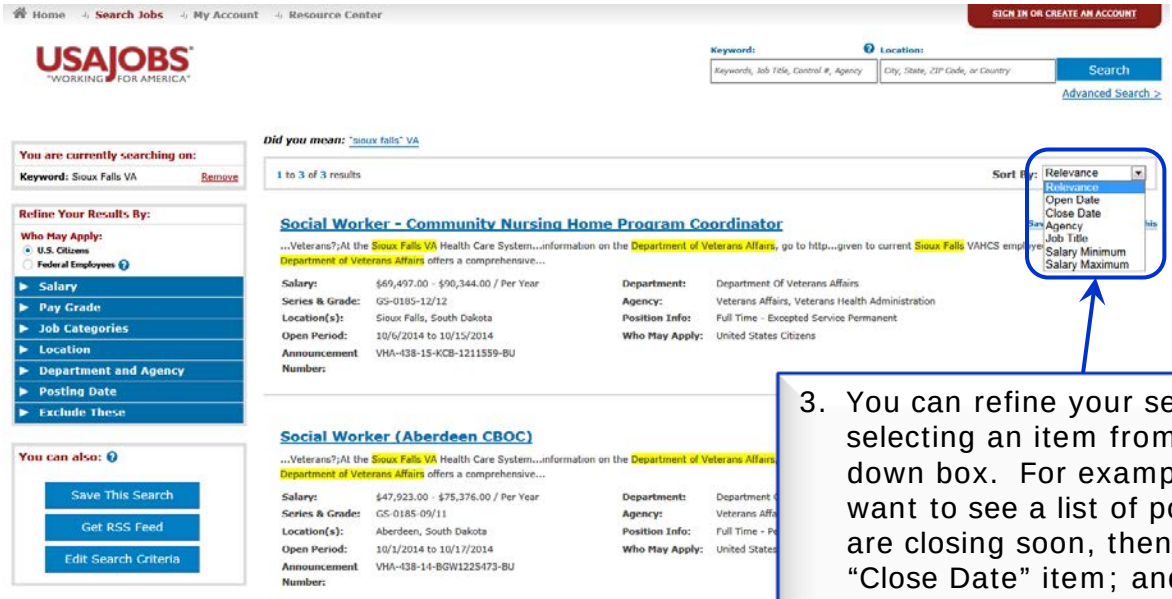


Remember to log into your account *before* searching for jobs.

1. Once the page has loaded, click the button that says "Jobs for Federal Employees" within the red star area (★) either from the main page or the search results page.

2. Use this only if you are a current or former federal employee or a Veteran.

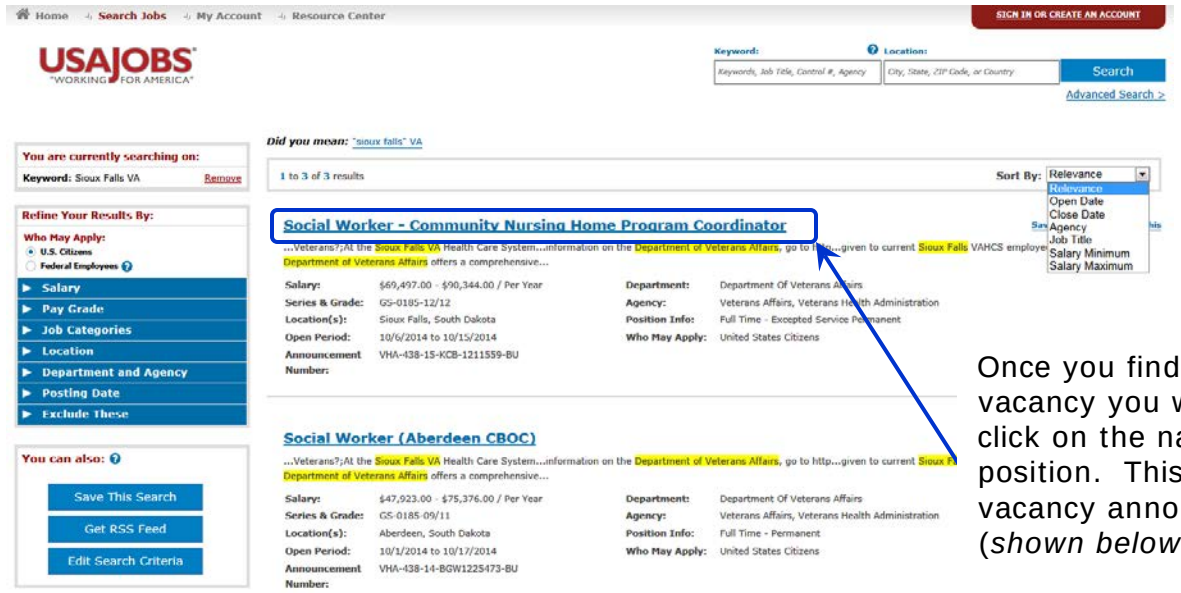




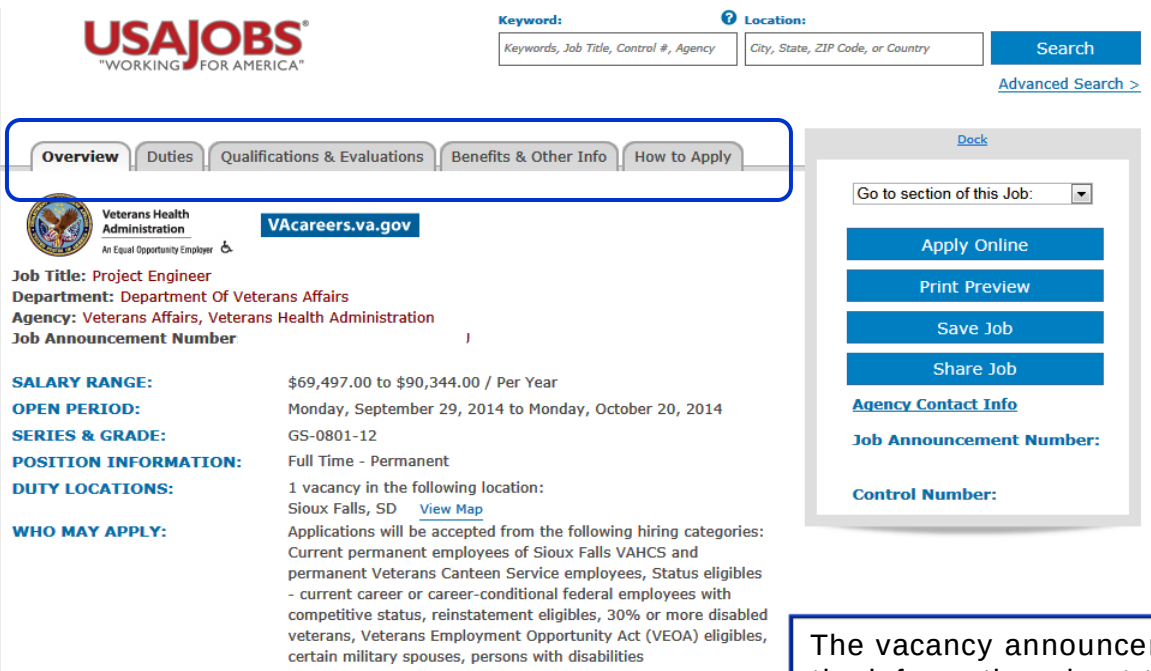
3. You can refine your search by selecting an item from this drop down box. For example, if you want to see a list of position that are closing soon, then select the "Close Date" item; and **USAJOBS®** will redo your search.

*Select the **blue question mark** button for information of that specific area.*

Step 3 – Applying for the open vacancy



Once you find the open vacancy you wish to apply, click on the name of the position. This will open the vacancy announcement (*shown below*).



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.

Options for Applying

Applicants may apply electronically or by faxing their application materials. We strongly encourage applicants to apply electronically. The process is much easier, more secure, and less prone to error than faxing materials.

Fax materials do not have the same image quality, must be manually verified by the OPM processing center, can become separated from each other, and are more likely include errors in the Vacancy Identification Number (meaning the document cannot be matched up with the announcement).

Status notifications are more limited.

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 five 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.*

Duties

The "Duties" area covers 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 attention to these qualifications as they 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. This section covers material about what documents are required within the application package to the instruction procedures to how to apply for the vacancy (either online or by fax). ***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*

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 all required application documents are received by 11:59 p.m. Eastern Time (ET), by the closing date of any announcement, 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, 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.

***Tip*:**

Review the "How to Apply" section and be sure to follow the specific instructions for that job, or your application could be considered incomplete and ineligible. Be sure your resume contains all the information requested in the vacancy announcement.

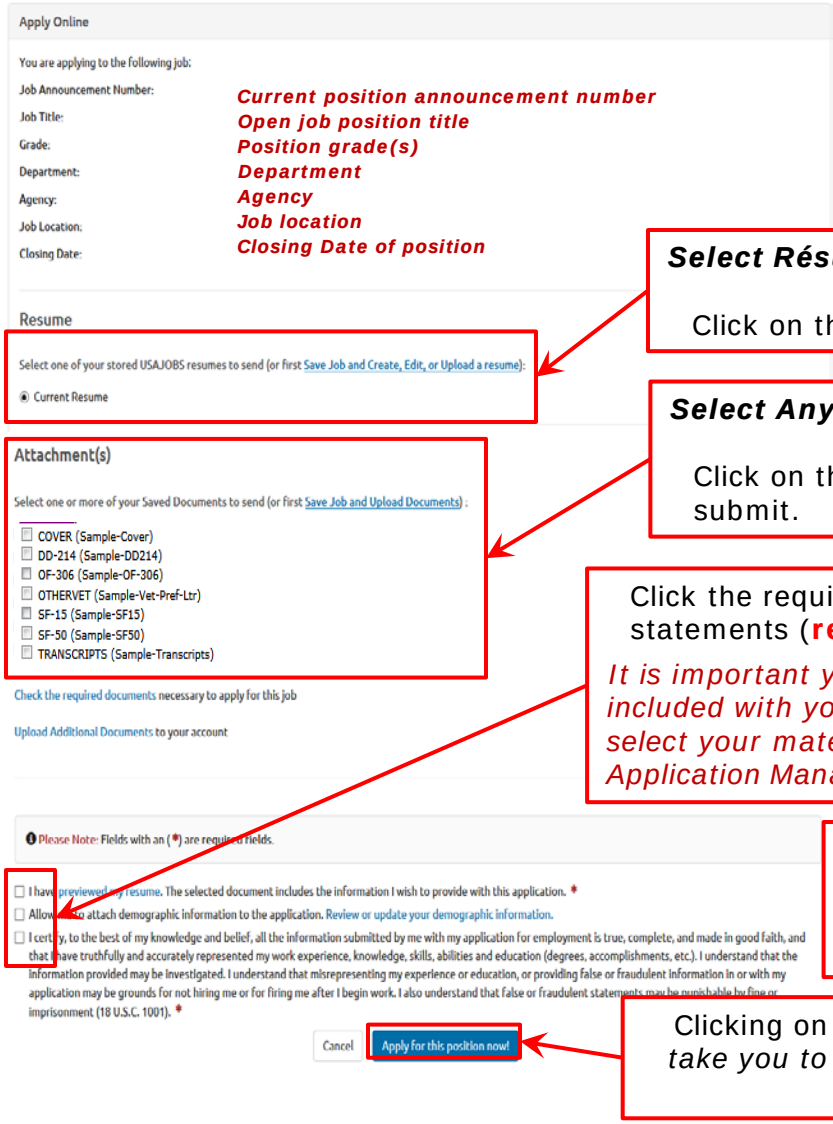
For announcements open to "Current or Former Federal Employees", please ensure your resume contains pay plan, series, grade, start and end dates (including month, day, and year), hours worked per week, and a detailed description of duties for your Federal employment.

Determining eligibility or qualifications for these positions is dependent on the above information, and failure to provide all of this information may result in a finding of ineligible.

Starting the Online Application Process

When a vacancy of interest is found on USAJOBS®, applicants simply click "Apply Online" to begin the online application process. If not already signed into your USAJOBS® account, you will be asked to do so.

The first screen you will see is the one that lists your **resumes** and **any supporting documents** saved within your My Account. Any of these saved documents may be "highlighted" and "selected" for submission with the current application package you are putting together.



Select Résumé

Click on the résumé you wish to submit.

Select Any Supporting Documents

Click on the additional documents you wish to submit.

Click the required boxes to agree with the statements (**red stars ***).

It is important 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.

HINT: ***Please follow these instructions to transfer your information to Application Manager.***

Clicking on "***Apply for this position now***" *will take you to Application Manager to apply for any open position.*

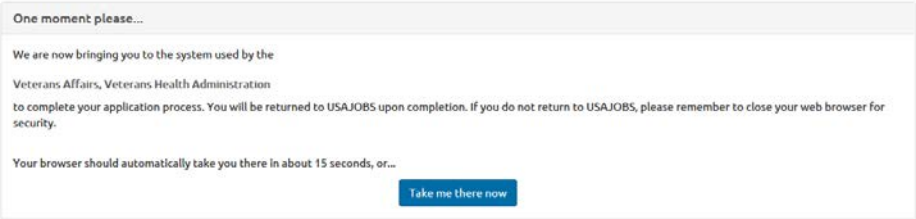
Option: Faxing supporting documents that you are unable to upload

Step 1: Fax all the *required documents* listed within the vacancy announcement you *did not upload* within either "USAJOBS®" to this fax number **1-478-757-3144**.
Step 2: Complete the fax cover page http://staffing.opm.gov/pdf/usascover.pdf when faxing your documents.

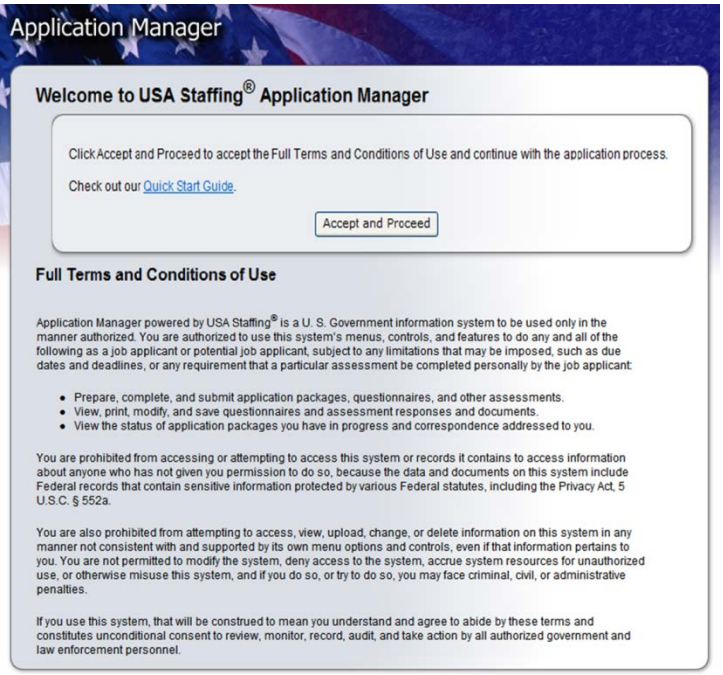
Note: *Files selected for an application in your USAJOBS "My Account" section automatically transfer to Application Manager. The applicant can also select files to attach while in Application Manager.*

After clicking the "Apply for this Position Now" button, you will be taken to Application Manager to complete the questionnaire and submit the required application materials to apply for any open position.

The transition from USAJOBS® to Application Manager



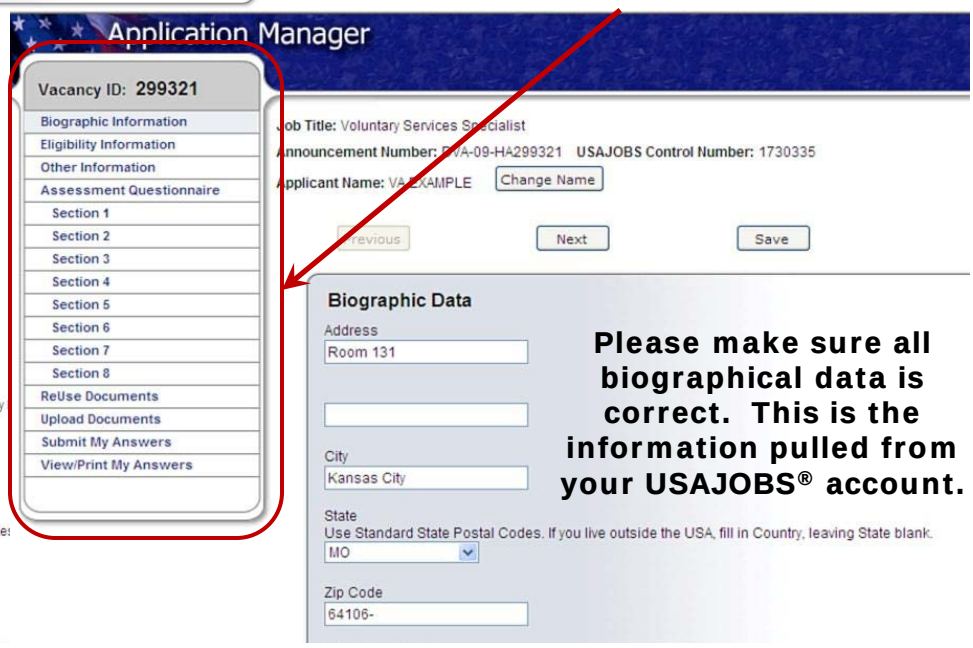
Completing Your Application in Application Manager



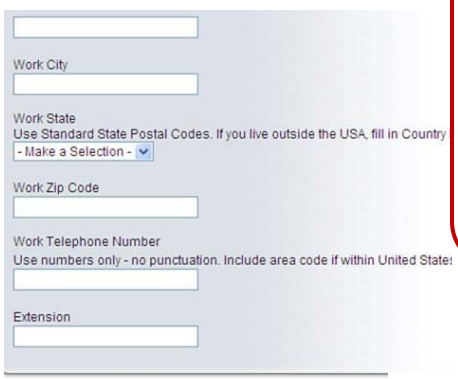
- When in Application Manager, you are provided full terms and conditions of use for the Application Manager system.
- To move forward with the application process, applicants must click "Accept and Proceed."
- Application Manager is used to collect online application and assessment information for specific vacancy announcements.
- Where USAJOBS® is the warehouse of available jobs, Application Manager is the application process for open positions.

Within the system, the questionnaire is displayed within the navigation box at the left of the screen, to guide you through the application process.

Your information will be pulled out of USAJOBS®.



Please make sure all biographical data is correct. This is the information pulled from your USAJOBS® account.



Repeat for each section of the application process.

Your work is saved when **Next** or **Previous** is clicked.

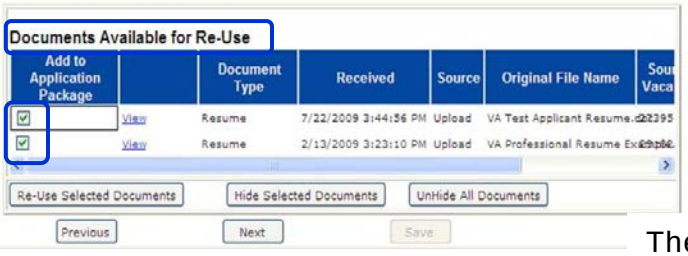
Re-using and Uploading Documents in Application Manager

This displays the documents submitted from your profile in USAJOBS®.

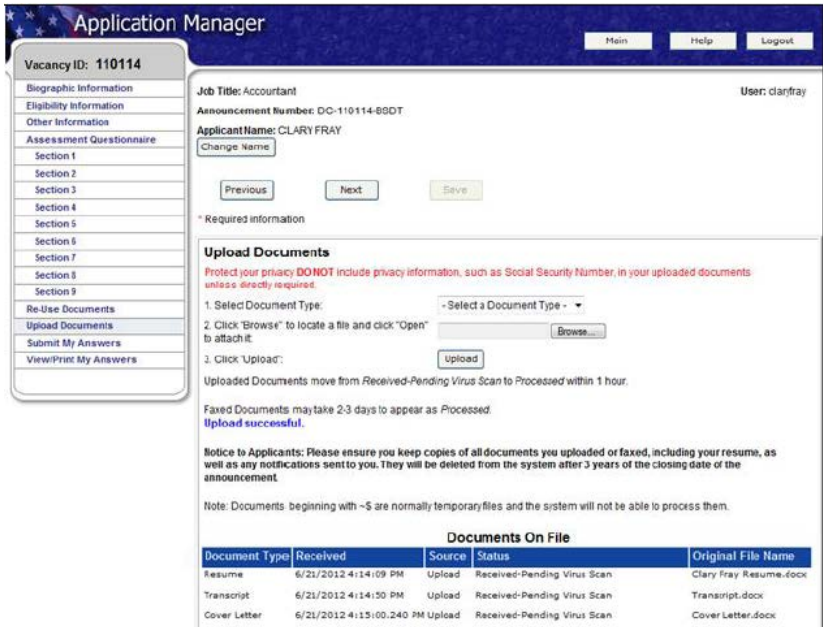
These documents will be forwarded automatically when you click the "Submit" button in Application Manager

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

Select any documents to submit by checking the box next to each item.



Upload Documents



The Upload Documents section of the online application process provides another opportunity to submit any additional documents that are not within your USAJOBS® account.

At the "Upload Document" page, the system will display the documents that were brought over from the USAJOBS® My Account. The "Upload Document" page allows you to copy electronic files (such as a PDF copy of a transcript) to Application Manager. The uploaded files will be added to your package for that vacancy.

Please follow the on-screen instructions to upload additional documents into your application.

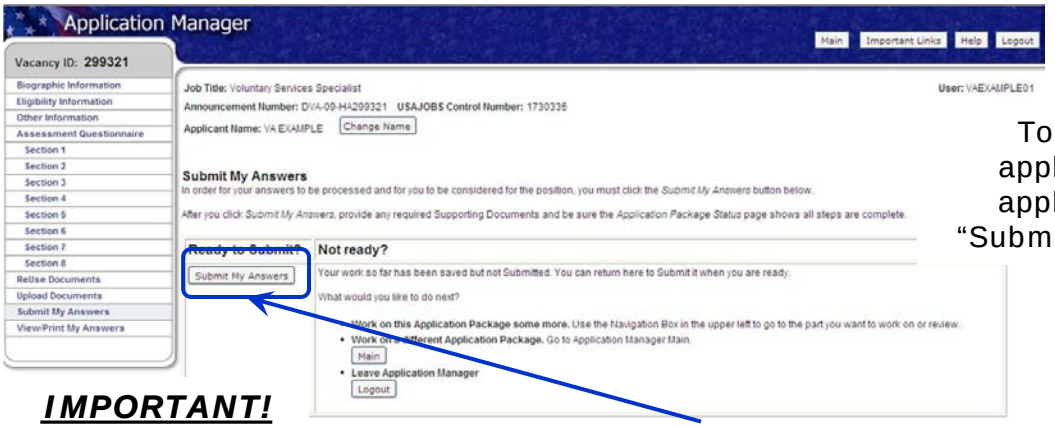
The **"Documents on File"** will include all items sent from your USAJOBS® account.

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

Hint: *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



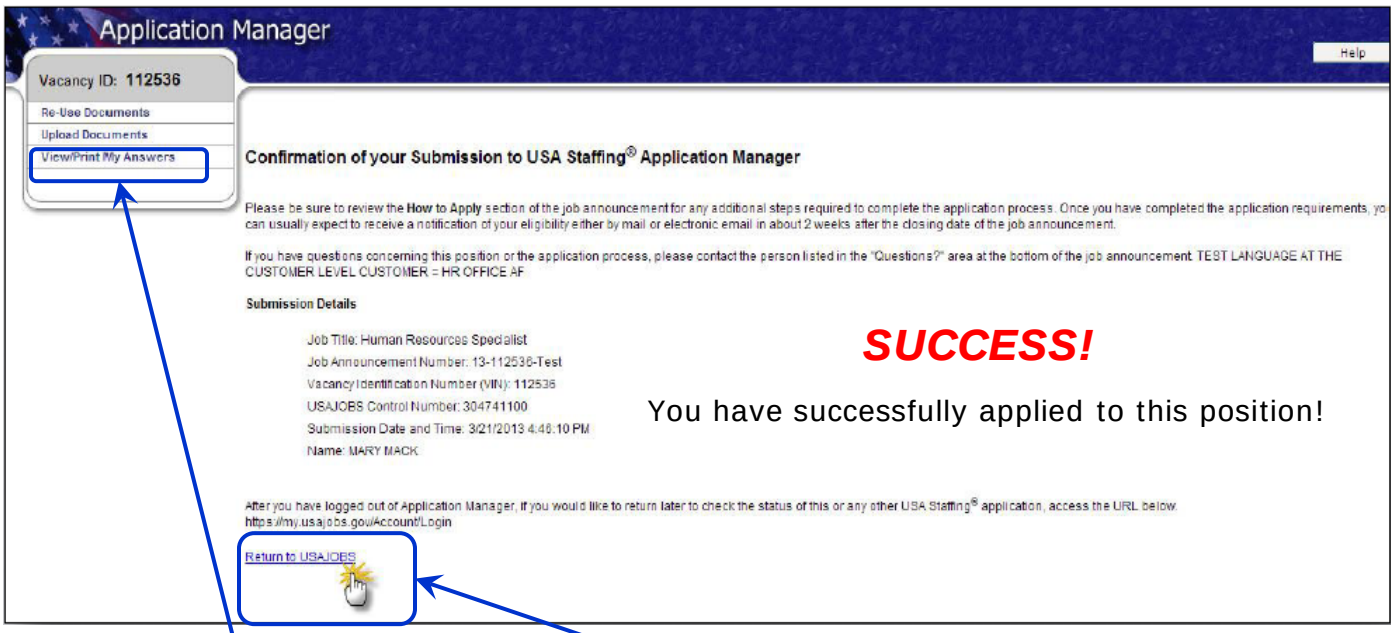
To fully complete the application process, the applicant must click the "Submit My Answers" button.

IMPORTANT!

You <u>must</u> click ***"Submit My Answers"*** *to apply!*

Note: *You will receive a warning when 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 your submitted application package will appear.



Click *View/Print My Answers* on the Navigation Bar to see and print your responses.

Click here to return to USAJOBS®

Tip:

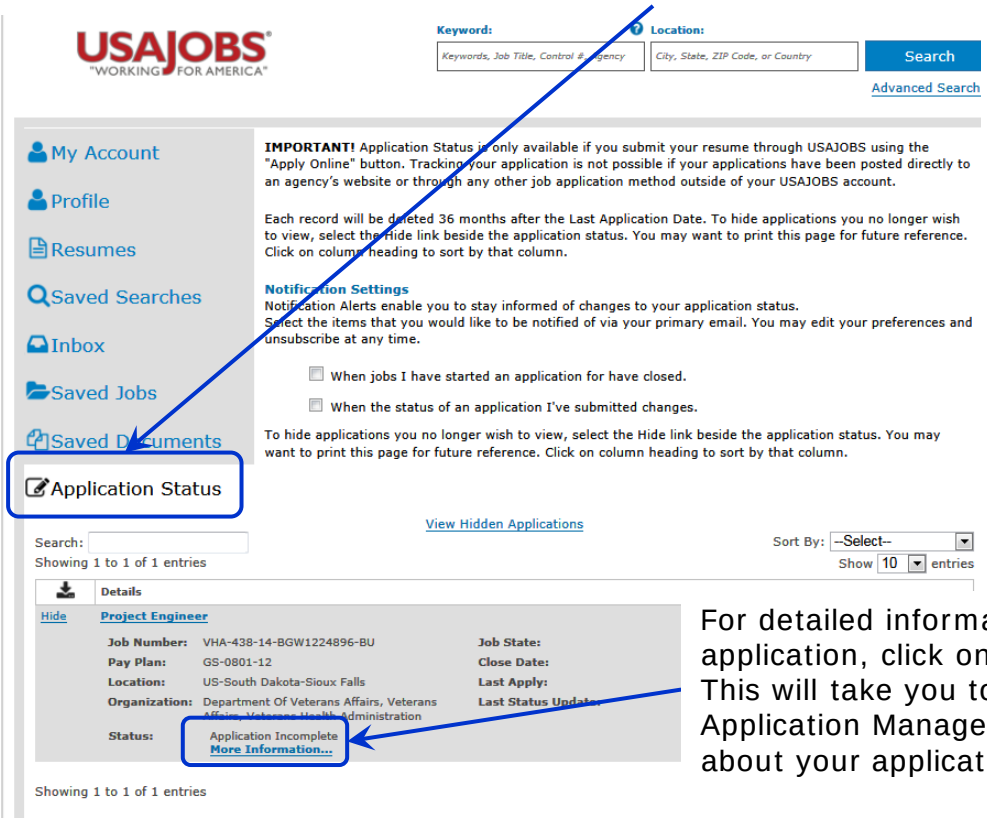
Check the status of your application from the "Application Status" page on USAJOBS®.

Clicking on "More Info" for your application's status will direct you to the Application Manager system for more detailed information.

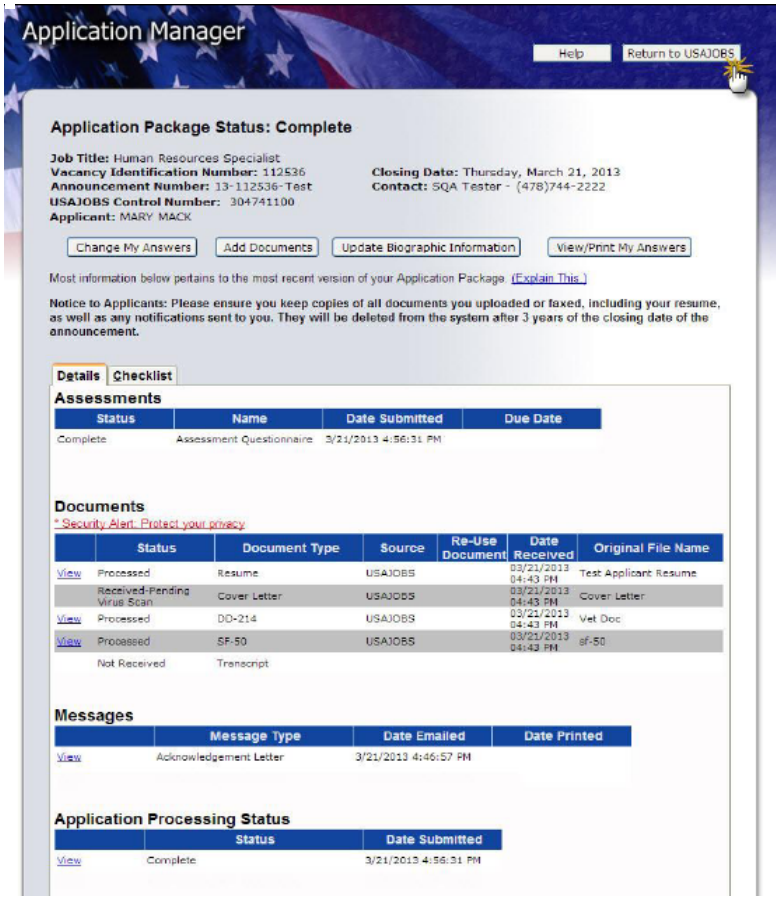
Plan ahead and take time to carefully prepare your application.

Checking the Status of Application Packages

Click on “Application Status” to see the status of all submitted applications.



For detailed information regarding your application, click on “more information.” This will take you to Details page within Application Manager for more information about your application.



Within Application Manager, the Details page provides information about Assessments, Documents, Messages, and Application Processing Status.

REMEMBER:

Complete and up-to-date information about the status of your application packages can be found 24 hours a day in your “My Account” section of USAJOBS®.

USAJOBS® Mobile Apps

What is the USAJOBS mobile app?

The USAJOBS® mobile app is designed only to be a search companion for job seekers. App users can search jobs, track application status and connect to USAJOBS® social media pages while away from their computers. This app is not meant to replace or act the same as the main website. You cannot apply for a job using this app.

The mobile application is designed to keep you up-to-date on potential job opportunities while you're away from your computer. You can view and identify opportunities which fit your search criteria.

The mobile application allows you to search with filters, save jobs and view your application status while you are on-the-go.

Once you return to a computer, you can search and apply for jobs using all of USAJOBS® functionality to help you find a job…easier.

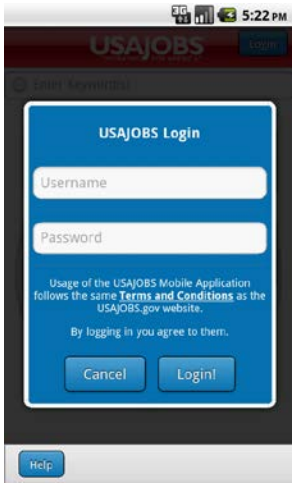
How do I download the USAJOBS mobile app?

The USAJOBS® mobile application can help you view and identify job opportunities while you are away from your computer. Download the app, from either the Apple store (iTunes) or the Google Play store, and stay informed and keep searching for jobs while you're "on-the-go."

What can I do on the USAJOBS mobile app?

While you are away from your computer, stay connected to USAJOBS®! The mobile app provides you the following features to keep you informed:

- ✓ **Search Jobs:** search through thousands of jobs by using filters such as keywords, location, job category and agency to find the right opportunity
- ✓ **Searches:** reflects the saved search criteria you have used to look for jobs of interest. You can view your current saved searches and create new ones right from your smart phone!
- ✓ **Notices:** stay informed about your USAJOBS® account and get information on your application status
- ✓ **Applies:** view a list of applications that you have submitted
- ✓ **Saved Jobs:** review the jobs you have saved in your account
- ✓ **Settings:** review app settings and set your job searches to show status of positions, saved search notifications and application status



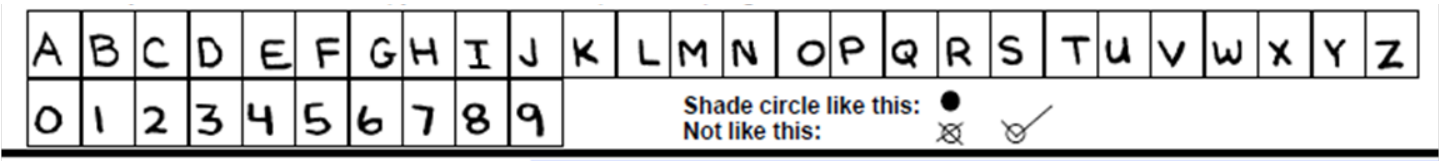
Alternative to Applying Online: Faxing Applications

If you cannot apply online:

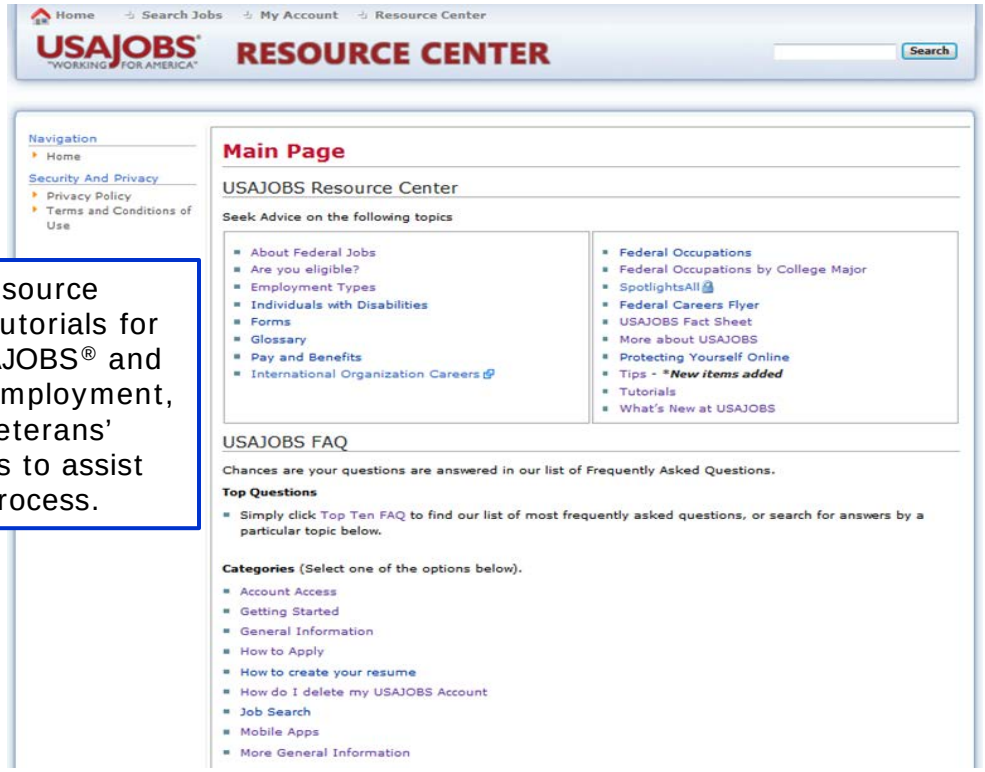
Step 1: Faxing your entire application package if you cannot apply online.
Step 2: Open "USAJOBS®" and search for any open positions.
Step 3: *Read completely and also print out the vacancy announcement*.
Step 4: Please click the link "View Occupational Questionnaire" located within the "How to Apply" section and print this questionnaire. Then print the OPM-1203FX form located within the "Fax option link" under the "How to Apply" section to provide your answers to the "View Occupational Questionnaire" link.
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 leave an item or questions blank, you do not need to respond to the question.
Step 6: The OPM-1203 FX can also 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.

Faxed documents submitted with missing information will not be processed.

- Missing, incomplete, illegible, or invalid Vacancy Identification Number
- Missing, incomplete, or illegible Social Security Number or Name
- It is recommended all characters be written in all capital letters and printed neatly.
- Do not write on or outside the boxes.
- Do not use special characters.
- Use the following example as shown below.



Where to Find Help



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.

Additional Sources of Information

Federal Government job search database

http://www.usajobs.gov/

Search for Jobs
Create Resumes
Upload Documents

VA Careers web site

http://www.vacareers.va.gov/index.asp

The VA Careers web site is dedicated to recruiting the finest healthcare employees to care for our Veterans.

Sioux Falls VA Health Care System

Sioux Falls Human Resources web site

http://www.siouxfalls.va.gov/careers/index.asp

"VA Job Applications and Forms" section
Additional information on the job process
Link to Sioux Falls open positions