

- **USAJOBS**[®], the federal government's official job search web site provides access to 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.

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

Step 1 – Create your Account or Log into your account.....Page 5

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

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 that you have applied for through your **USAJOBS**[®] account.

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.

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.



Applying For a Federal Position

Vacancy announcements for federal jobs will describe the information needed to complete an application such as the a 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 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!*

The resume you use to apply for Federal jobs will differ from those in the civilian (corporate) workplace. Please review these helpful hints (listed below) when building your Federal resume:

- 1. Formats:** Federal resumes have specific formats, which differ from those in the civilian workplace. These include specific information, order, character counts, page length requirements and fields. Review the "Duties" area of the vacancy announcement and tailor your federal resume to that position.
- 2. Required information:** Federal resumes require specific information such as social security numbers; job start and end month and sometimes day; employer addresses; salary information; supervisor names and phone numbers; college GPA and graduation dates; high school education; all training, including course name, date and number of hours; and other information typically not included in corporate resumes. If this information is not included, an application may be rejected.
- 3. Length:** Federal resumes (3-15 pages) are typically much longer than corporate resumes (1-2 pages in general). They require detailed descriptions of duties: repeated for each job you did them in. They also must specifically spell out how the client meets all requirements and has done most of the duties for the job they are applying for or the application could be rejected. Like corporate resumes, Federal resumes must detail accomplishments.

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.

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 document into your profile within **USAJOBS®**.

Different Methods 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 below 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/usascovers.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: *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 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.

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.

All Applicants please include:

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 include :

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 include :

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.

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

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."

**** REQUIREMENT ****

You must have an account established before 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!

Basic Profile Information

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 your account, you can Build a New Resume or Upload a New Resume by selecting one of the options in the Resumes area.

Home Search Jobs My Account Resource Center

Welcome Test! | Sign out

What: Keyword Tips Where: Radius: 20 miles

USAJOBS®
"WORKING FOR AMERICA"

My Account
Test
Current Goal:
Last login:
09/26/2011 02:37 PM
Change Photo Edit Profile

Resumes Saved Searches

Highlights from USAJOBS

Did you know that the U.S. Federal Government offers a Child Care Subsidy Program to assist certain groups of employees with the high cost of child care? It is just one more benefit of working for America! Find out more about this program and make sure to visit www.opm.gov for information on other great Federal employment benefits and programs.

Saved Jobs Saved Documents Application Status

Site Map Contact Us Help/FAQs Privacy Act and Public Burden Information FOIA About Us USA.gov

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

In your **USAJOBS®** account you can:

- Build or Upload a new **Resumes**
- 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:

Home Search Jobs My Account Resource Center

Welcome Test! | Sign out

What: Keyword Tips Where: Radius: 20 miles

USAJOBS®
"WORKING FOR AMERICA"

My Account
Test
Current Goal:
Last login:
09/26/2011 03:36 PM
Change Photo Edit Profile

Resumes

Build New Resume Upload New Resume

You have created 0 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.

View All Resumes

Saved Searches

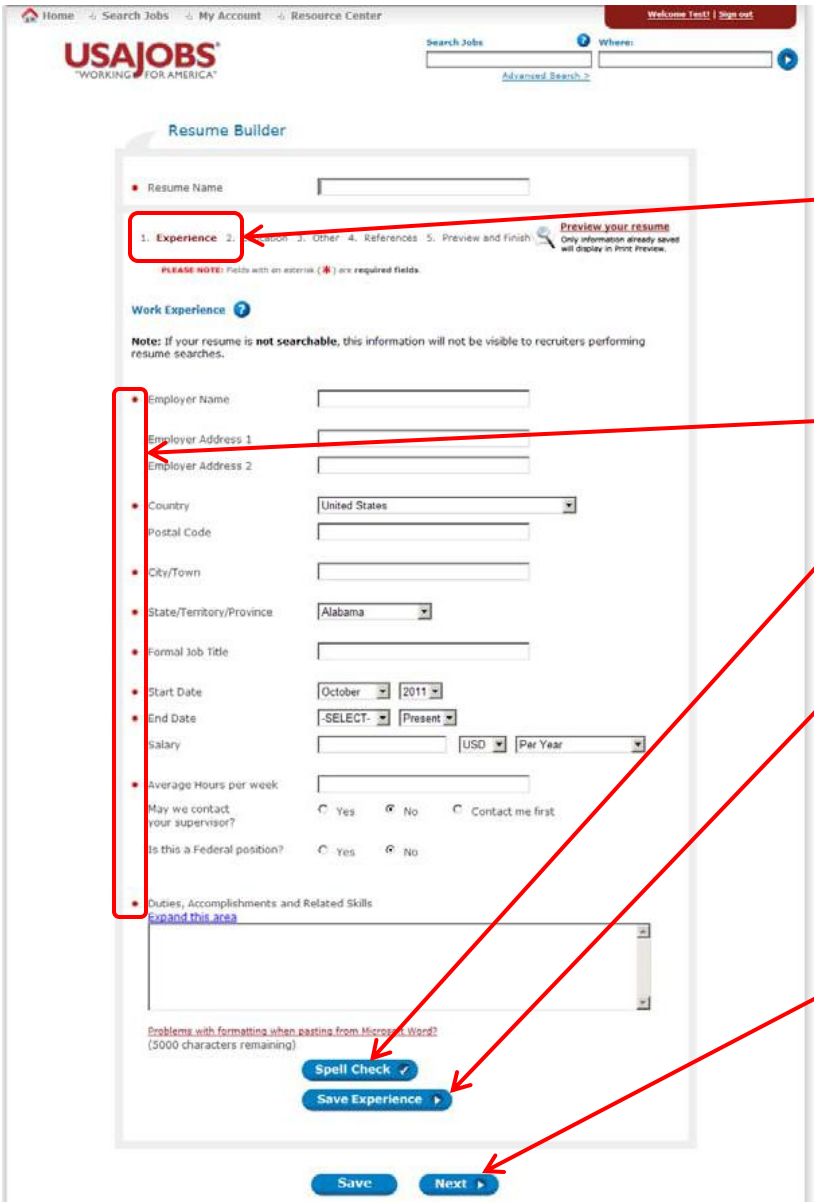
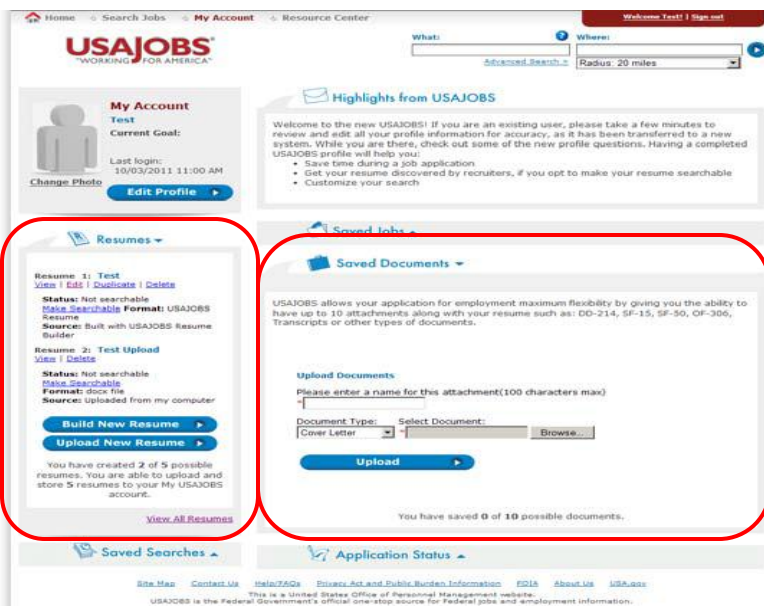
The "Build New Resume" option allows you to create or build a resume using the **USAJOBS®** Resume Builder

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.

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 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.

Note: Uploaded resumes may not be accepted by some agencies' online application processes.
[Sample Resume](#) [What to Include](#)

Upload your existing resume by selecting a file below.

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

 Select Document:

Resume Uploading 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-Mine2013) 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.

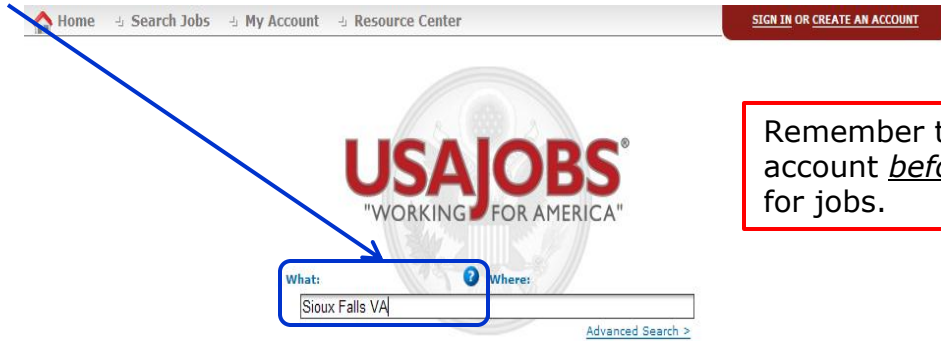
Remember, you can only have 5 resumes on file at any time.

Tips
Searchable: Making your resumes searchable allows recruiters to find your resume during searches.
Acceptable files: Uploaded resumes must be less than 3MB and in one of the following document 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.
Note: Uploaded resumes may not be accepted by some agencies' online application processes.
[Sample Resume](#) [What to Include](#)

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

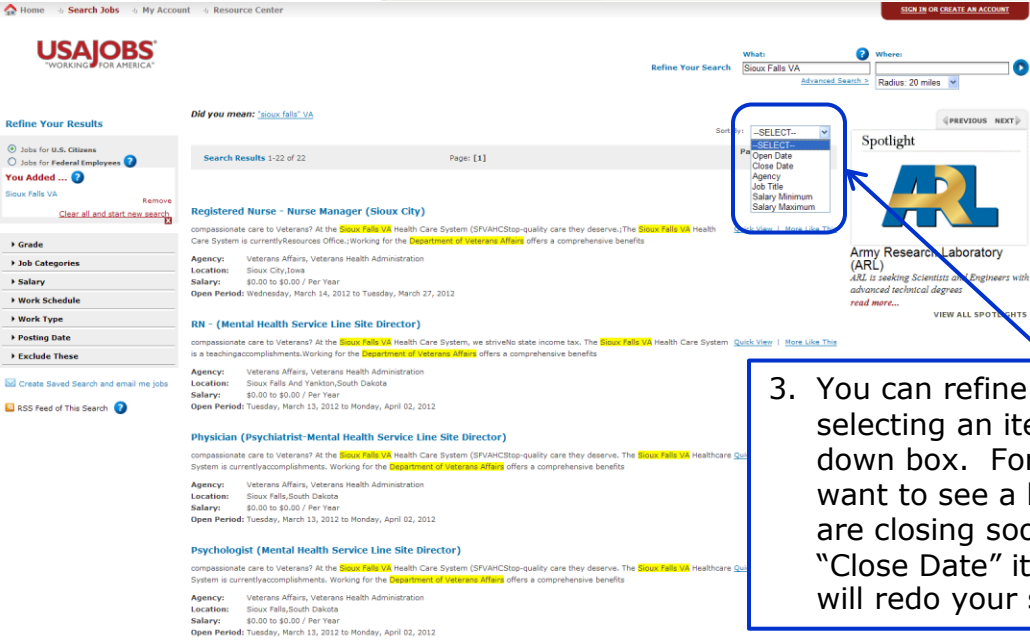
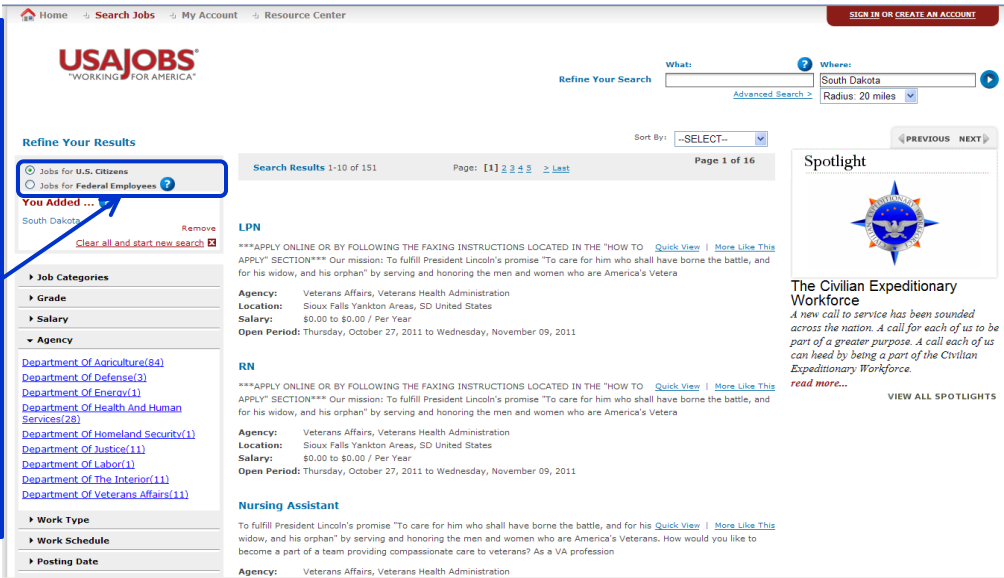
Step 2 – Searching for Jobs (Basic Search)

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 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.
2. Use this only if you are a current or former federal employee or a veteran with preference.



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 marks for an explanation of that specific area.

Step 3 – Applying for the open vacancy

The screenshot shows the USAJOBS search results page. The search criteria are: What: (empty), Where: Sioux Falls, Radius: 20 miles. The results list three positions: Medical Technician, Housekeeping Aid, and Quality and Training Specialist. A blue box highlights the 'Housekeeping Aid' position, and a blue arrow points from the text on the right to this box. Below the search results, there is a 'Spotlight' section for the Federal Bureau of Prisons.

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).

The screenshot shows the full vacancy announcement for 'Housekeeping Aid'. The job title is 'Housekeeping Aid' in the Department of Veterans Affairs, Veterans Affairs, Veterans Health Administration. The announcement number is VHA-438-12-RJM486725. The salary range is \$10.38 to \$13.38 per hour. The position is permanent and located in Sioux Falls, SD. The announcement includes a 'WHO MAY BE CONSIDERED' section, a 'JOB SUMMARY' section, and a 'VACANCY IDENTIFICATION NUMBER (VIN): 598378'. There are instructions to apply online or by following faxing instructions. A 'Slide' box on the right contains buttons for 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job', along with agency information and a 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"**:

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: Operations Clerk
Department: Department Of Veterans Affairs
Agency: Veterans Affairs, Veterans Health Administration
Job Announcement Number: VHA-438-12-RJM0002VCS

SALARY RANGE: \$11.11 to \$13.07 / Per Hour
OPEN PERIOD: Monday, December 05, 2011 to Friday, December 16, 2011
SERIES & GRADE: VC-0303-06
POSITION INFORMATION: Full Time - Excepted Service Permanent
PROMOTION POTENTIAL: 06
DUTY LOCATIONS: 1 vacancy(s) - Sioux Falls, SD United States [View Map](#)

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

Go to section of this Job:
Apply Online
Print Preview
Save Job
Share Job

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

Job Announcement Number: VHA-438-13-BGW804673
Job Title: Human Resources Assistant
Grade: GS 05/05
Department: Department Of Veterans Affairs
Agency: Veterans Affairs, Veterans Health Administration
Job Location: Sioux Falls, South Dakota
Closing Date: Monday, December 17, 2012

Resume - Select one of your stored USAJOBS resumes to send (or first [Create or Upload a New USAJOBS resume](#)):
- SELECT -
Example 1

Attachment(s) - Select one or more of your Saved Documents to send (or first [Upload New Saved Documents](#)). In order to select multiple items, you must use Ctrl+click (or Cmd+click on Mac):
- SELECT -
DD-214 (DD-214)

Fields below with an asterisks (*) are required.

* I have [previewed my resume](#). The selected document includes the information I wish to provide with this application.

* I want to attach demographic information to the application. [Review or update your demographic information.](#)

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

Cancel **Apply for this position now!**

HINT: Please follow these instructions to transfer information to Application Manager

Select Résumé and Any Supporting Documents

- Click on the résumé you wish to submit
- Click on the additional documents you wish to submit
- Click the required boxes to agree with the statements (red stars *)

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

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

The transition from USAJOBS® to Application Manager

One moment please...

We are now bringing you to the system used by the

Veterans Affairs, Veterans Health Administration

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

Your browser should automatically take you there in about 15 seconds, or...

[Take me there now](#)

Completing Your Application in Application Manager

- Application Manager is used 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.

Application Manager

Welcome to USA Staffing® Application Manager

Click **Accept and Proceed** to accept the Full Terms and Conditions of Use and continue with the application process.

Check out our [Quick Start Guide](#).

[Accept and Proceed](#)

Full Terms and Conditions of Use

Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:

- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized use, or otherwise misuse this system, and if you do so, or try to do so, you may face criminal, civil, or administrative penalties.

If you use this system, that will be construed to mean you understand and agree to abide by these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

Biographic Information

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

Your information will be pulled out of USAJOBS®.

Please review that the information was pulled over correctly.

Repeat for each section of the application process

Citizenship

Are you a citizen of the United States?

Yes

No

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

Previous **Next** Save

Re-using and Uploading Documents in Application Manager

Document Type	Received	Source	Status	Original File Name
Resume	4/12/2010 2:29:16 PM	USAJOBS	Processed	
Veterans Documentation	4/12/2010 2:43:51.10 PM	Upload	Processed	Resume.doc

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

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

Documents in the above table have already been included in your Application Package for this vacancy. Documents in the table below were submitted to a previous Application Package and can be re-used in this Application Package. To re-use one or more documents, check the boxes for the documents you want to include in this Application Package and click the "Include Selected Documents" button. If you do not want to re-use any documents, click the "Next" button to continue to the Document Upload page.

Documents are listed in this table in order from newest to oldest within each source (Fax, Upload, USAJOBS). You can change the order by clicking on the column headings.

Add to Application Package	Document Type	Received	Source	Original File Name	Sou Vaca
<input checked="" type="checkbox"/>	Resume	7/22/2009 3:44:56 PM	Upload	VA Test Applicant Resume.doc	22395
<input checked="" type="checkbox"/>	Resume	2/13/2009 3:23:10 PM	Upload	VA Professional Resume Ex...	22395

Re-Use Selected Documents Hide Selected Documents UnHide All Documents

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 them.

Upload Documents

Application Manager

Vacancy ID: 110114

Job Title: Accountant

Applicant Name: [Change Name]

Previous Next Save

Required information

Upload Documents

Protect your privacy **DONOT** include privacy information, such as Social Security Number, in your uploaded documents unless directly required.

- Select Document Type: [- Select a Document Type -]
- Click "Browse" to locate a file and click "Open" to attach it. [Browse...]
- Click "Upload": [Upload]

Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour.

Faxed Documents may take 2-3 days to appear as Processed.

Upload successful.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Note: Documents beginning with ~\$ are normally temporary files and the system will not be able to process them.

Document Type	Received	Source	Status	Original File Name
Resume	6/21/2012 4:14:09 PM	Upload	Received-Pending Virus Scan	Clary Fray Resume.docx
Transcript	6/21/2012 4:14:50 PM	Upload	Received-Pending Virus Scan	Transcript.docx
Cover Letter	6/21/2012 4:15:00.240 PM	Upload	Received-Pending Virus Scan	Cover Letter.docx

Understanding This Table:
Documents on the table above with a Status of Processed have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour. Faxed documents may take 2-3 days to appear as Processed. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USAJOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

Document Upload and Faxing Tips:

- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document Uploading and Faxing, click [Help](#). Then, if you need a Fax Cover Page, [click here](#).

Previous Next Save

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

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

The screenshot shows the 'Application Manager' interface. On the left is a navigation bar with a 'Vacancy ID: 299321' and a list of sections (Section 1-8) and actions (ReUse Documents, Upload Documents, Submit My Answers, View/Print My Answers). The main content area displays job details: 'Job Title: Voluntary Services Specialist', 'Announcement Number: DVA-09-HA299321', and 'Applicant Name: VA EXAMPLE'. A 'Submit My Answers' button is highlighted with a blue box and an arrow. Below this, there are instructions and a 'Ready to Submit?' section with a 'Submit My Answers' button. A 'Not ready?' section provides options to work on the application, go to a different application package, or leave the application manager.

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 your submitted application package will appear.

The screenshot shows the 'Confirmation of your Submission to USA Staffing® Application Manager' page. The left navigation bar is updated with 'View/Print My Answers' highlighted. The main content area displays submission details for 'Job Title: Human Resources Specialist' and 'Name: MARY MACK'. A large red 'SUCCESS!' message is prominently displayed. At the bottom, there is a 'Return to USAJOBS' button with a mouse cursor icon, highlighted by a blue box and arrow.

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

Click here to return back to USAJOBS®

Checking the Status of Application Packages

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

USAJOBS
"WORKING FOR AMERICA"

My Account
Mary
Current Goal:
Last login: 03/21/2013 05:12 PM
Change Photo Edit Profile

Resumes Saved Searches

Inbox Saved Jobs Saved Documents

Application Status

Search: []

Job Details	Job State	Last Apply	Last Update	Status
Human Resources Specialist Office of Personnel Management Job Number: 13-112536-Test Pay Plan: GS-0201-09/11 Location: US-Georgia-Houston County	Open	03/21/2013	03/21/2013	Application Received more information
Human Resources Specialist Job App Mgr Test 2 LMR 111944 Number: GS-0201-09/11 Pay Plan: GS-0201-09/11 Location: US-Georgia-Houston County	Open	03/21/2013	03/21/2013	Application more information...

Showing 1 to 2 of 2 entries

[Notification Settings](#) | [View All 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.

Application Manager

Application Package Status: Complete

Job Title: Human Resources Specialist
Vacancy Identification Number: 112536
Announcement Number: 13-112536-Test
USAJOBS Control Number: 304741100
Applicant: MARY MACK

Change My Answers Add Documents Update Biographic Information View/Print My Answers

Most information below pertains to the most recent version of your Application Package. [\(Explain This\)](#)

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire	3/21/2013 4:56:31 PM	

Documents

Status	Document Type	Source	Re-Use Document	Date Received	Original File Name
View Processed	Resume	USAJOBS		03/21/2013 04:43 PM	Test Applicant Resume
View Received-Pending Virus Scan	Cover Letter	USAJOBS		03/21/2013 04:43 PM	Cover Letter
View Processed	DD-214	USAJOBS		03/21/2013 04:43 PM	Vet Doc
View Processed	SF-50	USAJOBS		03/21/2013 04:43 PM	SF-50
Not Received	Transcript				

Messages

Message Type	Date Emailed	Date Printed
View Acknowledgement Letter	3/21/2013 4:46:57 PM	

Application Processing Status

Status	Date Submitted
View Complete	3/21/2013 4:56:31 PM

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

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®

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:

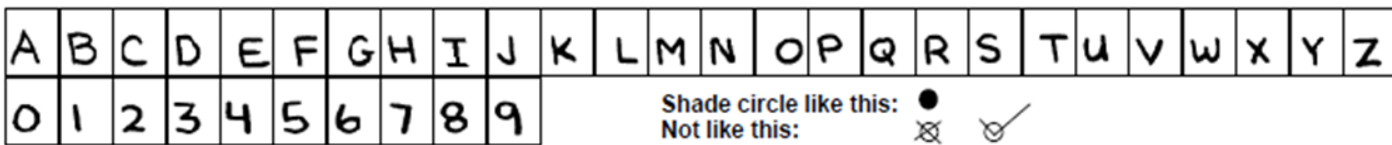
1. Complete the fax cover page. You must use the USAJOBS® fax cover sheet in order for your documents to be matched with your online application.
2. Fax your documents to **(478)757-3144**.

Faxed documents submitted with missing information will not be processed. It is recommended 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.



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.

Home Search Jobs My Account **Resource Center** SIGN IN OR CREATE AN ACCOUNT

USAJOBS
"WORKING FOR AMERICA"

Resource Center

Search Jobs Where: Advanced Search Accessible Version

BROWSE ADVICE ON:

- USING USAJOBS
- FEDERAL EMPLOYMENT APPLYING FOR A FEDERAL JOB
- SPECIAL INFO FOR:
 - INDIVIDUALS WITH DISABILITIES
 - VETERANS
 - STUDENTS AND RECENT GRADUATES
 - SENIOR EXECUTIVES

Tutorials
The Job Search
Using Keywords to Maximize Your Search Results
Security Center

Spotlight

Department of Veterans Affairs
An Equal Opportunity Employer

Pharmacists: Start The Career of a Lifetime at VA
Now's your time to join forces with over 6,000 VA pharmacists working to advance the care of our Nation's heroes.
read more... VIEW ALL SPOTLIGHTS

Frequently Asked Questions

Find and view answers to our most frequently asked questions, or search for answers by a particular topic or keyword(s).

Contact Us

If your question is still unanswered, or you have a comment or suggestion, [contact us](#). We will get back to you as soon as possible. Your interest and patience are appreciated.