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## **How to Apply for a Job in USAJOBS®**

### **Forest Service (FS) Human Resources (HR) Enterprise Solution Project**

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August 30, 2012

# Overview

- This presentation explains how to :
  - Log in to USAJOBS
  - Search for a job vacancy
  - Apply for a job

# Log into USAJOBS

1. Open your Web browser and navigate to **USAJOBS** at <http://www.usajobs.gov>
2. Click the **Sign In** link near the top left corner of the window.
  - **Note:** if you have not created an account at USAJOBS, click the **Create an Account** link now.



# Log into USAJOBS (Continued)

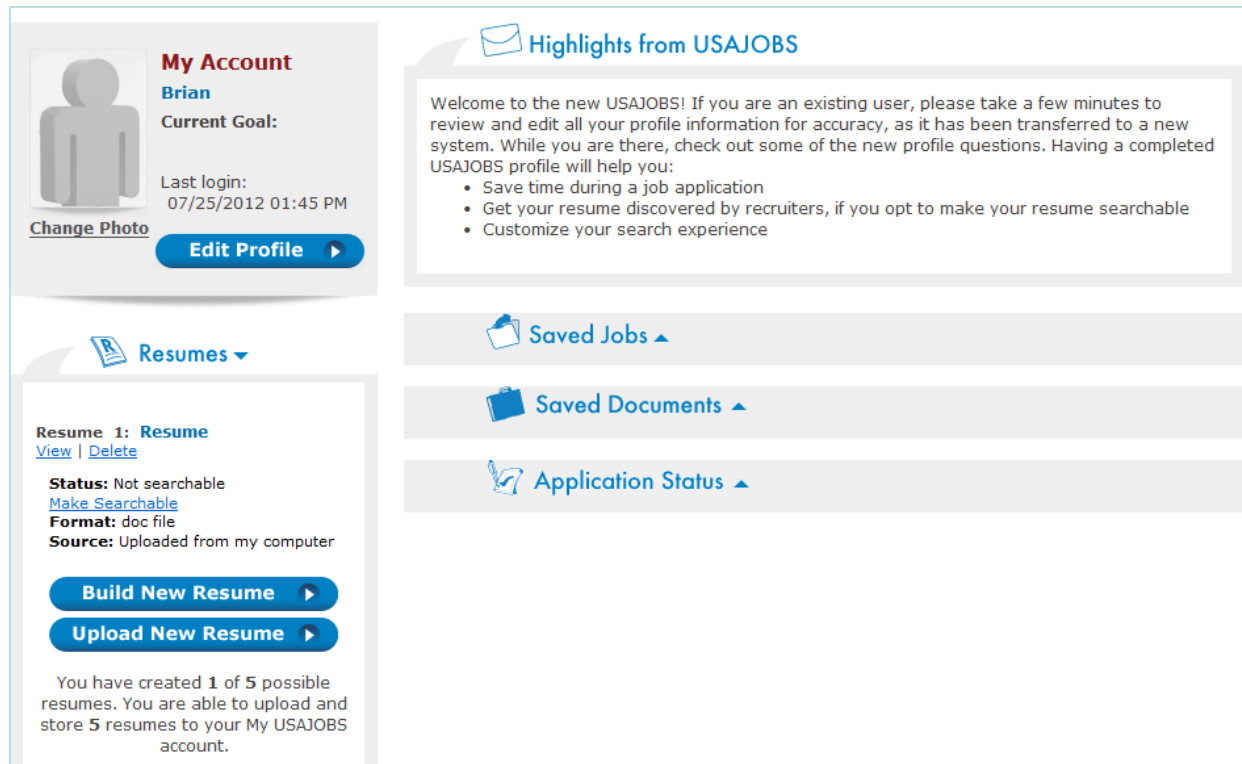
3. Enter your **Username** (or Email) and **Password** in the appropriate fields, then click the **I agree. Sign me in.** button.



The screenshot shows the USAJOBS login interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center, along with a 'SIGN IN OR CREATE AN ACCOUNT' button. The main heading is 'USAJOBS' with the tagline 'WORKING FOR AMERICA'. Below this, there is a link to 'Sign in to my account or create a new account...'. The login form consists of two input fields: 'Username or Email:' and 'Password:'. A blue arrow points to the 'Username or Email:' field. Below the password field, there is a link for 'Forgot your Username and/or Password?'. At the bottom of the form, there is a blue button labeled 'I agree. Sign me in.' with a right-pointing arrow. A blue arrow points to this button. Below the login form, there is a disclaimer about the U.S. Federal Government system and its use, followed by terms of service and a list of prohibited actions.

# Applicant Profile

1. View applicant profile. View sections which include: **Resumes, Save Jobs, Saved Documents, Application Status**



The screenshot shows a user profile for 'Brian'. The 'My Account' section includes a placeholder for a photo, the name 'Brian', and the current goal. It also shows the last login time as 07/25/2012 01:45 PM and an 'Edit Profile' button. Below this is a 'Resumes' section with a dropdown arrow. Underneath, 'Resume 1: Resume' is listed with options to 'View' or 'Delete'. The status is 'Not searchable', and there are links to 'Make Searchable'. The format is 'doc file' and the source is 'Uploaded from my computer'. There are two buttons: 'Build New Resume' and 'Upload New Resume'. A note at the bottom states: 'You have created 1 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.'

**Highlights from USAJOBS**

Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and edit all your profile information for accuracy, as it has been transferred to a new system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you:

- Save time during a job application
- Get your resume discovered by recruiters, if you opt to make your resume searchable
- Customize your search experience

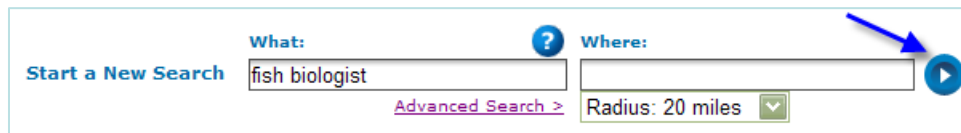
**Saved Jobs** ▲

**Saved Documents** ▲

**Application Status** ▲

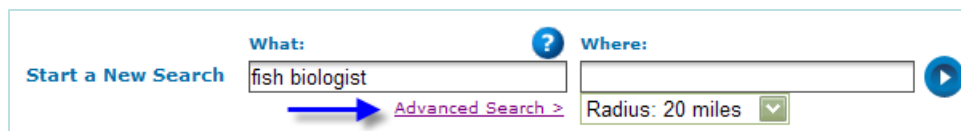
# Search for a Vacancy Announcement

- Option A: Basic Search.** To search for a vacancy announcement, enter keywords in the **What** field and/or a preferred location in the **Where** field, then click the **forward arrow** button to launch the search.



The screenshot shows a search interface with a "Start a New Search" link on the left. There are two input fields: "What:" containing "fish biologist" and "Where:" which is empty. Below the "Where:" field is a dropdown menu set to "Radius: 20 miles". A blue question mark icon is next to the "Where:" label. A blue arrow points to a blue circular button with a white right-pointing triangle (the search button) located to the right of the "Where:" field.

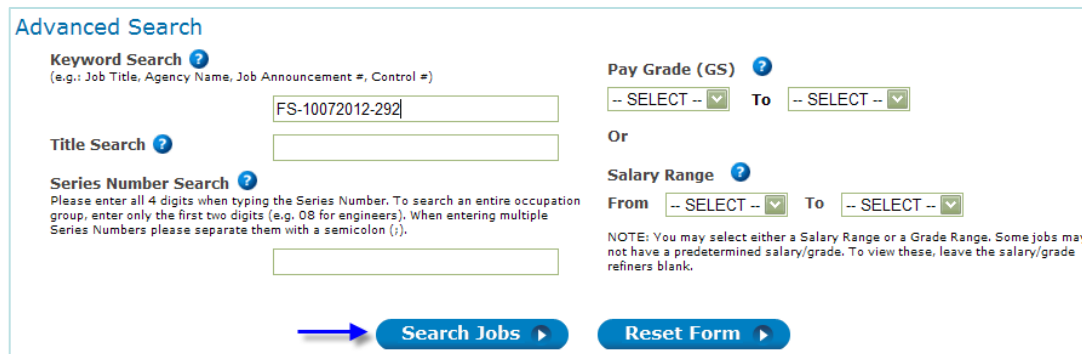
**Option B: Advanced Search.** To search by other criteria, such as job announcement number, Agency, salary range and more, click the **Advanced Search** link.



The screenshot shows the same search interface as above. A blue arrow points to the "Advanced Search >" link located below the "What:" input field.

# Search for a Vacancy Announcement (Continued)

Fill in one or more fields on the Advanced Search page, and then click the **Search Jobs** button.



**Advanced Search**

**Keyword Search** ?  
(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

**Title Search** ?

**Series Number Search** ?  
Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers). When entering multiple Series Numbers please separate them with a semicolon (;).

**Pay Grade (GS)** ?  
-- SELECT -- To -- SELECT --

Or

**Salary Range** ?  
From -- SELECT -- To -- SELECT --

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

[Search Jobs](#) [Reset Form](#)

2. **Scroll** through the list of search results.
3. To see a complete overview of a job, click the **Job Title** link.

[Fish Biologist](#) [Quick View](#) | [More Like This](#)

...the inventory, planning, evaluation, and management of each forest resource including timber, soil, land, water, wildlife and fish habitat, minerals, forage, wilderness and visual areas, and outdoor recreation. Responsible for the supervision of subordinate...

**Agency:** Forest Service  
**Location:** [Multiple Locations](#)  
**Salary:** \$86,000.00 to \$102,000.00 / Per Year  
**Open** Monday, July 09, 2012 to Thursday, July 12, 2012  
**Period:** 12, 2012

*USAJOBS returns a full description of the job, including an overview, duties, qualifications and other details.*

# Apply for a Job

1. To apply for a job, click the **Apply Online** button near the top of the right column.



< Back to Results

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

 Working for the Great Outdoors  
USDA FOREST SERVICE 

**Job Title:** Fish Biologist  
**Department:** Department Of Agriculture  
**Agency:** Forest Service  
**Job Announcement Number:** FS-10072012-292

**SALARY RANGE:** \$86,000.00 to \$102,000.00 / Per Year  
**OPEN PERIOD:** Monday, July 09, 2012 to Thursday, July 12, 2012  
**SERIES & GRADE:** GS-0482-9  
**POSITION INFORMATION:** Full Time - Permanent  
**DUTY LOCATIONS:** 1 vacancy - Prince Of Wales-Outer Ketchikan County, AK [View Map](#)  
1 vacancy - Sitka County, AK [View Map](#)  
**WHO MAY BE CONSIDERED:** Open to current career or career-conditional federal employees with competitive status. Reinstatement eligibles, persons with

Go to section of this Job:

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

**Agency Information:**  
Office of Personnel Management  
33 Sky Drive  
Washington,  
22222  
USA  
Fax: 039-383-9292

**Questions about this job:**  
Tanya Murphy  
Phone: 292-292-2222  
Fax: 039-383-9292  
Email: tamurphy@deloitte.com



# Apply for a Job (Continued)

2. Under **Resume**, **click to select** one of the résumés you previously uploaded to USAJOBS (or upload a new résumé).

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

**Apply Online** to the following job:

**Job Announcement Number:** FS-10072012-292  
**Job Title:** Fish Biologist  
**Grade:** GS 9/9  
**Department:** Department Of Agriculture  
**Agency:** Forest Service  
**Job Location:** Prince Of Wales-Outer Ketchikan County, Alaska  
Sitka County, Alaska  
**Closing Date:** Thursday, July 12, 2012

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

- SELECT -  
Resume ←

## Apply for a Job (Continued)

3. On the same screen, select the two required checkboxes (marked with asterisks), and then click the **Apply for this position now!** button.
  - The second box, attach demographic information, is optional, but when checked, will pull demographic information from USAJOBS to the application.

Fields below with an asterisks (\*) are required.

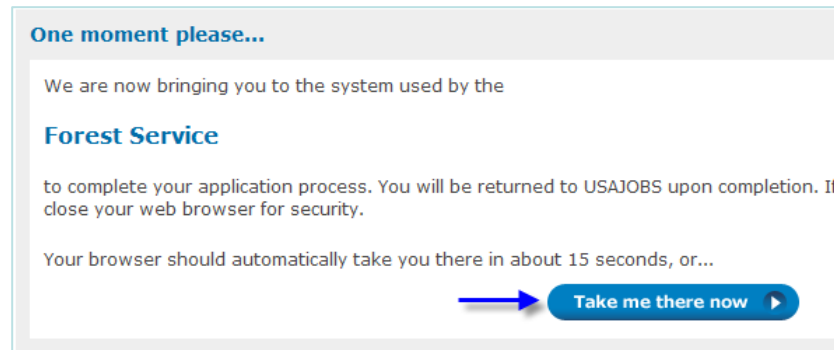
I have [previewed my resume](#). The selected document includes the information I wish to provide with this application.

Allow me 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).

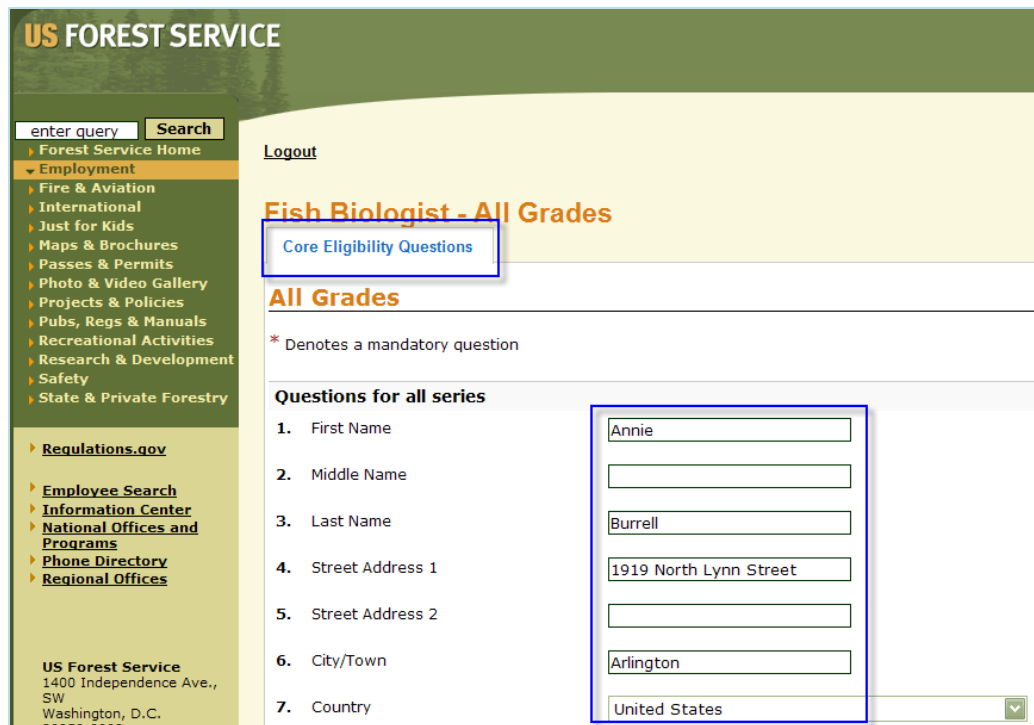
## Apply for a Job (Continued)

4. Wait for USAJOBS to redirect you to the application page, or click the **Take me there now** button



# Apply for a Job (Continued)

5. You are directed to the **Core Eligibility Questions** page. Information from your USAJOBS profile populates some of the fields on this screen.



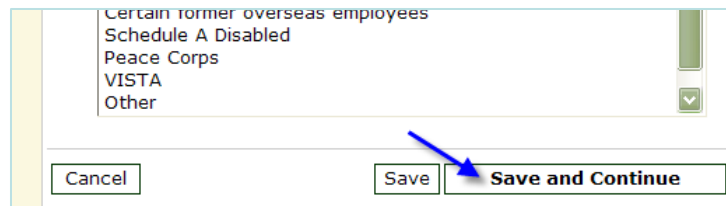
The screenshot shows the 'Core Eligibility Questions' page for a 'Fish Biologist - All Grades' position. The page includes a navigation menu on the left with options like 'Forest Service Home', 'Employment', and 'Regulations.gov'. The main content area has a 'Logout' link and a 'Core Eligibility Questions' link. Below this, there is a section for 'All Grades' with a note that an asterisk denotes a mandatory question. The 'Questions for all series' section contains seven numbered questions with corresponding input fields. The first name is 'Annie', the last name is 'Burrell', the street address is '1919 North Lynn Street', the city is 'Arlington', and the country is 'United States'.

Question Number	Question Text	Answer
1.	First Name	Annie
2.	Middle Name	
3.	Last Name	Burrell
4.	Street Address 1	1919 North Lynn Street
5.	Street Address 2	
6.	City/Town	Arlington
7.	Country	United States

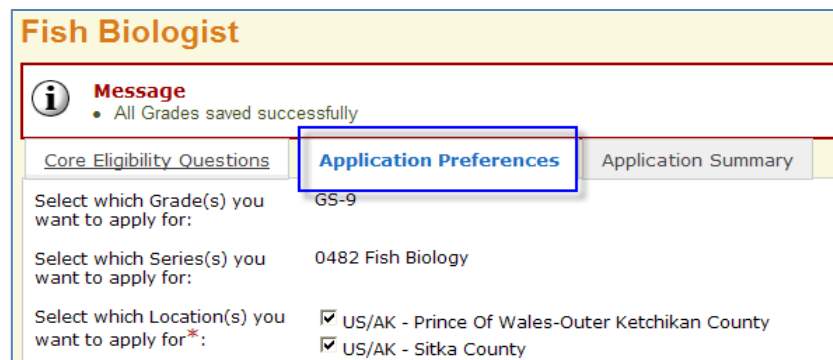
*Fill in additional fields and/or upload recommended documents. Required fields are marked with an asterisk. Validate prepopulated data; if incorrect, refer to USAJOBS to update personal information.*

# Apply for a Job (Continued)

6. Click the **Save and Continue** button to proceed to the next screen

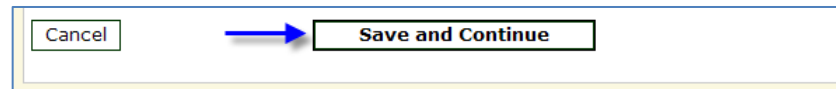


7. You are directed to the Application Preferences page.
  - Select any Grade, Series or Location preferences available for the job you are applying for (in the screen shot below, only Location preferences are available to select).

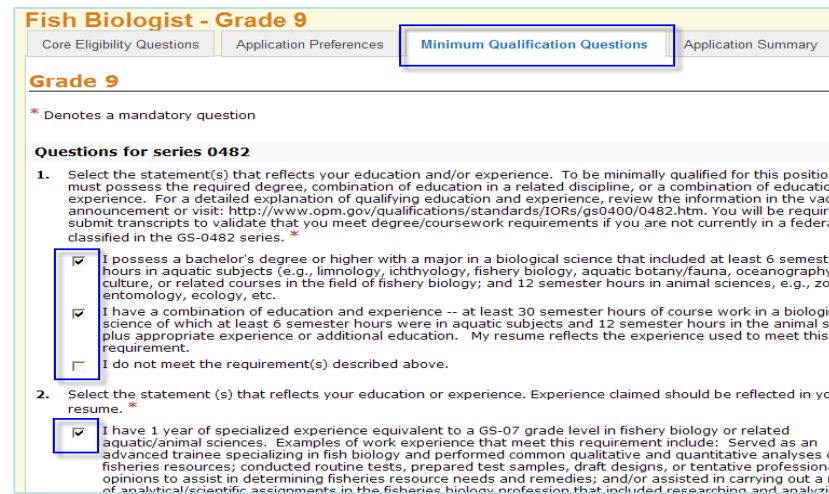


# Apply for a Job (Continued)

8. Next, click the **Save and Continue** button to proceed to the next screen.



9. You are directed to the **Minimum Qualifications** page.
- Respond to the Questions by selecting the appropriate **checkboxes**.



**Fish Biologist - Grade 9**

Core Eligibility Questions | Application Preferences | **Minimum Qualification Questions** | Application Summary

**Grade 9**

\* Denotes a mandatory question

**Questions for series 0482**

1. Select the statement(s) that reflects your education and/or experience. To be minimally qualified for this position must possess the required degree, combination of education in a related discipline, or a combination of education and experience. For a detailed explanation of qualifying education and experience, review the information in the vac announcement or visit: <http://www.opm.gov/qualifications/standards/IORs/g0400/0482.htm>. You will be required to submit transcripts to validate that you meet degree/coursework requirements if you are not currently in a federal position classified in the GS-0482 series. \*

I possess a bachelor's degree or higher with a major in a biological science that included at least 6 semester hours in aquatic subjects (e.g., limnology, ichthyology, fishery biology, aquatic botany/fauna, oceanography, culture, or related courses in the field of fishery biology; and 12 semester hours in animal sciences, e.g., zoology, entomology, ecology, etc.

I have a combination of education and experience -- at least 30 semester hours of course work in a biological science of which at least 6 semester hours were in aquatic subjects and 12 semester hours in the animal sciences plus appropriate experience or additional education. My resume reflects the experience used to meet this requirement.

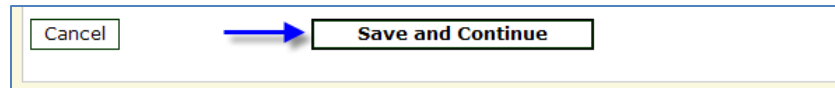
I do not meet the requirement(s) described above.

2. Select the statement (s) that reflects your education or experience. Experience claimed should be reflected in your resume. \*

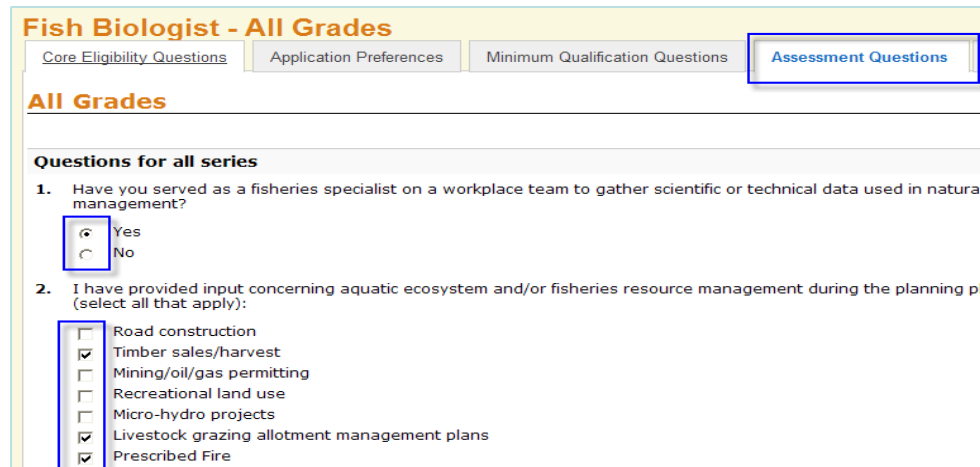
I have 1 year of specialized experience equivalent to a GS-07 grade level in fishery biology or related aquatic/animal sciences. Examples of work experience that meet this requirement include: Served as an advanced trainee specializing in fish biology and performed common qualitative and quantitative analyses of fisheries resources; conducted routine tests, prepared test samples, draft designs, or tentative professional opinions to assist in determining fisheries resource needs and remedies; and/or assisted in carrying out a range of analytical/scientific assignments in the fisheries biology profession that included researching and analyzing

# Apply for a Job (Continued)

10. Click the **Save and Continue** button to proceed to the next screen.



11. You are directed to the **Assessment Questions** page. Respond to the assessment questions by selecting the appropriate fields.



**Fish Biologist - All Grades**

Core Eligibility Questions Application Preferences Minimum Qualification Questions **Assessment Questions**

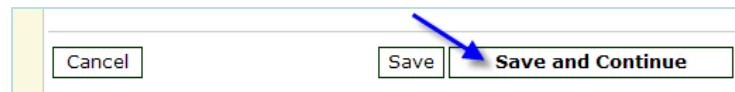
**All Grades**

**Questions for all series**

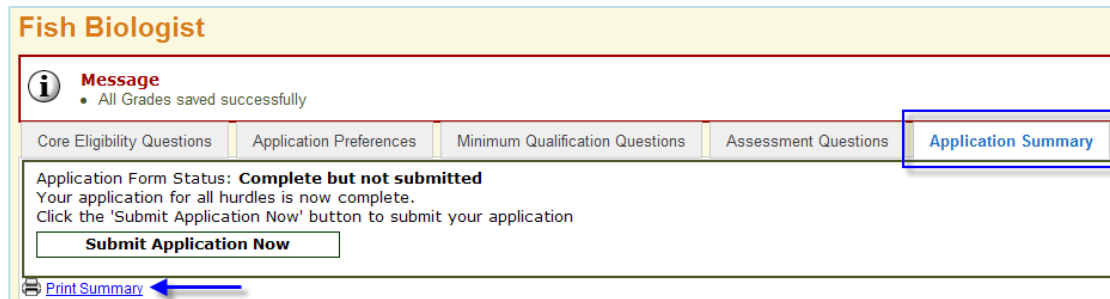
1. Have you served as a fisheries specialist on a workplace team to gather scientific or technical data used in natural management?  
 Yes  
 No
2. I have provided input concerning aquatic ecosystem and/or fisheries resource management during the planning phase (select all that apply):  
 Road construction  
 Timber sales/harvest  
 Mining/oil/gas permitting  
 Recreational land use  
 Micro-hydro projects  
 Livestock grazing allotment management plans  
 Prescribed Fire

## Apply for a Job (Continued)

12. Click the **Save and Continue** button at the bottom of the screen.



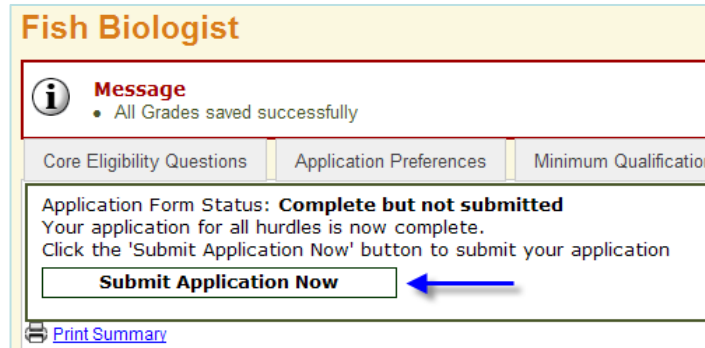
13. You are directed to the **Application Summary** page. Here, you can review your application and/or return to any page in the application. You can also print a copy of your application by clicking the **Print Summary** link.





## Apply for a Job (Continued)

14. Once your application is complete and ready to submit, click the **Submit Application Now** button.



**Fish Biologist**

**Message**

- All Grades saved successfully

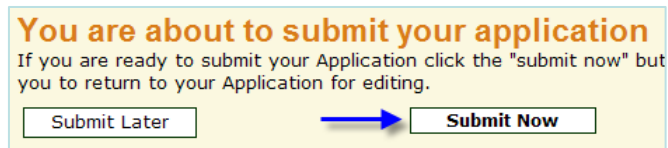
Core Eligibility Questions | Application Preferences | Minimum Qualification

Application Form Status: **Complete but not submitted**  
Your application for all hurdles is now complete.  
Click the 'Submit Application Now' button to submit your application

**Submit Application Now**

[Print Summary](#)

15. You are directed to a confirmation page. Click the **Submit Now** button.



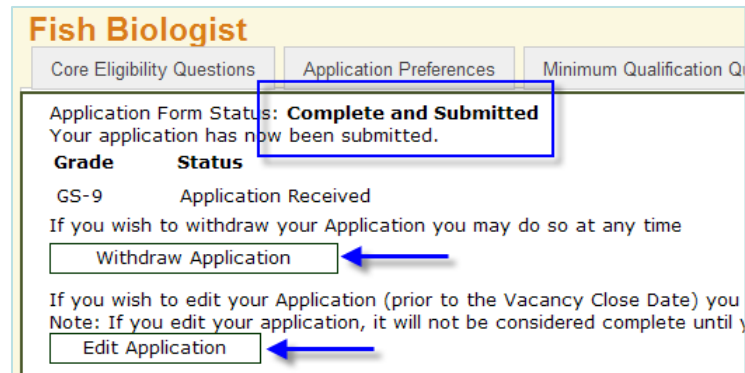
**You are about to submit your application**

If you are ready to submit your Application click the "submit now" button to return to your Application for editing.

**Submit Later**      **Submit Now**

# Apply for a Job (Continued)

16. Your application form is confirmed as **Completed and Submitted**.



**Fish Biologist**

Core Eligibility Questions   Application Preferences   Minimum Qualification Q

Application Form Status: **Complete and Submitted**  
Your application has now been submitted.

Grade	Status
GS-9	Application Received

If you wish to withdraw your Application you may do so at any time

If you wish to edit your Application (prior to the Vacancy Close Date) you  
Note: If you edit your application, it will not be considered complete until y

- The applicant can now close the window.
- At any time, you may withdraw your application from consideration by clicking the **Withdraw Application** button. **Warning**—if you withdraw from an Open Continuous Recruitment (OCR) announcement, you are completely removing yourself from consideration for that announcement.
- Prior to the Vacancy Close Date, you may change your application by clicking the **Edit Application** button.

## Additional Resources

- For additional eRecruit resources, visit ASC-HRM's **eRecruit Web page**:  
<http://fswweb.asc.fs.fed.us/HRM/eRecruit>
- For additional support, create a case with the HRM Contact Center:  
1-877-372-7248 (select option 2), [ASC\\_HCM\\_Contact\\_Center@fs.fed.us](mailto:ASC_HCM_Contact_Center@fs.fed.us)