



How to Apply for a Job in USAJOBS®

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

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)

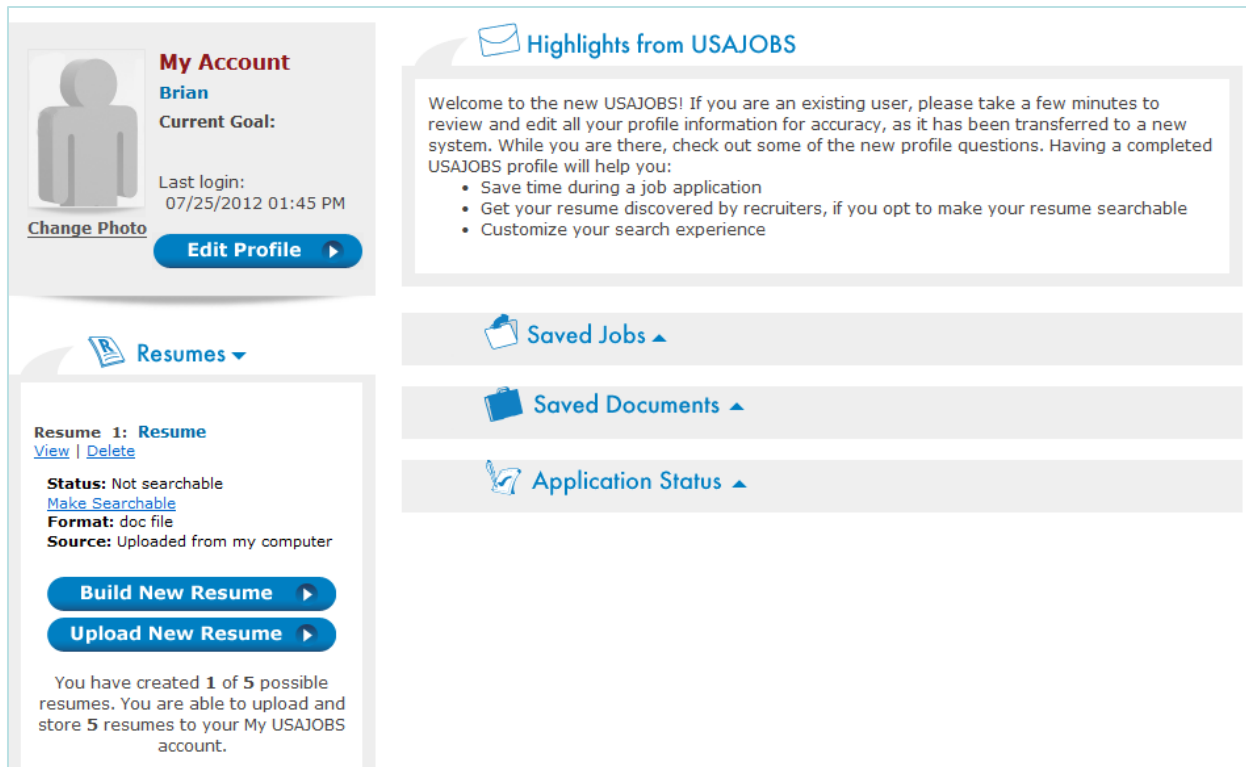
3. Enter your **Username** (or Email) and **Password** in the appropriate fields, then click the **I agree. Sign me in.** button.



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, a link says 'Sign in to my account or [create a new account...](#)'. The login fields are 'Username or Email:' and 'Password:', both with arrows pointing to them. A link for 'Forgot your Username and/or Password?' is below the password field. A disclaimer about the system's use by authorized users only is provided. Below the disclaimer, a statement of terms and conditions is shown. At the bottom, a blue button with a right arrow says 'I agree. Sign me in.' with an arrow pointing to it.

Applicant Profile

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



The screenshot displays the USAJOBS Applicant Profile interface. On the left, the 'My Account' section for user Brian shows a profile picture placeholder, a 'Change Photo' link, and an 'Edit Profile' button. Below this, the 'Resumes' section lists 'Resume 1: Resume' with links to 'View' and 'Delete'. It also shows the status as 'Not searchable', the format as 'doc file', and the source as 'Uploaded from my computer'. At the bottom of the resume section are buttons for 'Build New Resume' and 'Upload New Resume', followed by a note about the 5-resume limit. On the right, the 'Highlights from USAJOBS' section contains a welcome message and a list of benefits: saving time, getting resumes discovered, and customizing search experience. Below the highlights are three expandable sections: 'Saved Jobs', 'Saved Documents', and 'Application Status'.

My Account
Brian
Current Goal:
Last login: 07/25/2012 01:45 PM
[Change Photo](#)
[Edit Profile](#)

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

Resumes ▾

Resume 1: Resume
[View](#) | [Delete](#)
Status: Not searchable
[Make Searchable](#)
Format: doc file
Source: Uploaded from my computer

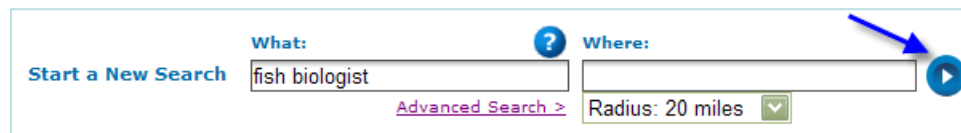
[Build New Resume](#) ▶
[Upload New Resume](#) ▶

You have created **1** of 5 possible resumes. You are able to upload and store **5** resumes to your My USAJOBS account.

Saved Jobs ▲
Saved Documents ▲
Application Status ▲

Search for a Vacancy Announcement

1. **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.



Start a New Search

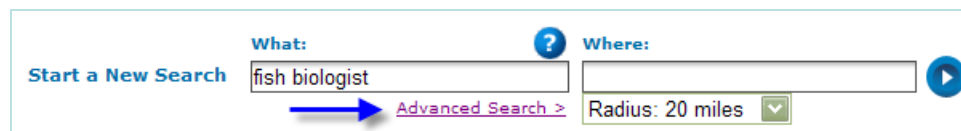
What: ?

Where: Radius: 20 miles ▼

[Advanced Search >](#)

▶

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



Start a New Search

What: ?

Where: Radius: 20 miles ▼

[Advanced Search >](#)

▶

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.

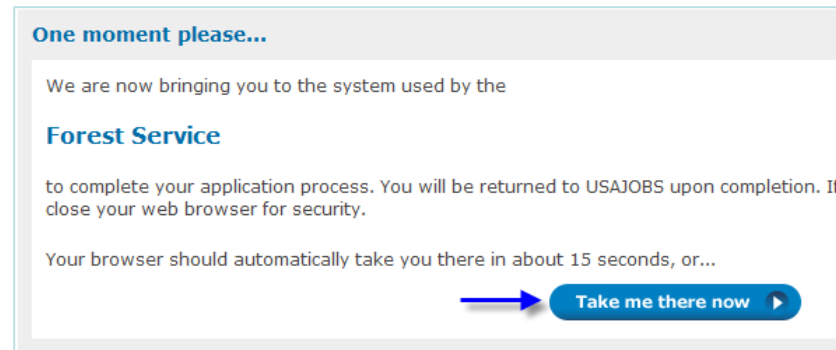
☐ Allow me to attach demographic information to the application. [Review or update your demographic information.](#)

☒ 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).

[Cancel](#) [Apply for this position now!](#)

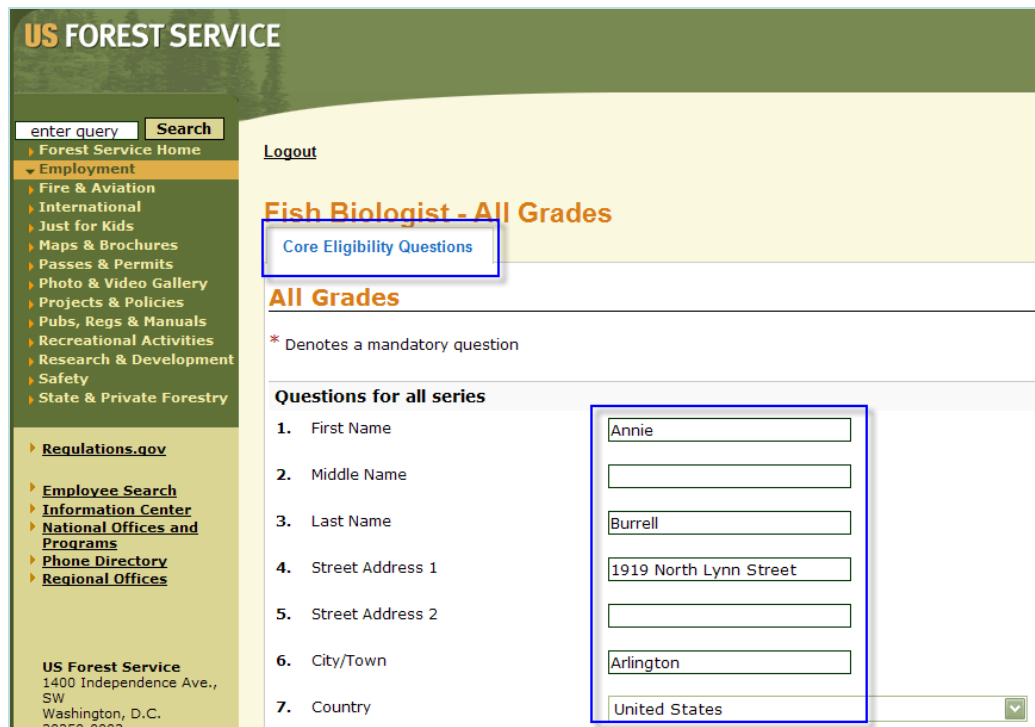
Apply for a Job (Continued)

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.



US FOREST SERVICE

enter query

- Forest Service Home
- Employment
 - Fire & Aviation
 - International
 - Just for Kids
 - Maps & Brochures
 - Passes & Permits
 - Photo & Video Gallery
 - Projects & Policies
 - Pubs, Regs & Manuals
 - Recreational Activities
 - Research & Development
 - Safety
 - State & Private Forestry
- Regulations.gov
- Employee Search
- Information Center
- National Offices and Programs
- Phone Directory
- Regional Offices

US Forest Service
1400 Independence Ave.,
SW
Washington, D.C.
20250-0002

[Logout](#)

Fish Biologist - All Grades

[Core Eligibility Questions](#)

All Grades

* Denotes a mandatory question

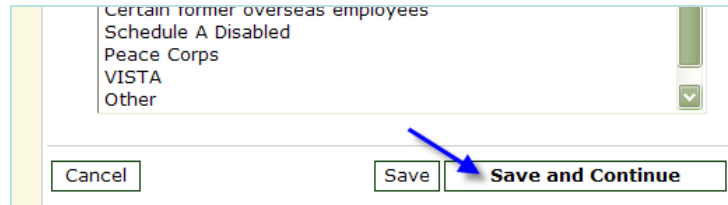
Questions for all series

1. First Name
2. Middle Name
3. Last Name
4. Street Address 1
5. Street Address 2
6. City/Town
7. Country

*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.*

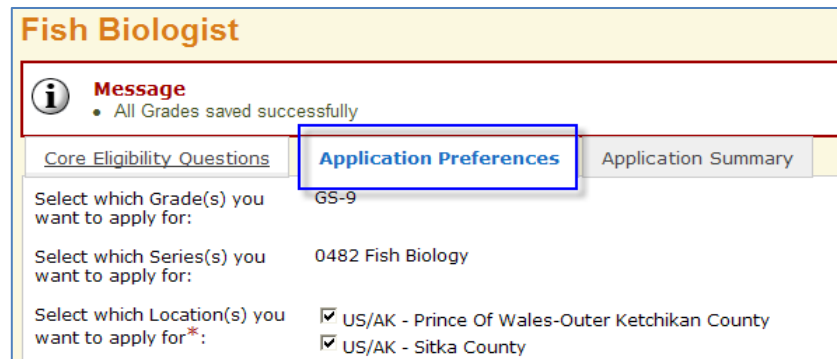
Apply for a Job (Continued)

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



A screenshot of a web form. At the top, there is a dropdown menu with the following options: "Certain former overseas employees", "Schedule A Disabled", "Peace Corps", "VISTA", and "Other". Below the dropdown are three buttons: "Cancel", "Save", and "Save and Continue". A blue arrow points to the "Save and Continue" button.

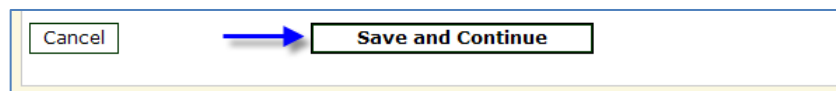
7. You are directed to the Application Preferences page.
 - Select any Grade, Series or Location preferences available for the job you are applying for (in the screen shot below, only Location preferences are available to select).



A screenshot of the "Fish Biologist" application page. The page has a yellow header with the title "Fish Biologist". Below the header is a message box that says "Message: All Grades saved successfully". There are three tabs: "Core Eligibility Questions", "Application Preferences" (which is highlighted with a blue box), and "Application Summary". Under the "Application Preferences" tab, there are three sections: "Select which Grade(s) you want to apply for:" with "GS-9" selected; "Select which Series(s) you want to apply for:" with "0482 Fish Biology" selected; and "Select which Location(s) you want to apply for*:" with two checkboxes selected: "US/AK - Prince Of Wales-Outer Ketchikan County" and "US/AK - Sitka County".

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/gs0400/0482.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.

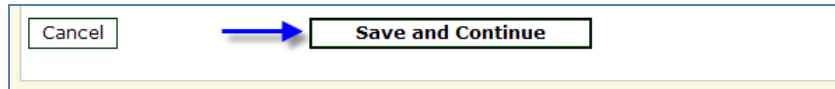
☐ I do not meet the requirement(s) described above.

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

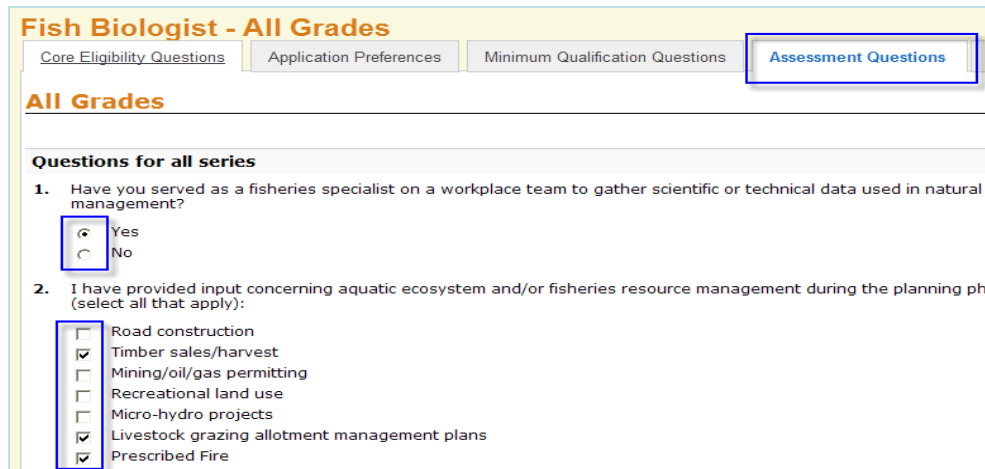
Apply for a Job (Continued)

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



A screenshot of a web interface showing two buttons: "Cancel" on the left and "Save and Continue" on the right. A blue arrow points from the "Cancel" button to the "Save and Continue" button.

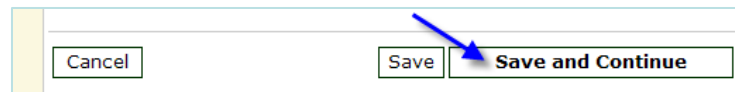
11. You are directed to the **Assessment Questions** page. Respond to the assessment questions by selecting the appropriate fields.



A screenshot of the "Fish Biologist - All Grades" assessment questions page. The page has a yellow header with the title "Fish Biologist - All Grades" and four tabs: "Core Eligibility Questions", "Application Preferences", "Minimum Qualification Questions", and "Assessment Questions". The "Assessment Questions" tab is selected and highlighted with a blue box. Below the tabs, the section "All Grades" is displayed. Under "Questions for all series", there are two questions. Question 1 asks "Have you served as a fisheries specialist on a workplace team to gather scientific or technical data used in natural management?" with radio button options for "Yes" (selected) and "No". Question 2 asks "I have provided input concerning aquatic ecosystem and/or fisheries resource management during the planning phase (select all that apply):" with a list of checkboxes: "Road construction", "Timber sales/harvest" (checked), "Mining/oil/gas permitting", "Recreational land use", "Micro-hydro projects", "Livestock grazing allotment management plans" (checked), and "Prescribed Fire" (checked). The checkboxes for "Timber sales/harvest", "Livestock grazing allotment management plans", and "Prescribed Fire" are highlighted with a blue box.

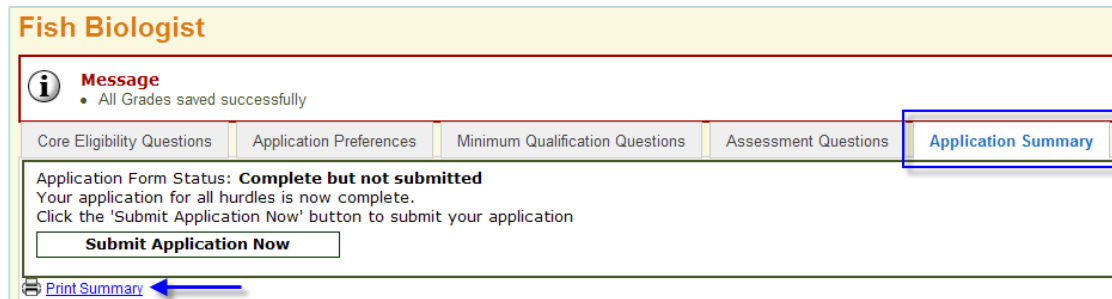
Apply for a Job (Continued)

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



Cancel Save **Save and Continue**

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.



Fish Biologist

Message
• All Grades saved successfully

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

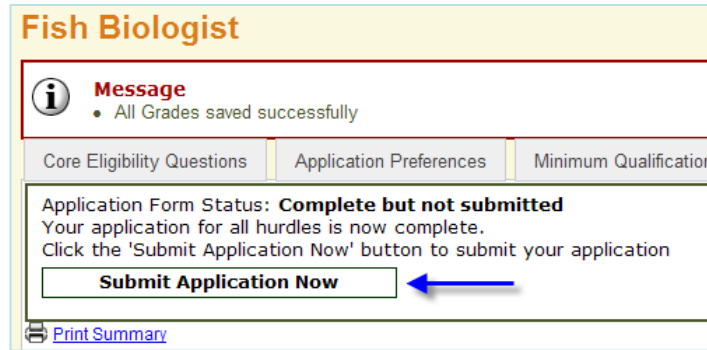
Application Form Status: **Complete but not submitted**
Your application for all hurdles is now complete.
Click the 'Submit Application Now' button to submit your application

Submit Application Now

[Print Summary](#)

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

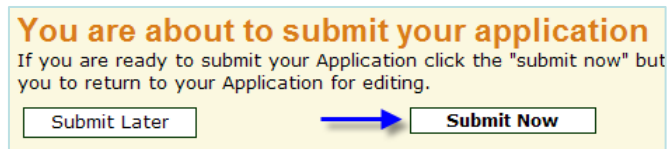
Core Eligibility Questions | Application Preferences | Minimum Qualification

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 you 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**.

The screenshot shows a web interface for a 'Fish Biologist' application. At the top, there are three tabs: 'Core Eligibility Questions', 'Application Preferences', and 'Minimum Qualification Questions'. The 'Application Preferences' tab is selected. Below the tabs, a message box states: 'Application Form Status: **Complete and Submitted**. Your application has now been submitted.' Below this, there is a table with two columns: 'Grade' and 'Status'. The table contains one row: 'GS-9' and 'Application Received'. Below the table, there is a note: 'If you wish to withdraw your Application you may do so at any time'. Below this note is a button labeled 'Withdraw Application'. Below the 'Withdraw Application' button, there is another note: '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'. Below this note is a button labeled 'Edit Application'. Blue arrows point to both the 'Withdraw Application' and 'Edit Application' buttons.

Grade	Status
GS-9	Application Received

- 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://fsweb.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