

2011 Forest Service (AVUE) Application Instructions

Go to <https://www.avuedigitalservices.com> and click on the red “SIGN UP!” link if you do not already have an AVUE account set up.

avuecentral The fastest and easiest way to find and apply for federal employment HELP

Home Search for Jobs Federal Hiring Tools

SIGN UP! GET STARTED WITH YOUR JOB SEARCH.

By signing up you are indicating that you have read and agree to the [Privacy Policy](#)

User ID Password **LOGIN**

“The Fastest and Easiest Way to Find and Apply for Federal Employment.”
— Harvard University, John F. Kennedy School of Government

NEW FEATURES ON AVUE CENTRAL
Create your own job search based on features you select yourself. Which jobs are the closest fit to what you've done? Click on Match My Resume; Only certain locations where you are willing to work? Click on Match My Location; Your Field of Interest in school is your passion? Click on Search by Field of Interest. Already know the announcement number for the perfect job? Paste it in the Google Search and GO! Try them all and let us know what you think by joining a community forum and posting your comments.

JOBS BY STATE [view large map](#)

GET THE JOB YOU WANT

- ▶ Opportunities For Veterans
- ▶ Recent Graduates Looking For A Job
- ▶ Returning Federal Employees
- ▶ Current Federal Employees Start Here
- ▶ Executive Positions In The Federal Government
- ▶ New To Federal Employment
- ▶ Experienced Federal Contractor

Federal Hiring Tools
Tips and tricks to help you ace the application and interview!

Search for Jobs
Our database of government jobs is updated frequently.

Need Help?
Assistance in logging in and using this site.

If you already have an AVUE account you can enter in your User ID and Password and click on “LOGIN.” Then go to the “Career Portfolio” Step on page 3.

Enter your information into the fields and click on “Save This Information” NOTE:

- Make sure you record your user name and password - you will need it in order to log back in.
- If you do not already have an email account, you will need to set one up- click on “No Email Address?” and sign up with one of the free providers.

The screenshot shows the 'New User Registration' page on the Avuecentral website. The page has a red header with the text 'New User Registration'. Below the header, there is a form with the following fields and values:

- User ID: SUMMERJOB
- Password: [Redacted]
- Confirm Password: [Redacted]
- Identification Question: Favorite book?
- Identification Answer: SUMMERJOB
- Primary Email Address: [Redacted]
- First Name: Summer
- Last Name: Job
- Address: 1234 Main Street
- City: Anywhere
- State/Province: California
- Country: United States of America
- ZIP/Postal Code: 91234
- Daytime Phone: 123-456-7891
- Evening Phone: [Redacted]
- Cell Phone: [Redacted]
- Pager Number: [Redacted]
- Instant Notification Address: [Redacted]
- Fax Number: [Redacted]

A red button labeled 'Save This Information' is located at the bottom left of the form. A black arrow points to the Password field, and another black arrow points to the 'Save This Information' button.

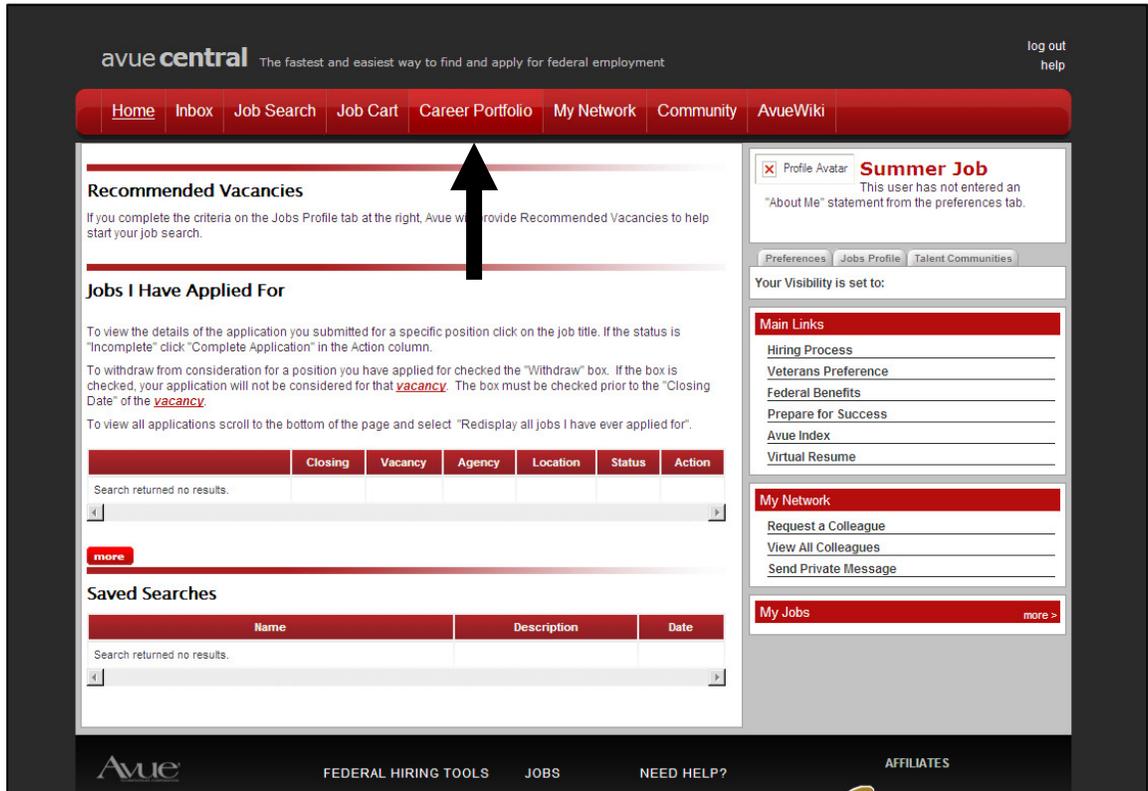
Indicate how you found us and then click on “Save This Information”

The screenshot shows the 'Thank You For Registering!' page on the Avuecentral website. The page has a red header with the text 'Thank You For Registering!'. Below the header, there is a form with the following fields and values:

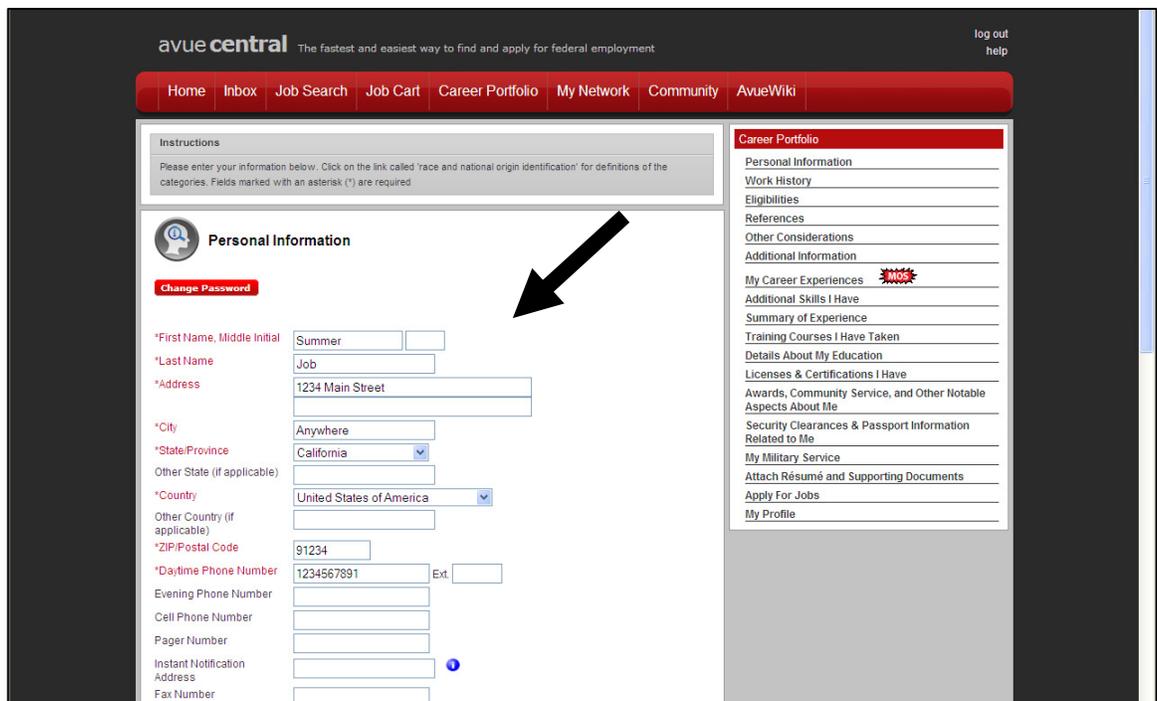
- Reference Code: [Redacted]
- OR
- Where did you hear about this site?
 - This Organization's Website
 - General Job Information Website
 - Avue's Social Networking Site
 - Job Fair/Recruitment Event
 - Agency Employee
 - Newspaper Ad
 - Professional Journal
 - Other Print Ad
 - School Placement Center
 - Development Executive Group
 - Other
- If other, please specify: [Redacted]

A red button labeled 'Save This Information' is located at the bottom left of the form. A black arrow points to the radio button selection.

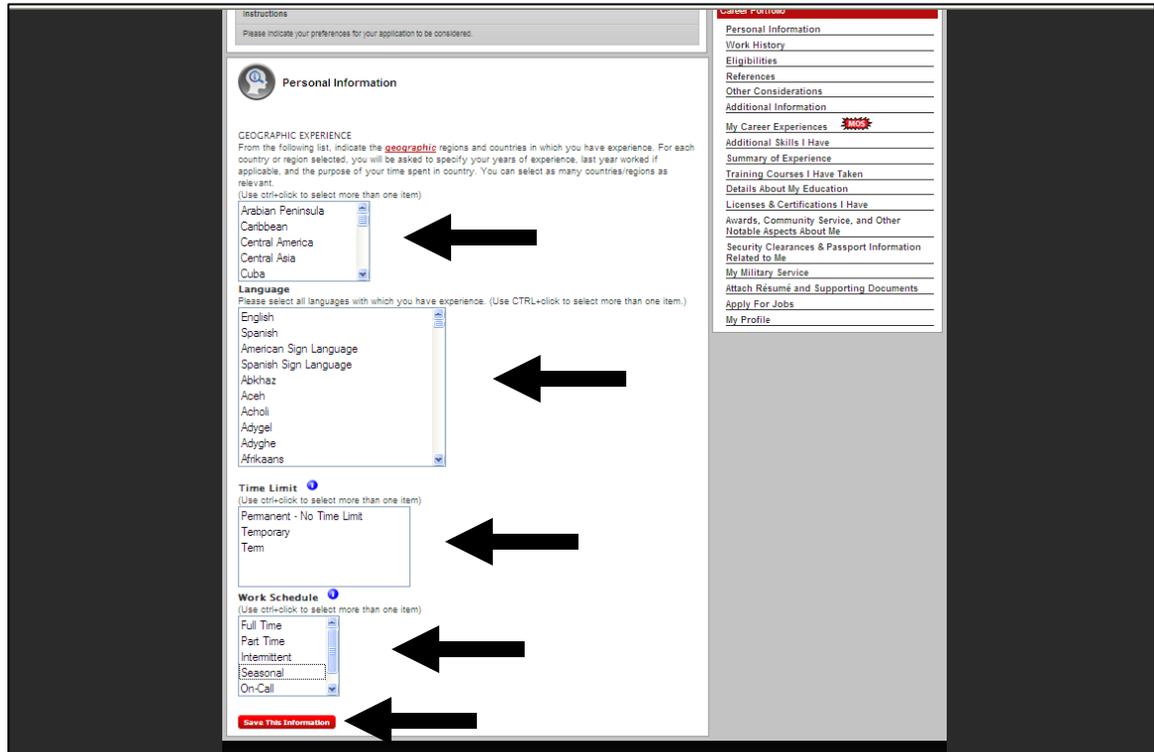
Click on “Career Portfolio” at the top of the screen.



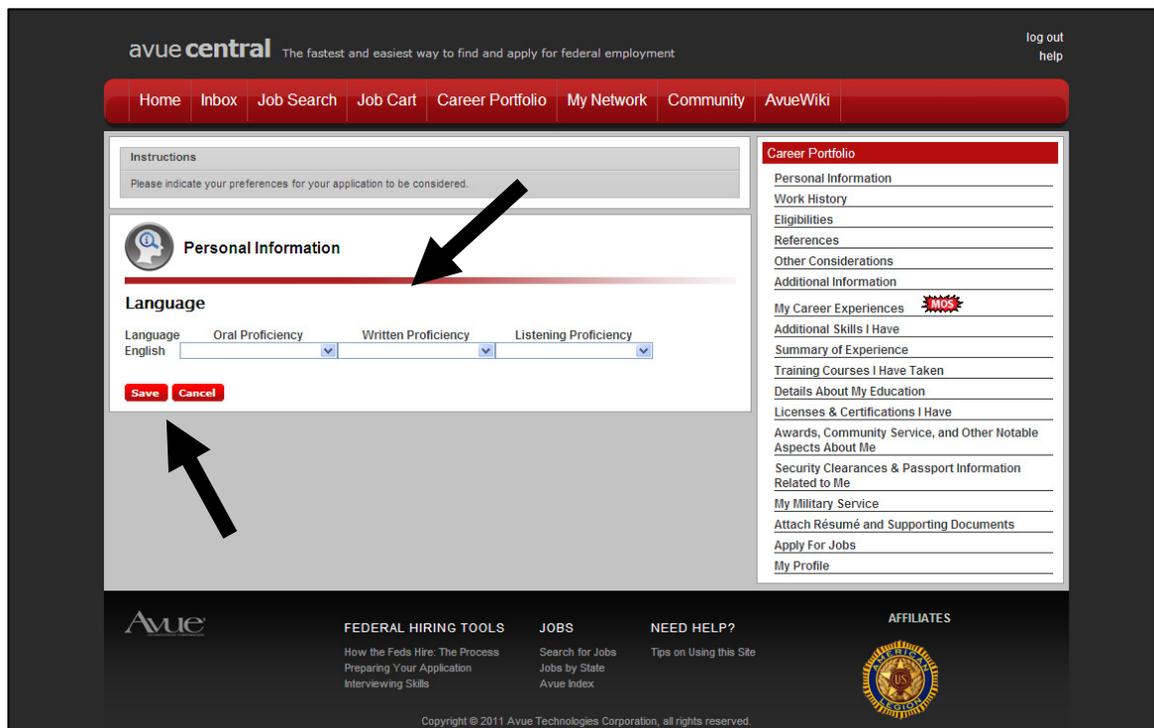
Confirm / Fill out the required information and click “Save This Information” to move on to the next page.



Select the appropriate items on the “Personal Information” page and click “Save This Information” at the bottom of the page. Remember to use the “Ctrl+Click” feature (hold the “CTRL” button down on the keypad while clicking the left button on the mouse) to select more than one option.



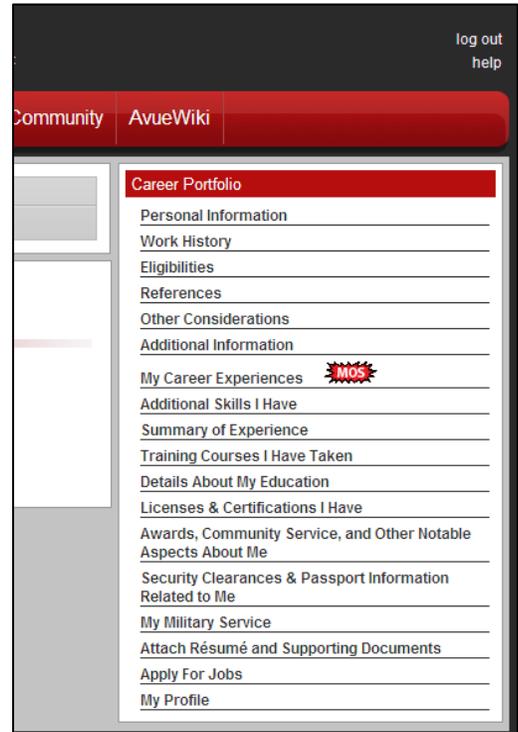
Answer the language proficiency questions and click on “Save.”



Continue to go through the options provided on the column to the right to set up your profile...

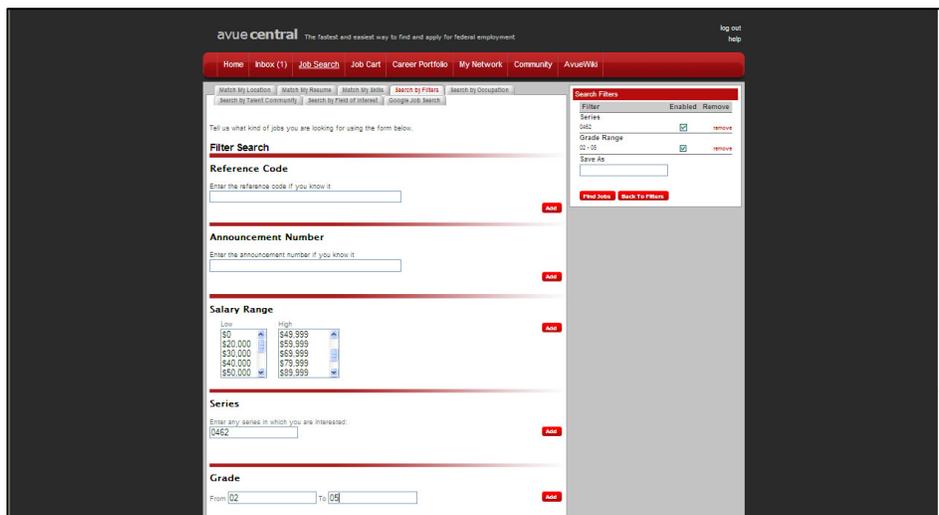
- On the “**Work History**” page click on “Add a non-federal position” if you have not worked for the federal government, or click on “Add a federal position” if you have worked for the federal government. Fill out all the information (be specific and use the spell-check!) and click “Update” to move on.
- Be sure to include supervisor’s name and phone number.
- Continue to input all your previous (paid and/or non-paid) work experience in the “Work History” pages and click “Save This Information” when you have finished.
- Fill out the information on the “**Eligibility to Apply**” pages and click “Save and Continue” to move on.
- On the “**References**” page, fill out the information requested and click “Add a Reference” to input another reference, then click “Save and Continue.”
- Look over the “**Other Considerations**” page and fill out the relevant information. Click “Save and Continue.”
- Use the “**Additional Information**” page to type in any information you feel may be helpful (use spell check), then click “Save this Information.”
- Add your educational experience in the “**Details About My Education**” page. Click “Add” to enter more schooling, or “Save This Information” to move on to the next page.
- Continue on through all the other remaining options that are applicable to you, including the pages for: Training, Certificates, Awards, Passport Info, Military Service, etc. and remember to save any changes you have made to your profile.

After completing your profile, click on the “Apply for Jobs” link to begin searching for jobs. (You can also search from the Home Page by clicking on “Job Search”)

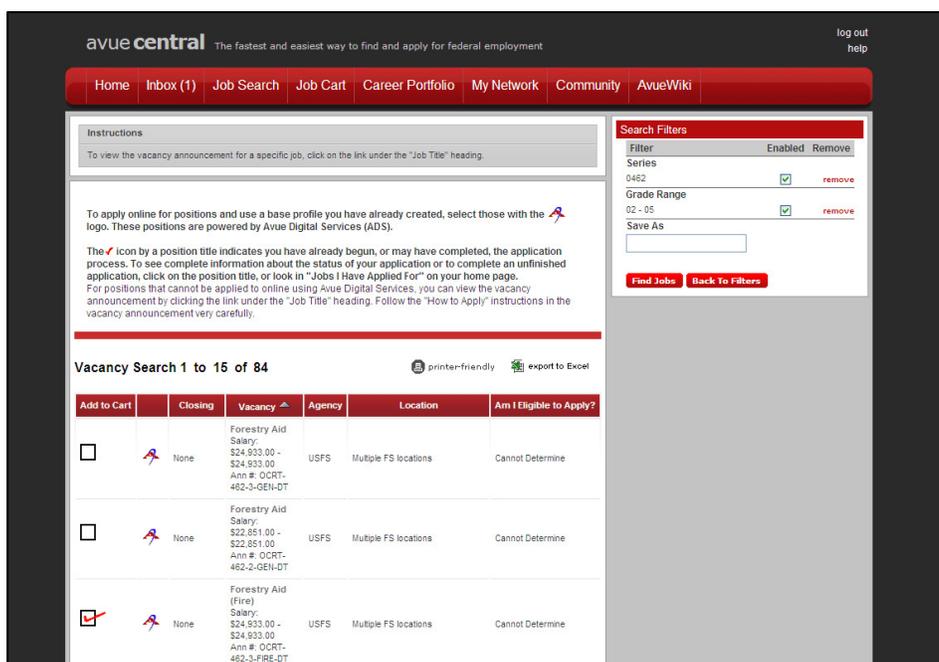


There are several ways you can search for jobs on this page...some of the easiest methods are included below:

- On the “Match my Location” Tab, click on a State you are interested in and click on “Find Jobs” - or -
- On the “Search by Filters” Tab (shown), enter in the **announcement number**, click on “Add” and click on “Find Jobs” - or -
- On the “Search by Filters” Tab, enter in the series (Ex: “0462”), click on “Add” and then also the pay grade range (Ex: 02 to 05), click on “Add” and then click on “Find Jobs”

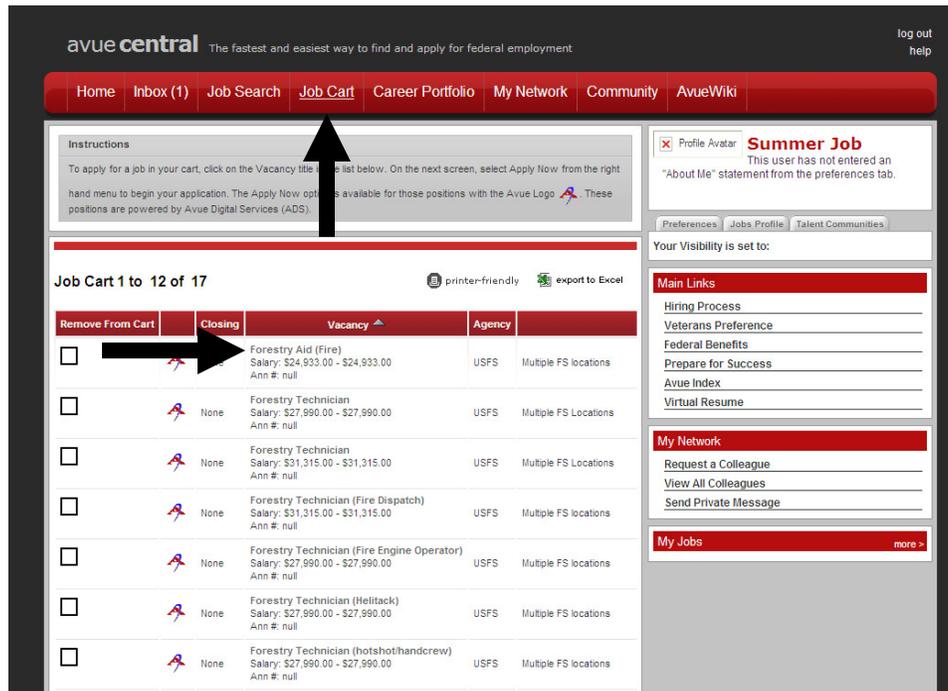


After you have made your search selections, an alphabetical job vacancy listing by title will appear showing the announcement number, job title, pay band, series, etc. and will display a box to the left side of the listing. Check the box next to the jobs you are interested in to place them in your “Job Cart” for applying to later.

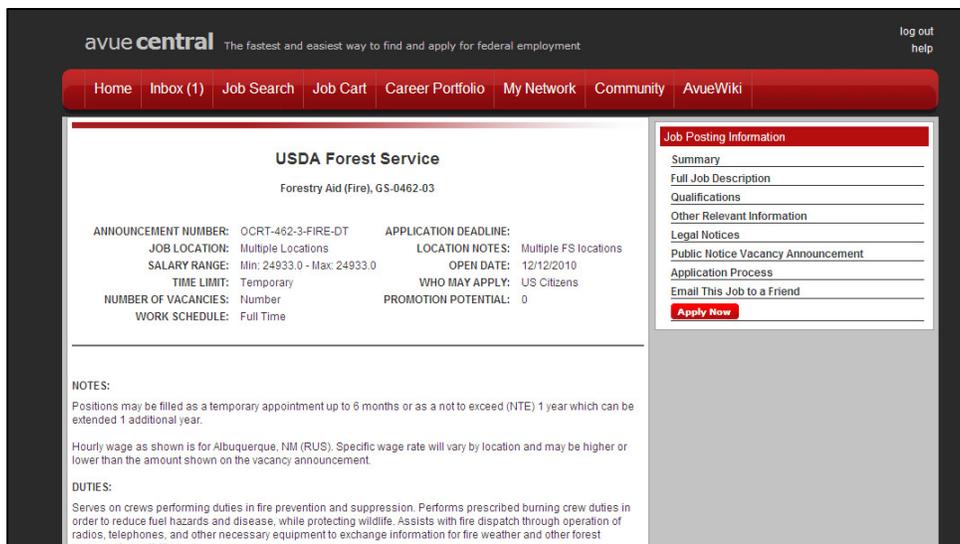


After placing a check by all the jobs you are interested in, click on “Job Cart” at the top of the screen to view all of the jobs you placed in the cart. Then select the job title you want to apply for to start the application process...

(EXAMPLE) Click on the Forestry Aid (Fire) GS-0462-03 job listed in the “Vacancy” column...



The following “Announcement Summary” screen will appear when you click on each job. On the right side of the screen you will also find a full job description, qualifications, relevant info, legal notices, and the **Public Notice Vacancy Announcement** to use as a reference.



Read through the description and click on “APPLY NOW”

(NOTE: To save all the jobs listed in your shopping cart permanently for future viewing you will need to repeat this process and click on each job you are interested in and then click on “Apply Now” – This will only save your applications for viewing and revisions, IT WILL NOT ACTUALLY SEND THEM until you click on “SEND APPLICATION”)

The following screen will appear with instructions.

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log out
help

Home | **Inbox (1)** | Job Search | Job Cart | Career Portfolio | My Network | Community | AvueWiki

Instructions

Welcome! Please review the following instructions prior to beginning your application

Announcement Number: OCR-462-3-FIRE-DT
Title, *Series, Grade*: Forestry Aid (Fire), GS-0462-03
Closing Date: None

All application materials must be totally free of any classified information.

To complete the application, please click on the menu items on the right side of the screen and fill in the information as requested. The items with an "M" beside them are mandatory items. You will not be able to certify your application until those items are complete. The mandatory items will change color once completed.

If you have already created your personal profile that information was copied into this **vacancy** when you clicked on "Apply Now." If you have already created your personal profile, the application process should take about 30 minutes to complete, as all of the information that you have in your personal profile was copied into the application for this **vacancy** when you clicked on "Apply Now."

You will be taken through the screens in the same order they appear on the menu. This does not mean you need to enter new information, though you may do so if you wish. If you are satisfied with the content of that item (Work History, for example), scroll to the end of the screen and click "Continue." This has the effect of electronically "stapling" that part of the profile to the application for this specific position.

If you choose to make any changes to the following menu items: Work History, Education, References, Attach Resume and Supporting Documents, or Additional Information, check the "Update Personal Profile" box at the bottom of these screens. This will update the information in your base profile as well as for this **vacancy**. If you do not place a check in the box, the information will be used for your application to this **vacancy** only.

If you do not currently have a personal profile, the process may take a couple of hours to complete, depending on how much information you choose to place in your profile and what can be copied and pasted from other documents.

You can begin the application, leave it and return to complete it at any point prior to the Closing Date. Be sure you save whatever screen it is you are working in before you exit the system.

Before you certify your application you will want to review all of the information you have entered. To do this, please go to the section labeled "View and Print" on the right menu. Select "This Application." To print this information, use the "Print" link on the screen. You can use your browser's printer, but you may get extra pages showing just the frame of

Application Process

Return To Main Menu

Mandatory

- * Personal Information
- * Eligibilities
- * Basic Qualifications
- * Technical Qualifications
- * Work History
- * Education
- * Applicant Information
- * Send Application

Optional

References

Additional Information

Attach Résumé and Supporting Documents

Relevant Information

Military Information

Other Considerations

View and Print

Instructions

Required Documents

This Application

Job Posting Information

Summary

Full Job Description

Qualifications

Other Relevant Information

Legal Notices

Read through the instructions and then navigate through all the options on the right side of the screen. Ensure you enter or update all mandatory information pertaining to your work history, education, contact info, etc. Ensure it is complete!!!

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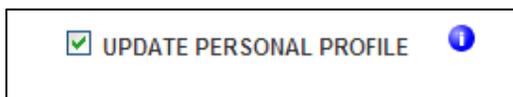
Legal Notices

TIPS:

- Fill out any missing or new information required on each page and save before moving on to the next section.
- All of the red categories on the right must be filled out in order to apply!
- Do not sell yourself short when you select what items accurately reflect your paid and unpaid (volunteer) experience.
- Truthfully answer all the “Quality Group Factors” questions.
- Look over the work history and education information you previously entered and add or edit information as appropriate.

BE SURE TO GO THROUGH ALL THE MANDATORY & OPTIONAL ITEMS, filling in all that apply

NOTE: When you see an “Update Personal Profile” box, be sure it is checked before you save your information if you want your profile to be updated with the information you entered into your application. (This will ensure that any changes to your personal profile are saved for future applications.)



NOTE: After entering any information ALWAYS save and update by finding and clicking on the “Save this Information” Icon before moving to the next option!!!

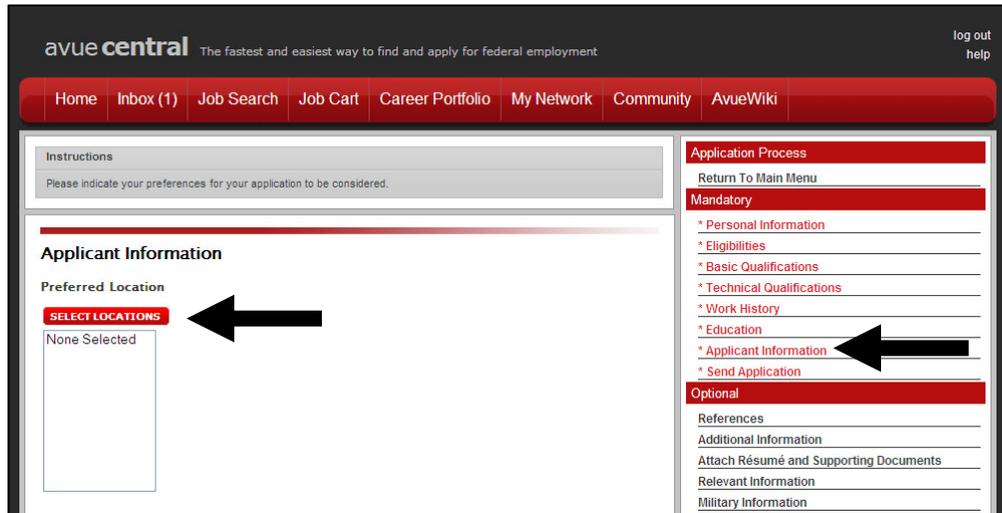


Going through all the mandatory options on the right column will take time, but after an option is saved it stays in your profile like an electronic application/resume that is re-submitted each time you apply.



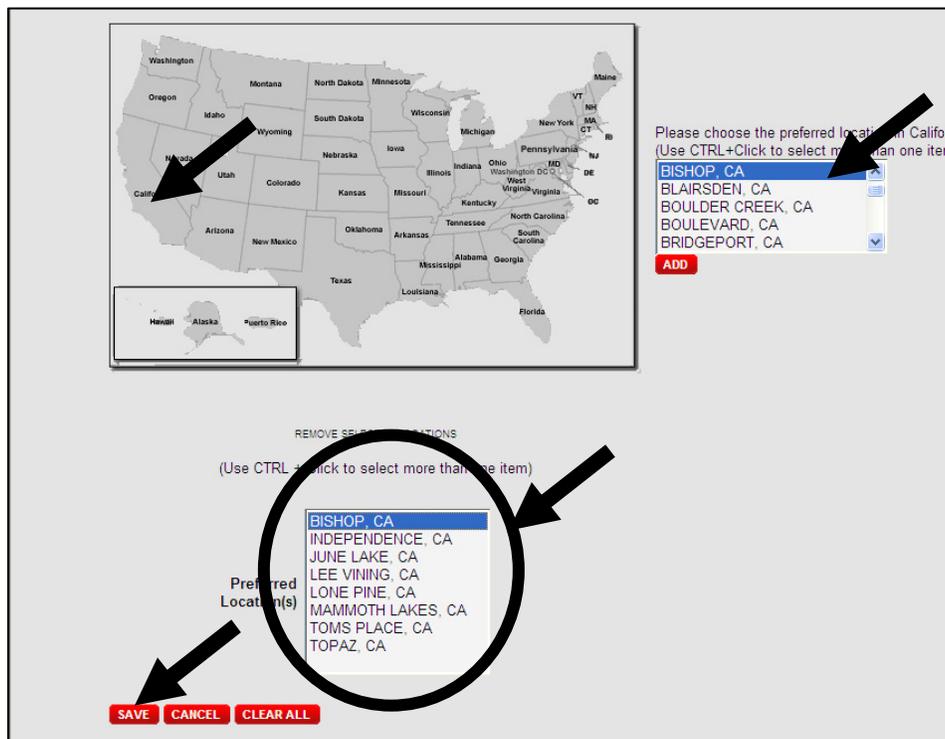
After entering in and polishing all your work history and contact info, be sure to indicate where you want your application to go by selecting your locations... Click on “Applicant Information” (if you are not taken there automatically)

Under “Preferred Location” – click on “Select Locations”



TO BE CONSIDERED FOR LOCAL POSITIONS - Click on California, select any or all of the locations listed below, and click “add” after selecting each location. Then Click Save.

Immediately after clicking “Save,” the other screen will appear and you will have to again click on “Save and Continue,” after filling in the other blocks.



Now you have essentially completed your application. But you're not done yet.

- You can now click “This Application” on the left to review your application and make any last minute changes.
- When you are satisfied with your product, click “Send Application”.
- Read through the “Application Review” page to make sure you do not have any errors, (all errors need to be corrected on your application before you continue and send it for processing). Also read the “Recommendations” and “Reminders” sections and make adjustments if necessary. (Ideally they will all read: “nothing was detected”)
- Now click on “continue and send application” at the bottom.
- Click “OK” to certify your application and send it for posting.
- You will need to complete the information on the “Applicant Certification” page.
- Click the box that you certify you've told the truth on your application
- Click on “Save and Submit Application” at the bottom of the page.
- Honestly fill out the questionnaire.
- Verify that AVUE has received your application by checking your email.

Notes:

- You will need to repeat this process for any other announcement numbers you are interested in applying for.
- Be advised that there is no way for module leaders to determine if your application is in, until they request a list of names from AVUE.
- You can apply for the same job as many times as you would like, the most recent application that you submit will be the one that is displayed on the list.
- You will need to update your application every 60 days or else it becomes inactive. You will receive an email notification prior to that time.
- If you have problems submitting your application, there is an AVUE “help” feature that you can use. Click on “help” to access the feature. There is an email contact that is located on the help page where you can get technical assistance if you have additional questions.