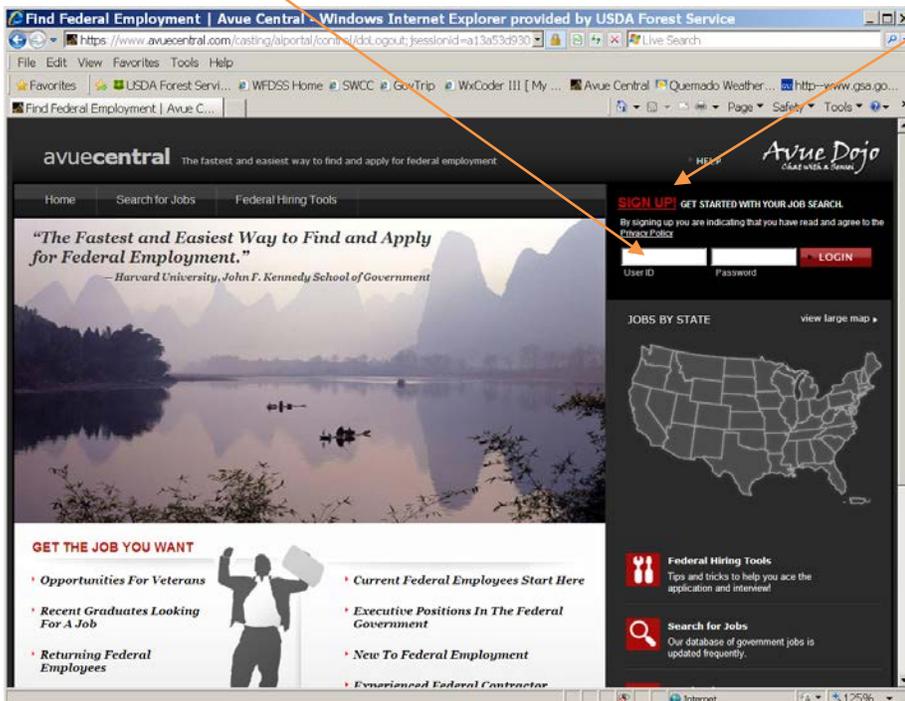


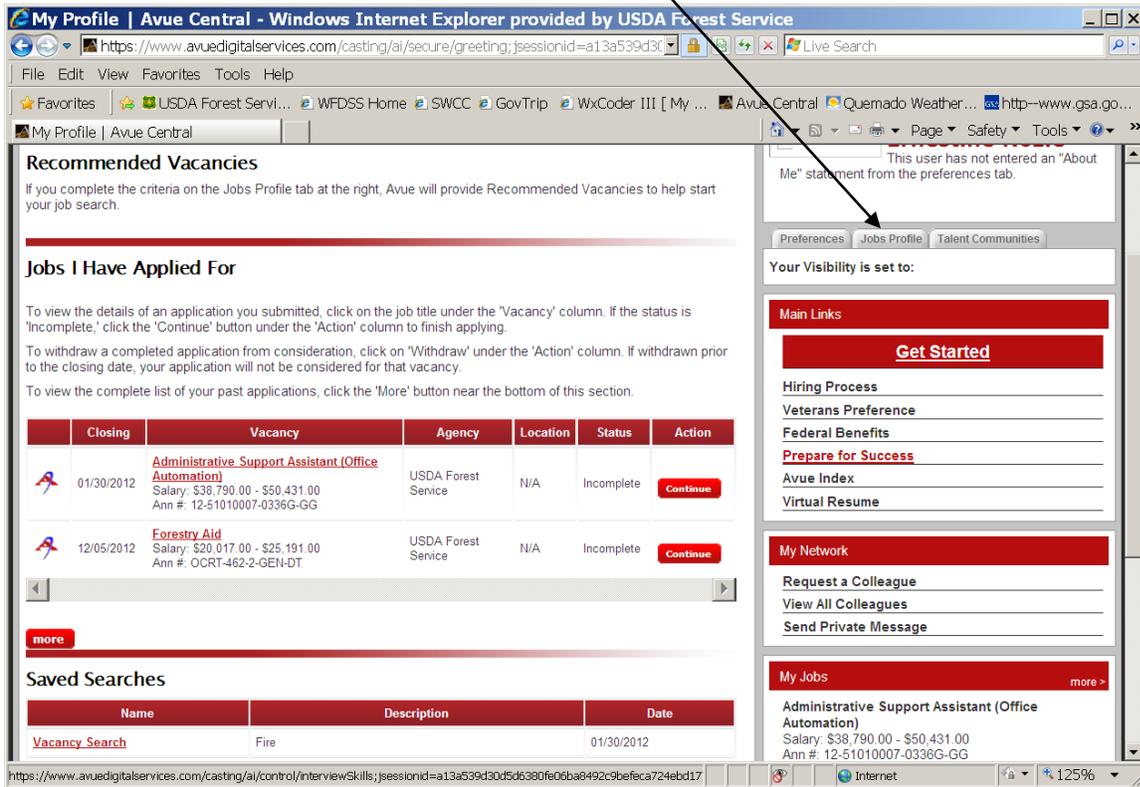
At your search bar, type www.avuecentral.com or www.avuedigitalservices.com (both will take you to the same location) Click “**applicants**”



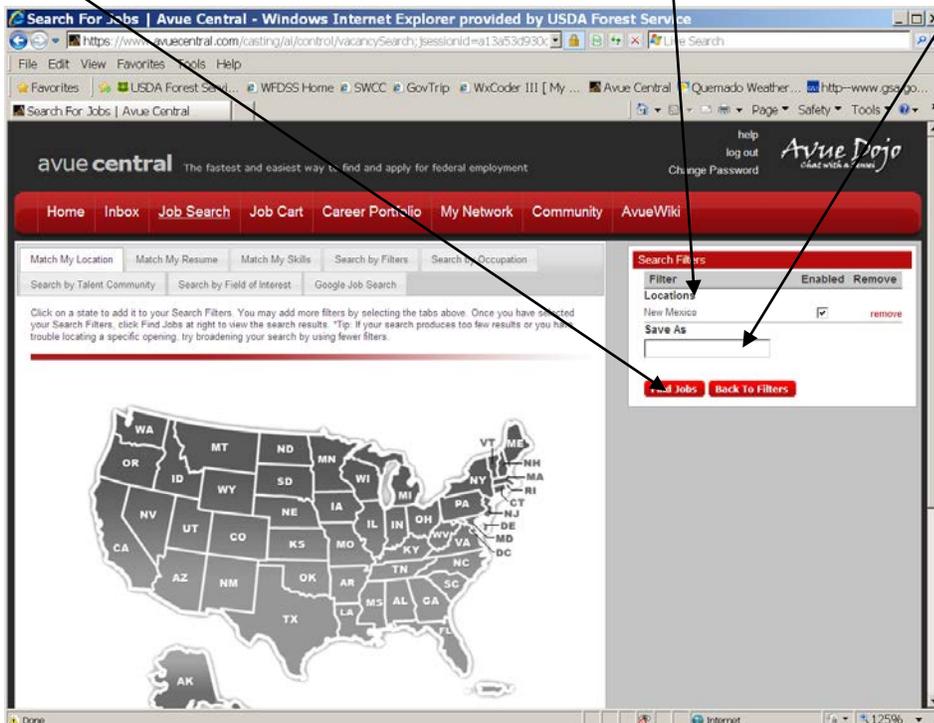
At the AVUE homepage, **sign in** with your User ID and Password. If you are new to the website, click on the “**sign-up**” and register for password, take note of your ID and password.



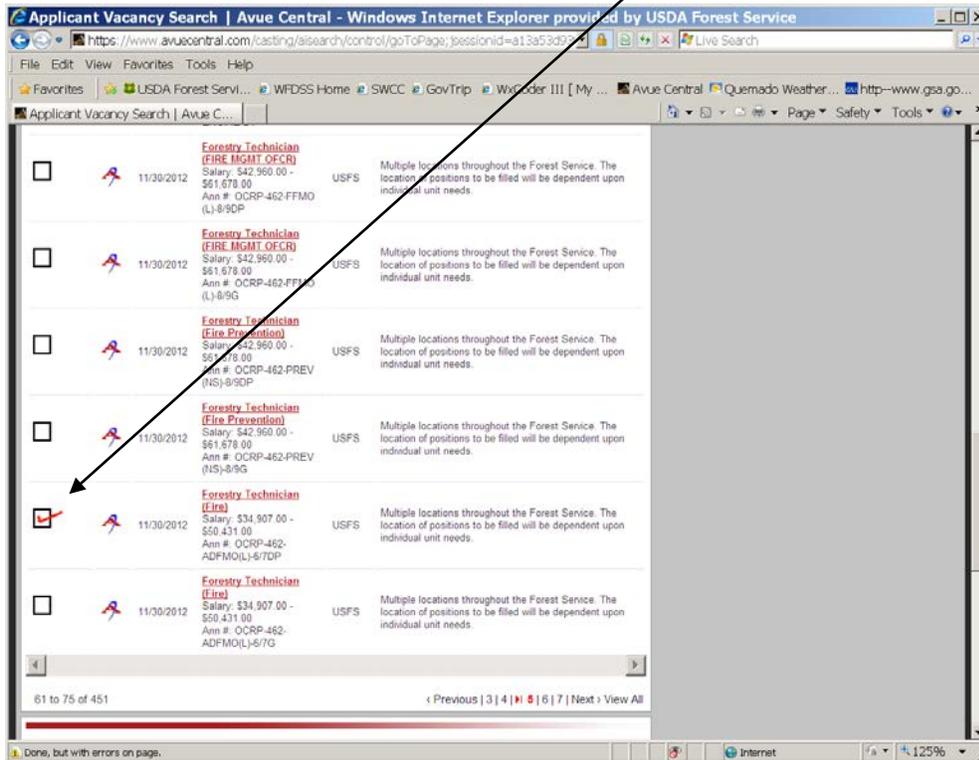
After you sign-in, you may enter information on your **job profile** to make the search specific to your preference. Click the **“job search”** on the top red bar to begin.



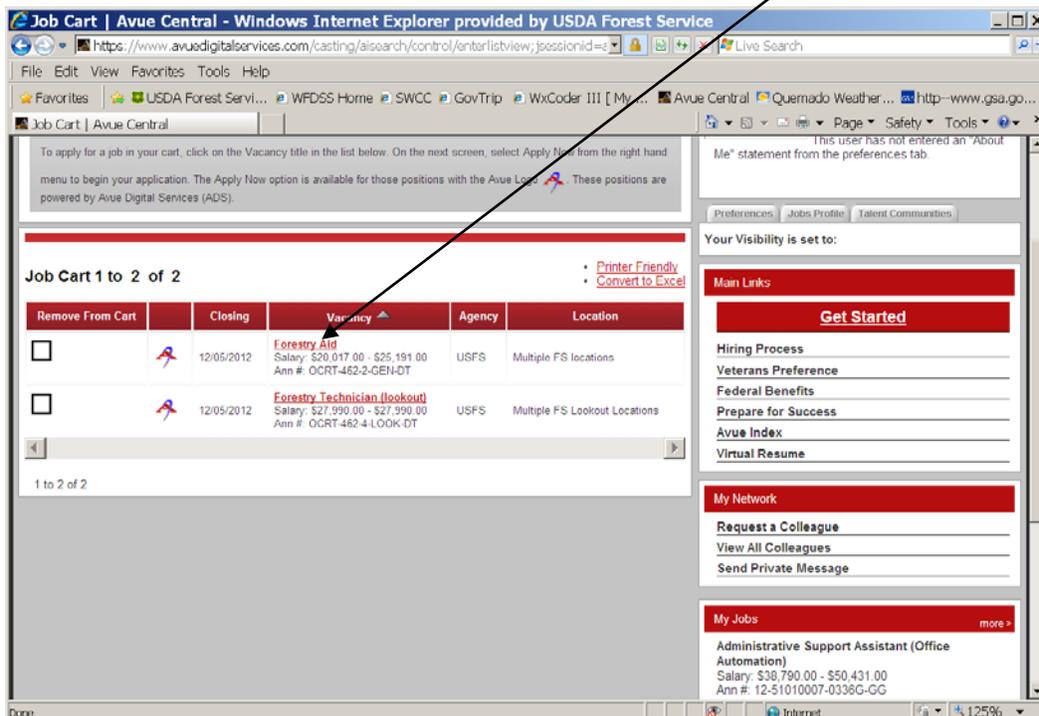
Select from the map which state you would like to search jobs. Click on a state. You may enter more than (1) state by repeating the process. Your selections will appear in the search filters. You may title your “save as” by job search (i.e., Fire, Administrative Office, etc.) this will provide you saved search history. Click **“Find Jobs”**.



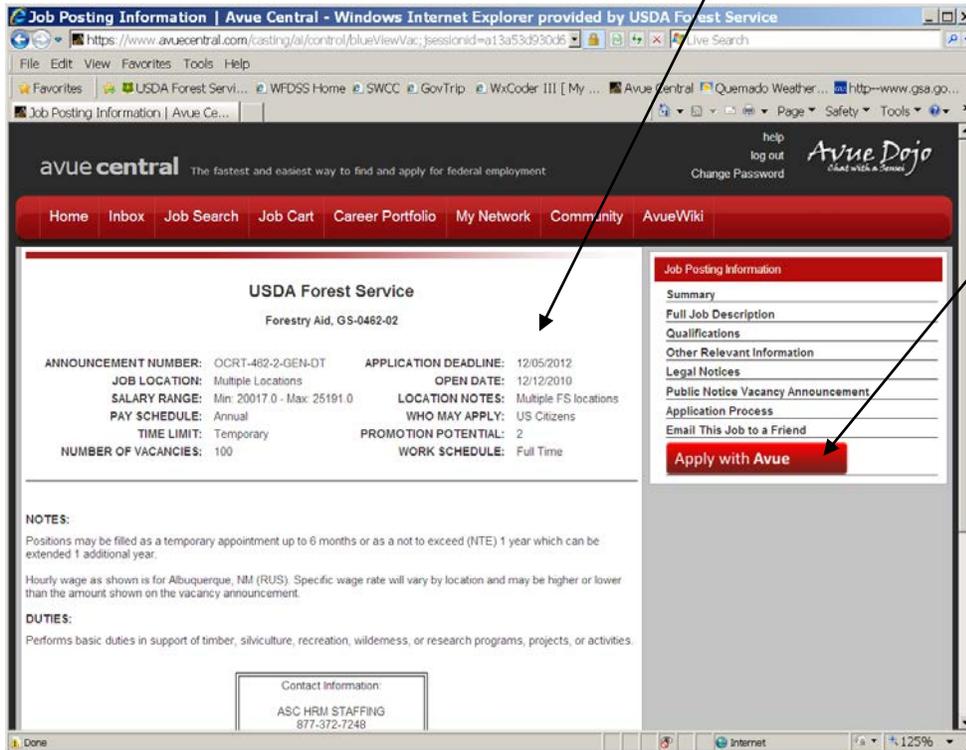
Here you will need to search for the job you want to apply for, check the box(s) next to the announcement to add to your cart.



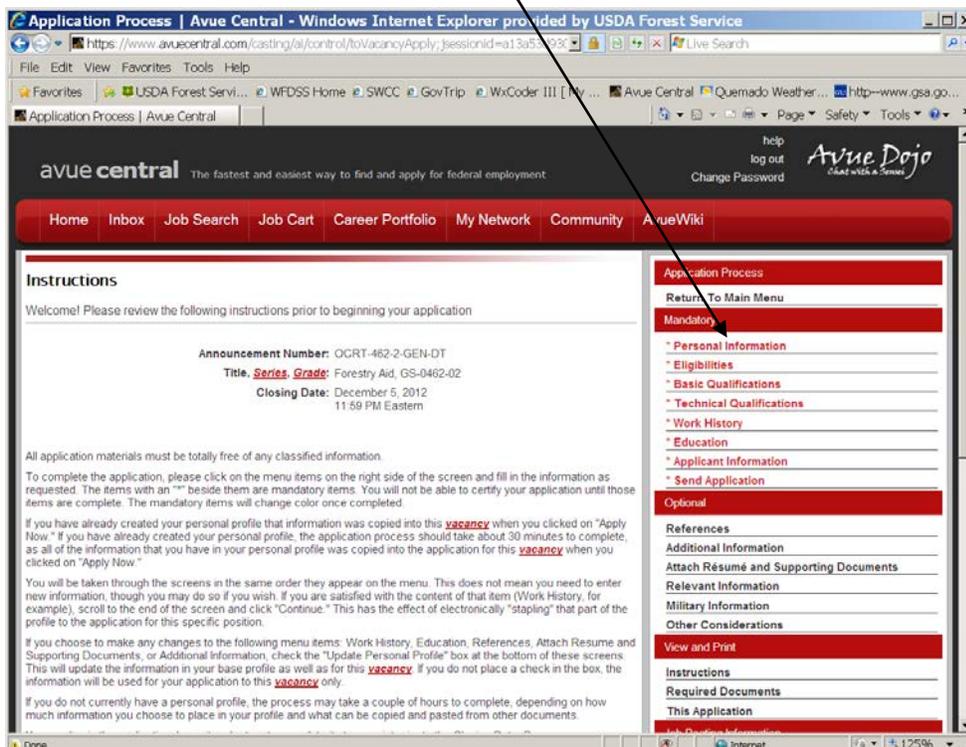
Go to "Job Cart" to view your selections. To apply to the announcement, click on the title.



Here you will find more information about the job such as the announcement number, application deadline, open date, etc. This is also the location to begin your application process for the particular announcement. Click **“apply with Avue”**.



If you selected the “apply with Avue”, read the instructions carefully. After reading the instructions you are ready to begin your application process. Click **“Personal Information”** under the mandatory section.



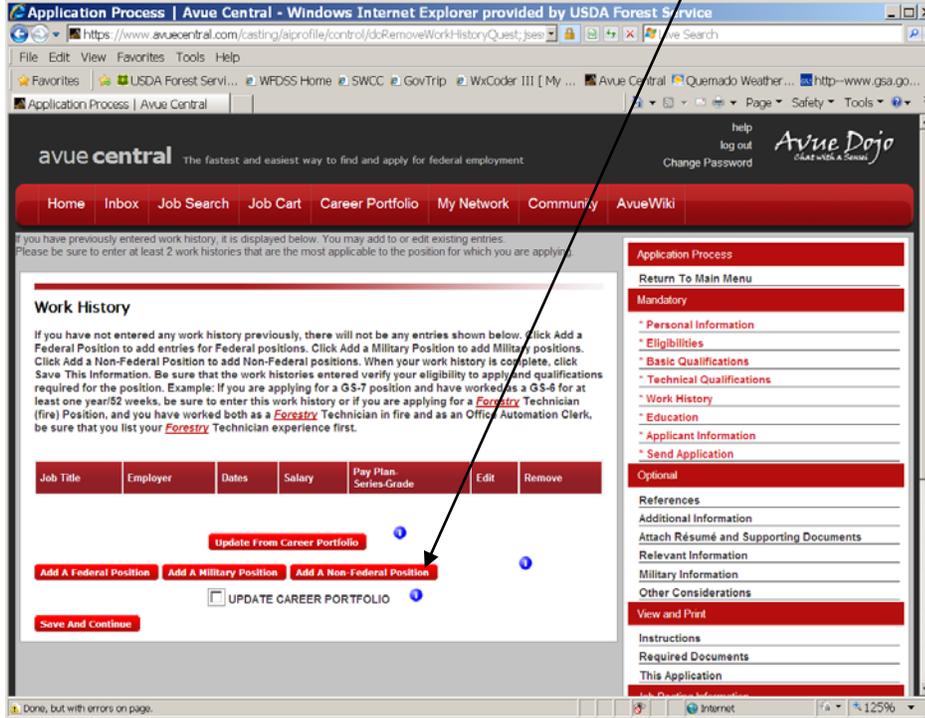
After you selected the “Personal Information” fill each section. It is **IMPORTANT** to provide an email address in this section in order to receive a confirmation notice when you submit your application. **Always “save and continue”**.

The screenshot shows the 'Personal Information' section of the Avue Central application process. The page title is 'Application Process | Avue Central - Windows Internet Explorer provided by USDA Forest Service'. The URL is 'https://www.avuecentral.com/casting/aip/profile/control/IdPersonalInfoQuest_sessionid=...'. The page contains a 'Change Password' button and a form with the following fields: *First Name, Middle Initial; *Last Name; *Address; *City; *State/Province (New Mexico); Other State (if applicable); *Country (United States of America); Other Country (if applicable); *ZIP/Postal Code; *Daytime Phone Number; Evening Phone Number; Cell Phone Number; Pager Number; Instant Notification Address; and Fax Number. A right-hand sidebar contains a navigation menu with sections: 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, and Public Notice Vacancy Announcement. A status bar at the bottom indicates 'Done, but with errors on page.'

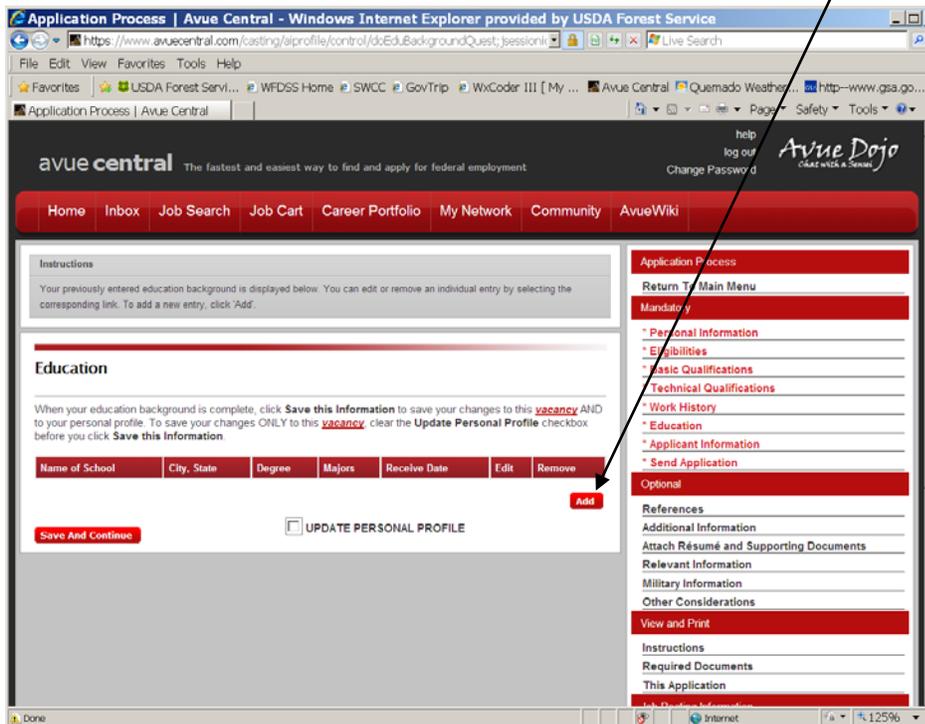
After you saved your information, you will automatically begin your next section, until you completed the application process. Remember to **READ** each section carefully. You may be able to choose more than (1) option.

The screenshot shows the 'Eligibility to Apply' section of the Avue Central application process. The page title is 'Application Process | Avue Central - Windows Internet Explorer provided by USDA Forest Service'. The URL is 'https://www.avuecentral.com/casting/aip/profile/control/IdEligibilityQuest_sessionid=a13...'. The page contains an 'Instructions' box with the text 'Check all that apply'. Below this is the 'Eligibility to Apply' section with the following options: I am a US citizen (selected) or I am not a US citizen; Country of Citizenship (dropdown menu); Other (if Applicable); Check the appropriate boxes below if you are or have been a Federal Employee (checkboxes for 'I am or have been a federal employee' and 'I am a retired federal Employee'); and The questions below refer to the US Armed Forces. Certain Federal hiring processes are geared to the employment of current and former members of the Armed Forces and their families. Check all that apply to you. (checkboxes for 'I am serving or have served in the US military', 'I am the spouse or family member of an active duty or former member of the Armed Forces, OR I am the family member of a U.S. Civil Service employee who is stationed overseas', and 'I separated from the Military Services under the Special Separation Benefits (SSB) program or the Voluntary Separation Incentive (VSI) program, or I am a family member.'). A 'Save And Continue' button is at the bottom left. A right-hand sidebar contains a navigation menu with sections: 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, and Other Relevant Information. A status bar at the bottom indicates 'Done, but with errors on page.'

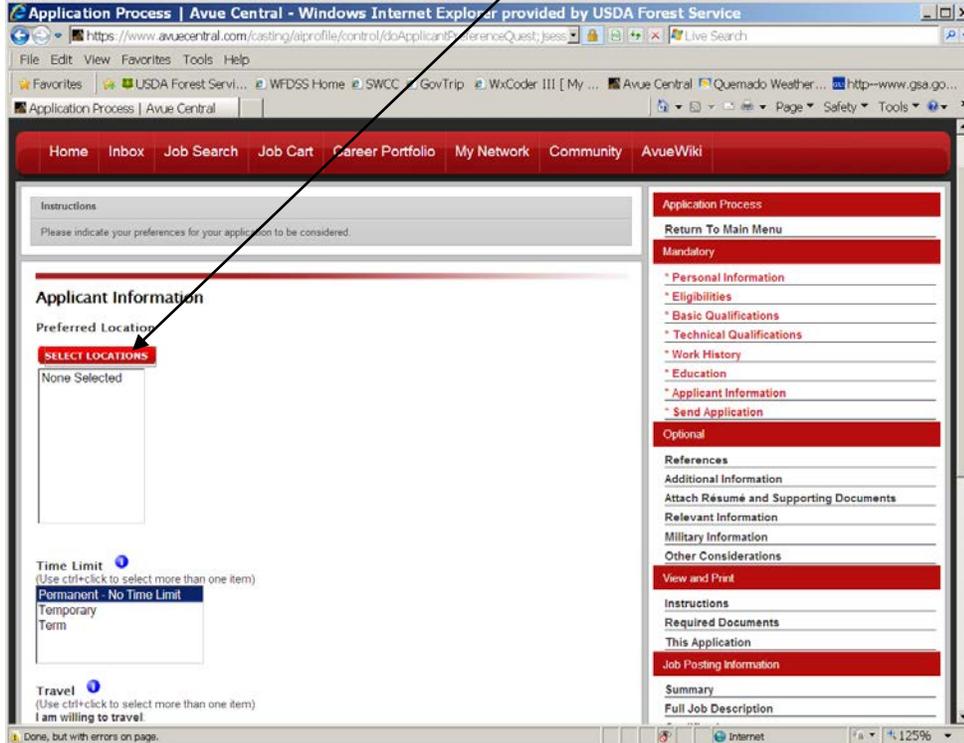
In the **“Work History”** section, select from the **“add a position”** that applies to you. Remember to begin your work history with the most recent job held. If you had more than one job, repeat the process by adding a position.



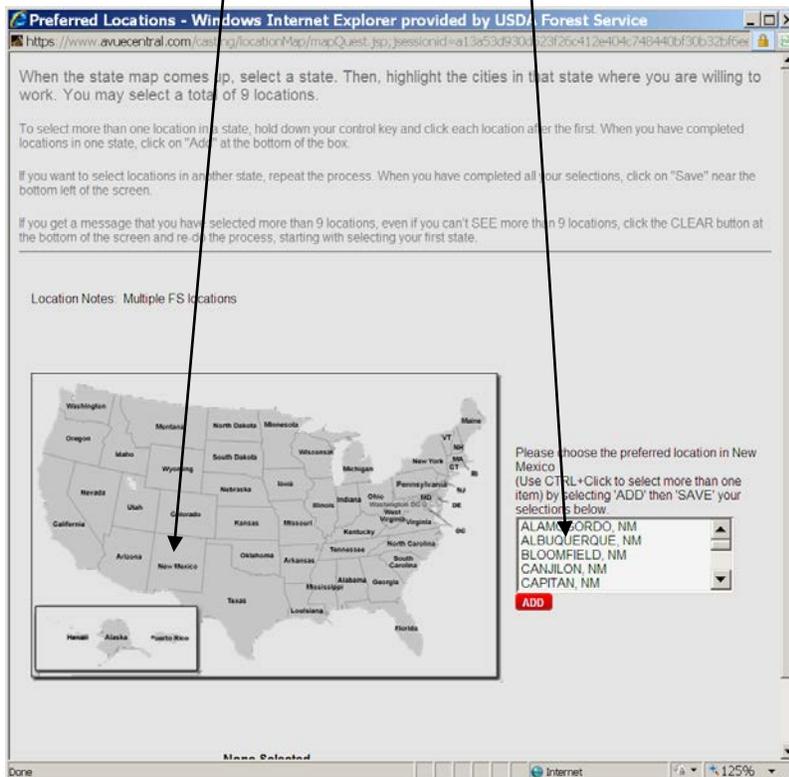
The **“Education”** section is the same process as the work history. Click on the **“Add”** and enter your information with the most recent education received. If you received more than one education, repeat the process.



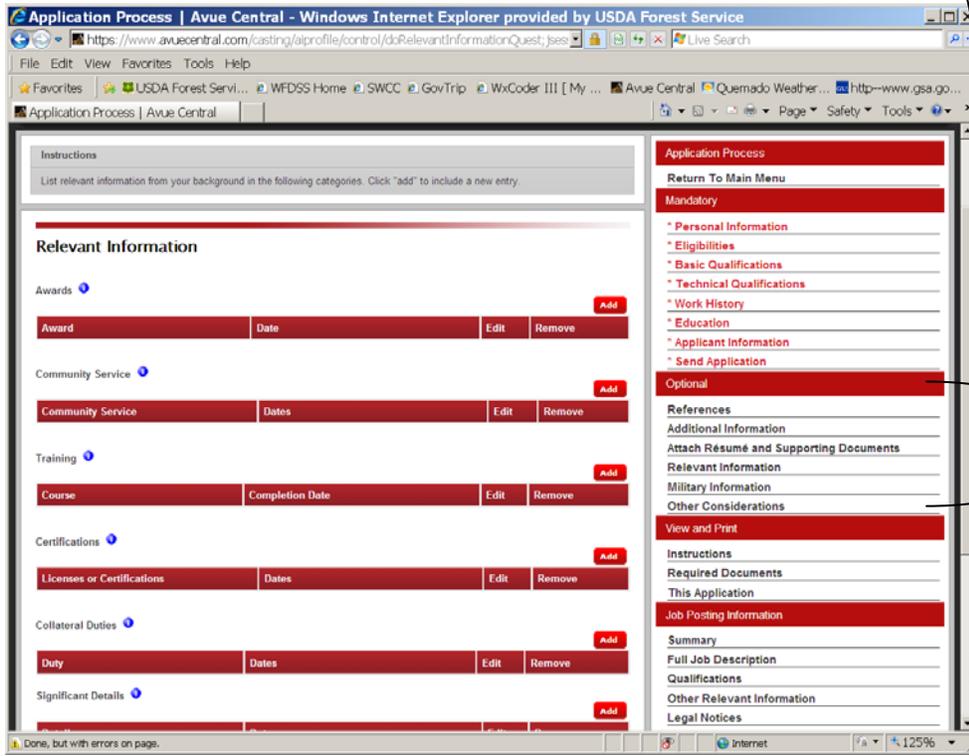
In the “**Applicant Information**” section, click the “**Select Location**” to the area you are interested in applying your application. Complete the rest of the information and save.



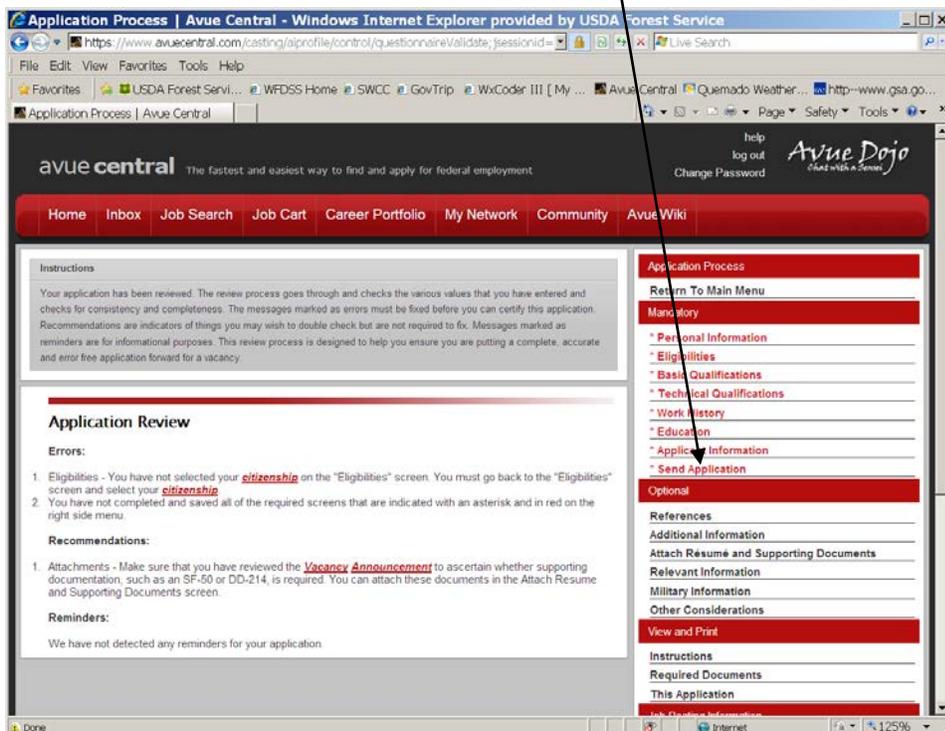
When you click the “**Select Location**” as shown above, the screen below will appear. This is important to select a location. First click on the state, second select the city. You may select more than one city by CTRL + Click to highlight your selection. Click “**add**” and “**Save**”.



After completing each area, and before submitting your application. Under the **Optional** tab you are able to input more information such as awards you received, training, certifications and collateral duties, etc. You can also add your references; attach a resume and supporting documents. Remember to save.



Once you have added all your information. Click **“Send Application”** and you will receive the **“application review”** shown below. Please Read this section carefully as it will tell you if you have errors on your application, it will provide recommendations and reminders.



After you reviewed and submitted your application, you will receive a confirmation notice to the email you provided in your personal information section.

You may check the status of your application after submitting by clicking the “return to main menu” or “home” tab. In the “Jobs I Have Applied For” area you will notice in the “status” section whether your application is completed or incomplete. If you have an incomplete status, click on the “continue” button next to the vacancy announcement and go back and check each section under the mandatory areas.

The screenshot shows the Avue Central web application interface. The main content area is titled "Jobs I Have Applied For" and contains a table of applications. The table has columns for Closing, Vacancy, Agency, Location, Status, and Action. Two applications are listed, both with an "Incomplete" status and a "Continue" button. Below the table is a "Saved Searches" section with a table containing one search entry. The right sidebar contains navigation links such as "Get Started", "Hiring Process", "Veterans Preference", "Federal Benefits", "Prepare for Success", "Avue Index", "Virtual Resume", "My Network", and "My Jobs".

Closing	Vacancy	Agency	Location	Status	Action
01/30/2012	Administrative Support Assistant (Office Automation) Salary: \$38,790.00 - \$50,431.00 Ann #: 12-51010007-0336G-GG	USDA Forest Service	N/A	Incomplete	Continue
12/05/2012	Forestry Aid Salary: \$20,017.00 - \$25,191.00 Ann #: OCRT-462-2-GEN-DT	USDA Forest Service	N/A	Incomplete	Continue

Name	Description	Date
Vacancy Search	Fire	01/30/2012