



**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)

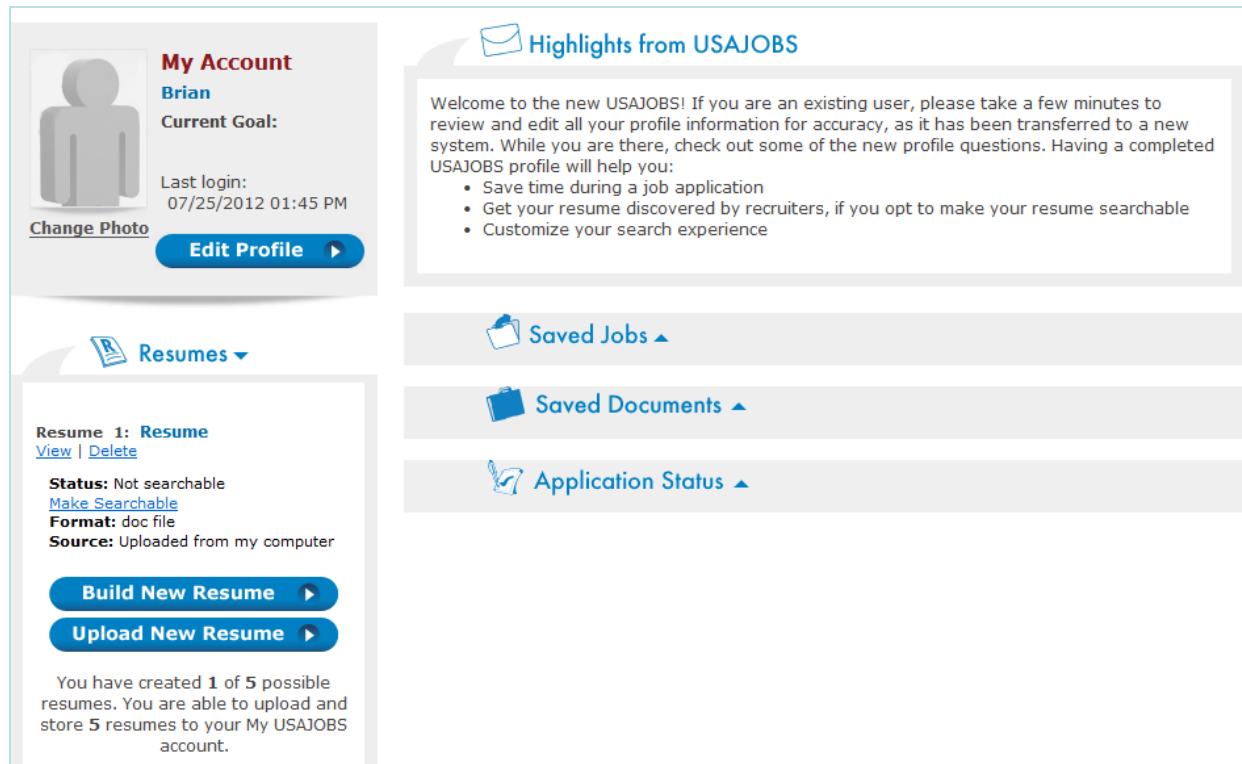
3. Enter your **Username** (or Email) and **Password** in the appropriate fields, then click the **I agree. Sign me in.** button.



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, 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, and another blue arrow points to the 'Password' field. Below the password field is a link for 'Forgot your Username and/or Password?'. Below the form, there is a paragraph of text regarding the system's use by authorized users only. Another paragraph states that using the system constitutes user understanding and acceptance of terms. A third paragraph lists prohibited actions such as unauthorized access, modification, denial of access, resource accrual, or misuse. At the bottom, there is a blue button labeled 'I agree. Sign me in.' with a right-pointing arrow. A blue arrow points to this button.

Applicant Profile

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

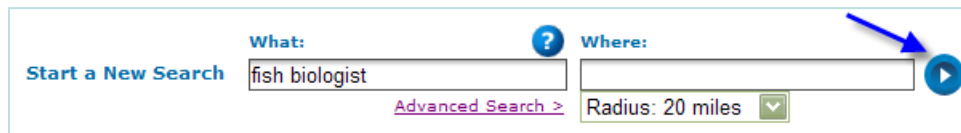


The screenshot displays the USAJOBS applicant profile interface. On the left, the 'My Account' section for user 'Brian' shows a profile picture placeholder, a 'Change Photo' link, and an 'Edit Profile' button. Below this is a 'Resumes' section with a dropdown arrow, listing 'Resume 1: Resume' with 'View' and 'Delete' links. The resume details include 'Status: Not searchable', a 'Make Searchable' link, 'Format: doc file', and 'Source: Uploaded from my computer'. At the bottom of the resume section are 'Build New Resume' and 'Upload New Resume' buttons, along with a note: 'You have created 1 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.'

The right side of the page features a 'Highlights from USAJOBS' section with a welcome message and a list of three bullet points: 'Save time during a job application', 'Get your resume discovered by recruiters, if you opt to make your resume searchable', and 'Customize your search experience'. Below this are three menu items: 'Saved Jobs', 'Saved Documents', and 'Application Status', each with a folder icon and an upward-pointing arrow.

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.



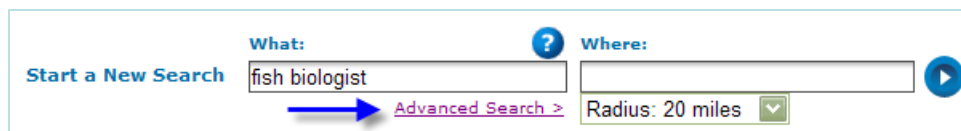
Start a New Search

What: ?

Where:

[Advanced Search >](#) Radius: 20 miles

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

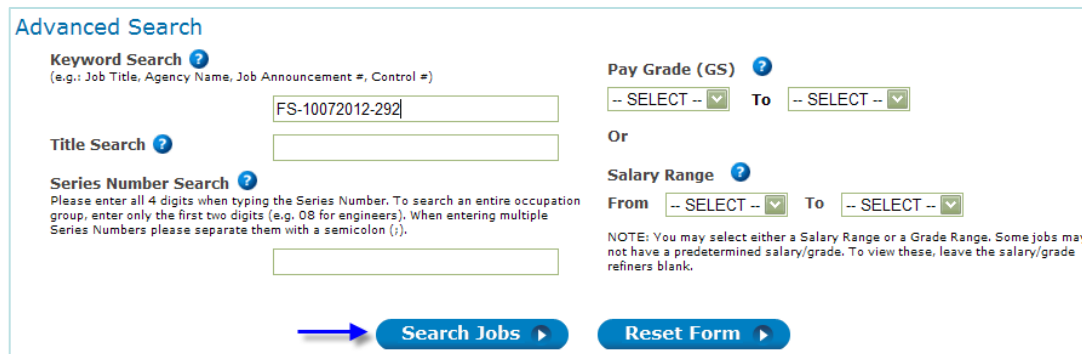
What: ?

Where:

[Advanced Search >](#) Radius: 20 miles

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:

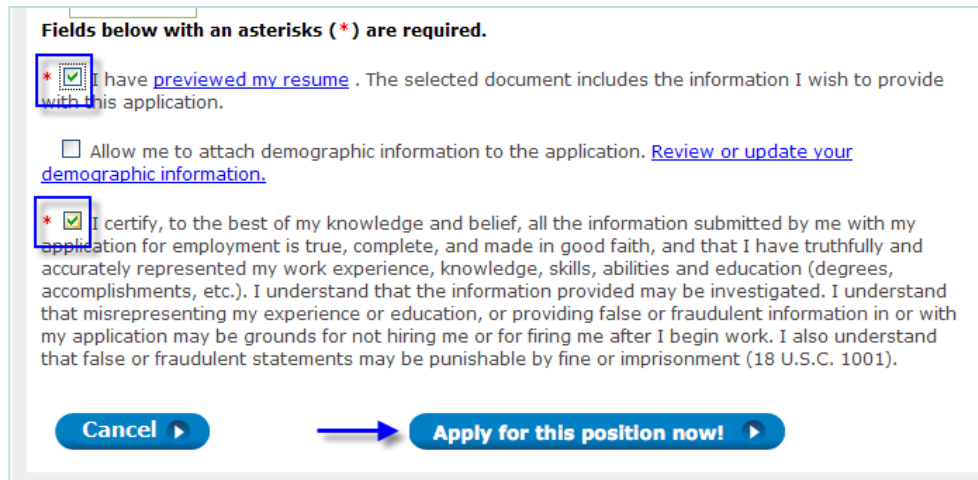
Job Announcement Number: FS-10072012-292
Job Title: Fish Biologist
Grade: GS 9/9
Department: Department Of Agriculture
Agency: Forest Service
Job Location: Prince Of Wales-Outer Ketchikan County, Alaska
Sitka County, Alaska
Closing Date: Thursday, July 12, 2012

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.

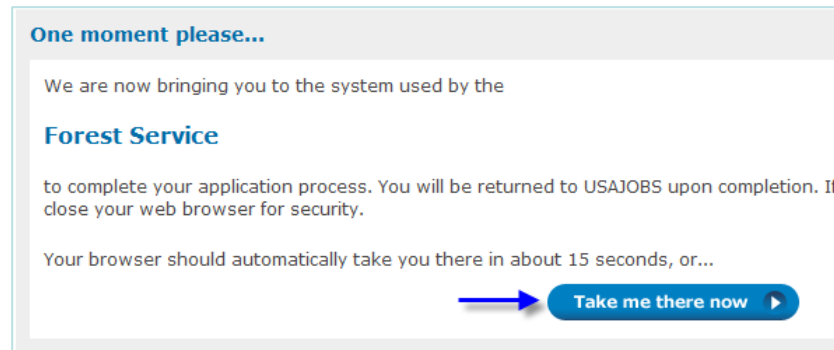
Allow me to attach demographic information to the application. [Review or update your demographic information.](#)

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!](#)

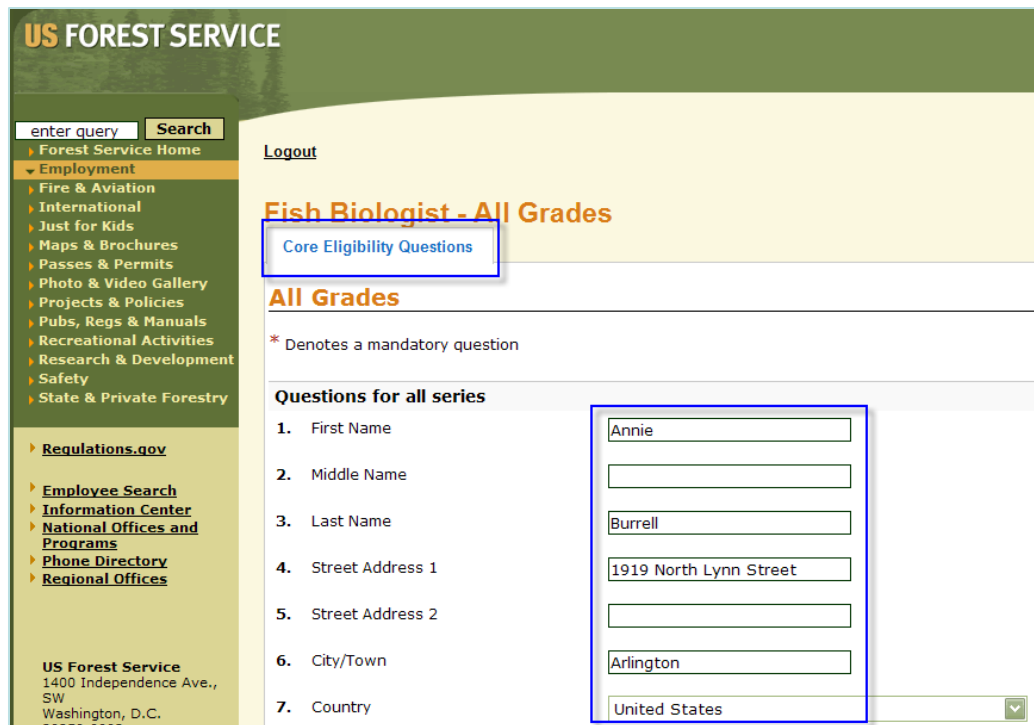
Apply for a Job (Continued)

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.

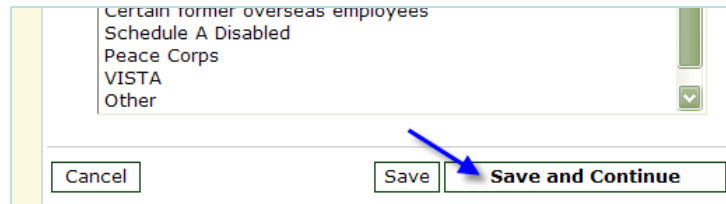


The screenshot shows the 'US FOREST SERVICE' website interface. On the left is a navigation menu with categories like 'Forest Service Home', 'Employment', and 'Regulations.gov'. The main content area is titled 'Fish Biologist - All Grades' and 'Core Eligibility Questions'. Below this, there's a section for 'All Grades' with a note that an asterisk denotes a mandatory question. A list of 'Questions for all series' includes fields for First Name (Annie), Middle Name, Last Name (Burrell), Street Address 1 (1919 North Lynn Street), Street Address 2, City/Town (Arlington), and Country (United States). A blue box highlights the 'Core Eligibility Questions' link, and another blue box highlights the form fields.

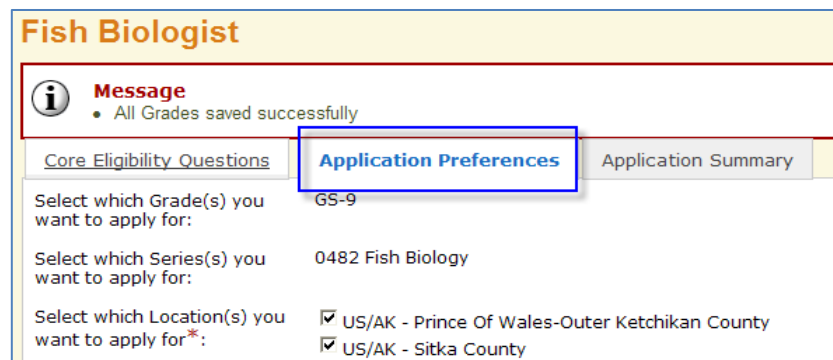
Fill in additional fields and/or upload recommended documents. Required fields are marked with an asterisk. Validate prepopulated data; if incorrect, refer to USAJOBS to update personal information.

Apply for a Job (Continued)

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

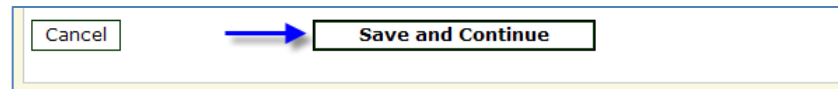


7. You are directed to the Application Preferences page.
 - Select any Grade, Series or Location preferences available for the job you are applying for (in the screen shot below, only Location preferences are available to select).

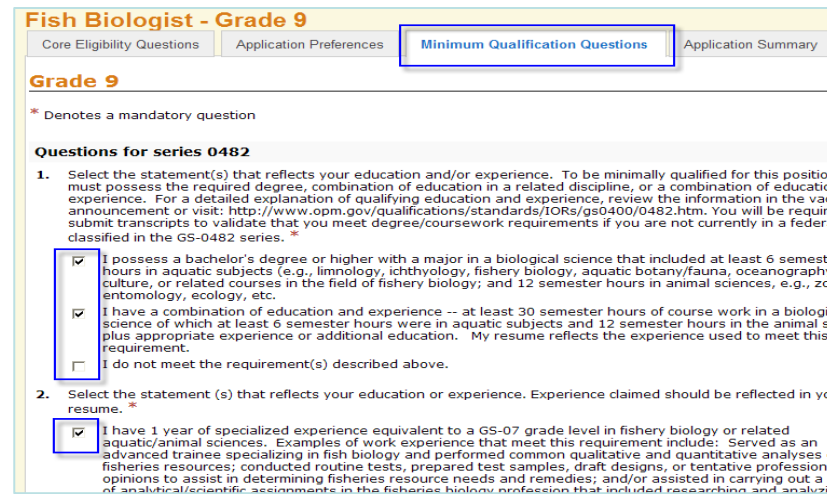


Apply for a Job (Continued)

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

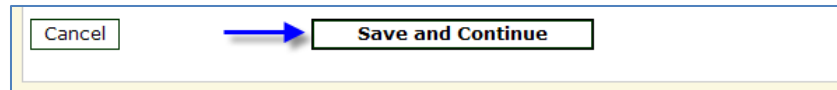


- You are directed to the **Minimum Qualifications** page.
 - Respond to the Questions by selecting the appropriate **checkboxes**.

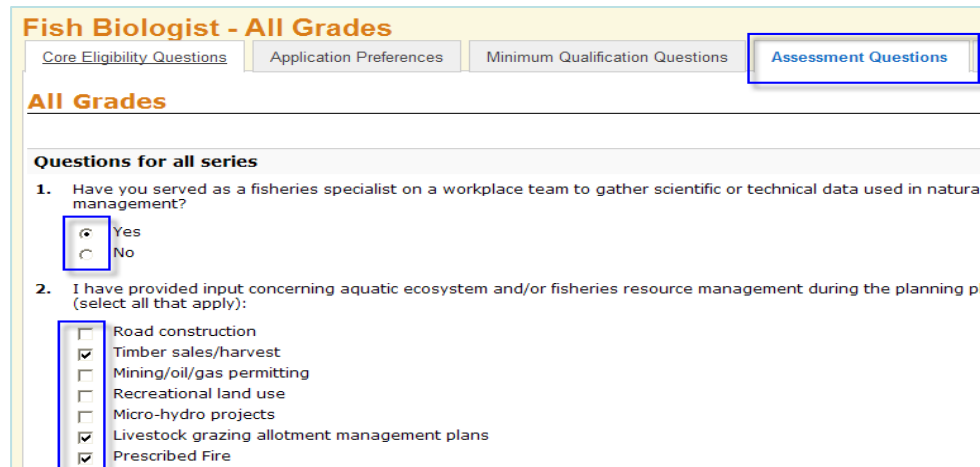


Apply for a Job (Continued)

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**

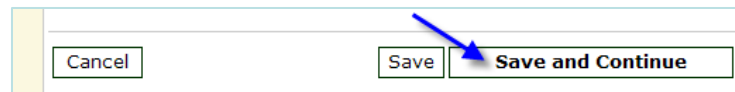
All Grades

Questions for all series

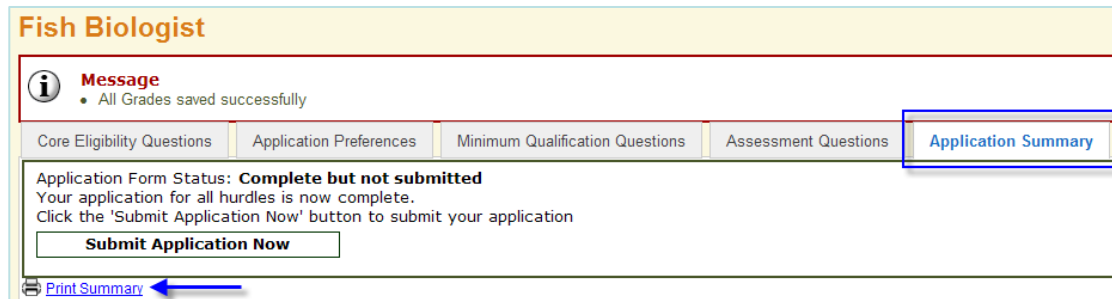
1. Have you served as a fisheries specialist on a workplace team to gather scientific or technical data used in natural management?
 Yes
 No
2. I have provided input concerning aquatic ecosystem and/or fisheries resource management during the planning phase (select all that apply):
 Road construction
 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.

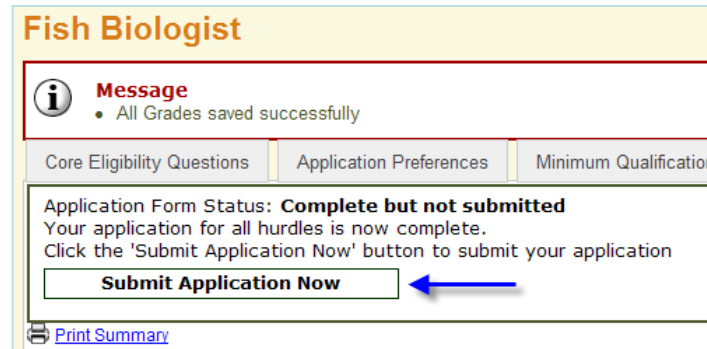


13. You are directed to the **Application Summary** page. Here, you can review your application and/or return to any page in the application. You can also print a copy of your application by clicking the **Print Summary** link.



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

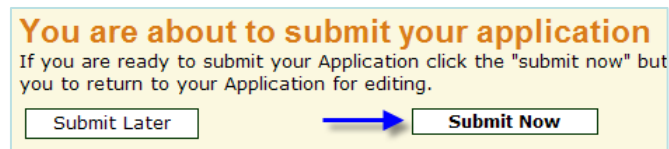
Core Eligibility Questions | Application Preferences | Minimum Qualification

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.



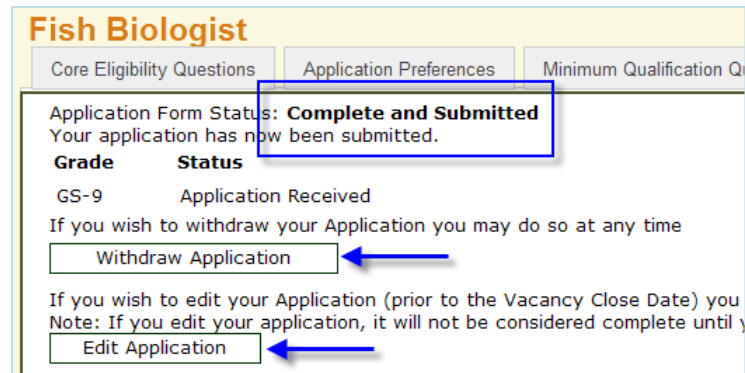
You are about to submit your application

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

→

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.