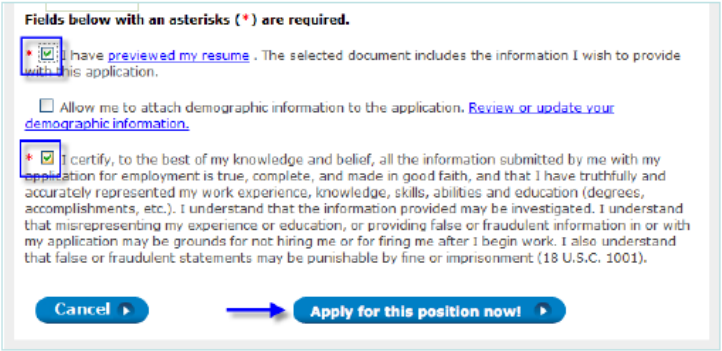
How to Apply for a Job in www.USAJOBS.gov
Forest Service (FS) Human Resources (HR)
August 30, 2012

Apply for a Job

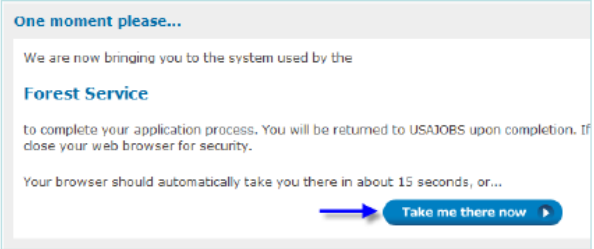
1. To apply for a job, click the **Apply Online** button near the top of the right column.

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

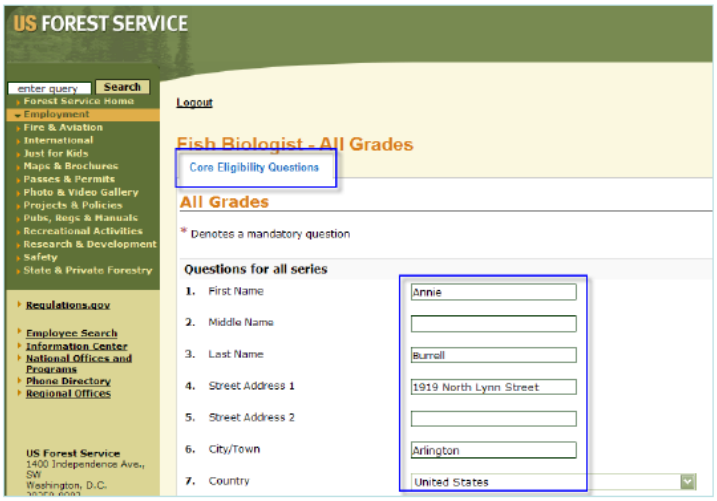
3. On the same screen, select the two required checkboxes (marked with asterisks), and then click the **Apply for this position now!** button.
   - The second box, attach demographic information, is optional, but when checked, will pull demographic information from USAJOBS to the application.



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

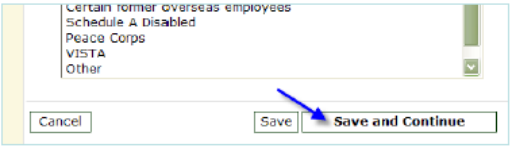


5. You are directed to the **Core Eligibility Questions** page. Information from your USAJOBS profile populates some of the fields on this screen.

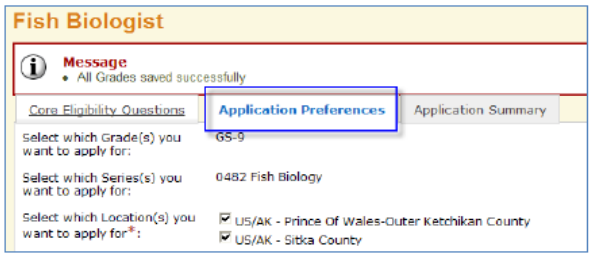


*Fill in additional fields and/or **upload** recommended documents. Required fields are marked with an asterisk. Validate prepopulated data; if incorrect, refer to USAJOBS to update personal information.*

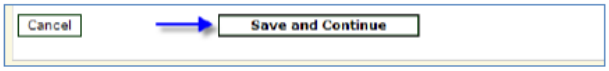
6. Click the **Save and Continue** button to proceed to the next screen



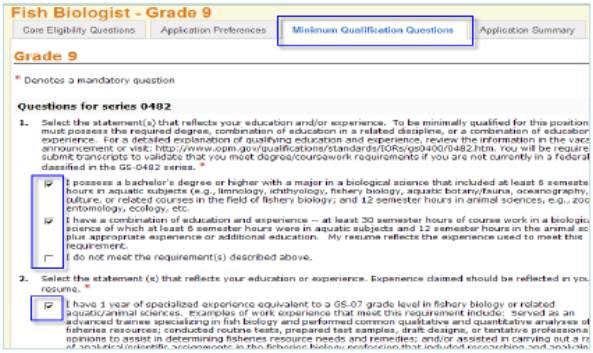
7. You are directed to the Application Preferences page.
   - Select any Grade, Series or Location preferences available for the job you are applying for (in the screen shot below, only Location preferences are available to select).



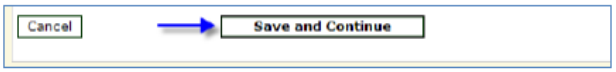
8. Next, click the **Save and Continue button** to proceed to the next screen.



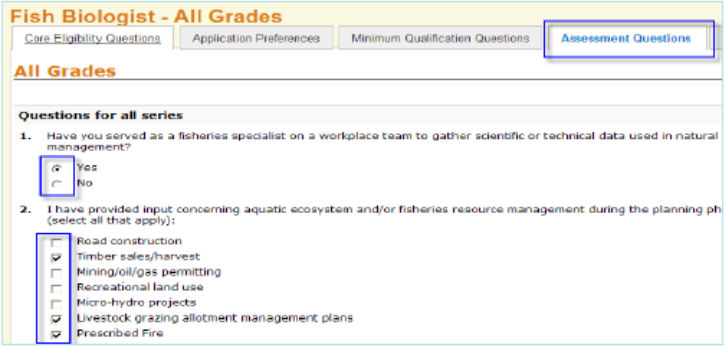
9. You are directed to the **Minimum Qualifications** page.
   - Respond to the Questions by selecting the appropriate **checkboxes**.



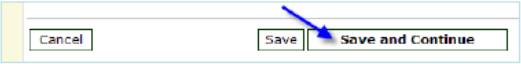
10. Click the **Save and Continue** button to proceed to the next screen.



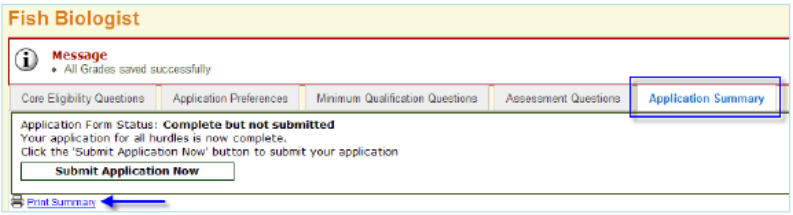
11. You are directed to the **Assessment Questions** page. Respond to the assessment questions by selecting the appropriate fields.



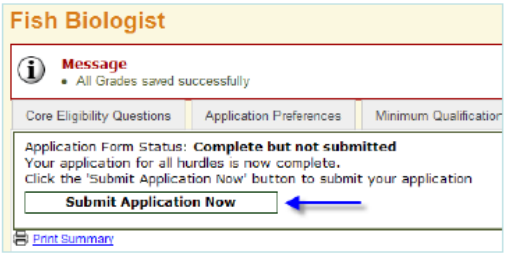
12. Click the **Save and Continue** button at the bottom of the screen.



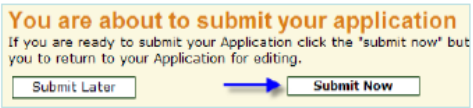
13. You are directed to the **Application Summary** page. Here, you can review your application and/or return to any page in the application. You can also print a copy of your application by clicking the **Print Summary** link.



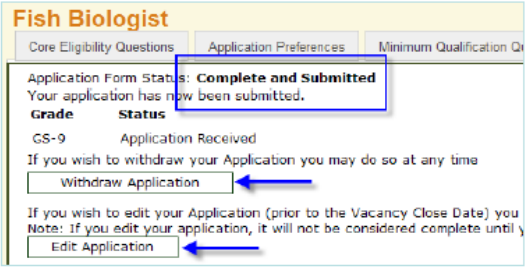
14. Once your application is complete and ready to submit, click the **Submit Application Now** button.



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



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



- 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.

- 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