eRecruit Job Aid for Applicants

How to Apply for a Job

This tutorial explains how to log in to USAJOBS, search for a job vacancy, and apply for a job.

- You should create an account at USAJOBS before proceeding through this tutorial.
- Consult the Resources section at the end of this document for additional support.

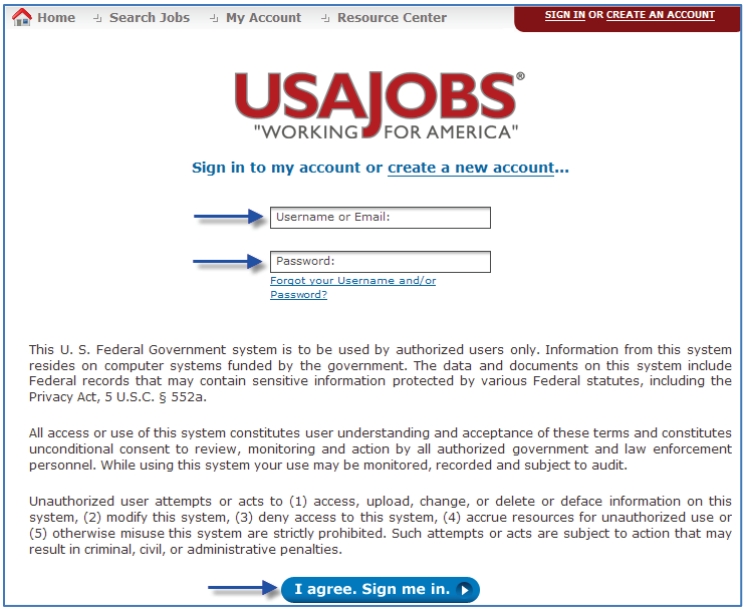
Log in to USA Jobs

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.

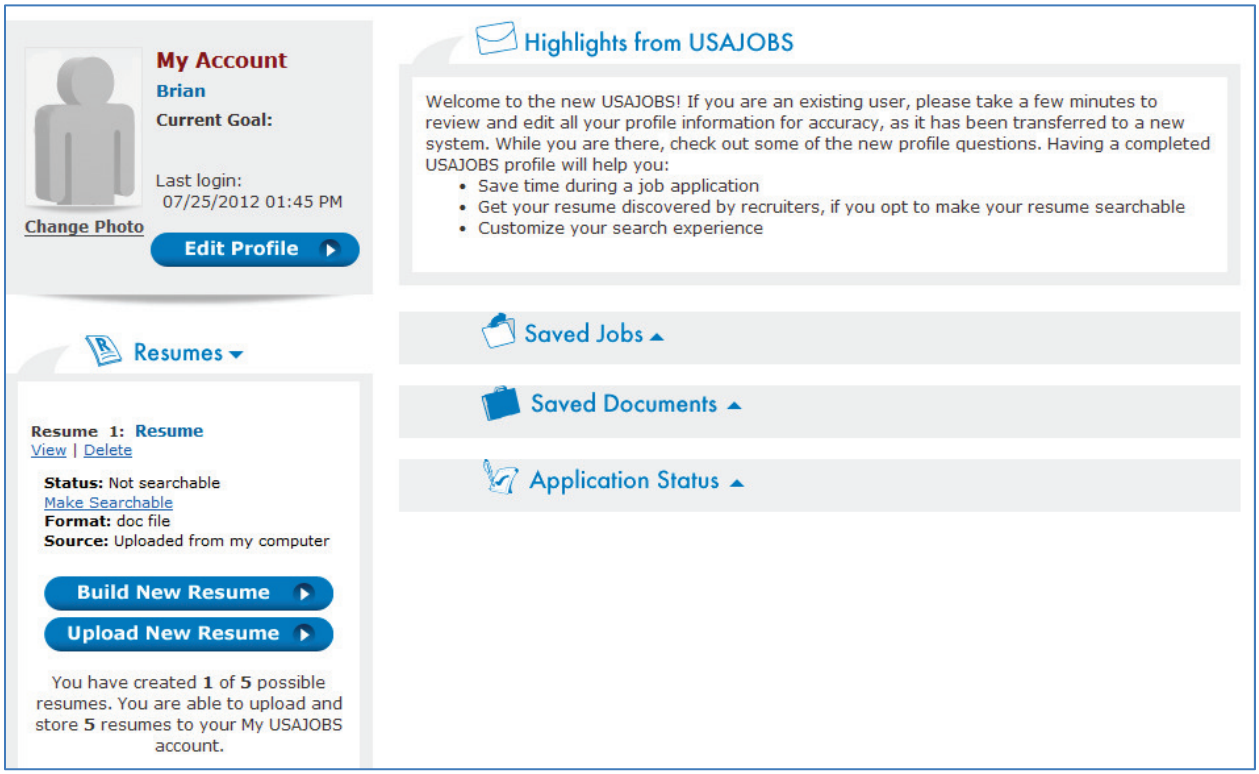
   Note: If you have not created an account at USAJOBS, click the **Create an Account** link now. Then, proceed to **Search for a Vacancy Announcement** step 1.

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



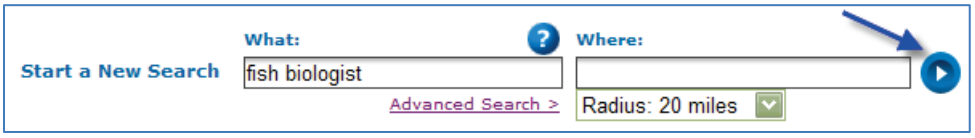
Applicant Profile

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

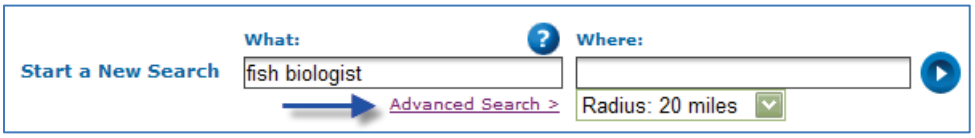


Search for a Vacancy Announcement

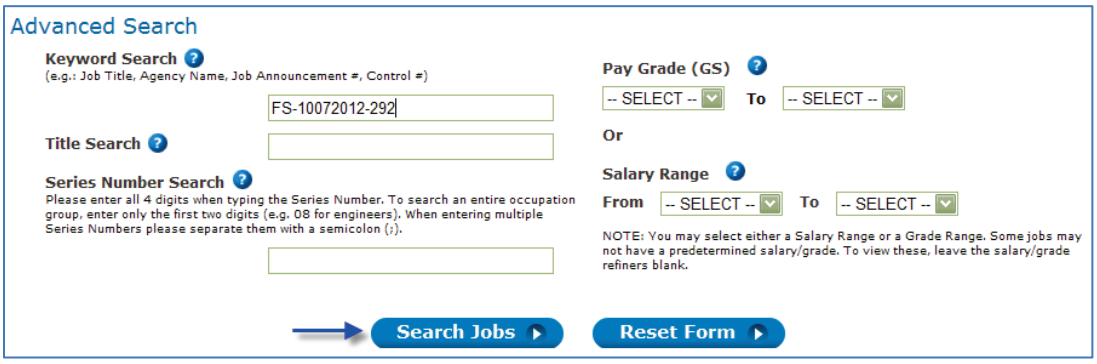
1. **Option A: Basic Search.** To search for a vacancy announcement, enter keywords in the **What** field and/or a preferred location in the **Where** field, then click the **forward arrow** button to launch the search.



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



Fill in one or more fields on the Advanced Search page, and then click the **Search Jobs** button.



2. **Scroll** through the list of search results.
3. To see a complete overview of a job, click the **Job Title** link.

USAJOBS returns a full description of the job, including an overview, duties, qualifications, and other details.

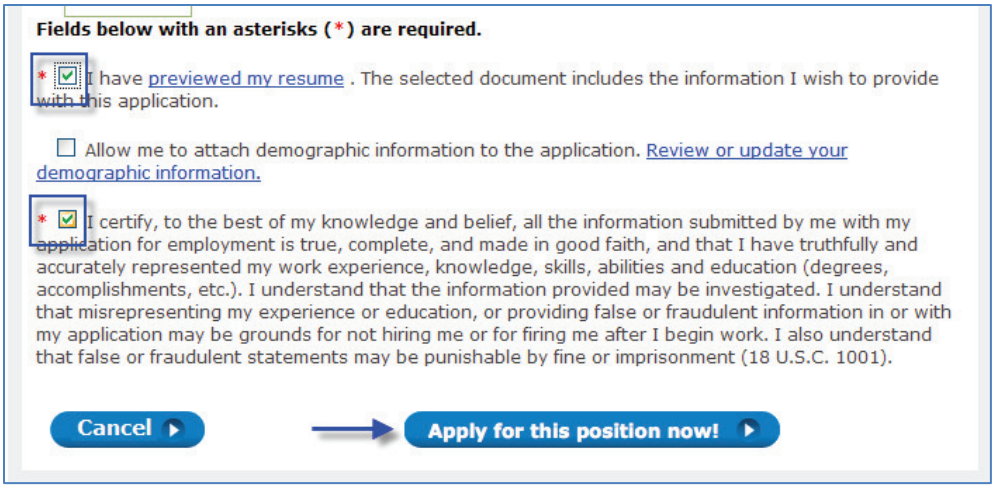
Apply for a Job

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

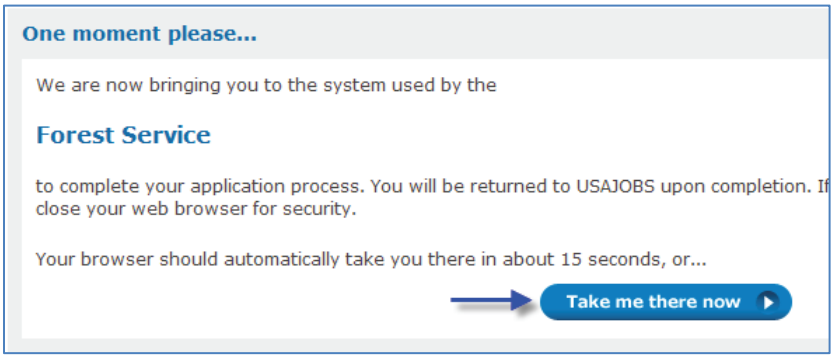
2. Under **Resume**, **click to select** one of the résumés you previously uploaded to USAJOBS (or upload a new résumé).

3. On the same screen, select the two required **checkboxes** (marked with asterisks), and then click the **Apply for this position now!** button.

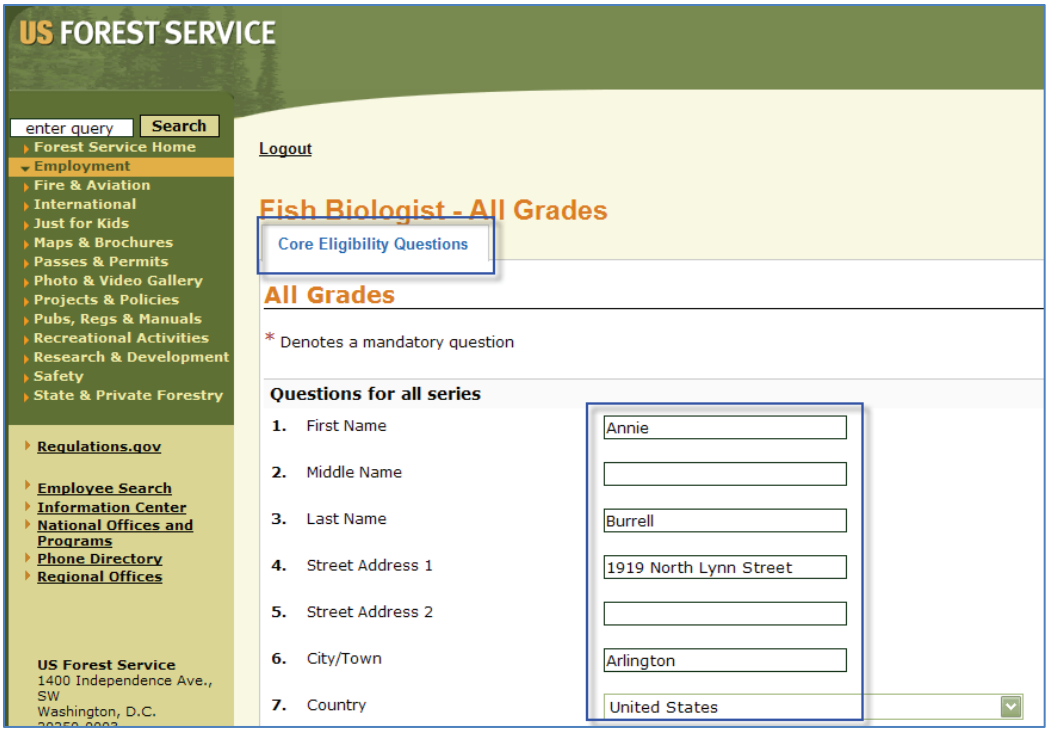
   The second box, attach demographic information, is optional but when checked will pull demographic information from USAJOBS to the application.



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

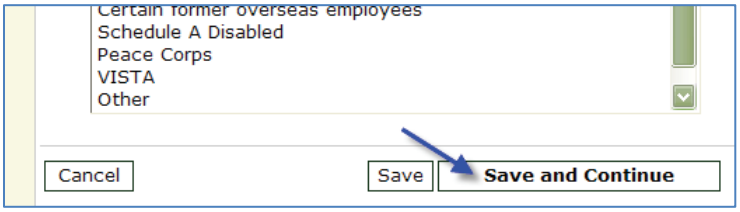


5. You are directed to the **Core Eligibility Questions** page. Information from your USAJOBS profile populates some of the fields on this screen.



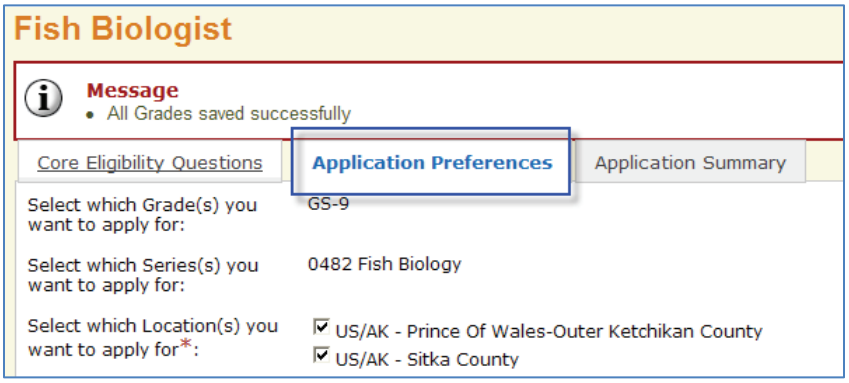
Fill in additional fields and/or **upload** recommended documents. Required fields are marked with an asterisk. Validate prepopulated data, if incorrect refer to USAJOBS to update personal information.

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

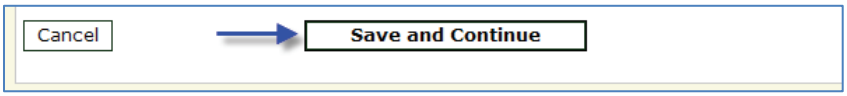


7. You are directed to the **Application Preferences** page.

   Select any **Grade, Series or Location** preferences available for the job you're applying for (In the screen shot below, only Location preferences are available to select).

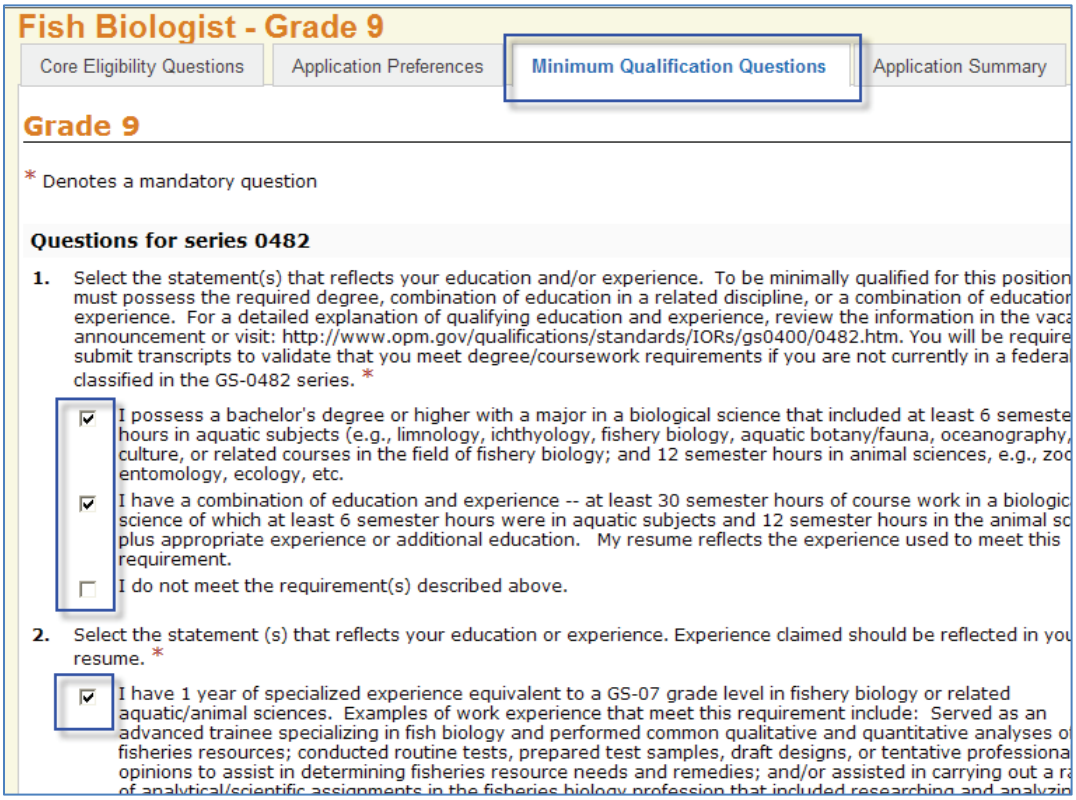


8. Next, click the **Save and Continue** button to proceed to the next screen.

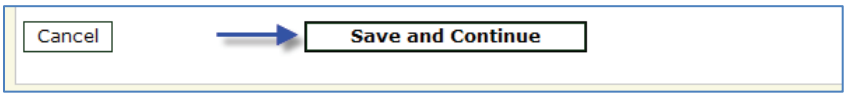


9. You are directed to the **Minimum Qualifications** page.

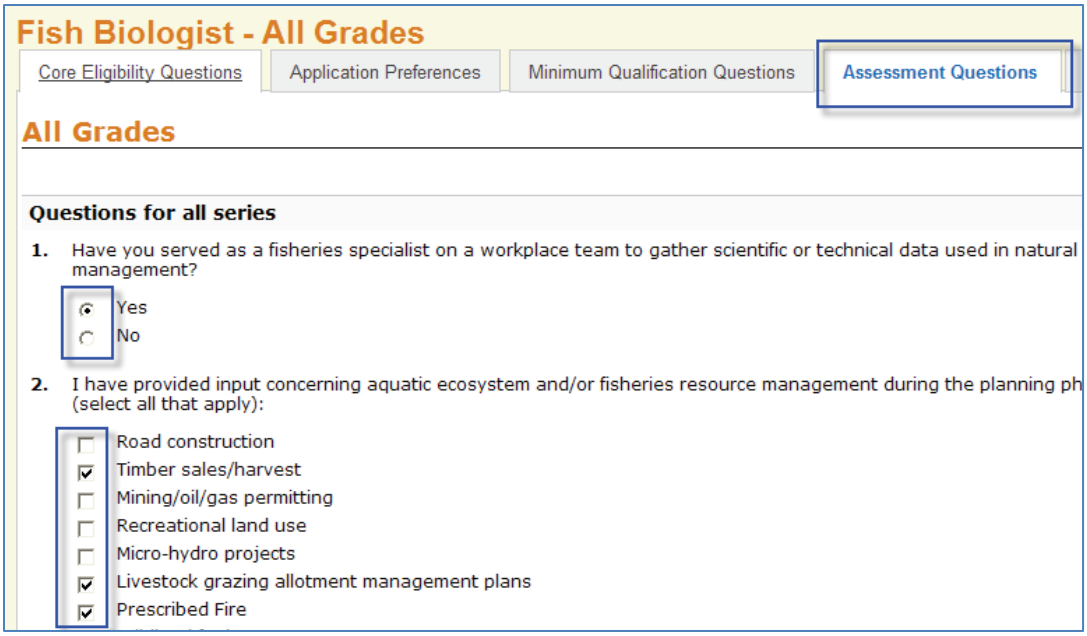
   Respond to the Questions by selecting the appropriate **checkboxes**.



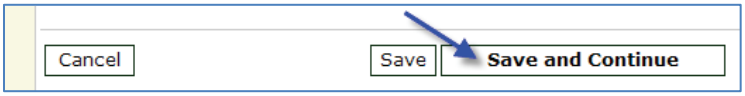
10. Click the **Save and Continue** button to proceed to the next screen.



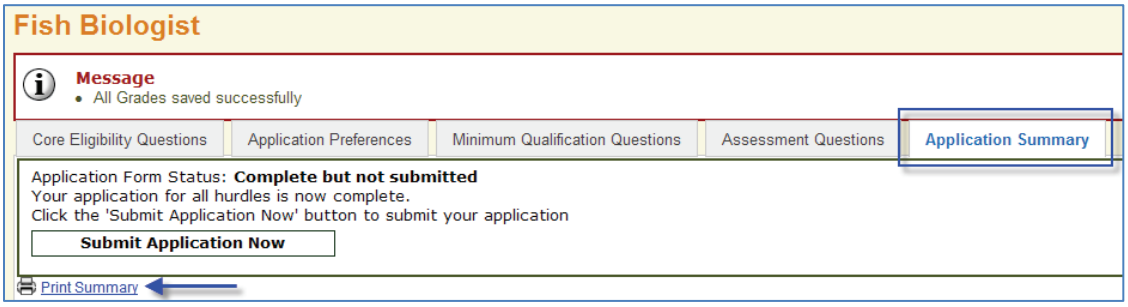
11. You are directed to the **Assessment Questions** page. Respond to the assessment questions by selecting the appropriate fields.



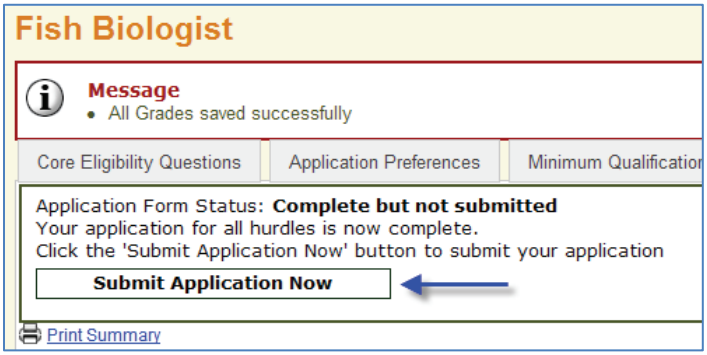
12. Click the **Save and Continue** button at the bottom of the screen.



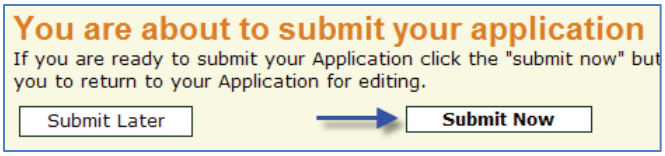
13. You are directed to the **Application Summary** page. Here, you can review your application and/or return to any page in the application. You can also print a copy of your application by clicking the **Print Summary** link.



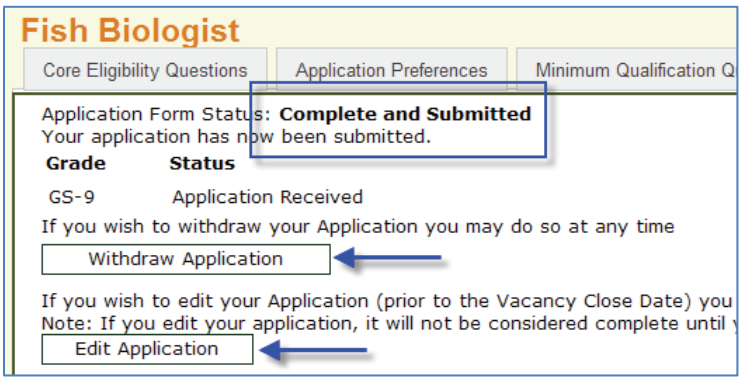
14. Once your application is complete and ready to submit, click the **Submit Application Now** button.



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 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.

Resources

- 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