



## 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.

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

# USAJOBS®

"WORKING FOR AMERICA"

Sign in to my account or [create a new account...](#)

Username or Email:

Password:

[Forgot your Username and/or Password?](#)

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

[I agree. Sign me in. ▶](#)

## Applicant Profile

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



**My Account**  
**Brian**  
**Current Goal:**  
Last login:  
07/25/2012 01:45 PM

[Change Photo](#)

[Edit Profile ▶](#)

 **Highlights from USAJOBS**

Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and edit all your profile information for accuracy, as it has been transferred to a new system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you:

- Save time during a job application
- Get your resume discovered by recruiters, if you opt to make your resume searchable
- Customize your search experience

 **Resumes ▼**

**Resume 1: Resume**  
[View](#) | [Delete](#)

**Status:** Not searchable  
[Make Searchable](#)  
**Format:** doc file  
**Source:** Uploaded from my computer

[Build New Resume ▶](#)

[Upload New Resume ▶](#)

You have created 1 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.

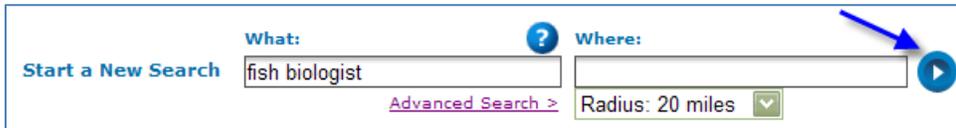
 **Saved Jobs ▲**

 **Saved Documents ▲**

 **Application Status ▲**

## Search for a Vacancy Announcement

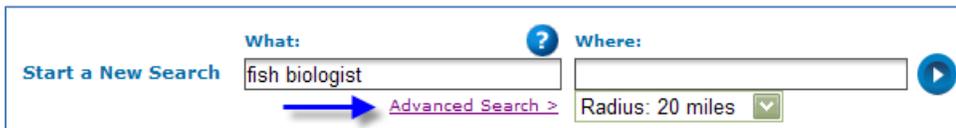
1. **Option A: Basic Search.** To search for a vacancy announcement, enter keywords in the **What** field and/or a preferred location in the **Where** field, then click the **forward arrow** button to launch the search.



Start a New Search

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

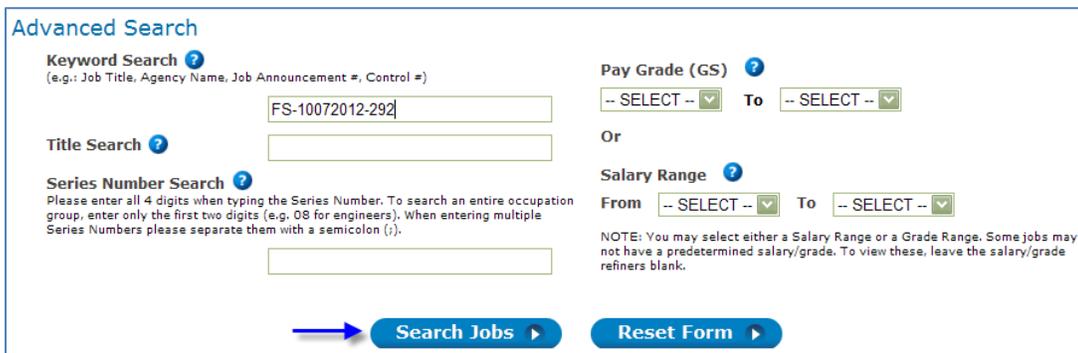
**Option B: Advanced Search.** To search by other criteria, such as job announcement number, agency, salary range, and more, click the **Advanced Search** link.



Start a New Search

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

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 #)

**Pay Grade (GS)**  To

**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 (;).

**Salary Range**  From  To

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.

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  
**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

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

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!](#)

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

**One moment please...**

We are now bringing you to the system used by the

**Forest Service**

to complete your application process. You will be returned to USAJOBS upon completion. If you close your web browser for security.

Your browser should automatically take you there in about 15 seconds, or...

[Take me there now](#)

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

**US FOREST SERVICE**

enter query

- Forest Service Home
- Employment
  - Fire & Aviation
  - International
  - Just for Kids
  - Maps & Brochures
  - Passes & Permits
  - Photo & Video Gallery
  - Projects & Policies
  - Publ, Regs & Manuals
  - Recreational Activities
  - Research & Development
  - Safety
  - State & Private Forestry
- Regulations.gov
- Employee Search
- Information Center
- National Offices and Programs
- Phone Directory
- Regional Offices

US Forest Service  
1400 Independence Ave.,  
SW  
Washington, D.C.  
20250-0000

Logout

## Fish Biologist - All Grades

[Core Eligibility Questions](#)

### All Grades

\* Denotes a mandatory question

**Questions for all series**

1. First Name
2. Middle Name
3. Last Name
4. Street Address 1
5. Street Address 2
6. City/Town
7. Country

**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.

Certain former overseas employees  
Schedule A Disabled  
Peace Corps  
VISTA  
Other

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).

## Fish Biologist

**Message**  
• All Grades saved successfully

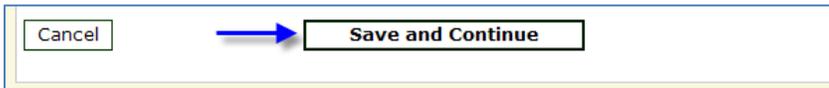
[Core Eligibility Questions](#) [Application Preferences](#) [Application Summary](#)

Select which Grade(s) you want to apply for: GS-9

Select which Series(s) you want to apply for: 0482 Fish Biology

Select which Location(s) you want to apply for\*:  
 US/AK - Prince Of Wales-Outer Ketchikan County  
 US/AK - Sitka County

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**.

A screenshot of a web application interface for a "Fish Biologist - Grade 9" position. At the top, there are four tabs: "Core Eligibility Questions", "Application Preferences", "Minimum Qualification Questions" (which is highlighted with a blue box), and "Application Summary". Below the tabs, the page title "Grade 9" is displayed. A note states "\* Denotes a mandatory question". The section is titled "Questions for series 0482". Question 1 asks to select statements reflecting education and/or experience. It has three options, each with a checkbox: the first is checked, the second is checked, and the third is unchecked. Question 2 asks to select statements reflecting education or experience. It has one option with a checked checkbox. The text of the questions is partially obscured by a blue box.

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.

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



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



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 eRecruit resources, visit ASC-HRM's **eRecruit web page**: <http://fsweb.asc.fs.fed.us/HRM/eRecruit>.
- 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](mailto:ASC_HCM_Contact_Center@fs.fed.us)