

## Information on How to Apply for Vacancies

# Vacancies Requiring USAJobs Application

- DoDEA announces vacancies open to both internal and external applicants.
- This enables individuals who are on 'excepted service' appointments to apply to 'competitive service'

## Applying through USAJobs

You must submit ALL documents required by the vacancy announcement through USAJobs. In order to do this:

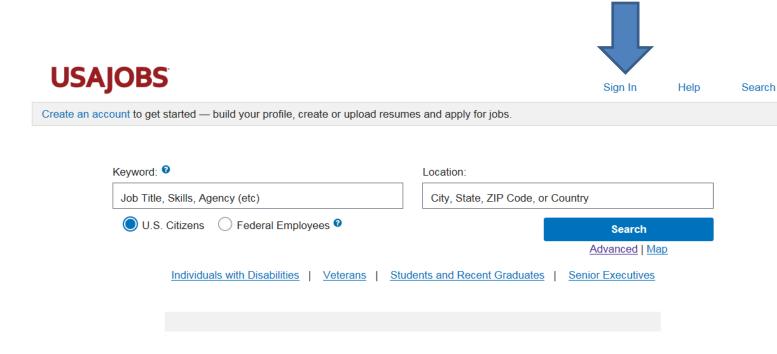
- You must create an account
- You must create or upload your resume
- You must submit other required documents (You may pre-load up to 5 resumes as well as other documents)

### Go To

## https://www.usajobs.gov

## Click on Sign In

Click on Sign In



## Click on Create a new account



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.

1		
Password		
Forgot your username or password?	Sign In	
Oon't have a USAJOBS account? Create a	new account	
	•	

## Fill in blanks



#### **Welcome to USAJOBS!**

USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- · Build and store up to five distinct resumes
- · Save and automate job searches
- · Save and apply for jobs
- · Search by Agency, Occupation, Location...
- · Apply to Federal Agencies

- · Learn how to use USAJOBS
- · Learn about the Federal hiring process
- · Discover special hiring programs
- · See which jobs are in demand

Be advised that only one account can be created for each email address.

Be sure the email account you use is only accessible by you and the email account is properly secured.

Primary Email	All fields are required unless otherwise note
Confirm Primary Email	_
Username	
Username must be between 8 and 20 alphanumeric character following special characters: underscore(), ampersand(&), a	ers, must contain at least one letter (i.e. can't be all numbers), and may only contain the
What is your email format preference?	

## Read Terms and Conditions then

#### Terms and Conditions

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### **USAJOBS** Welcome to Your Account

Welcome to USAJOBS - The Federal Government's official one-stop source for Federal jobs and employment information. You are one step closer to finding a new and exciting career!

Below is your personalized link to access your account.

 $\frac{\text{https://login.usajobs.gov:}443/\text{account/confirm?vid=386d3f5d-8165-44d2-9862-691b6a5869d2\&vcd=pnx6pP3ZoyqkP8zrC95AwnvZcrsO%2BI71s\%2B6SIMiiYRA\%3D}{\text{3D}}$ 

Once you have confirmed your account, you will then be able to:

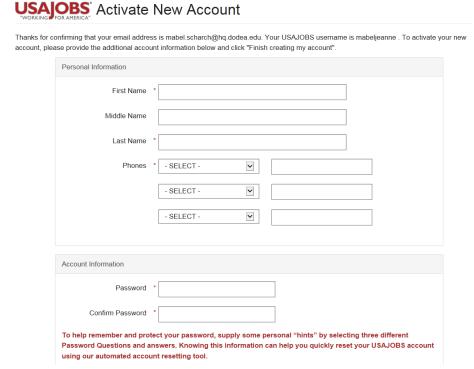
- Create a Profile
- Create or Upload a Resume
- Save Jobs
- Create Saved Searches
- Apply for Jobs

Good luck in your search!

Sincerely,

The USAJOBS Team
U.S. Office of Personnel Management

## Click on link in e-mail and compete activation



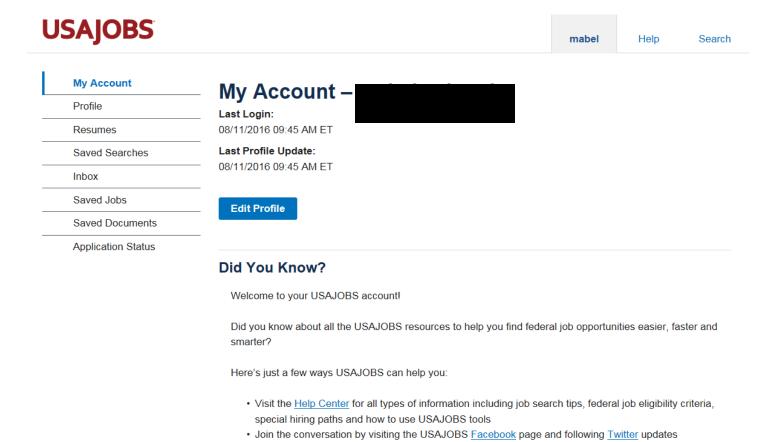
Password Question 1 * - SELECT -	<b>v</b>
Your Answer 1 *	
Password Question 2 * - SELECT -	<b>v</b>
Your Answer 2 *	
Password Question 3 * - SELECT -	<b>v</b>
Your Answer 3 *	
ease read our <u>Security Tips for Accounts and Passwords</u> before proceeding	
I have read and understand the security tips.	
erms and Conditions	

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## Complete your account set-up



## Recommend you pre-load resume(s) – up to 5 Each may be focused on specific skill sets



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Help

Search

My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents

Application Status

#### Resumes

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

#### **List Resumes**

**Build New Resume** 

**Upload New Resume** 

#### **Tips**

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

**Renew:** Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

Acceptable files: Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

Sample Resume | What to Include

# You can build in USAJobs or upload a resume – Be sure to include required information on resume(see What to Include)

**Build New Resume** 

Upload New Resume

You have created 3 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAIOBS account.

#### Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

**Renew:** Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

Acceptable files: Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

Sample Resume

What to Include

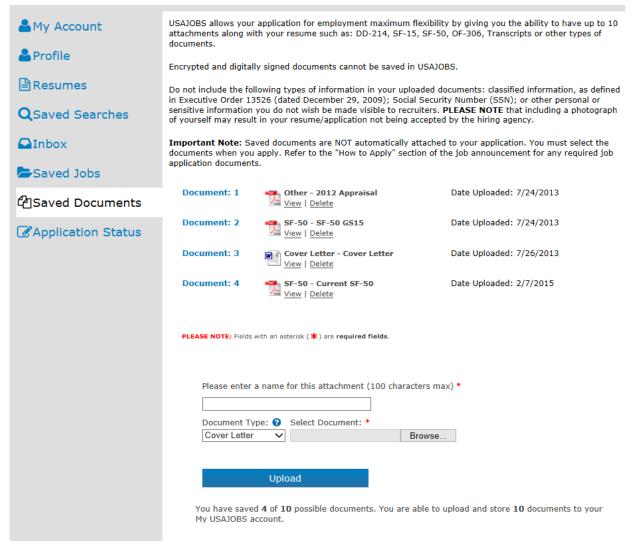


## **RESUME**

 Your resume needs to provide sufficient information to substantiate your responses in the self-assessments questionnaire (if required by announcement)

 Why more than 1 resume? You may want resume to focus on a particular area/expertise

# You should also upload documents that are typically required for the positions you would be applying for (i.e., teaching certificates, SF-50 or other relevant documents (I have my SF-50s and appraisal uploaded))



## **How to Find Vacancies**

You can go onto the <u>www.USAJobs.gov</u>
 website and search for specific vacancies by
 location, title, etc. anytime you want;

#### OR

 You can set up search requests which will automatically notify you of vacancy announcement that meets your defined parameters – can be broad or narrow search.

### Create a Search

My Account

Profile

Resumes

**Saved Searches** 

Inbox

Saved Jobs

Saved Documents

Application Status

#### **Saved Searches**

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you at your primary email address when there are new jobs entered. You may employ up to 10 Saved Searches. Saved searches will expire one year after the date created unless they are renewed.

Create a new saved search

#### **Tips on Managing Your Saved Searches**

**View:** This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and that match your other criteria.

Edit: Make changes to your saved search any time.

Delete: Permanently removes your saved search.

Renew: Renews your search for another year.

# Be sure to complete this section of Search correctly or you may miss job opportunities!

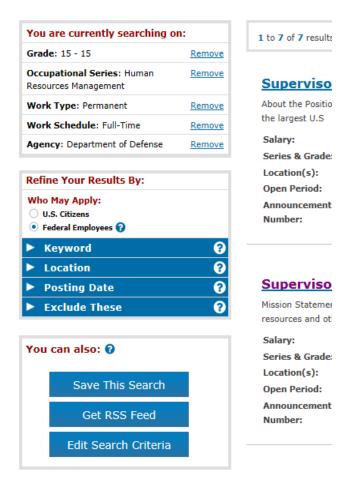
#### Who May Apply 3

#### Are you:

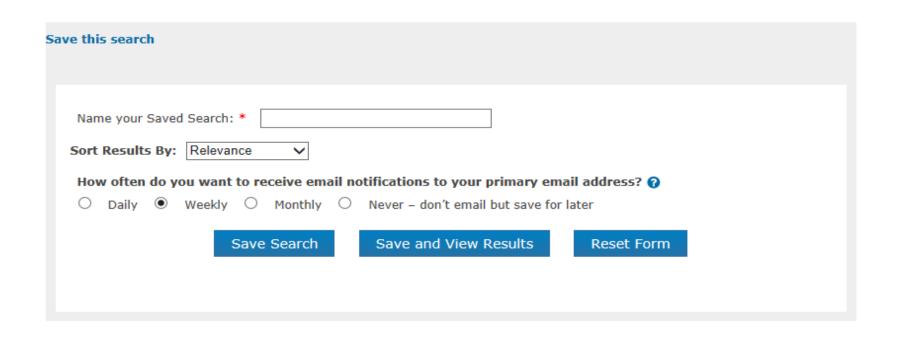
- a current or former Federal civilian employee who holds or held a non-temporary appointment
  - In the <u>competitive service</u> in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
  - · In an excepted service position covered by an interchange agreement, or
  - Eligible for reinstatement?
- A Veteran eligible for <u>veterans' preference</u> or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- · A person with non-competitive appointment eligibility?
  - No I do not fall into one of these categories and only want to see jobs open to the **general public**.
  - Yes I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as **federal employees**.

# Results of search will be listed – If you want to **set up an automatic notification** for announced jobs that match this criteria you should click on

#### **SAVE THIS SEARCH**



The screen will return to the Advanced Search page and at the **bottom** you will **NAME your search** and check how often you want to be notified of vacancy postings. This will set up automatic notifications when a job is posted to USAJobs that meets the criteria of your saved search





Keyword:

**U** Location:

Keywords, Job Title, Control #, Agency

City, State, ZIP Code, or Country

Search

Advanced Search >

Date Expires: 2/5/2016

Date Expires: 2/5/2016

Account

Profile

Resumes

**Q**Saved Searches

□ Inbox

Saved Jobs

4 Saved Documents

**Application Status** 

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you at your primary email address when there are new jobs entered. You may employ up to 10 Saved Searches. Saved searches will expire one year after the date created unless they are renewed.

Saved Search 1: 201-14/15

View Results | Edit | Duplicate | Delete | Renew

Saved Search 2: Educator Postions

View Results | Edit | Duplicate | Delete | Renew

Create a new saved search

You have created 2 of 10 possible saved searches.

#### Tips on Managing Your Saved Searches

View: This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and that match your other criteria

Edit: Make changes to your saved search any time

Delete: Permanently removes your saved search

Renew: Renews your search for another year

# Sample notification of automatic search results sent to you by e-mail

From: notifications@usajobs.gov Date: Sat, 7 Feb 2015 06:08:19 -0500

Subject: USAJOBS Daily Saved Search Results for 201-14/15 for 2/7/2015

Top 10 search results for 201-14/15 for 2/7/2015

To view the complete list of results on the USAJOBS web site, please click <a href="http://www.usajobs.gov/JobSearch/Search/GetSavedSearchResults/149345">http://www.usajobs.gov/JobSearch/Search/GetSavedSearchResults/149345</a>

#### SUPERVISORY ADMINISTRATIVE/TECHNICAL SPECIALIST

http://www.usajobs.gov/GetJob/ViewDetails/393556800

Department: Department of the Navy Agency: Naval Sea Systems Command

Number of Job Opportunities & Location(s): 1 vacancies - Naval Base

Newport, Rhode Island

Salary: \$58,270.00 to \$140,174.00 / Per Year Series and Grade: NT-0201-04/05 Open Period: Friday, February 6, 2015 to Monday,

February 16, 2015 Position Information: Permanent - Full-Time Who May

Apply: Current Permanent Civilian Employees at Naval Undersea Warfare Center (NUWC), Newport, UIC 66604 or Naval Undersea Warfare Center (NUWC), Headquarters, UIC 68934 serving under a Career or Career Conditional Appointment (Note: Your resume MUST include your position title, pay plan, series, grade level, agency worked for and dates of employment for all applicable federal work experiences. You are encouraged to submit an SF-50 to support your eligibility claim at the time of application).

You received this email because you opted-in to receive customized job search results from USAJOBS. You can make changes or create additional saved searches via the Saved Searches section of your USAJOBS account. This area is located by logging into your USAJOBS account and clicking Saved Searches. Your Search(es) will have an option to modify the criteria. Simply click the Edit hyperlink under the name of the Saved Search to make changes.

This saved search shall expire on 2/5/2016.

Thank you for using USAJOBS!
Sincerely,
The USAJOBS Team
U.S. Office of Personnel Management
1900 E Street NW. Washington, DC 20415

#### **APPLYING FOR VACANCIES**

## When you see an announcement for a vacancy you want to apply for, click **HOW TO APPLY**

NOTE: If you may be appointed under more than 1 authority then you need to apply under each category (i.e., Vet, Reinstatement, etc.)

## Supervisory Human Resources Specialist (Employee Development)

NATIONAL CREDIT UNION ADMINISTRATION

At NCLIA differences make a difference. We value diversity of perspectives and backgrounds and

#### Agency Contact Information Salary Range 1 vacancy in the following location: Who May Apply \$113,479.00 to \$178,161.00 / Per Year All current and former federal employees with Alexandria, VA competitive status, reinstatement eligibles, Series & Grade Work Schedule is Full Time - Permanent Interagency Career Transition Assistance CU-0201-14/14 Program (ICTAP) eligibles, Veterans (VEOA and Opened Friday 8/5/2016 30% Disabled), and special non-competitive **Promotion Potential** (6 day(s) ago) appointment eligibles (e.g., Persons with Closes Friday 8/26/2016 Disabilities, Certain Military Spouses, Peace Supervisory Status (15 day(s) away) Corps and Vista Volunteers, etc.). Yes **Control Number** 446740800 Job Announcement Number OHR-16-MP-1769503 Print Share **Apply** Save **Job Overview** How to Apply Summary **Required Documents**

## Be sure to submit everything...follow the directions on the announcement

- **HOW TO APPLY:** To apply for this position, you must complete the online questionnaire and submit the documentation specified in the **Required Documents** section below.
- REQUIRED DOCUMENTS: The documents you are required to submit vary based on the authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a reinstatement, etc.). Please review the following links to see which documents you need to provide to prove your eligibility to apply: <u>Applicant Merit Checklist</u> and <u>Proof of Eligibility</u>. Ensure they are properly DATED.
- Submit by the Closing Date The complete application package must be submitted by ...

# If you set up **Notification of Application Status** on your Profile, after you apply for positions you can receive updates on the status your application

#### **USAJOBS**

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Search

My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
Application Status

#### **Application Status** •

**IMPORTANT!** Application Status is only available if you submit your resume through USAJOBS using the "Apply Online" button. Tracking your application is not possible if your applications have been posted directly to an agency's website or through any other job application method outside of your USAJOBS account.

- · Each record will be deleted 36 months after the Last Application Date
- Applications you no longer wish to view may be hidden by selecting the "hide" link beside the application details
- · You may want to print this page for future reference

#### **Notification Settings**

Notification Alerts enable you to stay informed of changes to your application status.

Select the items that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.

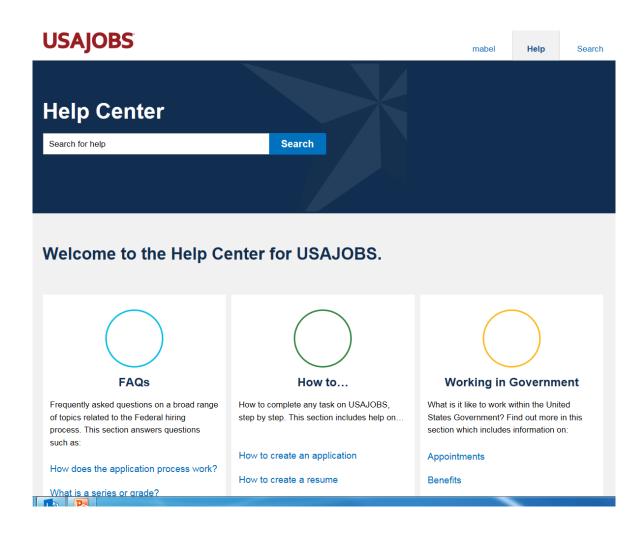
	When jobs I have started an application for have closed.
	When the status of an application I've submitted
cha	nges.

View Hidden Applications

You currently do not have any active job applications.

Begin your job search

## USAJobs – HELP provides information and How to...



### Best wishes for success

