An Applicant's Guide to: Applying to Vacancies in the VA

2012

Department of Veterans Affairs

Department of Veterans Affairs

Table of Contents

Part 1: Finding and Viewing a Vacancy Announcement

Part 2: Applying Online

Part 3: Completing the Application in Application Manager

Part 4: Checking the Status of your Application Package

Part 5: Alternative to Applying Online: Faxing Applications

Part 6: Where to Find Help

Part 1: Finding and Viewing a Vacancy Announcement

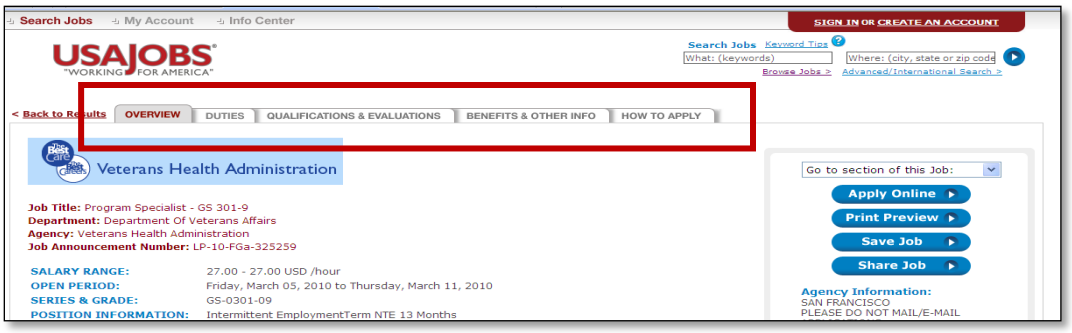
1A. Go to USAJOBS and Search for a Job

- Go to www.usajobs.gov
  - A basic search can be done at the main page by entering in a keyword, location, etc:

  - Review the list of vacancy announcements that match your criteria

1B: Review all Sections of the Vacancy Announcement

- Click on any of the tabs (i.e., *Overview*, *Duties*, *Qualifications* and *Evaluations*, *Benefits and Other Info*, and *How to Apply)* to view that section of the vacancy announcement. Or you can scroll down the page to see the rest of the announcement.



IMPORTANT!

Document the Vacancy Identification Number!

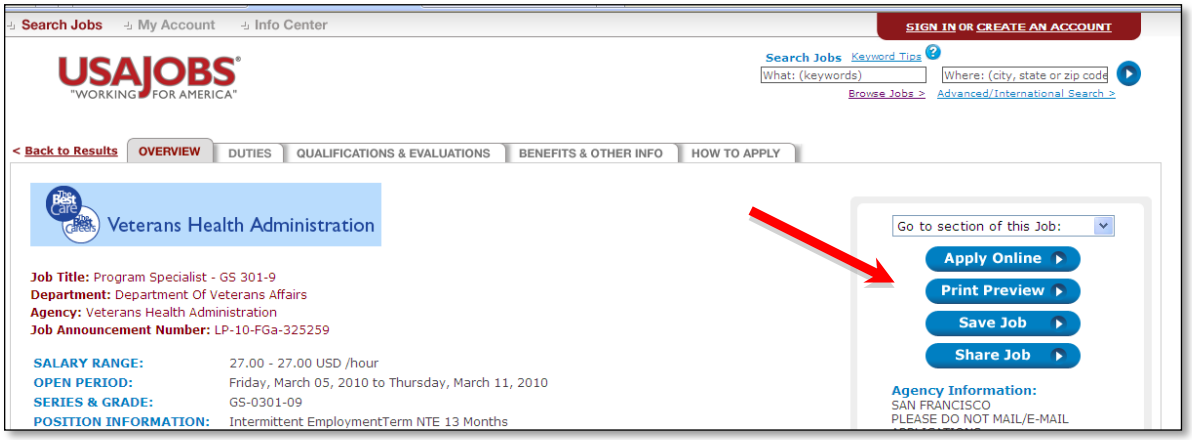
- This is usually a 6 digit number within the vacancy announcement number
- This is NOT the USAJOBS Control Number

Refer to the Applicant Checklist provided in the How to Apply section of the vacancy announcement

- This provides special application instructions and requirements

1C: Print the Announcement

③ In the box to the right side of the screen of the vacancy announcement and click ***Print Preview*** to view the entire vacancy announcement which can be easily printed:



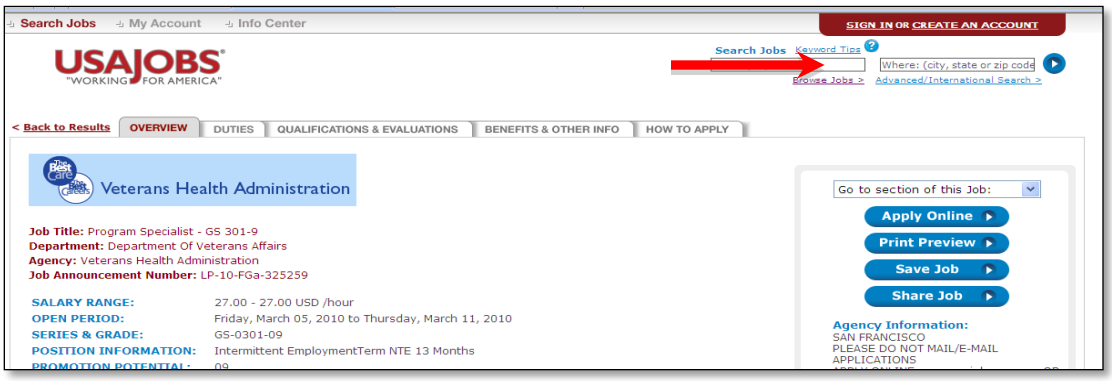
- ***Print*** the vacancy announcement. You can also save this link in My Account so you can quickly find the announcement again.

Part 2: Applying Online

2A: Accessing USAJOBS "My Account"

"My Account" is the area within USAJOBS you begin the application process. For VA, after completing the first steps through USAJOBS, you will be transferred to Application Manager to fully complete and submit your application package.

- If you have an existing USAJOBS account, at the top of the USAJOBS screen, click ***Sign In***:



IMPORTANT!

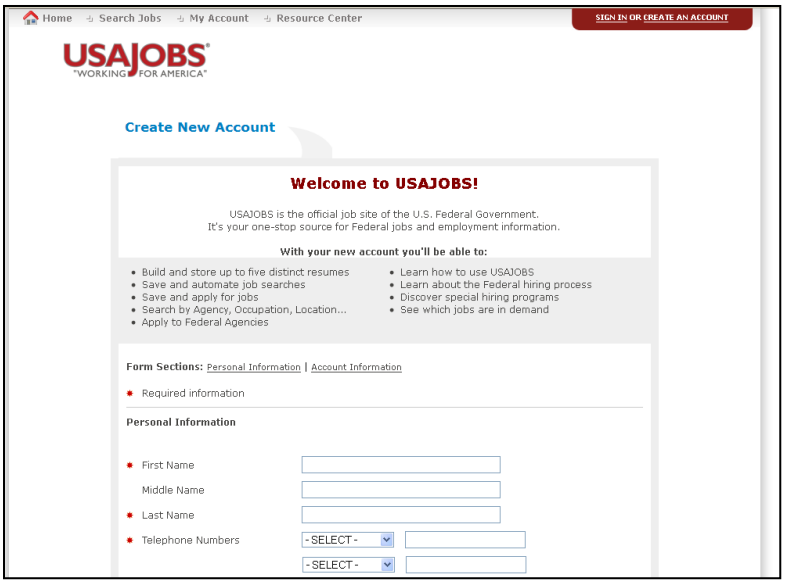
Do not apply using someone else's account. This may lead to your application being in a pending status and incorrect information being submitted with your application.

- Enter your username and password
  - If you have forgotten your username and password click ***Forgot Password*** and follow instructions (Note: you will have to return to the vacancy announcement and click ***Apply Online*** to restart the application process)
- Click ***Log In***
- Skip to step **2F: Select Resume and Any Supporting Information** (page 11)

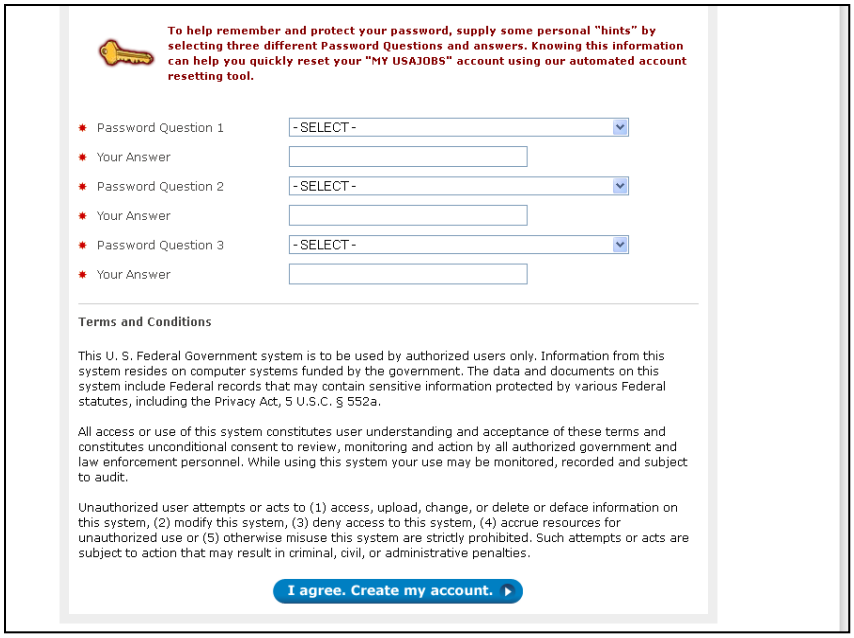
2B: Create a USAJOBS Account

- If you do not have an existing USAJOBS account, at the top of the USAJOBS screen, click ***Create an Account***:

- This will open the Create New Account page:

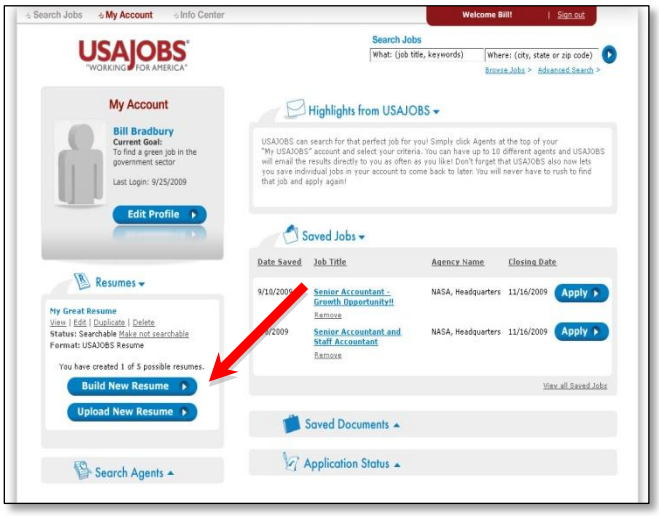


- Complete all required information
  - Document your User Name and Password for future reference
  - Click ***I Agree. Create My Account***:



2C: Creating or Uploading your Résumé

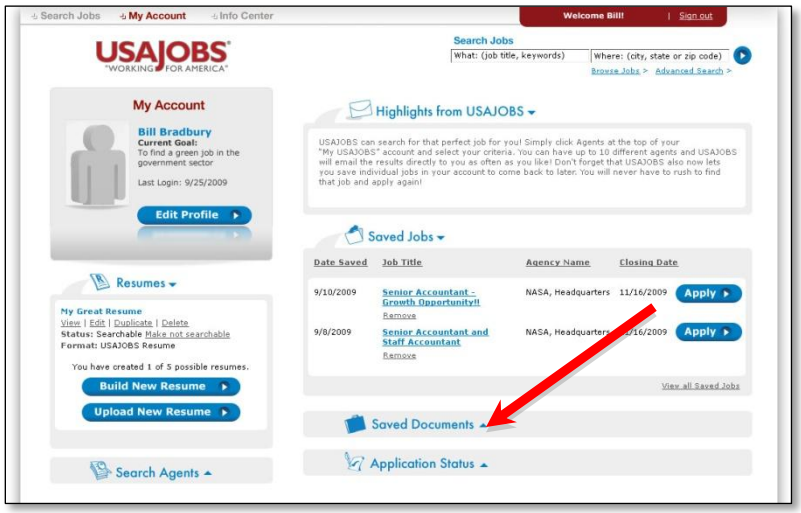
- Adding a Résumé: At the Welcome Page for your account, select ***Build New Résumé*** to create a résumé or, if you already have one, you can upload your existing résumé by clicking on ***Upload Résumé***.



You can store up to five different résumés within your account; these can be created through Résumé Builder or uploaded. It is important to note, personal, uploaded résumés cannot be larger than 3MB in size.

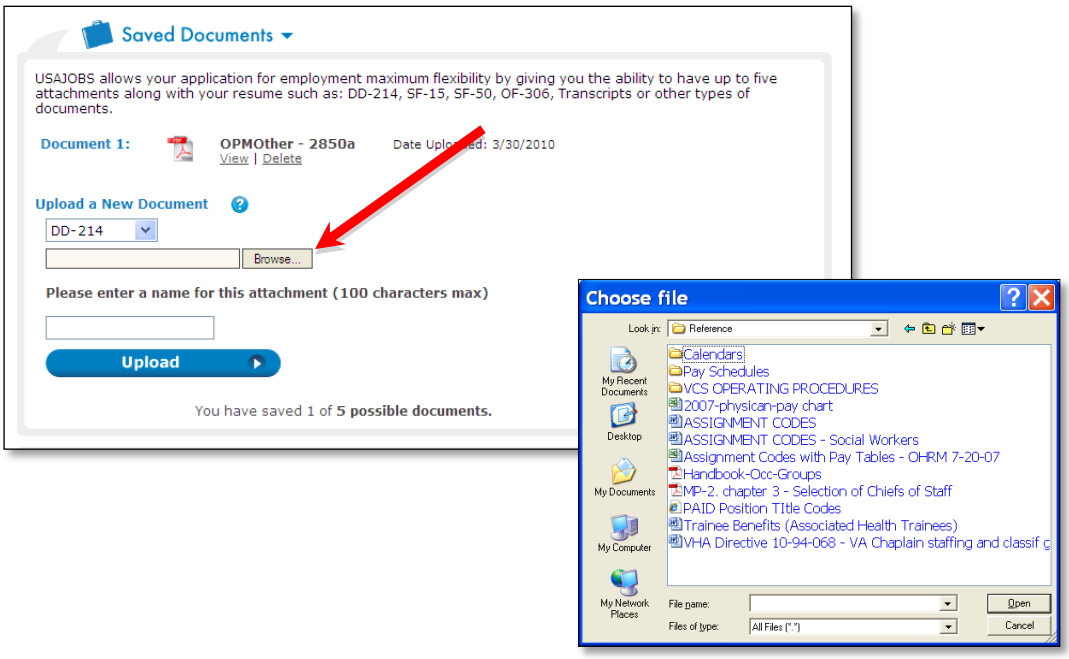
2D: Upload Any Supporting Documents

- Return to the main page and click on ***Saved Documents***:



- Upload all documents individually:

- For each, select the document type it most closely fits: résumé, transcript, veterans documentation, qualifications, etc
- Click ***Browse***
- Choose the document to upload from your computer:



- The size limit for these uploaded documents is 3MB. To avoid too-large files, applicants should save documents in PDF (Adobe Acrobat) format.
- Click on ***Upload*** to transfer the document to your account.

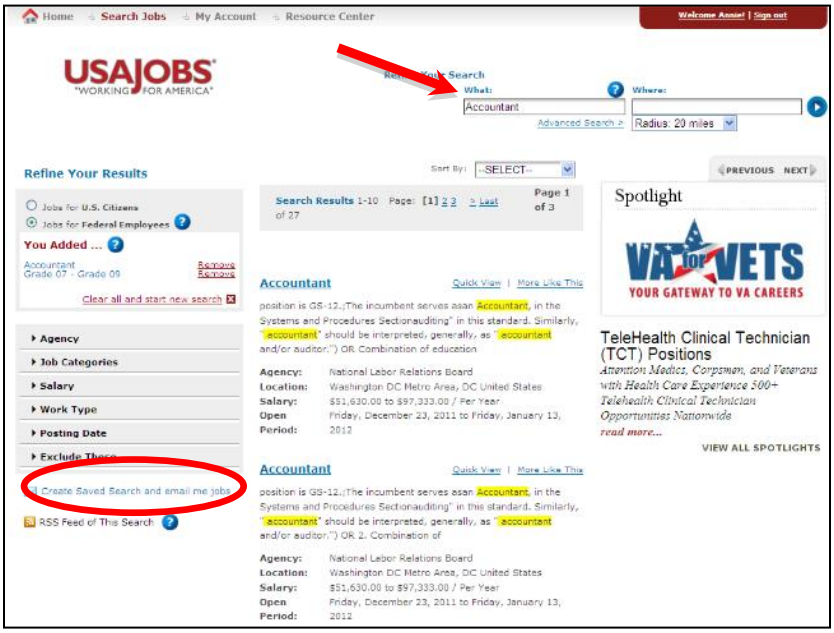
Success!

You have successfully created an account in USAJOBS and are ready to start the application process.

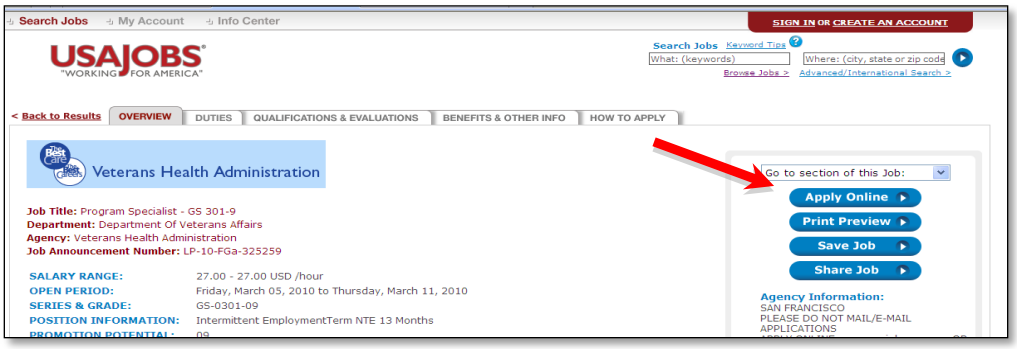
2E: Return to the Vacancy Announcement

- In the Keyword Search field (see screen shot/arrow below), type the title or similar key for the vacancy announcement you wish to apply
  - You may also search using other criteria by selecting the advanced search option, at the top of the screen

- Now that you are logged into your account, you can click ***Create Saved Search*** (see circle) to save the search criteria in your account.



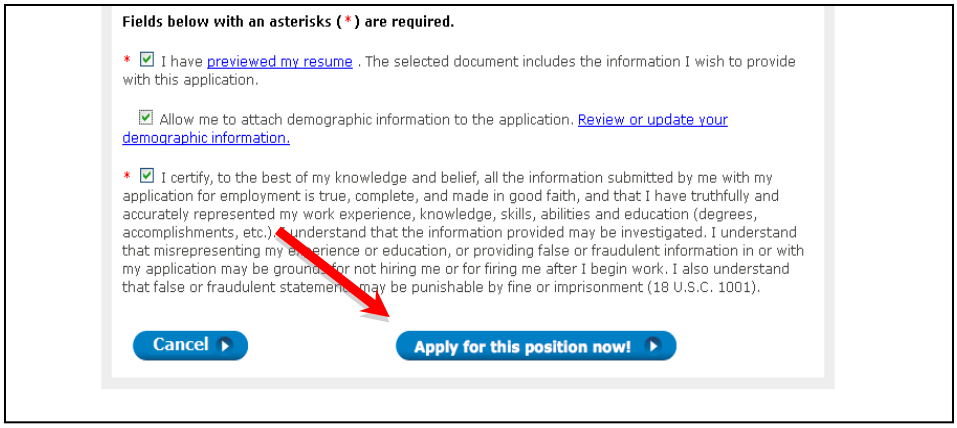
- Scroll through the listings and click on one that interests you to see the full announcement.
- Click ***Apply Online*** for the vacancy you wish to begin the application process.



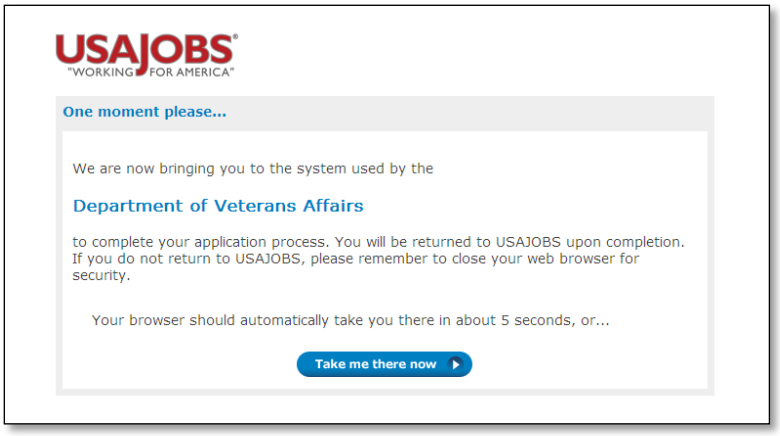
2F: Select Résumé and Supporting Documents

- Click on the title of the résumé you wish to include in your application
  - This will highlight the title in blue
- Click on any additional documents you wish to include in your application

- Click the applicable verification/certification boxes, two of which are required to continue: (1) agreeing that you have previewed your resume and (2) certifying your application material.

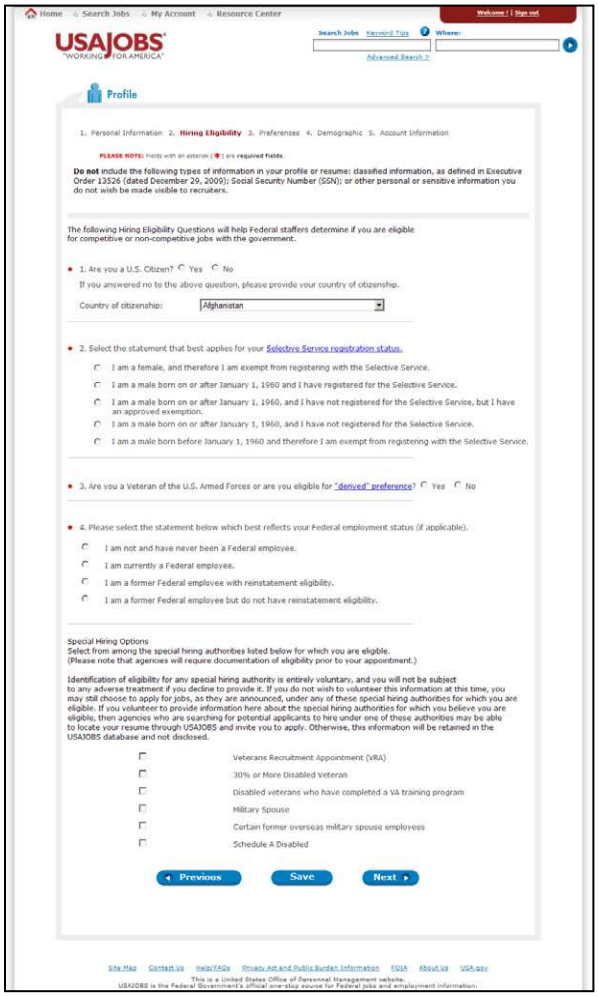


- Clicking on ***Apply for this position now*** will take you to USA Staffing® Application Manager via a page where you may click ***Take me there now***:



- At the next window click the ***Proceed with my Application*** button:

2G: Other features within USAJOBS My Account



Personal Profile

Within your profile, you can update all personal information, hiring eligibility ('s) you may qualify for, job preferences you wish to identify (e.g. travel, type of work, etc), demographic information, and account information (e.g. security questions, etc).

Job Search Agents

In the agent, you may specify what type of job(s) you are interested in applying for, duty location(s), etc. Up to ten of these searches may be saved.

Then, whenever a job is posted that is a match of the criteria of the search, an email is automatically sent you with a link to the vacancy's announcement.

Application Tracking

My Account tracks applications that were submitted by clicking the "Apply Online" within the last 18 months.

Save Jobs

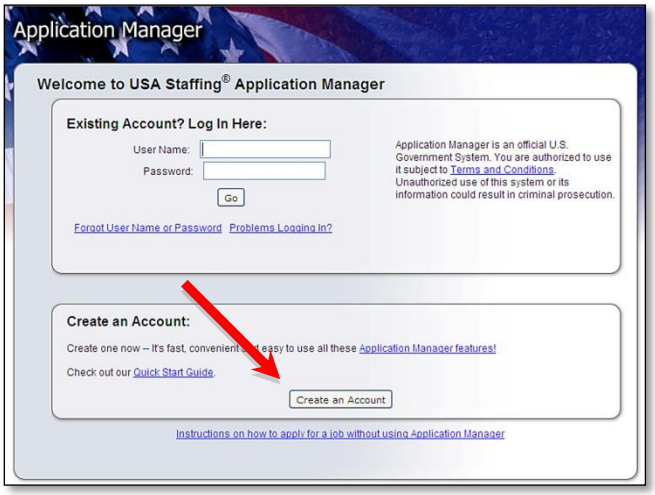
The "Saved Jobs" feature allows you to save links to announcements that are of interest to you. When you want to refer back to the announcement, simply click on the link listed in your account.

To save a link, simply clicks the "Create Saved Search" link at the USAJOBS search list. After the link has been saved, the pale gray "Save job" changes to "Saved" in bold type.

Part 3: Completing the Application in Application Manager

3A: Access your Application Manager Account

- If you have not yet created an account in Application Manager, you will have to do so. If you have an account but this is the first time you are accessing the account from USAJOBS, simply login to your account now.
  - These are both one-time actions that do not have to be repeated.
- Select ***Create an Account*** after clicking the ***Proceed with my application*** button to open the Log In page of Application Manager:



NOTE

If you have previously created an account in Application Manager:

- You will be routed to the Biographic Information section of the Application
- Skip to step **3B: Complete the Application** (page 15)
- Ensure that all the information in this section is complete and accurate

- Enter your email address and click ***Check for account***. This is to verify that you do not have an existing account.
  - If no account is found, click ***I'm done checking for accounts***
  - If an account is found, select the correct email address. If the address you want to use is not listed (for example, you made a typing error), return to the login page and start over by clicking ***Create Account.*** Then repeat the steps above.

- Click ***Create account with this address***

- Make up a user name for your account. This is the name you will use to access your account in the future. This must between 6 and 8 characters in length
- Enter this user name and then click ***Create user name***

IMPORTANT!

- **Document your User Name and Password for future reference**
- You will be prompted to edit your user name if it is not unique

- Complete the requested information (password and answer to secret question).
- Click ***Proceed to Application Manager***

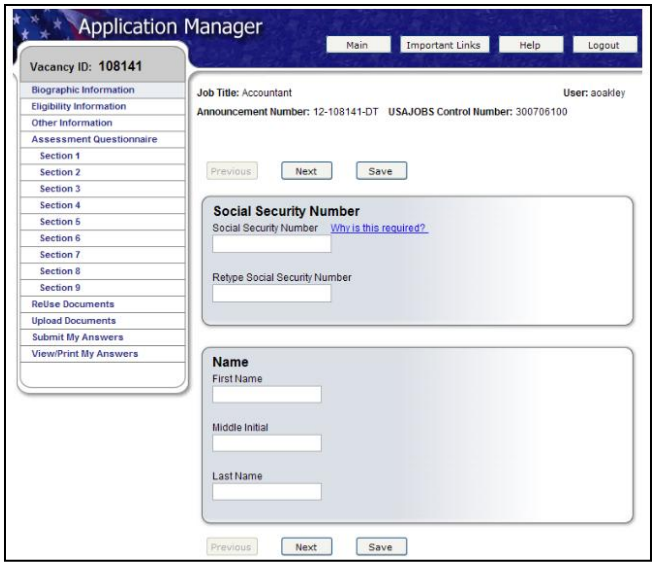
IMPORTANT!

To apply, you must complete the Assessment in Application Manager

- This will ask you for your biographic information and information about your training and experience
- Take care to answer all questions correctly

3B: Complete the Application

- This will open the Biographic Information section of the Application:



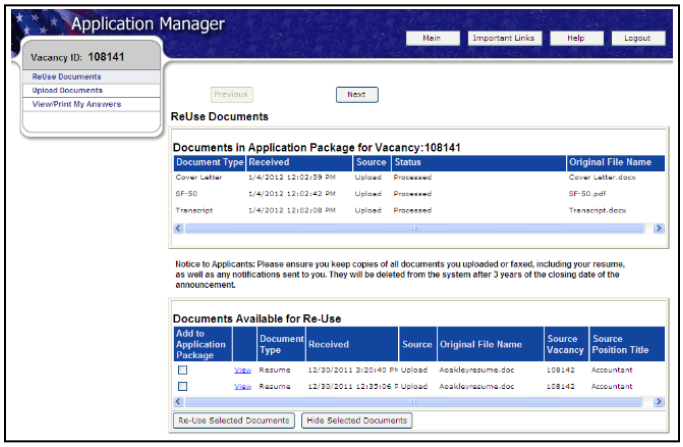
NOTE

The Navigation Bar in the upper left corner indicates what section of the Application/Assessment you are in and shows how many areas are left to complete. However, **always use the "Previous", "Next", and "Save" buttons** to navigate from section to section. This will ensure your responses are saved!

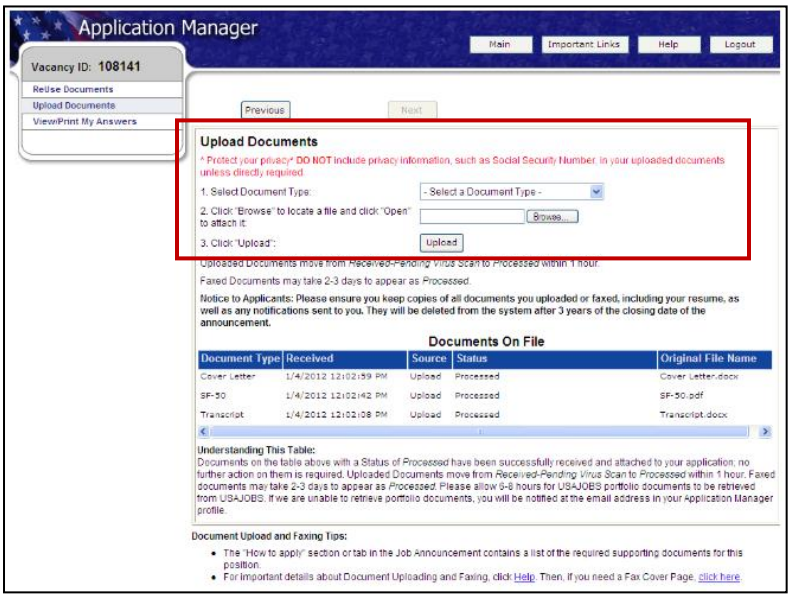
- Complete all required information
- Click ***Next*** and repeat for each section of the Assessment until you reach the ReUse Documents section. If you have failed to answer one of the questions, Application Manager will warn you before you leave that section.

3C: Reusing and Uploading Documents

- The ReUse Documents page will identify any documents previously submitted through your Application Manager/USAJOBS accounts
  - ③ Within the **Documents Available for Re-Use** table, select additional supporting document(s) to add to your application package (and that you did not submit within your USAJOBS account) by checking the box next to them then click ***Re-Use Selected Documents***



- Select ***Next***
  - This will open the Upload Documents page where you can upload documents that may not already be in your application package (as seen in the **Documents on File** table).



  - After you have uploaded all necessary documents, the system will confirm the upload was successful and the document will be placed in the Documents On File table. Also, documents uploaded in this area will be available in the ReUse Documents section for future applications.
  - You can open these documents in Application Manager, save the, and upload later upload the electronic document to your USAJOBS account. Then you can easily include them in your future applications.

NOTE

This section provides a Fax Cover Page for documents you are unable to upload. This fax cover page is pre-populated with the information required for the fax to be processed for the specific vacancy you are applying for. The fax number is provided in the How to Apply section of the announcement. It is important to remember that faxed documents must have this cover page with the correct information filled in, or your documents will not be associated with this application.

IMPORTANT

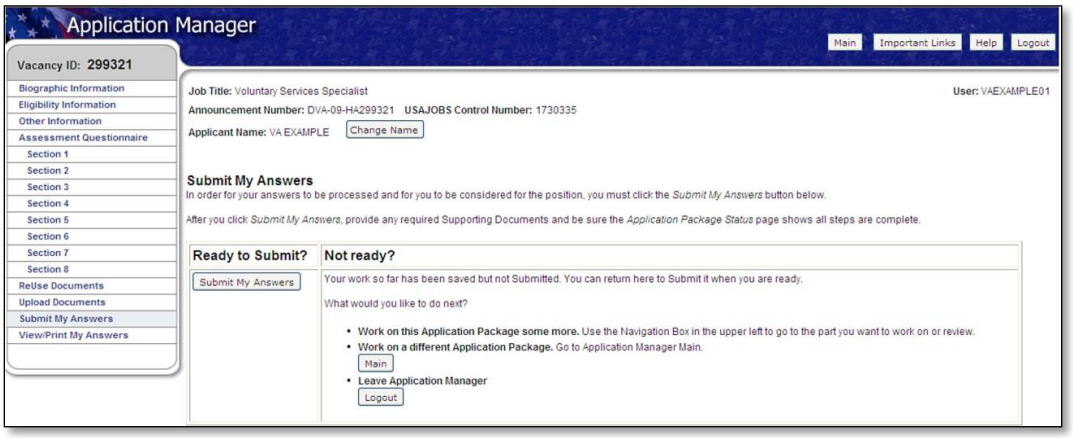
Refer to the **Required Documents** and **Applicant Checklist** in the vacancy announcement for a complete list of required documents

- Failure to submit all applicable required documents may result in you not being considered for employment.

- Click ***Next***

3D: Submit Application

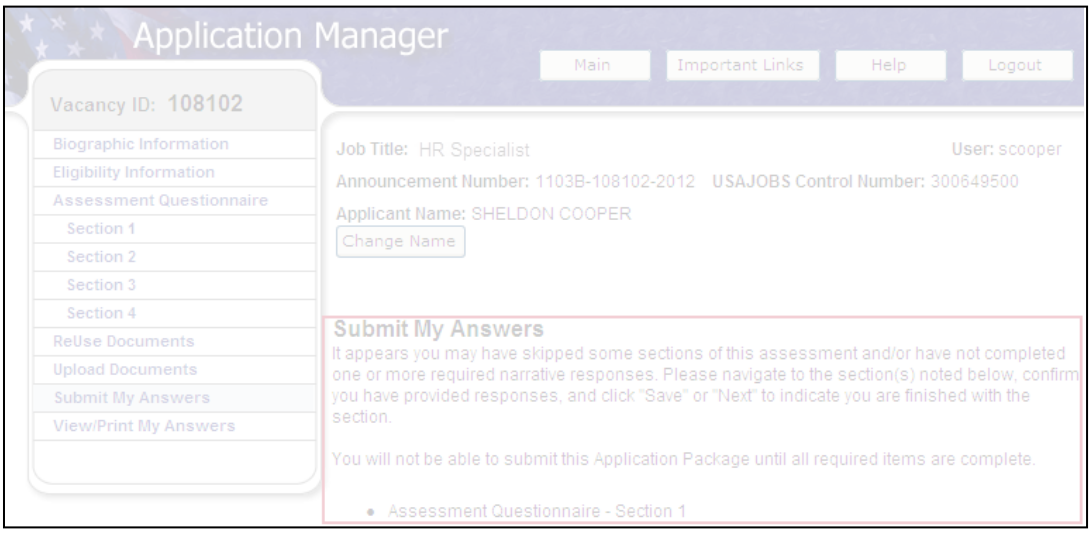
- When your application is complete and you are ready to submit the application package, click ***Submit My Answers***



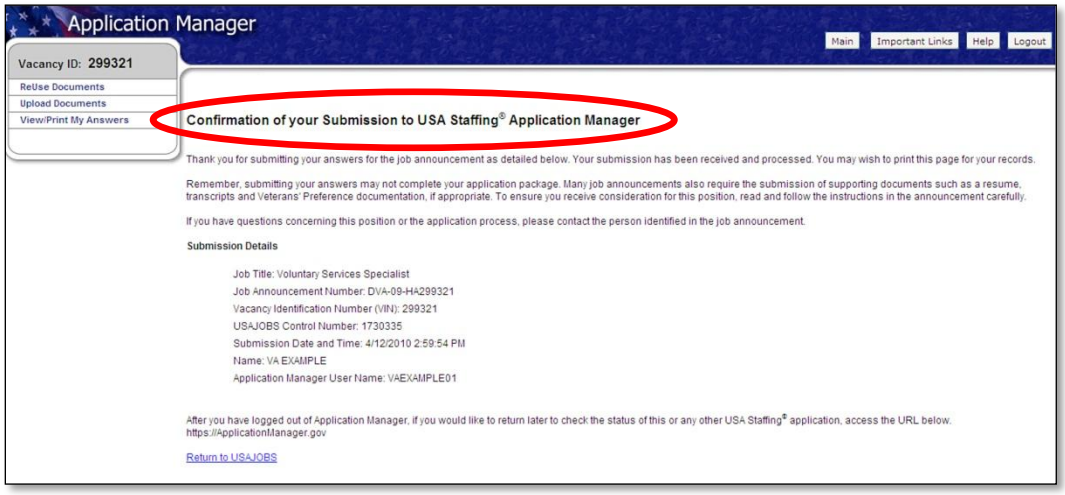
IMPORTANT!

You must click ***Submit My Answers*** to apply!

- Failure to submit your answers will result in you not being considered for employment
- If you receive a warning that a section of the assessment is incomplete (refer to screen shot below), return to that section using the Navigation Bar on the left and complete all required information. You will not be allowed to submit your application online until you have answered the question(s).



③ A confirmation of Submission message will appear:



- Click ***View/Print My Answers*** on the Navigation Bar to see your answers
- Click the ***Main*** button to view the Status of your Application Package. While there, we recommend you view your submitted documents and questionnaire responses. Changes can be made if needed until the closing date of the announcement.
- Click ***Logout*** to exit Application Manager

SUCCESS!
You have successfully applied to this position!

Part 4: Checking the Status of your Application Package

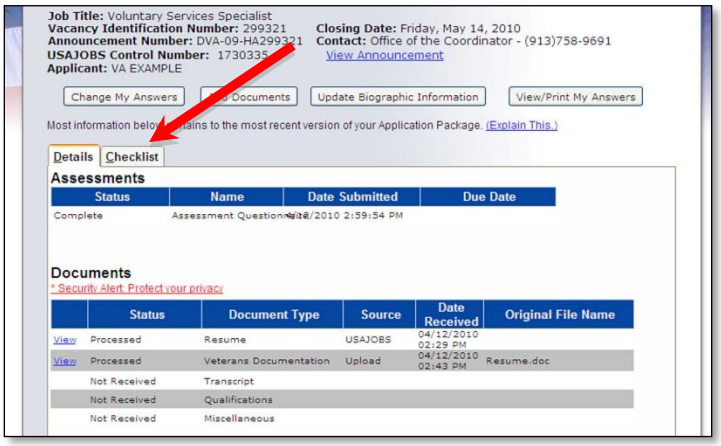
4A: Sign in to your USAJOBS Account

- Click on Application Status to see the status of all Application Packages you have submitted
  - For detailed information regarding your application, click on “more information.”
    This will take you to the Details tab of Application Manager for more detailed information about your application.

Application Status

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status	USAJOBS Uploaded Document Status
9/30/2009	Deputy Program Director (Operations) Office Of Personnel Management Job Announcement Number: 09-343-LMW Pay Plan: GS-0343/14 Location: US-DC-Washington DC Metro Area	Closed	11/13/2009	Application Received more information...	None more information...

- Here you can view the documents you submitted, the answers you gave in your assessment questionnaires, messages/notices from the Human Resources Office handling the vacancy, and application package history:



Job Title: Voluntary Services Specialist
Vacancy Identification Number: 299321
Announcement Number: DVA-09-HA299321
USAJOBS Control Number: 173033
Applicant: VA EXAMPLE
Closing Date: Friday, May 14, 2010
Contact: Office of the Coordinator - (913)758-9691
View Announcement

Change My Answers | Upload Documents | Update Biographic Information | View/Print My Answers

Most information below pertains to the most recent version of your Application Package. (Explain This.)

Details | Checklist

Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire	4/12/2010 2:59:54 PM	

Documents

* Security Alert: Protect your privacy

	Status	Document Type	Source	Date Received	Original File Name
View	Processed	Resume	USAJOBS	04/12/2010 02:29 PM	
View	Processed	Veterans Documentation	Upload	04/12/2010 02:43 PM	Resume.doc
	Not Received	Transcript			
	Not Received	Qualifications			
	Not Received	Miscellaneous			

REMEMBER

Complete and up-to-date information on the status of your application packages can be found 24 hours a day in your USAJOBS My Account

- http://my.usajobs.gov/Login.aspx

Department of Veterans Affairs

Part 5: Alternative to Applying Online: Faxing Applications

NOTE

You are STRONGLY ENCOURAGED TO APPLY ONLINE whenever possible

- Faxed applications may take 2-3 business days to process
- The status of faxed applications will not be available online
- DO NOT fax documents that have been submitted online
- Faxed documents submitted with missing information will not be processed

- Applications may be faxed to 1-478-757-3144
  - You must complete your application using the OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf
    - Page 2 of the 1203-FX form must be the first page in your fax transmission.
  - Include your resume and any supporting documents

- Supporting documents may be faxed as an alternative to uploading
  - If an application has been completed online **do not** complete the 1203-FX
  - Use the required cover sheet for supporting documents http://staffing.opm.gov/pdf/usascover.pdf
  - DO NOT fax documents that have already been submitted online

- Reference the vacancy announcement for more information on faxing

Important!

Be careful to follow the announcements instructions exactly!

- Make sure the information you enter on the fax cover sheet is accurate and that you have written the 6-digit vacancy identification number exactly as it appears in the announcement.
- Be sure to place the appropriate, required fax cover sheet on top of your application or supporting documents

Department of Veterans Affairs

Part 6: Where to Find Help

USAJOBS "WORKING FOR AMERICA"

www.usajobs.gov

Search for Jobs • Begin the Application Process • Create Resumes • Find Employment Resources • Upload Documents • Much More

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Application Manager

https://ApplicationManager.gov

Complete and submit your Application Package • View Application Status • View Previous Applications • Much More

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Performance Based PBI Interviewing

PERFORMANCE BASED INTERVIEWING
Department of Veterans Affairs

www.va.gov/pbi

Find Tips on Preparing for an Interview • Find Tips for Conducting an Interview

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vacareers
www.vacareers.va.gov

http://www.vacareers.va.gov/l2_Jobs_Forms.cfm

Application Forms • Fax Cover Page • Application for 10-point Veterans Preference