



User Guide – May 2011
Prepared for Bureau of Prisons Employees
by the
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The Bureau of Prisons (BOP) has fully integrated our online job application system with the Office of Personnel Management's (OPM) USAJOBS Website to make it easier to search and apply for Federal positions online. This integration offers you a simplified approach to federal employment.



This guide will help you understand the numerous functionalities within your USAJOBS Account and BOP-Careers.

What is BOP-Careers?

BOP-Careers is an automated on-line system that rates candidates based on their responses to the application questions. Applicants are given a series of answer choices which describes the skills and abilities required by the position. The BOP-Careers process saves the applicant time and simplifies the way information is provided regarding education and experience. Under the BOP-Careers system, applications are submitted electronically with the additional capability to upload supporting documentation, i.e., transcripts, DD-214's, Veteran's Administration Letters, SF-50's, etc. This saves the applicant duplication, mailing costs and time.

GETTING STARTED.....




Before you can apply for ANY federal job to include a position within the BOP, you **MUST** create a USAJOBS account. **DO NOT** use another person's profile. Each applicant **MUST** have their **own** individual account **AND** individual email address.

How do I access USAJOBS? Go to www.usajobs.gov

Sign into your account OR if you do not have an individual USAJOBS account, you will need to create a new account.

How do I create a USAJOBS account?

1. Go to www.usajobs.gov

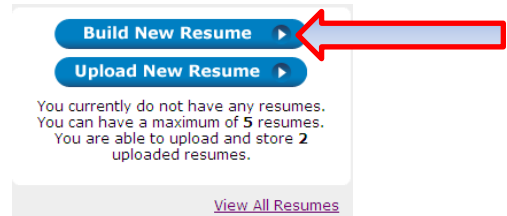
2. Select 

3. USAJOBS Account Form will appear. Answer required information. Review the information you entered and ensure you remember your Username and Password. Then click: 
4. Once you have created your new account, you will be directed to Your Account Main Page. You are now ready to create your resume.

Create a Resume:

1. Click on the option labeled Resumes



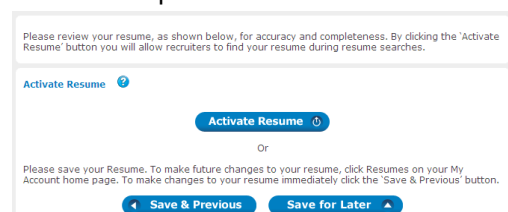
2. Select "Build New Resume"



3. Complete each section in the Resume Builder:
 1. Getting Started
 2. Experience
 3. Related Information

NOTE: After each section (bottom of page) Click 

4. Step 4 "Finishing Up" – To Save and Activate your resume, Click on Activate Resume. See all resume options below:




Once you have completed your registration and activated your resume with USAJOBS, you are now ready to apply for vacancies.

Browse BOP vacancies from the USAJOBS Website:

You are able to perform this function while you are logged into your USAJOBS Account from your Account Main Page.

At the top, right hand side, utilize the Search Jobs function:

Type the job announcement number or job position key words:

Then click the arrow  upper right hand corner to search. (You may refine this search by adding zip code, city, and/or state.)

VERY IMPORTANT REMINDER: To view jobs announced under **Merit Promotion**, you will have to select **“ALL Jobs”** in the **‘Current Search’** function:


You may refine your search by grade level, Agency, etc.

Once you select your “refined” criteria, the vacancy within your selected criteria should appear. Review the vacancy listing and apply to your dream job.

Select a vacancy announcement of interest to view by clicking on the title of the position:







5/2/2011 [Human Resources Officer\(Human Resource Manager\)](#)

 Expand

The Vacancy Announcement will appear **(PLEASE READ THE VACANCY ANNOUNCEMENT FOR ELIGIBILITY AND REQUIREMENTS FOR THE POSITION.)** if this is a vacancy of interest, then click 

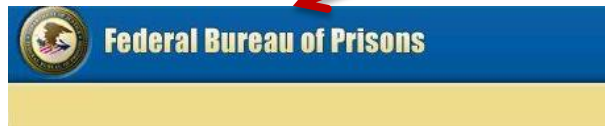
This function is located at the right of the vacancy announcement.

The USAJOBS vacancy information will appear:

-  ATTACH your Resume
-  You also have the capability to attach documents uploaded in your USAJOBS profile (see page 9).
-  Check box to certify you have previewed your resume.
-  Read and check certification box regarding information submitted.
-  Then click 

See example below for selecting resume and applicable attachments (uploaded in USAJOBS profile.)

You will be directed to the BOP-Careers Website.



If you are a NEW User, BOP-Careers will prompt you to Create an Account.

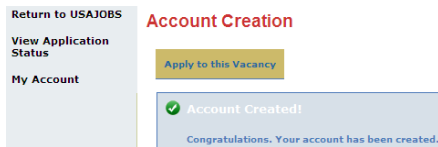


Click "Begin" to start Account Creation.

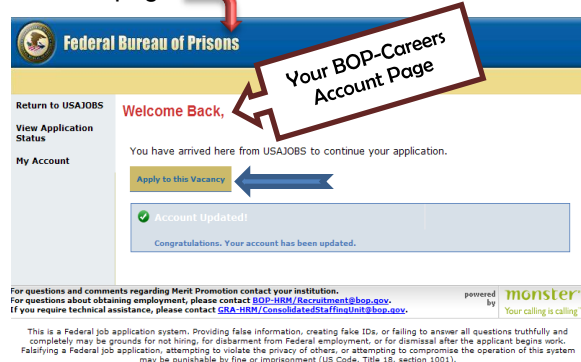
BOP-Careers will guide you through four steps which includes:

- **Personal Information**
- **Military Service and Veteran Preference**
- **Demographic Information**
- **Resume Information** (Your Resume created in USAJOBS will appear on this page).

Once you complete Account Creation, you now have the ability to apply.

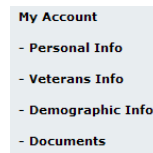


Applicants with a current BOP-Careers account will be redirected to the following BOP-Careers Website page.



From this page you can:

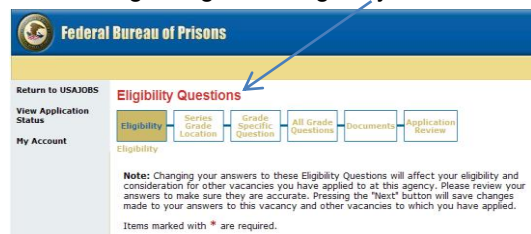
- Return back to USAJOBS
- View your application status **OR**
- Review your Account



Review your personal Info
Update Veterans Info
Update Demographic Info
Review uploaded documents

Click: [Apply to this Vacancy](#)

You will be directed to the Vacancy Specific Questions beginning with "Eligibility Questions"



Read each question carefully and ensure you review the "Eligibility Questions" each time you apply for a vacancy, as your answers may affect your eligibility to receive consideration for a job. Once you answer and review the questions for accuracy, you are ready to move to the next set of questions in the application process, click [Next >](#)

Complete the **Series, Grade and Location** questions.

Click [Next >](#)



Complete **Vacancy Questions**



This section MAY also present you with "Follow-up" questions based on your previous answer choices and will include the "Assessment Questions" When you have completed these questions, click [Next >](#)

Complete **Vacancy Questions**



then click **Next >**

Next step in the application process is

Vacancy Documents



BOP-Careers will allow you to upload supporting documentation during the application process. (See page 9 for more information on uploading documents.) Upload specific documents OR you can skip this section. To advance to next page, click **Next >**

You are at the last step of the Application process

Application Review



Here is a summary of the application you just completed.

This section displays the entire application to include the answer choices you selected, personal information and your resume. Review your application to ensure completion. Upon completion of your review, you are **highly** encouraged to save a copy of your application by clicking on **Save PDF**

Click **Finish** at the bottom of your application when you are ready to complete the application process. NOTE: You may preview and/or change answer choices anytime during the application process by clicking on **< Previous** at the bottom of each page. However, once you click "Finish", in order to make changes to your application you will have to re-apply.

Once you have clicked "Finish" you will be returned to the USAJOBS site and receive confirmation that your application has been sent

Application Status

Your resume has been **SENT** to Bureau of Prisons/Federal Prison System for consideration on SCR-2011-0123 POSITION TITLE OF THE JOB

Please read the vacancy announcement carefully. Make sure that you are sending all the required additional documentation. Submitting your resume may not be the only step in the application process.

Note: If you would like to be notified of changes in your application status via email, sign up for Application Alerts in your My Applications or Application History page on MY USAJOBS

[Click here](#) to search again.
[Click here](#) to track your job application with us.

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

To track your application(s) online, you can select "Click Here." A listing of the vacancies you have applied for within the past 18 months will appear.

Initial Application Date	Job Summary	Job Status	Agency Name	Last Application Update	Application Status	USAJOBS Uploaded Document Status
5/1/2011	Education Specialist Job Announcement Number: HAZ-2011-0039 Pay Plan: GL-1701-09/09 Location: US-WV-Throughout West Virginia	Active	Bureau of Prisons/Federal Prison System	5/1/2011	Resume Received more information...	Uploaded not Retrieved
5/1/2011	Human Resources Officer(Human Resource Manager) Job Announcement Number: SCR-2011-0123 Pay Plan: GS-0201-13/13 Location: US-TX-FCI Fort Worth	Active	Bureau of Prisons/Federal Prison System	5/1/2011	Resume Received more information...	None more information...

Selecting the title of the position will redirect you to the vacancy announcement, if the vacancy is still open. Once the vacancy closes, this function will display a copy of the closed announcement.

Application Status will update while the job is being processed. For a detailed explanation click the above.

To retrieve your application saved in PDF format during the application process AND to check the status, click on [more information...](#) located under "Resume Received" (see above).

You will be redirected to BOP-Careers
Application Detail

Application Detail

Announcement Name	Job Title	Vacancy Status	Application Status	Comments	Download Application
SCR-2011-0000	Education Specialist	Vacancy applications are being processed.	Grade : Qualified and referred with the Exception group.	No Comment	

The “Application Detail” will list vacancy announcement number, title, status of the vacancy, and the status of your application.

To retrieve a copy of your application (if you saved):

Locate **Download Application** and click on the PDF file.



This is a copy of the application you submitted for this vacancy.

You may also receive vacancy status email notifications by clicking [Notification Setting](#) and choosing the type of notification(s) you would like to receive.

What other functions are provided on my USAJOBS account?

Many. See illustrations below:



Edit your personal information: Name, address, email, phone number and change password. View and Change “Notification Settings”.

Resumes ▲ Add up to five resumes and/or edit your resume(s)

Saved Searches ▲ Create your own Job Search. USAJOBS will notify you when your desired position and location is posted.

USAJOBS Helpful Hints and Tutorials **Highlights from USAJOBS**

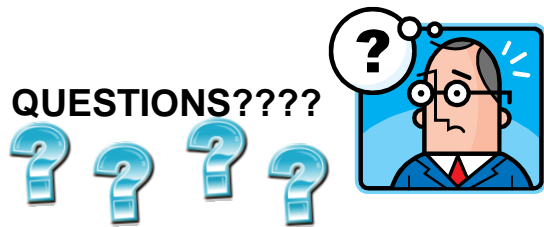
Saved Jobs ▲ Find a Job and need to come back to it? Save it and apply later.

Saved Documents ▲ Upload transcripts, DD-214, VA Letter, or any supporting documents.

Application Status ▲ Track your application from your USAJOBS account home page.

Applicants are encouraged to apply for vacancies as they open. Allow yourself ample time to review the vacancy announcement, answer assessment questions, and review your final application. This also allows time for an applicant to receive assistance and CSU to troubleshoot unexpected technical issues, if they arise.

If you have any questions, please email the Consolidated Staffing Unit at GRA-HRM/ConsolidatedStaffingUnit@bop.gov or call 972-352-4200, (Mon–Fri 6:30 am – 4:00 pm, CST).



Why should I register ahead of time?

You should register, even if the dream job you want is not currently advertised, for primarily three reasons. First, it familiarizes you with USAJOBS. Second, it saves you time when your desired job is announced. Third, this feature greatly eases your job search and helps you avoid missing a promotion opportunity.

Why do I have to use USAJOBS to apply for a job?

Most Federal agencies use USAJOBS to recruit applicants for their positions. The Bureau of Prisons has integrated its job search system with USAJOBS to make it quicker and easier for applicants to find and apply for jobs in which they are interested. You must create a user account and you have the option to create up to five Federal resumes in USAJOBS. The information you provide in your Federal resume in your USAJOBS account will become part of your application and will automatically be transferred to the BOP Careers System. You may also upload a personal resume and select documents uploaded within your USAJOBS account. These uploaded documents will become a part of your application and automatically be transferred to the BOP-Careers system when you apply on-line to a vacancy.

Do I have to use USAJOBS to search for BOP vacancy announcements?

Yes.

Can I share my User ID with my spouse, friend or family member?

NO! Each individual MUST create their own USER ID and Password. Each user profile is individual and applicant specific. **Example:** You originally created a profile as Sally Mae, your spouse wants to use your ID and password to apply for a job and they create their own resume and name John Mae. When John Mae applies online, he attaches his saved resume, however, because his resume is linked to Sally Mae's profile, Sally will appear as the applicant who applied for the position.

What happens in the BOP-Careers System?

In BOP-Careers, you will answer vacancy specific assessment questions necessary to evaluate your qualifications for the specific job to which you are

applying. When completed, the information you provided (resume and uploaded supporting documents) in USAJOBS and the answers to the questions will become your application. After the vacancy closes, the Human Resource Specialist uses the BOP-Careers System to evaluate qualified candidates and refer them for consideration for the vacancy.

Do I have to create a resume online?

No. We encourage you to create a resume utilizing the USAJOBS resume builder. However, applicants can upload their own personal resume. If you choose to upload a personal resume, you MUST ensure your employment dates in your resume includes MM/YYYY, hours per week and a detailed narrative of experience for each work history listed on your resume. Failure to provide this information will result in you not receiving consideration for the vacancy.

Your resume, regardless of which type of resume you utilize, must annotate your work history with a narrative of experience, duty locations and position title. Once you have created your resume, you can update or change as often as you desire.

How is my resume going to be used?

Your resume is used in conjunction with your BOP-Careers application responses to determine eligibility and qualifications. If you make the best qualified list, your resume is forwarded to the selecting official.

If I am applying for a position that is not in the same series as the position I currently hold, how will my qualifications be determined?

When directed to BOP-Careers, you will answer vacancy specific questions. Applicants are responsible for providing detailed information regarding work history and experience. In order to determine the experience you provide is qualifying, percentage amounts (totaling no more than 100%) and specific duties should be listed in your resume. NOTE: The Consolidated Staffing Unit may verify any work history, performance and eligibility listed in your resume by contacting the work place and/or supervisor.

If I am halfway through my application (vacancy questions and assessment questions) and have to stop, will the system save my input?

No. Your application will be "incomplete" and you will have to return to the vacancy announcement and re-apply online in order to be considered.

Can I update my application anytime?

Yes, as long as the vacancy announcement has not closed. Once the vacancy announcement has closed, you are unable to update any information.

How do I update my application?

In your USAJOBS account, you can access the vacancy by clicking “Applicant Status”. All positions you have applied for will appear. Select the desired application you want to update and USAJOBS will access the open vacancy announcement. You will select “Apply Online” and select your resume and uploaded documents (if applicable). Click “Apply for this Position Now” (see page 2) and you will be redirected to the BOP-Careers website.



Click on “Edit your application”

The “Eligibility Questions” will appear and you can update any answer choices throughout the application. Always remember to click “Finish” at the end and to save your application. NOTE: Changes to answer choices will overwrite your previous application once you click “Finish”.

Should I retain a copy of my application once complete?

Yes. Applicants should retain all copies of the application process for their records including the vacancy announcement, resume, and application confirmation page. Prior to completing your application, you will be given the option to save your application.

I am a current BOP employee, do I have to submit an SF-50 and a performance evaluation?

No. Unless you held a higher grade in another government agency, then submitting an SF-50 would be applicable.

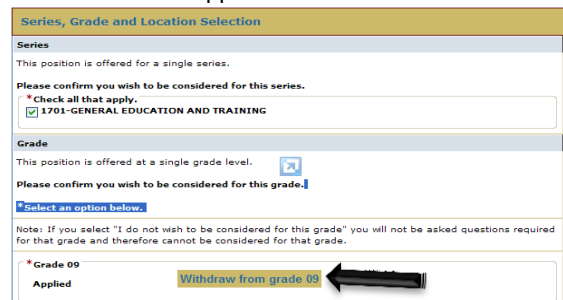
BOP staff do not have to submit a performance evaluation.

Do I have to meet Time In Grade by the closing date of the announcement?

Yes. Applicants must meet all experience and time in grade requirements by the closing date of the vacancy announcement.

How do I remove my name from consideration after I have applied to the announcement?

There are two methods to remove your name from consideration. Method 1: If the vacancy announcement is still open, you must access the vacancy announcement from USAJOBS, click “Apply Online”, select your resume and click “Apply for this vacancy now”, click “Edit Your Application” and the “Eligibility Questions” portion of your application will appear. Click “NEXT” at the bottom of the page and the Series, Grade, Location Tab will appear:



Click “Withdraw from grade XX” (If you apply for multiple grade levels, you will have to select each grade level to withdraw from consideration).

To exit, click “Return to USAJOBS” in the left hand corner.

Method 2: After the vacancy closes and you wish to withdraw your application from consideration, you must send an email to the GRA-HRM/ConsolidatedStaffingUnit@bop.gov Group Wise mailbox. Your message must include the vacancy announcement number, position title, closing date, and a statement indicating your request to withdraw your application from consideration.

If I encounter technical issues and the vacancy closes, will CSU accept my application?

Unfortunately, **NO**. Applicants are encouraged to apply to the desired vacancy announcement as soon as possible. Computer technical issues can happen randomly. If technical difficulties occur, CSU must have time to trouble shoot the issue. If an applicant applies to a vacancy on the last open date of the announcement and a technical error occurs, it can result in the applicant not receiving consideration for the position.

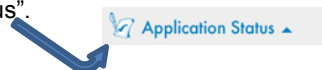
CSU is available from 6:30 am to 4:00 pm, CST, to assist applicants with questions and technical issues as they occur. Therefore, if you notify us via email regarding your technical error after hours and the vacancy announcement closes that evening, we are unable to provide assistance. However, if the vacancy announcement is still open, and you are experiencing issues, CSU will be able to assist the next work day.
NOTE: CSU cannot be responsible for incompatible software, issues with internet connections, etc.

Are some jobs announced with an application limit?

Yes. Delegated Examining (Open to the Public) vacancy announcements may have an application limit. This limitation is stated in the vacancy announcement. Therefore, applicants should apply as soon as possible. The job announcement will close at 11:59 pm, EST on the date the application limit is reached and all applications will be accepted up to the deadline. Applicants **NEED** to ensure they provide **ALL** supporting documentation at the time they apply to the vacancy announcement.

Can I check that status of my application?

You can check the status of your application by logging on to your USAJOBS account and selecting "Application Status".



(See page 4 & 5 of this guide for further instructions).

There are four points of notification via your USAJOBS Account.

- 1) Your application was received.
- 2) Vacancy applications are being processed. This means the Staffing Specialist is in the process of assessing applications for this job.
- 3) The result of your application assessment, i.e., referred to selecting official, not qualified, outside area of consideration, etc.
- 4) The disposition of the vacancy announcement, i.e., vacancy filled, not used, re-announced, etc.

Once a selection has been made and the job certificate(s) have been returned from the facility, a "Notice of Results" will be generated and sent to you within 30 days from the CSU Staffing Specialist. **NOTE:** The Notice of Results will be sent to the email address that you currently have recorded in your USAJOBS profile.

How do I find out if I am qualified?

This information is a part of the four point notification process. The status of your application will be updated throughout the assessment process and can be located in your USAJOBS account. View the disposition of your application by accessing "Application Status". (See page 5 of this guide).

How do I Upload my Supporting Documents?

You can upload your documents in two areas: (See Page 9 for detailed instructions).

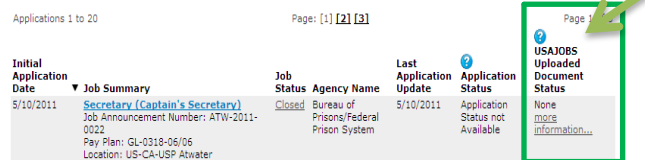
Your USAJOBS account OR within a specific vacancy announcement.

To prepare for upload:

- Review your documentation to ensure it is legible.
- Scan your documents and save as a PDF document.
- Only upload documents that are specifically requested in the announcement.
- Documents must be less than 3 MB in size.



How can I find out if my Supporting Documents were received?

Two options: This information is provided in your USAJOBS account and is located under "Application Status"




OR you may contact the Consolidated Staffing Unit via telephone at 972-352-4200 or email GRA-HRM/ConsolidatedStaffingUnit@bop.gov for confirmation.



UPLOADING – USAJOBS Account

Log into your USAJOB Account and click on the option  Saved Documents 

The following screen will appear:

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to five attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

Upload a New Document 

Cover Letter  


Please enter a name for this attachment (100 characters max)

Upload


You have saved 0 of 5 possible documents.

- Use the Browse function to locate your PDF file on your computer.

- Select/click on your file to upload

F:\ SF-50.pdf 

- Chose document type from drop down box.

Cover Letter 
 DD-214
 OF-306
 SF-50
 Transcripts
 SF-15
 Other

- Name your document with any name you choose:

Please enter a name for this attachment (100 characters max)

SF-50 2011 WGI

- Then click on **Upload**

Your documents will be saved to your USAJOBS Account until you replace or delete the documents. You can upload a maximum of 5 documents on your USAJOBS account.

These documents will appear on the first page of the application. You will select your resume and then select your saved documents. The documents you select will become a part of your application.




UPLOADING – To a Specific Vacancy

During the BOP-Careers application process, the vacancy documents tab will appear.

A list of documents that are required for the vacancy announcement will appear (not all will apply to your situation).




For Example:

DD-214	No document Submitted	  
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- Choose your document.
- Select Upload (this will direct you to a new screen)

* Description (100 character limit)

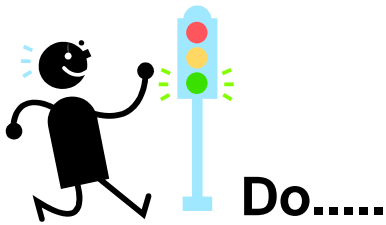
Type Course Syllabus

File 

- Only these types of the documents can be uploaded: gif image(.gif), jpeg image (.jpg), png image(.png), rich text format(.rtf), Microsoft word(.doc, .docx), adobe pdf(.pdf), word perfect(.wpd)
- 3MB is the maximum size allowed for a document

Upload Document **Cancel**

- Name your document
- Browse your computer and insert your file.
- Click “Upload Document”
- You also have the option to fax and upload from USAJOBS. You may use either of these options.



Do.....

Print and save your registration information.

Update your personal information as things change (i.e., email, home address, etc...).

Should you opt to receive an email notification when a desired job is posted, remember to check your email often.

Check your Application Status once you apply for a position.

Read the instructions carefully.

Be certain your eligibility questions and the vacancy questions for the specific announcement are complete.

Apply to a Vacancy as soon as it opens to allow you time to review your application and make changes if necessary AND allows you to receive assistance if technical issues occur.

Review your resume.



Don't.....

Share your ID or password.

Use a friend's email address. You may not receive your messages.

Log out without completing the application process and receiving a confirmation screen.

Wait until the last open day to apply to a vacancy announcement.