Application Process
USAJOBS – Application Manager

Introduction to USAJOBS

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

Create an Account

- Build and store up to five distinct resumes.
- Create and save job searches to receive automatic notifications.
- Apply for jobs or save them to review later.

Look for a Job

- Search by Agency, Occupation, Grade, Location, etc.
- View jobs available to the general public and those available to Federal employees.
- Apply to Federal Agencies.

Be Informed

- Learn how to use USAJOBS by accessing their tutorials.
- Learn about the federal hiring process.
- Learn about special hiring programs.

USAJOBS Main Page

To apply for jobs you must have a USAJOBS account. To begin, SIGN IN or CREATE AN ACCOUNT if you have not done so already.

Create an Account

To create an account you must enter some basic Personal Information into the Form Sections.

Form Sections: Personal Information | Account Information | Current Goal | Citizenship Status | Veterans' Preference

✱ Required information

Personal Information

✱ First Name

Middle Name

✱ Last Name

✱ Home Address

Home Address 2

✱ City/Town

✱ State/Territory/Province   - SELECT -

✱ Postal/Zip Code

✱ Country   US

✱ Telephone Numbers   - SELECT -

- SELECT -

- SELECT -

✱ Email

What is your email format preference?   ⦿ HTML   ○ Text

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.

Account Information   Top

✱ Username   Use between **4** and **20** characters

✱ Password   Your password must contain:
- At least 8 characters (20 maximum)

USAJOBS – My Account Area

Once you've filled out the basic profile information and created an account, you can Build a New Resume **or** Upload a New Resume by selecting one of the options in the Resumes area.

In your USAJOBS account you can:

- Build or upload a new *Resume*
- Upload and save *Documents* required to support your application
- Check your *Application Status*
- Create *Job Search Agents*
- Review any *Saved Jobs*

Search Jobs

Once you've created an account, built or uploaded a resume, and uploaded any supporting documents, you can begin the job search.

To search for jobs you can go to the *Search Jobs* area located at the top left or you can *Search Jobs* directly from this page by using the Keyword and/or Location options at the top right of the screen. For example a keyword search might include the agency name or position title and/or a location such as Virginia.

Job Search Results

The *Current Search* menu located on the right side of the screen tracks your current search and provides filters that allow you to further refine your search results. You can remove and add filters to expand or narrow your search. To open the job announcement, click on the job title.

Job Announcement – Apply Online

Once you've located a job you are interested in, reviewed the job announcement and the How to Apply instructions, click the Apply Online button.

Select Resume and Attachment(s)

After you click Apply Online, you will have the option to select a Resume and any supporting documents (attachments) to be linked to your application.

Please Note: If you are updating a previously submitted application, you must re-submit your Resume and all applicable supporting documents.

After you click *Apply for this position now*!, USAJOBS will redirect you to Application Manager.

Transition to USA Staffing® - Application Manager

Application Manager is a separate Federal system from USAJOBS. It is used by many Federal agencies to collect online applications and assessment information for specific positions.

Application Manager

With Application Manager you can:

- Work on, submit, and track your application packages.

- Check the status of each application package (e.g., not submitted, complete, incomplete)

- Use the Application Package Checklist to keep track of an application's requirements.

- View and print your Assessment Questionnaire responses and any of the documents submitted with an application.

- Select and re-use documents submitted for previous applications in any new application.

- Review any correspondence sent to you by hiring agencies.

- Review and update your personal information at any time.

Application Manager

If you have an Application Manager account, you can log in by entering your User Name and Password or if you don't already have an account, you can create one.

After you first access Application Manager from USAJOBS, your accounts will become linked and you will not be required to login to Application Manager when redirected from USAJOBS.

Create an Application Manager Account

Follow the screen prompts to create an Application Manager account. Before you create an account, it is important to verify that you don't already have one on file.

Enter your email address to check if you have an account. Once you've verified no accounts are found, click I'm done checking for accounts to proceed.

Application Manager

The first time you access Application Manager, you will be required to enter your Social Security Number and your Full Name. It is extremely important that you enter this information accurately and that it matches the information provided in USAJOBS.

If you do not enter the correct SSN, it will affect your consideration for this and future applications.

Biographic Data – Eligibility Information

The Biographic Data will be pre-populated with the information you entered in your USAJOBS account. You may need to complete a few more informational pages before you begin your Assessment Questionnaire.

The menu on the left tracks your progress as you complete the application.

Assessment Questionnaire

The Assessment Questionnaire is divided into sections.

The assessment questions are job specific and change for each job announcement and position.

ReUse Documents

The upper table displays the USAJOBS documents for this application. The status will be Awaiting Retrieval from USAJOBS. Once you submit your application, the system will retrieve the documents.

Once you have uploaded documents directly into Application Manager (explained in the next page), these documents will be available for re-use in a table located on the lower part of this same screen.

Upload Documents

This section allows you to upload documents that may not be in your USAJOBS account.

Select a document type, browse, and attach the document. The system will confirm the upload was successful and the document will be placed in the Documents On File table.

Documents uploaded in this area will be available in the ReUse Documents section (previous slide) for any future applications.

Upload Documents

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 this specific vacancy. 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 cannot be associated with this application.

Upload Documents

1. Select Document Type: Miscellaneous

2. Click "Browse" to locate a file and click "Open" to attach it: C:\Documents and Sett [Browse...]

3. Click "Upload": [Upload]

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.

Faxed Documents may take 2-3 days to appear as *Processed*.

Documents On File

Document Type	Received	Source	Status	Original File Name
Qualifications	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor

Understanding This Table:
Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USJAOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

Document Upload and Faxing Tips:

- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document Uploading and Faxing, click Help. Then, if you need a Fax Cover Page, click here.

[Previous] [Next] [Save]

Submit My Answers

Once all required questions have been completed, you will be able to click the Submit My Answers button to submit your application. **You must select Submit My Answers or your application will not be received.**

If you have skipped any of the required sections, you will receive a warning to go back and complete any missed section before you can submit your answers.

Confirmation Message

Once you click the Submit My Answers button, you will receive an on-line confirmation message.

Submitting your questionnaire responses may not complete your application. It is important that you review the How to Apply section of the vacancy announcement to ensure you comply with all the requirements for your application to be considered as complete.

You may log out or return to USAJOBS at this point.

Application Manager

Main | Important Links | Help | Logout

Vacancy ID: **207966**

ReUse Documents
Upload Documents
View/Print My Answers

Confirmation of your Submission to USA Staffing® Application Manager

Thank you for submitting your answers for the job announcement as detailed below. Your submission has been received and processed. You may wish to print this page for your records.

Remember, submitting your answers may not complete your application package. Many job announcements also require the submission of supporting documents such as a resume, transcripts and Veterans' Preference documentation, if appropriate. To ensure you receive consideration for this position, read and follow the instructions in the announcement carefully.

If you have questions concerning this position or the application process, please contact the person identified in the job announcement.

Submission Details

Job Title: AUDITOR (CONTRACT AUDIT)
Job Announcement Number: PH-RCS-207966
Vacancy Identification Number (VIN): 207966
USAJOBS Control Number: 1663560
Submission Date and Time: 2/17/2010 9:42:27 AM
Name: APPLICANT N THREE
Application Manager User Name: applicantnthree

After you have logged out of Application Manager, if you would like to return later to check the status of this or any other USA Staffing® application, access the URL below.
https://ApplicationManager.gov

USAJOBS – Application Status

The Application Status Area of your USAJOBS account serves as the main source of information for the status of your online applications. You may use the more information link located under the **Application Status** column to learn more about the status of your application or view correspondence sent to you by the hiring agency. This link takes you directly into the Details Tab of Application Manager for the selected Application Package.

Details Page

From the Details Page you can:

- View the Job Announcement

- Change your Answers*

- Add Documents*

- Update Biographic Information

- View/Print Your Answers

- Review Status of your Assessment and Documents.

- View Messages sent by Hiring Agency

- View Application Package History

Changing and resubmitting Answers or adding documents is permitted during the open period only. Once the announcement is closed these features are no longer available.

Checklist Page

The Checklist Tab allows you to perform the same functions as the Details Tab. Also it offers a simple view of the status of your Assessment Questionnaire and any Required documents. If the document Status indicates "Not Received" and the document is marked as "Yes" Required, your Application Package Status will indicate: Incomplete.

Remember…

Carefully review Job Announcement and instructions provided in the How to Apply section

Create USAJOBS and Application Manager Accounts if you haven't done so already

Complete Assessment Questionnaire in Application Manager and submit all required supporting documents online or via fax

Check your Application Status before and after the closing date of the job announcement

More Information

You may visit USAJOBS' Information Center – Main Page where you can find tutorials for using different areas of USAJOBS and information about Federal Employment, Applying for Federal Jobs, and Job Search, among others.