



USAJOBS

APPLICATION TRAINING

Ms. Nicole (Nicki) Dilley
Civilian Personnel Flight
Wright-Patterson AFB, OH
nicole.dilley@us.af.mil (937) 904-2615

Aim High... Fly – Fight – Win



COURSE OVERVIEW



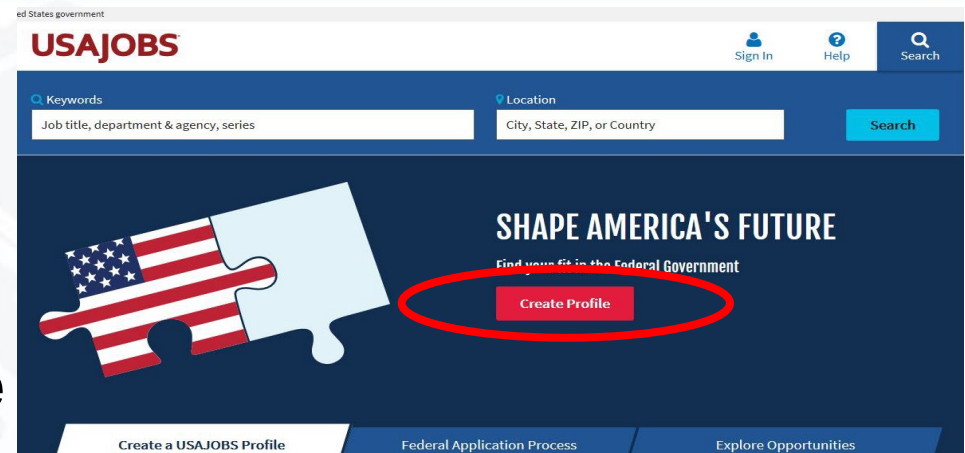
- Create a USAJOBS profile
- Create/upload application documents
- Search for jobs
- Review job announcement
- Prepare application in USAJOBS
- Submit application to agency
- What's Next?
- Tips & Tricks



CREATE PROFILE



- Go to www.usajobs.gov
- Click **Create Profile**
- Once clicked, the **Create Account** page displays
- When this page is complete, USAJOBS will send a confirmation message to the **Primary Email** provided.
- Click on the link in the e-mail to activate the account and create a password and security questions/answers.



Create account

All fields are required

Primary Email address

Only one account can be created for each email address. Do not share your account with anyone else.

Confirm Primary Email address

Username

Your Username must:

- ✗ Be 8 to 20 characters long
- ✗ Have at least one letter
- ✗ Only contain the following special characters: underscore (_), ampersand (&), and period (.)

Terms and Conditions

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.

By clicking "Create Account" you are agreeing to the Terms and Conditions.

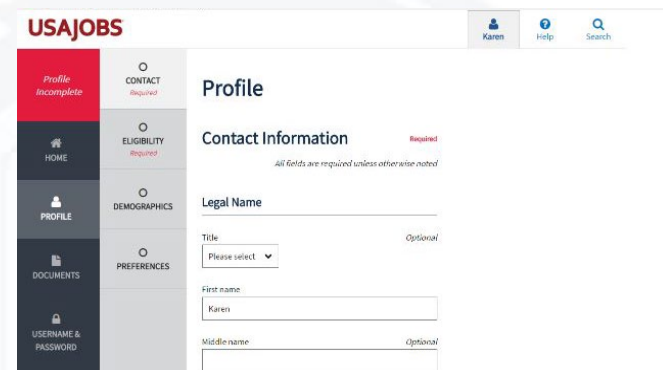
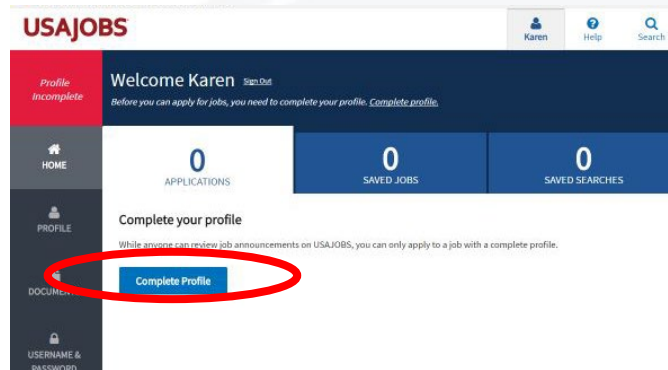
Create Account



CREATE PROFILE



- Log with username/e-mail and newly created password.
- To continue, click the **Complete Profile** button.



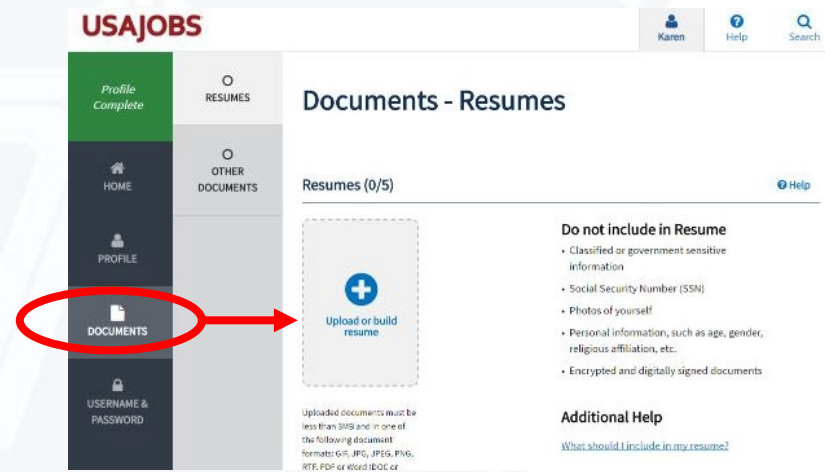
- Complete profile pages which include: Contact, Eligibility, Demographics, and Preferences.
- Once the Profile pages are complete, create and/or upload a resume and add supporting documents, as appropriate.



DOCUMENTS



- Once the profile is complete, create/upload application documents to the account.
- To access the Resumes page, click **Documents** on the left menu of the page.



- There are two ways to add a resume:
 - 1) Create a resume using the USAJOBS Resume Builder.
 - 2) Upload a resume that meets the acceptable file requirements.
- To begin, click the **Upload or build resume** button.



DOCUMENTS



- Upload supporting documents such as transcripts, DD-214, SF-50, etc. from the **Other Documents** page.
- To begin, click the **Upload document** button.
- The **Add Document** page will display. Use the browse tool to select the document from its saved location.
- Once selected, choose a Document type.

The screenshot shows the USAJOBS interface. The top navigation bar includes the USAJOBS logo, user name 'Karen', 'Help', and 'Search' icons. The main content area is titled 'Documents' and features a sidebar with navigation options: Profile Complete, HOME, PROFILE, DOCUMENTS, USERNAME & PASSWORD, and RESUMES. The 'OTHER DOCUMENTS' link in the sidebar is circled in red, with a red arrow pointing to the 'Upload document' button in the 'Other Documents (0/10)' section. A message states: 'Your profile says you are or were a federal employee. We recommend you upload your SF-50. Many jobs require the SF-50 to verify your federal service.' Below this, a list of document examples is provided: DD-214, SF-15, SF-50, OP-306, transcripts. A 'Do not include in documents' section lists exclusions: Classified or government sensitive information, Social Security Number (SSN), Photos of yourself, Personal information (age, gender, religious affiliation, etc.), and Encrypted and digitally signed documents. The 'Add Document' form is shown below, with fields for 'Document Name' (containing 'Transcript CU') and 'Document type' (with 'Transcript' selected). The form also includes 'Select New Document' and 'Complete Upload' buttons.



DOCUMENTS



- Use the View button to review all uploaded documents.

USAJOBS Karen Help Search

Profile Complete RESUMES

HOME OTHER DOCUMENTS

PROFILE

DOCUMENTS

USERNAME & PASSWORD

Documents

Your profile says you are or were a federal employee. We recommend you upload your SF-50. Many jobs require the SF-50 to verify your federal service. [Upload Documents](#)

Other Documents (3/10) Help

Document examples: DD-214, SF-15, SF-50, OF-306, Transcripts.

Document	View	Edit	Delete
Cover Letter	View	Edit	Delete
DD-214 Barrett.pdf	View	Edit	Delete
Transcript CU.pdf	View	Edit	Delete

- **IMPORTANT:** Verify documents are correct and legible or risk being screened-out from consideration.



JOB SEARCH



- From USAJOBS homepage, begin searching for job announcements using keyword(s) or by location.
 - Make sure you are logged into your account first!
- Use search filters located along the right side of the page to further refine search results.

The screenshot displays the USAJOBS website interface. On the left, the homepage features a search bar with 'Keywords' and 'Location' fields, both highlighted with a red oval. Below the search bar is a promotional banner for 'SHAPE AMERICA'S FUTURE' with a 'Create Profile' button. On the right, a search results page is shown for 'human resources' in 'Dayton, Ohio'. The search filters on the right side of the results page are also highlighted with a red oval, showing options for 'Top filters' and 'More filters'. The job listings include details such as job title, starting salary, and location.



JOB ANNOUNCEMENT



- Once a job is found, review the announcement carefully for position details, qualifications, and application requirements before proceeding.
- Click the Apply button to start the application process.

USAJOBS Sign In Help Search

Create an account to get started — build your profile, create or upload resumes and apply for jobs. Back to results Next >

Contract Services Monitor, GS-1101-09

DEPARTMENT OF THE AIR FORCE
Air Force Materiel Command

Open & closing dates 2017-06-30 to 2017-07-07	Salary \$50,859 to \$66,120 / per year	This job is open to Federal Employees Current or former competitive service employees. Includes merit promotion, CTAP, ICTAP, transfer, and internal to the agency positions.
Pay scale & grade GS 09	Series 1101 General Business And Industry	
Appointment type Permanent	Work schedule Full Time	
Job announcement number AFMC-1981227-963914-9X-SAW	Control number 473389200	

Locations
Few vacancies in the following location:
 Wright-Patterson AFB, OH
few vacancies

Print Share Save



How To APPLY



- “Welcome to the USAJOBS Application Process” pop-up will appear, click **Start Application** to continue.
- Note: Applicants can turn this feature off by checking the “Do not show this message again” box.

The screenshot shows the USAJOBS application process interface. At the top, it says "An official website of the United States Government" and "USAJOBS". Below that, there's a navigation bar with "Karen" and "Help". The main content area shows the application process steps: 1. Select, 2. Select, 3. Review, 4. Include Personal, 5. Continue Application with... A pop-up window titled "Welcome to the USAJOBS Application Process" is overlaid on the page. The pop-up contains the following text: "This step by step process will help you select your resume and documents (if required) for submission to the agency hiring for this position. Once you have reviewed your application, we will send you to an agency system where you will complete and submit your application." At the bottom of the pop-up, there is a checkbox labeled "Do not show this message again" and a blue button labeled "Start Application". The "Start Application" button is circled in red.



How To APPLY



- Header highlights each step of the application process.
 - 1) Select Resume
 - 2) Select Documents
 - 3) Review Package
 - 4) Include Personal Info
 - 5) Continue Application with Agency
- Click **Save & Continue** to progress to each page

USAJOBS

Applying to:
Program Analyst
Office of Personnel Management
Closes 7/25/2016
[Who may apply](#)

1 Select Resume | 2 Select Documents | 3 Review Package | 4 Include Personal Info | 5 Continue Application with Agency

Select Resume Required Documents +

Application Progress Saved
Your application progress has been saved to My Account > [Application Status](#).

Select Documents Required Documents +

Instructions

Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents

Program A... Letter Cover Letter 7/20/2016	Transcrip... MPA CU Transcript 7/20/2016	Add Document
View Delete	View Delete	

Previous **Save & Continue**

Acceptable Formats -

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).

Do Not Include in Resume

- Classified information
- Social Security Number (SSN)
- Photos of yourself
- Personal or sensitive information
- Encrypted and digitally signed documents

Helpful Links

- [Sample Resume](#)
- [What to Include](#)



HOW TO APPLY



- At Step 5, continue application with agency, by checking the certification statement and clicking **Continue to Agency Site**.
- The **Continue to Agency** message will appear as the application transfers sites.

USAJOBS

Applying to:
Program Analyst
Office of Personnel Management
Closes 7/25/2016
[Who may apply](#)

1 Select Resume — 2 Select Documents — 3 Review Package — 4 Include Personal Info — **5 Continue Application**

Continue Application with Agency

* 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).

Continue to Agency Site

USAJOBS

Continue to Agency

Applying to:
Program Analyst
Office of Personnel Management
Closes 7/25/2016
[Who may apply](#)

* 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).

Continue

You are being sent to the Office of Personnel Management application system to Continue your application. Your resume, document(s) and profile information will be transferred as well.



How To Apply



- Welcome page appears and displays a bar showing the application is retrieving information from USAJOBS.
- The green bar in the middle of the page will indicate **Done** when the information retrieval is complete.
- Click **Continue** to complete the application.

The screenshot shows the application progress page for Karen Barrett. At the top, there is a navigation bar with a "Help Center" link and the user's name "Karen Barrett". Below this, the "UNITED STATES OFFICE OF PERSONNEL MANAGEMENT" logo is displayed on the left, featuring an American flag, the text "A New Day for a Better World", and a gold coin. To the right, the "Application Progress" section shows a progress bar that is nearly full, with a red arrow pointing to it. Below the progress bar, the following information is listed:

Position Title	Program Analyst
Agency	Office of Personnel Management
Announcement Number	DEST-10004957-16-RB
Open Period	Tuesday, July 19, 2016 to Monday, July 25, 2016

Below the table, the "Application Package Status" is shown as "Application Incomplete", with a red arrow pointing to it. The main content area of the page includes a "Welcome Karen Barrett!" message, a link to return to USAJOBS if not Karen Barrett, and a status bar that says "Please wait while we retrieve your information from USAJOBS." with a green bar labeled "Done" and a checkmark. Below this, a message thanks the user for their interest and explains that the next few pages will verify and collect information to complete the application. At the bottom of the main content area, a "Continue" button is circled in red. The footer contains links for "Terms of Use", "FOIA and Privacy Act", "USAJOBS.gov", "OPM", and "USA.gov".




HOW TO APPLY



- The first time an applicant applies to an organization, the Personal Security Information page will display.
- Applicant must enter a month and day of birth and the last 4 digits of the Social Security Number to continue.

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



Application Progress

Position Title	Program Analyst
Agency	Office of Personnel Management
Announcement Number	DEST-10004957-16-RE
Open Period	Tuesday, July 19, 2016 to Monday, July 25, 2016

Application Package Status: *Application Incomplete*

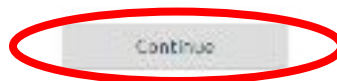
Personal Security Information:

For security purposes, please select your month and day of birth, and enter the last four digits of your Social Security Number.

Month of Birth:

Day of Birth:

Last 4 digits of Social Security Number:





How To Apply



- Review and complete the Biographic Information page.
 - This data is retrieved from the applicant's USAJOBS account.
 - Items that are grayed out can only be modified in the applicant's USAJOBS account.
- Click to **Continue**.

United States Office of Personnel Management

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST-10034957-16-RB
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Incomplete

Biographic Information

First Name: Karen
Middle Name: [Grayed Out]
Last Name: Jarrett
Suffix: [Grayed Out]

Home Address: 23 Sky Ln
Home Address 2: [Grayed Out]

City / Town: Lita
State / Territory / Province: Colorado
Postal Code: 80516
Country: United States

Email Address: usaspublications@gmail.com
Country of Citizenship: United States

Phone Numbers: Day Phone: 2026060000
Add Phone Number

Continue



How To Apply

- Answer all questions on the Eligibilities page.
- This verifies the applicant meets at least one of the Who May Apply criteria of the job announcement.

The screenshot shows the 'Eligibilities' page in the USAJOBS application system. At the top, there are navigation tabs: 'Application', 'Assessment', 'Documents', and 'Review & Submit'. The 'Review & Submit' tab is active. Below the navigation, there is a header for the 'UNITED STATES OFFICE OF PERSONNEL MANAGEMENT' and a progress bar. The main content area displays the following information:

- Position Title:** Program Analyst
- Agency:** Office of Personnel Management
- Announcement Number:** DEST-10004957-16-RB
- Open Period:** Tuesday, July 19, 2016 to Monday, July 25, 2016
- Application Package Status:** Application Incomplete

The 'Eligibilities' section contains the following questions and options:

- Do you claim Veterans' Preference?
 - A. NV - I do not claim Veterans' Preference.
 - B. SSP - 0-point Sole Survivorship Preference.
 - C. TP - 5-point preference based on active duty in the U.S. Armed Forces.
 - D. XP - 10-point preference for non-compensable disability or a purple heart.
 - E. CP - 10-point preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent.
 - F. XP - 10-point preference based on widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran.
 - G. CPS - 10-point preference based on a compensable service-connected disability of 30 percent or more (Be prepared to submit proof of eligibility DD-214(s) showing the length of active duty service and type of discharge).
- Are you a veteran who separated from active duty under honorable conditions and you:
 - have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 10% or more **OR**
 - retired from active military service with a service-connected disability rating of 10% or more

If eligible, submit a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of your service which includes character of service. Please also provide the disability letter from the Department of Veterans Affairs or Armed Service and the Application for 10-Point Veteran Preference, Standard Form 10.

For more information, review USAJOBS Veterans resources.

 - A. Yes
 - B. No
- Are you currently employed by the agency hiring for this position?
 - A. Yes
 - B. No
- Are you a current or former federal employee displaced from the agency hiring for this position? If yes, confirm:
 - you are located in the same local commuting area of the vacancy
 - your grade is equivalent to or below the grade level of the vacancy **AND**
 - your last performance rating of record is at least fully successful or the equivalent.

You will be required to submit supporting documentation to validate your claim of CTAP eligibility such as a Reduction in Force (RIF) separation notice or a Proposed Removal/Separation notice and a copy of your latest Notification of Personnel Action, Standard Form 50. For more information, review the USAJOBS Resource Center.

 - your last performance rating of record is at least fully successful or the equivalent.

You will be required to submit supporting documentation to validate your claim of ICTAP eligibility such as a Reduction in Force (RIF) separation notice or a Proposed Removal/Separation notice and a copy of your latest Notification of Personnel Action, Standard Form 50. For more information, review the USAJOBS Resource Center.

 - A. Yes
 - B. No
- Are you a current federal employee?
 - A. Yes
 - B. No

At the bottom of the page, there is a 'Continue' button highlighted with a red circle.

- Click to **Continue**.



How To APPLY



- The Preferences page is populated from items listed on the questionnaire and varies by job announcement.
 - This page will not display for applicants if there are no Preference questions.
- Answer all questions and click to **Continue**.

The screenshot shows the application interface. At the top, there is a navigation bar with tabs for 'Application', 'Assessment', 'Documents', and 'Review & Submit'. A user profile for 'Karen Barrett' is visible. Below the navigation bar, the 'UNITED STATES OFFICE OF PERSONNEL MANAGEMENT' logo is displayed alongside a banner that reads 'A New Day for America'. To the right, the 'Application Progress' section shows a progress bar and details for the 'Program Analyst' position at the 'Office of Personnel Management'. The announcement number is 'DEST-10004957-16-RB' and the open period is from Tuesday, July 19, 2016 to Monday, July 25, 2016. The application package status is 'Application Incomplete'. Below this, the 'Preferences' section contains a question: '1. Select the locations you want to be considered for. You must choose at least one location.' Three radio button options are listed: 'A. Boulder, CO', 'B. Fairfax, VA', and 'C. Seattle, WA'. At the bottom of the form, a 'Continue' button is highlighted with a red oval.



How To APPLY



- Next, complete the assessment.
 - All questionnaire items display on screen; must scroll to see and respond to all questions.
- The assessment portion of the job announcement is used to determine if applicant is among the best qualified.
 - Responses must be supported by the applicant's resume and supporting documentation (i.e., transcripts, certs, etc.)
- Click to **Continue**.

United States Office of Personnel Management

Application Progress

Position Title	Program Analyst
Agency	Office of Personnel Management
Announcement Number	DEST-10004957-16-BB
Open Period	Tuesday, July 19, 2016 to Monday, July 25, 2016

Application Package Status: Application Incomplete

Assessment 1

We will evaluate your resume and responses to this Assessment Questionnaire to determine if you are among the best qualified for this position. Your responses are subject to verification and must be supported by your resume and supporting documents.

- Select the one statement that best describes the experience and/or education that you possess that demonstrates your ability to perform the duties of a GS-09 Program Analyst.
 - A. I have one year of experience, equivalent to the GS-7 level in the Federal service, providing program analysis and business management support to management within an organization, and working with a team of individuals on developing and implementing projects that impact multiple offices. Examples of qualifying specialized experience include providing managers with objectively based information for making decisions on administrative and programmatic aspects of agency operations and management, by accomplishing a wide variety of assignments concerned with effectiveness and efficiency of programs and operations, and performing work flow analysis, budgeting, data analysis, cost management, and risk assessments.
 - B. I have a master's degree or equivalent graduate degree, or have completed 2 full years of progressively higher level graduate education leading to a master's degree in such fields as in business administration, accounting, financial management, economics or a closely related field, which provided me with the knowledge, skills and abilities necessary to perform the work of this position.
 - C. I have a combination of specialized experience as described in "A" above and graduate education as described in "B" above. To combine
- Develop a communication plan that identifies key stakeholders, critical messages for each stakeholder and communication mediums and strategies for implementing the communication plan.
 - A. I have not had education, training, or experience in performing this task.
 - B. I have had education or training in how to perform this task, but have not yet performed it on the job.
 - C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 - D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 - E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.
- Convince managers to accept and implement findings and recommendations on organizational improvement or program effectiveness.
 - A. I have not had education, training, or experience in performing this task.
 - B. I have had education or training in how to perform this task, but have not yet performed it on the job.
 - C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 - D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 - E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.





How To Apply



- On the Documents page, assign uploaded documents to an Accepted Documents name using drop downs.
- Documents marked as Required on the Supporting Document page will display **required** in red text next to the document type.
 - **IMPORTANT:** Any Available Documents not matched to one of the Accepted Types will not transfer to USA Staffing and will not appear as part of the applicant's record.
- Click to **Continue**.

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DOST110004957-16498
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Incomplete

Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You MUST assign at least one supporting document for each **required** document type in order to submit your application.

Accepted Documents	Available Documents
Resume required	<input type="text"/>
Cover Letter	<input type="text"/>
DD-214	<input type="text"/>
OF-306	<input type="text"/>
OPM 1979 Performance	<input type="text"/>
SF-15	<input type="text"/>
SF-50	<input type="text"/>
Transcript	<input type="text"/>

Are you missing a document?



How To APPLY



- Once Available Documents are assigned, view using the **View** link to the right of the document name or delete using the **X** in front of the document name.
- Documents can only be deleted before an application is submitted. Once application is submitted, all documents become a permanent part of the application record.
- Click to **Continue**.

The screenshot shows the 'Documents' section of the USAJOBS application. It features a table with 'Accepted Documents' and 'Available Documents' columns. A red arrow points from 'Resume (required)' in the 'Accepted' column to 'Program Analyst Resume - View' in the 'Available' column. Another red arrow points from 'My DD-214 - View' in the 'Available' column to the 'DD-214' row in the 'Accepted' column. A dropdown menu is open for the 'Transcript' row, showing options like 'Program Analyst Resume', 'Program Analyst Cover Letter', 'Masters Degree Transcript', and 'My DD-214'. The 'Continue' button at the bottom is circled in red.

Accepted Documents	Available Documents
Resume (required)	<input checked="" type="checkbox"/> Program Analyst Resume - View
Cover Letter	<input type="checkbox"/>
DD-214	<input checked="" type="checkbox"/> My DD-214 - View
OF-306	<input type="checkbox"/>
OPM 1979 Performance	<input type="checkbox"/>
SF-15	<input type="checkbox"/>
SF-50	<input type="checkbox"/>
Transcript	<input checked="" type="checkbox"/> Transcripts MPA OU - View

Are you missing a document?



SUBMIT APPLICATION



- Use the Review and Submit page to ensure all sections of the job application are correct and complete.
 - Incomplete items will be marked with a red X. **X**
 - Complete items are marked with a green check-mark. **✓**
- Applicants can click on the section titles to go back to any section of the application for review or modification.
- When finished reviewing, click **Submit Application**.

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST-10004957-16-08
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Ready to Submit

Review & Submit

Please verify each section of your application is complete and correct. You may review and change your information before submitting.

Status	Section
✓	Application - - [X] Biographic Information - [X] Liabilities - [X] Preliminary
✓	Assessment - - [X] Assessment 1
✓	Documents - Accepted Documents: [X] Resume (required), [X] Cover Letter, [X] DD-214, [X] Transcript Submitted Documents: Program Analyst Resume - View, Program Analyst Cover Letter - View, My DD-214 - View, Transcripts P/PA CU - View, Masters Degree Transcript - View

Submit Application



SUBMIT APPLICATION



- Once application is submitted, three confirmations appear:
 - 1) Application Progress Bar will be full.
 - 2) Application Package Status will show **Application Submitted**.
 - 3) A statement that the application is being processed will appear.

Help Center • Karen Barrett •

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST 10004957 16 RB
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016

Application Package Status: **Received**

Thank you. Your application is being processed.

[View / Print Application](#)

[Return to USAJOBS](#)



WHAT'S NEXT?



- Monitor application status in USAJOBS account.
 - Click on the + next to the job title for additional details.

The screenshot displays the USAJOBS user interface. On the left, a navigation sidebar includes 'HOME', 'PROFILE', 'DOCUMENTS', and 'USERNAME & PASSWORD'. The main content area shows a welcome message for 'Karen' and three summary cards: '2 APPLICATIONS', '0 SAVED JOBS', and '0 SAVED SEARCHES'. Below these are tabs for 'Active' and 'Archived' applications. A list of applications is shown, with the 'Program Analyst' job highlighted. A red circle highlights the '+' icon next to the job title, and a red arrow points to the 'Received' status badge. A larger inset on the right provides detailed information for the 'Program Analyst' position, including the employer 'Office of Personnel Management', application status 'Received', locations (Boulder, Colorado; Fairfax, Virginia; Seattle, Washington), work schedule 'Full-time - Permanent', and salary range '\$25,000.00 to \$35,000.00 / Per Year'. At the bottom of the inset, there are buttons for 'Full job announcement', 'Archive', and 'Help'.



WHAT'S NEXT?



- Hiring agency sends notice of results at each step of the application process.
 - 1) Application Received
 - 2) Application Reviewed
 - 3) Referred/Not Referred
 - 4) Selected/Not Selected

USA Staffing action triggers for applicant status updates on USAJOBS

USAJOBS notification touch point updates occur when certain reports are generated in USA Staffing as explained in the table below.

Status Title	USA Staffing Trigger	Status Definition
Received	Applicant has clicked the "Submit My Answers" button in Application Manager. The system automatically e-mails the Acknowledgement letter.	Application "package" is complete. Questionnaire and "required" documentation is received.
Application Incomplete	Application is started but not submitted (PC status) or application is submitted but missing required documents (PF status).	Application "package" has not been completed. Applicant failed to complete electronic process or did not submit "required" documentation e.g., resume, transcripts, etc.
Application Status Not Available	Applicant did not complete the transition from USAJOBS to Application Manager.	Applicant did not transition to Application Manager to begin the application process, therefore no applicant record has been established.
Reviewed	When Notice of Results are sent, applicants will be notified that their application has been reviewed.	Application has been reviewed.
Cancelled	When Cancellation Letters are sent due to the vacancy being cancelled.	All applicants who have started or completed the application process will receive this status.
Not Referred	When Notification Letters or Referral Letters are sent, those applicants who were eligible for consideration but not referred to the selecting official will receive this status.	Applicant meets minimum qualification requirements but is not determined to be among the best qualified, so is not referred for selection consideration.
Referred	When Notification Letters or Referral Letters are sent, those applicants who have been referred to selecting official will receive this status.	Applicant's name was referred to the selecting official for further consideration.
Not Selected	When Disposition Letters are sent after certificate is audited, applicants with a Record Status Code of AA, IN, or SS will receive this status.	Certificate audit indicates applicant was not selected and was not referred on any additional certificates.
Selected	When Disposition, Tentative Offer, or Final Offer Letters are sent after a certificate is audited, applicants with a Record Status Code of HA, HC, or HH will receive this status.	Certificate audit indicates applicant was selected with a return status of Selected.



WHAT'S NEXT?



- After an announcement closes, agency reviews applications, makes qualification determinations, & issues a certificate of eligible candidates to the hiring official .
- Hiring official has 25 calendar days to make a selection.
 - Allows time for interviewing and reference checks.
 - May take longer depending on the number of applications.
- The interview can be a panel, in-person, video, or phone interview and there may be more than one.
- Practice interviewing with tools such as the OhioMeansJobs.com practice center



TIPS & TRICKS



- Use the Online Help tool available on USAJOBS or call the number under the Contact section at the bottom of the job announcement.

USAJOBS Sign In Help Search

Keywords: Job title, dept., agency, series, or occupation

Location: City, state, zip, or country

Search

SHAPE AMERICA'S FUTURE
Find your fit in the Federal Government
[Create Profile](#)

Air Force Materiel Command
Department of the Air Force
Air Force Materiel Command

Contact
HR Specialist DPIDOE
Phone: (937)257-1494
Email: NOT_ACCEPTED_DPIDOE@WPAFB.MIL

Address
Civilian Personnel
DO NOT EMAIL
Dayton
OH

- Always review applications after submission.
 - Applicants can make changes to an application up until the announcement closes.
- Don't forget a required document!
- Ensure uploaded documents can be opened and are legible.



TIPS & TRICKS



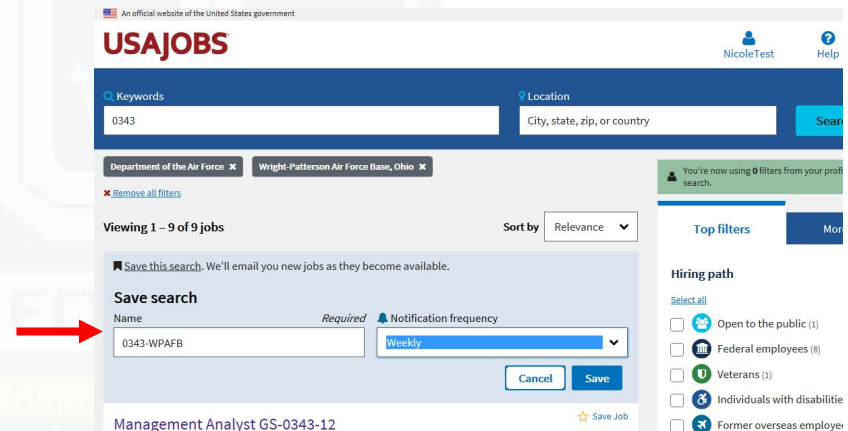
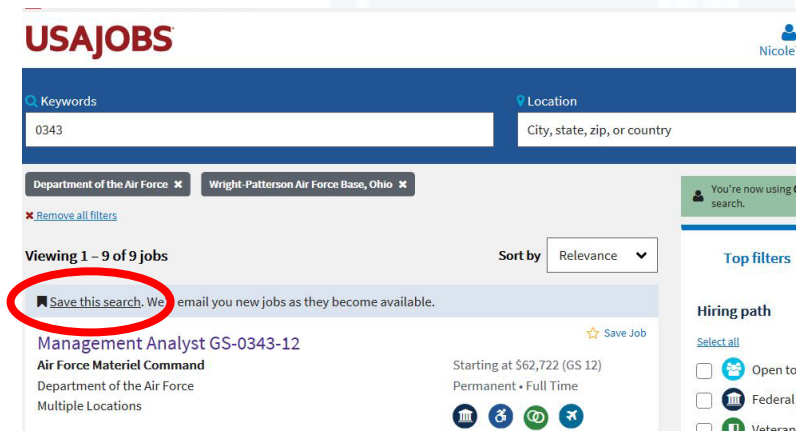
- Use a narrative format with specific contribution, action-based statements when building a government resume.
 - Avoid vague statements such as, “Over 5 years managing budgetary programs”
 - Use narratives to describe the duties performed such as, “Over 5 years managing budgetary programs to include conducting assessments to determine overall financial emergency in accordance with business policies and regulations. Advise on the different types of loans and grants available. Prepare financial budgets for standard loans. Update customers personal and financial data into database. Prepare checks for disbursement.”
 - No page limit, but tailor resume to include only relevant job information.



TIPS & TRICKS



- Utilize the USAJOBS “saved search” feature to avoid missing job opportunities
 - 1) Start a job search by entering a keyword or location in the search box and click **Search**.
 - 2) Click **Save this search** on the search results page above the search results.



- 3) Name the search and choose a notification frequency.
- 4) Click **Save**.



TIPS & TRICKS



Questions?