

## **Application Manager Help**

USAJOBS is the government's official job web site providing access to more than 30,000 job listings daily. Job postings are updated hourly and are available to you in a variety of formats to ensure accessibility for those with differing physical and technological capabilities. You can search for jobs by location, job category, specific agency; and you can complete and submit your application directly to the desired agency online.

Your job search for Federal career opportunities is a “Three Step Process”.

### **Step 1 – Create Your Account**

Use the Application Manager for convenience and quick processing. Track your progress to a Complete Application Package using the My Application Package checklist and status display in Application Manager.

#### ***How does the automated process work?***

- An USAJOBS account must be built.
- You can upload supporting documentation (i.e. DD 214 (or equivalent), university/college transcripts, certifications, licenses etc.) as part of your profile. The system provides you with the ability to store multiple resumes within the system. (NOTE: It is not possible in the current version of Application Manager to delete documents, but you can add new ones. If you have multiple copies of a document type, the reviewers can tell from the upload dates and times which ones are your most recent versions – the most recent upload will always be used for qualifications/eligibility review.)
- Announcements are available for all Federal Agencies at [www.usajobs.gov](http://www.usajobs.gov). If you are only interested in ARMY positions, you may search under <http://www.armycivilianservice.com/>.
- You must complete all assessment questions for each vacancy applied for. You will be able to print a copy of the assessment questionnaire so you can read the questions offline.
- You also have the option of submitting Form 1203-FX (Assessment Questionnaire), resume, and any supporting documents by fax. The fax number to the Office of Personnel Management (OPM) is 1-478-757-3144. It is very important that the fax coversheet is completed – otherwise OPM will not be able to match your application/documents etc. to the vacancy announcement.

If you encounter navigation issues or any other problems regarding the USA Staffing Application Manager tool, there is a great quick start guide for your convenience available under [http://eshelp.opm.gov/Robo/BIN/Robo.dll?tpc=%2Frobo%2Fprojects%2Fappman001%2FQuick\\_Start\\_Guide.htm&mgr=agm&project=AppMan001&wnd=AppMan001%7CHelp%20for%20Application%20Manager&agt=wsm&ctxid=21&context=21](http://eshelp.opm.gov/Robo/BIN/Robo.dll?tpc=%2Frobo%2Fprojects%2Fappman001%2FQuick_Start_Guide.htm&mgr=agm&project=AppMan001&wnd=AppMan001%7CHelp%20for%20Application%20Manager&agt=wsm&ctxid=21&context=21).

### **Step 2 – Search for Jobs**

From the [www.usajobs.gov](http://www.usajobs.gov) web page, enter your desired job information (e.g. announcement number, position title, job series, organization, duty locations, etc.) in the query field marked ‘**What: (keywords)**’ and click submit, in order to search the database for employment opportunities. It is important to note that the query field marked ‘**Where: U.S. city, state or zip code**’ only searches for Continental United States (CONUS) duty locations. For Outside of Continental United States (OCONUS) job searches, applicants

can either specify a location using the query field marked '**What: (keywords)**' or they can use the '**International Search**' and specify a location.

The Telecommunications device for the Deaf (TDD) line 1/978-461-8404 listed on USAJobs is only for OPM specific announcements. All other agencies have their own designated TDD line; the job announcement must be reviewed to pull this information. If there is none listed, the Agency/Installation does not have a TDD line available.

Local telephone companies may charge for long distance service.

### **Step 3 – Manage Your Career**

Get all the information and advice you need on obtaining a job in the Government. Always make sure your application is complete and all needed documents to establish your qualification and eligibility are available for the NAF HR staff to review. You can also get application status for positions that you have applied for through your USAJOBS account.