



# USAJOBS/Application Manager Quick Reference Guide For Applicants

## Getting Started

1. Go to [www.usajobs.gov](http://www.usajobs.gov)
2. Click **"Sign in or Create an Account"**
3. Complete Personal Information
4. Click **"I agree. Create my account"**

## Search Jobs

1. You can search jobs by announcement number, position title, series, geographic location, agency, etc.
2. Once you have determined the job criteria, click **"search for jobs"**.
3. Click on the **"job title"** to see the entire announcement.
4. If this is the job you are interested in applying for, click **"apply online"** button.

## Creating and Managing your Account

### In your USAJOBS account you can:

1. Build or Upload a Resume  
(The system allows you to save up to 5 resumes.)
2. Create Saved Searches
3. Review any Saved Jobs
4. Upload and Save Documents  
(You can save up to 5 documents.)
5. Check Your Application Status

### Tips on Creating a Resume

1. Ensure you check announcement for required information and documents.
2. Review the knowledge, skills and abilities for the position you are applying for and tailor your resume, as needed.

## Applying for a Job

1. Select a resume and supporting documents to link to your application.
2. Click **"Apply for this position now"**.

**Note:** You will be re-directed to Application Manager.

## Application Manager Account

Create an Application Manager account. The system will guide you through these steps.

### Assessment Questionnaire

1. Complete the questions regarding your basic qualifications and address the Knowledge, Skills and Abilities (KSA/Competencies) by selecting those statements that best describe your qualifications and experience.
2. Additional documents may be uploaded to Application Manager that you may not have previously uploaded in your USAJOBS account.
3. Click **"Submit My Answers"** button to submit your application. If you do not do this, the application will not be submitted.

**Note:** You will receive an email confirmation message at the email address you provided when establishing your account.

## Marketing Yourself – Addressing your KSAs

You "self-certify" your experience and qualifications by answering a series of questions to support the statements you selected. This is the opportunity for you to market yourself as a quality candidate for the specific vacancy. Remember to:

- State any experience that supports the statement you selected.
- Give clear examples of your experience and the environment in which it was gained.

## Checking Job Status

1. Click ***“Application Status”*** from your ***“my account page”***. A list of jobs that you have applied for will appear.
2. Click ***“more information”*** link to learn more about the status of your application. This link takes you to the Details Tab of application manager. From here you can view, print and update files.

## Automatic Notifications

### USAJOBS notifies you...

1. At time of application
2. If eligible/ineligible
3. When qualified/not qualified at time of referral
4. If selected/not selected

## Tutorial Access for Assistance

1. To view tutorials go to [www.usajobs.opm.gov](http://www.usajobs.opm.gov)
2. Click on ***“first time users”***
3. Click on ***“Be Informed”***
4. Click ***“using USAJOBS”***
5. Click ***“tutorials”***

## Question on the Job Announcement?

Each job announcement has a Human Resource Specialist listed who can answer questions specific to the particular announcement. Feel free to contact them.

## Additional Information

Your Automated Staffing Program (ASP) account will be available to you until December 2010.

## Resources

DLA Human Resources Website: [www.hr.dla.mil](http://www.hr.dla.mil)

USA Staffing Application Manager: [www.applicationmanager.gov](http://www.applicationmanager.gov)

USAJOBS: [www.usajobs.opm.gov](http://www.usajobs.opm.gov)

Technical Assistance: <http://www.usajobs.gov/contactus/asp>