The Federal Hiring Process Using USAJOBS & Application Manager

USAJOBS & APPLICATION MANAGER OVERVIEW

Per the Office of Personnel Management (OPM) and Hiring Reform guidelines, individuals must use USAJOBS & Application Manager to apply for Idaho Army and Air National Guard Technician positions. Implementation date is June 1.

USA Jobs is where applicants find open positions and create their resume.

Application Manager (which is linked to USA Jobs) is where applicants go to physically apply for the position they found in USA Jobs.

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.

https://www.usajobs.gov/

To create an account, you will need an:

-Email address (use the same email address for Application Manager)

-User name

USAJOBS Create Account
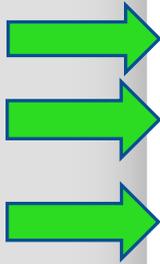
Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies

- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

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.

Primary Email

*

Confirm Primary Email

*

Username

*

Username must be between **8** and **20** alphanumeric characters, must contain at least one letter, at least one number and must not contain special characters except underscore(_), ampersand(&) and period(.).

What is your email format preference?

⦿ Text ◯ HTML

Some email providers block HTML messages. Select "Text" to ensure your emails go through. ❓

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.

I agree. Create my account.

USAJOBS Create Account
"WORKING FOR AMERICA"

Thanks!

The personalized link to your new account will be sent to your email address, johndoe5802@gmail.com.
Please check your email to log in to USAJOBS. This process may take up to 10 minutes.

If you are having trouble reaching your email or have not received your personalized link first check your spam folder, then please Contact Us.

Back to USAJOBS

-Once an account has been made, you will receive a message in your email. Click on the link in the email to activate your account.

-Fill out basic personal and account information.

-Incorrect information can affect your consideration for the positions you apply for.

USAJOBS Activate New Account
"WORKING FOR AMERICA"

Thanks for confirming that your email address is johndoe5802@gmail.com. Your USAJOBS username is johndoe5802 . To activate your new account, please provide the additional account information below and click "Finish creating my account".

Personal Information

First Name *

Middle Name

Last Name *

Phones * - SELECT -
- SELECT -
- SELECT -

Account Information

Password *

Confirm Password *

To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your USAJOBS account using our automated account resetting tool.

Password Question 1 * - SELECT -

Your Answer 1 *

Password Question 2 * - SELECT -

Your Answer 2 *

Password Question 3 * - SELECT -

Your Answer 3 *

Please read our Security Tips for Accounts and Passwords before proceeding

☐ I have read and understand the security tips.

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I agree. Create my account.

Sign in with the email/username and password that you just created.

Welcome XXX! | Sign out

USAJOBS®
"WORKING FOR AMERICA"

Keyword:
Keywords, Job Title, Control #, Agency

? Location:
City, State, ZIP Code, or Country

Search

Advanced Search >

My Account

Profile

Resumes

Saved Searches

Inbox

Saved Jobs

Saved Documents

Application Status

XXX YYYY

Last Login:
02/19/2015 03:23 PM ET

Last Profile Update:
02/19/2015 03:23 PM ET

Edit Profile

Did You Know?

Welcome to your USAJOBS account!

Did you know about all the USAJOBS resources to help you find federal job opportunities easier, faster and smarter?

Here's just a few ways USAJOBS can help you:

- Visit the Resource Center for all types of information including job search tips, federal job eligibility criteria, special hiring paths and how to use USAJOBS tools
- Join the conversation by visiting the USAJOBS Facebook page and following Twitter updates
- Learn about the latest USAJOBS enhancements to improve your user experience

From here you can:

-update your personal profile

-Create/upload a resume

-View saved jobs

-Review letters from prior jobs

-Upload/view saved documents

-Check application status

USAJOBS®
"WORKING FOR AMERICA"

Keyword:
Keywords, Job Title, Control #, Agency

❓ **Location:**
City, State, ZIP Code, or Country

Search

Advanced Search >

My Account

Profile

Resumes

Saved Searches

Inbox

Saved Jobs

Saved Documents

Application Status

XXX YYYY

Last Login:
02/19/2015 03:23 PM ET

Last Profile Update:
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  eligibility criteria, special hiring paths and how to use USAJOBS tools
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- Learn about the latest USAJOBS enhancements to improve your user experience

-You can search for open jobs
by job title, agency name, state
etc.

-Another good way to view all of the Idaho Army
and Air National Guard Technician positions is to
visit http://inghro.state.id.us/Jobs.htm.
All of the vacancies are linked directly to USA Jobs
so that you may 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.

Check the appropriate boxes to show that you have reviewed your resume, attached your demographic information and that all information submitted is accurate.

USAJOBS®
"WORKING FOR AMERICA"

Keyword: [Keywords, Job Title, Control #, Agency]

Location: [City, State, ZIP Code, or Country]

[Search]

Advanced Search >

Please Note: If you are resubmitting or updating a previous application you must re-submit **all** required documents!

Apply Online to the following job:

Job Announcement Number: Air 15-036
Job Title: Administrative Support Technician (OA)
Grade: GS 06/06
Department: Department of the Air Force
Agency: Air National Guard Units (Title 32)
Job Location: Salt Lake City, Utah
Closing Date: Tuesday, March 3, 2015

Resume - Select one of your stored USAJOBS resumes to send (or first Save Job and Create, Edit, or Upload a resume) :
⦿ resume

Fields below with an asterisks (*) are required.

* ☑ I have previewed my resume . The selected document includes the information I wish to provide with this application.

☑ Allow me to attach demographic information to the application. Review or update your demographic information.

* ☑ 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).
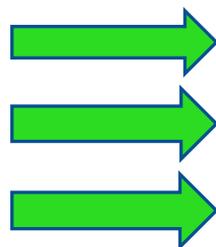
[Apply for this position now!] [Cancel]

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, Waiting on Human Resources Specialist Action, etc.)

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

- Review any correspondence sent to you by the USA Jobs system.

- Review and update your personal information at any time (You may also do this on your USA Jobs account page).

Application Manager

Welcome to USA Staffing® Application Manager

Click Accept and Proceed to accept the Full Terms and Conditions of Use and continue with the application process.

[Accept and Proceed]

USA Jobs will automatically take you to Application Manager.

Click Accept and Proceed

Full Terms and Conditions of Use

Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:

- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized use, or otherwise misuse this system, and if you do so, or try to do so, you may face criminal, civil, or administrative penalties.

If you use this system, that will be construed to mean you understand and agree to abide by these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

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

-If it is your first time using Application Manager, you will need to create an account.

-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.

Application Manager

Login   Important Links   Help

Welcome to USA Staffing® Application Manager

Existing Account? Log In Here:

User Name: [_____]

Password: [_____]

[Go]

Forgot User Name or Password   Problems Logging In?

Application Manager is an official U.S. Government System. You are authorized to use it subject to Terms and Conditions. Unauthorized use of this system or its information could result in criminal prosecution.

Create an Account:

Create one now -- It's fast, convenient and easy to use all these Application Manager features!

Check out our Quick Start Guide.
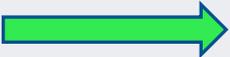
[Create an Account]

Instructions on how to apply for a job without using Application Manager

-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

Create an Account

Email → User Name → Security Info

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.

Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step.

Please enter your email address. You will be able to check multiple addresses.

Email: [   ]   Check for account

No account(s) found for: applicantnthree@opm.gov

I'm done checking for accounts

This is a U.S. Government System.
Full Terms and Conditions

-If you do not enter the correct SSN, it will not link your USA Jobs and Application Manager accounts, and will affect your consideration for all positions that you apply for.

Application Manager

Vacancy ID: 1331787

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
  - Section 1
  - Section 2
  - Section 3
  - Section 4
- Re-Use Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Administrative Support Technician (OA)

Announcement Number: Air 15-036   **USAJOBS Control Number:** 394880400

Applicant Name: XXX YYYY

[Previous]   [Next]   [Save]

* Required information

Biographic Data

* Address
```
PO Box 1234
```
Don't have a home address?

```
```

```
```

* City
```
Parma
```
State
Use Standard State Postal Codes. If you live outside the USA, fill in Country, leaving State blank.
```
ID ▾
```
* Zip Code
```
83660-
```
Country
```
US
```
Telephone Number
Use numbers only - no punctuation. Include area code if within United States.
```
(208)208-2088
```
Contact Time
```
- Make a Selection - ▾
```
Fax Number
```
```
Fax Extension
```
```

E-Mail Address

E-Mail Address
```
kylianne.k.lowe.mil@mail.mil
```

[Previous]   [Next]   [Save]

-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.

Application Manager

Vacancy ID: 1331787

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
  - Section 1
  - Section 2
  - Section 3
  - Section 4
- Re-Use Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Administrative Support Technician (OA)

Announcement Number: Air 15-036   **USAJOBS Control Number:** 394880400

Applicant Name: XXX YYYY

[Previous]   [Next]   [Save]

* Required information

Lowest Grade
* Lowest Grade
[06 ▼]

Occupational Specialties
* Occupational Specialties
☑ Administrative Assistant

Geographic Availability
* Geographic Availability
☑ Salt Lake City, UT, United States

[Previous]   [Next]   [Save]

-There will be a few questions that you will be required to answer that will be specific to the position you are applying for. You will have to answer the questionnaire each time you apply for a different position.

Screen 1

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
  - Section 1
  - Section 2
  - Section 3
  - Section 4
- Re-Use Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Administrative Support Technician (OA)

Announcement Number: Air 15-036   **USAJOBS Control Number:** 394880400

Applicant Name: XXX YYYY

[Previous]   [Next]   [Save]

* Required information

Section 1
Total Questions in this Assessment: 6

1. This vacancy is RESTRICTED to current military members of the Utah Air or Army National Guard. Are you currently a military member of the Utah Air or Army National Guard?

○ A Yes
○ B No

[Previous]   [Next]   [Save]

Screen 2

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
  - Section 1
  - Section 2
  - Section 3
  - Section 4
- Re-Use Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Administrative Support Technician (OA)

Announcement Number: Air 15-036   **USAJOBS Control Number:** 394880400

Applicant Name: XXX YYYY

[Previous]   [Next]   [Save]

* Required information

Section 2
Total Questions in this Assessment: 6

2.
Do you possess administrative or clerical experience, education, or training which demonstrates your ability to perform the duties of the position? Do you have experience using computer and automation systems?

◉ A Yes.
○ B No.

[Previous]   [Next]   [Save]
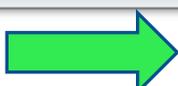
Application Manager

Vacancy ID: 1331787

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
  - Section 1
  - Section 2
  - Section 3
  - Section 4
- Re-Use Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Administrative Support Technician (OA)

Announcement Number: Air 15-036 **USAJOBS Control Number:** 394880400

Applicant Name: XXX YYYY

[Previous] [Next] [Save]

* Required information

Re-Use Documents   What documents are Accepted or Required?

Documents in Application Package for Vacancy:1331787

Document Type	Received	Source	Status	Original File Name
Resume	2/19/2015 4:18:28 PM	USAJOBS	Awaiting Retrieval from USAJOBS	resume

You do not have any documents available for re-use. Click Next to continue.

[Previous] ➡ [Next] [Save]

-Review this screen carefully, and compare it with the Required Documents section of the announcement.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED, AND LATE DOCUMENTS CANNOT BE ACCEPTED!

-This section allows you to upload any additional documents that may not be uploaded to your USAJOBS profile.

-Like your USA Jobs profile page, you will 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 in Application Manager.

Application Manager

Main | Important Links | Help | Logout

Vacancy ID: **207966**

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: AUDITOR (CONTRACT AUDIT)

User: applicantnthree

Announcement Number: PH-RCS-207966   USAJOBS Control Number: 1663560

Applicant Name: APPLICANT N THREE   Change Name

Previous   Next   Save

Click Next when all documents are uploaded

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.

-YOU MUST CLICK 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.

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

-This message will also be sent to the email that you provided when setting up your USA Jobs account.

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

Application Manager

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

If you choose to return to the USA Jobs website, you can look under "Application Status" to see information for the position you applied for. You can also call the human resources office and speak to a Human Resources Specialist about your application. If you do call, be ready to provide your name and the Job Announcement number of the position you applied for.

If you click on "more information", it will take you directly to into the Details Tab of Application Manager.

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.

Remember…

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

Ensure that you submit an accurate resume and all required documents.

Complete Assessment Questionnaire in Application Manager and be sure to click the "Submit My Answers" Button.

Check your Application Status before the closing date of the job announcement.

You may visit USA Jobs Resource Center. There, you can find tutorials for using different areas of USA Jobs and information about Federal Employment, applying for federal jobs, and job search, among others.

Human Resources Office Contact Information

TSgt Yvonne Howard

(208) 422-3343

yvonne.howard7.mil@mail.mil

SGT Kylianne Lowe

(208) 422-3349

kylianne.k.lowe.mil@mail.mil

??*?*Questions*?*?*?*