



Quick Reference Guide For Applicants

Getting Started

1. Go to 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 up to 5 Résumés
2. Create Saved Searches
3. Review any Saved Jobs
4. Upload and Save up to 10 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 or Competencies for the position you are applying 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”**.
3. Complete the profile questions
4. 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.
5. Additional documents may be required and uploaded to your USAJOBS account.
6. 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 and your USAJOBS account status will be updated.

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

Need Help?

1. To view tutorials go to <https://help.usajobs.gov/index.php/Tutorials>
2. To access Frequently Asked Questions and other helpful information go to https://help.usajobs.gov/index.php/Main_Page

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.