



# Federal Careers

U.S. Office of Personnel Management



USAJOBS® is the Federal Government's official one-stop source for **Federal jobs** and **employment information**.

Search for jobs by keyword, locations, job category, or agency.

Set up an account on USAJOBS to:

- **Complete** and **submit applications directly** to the agency online
- **Check** application **status**
- **Receive** customized **job alerts**



Check us out! [www.usajobs.gov](http://www.usajobs.gov)

*a New Day for Federal Service*



# Navigating USAJOBS.gov

***The Federal Government wants to hire you! Many Federal agencies are looking to hire right now! Here's how you can learn more:***

USAJOBS is the official jobsite for the Federal Government. You can search USAJOBS to find thousands of available Federal jobs, and use our search tools to narrow your results down to find your perfect job. Focus your search on jobs that best match your interests and for which you are likely to be qualified.

## ***Conducting your job search***

- Go to <http://www.USAJOBS.gov>.
- Enter a keyword or job category, and location.
- Click the "Search Jobs" button to see your results.
- Use the "Refine Your Results" categories located on the left side of the search results page to refine your search even further.
- Click on the position title to see the full job announcement.

## ***Create a USAJOBS Account***

Ensure you have an active email address. Your email address corresponds to a single person and can only be used once.

- Go to <http://www.USAJOBS.gov>.
- Select "Create an Account" located in the upper-right hand corner.
- Complete the biographical data page
- Create a Username and Password. You can create a unique username or use your email address. Select three questions and answers to help reset your USAJOBS account if you forget your password or get locked out.
- Select "I Agree. Create My Account" after completing all sections of the form.

## ***Upload/Create a USAJOBS Resume***

You can create or upload resumes and store up to 5 different ones to use to apply to Federal Job Opportunity Announcements. Make one resume searchable to allow agencies to find you.

- Go to [www.USAJOBS.gov](http://www.USAJOBS.gov) and select "Sign In" located in the upper-right hand corner.
- Log in using your username (email address) and password, and then select "I Agree, Sign Me In."
- Select "Build New Resume" or "Upload Resume" and follow the instructions.

## ***Applying for a Job***

Search and review the "Search Results pages," decide which jobs you are interested in, read the job opportunity announcement (job posting), make sure you are eligible to apply, and follow the instructions under "How to Apply". There you will find a list of any additional forms required and a contact name and phone number at the hiring agency. Use this contact information to ask questions about the vacancy.

Plan ahead and take time to carefully prepare your application. You can apply for most jobs using your USAJOBS online resume. Each agency has different requirements and application procedures.

- When you find a position that you would like to apply for, select "Apply Online," located to the right of the job opportunity announcement.
- Log into your USAJOBS account, if not already logged in. Select one of your stored resumes and any other required forms (e.g., college transcripts, DD-214) and submit for the vacancy.

USAJOBS will then reroute you to the Talent Acquisition System (application website) used by the hiring agency where you will complete the rest of the application process.

- Some Talent Acquisition Systems (application websites) may require you to create an account on their site.
- Complete the biographical data pages.
- Complete the Assessment Questionnaire\*.
- After completing the Assessment Questionnaire, follow the prompts to submit answers, and view/print answers.

\*The Assessment Questionnaire collects information about your experience, education, knowledge, and skills to determine your qualifications for the position.