# Applying to the USDA through www.USAJOBS.gov

**Use of the on-line application system may require the submission of basic applicant information, vacancy specific questions and submission of supporting documentation online. Please see the specific vacancy announcement for guidelines regarding submission deadlines and requirements. This flyer is to give you a general overview on how to use USAJOBS and should not be considered a substitute for the instructions listed in individual vacancy announcements.**

**USAJOBS is located at the following website address: www.usajobs.gov**


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## Website Information

If you are new to USAJOBS, you need to complete the initial registration information. Registration includes your contact information and the option to create or upload a resume. Once completed, your information is stored and you may apply to all of our positions announced through USAJOBS. As you continue to apply to vacancies through USAJOBS, you want to make certain you have the most current information updated in your profile.

As a registered user, 24 hours a day, you will be able to:

- Check the status of announcements to which you have applied;
- Upload, create, update and store resumes in USAJOBS allowing you to personalize your resume towards a particular position;
- Update your contact information;
- Change your password;
- Edit and update finished applications until midnight (Eastern Time) on the closing date of the announcement and;
- View current vacancies and electronically apply to positions.

## Establishing an Account

If you are not registered with USAJOBS you may go to the USAJOBS website and complete your initial user information and then apply to positions announced through USAJOBS:

1. To get started, click **[CREATE AN ACCOUNT]** located near the top of the screen.
2. Complete the user information and click **[I agree. Create my account]**.
3. You can build a resume by clicking **[Build New Resume]** or you can upload a resume by clicking **[Upload New Resume]**.
4. If you choose to build a resume, follow the prompts to complete your resume. If you are unable to complete your resume at this time and need to return to it later, you may click **[Save for Later]**.
5. After building or uploading a resume you will be ready to apply for a job.

## Applying for Jobs

1. If you are searching for a specific job, you may enter in the announcement number or job title in the "Keyword Search." Otherwise, you may select your search criteria.
2. Select the vacancy to which you wish to apply by clicking on the job title.
3. After carefully reading the vacancy announcement, begin the application process by clicking **[Apply online]** located on the right side of the announcement.
4. Select the resume you would like to submit along with any uploaded documents and click **[Apply for this position now!]**. You will automatically be transferred to our system where you will complete the application process.
5. Once you have been transferred, follow the on-screen prompts. Be certain to read the on-screen instructions thoroughly before continuing.
6. Next, you may be asked to respond to questions specific to this vacancy. If so, you must respond to all questions in order to save or proceed with the application process. If you would like guidance on how to save your application and return later to finish the questions, refer to the section titled *Saving Your Application*.
7. You will then be taken to a page containing a list of supporting documents. You have the option to submit your documents by uploading them to the website, downloading them from USAJOBS or sending them in via fax. Please see the vacancy announcement for specific information regarding supporting documentation. You may choose to submit documents at a later time. Click **[Next]** to continue your application.
8. The final step is to review your personal information, eligibility questions, vacancy questions and resume for accuracy and completeness.
9. Once you are satisfied with your application click **[Finish]** located at the bottom of the webpage to submit your application.
10. Upon submission of your application you will be redirected to USAJOBS where you may view your application status, continue to browse for open positions and/or apply for additional positions.

**Even after you have clicked [Finish] you will still be able to return and update or edit your application at anytime until midnight Eastern Time on the closing date of the announcement.**

## Saving Your Application

In order to save your application and return to finish answering the questions at a later time, you must place answers in all of the vacancy specific questions. Our announcements require all questions be answered prior to saving your application. Once you reach the end of the questions you will be allowed to save your application.

## Return to Continue/Edit Your Application or Update Your Resume

1. Go to the USAJOBS website and log in to your account.
2. If you would like to update your resume, do so by clicking on the "Resumes" section on your profile page.
3. Once your resume is updated or if you would like to go directly to the questions specific to the vacancy click **[Application Status]**.
4. Click on the job title of the position you would like to continue/edit.
5. Click **[Apply Online]** located on the right side of the announcement.
6. You will have to re-select the resume you would like to submit with your application. This resume will replace the resume that was previously sent. Then click **[Apply for this position now!]**. USAJOBS will transfer your resume to our system where you will complete / edit your application.
7. You may review/update your eligibility questions at this time or submit documents by selecting **[My Account]** or click **[Edit Your Application]** to move to the vacancy specific questions.

The preceding steps will bring you into your application. You are allowed to return and make changes to your application questions, update your eligibility questions, submit supporting documentation and edit your resume until midnight Eastern Time on the closing date of the announcement to which you are applying. You must click **[Finish]**. If you do not click **[Finish]** your application will not be submitted for consideration.

**Applications for the Federal workforce must be complete. Submitting a complete application package is very important as decisions regarding whether your application will be considered further are determined entirely upon the information you initially submit. Eligibility and qualification determinations cannot be made when requested information is missing. Incomplete applications will not be given further consideration for employment.**

## Supporting Documentation

The documentation required with your application may vary from announcement to announcement, and not all of the document types listed will pertain to you. You need only submit documents required to complete your individual application package. For example, the Schedule A Certification would only be submitted by individuals applying for appointment based on eligibility due to a disability, the SF-50 (a form applicable to current and former Federal employees) would only be submitted if needed to document Federal employment status, etc. Please be certain to read each vacancy announcement in its entirety. You only need submit your supporting documentation into the system one time. Once submitted, it will be automatically applied to any future positions you apply for with USDA. You only need to resubmit documentation if you want to replace a previous document with an updated version. A complete list of instructions on what to submit will be included in the announcement. As a general guideline, supporting documentation may include the following:

### Documentation of Education

Documentation of Education is required if there is an education requirement (specific coursework needed or degree in a specific field) or if you are qualifying for the position based on your education (rather than, or in addition to, experience). If either of these are true, you will need to provide the following:

- College transcripts;
- A copy of your college diploma reflecting the field of study, if required);
- A list of all college courses with grades and credits (indicate quarter/semester hours and GPA). (NOTE: If the position you are applying to requires specific hours of coursework you MUST submit a transcript or a list of college courses). Selected applicants who are determined to be qualified on the basis of lists of college courses or copies of diplomas MUST submit copies of college transcripts BEFORE selection may be confirmed.

**NOTE:** Foreign education must be evaluated by an approved organization. The U.S. Department of Education may be of some help in providing information on these organizations. Visit the U.S. Department of Education at the following web site: www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html

***All transcripts must be in English.***

### Documentation of Eligibility for Veterans' Preference or Veterans' Appointing Authority:

If you are claiming Veterans' Preference or want to be considered under a Veterans' Appointing Authority (i.e., VRA, VEOA, 30% disabled veteran), you should submit the following proof of eligibility:

- DD-214 (Please submit the DD-214, Member Copy 4, for the period of service for which you are claiming Veterans' Preference and/or appointment eligibility.)

- Standard Form 15 - *Application for 10- Point Veterans' Preference* and the proof requested on that form (needed only if you are claiming 10-Point preference or are eligible for appointment as a 30% disabled Veteran. For an on-line version of the Standard Form 15, visit: www.opm.gov/forms/pdf_fill/SF15.pdf

**NOTE:** For more information about Veterans' Preference or Veteran Appointing Authorities please visit: OPM's VetGuide at www.fedshirevets.gov/hire/hrp/vetguide/index.aspx

### Documentation of other Appointing Authority Eligibility:

If you are eligible for appointment based on: a disability, service in the Peace Corps, or another special authority, please submit proof of eligibility. Please visit www.aphis.usda.gov/mrpbs/hr/job_opportunities/hiring_authorities.shtml

### Documentation of Federal Employment:

With the exception of current AMS, APHIS, and GIPSA employees, **ALL current and former Federal employees MUST** submit a copy of an SF-50B, Notification of Personnel Action when applying under merit promotion procedures, documenting competitive status: Tenure "1" or "2" (Block 24) and Position Occupied "1" (Block 34).

If your current grade is not your highest permanent grade, submit an additional SF -50 showing the highest grade held on a permanent basis.

### Submitting Supporting Documentation:

After transferring you will be given the option to select **[My Account]** located on the left side of the screen. By clicking **[My Account]**, you will be prompted with a list of options. Select **[Documents]**. You will then be prompted with a list of possible documents. Your supporting documentation may be sent one of the three ways. You may upload your documents, download any stored documents from USAJOBS, or print a fax cover sheet and fax your documents into the system. If you have previously submitted supporting documentation the status of those documents will indicate *Received*. There is no need to resubmit documents which show a status of received unless you are submitting an updated copy. (If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the human resources office. If you are adding to, rather than replacing, a previous submission, you must fax both the old document and the new document for them both to be accessible to HR.)

- To upload your document(s), simply click **[Upload]** next to the type of document you would like to submit. You will then have the option to enter a document description. Once you have entered your description, click **[Browse]** to locate the document on your computer and click **[Upload Document]**.
- To download any documents you previously uploaded to the USAJOBS website, click **[USAJOBS]**. You will then reach a drop down menu where you may select from your USAJOBS documents. Select the appropriate document and click **[Download from USAJOBS]**.
- You may also fax them into the system. To do this, click **[Fax]**. Then click **[Generate Fax Cover Sheet]**. A fax cover sheet will open in a new window. (Be sure your pop-up blockers are disabled.) Fax your documents to the number listed on the fax cover sheet. Each document type should be faxed separately. For example, if you are faxing transcripts and a performance appraisal rating, you would need to send two separate faxes, one transmission for the transcripts and one transmission for the performance appraisal rating.

To ensure your status still reads "Resume Received", click through the remainder of the application process until you reach and click the finish button. The system will then return you to USAJOBS.

Submit only documents which are clear and legible. Original documents with light or faded print and/or dark or patterned backgrounds may not be legible upon receipt. Illegible documents cannot be used for qualification or verification purposes.

If your documents are faxed, you will receive an e-mail confirming the fax has been successfully received by Human Resources. You should retain your e-mail confirmation and confirmation of your fax transmittal report as proof of submission.

You will not receive an email confirmation if your documents are uploaded to the system or downloaded from USAJOBS.

Your application will be considered incomplete and you will be found ineligible if you fail to submit the required documentation as specified under the required documents section by midnight Eastern Time on the closing date of the vacancy announcement.

**USAJOBS offers excellent online guides and step by step help on topics such as: creating your account, searching for jobs, and managing your career. Visit the USAJOBS Info Center at: www.usajobs.gov/infocenter**

**For more information, please contact the Agency Contact located in the vacancy announcement or email: apphelp@aphis.usda.gov**