



USA JOBS

The New and Improved Applicant Experience

April 2016



Summary of Changes

- Simplifies the process into step by step features
- Visual progress bar highlighting current application step
- Improved data entry through increased use of dropdown, selectable items and auto-population of data elements (for example, applicant enters a zip code and the system auto populates State and Town)
- Easy access to reference information relevant to the current application stage
 - Link back to JOA-Job Opportunity Announcement (opens in another window)
 - Pulls JOA language to the application screen for reference (for example, documents required)



Step 1: Select “Apply Online” from within a JOA

Home Search Jobs ▾ My Account ▾ Resource Center ▾ Support Welcome Eager! | Sign out

USAJOBS
"WORKING FOR AMERICA"

Keyword: Job Title, Skills, Agency (etc) ? Location: City, State, ZIP Code, or Country

[Advanced Search >](#)

[< Back to Results](#)

Overview **Duties** Qualifications & Evaluations Benefits & Other Info How to Apply

USA JOBS Agency Job Opportunity Announcement

Job Title: ADMV OFFCR
Department:
Agency:
Job Announcement Number: test3

SALARY RANGE: \$500.00 to \$600.00 / Per Day
OPEN PERIOD: Tuesday, October 20, 2015 to Monday, February 29, 2016
SERIES & GRADE: GS-0341-11
POSITION INFORMATION: Part-Time - Permanent
PROMOTION POTENTIAL: 12
DUTY LOCATIONS: 1 vacancy - Autauga County, AL [View Map](#)
1 vacancy - Baldwin County, AL [View Map](#)
1 vacancy - Barbour County, AL [View Map](#)

WHO MAY APPLY: United States Citizens
SECURITY CLEARANCE: Not Applicable
SUPERVISORY STATUS: No

[Dock](#)

Go to section of this Job: ▾

[Agency Contact Info](#)

Job Announcement Number: test3

Control Number: 3247369300



Applicants will see a pop-up message introducing the new application process

The screenshot shows the USAJOBS website interface with a pop-up message. The website header includes the USAJOBS logo and navigation links: Job Search, My Account, Job Resources, and Support. The main content area displays a progress bar with five steps: 1. Select Resume, 2. Select Documents, 3. Review Package, 4. Include Personal Info, and 5. Continue Application with Agency. The pop-up message is titled "Welcome to the USAJOBS Application Process" and contains the following text: "This step by step process will help you select your resume and documents (if required) for submission to the agency hiring for this position. Once you have reviewed your application, we will send you to an agency system where you will complete and submit your application." At the bottom of the pop-up, there is a checkbox labeled "Do not show this message again" and a blue button labeled "Start Application".

USAJOBS
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Job Search My Account Job Resources Support

Applying to:
ADMV OEECR
Department of Agriculture - A...
Closes 2/29/2016
[Who may apply](#)

1 — 2 — 3 — 4 — 5

Select Resume Select Documents Review Package Include Personal Info Continue Application with Agency

Welcome to the USAJOBS Application Process

This step by step process will help you select your resume and documents (if required) for submission to the agency hiring for this position. Once you have reviewed your application, we will send you to an agency system where you will complete and submit your application.

Do not show this message again [Start Application](#)

Select

Instruc

Select the resu
select a resume

If the resume y
using USAJOBS
account. USAJ
one.

Your Resumes * (Required)

Resume

Classified information
Social Security Number (SSN)
Photos of yourself



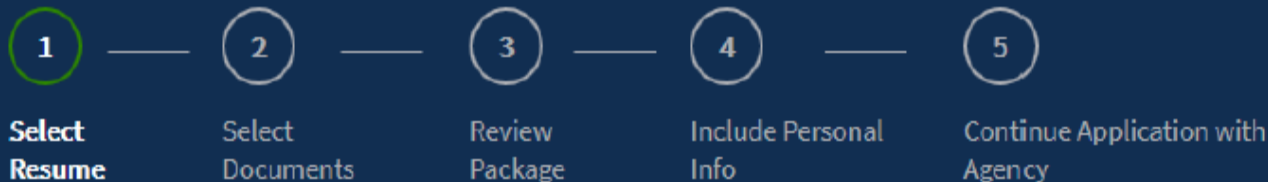
JOA position title, agency, and closing date. Clicking on the position title will return the applicant to the top of the JOA. The “Who may apply” link sends the applicant to the Who May Apply section of the JOA



USAJOBS
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[Job Search](#) [My Account](#) [Job Resources](#) [Support](#)

Applying to:
[ADMV OFFCR](#)
Department of Agriculture - A...
Closes 2/29/2016
[Who may apply](#)



Select Resume



This box displays the steps in the USA JOBS portion of the application process, highlighting the applicant’s current status.

Reminder: All federal applicants begin the application process in USAJOBS and finish the process in the agency’s talent acquisition system (i.e., USA Staffing). These first five steps are common to all federal applications; the rest of the process will vary according to the agency’s talent acquisition systems requirements



Step 1: Select Resume

ARMY OFFER
Department of Agriculture - A...
Closes 2/29/2016
[Who may apply](#)

1 Select Resume
2 Select Documents
3 Review Package
4 Include Personal Info
5 Continue Application with Agency

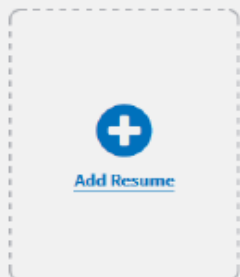
Select Resume

Instructions

Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If the resume you want to submit is not displayed, select "Add Resume" to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build a new one.

Your Resumes *(Required)



Required Documents +

Acceptable Formats -

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or (DOC or DOCX).

- Do Not Include Resume**
- Classified information
 - Social Security Number (SSN)
 - Photos of yourself
 - Personal or sensitive information
 - Encrypted and digitally signed documents
- Helpful Links**
- [Sample Resume](#)
 - [What to Include](#)

Add New Resume

Builder Resume

Resume Name:

Awesome Professional Resume Edit

Click on Add Work Experience to enter information related to your jobs.

Add Work Experience

I do not wish to provide work experience

Next



Builder Resume



Please Note: Fields with an (*) are required fields.

Work Experience

Employer Name * Formal Job Title *

Employer Address 1 * Start Date * Start Year *

Employer Address 2 End Date * End Year *

Country * Salary Currency Salary Rate

Postal Code * Average Hours per week *

City/Town * May we contact your supervisor? Yes No Contact me first

State/Territory/Province *

Duties, Accomplishments, and Related Skills *

(4933 characters remaining)

I provided the full range of administrative support to my Division.

[Expand this area](#)

Problems with formatting when pasting from Microsoft Word?

Cancel

Save Work Experience

Resume Builder Upgrade: Experience

Where possible, information may be selected from a dropbox.

Some fields display based on responses to other questions.

The resume builder links to USA JOBS help screens for additional information or assistance. Help opens in a new window



Builder Resume

Resume Name:

Awesome Professional Resume

Edit



READ THIS - important notice before listing your education! Only list degrees from accredited schools or other education programs that meet the provision of the [Office of Personnel Management's Operating Manual](#).

Education [?]

Add Education to enter information related to your educational programs.

Add Education

I do not wish to provide education

Previous

Next

School or Program Name *

University of the South

Major

Philosophy

Country *

United States

Minor

Postal Code *

37375

GPA

3.8

of GPA Max.

4.0

City/Town *

Saint Andrews

Total Credits Earned

120

State/Territory/Province *

Tennessee

System for Awarded Credits

Semester Hours

Quarter Hours

Continuing Education Units

Degree/Level Attained *

Bachelor's Degree

Honors

Cum Laude

Degree/Level Clarifications

Completion date

May

2005

For all address fields, entering the zip code populates the state and city/town.



Eager Jobseeker

12345 My Neighborhood
Aberdeen Proving Ground, MD 21005 US

DSN: 458-1

Email:

Availability:

Job Type: Permanent, Temporary, Term, Detail, Seasonal, Summer, Presidential Management Fellows, Recent Graduates, Multiple Appointment Types, Intermittent, Internships, Telework

Work Schedule: Full-Time, Part-Time, Shift Work, Intermittent, Job Sharing, Multiple Schedules

Work Experience:

Important Federal Agency

Federal Building

Aberdeen Proving Ground, MD 21005 United States

04/2012 - Present

Salary: 48,000.00 USD Per Year

Hours per week: 40

Series: 0301 **Pay Plan:** GS **Grade:** 11

Administrative Specialist (This is a federal job)

Duties, Accomplishments and Related Skills:

I provided the full range of administrative support to my Division.

Supervisor: Sorry Toseemego (123-4567)

Okay to contact this Supervisor: Yes

Education:

University of the South Saint Andrews, TN United States

Bachelor's Degree 05/2005

GPA: 3.8 of a maximum 4.0

Credits Earned: 120 Semester hours

Major: Philosophy **Honors:** Cum Laude

References:

References available upon request

Other resume sections are available for selection by the applicant. This is the resume built in this demonstration.



Select Resume

Instructions

Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If the resume you want to submit is not displayed, select "Add Resume" to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build a new one.

Your Resumes *(Required)



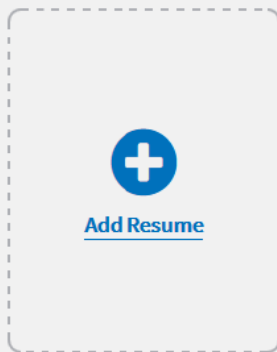
Awesome P... Resume
Built 2/1/2016

[View](#) | [Edit](#) | [Delete](#)



EJ Resume
Uploaded 2/1/2016

[View](#) | [Delete](#)



Required Documents +

Acceptable Formats -

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Do Not Include in Resume

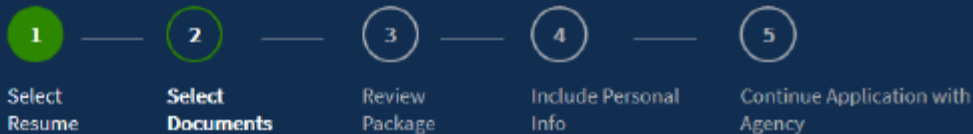
- Classified information
- Social Security Number (SSN)
- Photos of yourself
- Personal or sensitive information
- Encrypted and digitally signed documents

Helpful Links

- [Sample Resume](#)
- [What to Include](#)

Note the first item under "Do Not Include in Resume" is Classified Information!

Once a resume is built (or uploaded to the USA JOBS account) it will appear on the Select Resume page of the application process. Applicants select ONE resume to submit as part of their application.



Application Progress Saved

Your application progress has been saved to My Account > [Application Status](#).

Visual cue application progress has been saved

Step 2: Select Documents

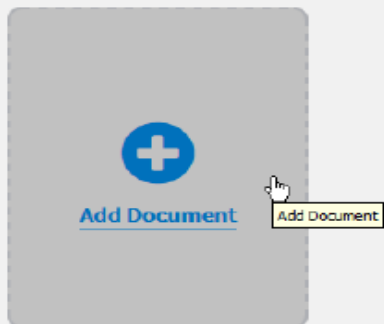
Select Documents

Instructions

Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents



Required Documents

The following required document details have been sourced from the job posting.

The following documents are required if you are applying to this announcement:

A complete Application Package must be submitted and received prior to 11:59, ET, on the closing date. The following documents are required for your application package to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, your system failure or

Required documents language from the job opportunity announcement


Select Documents

Instructions

Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.


If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents




EJ SF-50
SF-50 2/1/2016

[View](#) | [Delete](#)



EJ Transcripts
Transcript 2/1/2016

[View](#) | [Delete](#)



[Add Document](#)

Required Documents +

Acceptable Formats -

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Do Not Include in Resume

Classified information
Social Security Number (SSN)
Photos of yourself
Personal or sensitive information
Encrypted and digitally signed documents

Helpful Links

[Sample Resume](#)
[What to Include](#)



- USA JOBS stores up to 10 documents
- One, some, or all documents can be attached to an application
- Documents are identified by the date uploaded

Review Package

Your Resume [Add/Remove Resume](#)



Awesome P... Resume
Built 2/1/2016
[View](#)

Your Documents [Add/Remove Documents](#)



EJ SF-50
SF-50 2/1/2016
[View](#)



EJ Transcripts
Transcript 2/1/2016
[View](#)

Step 3: Review Package

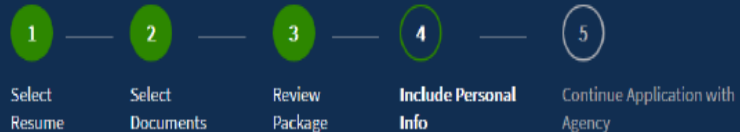
Step 4: Include Personal Info



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Closes 2/29/2016
[Who may apply](#)



Your demographic information will not be sent to the hiring manager responsible for this position. It is used solely for statistical purposes to assist the agency in the development of recruiting plans and to ensure the agency is reaching all segments of the population.

Include Personal Information

- I volunteer to provide my [demographic information](#) to help determine if the government's equal employment opportunity efforts are reaching all segments of the population.

So we can better locate applicants in the future, please tell us how you heard about this job. Please choose the best option available.

- I searched the USAJOBS website



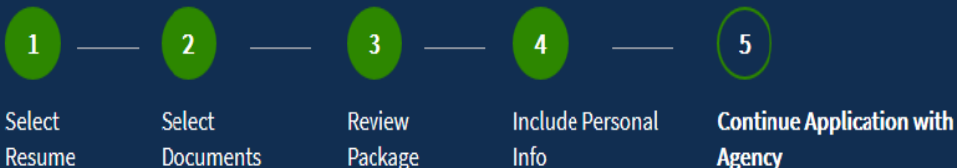
Applying to:

[ADMV OFFCR](#)

Department of Agriculture - A...

Closes 2/29/2016

[Who may apply](#)



Step 5: Continue Application with Agency

Continue Application with Agency

* 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).

You will leave USAJOBS and be sent to the Department of Agriculture - Agency Wide application system once you select "Continue to Agency Site."

You will submit your application once you have completed all the agency specific requirements.

[Continue to Agency Site](#)



Continue to Agency



Transfer to agency talent acquisition system...with progress bar and a visual cue which includes flying application documents....



You are being sent to the Department of Agriculture - Agency Wide application system to Continue your application. Your resume, document(s) and profile information will be transferred as well.