

# Navigating USAJOBS®

Welcome to USAJOBS, the official website for Federal Government employment! Go to USAJOBS to search for Federal jobs that match your skills, education, and experience, and use its tools to narrow your results and find your perfect job.

**To begin, go to [www.usajobs.gov](http://www.usajobs.gov)**

## Create an Account/Profile



Creating a USAJOBS account/profile allows you to customize your Federal job search and apply for Federal jobs. You can search for jobs without a profile but creating one early in the process will enhance your job search experience.

- Select “Create Profile” on the USAJOBS Home Page.
- Input your email address or create a username.
- Create a password.
- Select “Create Account.”
- USAJOBS will email you the registration link. Click the email link to confirm and access your USAJOBS account. Complete the “Contact Information” data, and three security questions and answers to reset your USAJOBS account if you forget your password or get locked out.
- Select “Activate Account.”
- From the Login page, sign in using “Username or email” and “Password.”
- On the USAJOBS Dashboard/Home Page, select “Complete Profile.”
- Complete the required data in the Contact, Eligibility, Demographics (optional), and Preference sections.
- Select “Save.” You will now notice “Profile Complete” in green.
- Select the “Home” tab on the USAJOBS Dashboard.

## Perform a Job Search



Perform a “Basic Search” to obtain results for a broad range of positions based on keyword and /or location input. An “Advanced Search” is a more detailed search in which you input specific criteria or use filters for more refined results.

- For a Basic Search, input data into the “Keywords” and/or “Location” boxes and select “Search.”
- For an Advanced Search, ensure the “Keywords” and “Location” boxes are empty and select “Search” and you will be taken to the filters to further refine your search. For example, you can input search criteria such as “Salary” or “Pay Grade” or “Occupational Series,” and then select “Search Jobs.”
- Your search criteria are displayed on the left hand side of page. If you like the search results, select “Save Current Search,” and name the search. USAJOBS will automatically notify you of additional postings in the future.
- Review the search results. Select the job title of the position that interests you to review the full Job Opportunity Announcement (JOA).

**The USAJOBS® Dashboard is where you will go to make changes in USAJOBS® to improve your Federal job search. For example, you can work with active and archived applications; review and edit saved jobs and searches; initiate new job searches; and view, edit, and update selected documents, including résumés and supporting documents.**

## Create /Upload a Résumé



You can create or upload up to five different résumés and upload 10 supporting documents (e.g., student transcript, cover letter, DD-214) to use to apply for Federal jobs. Consider using the portal résumé builder to create one of your résumés. You can make one résumé “searchable” to allow agencies to notify you of potential job opportunities.

- From the Dashboard Home page, select “Documents” and then the “Resumes” tab.
- Select the “Upload or build resume” indicator.
- Select “Build resume” or “Upload resume” and follow the instructions.
- On the Dashboard Home page, select “Documents,” then the “Other Documents” tab and the “Upload Document” tab.
- Select the document type to upload (e.g., transcript, cover letter), name the document, and then select “Complete Upload.”
- Select the “Home” tab on the USAJOBS Dashboard.

## Apply For a Job



The USAJOBS Application feature guides you through a five-step process: (1) Select Résumé, (2) Select Documents, (3) Review Package, (4) Include Personal Info, and (5) Continue Application with Agency.

Begin the application process by reviewing your “Search Results” pages and choosing the job(s) that

interest you. Review each JOA, including their “How to Apply” and “Required Documents” sections.

- Find a JOA that you want to apply for and select “Apply.”
- “Welcome to the USAJOBS Application Process” displays. Select “Start Application.”
- Complete the steps in order: (1) Select Résumé, (2) Select Documents, (3) Review Package, and (4) Update Personal Info, selecting “Save & Continue” after each step.
- At Step 5, “Continue Application with Agency” appears. Read the disclaimer, check the box, and then select “Continue to Agency Site.”

USAJOBS will redirect you to the hiring agency’s application system to complete the rest of the application process.

- Some agency systems may require you to create an account on their site. Follow the site’s instructions.
- At the agency site, complete the Assessment Questionnaire (if any) that collects information about your experience, education, knowledge, and skills to determine your qualifications for the position.
- After completing the Assessment Questionnaire, follow the prompts to submit your answers, and view/print the answers. Once you complete the instructions on the agency’s site, you have completed the application process and should receive notification from the agency that they received your application.