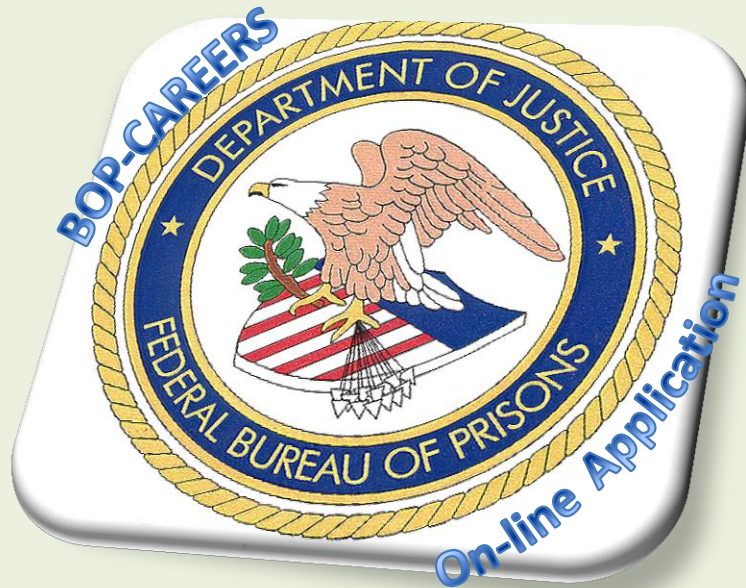


APPLICANT GUIDE



USER GUIDE – APRIL 2014
PREPARED BY THE CONSOLIDATED STAFFING UNIT
GRAND PRAIRIE, TEXAS

E-mail GRA-HRM/ConsolidatedStaffingUnit@bop.gov




APPLICANT GUIDE – BOP-CAREERS

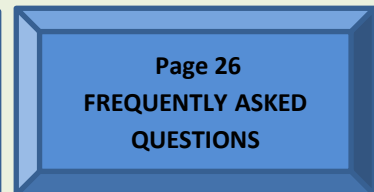
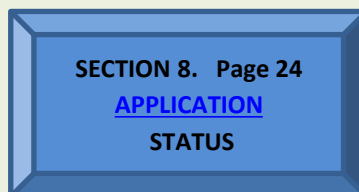
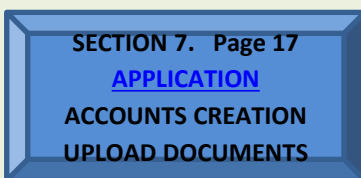
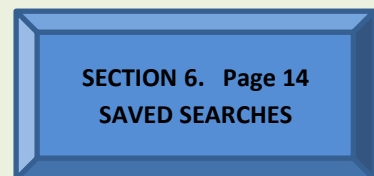
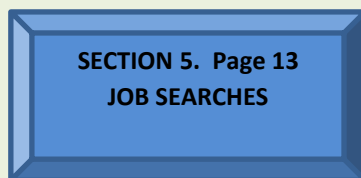
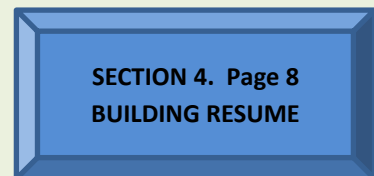
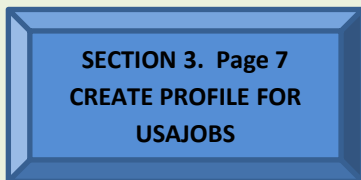
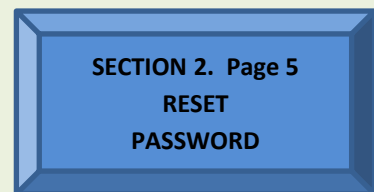
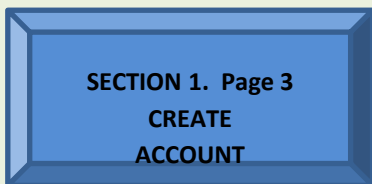
This guide will help you understand the numerous functionalities within your USAJOBS Account and BOP-Careers.

What is BOP-Careers? The BOP-Careers system is an automated application process. Applicants will answer vacancy specific questions necessary to evaluate an individual qualifications for the specific job to which they are applying.

Applicants are given a set of examples which closely describes experience related to each job (applicant assessment questions). Applicants will be prompted to select the answer choice that best describes their level of experience and/or expertise. When completed, the information provided in USAJOBS and the answers to the questions will become part of their application.

You can click on any of the squares to take you directly to the section. At the bottom of each page you can click on the home “” button icon to bring you back to this page.

HELPFUL TIP: Clicking on the buttons listed below will only function with ADOBE Reader or Greater. If you are having trouble viewing this document with the current settings, you may need to adjust your preference settings: From your toolbar, click Edit, click Preference, scroll to Page Display and ensure your Page Layout is set on Single page and Zoom is set on Fit Width.



SECTION 1: CREATE ACCOUNT

STEP

ACTION

GETTING STARTED.....

Go to www.usajobs.gov

How do I create a USAJOBS account?

Begin the process by clicking on Create An Account.

Home Search Jobs My Account Resource Center

USAJOBS
"WORKING FOR AMERICA"

Keyword: Location:

U.S. Citizens Federal Employees

[Advanced Search >](#)

You will receive the USAJOBS Create New Account page. Fill in the blocks indicated by a red asterisk (*). You will be directed to Your Account Main Page.

Ensure you remember your Username and Password.

Scroll to bottom and click "I agree. Create my account".

Home Search Jobs My Account Resource Center

USAJOBS
"WORKING FOR AMERICA"

Create New Account

Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

Required information

- Primary Email
- Confirm Primary Email

What is your email format preference? Some email providers block HTML messages. Select "Text" to ensure your emails go through.

HTML Text

You will receive notification that a link will be sent to your email address.

Home Search Jobs My Account Resource Center

USAJOBS
"WORKING FOR AMERICA"

Thanks!

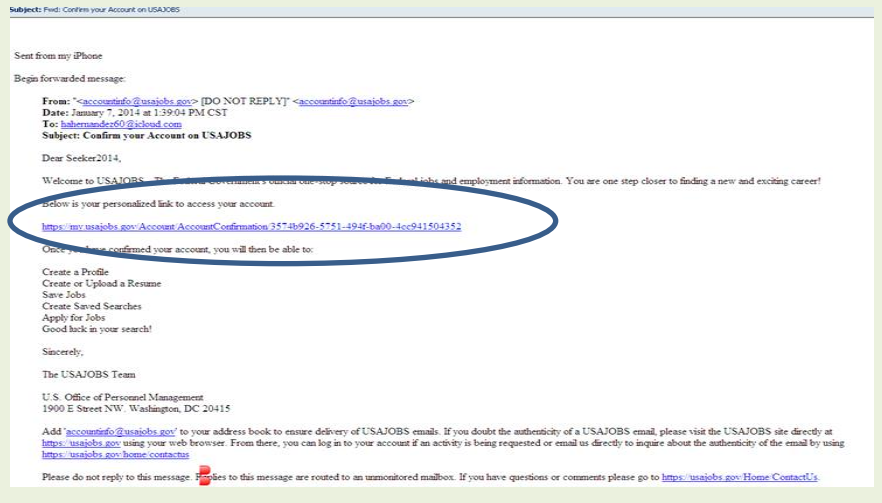
The personalized link to your new account will be sent to your email address, [redacted]. Please check your email to log in to USAJOBS. This process may take up to 10 minutes.

If you are having trouble reaching your email or have not received your personalized link first check your spam folder, then please [Contact Us](#).

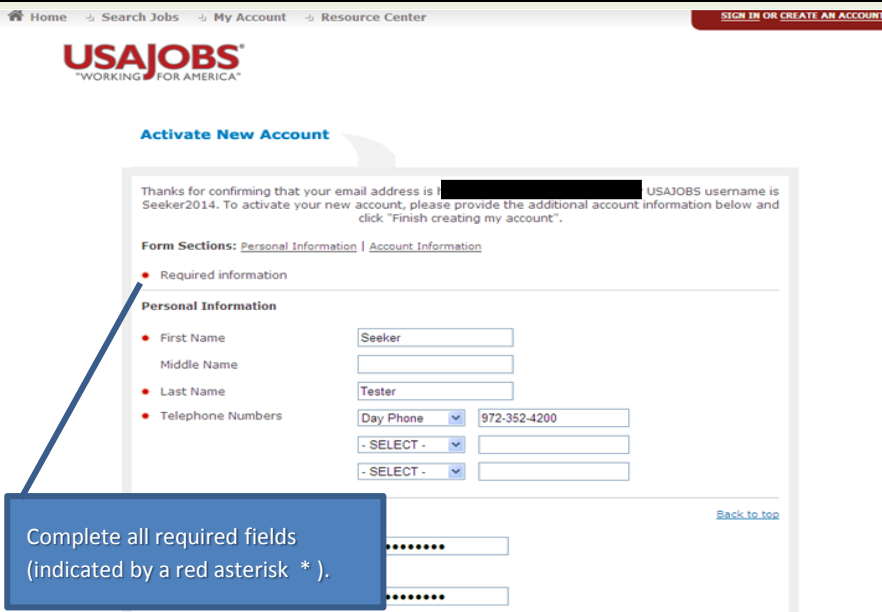
[Back to Home](#)



Retrieve your email and click on the link to access your account in USAJOBS.gov.



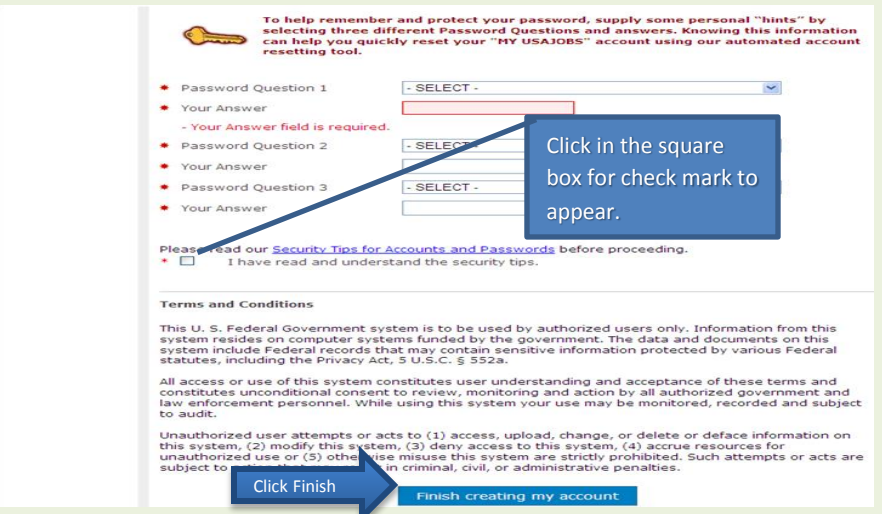
In order to Activate New Account, you must provide the additional account information.




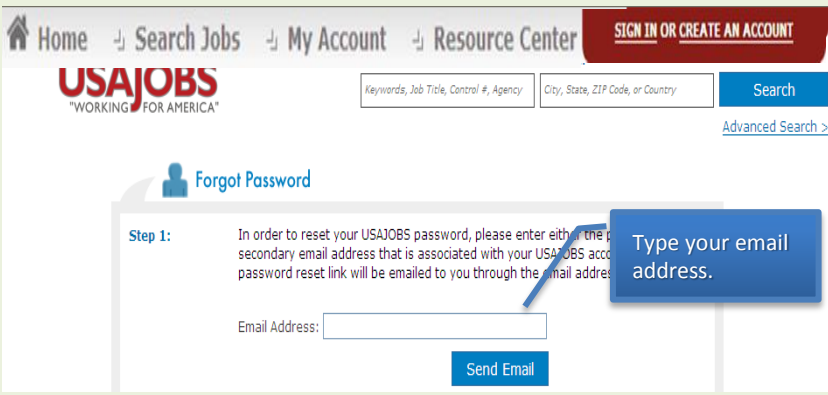
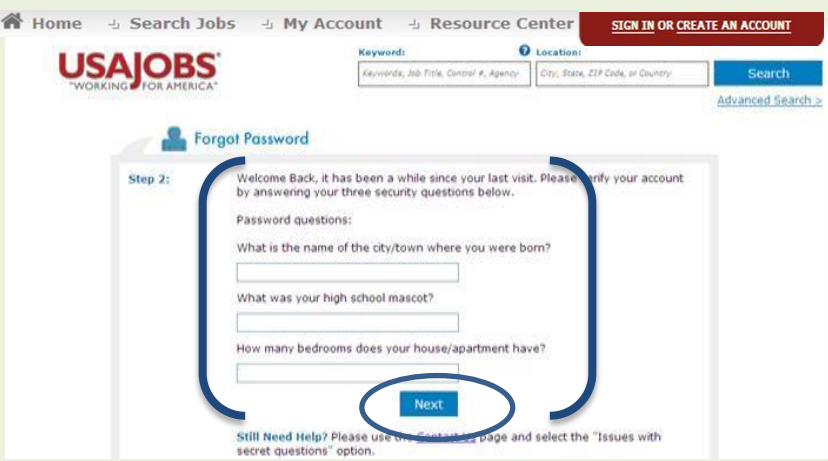
For security purposes, select three different Password Questions and answers.

You must click in the square box: I have read and understand the security tips.

Click Finish creating my account.



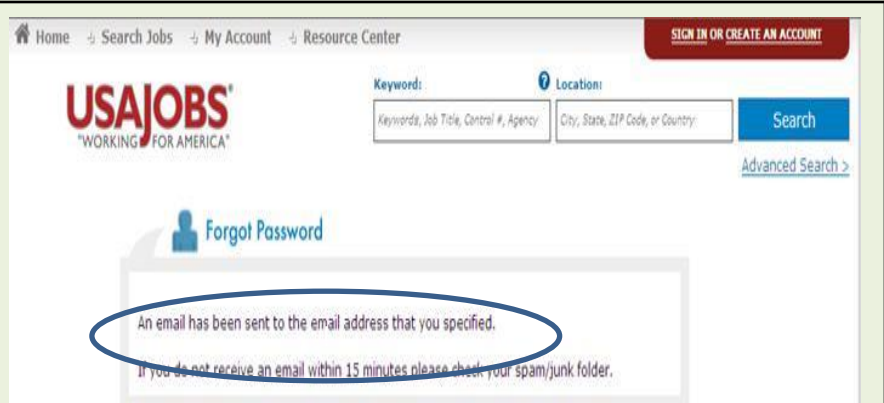
SECTION 2: RESET PASSWORD

STEP	ACTION
<p>Reset your Password in USAJOBS:</p> <p>To reset your password, you must follow the instructions provided by USAJOBS on resetting passwords.</p> <p>Click Forgot your username and/or password.</p>	 <p>NOTE: Please respond to the first email you receive from USAJOBS. Do not continue to submit emails to USAJOBS regarding your password. Each time you submit an email, a new ticket is opened.</p>
<p>Enter your email address</p> <p>Click Send Email.</p>	 <p>Type your email address.</p>
<p>You must verify your account by answering the three security questions you previously established.</p> <p>Click Next.</p>	 <p>Next</p>



You will receive the Forgot Password notification.

An email will be sent to your email address, check email and respond within the time frame.



Retrieve your Email Notification and click the link provided.

NOTE: You must reset your password within 24 hours.

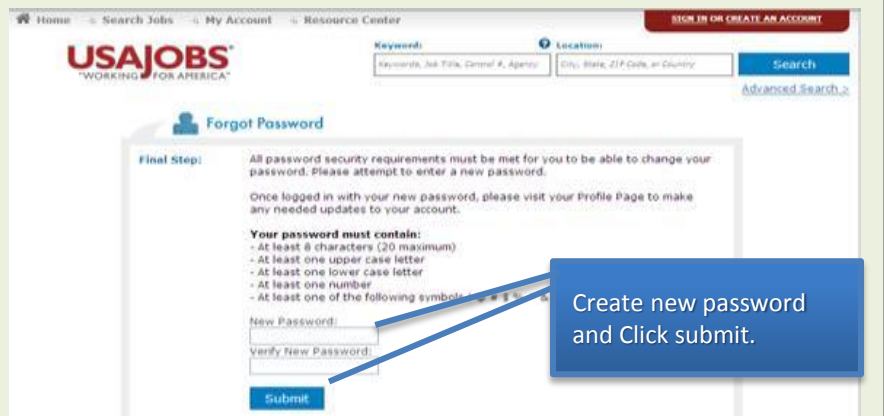
Click on the link



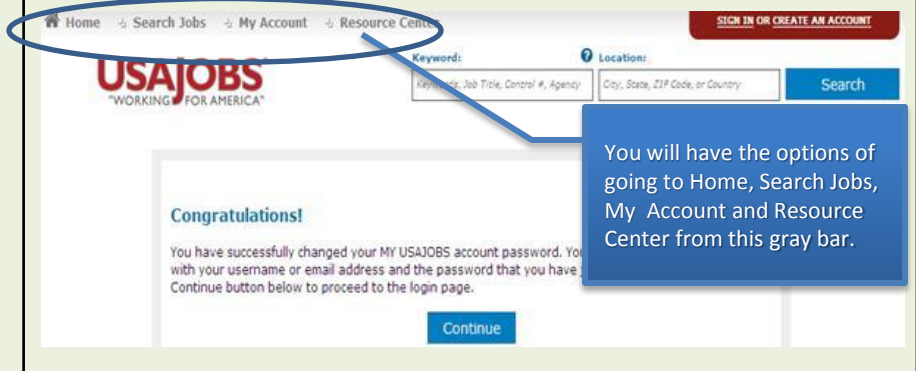
Create and type new password.

Click submit

NOTE: Make sure to follow the requirements to establish your password.



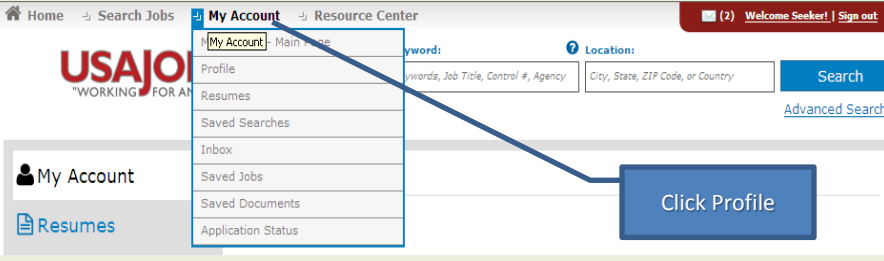
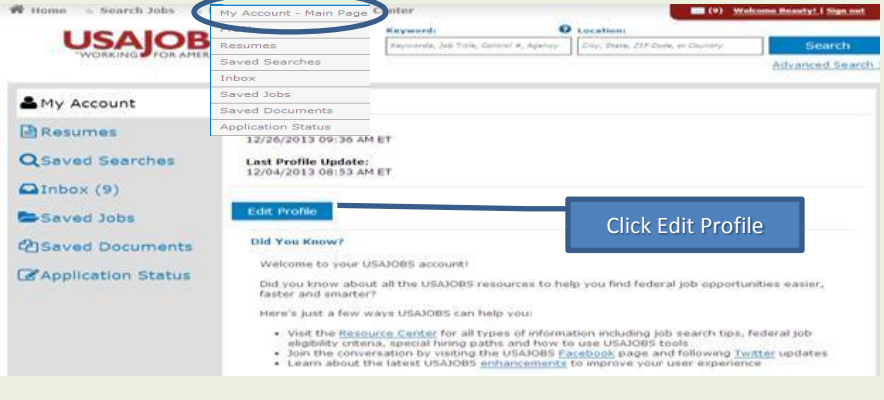
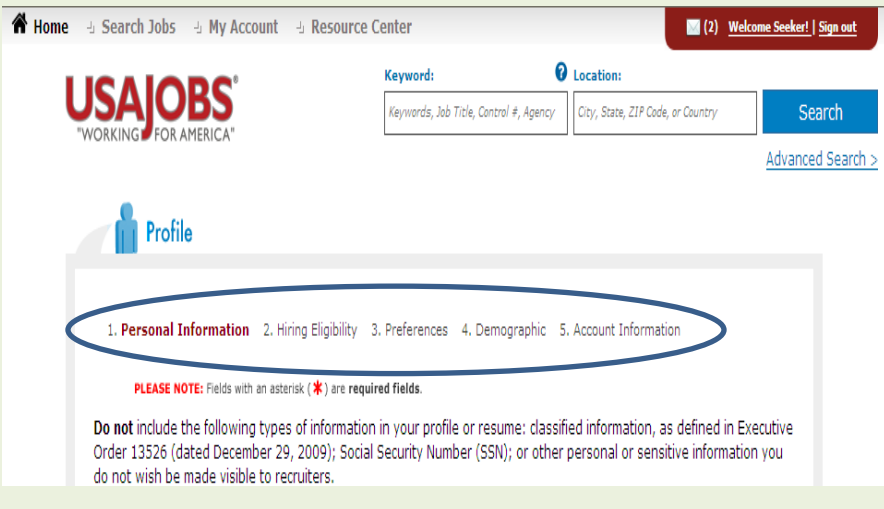
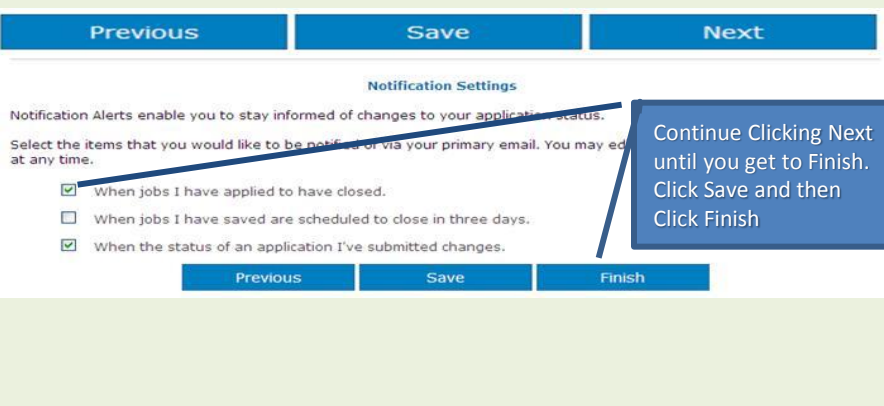
Click Continue



You will have the options of going to Home, Search Jobs, My Account and Resource Center from this gray bar.

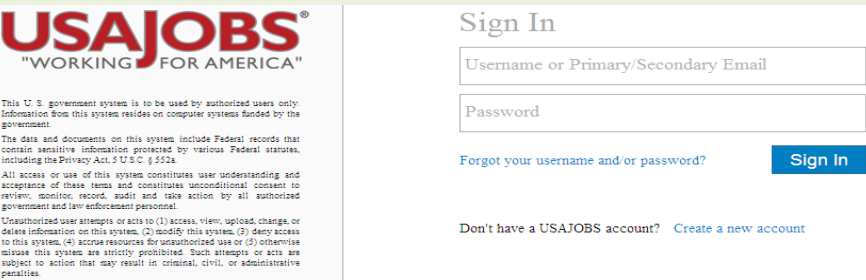
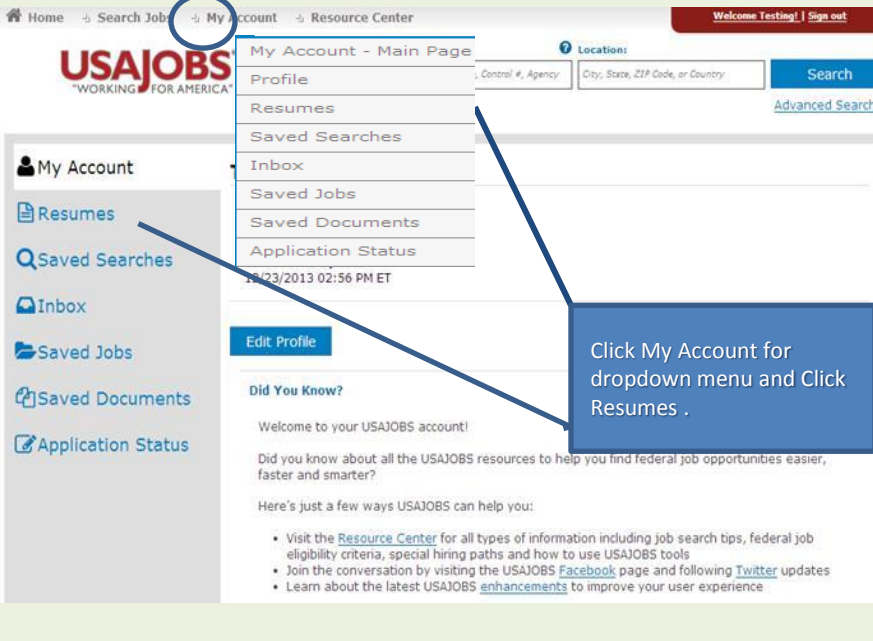
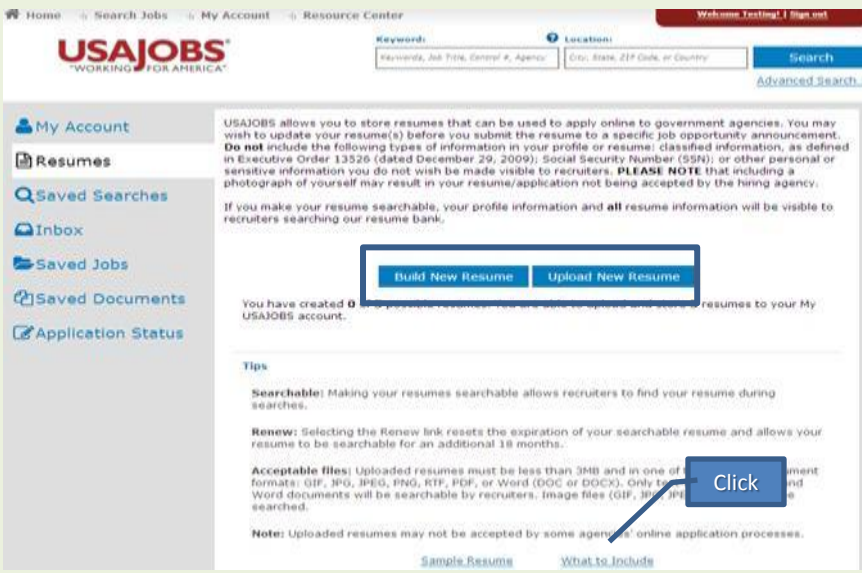


SECTION 3: CREATE PROFILE FOR USAJOBS

STEP	ACTION
<p>Click My Account for dropdown menu.</p> <p>Click Profile.</p> <p>OR</p>	
<p>Click My Account – Main Page. Click Edit Profile.</p> <p>NOTE: Questions pertaining to your profile are for USAJOBS. Therefore, please ensure to answer similar questions in your application process with the Bureau of Prisons too.</p>	
<p>Profile options:</p> <ul style="list-style-type: none"> ➤ Personal information: Name, address, email and phone number . ➤ Hiring Eligibility: Veteran Preference, Hiring options ➤ Preferences: type of work environment (part-time, permanent, etc.) ➤ Demographic: sensitive information (gender, race, etc.). ➤ Account Information: password, etc. 	
<p>Notification Settings options:</p> <ul style="list-style-type: none"> ➤ When jobs I have applied to have closed. ➤ When the status of an application I've submitted changed. <p>To select notification, click on the square to place or remove a checkmark.</p> <p>Click Save, Click Finish</p>	



SECTION 4: BUILDING RESUMES

STEP	ACTION
<p>Sign-In to USAJOBS</p>	
<p>From your “My Account” page, click Resumes</p> <p>If you upload your resume, it must contain information required by the job announcement. Please review the “How to Apply” section of the job opportunity announcement very carefully.</p>	
<p>To create a resume, you have the option of:</p> <ul style="list-style-type: none"> ➤ Creating a Resume or ➤ Uploading a Resume <p>Click Build New Resume or Upload New Resume</p> <p>NOTE: It will be your responsibility to upload the acceptable file. Therefore, when you Upload New Resume, please ensure to read the types of acceptable files to upload.</p> <p>Click what to include in resume for required information.</p>	



Complete all required fields (indicated by a **red asterisk***). Complete each of the following sections in the Resume Builder:

- Experience
- Education
- Other
- References
- Preview and Finish

Once you have completed entering your Experience, you can click on Save and Next.

If you exceed the character limitation (5000), you can add additional experience under #3, Other and scroll to the Additional Information section and proceed.

If you want to add additional employer experience, you can enter the information following the same sequence. Each set of "experience" will appear under the Experience tab.

NOTE: You can also apply the same procedures for the Education and References fields.



To Edit your work experience, click on the actual employer's name. Proceed by changing any of the fields you want to edit.

NOTE: You must save your experience and click "Next" to continue to the next section.

Resume Builder

* Resume Name

1. **Experience** 2. Education 3. Other 4. References 5. Preview and Finish

PLEASE NOTE: Fields with an asterisk (*) are required.

Preview your resume
Only information already saved will display in Print Preview.

Work Experience ⓘ

Note: If your resume is **not searchable**, this information will not be visible to recruiters performing resume searches.

To edit your work experience, click the employer name below, make your edits, and then click the **Save Experience** button.

Employer Name	Location	Job Title	Start Date	End Date
<u>Wells Fargo</u>	Grand Prairie, Texas	Contract Specialist	1/2014	Present

Save **Next**

Upon completion of the Resume Builder, you will be allowed to preview your resume.

You **must** click Finish to complete the process.

Resume Builder

1. Experience 2. Education 3. Other 4. References 5. **Preview and Finish**

Preview and Finish [Print Resume](#)

Seeker Tester
346 Marine Forces Drive
Grand Prairie, TX 75051 US
Day Phone: 972-352-4200
Email: hahernandez60@icloud.com

Availability: **Job Type:** Permanent
Work Schedule: Full-Time

Desired locations: United States - TX

Work Experience: **Wells Fargo** **01/2014 - Present**
Grand Prairie, TX United States **Hours per week: 40**
Contract Specialist
sdfsdfsdf

Previous **Finish**



Uploading a Resume:

Click Resumes in the left gray column.

Click Upload New Resume

Home Search Jobs My Account Resource Center (2) Welcome Seeker! Sign out

USAJOBS®

"WORKING FOR AMERICA"

Keyword: Location: Search Advanced Search >

My Account

- Resumes**
- Saved Searches
- Inbox (2)
- Saved Jobs
- Saved Documents
- Application Status

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

Resume 1: Cricket - Resume Status: Not searchable
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) [Make Searchable](#)

Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

[Build New Resume](#) [Upload New Resume](#)

You have created **1** of **5** possible resumes. You are able to upload and store **5** resumes to your My USAJOBS account.

Click Upload New Resume

Screen will appear to choose file to upload.

Select the file and click Open

Resume Uploader

Choose File to Upload

Look in: RESUME

Cricket - Resume

File name: Cricket - Resume Open Cancel

Files of type: All Files (*.*)

Please enter a name for this attachment (100 characters max)

Cricket
Select Document:
Browse...

Upload

account. If the job accepts uploaded resumes you can use to apply for a job. It is

Highlight file and Click Open to select document.



Name the Resume that you want to "Upload".

Click on Browse. This function will allow you to locate and identify the resume you wish to upload from your computer, flash drive, etc.

Click Upload

Resume Uploader

You are able to upload and store five resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. It is suggested resumes be no longer than five pages.

* Required information

Upload a Resume ?

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

[Sample Resume](#)

[What to Include](#)

Please enter a unique name for this resume (100 characters max)

*

Select Document:

*

The number of resumes you have created or uploaded will be displayed.

To build or upload additional resumes, simply repeat the steps.

Remember, you can only have 5 resumes on file at any time.

If you make your resume searchable it will be visible to recruiters.

NOTE: When applying to vacancy always attach your most updated resume.

Home Search Jobs My Account Resource Center (2) Welcome Seeker! Sign out

USAJOBS
"WORKING FOR AMERICA"

Keyword: Location: [Advanced Search](#)

My Account
Resumes
Saved Searches
Inbox (2)
Saved Jobs
Saved Documents
Application Status

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information will be visible to recruiters searching our resume bank.

Resume 1: Cricket - Resume
View | Edit | Duplicate | Delete

Form: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

Status: Not searchable

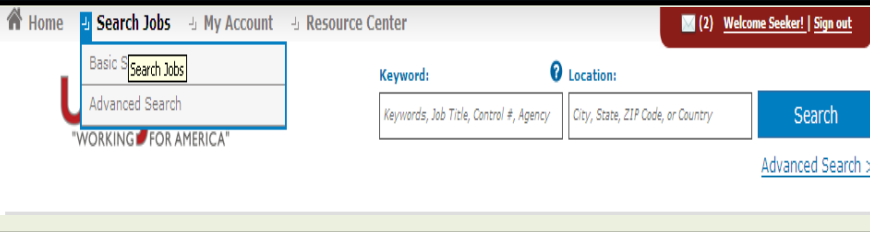

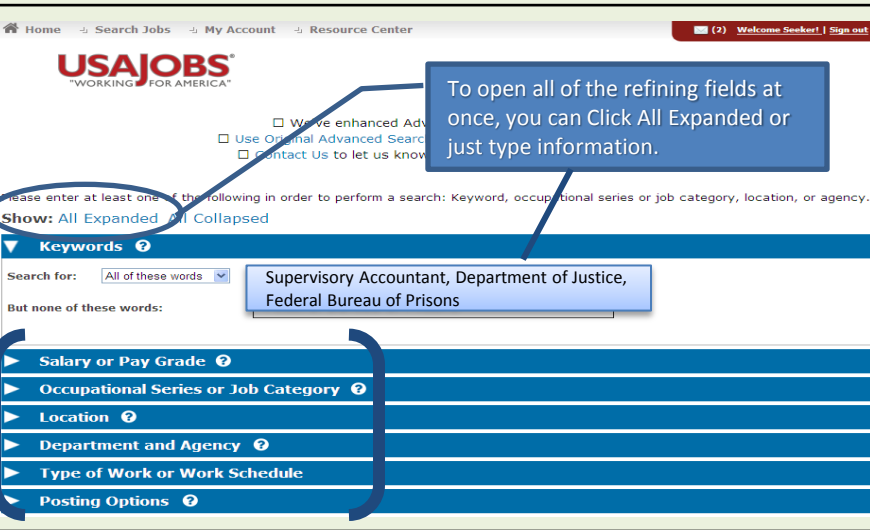

You
US

Ensure that your resume's status is Searchable. Click Make Searchable

To edit your resume you will Click Edit . If it's the Work experience, click on the Employee's name highlighted in blue. If not, scroll to the bottom and click Next until you get to the area you want to change.



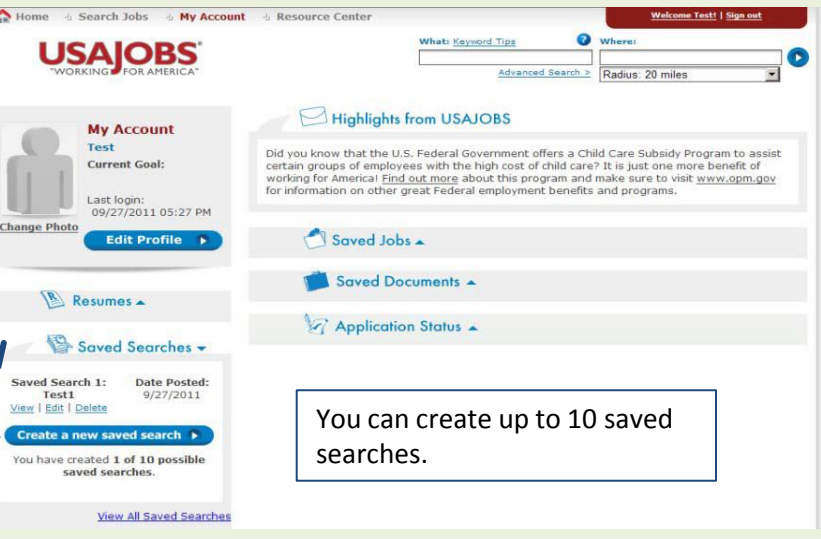


SECTION 5: JOB SEARCHES

STEP	ACTION
<p>Click on Search Jobs for menu options. Click Basic or Advanced Search</p> <p>OR</p>	 <p>The screenshot shows the USAJOBS website header with navigation links: Home, Search Jobs, My Account, and Resource Center. A dropdown menu for 'Search Jobs' is open, showing 'Basic Search Jobs' and 'Advanced Search' options. Below the menu are search fields for 'Keyword' and 'Location', and a 'Search' button. A 'Welcome Seeker!' message is in the top right corner.</p>
<p>If you click Basic, this page will appear and you can click Advanced Search from this page as well.</p>	 <p>The screenshot shows the USAJOBS search page with the 'Advanced Search' button circled in blue. The search fields and navigation links are visible at the top.</p>
<p>You can select just a few of the refining fields. For the example below, a user refines a search by opening the Keywords and Location fields (type the title of the position, Supervisory Account, Department of Justice, Federal Bureau of Prisons). This will retrieve vacancies for the agency.</p>	 <p>The screenshot shows the USAJOBS search page with the 'Keywords' and 'Location' fields expanded. A callout box says: 'To open all of the refining fields at once, you can Click All Expanded or just type information.' Another callout box points to the search text: 'Supervisory Accountant, Department of Justice, Federal Bureau of Prisons'. A third callout box points to the 'Show: All Expanded' button. The refining fields listed are: Salary or Pay Grade, Occupational Series or Job Category, Location, Department and Agency, Type of Work or Work Schedule, and Posting Options.</p>
<p>Who May Apply</p> <p>You can refine your search by looking for jobs open to the general public or the jobs open to federal employees, or veterans' preference and other eligibility categories.</p> <p>NOTE: To view jobs announced under federal jobs, you will have to hover over the radio button to select "federal employees".</p>	 <p>The screenshot shows the 'Who May Apply' section with a radio button selected for 'Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as federal employees.' A callout box points to this radio button with the text: 'Click'. Other options include 'No - I do not fall into one of these categories and only want to see jobs open to the general public.' The 'Search Jobs' button is also visible.</p>



SECTION 6: SAVED SEARCHES

STEP	ACTION
<p>These instructions will guide you in creating Saved Searches, automatically retrieve job opportunity announcements matching specified criteria and receive the results through email at specified times.</p> <p>Sign In to your existing account by clicking on “SIGN IN” on the USAJOBS® homepage. If you need to create an account, you can click the “CREATE AN ACCOUNT” link</p>	 <p>**PLEASE NOTE: You must have a USAJOBS account to create a Saved Search.</p>
<p>From your Account page, you are able to create new saved searches two ways:</p> <ul style="list-style-type: none"> Expand the My Account drop-down menu and click “Saved Searches” Expand the Saved Searches section and click the “Create a new saved search” button 	 <p>Note: When asked to create a name for the saved search, you may enter a name of your choice that is related to the job such as: Administrative, Program Analyst, Management Analyst.</p>
<p>If you expand the Saved Searches section, you are able to:</p> <ul style="list-style-type: none"> View all saved searches you created previously in the same page or in the separate page by clicking the View All Saved Searches link Create a new saved search, by clicking the Create a new saved search button 	 <p>You can create up to 10 saved searches.</p>



From the Create A New Saved Search page, enter in all of your desired criteria.

Home Search Jobs My Account Resource Center Welcome Test! Sign out

Search Jobs Keyword Tips Where: Advanced Search >

Create A New Saved Search

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Keyword Search
(e.g.: Job Title, Agency Name, Job Announcement #, Control #) [More Tips](#)

Title Search

Series Number Search
Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).

Location Search

Show locations for this region: United States

Choose State: United States, Alabama, Alaska, American Samoa, Arizona, Arkansas, California

Then Locale(s)

Click buttons to add/remove: Add >>, << Remove

Agency Search

Choose Agency: Armed Forces Retirement Homes, Central Intelligence Agency, Courts Svcs & Offender Supervision Ag. Dc, Department Of Agriculture, Department Of Commerce, Department Of Defense, Department Of Education

Then sub agency

Click buttons to add/remove: Add >>, << Remove

Occupational Series

- Able Seaman (9924)
- Able Seaman-Maintenance (9925)
- Accounting (0510)
- Accounting Technician (0525)
- Actuarial Science (1510)
- Administration And Office Support Student Trainee (0399)
- Administrative Law Judge (0935)
- Administrative Officer (0341)
- Aerospace Engineering (0861)
- Agricultural Commodity Aid (1981)
- Agricultural Commodity Grading (1980)
- Agricultural Engineering (0890)
- Agricultural Engineering (0890)

Applicant Eligibility

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)?
- In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an [excepted service](#) position covered by an [interchange agreement](#), or
- [Eligible for reinstatement](#)?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

Yes No

Show only Senior Executive Service postings?
 Yes No

Exclude postings for jobs open longer than 30 days?
 Yes No

Sort Results By
 Key Word Relevance Date

Type of Work
 Permanent
 Temporary
 Term
 Detail
 ICTAP Only
 Student

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

Show Jobs Posted: All Jobs

Save this search

Create up to ten saved searches to find jobs matching your specific criteria. They'll search around the clock and email you the results.

Name your Saved Search: _____

How often do you want to Receive E-mail Notifications?
 Daily Weekly Monthly None

Save Search > Save and Run > Reset Form >

Lastly, you need to create a name for your Saved Search.



You can set how often you would like USAJOBS to send you email notifications of new job opportunity announcements.

Any option you select other than “None”, will automatically send you the results of job opportunity announcements that have been posted since the last email you received.

The first email you receive will include those results that have been posted since you created the Saved Search.

If you click the “Save Search” button, you are able to view your saved searches. You may save up to 10 searches with different search criteria to help you find the right opportunity for you.

- You can see all currently open job opportunity announcements that meet your search criteria by clicking the “View” link
- You can edit your saved search by clicking the “Edit” link
- You can permanently remove your saved search from your account by clicking the “Delete” link

Save this search

Create up to ten saved searches to find jobs matching your specific criteria. They'll search around the clock and email you the results.

*Name your Saved Search:

How often do you want to Receive E-mail Notifications? [?](#)

Daily Weekly Monthly None

[Save Search](#) [Save and Run](#) [Reset Form](#)

Note: Giving your Saved Search a name is a required field when creating a new saved search.

When you enter in all of your desired criteria , click the “Save Search” button to save your search criteria.

You can also click the “Save and Run” button to save your search criteria and view the open job opportunity announcements that meet your search criteria.

Home Search Jobs My Account Resource Center Welcome Test1 | Sign out

USAJOBS
"WORKING FOR AMERICA"

What: Keyword Tips Where: Radius: 20 miles

Advanced Search

Saved Searches

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then e-mail you when there are new jobs entered into the database that meet your specifications. You may employ up to 10 Saved Searches.

Saved Search 1:	Test1	Date Posted: 9/27/2011
	View Edit Delete	

[Create a new saved search](#)

You have created 1 of 10 possible saved searches.

Tips on Managing Your Saved Searches

View: This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and that match your other criteria

Edit: Make changes to your saved search any time

Delete: Permanently removes your saved search

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USAJOBS](#)

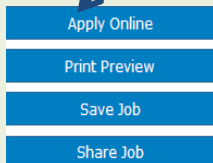
Note: Giving your Saved Search a name is a required field when creating a new saved search.



SECTION 7: APPLICATION, ACCOUNT CREATION, UPLOAD DOCUMENTS.

STEP

Once you have conducted your searches ([refer back to Section 5 for instructions conducting job searches](#)). If the vacancy is of interest, click Apply Online or Update Application.



NOTE: If you have already saved a job search, the Update Application will appear instead of the Apply Online option.

ACTION

Home Search Jobs My Account Resource Center (2) Welcome Seeker! Sign out

USAJOBS
"WORKING FOR AMERICA"

Keywords: [Keywords, Job Title, Control #, Agency] Location: [City, State, ZIP Code, or Country] Search Advanced Search

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

Bureau Of Prisons / Federal Prison System

Job Title: Supervisory Accountant (Chief, Accounting Systems and Policies)
Department: Department Of Justice
Agency: Justice, Bureau of Prisons/Federal Prison System
Job Announcement Number: CO-2014-0062

SALARY RANGE: \$105,211.00 to \$136,771.00 / Per Year
OPEN PERIOD: Monday, December 23, 2013 to Wednesday, January 15, 2014
SERIES & GRADE: GS-0510-14
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 14
DUTY LOCATIONS: 1 vacancy - Washington DC, DC [View Map](#)
WHO MAY APPLY: DOJ employee's nationwide plus eligible DOJ Surplus and Displaced employees in the local commuting area

Deck

Go to section of this Job

Update Application

Print Preview

Share Job

[Agency Contact Info](#)

Job Announcement Number: CO-2014-0062
Control Number: 358092000

The USAJOBS vacancy information will appear:

- Hover over the radio button to select one of your stored USAJOBS resume.
- Check boxes with an asterisk (*) indicating:
 - That you have previewed your resume.
 - Read and check certification box regarding information submitted.

Click, Apply for the position now.

Home Search Jobs My Account Resource Center (2) Welcome Seeker! Sign out

USAJOBS
"WORKING FOR AMERICA"

Keywords: [Keywords, Job Title, Control #, Agency] Location: [City, State, ZIP Code, or Country] Search Advanced Search >

Please Note: If you are resubmitting or updating a previous application you must re-submit **all** required documents!

Apply Online to the following job:

Job Announcement Number: CO-2014-0062
Job Title: Supervisory Accountant
Grade: GS 14/14
Department: Department Of Justice
Agency: Justice, Bureau of Prisons/Federal Prison System
Job Location: Washington DC, District of Columbia
Closing Date: Wednesday, January 15, 2014

Resume - Select one of your stored USAJOBS resumes to send (or first [Save Job and Create, Edit, or Upload a resume](#)):

Cricket - Resume

This job accepts saved documents, but you do not have any documents saved in your USAJOBS account. [Save this job](#) and then upload documents to your account before applying to this job.

Fields below with an asterisks (*) are required.

I have [previewed my resume](#). The selected document includes the information I wish to provide with this application.

Allow me to attach demographic information to the application. [Review or update your demographic information](#).

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).

Apply for this position now! Cancel



Once you click on Apply for the position now, if you have not completed your profile, you will receive this message.

[\(Follow steps in Section 3, Creating profile\).](#)

If you need to edit your profile click My Account for dropdown menu and click Profile to proceed.

OR

The screenshot shows the USAJOBS website with the 'My Account' dropdown menu open. The menu options are: My Account - Main Page, Profile, Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. Below the menu, job announcement details are displayed: Job Announcement Number: CU-2014-0062, Job Title: Supervisory Accountant, Grade: GS 14/14, Department: Department Of Justice, Agency: Justice, Bureau of Prisons/Federal Prison System, Job Location: Washington DC, District of Columbia, and Closing Date: Wednesday, January 15, 2014. A blue callout box on the right says: 'If your Profile was not completed, you will receive this message. Therefore, before you can apply to this vacancy announcement you must create or complete your Profile.' A blue arrow points from the 'Profile' menu item to the callout box. At the bottom, a message states: 'You are not able to apply because your profile is incomplete. [Save this job](#) and then edit your profile to complete your application submission.'

If you are a NEW USER to BOP-Careers, you will be prompted to the Account Creation page after you have attempted to apply to a vacancy.

Information already submitted to USAJOBS will be prepopulated where applicable and cannot be edited at this time.

The screenshot shows the 'Account Creation' page for a new user. The page title is 'Account Creation' and it includes a 'Begin' button. A blue callout box with the text 'Click Begin' points to the 'Begin' button. The page contains a form for 'Personal Information' with fields for First Name (pre-filled with 'Seeker'), Middle Initial, Last Name (pre-filled with 'Tester'), Date of Birth (format MM/DD/YYYY), SSN, Confirm SSN, and Address 1 (pre-filled with '346 Marine Forces Drive'). A message states: 'Your applicant profile cannot be edited at this time. Changes to your applicant profile must be made by accessing your account in the My USAJOBS tab. During this process, please use the "Pre-Registration" button in the My Account tab.' A blue arrow points from the 'Begin' button to the 'Pre-Registration' button in the 'My Account' section.

Complete your profile and Account Creation. You will have the opportunity to view your information

Click Next.

Click Apply to this vacancy. Or You will be directed to the BOP-Careers Website.

The screenshot shows the 'Account Creation' page with the 'Personal Information' section completed. A 'Next' button is visible. Below the form, a 'Welcome Back, SEEKER TESTER' message is displayed. A blue callout box with the text 'Click Next' points to the 'Next' button. Below the welcome message, there is an 'Apply to this Vacancy' button and an 'Account Updated!' notification: 'Congratulations. Your account has been updated.' A blue arrow points from the 'Apply to this Vacancy' button to the text 'Click Apply to this vacancy. Or You will be directed to the BOP-Careers Website.' At the bottom, a message says: 'One moment please... We are now bringing you to the system used by the Justice, Bureau of Prisons/Federal Prison System to complete your application process. You will be returned to USAJOBS upon completion. If you do not close your web browser for security. Your browser should automatically take you there in about 15 seconds, or... Take me there now'. A blue callout box with the text 'Click Take me there now or allow the browser to automatically take you there.' points to the 'Take me there now' button.



If you saved your job, after Account Creation, you will be able to go back to the position you were applying to and reanswer the two required questions in the **red asterisk (*)**.

Click Apply for this position now!

Begin your application process by clicking Edit Your Application.

You have the following options to complete in your Eligibility Question Section.

- Eligibility
- Series Grade Location
- Grade Specific Question
- All Grade Questions
- Documents
- Application Review

Complete each section of your eligibility questions. Items indicated by a **red asterisk (*)** are required.

Read each question carefully and ensure you review the "Eligibility Questions" each time you apply for a vacancy, as your answers may affect your eligibility to receive consideration for a job.



Once you answer and review the questions for accuracy, you are ready to move to the next section.

Click Next, to go to the next tab section.

Important: All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

Note: Changing your answers to these Eligibility Questions will affect your eligibility and consideration for other vacancies you have applied to at this agency. Please review your answers to make sure they are accurate. Pressing the "Next" button will save changes made to your answers to this vacancy and other vacancies to which you have applied.



If you want to withdraw from a certain grade level you can make the change under the Series Grade Location.

As long as the job is open you can click Withdraw from grade, the option will now appear as Reapply to grade.

If you want to reapply, just click on grade option.

Return to USAJOBS
View Application Status
My Account

Series, Grade and Location



Click next to go to next section

During this process, please use the "Previous" and "Next" buttons located at the bottom of the page. Using the browser BACK button will return you to the beginning of the process.

You must complete the entire application process in order to resubmit your application for this vacancy.

Series, Grade and Location Selection

Series
This position is offered for a single series.

*Please confirm you wish to be considered for these series. Check all that apply.
 0510-ACCOUNTING

Grade
This position is offered at a single grade level.

*Please confirm you wish to be considered for this grade. Select an option below.
Note: If you select "I do not wish to be considered for this grade" you will not be asked questions required for that grade and the grade cannot be changed for that grade.

*Grade 14
Applied Withdraw from grade 14 **Grade 14**
Withdrawn **Reapply to grade 14**

Vacancy Documents in BOP-Careers will allow you to upload the required documents for the vacancy announcement by clicking on one of the following actions:

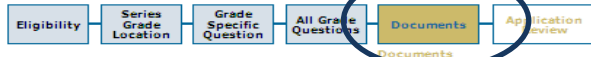
Uploading Document Options:



Federal Bureau of Prisons

Return to USAJOBS
View Application Status
My Account

Vacancy Documents



The page lists the documents that are required by this vacancy announcement. Please add a document to your application by clicking on one of the following actions:

- "USAJOBS" to download documents transferred from USAJOBS.
Note: This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on "USAJOBS".
- "Upload" to upload documents from your computer.
- "Fax" to generate a fax coversheet and fax the documents.

Documents from your profile that will be sent with your application.

You can provide a new version of a submitted document by clicking the USAJobs, Upload, or Fax links. The new document will replace the existing version already on file.

No applicant level documents exist.

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed.



Documents transferred from USAJOBS are **NOT** automatically added/ transferred to your application; you will need to click on "USAJOBS".

NOTE: Certain document types may allow you to only upload a couple of pages. If this is the case, you can upload to any Document Type options or fax. Faxing will allow you to submit several pages at a time.

After you click on any of the Action column options.



The Document Manager page will appear.

Type the Description of your document.

Click Browse, this will open to your computer to allow you to choose the file to upload.

Click Upload Document.

Uploaded documents will be displayed under the Description column.

Two additional choices under the Action column will be provided upon uploading a document.

- Edit
- Delete



Under the Description column, the uploaded document will be displayed.

View the document by clicking on the item you uploaded under the Description column.

You will be prompted to the "File Download", click Open to verify that you have uploaded the correct document.

Go back to Document Manager. Click USAJOBS under Action Column:



Document Manager page will be displayed.

Upload a USAJOBS document by hovering over the dropdown arrow and select the name of the document you uploaded to USAJOBS.

Click Download from USAJOBS

Select Fax under any document type category, (example: DD-214, transcripts, etc.) you will be prompt to this screen.

Click Generate Cover Sheet.

NOTE: Read the Fax Instructions carefully. It is your responsibility to ensure that a fax confirmation is received.



A fax coversheet will be generated. You **must print** and fax this cover sheet with your documents.

Your documents will be faxed directly to Hiring Management-Fax Imaging and be placed under the document type you selected.

NOTE: If you send another fax using the same coversheet, it will over ride your previous document.

Printed on 01/09/2014 02:17:26 PM.

FAX#9300319
DB=58
CHK=502

(Please do not write or mark above this line.)

Fax Cover Sheet

To:	Hiring Management-Fax Imaging	From:	TESTER, SEEKER
Fax:	1-571-258-4052	Pages:	
Phone:		Date:	
Re:	Applicant Documentation : Course Syllabus	Vacancy Name:	CO-2014-0062



MGSF9300319X58FSGM
FAX#9300319
DB=58
CHK=502

Fax Instructions

THIS MUST BE THE FIRST PAGE IN YOUR FAX TRANSMISSION IN ORDER FOR YOUR DOCUMENT TO BE PROCESSED CORRECTLY.

After you have completed uploading all documents, scroll to bottom and click Next.



Once you click Next, the Application Review page will appear.

NOTE: This is your opportunity to view the answers and the information you provided in your resume.

After reviewing your application, you **MUST** click **FINISH**

You will be returned to USAJOBS.

Federal Bureau of Prisons

Return to USAJOBS | **Application Review** | Eligibility | **Grade Location** | Grade Specific Question | All Grade Questions | Documents | Application Review

View Application Status | My Account

Here is a summary of the application you just completed.

If a document transferred from USAJOBS is not listed under "Description" for the respective Document Type, please click on the PREVIOUS button below to go back to the Documents page and associate the document.

If you would like to download & save a copy of this page, click the "Show/Hide" link below, and select which parts you would like to save

Download / Save Application & Related Documents [Show / Hide]

Personal Information | Eligibility Questions | Vacancy Questions | Documents | Resume

Name:	HENRY HERNANDEZ JR
Email:	hhernandez60@abcglobal.net
Vacancy Announcement:	GUA:2014-0007
Position Title:	Contract Specialist (Contract Specialist)
Series:	1102
Grade:	GS7
Location(s):	PR, RQ
Veteran's Preference:	

Back to top

Eligibility Questions

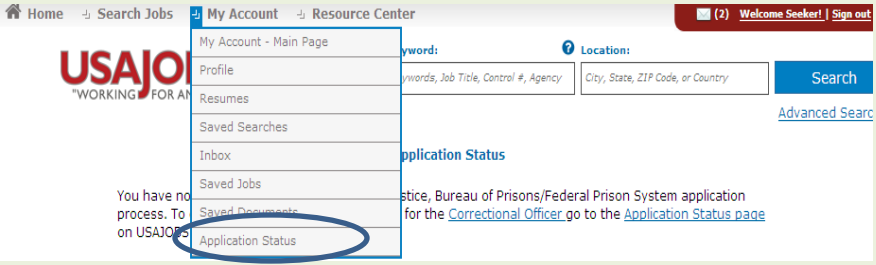
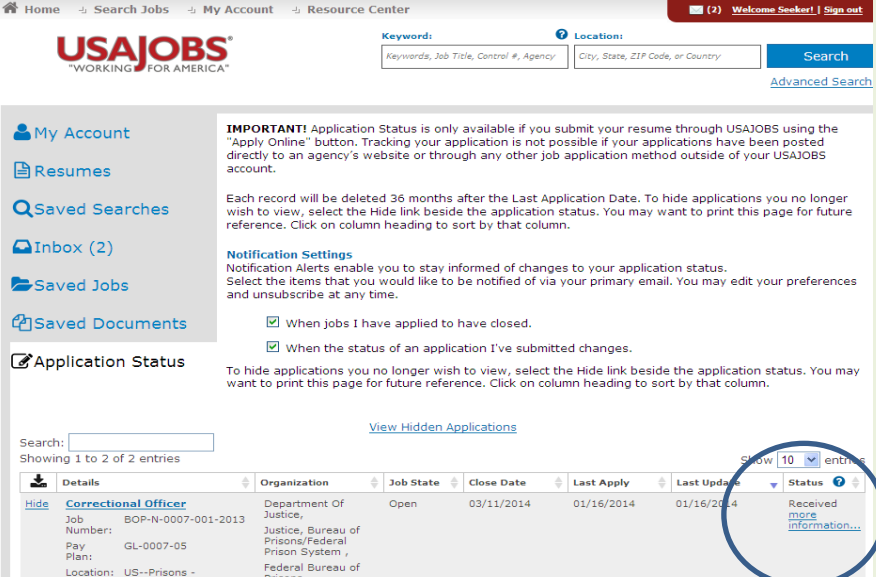

* 1. Are you a vet who was separated from military service after completing a continuous tour of duty of 3 years (may have been discharged with less than 3 years of service)?

Back to top

< Previous | Finish



SECTION 8: APPLICATION STATUS

STEP	ACTION
<p>Track your application(s) online.</p> <p>Click My Account dropdown menu and Click Application Status</p>	 <p>The screenshot shows the USAJOBS website navigation bar with 'My Account' selected. A dropdown menu is open, listing options: My Account - Main Page, Profile, Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The 'Application Status' option is circled in blue.</p>
<p>Click "more information" under the Status column. This will redirect you to the next screen, Application Detail.</p> <p>NOTE: A listing of the vacancies you have applied for within the past 36 months will appear.</p> <p>The Status Column will allow you to click on the highlighted "more information"</p>	 <p>The screenshot shows the 'Application Status' page on USAJOBS. A table lists applications. The first row is for a 'Correctional Officer' position. The 'Status' column for this application has a dropdown menu open, with 'Received more information...' highlighted in blue.</p>
<p>The Application Detail page will allow you to perform the following functions:</p> <ul style="list-style-type: none"> ➤ Download your application answers and resume you submitted for this vacancy. Click the PDF file. <p>NOTE: Copies of your application or resume will not be provided by BOP-Careers.</p> <ul style="list-style-type: none"> ➤ Review and update your answers. ➤ Review and update your documents. 	 <p>The screenshot shows the 'Application Detail' page for the Federal Bureau of Prisons. It features a table with columns: Announcement Number, Position Title, Vacancy Status, Application Status, Comments, and Download Application. A blue arrow points to the PDF icon in the 'Download Application' column.</p> <p>Additional text on the page includes: <ul style="list-style-type: none"> Return to USAJOBS View Application Status My Account Application Number: GUA-2014-0007 Position Title: Contract Specialist (Contract Specialist) Vacancy Status: Accepting Applications Application Status: Grade 07: Application Received Comments: You have answered the required questions for this position. Download Application: PDF icon Informational messages: You may review and update your answers if needed. You may review and update the documents if needed. Return to USAJOBS Footer: For questions and comments regarding Merit Promotion contact your institution. For questions about obtaining employment, please contact BOP-HRM/Recruitment@bop.gov. If you require technical assistance, please contact GRA-HRM/ConsolidatedStaffingUnit@bop.gov. </p>



When you click Review and update your answers, it will direct you to the Eligibility questions. You can make the necessary changes to any of your questions up until 11:59 PM, Eastern Standard Time of the closing date of the vacancy or until it meets the Application limit, if applicable.

NOTE: If you make any changes, ensure you complete the process by clicking Next until you arrive at the next screen, Click on Finish.

Federal Bureau of Prisons

Return to USAJOBS
View Application Status
My Account

Eligibility Questions

Eligibility | Service Grade Location | Grade Specific Question | All Grade Questions | Documents | Application Review

Note: Changing your answers to these Eligibility Questions will affect your eligibility and consideration for other vacancies you have applied to at this agency. Please review your answers to make sure they are accurate. Pressing the "Next" button will save changes made to your answers to this vacancy and other vacancies to which you have applied.

Items marked with * are required.

Eligibility Questions

* 1. Are you a vet who was separated from the armed forces under honorable conditions after completing a continuous tour of duty of 3 years (may have been released just short of 3 years)?
 Yes
 No

(Note: If yes, or if you claim veterans preference you will need to submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility prior to interview and selection for a position. Additionally, persons claiming 30 point preference will need to submit SF-15.)

* 2. Are you a current Federal employee?
 Yes
 No

* 3. Are you a current Federal employee serving under a Veterans Recruitment Authority (VRA) appointment?
 Yes
 No

(Note: If you are unsure, refer to your most recent notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)

* 4. If you are a current Federal employee, by what agency and organization are you employed?
 Department of Justice, Bureau of Prisons
 Other
 Not applicable

5. If you selected "Other", please enter the agency and organization.
 Enter NA if Not Applicable.

 50 characters left (50 character limit)

6. If you are a current Federal employee, what is your duty station? (City, State) (Enter N/A if Not Applicable)
 Enter NA if Not Applicable.

< Previous Next >

Back to top

< Previous Finish

When you click Review and update the documents, it will direct you to the Vacancy Documents page.

At the vacancy documents section, you can upload or change the document you have already uploaded by clicking the options under the "Action" column.

Some "Document Type" may only allow you to upload a couple of sheets, however, if you fax image you will be allowed to send as many sheets necessary all at once.

CAUTION : Remember, the new document will replace the existing document already on file.

Click Finish to complete the process.

Federal Bureau of Prisons

Return to USAJOBS
View Application Status
My Account

Vacancy Documents

The page lists the documents that are required by this vacancy announcement. Please add document to your application by clicking on one of the following actions:

- "USAJOBS" to download documents transferred from USAJOBS. **Note:** This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on "USAJOBS".
- "Upload" to upload documents from your computer.
- "Fax" to generate a fax coversheet and fax the documents.

Documents from your profile that will be sent with your application.
 You can provide a new version of a submitted document by clicking the USAJobs, Upload, or Fax links. The new document will replace the existing version already on file.

Return to Vacancy

No applicant level documents exist.

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed.

Document Type	Description	Action
Course/Spreadsheets	Spreadsheets	<input type="button" value="Upload"/> <input type="button" value="Download"/> <input type="button" value="Delete"/> <input type="button" value="USAJOBS"/>
DD-214	No document Submitted	<input type="button" value="Upload"/> <input type="button" value="Download"/> <input type="button" value="Delete"/> <input type="button" value="USAJOBS"/>
Displacement Information/LEA (REF, O'Yash, CTAP)	No document Submitted	<input type="button" value="Upload"/> <input type="button" value="Download"/> <input type="button" value="Delete"/> <input type="button" value="USAJOBS"/>
Educational Transcripts - Graduate	No document Submitted	<input type="button" value="Upload"/> <input type="button" value="Download"/> <input type="button" value="Delete"/> <input type="button" value="USAJOBS"/>
Educational Transcripts - Undergraduate	No document Submitted	<input type="button" value="Upload"/> <input type="button" value="Download"/> <input type="button" value="Delete"/> <input type="button" value="USAJOBS"/>

Finish Click Finish



FREQUENTLY ASKED QUESTIONS

WHY SHOULD I REGISTER AHEAD OF TIME?

You should register, even if the dream job you want is not currently advertised, for primarily three reasons. First, it familiarizes you with USAJOBS. Second, it saves you time when your desired job is announced. Third, this feature greatly eases your job search and helps you avoid missing an opportunity.

WHY DO I HAVE TO USE USAJOBS TO APPLY FOR A JOB?

Most Federal agencies use USAJOBS to recruit applicants for their positions. The Bureau of Prisons has integrated its job search system with USAJOBS to make it quicker and easier for applicants to find and apply for jobs in which they are interested. You must create a user account and you have the option to create up to five Federal resumes in USAJOBS. The information you provide in your Federal resume in your USAJOBS account will become part of your application and will automatically be transferred to the BOP-Careers System. You may also upload a personal resume and select documents uploaded within your USAJOBS account (see question “Do I have to create a resume online)?” for the required information. These uploaded documents will become a part of your application and automatically be transferred to the BOP-Careers system when you apply on-line to a vacancy.

DO I HAVE TO USE USAJOBS TO SEARCH FOR BOP VACANCY ANNOUNCEMENTS?

Yes

CAN I SHARE MY USER ID WITH MY SPOUSE, FRIEND OR FAMILY MEMBER?

NO! Each individual **MUST** create their own USER ID and Password. Each user profile is individual and applicant specific. **Example:** You originally created a profile as Sally Mae, your spouse wants to use your ID and password to apply for a job and they created a resume named John Mae. When John Mae applies online, he attaches his saved resume, however, because his resume is linked to Sally Mae’s profile, Sally will appear as the applicant who applied for the position.

WHAT HAPPENS IN THE BOP-CAREERS SYSTEM?

In BOP-Careers, you will answer vacancy specific assessment questions necessary to evaluate your qualifications for the specific job to which you are applying. When completed, the information you provided (resume and uploaded supporting documents) in USAJOBS and the answers to the questions will become your application. After the vacancy closes, the Human Resource Specialist uses the BOP-Careers System to identify the top qualified candidates for consideration to the selecting official.



CONTINUED - FREQUENTLY ASKED QUESTIONS

CAN I CHECK THE STATUS OF MY APPLICATION?

You can check the status of your application by logging on to your USAJOBS account and selecting “Application Status” and click “more information” under the status column.

There are four points of notification via your USAJOBS Account.

- Your application was received.
- Vacancy applications are being processed. This means the Staffing Specialist is in the process of assessing applications for this job.
- The result of your application assessment, i.e., referred to selecting official, not qualified, failed to meet time-in-grade, etc. The disposition of the vacancy announcement, i.e., vacancy filled, not used, re-announced.
- Once a selection has been made and the job certificate(s) have been returned from the facility, an Applicant Notification will be generated and sent to you within 30 days from the CSU Staffing Specialist. **NOTE: The Applicant Notification will be sent to the email address that you have saved in your USAJOBS profile.**

DO I HAVE TO CREATE A RESUME ONLINE?

No. We encourage you to create a resume utilizing the USAJOBS resume builder. However, an applicant can upload their own personal resume. If you choose to upload a personal resume, you **MUST** ensure your employment dates in your resume includes MM/DD/YYYY, hours per week and a detailed narrative of experience for each work history listed on your resume. Failure to provide this information will result in you not receiving consideration for the vacancy.

Your resume, regardless of which type of resume you utilize, must annotate your work history with a narrative of experience, duty locations and position title. Once you have created your resume, you can update or change as often as you desire.

HOW IS MY RESUME GOING TO BE USED?

Your resume is used in conjunction with your BOP-Careers assessment responses to determine qualifications. If you make the best qualified list, your resume is forwarded to the selecting official.



CONTINUED - FREQUENTLY ASKED QUESTIONS

IF I AM HALFWAY THROUGH MY APPLICATION (VACANCY QUESTIONS AND ASSESSMENT QUESTIONS) AND HAVE TO STOP, WILL THE SYSTEM SAVE MY INPUT?

No. Your application will be “incomplete” and you will have to return to the vacancy announcement and re-apply online in order to be considered. It will save all of the information you have provided as long as you click save prior to exiting.

CAN I UPDATE MY APPLICATION ANYTIME?

Yes, as long as the vacancy announcement has not closed. You cannot update any information once the vacancy announcement has closed. You cannot submit documents by mail, e-mail or fax after the vacancy has closed.

HOW DO I UPDATE MY APPLICATION?

In your USAJOBS account, you can access the vacancy by clicking “Applicant Status”. All positions you have applied for will appear. Select the desired application you want to update and USAJOBS will access the open vacancy announcement. You will select “Apply Online” and select your resume and uploaded documents (if applicable). Click “Apply for this Position Now” and you will be redirected to the BOP-Careers website.

The “Eligibility Questions” will appear and you can update any answer choices throughout the application. Always remember to click “Finish” at the end and to save your application. NOTE: Changes to answer choices will overwrite your previous application once you click “Finish”.

SHOULD I RETAIN A COPY OF MY APPLICATION ONCE COMPLETE?

Yes, applicants should retain all copies of the application process for their records including the vacancy announcement, resume, and application confirmation page. Prior to completing your application, you will be given the option to save your application. The Consolidated Staffing Unit **will not** provide a copy of your application or any supporting documentation.

I AM A CURRENT BOP EMPLOYEE, DO I HAVE TO SUBMIT AN SF-50 AND A PERFORMANCE EVALUATION?

No. Unless you held a higher grade in another government agency, then submitting an SF-50 would be applicable.

BOP staff do not have to submit a performance evaluation although you are encouraged to provide it when a new one is issued.



CONTINUED - FREQUENTLY ASKED QUESTIONS

DO I HAVE TO MEET TIME IN GRADE BY THE CLOSING DATE OF THE ANNOUNCEMENT?

Yes. Applicants must meet all experience and/or education and time in grade requirements by the closing date of the vacancy announcement.

HOW DO I REMOVE MY NAME FROM CONSIDERATION AFTER I HAVE APPLIED TO THE ANNOUNCEMENT?

There are two methods. If the vacancy announcement is still open, to remove your name from consideration you must access the vacancy announcement from USAJOBS, click "Update Application", select your resume, and click "Apply for this vacancy now". Click "Edit Your Application" and the "Eligibility Questions" portion of your application will appear. Click "NEXT" at the bottom of the page and the Series, Grade, Location Tab will appear (refer to Section 6 for screenshots):

Click "Withdraw from grade XX" (If you apply for multiple grade levels, you will have to select each grade level to withdraw from consideration).

To exit, click "Return to USAJOBS" in the left hand corner.

If the vacancy is closed and you wish to withdraw your application from consideration, you must send an email to the GRA-HRM/ConsolidatedStaffingUnit@bop.gov mailbox. Your message must include the vacancy announcement number, position title, closing date, and a statement indicating your request to withdraw your application from consideration.

IF I ENCOUNTER TECHNICAL ISSUES AND THE VACANCY CLOSES, WILL CSU ACCEPT MY APPLICATION?

Unfortunately, **NO**. Applicants are encouraged to apply to the desired vacancy announcement as soon as possible. Computer technical issues can happen randomly. If technical difficulty occurs, CSU must have time to trouble shoot the issue. If an applicant applies to a vacancy on the last open date of the announcement and a technical error occurs, it can result in the applicant not receiving consideration for the position.

CSU is available during the core hours of 7:30 AM to 4:00 PM Central Standard to assist applicants with questions and technical issues as they occur. Therefore, if you notify us via email regarding your technical error after hours and the vacancy announcement closes that evening, we are unable to provide assistance. However, if the vacancy announcement is still open, and you are experiencing issues, CSU will be able to assist the next work day. **NOTE: CSU cannot be responsible for incompatible software, issues with internet connections, etc. If you experience an error, printing a screen shot of the error may assist CSU in resolving the issue(s).**



CONTINUED - FREQUENTLY ASKED QUESTIONS

ARE SOME JOBS ANNOUNCED WITH AN APPLICATION LIMIT?

Yes. Delegated Examining (Open to All U.S. Citizens) vacancy announcements may have an application limit. This limitation is stated in the vacancy announcement. Therefore, applicants should apply as soon as possible. The job announcement will close at 11:59 pm, EST on the date the application limit is reached. Applicants **NEED** to ensure they provide **ALL** supporting documentation at the time they apply to the vacancy announcement.

HOW DO I UPLOAD MY SUPPORTING DOCUMENTS?

You can upload your documents in two areas:

Your USAJOBS account OR within a specific vacancy announcement.

To prepare for upload:

Review your documentation to ensure it is are legible.

Scan your documents and save as a PDF document.

Only upload documents that are specifically requested in the announcement.

Documents must be less than 3 MB in size.

IMPORTANT NOTICE – Keep in mind that any documents you upload to your USAJOBS account does not indicate you have uploaded them to the vacancy announcement (Refer to Section 6).

