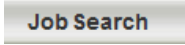


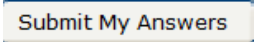




## How to Apply

- Search for current Army vacancies at [www.armycivilianservice.com](http://www.armycivilianservice.com) and click on 
- Each vacancy has complete instructions for submitting your application package, just click 
- Start the application process by clicking on 
- Login or create your USAJOBS account
- Complete the assessment questionnaire
- After uploading all required documents, submit your responses by clicking 
- You will receive an email confirming your submission

## PLAN AHEAD

- Take time to develop a strong resume
  - Clearly describe your duties and level of experience
  - Avoid jargon and acronyms
  - Check grammar and spelling
  - Include beginning and ending dates for each job
  - Tailor resume content if you have different types of experience and skills and may apply for different types of positions
  - Review and update to reflect current assignment
- Locate supporting documents such as DD214, transcripts and licenses and upload to USAJOBS account in appropriate sections.



April 2011



## USAJOBS Tips for Applicants

**A guide to making the  
USAJOBS application process  
as simple as possible**

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**Real opportunities.  
Important work.  
Army Civilian Service.  
Join us.**

[www.armycivilianservice.com](http://www.armycivilianservice.com)

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# Applicant Tips for Applying via USAJOBS



The Department of Army is introducing a new online process to fill our vacant positions.

The applicant portal to all Army vacancies can be accessed via [www.armycivilianservice.com](http://www.armycivilianservice.com) or [www.usajobs.gov](http://www.usajobs.gov)

## 1. Create your USAJOBS and Application Manager Accounts in Advance

A USAJOBS account is needed to apply for all Army positions. Within [www.usajobs.gov](http://www.usajobs.gov) click on “First time Visitors” and then “Create An Account” and follow the instructions.

An Application Manager account may also be required for some positions. Within [www.applicationmanager.gov](http://www.applicationmanager.gov) click on “Create An Account” and follow the instructions.

After the first time you progress from USAJOBS to Application Manager, USAJOBS will create an automatic link between your accounts. Separate log in will not be required for any future applications.

## 2. Prepare your Application Package In Advance

Your application package includes your resume, responses to the assessment questionnaire and supporting documents. You can preposition some of these items in your USAJOBS account to save time when you want to apply to a specific vacancy announcement.

### Pre-position Your Resume(s)

Create and store up to 5 resumes in your USAJOBS account. Pre-positioning your resume(s)

allows you to simply pick the resume that you want to include with specific application packages.

### Upload Supporting Documents

Some documents are regularly required and should be pre-positioned in your USAJOBS account. To upload supporting documents, scan and save the files to your computer. From within your USAJOBS account, complete the “Upload a New Document” section, choosing the applicable choice from the drop down list. The following are commonly required documents:

#### Current or Former Federal Employees:

Your most recent (non-Award) Notification of Personnel Action

#### Veterans:

- DD214 (member 4 copy); SF-15 - if claiming veteran’s preference
- Documentation of disability percentage- if claiming veteran’s preference based on disability
- Documentation of terminal leave status-if still on active duty

#### Military Spouses:

- Service Member’s PCS orders and any amendments

#### Other Frequently required documents:

- Transcripts if you apply to positions with positive education requirements or you intend to qualify based in whole or part on education

- Certifications or licenses that are routinely required for the types of positions you seek

You are able to add other documents required for specific vacancies during the application process. When you correctly upload a document once, it is available for reuse in all future applications.

## 3. Create/Save Job Searches

Create and save job searches for the types of positions that you frequently seek. Request automatic email updates for positions that match your search criteria maximizing your awareness of job opportunities. You can create and save up to 10 different “saved searches.”

## 4. Keep Your Account Updated

Make sure your account always has your current contact information, especially your email address. Applicant notifications are sent to the email address on record so it is important that any changes in your email address are reflected in your USAJOBS account. This is of particular importance as DOD transitions to a new email naming convention.

Update your resume(s) periodically so it is ready to use when you find a vacancy in which you are interested.