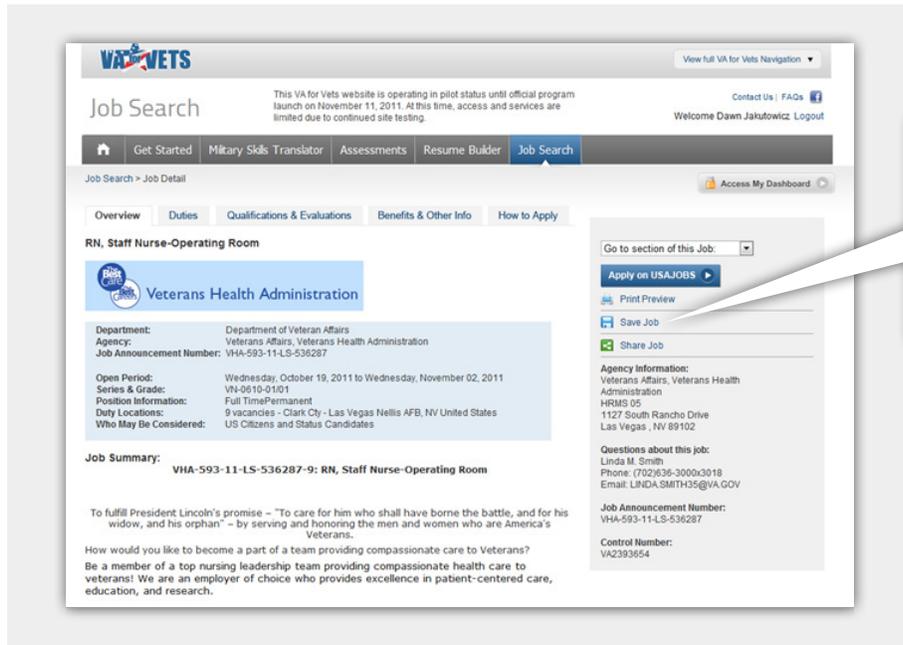
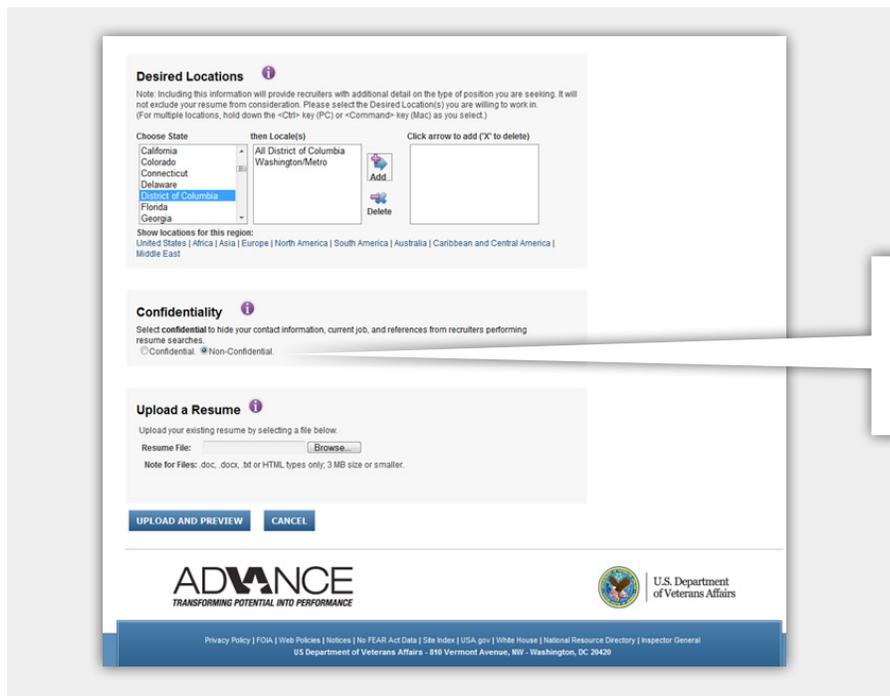


1. Save jobs to your dashboard. When favored job announcements are discovered during your job search, add these positions to the “My Saved Jobs” feature by selecting “Save Job” in the gray information bar on the right of the screen, as featured below.



Select “Save Job” in the information bar to the right and favored job announcements will be loaded to “My Saved Jobs” for easy reference on your dashboard.

2. Make your resume searchable. Within the Resume Builder tool, and under the “Confidentiality” heading, please select “Non-Confidential” to ensure VA Regional Veteran Employment Coordinators will be able to see your resume as they conduct daily searches to fill many non-competitive positions.



Select “Non-Confidential” under the “Confidentiality” heading as seen to the left.