

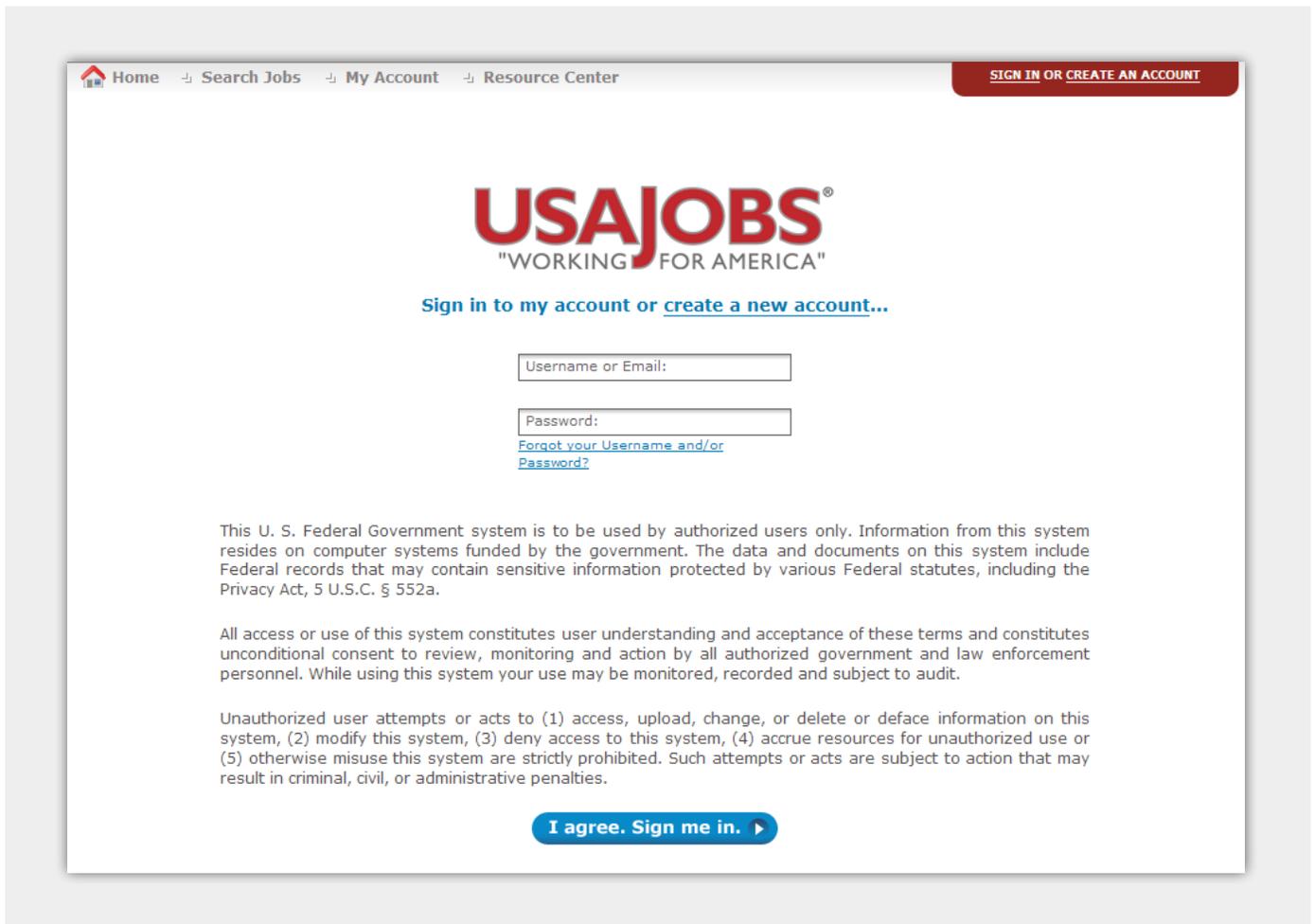
USAJOBS Quick Start Guide

The *VA for Vets* Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to ensure your resume is considered for open positions at VA.

Selecting "Apply on USAJOBS" from the *VA for Vets* Job Search page, takes you to the USAJOBS Sign In page.

Signing In to Your USAJOBS Account

If you do not have an account with USAJOBS, select "create a new account" or "create an account".



This takes you to the Create New Account page.

Home Search Jobs My Account Resource Center **SIGN IN OR CREATE AN ACCOUNT**

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

Form Sections:

[Personal Information](#) | [Account Information](#)

* Required information

Personal Information

* First Name

Middle Name

* Last Name

* Telephone Numbers

- SELECT -

- SELECT -

- SELECT -

* Email

* Confirm Email

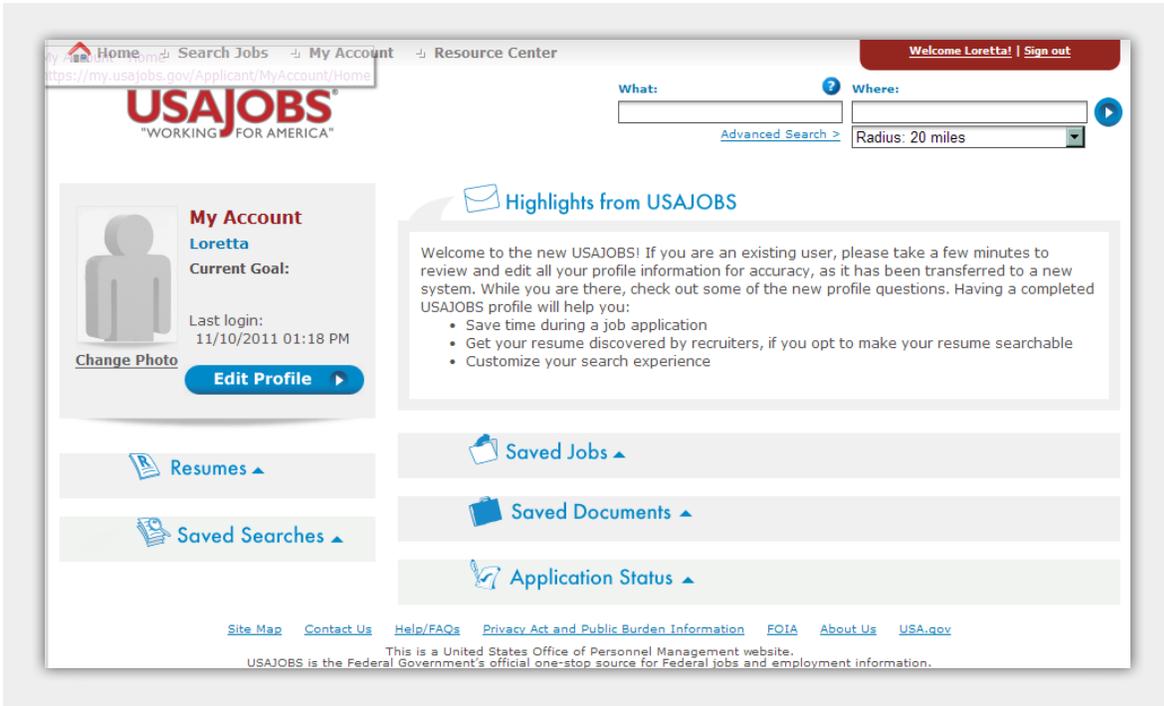
Complete all fields noted as required information. Then read the terms and conditions. If you agree with the terms and conditions, select "I agree. Create my account." This takes you to USAJOBS My Account page.

I have an account on USAJOBS...

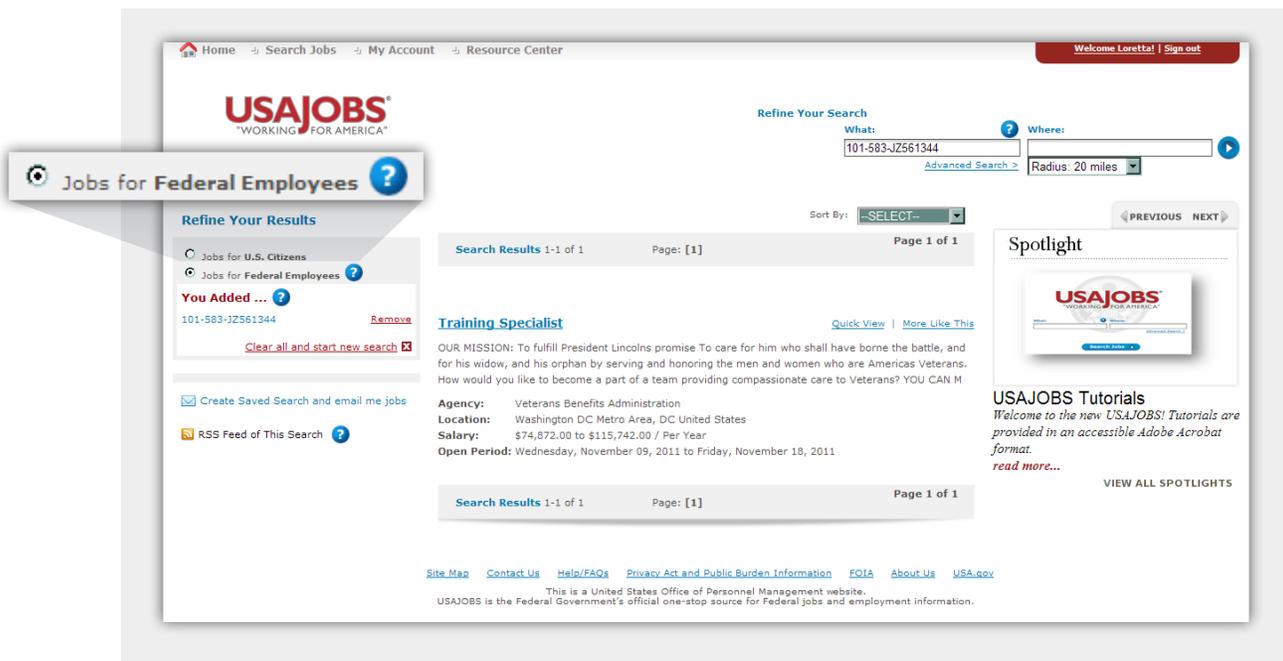
Sign in by:

1. Entering your username and password.
2. Reading the terms. If you agree with the terms, select "I agree. Sign me in." This takes you to My Account page.

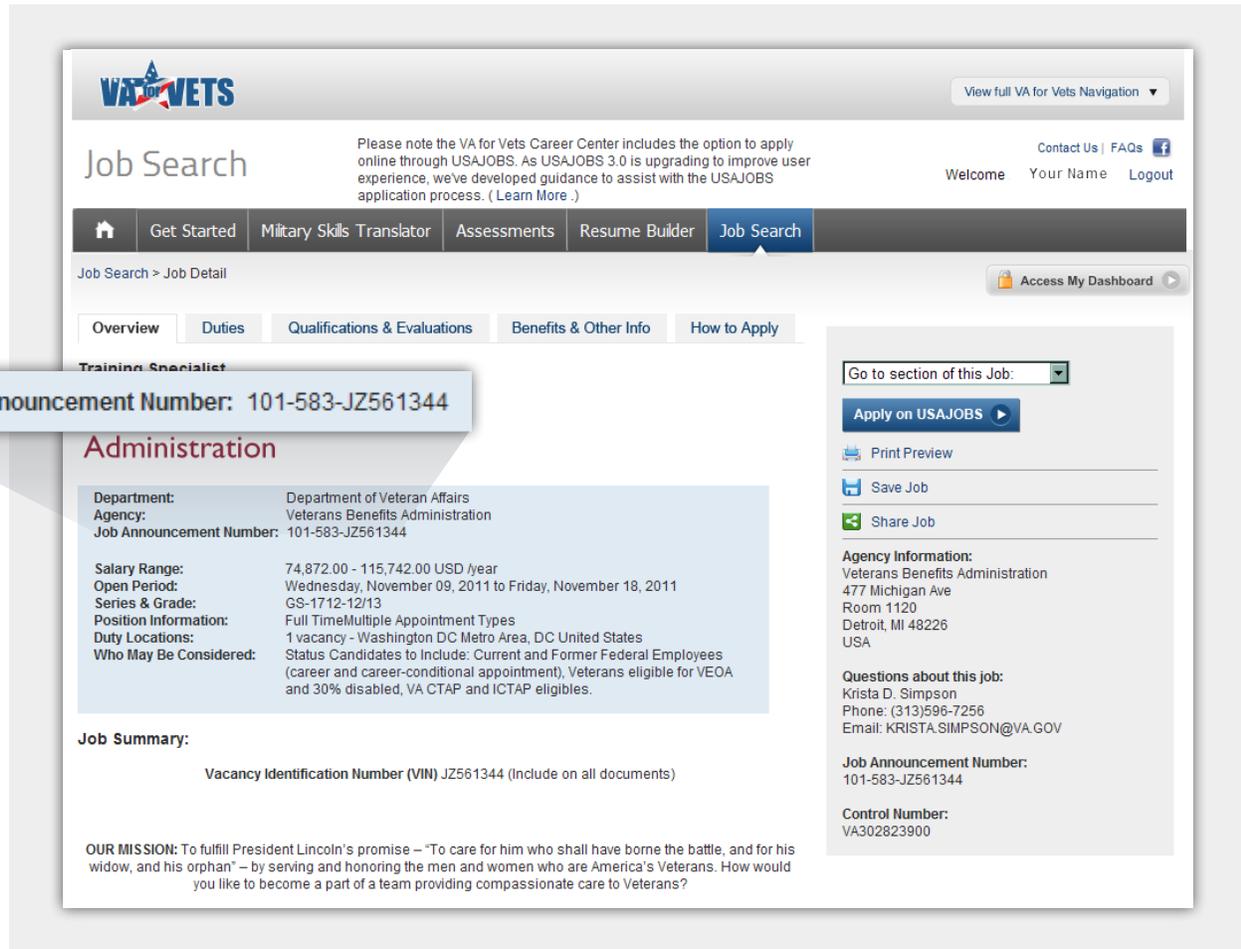
Applying for a Job You Found Using the VA for Vets Career Center



In the What: field, enter the job announcement number then select . This takes you to the results page. If the search results in no jobs found, ensure you entered the job announcement number correctly. If you entered the job announcement number correctly, select "Jobs for Federal Employees." The job announcement should appear. Select the job title to apply for the job.



Note: To get the job announcement number, go back to your *VA for Vets* browser window, copy the job announcement number then paste it into the "What" field.



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with the VA for VETS logo and a "View full VA for Vets Navigation" dropdown. Below this is a "Job Search" section with a message about the VA for Vets Career Center and links for "Contact Us | FAQs" and "Welcome Your Name Logout". A secondary navigation bar includes "Get Started", "Military Skills Translator", "Assessments", "Resume Builder", and "Job Search".

The main content area shows "Job Search > Job Detail" and "Access My Dashboard". There are tabs for "Overview", "Duties", "Qualifications & Evaluations", "Benefits & Other Info", and "How to Apply". The job title is "Training Specialist" under the "Administration" category. A callout box points to the "Job Announcement Number: 101-583-JZ561344".

Job Announcement Number: 101-583-JZ561344

Administration

Department:	Department of Veteran Affairs
Agency:	Veterans Benefits Administration
Job Announcement Number:	101-583-JZ561344
Salary Range:	74,872.00 - 115,742.00 USD /year
Open Period:	Wednesday, November 09, 2011 to Friday, November 18, 2011
Series & Grade:	GS-1712-12/13
Position Information:	Full Time Multiple Appointment Types
Duty Locations:	1 vacancy - Washington DC Metro Area, DC United States
Who May Be Considered:	Status Candidates to Include: Current and Former Federal Employees (career and career-conditional appointment), Veterans eligible for VEOA and 30% disabled, VA CTAP and ICTAP eligibles.

Job Summary:

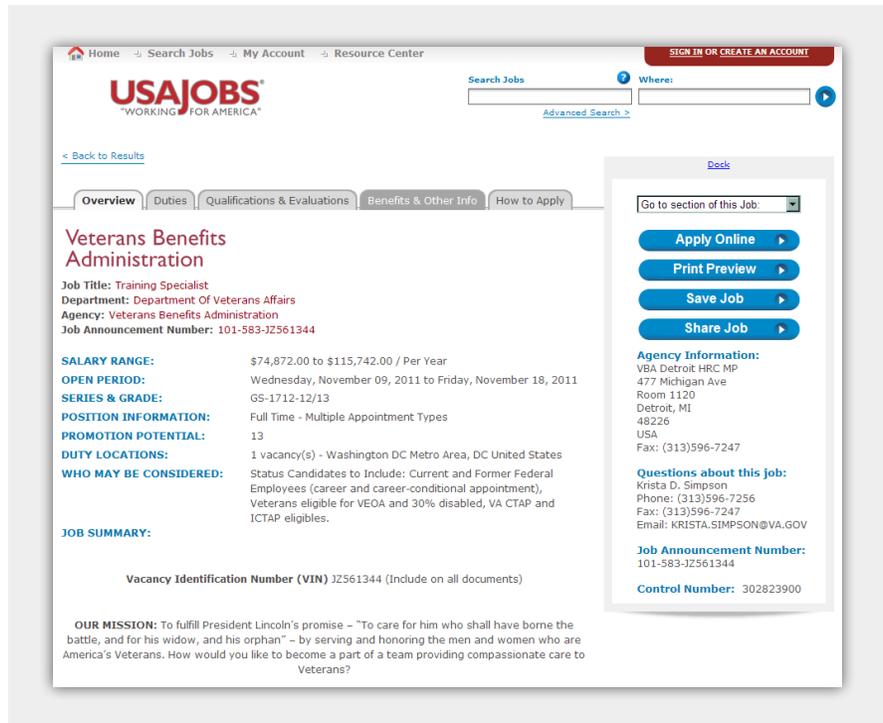
Vacancy Identification Number (VIN) JZ561344 (Include on all documents)

OUR MISSION: To fulfill President Lincoln's promise – "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to Veterans?

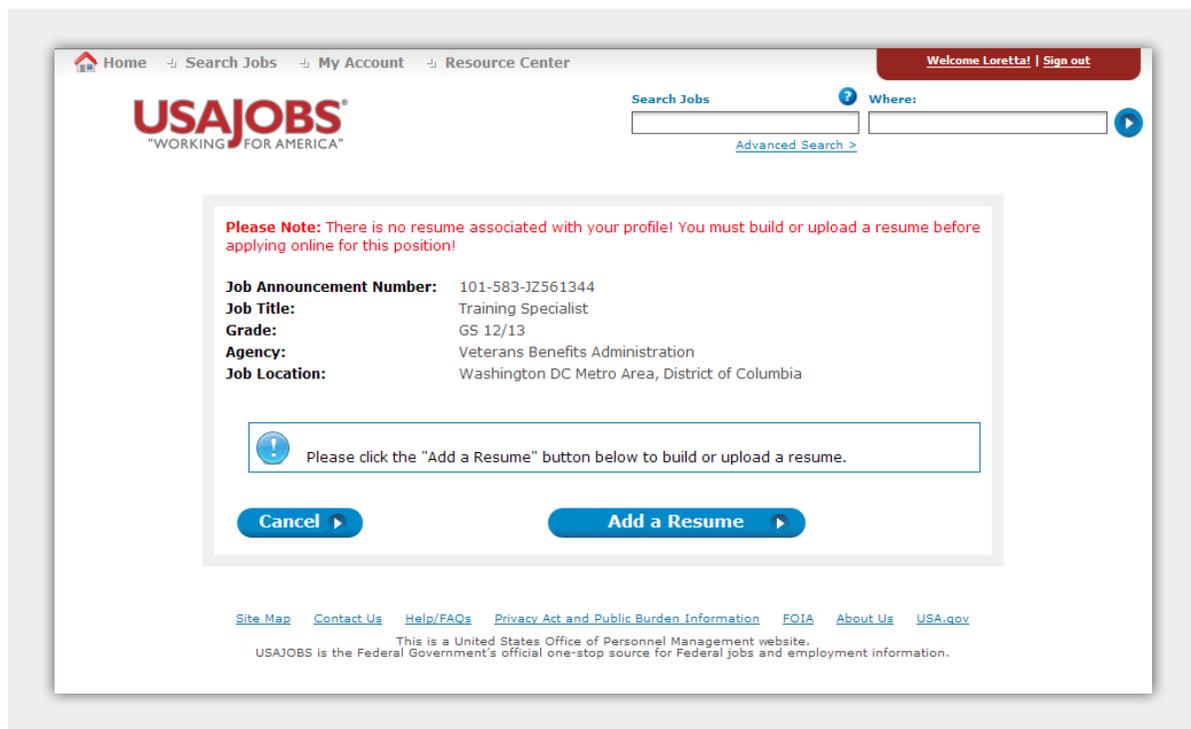
On the right side of the job detail page, there is a "Go to section of this Job:" dropdown, an "Apply on USAJOBS" button, and links for "Print Preview", "Save Job", and "Share Job". Below these are sections for "Agency Information" (Veterans Benefits Administration, 477 Michigan Ave, Room 1120, Detroit, MI 48226, USA), "Questions about this job" (Krista D. Simpson, Phone: (313)596-7256, Email: KRISTA.SIMPSON@VA.GOV), "Job Announcement Number: 101-583-JZ561344", and "Control Number: VA302823900".

Applying for the Job

Select "Apply Online". If you do not have a resume associated with your account with USAJOBS you will be prompted to add your resume. Select "Add a Resume". You will be prompted to build a resume or upload a resume.



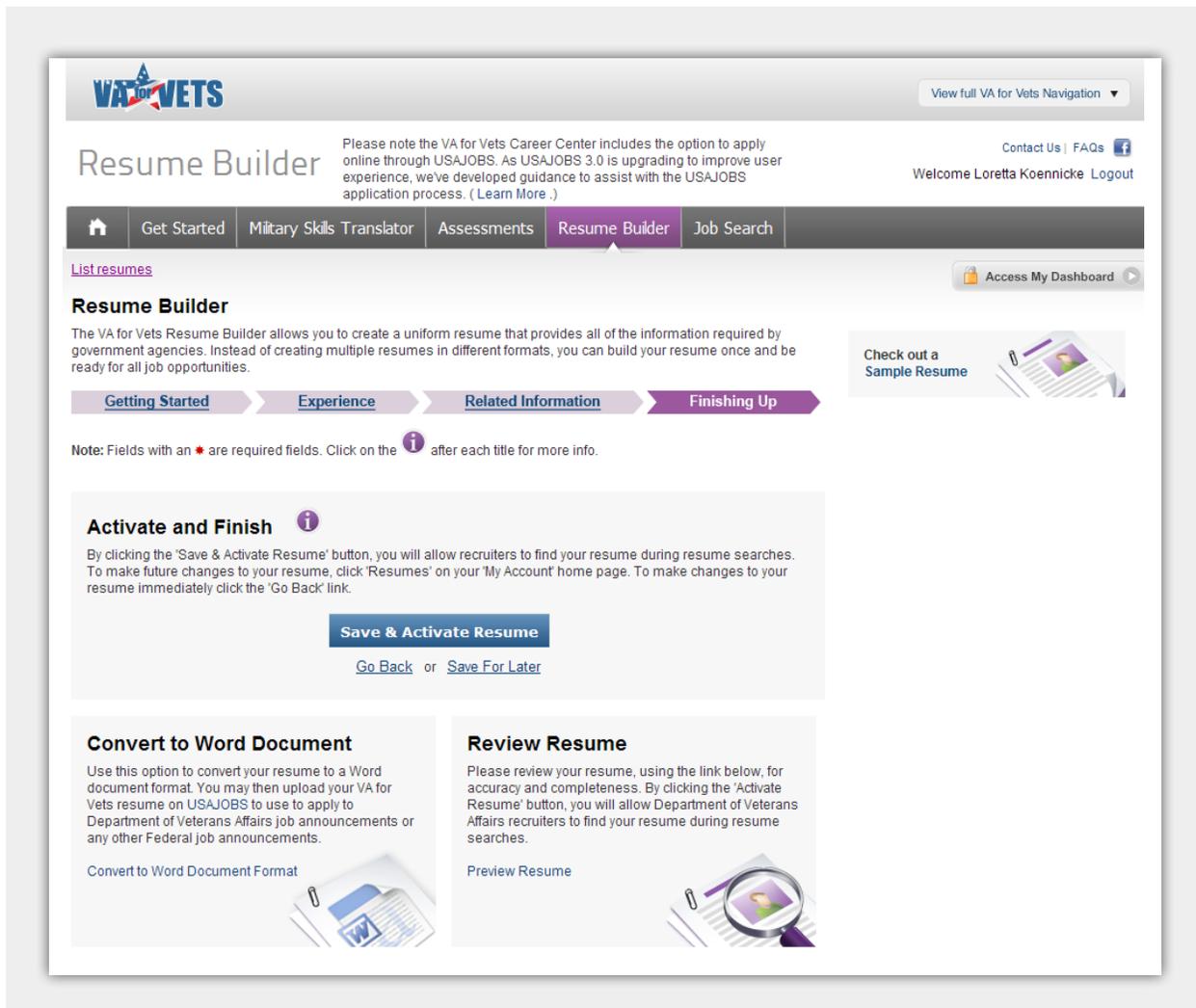
The screenshot shows the USAJOBS job details page for a position in the Veterans Benefits Administration. The job title is Training Specialist, and the announcement number is 101-583-JZ561344. The page includes sections for Salary Range, Open Period, Series & Grade, Position Information, Promotion Potential, Duty Locations, and Who May Be Considered. A sidebar on the right offers options to Apply Online, Print Preview, Save Job, and Share Job. At the bottom, there is a mission statement from the Department of Veterans Affairs.



The screenshot shows a prompt on the USAJOBS website. A red "Please Note" message states: "There is no resume associated with your profile! You must build or upload a resume before applying online for this position!". Below the message, job details are listed: Job Announcement Number: 101-583-JZ561344, Job Title: Training Specialist, Grade: GS 12/13, Agency: Veterans Benefits Administration, and Job Location: Washington DC Metro Area, District of Columbia. A blue box with an exclamation mark icon contains the text: "Please click the 'Add a Resume' button below to build or upload a resume.". At the bottom of the prompt are two buttons: "Cancel" and "Add a Resume".

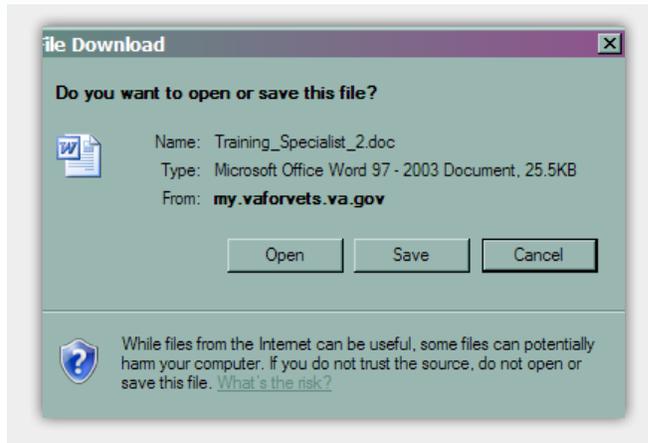
If you already have a resume built in *VA for Vets*, simply save the resume from *VA for Vets* on to your computer. After you have saved your resume to your computer, select "Add a Resume" on USAJOBS and follow the prompts to upload your resume.

Saving the Resume You Built in VA for Vets to Your Computer



The screenshot shows the VA for Vets Resume Builder interface. At the top left is the VA for VETS logo. To the right is a link to "View full VA for Vets Navigation". Below the logo is the "Resume Builder" title and a note about the application process. A navigation bar includes links for "Get Started", "Military Skills Translator", "Assessments", "Resume Builder" (highlighted), and "Job Search". A "List resumes" link is on the left, and "Access My Dashboard" is on the right. The main content area has a progress bar with four steps: "Getting Started", "Experience", "Related Information", and "Finishing Up". Below this is a "Note" about required fields. The "Activate and Finish" section contains a "Save & Activate Resume" button and "Go Back" or "Save For Later" links. Two side panels offer "Convert to Word Document" and "Review Resume" options, each with an icon and a brief description.

After you have built your resume in VA for Vets, select "Convert to Word Document Format." A File Download dialog box appears. Select "Save."



If you did not save your resume to your computer when you first built the resume, simply select the resume from My Dashboard page. This takes you to the Resume Builder page. Select "Save and Continue" until you get to finishing up where you can select "Convert to Word Document Format."

