

# FIND YOUR CAREER



## FINDING AND APPLYING FOR OPPORTUNITIES ON USAJOBS.GOV



### STEP 1: CREATE AN ACCOUNT

1. Visit <https://usajobs.gov> and select 'Create an Account.' Note: If you already have a USAJOBS account, select 'Sign In' and skip to step six.
2. Fill in the required data fields; review the terms & conditions and select 'I Agree. Create My Account.'
3. In a few moments, you will receive an email from USAJOBS welcoming you to the site. Select the link provided in the body of the email to confirm your email address and access your account.
4. Provide the additional required information to activate your account and select 'Finish Creating My Account.'
5. On the next screen, enter your username and password to log into your account.
6. Once you have successfully logged in, select 'Edit Profile.' Populate all of the required fields on each page. Once you have provided the required information, select 'Finish.'
7. Next, select 'Resumes.' You will be prompted to 'Build a New Resume' or 'Upload a New Resume.' USAJOBS allows you to create and store up to five distinct resumes.
8. Once you have finished creating and/or uploading your resumes, it is strongly recommended you upload all required documents prior to applying for positions. To do so, select 'Saved Documents' and upload up to 10 attachments.



### STEP 2: SEARCH FOR JOBS

To search for vacancy announcements, select the 'Search Jobs' options on the top of the screen and select 'Basic Search' or 'Advanced Search.'

- **Basic Search:** For a quick and effective way to search for broad career opportunities, visit the USAJOBS homepage to search for positions based on location and keywords.
- **Advanced Search:** Select the 'Advanced Search' button on the USAJOBS homepage. Fill in as many parameters as possible to ensure you get the results you want.

- You can directly search for opportunities with the DoD by visiting the following sites:

**DoD Civilian Careers:**

<http://godefense.cpms.osd.mil/>

**Defense Contract Management Agency:**

<https://dcmacareers.com/>

**Air Force Civilian Service:**

<https://afciviliancareers.com/>

**Department of Navy Civilian Resources:**

<http://www.secnav.navy.mil/donhr/pages/default.aspx>

**Army Civilian Service:**

<http://www.armycivilianservice.com/content/careers>

**Defense Contract Audit Agency:**

<http://www.dcaa.mil/career/>

**Defense Logistics Agency:**

<http://www.dla.mil/careers/>



### STEP 3: APPLY FOR JOBS

Follow the instructions in the 'How to Apply' section of each announcement.



### STEP 4: MANAGE YOUR CAREER

Log into your account to check the application status for any positions for which you have applied.

Additional Tips:

- Set up customized job alerts and regular email notifications. On the search results page, select 'Save this Search' and enter the required information. USAJOBS allows you to save up to 10 different job searches. Keep in mind that some jobs close quickly, so setting up daily email alerts might be the best solution for you.
- When creating your profile, elect to receive application status notifications via email.
- Use the Resource Center ([www.help.usajobs.gov](http://www.help.usajobs.gov)) to review tutorials, frequently asked questions and job search tips for best practices.
- Use the resume builder in USAJOBS to ensure you have a thorough resume.
- Most positions require applicants to complete a self-assessment questionnaire to determine whether their skills and experience meet the minimum qualifications required for the job. When completing the self-assessment questionnaire, be sure to select the most appropriate responses based on your skillset as outlined in your resume.
- When searching for jobs, be sure to select positions applicable to your current employment status (i.e., federal employees or U.S. Citizens).
- Use the USAJOBS mobile app to find jobs and keep up while you're on the go!



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