

Application Training Exercise 2: Applying to an Announcement

Now that you have completed the online portion of training for Application, it is time to practice what you have learned. Use this step-by-step guide to help you practice this lesson. Retain your notes to assist you with other lessons.

Applying to a job requires a Login.gov account, a completed USAJOBS profile, and a released, and open, USA Staffing announcement. If you already have a Login.gov account and USAJOBS profile in the test environment, you can skip the first practice exercise and proceed directly to this exercise.

- **Login.gov Account & USAJOBS Test Profile:** To test whether you have a Login.gov account and USAJOBS profile in the test environment, go to: <https://www.uat.usajobs.gov/>, click **Sign In** at the top of the page, and attempt to sign in. You will be directed to Login.gov to sign in with your e-mail address and password. The system will require you to enter a one-time security code you receive via text or phone call. If you don't have a test account, use the Application Training Exercise 1 to create one.
- **USA Staffing Announcement:** To practice the application process you will need a test announcement that was created in the USA Staffing Training environment that is **currently open**. If you are taking this course in the standard staffing order you created and released an announcement in the last module and can use that one. If not, work with your Office Administrator to get a sample job announcement that you can apply to for this exercise. The person with access to the announcement in USA Staffing will be able to provide you with a direct access link to the announcement from the Announcement Text page.

The Announcement I Am Going to Apply to: _____

To access the entire practice training series on the USA Staffing Training Resources page at:
https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Training_Resources

Applying to an Announcement

1. Go to the Test USAJOBS environment: <https://www.uat.usajobs.gov/>. Click the **Sign In** button at the top of the page and sign in to your Login.gov account for USAJOBS.

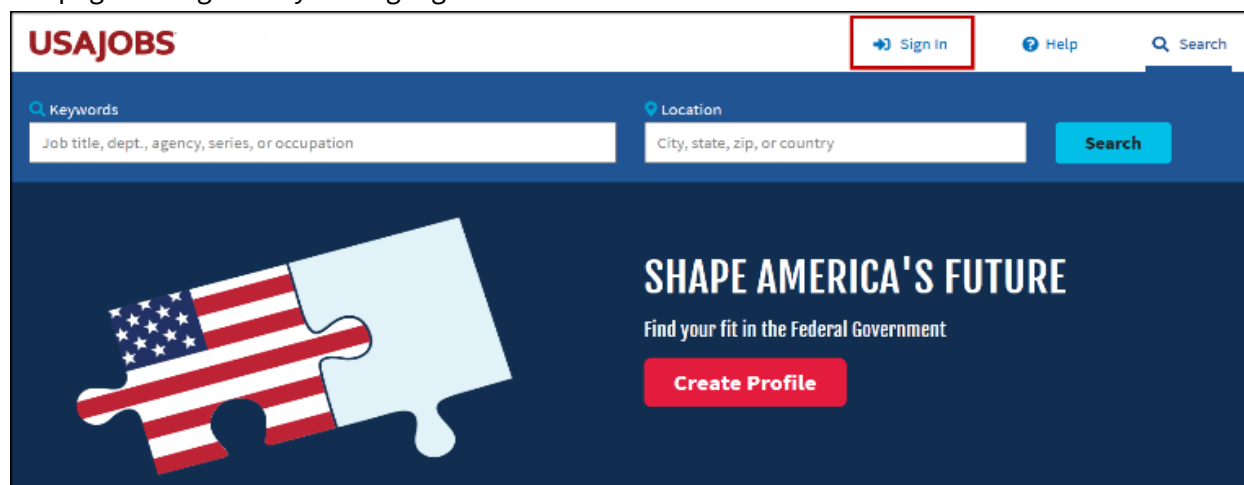


Image 1: USAJOBS login page with the Sign In icon highlighted.

2. While you are signed into your USAJOBS account, click on the direct access link for your test announcement. (Or search for and find your announcement using the control number if the job is not designated as Internal Merit Promotion.) You should see your test applicant name at the top of the page. If the **Apply Online** button is not appearing in your view it means the job is either not currently open or someone un-checked the **Apply Online** option on the Settings page.

An official website of the United States government

This is a **FAKE** environment. The jobs and information on this system are not real.

USAJOBS **FAKE**

Kali Help Search

Human Resources Specialist

Office of Personnel Management

Summary This job is open to Duties Requirements How you will be evaluated Required documents How to Apply

Summary

This announcement is hiring for a Human Resources Specialist, GS-0201-11, located at User Support Team.

[Learn more about this agency](#)

This job is open to

[Career transition \(CTAP, ICTAP, RPL\)](#)
Federal employees who meet the definition of a "surplus" or "displaced" employee.

[Federal employees - Competitive service](#)
Current or former competitive service federal employees.

[Veterans](#)

Clarification from the agency

You may clarify the associated hiring paths in this field. This field has a character limit of 250.

Duties

- The Responsibilities section is replacing the duties section. You should use this section to list the Responsibilities of the position.
- You may add up to 20 job responsibilities with a 250 character limit for each entry.

Apply

Print Share Save

Overview

[Help](#)

Accepting applications

Open & closing dates
06/02/2023 to 07/05/2023

Salary
\$1,000 - \$2,000 per year

Pay scale & grade
GS 11

Locations
Few vacancies in the following locations:

- Denver, CO
- Salt Lake City, UT
- Seattle, WA

Remote job
No

Telework eligible
No

Image 2: An open announcement on USAJOBS.

3. Click **Apply**.

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This is a FAKE environment. The jobs and information on this system are not real.

USAJOBS **FAKE** !

Kali Help Search

Human Resources Specialist

Office of Personnel Management

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Print Share Save

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[Help](#)

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Locations
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- Denver, CO
- Salt Lake City, UT
- Seattle, WA

Remote job
No

Telework eligible
No

Image 3: An open announcement on USAJOBS with the Apply button highlighted. The Apply button is toward the top of the page on the right side.

4. The Welcome to the USAJOBS Application process page will display. To begin the transfer, select a Resume. Select **Save & Continue**

USAJOBS **FAKE** !

An official website of the United States government [Here's how you know](#) This is a FAKE environment. The jobs and information on this system are not real.

[Kali](#) [Help](#) [Search](#)

You have started an application for

Position title	Human Resources Specialist	Open period	Friday, June 2, 2023 to Wednesday, July 5, 2023
Agency	Office of Personnel Management	Time remaining	6 days, 6 hours, 52 minutes
Announcement number	23-10160805-ME		

[Pre-application](#) [Select resume](#) [Select documents](#) [Review package](#) [Demographic details](#) [Complete survey](#) [Continue application](#)

Select resume


Instructions

Select the resume you want to submit with your application. You can only submit one resume and can't go to the next step until you select one.


If the resume you want to select is not available, click **Add resume** to upload a new one or create one using the USAJOBS Resume Builder. You can store up to five resumes in your USAJOBS profile. You may need to delete an existing resume to upload or create a new one. If you delete, create or upload any resume, we will also update your profile with those changes.

Required documents +
Acceptable formats +

Your resumes



Test Resume
Uploaded
6/28/2023
[View](#) | [Delete](#)



Add resume

[Save and continue](#)

Image 4: Step 1 in the USAJOBS transfer- Select Resume.

5. Select any documents you want to transfer. Select **Save & Continue**.

An official website of the United States government [Here's how you know](#)

This is a FAKE environment. The jobs and information on this system are not real.

Kali
Help
Search

You have started an application for

Position title
Human Resources Specialist

Agency
Office of Personnel Management

Announcement number
[23-10160805-ME](#)

Open period
Friday, June 2, 2023 to Wednesday, July 5, 2023

Time remaining
6 days, 7 hours, 16 minutes

Pre-application
Select resume
Select documents
Review package
Demographic details
Complete survey
Continue application

Application progress saved
Your application progress has been saved to your account. [View your applications.](#)

Select documents

Instructions

Select the document(s) you want to submit with your application. Review the list of required documents for this job in the **Required documents** section on the right.

If the document you want to select is not available, click **Add document** to upload a new one. You can store up to ten documents in your USAJOBS profile. You may need to delete an existing document to upload a new one. If you delete or add any documents during this step, we will also update your profile with those changes.

Your documents

Test SF50
SF-50 6/28/2023
[View](#) | [Delete](#)

Add document

Required documents
+

Acceptable formats
+

Previous

Save and continue

Image 5: Step 2 in the USAJOBS transfer-Select Documents.

- Review the documents that will be transferred, click the **Acknowledgement** at the bottom of the page, and click **Save & Continue**.

5

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This is a FAKE environment. The jobs and information on this system are not real.

USAJOBS **FAKE**

[Kali](#) [Help](#) [Search](#)

You have started an application for

Position title

Human Resources Specialist

Agency

Office of Personnel Management

Open period

Friday, June 2, 2023 to Wednesday, July 5, 2023

Time remaining

6 days, 7 hours, 11 minutes

Announcement number

[23-10160805-ME](#)

Pre-application

Select resume

Select documents

Review package

Demographic details

Complete survey

Continue application

Review package

Your resume [Add/Remove resume](#)



Test Resume
Uploaded
6/28/2023
[View](#)

Your documents [Add/Remove documents](#)



Test SF50
SF-50 6/28/2023
[View](#)

Required documents

+

Acceptable formats

+

Previous

☐ ***** I acknowledge that I have reviewed my resume and document(s)

Save and continue

Image 6: Step 3 in the USAJOBS transfer- Review Package.

- Next indicate if you would like to transfer your demographic information to USA Staffing, select **Save & Continue**.

6

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[Here's how you know](#)

This is a **FAKE** environment. The jobs and information on this system are not real.

Kali
Help
Search

You have started an application for

Position title

Human Resources Specialist

Open period

Friday, June 2, 2023 to Wednesday, July 5, 2023

Agency

Office of Personnel Management

Time remaining

6 days, 6 hours, 49 minutes

Announcement number

23-10160805-ME

Pre-application

Select resume

Select documents

Review package

Demographic details

Complete survey

Continue application

Demographic details

You have no demographic details saved in your profile. Entering your details takes a few minutes and helps improve the federal hiring process. We never use your details in hiring decisions or send individual details to hiring managers. [Learn more](#).

☒ I want to share my demographic details to help improve the hiring process.

Demographics

Your privacy is protected.

We use demographic to find out if our recruitment efforts are reaching all segments of the population, consistent with federal equal employment opportunity laws. We do not provide demographic data to any hiring officials, anyone involved in the hiring process or the public. Review our [privacy policy](#) and the [Paperwork Reduction Act](#) for more information.

☐ I do not want to answer the demographic questions.

Population segments

Sex

☐ Male

☐ Female

Ethnicity

☐ Hispanic or Latino

☐ Not Hispanic or Latino

Race

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or other Pacific Islander

☐ White

Disability/serious health condition

Check all that apply to you.

☐ Deaf or serious difficulty hearing

☐ Blind or serious difficulty seeing even when wearing glasses

☐ Missing an arm, leg, hand or foot

☐ Paralysis: partial or complete paralysis (any cause)

☐ Significant disfigurement: for example, severe disfigurements caused by burns, wounds, accidents or congenital disorders

☐ Significant mobility impairment: for example, uses a wheelchair, scooter, walker or uses a leg brace to walk

☐ Significant psychiatric disorder: for example, bipolar disorder, schizophrenia, PTSD or major depression

☐ Intellectual disability (formerly described as mental retardation)

☐ Developmental disability: for example, cerebral palsy or autism spectrum disorder

☐ Traumatic brain injury

☐ Dwarfism

☐ Epilepsy or other seizure disorder

☐ Other disability or serious health condition: for example, diabetes, cancer, cardiovascular disease, anxiety disorder or HIV infection; a learning disability, a speech impairment or a hearing impairment

☐ None of the conditions listed above apply to me.

☐ I do not wish to answer questions regarding my disability/health conditions.

If you have one of the conditions listed above, you may be eligible to apply under the [Schedule A Hiring Authority](#).

Previous

Save and continue

Image 7: Step 4 in the USAJOBS transfer – Include Demographic Details.

8. Next you will select how you heard about the job, select **Save & Continue**.

An official website of the United States government [Here's how you know](#) This is a FAKE environment. The jobs and information on this system are not real.

USAJOBS **FAKE** [Kali](#) [Help](#) [Search](#)

You have started an application for

Position title	Human Resources Specialist	Open period	Friday, June 2, 2023 to Wednesday, July 5, 2023
Agency	Office of Personnel Management	Time remaining	6 days, 6 hours, 33 minutes
Announcement number	23-10160805-ME		

[Pre-application](#) [Select resume](#) [Select documents](#) [Review package](#) [Demographic details](#) [Complete survey](#) [Continue application](#)

Complete survey

How did you hear about this job?

Help us better reach applicants in the future. Please choose the best option available.

- ☐ I searched the USAJOBS website.
- ☐ I received a USAJOBS saved search email.
- ☐ I saw it on social media.
- ☐ I saw it on an agency website.
- ☐ An agency employee told me about it.
- ☐ I went to a recruitment event (Job fair, Meetup, etc.).
- ☐ I found it on a job board or search agent other than USAJOBS.
- ☐ I heard it on the radio or saw a TV advertisement.
- ☐ I found it through a professional organization.
- ☐ I saw it on a school or university announcement.
- ☐ Other

☐ I prefer not to answer

[Previous](#) [Save and continue](#)

Image 8: Step 4 in the USAJOBS transfer – Include Survey Info.

9. Now you will certify the information you are submitting is true and submitted in good faith.

USAJOBS **FAKE** !

You have started an application for

Position title	Human Resources Specialist	Open period	Friday, June 2, 2023 to Wednesday, July 5, 2023
Agency	Office of Personnel Management	Time remaining	6 days, 6 hours, 29 minutes
Announcement number	23-10160805-ME		

Pre-application | **Select resume** | Select documents | Review package | Demographic details | Complete survey | [Continue application](#)

Continue application with agency

☒ * 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).

[Continue to agency site](#)

You will leave USAJOBS and be sent to the Office of Personnel Management application system once you select "Continue to agency site."

You will submit your application once you have completed all the agency specific requirements.

Image 9: Step 5 in the USAJOBS transfer – Continue Application with Agency.

10. Now you will see the **Continue to Agency** message.

USAJOBS **FAKE** !

You have started an application for

Position title	Human Resources Specialist
Agency	Office of Personnel Management
Announcement number	23-10160805-ME

Pre-application | **Select resume** | Select documents | Review package | Demographic details | Complete survey | [Continue application](#)


Continue application with agency

☒ * 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).

[Continue to agency site](#)

[Previous](#)

Continue to agency



You are being sent to the Office of Personnel Management application system to Continue your application. Your resume, document(s) and profile information will be transferred as well.

Image 10: Continue to Agency page.

11. When you reach Application, the page will show the retrieval from USAJOBS. Once the page is **Done**, you can select **Continue**.

The screenshot shows the top navigation bar with a 'Help Center' link and the user's name 'Kali Erickson'. Below this is the OPM logo and the text 'U.S. Office of Personnel Management' with the tagline 'Recruiting, Retaining, and Honoring a World-Class Workforce to Serve the American People.' To the right, an 'Application Progress' bar is shown. Below the progress bar, a table lists application details: Position Title (Program Analyst), Agency (Office of Personnel Management), Announcement Number (DE-10140633-22-ME), and Open Period (Friday, April 8, 2022 to Tuesday, April 12, 2022). Below the table, the 'Application Package Status' is 'Application Incomplete'. The main content area has a heading 'Welcome Kali Erickson!' followed by a link to return to USAJOBS if the user is not Kali Erickson. A message states 'Please wait while we retrieve your information from USAJOBS.' with a green progress bar labeled 'Done!' and a green checkmark. Below this, a message thanks the user for their interest in the GS-9 Program Analyst position and explains the next steps: verifying and collecting information to complete the application. A 'Continue' button is at the bottom.

OPM U.S. Office of Personnel Management
Recruiting, Retaining, and Honoring a World-Class Workforce to Serve the American People.

Application Progress

Position Title	Program Analyst
Agency	Office of Personnel Management
Announcement Number	DE-10140633-22-ME
Open Period	Friday, April 8, 2022 to Tuesday, April 12, 2022

Application Package Status: Application Incomplete

Welcome Kali Erickson!

If you are not Kali Erickson please [return to USAJOBS](#).

Please wait while we retrieve your information from USAJOBS.

Done! ✓

Thank you for your interest in the GS-9 Program Analyst position.

Over the next few pages we are going to verify and collect pertinent information to help you complete your application for this position. You will be able to review and then submit your application to the Office of Personnel Management.

Continue

Image 11: Welcome page of USA Staffing's application.

12. If this is the first time this account is applying to this organization, you will receive the Personal Security Information page. Complete the three required items. Subsequent applications to the same USA Staffing organization will not require this page. You should make a note of what you enter here so you will have this information for later lessons. If you take the New Hire course, you will need this information to verify the applicant identity when they attempt to log in. Record the info here:
- Month of Birth: _____
 - Day of Birth: _____
 - Last 4 of SSN: _____

Use the **Continue** button to advance to the next page for each page in this system.

OPM

U.S. Office of
Personnel Management

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Workforce to Serve the American People.

Application Progress

Position Title

Agency

Announcement Number

Open Period

Program Analyst

Office of Personnel Management

DE-10140633-22-ME

Friday, April 8, 2022 to Tuesday, April 12, 2022

Application Package Status: **Application Incomplete**

Personal Security Information:

For security purposes, please select your month and day of birth, and enter the last four digits of your Social Security Number.

Month of Birth

-- Select --

Day of Birth

-- Select --

Last 4 digits of Social Security Number

Continue

Image 12: Personal Security Information page.

- Next you will review the Biographic Information page. The information is transferred from USAJOBS. Any updates to this page will not update your USAJOBS account or any other applications.

Application


Assessment

Documents

Review & Submit

Help Center

Kali Erickson



U.S. Office of Personnel Management

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Application Progress

Position Title

Agency

Announcement Number

Open Period

HR Specialist

Office of Personnel Management

23-10152737-KA

Thursday, February 16, 2023 to Thursday, February 23, 2023

Application Package Status:

Application Incomplete

Biographic Information

First Name

Middle Name

Last Name

Suffix

Kali

Erickson

Home Address

12345 Silverdale Way

Home Address 2

City / Town

State / Territory / Province

Postal Code

Country

Silverdale

Washington

98383

United States

Email Address

Country of Citizenship

kali.erickson12@gmail.com

United States

Phone Numbers

Day Phone

1234561234

Add Phone Number

Continue

Image 13: Biographic Information page.

- Next you will go to the Eligibilities page. Complete the questions on this page. **Note:** Your options will vary depending on what was selected when the Announcement was created.

Application


Assessment

Documents

Review & Submit

Help Center

Kali Erickson



U.S. Office of
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Workforce to Serve the American People.

Application Progress

Position Title

Agency

Announcement Number

Open Period

HR Specialist

Office of Personnel Management

23-10152737-KA

Thursday, February 16, 2023 to Thursday, February 23, 2023

Application Package Status: Application Incomplete

Eligibilities * = Required Field

*1. Do you claim Veterans' Preference?

☐ A. No, I do not claim Veterans' Preference

☐ B. 0-point Sole Survivorship Preference (SSP)

☐ C. 5-point preference based on active duty in the U.S. Armed Forces (TP)

☐ D. 10-point preference for non-compensable disability or Purple Heart (XP)

☒ E. 10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)

☐ F. 10-point preference based on widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran (XP)

☐ G. 10-point preference based on a compensable service connected disability of 30% or more (CPS)

*2. Are you a veteran who separated from active duty under honorable conditions and you:

have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more **OR**

retired from active military service with a service-connected disability rating of 30% or more

If eligible, submit a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of your service which includes character of service. Please also provide the disability letter from the Department of Veterans Affairs or Armed Service and the Application for 10-Point Veteran Preference, Standard Form 15.

For more information, review [USAJOBS Veterans resources](#).

☒ A. Yes

☐ B. No

*3. Do you meet one of the following Competitive Merit Promotion Eligibilities:

Transfer or Reinstatement eligibles: current Federal or former employees with career or career-conditional appointments in the competitive service that hold, or have held a career or career-conditional position at a lower grade level as the position being announced. An SF-50 must show appointment in the competitive service.

Veterans Employment Opportunity Act (VEOA) eligibles.

Note: You must submit documentation to support any eligibilities for which you wish to be considered.

☒ A. Yes

☐ B. No

*4. Are you a current or former federal employee displaced from a position in a federal agency other than the agency hiring for this position?

If yes, confirm:

you are located in the same local commuting area of the vacancy

your grade is equivalent to or below the grade level of the vacancy **and**

your last performance rating of record is at least fully successful or the equivalent.

You will be required to submit supporting documentation to validate your claim of ICTAP eligibility such as a Reduction in Force (RIF) separation notice or a Proposed Removal/Separation notice and a copy of your latest Notification of Personnel Action, Standard Form 50. For more information, review the [USAJOBS Resource Center](#).

☐ A. Yes

☒ B. No

Continue

Image 14: Eligibilities page.

15. If the Announcement has any Preferences, you will be asked to select them next.

The screenshot shows the OPM (U.S. Office of Personnel Management) application interface. The top navigation bar includes 'Application', 'Assessment', 'Documents', and 'Review & Submit'. The user is logged in as 'Kali Erickson'. The 'Application Progress' bar is partially filled. The job details are: Position Title: Program Analyst, Agency: Office of Personnel Management, Announcement Number: DE-10140633-22-ME, Open Period: Friday, April 8, 2022 to Tuesday, April 12, 2022. The Application Package Status is 'Application Incomplete'. The 'Preferences' section is titled 'Preferences' with a note '* = Required Field'. It contains a question: '*1. Select the location(s) you want to be considered for. You must choose at least one location.' There are three radio button options: 'A. Boulder, CO' (selected), 'B. Fairfax County, VA' (unselected), and 'C. Seattle, WA' (selected). A 'Continue' button is at the bottom.

Image 15: Preferences page. This job has one preference, location.

16. Now you will complete the Assessment page.

The screenshot shows the OPM application interface for the 'Assessment' step. The top navigation bar is the same as in Image 15. The 'Assessment Progress' bar is partially filled. The job details are the same. The 'Assessment 1' section is titled 'Assessment 1' with a note '* = Required Field'. It contains a paragraph: 'We will evaluate your resume and responses to this Assessment Questionnaire to determine if you are among the best qualified for this position. Your responses are subject to verification and must be supported by your resume and supporting documents.' Below this is a question: '*1. Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform as a Program Analyst, GS-09.' There are four radio button options: 'A. I have one year of specialized experience equivalent to the GS-07 grade level in the Federal service which includes recruitment and placement assistance, pay setting, advising managers on recruitment.' (selected), 'B. I have successfully completed one full academic year of graduate level education in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position; or I have a bachelor's degree in education or a subject area related to the position and am claiming Superior Academic Achievement.', 'C. I have less than the full amount of specialized experience described in the job opportunity announcement; however, I have completed some graduated-level education which demonstrates the knowledge, skills, and abilities necessary to do the work of the position. Therefore, I have a combination of experience and education.', and 'D. My experience and/or education is not reflected in any of the above statements.' Below the options is a note: 'For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Select only one letter for each item. Failure to support your answers to this questionnaire in your resume may result in a lowered score or loss of consideration'.

Image 16: Assessment page.

17. Next, use the drop-down arrow to select any **Available Documents** for each of the **Accepted Documents** categories. **Note:** Your page will vary based on what was selected in the Announcement and what documents you selected to transfer from USAJOBS.

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Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DE-10140633-22-ME
Open Period: Friday, April 8, 2022 to Tuesday, April 12, 2022
Application Package Status: **Application Incomplete**

Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You **MUST** assign at least one supporting document for each **required** document type in order to submit your application. Any available documents that are not assigned to an Accepted Document type will **NOT** be submitted as part of your application.

Accepted Documents	Available Documents
Resume (required)	<input type="text" value="Test Resume"/>
Cover Letter	<input type="text" value="Test SF50"/>
DD-214/ Statement of Service	<input type="text"/>
Performance Qualification	<input type="text"/>
SF-15	<input type="text"/>
SF-50/ Notification of Personnel Action	<input type="text"/>
Transcript	<input type="text"/>

Are you missing a document?

Image 17: Documents page.

18. Upload a new document using the **Upload** button at the bottom of the page.

Upload Document

Document Name:

Document Type:

Selected File: No file chosen

Files must be 5MB or smaller and can be in one of the following formats: GIF, JPG, JPEG, PNG, TXT, RTF, PDF, or Word (DOC or DOCX).

Image 18: Upload Documents box.

19. Add your uploaded document to an Accepted Documents category by using the drop-down arrow. Remember that only documents showing as selected on this page will be transferred to USA Staffing. Click **Continue**.

Application

Assessment

Documents

Review & Submit

Help Center

Kali Erickson

OPM

U.S. Office of Personnel Management

Recruiting, Retaining, and Honoring a World-Class Workforce to Serve the American People.

Application Progress

Position Title

Program Analyst

Agency

Office of Personnel Management

Announcement Number

DE-10140633-22-ME

Open Period

Friday, April 8, 2022 to Tuesday, April 12, 2022

Application Package Status:

Application Incomplete

Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You **MUST** assign at least one supporting document for each **required** document type in order to submit your application. Any available documents that are not assigned to an Accepted Document type will **NOT** be submitted as part of your application.

Accepted Documents	Available Documents
Resume (required)	<div> <div>✕ Test Resume - View</div> <div></div> </div>
Cover Letter	<div> <div></div> <div></div> </div>
DD-214/ Statement of Service	<div> <div></div> <div></div> </div>
Performance Qualification	<div> <div>Test Resume</div> <div>Test SF50</div> <div>DD214</div> <div></div> </div>
SF-15	<div> <div></div> <div></div> </div>
SF-50/ Notification of Personnel Action	<div> <div>✕ Test SF50 - View</div> <div></div> </div>
Transcript	<div> <div></div> <div></div> </div>

Are you missing a document?

Upload

Continue

Image 19: Documents page with newly uploaded document appearing in the drop-down list.

20. You are now on the Review and Submit page. From this page you can look over your application. Also, you may want to try clicking on **Help Center** to access the Online Help. Online Help will open in a separate browser tab.

Application

Assessment

Documents

Review & Submit

Help Center

Kali Erickson

OPM

U.S. Office of Personnel Management

Recruiting, Retaining, and Honoring a World-Class Workforce to Serve the American People.

Application Progress

Position Title

Program Analyst

Agency

Office of Personnel Management

Announcement Number

DE-10140633-22-ME

Open Period

Friday, April 8, 2022 to Tuesday, April 12, 2022

Application Package Status:

Application Ready to Submit

Review & Submit

Please verify each section of your application is complete and correct. You may review and change your information before submitting.

Status	Section
✓	<div>Application</div> <div> <div>Biographic Information</div> <div>Eligibilities</div> <div>Preferences</div> </div>
✓	<div>Assessment</div> <div> <div>Assessment 1</div> </div>
✓	<div>Documents</div> <div> <div>Accepted Documents</div> <div>Submitted Documents</div> <div> <div>Resume (required)</div> <div>Test Resume - View</div> </div> <div> <div>DD-214/ Statement of Service</div> <div>DD214 - View</div> </div> <div> <div>SF-50/ Notification of Personnel Action</div> <div>Test SF50 - View</div> </div> </div>

I acknowledge that all of the supporting documents I want to submit with this application have been assigned to an Accepted Document type on the Documents page.

Submit Application

Image 20: Review and Submit page.

21. When ready, you will acknowledge the supporting documents, and click the **Submit Application** button. **Note:** Until you select the **Submit Application** button your application is not complete and will not transfer to USA Staffing.

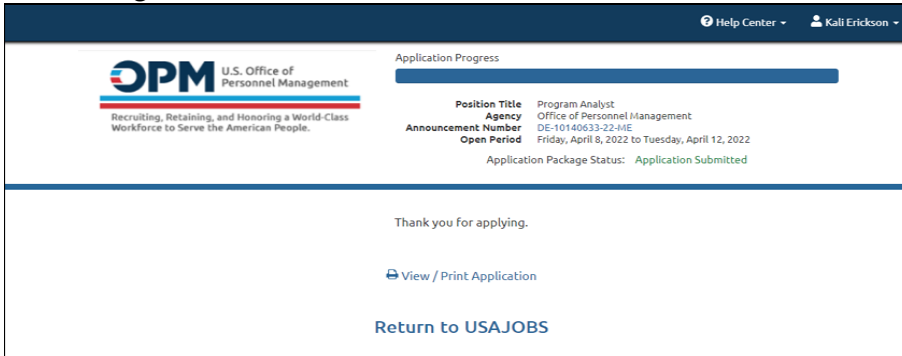


Image 21: A submitted application.

22. Once complete, give the system up to one hour to process your documents. Then log back into your USAJOBS account and check your application status. Click the **+** next to a job title to see detailed information about your application. Click the **Additional Application Information** button to see details.

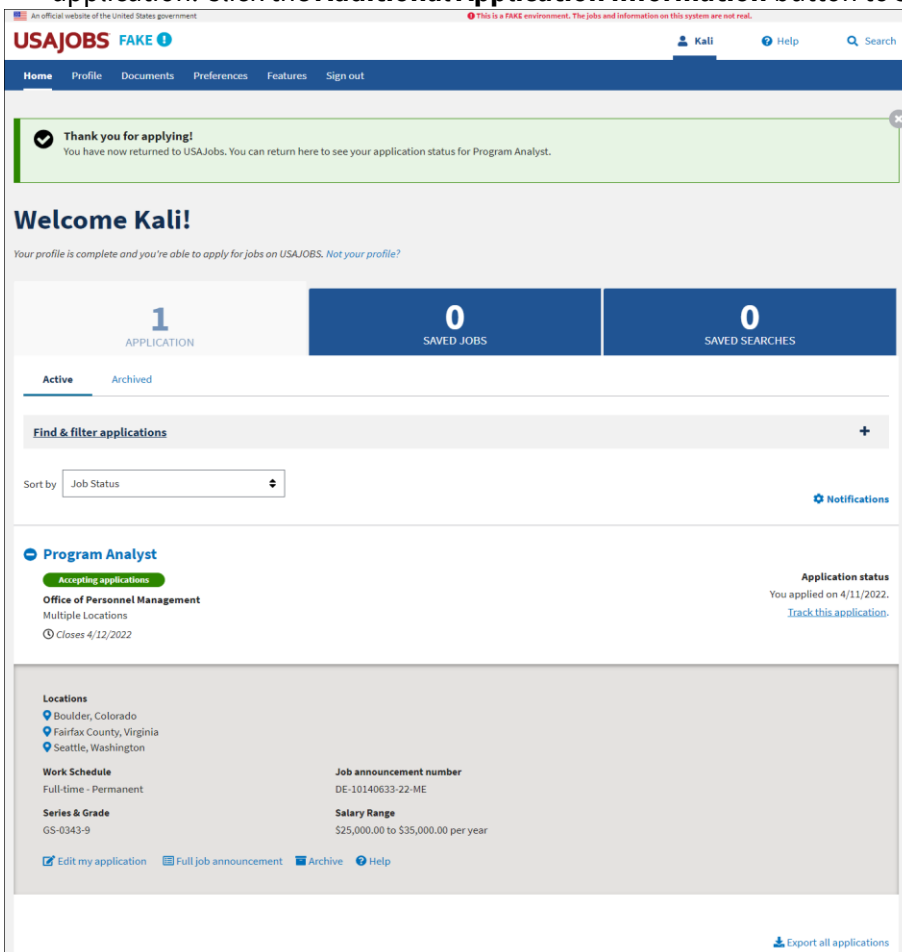


Image 22: USAJOBS Home page. The applicant has two applications appearing at the bottom of the page.

This concludes the second lesson on Application.