

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 or not 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 *Practice Exercise 1* to create one.
- USA Staffing Upgrade Announcement: To practice the application process you will need a test announcement that was created in the USA Staffing Upgrade environment that is <u>currently open</u>. 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: <u>https://www.uat.usajobs.gov/</u>. 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 displaying in your view it means the job is either not currently open or someone un-checked the Apply Online option on the Settings page.

Overview Locations Duties Require	mante Reputed Documents Banefits How to apply		
	nento requires occurrente perente non to appro-		
Overview		• Halp This job is open to	0 .55
Open & closing dates () 01/08/2019 to 01/14/2019	Service Competitive	Career transition (CTAP, ICTAP Federal employees who meet the definition "displaced" employee.	(.RPL) n of a "surplus" or
Pay scale & grade GS 9	Salary \$25,000 to \$35,000 per year	Federal employees - Competitive service feder	ive service ral employees.
Appointment type Permanent	Work schedule Full-Time	Individuals with disabilities Recent graduates Individuals who have graduated from an ac Instruct or confidence program within the Wataras.	coredited educational ast 2 years or 6 years for
Locations		Billip Students Current students enrolled in accredited edi high school to graduate level. Includes Inte	ucational institutions from emships, pathways and
Boulder, CO	♀ Fairfax, VA	onner saudern programs.	
♀ Seattle, WA		Apply	
Relocation expenses reimbursed No	Telework eligible Yes as determined by agency policy	⊖Print <share< td=""><td>🏠 Save</td></share<>	🏠 Save
Duties		Announcement number DEST-10077303-19-RB	

Image 2: An open announcement on USAJOBS.

3. Click Apply.



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, click **Start Application**.

USAJOBS		La Karen	🚱 Help	Q Search
	Applying to: Program Analyst Office of Personnel Management Closes 1/4/7019 Who may apply Closes 1/4/7019 Closes 1/4 Closes 1/4/7019 Closes 1/4 Closes 1/4 Close 1/4 Closes 1/4 Closes 1/4 Closes 1/4 Cl	5 Continue Application with Agency		
	Welcome to the USAJOBS Application Process Select This step by step process will help you select your resume and documents (if required) for submission to the age for this position. Once you have reviewed your application, we will send you to an agency system where you will and submit your application. Select the result step until you select your resume and documents (if required) for submission to the age and submit your application.	ency hiring Il complete than 3MB ment		
	If the resume y to create one u be reflected in resume to uplo Start Applie	cation		
	Your Resumes *(Requeed) 0 shows of 0 Personal o 0 Encrypted document Helpful Links What should it	unity roundee (2014) yourself a and digitally signed ts S include in my resume?		

Image 4: Welcome to the USAJOBS Application Process.

5. To begin the transfer, select a Resume. Select **Save & Continue**.

USAJOBS		🚢 Karen	Help Q Search
	Applying to: Program Analyst Office of Personnel Management Gloses 12/23/2019 Who may apply) 5 Ic Personal Continue Application with Agency	
	Select Resume	Required Documents + Acceptable Formats -	
	Instructions Select the resume that you want to submit as part of your application. You cannot progress to the next sing unit you wale is a resume. You can only submit one resume. The resume you want to submit is not displayed, select 'Add Resume'' to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build an even one. Your Resumes */resurce Programt for HR Uploaded 12/17/2019 Yeng I Delete	Uploaded resumes must be less than 3MB and in one of the following document formats: 61, MPG, VPG, NPG, NPG, NP, NP, PDF or Ward (DOC or DOCX). Do Not Include in Resume • Classified information • Social Society Number (SSN) • Photos of yourself • Personal or sensitive information • Encrysted and digitally signed documents Helpful Links What should I include in my resume?	
			Save & Continue

Image 5: Step 1 in the USAJOBS transfer- Select Resume.

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



Image 6: Step 2 in the USAJOBS transfer-Select Documents.

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



Image 7: Step 3 in the USAJOBS transfer-Review Package.

8. Next indicate if you would like to transfer your demographic information to USA Staffing and select how you heard about the job. When ready, select **Save & Continue**.

USAJOBS			💄 Karen	🕑 Help	Q Search
	Applying the Program Analysts office of Ponsonnel Management Coloses 12/27/2019 Whomany area/		5 Continue Application with Agency		
	You either have no demographic data saved or have so if you would like to review or update your demograph Unders your demographic information	elected to decline to respond.		-0	
	This information will never be used for hiding decision process. Include Personal Informatio	s or sent to the hiring manager. Information about y	ou helps us improve the hiring		
	Id on at volunteer to provide my demographic information to help improve the hiring process. So we can better locate applicants in the future, please tell us how you he the best option available. I searched the IIGA IVBS subside	eard about this job. Please choose			
	I see Line of a USAJOBS saved search email. 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. Ifound it through a professional organization. I saw it on a school or university announcement.				
	0 0ther				
	O I prefer not to answer				
Previous				Save	k Continue

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

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

USAJOBS					👗 Karen	O Help	Q Search
	Applying to: <u>Program Analyst</u> Office of Personnel Management Closes 12/23/2019 <u>Who may apply</u>	1 — 2 – Select Select Resume Documents	3 Review Package	- Include Personal Info	5 Continue Application with Agency		
	Continue Application formation submitted by me with formation submitted by me with formation submitted by me with formation submitted by me with a compliablements, etc.). I understand succompliablements, etc.). Understand succompliablements,	Action with Age Age and belief, all the wy oplication for made in good faith, and that i sented my work experience, ation (degrees, d that the information estand that mirrespressing dividing fails or fraudulent m work. Labo understand m work. Labo understand m yo be pounds for not m work. Labo understand	ency	You will te Office of the system on Site." You will sa completed requireme	we USAURS and be sent to the econome Management application cer you select "Continue to Agency benit your application once you he all the agency specific nts.	ver	
Previous							

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

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



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**.

		? Help Center 🗸	💄 Karen Barrett 👻
UNITED STATES OFFICE OF PERSONNEL MANAGEMENT	Application Progress Position Title Agency Announcement Number Open Period Applicati	Program Analyst Office of Personnel Management DEST-10097751-20-RB Saturday, December 14, 2019 to Monday, December 23 ion Package Status: Application Incomplete	3, 2019
Welcome Karen Barrett! If you are not Karen Barrett please return to USAJC	BS.		
Please wait while we retrieve your information from Done!	n USAJOBS.	~	
Thank you for your interest in the GS-9 Program Ana Over the next few pages we are going to verify and position. You will be able to review and then submit	alyst position. collect pertinent informat your application to the Of	ion to help you complete your application for l fice of Personnel Management.	this
	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. For training purposes use:
 - a. Month of Birth: 01
 - b. Day of Birth: 01
 - c. Last 4 of SSN: 9999

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

		🤁 Help Center 🚽 💄 Karen Barrel
	Application Progress	
A New Day	Position Title Agency Announcement Number	Program Analyst Office of Personnel Management DEST-10097751:20-RB
	Applicati	ion Package Status: Application Incomplete
Descended Consultants for some binger		
Personal Security Information: For security purposes, please select your month and day of	birth, and enter the last four o	digits of your Social Security Number.
Personal Security Information: For security purposes, please select your month and day of Month of Birth	birth, and enter the last four o	digits of your Social Security Number. Last 4 digits of Social Secuity Number
Personal Security Information: For security purposes, please select your month and day of Month of Birth - Select -	birth, and enter the last four o Day of Birth Select	digits of your Social Security Number. Last 4 digits of Social Secuity Number
Personal Security Information: For security purposes, please select your month and day of Month of Birth Select -	birth, and enter the last four o Day of Birth Select Continue	digits of your Social Security Number. Last 4 digits of Social Seculty Number

Image 12: Personal Security Information page.

13. 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.

tion -	Assessment +	Documents	Review & Submit		? Help Center 🗸	💄 Karen Bar
UN	ITED STATES OFFICE	OF PERSONNEL M	ANAGEMENT Applicatio	n Progress		
	A e	New Day	Annound	Position Title Program Analys Agency Office of Persor rement Number DEST-10097751 Open Period Saturday, Decer	t nel Management -20-R8 nber 14, 2019 to Monday, December 2:	3, 2019
				Application Package Stat	us: Application Incomplete	
Bic	ographic Informa	tion				
Firs	t Name		Middle Name	Last Name	Suffix	
K	aren			Barrett		
Hor	ne Address					
2	3 Sky Lane					
Hor	ne Address 2		State / Territory /	Postal Codo	Country	
E	rie		Province	80516	United States	
			Colorado 👻			
Ema	ail Address			Country of Citizenship		
u	sashd202303@gmail.	com		United States		Ŧ
Pho	ine Numbers					
М	lobile					
A	dd Phone Number					
			C	ontinue		

Image 13: Biographic Information page.

14. 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 🔸	💄 Karen Barrett 🔸
		CF PERSONNEL M	ANAGEMENT App	Position Progress Position Title Agency nnouncement Number Open Period Applicat	Program Analyst Office of Personnel Management DEST-10097151-20-88 Saturdisp, December 16, 2019 to Moni ion Package Status: Application Incc	Say, December 23, 2019 mplete	
EU	Igibilicles						
1	. Do you claim Vetera	ns' Preference?					
٠	A. No, I do not c	laim Veterans' Pref	erence				
C	B. 0-point Sole 5	survivorship Prefere	ence (SSP)				
C	C. 5-point prefe	rence based on acti	ive duty in the U.S. Arme	d Forces (TP)			
C	D. 10-point pref	erence for non-com	npensable disability or Pu	irple Heart (XP)			
C	E. 10-point pref	erence based on a c	compensable service con	nected disability of a	t least 10% but less than 30% (CP)	e ana	
0	 F. 10 point prefe G. 10-point pref 	erence based on wir erence based on a r	dow/widower or parent o compensable service con	of a deceased veteral nected disability of 3	i, or spouse or parent of a disabled i0% or more (CPS)	i veteran (XP)	
2	 Are you a veteran wi have a rating by retired from acti 	ho separated from a the Department of ve military service v	active duty under honora Veterans Affairs showing with a service-connected	ble conditions and y g a compensable serv disability rating of 3	ou: ice-connected disability of 30% or 3% or more	more OR	
IF O A	eligible, submit a cop ther proof of your ser ffairs or Armed Servic	y of your latest Cer vice which includes te and the Applicati	rtificate of Release or Dis s character of service. Ple ion for 10-Point Veteran	charge from Active I ase also provide the Preference, Standard	luty, DD-214 (copy indicating chara disability letter from the Departm Form 15.	scter of service) or ent of Veterans	
F	or more information,	review USAJOBS Ve	leterans resources.				
C	A Ves						
	B. No						
	or more information,	review 05/00B5 ve	ecerans resources.				
	DAL Yes DB. No						
	Are used as a second by a second by a	where the second burth a second	nor biring for this position	-1			
	. Me you currency en	ipioyeo by the age	incy mining for this positio				
	0 A. Yes 0 B. No						
4	. Are you a current or	former federal emp	ployee displaced from th	e agency hiring for t	is position? If yes, confirm:		
	 you are located i your grade is equ 	n the same local co uvalent to or below	immuting area of the vac withe grade level of the v	ancy acapcy AND			
	 your last perform 	nance rating of reco	ord is at least fully succes	sful or the equivaler	έ		
Y	ou will be required to	submit supporting	documentation to valida	te your claim of CTA	Peligibility such as a Reduction in	Force (RIF) separatio	0
n	otice or a Proposed R	emoval/Separation	notice and a copy of you	r latest Notification	of Personnel Action, Standard Forr	n 50. For more	
	a state of the sta	Controop Resource	an another				
	R No						
5	. Are you a current or	former federal em	ployee displaced from a	position in a federal a	igency other than the agency hirin	g for this position?	
IF	yes, confirm:						
	 you are located i your grade is equ your last perform 	n the same local co avalent to or below	immuting area of the vac w the grade level of the v prd is at least fully succes	ancy acancy and soful or the equivaler			
v	ou will be required to	submit supporting	documentation to valida	te your claim of ICT2	P eligibility such as a Reduction in	Force (RIF)	
54	eparation notice or a l	Proposed Removal/	/Separation notice and a	copy of your latest N	otification of Personnel Action, St	andard Form 50. For	
п	www.socormacion.cevi	ew ule USAJUBS Ri	esource Center.				
	A Ner						
) A. Yes						
) A. Yes) B. No						
) A. Yes 9 B. No		_	Continue			

Image 14: Eligibilities page.

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

Application - Assessment - Documents	Review & Submit	🤁 Help Center 👻 🚢 Karen Barrett 👻
UNITED STATES OFFICE OF PERSONNEL MANA	GEMENT Application Progress	
for located data	Position Title Pr Agency O Announcement Number D Open Period S Application I	rogram Analyst ffice of Personnel Management EST-10097751-20-AB aturday, December 14, 2019 to Monday, December 23, 2019 Package Status: Application Incomplete
Preferences		
1. Select the locations you want to be conside	red for. You must choose at least one locatior	n.
 A. Boulder, CO B. Fairfax, VA 		
	Continue	

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

16. Now you will complete the Assessment page.

☑ Application -	Assessment	Documents	🖹 Review & Su	ıbmit		? Help Center 🗸	💄 Karen Barrett 🗸
	TED STATES OFFICE	OF PERSONNEL MA	NAGEMENT	Application Progress Position Title Agency Announcement Number Open Period Applicatio	Program Analyst Office of Personnel Management DEST-10097751-20-R8 Saturday, December 14, 2019 to Monday, In Package Status: Application Incomp	December 23, 2019 Jete	
As	sessment 1						
W Ye	e will evaluate your re our responses are sub	esume and response ject to verification a	to this Assessm nd must be supp	nent Questionnaire to de orted by your resume an	termine if you are among the best q d supporting documents.	ualified for this posi	tion.
1. di	Select the one stater uties of a GS-09 Progr	ment that best desci am Analyst.	ribes the experie	nce and/or education the	at you possess that demonstrates yo	our ability to perform	the
C	A. I have one yea support to managen impact multiple offi making decisions on assignments concert analysis, cost managen	ar of experience, equ nent within an orgar ces. Examples of qua administrative and ned with effectivene gement, and risk asse	uivalent to the G nization, and wor alifying specialize programmatic as ess and efficiency essments.	S-7 level in the Federal sa king and with a team of i ed experience include pr spects of agency operation y of programs and operation	ervice, providing program analysis an ndividuals on developing and impler oviding managers with objectively ba ons and management, by accomplish ions, and performing work flow ana	nd business manager menting projects tha ased information for ing a wide variety of lysis, budgeting, dat	nent t
C	B. I have a maste leading to a master which provided me	er's degree or equiva s degree in such fiel with the knowledge,	alent graduate de ds as in business skills and abilitie	egree, or have completed administration, accounti es necessary to perform (l 2 full years of progressively higher ng, financial management, economic .he work of this position.	level graduate educa cs or a closely related	ation I field,
C	C. I have a comb education and expendence determine your educed must equal at least	ination of specialize rience, determine yo cation as a percenta 100 percent to quali	d experience as o our total qualifyir ge of the educati fv.	described in "A" above an ng experience as a percer ion required for the grad	d graduate education as described in ntage of the experience required for e level. Finally, add the two percent.	n "B" above. To comb the grade level. The ages. The total perce	ine n :ntage
C	D. I do not posse	ess the experience a	nd/or education	described above.			
Se	elect the one stateme	nt that most accural	tely describes yo	ur training and experien	e carrying out each task using the so	cale provided.	
2.	Research existing Fe	deral policies, laws,	and regulations t	to develop procedures fo	r new agency-wide travel program i	nitiatives.	
C	A. I have not had	d education, training	, or experience ir	n performing this task.			
C	B. I have had edu	ucation or training in	how to perform	this task, but have not y	et performed it on the job.		
C	C. I have perform compliance with pro	ned this task on the per procedures.	job. My work on	this task was monitored	closely by a supervisor or senior emp	oloyee to ensure	
C	D. I have perform senior employee.	ned this task as a reg	gular part of a jol	b. I have performed it inc	ependently and normally without re	eview by a supervisor	OF
C	E. I am considere by other workers to	ed an expert in perfo assist or train them	orming this task. in doing this task	I have supervised perfor k because of my expertis	nance of this task or am normally th e.	e person who is cons	ulted
3.	Advise managers reg	jarding leave admini	stration under ba	ad weather dismissal or o	ther special circumstances.		
C	A. I have not had	d education, training	, or experience ir	n performing this task.	1 (19 1) (1		
	B. Thave had edu	ucation or training in ned this task on the	i how to perform	this task, but have not y	et performed it on the job. closely by a supervisor or senior emr		
0	compliance with pro	per procedures.	JOD. My WORK ON				
C	D. I have perform senior employee.	ned this task as a reg	gular part of a jol	b. I have performed it inc	ependently and normally without re	eview by a supervisor	10
C	E. I am considere by other workers to	ed an expert in perfo assist or train them	orming this task. in doing this task	I have supervised perfor k because of my expertis	nance of this task or am normally th e.	e person who is cons	ulted
4.	Assess the effective	ness of a human reso	ources recruitme	nt process in meeting m	anagement's staffing needs.		
С	A. I have not had	d education, training	, or experience ir	n performing this task.			
C	B. I have had edu	ucation or training in	how to perform	this task, but have not y	et performed it on the job.	-1 b	
C	c. I have perform compliance with pro	ned this task on the oper procedures.	Job. My work on	this task was monitored	closely by a supervisor or senior emp	ployee to ensure	
C	D. I have perform senior employee.	ned this task as a reg	gular part of a jol	b. I have performed it inc	ependently and normally without re	view by a supervisor	ог
C	E. I am considere by other workers to	ed an expert in perfo assist or train them	orming this task. in doing this task	I have supervised perfor k because of my expertis	nance of this task or am normally th e.	e person who is cons	ulted
				Continue			

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.

ication - 🗹 Asses	ment - Documents	Review & Submit		? Help Center -	💄 Karen Barrett
UNITED STATE	S OFFICE OF PERSONNEL M	ANAGEMENT Application Progress			
	A New Day	Position Title Agenc, Announcement Numbe Open Perior	 Program Analyst Office of Personnel Managemen DEST-10097751-20-RB Saturday, December 14, 2019 to 	t Monday, December 23, 2	1019
		Applic	ation Package Status: Application	Incomplete	
Documents					
need was not You MUST as: documents th	imported from USAJOBS, <u>1</u> ign at least one supporting at are not assigned to an A	you may upload it directly into this app g document for each required document (ccepted Document type will NOT be si	lication. type in order to submit your apj ibmitted as part of your applicat	olication. Any availabl cion.	e
Accepted Doo	uments	Available Documents			
Resume (requi	red)		•		
Cover Letter		Program Analyst Barrett DD214 Barrett	•		
DD-214		Transcript CU Barrett Cover Letter Program Analyst Ba	• • •		
Performance / Appraisal	Appraisal, Statement if no		•		
SF-15			•		
SF-50			•		
Transcript			•		
Are you missin	g a document?				
Upload					
		Continue			

Image 17: Documents page.

18. Upload a document, or two, using the **Upload** button at the bottom of the page. Remember this is a training environment. Do not upload a live applicant's materials, confidential information, or anything sensitive.

Upload Document	×
Document Name	
Masters Degree Transcript	
Document Type	
Transcripts	Ŧ
Selected File	
Browse_ Transcript Sample 2.pdf	
Files must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RT PDF, or Word (DOC or DOCX).	ſF,
Upload	
	Close

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. You can upload up to 15 documents under each document type.

Note: If you try proceeding from this page and receive the Unassigned Documents warning message, it means you didn't assign one, or more, of your documents to a type. Click cancel to return to the page to select your document.

Application -	🗹 Assessment -		Review & Submit		? Help Center 🗸	峇 Karen Barrett 🗸
UNITED STA	TES OFFICE OF PER	SONNEL MANAGE	MENT Application Progress			
**	A New G for tradest stream	Day	Position Title Agency Announcement Number Open Period Applicati	Program Analyst Office of Personnel Management DEST-10097751-20-RB Saturday, December 14, 2019 to Mor on Package Status: Application Inc	nday, December 23, 2019 complete	
Do	ocuments					
Ple	ase assign the suppo ed was not imported	rting documents y from USAJOBS, yo	ou imported from USAJOBS to the a u may upload it directly into this app	ppropriate document types listed lication.	below. If the docume	nt you
You doo	u MUST assign at leas cuments that are not	t one supporting assigned to an Ac	document for each required document cepted Document type will NOT be s	type in order to submit your app ıbmitted as part of your applicati	lication. Any available on.	
A	ccepted Documents		Available Documents			
Re	esume <mark>(required)</mark>		× Program Analyst Resume - V	iew 🗸		
Co	over Letter			•		
DI	D-214		× My DD-214 - View	•		
O	F-306			•		
O	PM 1979 Performance			•		
SF	-15			•		
SF	-50			•		
Tr	anscript		* Transcripts MPA CU - View	•		
Are	e you missing a docun	nent?	Program Analyst Resume			
U	ipload		Masters Degree Transcript My DD-214			
			Continue			

Image19: 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. Any items marked with a red x must be corrected before you can submit your application. Click on the item to return to that section, if needed.

pplication 🗸 🖸	Z Assessment -	C Documents	Review & S	Submit	? Help Center 🗸	💄 Karen Barrett
UNITED	STATES OFFICE	OF PERSONNEL MA	ANAGEMENT	Application Progress		
**	A c 10 \$	New Day and train		Position Title Agency Announcement Number Open Period Application	Program Analyst Office of Personnel Management DEST-10097751-20-R8 Saturday, December 14, 2019 to Monday, December 23 Package Status: Application Ready to Submit	, 2019
Reviev Please v	w & Submit verify each sectior	n of your application	n is complete an	d correct. You may review an	d change your information before submitting.	
Stal	tus Section					
	Applicati	ion 🕶				
•	Assessm	ent 🕶				
	Z Documer	nts 🔻				
	Accept	ed Documents		S	ubmitted Documents	
	🗹 Resu	ume (required)		Р	rogram Analyst for HR - View	
	☑ DD-2	214/ Statement of S	ervice	D	D214 Barrett - View	
* I ac type	cknowledge that e on the Documer	all of the support nts page.	ing documents	I want to submit with this a Submit Application	application have been assigned to an Accepted Do	cument

Image 20: Review and Submit page.

- 21. When ready, click the acknowledgement about supporting documents and the **Submit Application** button will activate. Then 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.
 - a. Once submitted, click the View/ Print Application button to see a copy of what you submitted.

Pecifiam Title Program Analyst Agency Office of Personal Hanagament Concernent Number Open Period Saturday, December 14, 2019 to Monday, December 23, 2019 Application Package Status: Application Submitted	Pesiliee Title Program Analyst Agency Office of Personnel Hanagement Office of Personnel Hanagement Open Period Saturday, December 14, 2019 to Monday, December 23, 2019 Application Package Status: Application Submitted Thank you for your application. Please make sure to check back with USAJOBS for updates.	Position Title Program Analyst Agency Office of Personnel Maragement Dean Period Saturday, December 14, 2019 to Monday, December 23, 2019 Application Package Status: Application Submitted Thank you for your application. Please make sure to check back with USAJOBS for updates.	Position Title Program Analyst Agency Office of Personal Hanagement Announcement Number DESTI-1009773-10-88 Open Period Saturday, December 14, 2019 to Monday, December 23, 2 Application Package Status: Application Submitted
Application Package Status: Application Submitted	Application Package Status: Application Submitted Thank you for your application. Please make sure to check back with USAJOBS for updates.	Application Package Status: Application Submitted Thank you for your application. Please make sure to check back with USAJOBS for updates.	Application Package Status: Application Submitted
Thank you for your application. Please make sure to check back with USAJOBS for updates.	Thank you for your application. Please make sure to check back with USAJOBS for updates.	Thank you for your application. Please make sure to check back with USAJOBS for updates.	
		Oview / Print Application	Thank you for your application. Please make sure to check back with USAJOBS for updates.

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.

USAJOBS		🛓 Karen 😧 Help 🔍 Search
Home Profile Documents Preferences		
Welcome Karen ! sign Out Your profile is complete and you're able to apply for jobs on USAJOBS. Not you	ır profile?	
	SAVED JOBS	O SAVED SEARCHES
Active Archived		
Find & filter applications Sort by Last updated ♦		+ Notifications
 Program Analyst Office of Personnel Management Multiple Locations Closes 12/23/2019 		Received Last updated 12/18/2019
Application Status Received Your application has been received for processing. Locations © Boulder, Colorado © Fairfax, Virginia Work Schedule	Job announcement number	
Full-Time - Permanent Series & Grade GS-0343-9 Update Application Additional Application Information E Full job announcement Archive Help	DEST-10097751-20-RB Salary Range \$25,000.00 to \$35,000.00 / Per Year	
Return to top		🛃 Export all applications

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

This concludes the second lesson on Application.

Notes for Applicant			