



## 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 **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](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.

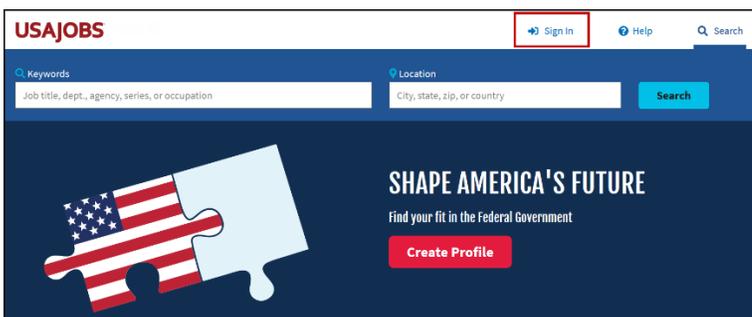


Image 1: USAJOBS login page with the Sign In icon highlighted.

- 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.

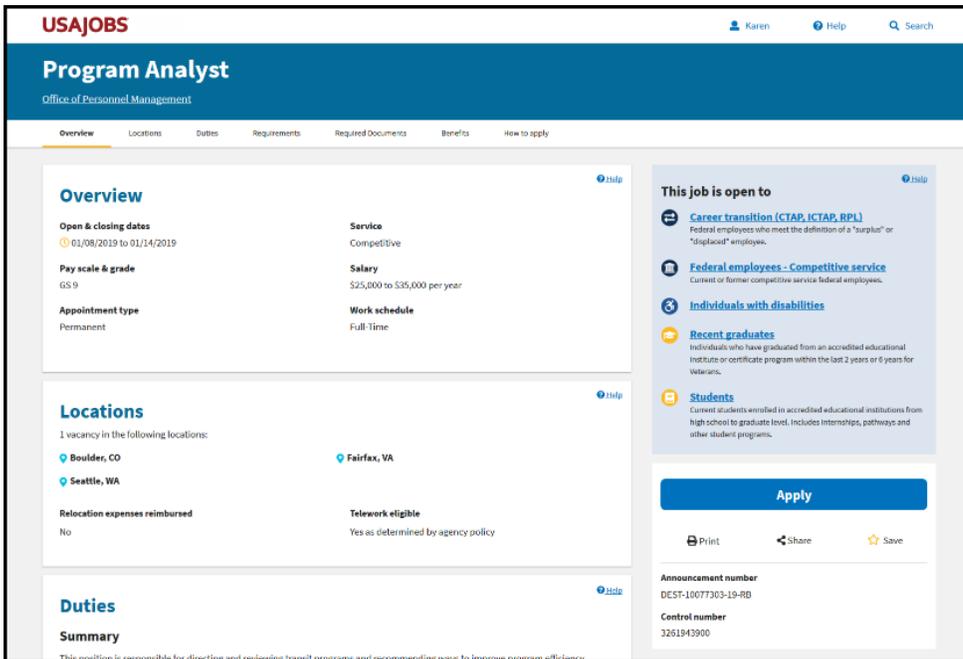


Image 2: An open announcement on USAJOBS.

- Click **Apply**.

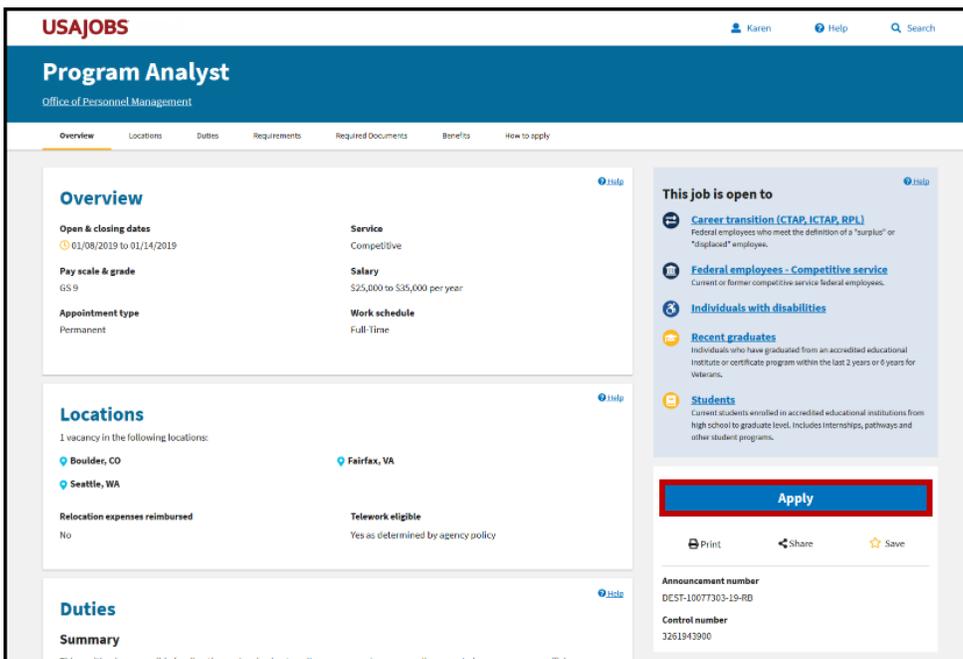


Image 3: An open announcement on USAJOBS with the Apply button highlighted. The Apply button is toward the top of the page on the right side.

4. The Welcome to the USAJOBS Application Process page will display. To begin, click **Start Application**.

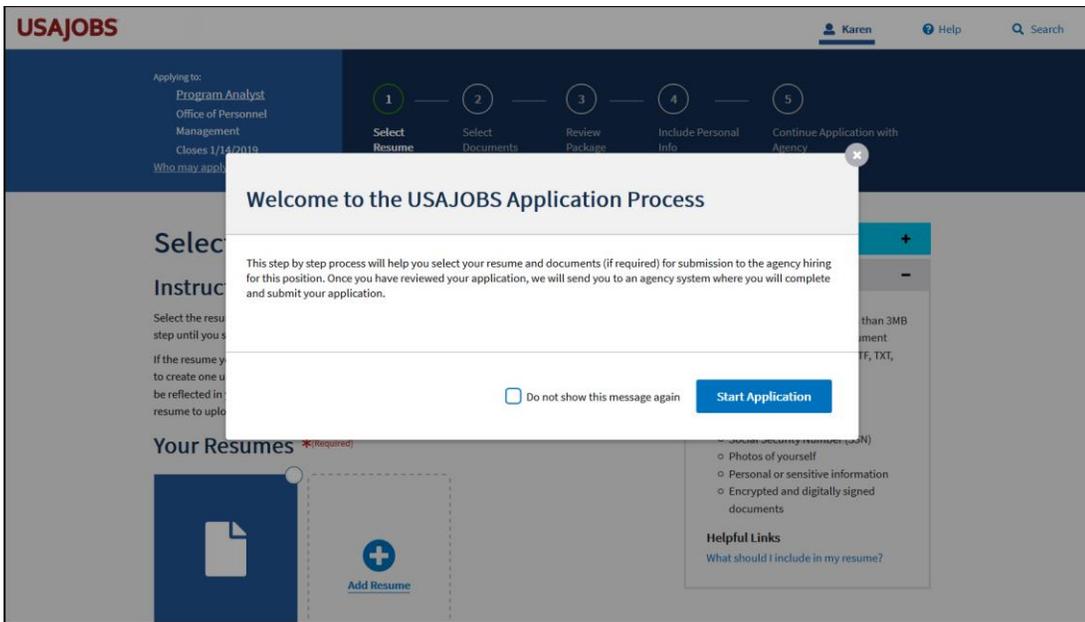


Image 4: Welcome to the USAJOBS Application Process.

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

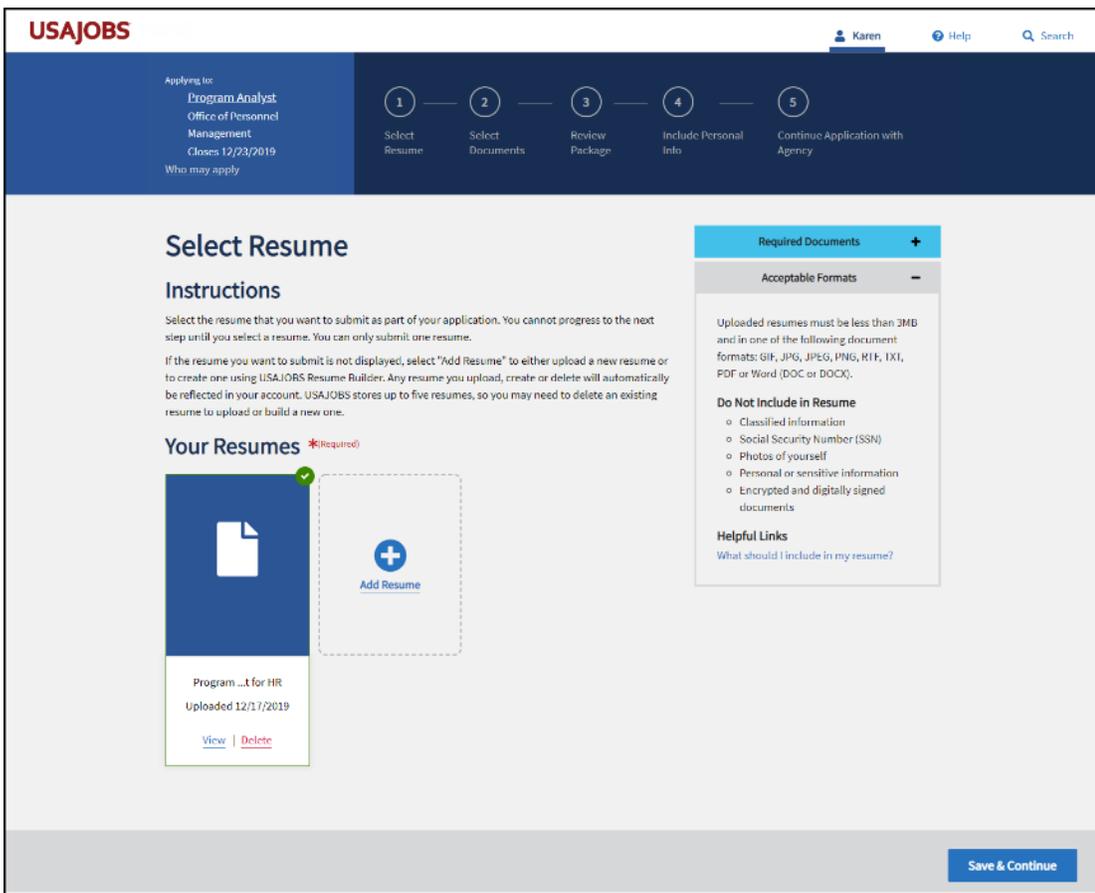


Image 5: Step 1 in the USAJOBS transfer- Select Resume.

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

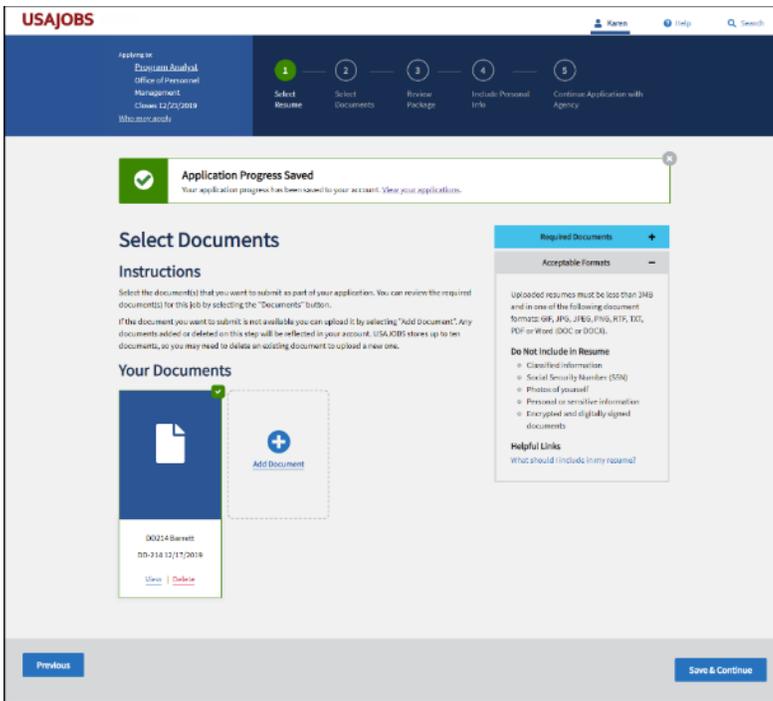


Image 6: Step 2 in the USAJOBS transfer-Select Documents.

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

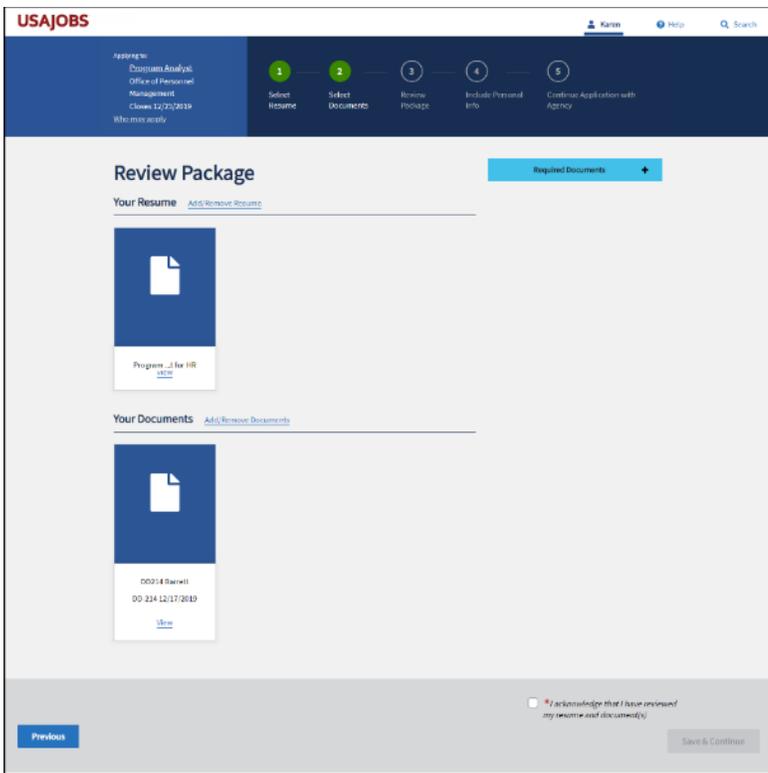


Image 7: Step 3 in the USAJOBS transfer- Review Package.

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**.

The screenshot shows the USAJOBS application interface. At the top, the user is identified as 'Karen'. The application is for a 'Program Analyst' position at the 'Office of Personnel Management', which closes on 12/23/2019. A progress bar indicates five steps: 1. Select Resume, 2. Select Documents, 3. Review Package, 4. Include Personal Info (current step), and 5. Continue Application with Agency. Two informational messages are displayed: one about demographic data and another stating that the information is for hiring process improvement. The main section is titled 'Include Personal Information' and contains a checkbox for volunteering demographic information, a question about how the user heard about the job, and a list of radio button options: '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' (with a text input field), and 'I prefer not to answer'. 'Previous' and 'Save & Continue' buttons are at the bottom.

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.

The screenshot shows the USAJOBS application interface at Step 5: 'Continue Application with Agency'. The progress bar shows steps 1 through 5, with step 5 being the current step. A certification statement is presented with a checked checkbox: '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)'. Below this is a red 'Continue to Agency Site' button. A dark box on the right contains the text: '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.' 'Previous' and 'Save & Continue' buttons are at the bottom.

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**.

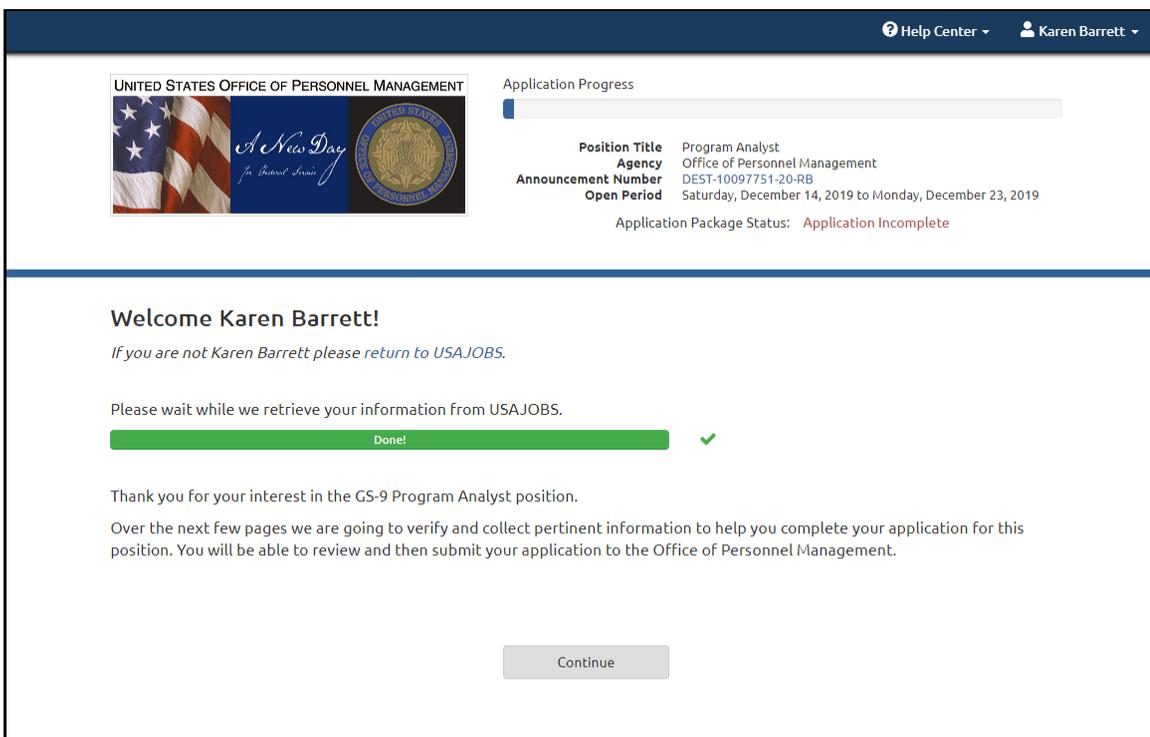


Image 11: Welcome page of USA Staffing's application.

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.

The screenshot shows the 'Personal Security Information' page. At the top, there is a navigation bar with 'Help Center' and 'Karen Barrett'. Below this is the 'UNITED STATES OFFICE OF PERSONNEL MANAGEMENT' logo and a progress bar. The page displays the following information:

- Position Title:** Program Analyst
- Agency:** Office of Personnel Management
- Announcement Number:** DEST-10097751-20-RB
- Open Period:** Saturday, December 14, 2019 to Monday, December 23, 2019
- Application Package Status:** Application Incomplete

The main section is titled 'Personal Security Information:' and contains the instruction: 'For security purposes, please select your month and day of birth, and enter the last four digits of your Social Security Number.' Below this are three input fields: 'Month of Birth' (dropdown menu with '-- Select --'), 'Day of Birth' (dropdown menu with '-- Select --'), and 'Last 4 digits of Social Security Number' (text input field). A 'Continue' button is located at the bottom of the form.

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.

The screenshot shows the 'Biographic Information' page. At the top, there is a navigation bar with 'Application', 'Assessment', 'Documents', and 'Review & Submit' buttons, along with 'Help Center' and 'Karen Barrett'. Below this is the 'UNITED STATES OFFICE OF PERSONNEL MANAGEMENT' logo and a progress bar. The page displays the following information:

- Position Title:** Program Analyst
- Agency:** Office of Personnel Management
- Announcement Number:** DEST-10097751-20-RB
- Open Period:** Saturday, December 14, 2019 to Monday, December 23, 2019
- Application Package Status:** Application Incomplete

The main section is titled 'Biographic Information' and contains the following fields:

- First Name:** Karen
- Middle Name:** (empty)
- Last Name:** Barrett
- Suffix:** (empty)
- Home Address:** 23 Sky Lane
- Home Address 2:** (empty)
- City / Town:** Erie
- State / Territory / Province:** Colorado
- Postal Code:** 80516
- Country:** United States
- Email Address:** usashd202303@gmail.com
- Country of Citizenship:** United States
- Phone Numbers:** Mobile (dropdown menu) and a text input field with a phone icon.

An 'Add Phone Number' button is located below the phone number field. A 'Continue' button is located at the bottom of the form.

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.

The screenshot shows the 'Eligibilities' section of the USAJOBS application process. At the top, there is a navigation bar with 'Application', 'Assessment', 'Documents', and 'Review & Submit' tabs. The user's name 'Karen Barrett' is visible in the top right. Below the navigation bar, the 'UNITED STATES OFFICE OF PERSONNEL MANAGEMENT' logo is displayed on the left, and the 'Application Progress' bar is on the right. The 'Application Progress' bar shows a progress indicator and a table of application details:

Position Title	Program Analyst
Agency	Office of Personnel Management
Announcement Number	DEST-10097751-20-RB
Open Period	Saturday, December 14, 2019 to Monday, December 23, 2019
Application Package Status	Application Incomplete

The main content area is titled 'Eligibilities' and contains several questions with radio button options:

- 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)
- 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
- Are you currently employed by the agency hiring for this position?
  - A. Yes
  - B. No
- Are you a current or former federal employee displaced from 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 CTAP 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
- 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

A 'Continue' button is located at the bottom of the page.

Image 14: Eligibilities page.

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

The screenshot shows the 'Preferences' section of the USAJOBS application process. At the top, there is a navigation bar with 'Application', 'Assessment', 'Documents', and 'Review & Submit' tabs. The user's name 'Karen Barrett' is visible in the top right. Below the navigation bar, the 'UNITED STATES OFFICE OF PERSONNEL MANAGEMENT' logo is displayed on the left, and the 'Application Progress' bar is on the right. The 'Application Progress' bar shows a progress indicator and a table of application details:

Position Title	Program Analyst
Agency	Office of Personnel Management
Announcement Number	DEST-10097751-20-RB
Open Period	Saturday, December 14, 2019 to Monday, December 23, 2019
Application Package Status	Application Incomplete

The main content area is titled 'Preferences' and contains one question with radio button options:

- Select the locations you want to be considered for. You must choose at least one location.
  - A. Boulder, CO
  - B. Fairfax, VA

A 'Continue' button is located at the bottom of the page.

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

## 16. Now you will complete the Assessment page.

Application Assessment Documents Review & Submit Help Center Karen Barrett

**UNITED STATES OFFICE OF PERSONNEL MANAGEMENT**



Application Progress

Position Title: Program Analyst  
Agency: Office of Personnel Management  
Announcement Number: DEST-10097751-20-RB  
Open Period: Saturday, December 14, 2019 to Monday, December 23, 2019

Application Package Status: **Application Incomplete**

### Assessment 1

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.

1. Select the one statement that best describes the experience and/or education that you possess that demonstrates your ability to perform the duties of a GS-09 Program Analyst.

- A. I have one year of experience, equivalent to the GS-7 level in the Federal service, providing program analysis and business management support to management within an organization, and working and with a team of individuals on developing and implementing projects that impact multiple offices. Examples of qualifying specialized experience include providing managers with objectively based information for making decisions on administrative and programmatic aspects of agency operations and management, by accomplishing a wide variety of assignments concerned with effectiveness and efficiency of programs and operations, and performing work flow analysis, budgeting, data analysis, cost management, and risk assessments.
- B. I have a master's degree or equivalent graduate degree, or have completed 2 full years of progressively higher level graduate education leading to a master's degree in such fields as in business administration, accounting, financial management, economics or a closely related field, which provided me with the knowledge, skills and abilities necessary to perform the work of this position.
- C. I have a combination of specialized experience as described in "A" above and graduate education as described in "B" above. To combine education and experience, determine your total qualifying experience as a percentage of the experience required for the grade level. Then determine your education as a percentage of the education required for the grade level. Finally, add the two percentages. The total percentage must equal at least 100 percent to qualify.
- D. I do not possess the experience and/or education described above.

Select the one statement that most accurately describes your training and experience carrying out each task using the scale provided.

2. Research existing Federal policies, laws, and regulations to develop procedures for new agency-wide travel program initiatives.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

3. Advise managers regarding leave administration under bad weather dismissal or other special circumstances.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

4. Assess the effectiveness of a human resources recruitment process in meeting management's staffing needs.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

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.

The screenshot shows the 'Documents' section of the application progress page. At the top, there is a navigation bar with 'Application', 'Assessment', 'Documents', and 'Review & Submit' tabs. The user's name 'Karen Barrett' is visible in the top right. Below the navigation bar, the 'UNITED STATES OFFICE OF PERSONNEL MANAGEMENT' logo is displayed on the left, and the 'Application Progress' bar is on the right. The progress bar is partially filled. Below the progress bar, the following information is shown: Position Title: Program Analyst; Agency: Office of Personnel Management; Announcement Number: DEST-10097751-20-RB; Open Period: Saturday, December 14, 2019 to Monday, December 23, 2019. The Application Package Status is 'Application Incomplete'.

The 'Documents' section contains the following text: '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)	Program Analyst Barrett
Cover Letter	DD214 Barrett
DD-214	Transcript CU Barrett
Performance Appraisal, Statement if no Appraisal	Cover Letter Program Analyst Barrett
SF-15	
SF-50	
Transcript	

At the bottom of the page, there is a section titled 'Are you missing a document?' with an 'Upload' button and a 'Continue' button.

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.

The 'Upload Document' dialog box contains the following fields and buttons: 'Document Name' (text input field with 'Masters Degree Transcript'), 'Document Type' (dropdown menu with 'Transcripts'), 'Selected File' (text input field with 'Transcript Sample 2.pdf' and a 'Browse...' button), and an 'Upload' button. Below the 'Selected File' field, there is a note: 'Files must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX)'. At the bottom right of the dialog box, there is a 'Close' button.

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.

The screenshot shows the 'Documents' page in the USA Staffing application. At the top, there is a navigation bar with tabs for 'Application', 'Assessment', 'Documents', and 'Review & Submit'. A user profile for 'Karen Barrett' is visible in the top right. Below the navigation bar is the 'UNITED STATES OFFICE OF PERSONNEL MANAGEMENT' logo and a banner with the text 'A New Day for Federal Service'. To the right, the 'Application Progress' section shows a progress bar and details for the position: Program Analyst, Office of Personnel Management, Announcement Number DEST-10097751-20-RB, and Open Period from Saturday, December 14, 2019 to Monday, December 23, 2019. The 'Application Package Status' is 'Application Incomplete'.

The main content area is titled 'Documents' and contains instructions: '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)	× Program Analyst Resume - View
Cover Letter	
DD-214	× My DD-214 - View
OF-306	
OPM 1979 Performance	
SF-15	
SF-50	
Transcript	× Transcripts MPA CU - View Program Analyst Resume Program Analyst Cover Letter Masters Degree Transcript My DD-214

Below the table, there is a section 'Are you missing a document?' with an 'Upload' button. At the bottom of the page is a 'Continue' button.

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.

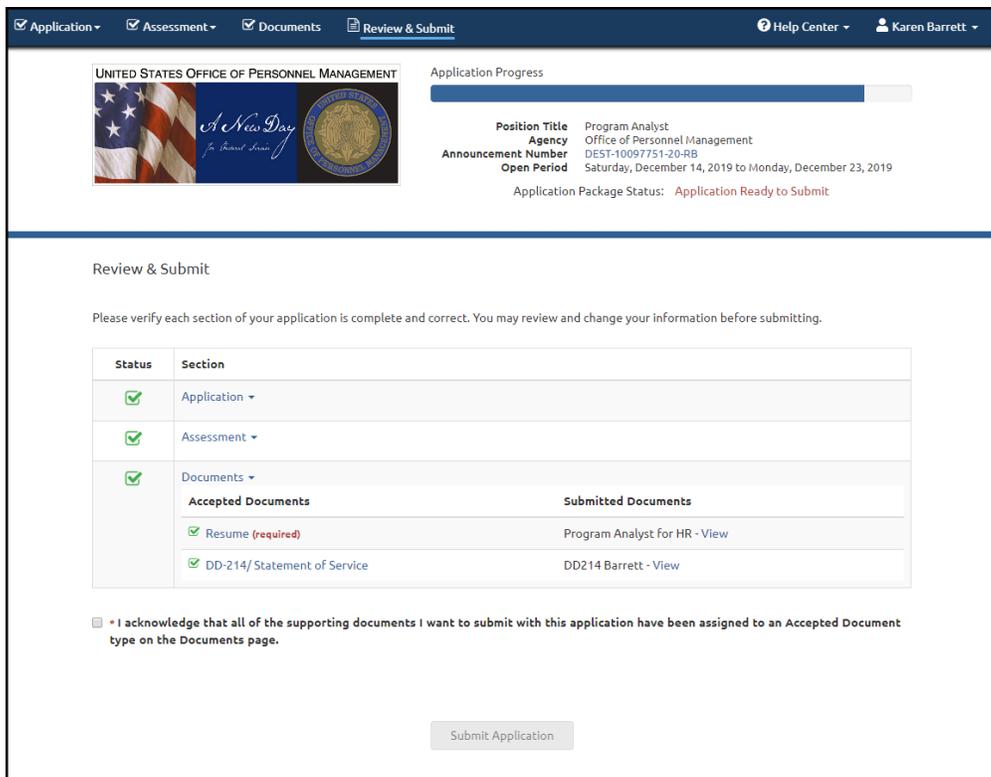


Image 20: Review and Submit page.

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.

- Once submitted, click the View/ Print Application button to see a copy of what you submitted.

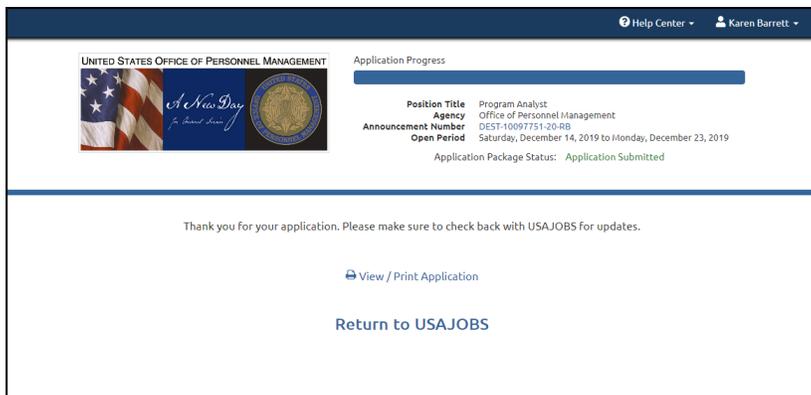


Image 21: A submitted application.

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.

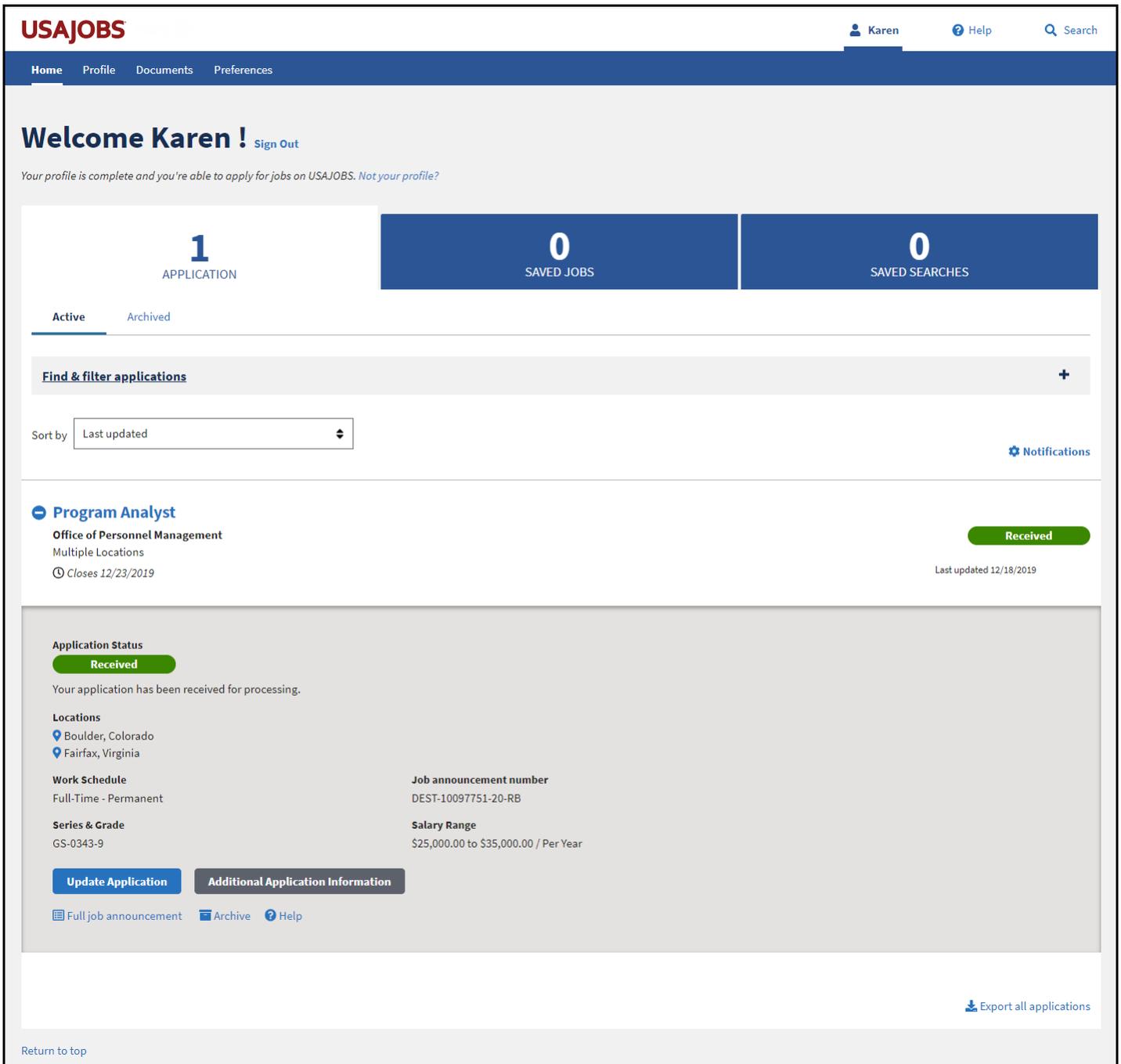


Image 22: USAJOBS Home page. The applicant has two applications appearing at the bottom of the page.

**This concludes the second lesson on Application.**

