

Steps in Using USAJOBS

All the tools you need to search for a job, build a résumé, apply online and keep up-to-date on the status of your job search are at your fingertips. Best of all, information is easily accessible and available 24 hours a day, 7 days a week!



1. Go to <http://usajobs.gov/> and log in to your USAJOBS account, or click on **Create an Account** if you do not already have one.
2. On the Main Page, enter your job search criteria, including key words and job location.
3. Click on **Search for Jobs** to search a database of thousands of Federal job opportunities.
4. When ready to apply, click Apply Online and select the resume you'd like to submit.

Keep in mind – Once you create a USAJOBS account, you can

- Build or upload your résumé and supporting documents and post it online
- Receive customized job alerts
- Apply to federal job announcements
- Save or email a friend job opportunity announcements

If the application requires a questionnaire, complete your application using **Application Manager**:

1. Go to <https://applicationmanager.gov/> and log in to your Application Manager account. If you do not already have an account, click on **Create an Account**.
2. Complete your application package:
 - a. If you are continuing the process from the **USAJOBS** website, Application Manager knows which job you are applying for and will take you directly there
 - b. Otherwise, use the **Start a New Application** box on the main page to identify the job for which you want to apply.
3. Follow the step-by-step instructions in the Navigation Box to complete your application.
 - a. **Complete the Questionnaires:** including Biographic Information, Eligibility Information, and the Assessment Questionnaire.
 - b. **Upload Documents:** If not already attached, you can attach your résumé and other supporting documents.
 - c. **Submit Your Answers:** Review and submit your final Application Package.
4. Review the status of your application packages on the main page under **My Application Packages**.

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Department of the Navy

Getting Started with USAJOBS

Tips and Information for Federal
Employees and Job Seekers



Human Resource Service Center Southwest
San Diego, CA, 92101-4418

USAJOBS: Standardize, Streamline, Transform

The Department of Navy needs to attract and retain a skilled and talented workforce. Among the steps to meet this need, the Department is improving the hiring process for applicants. The application process has been simplified and new tools and technology are being introduced.

What does this mean for you as a federal employee? As a job seeker?

USAJOBS provides one-stop shopping for applicants seeking federal positions.

USAJOBS will replace the current Department of Navy applicant tool known as CHART. The Department of the Navy will transition from the CHART application system to the more streamlined USAJOBS tool this year.

During this transition, job applicants should search for civilian jobs with the Navy and Marine Corps jobs at the USAJOBS web site <http://jobsearch.usajobs.gov/a9DON.aspx>.

However, in some situations USAJOBS may direct the applicant to CHART to complete the application. This is typically the case for those activities which have not fully transitioned to the USA Staffing and USAJOBS tools. Therefore, applicants are encouraged to keep active resumes in both CHART and USAJOBS until the transition is complete.

*Note: **USA Staffing** is the technology that supports the USAJOBS tool and will provide hiring managers and HR professionals with tools they need to improve hiring processes.*

USAJOBS Benefits

USAJOBS offers several improvements for applicants who now can:

- Create and store up to five résumés
- Upload supporting documentation such as SF-50s or DD-214s
- Store up to 25 job interests
- Spell check their application
- Receive email notification of job postings and application status

Working Together

Applicants, HR professionals and hiring managers are all key to improving the hiring experience. The Department of the Navy needs the best and brightest employees who will advance the mission and support the warfighters.

Potential and current employees can find information and useful resources at www.public.navy.mil/donhr/employment/HiringReform
Information available includes:

- Applicant frequently asked questions
- USAJOBS guides
- Tips for creating resumes
- Hiring documents

Additional information is available at <http://www.public.navy.mil/donhr>.

The Human Resource Service Center – Southwest is committed to providing the best service for its customers and improving the experience for job seekers.

Improving Federal Hiring

"To deliver the quality services and results the American people expect and deserve, the Federal Government must recruit and hire highly qualified employees, and public service should be a career of choice for the most talented Americans.

Americans must be able to apply for Federal jobs through a common-sense hiring process, and agencies must be able to select high-quality candidates efficiently and quickly."

President Barack Obama
Presidential Memorandum
*Improving the Federal Recruitment
and Hiring Process*



Department of the Navy

Employment Information Center

For questions and assistance contact the Department of the Navy Employment Information Center at <https://chart.donhr.navy.mil/contactus1.aspx>

Phone: 1-800-378-4559