

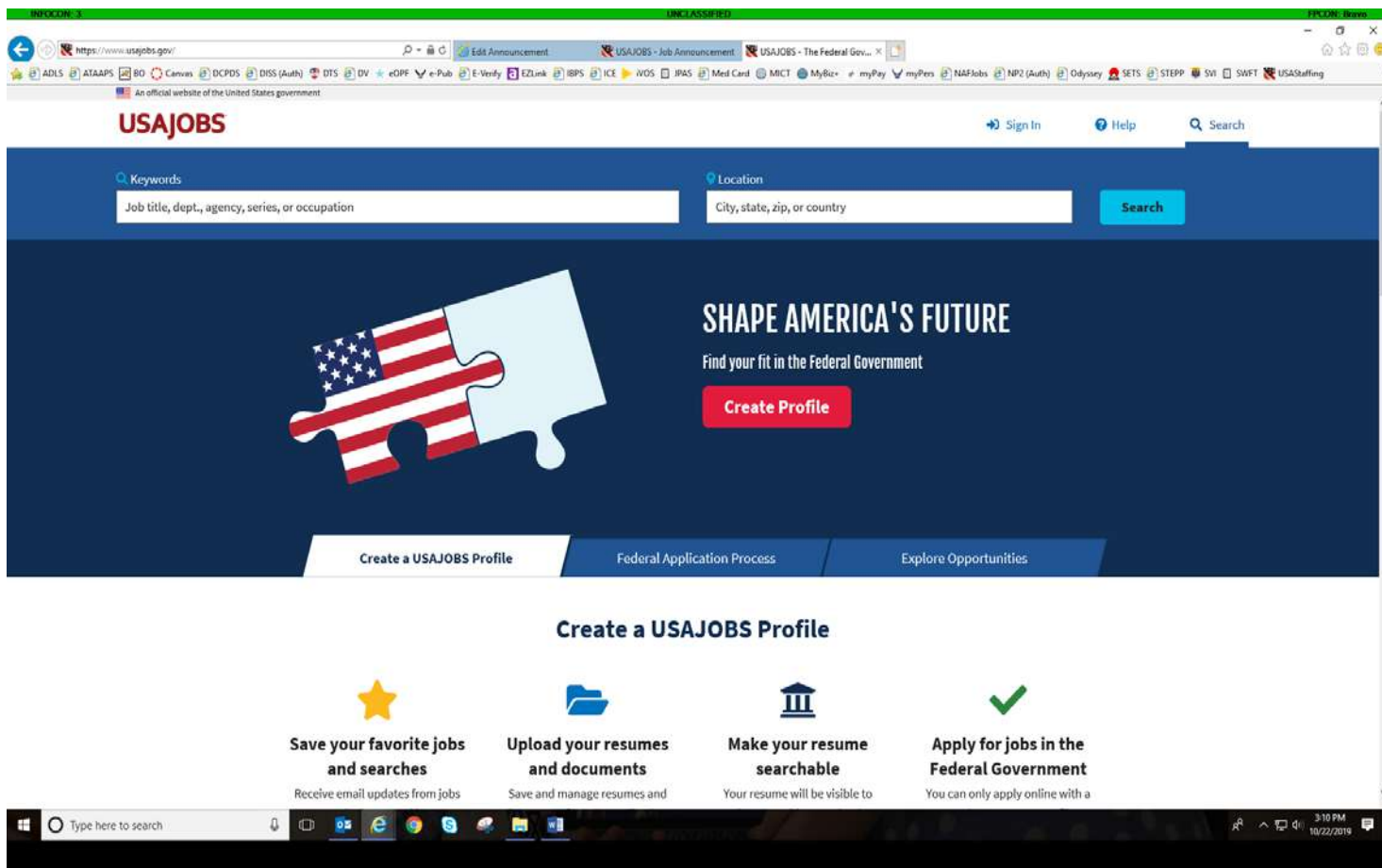
USAJobs Applicant's Guide

AF Nonappropriated Funds (NAF)

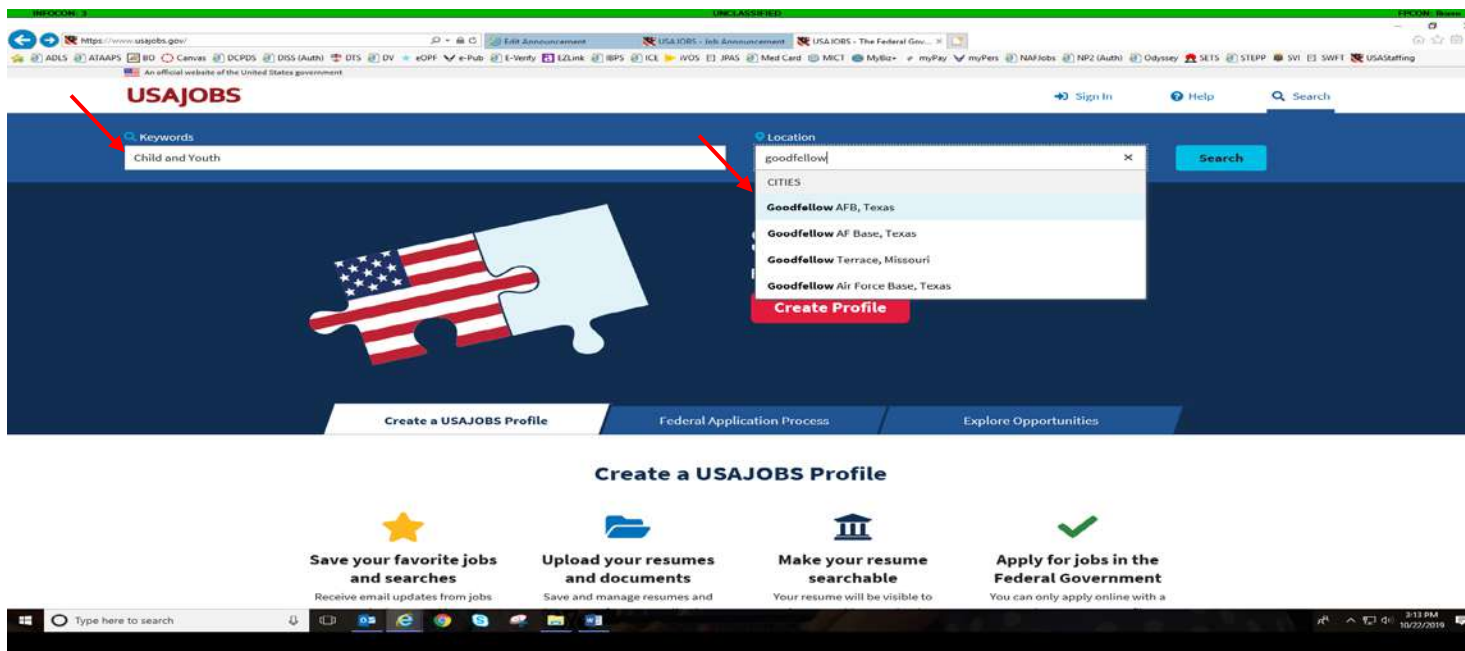
**10/22/2019
17 FSS NAF HRO**

Applicant Steps

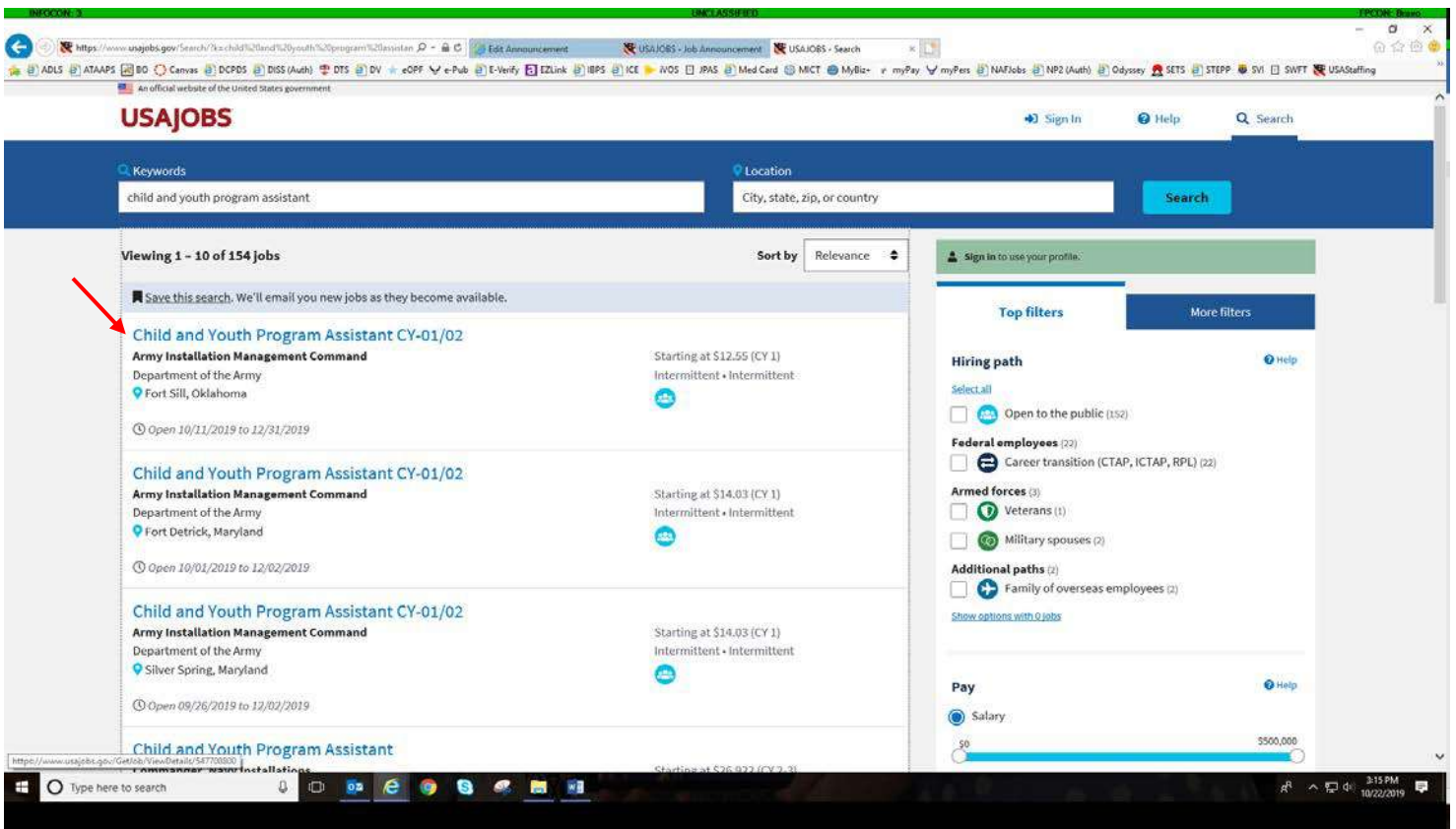
- Go to www.usajobs.gov/



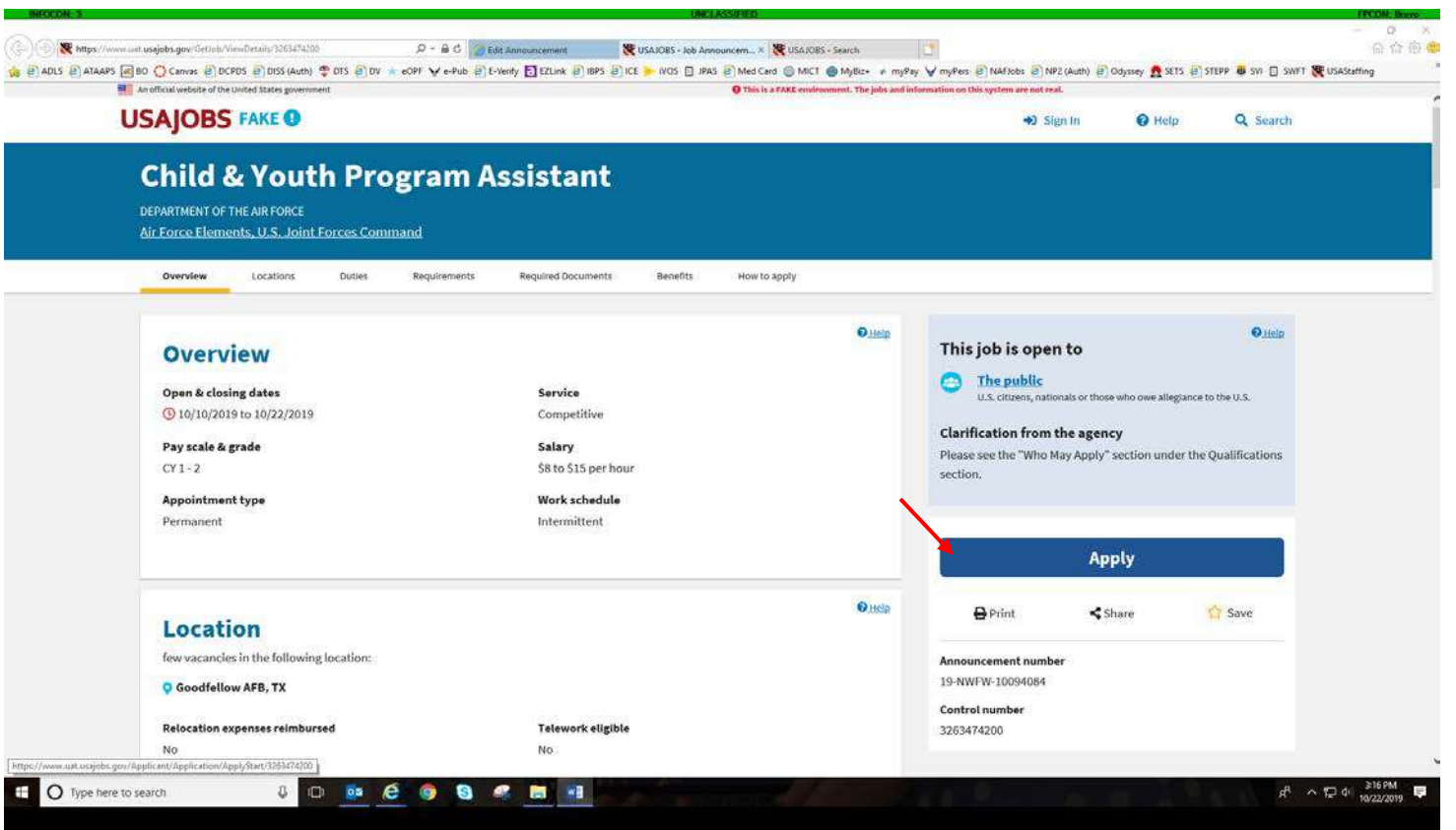
- Search for job announcements by typing in keywords and location



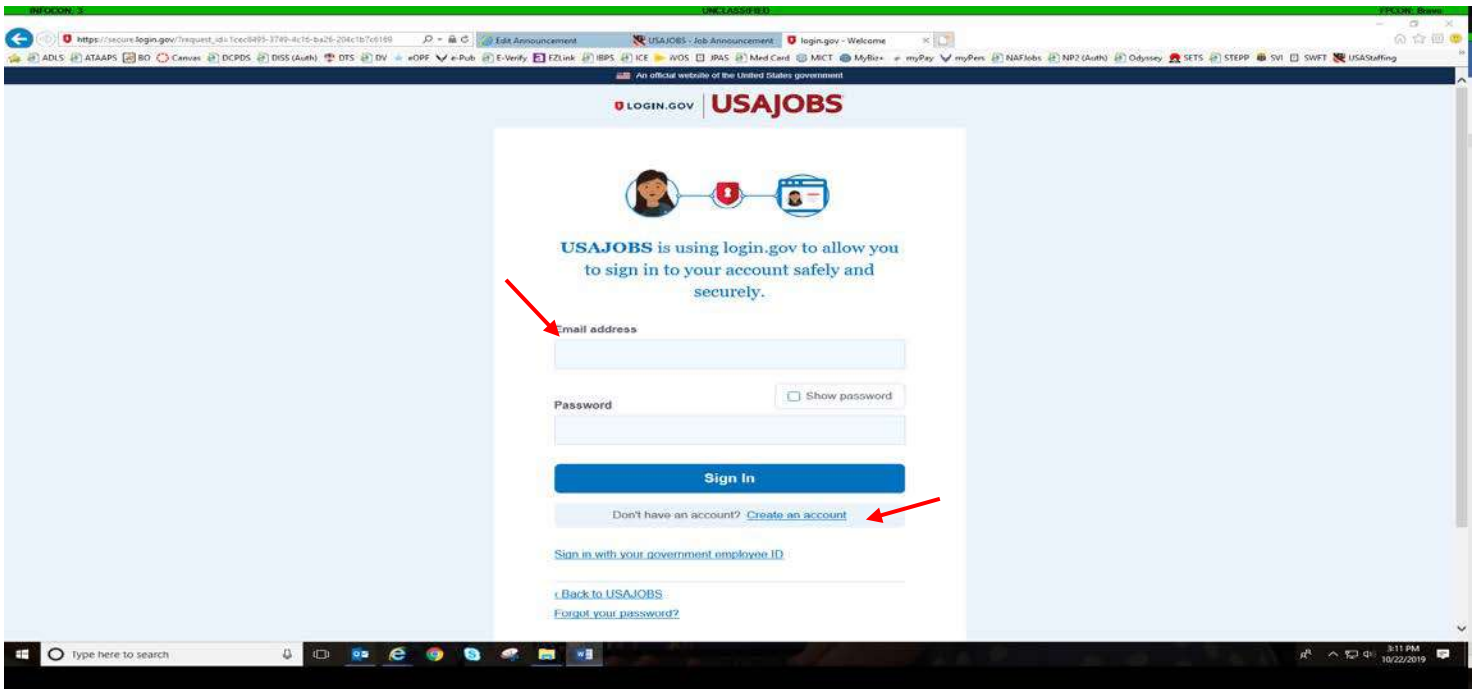
- When you find the position you want to apply for, click on the hyperlink of the position title



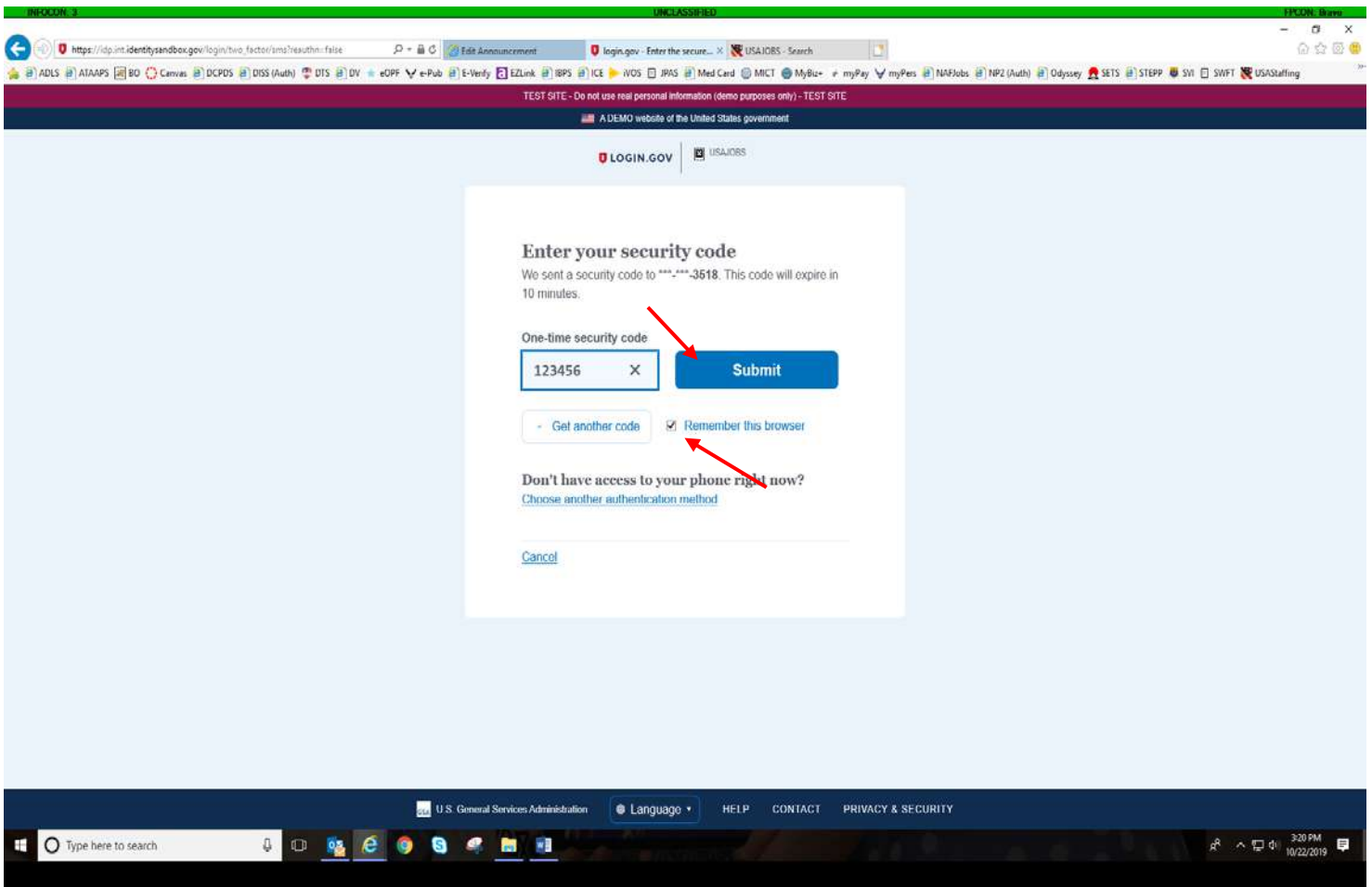
- Once you are within the job announcement, read the announcement in its entirety.
- When you are ready to apply, click “Apply”



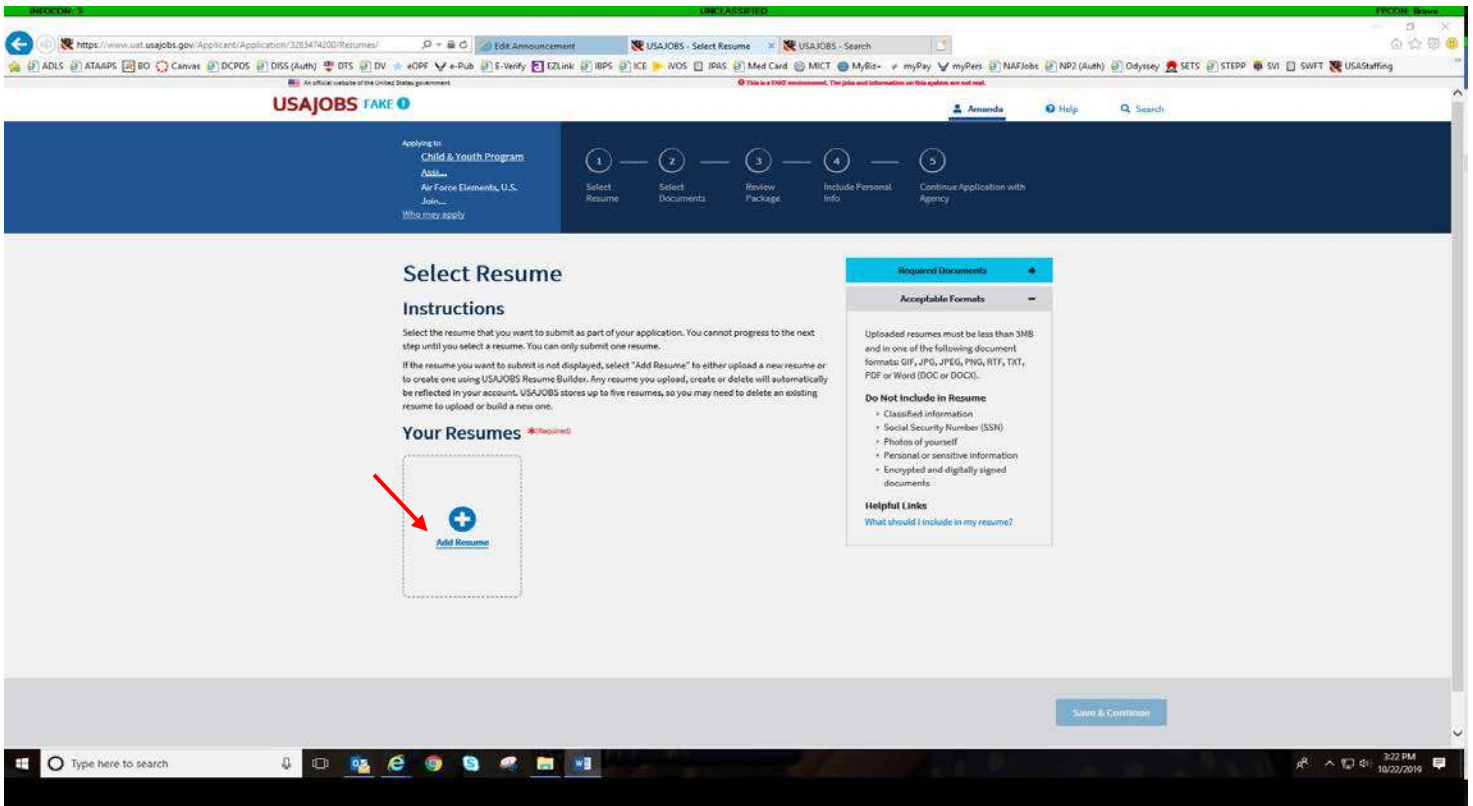
- This will prompt you to login to login.gov or create an account by clicking the “Create an account” link



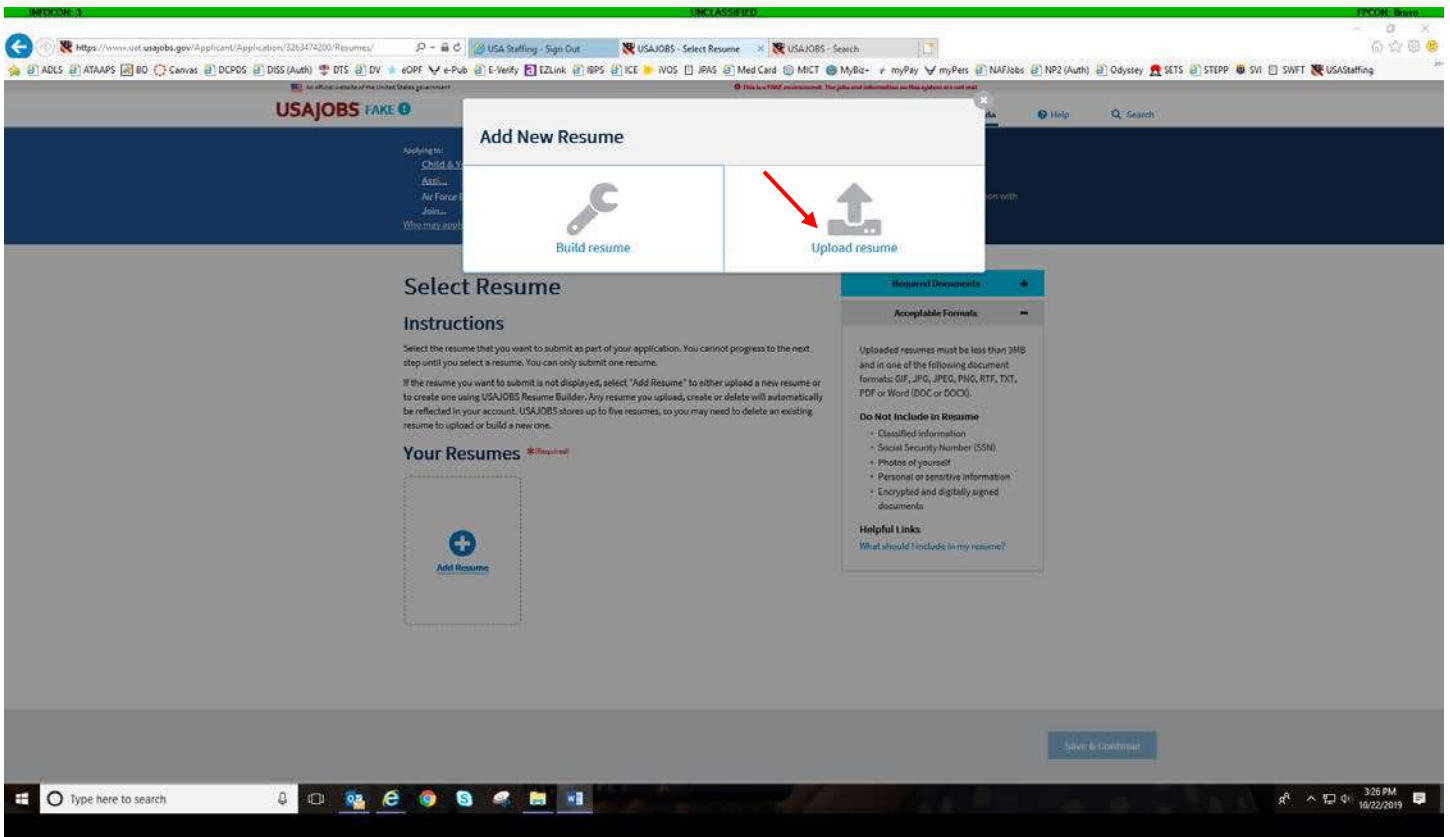
- A one-time security code will be sent to your telephone number or e-mail address on file
 - Enter security code
 - Check “Remember this browser”



- Add a resume by clicking “Add Resume”

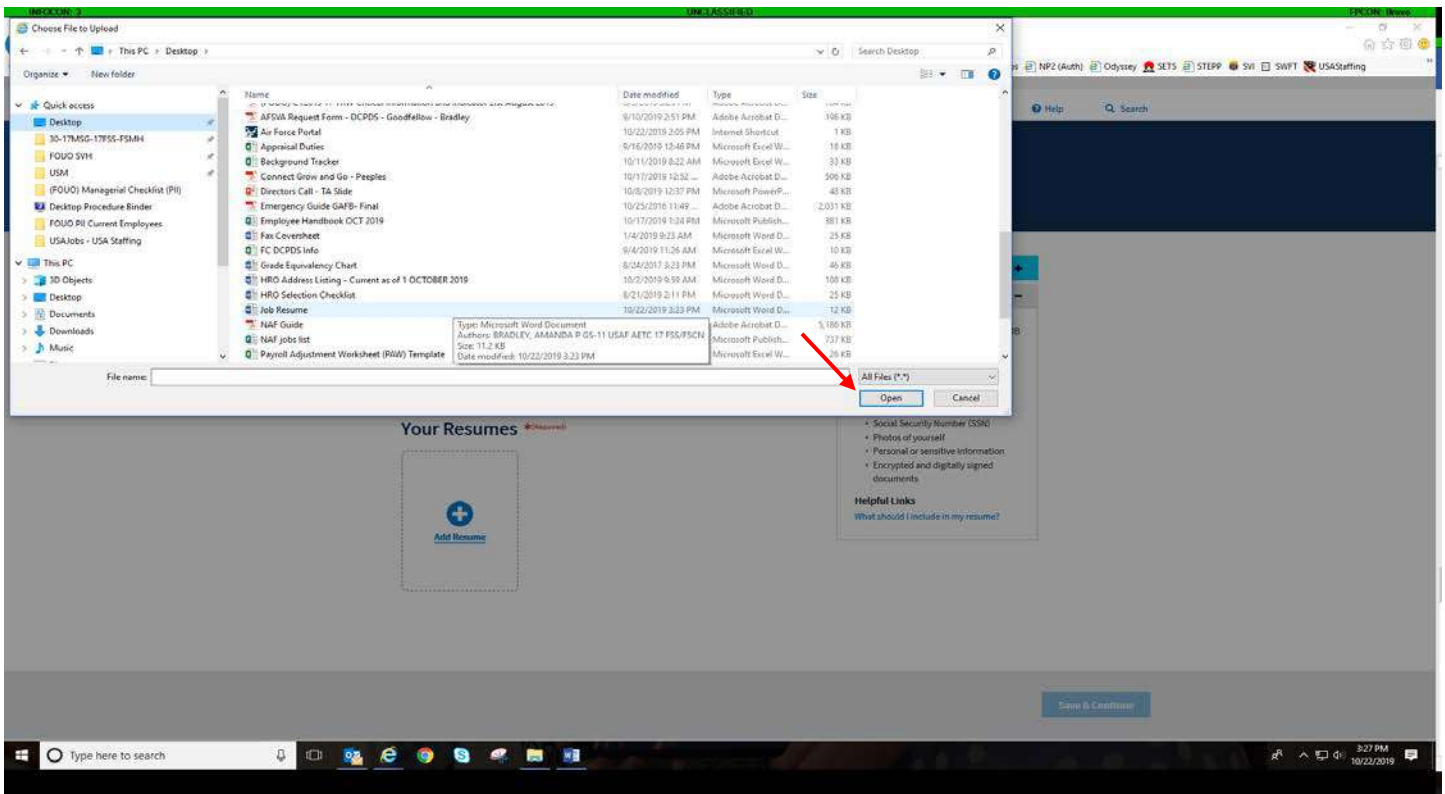


- You will have the option to build the resume into the system or upload a document
 - If you choose to add resume as a document the resume will need be in one of the following formats: GIF, JPEG, PNG, RTF, TXT, PDF, DOC or DOCX

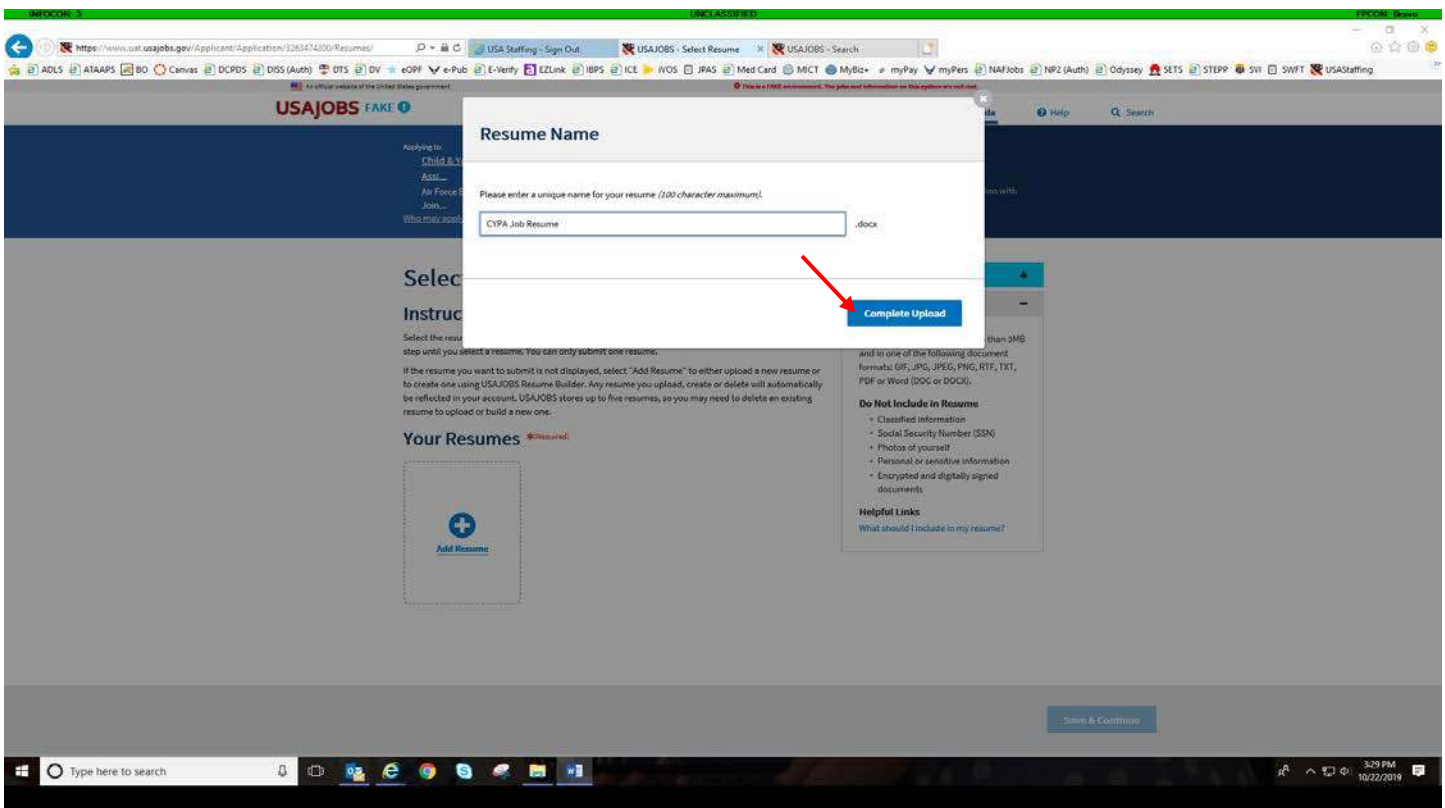


- **Uploading a Resume:**

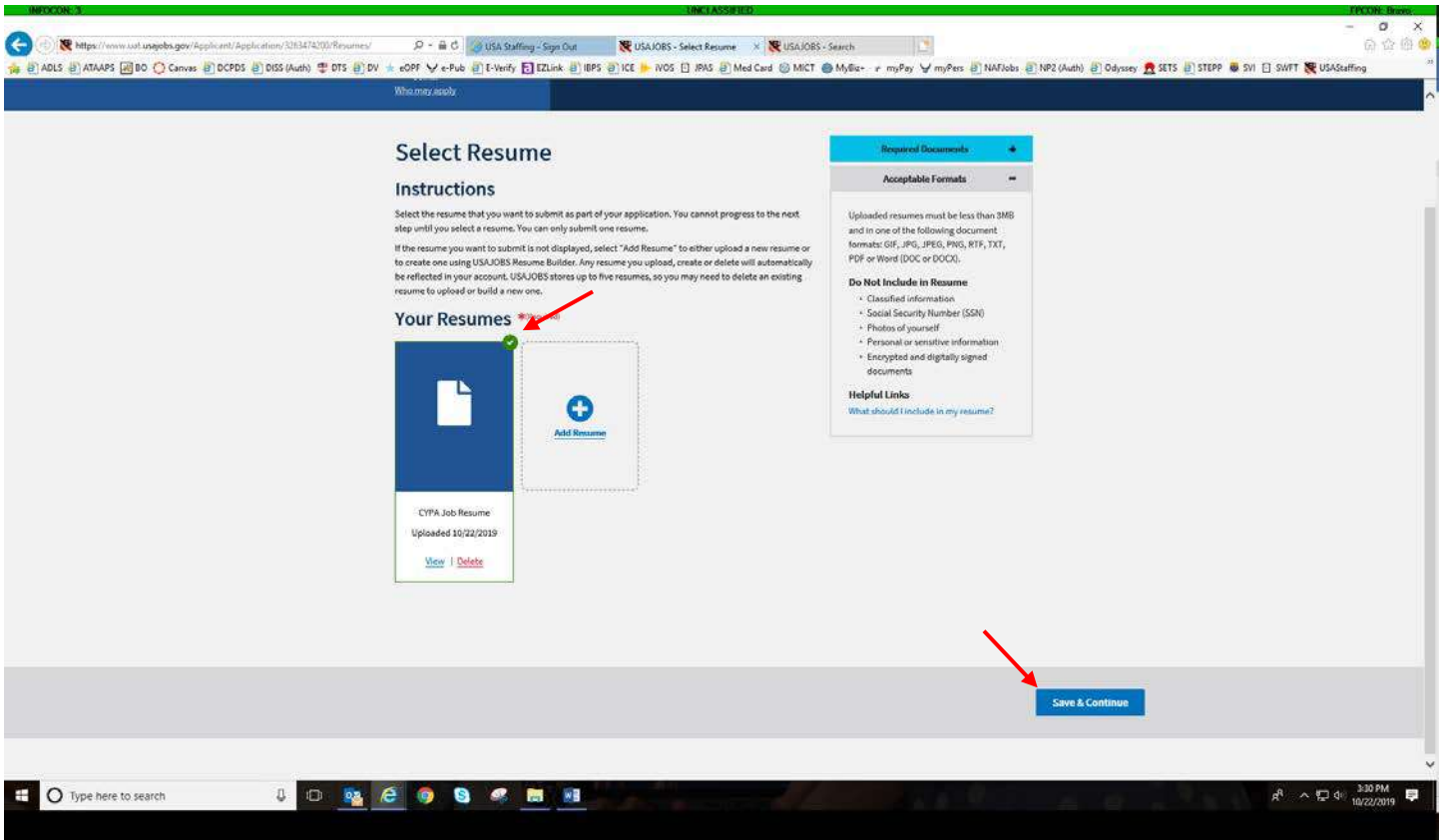
- Automatically opens a file search window
- Select your resume
- Click Open



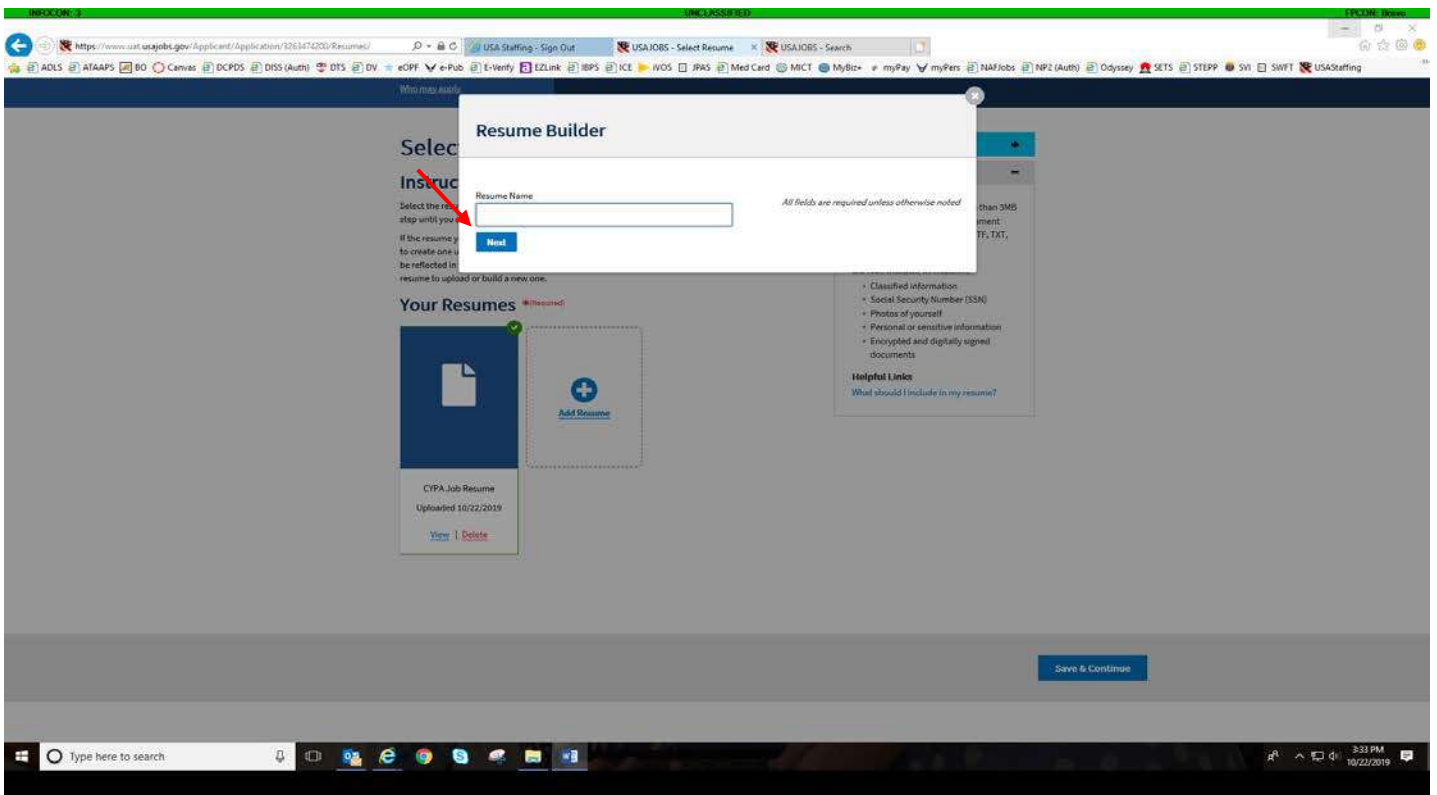
- You can then give it a unique name and click “Complete Upload”



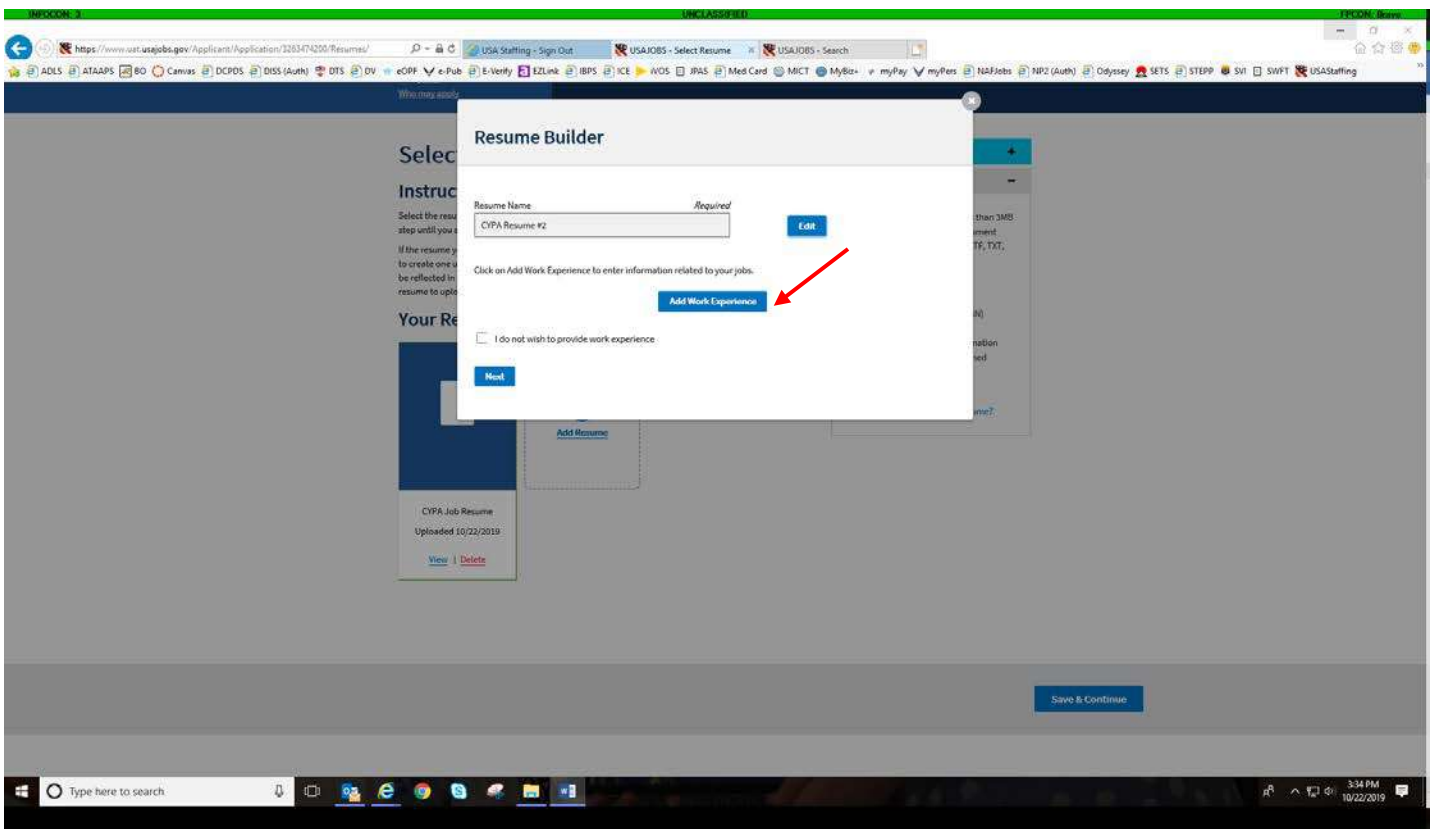
- Your resume will now be uploaded. You can view or delete from here. You can upload multiple resumes that are tailored to different positions you wish to apply for
 - To select the resume, click the circle in the top right corner of the resume to add a green check mark
 - Click “Save & Continue”



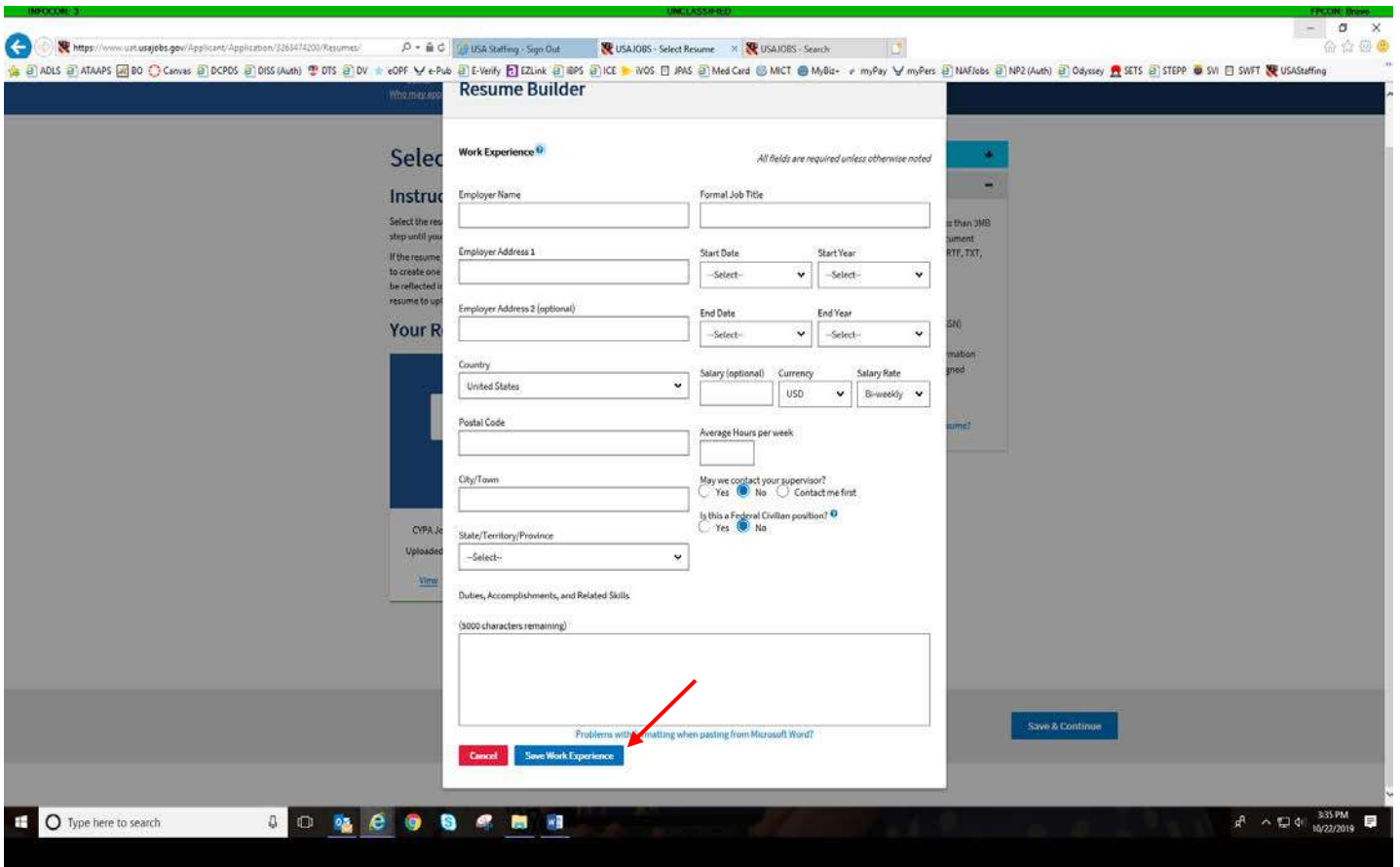
- To build a resume into the system: (if you are uploading documents, please skip to page #)



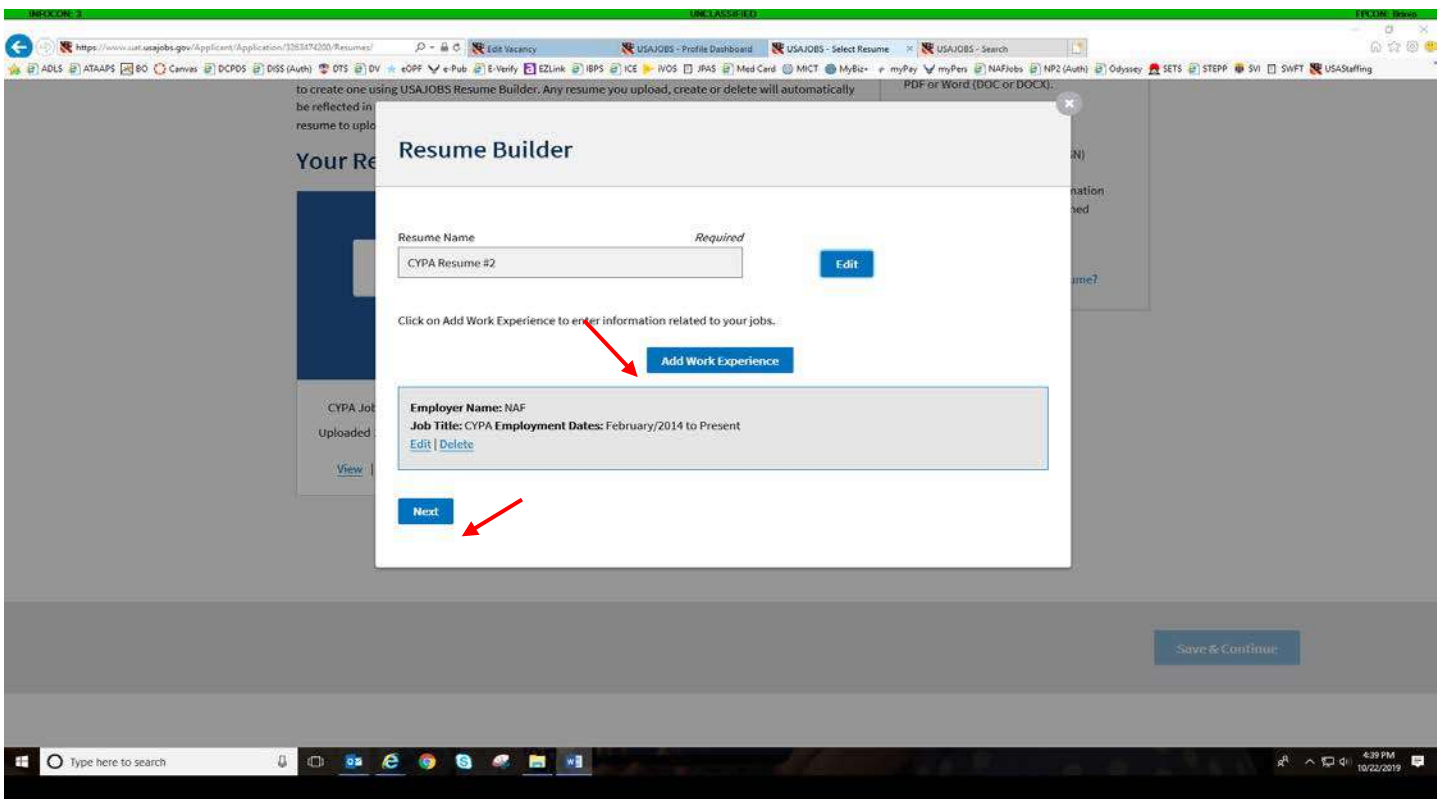
- Name your resume
- Click Next



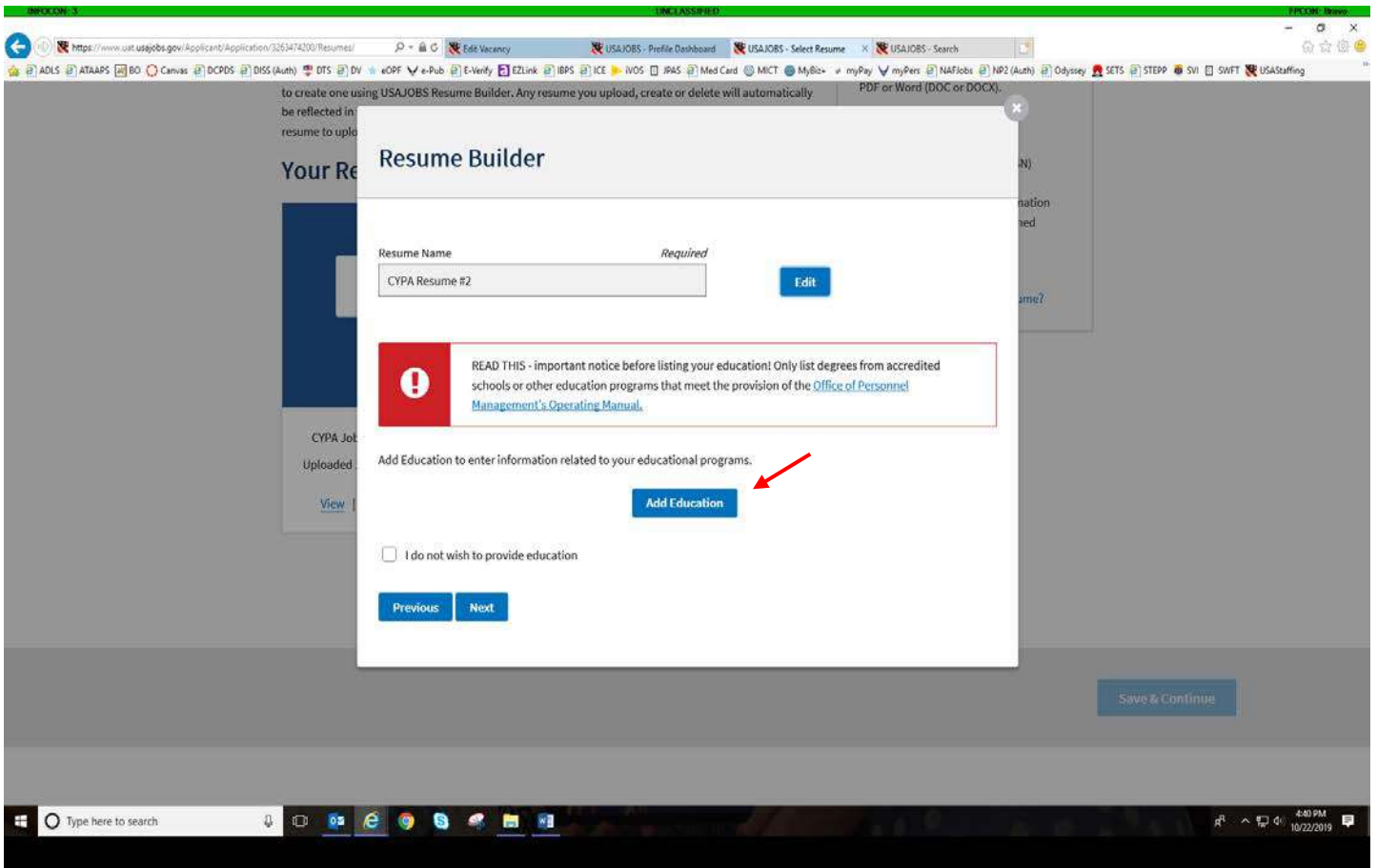
- Add work experience



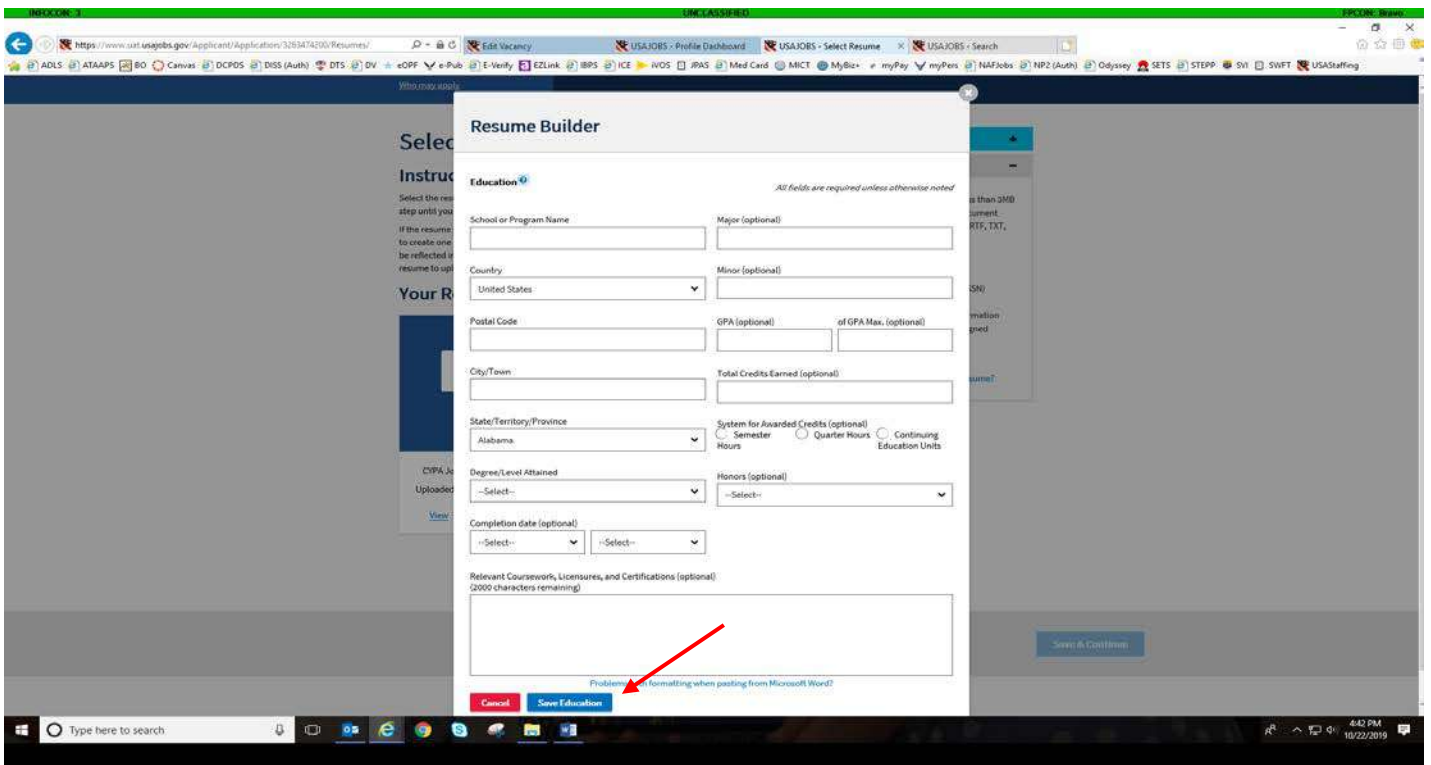
- Click “Save Work Experience”
- Add any additional work experience



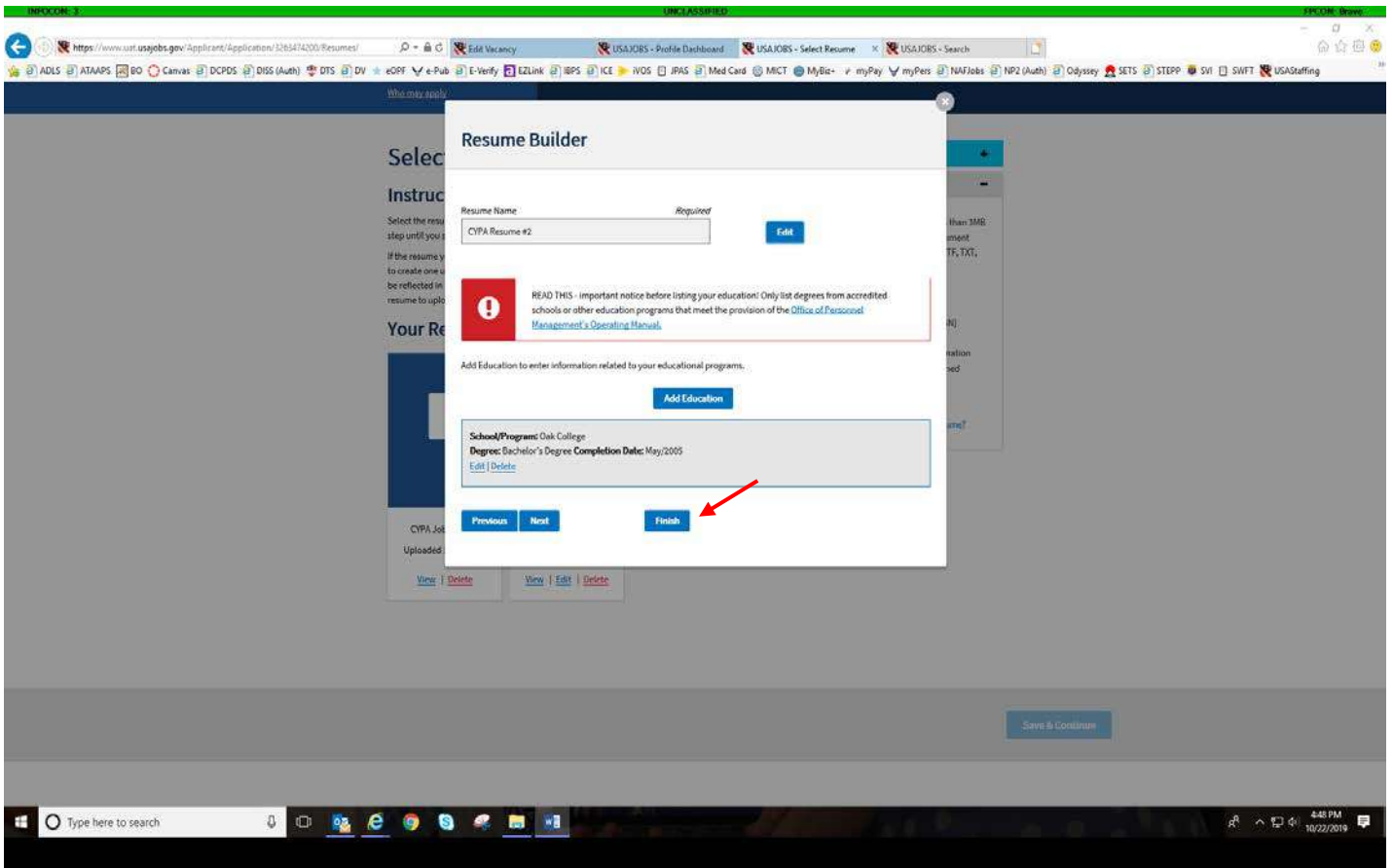
- When finished click “Next”



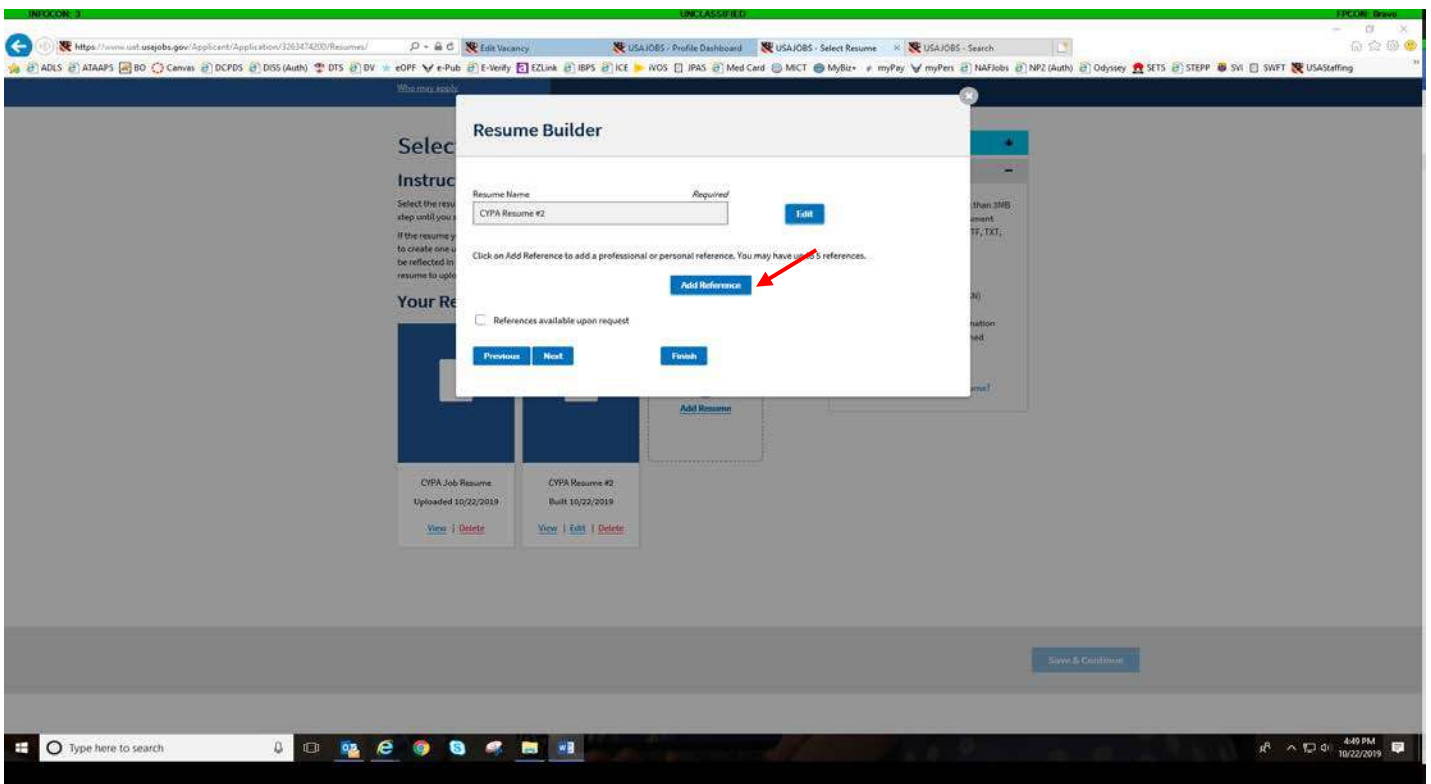
- You will then be given the opportunity to add education by clicking “Add Education”



- Click “Save Education”



- Add additional education or click “Next”
- Add References or choose to select “References available upon request”



- To add, Click “Add Reference”

Resume Builder

References *All fields are required unless otherwise noted*

Name Phone

Employer (optional) Email

Title (optional) Reference Type: Professional Personal

- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

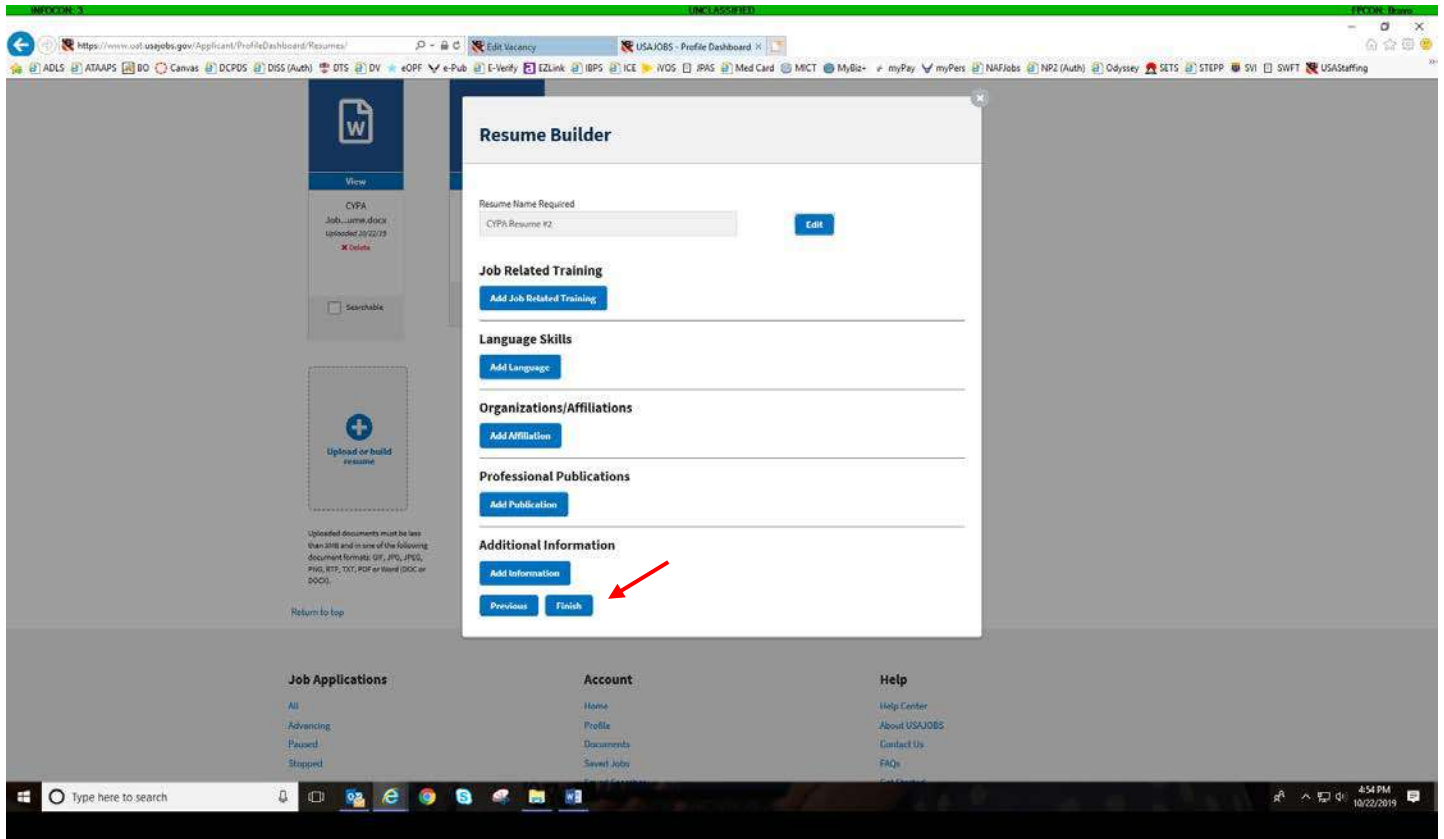
Additional Help

[What should I include in my resume?](#)

Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

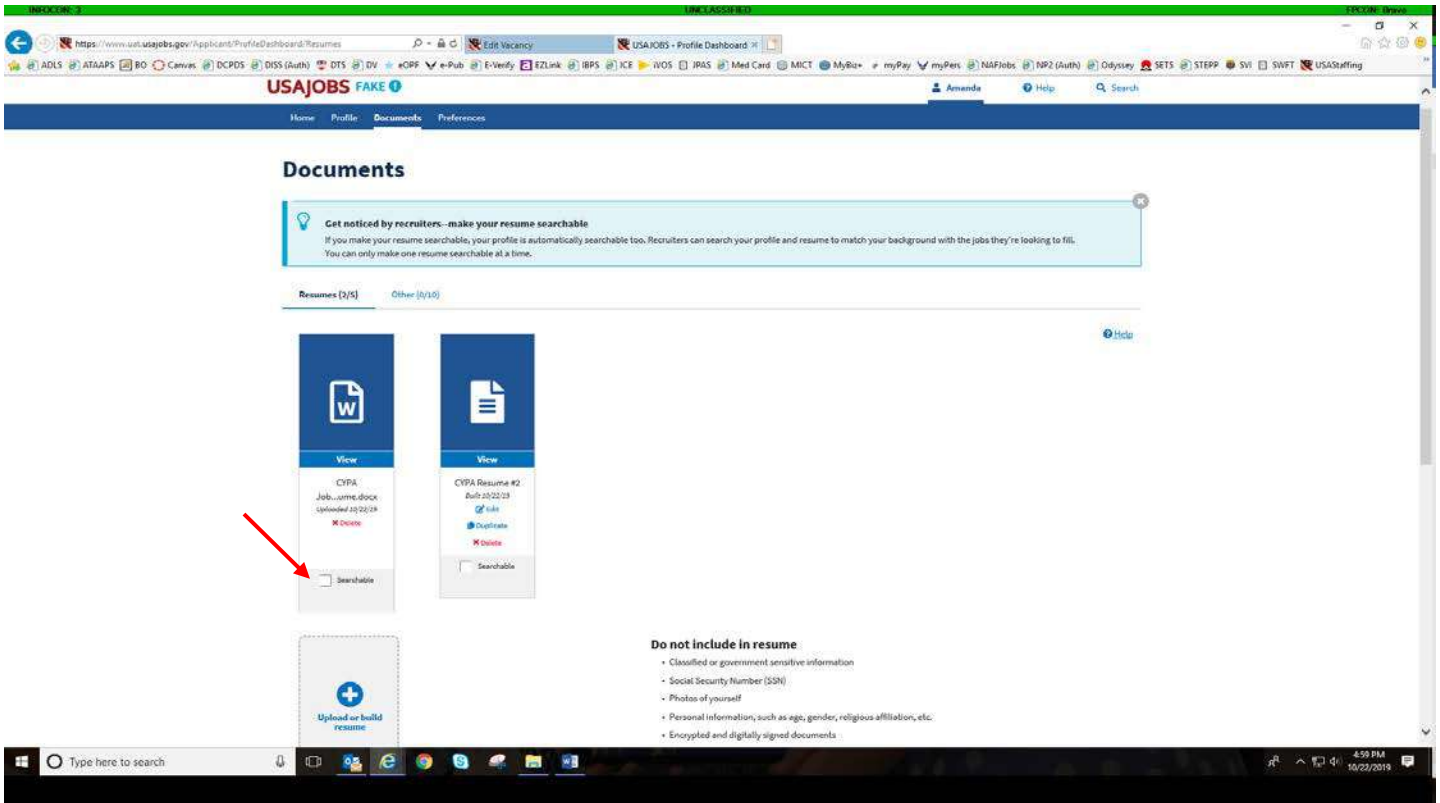
- Click “Save Reference” and “Next” when you have added all your references

- You now have the opportunity to add any additional information to your resume in the subsections listed below

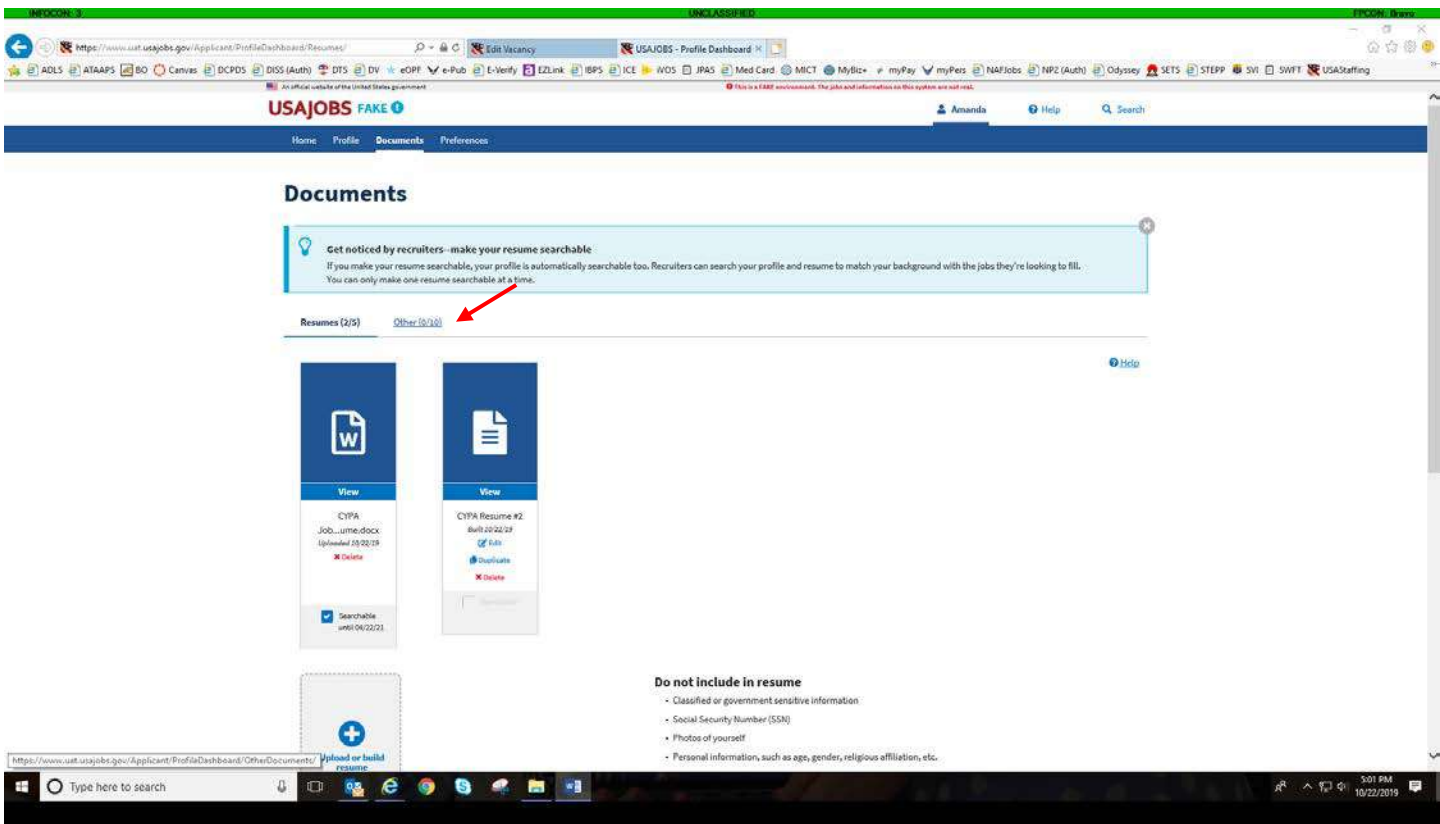


- When you have finished, click “Finish”

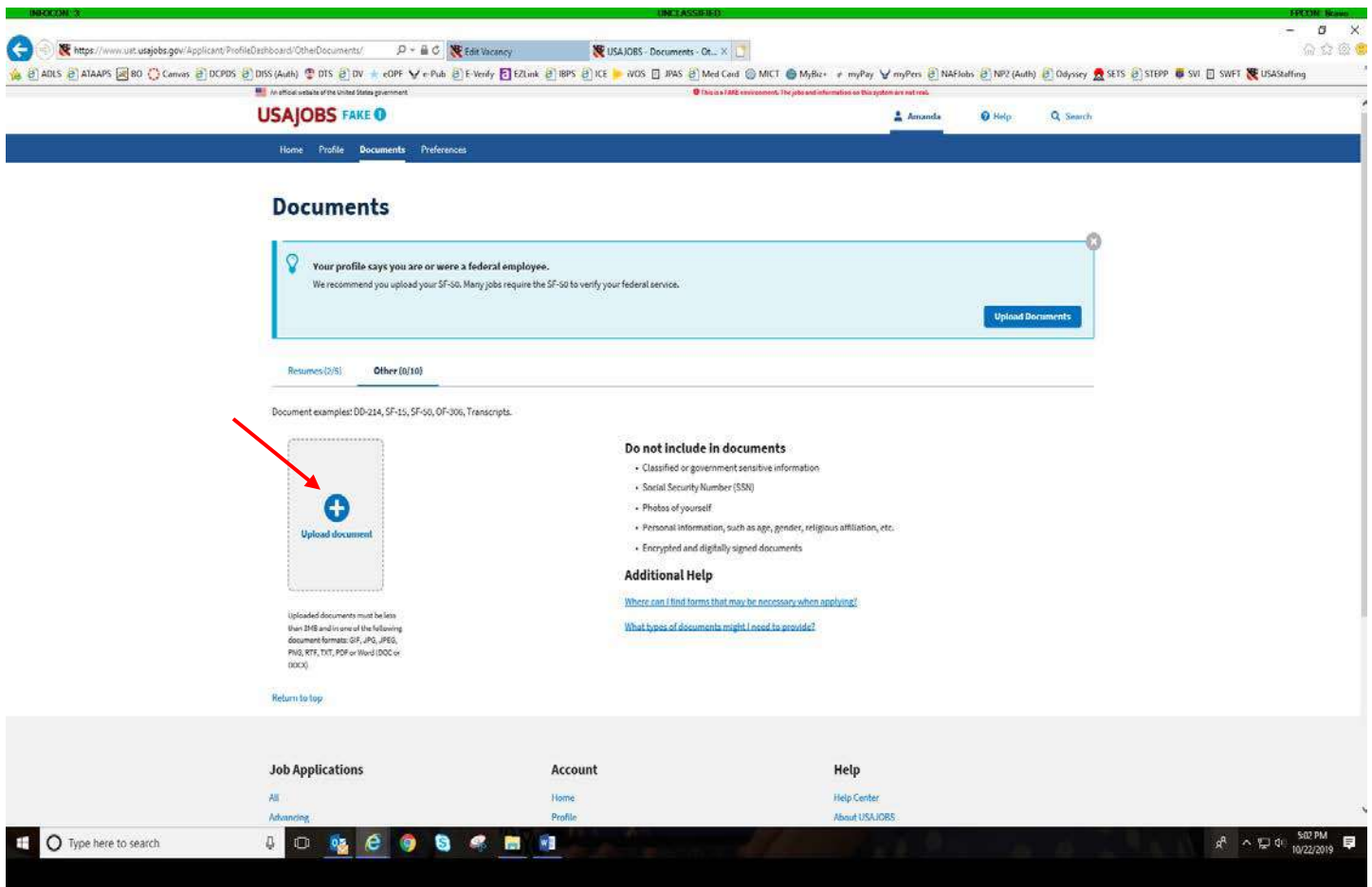
- You now have the option make your resume “Searchable”, meaning hiring managers can search and see your resume



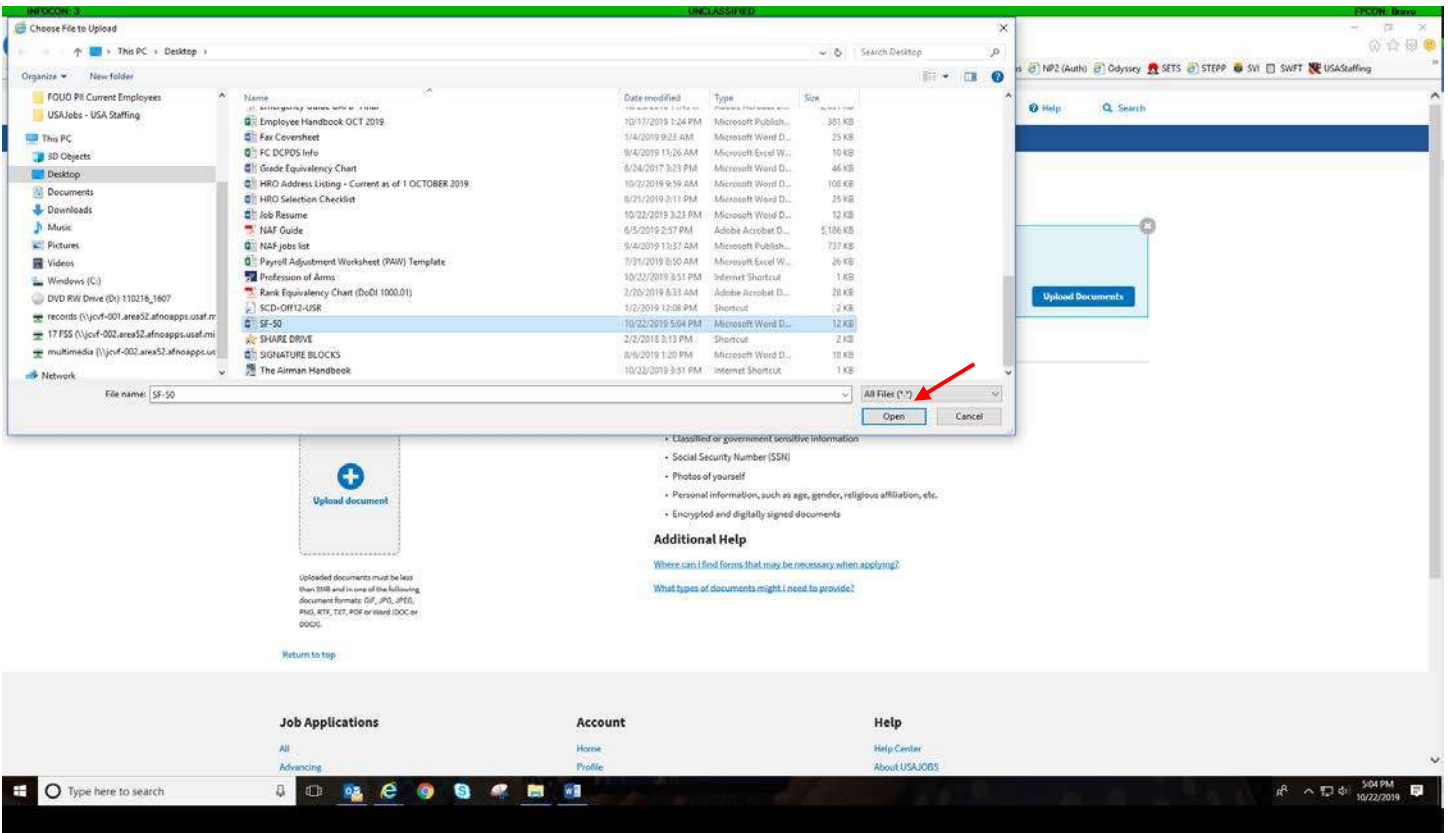
- Other documents (i.e. DD-214, AF Form 2545, SF-50, PCS Orders, etc.) can be added to your “profile”



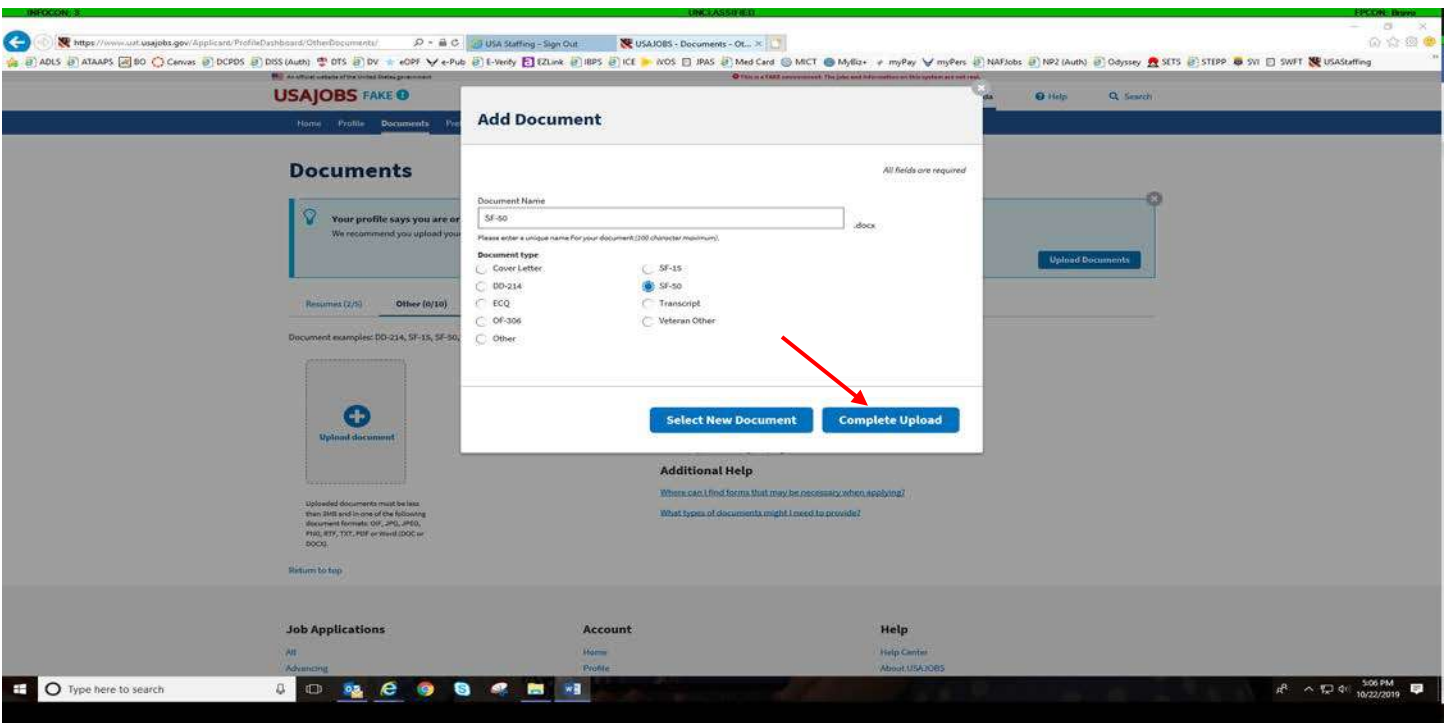
- Click the hyperlink “Other”



- Click “Upload document”
- Automatically opens a file search window
- Select your document
- Click Open



- Select Document Name
- Select Document Type
- Click “Complete Upload”



- When you have completed uploading any additional documents, click “Preference” link at top of page

INFOCON 3 UNCLASSIFIED INFOCON: Basic

https://www.usajobs.gov/.../ProfileDashboard/Resumes/ USA Staffing - Sign Out USAJOBS - Profile Dashboard

ADLS ATAAPS BO Canvas DCPDS DISS (Auth) DTS DV eOPF e-Pub E-Verify EZLink IBPS ICE IVOS JPAS Med Card MICT MyBio myPay myPers NAFJobs NP2 (Auth) Odyssey SETS STEPP SWI SWFT USAStaffing


USAJOBS FAKE Amanda Help Search

Home Profile Documents **Preferences**

Documents

Get notified by recruiters—make your resume searchable
If you make your resume searchable, your profile is automatically searchable too. Recruiters can search your profile and resume to match your background with the jobs they're looking to fill. You can only make one resume searchable at a time.


Resumes (2/3) Other (1/18) Help



View


CYPA
Job_Lume.docx
Uploaded 10/22/19
[Delete](#)

Searchable
until 04/22/21



View

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Upload or build
resume

Do not include in resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.

Type here to search 5:08 PM 10/22/2019

- o Complete all the fields listed below of how they pertain to you

INFOCON 3 UNCLASSIFIED INFOCON: Basic

https://www.usajobs.gov/.../Profile/Preferences/ USA Staffing - Sign Out USAJOBS - Profile Dashboard

ADLS ATAAPS BO Canvas DCPDS DISS (Auth) DTS DV eOPF e-Pub E-Verify EZLink IBPS ICE IVOS JPAS Med Card MICT MyBio myPay myPers NAFJobs NP2 (Auth) Odyssey SETS STEPP SWI SWFT USAStaffing

USAJOBS FAKE Amanda Help Search

Home Profile Documents Preferences

Preferences

All fields are optional.

Travel & Relocation

Are you willing to travel?

Yes
 No

What percentage of duty time will you travel?

70% or greater

Are you willing to relocate?

Yes
 No

Desired work locations

Location

City, State, Region or Country

Selected Locations

Goodfellow AFB, Texas

Appointment type & work schedule

What type of work are you willing to accept?

All
 Permanent
 Temporary
 Term

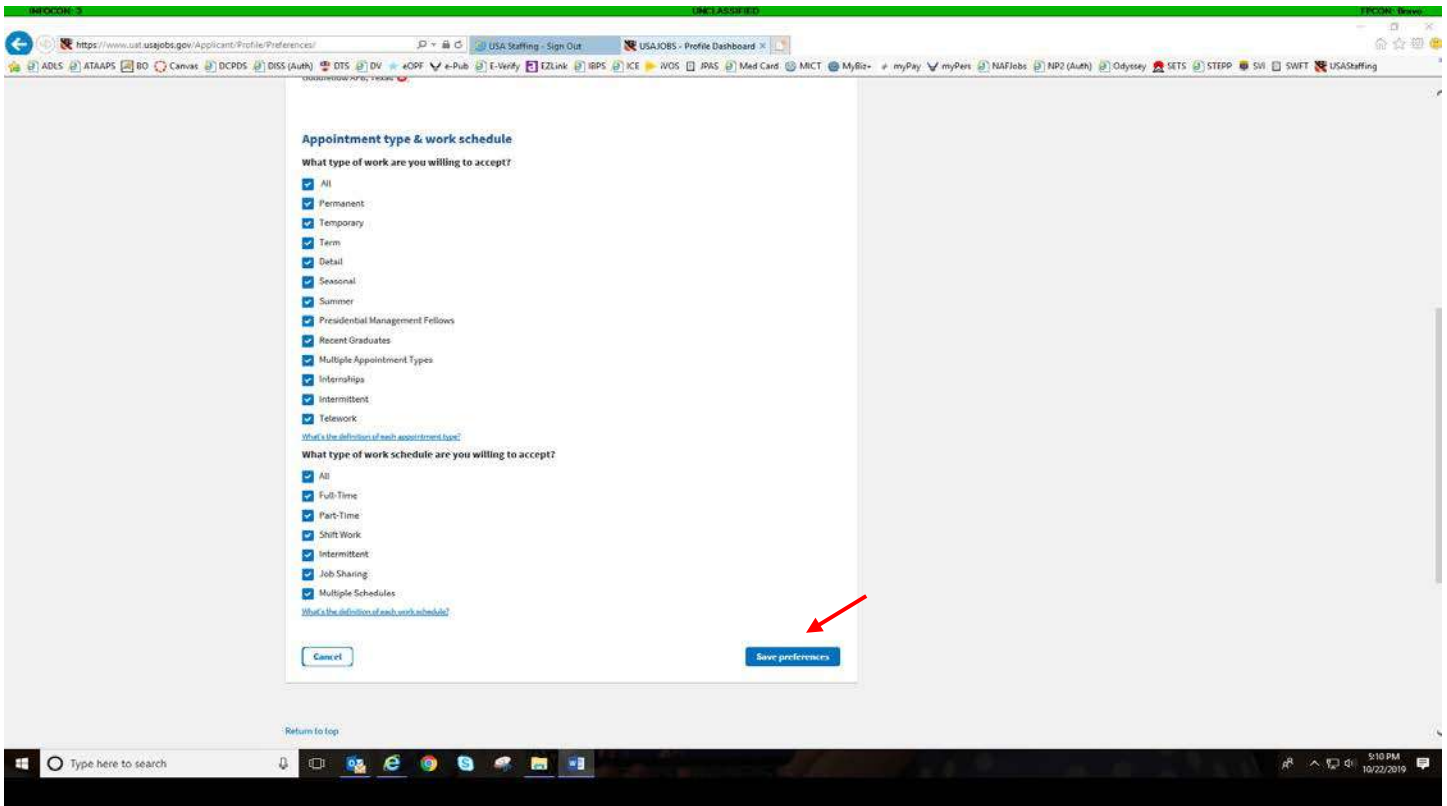
Help

Why are we asking for your preferences?

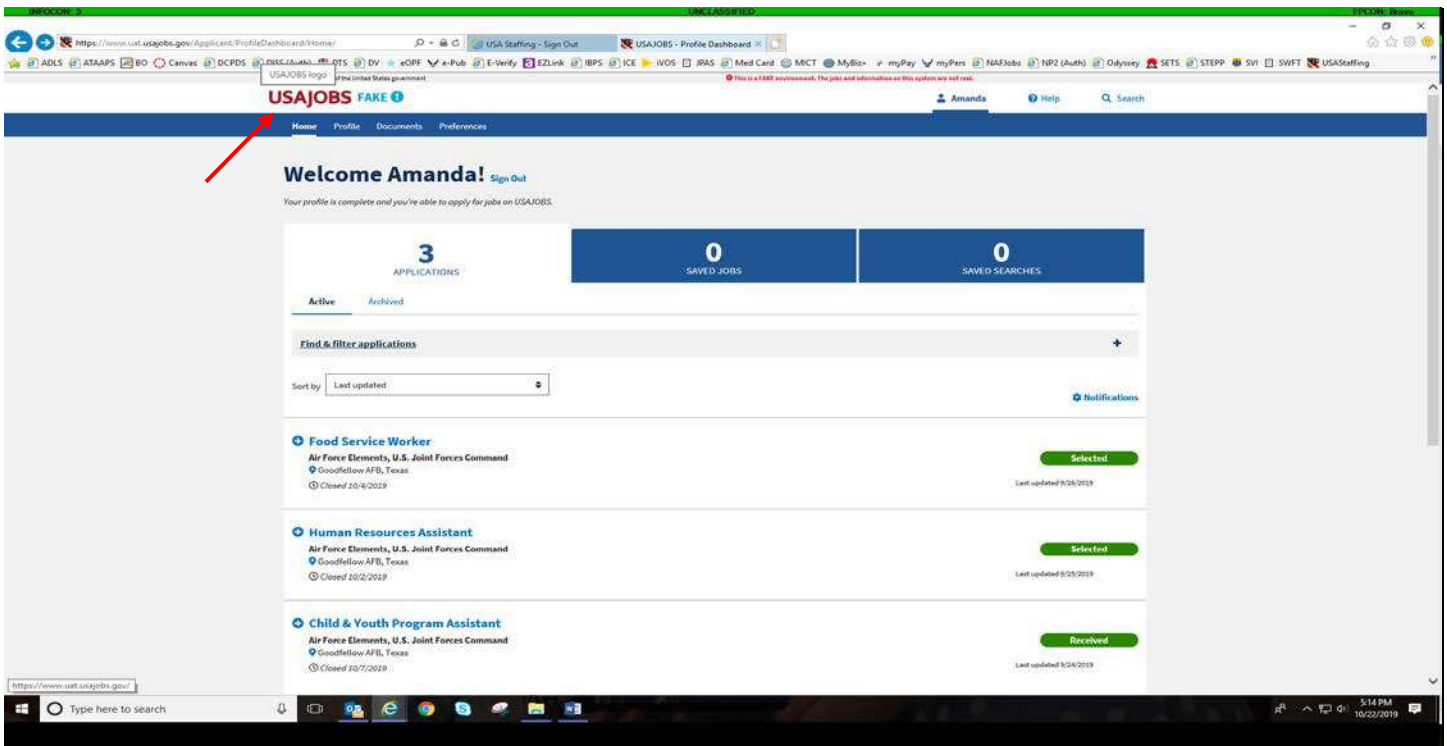
We'll use your preferences to improve your job search results by only showing you jobs that match your work preferences. You can always turn your preferences off, or back on, when you search for a job.

If you make your profile searchable, recruiters can look at your preferences to see if they match the jobs they're looking to fill.

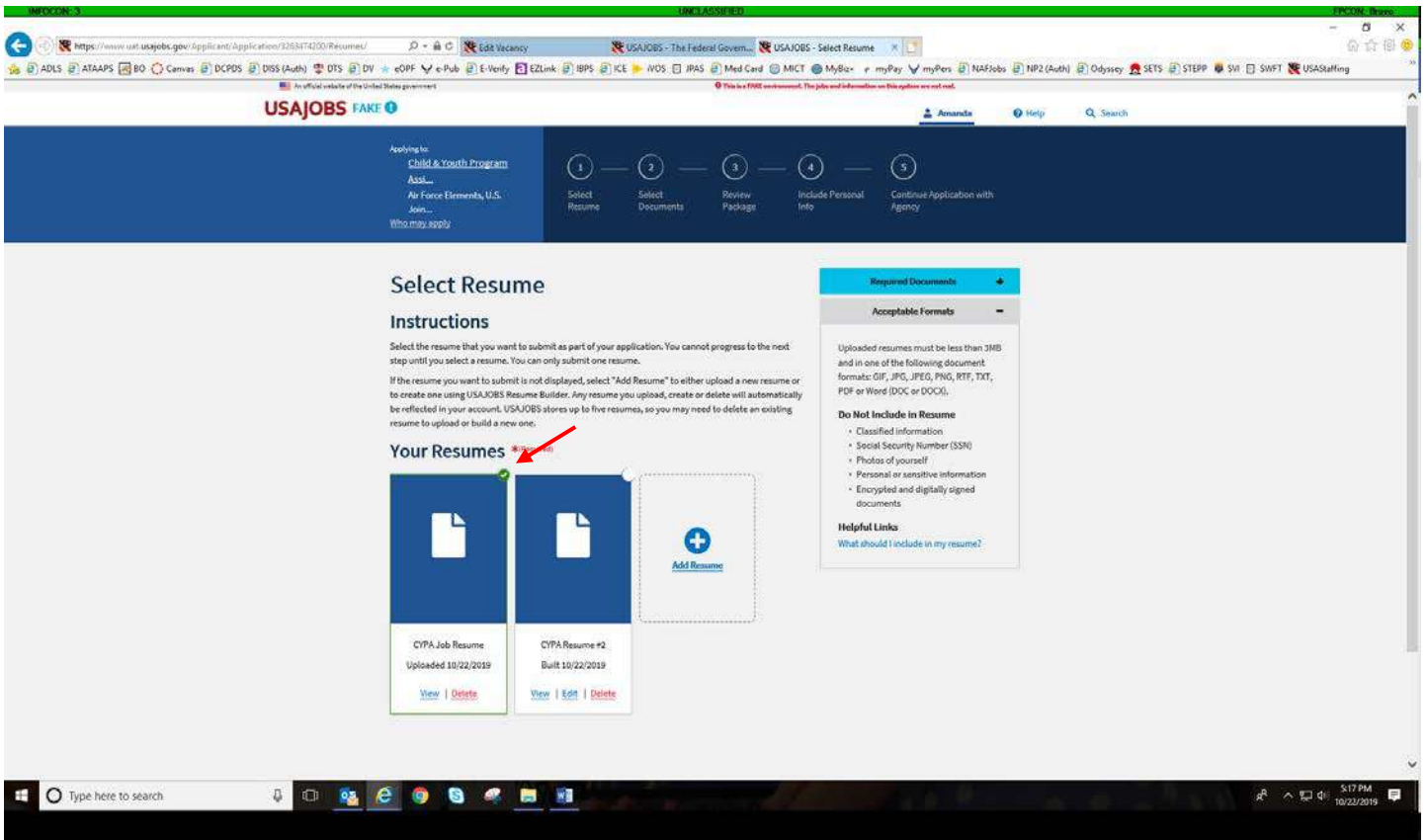
Type here to search 5:09 PM 10/22/2019



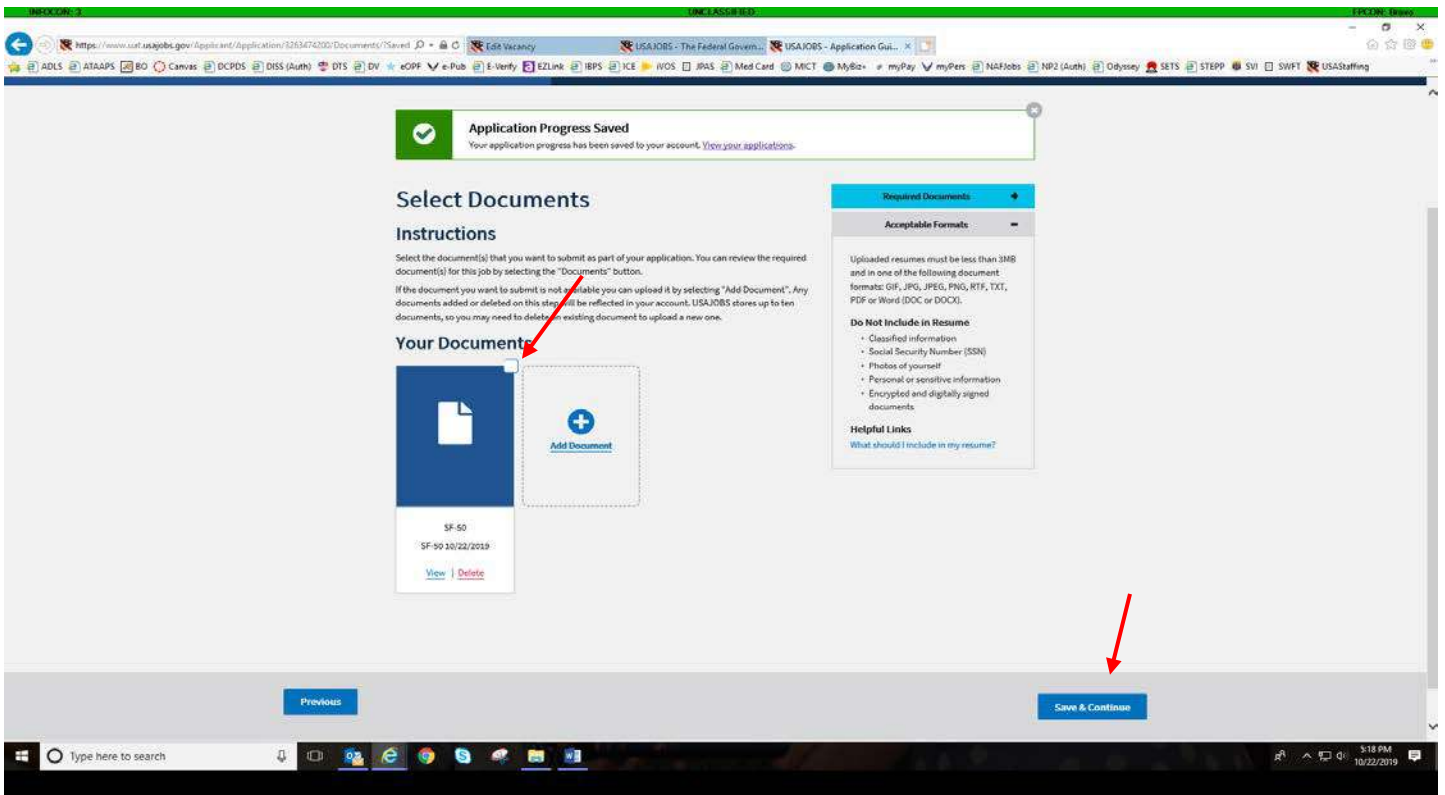
- When completed, click “Save preferences”
- Now you are ready to apply for the position
 - Click “USAJobs” link at the top of the page



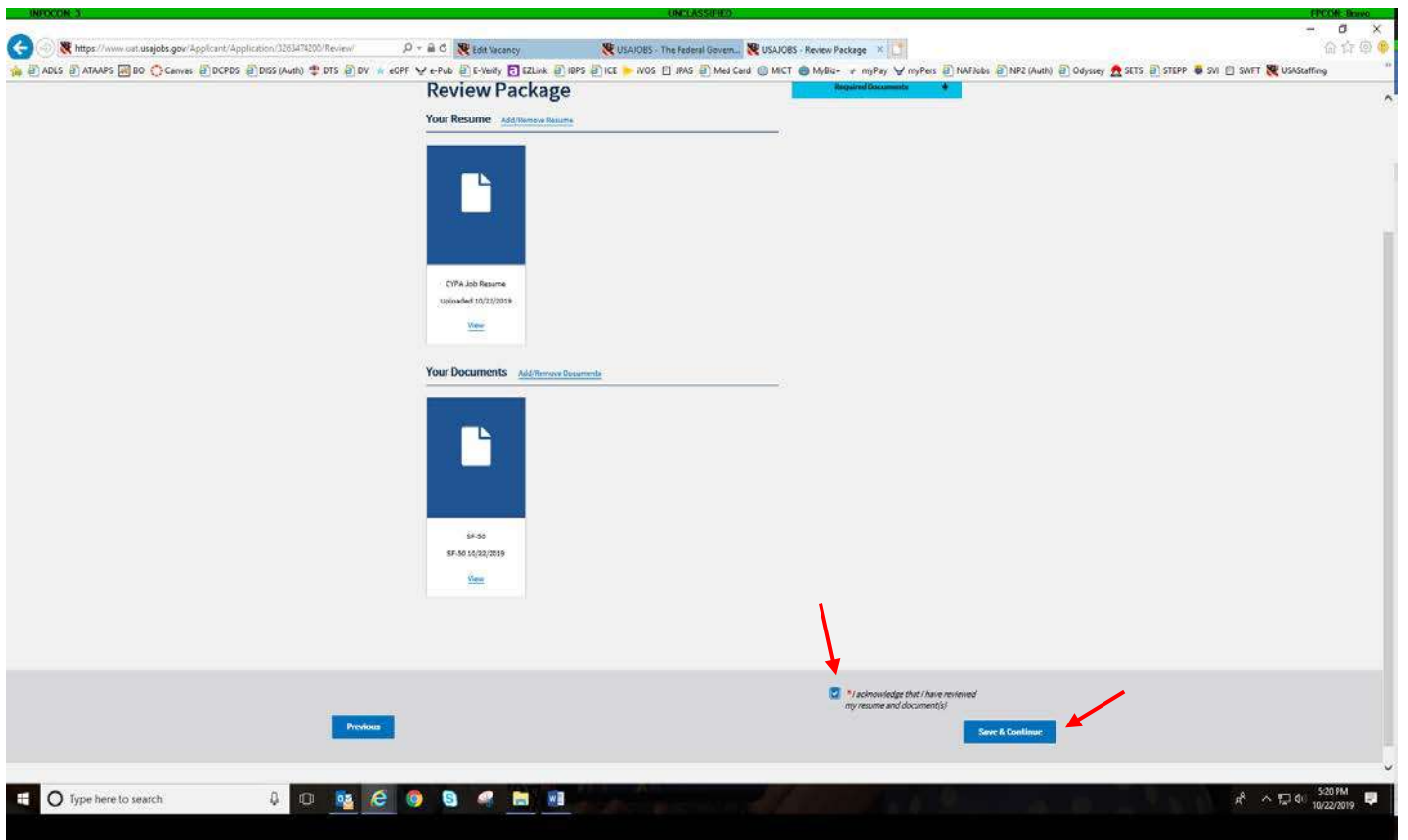
- Search for the position you are applying for
 - Click Apply within the announcement



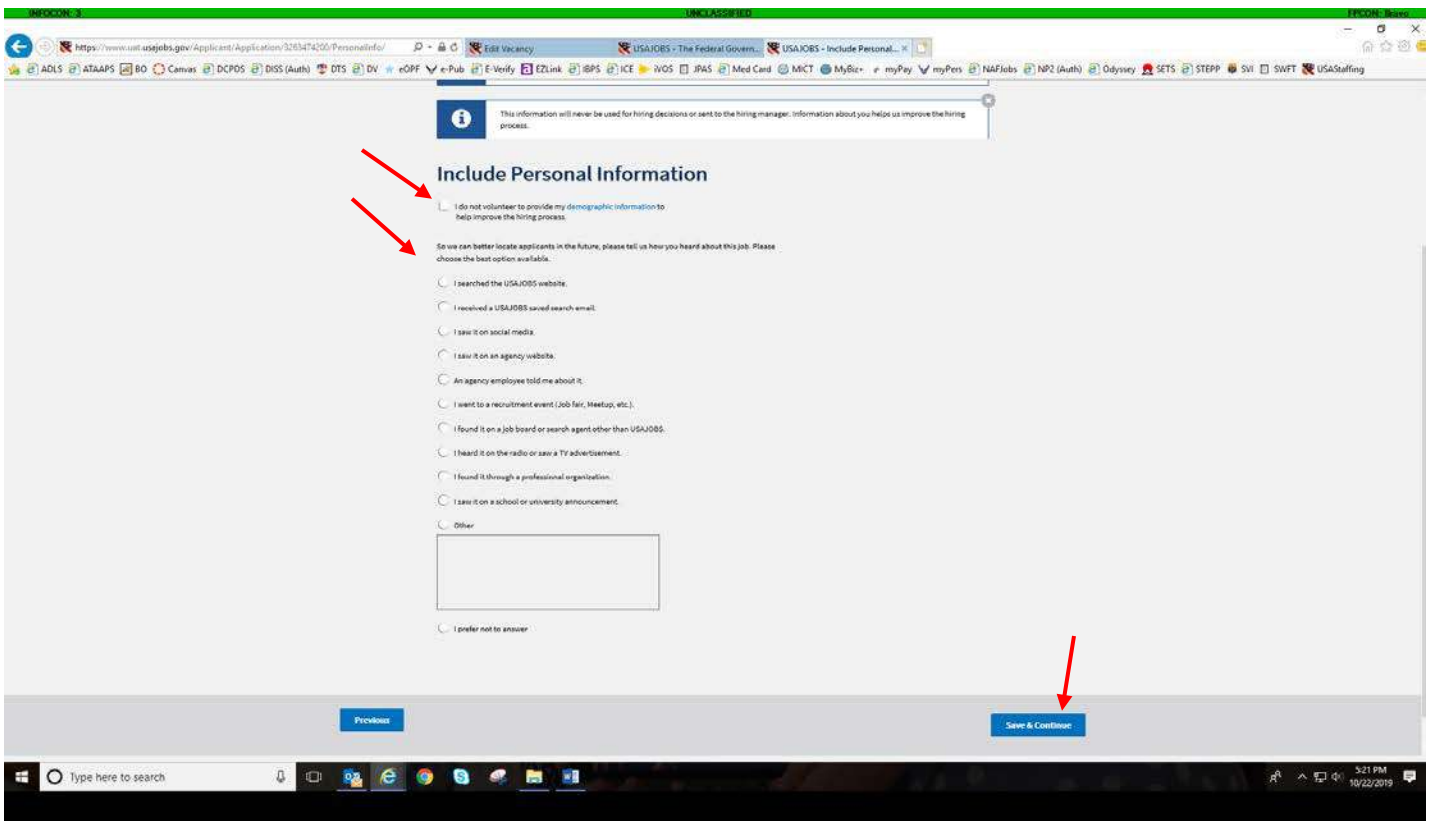
- Select which resume you want to attach to your application
- Click “Save & Continue”



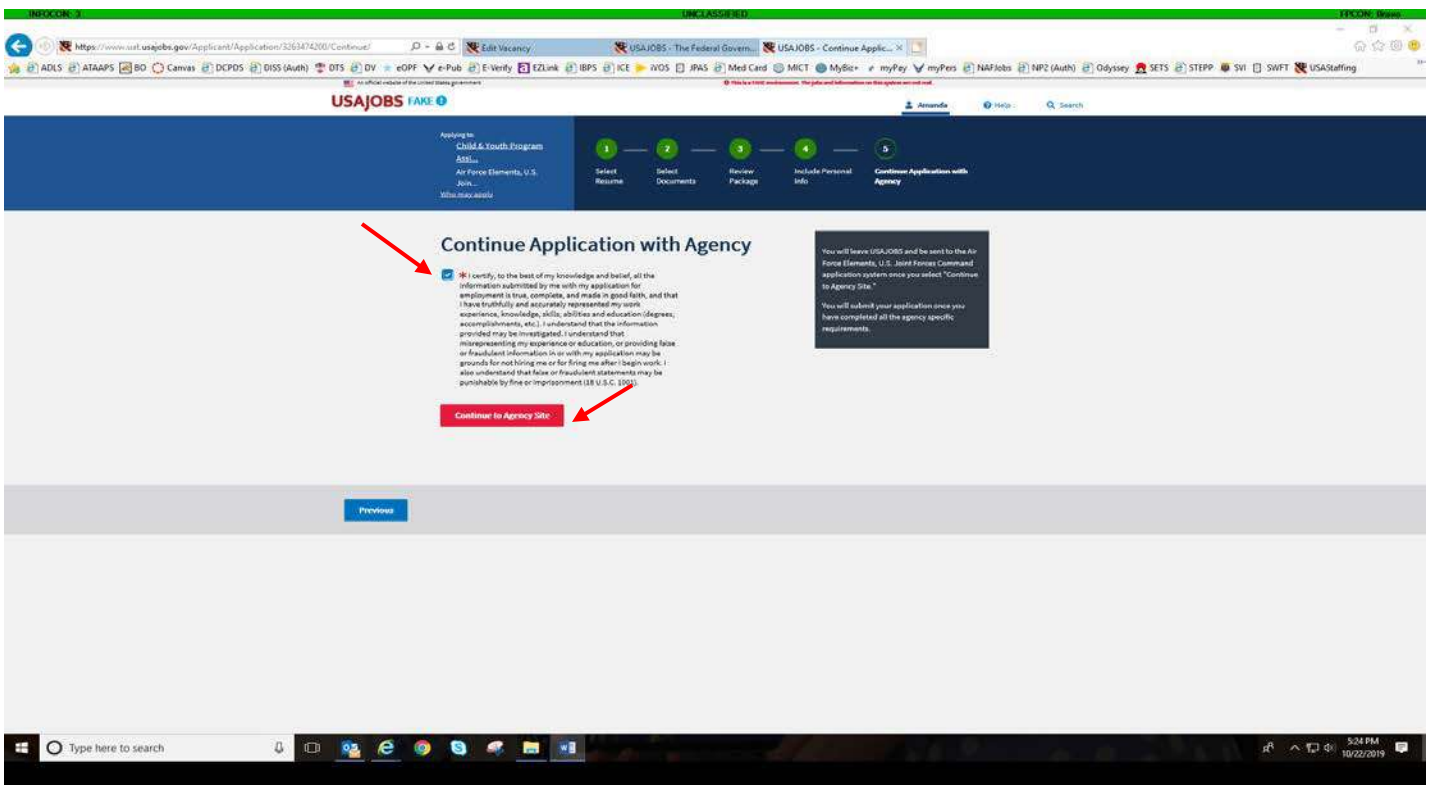
- Select which documents you want to attach to your application
- Click “Save & Continue”
- Review your package (resume and documents)



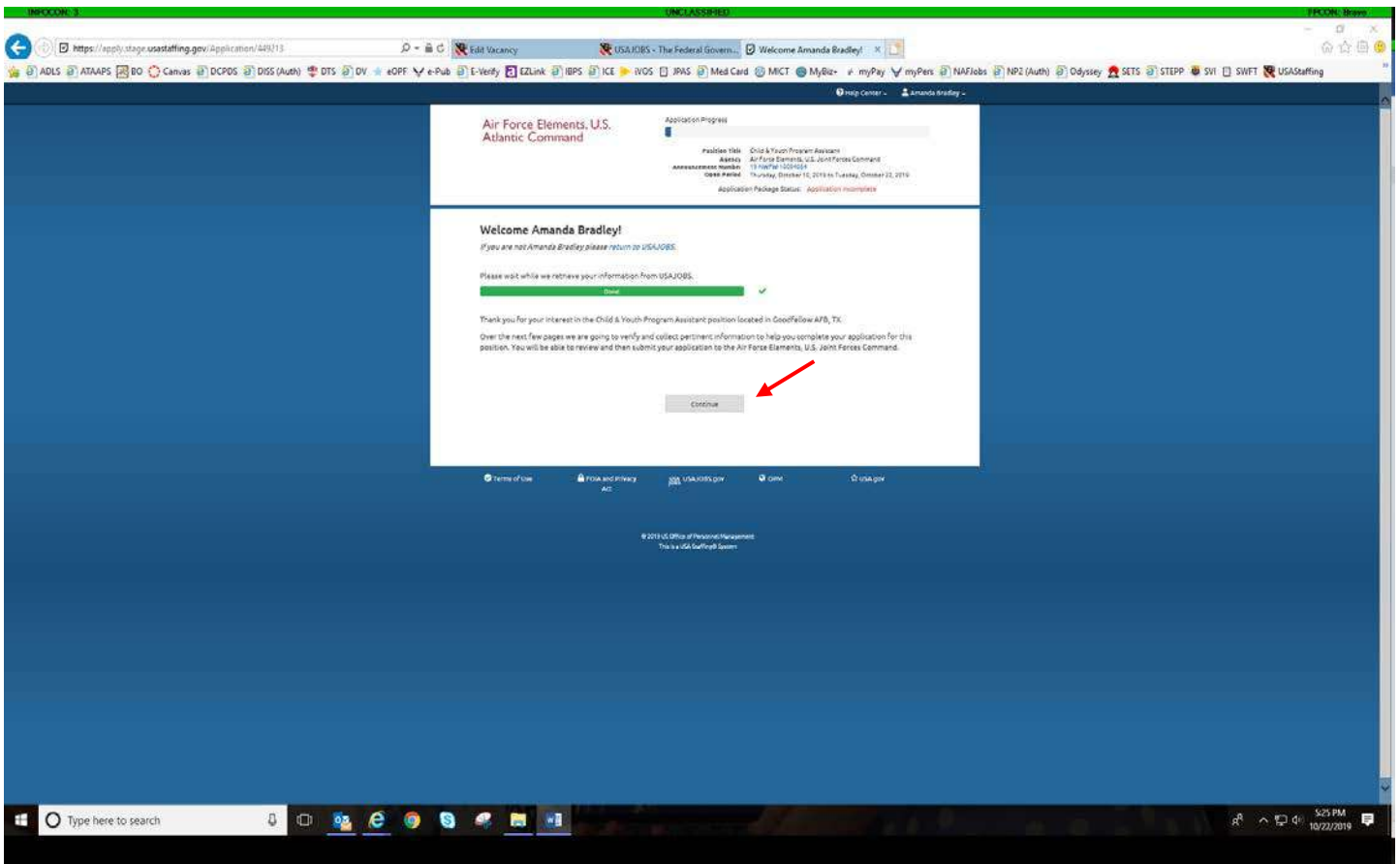
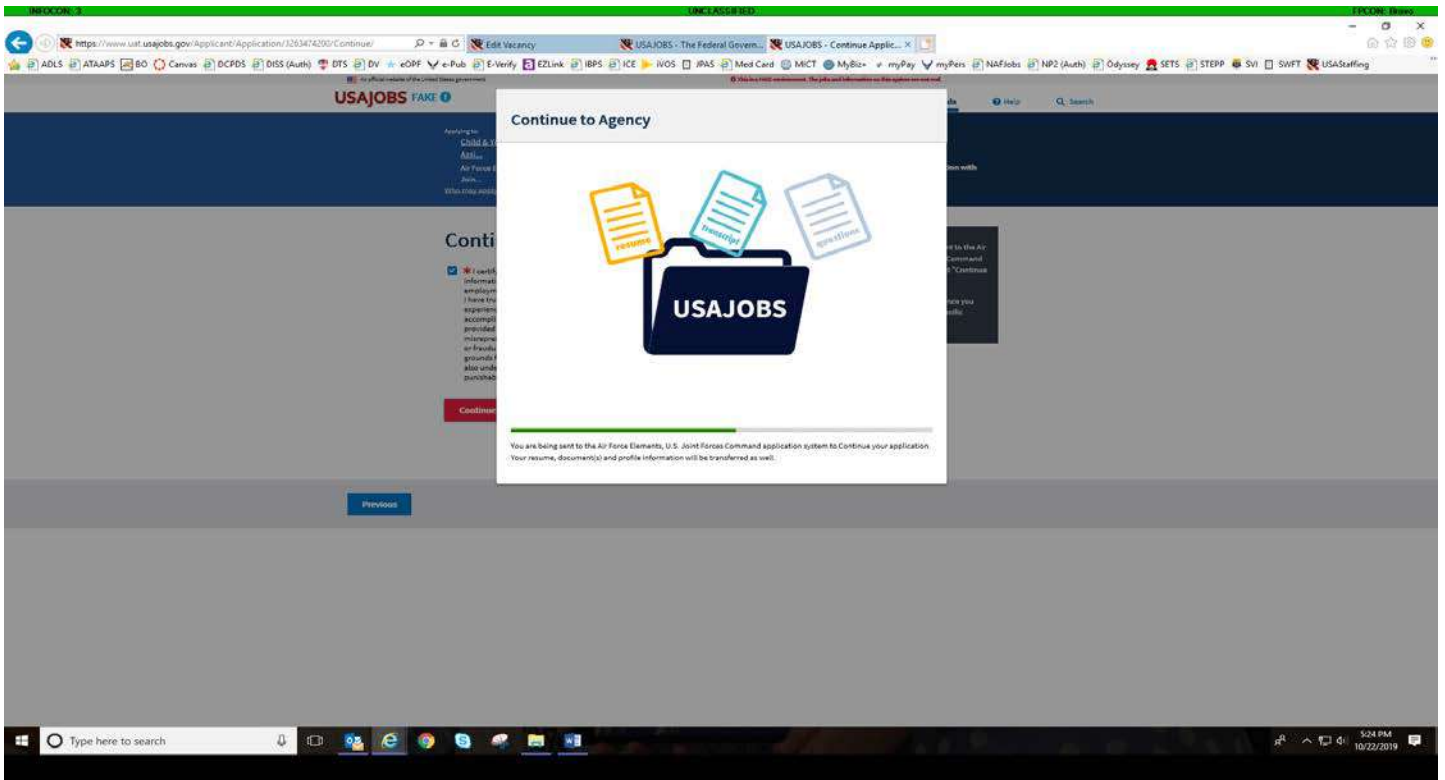
- Check “I acknowledge that I have reviewed my resume and document(s)”
- Click “Save & Continue”



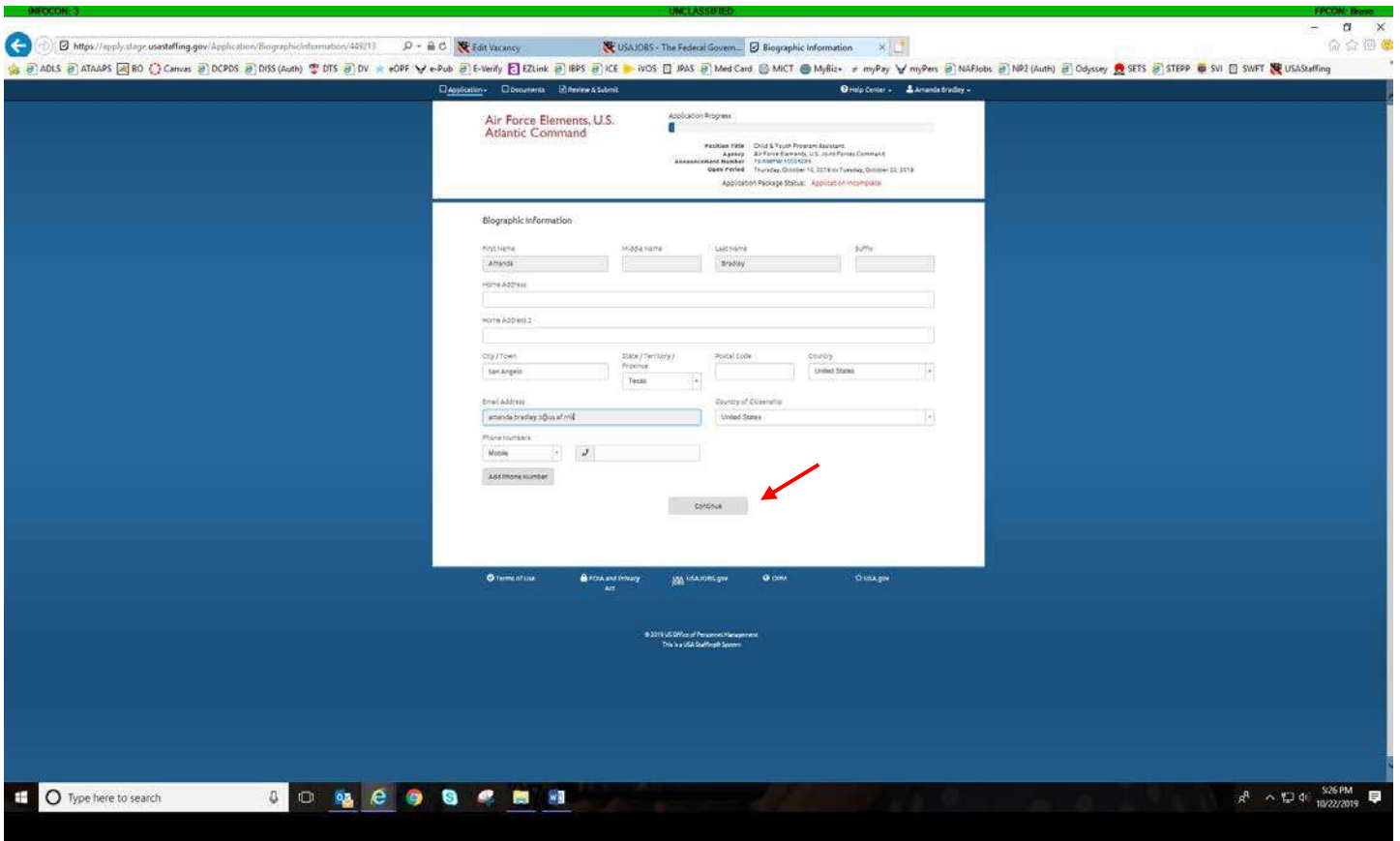
- You can choose to include personal information, or not to include
- You can choose to answer how you found the position to apply for, or not to answer
- Click “Save & Continue”



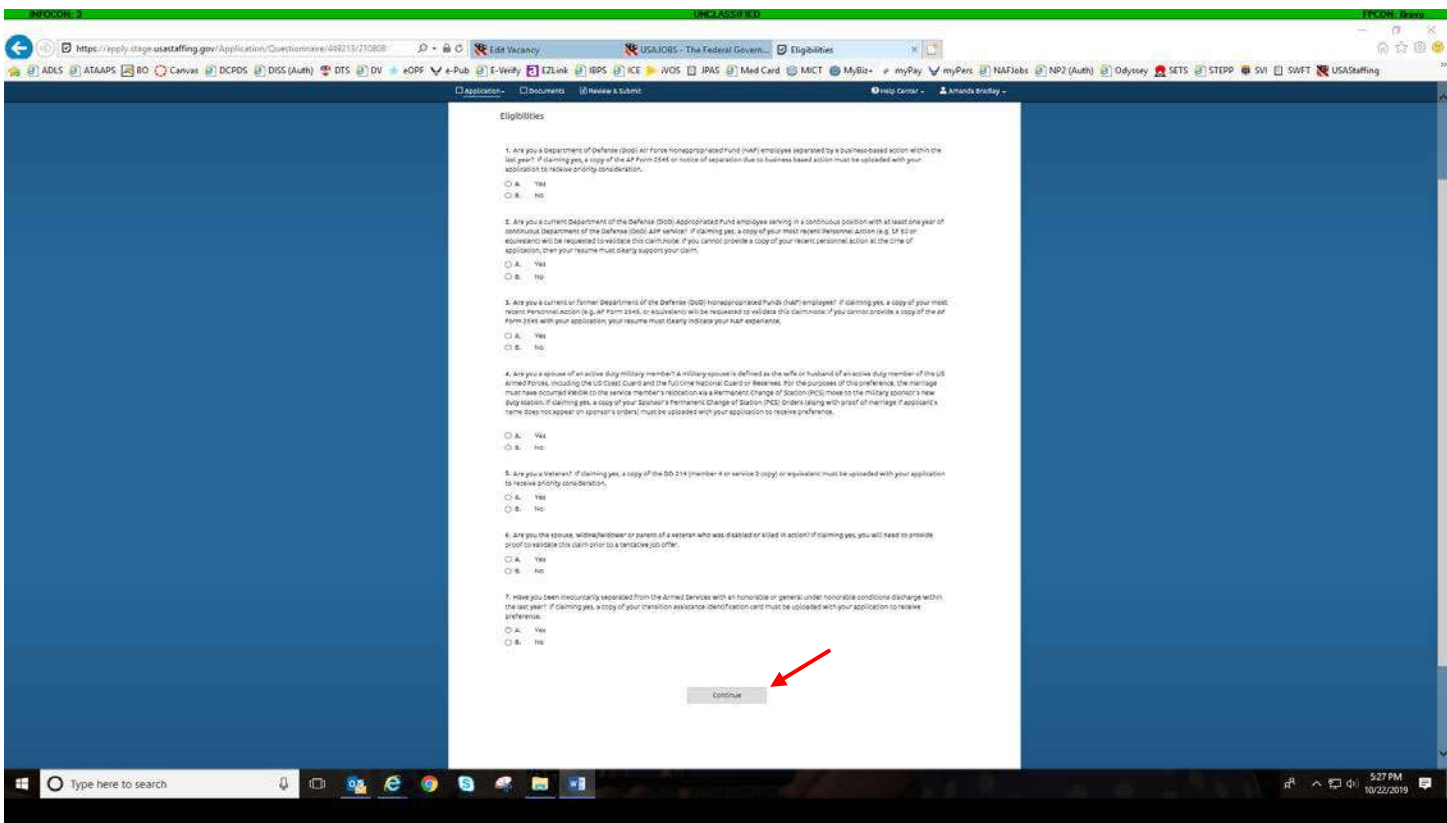
- Check the certify box
- Click “Continue to Agency Site”



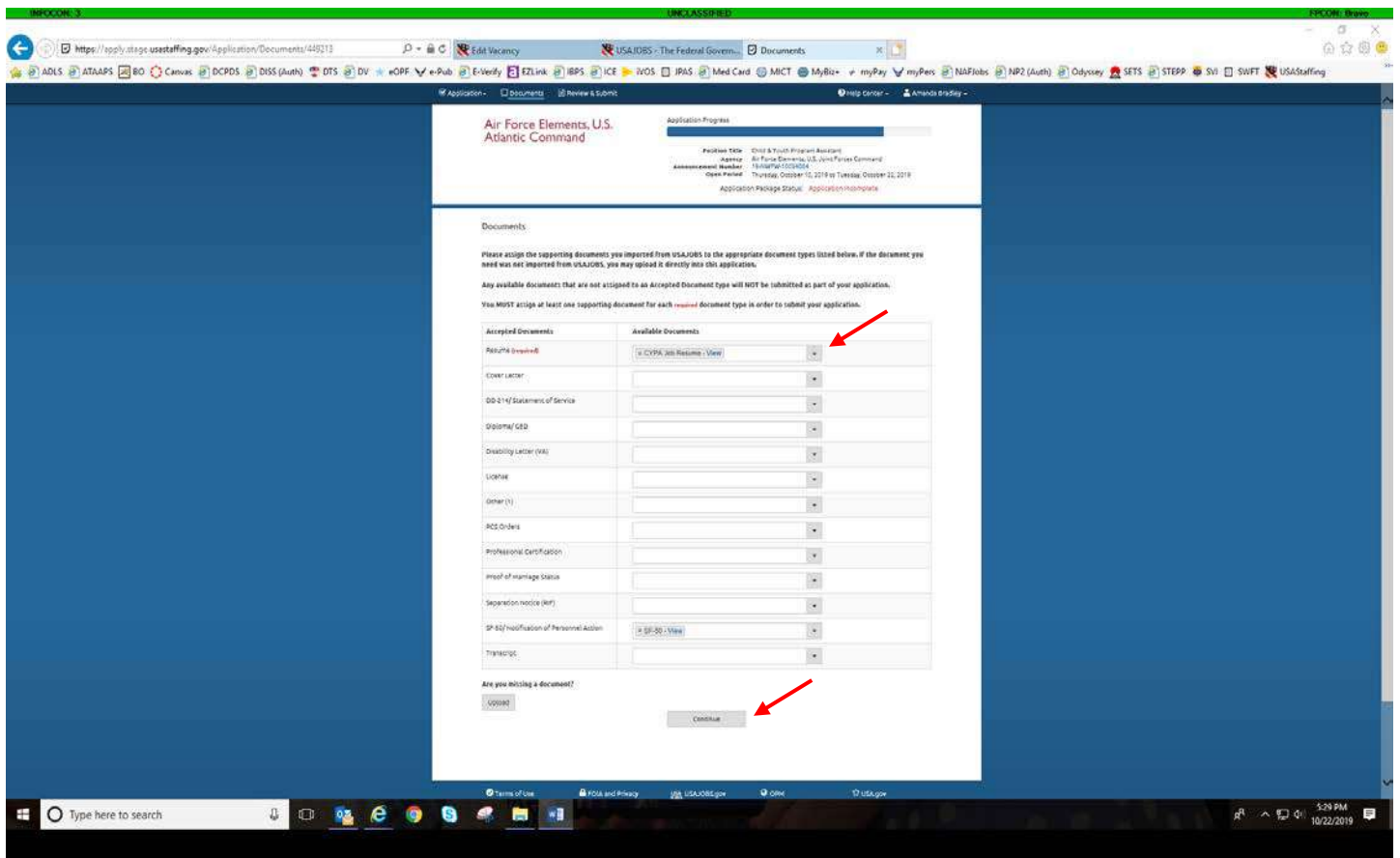
- Click "Continue"



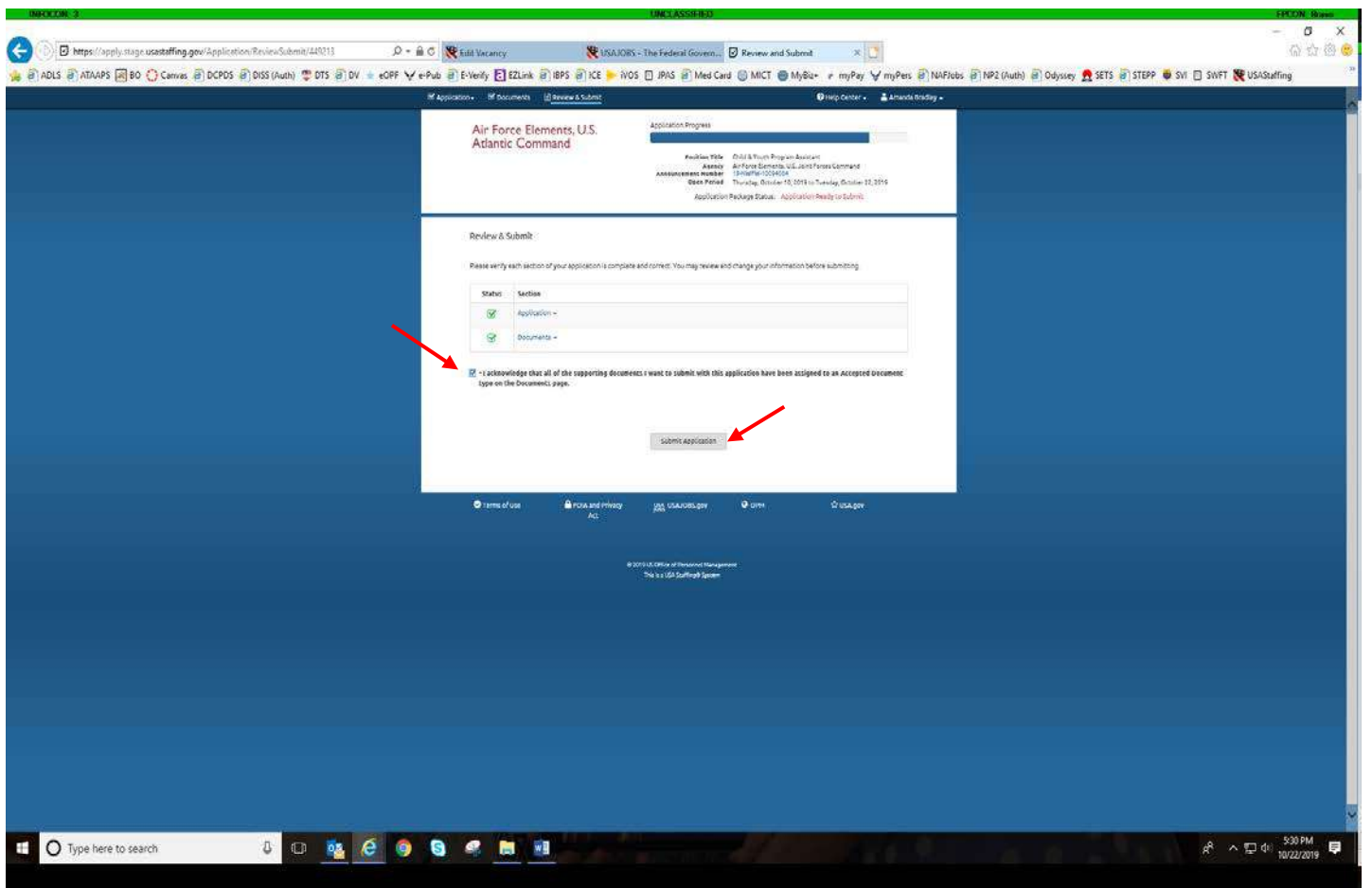
- Click "Continue"



- Select your eligibility(s) if applicable
- Click "Continue"



- o Select documents in the drop down boxes and click "Continue"



- Check “I acknowledge” statement
- Click Submit Application

- Congratulations, you have completed your job application!
- Please remember to log back into the system to see the status of any application you have submitted.

