



USA STAFFING®
Great Government Starts Here™

USA Staffing® 1301 Part 3 Release: Applicant Authentication Enhancements

Application Process USAJOBS® – Application Manager

USA STAFFING® —OPM'S AUTOMATED HIRING TOOL FOR FEDERAL AGENCIES

USAJOBS – Home Page

In USAJOBS, the applicant must either sign into an existing account or create a new account.



The screenshot shows the USAJOBS Home Page. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. On the right side of the navigation bar, there is a red button labeled "SIGN IN OR CREATE AN ACCOUNT" with a hand cursor icon pointing to it. Below the navigation bar is the USAJOBS logo, which includes the text "USAJOBS" in large red letters and "WORKING FOR AMERICA" in smaller black letters. Below the logo is a search form with two input fields: "What:" and "Where:". The "What:" field has a placeholder text "Keywords, Job Title, Control #, Agency, Skills" and a blue question mark icon. The "Where:" field has a placeholder text "City, State, ZIP Code, or Country". To the right of the "Where:" field is a blue "Search" button. Below the search form is a link for "Advanced Search >". At the bottom of the page, there are four links: "Individuals with Disabilities", "Veterans", "Students and Recent Graduates", and "Senior Executives".

USAJOBS – My Account

Home Search Jobs My Account Resource Center

Welcome Mary! | Sign out

USAJOBS
"WORKING FOR AMERICA"

What: [] Where: []
Advanced Search > Radius: 20 miles

My Account
Mary
Current Goal:
Last login: 03/20/2013 09:47 AM
Change Photo
Edit Profile ▶

Resumes ▲
Saved Searches ▲

Inbox ▲
Saved Jobs ▲
Saved Documents ▲
Application Status ▲

Highlights from USAJOBS
Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and edit all your profile information for accuracy, as it has been transferred to a new system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you:
• Save time during a job application
• Get your resume discovered by recruiters, if you opt to make your resume searchable
• Customize your search experience

Site Map Contact Us Help/FAQs Privacy Act and Public Burden Information FOIA About Us USA.gov
This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

The USAJOBS account profile includes:

- Biographic Info
- Eligibilities
- Veterans Preference

The applicant can create, upload, and store Resumes and Supporting Documents.

The applicant can check the status of their application packages using the **More Information** link under Application Status.

USAJOBS – Apply Online

Once the applicant logs into their account, they can search for job openings and click the **Apply Online** button to start the application process.

The screenshot displays the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A user is logged in as 'Mary!' with a 'Sign out' option. The main header features the USAJOBS logo and search fields for 'Search Jobs' and 'Where:'. Below the header, there are tabs for 'Overview', 'Duties', 'Qualifications & Evaluations', 'Benefits & Other Info', and 'How to Apply'. The job listing is for the 'UNITED STATES OFFICE OF PERSONNEL MANAGEMENT' and includes a banner with the text 'A New Day for National Service'. The job title is 'Human Resources Specialist' and the agency is 'Office of Personnel Management'. The job announcement number is '13-112536-Test'. The salary range is '\$70,000.00 to \$80,000.00 / Per Year'. The open period is from 'Monday, March 04, 2013 to Thursday, March 21, 2013'. The series and grade is 'GS-0201-09/11'. The position information is 'Full Time - Permanent'. The duty locations are '1 vacancy in the following location: Houston County, GA United States'. The who may apply section includes 'Status Candidates (Merit Promotion and VEOA Eligibles)'. The job summary is 'Job Summary - Agency Marketing Statement'. The agency information includes 'Testing Office, 600 Testing, Testing Room, Room 4, Philadelphia, PA 21235, USA'. The questions about this job section includes 'SQA Tester, Phone: (478)744-2222, Email: SQATESTER@OPM.GOV'. The job announcement number is '13-112536-Test' and the control number is '304741100'. On the right side of the job listing, there are buttons for 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job'. A hand cursor is pointing to the 'Apply Online' button.

Home Search Jobs My Account Resource Center (1) Welcome Mary! Sign out

USAJOBS
"WORKING FOR AMERICA"

Search Jobs Where: Advanced Search >

< Back to Results

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

*A New Day
for National Service*

Job Title: Human Resources Specialist
Agency: Office of Personnel Management
Job Announcement Number: 13-112536-Test

SALARY RANGE: \$70,000.00 to \$80,000.00 / Per Year
OPEN PERIOD: Monday, March 04, 2013 to Thursday, March 21, 2013
SERIES & GRADE: GS-0201-09/11
POSITION INFORMATION: Full Time - Permanent
DUTY LOCATIONS: 1 vacancy in the following location:
Houston County, GA United States [View Map](#)
Status Candidates (Merit Promotion and VEOA Eligibles)

WHO MAY APPLY:
JOB SUMMARY:
Job Summary - Agency Marketing Statement

Incumbent will be performing duties as a Human Resources Specialist.

Go to section of this Job: ▾

Apply Online
Print Preview
Save Job
Share Job

Agency Information:
Testing Office
600 Testing
Testing Room
Room 4
Philadelphia, PA
21235
USA

Questions about this job:
SQA Tester
Phone: (478)744-2222
Email: SQATESTER@OPM.GOV

Job Announcement Number:
13-112536-Test

Control Number: 304741100

USAJOBS – Document/Verification Page

Home Search Jobs My Account Resource Center (1) Welcome Mary! Sign out

USAJOBS
WORKING FOR AMERICA

Search Jobs Where: [Advanced Search >](#)

Please Note: If you are resubmitting or updating a previous application you must re-submit **all** required documents!

Apply Online to the following job:

Job Announcement Number: 13-112536-Test
Job Title: Human Resources Specialist
Grade: GS 09/11
Agency: Office of Personnel Management
Job Location: Houston County, Georgia
Closing Date: Thursday, March 21, 2013

Resume - Select one of your stored USAJOBS resumes to send (or first [Create or Upload a New USAJOBS resume](#)):

- SELECT -
Test Applicant Resume

Attachment(s) - Select one or more of your Saved Documents to send (or first [Upload New Saved Documents](#)). In order to select multiple items, you must use Ctrl+click (or Cmd+click on Mac):

- SELECT -
COVER (Cover Letter)
DD-214 (Vet Doc)
SF-50 (sf-50)

Fields below with an asterisks (*) are required.

* I have [previewed my resume](#). The selected document includes the information I wish to provide with this application.

Allow me to attach demographic information to the application. [Review or update your demographic information.](#)

* 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).

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

After an applicant clicks the Apply Online button, they are prompted to select a resume and other supporting documents for the vacancy announcement.

The applicant must acknowledge and agree that they have:

- Previewed their resume
- Read the certification statement

Attaching demographic information (RNO) is optional.

The applicant must click the **Apply for this position now!** button to continue the application process.

Application Manager – Welcome Page

Application Manager Help

Welcome to USA Staffing® Application Manager

Click **Accept and Proceed** to accept the Full Terms and Conditions of Use and continue with the application process.

Check out our [Quick Start Guide](#).

Accept and Proceed

Full Terms and Conditions of Use

Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:

- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized use, or otherwise misuse this system, and if you do so, or try to do so, you may face criminal, civil, or administrative penalties.

If you use this system, that will be construed to mean you understand and agree to abide by these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

USAJOBS will transition the applicant to the Application Manager Welcome Page.

The applicant is required to click the **Accept and Proceed** button to acknowledge the Full Terms and Conditions of Use.

Application Manager – Linking to USAJOBS Account

The screenshot shows the 'Application Manager' interface. On the left is a navigation menu with the following items: Vacancy ID: 112536, Biographic Information, Eligibility Information, Other Information, Assessment Questionnaire, Section 1, Section 2, Section 3, Section 4, Section 5, Re-Use Documents, Upload Documents, Submit My Answers, and View/Print My Answers. The main content area displays the following information: Job Title: Human Resources Specialist, Announcement Number: 13-112536-Test, USAJOBS Control Number: 304741100, and Applicant Name: [blank]. Below this are 'Previous', 'Next', and 'Save' buttons. A red asterisk indicates required information. The 'Social Security Number' section has two input fields: 'Social Security Number' (with a 'Why is this required?' link) and 'Retype Social Security Number'. The 'Name' section has three input fields: 'First Name' (with 'Mary' entered), 'Middle Initial', and 'Last Name' (with 'Mack' entered). At the bottom are 'Previous', 'Next', and 'Save' buttons, with a mouse cursor clicking the 'Next' button.

On the first application, the applicant is required to input their SSN and name. After the initial application, the SSN and name are linked to the USAJOBS account. Subsequent applications for that Organization will not prompt for this information.

Application Manager – Biographic Data

Application Manager

Vacancy ID: 112536

Job Title: Human Resources Specialist
Announcement Number: 13-112536-Test USAJOBS Control Number: 304741100
Applicant Name: TEST APPLICANT

Previous Next Save

* Required information

Biographic Data

* Address
123 Main st [Don't have a home address?](#)

* City
Anytown

State
Use Standard State Postal Codes. If you live outside the USA, fill in Country, leaving State blank.
DC

* Zip Code
20415

Country
US

Telephone Number
Use numbers only - no punctuation. Include area code if within United States.
(555)555-5555

Contact Time
- Make a Selection -

Fax Number

Fax Extension

E-Mail Address

E-Mail Address
marymack@opm.gov

Citizenship

* Are you a citizen of the United States?
 Yes
 No

Previous Next Save

On the Biographic Information page, fields are pre-populated with the information from the USAJOBS account. The applicant can update the following fields:

- Address
- Phone Number
- Email Address
- Citizenship

Application Manager – Submit My Answers

Application Manager Help

Vacancy ID: 112536

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Re-Use Documents
Upload Documents
Submit My Answers
View/Print My Answers

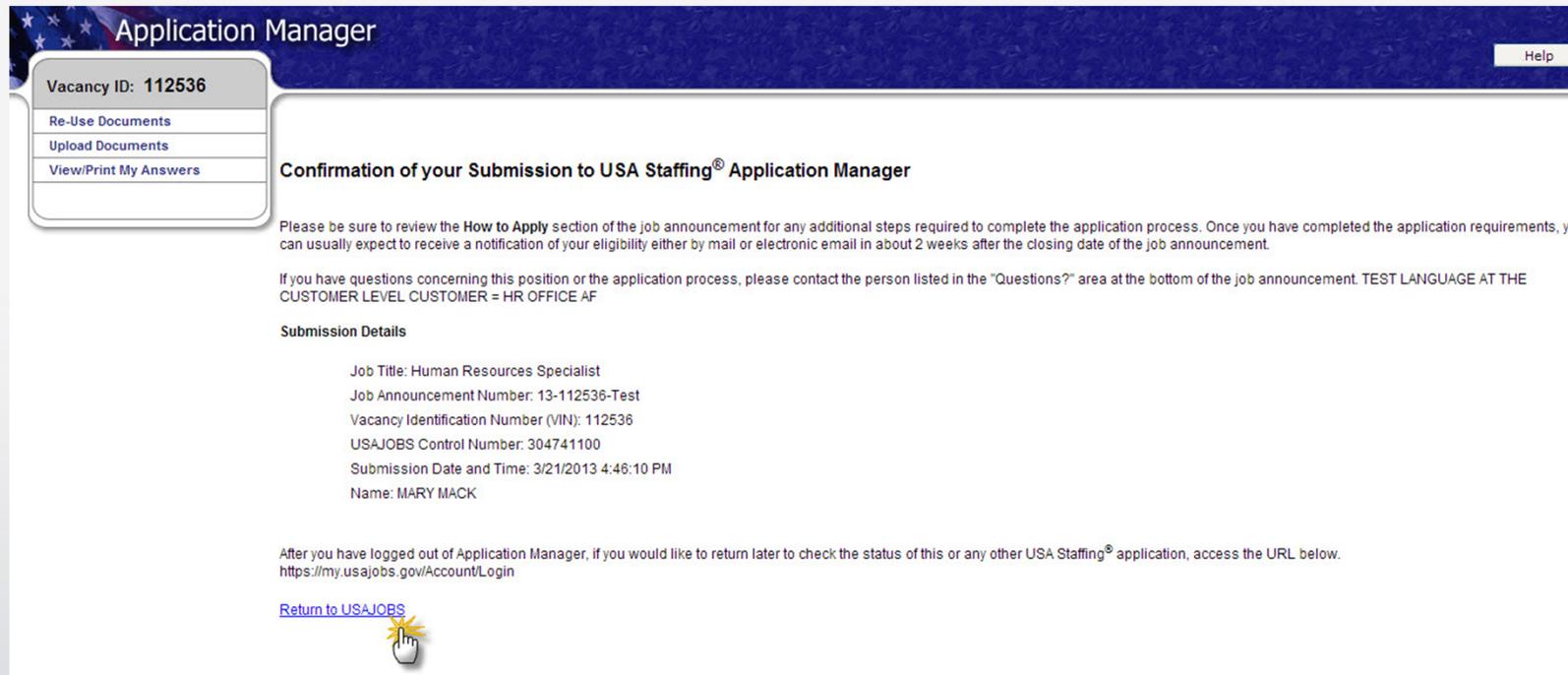
Job Title: Human Resources Specialist
Announcement Number: 13-112536-Test USAJOBS Control Number: 304741100
Applicant Name: MARY MACK

Submit My Answers
In order for your answers to be processed and for you to be considered for the position, you must click the *Submit My Answers* button below.
After you click *Submit My Answers*, provide any required Supporting Documents and be sure the *Application Package Status* page shows all steps are complete.

Ready to Submit?	Not ready?
<input type="button" value="Submit My Answers"/>	Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready. What would you like to do next? <ul style="list-style-type: none">• Work on this Application Package some more. Use the Navigation Box in the upper left to go to the part you want to work on or review.• Leave Application Manager. Close your browser.

At the end of the application process, the applicant must click **Submit My Answers** for the application and supporting documents to be processed in USA Staffing.

Application Manager – Confirmation



The screenshot shows the 'Application Manager' interface. At the top, there is a dark blue header with the text 'Application Manager' and a 'Help' button on the right. Below the header, a sidebar on the left contains a box with 'Vacancy ID: 112536' and three links: 'Re-Use Documents', 'Upload Documents', and 'View/Print My Answers'. The main content area is titled 'Confirmation of your Submission to USA Staffing® Application Manager'. It contains a paragraph of instructions, a section for 'Submission Details' with fields for Job Title, Job Announcement Number, Vacancy Identification Number (VIN), USAJOBS Control Number, Submission Date and Time, and Name. At the bottom, there is a URL for returning to the application and a 'Return to USAJOBS' link with a hand cursor icon.

Application Manager Help

Vacancy ID: 112536

- Re-Use Documents
- Upload Documents
- View/Print My Answers

Confirmation of your Submission to USA Staffing® Application Manager

Please be sure to review the **How to Apply** section of the job announcement for any additional steps required to complete the application process. Once you have completed the application requirements, you can usually expect to receive a notification of your eligibility either by mail or electronic email in about 2 weeks after the closing date of the job announcement.

If you have questions concerning this position or the application process, please contact the person listed in the "Questions?" area at the bottom of the job announcement. TEST LANGUAGE AT THE CUSTOMER LEVEL CUSTOMER = HR OFFICE AF

Submission Details

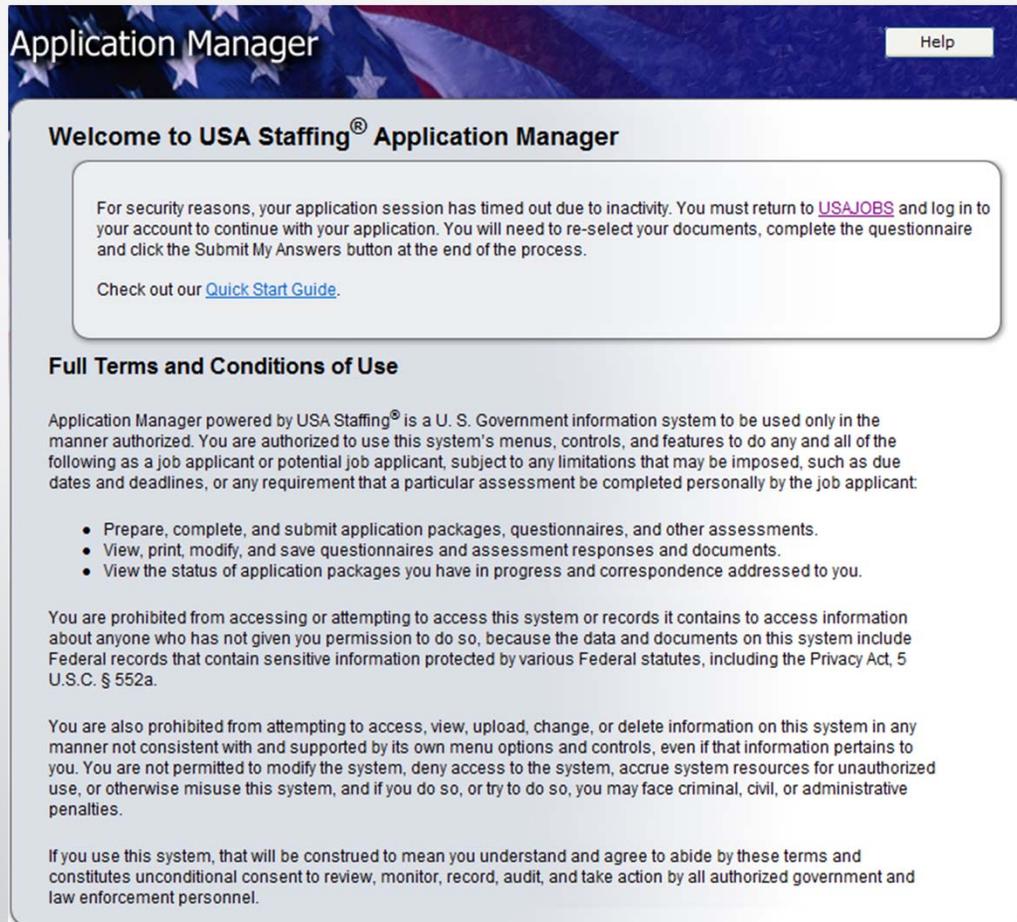
Job Title: Human Resources Specialist
Job Announcement Number: 13-112536-Test
Vacancy Identification Number (VIN): 112536
USAJOBS Control Number: 304741100
Submission Date and Time: 3/21/2013 4:46:10 PM
Name: MARY MACK

After you have logged out of Application Manager, if you would like to return later to check the status of this or any other USA Staffing® application, access the URL below.
<https://my.usajobs.gov/Account/Login>

[Return to USAJOBS](#)

After the applicant submits the application, a Confirmation page is displayed. The applicant may add additional documents on this page, View/Print their Answers or Return to USAJOBS.

Application Manager – Time Out Message



The screenshot shows the 'Application Manager' interface. At the top left, it says 'Application Manager' and at the top right, there is a 'Help' button. Below the header, a message reads: 'Welcome to USA Staffing® Application Manager'. A central box contains a message: 'For security reasons, your application session has timed out due to inactivity. You must return to USAJOBS and log in to your account to continue with your application. You will need to re-select your documents, complete the questionnaire and click the Submit My Answers button at the end of the process.' Below this, there is a link to 'Quick Start Guide'. Underneath, there is a section titled 'Full Terms and Conditions of Use' which includes a paragraph about the system's purpose, a bulleted list of user permissions, and two paragraphs of prohibited actions.

Application Manager

Help

Welcome to USA Staffing® Application Manager

For security reasons, your application session has timed out due to inactivity. You must return to [USAJOBS](#) and log in to your account to continue with your application. You will need to re-select your documents, complete the questionnaire and click the Submit My Answers button at the end of the process.

Check out our [Quick Start Guide](#).

Full Terms and Conditions of Use

Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant

- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized use, or otherwise misuse this system, and if you do so, or try to do so, you may face criminal, civil, or administrative penalties.

If you use this system, that will be construed to mean you understand and agree to abide by these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

After 20 minutes of inactivity, an applicant will receive a time out message directing them back to USAJOBS to re-start the application process. Information saved prior to the time out will be available in the applicant's record.

USAJOBS – Application Status

The screenshot shows the USAJOBS user interface. At the top, there are navigation links: Home, Search Jobs, My Account, and Resource Center. A user notification bar says "(1) Welcome Mary! | Sign out". Below the navigation is the USAJOBS logo with the tagline "WORKING FOR AMERICA". To the right of the logo are search filters for "What:" and "Where:" with a "Radius: 20 miles" dropdown and an "Advanced Search >" link.

On the left side, there is a "My Account" section for user "Mary". It shows a profile picture placeholder, "Current Goal:", "Last login: 03/21/2013 05:12 PM", and buttons for "Change Photo" and "Edit Profile". Below this are sections for "Resumes", "Saved Searches", "Inbox", "Saved Jobs", and "Saved Documents".

The main content area is titled "Highlights from USAJOBS" and contains a welcome message: "Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and edit all your profile information for accuracy, as it has been transferred to a new system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you:" followed by a bulleted list: "Save time during a job application", "Get your resume discovered by recruiters, if you opt to make your resume searchable", and "Customize your search experience".

Below the highlights is the "Application Status" section, which includes a search bar and a table of applications. The table has columns for "Job Details", "Job State", "Last Apply", "Last Update", and "Status".

Job Details	Job State	Last Apply	Last Update	Status
Human Resources Specialist Office of Personnel Management Job Number: 13-112536-Test Pay Plan: GS-0201-09/11 Location: US-Georgia-Houston County	Open	03/21/2013	03/21/2013	Application Received more information
Human Resources Specialist Job Number: App Mgr Test 2 LMR 111944 Pay Plan: GS-0201-09/11 Location: US-Georgia-Houston County	Open	03/21/2013	03/21/2013	Application Received more information...

Showing 1 to 2 of 2 entries

Notification Settings | View All Applications

The Application Status area of the applicant's USAJOBS account will display information related to each job application.

The applicant selects the **More Information** link in the Status column to transfer to the **Details** page in Application Manager for that application.

Application Manager – Application Package Status

Application Manager Help Return to USAJOBS

Application Package Status: Complete

Job Title: Human Resources Specialist
 Vacancy Identification Number: 112536
 Announcement Number: 13-112536-Test
 USAJOBS Control Number: 304741100
 Applicant: MARY MACK

Closing Date: Thursday, March 21, 2013
 Contact: SQA Tester - (478)744-2222

[Change My Answers](#) [Add Documents](#) [Update Biographic Information](#) [View/Print My Answers](#)

Most information below pertains to the most recent version of your Application Package. [\(Explain This.\)](#)

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Details **Checklist**

Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire	3/21/2013 4:56:31 PM	

Documents
 * Security Alert: Protect your privacy

Status	Document Type	Source	Re-Use Document	Date Received	Original File Name
View Processed	Resume	USAJOBS		03/21/2013 04:43 PM	Test Applicant Resume
View Received-Pending Virus Scan	Cover Letter	USAJOBS		03/21/2013 04:43 PM	Cover Letter
View Processed	DD-214	USAJOBS		03/21/2013 04:43 PM	Vet Doc
View Processed	SF-50	USAJOBS		03/21/2013 04:43 PM	sf-50
Not Received	Transcript				

Messages

Message Type	Date Emailed	Date Printed
View Acknowledgement Letter	3/21/2013 4:46:57 PM	

Application Processing Status

Status	Date Submitted
View Complete	3/21/2013 4:56:31 PM

The Details tab displays: assessment and the status, supporting documents and their status, correspondence sent to the applicant by the hiring agency, and the application processing status.

The Checklist tab displays a summary of items that are required or accepted in the Application Package and their status.

Additional Resources

Application Manager Online Help

[http://help.applicationmanager.gov/ApplicantHelp/index.php/Application Manager](http://help.applicationmanager.gov/ApplicantHelp/index.php/Application_Manager)

USA Staffing Online Help

[http://help.usastaffing.gov/USASTaffing/index.php/Help for USA Staffing HR Users](http://help.usastaffing.gov/USASTaffing/index.php/Help_for_USA_Staffing_HR_Users)

USA Staffing Resource Center

[http://help.usastaffing.gov/USASTaffing/index.php/USA Staffing Resource Center](http://help.usastaffing.gov/USASTaffing/index.php/USA_Staffing_Resource_Center)

New How to Apply Language

[http://help.usastaffing.gov/USASTaffing/index.php/Recommended how to apply language](http://help.usastaffing.gov/USASTaffing/index.php/Recommended_how_to_apply_language)