



Applying for a Job with the Department of the Navy using USAJOBS and USA Staffing

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Overview

- Purpose
- USAJOBS Application Process
- USA Staffing Application Process
- Conclusion



Purpose

- ❑ This presentation will explain to you (applicants) the online application process
- ❑ Department of the Navy has a two-step application process:
 - ◆ USAJOBS Application Process
 - ◆ USA Staffing Application Process



USAJOBS Announcement

The screenshot shows the USAJOBS website interface. At the top, there are navigation links: Home, Search Jobs, My Account, Resource Center, and Support. The main header includes the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo is a search bar with fields for "Keyword: Job Title, Skills, Agency (etc)" and "Location: City, State, ZIP Code, or Country", and a "Search" button. A "Dock" section on the right contains a dropdown menu for "Go to section of this Job:" and four buttons: "Apply Online", "Print Preview", "Save Job", and "Share Job". Below the search bar, there are tabs for "Overview", "Duties", "Qualifications & Evaluations", "Benefits & Other Info", and "How to Apply". A banner for "CIVILIAN CAREERS" features "REAL-WORLD CHALLENGES" and "REAL-LIFE REWARDS". The job announcement details are as follows:

Job Title: HR Specialist
Department: Department of the Navy
Agency: U.S. Marine Corps
Job Announcement Number: HQ-10002784-16-CB-XXXXXX-M

SALARY RANGE: \$53,413.00 to \$69,432.00 / Per Year
OPEN PERIOD: Wednesday, February 10, 2016 to Tuesday, February 16, 2016
SERIES & GRADE: GS-0201-9
POSITION INFORMATION: Full-Time - Permanent
PROMOTION POTENTIAL: 9
DUTY LOCATIONS: 1 vacancy in the following location:
San Diego, CA [View Map](#)
WHO MAY APPLY: Status Candidates (Merit Promotion and VEOA Eligibles)

Additional information on the right side of the job announcement includes:
Agency Contact Info
Job Announcement Number: HQ-10002784-16-CB-XXXXXX-M
Control Number: 3247705800

When you find the job you're interested in, click "Apply Online"



USAJOBS: Application Process

A screenshot of the USAJOBS website interface. At the top, there is a navigation bar with "USAJOBS WORKING FOR AMERICA" and links for "Job Search", "My Account", "Job Resources", and "Support". Below this, a progress indicator shows five steps: 1. Select Resume, 2. Select Documents, 3. Review Package, 4. Include Personal Info, and 5. Continue Application with Agency. A modal window is open in the center with the title "Welcome to the USAJOBS Application Process". The modal text reads: "This step by step process will help you select your resume and documents (if required) for submission to the agency hiring for this position. Once you have reviewed your application, we will send you to an agency system where you will complete and submit your application." At the bottom of the modal, there is a checkbox labeled "Do not show this message again" and a blue button labeled "Start Application".

You will see that you are beginning the Application Process in USAJOBS



USAJOBS: Application Progress

USAJOBS
"WORKING FOR AMERICA"

Job Search My Account Job Resources Support

Applying to:
HR Specialist
U.S. Marine Corps
Closes 2/16/2016
[Who may apply](#)

1 — 2 — 3 — 4 — 5
Select Resume Select Documents Review Package Include Personal Info Continue Agency

Select Resume

Instructions

Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If 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

Required Documents +

Acceptable Formats -

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

What documents should you submit? Click here to expand this list

These steps will monitor your progress

Here are the five steps that you will complete through USAJOBS



USAJOBS: Required Documents

A screenshot of the USAJOBS application process. At the top, there are two steps: '4 Include Personal Info' and '5 Continue Application with Agency'. The 'Required Documents' section is highlighted with a blue header. Below the header, there is a message: 'The following required document details have been sourced from the job posting.' followed by a bolded heading: 'The following documents are required if you are applying to this announcement:'. The text below explains that applicants are required to document evidence supporting their eligibility and qualifications, and that these documents will assist the staffing specialist in determining eligibility and qualifications, but are not required at the time of application. A red callout bubble points to the 'Required Documents' header with the text: 'Clicking here expands the list so you can see what documents you need to submit'.

Review what documents are required for this vacancy



USAJOBS: Select Resume

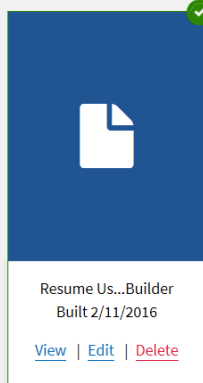
Select Resume

Instructions

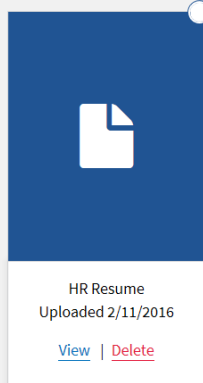
Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If 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 a new

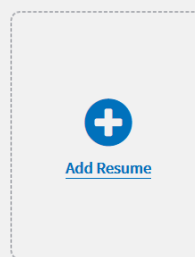
Your Resumes *(Required)



Resume Us...Builder
Built 2/11/2016
[View](#) | [Edit](#) | [Delete](#)



HR Resume
Uploaded 2/11/2016
[View](#) | [Delete](#)



[Add Resume](#)

Required Documents +

Acceptable Formats -

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

Do Not Include in Resume

Classified information
Social Security Number (SSN)
Photos of yourself
Personal or sensitive information
Encrypted and digitally signed documents

Helpful Links

[Sample Resume](#)
[What to Include](#)

Is this a required document? It is for this vacancy

Need help creating a resume? Click here

Step 1: Upload or create a resume, then select to use it for the position



USAJOBS: Select Documents

for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents

| Document Name | Date | View | Delete |
|---------------------|----------------------|----------------------|------------------------|
| School Tr...nscript | Transcript 2/18/2016 | View | Delete |
| SF-50 | SF-50 2/18/2016 | View | Delete |
| DD214 Mbr4 | DD-214 2/18/2016 | View | Delete |

The following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Do Not Include in Resume

- Classified information
- Social Security Number (SSN)
- Photos of yourself
- Personal or sensitive information
- Encrypted and digitally signed documents

Helpful Links

- [Sample Resume](#)
- [What to Include](#)

You select documents by checking this box

Step 2: Upload supporting documents, then select it



USAJOBS: Review Package

Review Package Required Documents +

Your Resume [Add/Remove Resume](#)

Resume Us...Builder
Built 2/11/2016
[View](#)

Your Documents [Add/Remove Documents](#)

SF-50
SF-50 2/18/2016
[View](#)

* I acknowledge that I have reviewed my resume and document(s)

[Previous](#) [Save & Continue](#)

Here's your opportunity to check your documents

Step 3: Able to view entire package from this screen



USAJOBS: Personal Information

Include Personal Information

- I volunteer to provide my [demographic information](#) to help determine if the government's equal employment opportunity efforts are reaching all segments of the population.

So we can better locate applicants in the future, please tell us how you heard about this job. Please choose the best option available.

- I searched the USAJOBS website
- I received an automated USAJOBS saved search notification
- I saw a social media posting
- I visited the agency website
- I was referred by an agency employee
- I attended a recruitment event (Job/Career Fair, Meetup, etc.)
- I viewed the posting on a job board or search agent other than USAJOBS

Step 4: You can provide your demographic information and let us know how you heard about this vacancy



USAJOBS: Continue Application with Agency

Continue Application with Agency

* 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).

[Continue to Agency Site](#)

You will leave USAJOBS and be sent to the U.S. Marine Corps application system once you select "Continue to Agency Site."

You will submit your application once you have completed all the agency specific requirements.

Step 5: This is the last step before you continue to the Department of the Navy's Application Site of USA Staffing



USAJOBS: Moving to Agency's System

The screenshot shows a web browser window with a USAJOBS application page in the background. A white dialog box titled "Continue to Agency" is centered on the screen. Inside the dialog box, there is a dark blue folder icon with the text "USAJOBS" on it. Three document icons are floating above the folder: a yellow one labeled "resume", a light blue one labeled "transcript", and a dark blue one labeled "questions". Below the folder, there is a green progress bar that is approximately 50% full. At the bottom of the dialog box, there is a line of text: "You are being sent to the U.S. Marine Corps application system to Continue your application. Your resume, document(s) and profile information will be transferred as well." The background page shows the USAJOBS logo, a user name "Carlos", and some application details like "Applying to: HR Specialist" and "U.S. Marine Corps".

You have completed the 1st step with USAJOBS, next you will complete the 2nd step with USA Staffing



USA Staffing Upgrade: Introduction

CIVILIAN CAREERS
REAL-WORLD CHALLENGES **REAL-LIFE REWARDS**
DEPARTMENT OF THE NAVY

Application Progress

| | |
|---------------------|---|
| Position Title | HR Specialist |
| Agency | U.S. Marine Corps |
| Announcement Number | HQ-10002784-16-CB-XXXXXX-M |
| Open Period | Wednesday, February 10, 2016 to Friday, February 12, 2016 |

Application Package Status: **Application Incomplete**

Welcome Carlos Barba!
If you are not Carlos Barba please [return to USAJOBS](#).

Please wait while we retrieve your information from USAJOBS.

Done! ✓

Thank you for your interest in the GS-9 HR Specialist position located in San Diego, CA.

Over the next few pages we are going to verify and collect pertinent information to help you complete your application for this position. You will be able to review and then submit your application to the U.S. Marine Corps.

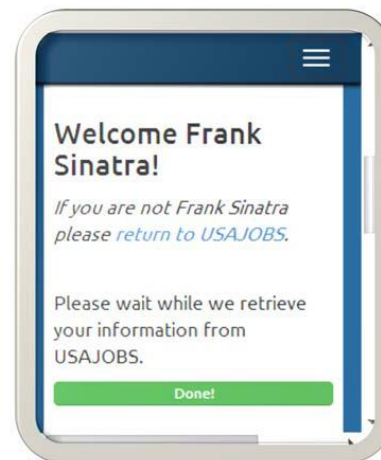
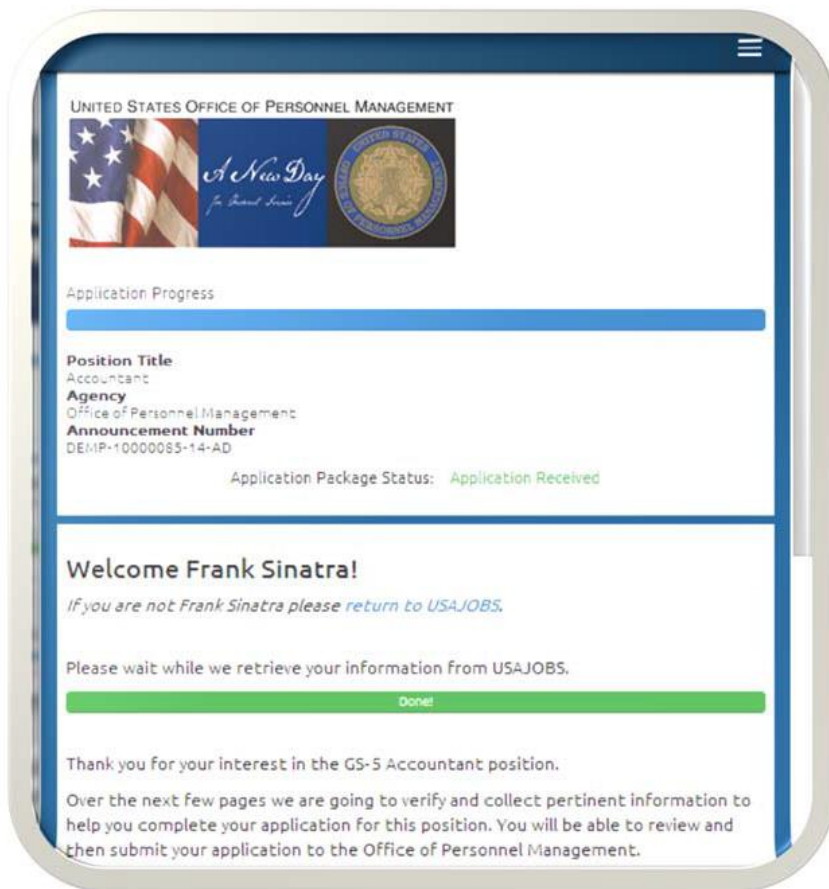
[Continue](#)

Do you want to see the announcement?
Click here

USA Staffing Upgrade welcome page, click "Continue" to begin



USA Staffing Upgrade: Introduction



You're also able to apply using your smartphone, tablet, or other mobile device



USA Staffing Upgrade: Application Status/Progress

Application Progress

| | |
|---------------------|--|
| Position Title | HR Specialist |
| Agency | U.S. Marine Corps |
| Announcement Number | HQ-10002784-16-CB-XXXXXX-M |
| Open Period | Wednesday, February 10, 2016 to Friday, April 29, 2016 |

Application Package Status: Application Incomplete

Application Progress

| | |
|---------------------|--|
| Position Title | HR Specialist |
| Agency | U.S. Marine Corps |
| Announcement Number | HQ-10002784-16-CB-XXXXXX-M |
| Open Period | Wednesday, February 10, 2016 to Friday, April 29, 2016 |

Application Package Status: Application Incomplete

The boxes will be checked as you complete the steps

The application progress bar and three main steps will let you know how close you are to completing your application package



USA Staffing Upgrade: Application/Biographic Info

Application Assessment Documents Review & Submit Help Center Carlos Barba

CIVILIAN CAREERS
REAL-WORLD CHALLENGES **REAL-LIFE REWARDS**
DEPARTMENT OF THE NAVY

Application Progress

Position Title: HR Specialist
Agency: U.S. Marine Corps
Announcement Number: HQ-10002784-16-CB-XXXXXX-M
Open Period: Wednesday, February 10, 2016 to Friday, April 29, 2016
Application Package Status: Application Incomplete

Biographic Information

First Name: Carlos Middle Name: Last Name: Barba

Home Address: [Redacted]

Home Address 2: [Redacted]

City / Town: [Redacted] State / Territory / Province: California Postal Code: [Redacted] Country: United States

Most of your information will be filled in from your USAJOBS Application

Review for accuracy and completeness



USA Staffing Upgrade: Application/Eligibilities

Application ▾ **Assessment** ▾ **Documents** **Review & Submit** **Help Center** ▾ **Carlos Barba** ▾

CIVILIAN CAREERS
REAL-WORLD CHALLENGES **REAL-LIFE REWARDS**
DEPARTMENT OF THE NAVY

Application Progress

Position Title HR Specialist
Agency U.S. Marine Corps
Announcement Number HQ-10002784-16-CB-XXXXXX-M
Open Period Wednesday, February 10, 2016 to Friday, April 29, 2016

Application Package Status: Application Incomplete

Eligibilities

1. Do you claim Veterans' Preference?

- A. NV - I do not claim Veterans' Preference.
- B. SSP - 0-point Sole Survivorship Preference
- C. TP - 5-point preference based on active duty in the U.S Armed Forces.
- D. XP - 10-point preference for non-compensable disability or a purple heart.
- E. CP - 10-point preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent.
- F. XP - 10-point preference based on widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran.
- G. CPS - 10-point preference based on a compensable service-connected disability of 30 percent or more (Be prepared to submit proof of eligibility DD-214(s) showing the length of active duty service and type of discharge).

2. Are you currently receiving an annuity for service as a federal civil servant?


This underline let's you know what step you're on


This section is used to see if you meet the requirements of the position



USA Staffing Upgrade: Assessment

tion ▾ Assessment ▾ Documents Review & Submit ? Help Center ▾ Carlos Barba ▾

CIVILIAN CAREERS
REAL-WORLD CHALLENGES  **REAL-LIFE REWARDS**
DEPARTMENT OF THE NAVY

Application Progress


| | |
|----------------------------|--|
| Position Title | HR Specialist |
| Agency | U.S. Marine Corps |
| Announcement Number | HQ-10002784-16-CB-XXXXXX-M |
| Open Period | Wednesday, February 10, 2016 to Friday, April 29, 2016 |

Application Package Status: **Application Incomplete**

Assessment 1

1. From the responses below, select ONE response that best describes how you met the basic requirements for this position (Note- Experience/Education MUST be substantiated in your resume. Failure to provide the required information will render you not eligible for consideration. If using education to qualify, you are encouraged to submit an official or unofficial transcript.):

- A. I have at least one year of specialized experience equivalent to the GS-07 grade level or pay band in Federal Service or equivalent experience in the private or public sector that demonstrates reviewing applications and processing HR related actions.
- B. I have a Master's degree or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LLB., or J.D. (if related). My education demonstrates the knowledge, skills, and abilities necessary to do the work of the position. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work of the position.
- C. I have a combination of specialized experience as described in A and education as described in B that equates to one year of experience. My percentage of the required education plus my percentage of the required experience equal 100 percent.
- D. I do not have any of the requirements in A through C above, but I am willing to learn.

This section is used to evaluate your experience



USA Staffing Upgrade: Documents

on Assessment Documents Review & Submit Help Center

CIVILIAN CAREERS
REAL-WORLD CHALLENGES **REAL-LIFE REWARDS**
DEPARTMENT OF THE NAVY

Application Progress

Position Title: HR Specialist
Agency: U.S. Marine Corps
Announcement Number: HQ-10002784-16-CB-XXXXXX-M
Open Period: Wednesday, February 10, 2016 to Friday, April 29, 2016
Application Package Status: Application Incomplete

Documents

Please select the supporting documents you wish to include in your application. The following is a list of supporting documents for this position. For each accepted document you wish to submit, click the arrow to see a list of your available documents. You may also upload your own documents for each accepted document.

Please note that while you may submit an application without attaching all required documents, failure to attach required documents may affect your consideration for this position.

| Accepted Documents | Available Documents |
|--------------------|---------------------------------|
| Resume (required) | Resume Using Builder - View |
| Cover Letter | |
| Transcript | BS MBA and JD Transcript - View |

Are you missing a document?
Upload

Don't forget to include required documents

Select documents from the drop down

Did you attach the correct document? You can view it to double check

Select or upload documents



USA Staffing Upgrade: Unassociated Documents

Unassigned Documents

There are unassigned documents found in your application.

Any available documents that are not assigned to an Accepted Document type will **NOT** be submitted as part of your application.

Unassigned Documents
Resume

| Accepted Documents | Available Documents |
|--------------------|-------------------------------|
| Resume (required) | account login page - View |
| Cover Letter | Training Sign In Sheet - View |
| SF-50 | |
| Transcript | |

Are you missing a document?
Upload

Continue

You will get an error message if you fail to associate ALL the documents you carried over from USAJOBS

Don't forget to associate all required documents

Associate ALL your documents



USA Staffing Upgrade: Incomplete Application

Application Assessment Documents Review & Submit

Help Center Dawn Fish SPHR

Application Package Status: **Application Incomplete**

Review & Submit

Please verify each section of your application is complete and correct. You may review and change your information before submitting.

| Status | Section |
|--------|---------------------------------------|
| ✘ | Application |
| ✘ | Assessment |
| ✔ | Documents |
| | Accepted Documents |
| | Submitted Documents |
| ✔ | Resume (required) |
| | Dawn Fish resume View |

* I acknowledge that all of the supporting documents I want to submit with this application have been assigned to an Accepted Document type on the Documents page.

Please address all required items to submit application.

Make sure you have associated ALL the required documents.

You will not be able to apply if you have not completed all the required sections of the announcement

The "Submit Application" box is unresponsive until the application package is complete.



USA Staffing Upgrade: Submit Application

Assessment Documents Review & Submit Help Center Carlos

CIVILIAN CAREERS
REAL-WORLD CHALLENGES **REAL-LIFE REWARDS**
DEPARTMENT OF THE NAVY

Application Progress

Position Title: HR Specialist
Agency: U.S. Marine Corps
Announcement Number: HQ-10002784-16-CB-XXXXXX-M
Open Period: Wednesday, February 10, 2016 to Friday, April 29, 2016
Application Package Status: Application Ready to Submit

Review & Submit

Please verify each section of your application is complete and correct. You may

| Status | Section |
|--------|---------------|
| ✓ | Application ▾ |
| ✓ | Assessment ▾ |
| ✓ | Documents ▾ |

Submit Application

The status has changed from "Incomplete"

These are expandable

| Status | Section |
|--------|---|
| ✓ | Application ▾ ✓ Biographic Information ✓ Eligibilities |
| ✓ | Assessment ▾ ✓ Assessment 1 |
| ✓ | Documents ▾ Accepted Documents ✓ Resume (required) ✓ DD-214 |
| | Submitted Documents Resume Using Builder - View DD-214 - View |

When all steps are complete, you will be able to submit your application



USA Staffing Upgrade: Application Submitted

Help Center Carlos Barba

CIVILIAN CAREERS
REAL-WORLD CHALLENGES **REAL-LIFE REWARDS**
DEPARTMENT OF THE NAVY

Application Progress

| | |
|---------------------|--|
| Position Title | HR Specialist |
| Agency | U.S. Marine Corps |
| Announcement Number | HQ-10002784-16-CB-XXXXXX-M |
| Open Period | Wednesday, February 10, 2016 to Friday, April 20, 2016 |

Application Package Status: **Received**

Thank you. Your application is being processed.

[View / Print Application](#)

[Return to USAJOBS](#)

The status now shows "Received"

Click here to view and print your application

Confirms submission of your application



USA Staffing Upgrade: System Error

Application Assessment Documents **Review & Submit** Help Center Dawn Fish SPHR

CIVILIAN CAREERS
REAL-WORLD CHALLENGES REAL-LIFE REWARDS
DEPARTMENT OF THE NAVY

GENERAL ENGINEER
Pacific Fleet, Commander in Chief
Announcement Number ST-10033985-17-PD
Open Period Tuesday, August 15, 2017 to Monday, August 28, 2017
Application Package Status: **Application Incomplete**

Click here to submit a help ticket

- Review Online Help
- Submit a Help Ticket

Review & Submit

Please verify each section of your application is complete and correct. You may review and change your information before submitting.

| Status | Section |
|----------|---------------|
| x | Application ▾ |

You can submit a ticket to the USA Staffing Helpdesk if you encounter any system errors



Alternate Application Process

The standard *1203-FX* form will no longer be used.

| | A | B | C | D | E | F | G | H | I |
|-----|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

The image shows two overlapping forms. The top form is the 'U.S. Office of Personnel Management Occupational Questionnaire - OPM Form 1203-FX'. It includes fields for Social Security Number and Vacancy Identification Number, and instructions to follow the vacancy announcement. The bottom form is the 'United States Government Application Cover Page'. It includes fields for Vacancy Identification Number, Social Security Number, First Name, Middle Initial, Last Name, and Number of Pages in Application. It also provides the USA Staffing Fax Line: (478) 757-3144 and a note that a different fax cover page is required for each application.

A B C D E F G H I



Employment Information Center (EIC) Contact Information



Department of the Navy

Secretary of the Navy/Assistant for Administration (DON/AA)

DEPARTMENT OF NAVY OFFICE OF

Contact

DON Employment Information Center
Phone: 800-378-4559
Email: DONEIC@navy.mil

EIC Phone
and Email
Contact
Information

Contact for
alternate
application
process

Address

Secretary of the Navy/Assistant for Administration (DON/AA)
614 Sicard Street SE
Washington
DC
US

Select your preferred method of contact.



Alternate Application Process

- ❑ The DON EIC Representative will help the applicant apply online (troubleshoot barriers)
- ❑ Applicants that are unable to apply online will be given the USA Staffing contact info to request a customized form. This is an added step but it is worth it
- ❑ Applicants will be emailed a customized questionnaire
- ❑ Applicants email the completed questionnaire back to USA Staffing. Applicants without an email address can request a fax



New Customized Application

1. Do you possess one year of specialized experience equivalent to the GS-13 level in the federal service executing, directing, or managing the delivery of civilian federal human resources (HR) services involving one or more of the following functions: staffing and recruitment, position classification, compensation, labor relations, employee relations, equal employment opportunity, employee benefits, oversight of automated personnel information systems, or employee development; ensuring compliance with governing laws and regulations; developing, interpreting, and/or advising senior management on HR policies and administration; and providing substantive input to the strategic planning of human capital resources for an organization. *

A. Yes

B. No

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Do not overstate or understate your level of experience and demonstrated capability. You should be aware that your ratings are subject to evaluation against the resume and other relevant documents you submit. Your score may be lowered, or you may be found ineligible if your support does not support your claims.

2. Advise employees, supervisors or managers on basic compensation management policies and procedures (e.g., absences, sick leave, and entitlements). *

- 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 responsible for training others to assist or train them in doing this task because of my expertise.

3. Assess the effectiveness of a civilian human resources compensation management program to attract or retain talented employees. *

- 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.

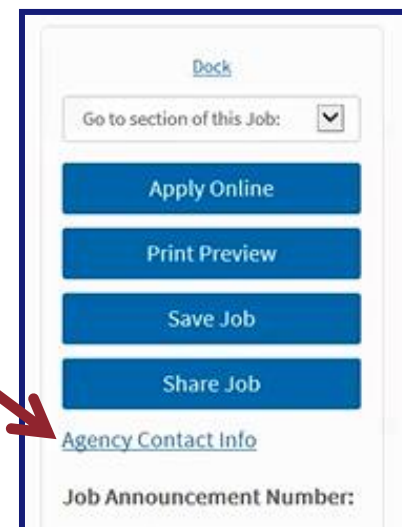
The new alternative application is customized to the specific vacancy announcement

Conclusion

□ This presentation explained the online application processes:

- ◆ USAJOBS Application Process
- ◆ Department of the Navy Application Process
 - USA Staffing Application Manager
 - USA Staffing Upgrade
- ◆ Department of the Navy
Alternate Application Process

Having issues applying? Our contact information is on every announcement





Questions

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