

## HOW TO APPLY FOR AN SC TECHNICIAN POSITION ON USA JOBS STARTING WITH RESUME BUILDER AND USING APPLYING ON LINE BUTTON

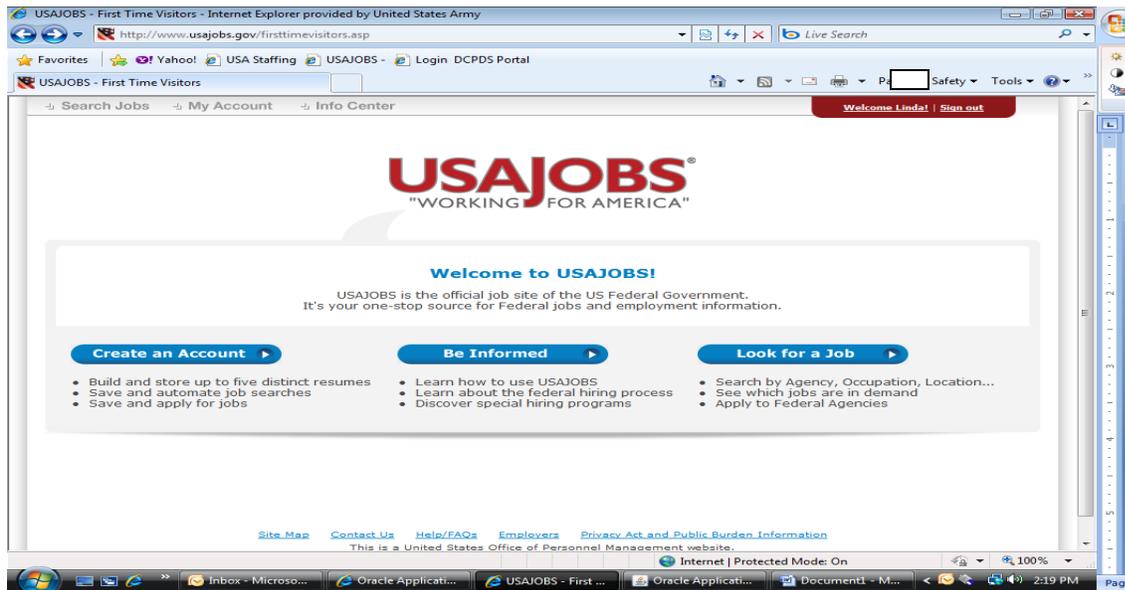
Before many applicants find a position to apply for, they have already gone into USAJOBS and built a reusable resume on RESUME BUILDER or they go there first to create an account to create a new resume then apply at that time for a job. They can also save the newly built or changed resume and apply for a position at a later time. “RESUME BUILDER” resume refers to the system created resume and not one that an applicant types up on their own and uploads in Application Manager. It has it’s own login/password to get into separate from the Application Manager login/password.

1. Go to <http://www.usajobs.gov/>

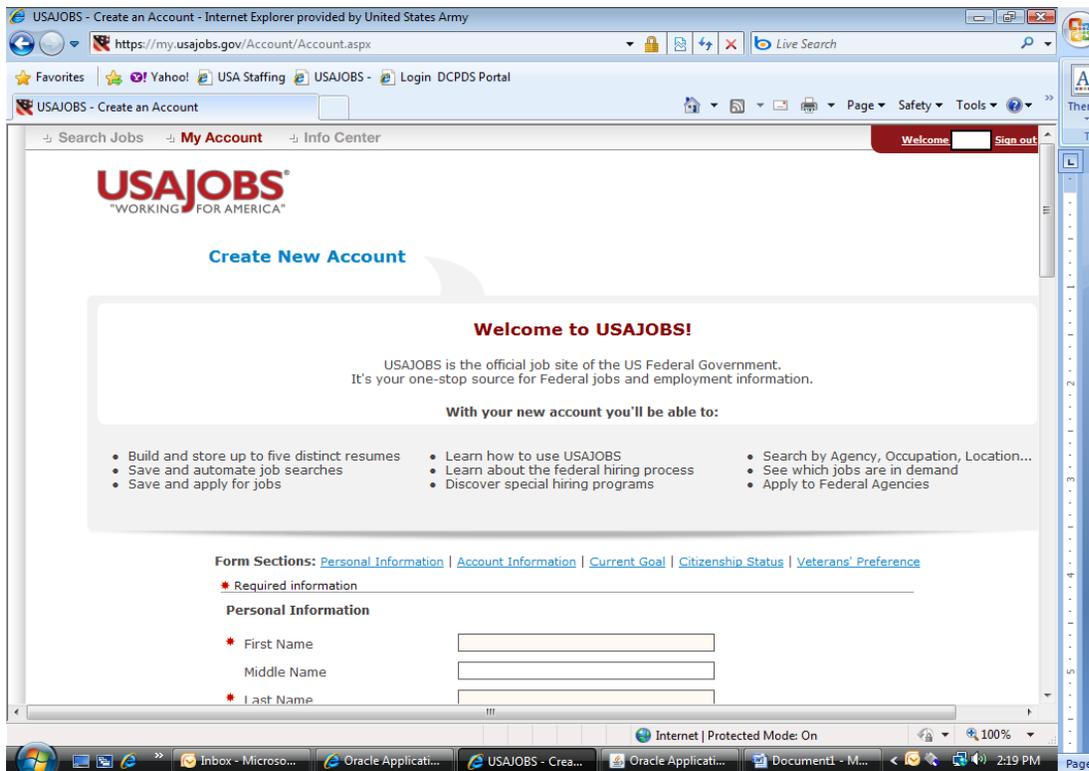
Here you can go to [Search Jobs](#) to look for a job; or to [My Account](#) to update your “RESUME BUILDER” resume; or go to [Info Center](#) for general information; or go to [First Time Visitors](#) to initiate/create a new “RESUME BUILDER” resume where you build your profile.



Going to First Time Visitor (above) is where one can Create An Account, Be Informed or Look for a JOB



In Create an Account it takes you to where you can create a new “RESUME BUILDER” account profile. See below. Otherwise you can go up to My Account to go the the “Resume Builder” account already created.



USAJOBS - Create an Account - Internet Explorer provided by United States Army

https://my.usajobs.gov/Account/Account.aspx

Home Address 2

\* City/Town

\* State/Territory/Province

\* Postal/Zip Code

\* Country

\* Telephone Numbers

\* Email

What is your email format preference?

HTML  Text

 **Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

---

**Account Information** [Top](#)

\* Username  Use between **4 and 20** characters

\* Password  Your password must contain:

- At least 8 characters (20 maximum)
- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one symbol (! @ # \$ % ^ & \*)

\* Re-enter Password

 **To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "MY USAJOBS" account using our automated account resetting tool.**

Internet | Protected Mode: On

USAJOBS - Create an Account - Internet Explorer provided by United States Army

https://my.usajobs.gov/Account/Account.aspx

 **To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "MY USAJOBS" account using our automated account resetting tool.**

\* Password Question 1

\* Your Answer

\* Password Question 2

\* Your Answer

\* Password Question 3

\* Your Answer

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**Current Goal** [Top](#)

My current goal is:

Character Count: 0 (500 characters max)

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**Citizenship Status** [Top](#)

\* Are you a U.S. Citizen?  Yes  No

If you answered no to the above question, please provide your country of citizenship.

Country of citizenship:

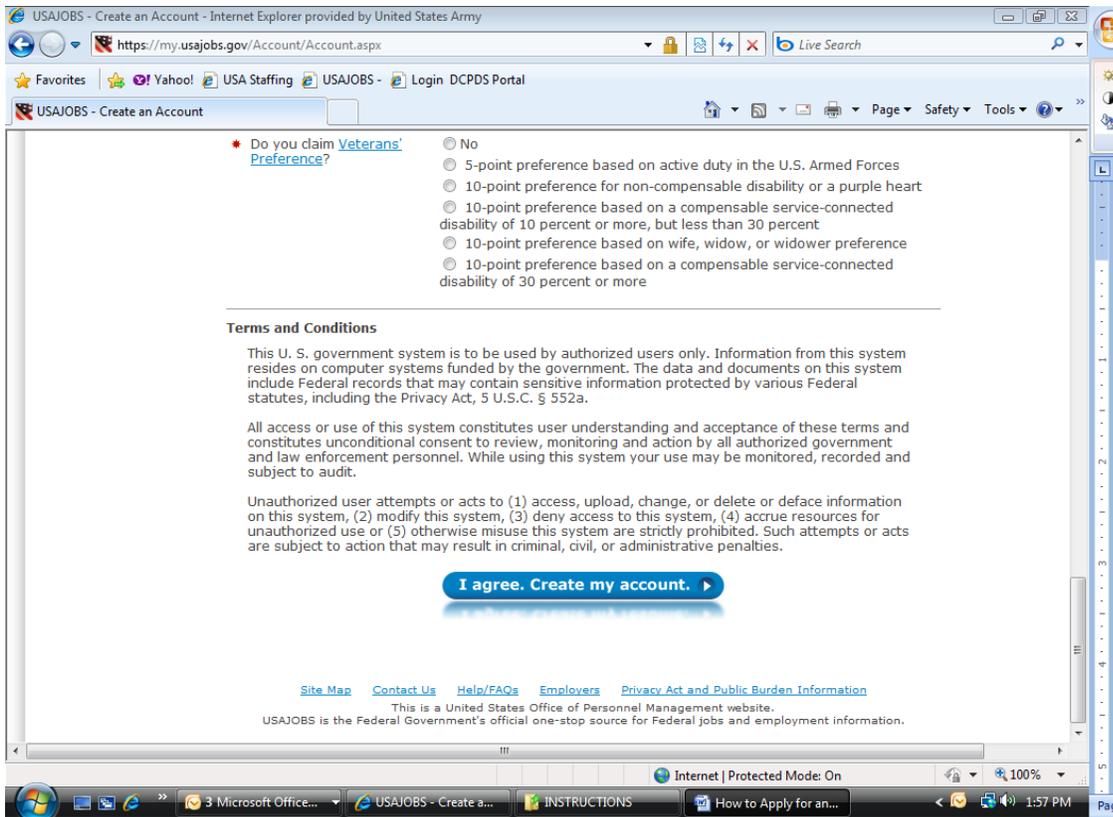
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**Veterans' Preference:** [Top](#)

\* Do you claim [Veterans' Preference](#)?  No

5-point preference based on active duty in the U.S. Armed Forces

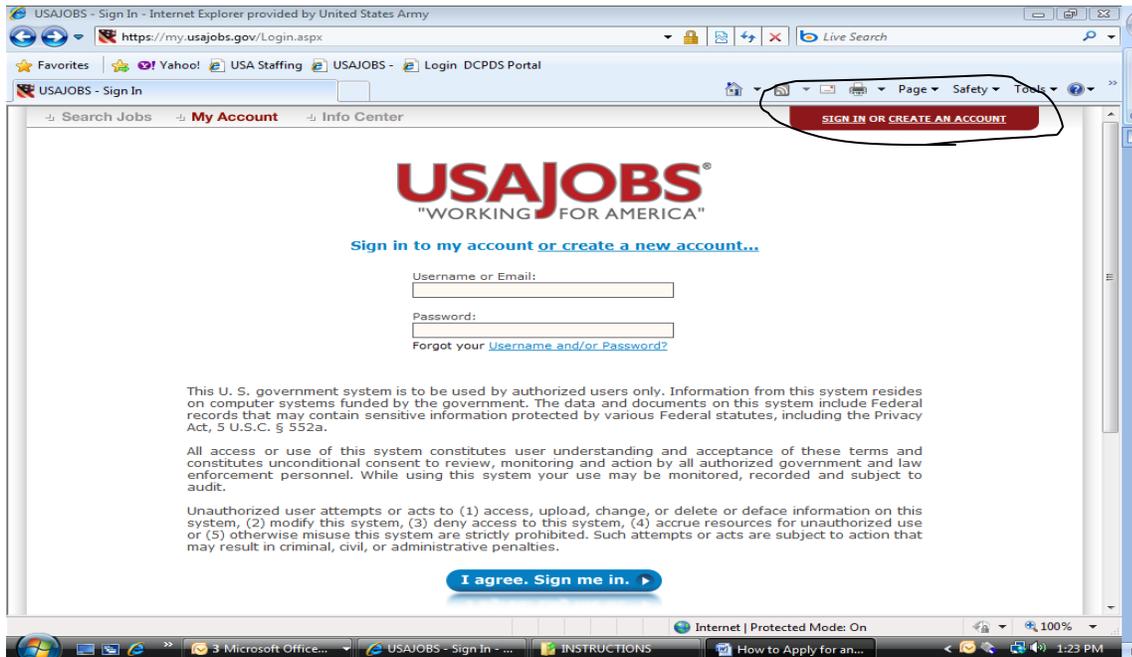
10-point preference for non-compensable disability or a purple heart



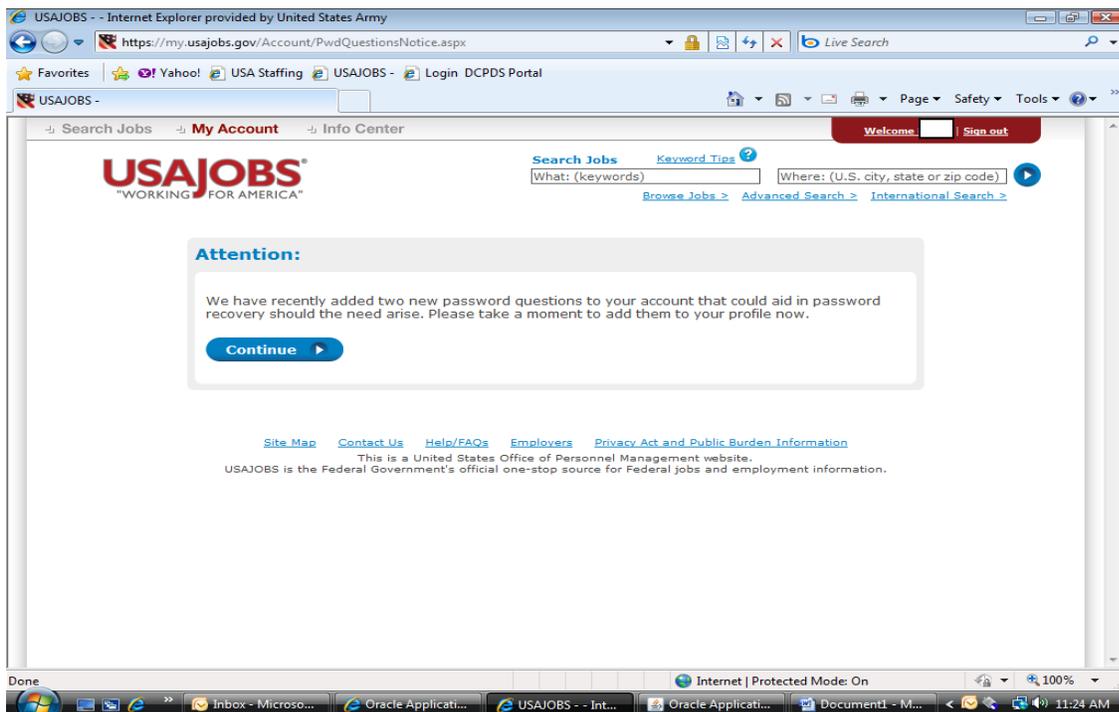
After creating the account/profile you now need to build a resume. (This below is what appears when you go to the **Be Informed** button above. **Info Center** is how this appears.)



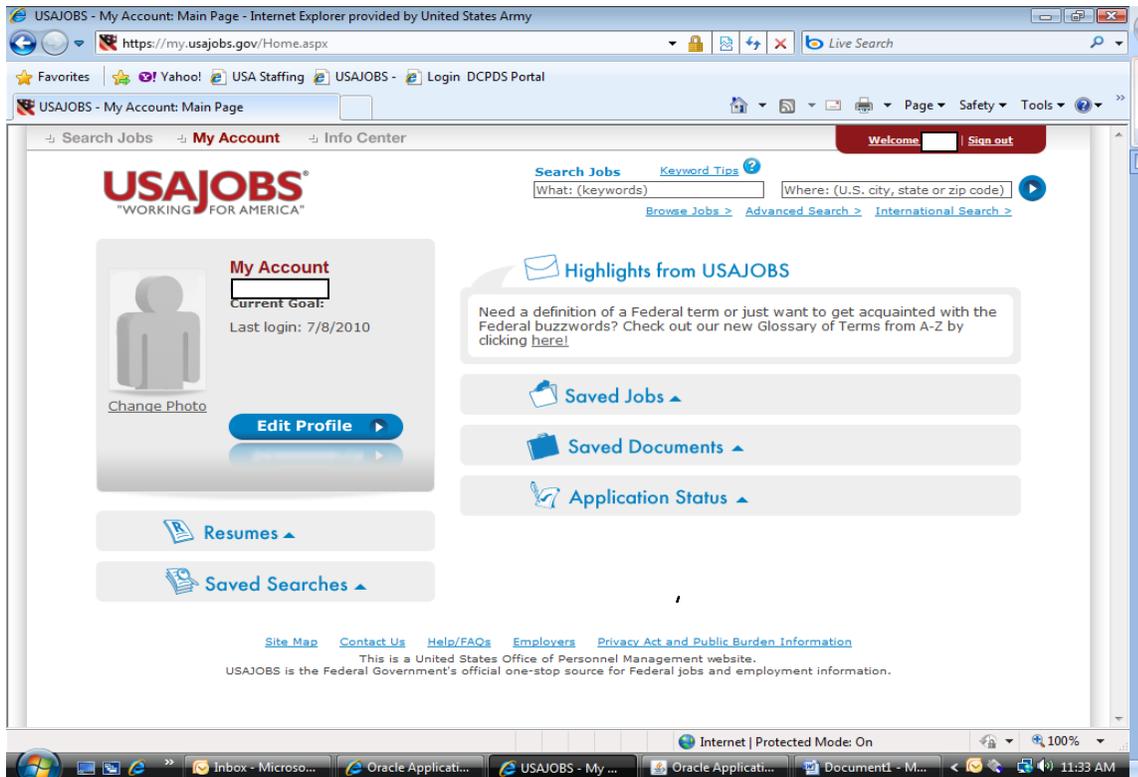
At any time, **My Account**, located at the top of most all screens, takes you to your “RESUME BUILDER” resume when it already exists. Going to **My Account** takes you to this screen where you log in. **REMEMBER YOUR LOGIN AND PASSWORD!** Logging in here will take you to where you can update and change (or “create a new resume”). If you need to **or create a new account...** go here to begin -



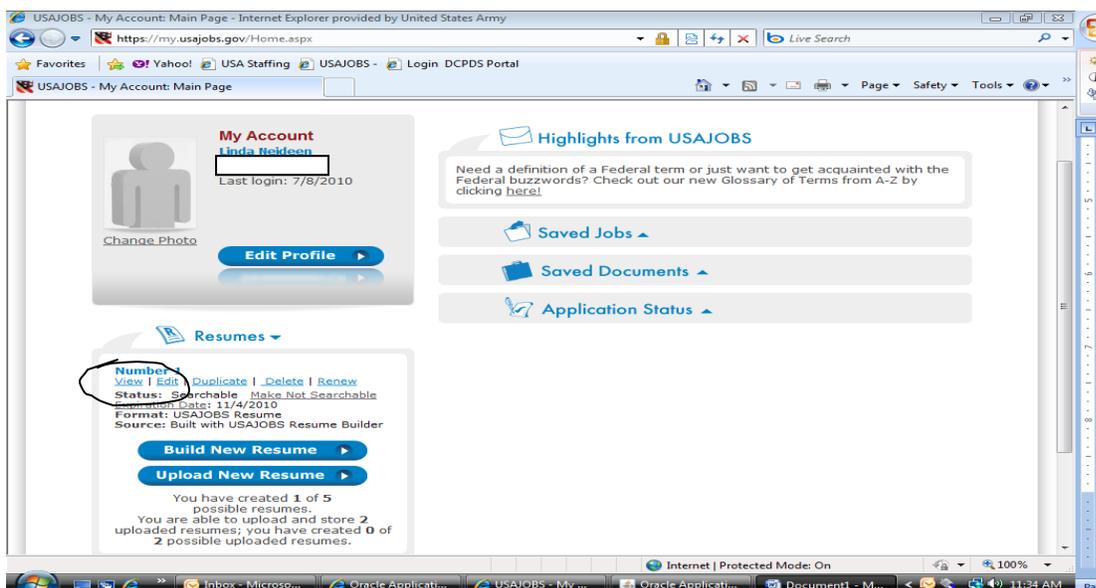
After you “I agree. Sign me in”, the system flips through the next screen to get to the “profile screen”.

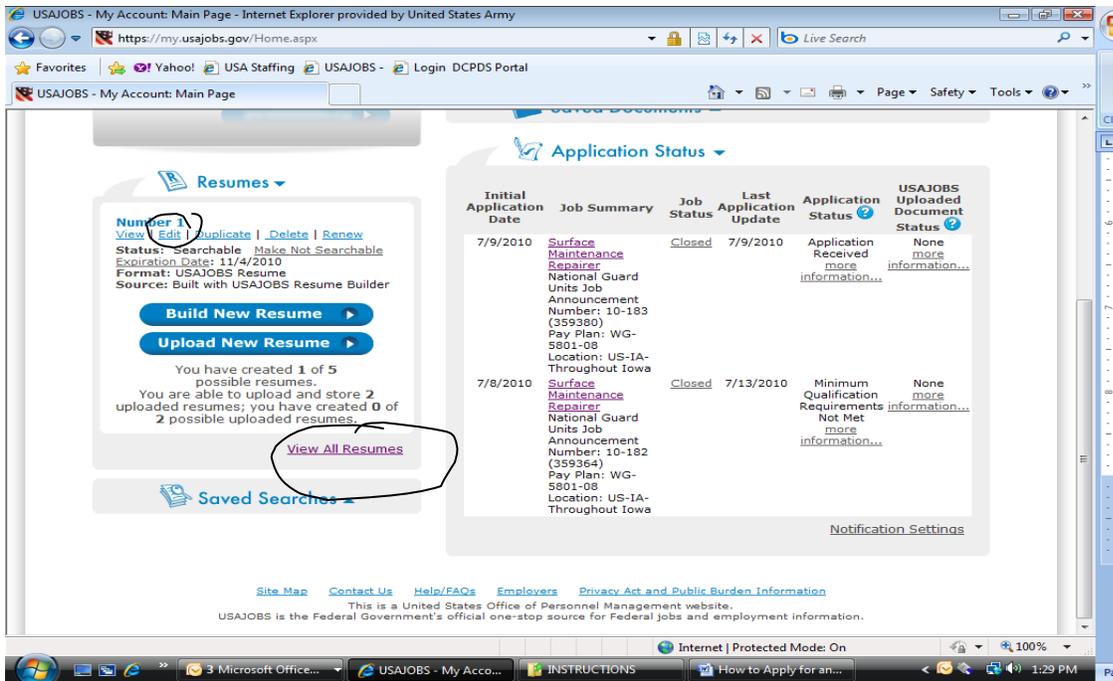


This is the first “profile” screen where you can edit and change any biographical information and pull up any resumes you have.

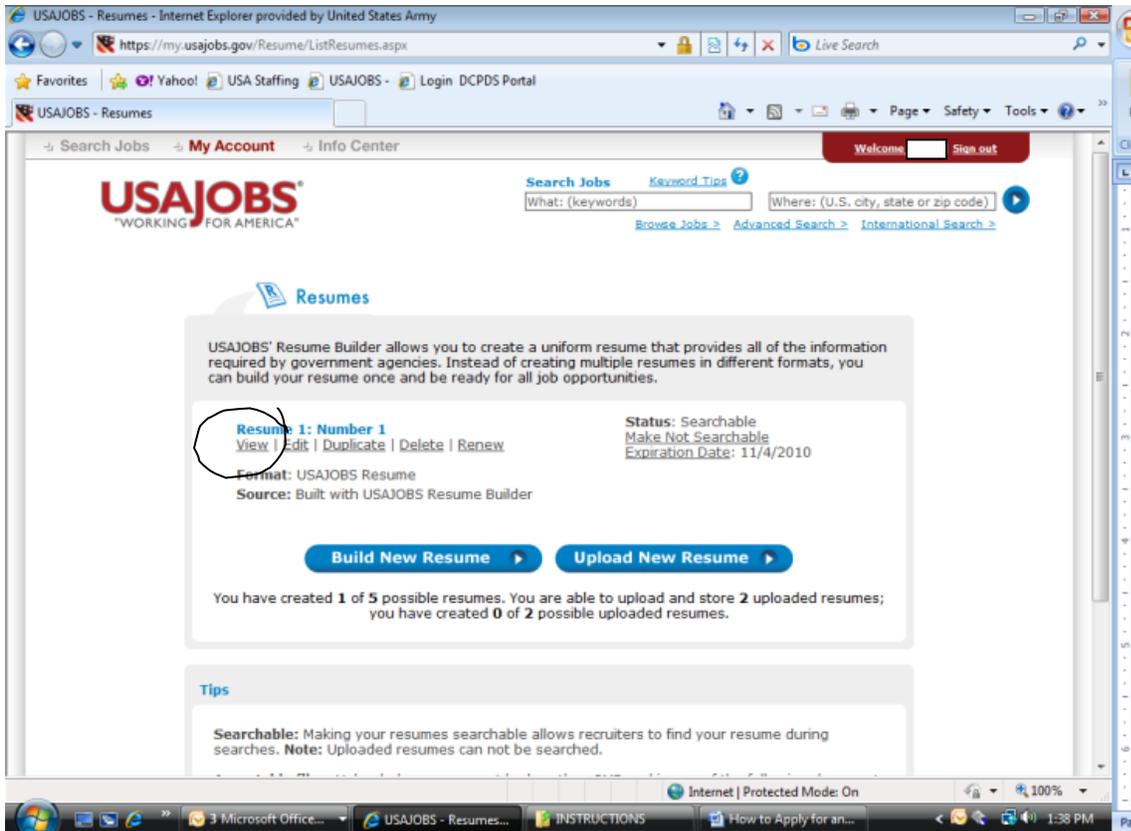


Edit Profile button just takes you back to the “profile screen”. Going to Resumes takes you to the screen below. The only resume built so far here is called “**Number 1**”. See “**Number 1**”. Here you can **View** it as to how it appears, **Edit** it to change the information that is located in various fields, **Delete** it, or **Renew** it.

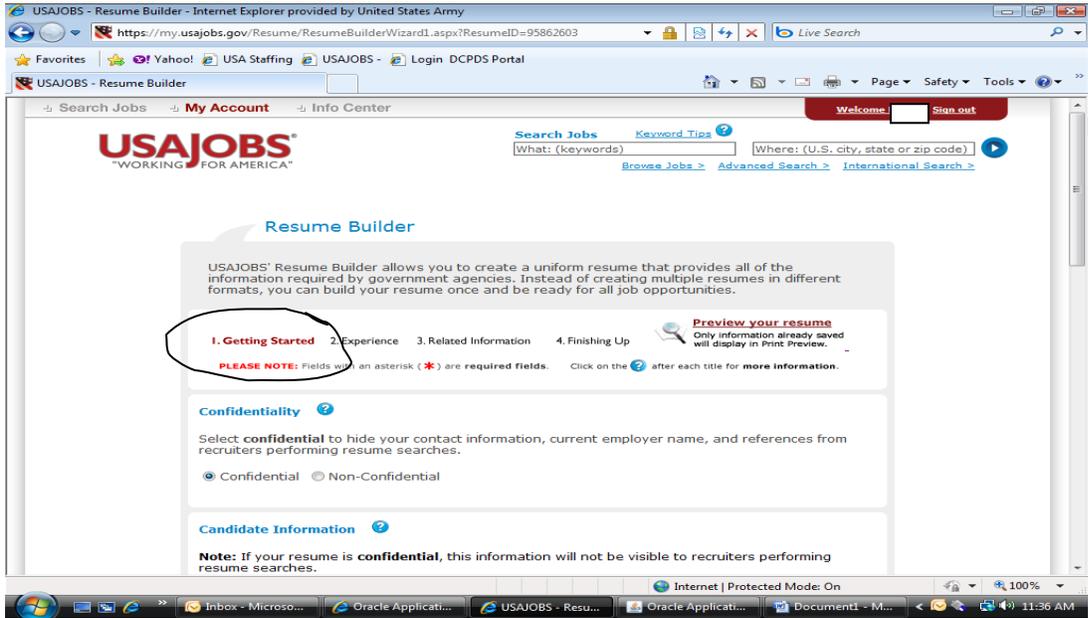




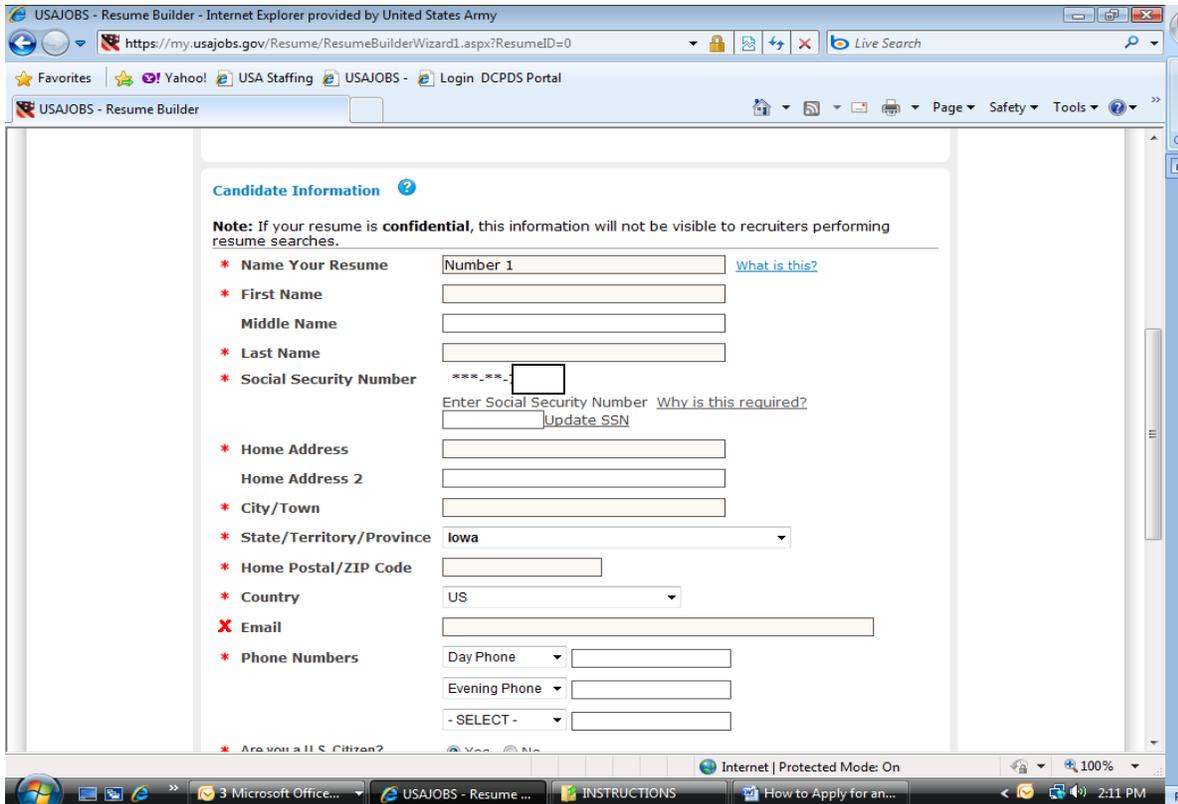
Under **Number 1**, **Edit** will take you to the **Resume Builder** screen below where you can update that resume or there is a link, **View All Resumes**, that takes you to where you can pick the resume to update when you have more than 1. Go to **View** and look at your "Resume Builder" resume. If you do not have one yet, go to **Build New Resume**

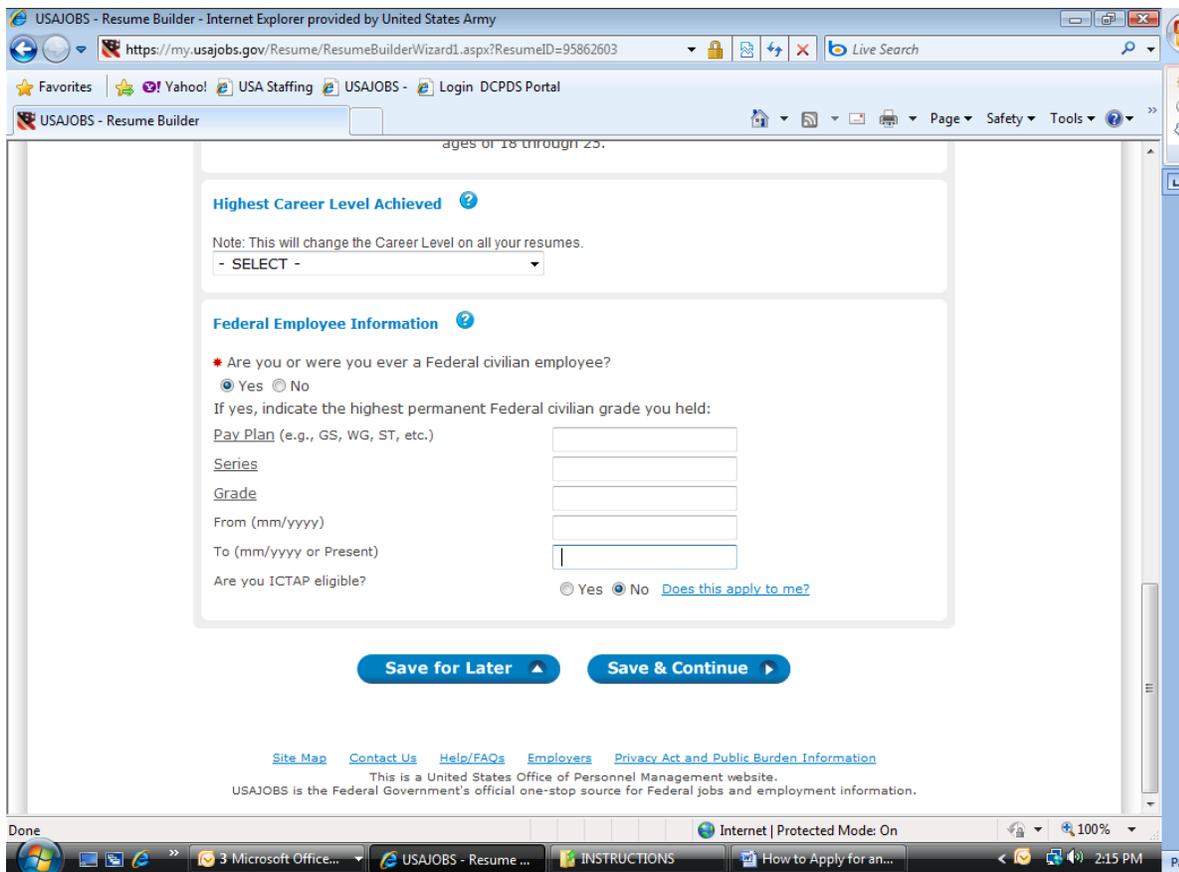
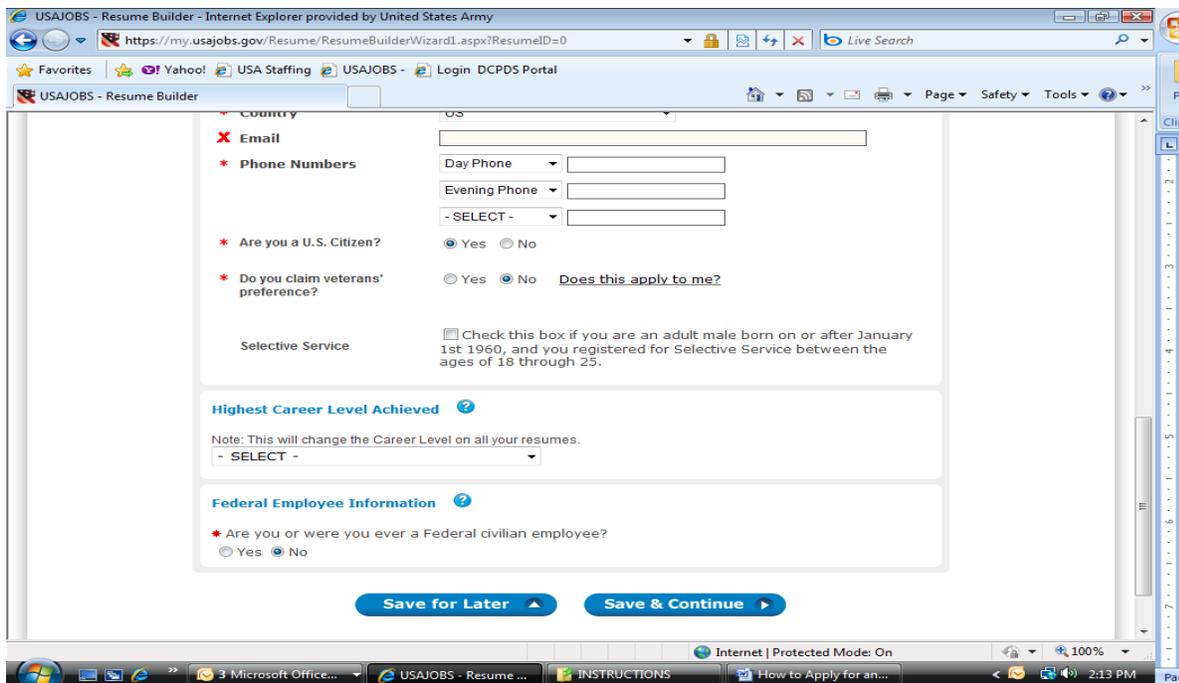


The following screen addresses creating your first resume.



**1. Getting Started** takes you to the Biographical Information section of your resume screen (or you can get there from the **Edit Profile** button on the previous screen.) This is where you can begin or update your personal information on your resume.





**Save & Continue** button takes you to **Resume Builder** where you finish up completing your resume.

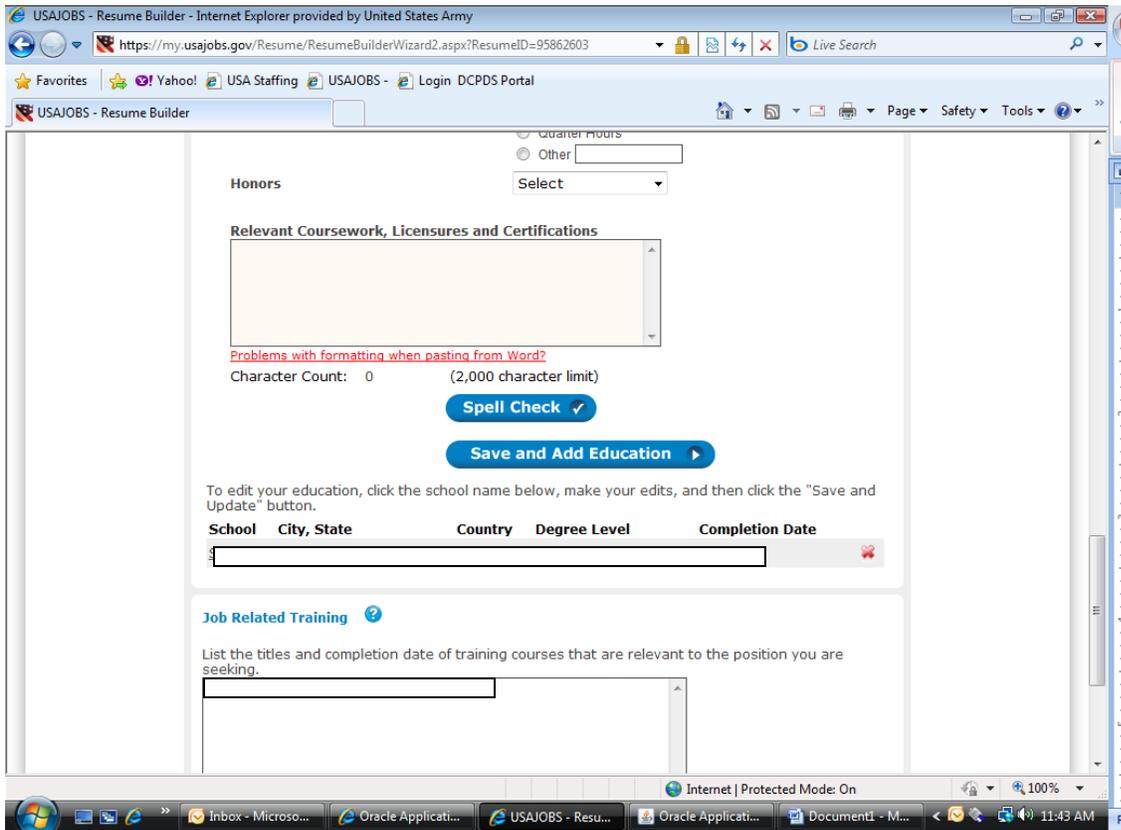
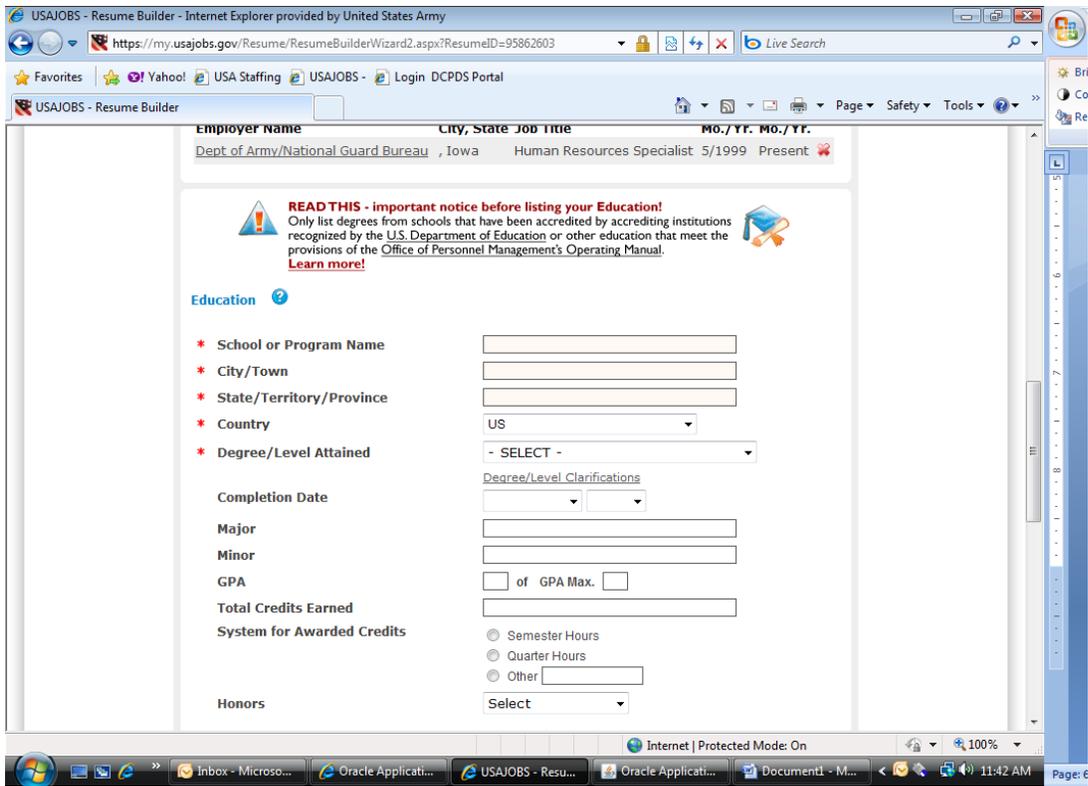
## 2. Experience screen is for updating your experience information.

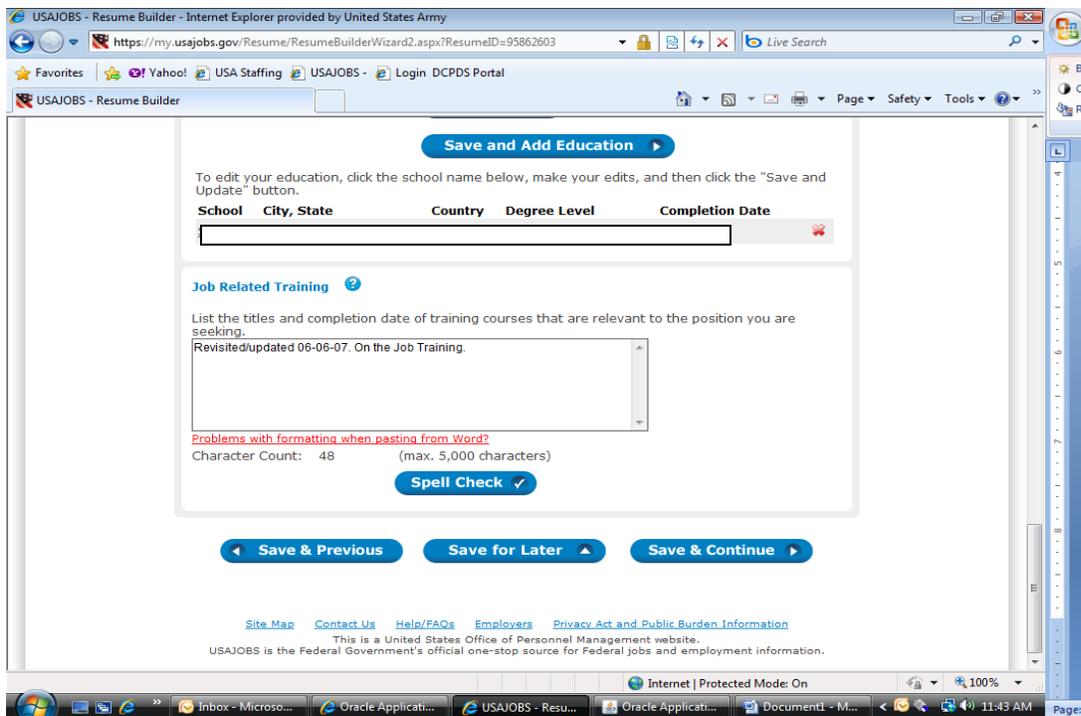
The screenshot shows the USAJOBS Resume Builder interface. The browser address bar displays <https://my.usajobs.gov/Resume/ResumeBuilderWizard2.aspx?ResumeID=95862603>. The page title is "USAJOBS - Resume Builder". The navigation menu includes "Search Jobs", "My Account", and "Info Center". The USAJOBS logo is prominently displayed. A search bar is present with the text "What: (keywords)" and "Where: (U.S. city, state or zip code)". The main content area is titled "Resume Builder" and features a progress indicator with four steps: 1. Getting Started, 2. Experience (circled in red), 3. Related Information, and 4. Finishing Up. A "Preview your resume" link is also visible. A red "PLEASE NOTE" message states: "Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information." The "Work Experience" section contains a note: "If your resume is confidential, the name of your current employer (indicated by an end date of 'present') will not be visible to recruiters performing resume searches." Below the note are several form fields: "Employer Name", "City/Town", "State/Territory/Province", "Country" (set to US), "Formal Title", "Start Date" (July 2010), "End Date" (- SELECT - Present), and "Salary" (\$00,000 USD Per Year).

This screenshot shows the bottom portion of the USAJOBS Resume Builder 'Experience' step. The browser address bar is the same as in the previous screenshot. The form fields include "End Date" (- SELECT - Present), "Salary" (\$00,000 USD Per Year), "Average Hours per week" (input field), "May we contact your supervisor?" (radio buttons for Yes, No, Contact me first), and "Is this a Federal position?" (radio buttons for Yes, No). A large text area for "Duties, Accomplishments and Related Skills" is present, with a character count of 0 and a 3,000 character limit. A "Spell Check" button is visible. A "Save and Add Experience" button is prominently displayed. Below the button, instructions state: "To edit your work experience, click the employer name below, make your edits, and then click the 'Save and Update' button." A table lists the current employer information:

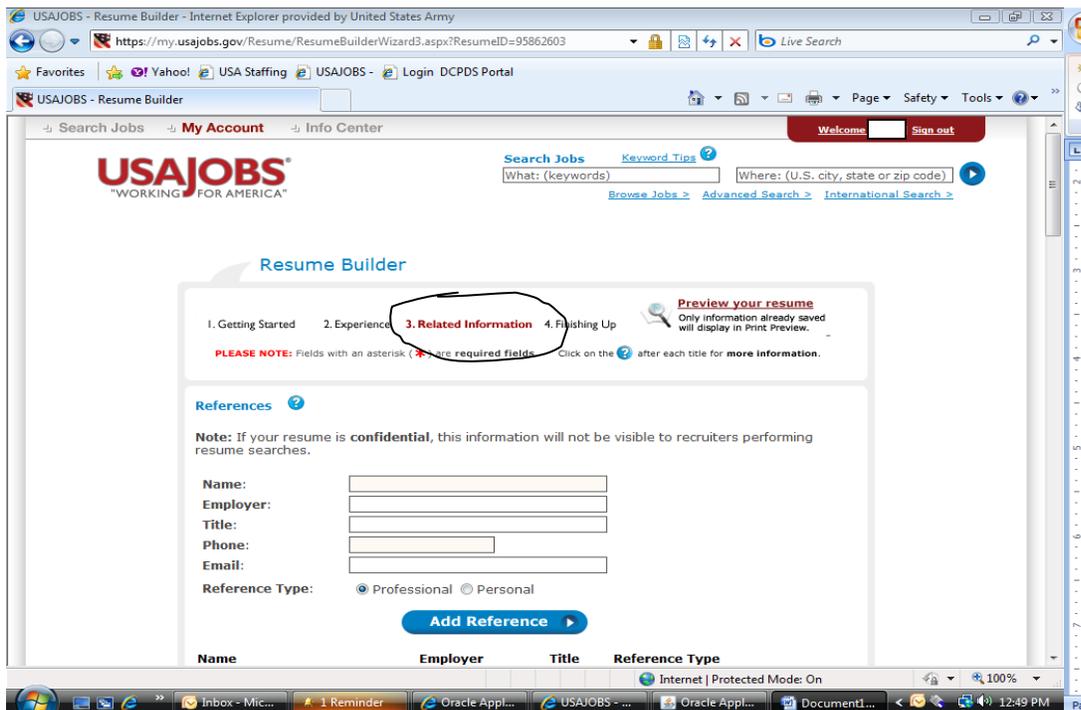
Employer Name	City, State	Job Title	Start Mo./Yr.	End Mo./Yr.
Dept of Army/National Guard Bureau	Iowa	Human Resources Specialist	5/1999	Present

At the bottom, a red warning icon and text state: "READ THIS - important notice before listing your Education! Only list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or other education that meet the provisions of the Office of Personnel Management's Operating Manual. Learn more!"





**Save & Continue** button then takes you to the **3. Related Information** screen in **Resume Builder**. **3. Related Information** screen is for listing on your resume references and additional information, ie. Languages, affiliations, professional publications, availability, work environment, location, spell check.



USAJOBS - Resume Builder - Internet Explorer provided by United States Army

https://my.usajobs.gov/Resume/ResumeBuilderWizard3.aspx?ResumeID=95862603

USAJOBS - Resume Builder

**Add Reference**

Name	Employer	Title	Reference Type
Kenneth Neideen			Personal

**Additional Language Skills**

Language:

Spoken:  None  Novice  Intermediate  Advanced

Written:  None  Novice  Intermediate  Advanced

Read:  None  Novice  Intermediate  Advanced

**Add Language**

**Affiliations**

Organization Name:

Affiliation/Role:

**Add Affiliation**

Curves	Workout Babe
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Internet | Protected Mode: On

USAJOBS - Resume Builder - Internet Explorer provided by United States Army

https://my.usajobs.gov/Resume/ResumeBuilderWizard3.aspx?ResumeID=95862603

USAJOBS - Resume Builder

Curves Workout Babe

**Professional Publications**

Enter any professional publications in the space provided

Martha Stewart Living

Problems with formatting when pasting from Word?

Character Count: 21 (5,000 character limit)

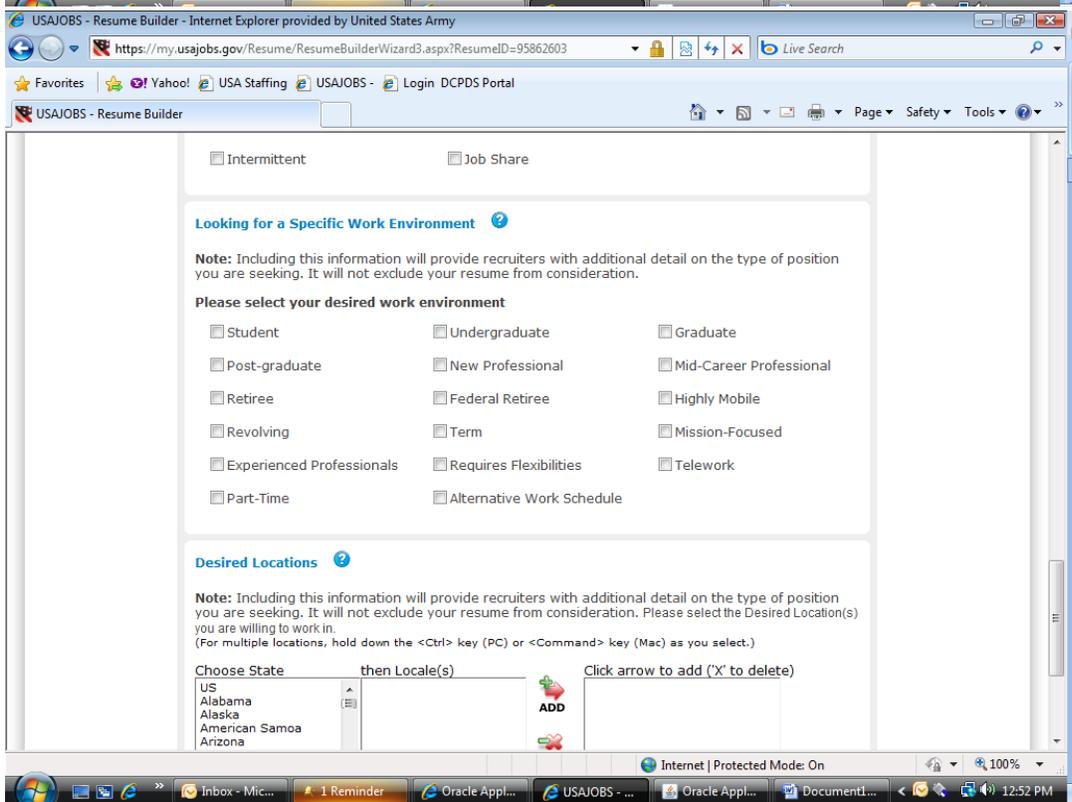
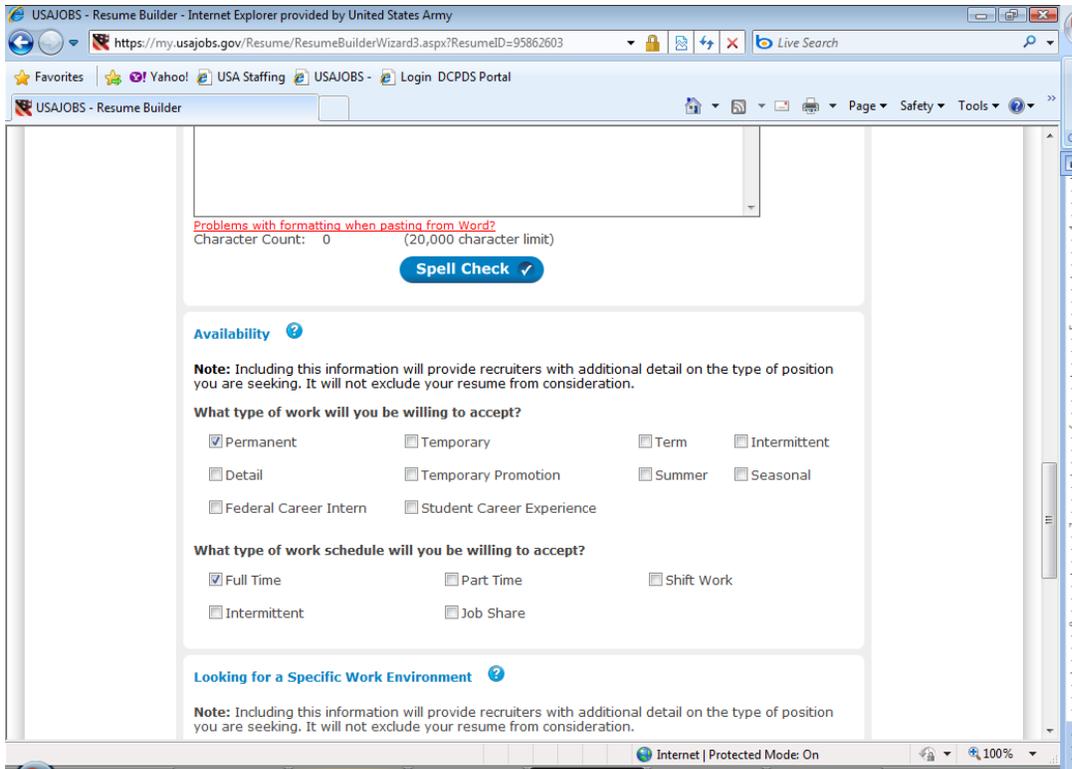
**Spell Check**

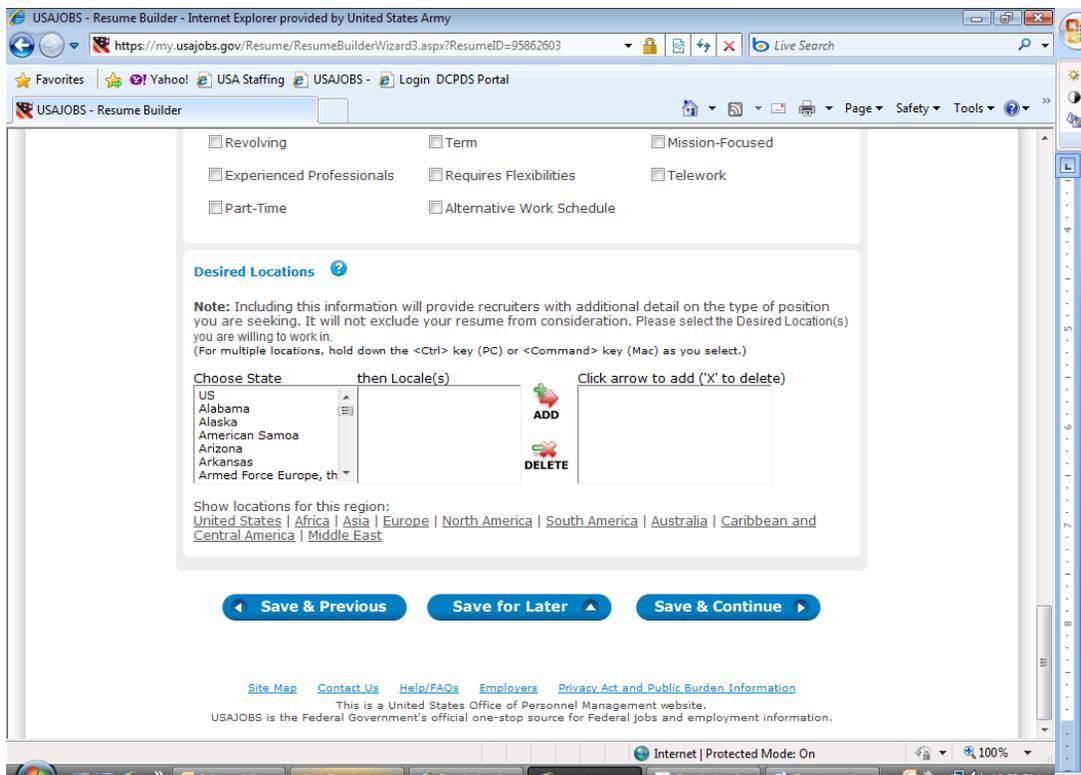
**Additional Information**

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

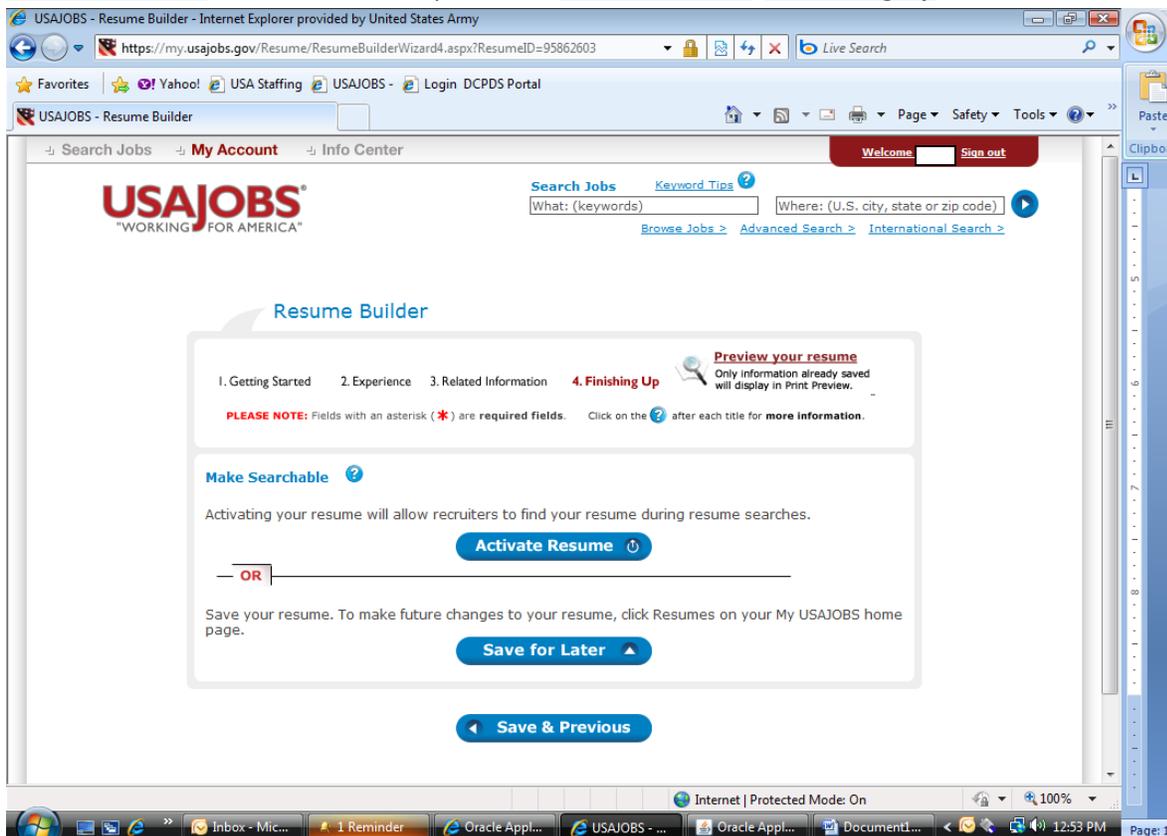
Need more space? [Expand this field.](#)

Internet | Protected Mode: On

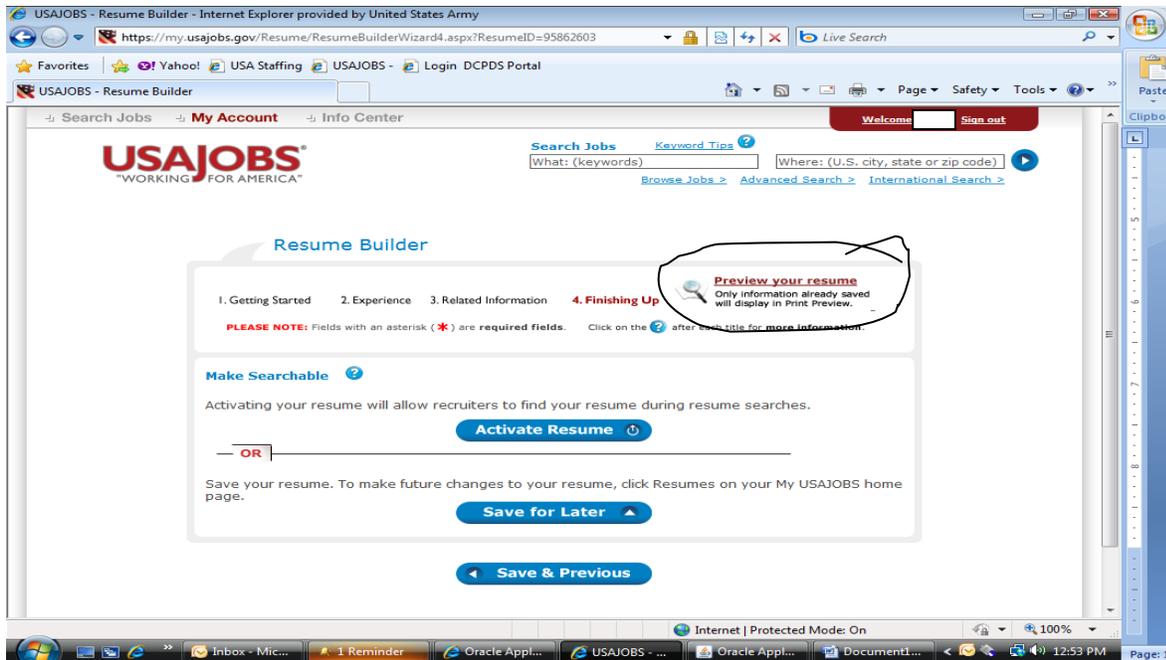




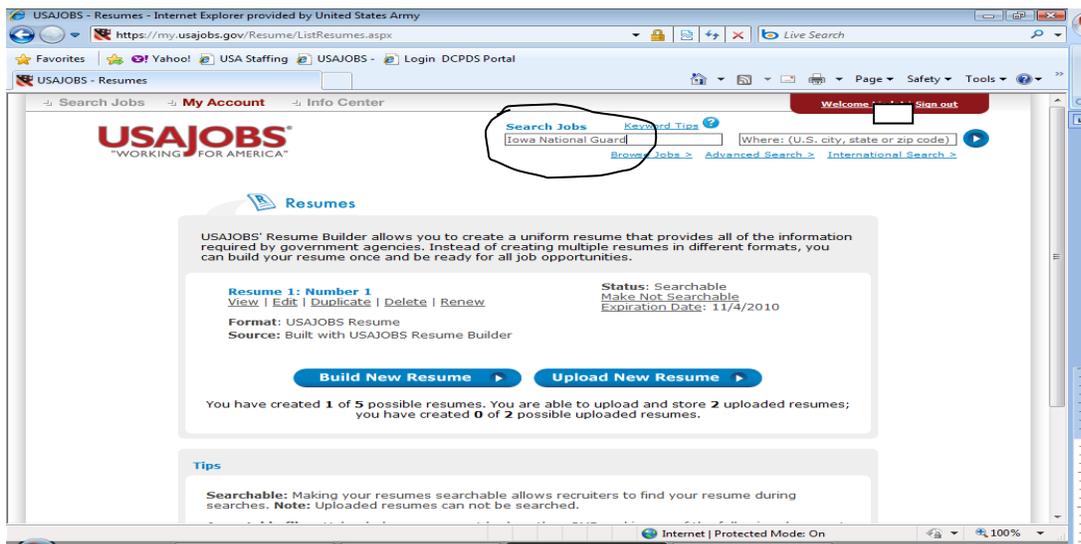
**Save & Continue** button then takes you to the **Resume Builder 4.Finishing Up** screen.

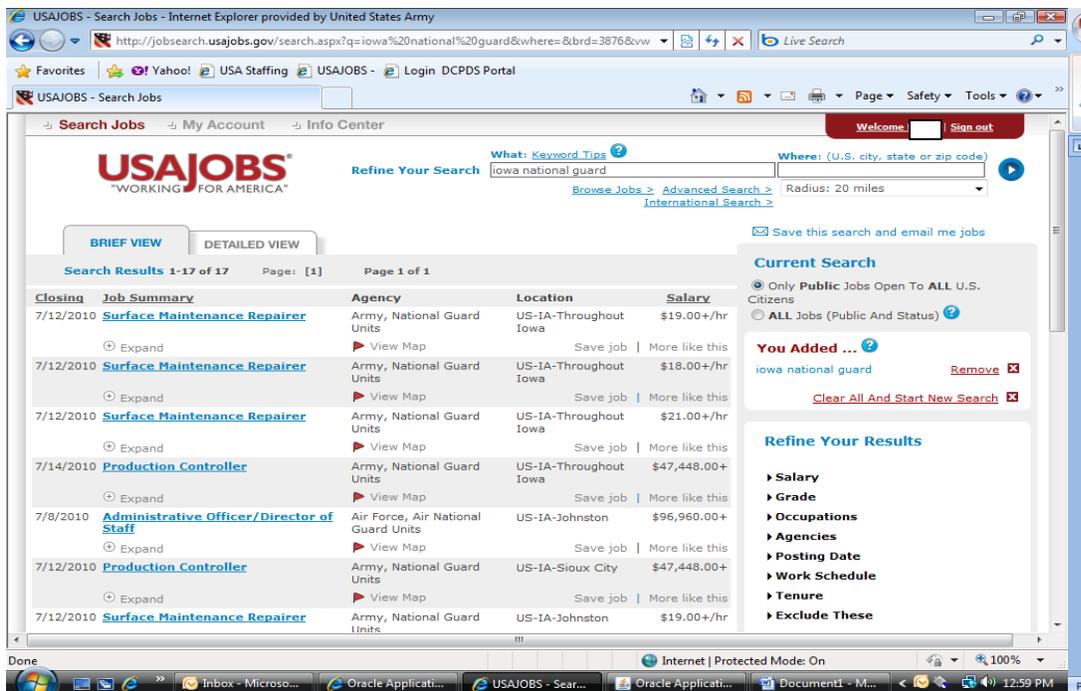


The **Preview your resume**, next to the magnifying glass, shows you what your resume will look like in USAStaffing. (x out at the top to get out of it. Will take you back to this “Getting Started” screen.) After you “x out” and you are back at the **4. Finishing Up** screen you can hit the **Activate Resume** button (which allows other agency staffers to pull up your resume) it takes you to the next screen.

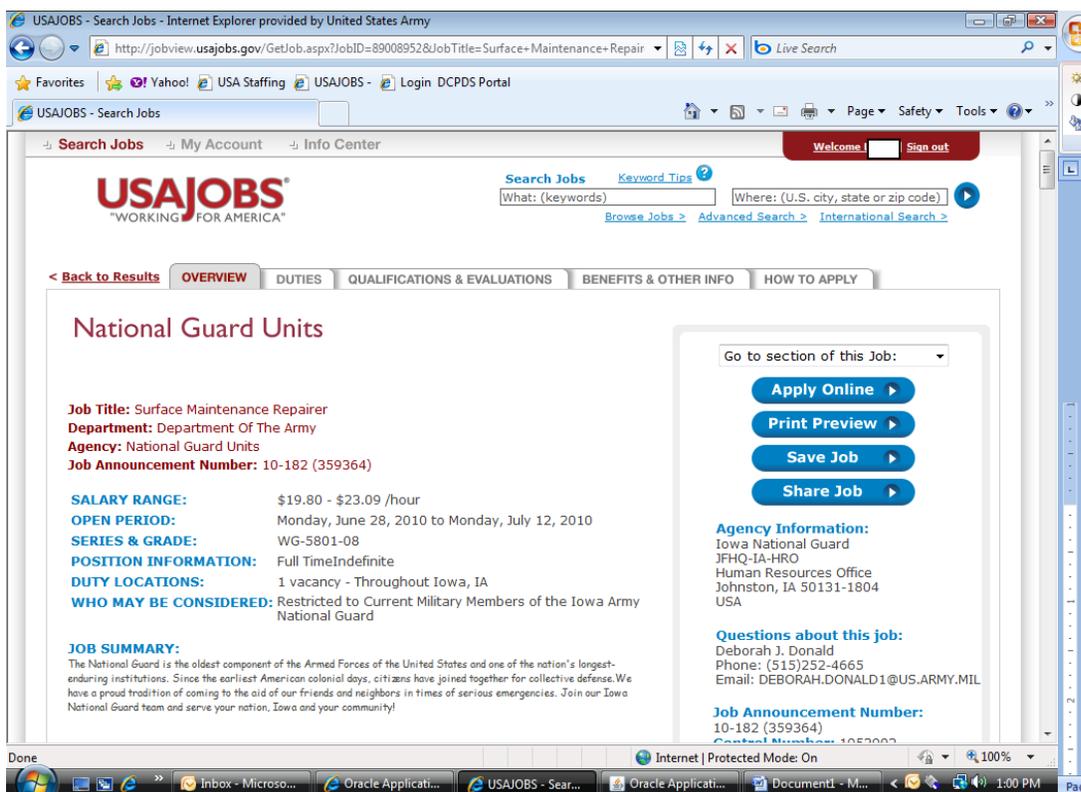


**NOW LET'S APPLY FOR A JOB.** When you are here (or at any point when you know your resume is complete) just go to **Search Jobs** at the top and type in “SC NATIONAL GUARD”, hit enter, and a list will come up of our currently announced positions.

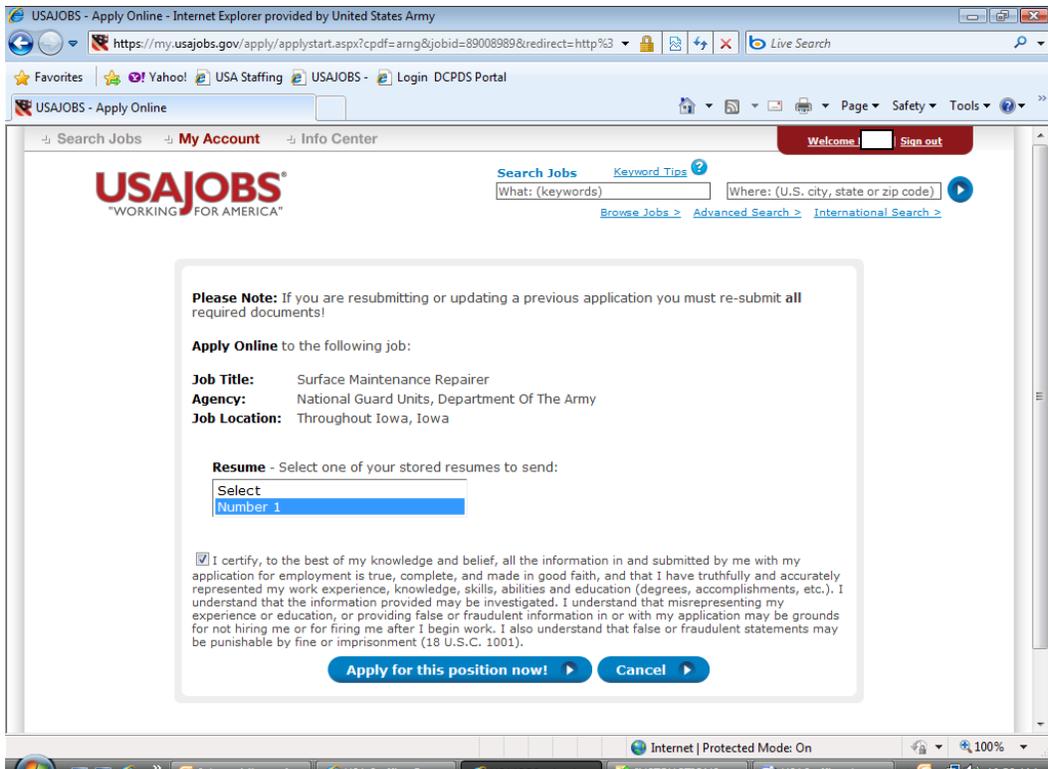




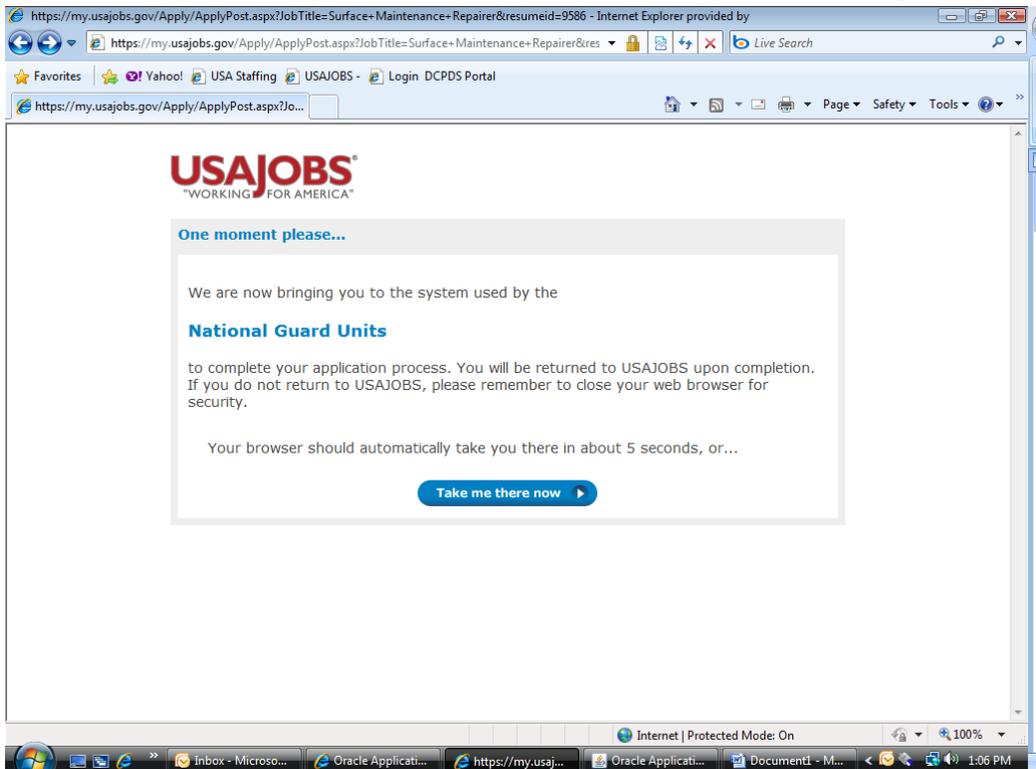
Select the job link you want.



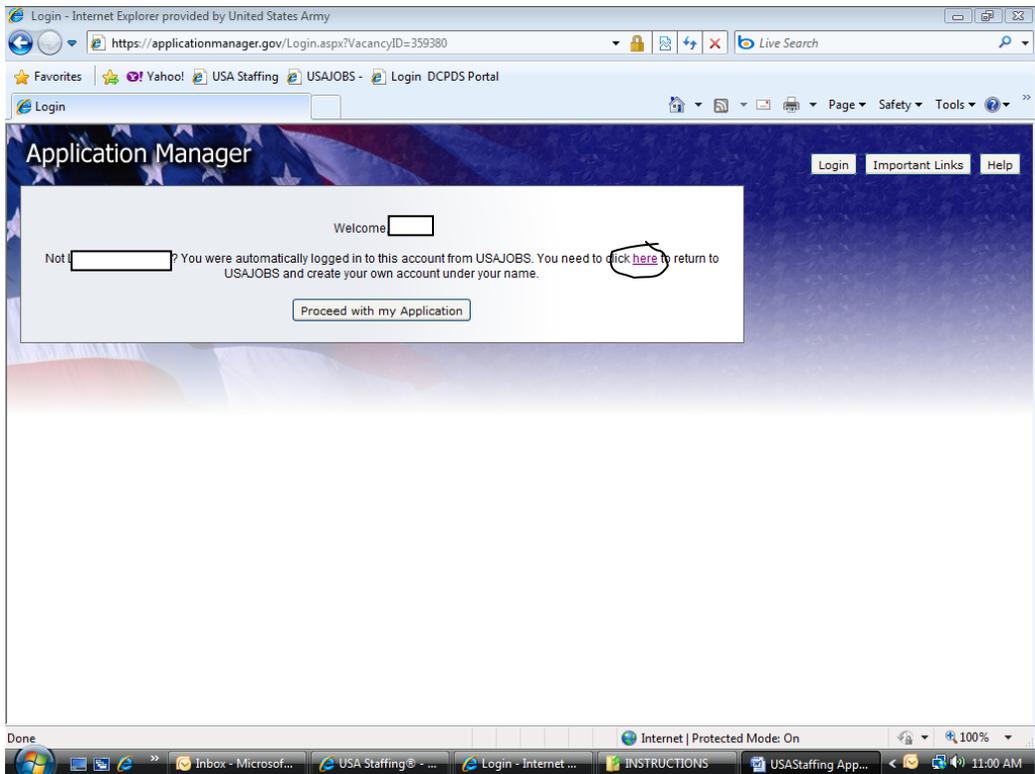
Go to the **Apply Online** button. The screen below comes up. Select the resume you want (here it is "Number 1"). **highlight it** and then **check the box for "I certify..."** and hit the **Apply for this position now!** button.



This screen appears briefly before it flips you over to the **Application Manager** screen.



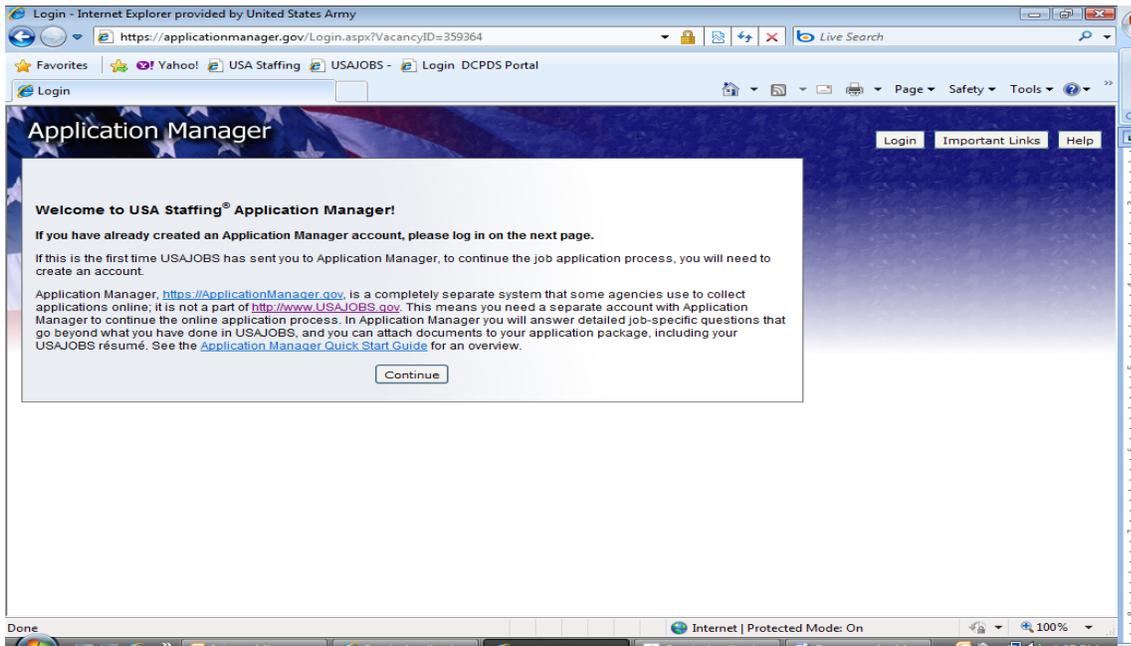
Here you are now in the **Application Manager** program specific to the job you want to apply for. **YOU HAVE TO GO HERE TO ACTUALLY APPLY FOR THE JOB!**



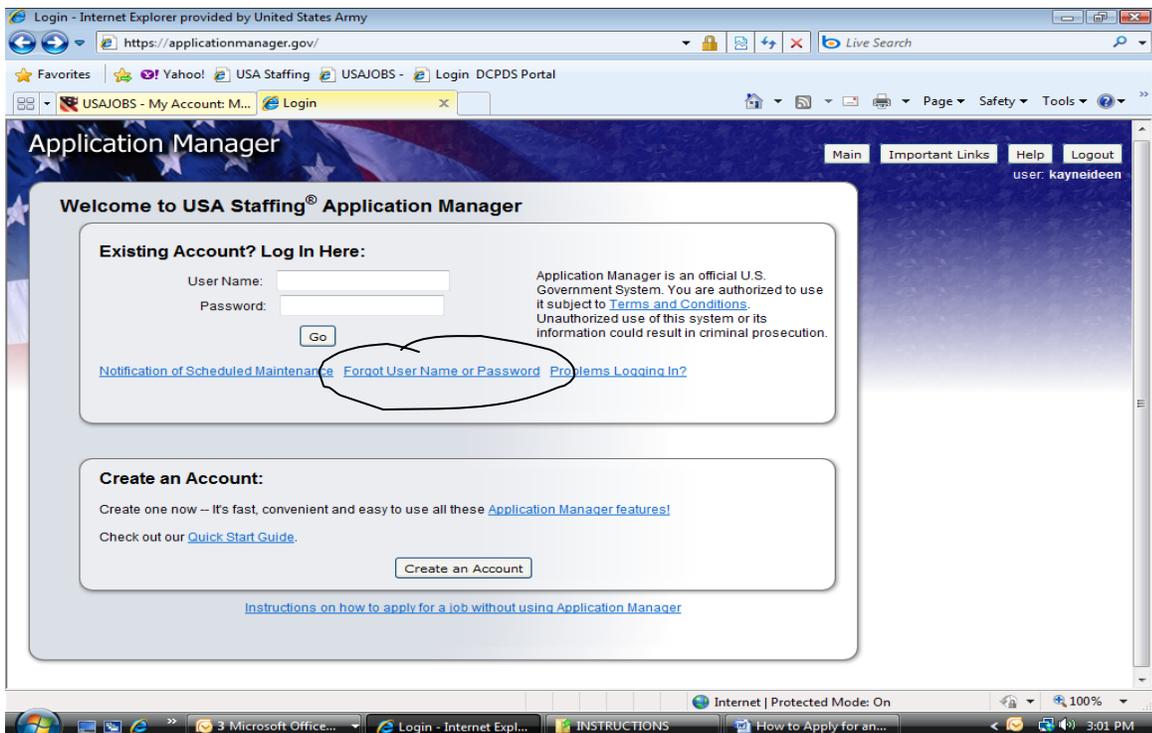
Definitely select the **Proceed with my Application** button here and it will take you directly into the **Application Manager** without having to log in with your Application Manager login/password. If for some reason, unless you are not using the name listed, or not ready to apply yet, then you can select **Here** and return to USAJOBS. **HOWEVER YOU WILL THEN HAVE TO LOG INTO APPLICATION MANAGER USING THE APPLICATION MANAGER LOGIN/PASSWORD TO CONTINUE TO USE THE “RESUME BUILDER” RESUME. WHICH IS THE SENARIO IN THE NEXT TWO SLIDES.**

**<https://ApplicationManager.gov>** is the program you must be in to complete the application process for any of SC National Guard announced positions, whether you use “Resume Builder” resumes or one typed up on your computer, as well as any additional documentation such as a transcript, that you want to upload for consideration. This is where you have to answer the questionnaire for each job and finally have to hit the **Submit My Answers** button to actually get your application/answers/resume/ documentation to flow to the SC HRO. This is also the program/location to look in for status of application later on.

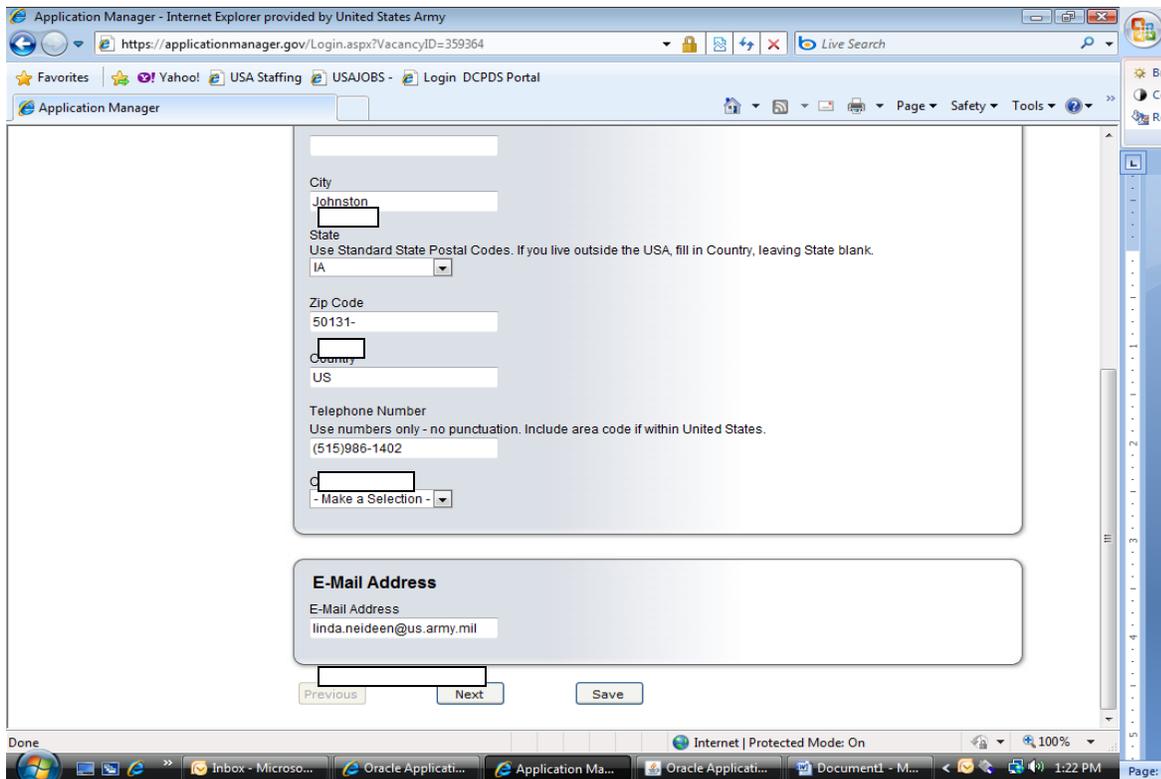
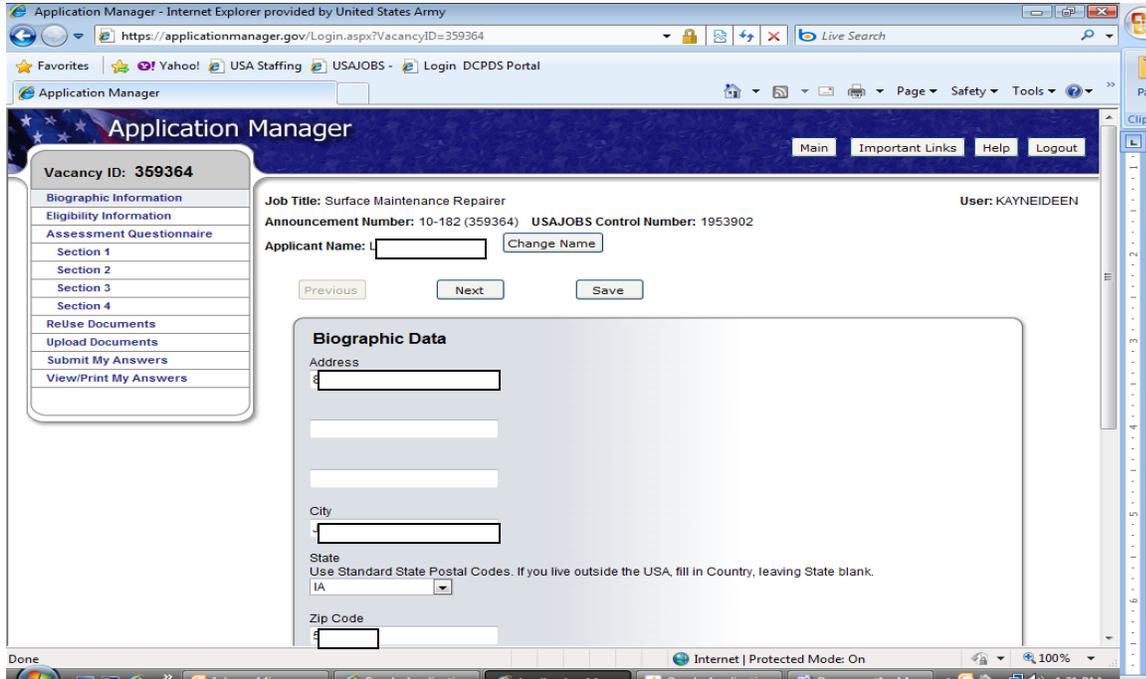
This is the screen that comes up when you go directly into: <https://ApplicationManager.gov>



**Create a new account to include the login and password and remember it!!** If at a later time you do not remember your password, you will have to go to **Forgot User Name or Password** to eventually get in.



Note how it takes you to the **Biographic Data** for that specific job **359380** (Remember this is because you pulled up the announcement and hit the **Apply Online** button.) Make sure the biographical information is accurate especially the **name, social security number and email address**. Notice the list of areas on the left where you can go directly to ensure the information is correct or input.



Application Manager - Internet Explorer provided by United States Army  
 https://applicationmanager.gov/Application.aspx?VacancyID=359364

Application Manager

**Vacancy ID: 359364**

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
  - Section 1
  - Section 2
  - Section 3
  - Section 4
- ReUse Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Surface Maintenance Repairer  
 Announcement Number: 10-182 (359364) USAJOBS Control Number: 1953902  
 Applicant Name:  [Change Name](#)  
 User: KAYNEIDEEN

Previous Next Save

**Lowest Grade**  
 Lowest Grade  
 08

**Occupational Specialties**  
 Occupational Specialties  
 Surface Maintenance Repairer

**Geographic Availability**  
 Geographic Availability  
 Fort Dodge, IA, USA

Previous Next Save

Done Internet | Protected Mode: On 100% 1:23 PM

Application Manager - Internet Explorer provided by United States Army  
 https://applicationmanager.gov/Application.aspx?VacancyID=359364

Application Manager

**Vacancy ID: 359364**

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
  - Section 1
  - Section 2
  - Section 3
  - Section 4
- ReUse Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Main Important Links Help Logout

Job Title: Surface Maintenance Repairer  
 Announcement Number: 10-182 (359364) USAJOBS Control Number: 1953902  
 Applicant Name:  [Change Name](#)  
 User: KAYNEIDEEN

Previous Next Save

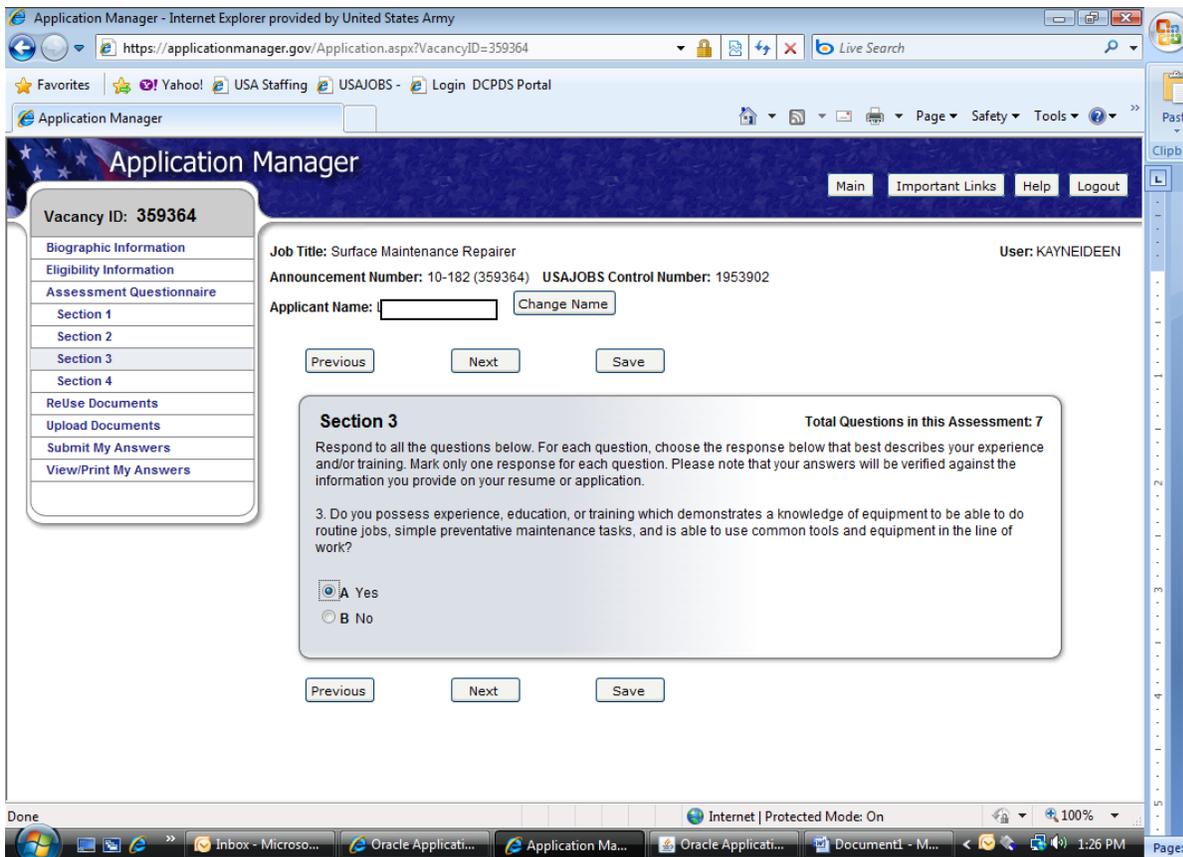
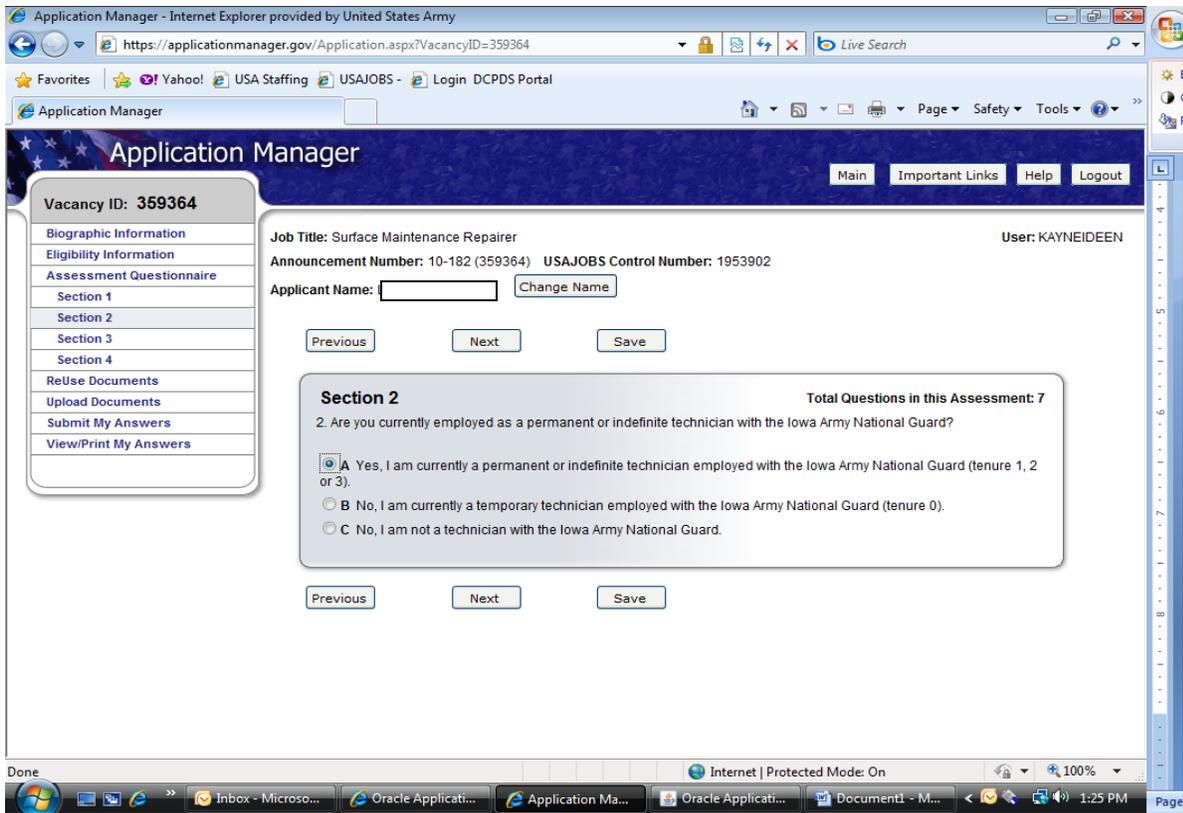
**Section 1** Total Questions in this Assessment: 7  
 Read the options below carefully and choose the one that best applies.

1. This position is restricted to current members of the Iowa Army National Guard. Do you meet this restriction?

A Yes, I am currently a member with the Iowa Army National Guard.  
 B No, I am not currently a member of the Iowa Army National Guard.

Previous Next Save

Done Internet | Protected Mode: On 100% 1:24 PM



Application Manager - Internet Explorer provided by United States Army

https://applicationmanager.gov/Application.aspx?VacancyID=359364

Application Manager

Vacancy ID: 359364

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
- Section 1
- Section 2
- Section 3
- Section 4
- ReUse Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Surface Maintenance Repairer      User: KAYNEIDEEN

Announcement Number: 10-182 (359364)      USAJOBS Control Number: 1953902

Applicant Name:       [Change Name](#)

[Previous](#)      [Next](#)      [Save](#)

**Section 4**      **Total Questions in this Assessment: 7**

For each of the following tasks, choose the statement from below that best describes your experience as listed above. Please note that your answers will be verified against the information you provide in your resume or application.

4. Experience leading to a thorough knowledge in a variety of complex automotive maintenance procedures.

- A I know little or nothing about this
- B I have had study or training in this.
- C I have used my knowledge or ability, but I have been closely supervised.
- D I have used my knowledge or ability on my own, under normal supervision.
- E I am consulted by other journeypersons in difficult situations, or I am called on to do unusually difficult jobs.

5. Experience which would demonstrate the incumbent's versatility to use a wide variety of test and measuring instruments in identifying the need for repair and adjustment or in checking the tolerance and fit specifications of repaired components and assemblies (i.e., engine and exhaust)

- A I know little or nothing about this
- B I have had study or training in this.

Done

Internet | Protected Mode: On

1:26 PM

Application Manager - Internet Explorer provided by United States Army

https://applicationmanager.gov/Application.aspx?VacancyID=359364

Application Manager

A I know little or nothing about this

B I have had study or training in this.

C I have used my knowledge or ability, but I have been closely supervised.

D I have used my knowledge or ability on my own, under normal supervision.

E I am consulted by other journeypersons in difficult situations, or I am called on to do unusually difficult jobs.

6. Experience which would enable the incumbent to operate assigned vehicles and equipment supported by the organization or civilian employment requiring operation of vehicles and equipment with similar characteristics and be able to identify causes of automotive problems of a complex nature.

- A I know little or nothing about this
- B I have had study or training in this.
- C I have used my knowledge or ability, but I have been closely supervised.
- D I have used my knowledge or ability on my own, under normal supervision.
- E I am consulted by other journeypersons in difficult situations, or I am called on to do unusually difficult jobs.

7. Experience gained in administrative, supply or related field, which required the use of a system of checks and balances to insure proper administration or accountability.

- A I know little or nothing about this
- B I have had study or training in this.
- C I have used my knowledge or ability, but I have been closely supervised.
- D I have used my knowledge or ability on my own, under normal supervision.
- E I am consulted by other journeypersons in difficult situations, or I am called on to do unusually difficult jobs.

[Question](#)

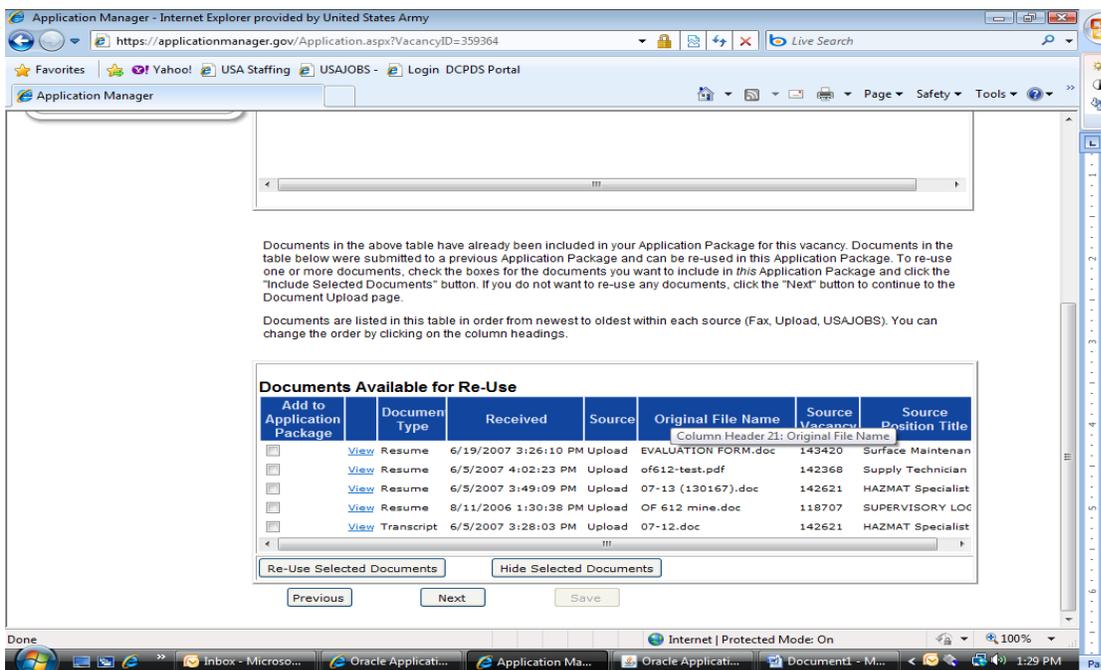
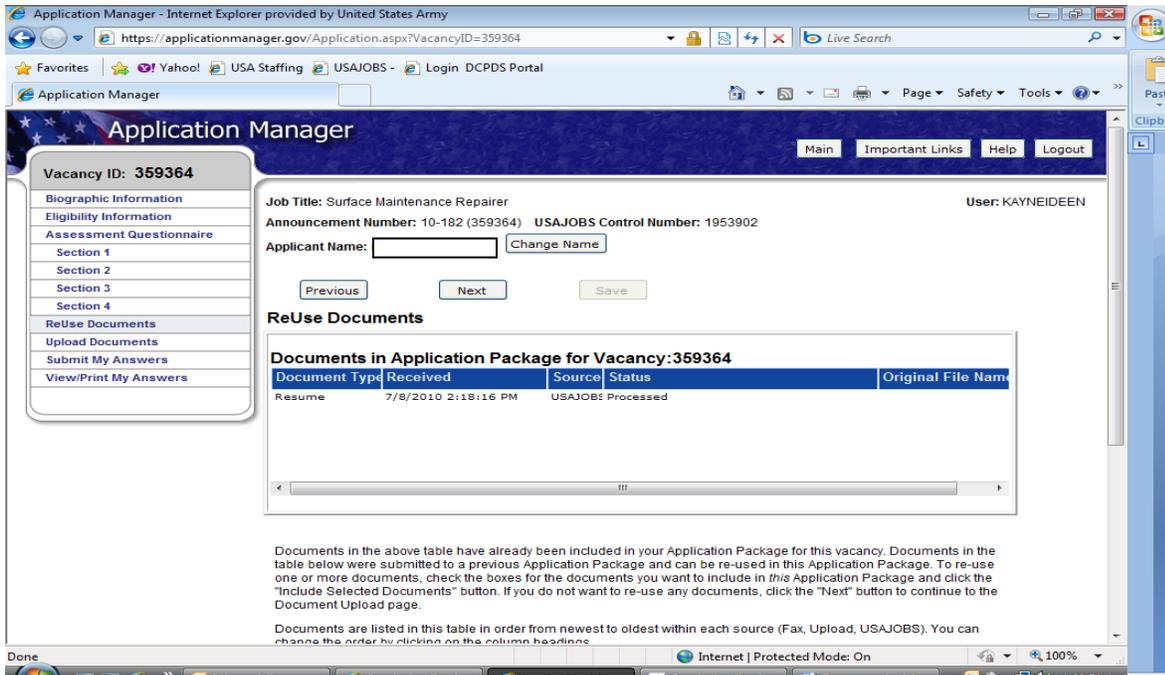
[Previous](#)      [Next](#)      [Save](#)

Done

Internet | Protected Mode: On

1:27 PM

Once you finished answering the last question and hit **Next** it takes you to the **Documents in Application Package for Vacancy:#####** This is telling you what document(s) you are submitting with the questionnaire, along with a list of other “Resume Builder” resumes and history of their use at the bottom of the screen. In this case it is the “Resume Builder” resume and there are not additional documents with it. (i.e. transcript, other self-typed resume, etc.) Hit the **Next** button here to proceed.



## AT THIS POINT YOU STILL HAVE NOT APPLIED FOR THE JOB.

THIS SCREEN IS WHERE YOU CAN UPLOAD ADDITIONAL RESUMES OR DOCUMENTS. IF you have come to the Application Manager directly to apply for the JOB (and are not using a “Resume Builder” resume) here is where you Browse for your self-typed resume and additional documentation and attach what documents on your computer you want to Upload to go along with the questionnaire! Note where it lists the “Resume Builder” resume (source=USAJOBS); that is the resume that will be submitted if you do not want to upload additional documentation, then select the NEXT button instead.

Application Manager - Internet Explorer provided by United States Army

https://applicationmanager.gov/Application.aspx?VacancyID=359364

Application Manager

Vacancy ID: 359364

Biographic Information  
Eligibility Information  
Assessment Questionnaire  
Section 1  
Section 2  
Section 3  
Section 4  
ReUse Documents  
Upload Documents  
Submit My Answers  
View/Print My Answers

Job Title: Surface Maintenance Repairer  
Announcement Number: 10-182 (359364) USAJOBS Control Number: 1953902  
Applicant Name: [ ] Change Name  
User: KAYNEIDEEN

Previous Next Save

**Upload Documents**

1. Select Document Type: [ - Select a Document Type - ]  
2. Click "Browse" to locate a file and click "Open" to attach it. [ Browse... ]  
3. Click "Upload": [ Upload ]

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.  
Faxed Documents may take 2-3 days to appear as *Processed*.

**Documents On File**

Document Type	Received	Source	Status	Original File Name
Resume	7/8/2010 2:18:16 PM	USAJOBS	Processed	

Application Manager - Internet Explorer provided by United States Army

https://applicationmanager.gov/Application.aspx?VacancyID=359364

Application Manager

Faxed Documents may take 2-3 days to appear as *Processed*.

**Documents On File**

Document Type	Received	Source	Status	Original File Name
Resume	7/8/2010 2:18:16 PM	USAJOBS	Processed	

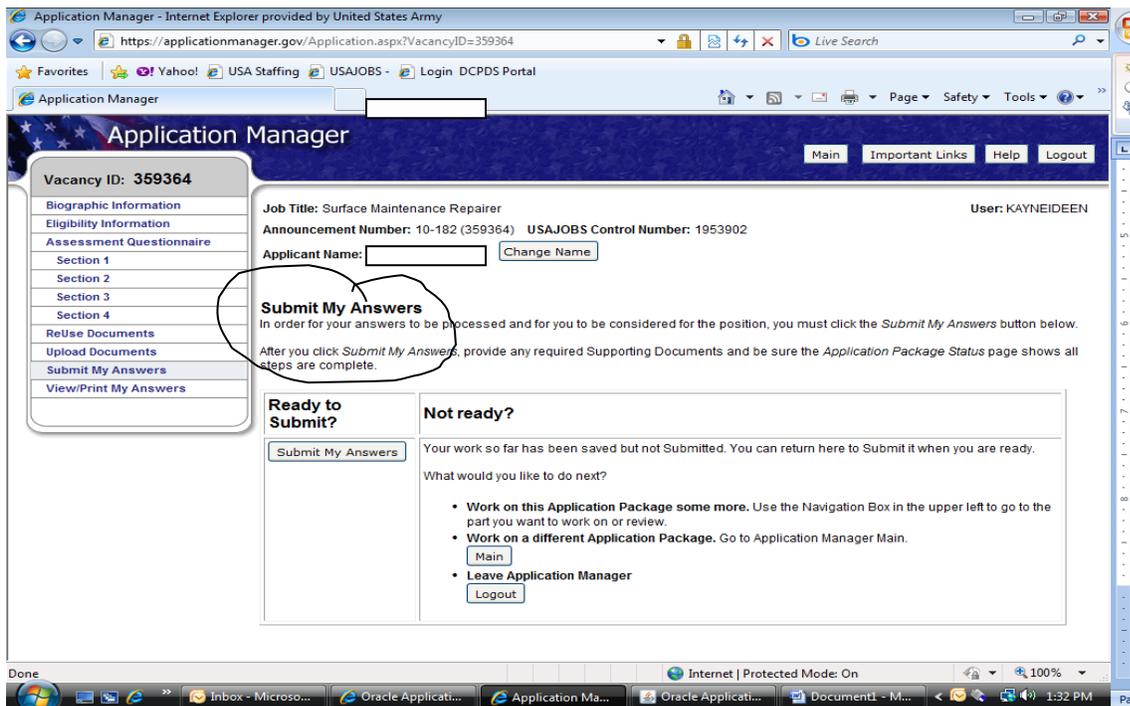
**Understanding This Table:**  
Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USJAQBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

**Document Upload and Faxing Tips:**

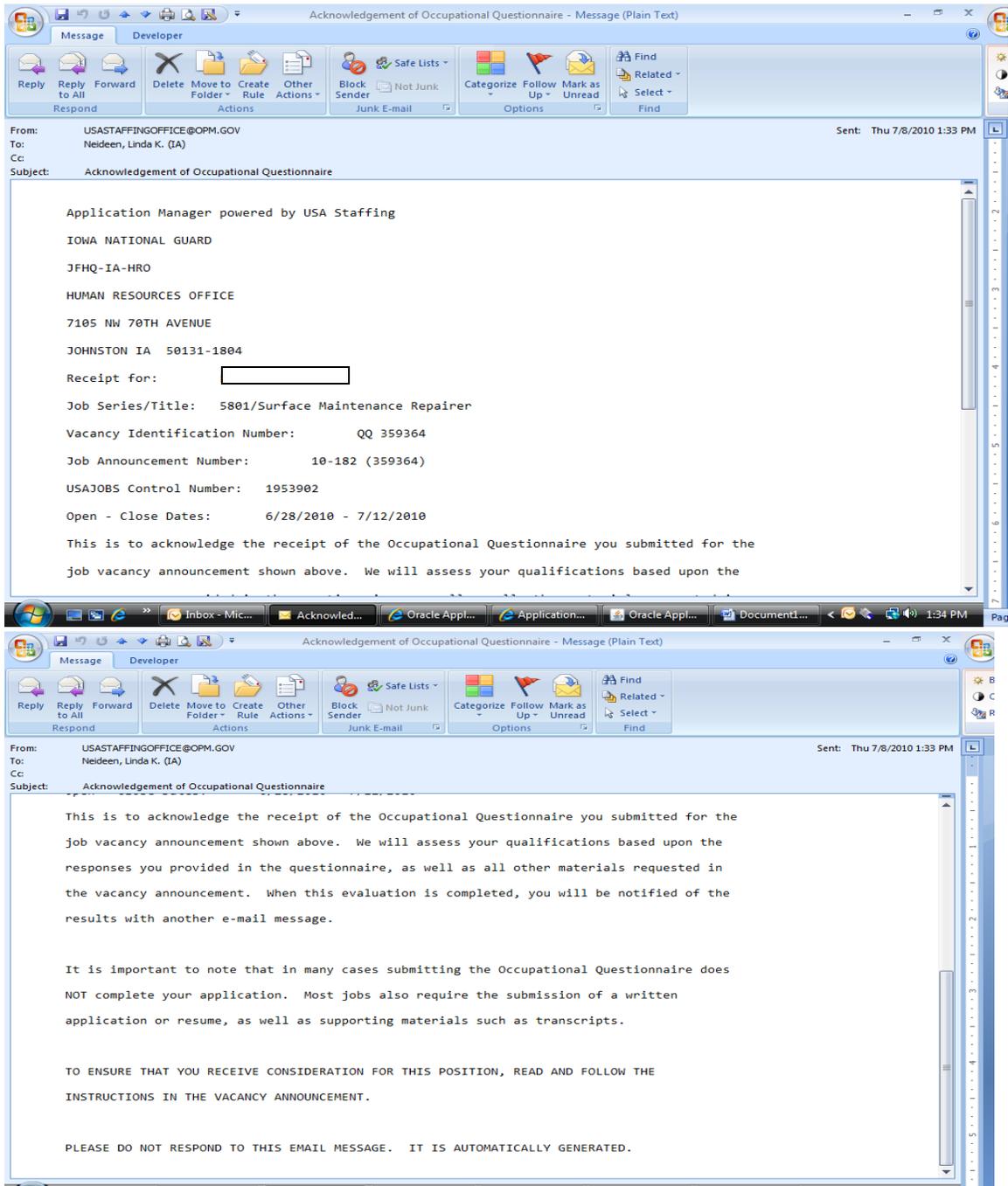
- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document Uploading and Faxing, click [Help](#). Then, if you need a Fax Cover Page, [click here](#).

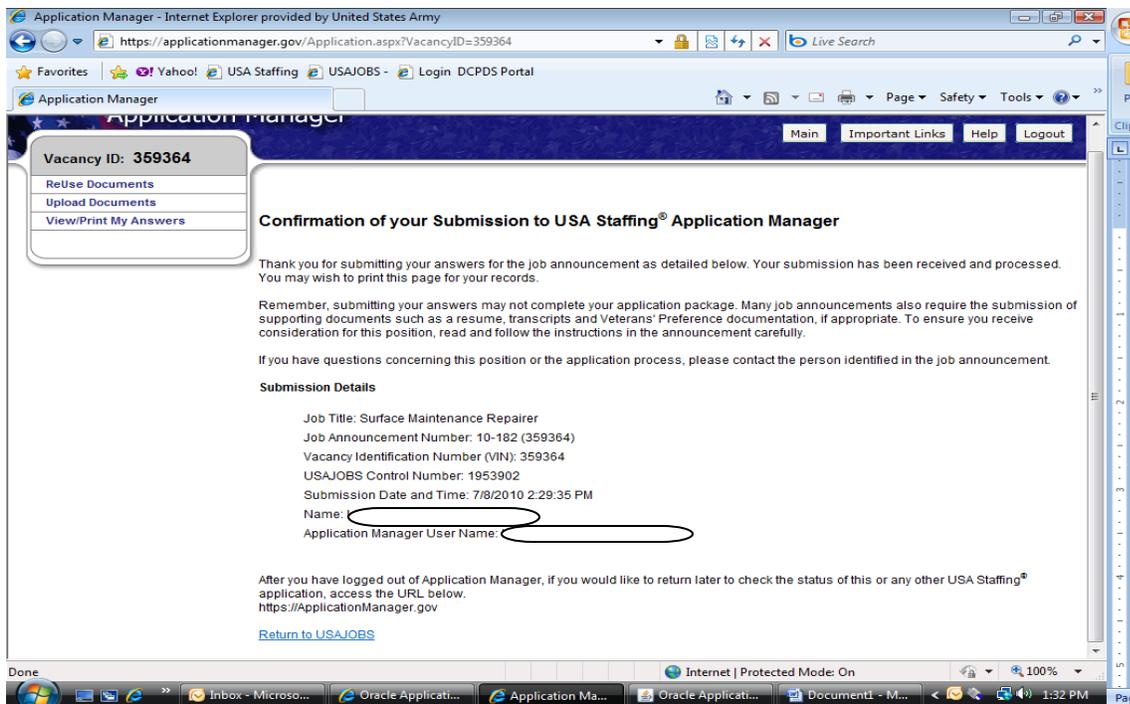
Previous Next Save

HERE IS THE SCREEN WHERE AN APPLICANT MUST SELECT THE **Submit My Answers** BUTTON TO ACTUALLY GET AN APPLICATION/QUESTIONNAIR/ RESUME TO FLOW TO THE HRO. (Note the “Not Ready?” message if you want to leave and come back later.) **IF YOU SELECT THE MAIN OR LOGOUT BUTTON, YOU HAVE NOT APPLIED FOR THE JOB!**



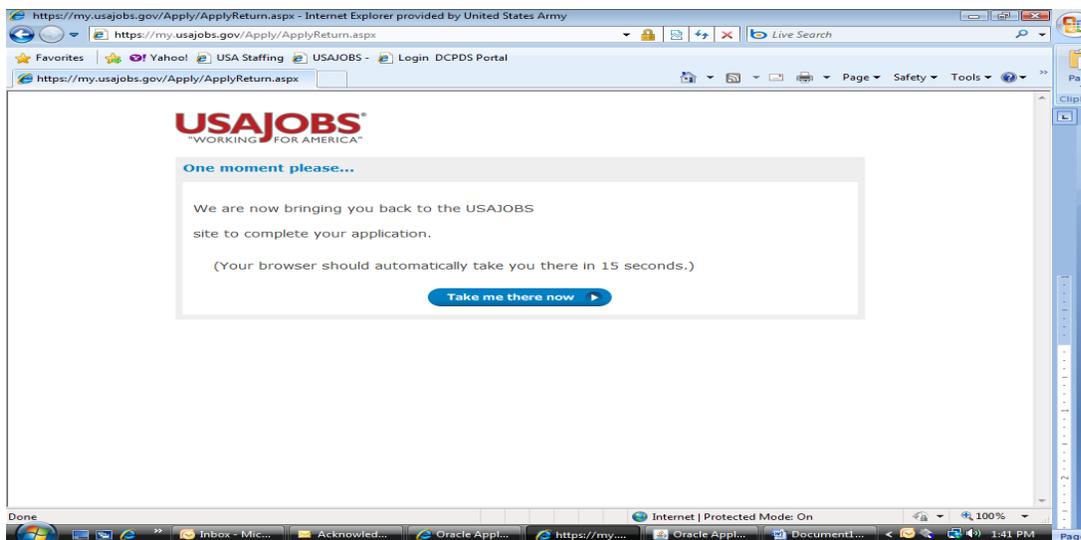
At this point, after “Submit My Answers”, the next Application Manager screen confirms the submission. AND AN EMAIL WILL GO TO THE APPLICANT WHICH “ACKNOWLEDGES” RECEIPT OF THE APPLICATION. Here is a copy of the “acknowledgement” email that will come to the email address that’s in the biographical section.



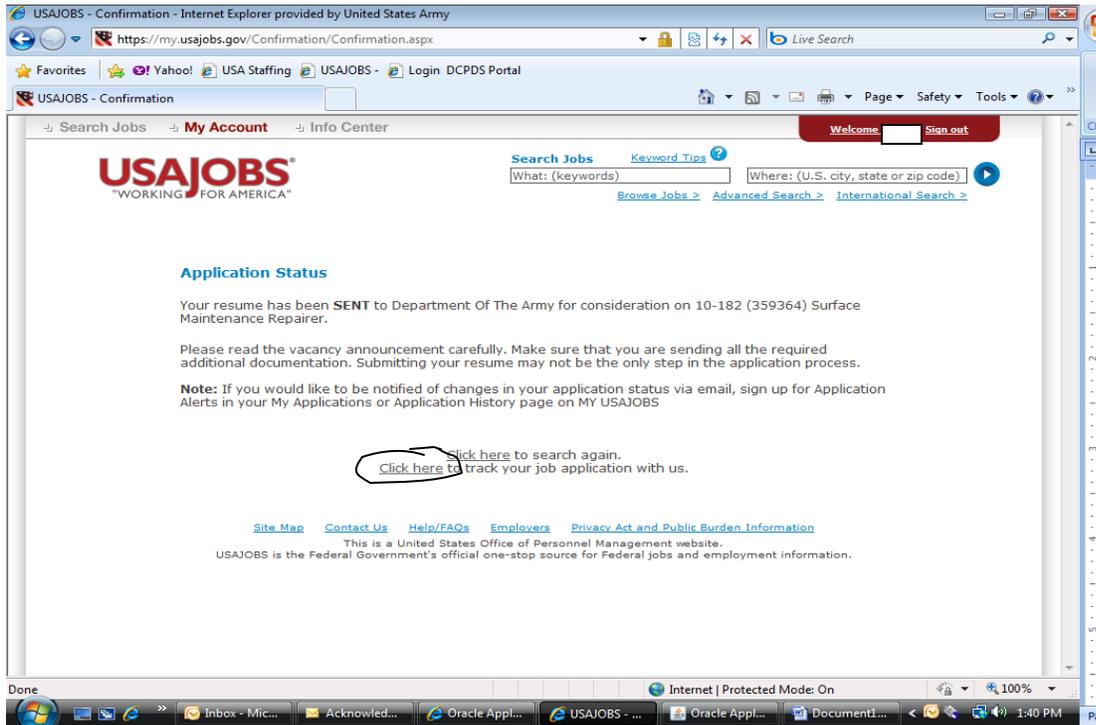


When this **confirmation** screen appears, select **Return to USAJobs** and you will go to an **Application Status** screen and it should confirm that the resume has gone to the ##### job announcement. **HERE YOU SHOULD BE CONFIDENT THAT THE JOB APPLICATION/RESUME/QUESTIONNAIRE HAS COME THROUGH TO THE HRO.**

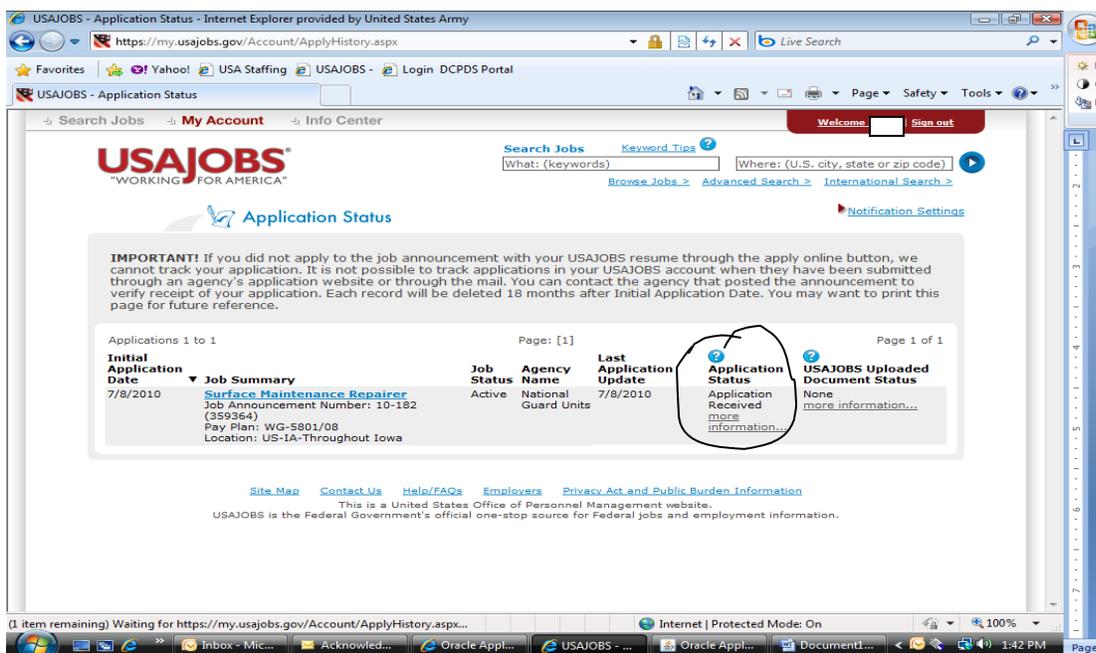
When you go back to USAJOBS, this screen briefly appears. You are being taken out of Application Manager and going back to USAJOBS.



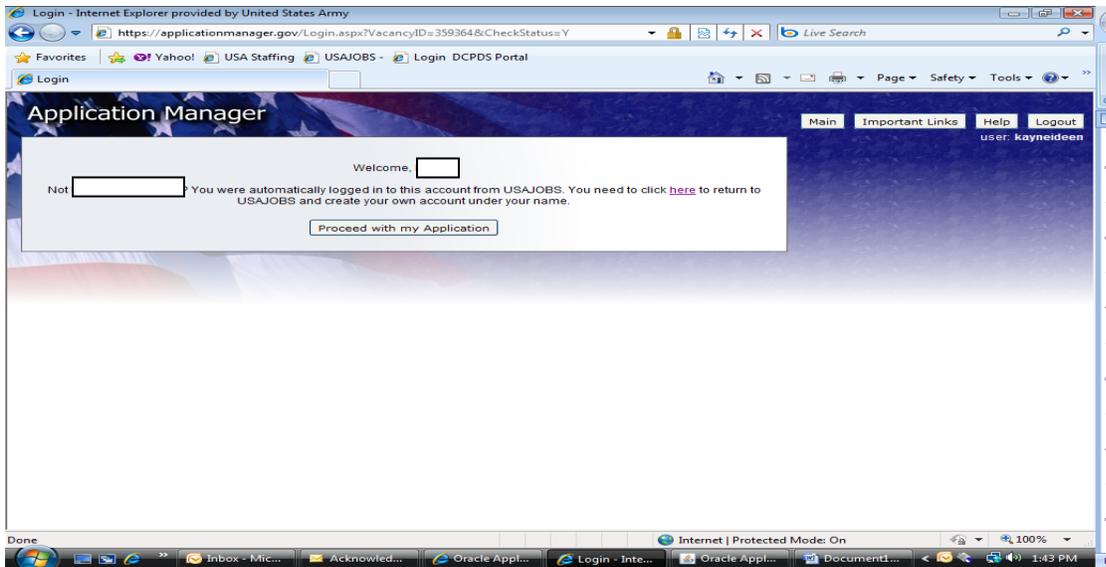
Here is the **Application Status** screen. AGAIN – THE JOB HAS BEEN APPLIED FOR!



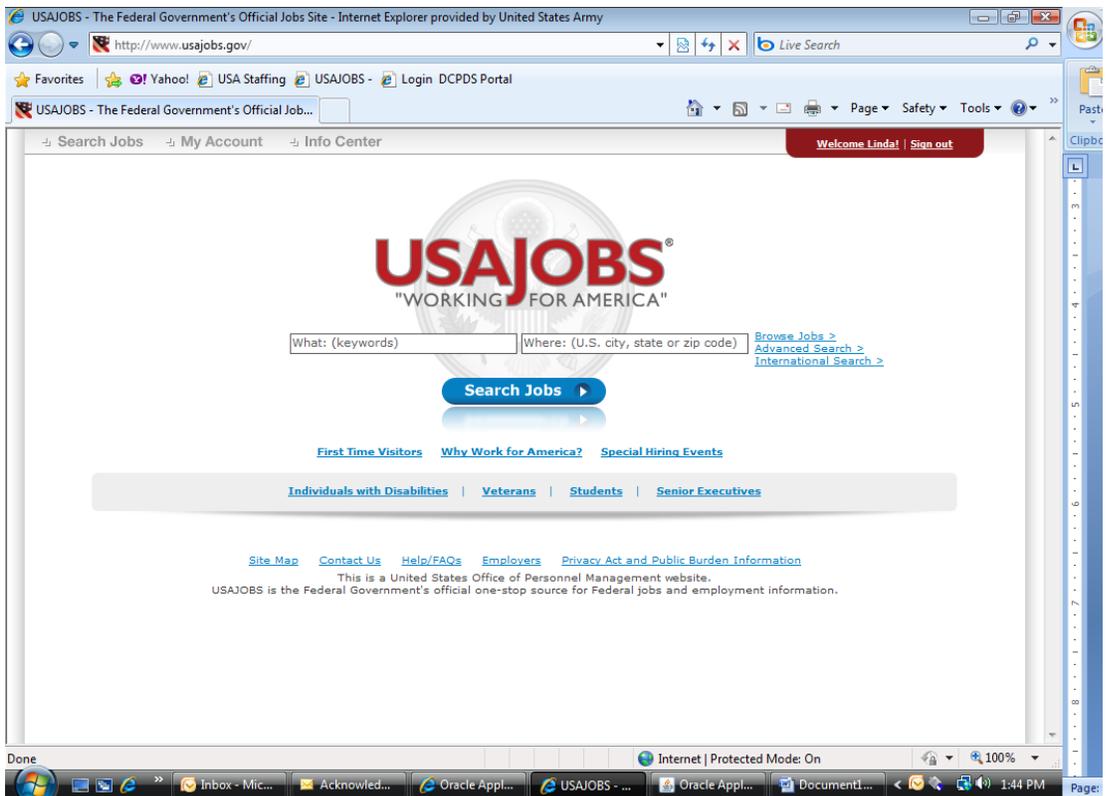
If you go to the **Click here to track your job application with us** link, it takes you to the second **Application Status** screen that list the jobs applied for.

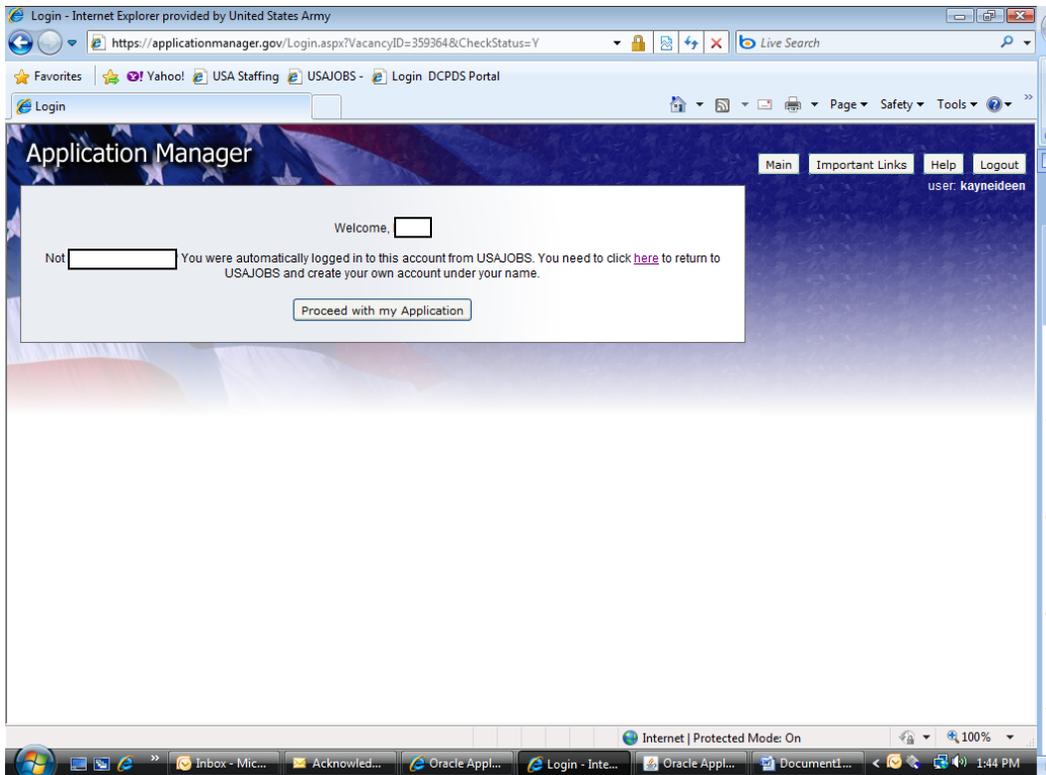


If you go to the **Application Received more information**, you go back into **Application Manager Welcome** screen.

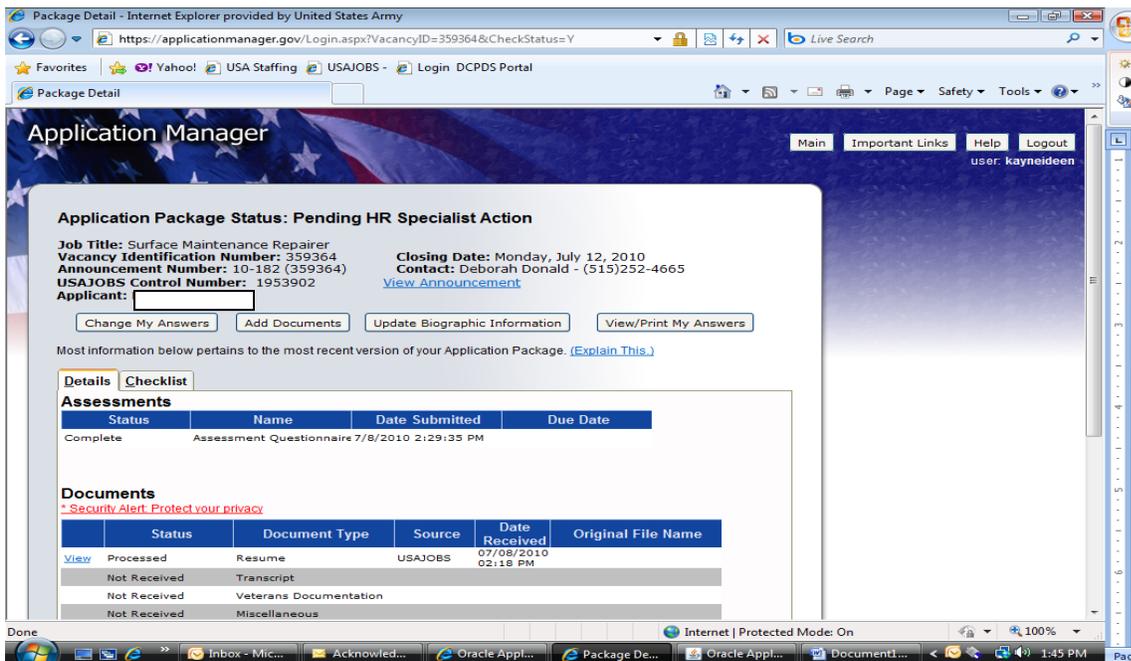


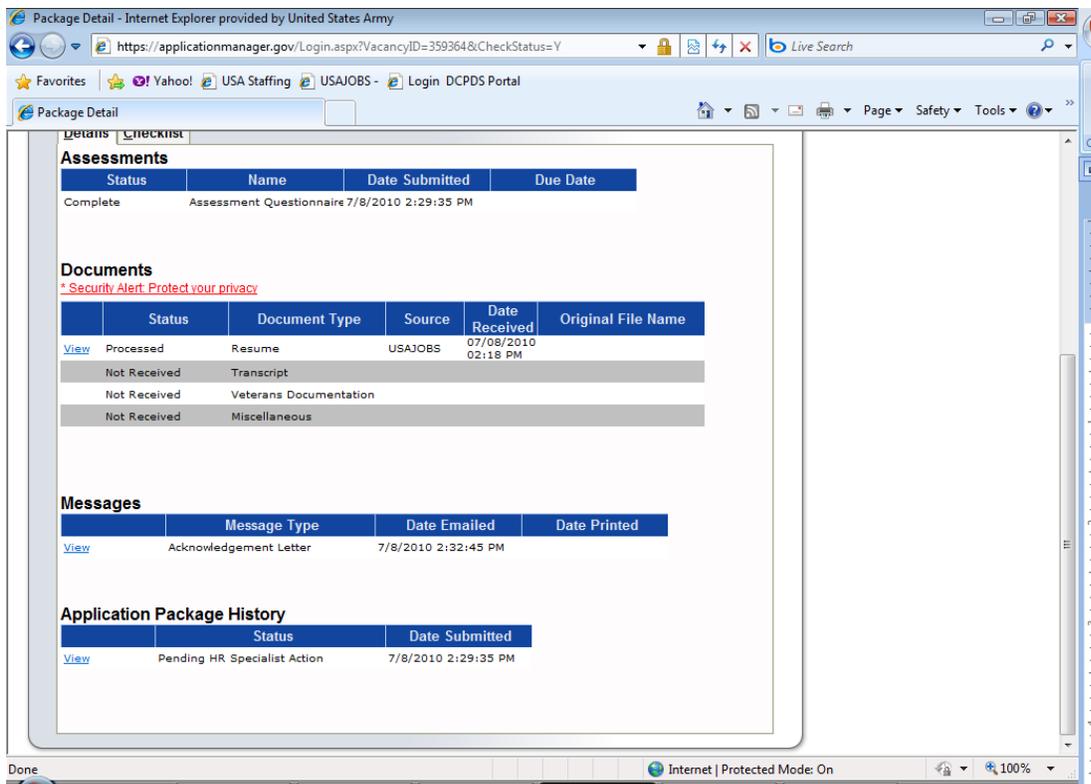
**Click Here** takes you back to USAJOBS. (Remember **Proceed with my Application** takes you back into the **Application Manager** program.)



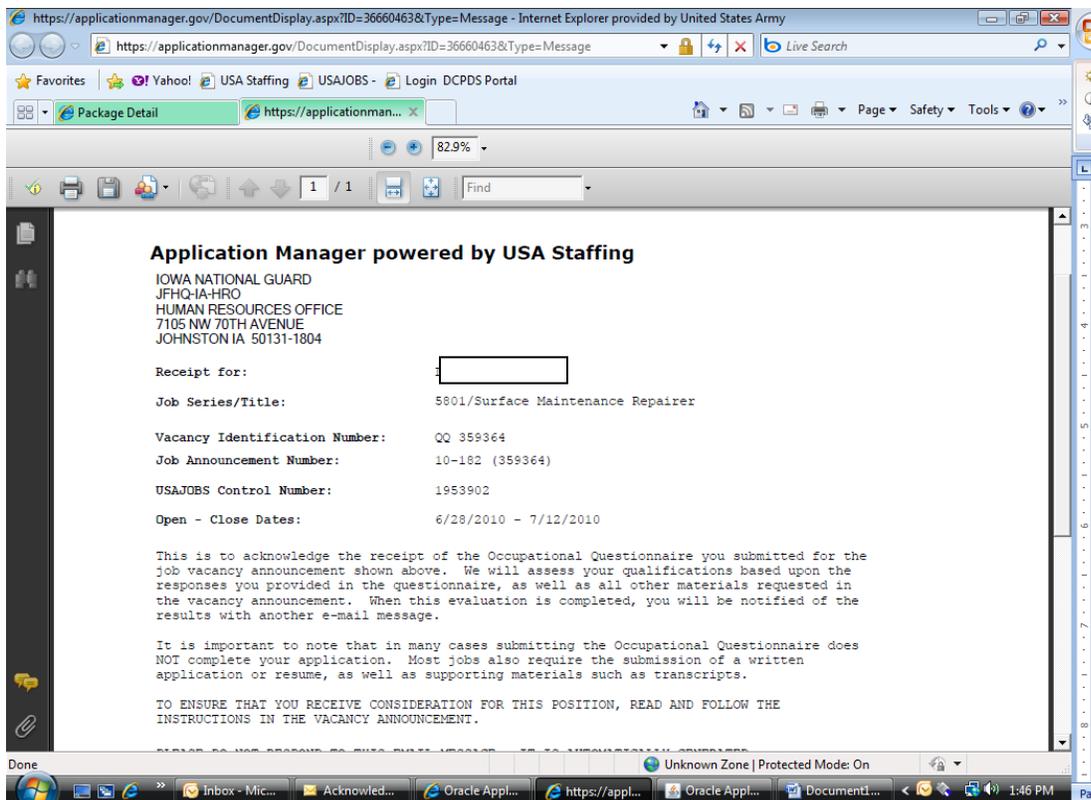


**Proceed with my Application** takes you here to the **Details** tab. Note: while the job is still open, you can go to **Change My Answers**, **Add Documents**, **Update Biographic Information**, and **View/Print My Answers**.





Under **Messages** section, this is the **Acknowledgement Letter**.



Under the **Application Package History** you find the complete answers to the application.

**Application Manager Questionnaire Answers**  
 This report shows the answers you provided for the Vacancy Identification Number shown below as of 7/8/2010 2:44:04 PM.  
 This Application Package Status: Pending HR Specialist Action

**Vacancy Identification Number** 359364  
**Announcement Number** 10-182 (359364)  
**USAJOBS Control Number** 1953902  
**Title of Job** Surface Maintenance Repairer  
**Biographic Data** [Redacted]  
**E-Mail Address** linda.neideen@us.army.mil  
**Lowest Grade** 08  
**Occupational Specialties** Surface Maintenance Repairer  
**Geographic Availability** Fort Dodge, IA USA  
**Assessment Questionnaire**  
 1. This position is restricted to current members of the Iowa Army National Guard. Do you meet this restriction?  
 A. Yes, I am currently a member with the Iowa Army National Guard.

Under the **Checklist** tab you see what you sent

**Application Manager**  
 Main Important Links Help Logout  
 user: kayneideen

**Application Package Status: Complete**  
**Job Title:** Surface Maintenance Repairer  
**Vacancy Identification Number:** 359380  
**Announcement Number:** 10-183 (359380)  
**USAJOBS Control Number:** 1953905  
**Applicant:** [Redacted]  
**Closing Date:** Monday, July 12, 2010  
**Contact:** Deborah Donald - (515)252-4665

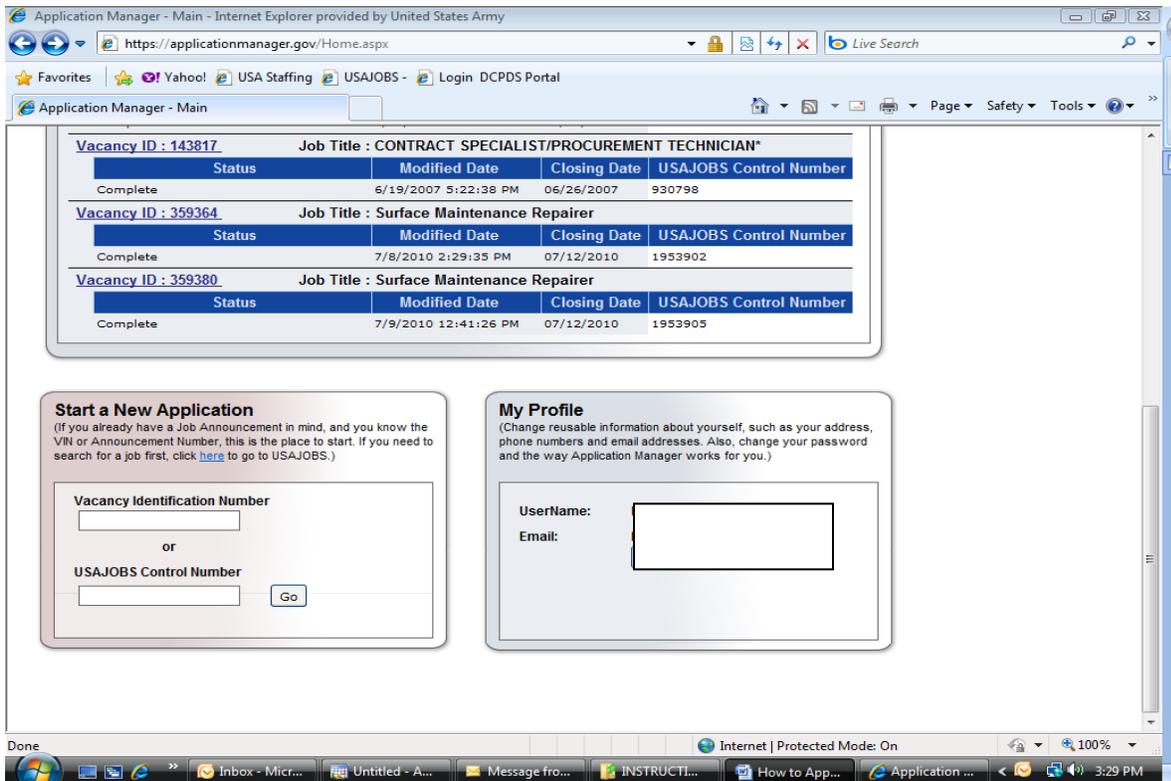
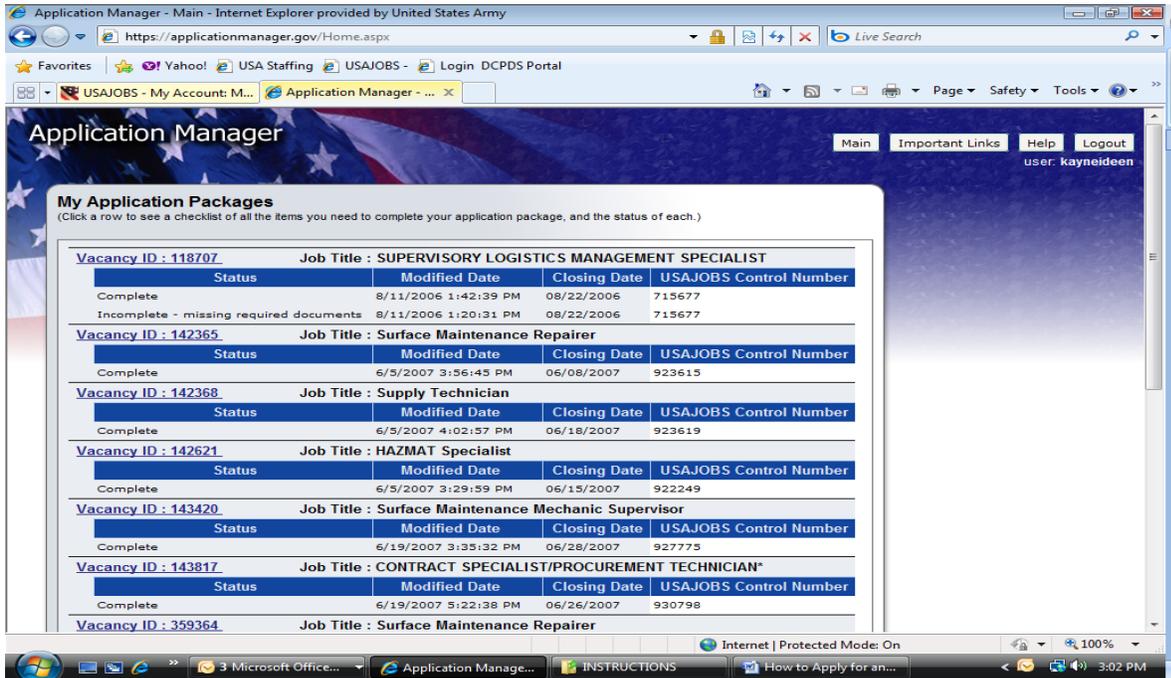
Change My Answers Add Documents Update Biographic Information View/Print My Answers

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

**Details Checklist**

Status	Item	Required?
√ Ok	Assessment Questionnaire	Yes
√ Ok	Resume	Yes
Not Received	Veterans Documentation	Consult Job Announcemen
Not Received	Miscellaneous	Consult Job Announcemen
Not Received	Transcript	Consult Job Announcemen

This is where you go when you just log in to the **Application Manager**. It shows the jobs you have applied for.



Note: Now you can apply for another job from here if you know the system 6 figure job number and start all over again!!!! And of course, may you be successful in your search!