

OCHR FACTSHEET

Transitioning to USAJOBS

For Applicants

Issued: May 2011

HIRING REFORM

This Fact Sheet:

- Introduces USAJOBS and its benefits
- Explains how to prepare for the transition
- Highlights tips on searching for jobs and completing applications
- Lists other key information

Introducing USAJOBS

Your one-stop source for Federal jobs and employment information

USAJOBS is replacing the current Department of the Navy (DON) applicant tool CHART. The DON will transition from the CHART application system to the more streamlined USAJOBS tool throughout 2011.

Department of the Navy civilian jobs are now posted on the USAJOBS website – www.usajobs.gov

During the transition period, some announcements posted on USAJOBS may refer applicants back to CHART for the application process, so applicants are encouraged to keep active resumes in both USAJOBS and CHART until the transition is complete.

USAJOBS Benefits

USAJOBS allows applicants to:

- Create and store up to five resumes
- Upload supporting documentation such as veterans' preference documents, transcripts, etc.
- Store up to 25 job search interests
- Spell-check resumes
- Receive email notification of job postings and application status

Preparing for the Transition to USAJOBS

There are several ways applicants can prepare themselves for the transition.

- **Learn more about USAJOBS**
Information is available on the OCHR Applicant Toolkit – www.public.navy.mil/donhr/employment/hiringreform/Pages/ApplicantToolkit.aspx
Additional information and tutorials are available on USAJOBS – www.usajobs.gov/infocenter/
- **Explore USAJOBS and Application Manager Features and Functionality**
 - Create USAJOBS and Application Manager accounts
 - Copy existing resume from CHART and upload supporting documents
 - Set up a Saved Search to receive automatic notification when new positions are posted. Saved Searches will automatically search for jobs based on search criteria, and email applicants when new jobs are entered into the database that meet their specifications.

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Using USAJOBS to Search and Apply for Jobs

All the tools applicants need to search for a job, build a resume, apply online and keep up-to-date on the status of their job search are readily available. Best of all, information is easily accessible 24 hours a day, 7 days a week.

Getting Started is Easy!

1. Go to www.usajobs.gov/ and click on **Create an Account**, or log in to existing account.
2. Upload resume(s) or build a resume using the Resume Builder.
3. Click on **Search for Jobs** to search the database containing thousands of federal jobs.
Search Tips: USAJOBS includes job postings for all federal agencies. Use the search tips below to assist you in narrowing your search:
 - If you have the Job Announcement Number: Type the Job Announcement Number in the **Keyword** search box on the homepage – or
 - To search for Department of the Navy Jobs – <http://jobsearch.usajobs.gov/a9DON.aspx>; or
 - Click **Advanced Search**. Select search criteria such as job series number, location, agency, job title, etc.
4. When ready to apply for a job announcement, click **Apply Online** and select the resume you wish to submit. Follow additional instructions to upload required supporting documents and answer questionnaires.

Completing Applications with Application Manager

Application Manager is a system linked to USAJOBS that simplifies the application process and helps applicants manage their applications. Applicants are automatically directed to Application Manager from USAJOBS when the announcement requires the completion of an assessment questionnaire.

- To support this, applicants must create an account at – <https://applicationmanager.gov/>.
- When redirected from USAJOBS to Application Manager, both accounts become linked and logging in to Application Manager is not required, as applicants will be taken directly to the appropriate job application page.
- Follow the step-by-step instructions in the Navigation Box to complete your application.
 - **Complete the Questionnaires:** Including Biographic Information, Eligibility Information, and the Assessment Questionnaire.
 - **Upload Documents:** If not already attached, attach resume and supporting documents.
 - **Submit Your Answers:** Review and submit final Application Package.
- Review the status of applications on the main page under **My Application Packages**.

Key Information for Applicants to Remember

- Read the complete announcement to determine if experience matches the knowledge, skills, and abilities required for the position and for complete instructions on how to apply to each announcement.
- Provide supporting information in your resume that validates your responses in the questionnaire.
- Upload supporting documents such as SF-50 or DD214 for veterans' preference to validate eligibility.
 - DoD employees can obtain a copy of their SF-50 from MyBiz at – <https://compo.dcpds.cpms.osd.mil>
 - Information for locating Military Service Records can be found at – www.archives.gov/veterans/military-service-records/

Still Need Assistance?

Further questions on hiring reform may be sent to the DON Hiring Reform Team at DONhrfaq@navy.mil.



www.public.navy.mil/DONHR/Employment/HiringReform

