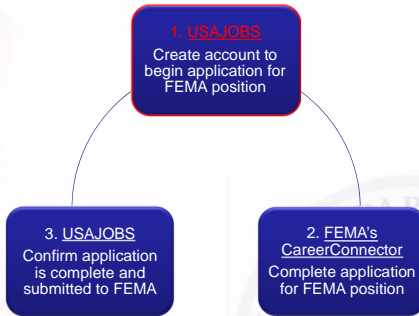


Step 1: Applying to a FEMA Vacancy



Creating an Account with USAJOBS

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

The screenshot shows the USAJOBS homepage. A red callout box in the top right corner says "SIGN IN OR CREATE AN ACCOUNT". A green callout box below it says "New users must first register with USAJOBS". The main content area features the USAJOBS logo and a search bar with fields for "What:" and "Where:". A "Search Jobs" button is located below the search bar.



Creating an Account – Personal Information

The screenshot shows the "Create New Account" page on USAJOBS. The "Personal Information" section is highlighted with a green callout box that says "Complete personal information including user name and password". The form includes fields for First Name, Middle Name, Last Name, Home Address, City/State, State/Territory/Province, and Postal Zip Code. A green callout box points to a red asterisk next to the "First Name" field, indicating it is a required field.



Creating an Account – Personal Information

The screenshot shows the "Create New Account" page on USAJOBS. The "Account Information" section is highlighted with a green callout box that says "Continue to complete the registration". The form includes fields for Username, Password, and Re-enter Password. It also includes a section for "Password Question" with a dropdown menu and a text input field. A "Continue" button is located at the bottom right of the form.



Creating an Account – Personal Information

Continuing from the previous page

Continuing to complete the registration

Are you a U.S. Citizen? ☒ Yes ☐ No
 If you answered no to the above question, please provide your country of citizenship:

Residence Preference: ☒ United States ☐ Foreign

Do you claim a disability? ☒ No ☐ Yes
 If you answered yes, please provide the type of disability:
☐ 10 percent preference based on active duty in the U.S. Armed Forces
☐ 10 percent preference for non-compensable disability or a Purple Heart
☐ 10 percent preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent
☐ 10 percent preference based on 30, 40, 50, or 60 percent preference
☐ 10 percent preference based on a compensable non-service-connected disability of 30 percent or more

Terms and Conditions
 This U.S. government system is to be used by authorized users only. Information from this system makes an electronic system available to the government. The data and documents in this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and conditions. Government personnel may review, monitor, and archive all of authorized government and use government personnel while using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or delete information on this system, (2) modify this system, (3) deny access to this system, (4) access information for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

I agree. Create my account. **Click when finished.**



Editing an Account

USAJOBS

My Account
 A Test
 Current Book
 Last login:

Highlights from USAJOBS
 New to government postings? Wonder what your "Top Choice" means? To find the salary breakdown for General Schedule (GS) positions, please click here for a full overview.

Saved Jobs
Saved Documents
Application Status

Resumes
Saved Searches

To edit your USAJOBS account, click "Edit Profile"



Editing an Account

Profile

Edit any necessary fields and click "Save"

Personal Information **Work Eligibility** **Professional** **Demographic** **Account Information**

Required fields: First name, last name, email address, and phone number.

Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 28, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish for public access to employers.

First Name:

Mobile Name:

Last Name:

Home Address:

Home Address 2:

Country:

Postal Code:

City/Town:

State/Province:



Resumes in USAJOBS

USAJOBS

My Account
 A Test
 Current Book
 Last login:

Highlights from USAJOBS
 New to government postings? Wonder what your "Top Choice" means? To find the salary breakdown for General Schedule (GS) positions, please click here for a full overview.

Saved Jobs
Saved Documents
Application Status

Resumes
Build New Resume
Upload New Resume

You have the choice to upload a resume or build one online using USAJOBS Resume Builder.
You may store up to 5 resumes.



Resume Builder – Step 1: Getting Started



Resume Builder – Step 1: Getting Started



Resume Builder – Step 2: Experience



Resume Builder – Step 2: Experience





Resume Builder – Step 2: Education

Resume Builder – Step 2: Education


Resume Builder – Step 2: Education Error Catch

The screenshot shows the 'Education' section of the USAJOBS application. It includes a list of required fields: School or Program Name, City/Town, State/Province, Country, and Degree/Level Attained. The 'Degree/Level Attained' field is highlighted with a red 'X' and an error message: 'Degree/Level Attained is required'. Another error message, 'Errors/omissions will be clearly displayed.', is shown in a green box at the top left. A diagram with arrows indicates the flow from the error messages to the specific fields.

USAJOBS
WORKING FOR AMERICA

Search Jobs [Advanced Search](#) 
 (What, keywords) Where: (U.S. city, state or zip code) 
[Browse Jobs](#) [Advanced Search](#) [Advanced Search](#)

Errors/omissions will be clearly displayed.

Education 

- School or Program Name
- City/Town
- State/Province
- Country
- X Degree/Level Attained**

Errors/omissions will be clearly displayed.

Play School

Mayberry

District of Columbia

US

SELECT -

Degree/Level Attained

FEDERAL BUREAU OF INVESTIGATION

FEMA

Resume Builder – Step 2: Job Related Training

Resume Builder – Step 2: Job Related Training

Resume Builder – Step 3: Related Information

Resume Builder – Step 3: Related Information

USAJOBS
FEDERAL GOVERNMENT

Resume Builder

1. Creating Name 2. Experience 3. Related Information 4. Training Log

Reference

Name: My Manager
 Employer: Current Job
 Title:
 Phone:
 Email:
 Reference Type: ☐ Professional ☐ Personal

Add Reference

Additional Language Skills

Language: SELECT

Spoken: ☐ None ☐ Novice ☐ Intermediate ☐ Advanced
 Written: ☐ None ☐ Novice ☐ Intermediate ☐ Advanced

In Step 3, you can add references, language skills, affiliations, professional publications, and additional information.

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL BUREAU OF INVESTIGATION

Resume Builder – Step 3: Related Information

Affiliations

Organization Name:

Affiliation Role:

Professional Publications

Use this optional section to include relevant publications, to complete the section, enter the publication name, followed by your specific affiliation, publisher work and other information may also be included in this section.

Additional Information

Use this optional section to supply additional information about awards, awards, leadership activities, public speaking engagements, skills (such as computer software proficiency or foreign language) or any other information requested in a specific job announcement. For additional space, click the link above the text field.

Availability

What type of work are you willing to consider?

Permanent: ☐ Part-time: ☐ Seasonal: ☐ Temporary: ☐ Other: ☐

What type of work schedule will you be willing to accept?

Full Time: ☐ Part Time: ☐ Other: ☐

What type of work environment will you be willing to accept?

Office: ☐ Field: ☐ Other: ☐

What type of work schedule will you be willing to accept?

Full Time: ☐ Part Time: ☐ Other: ☐

What type of work environment will you be willing to accept?

Office: ☐ Field: ☐ Other: ☐

What type of work schedule will you be willing to accept?

Full Time: ☐ Part Time: ☐ Other: ☐

What type of work environment will you be willing to accept?

Office: ☐ Field: ☐ Other: ☐

Resume Builder – Step 3: Related Information

Availability

What type of work are you willing to accept?

Permanent: ☐ Temporary: ☐ Other: ☐

What type of work schedule will you be willing to accept?

Full Time: ☐ Part Time: ☐ Other: ☐

What type of work environment will you be willing to accept?

Office: ☐ Field: ☐ Other: ☐

What type of work schedule will you be willing to accept?

Full Time: ☐ Part Time: ☐ Other: ☐

What type of work environment will you be willing to accept?

Office: ☐ Field: ☐ Other: ☐

What type of work schedule will you be willing to accept?

Full Time: ☐ Part Time: ☐ Other: ☐

What type of work environment will you be willing to accept?

Office: ☐ Field: ☐ Other: ☐

Resume Builder - Step 3: Related Information

Save & Continue

Click here to go to Step 4: Finishing Up

Resume Builder – Step 4: Finishing Up

Activate Resume

Click "Activate Resume" - Note this makes your resume searchable by recruiters

Resume Status

Resume Status

USAJOBS Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

Resume 1: Created with Resume Builder - #1
Status: Draft
Created Date: 9/15/2012
Expires Date: 9/15/2012

Build New Resume Upload New Resume

You have created 1 of 8 possible resumes. You are able to upload and store 8 uploaded resumes; you have created 0 of 8 possible uploaded resumes.

Type

Searchable: Making your resumes searchable allows recruiters to find your resume during searches. Note: Uploaded resumes can not be searched.

Acceptable: Please uploaded resumes must be less than 2MB and in one of the following document formats: .doc, .docx, .pdf, or .rtf

Warning: Uploaded resumes may not be accepted by some agencies' online application processes.

USAJOBS | Search Jobs | My Account | Site Content | Help/FAQ | Feedback | Privacy Act and Public Access Information

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Resume Options

Resume Options

USAJOBS Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

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Status: Draft
Created Date: 9/15/2012
Expires Date: 9/15/2012

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Searchable: Making your resumes searchable allows recruiters to find your resume during searches. Note: Uploaded resumes can not be searched.

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USAJOBS | Search Jobs | My Account | Site Content | Help/FAQ | Feedback | Privacy Act and Public Access Information

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Uploading a Pre-Created Resume

Resume Uploader

Resume Name: [Text Field]

Resume File: [File Selection]

Upload a Resume

USAJOBS Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

Build New Resume Upload New Resume

You have created 1 of 8 possible resumes. You are able to upload and store 8 uploaded resumes; you have created 0 of 8 possible uploaded resumes.

Type

Searchable: Making your resumes searchable allows recruiters to find your resume during searches. Note: Uploaded resumes can not be searched.

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Warning: Uploaded resumes may not be accepted by some agencies' online application processes.

USAJOBS | Search Jobs | My Account | Site Content | Help/FAQ | Feedback | Privacy Act and Public Access Information

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My Account – Created Resumes List

My Account – Created Resumes List

USAJOBS Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

Resume 1: Created with Resume Builder - #1
Status: Draft
Created Date: 9/15/2012
Expires Date: 9/15/2012

Build New Resume Upload New Resume

You have created 1 of 8 possible resumes. You are able to upload and store 8 uploaded resumes; you have created 0 of 8 possible uploaded resumes.

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Searchable: Making your resumes searchable allows recruiters to find your resume during searches. Note: Uploaded resumes can not be searched.

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Warning: Uploaded resumes may not be accepted by some agencies' online application processes.

USAJOBS | Search Jobs | My Account | Site Content | Help/FAQ | Feedback | Privacy Act and Public Access Information

FEMA

Uploading Documents on USAJOBS (Optional)

My Account
A Test
Current Draft
Last login: 3/5/2012

Highlights from USAJOBS
New to government postings (2012)? Wonder what your "Top Grade" means? To find the salary breakdown for General Schedule (GS) positions, please click on the "Salary" link.

Saved Documents
USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, SF-506, Transcripts or other types of documents.

Upload a New Document
Choose File:
Please enter a name for this attachment (100 characters max)

You have saved 0 of 8 possible documents.

Application Status

FEMA

Uploading Documents on USAJOBS (Optional)

My Account
A Test
Current Draft
Last login: 3/5/2012

Highlights from USAJOBS
New to government postings (2012)? Wonder what your "Top Grade" means? To find the salary breakdown for General Schedule (GS) positions, please click on the "Salary" link.

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Upload a New Document
Choose File:
Please enter a name for this attachment (100 characters max)

You have saved 0 of 8 possible documents.

Application Status

FEMA

Uploading Documents on USAJOBS (Optional)

My Account
A Test
Current Draft
Last login: 3/5/2012

Highlights from USAJOBS
New to government postings (2012)? Wonder what your "Top Grade" means? To find the salary breakdown for General Schedule (GS) positions, please click on the "Salary" link.

Saved Documents
USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, SF-506, Transcripts or other types of documents.

Document	File Name	Date Uploaded
Document 1:	Other - Performance Appraisal	3/2/2010
Document 2:	Other - KSAs	3/2/2010
Document 3:	SF-50 - SF-50	3/2/2010
Document 4:	Other - Qualifications Letter	5/25/2012

FEMA

Searching for FEMA Vacancies

Search Jobs - **My Account** - **Help Center**

Search Jobs - **Search Page**
Advanced Search
Radius: 25 miles

My Account
A Test
Current Draft
Last login: 3/5/2012 5:41:10 PM

Highlights from USAJOBS
Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and save all your profile information for accuracy, as it has been re-formatted to a new screen. 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

Search Jobs - **My Account** - **Help Center**

FEMA

Searching for FEMA Vacancies

Under Agency Search, select "Department of Homeland Security." Select "Federal Emergency Management Agency" and click "Add". Click "Search Jobs".

Click on the position title to view the vacancy announcement.



Searching for FEMA Vacancies

Click on the position title to view the vacancy announcement.



FEMA Vacancy Announcement

The announcement below is a sample of how all announcements will be displayed. Please read the announcement in its entirety by clicking each tab.

Click on the position title to view the vacancy announcement.



FEMA Vacancy Announcement

To apply, click "Apply Online".



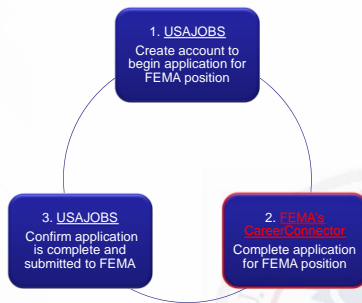
Selecting Resume in USAJOBS



USAJOBS – CareerConnector Redirect Page



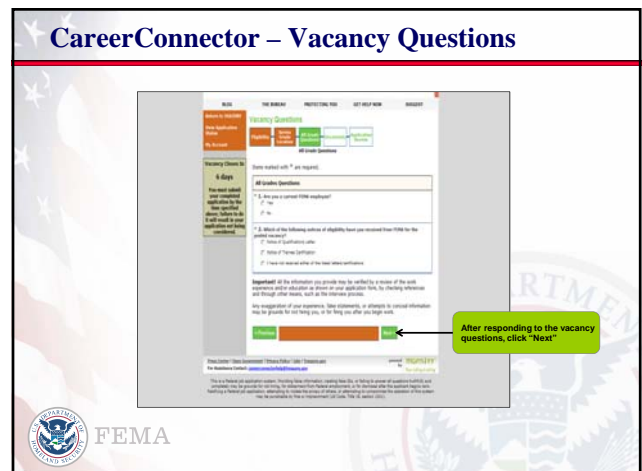
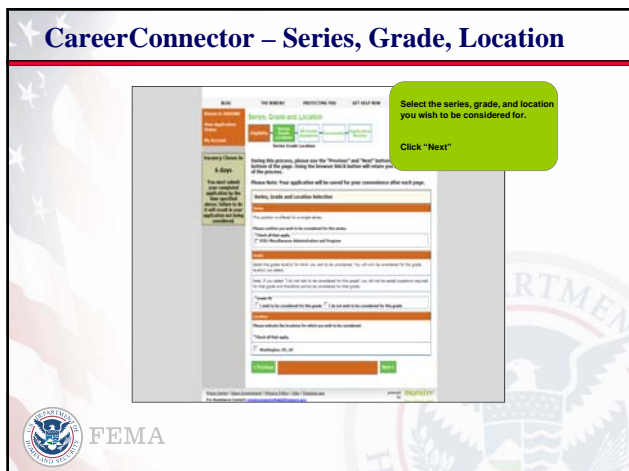
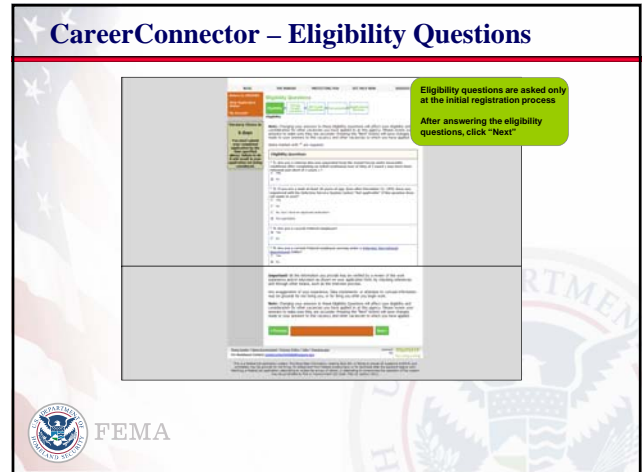
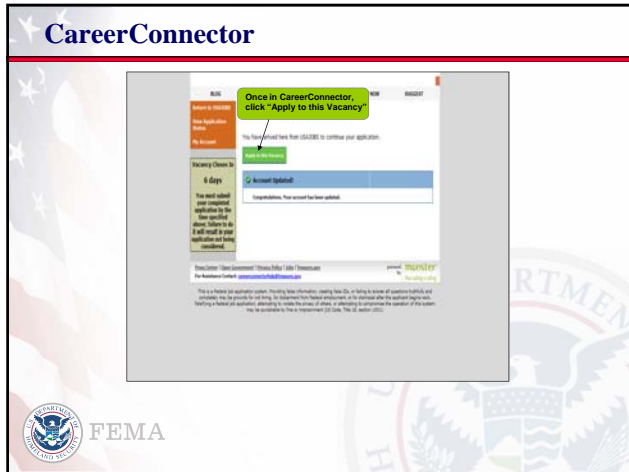
Step 2: Applying to a FEMA Vacancy



CareerConnector Overview

- Applicant Tracking System powered by Monster Government Solutions
- Provides a simple online application process that works seamlessly with USAJOBS
- Allows applicants to check the status of their job applications online
- Secures applicants' electronic personal information (consistent with federal security requirements)





CareerConnector – Supporting Documentation

Follow the instructions in the vacancy announcement regarding required supporting documentation. A listing of documents for this vacancy will be displayed.

You may upload supporting documentation from your computer, download documentation you have loaded into USAJOBS, or generate cover sheets to fax in your supporting documentation.

FEMA

CareerConnector – Uploading Documentation

To upload supporting documentation from your computer, click "Upload" for the specific document.

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CareerConnector – Uploading Documentation

Name the file in the "Description" field.
Click "Browse" to locate the file you wish to upload.
After you have selected the file, click "Upload Document"

FEMA

CareerConnector – Uploading Documentation

You will receive confirmation if you were successful in uploading the document.

FEMA

CareerConnector – USAJOBS Documentation

Documents

The page lists the documents that are required for the vacancy announcement. Please add a document to your application by clicking on one of the following actions:

- **"AddNew"** to download documents from USAJOBS. Note: The system is capable of downloading the entire application process in a single download. However, if you are unable to download the entire application process, you may download individual documents. To do this, click on "AddNew".
- **"Upload"** to upload documents from your computer.
- **"Fax"** to generate a fax cover sheet for the documents.

Documents from your profile that will be sent with your application:

The following are additional documents required for this vacancy. Please either upload or add a new document to the system or select. Please use the system's instructions regarding the required supporting documentation. You will only need to upload supporting documentation that is applicable to this.

Document	Required	Download	Upload	Fax
Resume	Yes	Download	Upload	Fax
Cover Letter	Yes	Download	Upload	Fax
Transcript	Yes	Download	Upload	Fax
Other	Yes	Download	Upload	Fax

To download documentation that you have uploaded to USAJOBS, click "USAJOBS" for that specific document

CareerConnector – USAJOBS Documentation

Documents

The page lists the documents that are required for the vacancy announcement. Please add a document to your application by clicking on one of the following actions:

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Document	Required	Download	Upload	Fax
Resume	Yes	Download	Upload	Fax
Cover Letter	Yes	Download	Upload	Fax
Transcript	Yes	Download	Upload	Fax
Other	Yes	Download	Upload	Fax

Using the dropdown menu, select the supporting documentation. Click "Download from USAJOBS"

CareerConnector – USAJOBS Documentation

Documents

The page lists the documents that are required for the vacancy announcement. Please add a document to your application by clicking on one of the following actions:

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- **"Upload"** to upload documents from your computer.
- **"Fax"** to generate a fax cover sheet for the documents.

Documents from your profile that will be sent with your application:

The following are additional documents required for this vacancy. Please either upload or add a new document to the system or select. Please use the system's instructions regarding the required supporting documentation. You will only need to upload supporting documentation that is applicable to this.

Document	Required	Download	Upload	Fax
Resume	Yes	Download	Upload	Fax
Cover Letter	Yes	Download	Upload	Fax
Transcript	Yes	Download	Upload	Fax
Other	Yes	Download	Upload	Fax

You will receive confirmation if you were successful in downloading the document

CareerConnector – Faxing Documentation

Documents

The page lists the documents that are required for the vacancy announcement. Please add a document to your application by clicking on one of the following actions:

- **"AddNew"** to download documents from USAJOBS. Note: The system is capable of downloading the entire application process in a single download. However, if you are unable to download the entire application process, you may download individual documents. To do this, click on "AddNew".
- **"Upload"** to upload documents from your computer.
- **"Fax"** to generate a fax cover sheet for the documents.


Documents from your profile that will be sent with your application:

The following are additional documents required for this vacancy. Please either upload or add a new document to the system or select. Please use the system's instructions regarding the required supporting documentation. You will only need to upload supporting documentation that is applicable to this.

Document	Required	Download	Upload	Fax
Resume	Yes	Download	Upload	Fax
Cover Letter	Yes	Download	Upload	Fax
Transcript	Yes	Download	Upload	Fax
Other	Yes	Download	Upload	Fax

To generate a fax cover sheet, click "Fax" for that specific document

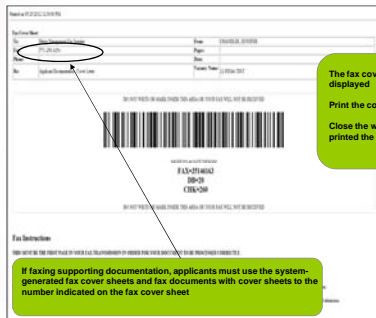
CareerConnector – Faxing Documentation



Click "Generate Cover Sheet"

FEMA

CareerConnector – Faxing Documentation




The fax cover sheet will be displayed
Print the cover sheet
Close the window after you have printed the cover sheet

If faxing supporting documentation, applicants must use the system-generated fax cover sheets and fax documents with cover sheets to the number indicated on the fax cover sheet

FEMA


CareerConnector – Faxing Documentation



Click "Cancel" to return to the listing of supporting documents

FEMA

CareerConnector – Supporting Documentation



After you have uploaded documents from your computer, downloaded documents from USAJOBS, and/or generated fax cover sheets, click "Next"

FEMA

CareerConnector – Application Review

A summary of your application will be displayed. Scroll down to the bottom of the page and click "Finish".

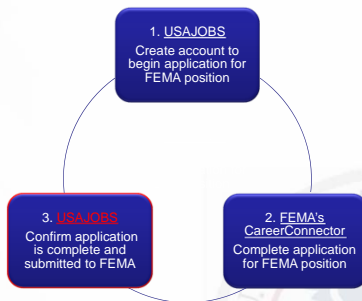


CareerConnector – USAJOBS Redirect Page

Once you complete the application in CareerConnector you will be redirected back to USAJOBS for submission confirmation.



Applying to a FEMA Vacancy



USAJOBS – Application Status

You will receive confirmation that your application was submitted.



Returning to USAJOBS – Application Status

Returning users will log in here

USAJOBS
WORKING FOR AMERICA

Sign in to my account or create a new account

Username or Email:
Password:

[Forgot your username or password?](#)

[Sign in](#)

This U.S. Federal Government system is to be used by authorized users only. Information from this system is not to be released to the public. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes your understanding and acceptance of these terms and constitutes your agreement to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or release information on this system, (2) modify this system, (3) deny access to the system, (4) cause disruption to authorized use or (5) otherwise misuse the system or system resources, such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

[I agree, sign me in.](#)

Remember:

- USAJOBS will never request personal information via unsecured e-mail.
- Designated for hardware e-mail that involves sensitive financial transactions, or
- Outgoing e-mail.
- Personal e-mail for Federal employment issues. Federal agencies and the Postal Service never change for applications, test study guides for examinations, or guarantee that you will be hired.

FEMA

USAJOBS – Application Status

Click on "Application Status"

USAJOBS
WORKING FOR AMERICA

Home Search Jobs My Account Resource Center

What: Radius: 25 miles

My Account
A Test
Current Goal:
Last login: 03/07/2013 08:25 PM
[Change Photo](#) [Edit Profile](#)

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

[Resumes](#) [Inbox](#) [Saved Jobs](#) [Saved Documents](#) [Application Status](#)

FEMA

USAJOBS – Application Status

Click "More Information" to view your detailed application status

USAJOBS
WORKING FOR AMERICA

Home Search Jobs My Account Resource Center

What: Radius: 25 miles

Application Status

IMPORTANT! If you did not apply to the job announcement with your USAJOBS resume through the apply online button, we cannot track application. It is not possible to track applications in your USAJOBS account when they have been submitted through an agency's application website or through the mail. You can contact the agency that posted the announcement to verify receipt of your application. Each record is deleted 12 months after Initial Application Date. You may want to print this page for future reference.

Applications 1 to 17 Page: [1] Page:

Initial Application Date	Job Summary	Job Status	Agency Name	Status Updated	Application Status
03/07/2013	Finance and Admin Section Chief Job Number: PATHRD-2013-0001 Pay Plan: GS-0459-DA-CA Location: US-Maryland-Riverdale	Active	Federal Emergency Management Agency	03/07/2013	Resume Received
03/07/2013	Human Resources Unit Leader Job Number: PATHRD-2013-0019 Pay Plan: GS-0459-DA-CA Location: US-Iowa-Ames	Active	Federal Emergency Management Agency	03/07/2013	Application Status Not Available

FEMA

CareerConnector – Application Status

The Vacancy and Application Status are displayed

Return to USAJOBS

View Application Status

My Account

Application Detail

Assessment Number	Position Title	Vacancy Status	Application Status	Comments	Download Application
PATHRD-2013-0001	Finance and Admin Section Chief	Applying Applications	Grade 04 Application Received	No Comment	Download Application

NOTE: Resumes cannot be edited here. You must make changes to the resume and complete the application process again. Responses to questions will be saved.

[Return to USAJOBS](#)

FEMA