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

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Overview

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- USAJOBS Application Process
- USA Staffing Application Process
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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
When you find the job you’re interested in, click “Apply Online”
USAJOBS: Application Process

Welcome to the USAJOBS Application Process

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.

You will see that you are beginning the Application Process in USAJOBS
Here are the five steps that you will complete through USAJOBS

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

These steps will monitor your progress

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 application.
Review what documents are required for this vacancy
USAJOBS: Select Resume

Step 1: Upload or create a resume, then select to use it for the position.
Step 2: Upload supporting documents, then select it

USAJOBS: Select Documents
USAJOBS: Review Package

Step 3: Able to view entire package from this screen

Here’s your opportunity to check your documents
Step 4: You can provide your demographic information and let us know how you heard about this vacancy.

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 5: This is the last step before you continue to the Department of the Navy’s Application Site of USA Staffing
You have completed the 1st step with USAJOBS, next you will complete the 2nd step with USA Staffing
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

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

The boxes will be checked as you complete the steps.
USA Staffing Upgrade: Application/Biographic Info

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

Review for accuracy and completeness
USA Staffing Upgrade: Application/Eligibilities

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

- This underline lets you know what step you’re on.

For example:

1. Do you 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(1(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?
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.
Don’t forget to include required documents

Select or upload documents

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

Select documents from the drop down
USA Staffing Upgrade: Unassociated Documents

Don’t forget to associate all required documents

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

Associate ALL your documents
The “Submit Application” box is unresponsive until the application package is complete.

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

Make sure you have associated ALL the required documents.
When all steps are complete, you will be able to submit your application.
USA Staffing Upgrade: Application Submitted

The status now shows “Received”

Click here to view and print your application

Confirms submission of your application
You can submit a ticket to the USA Staffing Helpdesk if you encounter any system errors.
The standard 1203-FX form will no longer be used.
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

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 of the resume and other relevant documents you submit. Your score may be lowered, or you may be found ineligible if your supporting statements do not support your claims.

2. Advise employees, supervisors or managers on basic compensation management policies and procedures (e.g., absences, 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.

   D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by others.

   E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who instructs or assists other employees to perform 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

Department of the Navy
Employment Information Center (EIC)
Phone: (800)378-4559
TDD: 858-577-5723
Email: DONEIC@NAVY.MIL