

# OCHR FACTSHEET

## Uploading Documents to USAJOBS

*For Employees and Applicants*

*Issued: Jan 2012*

### HIRING REFORM

This Fact Sheet:

- Compares the benefits of uploading documents versus faxing
- Provides instructions on uploading document to applicant's USAJOBS account
- Provides information on attaching documents to specific vacancy announcements
- Provides a list of references on where to find additional information

### Background

The Department of the Navy (DON) is committed to improving the applicant experience as part of its hiring reform initiative. A key to achieving this objective was the transition from the CHART application system to USAJOBS for all DON job announcements. USAJOBS provides numerous benefits to applicants, including allowing applicants to upload required supporting documents to application packages. This fact sheet provides information on how to navigate the uploading document process. While uploading documents is our recommended process, faxing instructions are described in each job opportunity announcement (JOA) in the "How to Apply" section.

### Benefits of Uploading Documents

Uploaded documents	Faxed documents
Automatically matched and linked to applicant record. Little possibility of error or delay.	Need to be manually reviewed and placed in the correct folder. If there is no cover sheet or Form 1203 FX, or if the applicant information is not clear, delays will occur and documents may not match.
Improved image quality	Image may be degraded by the fax process.
Available for viewing immediately – not affected by volume because there is no human intervention required.	Available for viewing typically within 24 hours. Wait times may be extended due to extremely high volume.
Application Manager page for the vacancy shows a detailed list of documents received for the applicant, and the status.	The applicant has the fax transmission confirmation, but no indication that documents were actually received and processed properly.

### 3 Steps to Uploading Documents

USAJOBS and the application process provide the applicant several opportunities to attach required supporting documents. This process can be confusing. The following instructions provide 3 simple steps applicants can follow to ensure it is completed correctly.

**Step 1** - Upload documents in USAJOBS account under Saved Documents

**Step 2** - Select documents from USAJOBS account at time of application

**Step 3** - Verify documents are attached or upload additional documents at the Application Manager ReUse or Upload Document prompts.

## Uploading Documents

**Step 1** – To streamline the uploading process, the USAJOBS account has a Saved Documents area where applicants can upload all the documents they might attach to vacancy announcements. By using Saved Documents, applicants won't have to continuously locate and upload documents from their home computer each time they apply. Applicants can just browse and select a document from Saved Documents.

To upload, click on the Saved Documents link on the USAJOBS page. Enter in a name for the attachment and then select the Document Type (SF-15, SF-50, or Transcript.) Click the Browse button, search for the file and select the document. Then click Upload.

**Upload Documents**

Please enter a name for this attachment(100 characters max)

\*

Document Type:  Select Document:

Cover Letter

**TIP:** If you are concerned about privacy act information on your documents, remove or scratch out privacy act information such as your social security number prior to uploading.

**Step 2** – Upon beginning the application process, applicants will be prompted to attach documents to their application package. This occurs after selecting the Apply Online Button in the vacancy announcement. Applicants select the Resume and those Attachments they want to submit to the vacancy announcement.

**Resume** - Select one of your stored resumes to send:

- SELECT -  
Department of the Navy Resumix Expert  
HR Test  
Uploaded Resume

**Attachment(s)** - Select one or more of your attachments to send:

- SELECT -  
OTHER (Perf Assessment 2011)  
SF-50 (SF-50)

**Step 3** – USAJOBS will take applicants into Application Manager to complete the application process. During this process the system will provide applicants additional opportunities to submit documents. This is done in the ReUse Documents and Upload Documents sections. These are opportunities to attach additional documents that the applicant might have forgotten during Step 2. If applicants have already attached all necessary documents, applicants can bypass these additional opportunities.

The ReUse Documents window displays documents already submitted for the specific vacancy and the status of those documents. It also provides a link back to the announcement to identify what documents are required for the vacancy.

**ReUse Documents** [What documents are Accepted or Required?](#)

**Documents in Application Package for Vacancy:580421**

Document Type	Received	Source	Status	Original File Name
Other	1/11/2012 12:45:25 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Perf Assessment 201
Resume	1/11/2012 12:45:25 PM	USAJOBS	Processed	

ReUse Documents also provides applicants an opportunity to reuse documents submitted to previous vacancy announcements. Applicants can browse, select and add document to their application package. Applicants select the documents they want to reuse and click the Re-Use Selected Documents button.

**Documents Available for Re-Use**

Add to Application Package	Document Type	Received	Source	Original File Name	Source Vacancy	Source Position Title
<input type="checkbox"/>	<a href="#">View</a> Resume	12/8/2011 10:31:18 AM	Upload	Lisa Working Resume.doc	566496	CLINICAL NURSE (C
<input type="checkbox"/>	<a href="#">View</a> Resume	3/9/2011 12:57:35 PM	Upload	Lisa Becker Resume.doc	447502	Program Analyst (C
<input type="checkbox"/>	<a href="#">View</a> SF-50	12/6/2011 3:27:54 PM	Upload	newsf52sv.pdf	563614	Nursing Specialist
<input type="checkbox"/>	<a href="#">View</a> SF-50	11/28/2011 2:44:55 PM	Upload	Pay Adjustment 2010.pdf	555665	Management Analy
<input type="checkbox"/>	<a href="#">View</a> SF-50	12/14/2011 12:45:32 P	USAJOBS	SF-50	565565	PSYCHIATRIC NURS

The Upload Documents window provides the last opportunity to attach any missing documents. Like the ReUse Document window it also identifies those documents already submitted to the vacancy announcement. If applicants need to upload and attach documents, they select the document type (SF-50, SF-15, resume or transcript), click browse and select the document from a computer and then select Upload.

**Upload Documents**

\* Protect your privacy\* **DO NOT** include privacy information, such as Social Security Number, in your uploaded documents unless directly required.

[What documents are Accepted or Required?](#)

- Select Document Type:
- Click "Browse" to locate a file and click "Open" to attach it:
- Click "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*.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notification sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Note: Documents beginning with ~\$ are normally temporary files and the system will not be able to process them.

**Documents On File**

Document Type	Received	Source	Status	Original File Name
Other	1/11/2012 12:45:25 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Perf Assessment 2011
Resume	1/11/2012 12:45:25 PM	USAJOBS	Processed	

## Where to Find Additional Information

Additional information regarding uploading documents is available on our website in our frequently asked questions at <http://www.public.navy.mil/donhr/Employment/Pages/QuestionsandHelp.aspx>.

## Still Need Assistance?

More information on the applicant process is available at

<http://www.public.navy.mil/donhr/Employment/Pages/QuestionsandHelp.aspx>

Further questions may be sent to the our Employment Information Center at [doneic@navy.mil](mailto:doneic@navy.mil)

