

# USAJOBS 3.0 Profile Screen Shots

(as of 8/9/2011)

## Account Creation:

Home Search Jobs My Account Info Center Welcome Katrina! Sign out

**USAJOBS**  
WORKING FOR AMERICA

### Create New Account

**Welcome to USAJOBS!**

USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.

**With your new account you'll be able to:**

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

**Form Sections:**

[Personal Information](#) | [Account Information](#)

• Required information

#### Personal Information

• First Name

Middle Name

• Last Name

• Telephone Numbers

- SELECT -


- SELECT -

- SELECT -

• Email

• Confirm 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

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• 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.**

• Password Question 1 - SELECT -

• Your Answer

• Password Question 2 - SELECT -

• Your Answer

• Password Question 3 - SELECT -

• Your Answer

#### Terms and Conditions

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. 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 user understanding and acceptance of these terms and constitutes unconditional consent 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 deface information on this system; (2) modify this system; (3) deny access to this system; (4) accrue resources 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. >](#)

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## Profile > Hiring Eligibility:

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**Profile**

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**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

The following Hiring Eligibility Questions will help Federal staffers determine if you are eligible for competitive or non-competitive jobs with the government.

\* 1. Are you a U.S. Citizen?  Yes  No

\* 2. Select the statement that best applies for your [Selective Service registration status](#).

I am a female, and therefore I am exempt from registering with the Selective Service.

I am a male born on or after January 1, 1960 and I have registered for the Selective Service.

I am a male born on or after January 1, 1960, and I have not registered for the Selective Service, but I have an approved exemption.

I am a male born on or after January 1, 1960, and I have not registered for the Selective Service.

I am a male born before January 1, 1960 and therefore I am exempt from registering with the Selective Service.

\* 3. Are you a Veteran of the U.S. Armed Forces or are you eligible for ["derived" preference](#)?  Yes  No

\* 4. Please select the statement below which best reflects your Federal employment status (if applicable).

I am not and have never been a Federal employee.

I am currently a Federal employee.

I am a former Federal employee with reinstatement eligibility.

I am a former Federal employee but do not have reinstatement eligibility.

**Special Hiring Options**  
Select from among the special hiring authorities listed below for which you are eligible. (Please note that agencies will require documentation of eligibility prior to your appointment.)

Identification of eligibility for any special hiring authority is entirely voluntary, and you will not be subject to any adverse treatment if you decline to provide it. If you do not wish to volunteer this information at this time, you may still choose to apply for jobs, as they are announced, under any of these special hiring authorities for which you are eligible. If you volunteer to provide information here about the special hiring authorities for which you believe you are eligible, then agencies who are searching for potential applicants to hire under one of these authorities may be able to locate your resume through USAJOBS and invite you to apply. Otherwise, this information will be retained in the USAJOBS database and not disclosed.

Veterans Recruitment Appointment (VRA)

30% or More Disabled Veteran

Disabled veterans who have completed a VA training program

Military Spouse

Certain former overseas military spouse employees

Schedule A Disabled

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## Profile > Hiring Eligibility (expanded):

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3. Are you a Veteran of the U.S. Armed Forces or are you eligible for "derived" preference?  Yes  No

4. Please select the statement below which best reflects your Federal employment status (if applicable).

I am not and have never been a Federal employee.

I am currently a Federal employee.

I am a former Federal employee with reinstatement eligibility.

I am a former Federal employee but do not have reinstatement eligibility.

4.1 By which Federal agency and organization are you currently employed?

Select Cabinet Level:

Select Agency:

4.3 Indicate the pay plan, series, grade level/pay band of the highest permanent graded position you ever held as a Federal Civilian Employee.

Pay Plan:

Occupational Series:

Highest Pay Grade:

4.5 Have you accepted a buyout from a Federal agency within the past 5 years?  Yes  No

4.6 Are you ICTAP Eligible?  Yes  No

**Special Hiring Options**  
Select from among the special hiring authorities listed below for which you are eligible. (Please note that agencies will require documentation of eligibility prior to your appointment.)

Identification of eligibility for any special hiring authority is entirely voluntary, and you will not be subject to any adverse treatment if you decline to provide it. If you do not wish to volunteer this information at this time, you may still choose to apply for jobs, as they are announced, under any of these special hiring authorities for which you are eligible. If you volunteer to provide information here about the special hiring authorities for which you believe you are eligible, then agencies who are searching for potential applicants to hire under one of these authorities may be able to locate your resume through USAJOBS and invite you to apply. Otherwise, this information will be retained in the USAJOBS database and not disclosed.

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## Profile > Preferences

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The following questions are optional and can be used by Agency officials to identify applicants with skill sets and preferences appropriate for their job or work environment. Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration. Your responses will also be used to help increase the relevance of your search results.

1. Are you willing to travel?

Yes

No

2. What type of work are you willing to accept?

Permanent

Temporary

Term

Detail

Presidential Management Fellows

Recent Graduates

Internships

Telework

3. What type of work schedule are you willing to accept?

Full Time

Part Time

Shift Work

Intermittent

Job Share

4. Please select your desired work location(s).

Choose State:  Then Locale(s):  Click buttons to add/remove

Show locations for this region:

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*Your Privacy Is Protected.* This information is used to determine if our recruitment efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. No information taken from this form is ever placed in your Personnel file. This is vital information not available from any other source. We can only get it directly from you.

*Purpose and Routine Uses:* No individual data is ever provided to selecting officials. This form will only be seen by Human Resources Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all segments of the population, in conformance with the requirements of Federal equal employment opportunity laws. Only summary data is reported, and only in a format which cannot be broken out by individual applicants.

*Effects of Nondisclosure:* Providing this information is voluntary. No individual personnel selections are made based on this information.

I wish to decline to respond to the demographic questions.

1. Sex:  
 Male  Female

2. Ethnicity:  
 Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race  
 Not Hispanic or Latino

3. Race (Check all that apply):  
 American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.  
 Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.  
 Black or African American - a person having origins in any of the black racial groups of Africa.  
 Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.  
 White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

*Paperwork Reduction Act Statement:* The Paperwork Reduction Act of 1995 (44 V.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is three (3) minutes, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the Equal Employment Opportunity Commission, Affirmative Employment Division, Federal Sector Programs, 131 M St., NE, Washington, DC 20507 and to the Office of Management and Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.

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Required information

\* Username  Use between 4 and 20 characters

\* Password \*\*\*\*\* [Change 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.

\* Password Question 1

\* Password Question 2

\* Password Question 3

[Delete Account](#)

**Notification Settings**

Notification Alerts enable you to stay informed of changes to your application status.

Select the items that you would like to be notified of via email. You may edit your preferences and unsubscribe at any time.

When jobs I have applied to have closed.

When jobs I have saved are scheduled to close in three days.

When the status of an application I've submitted changes.

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## Privacy Act and Public Burden Information Link:

**USAJOBS** **HELP**  
WORKING FOR AMERICA

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- Privacy Policy
- Terms and Conditions of Use

### USAJobsHelp:Privacy policy

#### Privacy Act and Public Burden Information

Thank you for visiting the USAJOBS web site and reviewing our privacy policy. Here is how we handle information about your visit to our web site:

**If You Complete An Online Application**

The Office of Personnel Management is authorized to rate applicants for Federal jobs under sections 1302, 3301, and 3304 of title 5 of the U.S. Code. Section 1104 of title 5 allows the Office of Personnel Management to authorize other Federal Agencies to rate applicants for Federal jobs. We need the information you put on this form to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government.

Executive Order 9397, as amended by 13478, authorized the Federal government to use a Social Security Number or tax identification number.

Information we have about you may also be given to Federal, State, and local agencies for checking on law violations or other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job.

**Public Reporting Burden**

We estimate the average time to complete this information collection varies from 20 minutes to 45 minutes including time for reviewing instructions, gathering the data needed, and completing and reviewing entries. The average time is 30 minutes. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Office of Personnel Management, USAJOBS Program Office, 3206-0219, 1900 E Street, NW, Suite 6500, Washington, DC 20415-0001. The OMB Number, 3206-0219, is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

**If You Send Us An Email Or A Forms Request**

If you choose to provide us with personal information as in an email to one of our Online email boxes, or by filling out a form with your personal information and submitting it to us through our web site, we use that information to respond to your message and to help us get you the information you have requested. We treat E-mails and forms request the same way we treat letters sent to OPM, but we do not collect personal information for any purpose other than to respond to you. We collect personally identifiable information (name, email address, Social Security number, or other unique identifier) only if specifically and knowingly provided by you. We only share the information you give us with another government agency if your inquiry relates to that agency, or as otherwise required by law. Moreover, we do not create individual profiles with the information you provide or give it to any private organizations. We do not collect information for commercial marketing.

**Links to Other Sites**

Our web site has links to other federal agencies. We also link to other organizations' web sites when we have a good business reason to do so. This does not constitute an endorsement of their policies or products. Once you link to another site, you are subject to the privacy policy of the new site.

**Site Security**

We ensure that our web site remains available to all users by using a Government computer system that employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

View the complete OPM Privacy Policy at <http://www.opm.gov/html/privacy.asp>.

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