

## USAJOBS 3.0 Profile Screen Shots - PRA (as of 8/5/13)

Major changes recommended for an upcoming release are referred to in call outs on each screen shot. Minor changes are outlined in bullets following each screen shot. "TFS" refers to the Team Foundation Server system used to track requirements and is for internal reference only.

### Profile > Personal Information (TFS 2605, 3026)

The screenshot shows the USAJOBS 3.0 Profile Personal Information page. The page includes a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. The user is logged in as Katrina. The profile page has a breadcrumb trail: Profile > 1. Personal Information > 2. Hiring Eligibility > 3. Preferences > 4. Demographic > 5. Account Information. A "PLEASE NOTE" section states that fields with an asterisk (\*) are required. A warning message says: "Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish to be made visible to recruiters." The form fields are: First Name (Katrina), Middle Name, Last Name (Wagner, JR), Home Address (1750 TESTING IS FUN), Home Address 2, Country (United States), Postal Code (22046), City/Town (Falls Church), State/Territory/Province (Virginia), Telephone Numbers (Day Phone: 202-222-2222), and Email Address (katrina.wagner@opm.gov). There is a checkbox for "Use this postal code as the default radius for my job searches" and radio buttons for "HTML" and "Text" email format preference. A key icon and warning message state: "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." The "Current Goal" section has a text area for "My Current Goal is:" (403 characters remaining) and a dropdown for "Highest Career Level Achieved:" (Student (High School)). At the bottom are "Save" and "Next" buttons. Callouts point to various changes: "Add name prefix and Suffix (both optional)" points to the First Name field; "All name fields will be grouped in a 'Legal Name' box." points to the Last Name field; "Add blue question mark help on what is legal name" points to a question mark icon; "For all Telephone types, display new field for 'Extension'" points to the Telephone Numbers section; "Remove checkbox, 'Use this postal code as the default radius for my job searches'" points to the checkbox; "Remove Current Goal Field" points to the "My Current Goal is:" text area; and "Move Highest Career Level Achieved to Preferences/Other" points to the "Highest Career Level Achieved:" dropdown.

**The following minor changes should be made to the Profile > Personal Information page:**

- Rename page from “Personal Info” to “Contact Information”
- Left justify this note on all pages: Please Note: Fields with an asterisk (\*) are required fields.
- Home Address:
  - Change label to just “Address 1”. The user can enter whatever they want mailing/home, etc..
    - Business Reason: Mailing Address would be useful in the event the job seeker uses PO Box to receive official communications
- Home Address 2 - Same as above; change label to just “Address 2:”
- State: Default should be -- Select -- and require a valid value other than select on Save.
- Remove checkbox that reads, “Use this postal code as the default radius for my job searches”. This will be replaced by new methods to auto populate on the Advanced Search feature in USAJOBS.
- Postal Code -
  - New edits – if country is US: (NOTE: Applies to Profile, Resume Work Experience, and Education)
    - Make sure zip code is valid against reference location table
    - Add APO, FPO, DPO zip codes to reference location (should not be seen in JOA or advanced search)
    - Require at least 5 numbers be entered (although must allow for more in case seeker is entering plus 4). If country is not equal to US, this edit should not exist.
    - If user enters more than 5, auto lookup should ignore anything past the first 5 to auto populate city/town and state.
    - If there are multiple values in the auto populate for a zip code, prompt the user with all options and have user select the correct one. Present a pop up dialog box with valid values.
- Telephone Numbers 1/2/3:
  - Modify the error message for formatting to read, “Phone numbers must contain only numbers and any of the following characters...” (removing additional “phone number” reference in message that is duplicative”

- Add a help question mark icon that explains:
  - For U.S. phone numbers please use the format (xxx) xxx-xxxx
  - For International Phone numbers please include country code (insert format text)
  - Add an extension box for all telephone numbers after the number field (SIF)
- Format Preference: Change the “What is your email format preference? HTML/Text” to be consistent with account create. Should now read, “What is your email format preference? Some email providers block HTML messages. Select "Text" to ensure your emails go through.” Also add a question mark help icon that links to:  
[https://help.usajobs.gov/index.php/Which\\_email\\_type\\_should\\_I\\_select%3F](https://help.usajobs.gov/index.php/Which_email_type_should_I_select%3F)
- Highest Career Level Achieved:
  - Reorder the dropdown. Student (high school) appears out of order.
  - Add a message/help text for what Highest Career Level Achieved is used for.
  - Move to Preferences (now called “Other”) tab

# Profile > Hiring Eligibility (TFS 2611)

Home Search Jobs My Account Resource Center Welcome Kristina | Sign out

**USAJOBS**  
WORKING FOR AMERICA

Search Jobs Where: Advanced Search

**Profile**

1. Personal Information 2. **Hiring Eligibility** 3. Preferences 4. Demographic 5. Account Information

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

**Do not include the following types of information in your profile or resume:** classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish to be made visible to recruiters.

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

3.1 Do you claim **Veterans' Preference**?

- No, I do not claim Veterans' Preference
- 5-point preference based on active duty in the U.S. Armed Forces (TP)
- 10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)
- 10-point preference based on a compensable service connected disability of 30% or more (CPS)
- 10-point preference for non-compensable disability or Purple Heart (XP)
- 10-point preference based on wife, widow, or widower preference (XP)

3.2 Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?  Yes  No

3.3 If you are a Veteran of the U.S. Armed Forces, please indicate the start and end dates of your military service. For military members with a separation date in the near future, please estimate your end date or leave both dates blank.

Start Date: 12/12/2000 End Date: 12/12/2020

**Veterans' Document Upload:**

Veteran Document 1:  Date Uploaded: 11/8/2011

Document Title:

Document Type:  Select Document:

When **claiming preference**, veterans must provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other acceptable documentation. Applicants claiming 10-point preference will need to submit **Form SF-15, Application for 10-point Veterans' Preference**. Ensure your documentation reflects the character of discharge.

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. For information on each of the special hiring options below, please review the definitions on our [Special Hiring Options](#) page.

- Veterans Recruitment Appointment (VRA)
- 30% or More Disabled veteran
- Disabled veterans who have completed a VA training program
- Military Spouse
- Certain former overseas employees
- Schedule A Disabled

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This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Question 3.1 – Veterans' Preference will be updated with mother and spouse language and add new sole survivorship preference in a separate PRA.

Question 3.3 – Modify the text above military service dates as follows: "If you are a Veteran of the U.S. Armed Forces, please indicate the start and end dates of your military service. For military members with a separation date in the near future, please estimate your end OR select the Future/TBD Release Date checkbox. If you have a break in service, please click <this button> to add your additional service dates."

An "Add" button/link will be added. When selected, additional start and end date rows will be added.

Remove ICTAP question – this should be application specific

**The following additional changes should be made to the Profile > Hiring Eligibility pages.**

- 1) Remove header that reads, “Do not include the following types of information in your profile...” from ALL profile pages.
- 2) Instructions: The following Hiring Eligibility Questions will help Federal staffers determine if you are eligible for competitive or non-competitive jobs with the government.

- Add help links to explain competitive/non competitive (existing help pages)

- 2) Question 3 – Are you a Veteran of the U.S. Armed Forces or are you eligible for "derived" preference?

- Modify derived preference link to jump directly to derived preference definition. Currently goes to top of the page and user has to find definition

- 3) Question 3.1 – Do you claim Veterans’ Preference?

NOTE: Question 3.1 will be updated via a separate PRA to include Sole Survivorship preference and mother preference.

- 4) Question 3.2 - Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of at least 3 years (may have been released just short of 3 years) (VEOA)?

Changes for question 3.2:

- Add VEOA at the end of this in parenthesis and the help text should spell out and indicate to the applicant that they are VEOA if they answer this
- Add “ at least” prior to 3 years. Job seekers who have more than 3 years were confused.

**Military Service Dates:**

- Add a new checkbox behind each set of military service start and end dates that is called “Future/TBD Release Date”.
- If the Future/TBD date is checked, the end date will be grayed out.
- If the Future/TBD date is not checked, the end date should be a required field.
- The text above these fields will now read, “If you are a Veteran of the U.S. Armed Forces, please indicate the start and end dates of your military service. For military members with a separation date in the near future, please estimate your end OR select the Future/TBD Release Date checkbox. If you have a break in service, please click <this button> to add your additional service dates”

**Veterans' Document Upload Section Changes:**

- Move instructions “When claiming preference, veterans must provide a...” to the top of the Veterans’ document upload section directly under the title.
- Veteran Document upload instructions will be updated as part of a separate ongoing PRA.
- Add help text beside document type field to explain each document. This same help text should display on the job application when a seeker selects documents to upload. (Existing ticket for release 3.7.1 – the help text has been created already, need a condensed page to only show Veteran’s documents, need to add question mark help icon)
- Modify text to read, “Add what types of documents are accepted on this page. Should not have to wait to get error message. - Field validation should be consistent and indicate when you’re typing what characters are not allowed
- Document Title – allow special characters (currently can’t do special characters other than hyphens and apostrophes); Make consistent with resume page; Should have standard language every place where we have a document of what characters aren’t allowed and what types of docs can be uploaded. Business Reason: Several colleges and businesses have valid “&” in their name. Example “William & Mary” is the formal school name. AT&T is the formal business name.
- Allow for the seeker to view and delete the saved veteran documents from this page. Functionality should be the same as the Document Saved page.
- Add a new bullet: size limitation
- Make “Other” the last item in the dropdown. Alphabetize any items in the dropdown but have “other” be last. Display the existing value of Veteran Other in the dropdown on this page and the main document upload page.
- Add a secondary iFrame on the page

#### 5) Special Hiring Options Section Changes:

- Move Title to be left justified
- There is a wide white space between the text boxes and the text related to the check box. Remove extra space

#### 6) Question 4 Changes:

**Question 4:** Wherever it says “Federal employee” reword to “Federal Civilian Employee”

- Option 1 should now read: I am not and have never been a Federal Civilian Employee.
- Option 2 should now read: I am currently a Federal Civilian Employee.

- Option 3 should now read: I am a former Federal Civilian employee with reinstatement eligibility.
- Option 4 should now read: I am a former Federal Civilian employee but do not have reinstatement eligibility.

Add a help question mark link to Question 4 to read:

- Question 4 focuses on current and former employees of the Executive, Legislative, and Judicial Branches, independent agencies and employees under other merit systems. Individuals may have been employed on career, career-conditional, excepted service, term, temporary; time limited appointments, and non-status appointments.

Question 4 does not apply to Federal contractors or members of the armed services, unless an individual has been employed on a Federal appointment.

- Reinstatement explanation – add to help question mark  
<http://www.usajobs.gov/ResourceCenter/Index/Interactive/ReinstatementEligibility#icc>
- Add question mark help to explain each response in question 4

**Question 4.3** - Indicate the pay plan, series, grade level/pay band, and promotion potential of the highest graded position you ever held or currently hold as a Federal Employee. (Question does not apply to members of the armed forces covered under Title 10.)

Pay Plan

Occupational Series

Highest Pay Grade

Pay Plan:

Pay Plan – Show “Code – Description” in dropdown

Question “Are you a current Federal employee serving under a [Veterans' Recruitment Appointment \(VRA\)](#)? – VRA” – Add help text bubble to further define and provide additional information on qualifying medals.

**Question 4.6 – Delete question for ICTAP.** Should be done at the TAS level.

Profile > Preferences: (TFS 2617)

The screenshot shows the USAJOBS 'Profile > Preferences' page. The page includes a navigation bar with 'Home', 'Search Jobs', 'My Account', and 'Resource Center'. The main content area is titled 'Profile' and contains several sections for user preferences. A list of annotations is overlaid on the right side of the page, detailing changes to be made to the form.

**Annotations:**

- Change Tab title to "Other"
- Update % of travel values to Occasional Travel, 25% or Greater, 50% or Greater, 75% or Greater
- Question 4 - Add Highest Career Level Achieved from profile.
- Question 5 – Are you willing to relocate? Yes/No
- Move current question 4 to 6
- Update Type of work to include: Seasonal, Summer, Multiple Appointment Types, and Intermittent
- Update Work Schedule to Include: Multiple Schedules
- Modify locations to match Advanced Search locations and limit to 10.

**Form Content:**

1. Personal Information 2. Hiring Eligibility 3. **Preferences** 4. Demographic 5. Account Information

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish to be made visible to recruiters.

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

If yes, what percentage of duty time will you travel?  
 Less than 25%

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).  
 Show locations for this region: United States

Choose State: United States, Alabama, Alaska, American Samoa, Arizona, Arkansas, California  
 Then Locale(s):  
 Add >> << Remove

Click buttons to add/remove  
 United States - Virginia - All Virginia

Navigation: Previous Save Next

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 This is a United States Office of Personnel Management website.  
 USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



**Preferences/Other Additional Changes:**

- Locations: Modify locations to match the Advanced Search location search boxes
  - There will be a new 10 location limit
  - Ensure location selection boxes allow for All US, Overseas, etc. options
  - For seekers who have existing locations selected greater than 10:
    - send an inbox notification.
    - If the seeker goes to the page, display a pop up on the page that indicates they must make a change to less than 10 and values have changes.
  - For seekers who have locations that no longer exist, send an inbox notification

## Profile > Demographic

Home Search Jobs My Account Resource Center Welcome Katrina! | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Where:   [Advanced Search >](#)

**Profile**

1. Personal Information 2. Hiring Eligibility 3. Preferences 4. **Demographic** 5. Account Information

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish to be made visible to recruiters.

*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.

*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.

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- Left justify "Please note", and removing "Do not include the following..." message.
- OMB 3046-0046 is currently undergoing Paperwork Reduction Act approval to add disability data to the collection form. Once this form receives final approval, USAJOBS will be updated to reflect the new disability information (new question 4)

## Profile > Account Information: (TFS 614)

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

USAJOBS®  
"WORKING FOR AMERICA"

Search Jobs Where: Advanced Search >

Profile

1. Personal Information 2. Hiring Eligibility 3. Preferences 4. Demographic 5. **Account Information**

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

Required information

\* Username Use between 4 and 20 characters kwagner

\* 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 What is the name of the city/town where you were born? ▼

\* Your Answer roanoke

\* Password Question 2 What is your all-time favorite sports team? ▼

\* Your Answer hokies

\* Password Question 3 What is your mother's middle name? ▼

\* Your Answer jo

**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.

Previous Save Finish

Modify values under notification settings to read:

- When jobs I have started an application for have closed
- When jobs I have saved are scheduled to close in one calendar week.
- When jobs I have saved are scheduled to close in 3 calendar days.

**The following User Interface changes should be made to the Profile:**

- Use actual Tabs at the top and bottom of the pages because it is not evident to users that the numbered areas are new tabs. Highlight the tab the user is on.
- Redesign as appropriate with changes to the look and feel—navigation on top and bottom of all pages
- Pushbuttons at the bottom should include a Cancel link that will prompt with a “are you sure you wish to cancel without saving” y/n
- Add a Checkmark underneath each tab to signify completion. Should be updated when data is saved down o Tab completed once all required fields are entered.
- Where possible, make the page to be more left to right so you don’t have to scroll down as much.
- On all pages:
  - Left justify the “Fields with an \*” message on the top of every page.
  - Remove the “Do Not include the following...” message at the top of every profile page. Business Reason: There are no fields that would allow entry of the personal information listed.
  - No colons should be listed after field labels
  - All drop downs should have a default value of -- Select -- but required fields should require a value other than select. For consistency ensure that all selects use that format.