

# USAJOBS

## Profile Screenshots for USAJOBS Submission (as of 7/13/2016)

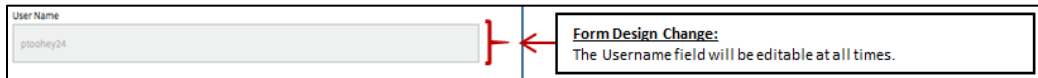
### Document Instructions:

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At the top of every page is a label that indicates what section of the Profile has been screenshot.

#### Profile: Contact Information Tab

Every change is identified with a red bracket with a red arrow pointing to a call out with explanation of the change. Each change is labeled with a Change Type that have been explained in the glossary below. There are only five Change Types outlined in this submission.



### Glossary of Profile Change Types:

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Below is an explanation of the types of changes that are taking place in the USAJOBS Profile.

**Field(s) Moved:** The field moved label means that an input form, label and related help text have been moved to a different section of the USAJOBS.gov website. The field will still exist but it has just changed locations.

**Change in Dropdown Options:** The selection options in a dropdown have changed or been deleted.

**Form Design Change:** The form design change label is usually associated with user interface design changes. This could include combining input fields or adding dependencies to existing input fields. The requested information is not changing intent, just being displayed differently.

**Extraneous Field Removed:** An input form field has been removed because the question is no longer valuable to the job seeker, USAJOBS system or hiring authority.

**Text Change:** The text change label indicates that the question or statement has been altered to improve understanding or plain language. The intent of the questions or statements does not change, just how it is phrased.

# Profile: Contact Information

My Account | Contact | Eligibility | Demographics | Account | Other

Profile

Resumes

Saved Searches

Saved Documents

**Profile**

Contact Information

Completed

Legal Name <sup>Required</sup>

Peter Toohay

**Fields Moved:**

In current state, selecting the "Edit Name" button would bring a user to the Account Maintenance tab where they could change five name related fields. These fields will be moved from the Account Maintenance tab to the Contact Information tab. The five fields:

- Prefix
- First Name
- Middle Name
- Last Name
- Suffix.

These fields will now be exposed on the Contact Information tab.

All fields are required unless otherwise noted

Address <sup>Required</sup>

Address 1

1459 N. Scott St.

Address 2 <sup>Optional</sup>

Country

United States

Postal Code

22209

City/Town

Arlington

State/Territory/Province

Virginia

Telephone <sup>Required</sup>

Telephone type (1)

Mobile

Telephone number (1)

617-584-5420

Ext

Telephone type (2)

Telephone number (2)

Ext

Telephone type (3)

Telephone number (3)

Telephone number (3) <sup>Optional</sup>

Email

Primary Email Address

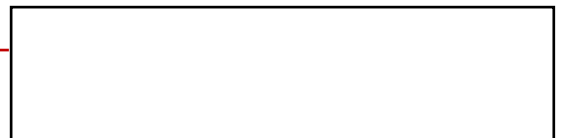
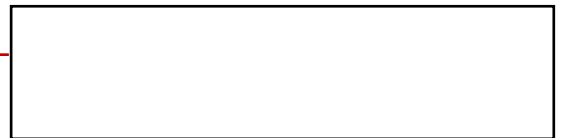
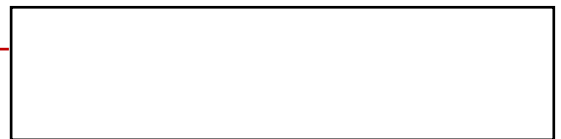
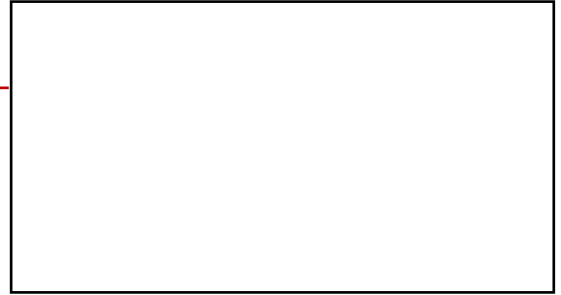
peter.toohay@excelia.com

Edit Email

What is your email format preference? <sup>Optional</sup>

HTML

Some email providers block HTML messages. Select "Text" to assure your emails go through. Be sure that only one account can be accessed for each email address. Be sure the email account you use is only used for responsive emails that adapt to browser limitations.



## Form Design Change:

The Extension fields will only appear if the user selects "Other" from the Telephone Type field. Mobile numbers do not have extensions so the field is unnecessary if the user selects that field.

## Extraneous Fields Removed:

The three fields associated with Telephone 3 will be removed from the USAJOBS Profile. There is no programmatic need to collect three telephone numbers so the field is being removed to streamline the user experience.

## Field Moved:

The Primary and Secondary Email Address fields will be moved to the Username & Password section of the user account. The fields will be exposed, no longer requiring the selection of the "Edit Email" button in order to make changes.

## Extraneous Field Removed:

The email format preference option will be removed from the USAJOBS Profile. This question is no longer necessary since USAJOBS intends to launch responsive emails that adapt to browser limitations.

# Profile: Hiring Eligibility

My Account

Contact **Eligibility** Demographics Account Other

Profile

Resumes

Saved Searches

Inbox

Saved Jobs

Saved Documents

Application Status

## Profile

### Hiring Eligibility

Completed

The following Hiring Eligibility Questions will help federal staffers determine if you are eligible for [competitive](#) or [non-competitive](#) jobs with the government.

*All fields are required unless otherwise noted*

1. Are you a U.S. Citizen?

Yes  No

If you answered no to the above question, please provide your country of citizenship.

Country of citizenship

--Select--

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 who are eligible for [veterans' 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 widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran (XP)

• 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) (VEDA)?

Yes  No

#### Military Start/End Dates:

• 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 enter the Start Date and select the Future/TBD Release Date checkbox. If you have a break in service, please add your additional service dates.

Start Date:

End Date:

Future/TBD Release Date

Add Date

#### Veterans' Document Upload:

When claiming [veterans' preference](#), preference eligibles 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 an [SF-15, Application for 10-point Veterans' Preference](#).

For current service members who have not yet been discharged, a certification letter of expected discharge or release from active duty within 120 days under honorable conditions is required at the time of application. Ensure your documentation reflects the character of discharge.

Veteran Document 1: DD-214 - DD214 Date Uploaded: 11/23/2015

[View](#) [Delete](#) [Download](#) [Download \(max\)](#)

Files must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

Clear Upload

### Text Change:

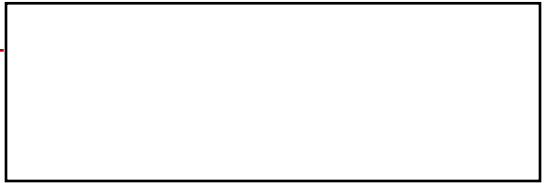
In the **Eligibility** tab of the Profile, the copy on of the third question has changed to be more inclusive. The intent and radio options for the question are the same but the wording of the question has changed. The new question copy is below: "Have you served in the U.S. Armed Forces or are you a family member eligible for derived preference?"

### Form Design Change:

The input forms for Start Date and End Date have been redesigned into three inputs for Month, Day and Year. This change reflects web form design best practices and will enhance the user experience. When Military Dates are added, they will also be displayed in a cleaner and simpler design.

### Field Moved:

The request for Veteran Documentation has been moved to an alert at the top of the **Eligibility** tab of Profile. This alert is triggered when a user indicates that they are a veteran in their Profile and saves their information on the **Eligibility** tab. This new design approach streamlines the eligibility form and ensures that only users that indicate that they are a veteran, receive a request to upload veteran documentation.



# Profile: Hiring Eligibility Tab

4. Please select the statement below which best reflects your federal employment status (if applicable). [?](#)

- I am not and have never been a federal civilian employee.
- I am currently a federal civilian employee.
- I am a former federal civilian employee with [reinstatement](#) eligibility.
- I am a former federal civilian employee but do not have [reinstatement](#) eligibility.

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

Select Department:

Department of Defense - Dept. of the Army

Select Agency:

Department of Defense - Joint and (TACOM)

• Are you a current federal civilian employee serving under a [Veterans' Recruitment Appointment \(VRA\)](#)? [?](#)

- Yes
- No

• Indicate the pay plan, series, grade level/pay band of the highest permanent graded position you ever held as a Federal Civilian Employee. (Question does not apply to members of the armed forces covered under Title 10.)

Pay Plan:

GS - General Schedule

Occupational Series:

0017 Explosives Safety Series

Highest Pay Grade:

• Have you accepted a buyout from a Federal agency within the past 5 years?

- Yes
- No

## Special Hiring Options [?](#)

*Optional*

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 held in the USAJOBS database and not disclosed. For information on each of the special hiring authorities, please visit the [Special Hiring Options](#) page.

•  Job of More Disabled Veteran

- Disabled veterans who have completed a VA training program
- Military Spouse
- Certain former overseas employees
- Schedule A Disabled

Cancel

Save

### Form Design Change:

The "Select Department" and "Select Agency" dropdowns have been combined into one dropdown labeled "Department & Agency." The new dropdown component uses the same data set but has the options to search and scroll through all of the department and agency results. This new dropdown component enhances the user experience.

### Field Moved & Text Change:

The "Special Hiring Options" section of the Eligibility tab has been retitled "Unique Hiring Paths" and moved to the newly labeled Preferences tab of Profile. The checkbox options available do not change and the content does not change.

# Profile: Account Maintenance/Account Information Tab

**Please Note: Account Information and Account Maintenance** are the same tab in Profile. When a user selects to edit information on the Account Information tab, the tab name changes to Account Maintenance automatically. The change is confusing to users but should be remedied by exposing all of the fields under the new **Username & Password** section.

The screenshot shows the 'Profile' page with the 'Account Information' tab selected. The page is divided into several sections: 'User Name' with a text input field containing 'ptoohey24', 'Password' with a masked input field, and 'Notification Settings' with three checkboxes. A blue button labeled 'Edit User Name or Password' is positioned below the password field. At the bottom, there are 'Previous' and 'Next' buttons, and a red-bordered box titled 'Account Delete' with a warning message and a link to 'Delete My Account'. Red arrows and brackets point from the annotations on the right to the 'Account Information' tab, the 'User Name' field, the 'Password' field, and the 'Notification Settings' section.

**Text Change:**  
The **Account Information** tab of Profile has been renamed **Username & Password** to reflect the information actually collected on the tab. **Username & Password** is now found at the account level navigation and not within the Profile.

**Form Design Change:**  
The Username field will be editable at all times.

**Form Design Change:**  
The Password field will be editable at all times and broken out into three fields so it can be changed easily without selecting a button:  
Current Password  
Password  
Re-Enter Password  
These fields already exist in the Profile but they are only viewable in a pop-up.

**Fields Moved:**  
All three notification checkboxes still exist in USAJOBS but they have been relocated to the feature related to the notification. The notification checkboxes for closing applications and changing application statuses have been moved to the Application Status section of USAJOBS. The Saved job closing notification has been moved to the Saved Jobs section of USAJOBS.

# Profile: Account Maintenance/Account Information Tab

**Please Note: Account Information and Account Maintenance** are the same tab in Profile. When a user selects to edit information on the Account Information tab, the tab name changes to Account Maintenance automatically. The change is confusing to users but should be remedied by exposing all of the fields under the new **Username & Password** section.

The screenshot shows the 'Profile' page with the 'Account Maintenance' tab selected. The left sidebar contains navigation options: My Account, Profile, Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The main content area is titled 'Profile' and 'Account Maintenance'. A note at the top states: 'All fields are required unless otherwise noted'. The fields are as follows:

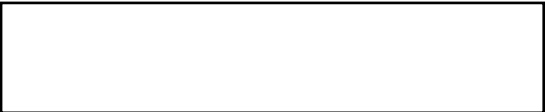
- Prefix: A dropdown menu with a red bracket indicating it has been moved to the 'Contact Information' tab.
- First Name: Text field containing 'Peter'.
- Middle Name: Text field, labeled 'Optional'.
- Last Name: Text field containing 'Toohey'.
- Suffix: Text field, labeled 'Optional'. A red bracket indicates it has been moved to the 'Contact Information' tab.
- Primary Email Address: Text field containing 'peter.toohey@excella.com'.
- Secondary Email Address: Text field, labeled 'Optional'.
- User Name: Text field containing 'ptoohey24'. Below it is a note: 'Username must be between 8 and 20 alphanumeric characters, must contain at least one letter (i.e. can't be all numbers), and may only contain the following special characters: underscore(\_), ampersand(&), and period(.)'.
- Password: Text field with a 'Change Password' link.
- Password Question 1: Dropdown menu containing 'What is the name of the city/town where you were born?'.
- Password Answer 1: Text field containing 'Newton'.
- Password Question 2: Dropdown menu containing 'What was the name of your first school?'.
- Password Answer 2: Text field containing 'Franklin'.
- Password Question 3: Dropdown menu containing 'What was your high school mascot?'.
- Password Answer 3: Text field containing 'Tiger'.

At the bottom are 'Save' and 'Next' buttons.

**Text Change:**  
The Account Maintenance tab of Profile has been renamed 'Username & Password' to reflect the information actually collected on the tab. Username & Password is now found at the account level navigation and not within the Profile.

**Text Change & Field Moved:**  
This field has been moved to the "Contact Information" tab of Profile and been relabeled to "Title." The field is no longer a dropdown, rather an open text field where the user can enter any value.

**Field Moved:**  
These fields have been moved to the **Contact Information** tab of Profile because they better align with the personal information being collected on that page.



**Field Moved:**  
This field has been moved to the **Contact Information** tab of Profile. The field is no longer a dropdown, rather an open text field where the user can enter any value.

**Form Design Change:**  
The change password functionality is currently a pop-up that houses three fields: Current Password, Password and Re-enter Password (see screenshot below). These three fields are now exposed (not in a pop-up) on this page.

The 'Change Password' pop-up form contains the following fields:

- Current Password: Text field.
- Password: Text field.
- Re-enter Password: Text field.

At the bottom are 'Cancel' and 'Submit' buttons. A note at the top right states: 'All fields are required unless otherwise noted'.

This screenshot is the current state pop-up of the three password reset fields. These fields will no longer appear in a pop-up.

# Profile: Other Tab

Contact Eligibility Demographics Account Other

## Profile

**Text Change:**  
Section heading will be changed from "Other" to "Preferences."  
This change is to add clarity to the purpose of this section.

**Text Change:**  
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 information will also be used to help increase the relevance of your search results.

**Instructional text changed to:**  
"The following questions are optional. This information is used if your resume is searchable. If you've made your resume searchable, this information helps agencies match your work preferences with the job opportunities they're looking to fill. [Learn how to make your resume searchable.](#)"

1. Are you willing to travel?

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

- All
- Permanent
- Temporary
- Term
- Detail
- Presidential Management Fellows
- Recent Graduates
- Internships
- Telework
- Seasonal
- Summer
- Multiple Appointment Types
- Intermittent

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

**Fields Moved:**

- All
- Shift Work
- Intermittent
- Job Share
- Multiple Schedules

4. What is your highest career level achieved?

Mid-Career Professional

5. Are you willing to relocate?

Yes  No

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

You have selected:

- United States-Virginia - Alexandria County
- United States-Virginia - Arlington County
- United States-Virginia - Fairfax County

Cancel Save

