

Automated Vacancy Information Access Tool for On-line Referral (AVIATOR) – Applicant

USAJOBS Interface

Presented to:

By:

Date:



Federal Aviation
Administration



Why Interface with USAJOBS

- Single sign-on using USAJOBS user id /password
- Ability to store up to five resumes (either uploaded or built using the USAJOBS resume builder)
- Ability to Upload supporting documents
- Simplify the applicant process for federal government
 - Resume/Attached Documents may be used to apply for multiple agencies
- Ability to set up email notifications when the status of the application changes

AVIATOR Applicant - USAJOBS Interface

Three Step Process

- Step 1 Create Your USAJOBS Account
 - Create Account
 - Complete Profile Information
 - Create Resume/Upload Resume
 - Upload Applicable Documents
- Step 2 Search for FAA Vacancy Announcement
- Step 3 Apply



AVIATOR Applicant - USAJOBS Interface

Step One

Step 1 Create Your USAJOBS Account



AVIATOR Applicant – USAJOBS Interface

Create Account

- ❑ To create a USAJOBS® account, you will need to click on the “Create An Account” link located at the top right-hand side of the Home page or <http://my.usajobs.gov>



AVIATOR Applicant – USAJOBS Interface

Create Account

- ❑ Fill in required fields and click the “I agree. Create my account” button at the bottom of the page.

... system, (3) deny access to this system, (4) accrue fe
herwise misuse this system are strictly prohibited. Suc
result in criminal, civil, or administrative penalties.

 **I agree. Create my account.** 

- ❑ Click on the “Edit Profile” button



My Account
john
Current Goal:
Last login:
02/17/2012 12:46 PM
[Change Photo](#)
Edit Profile 

AVIATOR Applicant – USAJOBS Interface

Complete Profile Information

❑ Complete required fields (indicated by red asterisks) on each page and click “Next” button

- Personal Information
- Hiring Eligibility
- Preferences
- Demographic
- Account Information

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.

AVIATOR Applicant – USAJOBS Interface

Complete Profile Information

- ❑ Applicant can set up email notifications in the “Account Information” area of the profile

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](#)

- ❑ Once all sections are completed, click the “Finish” button

status of an application I've submitted changes.

[← Previous](#) [Save](#) [Finish](#) →

AVIATOR Applicant – USAJOBS Interface Upload/Create Resume

- ❑ Click on “Resumes”



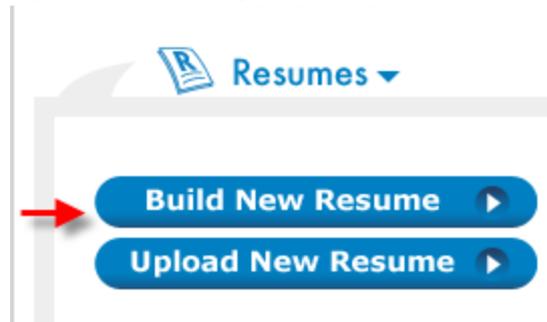
AVIATOR Applicant – USAJOBS Interface

Upload/Create Resume

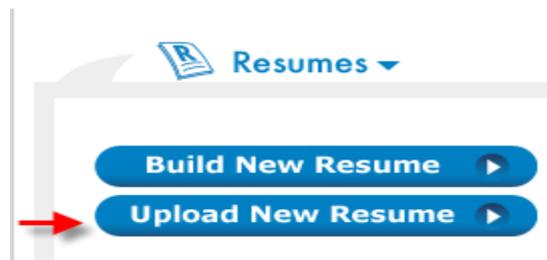
- ❑ Create or upload a resume – Stores up to 5 different resumes

NOTE: You must have an account before creating or uploading resumes

- “Build New Resume” option allows you to create or build a resume using the USAJOBS Resume Builder



- “Upload New Resume” option allows you to load your own resume(s) from your computer, flash drive, etc.
 - Upload a resume 3mb or less in GIF, JPG, JPEG, PNG, RTF, PDF, or Word format
 - NOTE: Review USAJOBS “Sample Resume” and “What To Include” links to ensure your resume contains necessary information.



AVIATOR Applicant – USAJOBS Interface

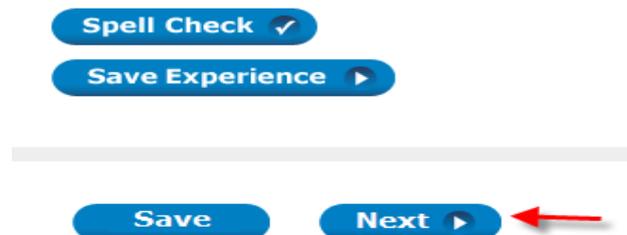
USAJOBS Resume Builder

Experience Section

- ❑ After selecting “Build New Resume”, you are redirected to the “Work Experience” section of the USAJOBS Resume Builder
- ❑ Complete all required fields (indicated by a red asterisk)
- ❑ To add additional work experience, click “Save Experience” to display a blank “Experience” page



- ❑ When all work experience is entered, click “Next” to move to the next section.



AVIATOR Applicant – USAJOBS Interface

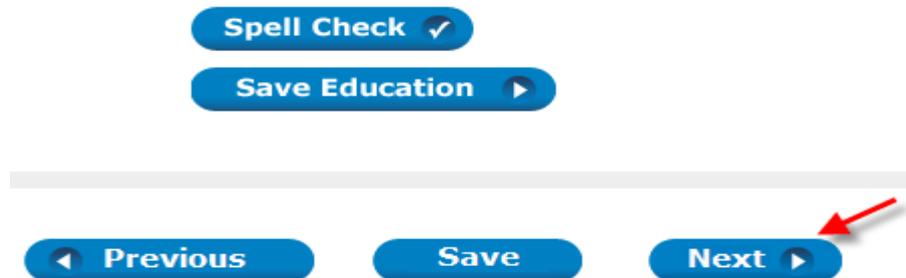
USAJOBS Resume Builder

Education Section

- Enter applicable education fields.
 - Complete all required fields (indicated by a red asterisk)
- To add additional education, click “Save Education” to display a blank “Education” page



- When all education is entered, click “Next” to move to the next section.



AVIATOR Applicant – USAJOBS Interface

USAJOBS Resume Builder

Other Section

- Enter applicable fields.
 - Job Related Training
 - Language Skills
 - Organizations/Affiliations
 - Professional Publications
 - Additional Information

- When all information is entered, click “Next” to move to the next section.



AVIATOR Applicant – USAJOBS Interface

USAJOBS Resume Builder

References Section

- Enter required fields for references (indicated by a red asterisk)
 - Up to 5 references
- To add additional reference, click “Save Reference” to display a blank “Reference” page

You may have up to 5 references.



- When all references are entered, click “Next” to move to the next section.



AVIATOR Applicant – USAJOBS Interface

USAJOBS Resume Builder

Preview and Finish Section

- Review and/or print resume
- If accurate, click the “Finish” button



- Upload New Resume or Build New Resume – up to 5

AVIATOR Applicant – USAJOBS Interface Resume(s)

- Upload New Resume or Build New Resume – up to 5

Resume 1: Resume 1 Status: Not searchable
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) [Make Searchable](#)

Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

[Build New Resume](#) [Upload New Resume](#)

Red arrows point to the 'Build New Resume' and 'Upload New Resume' buttons.

- View, Edit, Duplicate, or Delete existing resume built by USAJOBS Resume Builder by clicking applicable links

Resume 1: Resume 1 Status: Not searchable
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) [Make Searchable](#)

Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

[Build New Resume](#) [Upload New Resume](#)

Red arrows point to the 'View', 'Edit', 'Duplicate', and 'Delete' links.

- View or Delete existing resume uploaded by applicant

AVIATOR Applicant – USAJOBS Interface

USAJOBS Uploaded Documents

- ❑ Click or hover over “My Account” link located at the top of the screen

The screenshot displays the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. The USAJOBS logo is prominently displayed, along with a search bar containing 'What:' and 'Where:' fields, and a 'Radius: 20 miles' dropdown. Below the navigation bar, there is a 'Resumes' section with a red arrow pointing to the 'My Account' link in the top navigation bar. The 'Resumes' section contains text explaining how to use resumes and a warning about including sensitive information. Below this, there is a 'Resume 1: Resume 1' entry with options to View, Edit, Duplicate, or Delete, and a status of 'Not searchable' with a 'Make Searchable' link. On the right side, the 'My Account' dropdown menu is open, showing options: My Account - Main Page, Profile, Resumes, Saved Searches, Saved Jobs, Saved Documents (highlighted with a red arrow), and Application Status.

- ❑ Click on “Saved Documents” link

AVIATOR Applicant – USAJOBS Interface

USAJOBS Uploaded Documents

- ❑ Maximum of 10 uploaded documents
- ❑ Enter a name for your document
- ❑ Select Document Type from drop down
- ❑ Browse for applicable document
- ❑ Click “Upload” button once completed
 - Ensure you review the announcement and upload all required documents

 **Saved Documents**

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

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

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

*

Document Type: Select Document:

You have saved **0** of **10** possible documents. You are able to upload and store **10** documents to your My USAJOBS account.



AVIATOR Applicant – USAJOBS Interface

USAJOBS Uploaded Documents Tips

- Review the entire vacancy announcement and ensure you upload all required documents
- If you resubmit your application during the open period, ensure you upload applicable documents with resubmission
- If you are unable to upload documents, ensure you fax to the HR office listed in the announcement by 11:59 p.m. Eastern Time on the closing date

AVIATOR Applicant – USAJOBS Interface

Step Two

Step 2 Search For a Job



AVIATOR Applicant – USAJOBS Interface Job Search

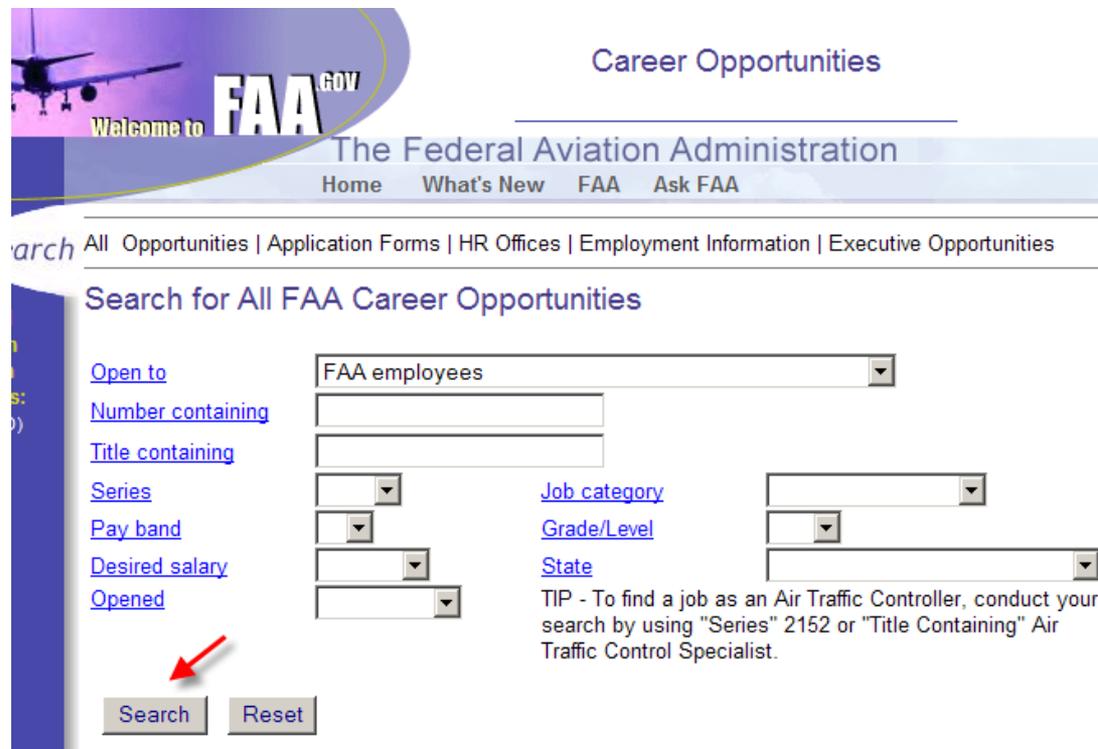
Go to FAA job search page: <http://jobs.faa.gov/>

OR

Go to the USAJOBS homepage: www.usajobs.gov and click on the Advanced Search link located under the **Where:** textbox.

AVIATOR Applicant – USAJOBS Interface FAA Job Search

- ❑ <http://jobs.faa.gov/>
- ❑ Enter applicable fields and click the “Search” button



Career Opportunities

Welcome to **FAA**.GOV
The Federal Aviation Administration

Home What's New FAA Ask FAA

Search All Opportunities | Application Forms | HR Offices | Employment Information | Executive Opportunities

Search for All FAA Career Opportunities

[Open to](#) FAA employees

[Number containing](#)

[Title containing](#)

[Series](#)

[Pay band](#)

[Desired salary](#)

[Opened](#)

[Job category](#)

[Grade/Level](#)

[State](#)

TIP - To find a job as an Air Traffic Controller, conduct your search by using "Series" 2152 or "Title Containing" Air Traffic Control Specialist.

AVIATOR Applicant – USAJOBS Interface

FAA Job Search

- ❑ Click on the “Announcement Number” link for applicable announcement and it will take you to USAJOBS to begin the process.

Welcome to  The Federal Aviation Administration

Home What's New FAA Ask FAA

h All Opportunities | Application Forms | HR Offices | Employment Information | Executive Opportunities

Search Results

This document produced on 02/17/2012.

Announcement Number	Job Title	Duty Location	Grade	Close Date	Area of Consideration
AAC-AMH-11-ACM-003-20967	Aviation Safety Inspector - Air Carrier Maintenance	Flight Standards Locations	FG-1825-09/12	03/26/2012	U.S. Citizens
AAC-AMH-11-ACO-003-20965	Aviation Safety Inspector - Air Carrier Operations	Flight Standards Locations	FG-1825-09/12	03/26/2012	U.S. Citizens
AAC-AMH-11-ACV-003-20969	Aviation Safety Inspector - Air Carrier Avionics	Flight Standards Locations	FG-1825-09/12	03/26/2012	U.S. Citizens
AAC-AMH-11-CTI-19558	Air Traffic Control Specialist Trainee-Collegiate Training Initiative (AT-CTI) Graduates	FAA Air Traffic Control Locations Throughout the States	FG-2152-01	03/26/2012	AT-CTI Graduates

AVIATOR Applicant – USAJOBS Interface

USAJOBS Search

□ www.usajobs.gov

□ Click on the [Advanced Search](#) link located under the **Where:** textbox.

(or select [Advanced Search](#) from the **Search Jobs** menu bar at the top of the screen.)



AVIATOR Applicant – USAJOBS Interface

USAJOBS Search

- Select your desired search criteria by entering at least one of the following:
 - Keyword
 - Title
 - Location
 - Select State/Territory/Region
 - Select Locale and
 - Click “Add”
 - Agency/SubAgency – click “Add”
 - Occupational series – check box(es)

- Choose any additional search criteria on this screen.**

- Click on the “Search Jobs” button at the top or bottom of the page.**

- Browse through all current job announcements that match your current search criteria.**

AVIATOR Applicant – USAJOBS Interface

USAJOBS Advanced Search Tips

- ❑ **You are not required to have an account or be signed into USAJOBS in order to search**
 - If signed in and searching, your applicant eligibility status will populate automatically in your search.
 - If not signed in, maximize your results by selecting your applicant eligibility in your advanced search.

Applicant Eligibility 

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)?
 - In the [competitive service](#)? in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#)? position covered by an [interchange agreement](#)?, or
 - Eligible for [reinstatement](#)??
- A Veteran eligible for [veterans' preference](#)? or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

Yes No

AVIATOR Applicant – USAJOBS Interface

USAJOBS Advanced Search Tips

- ❑ You can save up to 10 searches by clicking on the “Create a new saved search” button in your Profile.
 - You must be logged into your account to create a saved search.
 - You can set up email notifications for the search results.

The screenshot displays the USAJOBS user interface. At the top left is the USAJOBS logo with the tagline "WORKING FOR AMERICA". To the right is a search bar with the label "What:" and a "Advanced" link. Below the logo is the "My Account" section for a user named Donald. It includes a profile picture placeholder, a "Change Photo" link, and an "Edit Profile" button. The "Current Goal" field is empty, and the "Last login" is 02/07/2012 09:29 AM. Below the account section are navigation tabs for "Resumes", "Saved Searches", "Saved Jobs", "Saved Documents", and "Application Status". The "Saved Searches" tab is active, showing a "Create a new saved search" button with a right-pointing arrow. Below this button, it states "You have created 0 of 10 possible saved searches." and a "View All Saved Searches" link. A red arrow points to the "Create a new saved search" button.

AVIATOR Applicant – USAJOBS Interface

USAJOBS Advanced Search Tips

- ❑ Saved search email notifications will only send you the NEW jobs that match your selection criteria since your last email notification.

- ❑ Notification emails will come from notifications@usajobs.gov
 - Add this address to your “Safe Senders” contacts list to prevent accidental spam blocking.

- ❑ USAJOBS automatically performs a synonym search based on keywords entered
 - i.e. If you search for keywords “program manager”, the system will search for program coordinator and program director also.

- ❑ When searching for multiple keywords, results will be returned if each word is found **anywhere** within the job announcement.

- ❑ Use quotations around multiple keyword searches for jobs that have the exact phrase or synonym equivalent.
 - i.e. If you want your search to return keywords “program manager” side by side, place “” around the words.



AVIATOR Applicant – USAJOBS Interface Step Three Apply

Step 3 Apply



AVIATOR Applicant – USAJOBS Interface

Apply

- ❑ Click on the underlined **Job Title**.

Sort by:

Search Results 1-25 of 51 Page: [\[1\]](#) [2](#) [3](#) > [Last](#) Page 1 of 3

[Program Assistant \(Office Automation\)](#) [Quick View](#) | [More Like This](#)

Business Component: Aircraft Certification Service, Engine and Propeller Directorate, Technical and Administrative Support Staff, ANE103 Sample of Duties: Provides administrative support and assistance to various Management and Program Analysts who are members of the Technical and Administrative Sup

Agency: Federal Aviation Administration
Location: Burlington MA
Salary: \$33,197.00 to \$49,795.00 / Per Year
Open Period: Thursday, January 19, 2012 to Monday, April 30, 2012

- ❑ Scroll through the announcement to read the details, or use the tabs on top to jump to the specific section.
- ❑ To apply, click on the “Apply Online” button on the right side of the screen.

Apply Online 

AVIATOR Applicant – USAJOBS Interface

Apply

- Select one of your stored resumes to send
- Check the “I have previewed my resume.”
- “Allow me to attach demographic information” if desired
- Check the “Certification” statement – REQUIRED to apply
- Click on the “Apply for this position now!” button

Resume - Select one of your stored resumes to send: 

- SELECT -
main - valentin uuuu #1
tmv
resume 1

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

- SELECT -
COVER (uu)

I have [previewed my resume](#) . The selected document includes the information I wish to provide with this application. 

Allow me to attach demographic information to the application. [Review or update your demographic information](#). 

I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001). 

Cancel  **Apply for this position now!** 

AVIATOR Applicant – USAJOBS Interface

Apply

- ❑ You will be passed to AVIATOR to respond to vacancy specific questions
- ❑ Click the “Continue” button

Welcome, john, to the FAA's Online Job Application System called AVIATOR.

You have been sent to us from USAJOBS to continue the application process for the following job announcement:

Announcement : AAL-DEV-12-STEVE-05918
Job Title : Dev Series 318 Secretary Positions
Series : 318
Status : **In Progress.**
Grade(s) : FV-E
Closing Date : 3/1/2012
Date Submitted :

We have received your information from USAJOBS but we have some additional questions to ask you so click 'Continue' below and let's get started!

Continue



- ❑ Complete applicable information and click “next” at the bottom of each page

AVIATOR Applicant – USAJOBS Interface

Apply

- ❑ Once completed, click “Submit” button

Step 9 of 9

Submit Application

Note: You must click “Submit” below to complete the application process once you are finished reviewing and/or editing your application questionnaire.

Submit



By selecting the “Submit” button, you are indicating that you are finished reviewing and/or editing your application questionnaire at this time.

- ❑ Print FAX coversheet if desired. This can be used to submit supporting documentation via fax.
- ❑ Click “Return to USAJOBS” to complete the process.

Application Status

Application Status for **Donald Duck** on announcement **AAC-JAC-12-JAC1825-05940**

 Your application for announcement # AAC-JAC-12-JAC1825-05940 has been received. Please check back after the announcement closes for status updates.

 [Return to USAJOBS](#)

Need To FAX Documents?

If so, please generate a FAX coversheet to include with your faxed documents.

 [Print FAX Coversheet](#)

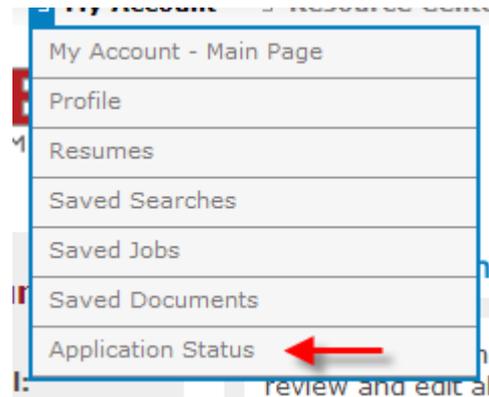
AVIATOR Applicant – USAJOBS Interface

Check Application Status

- ❑ Click on “My Account” link



- ❑ Click on “Application Status” link



- ❑ Review “Application Status” column and click on “more information”

AVIATOR Applicant – USAJOBS Interface

Check Application Status

- ❑ Review “Application Status” column and click on “more information”
 - System will take you to AVIATOR for additional information including referral list status if any.

Application Status

IMPORTANT! If you did not apply to the job announcement with your USAJOBS resume through the apply online button, we cannot track your application. It is not possible to track applications in your USAJOBS account when they have been submitted through an agency’s application website or through the mail. You can contact the agency that posted the announcement to verify receipt of your application. Each record will be deleted 18 months after Initial Application Date. You may want to print this page for future reference.

Applications 1 to 20

Page: [1][2]

Page 1 of 2

Initial Application Date	Job Summary	Job Status	Agency Name	Last Application Update	Application Status 
02/17/2012	ASI - Manufacturing Job Number: AAC-JAC-12-JAC1825-05940 Pay Plan: FV-1825-G/J Location: US--FAA Flight Standards Locations	Active	Federal Aviation Administration	02/17/2012	Reviewing Applications more information...

AVIATOR Applicant – USAJOBS Interface

Applicant Account Help

- ❑ Email USAJOBS by clicking on “Contact Us” link 7:00 AM to 8:00 PM Eastern Time



- ❑ Contact SWIFT Help Desk via email at 9-amc-ami-swift@faa.gov or call 405-954-0911 (toll free 1-877-378-4005) from 7:00 AM to 5:00 PM Central Time Monday through Friday

AVIATOR Applicant – USAJOBS Interface

Applicant Account Help

- ❑ Complete required fields and click the “Send” button
- ❑ USAJOBS customer support desk available from 7:00 am to 8:00 pm Eastern Time

Contact Us

Looking for help? [Visit Help](#) for in-depth information.
If your question is still unanswered, or you have a comment or suggestion, please use the form below to contact us. We will get back to you within one business day. Your interest and patience are appreciated.

* I am contacting you about:

* First Name:

* Last Name:

* Email address:

Please provide your phone number, for a help desk technician to call, if additional information is needed to assist you.

Phone number:

My question/comment is:
Please do not include your Social Security Number. Only provide personal information when it is essential for us to address your inquiry.
(2000 characters remaining)

PLEASE NOTE: The USAJOBS customer support desk is available from 7:00 AM to 8:00 PM Eastern Time. Please visit the [USAJOBS FAQ page](#) and the [Resource Center](#) for the answers to many of your questions. If you are requesting a password reset, [click here](#).

SEND 