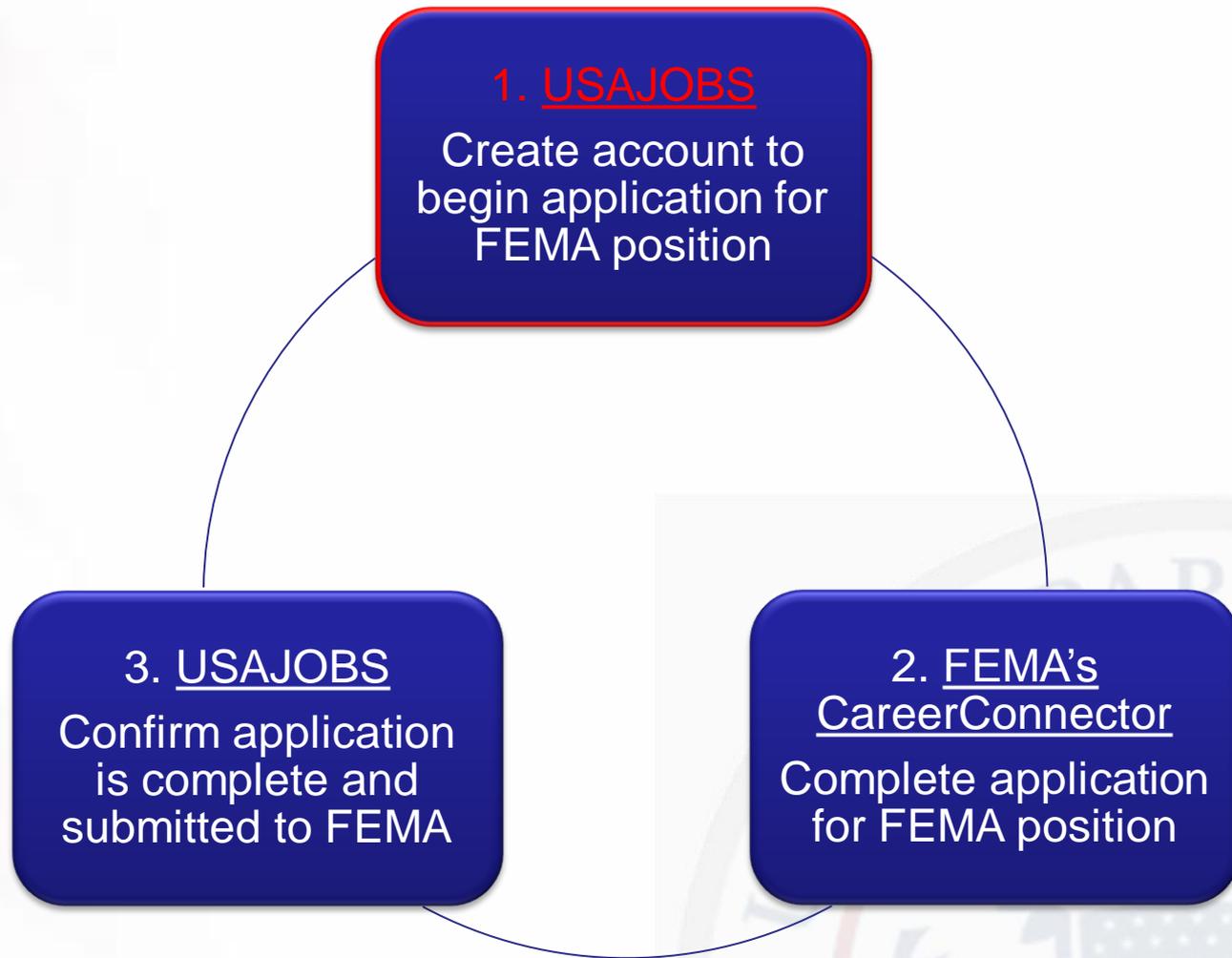


# Step 1: Applying to a FEMA Reservist Vacancy



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# Creating an Account with USAJOBS

- Go to [USAJOBS.gov](https://USAJOBS.gov)

The screenshot shows the USAJOBS website homepage. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. On the right side of the page, a red button labeled "SIGN IN OR CREATE AN ACCOUNT" is circled in black. Below this button, a green callout box contains the text "New users must first register with USAJOBS" with an arrow pointing to the button. The main content area features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo are search input fields for "What:" and "Where:", a "Search Jobs" button, and a link for "Advanced Search >". At the bottom, there is a horizontal bar with links for "Individuals with Disabilities", "Veterans", "Students and Recent Graduates", and "Senior Executives".



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# Creating an Account – Personal Information

→ Search Jobs → My Account → Info Center SIGN IN OR CREATE AN ACCOUNT

**USAJOBS**  
"WORKING FOR AMERICA"

**Create New Account**

**Complete personal information including user name and password**

**Welcome to USAJOBS!**

USAJOBS is the official job site of the US 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
- Learn how to use USAJOBS
- Learn about the federal hiring process
- Discover special hiring programs
- Search by Agency, Occupation, Location...
- See which jobs are in demand
- Apply to Federal Agencies

**Form Sections:** [Personal Information](#) | [Account Information](#) | [Current Goal](#) | [Citizenship Status](#) | [Veterans' Preference](#)

**\* Required information**

**Personal Information**

* First Name	<input type="text" value="A"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Test"/>
* Home Address	<input type="text" value="123 Main St"/>
Home Address 2	<input type="text"/>
* City/Town	<input type="text" value="Mayberry"/>
* State/Territory/Province	<input type="text" value="- SELECT -"/>
* Postal/Zip Code	<input type="text" value="20000"/>

**\* Indicates a required field.**



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# Creating an Account – Personal Information

**Account Information** [Top](#)

\* 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  ▾

\* Your Answer

\* Password Question 2  ▾

\* Your Answer

\* Password Question 3  ▾

\* Your Answer

---

**Current Goal** [Top](#)

My current goal is:

Character Count: 0 (500 characters max)

**Continue to complete the registration**



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# Creating an Account – Personal Information

**Citizenship Status** Continue to complete the registration

\* 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:

**Veterans' Preference:** [Top](#)

\* Do you claim [Veterans' Preference](#)?  No

- 5-point preference based on active duty in the U.S. Armed Forces
- 10-point preference for non-compensable disability or a purple heart
- 10-point preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent
- 10-point preference based on wife, widow, or widower preference
- 10-point preference based on a compensable service-connected disability of 30 percent or more

---

**Terms and Conditions**

This U. S. 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. ▶ ← Click when finished.

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)

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.



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# Editing an Account

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". A red banner on the right says "Welcome Al | Sign out". The USAJOBS logo is prominently displayed with the tagline "WORKING FOR AMERICA". Below the logo, there are search filters for "What: (keywords)" and "Where: (U.S. city, state or zip code)", along with links for "Browse Jobs >", "Advanced Search >", and "International Search >".

The "My Account" section is highlighted. It includes a profile picture placeholder, the text "My Account A Test", "Current Goal:", and "Last login:". A blue button labeled "Edit Profile" is visible, with a callout box pointing to it. Below this section are buttons for "Resumes", "Saved Searches", "Saved Jobs", "Saved Documents", and "Application Status".

At the bottom, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "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."

**To edit your USAJOBS account, click "Edit Profile"**



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# Editing an Account



Profile

Edit any necessary fields and click "Save"

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.

* First Name:	<input type="text" value="John"/>
Middle Name:	<input type="text" value="L"/>
* Last Name:	<input type="text" value="Doe"/>
* Home Address 	<input type="text" value="1400 Pennsylvania Ave"/>
Home Address 2	<input type="text"/>
* Country	<input type="text" value="United States"/>
* Postal Code	<input type="text" value="20002"/>
	<input type="checkbox"/> Use this postal code as the default radius for my job searches
* City/Town	<input type="text" value="Washington"/>
* State/Territory/Province	<input type="text" value="District of Columbia"/>



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# Resumes in USAJOBS

The screenshot shows the USAJOBS user interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. A 'Welcome At! | Sign out' button is in the top right. The main header includes the USAJOBS logo and search fields for 'What: (keywords)' and 'Where: (U.S. city, state or zip code)'. Below the search fields are links for 'Browse Jobs >', 'Advanced Search >', and 'International Search >'. The 'My Account' section on the left shows a user profile with a 'Change Photo' link and an 'Edit Profile' button. The 'Highlights from USAJOBS' section contains a message about 'Pay Grade' and a 'click here' link. Below this are three menu items: 'Saved Jobs ▲', 'Saved Documents ▲', and 'Application Status ▲'. The 'Resumes' section is highlighted with a red circle and contains two buttons: 'Build New Resume' and 'Upload New Resume'. Below these buttons, text states: 'You currently do not have any resumes. You can have a maximum of 5 resumes. You are able to upload and store 2 uploaded resumes.' A 'View All Resumes' link is also present. At the bottom, there are links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Employers', and 'Privacy Act and Public Burden Information'. A footer note reads: '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.'

You have the choice to upload a resume or build one online using USAJOBS Resume Builder.  
  
\*You may store up to 5 resumes.



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# Resume Builder – Step 1: Getting Started

Search Jobs My Account Info Center Welcome AI | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips ?  
What: (keywords) Where: (U.S. city, state or zip code) ▶  
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

## Resume Builder

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

**1. Getting Started** 2. Experience 3. Related Information 4. Finishing Up  [Preview your resume](#)  
Only information already saved will display in Print Preview.

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

### Confidentiality ?

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches.

Confidential  Non-Confidential

### Candidate Information ?

**Note:** If your resume is **confidential**, this information will not be visible to recruiters performing resume searches.

\* **Name Your Resume** Created with Resume Builder - #1 [What is this?](#)

\* **First Name** A

**Middle Name**

\* **Last Name** Test

\* **Social Security Number** \*\*\*-\*\*-6789 [Edit Social Security Number](#)

Name your resume, verify and complete personal information (SSN, phone number, etc.).



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# Resume Builder – Step 1: Getting Started

\* City/Town

\* State/Territory/Province

\* Home Postal/ZIP Code

\* Country

\* Email

\* Phone Numbers

Day Phone

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

\* Do you claim veterans' preference?  Yes  No [Does this apply to me?](#)

Selective Service  Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

**Highest Career Level Achieved** [?](#)

Note: This will change the Career Level on all your resumes.

**Federal Employee Information** [?](#)

\* Are you or were you ever a Federal civilian employee?  Yes  No

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)

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.

Click here to go to Step 2: Experience



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# Resume Builder – Step 2: Experience

Search Jobs My Account Info Center Welcome A! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)  
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

## Resume Builder

1. Getting Started **2. Experience** 3. Related Information 4. Finishing Up  **Preview your resume**  
Only information already saved will display in Print Preview.

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

### Work Experience ?

**Note:** If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches.

\* **Employer Name** MadeUp

\* **City/Town** Mayberry

\* **State/Territory/Province** DC

\* **Country** US

\* **Formal Title** Demi-God

\* **Start Date** March 2011

\* **End Date:** - SELECT - Present

**Salary** \$00.000 USD Per Year

\* **Average Hours per week** 40

**May we contact your supervisor?**  Yes  No  Contact me first

**Is this a Federal position?**  Yes  No

\* **Duties, Accomplishments and Related Skills**  
I did a little bit of everything.

Enter your most recent work experience



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# Resume Builder – Step 2: Experience

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)  
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

### Resume Builder

1. Getting Started **2. Experience** 3. Related Information 4. Finishing Up [Preview your resume](#)  
Only information already saved will display in Print Preview.

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

#### Work Experience

**Note:** If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches.

\* Employer Name: MadeUp #2  
\* City/Town: Oz  
\* State/Territory/Province: Oz  
\* Country: US  
\* Formal Title: The Wizard  
\* Start Date: March 2010  
\* End Date: March 2011  
Salary: \$00.000 USD Per Year  
\* Average Hours per week: 80  
May we contact your supervisor?  Yes  No  Contact me first  
Is this a Federal position?  Yes  No

\* Duties, Accomplishments and Related Skills  
Its a secret behind the curtain.  
[Problems with formatting when pasting from Word?](#)  
Character Count: 32 (3,000 character limit)

[Spell Check](#) ✓

[Save and Add Experience](#) ▶

To edit your work experience, click the employer name below, make your edits, and then click the "Save and Update" button.

Employer Name	City, State	Job Title	Start Mo./Yr.	End Mo./Yr.
<a href="#">MadeUp</a>	Mayberry, DC	Demi-God	3/2011	Present

Resume Builder allows for multiple jobs within same start/end date period (e.g. two part-time jobs, etc.)

Notice how the experience you first entered is listed below

Click here to add additional experience



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# Resume Builder – Step 2: Education

— OR —

I don't have any relevant work experience.

To edit your work experience, click the employer name below, make your edits, and then click the "Save and Update" button.



### READ THIS - important notice before listing your Education!

Only list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or other education that meet the provisions of the Office of Personnel Management's Operating Manual.  
[Learn more!](#)



## Education ?

* School or Program Name	<input type="text" value="Play School"/>
* City/Town	<input type="text" value="Mayberry"/>
* State/Territory/Province	<input type="text" value="District of Columbia"/>
* Country	<input type="text" value="US"/>
* Degree/Level Attained	<input type="text" value="- SELECT -"/>
Degree/Level Clarifications	
Completion Date	<input type="text" value="January"/> <input type="text" value="2000"/>
Major	<input type="text" value="Everything"/>
Minor	<input type="text"/>
GPA	<input type="checkbox"/> of GPA Max. <input type="checkbox"/>
Total Credits Earned	<input type="text"/>
System for Awarded Credits	<input type="radio"/> Semester Hours <input type="radio"/> Quarter Hours <input type="radio"/> Other <input type="text"/>
Honors	<input type="text" value="Select"/>

### Relevant Coursework, Licensures and Certifications

Add any education or select that you do not have education



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# Resume Builder – Step 2: Education Error Catch



Search Jobs

[Keyword Tips](#)

What: (keywords)

Where: (U.S. city, state or zip code)

[Browse Jobs >](#)

[Advanced Search >](#)

[International Search >](#)

Errors/omissions will be clearly displayed.

• [Degree/Level Attained Is Required](#)

## Education

\* School or Program Name

Play School

\* City/Town

Mayberry

\* State/Territory/Province

District of Columbia

\* Country

US

**X** Degree/Level Attained

- SELECT -

[Degree/Level Clarifications](#)

Errors/omissions will be clearly displayed.



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# Resume Builder – Step 2: Job Related Training

Honors Select

Relevant Coursework, Licensures and Certifications

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (2,000 character limit)

[Spell Check](#) ✓

[Save and Add Education](#) ▶

OR

I don't have any relevant education.

Job Related Training ?

List the titles and completion date of training courses that are relevant to the position you are seeking.

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (max. 5,000 characters)

[Spell Check](#) ✓

[Save & Previous](#) [Save for Later](#) [Save & Continue](#) ▶

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)

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.

Add any job related training prior to moving to the next step

Click here to go to Step 3: Related Information



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# Resume Builder – Step 3: Related Information

Search Jobs My Account Info Center Welcome AI | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips ?  
What: (keywords) Where: (U.S. city, state or zip code) ▶  
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

### Resume Builder

1. Getting Started 2. Experience **3. Related Information** 4. Finishing Up  [Preview your resume](#)  
Only information already saved will display in Print Preview.

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

#### References ?

**Note:** If your resume is **confidential**, this information will not be visible to recruiters performing resume searches.

Name:   
Employer:   
Title:   
Phone:   
Email:   
Reference Type:  Professional  Personal

[Add Reference ▶](#)

#### Additional Language Skills ?

Language:   
Spoken:  None  Novice  Intermediate  Advanced  
Written:  None  Novice  Intermediate  Advanced

In Step 3, you can add references, language skills, affiliations, professional publications, and additional information



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# Resume Builder – Step 3: Related Information

**Affiliations** ?

Organization Name:

Affiliation/Role:

**Professional Publications** ?

Enter any professional publication information.

[Problems with formatting when pasting](#)

Character Count: 0 (5,000)

**Additional Information** ?

Enter job-related honors, awards, or other information (such as computer software proficiency or typing speed) or any other information.

Need more space? [Expand this field](#)

**Add Affiliation**

USAJOBS -

<https://my.usajobs.gov/help/help.aspx?k=/resume/resumebuilderwizard3.aspx#affiliations>

### Affiliations

Use this optional section to include relevant affiliations. To complete the section, enter the organization name, followed by your role/title/affiliation. Volunteer work and other memberships may also be included in this section.

### Professional Publications

Use this optional section to include any professional publications to which you have contributed. To complete the section, enter the publication name and any other relevant information in the space provided.

### Additional Information

Use this optional section to supply additional information about honors, awards, leadership activities, public speaking engagements, skills (such as computer software proficiency or typing speed) or any other information requested in a specific job announcement. For additional space, click the link above the text field.

**Please note:** Information provided in this section may be considered as part of an on-line application, but likely will not constitute a complete application. If you are applying on-line, you must complete all parts of the application process as directed by the job announcement and on screen instructions.

### Availability

**What type of work are you willing to consider?**

Use this optional section to provide recruiters with more information on the type of position you are seeking. Check all that apply.

See below for work type definitions:

**Permanent:** Appointments with no time limitation. If the permanent appointment is on a full time or part time work schedule, you are eligible for all benefits and entitlements. You are



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# Resume Builder – Step 3: Related Information

### Availability

**Note:** 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.

**What type of work will you be willing to accept?**

<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Temporary	<input type="checkbox"/> Term	<input type="checkbox"/> Intermittent
<input type="checkbox"/> Detail	<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Summer	<input type="checkbox"/> Seasonal
<input type="checkbox"/> Federal Career Intern	<input type="checkbox"/> Student Career Experience		

**What type of work schedule will you be willing to accept?**

<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Shift Work
<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share	

**In Step 3, you can also select your availability and specific work environment**

### Looking for a Specific Work Environment

**Note:** 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.

**Please select your desired work environment**

<input type="checkbox"/> Student	<input checked="" type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
<input type="checkbox"/> Post-graduate	<input type="checkbox"/> New Professional	<input type="checkbox"/> Mid-Career Professional
<input type="checkbox"/> Retiree	<input type="checkbox"/> Federal Retiree	<input type="checkbox"/> Highly Mobile
<input type="checkbox"/> Revolving	<input type="checkbox"/> Term	<input type="checkbox"/> Mission-Focused
<input type="checkbox"/> Experienced Professionals	<input type="checkbox"/> Requires Flexibilities	<input type="checkbox"/> Telework
<input type="checkbox"/> Part-Time	<input type="checkbox"/> Alternative Work Schedule	



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# Resume Builder - Step 3: Related Information

## Looking for a Specific Work Environment

**Note:** 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.

### Please select your desired work environment

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Student                   | <input checked="" type="checkbox"/> Undergraduate  | <input type="checkbox"/> Graduate                |
| <input type="checkbox"/> Post-graduate             | <input type="checkbox"/> New Professional          | <input type="checkbox"/> Mid-Career Professional |
| <input type="checkbox"/> Retiree                   | <input type="checkbox"/> Federal Retiree           | <input type="checkbox"/> Highly Mobile           |
| <input type="checkbox"/> Revolving                 | <input type="checkbox"/> Term                      | <input type="checkbox"/> Mission-Focused         |
| <input type="checkbox"/> Experienced Professionals | <input type="checkbox"/> Requires Flexibilities    | <input type="checkbox"/> Telework                |
| <input type="checkbox"/> Part-Time                 | <input type="checkbox"/> Alternative Work Schedule |  |

## Desired Locations

**Note:** 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. Please select the Desired Location(s) you are willing to work in.

(For multiple locations, hold down the <Ctrl> key (PC) or <Command> key (Mac) as you select.)

Choose State then Locale(s)

<ul style="list-style-type: none"><li>Connecticut</li><li>Delaware</li><li>District of Columbia</li><li>Florida</li><li>Georgia</li><li>Guam</li><li>Hawaii</li></ul>	<ul style="list-style-type: none"><li>All District of Columbia</li><li>Washington/Metro</li></ul>	<p>Click arrow to add ('X' to delete)</p> <ul style="list-style-type: none"><li>Maryland - All Maryland</li><li>Virginia - All Virginia</li></ul>
---	---	---

**ADD** **DELETE**

Show locations for this region:

[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#) | [Caribbean and Central America](#) | [Middle East](#)

[Save & Previous](#)

[Save for Later](#)

[Save & Continue](#)

Click here to go to Step 4: Finishing Up



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[Site Map](#) | [Contact Us](#) | [Help/FAQs](#) | [Employers](#) | [Privacy Act and Public Burden Information](#)

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.

# Resume Builder – Step 4: Finishing Up

Search Jobs My Account Info Center Welcome A! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)  
Browse Jobs > Advanced Search > International Search >

### Resume Builder

I. Getting Started 2. Experience 3. Related Information **4. Finishing Up** **Preview your resume**  
Only information already saved will display in Print Preview.

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

#### Make Searchable

Activating your resume will allow recruiters to find your resume during resume searches.

**Activate Resume**

OR

Save your resume. Before you Save for Later, please [preview your resume](#) the information displays correctly. To make future changes to your resume, click Resumes on your My Account home page.

**Save for Later**

**Save & Previous**

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)

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.

Click "Activate Resume"

\* Note this makes your resume searchable by recruiters



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# Resume Status

The screenshot shows the USAJOBS Resumes page. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The USAJOBS logo is prominently displayed. A search bar is present with fields for 'What: (keywords)' and 'Where: (U.S. city, state or zip code)'. Below the search bar, there are links for 'Browse Jobs >', 'Advanced Search >', and 'International Search >'. The main heading is 'Resumes'. A paragraph explains that USAJOBS' Resume Builder allows users to create a uniform resume. A specific resume is listed: 'Resume 1: Created with Resume Builder - #1'. This title is circled in black, and a callout box points to it with the text 'Note the resume has been saved and can be viewed and edited'. Below the title are links for 'View | Edit | Duplicate | Delete | Renew'. To the right of the title, the status is 'Searchable', 'Make Not Searchable', and 'Expiration Date: 9/8/2012'. Below the title, the format is 'USAJOBS Resume' and the source is 'Built with USAJOBS Resume Builder'. There are two buttons: 'Build New Resume' and 'Upload New Resume'. A summary line states: 'You have created 1 of 5 possible resumes. You are able to upload and store 2 uploaded resumes; you have created 0 of 2 possible uploaded resumes.' A 'Tips' section follows, containing information about searchability, acceptable file formats, and warnings. At the bottom, there are links for Site Map, Contact Us, Help/FAQs, Employers, and Privacy Act and Public Burden Information.



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# Resume Options

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". The USAJOBS logo is prominently displayed with the tagline "WORKING FOR AMERICA". Search filters include "What: (keywords)" and "Where: (U.S. city, state or zip code)". A "Resumes" section is highlighted, containing a description of the Resume Builder and a list of existing resumes. A callout box points to the "Build New Resume" and "Upload New Resume" buttons. A "Tips" section provides additional information about searchability and file formats.

Search Jobs   My Account   Info Center   Welcome AI | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs   Keyword Tips ?  
What: (keywords)   Where: (U.S. city, state or zip code) ▶  
[Browse Jobs >](#)   [Advanced Search >](#)   [International Search >](#)

### Resumes

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

**Resume 1: Created with Resume Builder - #1**  
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

**Status:** Searchable  
[Make Not Searchable](#)  
Expiration Date: 9/8/2012

**Format:** USAJOBS Resume  
**Source:** Built with USAJOBS Resume Builder

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

You have created 1 of 5 possible resumes. You are able to upload and store 2 uploaded resumes; you have created 0 of 2 possible uploaded resumes.

### Tips

**Searchable:** Making your resumes searchable allows recruiters to find your resume during searches.  
**Note:** Uploaded resumes can not be searched.

**Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: .doc, .docx, .jpg, .pdf, or .rtf

**Warning:** Uploaded resumes may not be accepted by some agencies' online application processes.

[Site Map](#)   [Contact Us](#)   [Help/FAQs](#)   [Employers](#)   [Privacy Act and Public Burden Information](#)

You can build a new resume with Resume Builder or you can upload a new resume directly from your computer



FEMA

# Uploading a Pre-Created Resume

Search Jobs My Account Info Center Welcome AI | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)  
Browse Jobs > Advanced Search > International Search >

### Resume Uploader

You are able to upload and store two resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. Uploaded resumes can not be converted to SES resumes.

**Required information**

#### Resume Basics

**Resume Title:**   
(e.g., Senior Marketing Director, Experienced Sales Manager)

#### Upload a Resume

Uploaded resumes 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).  
Upload your existing resume by selecting a file below.

**Resume File:**

**Note:** Uploaded resumes may not be accepted by some agencies' online application processes.

**UPLOAD** **CANCEL**

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)  
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.

You can upload a pre-created resume that resides on a computer

Name the resume (to display on USAJOBS) and choose which file to upload onto USAJOBS



FEMA

# My Account – Created Resumes List

Search Jobs My Account Info Center Welcome AI | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)  
Browse Jobs > Advanced Search > International Search >

**My Account**  
A Test  
Current Goal:  
Last login: 3/8/2011

Change Photo Edit Profile

Highlights from USAJOBS  
New to government postings jobs? Wonder what your "Pay Grade" means? To find the salary breakdown for General Schedule (GS) positions, please [click here](#) for a full overview.

Saved Jobs  
Saved Documents  
Application Status

Resumes

**Created with Resume Builder - #1**  
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)  
Status: Not Searchable [Make Searchable](#)  
Format: USAJOBS Resume [Make Searchable](#)  
Source: Built with USAJOBS Resume Builder

**Resume created on my computer and Uploaded**  
[View](#) | [Delete](#)  
Status: Not Searchable  
Uploaded resumes can not be searched.  
Source: Uploaded from my computer

Build New Resume  
Upload New Resume

You have created 2 of 5 possible resumes.  
You are able to upload and store 2 uploaded resumes; you have created 1 of 2 possible uploaded resumes.

[View All Resumes](#)

Saved Searches

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)  
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.



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# Uploading Documents on USAJOBS (Optional)

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The USAJOBS logo is prominently displayed. A search bar is located at the top right, with fields for 'What: (keywords)' and 'Where: (U.S. city, state or zip code)'. Below the search bar, there are links for 'Browse Jobs >', 'Advanced Search >', and 'International Search >'. The 'My Account' section is highlighted, showing a user profile with a 'Change Photo' link and an 'Edit Profile' button. A callout box with a green background and black text points to the 'Saved Documents' link, which is circled in black. The callout text reads: 'To upload supporting documentation on USAJOBS, click on "Saved Documents" under My Account'. Below the 'Saved Documents' link, there is a section for 'Upload a New Document' with a 'Cover Letter' dropdown, a 'Choose File' button, and a text input field for the attachment name. The 'Upload' button is also visible. At the bottom of the page, there are links for Site Map, Contact Us, Help/FAQs, Employers, and Privacy Act and Public Burden Information. The footer text states: '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.'



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# Uploading Documents on USAJOBS (Optional)

The screenshot shows the USAJOBS user interface. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The USAJOBS logo is prominently displayed. The 'My Account' section shows a user profile with a 'Current Goal' and a last login date. Below this are buttons for 'Resumes' and 'Saved Searches'. The 'Upload a New Document' section is the focus, featuring a dropdown menu for document type (currently set to 'Cover Letter'), a 'Choose File' button, a text input field for the attachment name, and an 'Upload' button. A green callout box with an arrow pointing to the dropdown menu contains instructions: 'Use the dropdown menu to select the document type', 'Click "Browse" to locate the file', 'Enter a name for the attached file', and 'Click "Upload"'. At the bottom, there are links for Site Map, Contact Us, Help/FAQs, Employers, and Privacy Act and Public Burden Information.



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# Uploading Documents on USAJOBS (Optional)

system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you:

- Save time during a job application
- Get your resume discovered by recruiters, if you opt to make your resume searchable
- Customize your search experience

 **Saved Jobs** ▲

 **Saved Documents** ▼

The list of uploaded supporting documentation will be displayed

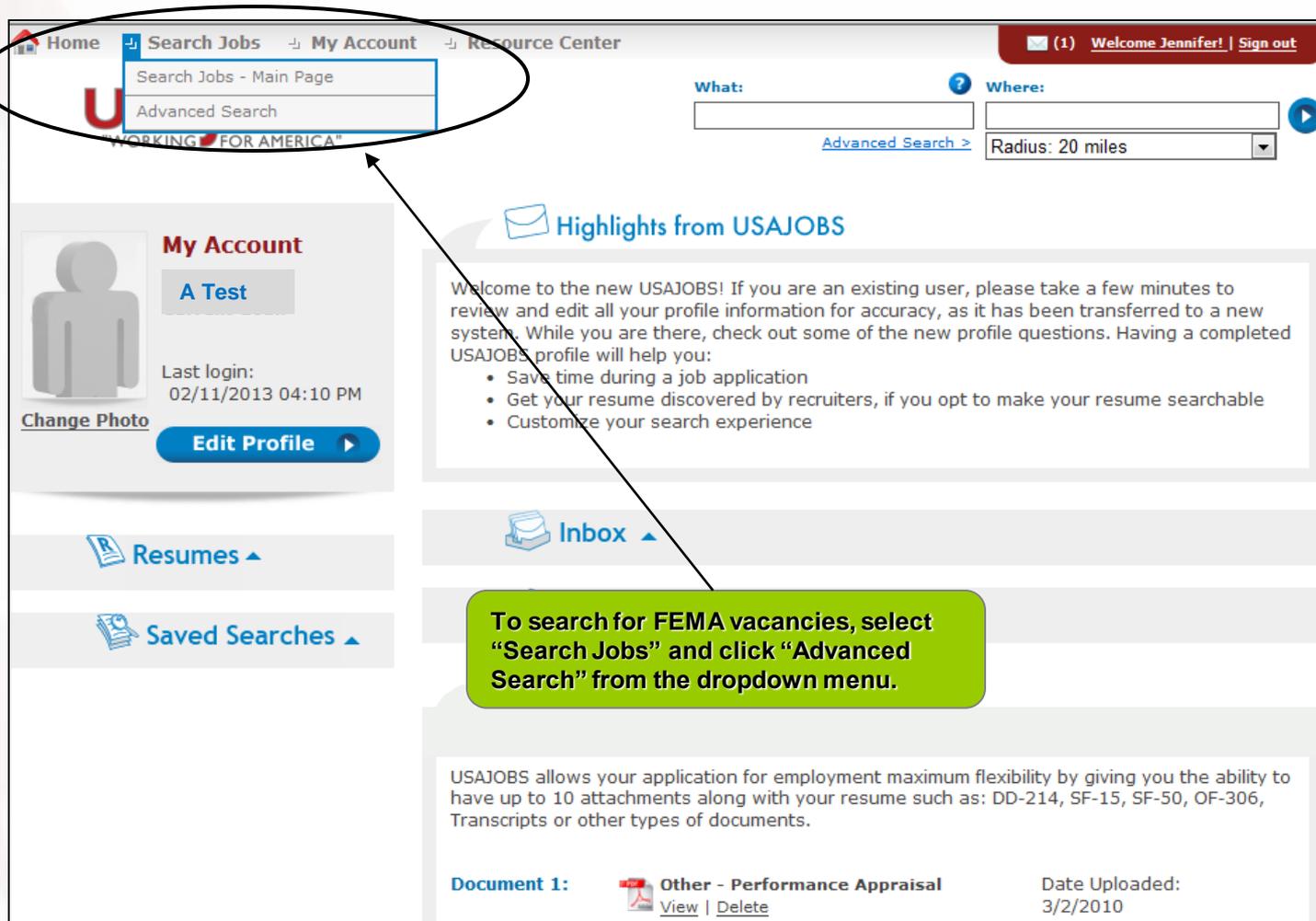
USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

<b>Document 1:</b>	 <b>Other - Performance Appraisal</b> <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 3/2/2010
<b>Document 2:</b>	 <b>Other - KSAs</b> <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 3/2/2010
<b>Document 3:</b>	 <b>SF-50 - SF-50</b> <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 3/2/2010
<b>Document 4:</b>	 <b>Other - Qualifications Letter</b> <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 5/25/2012



FEMA

# Searching for FEMA Vacancies



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A dropdown menu is open under 'Search Jobs', showing options for 'Search Jobs - Main Page' and 'Advanced Search'. A red oval highlights this dropdown menu. To the right of the navigation bar, there is a search area with 'What:' and 'Where:' input fields, a 'Radius: 20 miles' dropdown, and a search button. Below the navigation bar, there is a 'My Account' section with a profile picture, a 'A Test' button, and a 'Last login: 02/11/2013 04:10 PM' timestamp. There are also buttons for 'Change Photo' and 'Edit Profile'. Below the 'My Account' section, there are buttons for 'Resumes' and 'Saved Searches'. In the center of the page, there is a 'Highlights from USAJOBS' section with a welcome message and a list of benefits: 'Save time during a job application', 'Get your resume discovered by recruiters, if you opt to make your resume searchable', and 'Customize your search experience'. Below this, there is an 'Inbox' section. At the bottom, there is a 'Document 1' section with a document icon, the text 'Other - Performance Appraisal', and a 'Date Uploaded: 3/2/2010' timestamp. A green callout box with a white border and a black arrow pointing to the 'Advanced Search' option in the dropdown menu contains the text: 'To search for FEMA vacancies, select "Search Jobs" and click "Advanced Search" from the dropdown menu.'

Home Search Jobs My Account Resource Center

(1) Welcome Jennifer! Sign out

Search Jobs - Main Page  
Advanced Search

What: Where:  
Advanced Search > Radius: 20 miles

**My Account**  
A Test  
Last login: 02/11/2013 04:10 PM  
Change Photo Edit Profile

Resumes  
Saved Searches

**Highlights from USAJOBS**

Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and edit all your profile information for accuracy, as it has been transferred to a new system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you:

- Save time during a job application
- Get your resume discovered by recruiters, if you opt to make your resume searchable
- Customize your search experience

**Inbox**

**To search for FEMA vacancies, select "Search Jobs" and click "Advanced Search" from the dropdown menu.**

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.

**Document 1:** Other - Performance Appraisal Date Uploaded: 3/2/2010  
View Delete



FEMA

# Searching for FEMA Vacancies

not have a predetermined salary grade. To view these, leave the salary/grade refiners blank.

**Search Jobs** **Reset Form**

**Location Search** ?

Show locations for this region:

State/Territory/Region:   
Alabama  
Alaska  
American Samoa  
Arizona  
Arkansas  
California

Then Locale(s):

Show locations for Open Jobs only

**Agency Search** ?

Choose Department

- Department of Defense - Dept. of the Air Force
- Department of Defense - Dept. of the Army
- Department of Defense - Dept. of the Navy
- Department Of Education
- Department Of Energy
- Department Of Health And Human Services
- Department Of Homeland Security**

Then refine your agency choice

- All Department Of Homeland Security
- Citizenship and Immigration Services
- Customs and Border Protection
- Department of Homeland Security - Agency Wide
- DHS Headquarters
- Domestic Nuclear Detection Office
- Federal Emergency Management Agency**

Click buttons to add/remove (maximum of 10)  
Federal Emergency Management Agency

**Occupational Series** ?  
(maximum of 10)

Occupation	Series
<input type="checkbox"/> Able Seaman	9924
<input type="checkbox"/> Able Seaman-Maintenance	9925

**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

Under Agency Search, select "Department of Homeland Security."  
Select "Federal Emergency Management Agency" and click "Add"  
Click "Search Jobs"



FEMA

# Searching for FEMA Vacancies

Click on the position title to view the vacancy announcement

The screenshot shows the USAJOBS search results page. On the left, there is a sidebar with the USAJOBS logo and a search filter section titled "Refine Your Results". The filter includes options for "Jobs For:" (U.S. Citizens, Federal Employees), "Grade", "Job Categories", "Salary", "Sub Agencies", "Work Type", "Exclude These", and "Posting Date". Below the filter are options to "Create Saved Search and email me jobs" and "RSS Feed of This Search".

The main content area shows search results for "Federal Emergency Management Agency". The results are displayed in a table format with columns for "1 to 25 of 58 results", "« 1 2 3 > »", and "What: Start a New Search Advanced Search".

The first result is "Program Support Specialist-GS-0301-09". The description reads: "When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency for all hazards and manages Federal response and recovery efforts following". The details for this position are:

<b>Department:</b>	Department Of Homeland Security	<b>Salary:</b>	\$56,172.00 - \$73,019.00 / Per Year
<b>Agency:</b>	Federal Emergency Management Agency	<b>Series &amp; Grade:</b>	GS-0301-09/09
<b>Open Period:</b>	3/7/2013 to 3/14/2013	<b>Position Info:</b>	Full Time - Temporary NTE 2 years
<b>Who May Apply:</b>	United States Citizens	<b>Control Number:</b>	339173300
<b>Location(s):</b>	Oakland, California	<b>JOA Number:</b>	MG-201-02111-kst-854012-COR

The second result is "Lead Workforce Specialist GS-0301-09/11". The description reads: "When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency for all hazards and manages Federal response and recovery efforts following". The details for this position are:

<b>Department:</b>	Department Of Homeland Security	<b>Salary:</b>	\$51,630.00 - \$81,204.00 / Per Year
<b>Agency:</b>	Federal Emergency Management Agency	<b>Series &amp; Grade:</b>	GS-0301-09/11
<b>Open Period:</b>	3/7/2013 to 3/11/2013	<b>Position Info:</b>	Full Time - Temporary NTE 2 Years
<b>Who May Apply:</b>	United States Citizens	<b>Control Number:</b>	339300900
<b>Location(s):</b>	Washington DC, District of Columbia	<b>JOA Number:</b>	MG-2013-T0136-LNG-852333COR



FEMA

# FEMA Vacancy Announcement

The announcement below is a sample of how all announcements will be displayed

Please read the announcement in its entirety by clicking each tab

The screenshot shows a web interface for a FEMA vacancy announcement. A green callout box at the top left contains the text: "The announcement below is a sample of how all announcements will be displayed" and "Please read the announcement in its entirety by clicking each tab". An arrow points from this box to a row of five tabs: "Overview", "Duties", "Qualifications & Evaluations", "Benefits & Other Info", and "How to Apply". The "Overview" tab is selected and circled in black. To the right of the tabs is a "Where:" search field with a blue play button. Below the tabs is a "Dock" section with a dropdown menu "Go to section of this Job:" and four blue buttons: "Apply Online", "Print Preview", "Save Job", and "Share Job". The main content area displays the following information:

**Federal Emergency Management Agency**  
**Job Title:** Supervisory Contract Specialist GS-1102-14  
**Department:** Department Of Homeland Security  
**Agency:** Federal Emergency Management Agency  
**Job Announcement Number:** MG2012-00596-12-660738D

**SALARY RANGE:** \$105,211.00 to \$136,771.00 / Per Year  
**OPEN PERIOD:** Friday, May 18, 2012 to Friday, June 01, 2012  
**SERIES & GRADE:** GS-1102-14  
**POSITION INFORMATION:** Full Time - Permanent  
**PROMOTION POTENTIAL:** 14  
**DUTY LOCATIONS:** few vacancy(s) - Washington DC, DC United States [View Map](#)  
**WHO MAY BE CONSIDERED:** United States Citizens  
**JOB SUMMARY:**

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

**Agency Information:**  
DHS FEMA HCD Talent Acquisition and Processing  
1201 Maryland Avenue Portals III  
Mail Stop 3715  
Washington, DC  
20024

**Questions about this job:**  
Johnny Smith  
Phone: (202)646-4075  
TDD: (800) 877-8339  
Email: JOHNNY.SMITH@FEMA.GOV

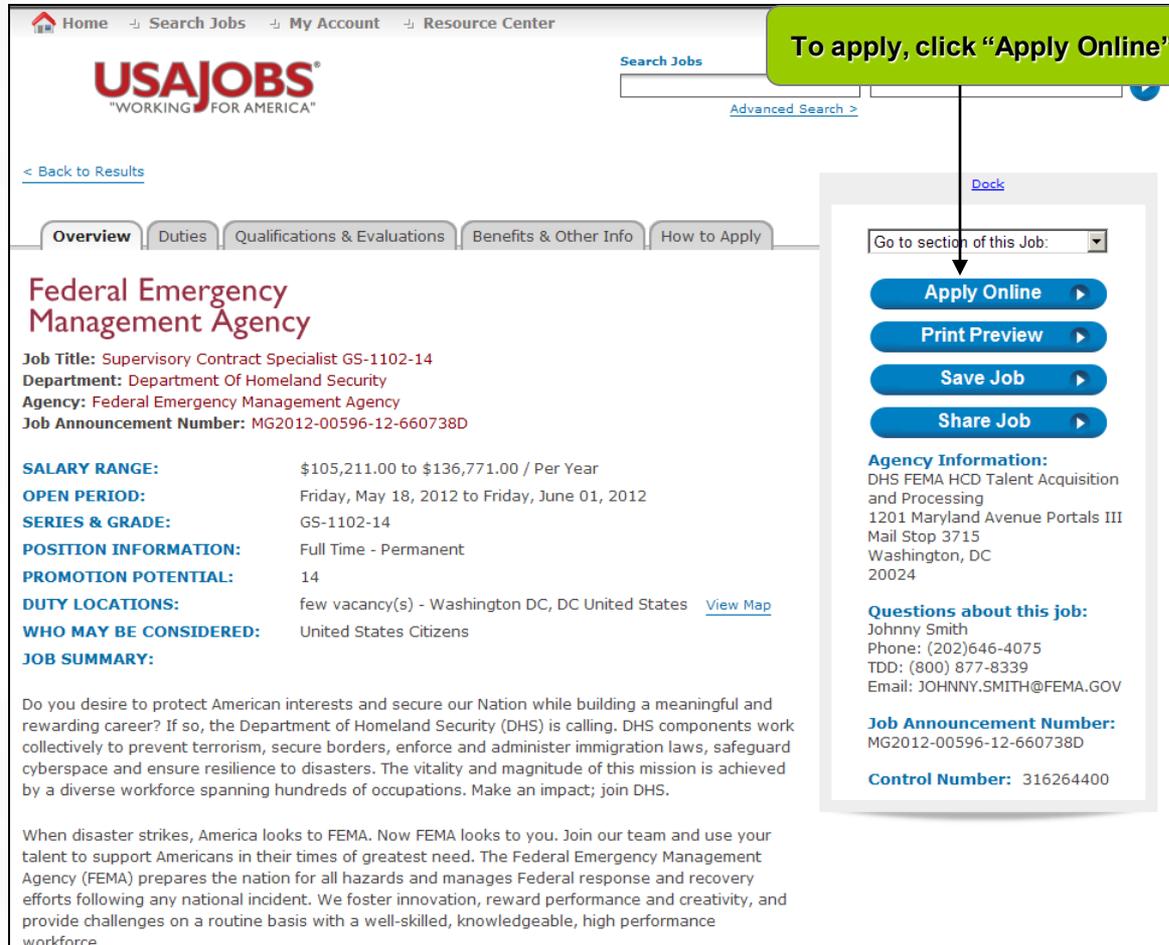
**Job Announcement Number:**  
MG2012-00596-12-660738D

**Control Number:** 316264400



FEMA

# FEMA Vacancy Announcement



Home Search Jobs My Account Resource Center

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs  
Advanced Search >

< Back to Results

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

## Federal Emergency Management Agency

**Job Title:** Supervisory Contract Specialist GS-1102-14  
**Department:** Department Of Homeland Security  
**Agency:** Federal Emergency Management Agency  
**Job Announcement Number:** MG2012-00596-12-660738D

**SALARY RANGE:** \$105,211.00 to \$136,771.00 / Per Year  
**OPEN PERIOD:** Friday, May 18, 2012 to Friday, June 01, 2012  
**SERIES & GRADE:** GS-1102-14  
**POSITION INFORMATION:** Full Time - Permanent  
**PROMOTION POTENTIAL:** 14  
**DUTY LOCATIONS:** few vacancy(s) - Washington DC, DC United States [View Map](#)  
**WHO MAY BE CONSIDERED:** United States Citizens  
**JOB SUMMARY:**

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

**Go to section of this Job:** [Dropdown]

- Apply Online ▶
- Print Preview ▶
- Save Job ▶
- Share Job ▶

**Agency Information:**  
DHS FEMA HCD Talent Acquisition and Processing  
1201 Maryland Avenue Portals III  
Mail Stop 3715  
Washington, DC  
20024

**Questions about this job:**  
Johnny Smith  
Phone: (202)646-4075  
TDD: (800) 877-8339  
Email: JOHNNY.SMITH@FEMA.GOV

**Job Announcement Number:**  
MG2012-00596-12-660738D

**Control Number:** 316264400

**To apply, click "Apply Online"**



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# Selecting Resume in USAJOBS

Home Search Jobs My Account Resource Center Welcome Jenn

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Where:  
Advanced Search >

**Please Note:** If you are resubmitting documents!

**Apply Online to the following job:**

**Job Announcement Number:**  
**Job Title:**  
**Grade:**  
**Agency:**  
**Job Location:**  
**Closing Date:**

**Resume** - Select one of your resumes:  
- SELECT -  
Resume  
Sample 3  
Resume 2  
Resume 1  
Resume 4

**Attachment(s)** - Select one or more of your Saved Documents to send (or first [Upload New Saved Documents](#)):  
- SELECT -  
OTHER (KSAs)  
OTHER (Performance Appraisal)  
SF-50 (SF-50)

**Fields below with an asterisks (\*) are required.**

\*  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! ▶

Select the specific resume you wish to submit

Select any stored supporting documentation you wish to submit (optional).

Read and select the required fields

Click "Apply for this position now"



FEMA

# USAJOBS – CareerConnector Redirect Page



You will be redirected to CareerConnector

One moment please...

We are now bringing you to the system used by the

**Federal Emergency Management Agency**

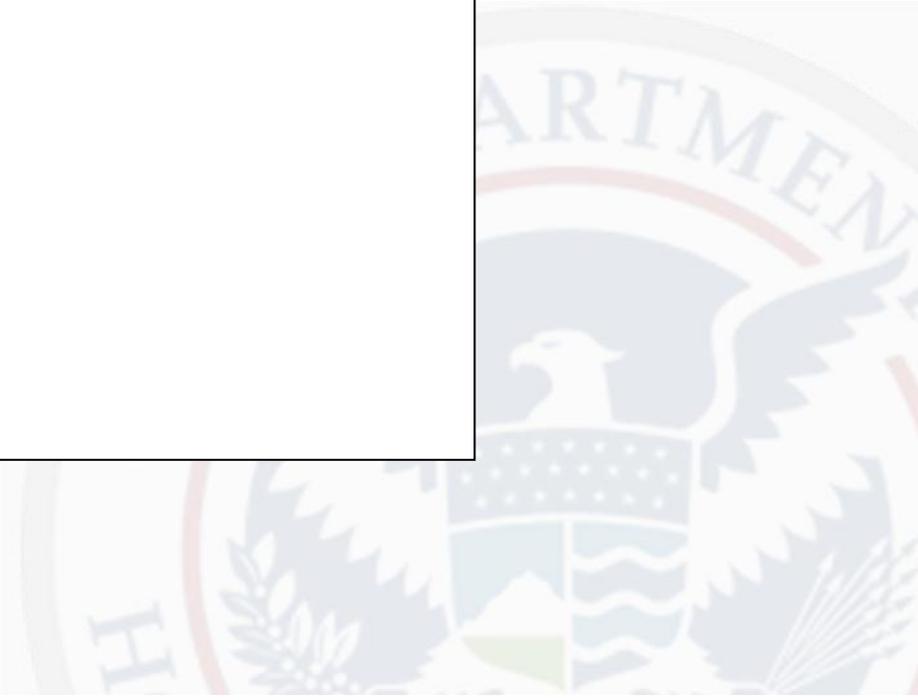
to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please remember to close your web browser for security.

Your browser should automatically take you there in about 15 seconds, or...

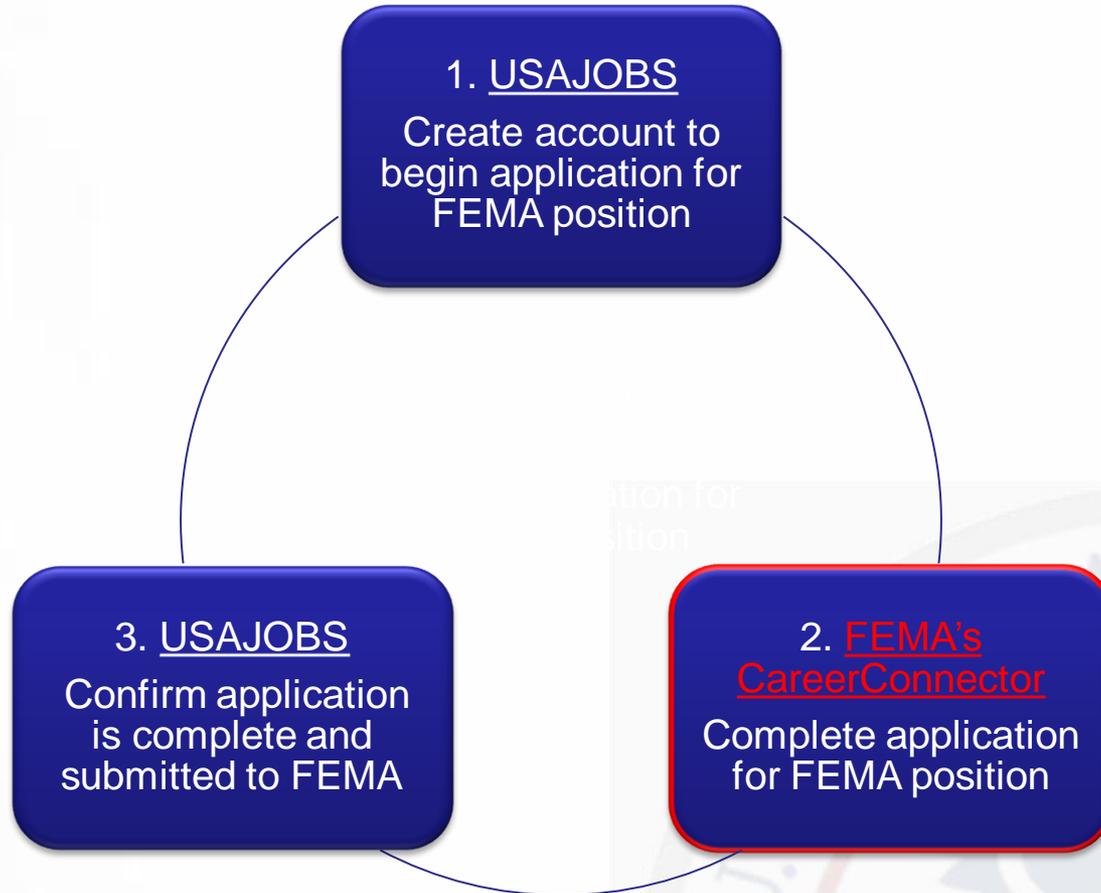
[Take me there now ▶](#)



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# Step 2: Applying to a FEMA Reservist Vacancy



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# CareerConnector Overview

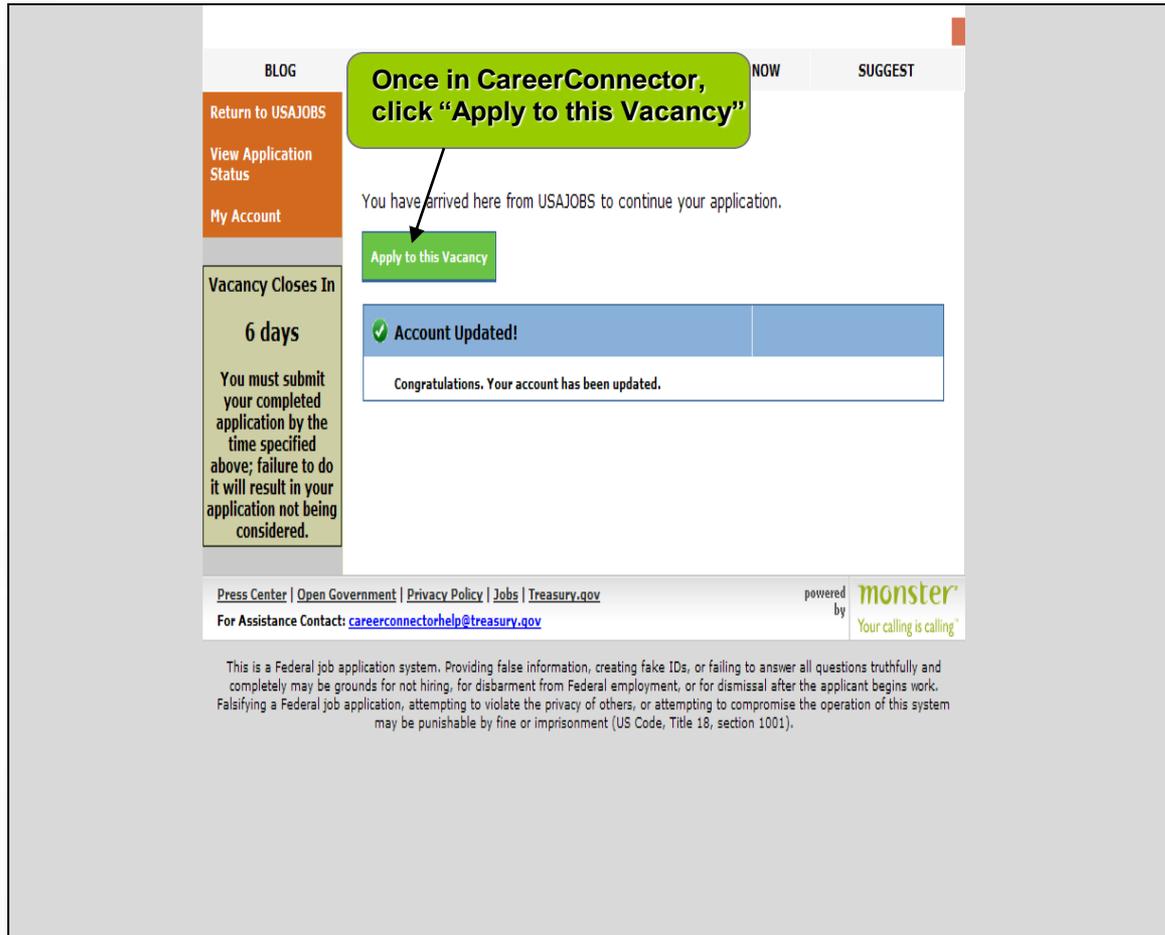
- Applicant Tracking System powered by Monster Government Solutions
- Provides a simple online application process that works seamlessly with USAJOBS
- Allows applicants to check the status of their job applications online
- Secures applicants' electronic personal information (consistent with federal security requirements)



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# CareerConnector



The screenshot shows the CareerConnector interface. At the top, there are tabs for 'BLOG', 'NOW', and 'SUGGEST'. On the left, there is a navigation menu with links for 'Return to USAJOBS', 'View Application Status', and 'My Account'. A callout box with a green background and black text says 'Once in CareerConnector, click "Apply to this Vacancy"', with an arrow pointing to a green button labeled 'Apply to this Vacancy'. Below the button, a message reads: 'You have arrived here from USAJOBS to continue your application.' A blue notification box with a green checkmark icon says 'Account Updated!' and 'Congratulations. Your account has been updated.' On the left side, a yellow box indicates 'Vacancy Closes In 6 days' and provides a warning: 'You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.' At the bottom, there are links for 'Press Center', 'Open Government', 'Privacy Policy', 'Jobs', and 'Treasury.gov', along with the 'monster' logo and the text 'Your calling is calling™'. A disclaimer at the bottom states: 'This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).'



FEMA

# CareerConnector – Eligibility Questions

BLOG THE BUREAU PROTECTING YOU GET HELP NOW SUGGEST

[Return to USAJOBS](#)  
[View Application Status](#)  
[My Account](#)

**Eligibility Questions**

[Eligibility](#) [Series Grade Location](#) [All Grade Questions](#) [Documents](#) [Application Review](#)

**Eligibility**

**Vacancy Closes In 6 days**

You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

**Note:** Changing your answers to these Eligibility Questions will affect your eligibility and consideration for other vacancies you have applied to at this agency. Please review your answers to make sure they are accurate. Pressing the "Next" button will save changes made to your answers to this vacancy and other vacancies to which you have applied.

Items marked with \* are required.

**Eligibility Questions**

\* 1. 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

\* 2. If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System (select "Not applicable" if this question does not apply to you)?  
 Yes  
 No  
 No, but I have an approved exemption  
 Not applicable

\* 3. Are you a current Federal employee?  
 Yes  
 No

\* 4. Are you a current Federal employee serving under a [Veterans' Recruitment Appointment \(VRA\)](#)?  
 Yes  
 No

**Important!** All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

**Note:** Changing your answers to these Eligibility Questions will affect your eligibility and consideration for other vacancies you have applied to at this agency. Please review your answers to make sure they are accurate. Pressing the "Next" button will save changes made to your answers to this vacancy and other vacancies to which you have applied.

[< Previous](#) [Next >](#)

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For Assistance Contact: [careerconnectorhelp@treasury.gov](mailto:careerconnectorhelp@treasury.gov) Your calling is calling

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

Eligibility questions are asked only at the initial registration process

After answering the eligibility questions, click "Next"



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# CareerConnector – Series, Grade, Location

**BLOG**   **THE BUREAU**   **PROTECTING YOU**   **GET HELP NOW**

[Return to USAJOBS](#)  
[View Application Status](#)  
[My Account](#)

**Vacancy Closes In**  
**6 days**  
You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

### Series, Grade and Location

Eligibility → **Series Grade Location** → All Grade Questions → Documents → Application Review

Series Grade Location

During this process, please use the "Previous" and "Next" buttons at the bottom of the page. Using the browser BACK button will return you to the previous step of the process.

Please Note: Your application will be saved for your convenience after each step.

#### Series, Grade and Location Selection

**Series**

This position is offered for a single series.

Please confirm you wish to be considered for this series.

\*Check all that apply.

0301-Miscellaneous Administration and Program

**Grade**

Select the grade level(s) for which you wish to be considered. You will only be considered for the grade level(s) you select.

Note: If you select "I do not wish to be considered for this grade" you will not be asked questions required for that grade and therefore cannot be considered for that grade.

\*Grade 99  
 I wish to be considered for this grade    I do not wish to be considered for this grade

**Location**

Please indicate the locations for which you wish to be considered.

\*Check all that apply.

Washington, DC, US

[< Previous](#)   [Next >](#)

Press Center | Open Government | Privacy Policy | Jobs | Treasury.gov  
For Assistance Contact: [careerconnectorhelp@treasury.gov](mailto:careerconnectorhelp@treasury.gov)

powered by **monster**  
Your calling is calling™

Select the series, grade, and location you wish to be considered for.

All reservist positions will offer only one option for the series, grade, and location.

Click "Next"



FEMA

# CareerConnector – Vacancy Questions

BLOG THE BUREAU PROTECTING YOU GET HELP NOW SUGGEST

Return to USAJOBS  
View Application Status  
My Account

**Vacancy Closes In**  
**6 days**  
You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

## Vacancy Questions

Eligibility Series Grade Location **All Grade Questions** Documents Application Review

All Grade Questions

Items marked with \* are required.

**All Grades Questions**

\* 1. Are you a current FEMA employee?  
 Yes  
 No

\* 2. Which of the following notices of eligibility have you received from FEMA for the posted vacancy?  
 Notice of Qualifications Letter  
 Notice of Trainee Certification  
 I have not received either of the listed letters/certifications

**Important!** All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

< Previous Next >

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For Assistance Contact: [careerconnectorhelp@treasury.gov](mailto:careerconnectorhelp@treasury.gov)

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

After responding to the vacancy questions, click "Next"



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# CareerConnector – Supporting Documentation

Follow the instructions in the vacancy announcement regarding required supporting documentation. A listing of documents for this vacancy will be displayed.

**Vacancy Documents**

Eligibility Series Grade Location All Grade Questions Documents Application Review

**Documents**

The page lists the documents that are required by this vacancy announcement. Please add a document to your application by clicking on one of the following actions:

- **"USAJOBS"** to download documents transferred from USAJOBS.  
**Note:** This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on "USAJOBS".
- **"Upload"** to upload documents from your computer.
- **"Fax"** to generate a fax coversheet and fax the documents.

Documents from your profile that will be sent with your application.

You can provide a new version of a submitted document by clicking the USAJobs, Upload, or Fax links. The new document will replace the existing version already on file.

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed. Please see the vacancy announcement regarding the required supporting documentation. You will only need to submit supporting documentation that is applicable to you.

Document Type	Description	Action
Cover Letter	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
DD214	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
ICTAP	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a>

You may upload supporting documentation from your computer, download documentation you have loaded into USAJOBS, or generate cover sheets to fax in your supporting documentation.



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# CareerConnector – Uploading Documentation

**BLOG**   **THE BUREAU**   **PROTECTING YOU**   **GET HELP NOW**   **SUGGEST**

[Return to USAJOBS](#)  
[View Application Status](#)  
[My Account](#)

### Vacancy Documents

Eligibility | Series Grade Location | All Grade Questions | **Documents** | Application Review

**Vacancy Closes In 6 days**

You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

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DD214	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
ICTAP	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a>

To upload supporting documentation from your computer, click "Upload" for the specific document



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# CareerConnector – Uploading Documentation

**Document Manager**

**Upload a Document** Step 7 of 7

Simply fill in the fields below, use the Browse button to find the file you wish to upload, and then select the Upload Document button.

Items marked with \* are required.

\* **Description**  (100 character limit)

Type: Cover Letter

**File**

- Only these types of the documents can be uploaded: gif image(.gif), jpeg image (.jpg), png image(.png), rich text format(.rtf), Microsoft word(.doc, .docx), adobe pdf(.pdf), word perfect(.wpd)
- 3MB is the maximum size allowed for a document

[Press Center](#) | [Open Government](#) | [Privacy Policy](#) | [Jobs](#) | [Treasury.gov](#) powered by **monster**  
Your calling is calling™

For Assistance Contact: [careerconnectorhelp@treasury.gov](mailto:careerconnectorhelp@treasury.gov)

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# CareerConnector – Uploading Documentation

Return to USAJOBS  
View Application Status  
My Account

### Vacancy Documents

Eligibility Series Grade Location All Grade Questions **Documents** Application Review

**Document Uploaded Successfully**

The page lists the documents that are required by this vacancy announcement. Please add a document to your application by clicking on one of the following actions:

- "USAJOBS" to download documents transferred from USAJOBS.  
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DD214	<a href="#">Qualifications Letter</a>	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a> <a href="#">Reuse existing document</a> <a href="#">Delete</a>
ICTAP	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a>



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# CareerConnector – USAJOBS Documentation

BLOG THE BUREAU PROTECTING YOU GET HELP NOW SUGGEST

Return to USAJOBS  
View Application Status  
My Account

### Vacancy Documents

Eligibility Series Grade Location All Grade Questions Documents Application Review

Documents

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ICTAP	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a>

To download documentation that you have uploaded to USAJOBS, click "USAJOBS" for that specific document



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# CareerConnector – USAJOBS Documentation

BLOG THE BUREAU PROTECTING YOU GET HELP NOW SUGGEST

Return to USAJOBS  
View Application Status  
My Account

## Document Manager

Use this page to add another document to the system.

### Retrieve a document from USAJOBS

The dropdown below has your USAJOBS documents in it. Select the document you want to use for this document type and click the Download button.

\* USAJOBS Documents

--- Please Select ---  
--- Please Select ---  
Qualifications Letter - May 25 2012 12:34 PM

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Your calling is calling®

For Assistance Contact: [careerconnectorhelp@treasury.gov](mailto:careerconnectorhelp@treasury.gov)

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

Using the dropdown menu, select the supporting documentation

Click "Download from USAJOBS"



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# CareerConnector – USAJOBS Documentation

Return to USAJOBS

View Application Status

My Account

### Vacancy Documents

Eligibility Series Grade Location All Grade Questions Documents Application Review

Documents

Vacancy Closes In 6 days

You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

Document Downloaded Successfully.

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DD214	Qualifications Letter	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a> <a href="#">Reuse existing document</a> <a href="#">Delete</a>
ICTAP	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a>

You will receive confirmation if you were successful in downloading the document



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# CareerConnector – Faxing Documentation

BLOG THE BUREAU PROTECTING YOU GET HELP NOW SUGGEST

[Return to USAJOBS](#)  
[View Application Status](#)  
[My Account](#)

## Vacancy Documents

Eligibility Series Grade Location All Grade Questions Documents Application Review

**Documents**

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ICTAP	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a>

To generate a fax cover sheet, click "Fax" for that specific document



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# CareerConnector – Faxing Documentation

The screenshot displays the CareerConnector Document Manager interface. At the top, there are navigation links: BLOG, THE BUREAU, PROTECTING YOU, GET HELP NOW, and SUGGEST. On the left, there are menu items: Return to USAJOBS, View Application Status, and My Account. The main content area is titled "Document Manager" and includes a breadcrumb trail: Eligibility > Series Grade Location > All Grade Questions > Documents > Application Review. Below this, there is a "Documents" section with instructions: "Use this page to generate coversheet." and "Please note that in order for the supporting documentation to be reviewed with your application it has to be successfully faxed in and received by the agency." A "Fax a Document" section follows, with a note to review the "Fax Instructions" before printing. Below this is a form with a "Type" dropdown set to "Cover Letter". At the bottom of the form is a green "Generate Cover Sheet" button, which is circled in black. A green callout box with the text "Click 'Generate Cover Sheet'" has an arrow pointing to this button. At the bottom of the page, there are links for Press Center, Open Government, Privacy Policy, Jobs, and Treasury.gov, along with the Monster logo and a disclaimer about the system's use.



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# CareerConnector – Faxing Documentation

Printed on 05/25/2012 12:30:00 PM.

**Fax Cover Sheet**

To:	Hiring Management-Fax Imagine	From:	CHANDLER, JENNIFER
Fax:	571-258-4254	Pages:	
Phone:		Date:	
Re:	Applicant Documentation Cover Letter	Vacancy Name:	12-FEMA-TEST

DO NOT WRITE OR MARK INSIDE THIS AREA OR YOUR FAX WILL NOT BE RECEIVED



MGSF35146163X20FSGM  
FAX=35146163  
DB=20  
CHK=260

DO NOT WRITE OR MARK INSIDE THIS AREA OR YOUR FAX WILL NOT BE RECEIVED

**Fax Instructions**

THIS MUST BE THE FIRST PAGE IN YOUR FAX TRANSMISSION IN ORDER FOR YOUR DOCUMENT TO BE PROCESSED CORRECTLY.

**If faxing supporting documentation, applicants must use the system-generated fax cover sheets and fax documents with cover sheets to the number indicated on the fax cover sheet**

submission.

The fax cover sheet will be displayed

Print the cover sheet

Close the window after you have printed the cover sheet



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# CareerConnector – Faxing Documentation

The screenshot shows the CareerConnector Document Manager interface. At the top, there are navigation tabs: BLOG, THE BUREAU, PROTECTING YOU, GET HELP NOW, and SUGGEST. On the left, there is a sidebar with links: Return to USAJOBS, View Application Status, and My Account. The main content area is titled 'Document Manager' and contains a breadcrumb trail: Eligibility > Series Grade Location > All Grade Questions > Documents > Application Review. Below the breadcrumb trail, there is a 'Documents' section with the text: 'Use this page to generate coversheet.' and 'Please note that in order for the supporting documentation to be reviewed with your application it has to be successfully faxed in and received by the agency.' The 'Fax a Document' form includes a 'Type' dropdown menu set to 'Cover Letter' and two buttons: 'Generate Cover Sheet' and 'Cancel'. A green callout box with an arrow points to the 'Cancel' button, containing the text: 'Click "Cancel" to return to the listing of supporting documents'. At the bottom of the page, there is a footer with links: Press Center | Open Government | Privacy Policy | Jobs | Treasury.gov, powered by monster, and For Assistance Contact: careerconnectorhelp@treasury.gov. A disclaimer at the very bottom states: 'This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).'



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# CareerConnector – Supporting Documentation

Return to USAJOBS

View Application Status

My Account

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**Vacancy Closes In**

**6 days**

You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

### Vacancy Documents

Eligibility
Series Grade Location
All Grade Questions
Documents
Application Review

Documents

• Document Downloaded Successfully.

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DD214	Qualifications Letter	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a> <a href="#">Reuse existing document</a> <a href="#">Delete</a>
ICTAP	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a>

**After you have uploaded documents from your computer, downloaded documents from USAJOBS, and/or generated fax cover sheets, click "Next"**



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# CareerConnector – Application Review

[BLOG](#) [THE BUREAU](#) [PROTECTING YOU](#) [GET HELP NOW](#) [SUGGEST](#)

[Return to USAJOBS](#)  
[View Application Status](#)  
[My Account](#)

## Application Review

Eligibility Series Grade Location All Grade Questions Documents **Application Review**

**Application Review**

Vacancy Closes In **6 days**  
**You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.**

Here is a summary of the application you just completed.

If a document transferred from USAJOBS is not listed under "Description" for the respective Document Type, please click on the PREVIOUS button below to go back to the Documents page and associate the document.

If you would like to download & save a copy of this page, click the "Show/Hide" link below, and select which parts you would like to save

**Download / Save Application & Related Documents** [\[Show / Hide\]](#)

[Personal Information](#) | [Eligibility Questions](#) | [Vacancy Questions](#) | [Documents](#) | [Resume](#)

### Personal Information

Name	
Email	
Vacancy Announcement	
Position Title	
Series	
Grade	
Location(s)	Washington, DC, US
Veteran's Preference	NOT A VET

[Back to top](#)

### Eligibility Questions

\* 1. 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 ) ?

Answer: No

\* 2. If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System (select "Not applicable" if this question does not apply to you)?

**A summary of your application will be displayed**

**Scroll down to the bottom of the page and click "Finish"**



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# CareerConnector – USAJOBS Redirect Page

BLOG THE BUREAU PROTECTING YOU GET HELP NOW SUGGEST

**Returning to USAJOBS**  
You will automatically be redirected to USAJobs in a few seconds

or Click here to [return to USAJobs](#) immediately.

[Press Center](#) | [Open Government](#) | [Privacy Policy](#) | [Jobs](#) | [Treasury.gov](#)  
For Assistance Contact: [careerconnectorhelp@treasury.gov](mailto:careerconnectorhelp@treasury.gov)

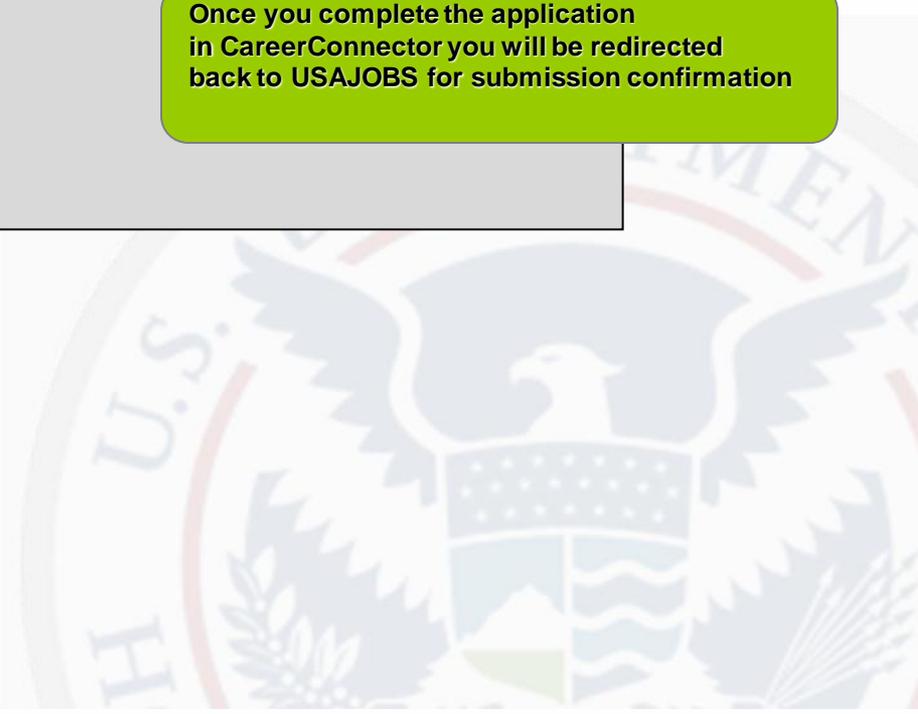
powered by **monster**  
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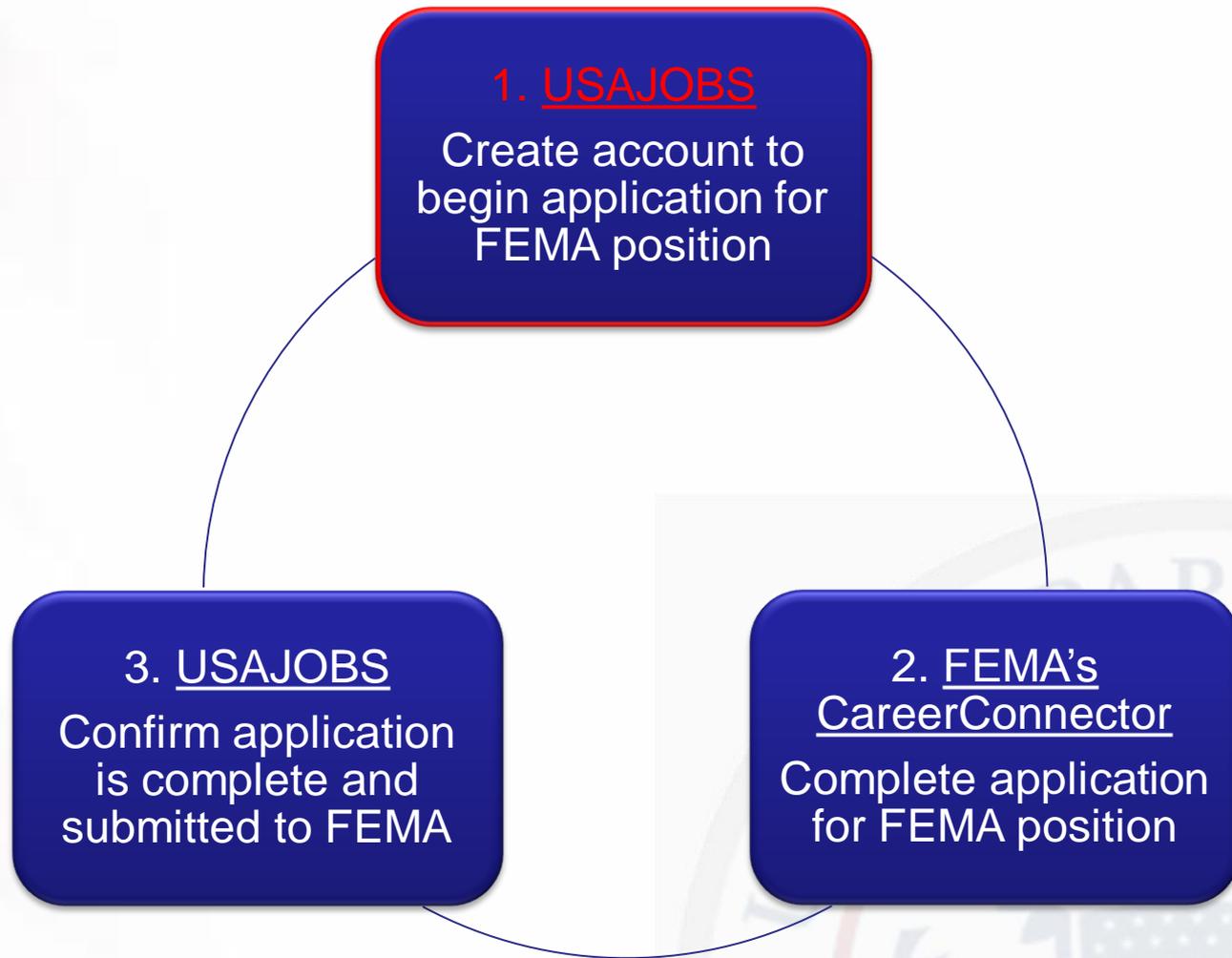
**Once you complete the application in CareerConnector you will be redirected back to USAJOBS for submission confirmation**



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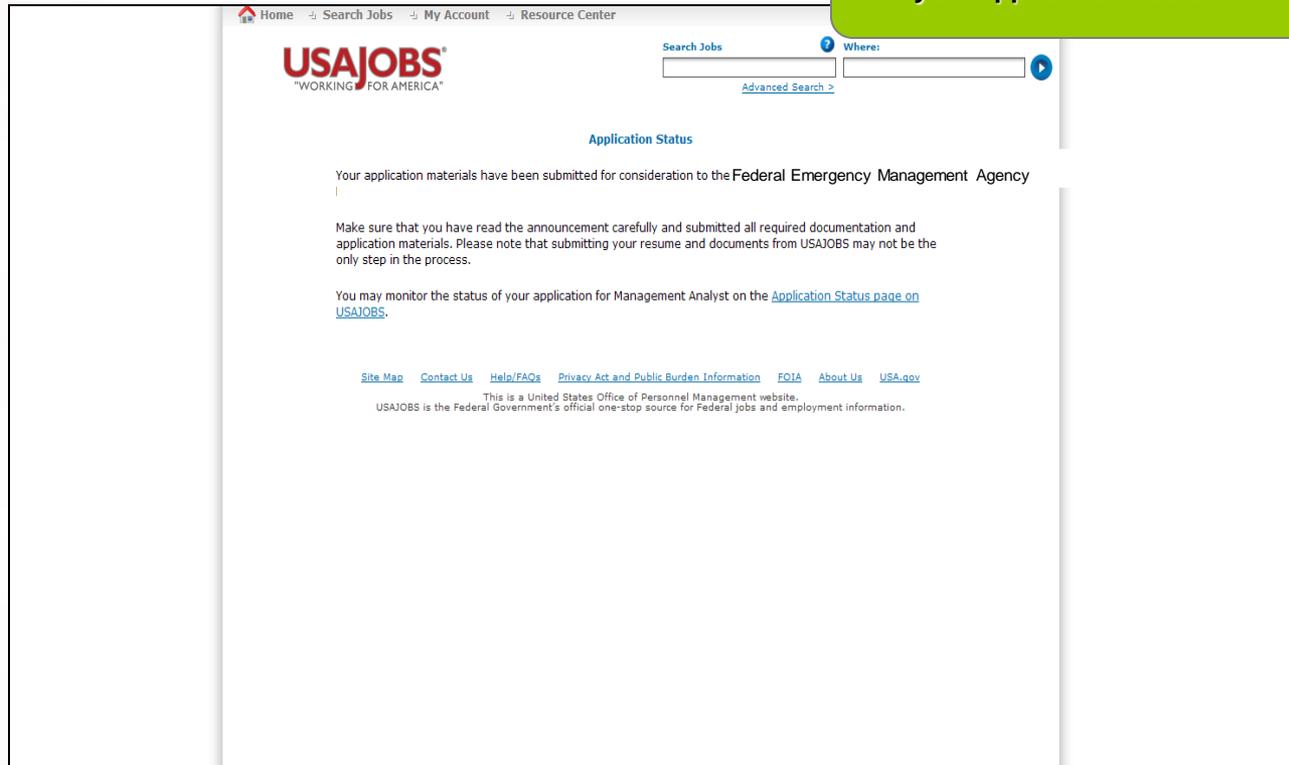
# Step 1: Applying to a FEMA Reservist Vacancy



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# USAJOBS – Application Status

You will receive confirmation that your application was submitted



The screenshot shows 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 and a 'Where:' dropdown menu. The main heading is 'Application Status'. The text on the page reads: 'Your application materials have been submitted for consideration to the Federal Emergency Management Agency'. It includes instructions to read the announcement carefully and submit all required documentation. A link is provided to monitor the application status: 'Application Status page on USAJOBS'. At the bottom, there are links for Site Map, Contact Us, Help/FAQs, Privacy Act and Public Burden Information, FOIA, About Us, and USA.gov. A footer note states: '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.'



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# Returning to USAJOBS – Application Status

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#)

**USAJOBS**  
"WORKING FOR AMERICA"

Sign in to my account or [create a new account...](#)

Username or Email:

Password:

[Forgot your Username and/or Password?](#)

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. Sign me in. ▶**

**Remember:**

- USAJOBS will never request personal information via unsolicited e-mail
- Remain alert for fraudulent e-mail that advertises positions managing financial transactions, or cashing checks
- Remain alert for Federal employment scams: Federal agencies and the Postal Service never charge for applications, sell study guides for examinations, or guarantee that you will be hired

**Returning users will log in here**



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# USAJOBS – Application Status

Home Search Jobs My Account Resource Center

**USAJOBS**  
"WORKING FOR AMERICA"

What:

[Advanced Search >](#) Radius: 20 miles

**My Account**  
Jennifer  
Current Goal:  
Last login: 03/07/2013 08:25 PM  
[Change Photo](#) [Edit Profile](#)

[Resumes](#) ▲

[Saved Searches](#) ▲

**Highlights from USAJOBS**

Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and edit all your profile information for accuracy, as it has been transferred to a new system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you:

- Save time during a job application
- Get your resume discovered by recruiters, if you opt to make your resume searchable
- Customize your search experience

[Inbox](#) ▲

[Saved Jobs](#) ▲

[Saved Documents](#) ▲

[Application Status](#) ▲

Click on "Application Status"



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# USAJOBS – Application Status

Home Search Jobs My Account Resource Center

**USAJOBS**  
"WORKING FOR AMERICA"

What:

[Advanced Search >](#) Radius: 20 miles

[Click "More Information" to view your detailed application status](#)

[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 is deleted 12 months after Initial Application Date. You may want to print this page for future reference.

Applications 1 to 17 Page: [1] Page

Initial Application Date	Job Summary	Job Status	Agency Name	Status Updated	Application Status
03/07/2013	<a href="#">Finance and Admin Section Chief</a> Job Number: PATHPD-2013-0001 Pay Plan: GS-0499-04/04 Location: US-Maryland-Riverdale	Active	Federal Emergency Management Agency	03/07/2013	Resume Received <a href="#">more information..</a>
03/07/2013	<a href="#">Human Resources Unit Leader</a> Job Number: PATHVS-2013-0016 Pay Plan: GS-0499-04/04 Location: US-Iowa-Ames	Active	Federal Emergency Management Agency	03/07/2013	Application Status Not Available



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# CareerConnector – Application Status

The Vacancy and Application Status are displayed

Return to USAJOBS

View Application Status

My Account

### Application Detail

Announcement Number	Position Title	Vacancy Status	Application Status	Comments	Download Application
<a href="#">PATHPD-2013-0001</a>	Finance and Admin Section Chief	Accepting Applications	Grade 04: Application Received You have answered all the required questions for this grade.	No Comment	

You may [review and update](#) your answers if needed.

You may [review and update](#) the documents if needed.

[Return to USAJOBS](#)

You can update responses to questions or update documents by clicking on the applicable link

**NOTE:** Resumes cannot be edited here. You must make changes to the resume and complete the application process again. Responses to questions will be saved.



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