Online Employment Application Guide

This guide describes how to create an account before you apply for jobs using the Government Jobs website.

The process consists of the following steps:

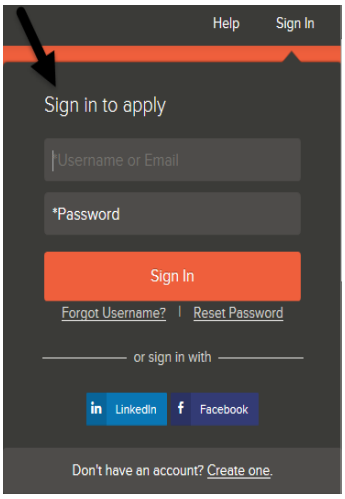
- Create An Account
- Make A Profile

How to Create an Account:

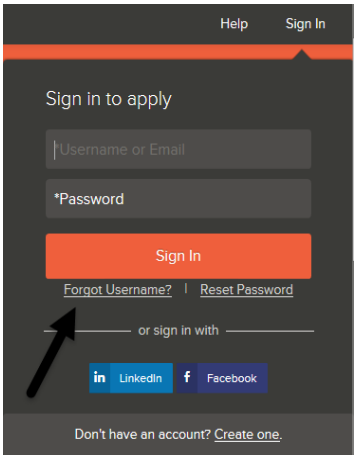
Follow these steps in order

1. Go to www.governmentjobs.com
2. Click the

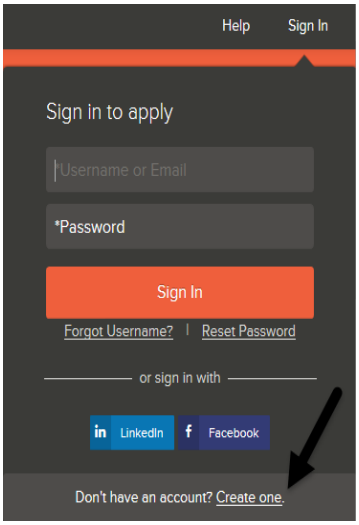
in the top right hand corner.
3. If you have already created a user account, log in using your username and password.



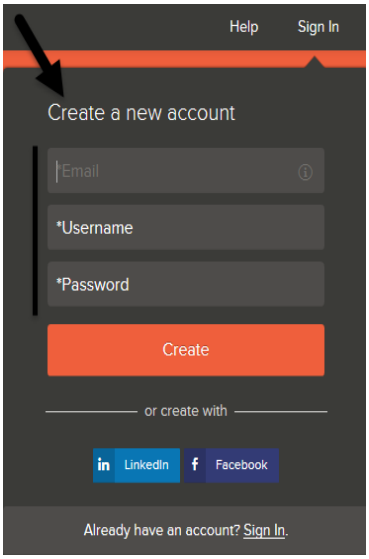
- If you have an account but can't remember your username then click on forgot username.



4. If you don't have an account made then click on Create One.

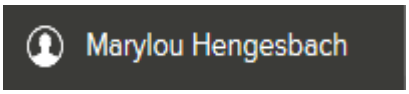


5. Once you click on Create One, then enter the following information: e-mail, username, and password to make your new account.

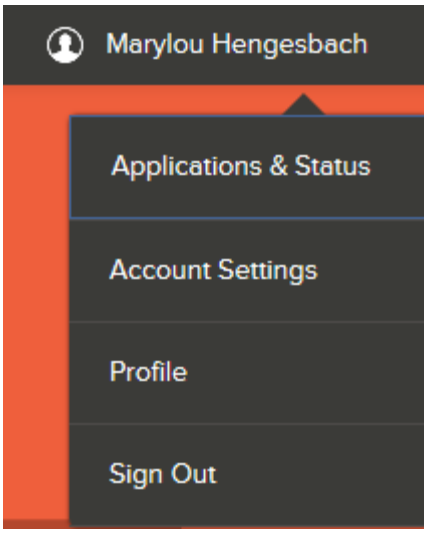


- If you have created an account before, you can't use the same e-mail address again to create a new account. The e-mail value must be unique.
- Username must be unique and can't contain any spaces or special characters.
- Password must be at least 8 characters in length, contain upper case and lower case letters, numbers and symbols.
- Once you have entered your e-mail and made a username and password, you should receive 3 check marks next to them.
- Click Create.
- Make sure to keep a record of your username and password.

6. When you are signed in, your username appears in the right hand corner.



7. Click on your username to receive a menu that contains information about Application & Status, Account Settings, Profile, Help & Support, and then to Sign Out.

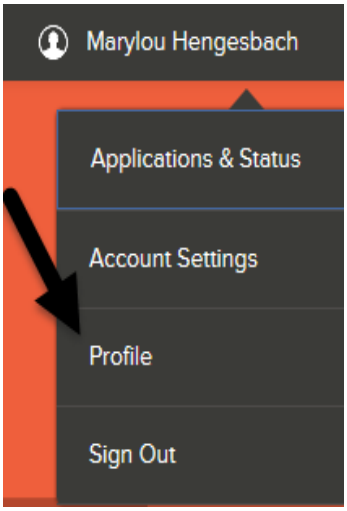


These are:

- Use Application & Status to review all your job applications
- Use Accounts Settings to edit your contact information, or change your password. If you change your contact information, this information is updated with employers with which you have applied.
- Use Profile to update basic information that you use to apply to jobs, such as work experience. Changes that you make do not update previously submitted applications, but are saved for use when you are applying for other jobs in the future.

How to set up your Profile

1. First, you will want to click on profile.



Enter the following information:

- General information:(Contact Information, Personal Information, Preferences)
- Work Experience
- Education
- Additional Information:(Certificates and Licenses, Skills, Languages, Supplemental Information)
- References
- After you have entered all of your information, your Profile has been set up.
- You can go into your Profile at any time to edit or add your information

All fields are required unless they are marked (optional).

Make sure to save after you have entered your information for each part and then click next in the right hand bottom corner to move on.