



VA
HEALTH
CARE | Defining
EXCELLENCE
in the 21st Century



USAJOBS®

Application Instructions



St Cloud VA Health Care System
Human Resources
Phone (320) 255-6301



Updated April 2016



USAJOBS® is the federal government's official job search website which provides access to vacancy announcements from all federal government agencies.

www.usajobs.gov

The following pages will assist you in navigating the process to apply for open vacancy announcements using **USAJOBS®**. If this is your first time using **USAJOBS®** please allow several hours to get your application information together within **USAJOBS®**. It is highly recommended to prepare an account with **USAJOBS®** prior to searching for open positions. In addition, we highly recommend you use a practice job application as a tool to gather and organize your personal, employment and education information prior to using **USAJOBS®** to make the process smoother for you.



Please read this guide thoroughly before attempting to apply for any open vacancy announcements.



For additional resources:



Performance Based Interviewing

<http://www.va.gov/pbi>

Find tips on preparing for an interview or tips for conducting an interview



My Career@VA

www.mycareeratva.va.gov

MyCareer@VA is an interactive, online career development experience that empowers you to create a personalized career plan. Using the website's five custom-built tools, you can achieve new professional goals, hone your skills, and map a personalized path.





The Federal Job Search – The Five Step Process

Step 1 – Create your Account or Log into your account..... Page 4

Set up “My Account” within **USAJOBS®** to:

1. Build your federal résumé
2. Upload additional required documents
3. Search & apply for federal jobs
4. Track your federal job application(s)

Step 2 – Searching for Jobs..... Page 11

Step 3– Saved Searches..... Page 12

Step 4– Saved Jobs..... Page 13

Step 5– Applying for open positions..... Page 14

Additional Resources:

- Appendix A – The Federal Résumé Page 24
- Appendix B – What is Required in the application packages Page 25
- Appendix C – Different methods of applying..... Page 26
- Appendix D – Resources Page 28

Step 1 – Creating an account or Logging into an existing account

To expedite the application process, candidates should create their **USAJOBS®** account prior to beginning their applications. To do so, follow the steps listed



Begin the process by signing into your **USAJOBS®** account or if you do not have an account you will want to create one.

**** REQUIREMENT ****

You must have an account established before building résumés and applying for any open positions.

Note:

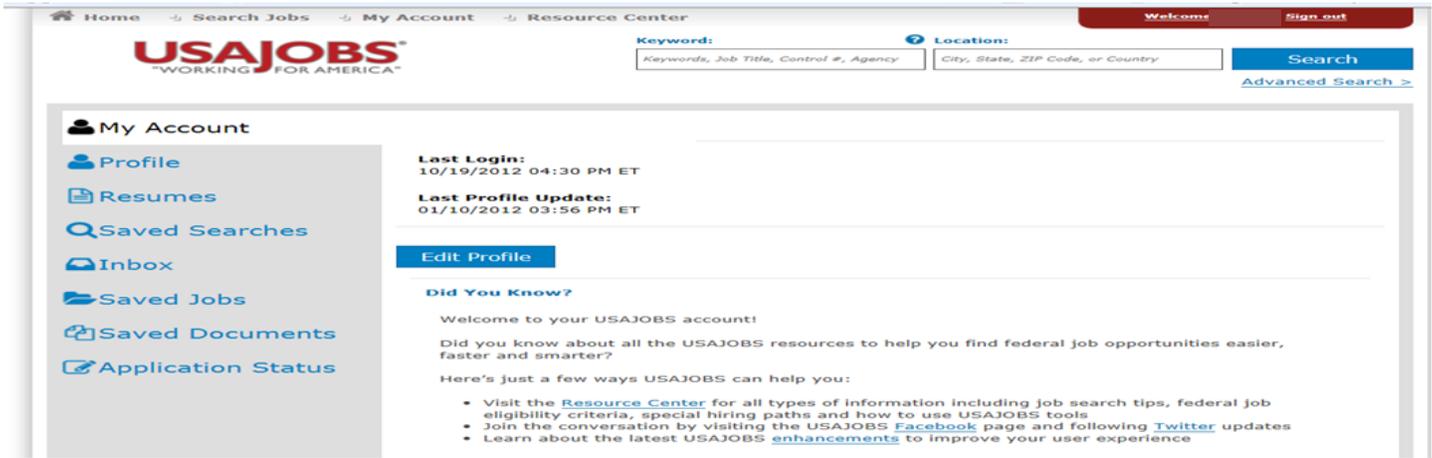
- You will be prompted to edit your username if it is not unique.
- Your password must contain a special character, a number and be at least 8 characters in length.
- Document your username and password for future reference!

Basic Profile Information

To create an account you must enter some basic personal information.

<ul style="list-style-type: none">ResumesSaved SearchesInboxSaved JobsSaved DocumentsApplication Status	<h4>Profile</h4> <h5>Contact Information</h5> <p>Completed</p> <h5>Legal Name ^o</h5> <p>John Doe</p> <p>Edit Name</p> <hr/> <h5>Address ^o</h5> <p><small>All fields are required unless otherwise noted</small></p> <p>Address 1</p> <input type="text" value="4801 Veterans Drive"/> <p>Address 2 <small>Optional</small></p> <input type="text"/> <p>Country</p> <input type="text" value="United States"/> <p>Postal Code City/Town State/Territory/Province</p> <input type="text" value="56303"/> <input type="text" value="Saint Cloud"/> <input type="text" value="Minnesota"/> <h5>Telephone ^o</h5> <p>Telephone 1 Ext:</p> <input type="text" value="Day Phone"/> <input type="text" value="320-255-6301"/> <input type="text"/>
--	---

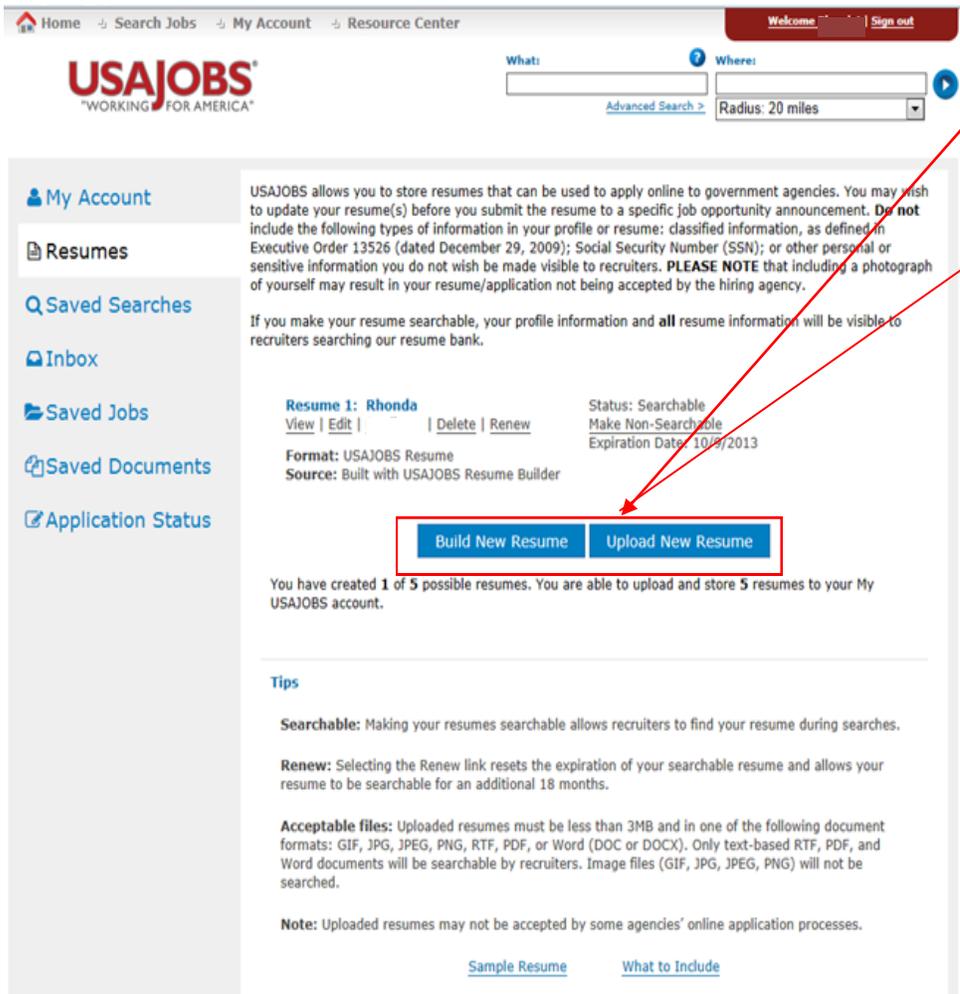
USAJOBS® My Account Area



In your **USAJOBS®** account you can:

- Build or Upload a new **Résumé**
- Upload and Save **Documents** required to support your application
- Check your **Application Status**
- Create **Job Search Agents**
- Review any **Saved Jobs**

Once you've created your account and filled out the basic profile information, you can now build a résumé. From your "My Account" page, click "Résumés".

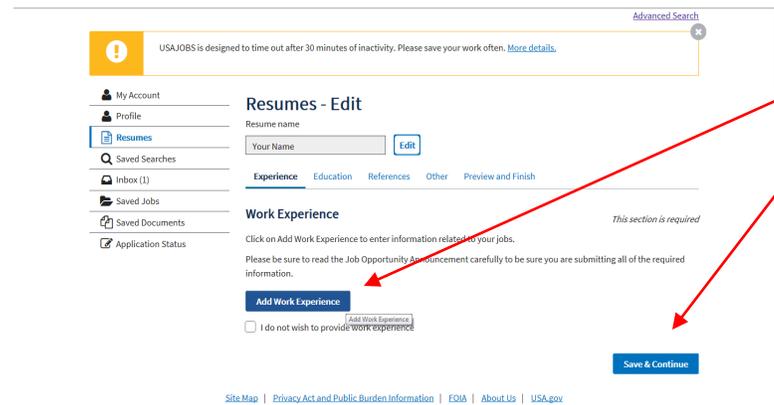


The "Build New Résumé" option allows you to create a résumé using the **USA-JOBS®** Résumé Builder.

The "Upload New Résumé" option allows you to upload your own résumé (s) from your computer, flash drive, etc.

Note: You may store a total of 5 résumés, allowing you to customize résumés based on your job search.

For additional information and guidance on building a federal résumé, see Appendix A.



After selecting "Build New Résumé", you will be redirected to the "Experience" section of the **USAJOBS®** Résumé Builder. If you do not have work experience, click on "Save & Continue" to continue.

To build your work experience, you should:

- Click on "Add Work Experience" and a pop up box will appear.
- Once complete, click "Save Experience".
- To add additional work experience, simply click "Add Work Experience" and repeat the steps above.
- When you have entered all your work experience, click "Save & Continue" to move to the next section.

Add/Edit Work Experience

Work Experience [?] *All fields are required unless otherwise noted*

Employer Name

Employer Address 1

Employer Address 2

Country

Postal Code

City/Town

State/Territory/Province

Formal Job Title

Start Date

End Date

Salary *Optional*

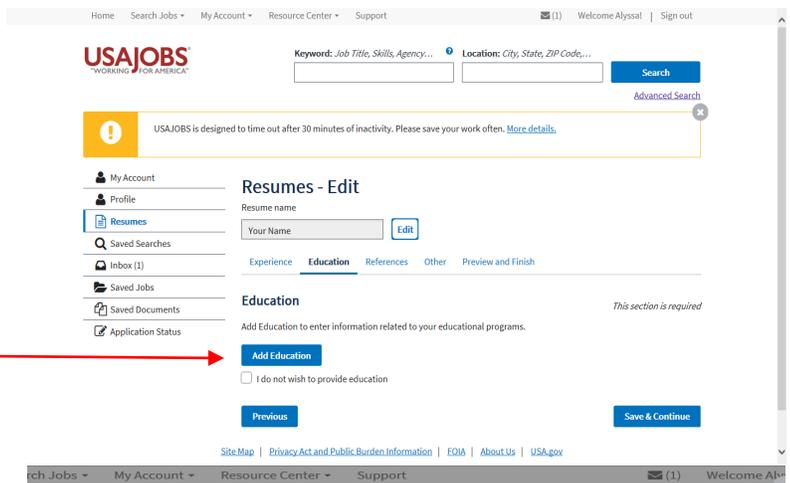
Average Hours per week

May we contact your supervisor? *Optional*

Yes

No

Contact me first



The next section you will see is "Education." If you do not have any education to submit, click on "Save & Continue" to continue.

To build your Education, you should:

- Click on "Add Education" and a pop up box will appear.
- When finished, click on "Save Education".
- To add additional Education, simply click "Add Education" and repeat the above steps.
- When you have entered all your Education, click "Save & Continue" to move to the next section.

Add/Edit Education Experience

Education [?] *All fields are required unless otherwise noted*

School or Program Name

Country

Postal Code

City/Town

State/Territory/Province

Major *Optional*

Minor *Optional*

GPA *Optional* of GPA Max. *Optional*

Total Credits Earned *Optional*

System for Awarded Credits *Optional*

Semester Hours

Quarter Hours

Continuing Education Units

The third section allows you to enter either professional or personal references. You may enter and save up to 5 references. You do not have to provide references at this point unless you want to. (References will be needed at interview.)

If you do not want to provide references at this time, click in the box next to "References available upon request" or click "Save & Continue" to move to the next section of Résumé builder.

To add a reference;

- Click "Add reference".
- Indicate if this is a personal or professional reference.
- Once complete, click "Save Reference."
- To add additional references, repeat the steps above.

Once complete with the Reference section, click "Save & Continue" to move to the next section.

The fourth section you will see is "Other Qualifications". There are no required fields in this section but you have the opportunity to provide information associated with:

- Any Job Related Training you have completed.
- Language Skills you may have.
- Any Specific Organizations or Affiliations that you are a member of.
- Any Professional Publications.
- Any Additional Information that you want potential employers to be aware of.

When you have completed the "Other Qualifications" section, click "Save & Continue" to move to the final section of the Résumé Builder.

The final section allows you to Preview and Finish your résumé.

You also have the options to either print your résumé.

- Review all information for accuracy.
- Click "Previous" to edit any information.
- Click "Finish" to complete your résumé.

Resumes - Edit

Experience Education References Other **Preview and Finish**

Preview and Finish [Print Resume](#)

John Doe
4801 Veterans Drive
Saint Cloud, MN 56303 US
Day Phone: 320-255-6301 - Ext:
Email: stc.hr@va.gov

Availability: **Job Type:** Permanent
Work Schedule: Full-Time

Desired locations: United States - MN

Work Experience: **VA Health Care System**
4801 Veterans Drive
Saint Cloud, MN 56303 United States

04/2015 - Present
Hours per week: 40
HR Assistant
Duties, Accomplishments and Related Skills:
List all duties, accomplishments and related skills in this section.

Education: **Test University** Saint Cloud, MN United States
Master's Degree
GPA: 4.0 of a maximum 4.0
Major: Human Resources

References:

Name	Employer	Title	Phone	Email
Jane Doe (*)	VA Health Care System	RN	3202521670	janedoe@hotmail.com

(*) Indicates professional reference.

[Previous](#) [Finish](#)

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This is a United States [Office of Personnel Management](#) website.

USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.

Once you have finished building your résumé, you will be redirected to the Résumés page and can view, edit, duplicate, or delete previously built résumés. You can also change the status of your built résumé from "Non searchable" to "Searchable" by clicking on the "make Searchable" link. You can change your résumé status back to Non searchable at any time by clicking the "Make Non-Searchable" link.

To upload a résumé from a different location, click "Upload New Résumé." This option can also be used from the Résumés tab.

Home Search Jobs My Account Resource Center Support Welcome John! Sign out

USAJOBS
"WORKING FOR AMERICA"

Keyword: Job Title, Skills, Agency... Location: City, State, ZIP Code,...

[Search](#) [Advanced Search](#)

Resumes

1 of 5 resumes

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **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. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and all resume information will be visible to recruiters searching our resume bank.

List Resumes

Resume 1: Your Name
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

Status: Not Searchable
[Make Searchable](#)

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

Résumé Uploading within USAJOBS®

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). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

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. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

[Sample Resume](#)

[What to Include](#)

Upload your existing resume by selecting a file below.

Please enter a unique name for this resume (100 characters max)

Select Document:

[Browse](#)

[Upload](#)

[Back to Resume List](#)

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This is a United States Office of Personnel Management website.

Once on the Résumé Uploader page, you will see the different document formats that are acceptable for uploading (e.g. doc, docx, pdf, png, gif, jpg, jpeg, etc.).

You are also able to view a "Sample Résumé" and tips on "What to Include" in your résumé.

To upload your résumé, you are required to enter a résumé name. You will need to enter a name for each additional résumé you upload as well.

Click "Browse" to select the résumé you wish to upload and once you have selected the document, click "Upload".

After a successful upload, you will return to the "Résumé" page where you can view or delete your uploaded résumés.

The screenshot shows the 'Resumes' page in the USAJOBS user interface. On the left is a navigation menu with links for 'My Account', 'Profile', 'Resumes', 'Saved Searches', 'Inbox', 'Saved Jobs', 'Saved Documents', and 'Application Status'. The main content area is titled 'Resumes' and shows '2 of 5 resumes'. Below this is a detailed explanation of the resume upload process and a warning about searchability. A 'List Resumes' section displays two resumes: 'Resume 1: Your Name' (Status: Not Searchable, with a 'Make Searchable' link) and 'Resume 2: Test Resume' (Status: Not Searchable, with a 'Make Searchable' link). At the bottom of the page are 'Build New Resume' and 'Upload New Resume' buttons.

You can also change the status of your uploaded résumé(s) from Non-Searchable to Searchable by clicking on the "Make Searchable" link.

You can change the status back to Non-Searchable by clicking on the "Non-Searchable" link.

If you need additional assistance please review the Tips area within the Résumés page.

This area will provide a good example of what a résumé should look like and the type of information to include within your résumé.

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

Renew: Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

Acceptable files: Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

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

[Sample Resume](#) | [What to Include](#)

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Saved Documents within USAJOBS®

The “Saved Documents” section allows you to upload and store additional documents you may need for your application package such as:

- School Transcripts
- Veterans Preference Documents
- DD214(s)
- Certification Certificates
- SF-15
- Schedule A Letter
- Etc.

- My Account
- Profile
- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents**
- Application Status

Saved Documents

4 of 10 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.

Encrypted and digitally signed documents cannot be saved in USAJOBS.

Do not include the following types of information in your uploaded documents: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish to be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

Important Note: Saved documents are NOT automatically attached to your application. You must select the documents when you apply. Refer to the “How to Apply” section of the job announcement for any required job application documents.

Document: 1	Transcripts - Transcript View Delete	Date Uploaded: 6/5/2014
Document: 2	OF-306 - OF-306 View Delete	Date Uploaded: 8/11/2014
Document: 3	Other - Letter of Recommendation... View Delete	Date Uploaded: 8/12/2014
Document: 4	SF-50 - SF-50 View Delete	Date Uploaded: 5/29/2015

To upload a document:

- Name your document for easy identification. Make sure the name and type match and are accurate.
- Select what type of document you are uploading in the drop down menu.
- Click “Browse” to locate your document.
- Once your document is selected, click “Upload”.
- Your document will appear in this section for future use.
- Depending on different scanner capabilities, multiple pages may be uploaded in one document (example: tran-

Upload Document

All fields are required

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

Document Type: Select Document:

Tips

Browse:

Select a file stored on your computer to include in your Saved Documents. Files must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

View:

Click on the attachment name to view the document.

Delete:

Permanently remove your attachment from USAJOBS.

**It is now time to search for current open vacancies.
Please continue through the next few pages to find open jobs.**

Step 2 – Searching for Jobs (Basic Search)

From the **USAJOBS® main web page** you can perform a local search by entering "St. Cloud, VA" in the "keyword" field (shown below).

The screenshot shows the USAJOBS search interface. The 'Keyword' field contains 'St. Cloud VA' and the 'Location' field is empty. The 'Federal Employees' radio button is selected. A red arrow points from the text above to the 'Keyword' field. Another red arrow points from a text box on the left to the 'Federal Employees' option. A third red arrow points from a text box on the right to the 'Search' button.

Remember to log into your account **before** searching for jobs.

Use the "Federal Employees" only if you are a current or former federal employee, a Veteran with preference, or using a certain Hiring Authority, such as Schedule A.

The screenshot shows the search results page for 'St. Cloud VA'. The 'Sort By' dropdown menu is open, showing options: Job Title, Relevance, Open Date, Close Date, Agency, Job Title, Salary Minimum, and Salary Maximum. A red arrow points from the text below to the 'Close Date' option. The page displays three job listings: 'Advanced Practice Nurse - Extended Care and Rehab', 'Advanced Practice Nurse-Mental Health', and 'Chaplain (CPE Supervisor)'. Each listing includes details like salary, location, and announcement number.

You can refine your search by selecting an item from the Sort By drop down menu.

For example, if you want to see a list of positions that are closing soon then select "Close Date" and **USAJOBS®** will refine your search.

Step 3- Saved Searches within USAJOBS®



Keyword: Job Title, Skills, Agency...

Location: City, State, ZIP Code,...

Search

[Advanced Search](#)

- My Account
- Profile
- Resumes
- Saved Searches**
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

Saved Searches

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you at your primary email address when there are new jobs entered. You may employ up to 10 Saved Searches. Saved searches will expire one year after the date created unless they are renewed.

Create a new saved search

Tips on Managing Your Saved Searches

View: This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and that match your other criteria.

Edit: Make changes to your saved search any time.

Delete: Permanently removes your saved search.

Renew: Renews your search for another year.

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Click on "Saved Searches"

Click on "create new search".

Define your search using the fields provided as shown to the left.



Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency. Show: [All Expanded](#) [All Collapsed](#)

Keywords

Search for: Job Title, Agency Name, Job Announcement #, etc

But none of these words:

Search by Job Title:

▼ Salary or Pay Grade

▼ Occupational Series or Job Category

▼ Location

▼ Department and Agency

▼ Type of Work or Work Schedule

▼ Posting Options

▼ Additional Search Options

▼ Who May Apply

Select whether or not you fall in to the listed categories

Title your search

Choose how you want to sort your results & how often you'd like to receive email notifications. (NOTE: It is recommended to select to receive notifications daily.)

Save Search

Additional Search Options

Who May Apply

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?

No - I do not fall into one of these categories and only want to see jobs open to the **general public**.

Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as **federal employees**.

Save this search

Name your Saved Search:

Sort Results By:

How often do you want to receive email notifications to your primary email address?

Daily Weekly Monthly Never - don't email but save for later

Save Search Save and View Results Reset Form

Step 4- Saved Jobs within USAJOBS®



Search

Advanced Search

[← Back to Search results](#)

Advanced Practice Nurse - Extended Care and Rehab (Home Based Primary Care)

VETERANS AFFAIRS, VETERANS HEALTH ADMINISTRATION

[Agency Contact Information](#)

1 vacancy in the following location:

📍 Saint Cloud, MN

Work Schedule is Full Time - Excepted Service
Permanent

Opened Thursday 3/31/2016
(18 day(s) ago)

🕒 Closes Thursday 4/28/2016
(10 day(s) ago)

Salary Range

\$75,517.00 to \$128,086.00 / Per Year

Series & Grade

VN-0610-00/00

Promotion Potential

03

Supervisory Status

No

Who May Apply

United States Citizens

Control Number

434562500

Job Announcement Number

BA-16-MB-1668762-BU

🖨 Print

🔗 Share

★ Save

Apply

Open a job announcement for the position you wish to view at a later date.

Click on "Save".

Once you have saved the job, you may view it at any time by going back to your account home page, and clicking on "Saved Jobs".

👤 My Account

👤 Profile

📄 Resumes

🔍 Saved Searches

📧 Inbox

📁 Saved Jobs

📄 Saved Documents

📄 Application Status

Saved Jobs

Your saved jobs are shown below. To view and apply to a saved job, click the Job Title or the View button. Saved jobs will no longer display once the job has been cancelled or the closing date has passed. When you apply to a job it will be removed from this page and added to your [Application Status page](#). Click on column heading to sort by that column.

You have saved 1 of 25 possible jobs.

Search:

Display 10 records

Showing 1 to 1 of 1 entries

Previous 1 Next

Date Saved	Job Title	Organization	Closing Date	
04/18/2016	Advanced Practice Nurse - Extended Care and Rehab (Home Based Primary Care) Delete Share job with a friend	Veterans Affairs, Veterans Health Administration Saint Cloud, Minnesota	04/28/2016	View

Showing 1 to 1 of 1 entries

Previous 1 Next

Each saved job will appear in the middle of your screen after selecting "Saved Jobs". You may save up to 25 jobs in your account.

Notification Settings

Notification Alerts enable you to stay informed of changes to your application status.

Select the item that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.

Step 5 – Applying for the Open Vacancy

Advanced Search

You are currently searching on: 1 to 25 of 51 jobs

Location: Saint Cloud, Minnesota
Radius: 20 miles

Sort By: Relevance

Advanced Practice Nurse - Extended Care and Rehab (Home Based Primary Care)
VA encourages persons with disabilities to apply. The health related positions in VA are covered by Title 38, and are not covered by the Schedule A excepted appointment authority. The incumbent for this position may be eligible to apply for the Education Debt Reduction Program. Please contact Human Resources.

Salary: \$75,517.00 - \$128,086.00 / Per Year
Series & Grade: VN-0610-00/00
Location(s): Saint Cloud, Minnesota
Open Period: 3/31/2016 to 4/28/2016
Announcement Number: BA-16-MB-1668762-BU

Department: Department Of Veterans Affairs
Agency: Veterans Affairs, Veterans Health Administration
Position Info: Full Time - Excepted Service Permanent
Who May Apply: United States Citizens

Medical Record Technician (Coder), GS-0675-4,5,6,7,8
"As a VA professional, your opportunities are endless. Not only is it the largest, most technologically advanced integrated health care system in the Nation, but we also provide many other services to Veterans through the Benefits Administration and National Cemeteries. VA professionals feel good ab

Salary: \$30,253.00 - \$60,368.00 / Per Year
Series & Grade: GS-0675-04/08
Location(s): Saint Cloud, Minnesota
Open Period: 4/18/2016 to 4/20/2016
Announcement Number: BA-16-MB-1683582-BU

Department: Department Of Veterans Affairs
Agency: Veterans Affairs, Veterans Health Administration
Position Info: Full Time - Excepted Service Permanent
Who May Apply: United States Citizens

Once you have found the open vacancy you wish to apply for, click on the title of the position. This will open the full vacancy announcement (shown below).



Medical Record Technician (Coder), GS-0675-4,5,6,7,8

VETERANS AFFAIRS, VETERANS HEALTH ADMINISTRATION

Agency Contact Information

1 vacancy in the following location:

Saint Cloud, MN

Work Schedule is Full Time - Excepted Service Permanent

Opened Monday 4/18/2016 (0 day(s) ago)

Closes Wednesday 4/20/2016 (2 day(s) away)

Salary Range
\$30,253.00 to \$60,368.00 / Per Year

Series & Grade
GS-0675-04/08

Promotion Potential
08

Supervisory Status
No

Who May Apply
United States Citizens

Control Number
436348300

Job Announcement Number
BA-16-MB-1683582-BU

Print Share Save **Apply**

Job Overview

Summary

How to Apply +
Required Documents +

Vacancy Identification Number (VIN): 1683582

OUR MISSION: To fulfill President Lincoln's promise - "To care for him who shall have borne the battle, and for his widow, and his

The vacancy announcement contains all the information about the position. The following pages will breakdown the vacancy announcement to give you a better understanding of the information contained within the vacancy announcement.

How to read the Vacancy Announcement

Overview

The "Overview" area covers the general information about the agency placing the announcement, general position information, pay plan information, and the "Who May Be Considered" area.

Please pay attention to this area as it will describe who may apply for this position.

What is meant by "Status" candidates?

A "status" candidate means the position is open to all current and former federal employees, and veterans with preference. If the announcement states "Open to all US Citizens" then everybody may apply for the vacancy position.

Duties

The "Duties" area covers what the position will be performing. It is important to review this area carefully and apply this information into your résumé. You could have a better chance of being considered if your résumé relates, in some part, to the information within the "Duties" area.

Qualifications & Evaluations

The "Qualifications & Evaluations" area covers the requirements for that position. These standards are used to evaluate the minimum qualifications required for the position. Please pay special attention to these qualifications as they will inform you of the experience and education requirements for the position.

Benefits & Other Info

The "Benefits & Other Info" area covers general information about the benefits offered by the federal government. Federal employees can review current information about health, dental, vision and life insurance, flexible spending accounts, and long term care insurance. This information can be found at the Office of Personnel Management's web site (www.opm.gov).

How to Apply

The "How to Apply" area contains all the information needed to apply for any open vacancy. From what information is needed within the application package to how to apply (either online or by fax). This is the most important area to read prior to starting any application package!

Required Documents

Pay close attention to the "Required Documents" section located on the right of each job announcement

If the required document listed is a VA form, it will have a link listed below the document to access the form. The form will then need to be saved to your computer and uploaded to your USA Jobs application.

Job Overview

Summary

Vacancy Identification Number (VIN): 1683582

OUR MISSION: To fulfill President Lincoln's promise – "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to Veterans?

"As a VA professional, your opportunities are endless. Not only is it the largest, most technologically advanced integrated health care system in the Nation, but we also provide many other services to Veterans through the Benefits Administration and National Cemeteries. VA professionals feel good about their careers and their ability to balance work and home life. VA offers generous paid time off and a variety of predictable and flexible scheduling opportunities. For more information on the Department of Veterans Affairs, go to <http://www.vacareers.va.gov/>"

VA encourages persons with disabilities to apply. The health related positions in VA are covered by Title 38, and are not covered by the Schedule A excepted appointment authority.

Duties

The Medical Record Technician - Coder position is located in the Health Information Management section of the Health Administration Service at the St. Cloud VA Medical Center. The Medical Records Technician - Coder is responsible for performing a quality review of patient care documents and assigning codes specific for the type of care provided.

Duties include, but are not limited to:

- Assigns codes to documented patient care encounters
- Has knowledge of medical terminology, anatomy & physiology, diseases, treatments, diagnostic test and

How to Apply +

Required Documents -

Required Documents

NOTE: You must use your full legal name when completing all required documents

1. **VA Form 10-2850c** - Application for Associated Health Occupations (**required**). Available at the VA Forms website:

<http://www.va.gov/vaforms/medical/pdf/vha-10-2850c-fill.pdf>

1. A copy of your most recent SF-50B "Notification of Personnel Action" (if a federal employee)
2. A photocopy of your transcripts with degree awarded if you are using education to qualify
3. DD-214, Certificate of Release or Discharge from Active Duty, indicating your Character of Service (if applicable)
4. Documentation of Service-Connected disability: Service-Connected disability letter and SE 15

For additional information, see Appendix D.

Starting the Online Application Process

On the right of the announcement, click "Apply".

Advanced Practice Nurse - Extended Care and Rehab (Home Based Primary Care)

VETERANS AFFAIRS, VETERANS HEALTH ADMINISTRATION

Agency Contact Information

1 vacancy in the following location:

Saint Cloud, MN

Work Schedule is Full Time - Excepted Service

Permanent

Opened Thursday 3/31/2016
(19 day(s) ago)

Closes Thursday 4/28/2016
(9 day(s) away)

Salary Range

\$75,517.00 to \$128,086.00 / Per Year

Series & Grade

VN-0610-00/00

Promotion Potential

03

Supervisory Status

No

Who May Apply

United States Citizens

Control Number

434562500

Job Announcement Number

BA-16-MB-1668762-BU

Print

Share

Save

Apply

Job Overview

Summary

Vacancy Identification Number (VIN): 1668762

How to Apply

+

Required Documents

+

Important Notice: Do not apply using someone else's account. This may lead to incorrect information being submitted with your application.

If you haven't already logged in, you will need to:

- Enter your username and password
- If you have forgotten your username and password click "Forgot Password" and follow the instructions (**Note:** you will have to return to the vacancy announcement and click Apply Online to restart the application process.)

Select Resume

Instructions

Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If the resume you want to submit is not displayed, select "Add Resume" to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build a new one.

Your Resumes

Required Documents

A photocopy of your transcripts if you are using education to qualify

Please use this [checklist](#) to make sure you have included other documents required for your application, such as a copy of your transcript (if using education to qualify), documentation to support Veterans Preference claims, etc. You will not be contacted for additional information.

Veterans' Preference: When applying for Federal Jobs, eligible Veterans should claim preference for Spt (TP), or 10pt (CP/CPS, XPP, XP), or for Sole Survivor Preference (SSP), on the Occupational Questionnaire in the section(s) provided. A legible copy of your DD214(s) indicating character of service, disability certification, SF-15 (if claiming 10 pt. preference) or if you are currently serving on active duty and expected to be released or discharged within 120 days; documentation related to your active duty service which reflects the dates of service, character of service (honorable, general, etc.), or dates of impending separation. Documentation is required for eligibility verification.

Faxing Applications or Supporting Documents: You are encouraged to apply online. Applying online will allow you to review and track the status of your

Two resumes are shown: "Your Name Built 4/18/2016" and "Test Resume Uploaded 4/18/2016". Each has "View", "Edit", and "Delete" options. A third "Add Resume" button is visible.

HINT: Please follow these instructions to transfer information to Application Manager.

Select a résumé and any supporting documents by:

- Click on the résumé you wish to submit, then click on "Save & Continue" on the bottom right corner.
- Click on the saved documents you wish to submit, then click on "Save & Continue" on the bottom right corner.
- You will review your chosen documents on the next screen, if all is correct click the box next to "I acknowledge.." and then click on "Save & Continue".

Select Documents

Instructions

Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents

Required Documents

A photocopy of your transcripts if you are using education to qualify

Please use this [checklist](#) to make sure you have included other documents required for your application, such as a copy of your transcript (if using education to qualify), documentation to support Veterans Preference claims, etc. You will not be contacted for additional information.

Veterans' Preference: When applying for Federal Jobs, eligible Veterans should claim preference for Spt (TP), or 10pt (CP/CPS, XPP, XP), or for Sole Survivor Preference (SSP), on the Occupational Questionnaire in the section(s) provided. A legible copy of your DD214(s) indicating character of service, disability certification, SF-15 (if claiming 10 pt. preference) or if you are currently serving on active duty and expected to be released or discharged within 120 days; documentation related to your active duty service which reflects the dates of service, character of service (honorable, general, etc.), or dates of impending separation. Documentation is required for eligibility verification.

Faxing Applications or Supporting Documents: You are encouraged to apply online. Applying online will allow you to review and track the status of your

Three documents are shown: "Transcript Transcript 6/5/2014", "OF-306 OF-306 8/11/2014", and "Letter of...ndation Other 8/12/2014". Each has "View" and "Delete" options.

*I acknowledge that I have reviewed my resume and document(s)

Save & Continue

Starting the Online Application Process (continued)

Include Personal Information

- I volunteer to provide my [demographic information](#) to help determine if the government's equal employment opportunity efforts are reaching all segments of the population.

So we can better locate applicants in the future, please tell us how you heard about this job. Please choose the best option available.

- I searched the USAJOBS website
- I received an automated USAJOBS saved search notification
- I saw a social media posting
- I visited the agency website
- I was referred by an agency employee
- I attended a recruitment event (Job/Career Fair, Meetup, etc.)
- I viewed the posting on a job board or search agent other than USAJOBS
- Radio or TV advertisement
- Professional organization
- School/University announcement
- Other
-
- I would prefer not to answer

Previous

Save & Continue

- Select information you wish to provide, if any. If you would prefer not to answer, select the box indicating so.
- Click "Save & Continue" to move onto the next screen.

Continue Application with Agency

- * 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).

Continue to Agency Site

Previous

You will leave USAJOBS and be sent to the Veterans Affairs, Veterans Health Administration application system once you select "Continue to Agency Site."

You will submit your application once you have completed all the agency specific requirements.

- Check the box to certify your answers are true to the best of your knowledge.
- Click on "Continue to Agency Site"
- **You will then be asked to log-in to USA Jobs again before proceeding to Application Manager.**

The Transition from USAJOBS® to Application Manager

One moment please...

We are now bringing you to the system used by the

Veterans Affairs, Veterans Health Administration

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](#) ▶

Application Manager is used by some federal agencies to collect online applications and assessment information for specific vacancy announcements.

Application Manager

Welcome to USA Staffing® Application Manager

Click **Accept and Proceed** to accept the Full Terms and Conditions of Use and continue with the application process.

Check out our [Quick Start Guide](#).

Click Here

Accept and Proceed

Full Terms and Conditions of Use

Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:

- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized use, or otherwise misuse this system, and if you do so, or try to do so, you may face criminal, civil, or administrative penalties.

If you use this system, that will be construed to mean you understand and agree to abide by these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

Biographic Information

The Navigation Bar in the upper left corner indicates what part of the process you are in and how much is left to complete.

Some information will be pulled from your USAJOBS® account.

Work City
 Work State
 Use Standard State Postal Codes. If you live outside the USA, fill in Country: - Make a Selection -
 Work Zip Code
 Work Telephone Number
 Use numbers only - no punctuation. Include area code if within United States:
 Extension

Application Manager
 Vacancy ID: 299321
 Job Title: Voluntary Services Specialist
 Announcement Number: DVA-09-HA299321 USAJOBS Control Number: 1730335
 Applicant Name: VA EXAMPLE Change Name
 Previous Next Save
Biographic Data
 Address: Room 131
 City: Kansas City
 State: MO
 Zip Code: 64106-
 Telephone Number:

Citizenship
 Are you a citizen of the United States?
 Yes
 No
 Previous Next Save

After completing the section, Click "Next", by clicking next you will save your information. Repeat this for each section.

Re-using and uploading Documents in Application Manager

This displays the documents submitted from your profile in USAJOBS®.

These are the documents that will be forwarded automatically when you click the "Submit" button in Application Manager.

Any documents previously submitted through Application Manager will be listed under *Documents Available for Re-Use*.

Select any documents to submit by checking the box next to the document you want.

Only click if a document is required, but not listed above.

Document Type	Received	Source	Status	Original File Name
Resume	4/12/2010 2:29:16 PM	USAJOBS	Processed	
Veterans Documentation	4/12/2010 2:43:51:10 PM	Upload	Processed	Resume.doc

Documents in the above table have already been included in your Application Package for this vacancy. Documents in the table below were submitted to a previous Application Package and can be re-used in this Application Package. To re-use one or more documents, check the boxes for the documents you want to include in this Application Package and click the "Include Selected Documents" button. If you do not want to re-use any documents, click the "Next" button to continue to the Document Upload page.

Documents are listed in this table in order from newest to oldest within each source (Fax, Upload, USAJOBS). You can change the order by clicking on the column headings.

Add to Application Package	Document Type	Received	Source	Original File Name	Source
<input checked="" type="checkbox"/>	Resume	7/22/2009 3:44:56 PM	Upload	VA Test Applicant Resume	299321
<input checked="" type="checkbox"/>	Resume	2/13/2009 3:23:10 PM	Upload	VA Professional Resume Ex	299321

Re-Use Selected Documents Hide Selected Documents UnHide All Documents
 Previous Next Save

Upload Documents

Application Manager

Vacancy ID: 110114

Job Title: Accountant

Applicant Name: [Change Name]

Previous Next Save

* Required information

Upload Documents

Protect your privacy **DO NOT** include privacy information, such as Social Security Number, in your uploaded documents unless directly required.

- Select Document Type: - Select a Document Type -
- Click "Browse" to locate a file and click "Open" to attach it. [Browse...]
- Click "Upload": [Upload]

Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour.

Faxed Documents may take 2-3 days to appear as Processed.

Upload successful.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Note: Documents beginning with ~\$ are normally temporary files and the system will not be able to process them.

Documents On File				
Document Type	Received	Source	Status	Original File Name
[Empty table body]				

Understanding This Table:
Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 5-8 hours for USAJOBS portfolio documents to be retrieved from USAJOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

Document Upload and Faxing Tips:

- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document Uploading and Faxing, click [Help](#). Then, if you need a Fax Cover Page, [click here](#).

Previous Next Save

The upload documents section of the online application process provides another opportunity to submit any additional documents that are not within your USAJOBS® account.

Please follow the on-screen instructions to upload additional documents into your application.

The Documents on File will include all items sent from your USAJOBS® account.

Hints

- ⇒ You do not have to upload documents in Application Manager if you have already uploaded the documents in your account with USAJOBS®.
- ⇒ Refer to the "Required Documents" area of the "How to Apply" section within the vacancy announcement for a complete list of required documents.
- ⇒ Failure to submit all applicable required documents may result in your application package not being considered for the open position.

Submit Application

Application Manager

Vacancy ID: 299321

Job Title: Voluntary Services Specialist

Announcement Number: DVA-09-HA299321 USAJOBS Control Number: 1730335

Applicant Name: VA EXAMPLE [Change Name](#)

User: VAEXAMPLE01

Submit My Answers
In order for your answers to be processed and for you to be considered for the position, you must click the *Submit My Answers* button below.
After you click *Submit My Answers*, provide any required Supporting Documents and be sure the *Application Package Status* page shows all steps are complete.

Ready to Submit? **Not ready?**

[Submit My Answers](#)

Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.

What would you like to do next?

- Work on this Application Package some more. Use the Navigation Box in the upper left to go to the part you want to work on or review.
- Work on a different Application Package. Go to Application Manager Main.

[Main](#)

- Leave Application Manager

[Logout](#)

IMPORTANT!!!

You **MUST** click "Submit My Answers" to complete your application.

Note: If you receive a warning that a section of the assessment is incomplete, return to that section using the Navigation Bar on the left and complete all required information.

A confirmation of your submitted application package will appear as below.

Application Manager

Vacancy ID: 112536

Re-Use Documents

Upload Documents

View/Print My Answers

Confirmation of your Submission to USA Staffing® Application Manager

Please be sure to review the **How to Apply** section of the job announcement for any additional steps required to complete the application process. Once you have completed the application requirements, you can usually expect to receive a notification of your eligibility either by mail or electronic email in about 2 weeks after the closing date of the job announcement.

If you have questions concerning this position or the application process, please contact the person listed in the "Questions?" area at the bottom of the job announcement. TEST LANGUAGE AT THE CUSTOMER LEVEL CUSTOMER = HR OFFICE AF

Submission Details

Job Title: Human Resources Specialist
Job Announcement Number: 13-112536-Test
Vacancy Identification Number (VIN): 112536
USAJOBS Control Number: 304741100
Submission Date and Time: 3/21/2013 4:48:10 PM
Name: MARY MACK

SUCCESS!

You have successfully applied for this position!

After you have logged out of Application Manager, if you would like to return later to check the status of this or any other USA Staffing® application, access the URL below.
<http://my.usajobs.gov/Account/Login>

[Return to USAJOBS](#)

Click View/Print My Answers on the Navigation Bar to see and print your responses.

Click here to return to [USAJOBS®](#).

Check the Status of Application Packages

Return to your account in USAJOBS®. Select "Application Status" to see the status of all application packages you have submitted.

USAJOBS®
"WORKING FOR AMERICA"

Home Search Jobs My Account Resource Center Welcome Rhonda L. Sign out

What: Where: Radius: 20 miles

My Account
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents

Application Status

IMPORTANT! Application Status is only available if you submit your resume through USAJOBS using the "Apply Online" button. Tracking your application is not possible if your applications have been posted directly to an agency's website or through any other job application method outside of your USAJOBS account.

Each record will be deleted 36 months after the Last Application Date. To hide applications you no longer wish to view, select the Hide link beside the application status. You may want to print this page for future reference. Click on column heading to sort by that column.

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 your primary email. You may edit your preferences and unsubscribe at any time.

When jobs I have applied to have closed.
 When the status of an application I've submitted changes.

To hide applications you no longer wish to view, select the Hide link beside the application status. You may want to print this page for future reference. Click on column heading to sort by that column.

View Hidden Applications

Search: Showing 1 to 2 of 2 entries

Details	Organization	Job State	Close Date	Last Apply	Last Update	Status
Hide Human Resources Specialist Job Number: VZ-12-TDC-665075 Pay Plan: GS-0201-11/11 Location: US-Minnesota-Saint Cloud	Department Of Veterans Affairs, Veterans Health Administration	Closed	05/31/2012	05/26/2012	06/11/2012	Eligible - Application Not Referred to Selecting Official more information...
Hide Supervisory, Program Support Assistant Job Number: ORL-12-AM-673106 R-19 Pay Plan: GS-0303-08/08 Location: US-Florida-Orlando	Department Of Veterans Affairs, Veterans Health Administration	Closed	06/05/2012	05/30/2012	05/30/2012	Application Received more information...

Showing 1 to 2 of 2 entries

For detailed information regarding your application, click on "more information". This will take you to the details page within Application Manager for more information about your application.

Application Manager

Application Package Status: Complete

Job Title: Human Resources Specialist
 Vacancy Identification Number: 112536
 Announcement Number: 13-112536-Test
 USAJOBS Control Number: 304741100
 Applicant: MARY MACK

Closing Date: Thursday, March 21, 2013
 Contact: SQA Tester - (478)744-2222

Change My Answers Add Documents Update Biographic Information View/Print My Answers

Most information below pertains to the most recent version of your Application Package. (Explain This)

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Details Checklist

Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire	3/21/2013 4:56:31 PM	

Documents
* Security Alert: Protect your privacy

Status	Document Type	Source	Re-Use Document	Date Received	Original File Name
View Processed	Resume	USAJOBS		03/21/2013 04:43 PM	Test Applicant Resume
View Received-Pending Virus Scan	Cover Letter	USAJOBS		03/21/2013 04:43 PM	Cover Letter
View Processed	DD-214	USAJOBS		03/21/2013 04:43 PM	Vet Doc
View Processed	SF-50	USAJOBS		03/21/2013 04:43 PM	SF-50
Not Received	Transcript				

Messages

Message Type	Date Emailed	Date Printed
View Acknowledgement Letter	3/21/2013 4:46:57 PM	

Application Processing Status

Status	Date Submitted
View Complete	3/21/2013 4:56:31 PM

Within Application Manager, the details page provides information on Assessments, Documents, Messages, and Application Processing Status.

Remember:

Up-to-date information on the status of your application package can be found 24 hours a day in your "Application Status" section of USAJOBS®.

Applying For a Federal Position

Vacancy announcements for federal jobs will describe the information needed to complete an application such as the description of the work to be performed; minimum required qualifications; and how to submit your application and the closing date of the announcement. You have the option of applying for all vacancy announcements through online or fax procedures, which may require special forms and instructions.

Important Tip: Remember, in the Federal government, a full and complete application package is to your benefit! An incomplete application package often precludes an applicant from further consideration!

The résumé you use to apply for Federal jobs will differ from those in the civilian (corporate) workplace. Please review these helpful hints (listed below) when building your Federal résumé:

- ◆ **Formats:** Federal résumés have specific formats, which differ from those in the civilian workplace. These include specific information, order, character counts, page length requirements and fields. Review the "Duties" area of the vacancy announcement and tailor your federal résumé to that position.
- ◆ **Required information:** Federal résumés require specific information such as job start and end month (and sometimes) day; employer addresses; salary information; supervisor names and phone numbers; college GPA and graduation dates; high school education; training, including course name, date and number of hours; and other information typically not included in corporate résumés. If this information is not included, an application may be rejected.
- ◆ **Length:** Federal résumés (3-15 pages) are typically much longer than corporate résumés (1-2 pages in general). They require detailed descriptions of duties repeated for each job you did them in. They also must specifically spell out how the applicant meets all requirements and has done most of the duties for the job they are applying for or the application could be rejected. Like corporate résumés, Federal résumés must detail accomplishments.

You should consider your résumé as a proposal you are submitting in order to work for the government. Your résumé should carefully match the job announcement, with serious consideration regarding your ability to perform the job. If you spend time and look at samples of federal résumés versus résumés from the private sector, you could find yourself being referred to a selecting official for consideration and an interview; and maybe even hired into the open position.

Federal Résumés within USAJOBS®

After you click on the "Create a Résumé" button and register with the **USAJOBS®** Web site, you'll see that the résumé-building process has five basic steps: Experience, Education, Other, References, and Preview and Finish. As you complete the résumé building process, keep an eye out for blue circles with question marks inside, as these can help explain the step you're working on with a little more detail. If you have a résumé already prepared (e.g. in Microsoft Word or Adobe PDF format) then you can just upload that document into your profile within **USAJOBS®**, however, make note of the above comments so your corporate résumés meets the Federal criteria.



[Select the blue question marks for an explanation of that specific](#)

What is Required in an Application Package?

Vacancy announcements for federal jobs will describe the information needed to complete an application, including a description of the work to be performed, minimum required qualifications, how to submit your application and the closing date of the announcement.

To apply for any open vacancy, **you must provide a complete application package.** Ensure all required application documents are submitted by 11:59 p.m. EASTERN TIME (ET) on the closing date of the announcement, in order to be considered for any position. If you do not submit **all** the required documents your application will not be considered for the position. Please review the "Required Documents" section of the vacancy announcement.

HINT:

It is highly advised to print out the vacancy announcement and occupational questionnaire and refer to it while preparing your application package.

All Applicants please include:

- A complete and Federal résumé.
- Occupational Questionnaire. (*This is located in the Application Manager program after you click the "Apply Online" button.*)
- Copy of Unofficial Transcript(s). (*If required within the qualifications section of the vacancy announcement.*)
- Other documents listed in the Required Documents section of the job announcement.

Current and former Federal Employees please include :

- SF-50 "Notification of Personnel Action" - All previous and current Federal employees must provide their last or most recent SF-50, "Notification of Personnel Action".

Veteran Applicants applying for preference please include :

- Veterans Preference eligible, including 30% or more disabled, must submit a legible copy(ies) of ALL MEMBER 4, DD-214's showing dates of service and character of service (honorable, general, etc.). More than one DD-214 may be submitted to show all dates of active military service. If you are a Veteran and do not know what your status would be, then please review the Department of Labor's Veterans Preference website at <http://www.dol.gov/elaws/vetspref.htm> to determine your current status.
- Disabled Veterans and other Veterans eligible for 10-point preference must submit an SF-15 with current proof of a service-connected disability. **10-point preference can only be given when this form is submitted.*
- VA Civil Service Preference Letter - If applying for 10-point Veterans preference using an SF-15 (as stated in item #2 above) you must also include a copy of your Civil Service Preference Letter. A Civil Service Preference Letter can be obtained from the nearest Veterans Benefits Administration Regional Office (1-800-827-1000).

Different Methods of to Submit an Application Package

Application packages for open vacancy announcements within the St. Cloud VA Health Care System can be submitted through one of the below listed options. *Please ensure that you are submitting your application package only once per vacancy.* Here are the available options you can use to apply for any open vacancies:

Option 1: Online Application Submission

- Step 1: Log into your account within "USAJOBS®" and search for any open vacancy announcement.
- Step 2: *Completely read and print out the vacancy announcement.*
- Step 3: Click the "Apply Online" button to apply for this position.
- Step 4: Read and follow all the prompts to transfer your résumé and supporting documents from "USAJOBS®" to "Application Manager".
- Step 5: Complete the online occupational questionnaire within "Application Manager".
- Step 6: Review your application package and then click the "Submit My Answers" button at the end of the process (within "Application Manager") to apply for the vacancy.

Option 2: Combination of Online and Fax Application Submission

- Step 1: Log into your account within "USAJOBS®" and search for any open vacancy announcement.
- Step 2: *Completely read and print out the vacancy announcement.*
- Step 3: Click the "Apply Online" button to apply for this position.
- Step 4: Read and follow all the prompts to transfer your résumé from "USAJOBS®" to "Application Manager".
- Step 5: Complete the online occupational questionnaire in "Application Manager".
- Step 6: Please click the "Submit My Answers" button at the end of the process to apply for the vacancy.
- Step 7: Fax all the *required documents* listed within the vacancy announcement you *did not upload* within "USAJOBS®" or "Application Manager" to the following fax number **1-478-757-3144**.
- Step 8: Complete the fax cover page <http://staffing.opm.gov/pdf/usascover.pdf> when faxing your documents.

APPENDIX C cont.

Option 3: Fax only Application Submission

If you cannot apply online:

Step 1: Please review the “**Required Documents**” area to ensure that all the required documents are faxed together with your application package.

Step 2: Print the OPM Form 1203-FX to provide your responses to the occupational questionnaire. *(Please note: The numbering on the Occupational Questionnaire may not match the numbering on the answer sheet. Please contact the Human Resources at (320)255-6301 should you have any questions on the above.)*

Step 3: Fax the completed OPM Form 1203-FX along with all the required documents to **1-(478) 757-3144**. Your 1203-FX form needs to be placed on top of all materials being faxed and will serve as a cover page for your fax transmission.

Step 4: Keep a copy of your fax receipt in case verification is needed.

Faxed documents submitted with missing information will not be processed. It is recommended that on the fax cover page and the OPM Form 1203-FX that you print neatly with capital letters to ensure your application package materials are properly received. The following will prevent your documents from being processed:

- Not using the special cover page mentioned above.
- Missing, incomplete, illegible, or invalid Vacancy ID number.
- Missing, incomplete, or illegible SSN or name.

For optimum accuracy:

- It is recommended that characters be written in all capital letters and printed neatly to ensure the faxed material is uploaded properly.
- Do not write on or outside the boxes.
- Do not use special characters.
- The below is an example of how to fill out the boxes.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
0	1	2	3	4	5	6	7	8	9	Shade circle like this: ● Not like this: ☒ ☑															

Resource Center

You may visit [USAJOBS®](#) Resource Center where you can find tutorials for using different areas of [USAJOBS®](#) and information about Federal Employment, applying for Federal jobs, Veterans Information, and other areas to assist you with the application process.

The screenshot shows the USAJOBS Resource Center website. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center (highlighted with a red box). A search bar is located on the right with a 'SIGN IN OR CREATE AN ACCOUNT' button. Below the navigation bar, the USAJOBS logo is displayed with the tagline 'WORKING FOR AMERICA'. The main content area is divided into several sections: 'BROWSE ADVICE ON:' with a sub-section 'USING USAJOBS' and links for 'FEDERAL EMPLOYMENT' and 'APPLYING FOR A FEDERAL JOB'; 'SPECIAL INFO FOR:' with links for 'INDIVIDUALS WITH DISABILITIES', 'VETERANS', 'STUDENTS AND RECENT GRADUATES', and 'SENIOR EXECUTIVES'; 'Tutorials' with links for 'The Job Search', 'Using Keywords to Maximize Your Search Results', and 'Security Center'; 'Frequently Asked Questions' with a description of the service; and 'Contact Us' with a description of the service. A 'Spotlight' section features a Department of Veterans Affairs logo and a headline: 'Pharmacists: Start The Career of a Lifetime at VA'. Below the headline is a short paragraph and a 'read more...' link. At the bottom of the spotlight section is a 'VIEW ALL SPOTLIGHTS' link.