



### APPLYING FOR DEPARTMENT OF THE NAVY JOBS

**Set up your USAJOBS account.** You will need USAJOBS account to apply online for Department of the Navy jobs.

- Create a USAJOBS account at [www.usajobs.gov](http://www.usajobs.gov).
- Store your resume(s) in USAJOBS. You may either create a Federal resume using USAJOBS resume builder or upload an existing resume. (Log in to your USAJOBS account and go to My Account, Resumes)
- Make your USAJOBS resume searchable. This allows your resume to be viewable by the Federal human resources professionals when they search in USAJOBS resume database for potential job candidates. Note that this is outside the traditional job opportunity announcement and application process. (Log in to your USAJOBS account and go to My Account, Resumes)
- Store commonly required job application documents in USAJOBS. Such documents include SF 50 (for current/former Federal employees) and veterans' documents such as DD 214 and SF 15. (Log in to your USAJOBS account and go to My Account, Saved Documents)
- Let USAJOBS notify you of updates in your job application status. (Log in to your USAJOBS account and go to My Account, Profile, Account Information)

**Set up your Application Manager account.** You will need Application Manager account to complete your responses to job-specific assessment questions that are required by Department of the Navy job opportunity announcements.

- Read Application Manager Factsheet at <http://goo.gl/mXYWx>.
- Create an Application Manager account at <https://applicationmanager.gov>.

**Carefully read the job opportunity announcements before applying.**

- All Department of the Navy job opportunity announcements are posted on <http://don.usajobs.gov>.
- Once you create the perfect job search parameters (e.g., job location, salary/pay grade, etc.) save them. USAJOBS will notify you of any new job opportunity announcements that match your saved job search parameters. (Log in to your USAJOBS account and go to My Account, Saved Searches)
- Before applying, determine if you are eligible to apply by reading the "Who May Be Considered" section.
- Carefully follow the instructions contained in the "How to Apply" section and be sure to submit all required job application document(s).