

How To Properly Register A User Account with USAJOBS:

1. Log onto **USAJobs.gov** and select "Create an Account" on the upper right hand corner of the **USAJobs.gov** homepage. If you have used USAJOBS previously, select the "Sign In" option and skip to step 4.
2. Fill in the required data fields to specifications and select "Create Account" once complete.
3. On the next screen, select "Edit Profile."
 - Complete all of the required blank fields on each page. You will need to fill in all required personal information, hiring eligibilities, veteran's preference, demographics and select "Finish."
 - If you are unaware of any of the requested information, click on the blue hyperlinks for more information.
4. Once back to your main profile page, select "Resume." You will be prompted to select either "Build Resume" or "Upload Resume."
 - Once you have chosen how you would like to input your resume, follow the prompts and be sure to save your work.
 - If you choose to build a resume using the USAJOBS resume builder, be sure to complete all sections of the resume (Experience, Education, Other, References and Account Information).
 - Account Information allows the user to select when USAJOBS will send an applicant an update. Be sure to select all of the email updates you would like to receive about announcements you have applied to.

- If you are not able to finish a portion of your resume, you can select "Save" to continue at a later date.
 - You are able to create and store up to five separate resumes. Make sure resumes are saved according to the career you are seeking.
5. Once you have finished creating your resumes, it is strongly recommended you upload all required documents prior to applying for positions with NAVAIR.

NOTE: If an announcement states that specific documentation is required for the candidate to be found eligible for a NAVAIR position, the applicant **MUST** include the documentation with their package submittal or the applicant's package **WILL NOT** be considered for employment.

- Examples of documentation that may be required: SF-50, DD-214 (Member 4 copy), Unofficial Transcripts and any applicable Schedule A Letters.
6. You can now begin your career search!
 - Simple Search: **USAJobs.gov** home page allows a user to search for positions based on job title and location. This is a quick and effective way to search for broad career opportunities.
 - NAVAIR Specific Positions: If you would like to narrow down your career search to only available NAVAIR positions, select "Advanced Search."
 - Scroll down until you see a list of Government Agencies and select "Department of the Navy."
 - Select "Naval Air Systems Command" as the sub-agency. Your search results will now only return NAVAIR positions.

USAJOBS Tips and Tricks

- ▲ Please be patient when searching for open positions. Due to high volume, the system can be slow when providing search results.
- ▲ The USAJOBS Resource Center provides detailed "How To" information about USAJOBS, including answers to frequently asked questions. Learn more about full USAJOBS features and capabilities at **USAJobs.gov**.
- ▲ If you have problems with an announcement of a technical nature, please see "Contact Us" at the very bottom of the announcement and report your issue or visit <https://my.USAJobs.gov/Home/ContactUs>.
- ▲ All documents submitted have to pass a virus scan and may take up to 24 hours to process.
- ▲ USAJOBS has a unique feature that allows the user to set up job search criteria, and the system will look for jobs meeting that criteria around the clock and email the user when jobs are available. You can save up to 10 different job searches and have the option to select how frequently you will receive email notifications. To accomplish a saved search, you will first need to set up an account (see instructions on reverse side). After you have set up an account, you will be taken to your profile's homepage. Select the "Create A New Saved Search" button on the left hand side of the page. Once this opens, select the information you would like the system to search for and how frequently you would like email notifications. When you are finished, select "Save Search."

GROW YOUR CIVILIAN CAREER WITH NAVAIR

Defend your nation without joining the military. The Naval Air Systems Command (NAVAIR) offers you a career in the federal government with endless career-building opportunities. That's because our work in leading-edge defense systems including engineering, computer science, electronics, finance, logistics and contracts management provides our Sailors and Marines with the tools they need to accomplish their mission and return home safely.

The potential to grow professionally is yours with NAVAIR. Whether you work as an engineer, scientist, technician, logistician, contract specialist, financial analyst, business professional or in any other critical support role, you'll have your choice of nationwide locations. Work alongside active duty military, veterans and the brightest civilian minds you'll meet – all while supporting the Navy.

Once you assume your federal career, NAVAIR will give you the tools to help you succeed and advance. We support you with training, development and personal guidance. Plus, we offer an array of generous benefits ranging from health care to retirement planning.



If you require further assistance using USAJobs.gov or applying to NAVAIR job announcements, please do not hesitate to contact any of the below resources:

West Coast – (866) 710-2095

East Coast – (800) 787-9804

Employee Information Center (EIC)

Phone – (800) 378-4559

TDD – (858) 577-5723

Email – DONEIC@navy.mil

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NAVAL AIR SYSTEMS COMMAND

GUIDE TO EASILY NAVIGATING

USAJOBS
"WORKING FOR AMERICA"

FOR FIRST-TIME USERS

LET'S GET TO WORK

