



USAJOBS / CareerConnector Applicant User Guide

May 2010

Prepared by HCO ETS

USAJOBS/CareerConnector

SIX STEPS TO APPLY FOR IRS JOBS ONLINE USING USAJOBS/CAREERCONNECTOR

- Step 1 - Create a USAJOBS account
- Step 2 – Create Online Resume
- Step 3 – Search for IRS Vacancy Announcements
- Step 4 – Complete the CareerConnector Account Creation
- Step 5 – Apply to the Vacancy
- Step 6 – Submit Documents and Review Application

USAJOBS

Applicants begin at USAJOBS (<http://www.usajobs.gov/>) where they create a “USAJOBS” account, build a resume using the USAJOBS resume builder, and apply online for an IRS job announcement.

Create your USAJOBS Account

Log into [USAJOBS](#) and click “CREATE AN ACCOUNT”



The screenshot shows the USAJOBS website homepage. At the top, there are navigation links: Search Jobs, My Account, and Info Center. In the top right corner, a red button labeled "SIGN IN OR CREATE AN ACCOUNT" is circled in black. The main content area features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo are search input fields for "What: (keywords)" and "Where: (city, state or zip code)", along with links for "Browse Jobs >" and "Advanced/International Search >". A blue "Search Jobs" button with a right-pointing arrow is positioned below the search fields. Further down, there are links for "First Time Visitors", "Why Work for America?", and "Special Hiring Events". A grey bar contains links for "Individuals with Disabilities", "Veterans", "Students", and "Senior Executives". At the bottom, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A footer message 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."

USAJOBS Account

**Create a
USAJOBS
Account
One Time
Only.**

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

USAJOBS
"WORKING FOR AMERICA"

Create New Account

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
- Middle Name
- Home Address 2
- City/Town
- State/Territory/Province
- Postal/Zip Code
- Country
- Telephone Numbers
-
-
- Email

What is your email format preference? HTML Text

Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.

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.

Enter contact information.

PLEASE NOTE: Fields with an asterisk (*) are required fields.

USAJOBS Account


Complete all required fields including user name and password

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

My current goal is:

Character Count: 0 (500 characters)

Citizenship Status

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

If you answered no to the above question, please provide your Country of citizenship:

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 on "Create my account"

[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.

In your USAJOBS account Build At Least One Resume

You can create and store up to 5 resumes



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 visible with fields for "What: (keywords)" and "Where: (city, state or zip code)". Below the search bar, there are links for "Browse Jobs" and "Advanced/International Search".

The "My Account" section is highlighted, showing a user profile with a placeholder for a name, "Current Goal:", and "Last login:". An "Edit Profile" button is present. Below this, there are sections for "Highlights from USAJOBS", "Saved Jobs", and "Saved Documents".

The "Resumes" dropdown menu is expanded, showing two options: "Build New Resume" and "Upload New Resume". A callout box points to these options and contains the following text: "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."

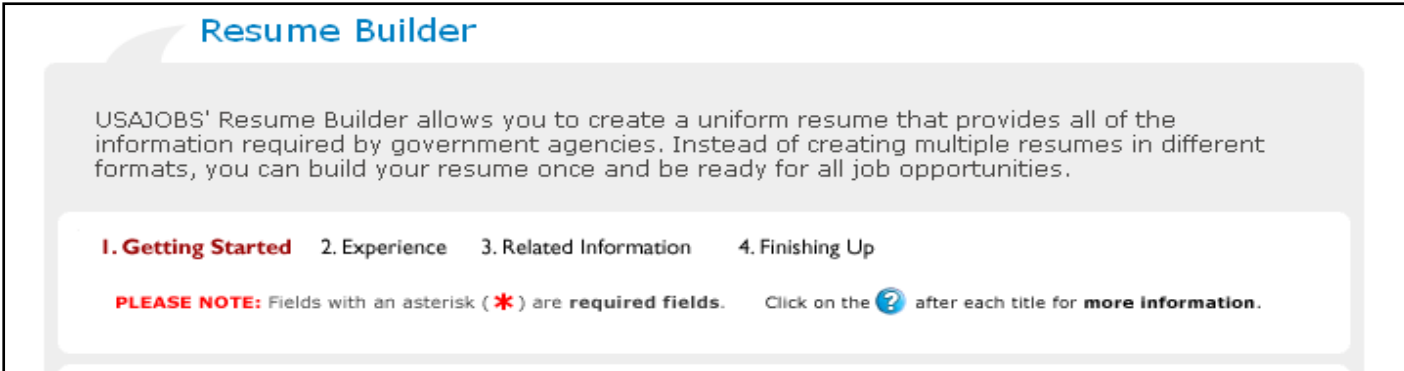
NOTE: Use "Build New Resume". IRS does not use the "Upload New Resume" feature; so you will receive an error if using this feature and applying to an IRS announcement.

Create Your Online **Resume** in USAJOBS

Complete four steps in the **USAJOBS' Resume Builder**.

1. Getting Started 2. Experience 3. Related Information 4. Finishing Up

Note: Online Resume is limited to 30,000 characters.



The screenshot shows the 'Resume Builder' interface. At the top, the title 'Resume Builder' is displayed in blue. Below the title, a grey box contains the text: '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.' Below this text, a white box contains a progress indicator with four steps: '1. Getting Started' (highlighted in red), '2. Experience', '3. Related Information', and '4. Finishing Up'. At the bottom of the white box, a red 'PLEASE NOTE' section states: 'Fields with an asterisk (*) are required fields. Click on the ? after each title for more information.'

Resume Builder – Getting Started

Confidentiality; Candidate Information;

PLEASE NOTE: Fields with an asterisk (*) are required fields.

**Note: Only
Federal
Recruiters can
view non-
confidential
resumes.**

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

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

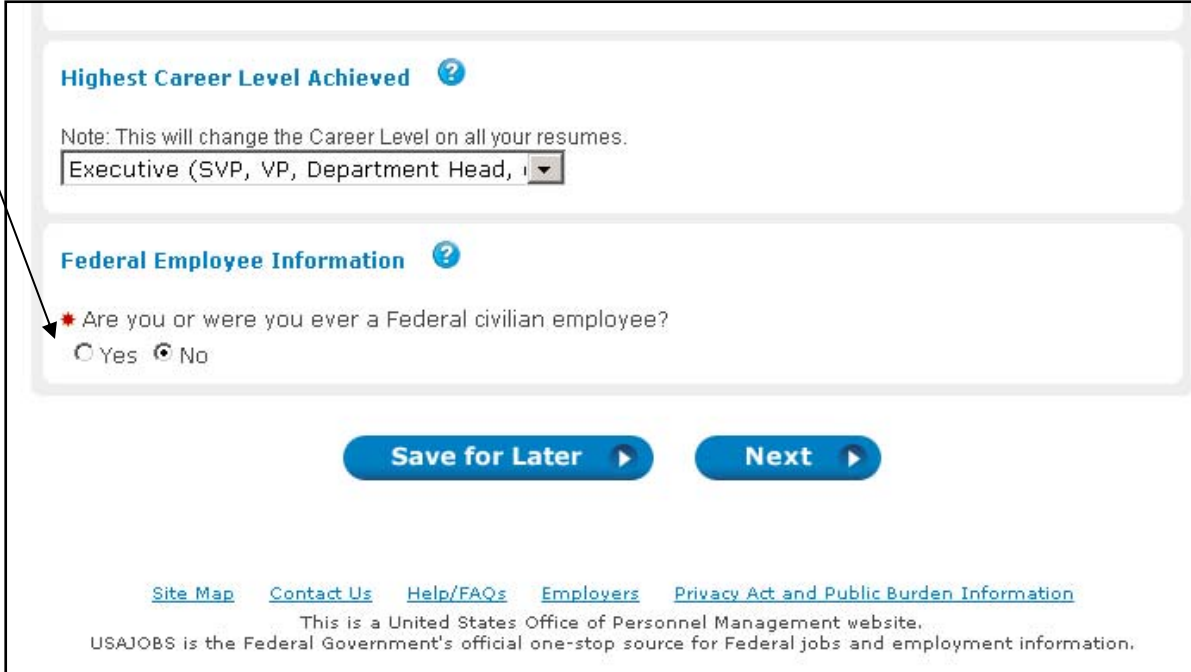
Candidate Information ?

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

Resume Builder – Getting Started

Highest Career Level Achieved- Highest grade level held in the Federal Service.

Federal Employee Information – IRS employees should always select 'Yes'.



The screenshot shows a web form with two main sections. The first section is titled "Highest Career Level Achieved" with a help icon. Below it is a note: "Note: This will change the Career Level on all your resumes." and a dropdown menu currently set to "Executive (SVP, VP, Department Head, ...)". The second section is titled "Federal Employee Information" with a help icon. It contains a question: "Are you or were you ever a Federal civilian employee?" with two radio buttons: "Yes" (which is selected) and "No". At the bottom of the form are two buttons: "Save for Later" and "Next". Below the form are several links: "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". At the very bottom, there is a footer: "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 – Getting Started

When you click “yes” to “Are you or were you ever a Federal civilian employee?”, you will receive the following screen. Complete the requested information.

Federal Employee Information ?

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

If yes, indicate the highest permanent Federal civilian grade you held:

Pay Plan (e.g., GS, WG, ST, etc.)

Series

Grade

From (mm/yyyy)

To (mm/yyyy or Present)

Are you ICTAP eligible? Yes No [Does this apply to me?](#)

[Save for Later](#) [Next](#)

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

This is a United States Office of Personnel Management website.
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Resume Builder – Experience

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**

* **City/Town**

* **State/Territory/Province**

* **Country**

* **Formal Title**

* **Start Date**

* **End Date:**

Salary

Average Hours per week

May we contact your supervisor? Yes No Contact me first

Is this a Federal position? Yes No

* **Duties, Accomplishments and Related Skills**

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

Character Count: 0 (3,000 character limit)

Spell Check ✓

Save and Add Experience ▶



Work Experience - Enter relevant work experience from current or previous jobs held.


Select "Save and Add Experience" to add additional work experience or jobs.

Resume Builder – Education

Education – Enter Completed Education.

Select “Add Education”
to add additional
schools or degrees.

 **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

* City/Town

* State/Territory/Province

* Country

* Degree/Level Attained

Completion Date

Major

Minor

GPA of GPA Max.

Total Credits Earned

System for Awarded Credits
 Semester Hours
 Quarter Hours
 Other

Honors

Relevant Coursework, Licensures and Certifications


[Problems with formatting when pasting from Word?](#)
Character Count: 0 (2,000 character limit)

OR

I don't have any relevant education.

Resume Builder – Experience


Job Related Training

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 

Resume Builder – Related Information

References; Additional Language Skills;

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

Read: None Novice Intermediate Advanced

Add Language ▶


Resume Builder – Related Information

Affiliations; Professional Publications; Additional Information; Availability; Looking for a Specific Work Environment; & Desired Locations.

Affiliations

Organization Name:

Affiliation/Role:


Add Affiliation 

Professional Publications

Enter any professional publications in the space provided

Problems with formatting when pasting from Word?

Character Count: 0 (5,000 character limit)

Spell Check 

Additional Information

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

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?

Permanent Temporary Term Intermittent

Detail Temporary Promotion Summer Seasonal

Federal Career Intern Student Career Experience

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

Full Time Part Time Shift Work

Intermittent Job Share

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

Student Undergraduate Graduate

Post-graduate New Professional Mid-Career Professional

Retiree Federal Retiree Highly Mobile

Revolving Term Mission-Focused

Experienced Professionals Requires Flexibilities Telework

Part-Time 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) Click arrow to add ('X' to delete)

US Alabama Alaska American Samoa Arizona Arkansas Armed Force Europe, t		ADD DELETE	
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Show locations for this region:
[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#) | [Caribbean and Central America](#) | [Middle East](#)


Note: Identifying “Desired Locations” in your resume does not mean you are applying to those locations. You will be asked specific location questions later in the application process.


Resume Builder – Finishing Up


This is the final step in building your resume.

Activate Resume; or Save for Later.


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**.


Make Searchable 


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

Activate Resume 

OR

Save your resume. To make future changes to your resume, click Resumes on your My USAJOBS home page.

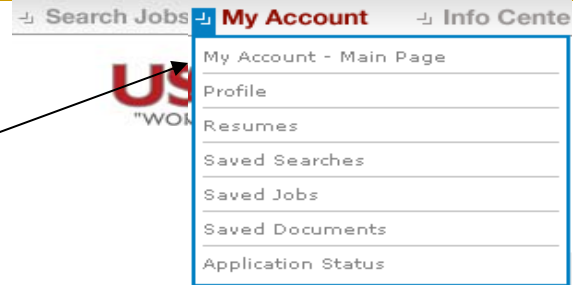
Save for Later 

Save & Previous 

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

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Saving Documents

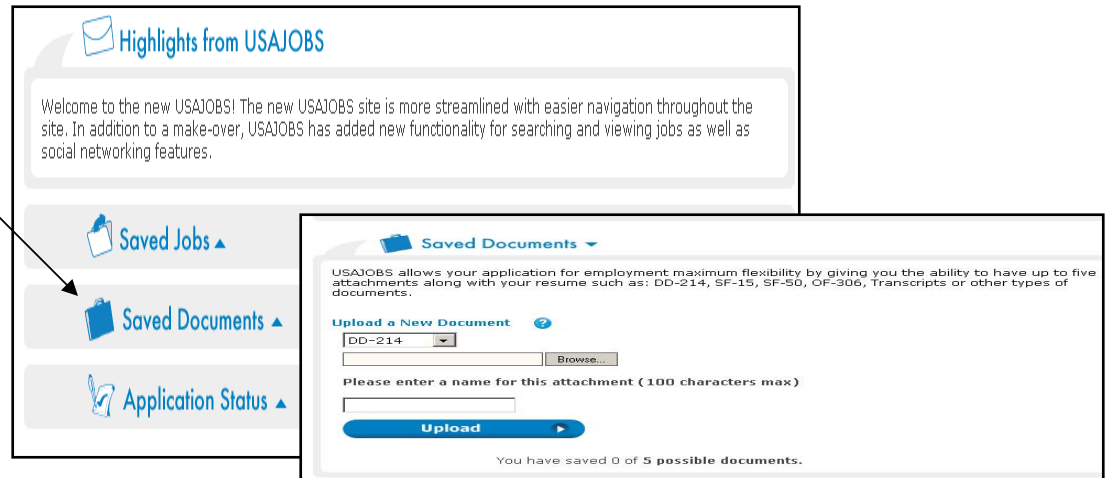


From your “My Account” main page

You have the ability to store up to five supporting documents in USAJOBS (e.g., Transcripts, SF-50 or other types of documents). This step is **optional**. However, there are benefits to adding your supporting documents in your USAJOBS account:

- Your documents will be readily available to attach to your resume
- You will be able to use the “Upload from USAJOBS” feature - explained later in the application process.
- You will be able to track the status of your documents in USAJOBS

Select “Saved Documents” to upload or review uploaded documents



Note: Documents are limited to 3MB and must be pfg, doc, or pdf format.

Select a new document; then Upload

USAJOBS – IRS Job Search

Go to the IRS Job Search page <http://jobs.irs.gov/USAJOBS>


Search by IRS announcement #, job series, location, etc.

TIP: Save this link as a favorite.

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

USAJOBS
WORKING FOR AMERICA

**United States Department of the Treasury
Internal Revenue Service Job Search**



Welcome to the Internal Revenue Service job search.

Please follow these easy steps to find the IRS job for you: Select either a specific job title or ALL JOBS. (You may also enter a keyword from the job title.) Please answer the question about your Applicant Eligibility. Select Submit.

Please be sure to review the announcement carefully before applying.

Hey, don't get discouraged if you can't find an IRS opening that excites you today. We announce new career opportunities each week! Just set up your Job Search Agent on My USAJOBS to receive email notices of new IRS vacancies. To learn more about IRS careers go to www.jobs.irs.gov.

Keyword Search ⓘ
(e.g.: Job Title, Agency Name, Job Announcement #, Control #) [More Tips](#)

enter KEYWORD

Series Number Search ⓘ
Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).

enter SERIES NUMBER

Occupational Series ⓘ
For multiple selections, hold down **Ctrl** (Command for Macs) while clicking selections.

- Select -
0301 - Administration & Program Staff
0341 - Administrative Officer
0905 - Attorney
0561 - Budget Clerk / Assistant
1802 - Compliance Inspection/support Positions
0962 - Contact Representative
0801 - Engineer, General
0260 - Equal Employment Opportunity Specialist
0501 - Financial Administrator

Location Search ⓘ
For multiple selections, hold down **Ctrl** (Command for Macs) while clicking selections.

- Select -
US

USAJOBS – IRS Job Search

Job Search Tip: Narrow your search to a specific announcement.

Find the announcement in the COL and review the **Comments** section; If announced on USAJOBS/CareerConnector, you will find language similar to the following:

“Apply for this vacancy via USAJOBS/CareerConnector <http://jobs.irs.gov/USAJOBS> and enter the USAJOBS announcement number (e.g. 10PH4-LMB0317-0512-14-AP) in the “Keyword Search” field . . .”

The screenshot shows the USAJOBS website interface for the IRS Job Search. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center', along with a 'SIGN IN OR CREATE AN ACCOUNT' button. The main heading reads 'United States Department of the Treasury Internal Revenue Service Job Search' with the IRS seal below it. A welcome message and instructions are provided. The search section contains two input fields: 'Keyword Search' (with a red circle around it) and 'Series Number Search'. The 'Keyword Search' field has a placeholder text 'enter KEYWORD' and a help icon. The 'Series Number Search' field has a placeholder text 'enter SERIES NUMBER' and a help icon.

Then, scroll down the page & respond to the Applicant Eligibility question.

USAJOBS – IRS Job Search

Applicant Eligibility - Are you a current Federal employee?

Select “Yes” to see internal IRS vacancies.

Click
“Search
for
Jobs”

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 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 Yes

Filter and Sort

Show Jobs Posted: All Jobs ▾

Sort Results by ?

Key Word Relevance Date

View Description ?

Brief Detailed

Search for Jobs ▶

USAJOBS - Job Search

A list of announcements matching your search criteria will be provided.
Click on an announcement.

Note: “Who May Apply” identifies the type of announcement:

- Agency Employees Only = Internal
- Public = External
- Status = Internal & some External

The screenshots show the USAJOBS interface with search filters and job listings. The detailed view shows the following information:

Closing	Job Summary	Agency	Location	Salary
1/26/2010	INTERNAL REVENUE AGENT (VOL COMP AGT) GS-0512-13	Treasury, Internal Revenue Service (IRS)	US-Throughout the Nation	\$81,823.00+

4 VACANCIES TO BE FILLED IN ANY OF THE FOLLOWING LOCATIONS: MESA, AZ; EL MONTE, CA; LAGUNA NIGUEL, CA; SAN FRANCISCO, CA; SAN DIEGO, CA; SANTA ANA, CA; SACRAMENTO, CA; WOODLAND HILLS, CA; DENVER, CO; W ... [more](#)

Vacancy Ann #: 10ME2-TEX0044-512-13-FXP
Who May Apply: Public
Pay Plan: GS-0512/13-13
Appointment Term: Permanent
Job Status: Full-Time
Opening Date: 01/11/2010
Salary Range: From \$81,823.00 to \$125,926.00 USD per year

You can view a brief or detailed description of the announcements, edit or refine your search results.

USAJOBS - Apply Online

Review the announcement text.

There are 5 tabs in each announcement: →

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

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". A search bar is present with fields for "What: (keywords)" and "Where: (city, state or zip code)". Below the search bar, there are five tabs: "OVERVIEW", "DUTIES", "QUALIFICATIONS & EVALUATIONS", "BENEFITS & OTHER INFO", and "HOW TO APPLY". The "OVERVIEW" tab is selected. The main content area displays the following information:

- Job Title:** INTERNAL REVENUE AGENT
- Department:** Department of the Treasury
- Agency:** Internal Revenue Service
- Job Announcement Number:** 10PH1-SBB0206-0512-12-40
- SALARY RANGE:** 68,809.00 - 93,470.00 USD /year
- OPEN PERIOD:** Monday, January 25, 2010 to Monday, February 08, 2010
- SERIES & GRADE:** GS-0512-12/12
- POSITION INFORMATION:** PERMANENT, FULL-TIME/CAREER/CAREER CONDITIONAL
- PROMOTION POTENTIAL:** 12
- DUTY LOCATIONS:** few vacancy(s) in one of the following locations: Bellevue, WA; Boise, ID; Denver, CO
- WHO MAY BE CONSIDERED:** Open to IRS employees and Treasury Office of Chief Counsel employees on Career/Career-Conditional Appointments or with prior competitive status.
- JOB SUMMARY:** Positions are located in BELLEVUE, WA BOISE, ID AND DENVER, CO.
- HOW DO I APPLY?** "It is easy. Just click on the "How to Apply" tab above for instructions."
- WHAT IS THE SMALL BUSINESS/SELF EMPLOYED DIVISION?** The Small Business/Self-Employed (SB/SE) Division provides examinations and taxpayer education services for about 7 million small businesses and upwards of 33 millions self-employed and supplemental income taxpayers. SB/SE taxpayers generally have higher incomes than most taxpayers, need to file twice as many tax forms, and generally need to rely more on paid tax preparers and the taxpayer education outreach activities of the IRS.
- KEY REQUIREMENTS:**
 - FORM 4536 AND FORM 9686 WILL NOT BE ACCEPTED.
 - TRAVEL MAY BE REQUIRED 1 TO 5 NIGHTS A MONTH.
 - INTERVIEWS MAY BE CONDUCTED.
 - IF YOU CURRENTLY HAVE A SPAM BLOCKER ACTIVATED IT WILL NEED TO
 - BE DISABLED IN ORDER TO RECEIVE OUR COMMUNICATIONS. SET YOUR
 - EMAIL TO RECEIVE OUR CORRESPONDENCE: SBSEINTAPPS@IRS.GOV

On the right side of the page, there is a sidebar with the following options:

- Go to section of this Job: [Dropdown menu]
- Apply Online
- Print Preview
- Save Job
- Share Job
- Send Mail to: Internal Revenue Service, 11601 Roosevelt Blvd, Drop Point B5707, Philadelphia, PA 19154, Fax: 000-000-0000
- Questions about this job: IRC, Phone: 866-743-5748, Fax: 000-000-0000, TDD: 215-516-1299, Email: SBSEINTAPPS@IRS.GOV
- Control Number: 1790718

At the bottom of the page, there are links for "Duties" and "Additional Duty Location Info: Bellevue, WA; Boise, ID; Denver, CO".

USAJOBS - Apply Online

On the right side of your screen you will see announcement options.

Click **APPLY ONLINE** to apply to this vacancy

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. A search bar is visible with the text 'What: (keywords)' and 'Where: (city, state or zip code)'. Below the search bar, there are tabs for 'OVERVIEW', 'DUTIES', 'QUALIFICATIONS & EVALUATIONS', 'BENEFITS & OTHER INFO', and 'HOW TO APPLY'. The main content area displays a job announcement for the 'INTERNAL REVENUE SERVICE' with the tagline 'A sharp eye and a sharper mind. IT ALL ADDS UP!'. The job title is 'INTERNAL REVENUE AGENT'. The department is 'Department of the Treasury' and the agency is 'Internal Revenue Service'. The job announcement number is '10PH1-SBB0206-0512-12-AD'. The salary range is '68,809.00 - 93,470.00 USD /year'. The open period is 'Monday, January 25, 2010 to Monday, February 08, 2010'. The series and grade is 'GS-0512-12/12'. The position information is 'PERMANENT, FULL-TIME/CAREER/CAREER CONDITIONAL'. The promotion potential is '12'. The duty locations are 'few vacancy(s) in one of the following locations: Bellevue, WA; Boise, ID; Denver, CO'. The who may be considered section states 'Open to IRS employees and Treasury Office of Chief Counsel employees on Career/Career-Conditional Appointments or with prior competitive status'. The job summary states 'Positions are located in BELLEVUE, WA BOISE, ID AND DENVER, CO.'. The how to apply section states 'It is easy. Just click on the "How to Apply" tab above for instructions.'. The small business/self-employed division section is also present. On the right side of the job announcement, there is a sidebar with a dropdown menu 'Go to section of this Job:' and four buttons: 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job'. Below these buttons, there is a 'Send Mail to:' section with contact information for the Internal Revenue Service, including the address, phone, fax, TDD, and email. There is also a 'Questions about this job:' section with contact information for the ERC, including the phone, fax, TDD, and email. At the bottom of the sidebar, there is a 'Control Number: 1790715'.

USAJOBS - Attach Resume/Documents

Select the **Resume** you want to submit with your application.
Click **APPLY FOR THIS POSITION NOW!**

Please Note: If you are resubmitting or updating a previous application you must re-submit **all** required documents!

Apply Online to the following job:

Job Title: INTERNAL REVENUE AGENT
Agency: Internal Revenue Service, Department of the Treasury
Job Location: Boise, Idaho

Resume - Select one of your stored resumes to send:

- Select
- Morgan Toomer
- Management & Program Analyst
- Test

! This job does not accept resumes uploaded from your computer. Please select one of the resumes you created in the USAJOBS Resume Builder.

I certify, to the best of my knowledge and belief, all the information in and 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).

Apply for this position now! **Cancel**

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

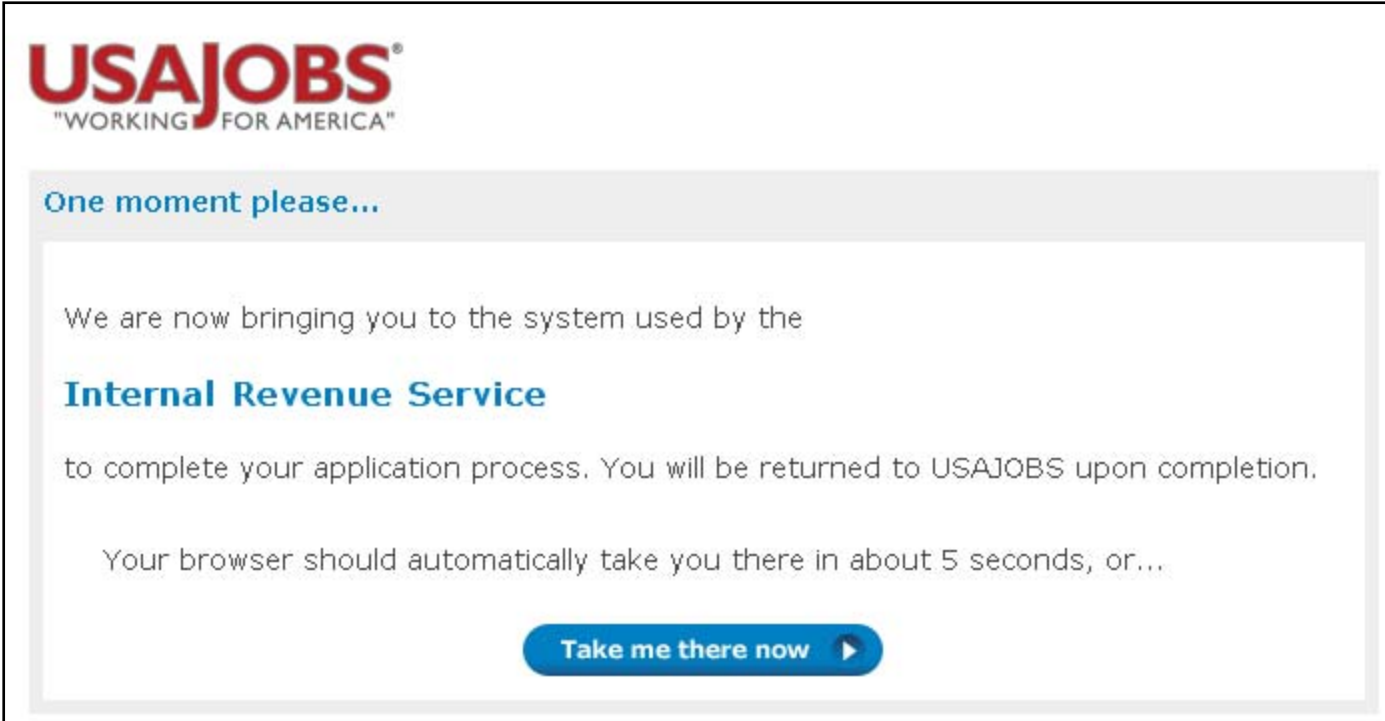
This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

NOTE: You will certify that your information provided is true and accurate

IMPORTANT: All applications must be **completed** prior to 11:59 pm EASTERN Time on the closing date of the announcement.

USAJOBS - to CareerConnector

USAJOBS automatically takes you to CareerConnector the system used by the Internal Revenue Service.



The screenshot shows the USAJOBS logo at the top left, with the tagline "WORKING FOR AMERICA" below it. Below the logo is a grey header bar with the text "One moment please...". The main content area is white and contains the following text: "We are now bringing you to the system used by the **Internal Revenue Service** to complete your application process. You will be returned to USAJOBS upon completion. Your browser should automatically take you there in about 5 seconds, or...". At the bottom center of the white area is a blue button with the text "Take me there now" and a right-pointing triangle icon.

CareerConnector – Account Creation

Complete the CareerConnector “Account Creation” One Time.

The screenshot shows the CareerConnector website interface. At the top left is the Internal Revenue Service logo and text: "Internal Revenue Service United States Department of the Treasury". At the top right is the "Career Connector" logo. Below this is a navigation bar with links for "IRS.gov", "USAJOBS", "FAQ", and "Site Map". On the left side, there is a "Return to USAJOBS" link. The main content area is titled "Account Creation" and contains the following text: "You have arrived here from USAJOBS to continue your application. Since you are new to this system, you will need to complete the account creation pages before you can apply to the vacancy. Your account information from USAJobs will be pre-populated for you where applicable." Below this text is a "Begin" button. At the bottom of the page, there is a footer with the text: "For Assistance Contact: careerconnectorhelp@do.treas.gov" and the "powered by monster" logo with the tagline "Your calling is calling".

Your account information from USAJOBS will be pre-populated where applicable.

CareerConnector – Account Creation

There are 5 Steps in the CareerConnector Account Creation:

Step 1: Personal Information

Step 2: Military Service & Veteran Preference

Step 3: Core Questions

Important: To apply for Internal IRS jobs, Select answer(s) identifying you as a Federal Employee & working for IRS.

Step 4: Demographic Information

Step 5: Resume Information

The screenshot shows the 'Account Creation' page on the USAJOBS website. The page is titled 'Account Creation' and includes a navigation bar with links for 'IRS.gov', 'USAJOBS', 'FAQ', and 'Site Map'. A 'Return to USAJOBS' link is also present. The main content area contains instructions: 'Your Applicant profile cannot be edited at this time. Changes to your applicant profile must be made by accessing your account in the My USAJOBS tab.' It also states: 'You will be required to submit personal information for your registration profile. Before completing this section, please review the Privacy Policy by clicking on the link.' and 'In order to proceed with the process, please click "Next".' A note indicates 'Items marked with * are required.' Below this is a form titled 'Personal Information' with a 'Step 1 of 5' indicator. The form fields are: '* First Name' (text input), 'Middle Initial' (text input), '* Last Name' (text input), '* SSN' (SSN input field with dashes), '* Confirm SSN' (SSN input field with dashes), '* Address 1' (text input), and 'Address 2' (text input).

Personal Information		Step 1 of 5
* First Name	<input type="text"/>	
Middle Initial	<input type="text"/>	
* Last Name	<input type="text"/>	
* SSN	<input type="text"/>	
* Confirm SSN	<input type="text"/>	
* Address 1	<input type="text"/>	
Address 2	<input type="text"/>	

CareerConnector – Account Creation

After you have completed all 5 Steps, you will receive confirmation your account has been created.

The screenshot shows the CareerConnector interface for the Internal Revenue Service. The header includes the IRS logo and the text "Internal Revenue Service United States Department of the Treasury" on the left, and the "Career Connector" logo on the right. Below the header is a navigation bar with links for "IRS.gov", "USAJOBS", "FAQ", and "Site Map". On the left side, there is a vertical menu with options: "Return to USAJOBS", "Apply to your Vacancy", "View Application Status", and "My Account". The main content area is titled "Account Creation" and features a button labeled "Apply to this Vacancy" which is circled in black. Below this button is a blue confirmation box with a green checkmark icon and the text "Account Created! Congratulations. Your account has been created." A black arrow points from the "Apply to this Vacancy" button to the confirmation box. At the bottom of the page, there is a footer with contact information: "For Assistance Contact: careerconnectorhelp@do.treas.gov", the "powered by monster" logo with the tagline "Your calling is calling™", and a list of links: "About IRS", "Careers at IRS", "Search Jobs", "How to Apply", "Student Opportunities", "Diversity", "People with Disability", "Benefits and Training", and "Recruitment Events". A small disclaimer is present below the links, and a "Trusted site" icon is visible in the bottom right corner.

Click **Apply to this Vacancy**.

CareerConnector – Apply to Vacancy

Complete all 5 Sections:

Series
Grade
Location

Grade
Specific
Question

All Grade
Questions

Internal Revenue Service
United States Department of the Treasury

IRS.gov USAJOBS FAQ Site Map

Return to USAJOBS

Apply to your Vacancy

View Application Status

My Account

Apply to Vacancy

Series Grade Location — Grade Specific Question — All Grade Questions — Documents — Application Review

Series Grade Location

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

Series, Grade and Location Selection

Click at the bottom of each page.

CareerConnector – Vacancy Documents

Documents

After applicants have answered all vacancy questions, they will be prompted to submit supporting documents (e.g., Appraisal, Transcript, SF-50, or other documents).

Submit one or more supporting documents, if required.

- Upload,
- USAJOBS
- Fax, or
- Reuse an existing uploaded document

Click one of these options; then follow the instructions provided to submit your document.

Vacancy Documents



This page shows you what documents are required by this vacancy and lets you select from any documents you have already loaded into the system. You can also add new documents to the system if needed.

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

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.

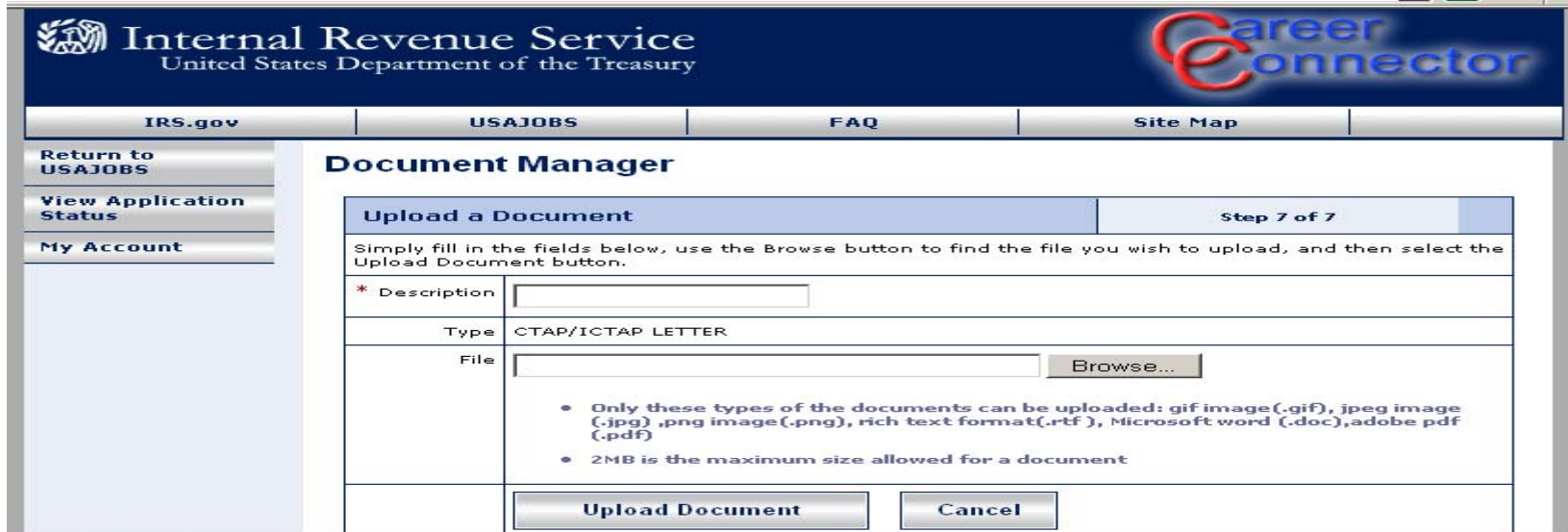
Document Type	Description	Action
CPA LICENSE	CPA	Upload USAJOBS Fax Reuse existing document
CPA / YOUR LETTER		

CareerConnector – Vacancy Documents

Key Points:

- **Upload:** Name the Document, Browse, Find your file, then Click Upload. Note: limited to 3MB.
- **USAJOBS:** Available after you upload a document to your USAJOBS account.
- **Fax:** Generate & Print Fax Cover Sheet; follow provided instructions.
- **Reuse existing document:** This option will only appear if you have previously uploaded this document in CareerConnector.

Following is an example of the “Upload” option:



The screenshot displays the CareerConnector interface for uploading a document. The header includes the Internal Revenue Service logo and the CareerConnector logo. A navigation bar contains links for IRS.gov, USAJOBS, FAQ, and Site Map. On the left, there are links for 'Return to USAJOBS', 'View Application Status', and 'My Account'. The main content area is titled 'Document Manager' and features a 'Document Manager' header. Below this is a form titled 'Upload a Document' with a progress indicator 'Step 7 of 7'. The form contains a text field for 'Description', a 'Type' dropdown menu set to 'CTAP/ICTAP LETTER', and a 'File' field with a 'Browse...' button. Below the file field, there are two bullet points: '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), adobe pdf (.pdf)' and '2MB is the maximum size allowed for a document'. At the bottom of the form are 'Upload Document' and 'Cancel' buttons.

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.		
* Description	<input type="text"/>	
Type	CTAP/ICTAP LETTER	
File	<input type="text"/>	<input type="button" value="Browse..."/>
<ul style="list-style-type: none">• 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), adobe pdf (.pdf)• 2MB is the maximum size allowed for a document		
<input type="button" value="Upload Document"/>		<input type="button" value="Cancel"/>

CareerConnector – Review Application

Application Review

Provides a summary of the application you just completed.

Internal Revenue Service
United States Department of the Treasury

IRS.gov USAJOBS FAQ Site Map

Return to USAJOBS
View Application Status
My Account

Review Application

Series Grade Location All Grade Questions Documents Application Review

Application Review

Here is a summary of the application you just completed.

Summary	
Item	Data
Name:	
Email:	

At the bottom of the page, select “**Send Me Questions & Answers**” then click **Finish**

NOTE: Be sure to click “Finish” each time you access/edit your application.

CareerConnector - Return to USAJOBS

You will automatically be redirected to USAJOBS.



The screenshot shows the top of the CareerConnector website. On the left is the Internal Revenue Service logo and text: "Internal Revenue Service United States Department of the Treasury". On the right is the "Career Connector" logo. Below this is a navigation bar with links for "IRS.gov", "USAJOBS", "FAQ", and "Site Map". The main content area displays the message: "You will automatically be redirected to USA jobs in a few seconds" followed by "or Click here to [return to USAJobs](#) immediately." At the bottom left, it says "For Assistance Contact: careerconnectorhelp@do.treas.gov". At the bottom right, it says "powered by **monster** Your calling is calling". A footer contains several links: "About IRS", "Careers at IRS", "Search Jobs", "How to Apply", "Student Opportunities", "Diversity", "People with Disability", "Benefits and Training", and "Recruitment Events". Below the links is a disclaimer: "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)."

USAJOBS – Application Status

To check your application status, select “Application Status”

Search Jobs My Account Info Center

USAJOBS
"WORKING FOR AMERICA"

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

My Account
Current Goal:
Last login: 5/11/2010

[Change Photo](#) [Edit Profile](#)

[Resumes](#) [Saved Searches](#)

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](#)

[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.

[Application Status](#)

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status	USAJOBS Uploaded Document Status
11/24/2009	Information Technology Specialist (Security) Internal Revenue Service Job Announcement Number: 10BR2-MIX0113-2210-14-D2 Pay Plan: GS-2210/14 Location: US-UT-UT - Ogd	Closed	12/2/2009	Resume Received	None more information...

USAJOBS – Application History

Click “[more information...](#)” to track the status of your application.

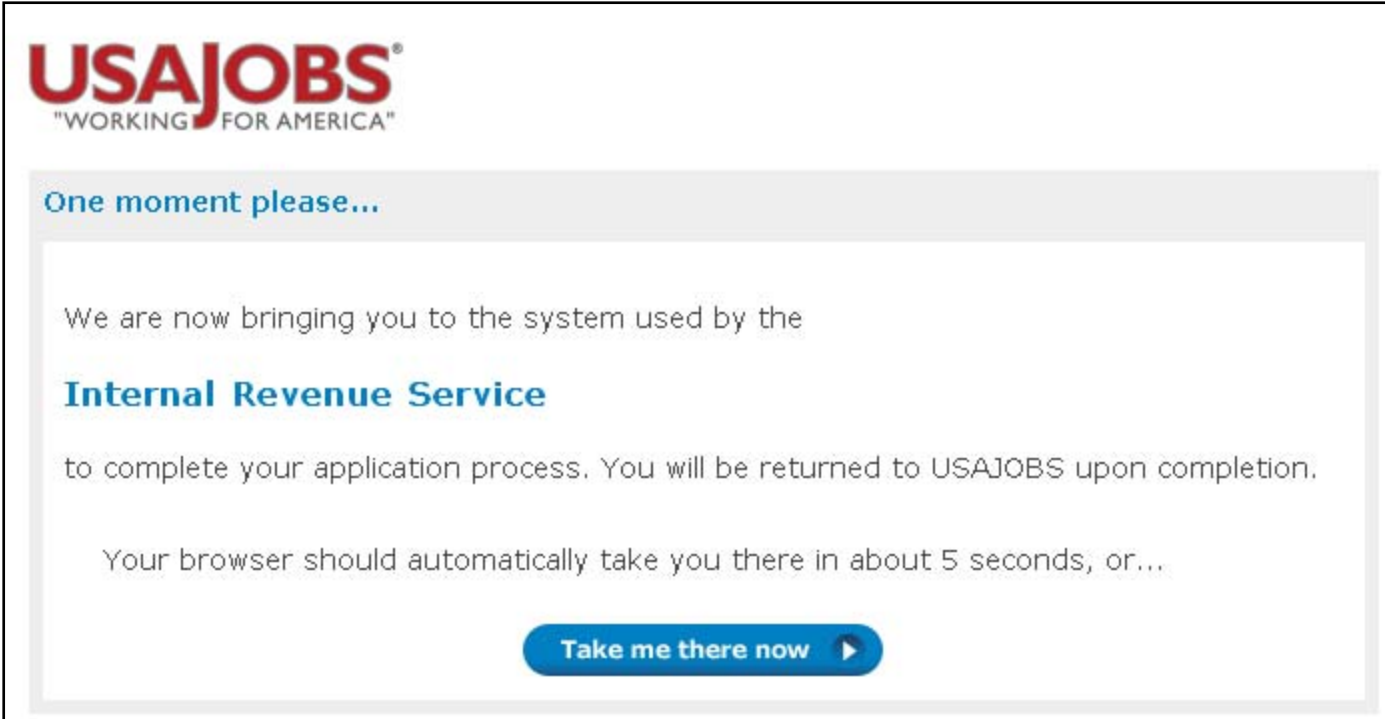
Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status	USAJOBS Uploaded Document Status
1/24/2010	Internal Revenue Agent International Examiner Internal Revenue Service Job Announcement Number: 10PH2-LMB0170-0512-13-JA Pay Plan: GS-0512-13/13 Location: US-Selectee will remain in current POD	Active	1/24/2010	Application Status not Available	Uploaded not Retrieved
12/7/2009	Secretary (Office Automation) Internal Revenue Service Job Announcement Number: 10PH4-LMX0085-0318-05-LP Pay Plan: GS-0318-05/05 Location: US-IL-Chicago	Closed	1/10/2010	Minimum Qualification Requirements Not Met more information...	None more information...
12/7/2009	Internal Revenue Agent (Sr. CEP Team Coordinator) TEMP NTE 1 YR Internal Revenue Service Job Announcement Number: 10PH4-LMB0089-0512-14-TR Pay Plan: GS-0512-14/14 Location: US-IA-Des Moines Metro Area	Closed	12/11/2009	Minimum Qualification Requirements Not Met more information...	None more information...

[Notification Settings](#) | [View All Applications](#)

Note: Uploaded Document Status will only appear if Documents were Uploaded in your USAJOBS account

USAJOBS to CareerConnector

You will be redirected to CareerConnector to receive more information about your application.



The screenshot shows the USAJOBS logo at the top left, with the tagline "WORKING FOR AMERICA" below it. Below the logo is a grey header bar with the text "One moment please...". The main content area is white and contains the following text: "We are now bringing you to the system used by the **Internal Revenue Service** to complete your application process. You will be returned to USAJOBS upon completion. Your browser should automatically take you there in about 5 seconds, or...". At the bottom center, there is a blue button with the text "Take me there now" and a right-pointing arrow.

CareerConnector – Application Detail

Application Status – this applicant has answered all the required questions for the grade.

Internal Revenue Service
United States Department of the Treasury

IRS.gov USAJOBS FAQ Site Map

Return to USAJOBS
View Application Status
My Account

Application Detail

Announcement #	Job Title	Vacancy Status	Application Status	Comments	Email
09PH4-LMB0376-0512-14-AP	IRA SR CEP TEAM COORDINATOR (TEMP NTE 1YR) **12 MONTH ROSTER**	Application Received	Grade 14: Application Received ✔ You have answered all the required questions for this grade.	No Comment	✉

③ You may [review and update](#) your answers if needed.
③ You may [review and update](#) the documents if needed.

[Return to USAJOBS](#)

For Assistance Contact: careerconnectorhelp@do.treas.gov

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

For Open Announcements Only:

- You may **review and update** your answers;

If Application Status does not show required questions were answered, select **review and update** your answers, then click **Finish** in “Application Review”.

- You may also **review and update** the documents if needed.

CareerConnector – Application Detail

After completing a “[review and update](#) of the Documents”, Click “Finish” at the bottom of the page to see the “[Status of your recent applications](#)”.

Return to USAJOBS

View Application Status

My Account

IRS Seeker

Status of your recent applications:

Announcement Name	Locations	Grades	Posted Dates
09PH4-LMB0376-0512-14-AP	New York City, NY	14	3/25/09
09PH4-LME0278-512-12/13-L	Throughout the Nation, US	12, 13	3/23/09

Status of your incomplete applications:

There are no incomplete applications available

Note: Posted Dates is for Personnel Use Only

For this applicant, there are no incomplete applications. However, the applicant must still ensure all required documents have been submitted.

USAJOBS/CareerConnector

Important:

Ensure Timely Submission of Completed Applications

All applications must be *completed* prior to **11:59 pm EASTERN Time** on the closing date of the announcement. If the announcement closes prior to the applicant *finishing* their application, they will not be able to complete their application.

Announcements close at 11:59 pm Eastern Time, which means:

- 11:59 pm for Eastern Time
- 10:59 pm for Central Time
- 9:59 pm for Mountain Time
- 8:59 pm for Pacific Time

Apply Early to ensure your application is received timely.

Additional Resources

ERC - Applying for IRS Jobs Online

<http://erc.web.irs.gov/Displayanswers/Question.asp?FolderID=3&CategoryID=87>

Six Steps to Apply for IRS Jobs Online Using USAJOBS/CareerConnector

This is a summary of the application process.

http://hco.web.irs.gov/apps/CCApplUserGuide4/Tools/6step_ref_internal.pdf

Quick Tips - updated periodically as “Lessons Learned” are identified

http://hco.web.irs.gov/apps/CCApplUserGuide4/USAJobs_CC_Quick-Tips.htm

USAJOBS Information Center - <http://www.usajobs.gov/infocenter/>

Additional Resources (cont)

ERC - Resume Tools

<http://erc.web.irs.gov/Displayanswers/AnswerType.asp?QuestionID=2207&SubCategoryID=0&CategoryID=87&FolderID=3>

- **Resume Presentation**

<http://hco.web.irs.gov/apps/CCRC/documents/ResumeMarch2010.ppt>

This power point presentation will walk you through creating your USAJOBS resume and provide you with tips on effective resume writing.

- **Line-by-Line Sample MPQ Template**

This actual Form 9686 Merit Program Questionnaire (MPQ) provides a line by line visual of where MPQ information can be placed in the USAJOBS Resume Builder.

- **Easy to View MPQ to USAJOBS Resume Builder Comparison**

This easy to view comparison displays side by side screen shots of each section of the MPQ and corresponding screen shots of the individual sections of the USAJOBS Resume Builder.

- **Converting an MPQ to USAJOBS Resume Chart**

This chart is a combination of visual and written instructions, providing more detailed information about the placement of information from an MPQ into the appropriate sections of the USAJOBS Builder.

Additional Resources

IRS Online Help Desk

An “**IRS Jobs Online Help Desk**” has been created to provide assistance to employees when they are applying for vacancies on USAJOBS/CareerConnector.

Employees call 1-866-743-5748;

Select **Option 1** for the ERC;

then follow the prompts for the “**IRS Jobs On-Line Help Desk**”

The IRS Jobs Online Help Desk will be available Monday through Friday, from 7:00 am to 7:00 pm Eastern Time.

Benefits to the Internal Applicant

There are many benefits to using the USAJOBS/CareerConnector system:

- Build and save up to 5 resumes to use when applying online via CareerConnector
- Apply online from a public or personal computer
- Check application status online, rather than wait for mail correspondence
- Upload supporting documentation in USAJOBS as part of the application
- Correspond with Human Resources (HR) via email
- Save incomplete applications; come back later to complete and submit applications up to 11:59 PM Eastern Time on the closing date of the announcement
- Apply 24 hours a day, 7 days a week
- No longer need to mail or fax paper applications
- Create up to ten job saved searches; USAJOBS will email you when vacancies open that match one of the job search agent criteria

Benefits to the Manager

Ranking and Selection Package Highlights –

- Ranking packages and certificates will be received through email.
- Ranking panel members can be located in different PODs.
- The ranking sheet will automatically calculate the final score, cutting down on mathematical errors.
- Eliminates UPS costs of mailing ranking and selection packages between offices and reduces the managerial burden of having to wait for mailed packages and mailroom delays.
- Managers will receive an email notifying them that the certificate is ready and be provided a link and password to access the certificate electronically.
- Selections on certificate can be annotated in order of selection and emailed back to the Employment Office.
- The system will provide tracking data making the location of packages, selections and audits easier.