# Agenda

* How to apply to DOT Jobs
* Where
* What Sections to review
* Register with USAJobs
* What are the Job Application Steps
* Tips for Applying
* Common Questions

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# Where

* Two locations to start job search
  * http://www.dot.gov/careers
  * https://www.usajobs.gov/
* Job Search emails
  * After searching for jobs, save it

# What Sections to Review

* Who May Apply
  * All US Citizens / Status / Agency Employees
* Duties
  * What will you do on the job
* Qualifications
  * What do you need to have done
  * Screen Out
* Ideal Candidate in Job Summary
* Required Documents
  * What documents do you need to have

# USAJobs Registration: Resume

* Pre-Application
    * Register with USAJobs
    * Build a USAJobs Resume
        * Active Verbs
        * Describe what **YOU DO**
        * Mention Special Projects
        * Don't Assume
        * Don't use acronyms
        * Must fully support Specialized experience
        * First Impression
    * Can Store up to 5 so CUSTOMIZE

# USAJobs Registration: Documents

* Upload Supporting Documents to USAJobs
    * Veteran Documents
    * SF-50
    * Transcripts
    * Special Appointing Authority Documents
    * Formatted Resume
* Now ready to Apply to positions
* NOTE:  What on USAJobs does not = on DOT system

# Job Application Steps

* Select the **Apply** to the Job Button
* Login to **USAJobs**
* Select the desired **Resume** to include with the application and submit the resume
* Respond to **Core Questions** for DOT system
* Select **grades** and **locations** for which would like to be considered
* Respond to all **Vacancy questions** for all grades selected
* Select which **supporting documents** to include
* Review application for accuracy
* Select the **Submit** Button

# Tips for Applying

* **Plan ahead**
Allow plenty of time to thoroughly complete your application

* **Prepare carefully**
Always consider using a tailored application for each vacancy you apply

* **Support fully**
Make sure your resume fully supports the specialized experience and that you have provided all the required supporting documents

* **Follow-up** if you have questions
Contact the identified representative to learn the status of an application or find out more about a job

# Common Questions –
## How can I be notified of New Vacancies?

* On usajobs.gov, click on Create Saved Search and email me jobs button

* Set up Search

* Click Save this Search and Email me Jobs link.

* Fill in the appropriate fields. Name the Saved Search and click Save Search.

* Jobs emailed to your account daily/weekly/monthly.

# Common Questions –
## How can I modify my resume?

* Log in to USAJobs.  From here you can:
  * Update and/or add resumes ( up to max of 5)
  * Upload supporting documentation
    * Note if upload a document under existing name it replaces, not appends
  * Managing your job search agents
    * Update Email frequency, locations, grades, etc.
* NOTE: If you have already submitted a resume or document with an application, you must re-submit the entire application all the way through the process.

# Common Questions –
## How can I update my application?

* Log in to USAJobs.
* Go to Application Status and click on the link for the position. Click Update Application.  OR you can locate the Job and select the Re-Apply button.
* Go through ALL the steps
  * Send your desired resume
  * Review and update the responses to the vacancy questions
  * Review supporting documents
  * SUBMIT Application!
* NOTE:  If you do not go through to the Submit step, your application will NOT be updated.

# Common Questions –
## How will my application be evaluated?

* Applications are (1) scored by the computer based on question weights provided by the agency
* Top Applications are reviewed by a specialist for verification of experience and best qualified status
    * If experience not supported, questions can be changed or applications will be removed from consideration
* List of best qualified applications is sent to agency HR who reviews and then forwards to the selecting official
* Interviews are conducted
* After final decision is made, applicants notified

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# Common Questions -
## How do I check my application status?

* **Log on** to USAJOBS.
* Select **Application Status**.
* Locate the desired **vacancy.**
* Click on **More Information** under the Application Status column.
* You will be transferred to the DOT Hiring System.
* Select **View Detailed Status** to see a list of all DOT vacancies to which you have applied and specific information on the status of each of your applications.

# Questions ?

* For Jobs Open, recently closed or in cases where not referred:
    * Executive Agent
        * Transjobs@dot.gov
        * (202)366-1298

* For Jobs closed and you were referred:
    * Federal Rail Administration
        * Katherine Lavado
        * (202)493-6116