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NOTE: Periodically, USAJOBS may update the pages on their website, resulting in pages that may differ in appearance from the pages displayed in the Applicant User Guide (Guide). While the pages may differ in appearance, the information displayed remains the same. In addition, you may see the term “Recruitment One Stop” or its abbreviation “ROS”, which are now known as USAJOBS.
Applying for an IRS Job Online

General Information

Applying for an IRS job online is fast and easy with USAJOBS and CareerConnector!

CareerConnector is the Department of Treasury's online applicant management system which has been used by the IRS for recruitment since November 2003.

USAJOBS is the Office of Personnel Management’s website where Federal job announcements are posted. You will be able to view IRS job announcements on USAJOBS. If you find an IRS announcement you are interested in applying for, you will be routed to CareerConnector to apply online.

All you need to do is follow the instructions for applying for an IRS job online. This tutorial will take you through those steps.

Getting Started

You start at USAJOBS (http://www.usajobs.gov) where you create a “My USAJOBS” account, build a resume using the USAJOBS Resume Builder, and select an IRS job announcement (job). Once you select a job, you register and apply for the job in CareerConnector, and submit any supporting documentation, if required. Your “My USAJOBS” account also allows you to create a job search agent(s), receive email notices for new IRS job announcements that match any of your job search agents, and track the status of your online application(s). The USAJOBS website is available 24 hours a day, 7 days a week at http://www.usajobs.gov/.

Before You Create a “My USAJOBS” Account

USAJOBS has tutorials available to view online or download and print.

- Go to the USAJOBS Information Center for general information (See Figure 1)
- Go to USAJOBS Tutorials and click My USAJOBS Account from the list of tutorials (See Figure 2), then
- Review the Frequently Asked Questions (FAQs).

Then it’s time to create your “My USAJOBS” account, following Step 1 of “How to Apply Online”.

CareerConnector Applicant User Guide
Internal Revenue Service

Figure 1 – USAJOBS Information Center
After You Create a “My USAJOBS” Account

After you have created your “My USAJOBS” Account, you are ready to do the following activities.

My Resume(s)
- Applicants must create their resume(s) (up to five) in the USAJOBS Resume Builder.
- For help with inputting your resume, go to USAJOBS Tutorials and click My Resumes from the list of tutorials.

My Job Search Agents
- You can create up to ten Job Search Agents.
- You can have USAJOBS notify you automatically by email when jobs open that meet your requirements.
- Learn more by going to USAJOBS Tutorials and clicking My Job Search Agents.
Search USAJOBS and View Announcements

You can search USAJOBS for any Federal job.
- Learn how to search by going to USAJOBS Tutorials and clicking Search USAJOBS.

You can view Federal job announcements on USAJOBS.
- To learn how to view job announcements, go to USAJOBS Tutorials and click View Announcements.

How to Apply Online

When applying for an IRS job online, you will complete the following steps:
1. Create a “My USAJOBS” Account;
2. Build Your Online Resume(s) in USAJOBS (up to five);
3. Search and Select the IRS Vacancy Announcement;
4. Complete the CareerConnector Registration;
5. Complete the CareerConnector Vacancy Announcement Questions; and
6. Submit Supporting Documentation, if required.

TIPS! TIPS! TIPS! TIPS! TIPS! TIPS!

- For the IRS online job application process, you will need access to a computer with Internet Explorer 6.0.
- It is advisable to create a “My USAJOBS” account as soon as possible, even if you are not finding a current job announcement posted on USAJOBS. By creating your “My USAJOBS” account now, you will have one less step to do when you find a job announcement.
- Creating a resume in the USAJOBS Resume Builder may take some time, especially when you are creating the first resume. Therefore, you want to start working on your resume as soon as you create a “My USAJOBS” account. It will make applying for a job much faster and easier if you spend the time building your resume NOW. Then when you do find a job announcement on USAJOBS, you can concentrate on your responses and any updates to your resume. It makes it a whole lot easier than having to create a resume under a job closing deadline!!!
- IRS jobs posted online close at exactly 11:59 PM Eastern Time (ET) on the closing date of the announcement! If you are in the process of applying and have not completed AND submitted the application by 11:59 PM ET on the closing date, the announcement will close/disappear, and you will be unable to finish the application. Incomplete applications will not be considered for the vacancy.
- Remember:
  11:59 PM ET = 10:59 PM Central Time (CT)
  9:59 PM Mountain Time (MT)
  8:59 PM Pacific Time (PT)
- Hint! Hint! Complete AND submit your job application the day before the closing date of the announcement to avoid having an incomplete application!
Step One – Create a “My USAJOBS” Account

Now you are ready to create a “My USAJOBS” account. Go to USAJOBS and click the My USAJOBS tab. See Figure 3 below.

![Figure 3 – Various faces are used for this page](image)

Figure 4 will appear. Click Create Account >>.

![Figure 4](image)
A page entitled “Create New Career Center Account” will appear. (See Figures 5 and 6 below) You will enter contact information, a Username and Password. You will answer questions about your Citizenship and Veterans’ Preference. You must complete all fields marked with a red asterisk *.

When you have completed the “Create New Career Center Account” page, click Submit at the bottom of the page, as shown in Figure 6 below.

![Create New Career Center Account Form](image-url)
By clicking **Submit**, Figure 7 below appears. This page will confirm your name and the number of resumes in your USAJOBS account.
In addition, several other account features are shown on this page. Simply click on the feature’s name or its icon to display your account information for that feature. See Figures 8 and 9 below.

- **MY Job Search Agents** = These represent the job search criteria you establish in USAJOBS. USAJOBS will use this criteria to monitor all Federal jobs announced on USAJOBS and will notify you via email of those job announcements that match your job search criteria.

- **MY Applications** = You can monitor the status of the USAJOBS/CareerConnector job applications that you have submitted online. Please note: You can monitor your job application(s) status **only if** you follow the instructions provided on Page 56.

- **MY Portfolio** = USAJOBS gives you the ability to upload up to five documents (attachments) to your USAJOBS account, in addition to the resume(s) you build. Examples of documents you might want to upload into your USAJOBS account are: DD-214, OF-306, SF-50, Transcripts, SF-15, or other types of documents.

- **MY Account Profile** = This is a summary of the personal information you entered when you created your “My USAJOBS” Account. This is one way you could edit your information, such as your email account address, your telephone number, etc.

Figure 8 – Features for USAJOBS Accountholder
Now you are ready to create a resume!
Step Two – Build Your Online Resume(s) in USAJOBS

You may create up to five resumes using the USAJOBS Resume Builder. There are four steps to building a resume:
1. Getting Started
2. Experience
3. Related Information
4. Finishing Up

You will need a resume built when you apply for a job announcement. Therefore, it is beneficial to create a resume right after you create your “My USAJOBS” account.

For help in creating a resume, you can review My Resumes in the USAJOBS Tutorials.

Getting to the Resume Builder:
There are several ways to get to the Resume Builder:
- Click CREATE NEW RESUME > on the confirmation page you saw after establishing your “My USAJOBS” account. (Figure 7)
- Click on the word Resume under the My USAJOBS tab, and then click CREATE NEW RESUME > as shown in Figure 10 below.
- If you are coming back to build your resume at a different time than when you opened your “My USAJOBS” account: Go to the USAJOBS website, and on the main page beside the words “CREATE RESUME”, click CREATE > (as seen in Figure 3). You will enter your log in (see Figure 4), and once logged in, you will click CREATE NEW RESUME > (Figure 10 below).

Any of these methods will take you to the Resume Builder portion of the site, as shown in Figure 11.

Figure 10
Navigating from page to page in the Resume Builder:
It is important to remember to use the buttons at the bottom of each Resume Builder page to move from one page of the Resume Builder to another page.

- The PREVIOUS button takes you back to the page of the Resume Builder you just left.
- The SAVE FOR LATER button gives you the option to save the information you have already entered, and allows you to return to it now or at a later date.
- The NEXT button takes you to the next page of the Resume Builder after you have completed all required fields on the page you are leaving.
Figure 11
Resume Builder Step 1 – Getting Started

There are three sections to Step 1, as discussed below. All fields in these sections marked with a red asterisk * must be completed. To find out more about any of these fields, click on the appropriate question mark.

- **Confidentiality** – This section allows you to select whether or not you want to hide your contact information, current employer name, and references from recruiters performing resume searches.

- **Candidate Information** – Much of the information in this section is pre-populated from your USAJOBS account information. Note the “Name Your Resume” field; you will want to give your resume a name that will help you differentiate it from other resumes you may build. The resume name is seen only by you.

- **Federal Employee Information**
  - If you have never been a federal employee, check **No**.
  - If you are/have been a federal temporary or a term employee who has never held a permanent Federal position, check **No**.
  - If you are/have been a permanent employee (includes all work schedules - full time, part-time, intermittent, and seasonal), check the **Yes** box. If you check **Yes**, you will be asked to provide additional information. For example: If you are a current permanent IRS employee working as a GS 592-5 Tax Examining Clerk, you would respond as shown in Figure 12 below.

![Figure 12 – Example of IRS Employee Information](image)

Helpful Features also available on the Getting Started page:
As you may have noticed in Figure 11, the Resume Builder provides the following features which may be helpful in preparing your resume.

- At the top of the Resume Builder Step 1 page, you can check out a sample resume by clicking on the **Sample Resume** link.
- As you build your resume, you can save it and then click the **Preview your Resume** link to preview it.

When you are finished with Step 1, click **NEXT** at the bottom of the page to bring up Resume Builder Step 2, as seen in Figure 13 below.
Resume Builder Step 2 – Experience

While Step 2 is entitled “Experience”, there are actually three sections to this step:
- Work Experience, which is the first page that will appear as shown in Figure 13 above;
• Education (Figure 14 below); and
• Job Related Training (Figure 15 below).

Remember as you are completing your resume(s) and apply for a job(s), the information you submit will be used to validate and support your qualifications for the job(s).

Additional features:
As you progress through the Resume Builder, you have the following features available:

• Text Boxes for entering additional information
The Resume Builder provides numerous text boxes in Steps 2 and 3, giving you the opportunity to enter relevant information for the various sections included in these steps. In these text boxes, you can copy text from a word or text document and paste it into the text boxes. For example, you can copy text from another document, such as from Microsoft Word or a Text file, and paste it into the "Duties, Accomplishments and Related Skills" text box in the Work Experience section.

You will need to monitor the amount of information you add in each text box, because each box has different maximum character limits. Since any characters beyond the limit will be cut off, it is to your advantage to make every word count. To assist staying within the allowable character limits, the Resume Builder provides a character count. (See Figure 13 above)

• Spell Check
Throughout the Resume Builder, you have the ability to spell check text which you have inserted into the text boxes. Just click the various SPELL CHECK buttons to check your spelling for that text box. See Figures 13 through 15 to see where Spell Check buttons appear.

First Section - Work Experience
As you see in Figure 13 above, you start with your Work Experience. Enter the information into the appropriate fields, starting with your current or most recent relevant work experience. If you have more than one relevant Work Experience to include in your resume, click the + ADD WORK EXPERIENCE button, which brings up another set of Work Experience fields/text boxes to complete. Continue clicking the + ADD WORK EXPERIENCE button until you have included all the relevant work experience you want to show in your resume. Remember, not all of your work experience may be relevant for each job you are applying to. You can create up to five resumes, allowing you to customize your resume for different types of jobs.

When adding your work experience, you want to keep in mind that if you performed several different jobs with the same employer, or the same job but with increasingly more difficult levels of responsibilities as might be defined by different grade levels, show these jobs as separate work experiences.

For example, if you currently work as a supervisor for an employer, but started as a clerk and then as a secretary before becoming a supervisor, you would show these as separate work experiences, indicating the period of time and the different duties that you performed for each work experience.
Another example would be if the employer was the Federal government, such as the IRS, and you worked at several grades in the same occupational series. For this federal experience, you would show the most current job title and grade, the date you started in this grade to the date you left the grade (or to the present), and the various duties, accomplishments and skills used for this position. Then the next work experience shown would be all of the information for the previous position and the grade held before the current grade, and so on.

When you have completed the Work Experience section, continue to the Education section, as shown in Figure 14 below.

**Second Section - Education**
You will enter your education, coursework, licenses, and certifications in this section, as shown in Figure 14 above. As you did in the Work Experience section, if you have multiple educations to include in your resume, click **ADD EDUCATION** to bring up another set of education fields/text boxes to complete. Continue clicking the **ADD EDUCATION** button until you have included all the relevant education you want to show in your resume.
If the job you are applying for indicates certain levels of education or certain courses are required or desirable, be sure to include this education/coursework if you have it, detailing all relevant courses taken in the “Relevant Coursework, Licensures and Certifications” text box.

When you have finished the Education section, continue to the Job Related Training section, as shown in Figure 15 below.

![Figure 15](image)

**Third Section – Job Related Training**

In this last section of Step 2, enter any Job Related Training into the text box. See Figure 15 above.

When done, click **PREVIOUS** to go back to Step 1, click **SAVE FOR LATER**, or click **NEXT** to go to Step 3, which is shown in Figure 16 below. Hint: It may be advantageous to save at this point to avoid losing any entries already completed.
Resume Builder Step 3 – Related Information

There are seven sections to this step: See Figure 16 Top and Figure 17 Bottom below.

- References;
- Additional Language Skills;
- Affiliations;
- Professional Publications;
- Additional Information;
- Availability; and
- Desired Locations.

Although there are red asterisks * on this page, you can continue to the next step without entering any information in Step 3 of the Resume Builder. However if you enter information in a particular section, such as References, you should respond to all the red asterisks in that particular section. If you have no other information to add to any other section in Step 3, you can continue to the next step without answering red asterisks in other sections.
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. Need more space? Click here to expand this field.

Character Count: 0 (26,000 character limit)

Availability

Note: Including this information will provide recruiters 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
- Student Career
- Intern
- Experience

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

- Full Time
- Part Time
- Shift Work
- Intermittent
- Job Share

Desired Locations

Note: Including this information will provide recruiters 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

Select the state(s) in which you are interested.

Show locations for this region:

- United States
- Asia
- Africa
- Europe
- South America
- Australia
- Caribbean and Central America
- Middle East

Click arrow to add ('X' to delete)
Internal Revenue Service

Remember, information that will support your application should be entered, such as additional language skills, etc.

Please note the “Additional Information” text box in this step. You can use this box for information in addition to responses in other fields or for information that couldn’t fit within character limits of other text boxes. Since you may be entering various types of information in this text box, it would be advisable to label each type of information. For example: If you were entering awards, label it “Awards” followed by the award information. If you were entering additional duties or accomplishments or skills for a particular job, label it with the title of the job (plus series and grade, if a federal job) followed by the additional information; and so on.

When you are finished with this step, click PREVIOUS to go back to Step 2, click SAVE FOR LATER, or click NEXT to go to Step 4 which is shown in Figure 18 below.
Resume Builder Step 4 – Finishing Up

This is the final step in building your resume. See Figure 18 below.

To allow recruiters to find your resume during their online resume searches, click ACTIVATE RESUME.

If you do not want Federal recruiters doing resume searches to find your resume, click SAVE FOR LATER. Note: Choosing this “SAVE FOR LATER” option does not affect your ability to apply online for job announcements.

When you have finished your resume and clicked either “ACTIVATE RESUME” or “SAVE FOR LATER”, Figure 19 below will display, “confirming” you built your resume.
As you can see in the example in Figure 19, USAJOBS will track the number of resumes you have created and the name of each resume. If you want to create another resume, simply click **CREATE NEW RESUME >**, and follow the Resume Builder steps again. Under each resume you create in USAJOBS, you also have the ability to “View”, “Edit”, “Duplicate”, or “Delete” the resume.

**TIP:** If you are going to use the same basic information in your next resume, simply duplicate the first resume, give the new resume a different name, and then edit the new resume with the changes you want in this resume.

**Now you are ready to search for a job announcement!**

Click the **Search Jobs** tab as seen in Figure 19 above.
**Step Three – Search and Select the IRS Vacancy Announcement**

When searching for vacancy (job) announcements on USAJOBS, the following search options are available under the **Search Jobs** tab: Basic Search; Agency Search; Series Search; Advanced Search; and Senior Executive Search.

The following steps will assist in conducting a job search and selecting a vacancy announcement. **Note:** Each time you conduct a job search, you will follow these steps, including answering the questions for the job search.

1. Search for vacancy announcements on USAJOBS by defining your job search criteria.

   Refine your search by clicking **Agency Search**. See Figures 20 and 21 below.
Type **Internal Revenue Service** in the “Enter a Department/Agency Name” box. Or go to the next box labeled “Or, Select a Department, Independent Agency, Bureau or Organizational Sub-Component”, scroll down to “Treasury, Department of the”, and then scroll further to select **Internal Revenue Service**.

You have the option to further refine your job search by including searches for: “Location”, “Series Number”, “Occupational Series”, “Salary Range”, “Pay Grade”, and/or when the announcement(s) was posted to USAJOBS. If you choose “Select All”, you will see all IRS vacancy announcements. **(Note:** If you are searching by series, include all 4 digits of the occupation, e.g., Collection Representative is 0962, Revenue Agent is 0512, etc.).
2. Answering the Applicant Eligibility question will determine which types of vacancy announcements you will see and/or can apply to.

This is a critical question, since it can keep you from finding or applying to vacancies that you might really be eligible to see or apply to. Therefore, care must be taken to answer this question correctly each time you do a job search.

Note: In the Applicant Eligibility question shown in Figure 21 below, the button No is automatically selected as a system default answer. This means you do not meet any of the eligibility criteria.

If you have never held a permanent civilian position with the Federal government, or if you do not meet any of the other eligibility criteria in this section, you do not have to do anything since the No button is already clicked. Your view will be restricted to vacancy announcements open to the General Public.

If you are or were a permanent full time, part time, intermittent, or seasonal Federal civilian employee, or if you meet one of the other criteria listed in the Applicant Eligibility question shown in Figure 21 below, click Yes. This allows you to see/apply to IRS vacancy announcements posted on USAJOBS.

Warning: If you meet any of the Applicant Eligibility criteria but fail to click Yes, you will not be able to see/apply to vacancy announcements that are restricted to those meeting the Applicant Eligibility criteria. You can only apply to vacancy announcements open to the General Public.

For example: If you are a current permanent IRS employee, regardless of your IRS work schedule, you would click Yes to the Applicant Eligibility question. Failing to click “Yes” in the Applicant Eligibility question leaves the default answer No, meaning you will not see any status or internal IRS vacancy announcements. You would only see vacancy announcements that are open to the General Public.

Figure 21 – Bottom Portion
Applicants meeting the Applicant Eligibility criteria should select “Yes”
You also have the ability to specify how your job search results will be displayed:
– sorted by key word or date, and
– whether the description will be detailed or brief.

Click **SEARCH FOR JOBS** to view a list of vacancy announcements that match your search criteria and Applicant Eligibility.

**Note:** You can search for and view jobs on USAJOBS without logging in to your “My USAJOBS” account. However, you do need to log into your “My USAJOBS” account to apply for jobs.

3. **Viewing a vacancy announcement that matches your job search criteria.**

When you find a job of interest, click on the job title to see the full vacancy announcement text, as seen in the sample in Figure 22 below.

![Figure 22 – Sample Vacancy Announcement](image-url)
Vacancy Announcement Text
There will be 5 tabs in the vacancy announcement you will see.

a. **Overview** - Provides key information about the job including salary, grade(s), open and closing dates, number of potential vacancies to be filled, location(s), etc. It also provides a summary of the job and key requirements.

b. **Duties** - Lists the major duties of the job.

c. **Qualifications and Evaluations** - Lists the qualifications requirements (experience and/or education needed) for the job, and tells how you will be evaluated for the job.

d. **Benefits and Other Info** - Lists benefits and other information about the job.

e. **How to Apply** - Lists the steps to follow when applying for the job, required documents to submit, Agency contact information for this announcement (information is different for each announcement), and what to expect next.

You should thoroughly review the information provided in every tab.

We also recommend you print a copy of the vacancy announcement before applying online. A **PRINT PREVIEW** button appears at the bottom of any page. See Figure 23 below.

![PRINT PREVIEW button](image)

Figure 23

Clicking **PRINT PREVIEW** will display all of the vacancy announcement information as a single document in tab order. See sample in Figure 24 below. Then, click **PRINT** at the bottom of the “Print Preview” document.
Vacancy Announcement Questions
You also have the ability to preview the vacancy announcement questions you will answer when you apply. This question preview option can be found at the end of the text in the Qualifications and Evaluations tab, where you will see “To preview questions please click here.” See Figure 23 above. Click this link to preview the vacancy questions. We recommend you print a copy of the questions for reference, using the printer icon on your browser.

Reviewing the questions in advance should help you decide if you want to apply for the job; and if you do, you can refer to the printed questions as you complete the application process.

4. Deciding to apply for a job online.

If you decide to apply for the job after previewing the announcement text and the announcement questions, click APPLY ONLINE. See Figure 25 below.

Note: If you were searching for jobs without being logged into your “My USAJOBS” account, you will be brought to the login page before you begin to apply for the job.
5. After clicking **Apply Online**.

Once you click **APPLY ONLINE**, you will be asked to select the resume you want attached to your application. See Figure 26 below.

**Note:** If you have not created a resume, you must go back and create one now by clicking on the **Resume** tab. You cannot begin the online application process until you have a resume built.

![Figure 26 – Sample of USAJOBS Accountholder’s Resume Choices](image)

6. After you select a resume to attach to the application.

Once you select a resume to attach to the application, click **APPLY FOR THIS POSITION NOW!** See Figure 26 above. A page similar to the one in Figure 27 below will appear. USAJOBS automatically takes you to CareerConnector, which is the online application system used by the Internal Revenue Service.

![Figure 27](image)
7. When you are brought to the CareerConnector site.

The CareerConnector Welcome page you see depends upon whether you have ever applied for a job on CareerConnector before.

- If this is your first time applying for a job on CareerConnector, you will see the page shown in Figure 28 below.
- If you have applied for a job on CareerConnector before, you will see a page similar to Figure 29 below.

On either page, you will see the announcement number and title of the job you are applying for.

![Figure 28 – Page for First time User of CareerConnector](image)
If you are not brought to the CareerConnector site, you should check the Internet Explorer version you have (Internet Explorer version 6.0 is needed). Sometimes it could be affected by your service provider, and trying a different computer will resolve the problem. If you still have difficulty reaching the CareerConnector site, please contact the Contact Person listed on the announcement during business hours before the closing date.

8. Click the **Continue** button as shown in either Figure 28 or 29 above to go to the next step in the process.

   If you are a new CareerConnector user, you will be taken to Step 4 – Complete the CareerConnector Registration. (See Figure 30 below)

   If you have used CareerConnector previously, you will be taken to Step 5 – Complete the CareerConnector Vacancy Announcement Questions. (See Figure 40 shown on Page 45)
Step Four – Complete the CareerConnector Registration

If you are a first time user of CareerConnector, the CareerConnector Registration Information page will appear as shown in Figure 30 below. This page provides information about registering in CareerConnector and how we protect your personal information.

As you scroll down this page, you will see four sections, with some of your information already transferred from USAJOBS to CareerConnector.

- Contact Information
- Citizenship Information
- Veteran Information
- Save Information

Note: You only need to complete the CareerConnector registration once, unless you need to make changes to your registration information.
Registration Information

The following information is required to complete your registration profile in the Treasury Career Connector system. Once registered, you will have the ability to select “Update my information that is on file” each time that you are redirected to our site from OPM’s USAJOBS.

Note: Please read the instructions provided for each section before entering your information. You may also find it helpful to print this page for reference.

Contact Information

You will need to provide contact information for your registration profile. Before completing this section, we request that you click the Treasury Privacy Policy statement link above.

Please enter your contact information requested in the spaces provided below:

- First Name
- Last Name
- **SSN**
- Address 1
- Address 2
- Address 3
- **City**
- **State**
- **Zip Code**
- **Plus 4**
- **Country**
- **Phone**
- Enter only ONE Internet E-Mail Address (example: john_doe@company.com)
- **Email**

Citizenship Information

Please select the appropriate response below.

- I am a US Citizen.
- I am NOT a US Citizen.

Figure 30 – Top Portion
1. Review your information and complete all fields marked with a red asterisk *

   After reviewing the pre-populated information and completing all fields with a red asterisk *, continue to the bottom of the page and click Next.

2. The next Registration page (Figure 32 below) is “Eligibility Information”.
Your answers to these questions will determine the types of jobs you will be able to apply for, based upon whether you have any Federal civilian work experience and/or other factors. Again, you must answer all questions marked with a red asterisk *.

Sometimes references are made to terminology that may not be familiar to you. Links to additional information are provided in numerous questions on the “Eligibility Information” page. For example, if you click on the link entitled “Veterans’ Recruitment Appointment” in the question shown in Figure 33 below, you will receive more information on Veterans’ Recruitment Appointment (VRA).

**Note:** Over time, question numbers may change from those shown in the figures included in this guide.

In the question shown in Figure 34 below, if you are not a current Federal employee, select “Not Applicable” and go to the next question.

If you are a current Federal employee, please be sure you indicate by which agency and organization you are employed. For example, if you are employed by the Internal Revenue Service, select “Treasury – (IRS) Internal Revenue Service” and go to the next question.
For the question shown in Figure 35 below, if you are not a current Federal employee, select “Not Applicable” and go to the next question.

If you are a current Federal employee, please indicate the type of appointment that you are serving. For example, if you are a permanent full-time, part-time, intermittent or seasonal IRS employee, you would likely select response #1 or #2. The link “type of appointment” provides additional information.

Continue through this section until you have answered all the eligibility questions. The system will save your answers and include them with all future applications. At the end of this eligibility page, click Continue.

3. The last part of the CareerConnector registration is what is now known as the Ethnicity and Race Indicator (ERI) page (formerly known as the Race and National Origin Information, as shown in Figure 36 below).

Completing these questions is voluntary and any information provided will be treated in a highly confidential manner. This information will have no impact on your application, because this information is not released to anyone in the hiring process. The responses are used for reporting purposes only to evaluate hiring and recruitment efforts, as required by Federal law.
After reading the ERI statements and clicking the appropriate buttons, click **Next** at the bottom of the page.

---

**Figure 36**


The next page you see is the CareerConnector registration confirmation page, as shown in Figures 37 and 38 below. This page:
- Confirms your profile has been updated;
- Provides a list of the types of announcements you are eligible to apply to; and
- Shows the other organizations using CareerConnector.

The General Information paragraph explains the three types of positions announced in CareerConnector:
- Public (Non-Status)
- Merit Promotion (Federal Status)
- Internal Merit Promotion (Agency/Bureau Status)

**Remember:** The vacancy announcements you can see/apply for depends upon how you answer the Applicant Eligibility question *when you create each job search*.
- If you do not meet any of the Applicant Eligibility criteria, you answered **No**, so you can apply only to the Public (Non-Status) vacancy announcements.
- If you answered **Yes** to the Applicant Eligibility question, you can see/apply to the Merit Promotion vacancy announcements; and depending upon what agency you work for, you may be able to see/apply to your agency’s Internal Merit Promotion vacancy announcements.
- If you kept **No** for the Applicant Eligibility question even though you do meet the Applicant Eligibility criteria, you will not be able to see/apply to Merit Promotion or your agency’s Internal Merit Promotion vacancy announcements. The only way to correct this is for you to go back to the job search criteria and...
correct your answer to **Yes** to the Applicant Eligibility question in order to see/apply to Merit Promotion and your agency’s Internal Merit Promotion vacancy announcements.

For example: If you are a **current permanent IRS employee**, regardless of your IRS work schedule, you should have clicked **Yes** to the Applicant Eligibility question. If you left the default answer **No** to the Applicant Eligibility question, you will not see any Merit Promotion or any internal IRS vacancy announcements. You would only be able to see/apply to vacancy announcements that are open to the General Public. Therefore, you must go back to the job search criteria and change the Applicant Eligibility question response to **Yes** in order to see/apply to any Merit Promotion or any internal IRS vacancy announcements.

We recommend you print a copy of this page and keep it for your records.

**Remember**, you only need to complete the CareerConnector registration once. You won’t have to complete Step 4 again except to make any updates to the information.

Click **Next** at the bottom of the registration confirmation page to continue.
Internal Revenue Service

Based upon the information provided you are eligible for the announcement types listed below:

<table>
<thead>
<tr>
<th>Position</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Non-Status Positions</td>
<td>Open to general public</td>
</tr>
</tbody>
</table>

Organization Information

The following organizations currently use the Treasury CareerConnector system to announce employment opportunities:

- TTB
- Alcohol and Tobacco Tax and Trade Bureau
- Bureau of Alcohol, Tobacco, and Firearms
- Bureau of Engraving and Printing
- Bureau of Public Debt
- Departmental Offices
- Financial Management Service
- Internal Revenue Service Chief Counsel
- Office of Inspector General
- Office of the Comptroller of the Currency
- Treasury Inspector General for Tax Administration
- U.S. Mint
- United States Secret Service

If you do not wish to view or apply for open vacancy announcements at this time, just close your browser. Otherwise, click the Next button to see what positions are currently available.

Figure 38 – Bottom Portion
5. The page shown after clicking **Next** in #4 above depends upon whether or not registration documentation is required to be submitted by a specific fax method entitled **Fax Imaging**. As a result, you may see either:

- Figure 39 - **Generate Auto-Requested Fax Cover Sheets**, if documentation is to be submitted via this fax method; or
- Figures 40 and 41, which show a sample of the first page of the vacancy announcement questions.

**Fax Imaging**

6. Fax Imaging is a method for faxed documentation to be captured as an electronic image(s), which will be associated with the rest of your electronic registration.

The page shown in Figure 39 (below) is the **Generate Auto-Requested Fax Cover Sheets** page, which provides instructions for faxing any required registration documentation via Fax Imaging. Any registration documentation required via Fax Imaging will be shown under the column headed “Document Type”.

**Carefully** follow these directions and the fax instructions provided in the link “View Fax Instructions”. Be sure to click the box(es) under “Select Cover Sheet” and then click **Print Cover Sheet**. A different fax cover sheet will print for each document type. The cover sheet has specific coding associated with the particular document type and your registration, enabling the system to associate the correct documentation with your registration information. (See Figure 46 on Page 52, which shows a sample of a Fax Cover Sheet.)
Generate Auto-Requested Fax Cover Sheets

If you do not see any announcement numbers listed below, the position to which you have applied is not accepting documents through this system. Please see the "How to Apply" section of the vacancy announcement or contact the HR Specialist listed on the vacancy announcement for how to submit your documents.

If you do see announcement numbers listed below, the position to which you have applied is accepting documents through this system. You must fax the required document types which pertain to you for the announcements listed below. Note: If you have already faxed the documents you will see a status of received and the date received.

If you are unsure which (if any) of the document types listed below pertain to your application, please refer to the "Required Documents" section of the vacancy announcement or contact the HR Specialist listed on the vacancy announcement for clarification. Some of the requested document types may not apply to you.

For each requested document type, please print a fax coversheet by selecting the checkbox in the "Select Cover Sheet" column and click on the "Print Cover Sheet" button. In order to print the cover sheet, you must be connected to a printer.

Each required document type, and its corresponding cover sheet, must be faxed in SEPARATE transmissions in order for the document(s) to be properly filed in CareerConnector. For example: 1. Dial the fax number. 2. Fax the SF-50 cover sheet along with the SF-50 document(s). 3. Finish. This is one FAX transmission.

If you have more than one document of the same type, please combine all documents into one fax transmission with the appropriate document type cover sheet. For example: Transcripts are required as part of your job application, but you have undergraduate, graduate and continuing education transcripts. Print one College Transcripts cover sheet and use this single cover sheet for one fax transmission consisting of all transcript documentation. This will ensure all data will be appropriately stored in the system.

You MUST follow the Fax instructions very carefully for us to be able to process your faxed documents correctly. Please click on the link below to view complete Fax Instructions. We recommend that you print these instructions and keep them handy while faxing. View Fax Instructions.

<table>
<thead>
<tr>
<th>DOCUMENT TYPE</th>
<th>SELECT COVER SHEET</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OF 308</td>
<td></td>
<td>Not Received</td>
</tr>
</tbody>
</table>

Print Cover Sheet    View Fax Instructions

Done

Figure 39 – Sample Page if Fax Imaging is Used for Registration Documentation
CAUTIONS:

- Be sure you use the fax telephone number provided on the fax cover sheet for that specific document type. There may be a different fax number on the fax cover sheet for each document type.
- As the instructions indicate, you must fax the appropriate document with the corresponding fax cover sheet.
- Different document types must be faxed in separate fax transmissions, using the correct fax cover sheet for each document type. You cannot fax different document types in one fax transmission.
- If you have multiple documents of the same type, fax them as one transmission using the appropriate fax cover sheet. **Example:** If transcripts are supposed to be faxed, print the cover sheet for transcripts. If you have transcripts from several schools that you attended, fax all of the transcripts using the fax cover sheet for transcripts. **Do not** try to fax multiple transcripts in separate fax transmissions, because the last fax transmission of your transcript will override any other transcripts previously faxed.

7. After you print the cover sheet, or cover sheets if there are multiple documents listed under “Document Type”, click **Done**. You will be taken to the page shown in Figure 40 or 41, which shows the first page of the vacancy announcement questions.

**Note:** You do **NOT** need to fax the document(s) at this moment; you just need to print the fax cover sheet(s) before proceeding to the application step. However, you do need to fax the required registration documents as soon as possible.

**No Fax Imaging**

8. If Fax Imaging is not the method being used for faxing required documentation, Figure 40 or 41 (shown below) will appear instead, representing the actual beginning of the job application process described in Step 5 below.

**Note:** Please be aware there may be registration documentation that is required to be submitted by a different method.

You have now completed the CareerConnector Registration Information. Up to now, you have only completed the preliminary steps for the job application.

**Now it is time to begin the actual job application, which is what is covered in Step 5 – Complete the CareerConnector Vacancy Announcement Questions.**

**You have not applied for the job until you answer the vacancy announcement questions!**
Step Five – Complete the CareerConnector Vacancy Announcement Questions

You have now reached the actual application for the vacancy!

There are two stages to this step.

- **Stage 1** = Completion of the responses to the vacancy announcement questions.
- **Stage 2** = Submission of the responses to the vacancy announcement questions by 11:59 PM Eastern Time on the closing date of the announcement. **Note:** If you do not submit your application to the vacancy announcement, you have not applied for the job. You must submit your application to be considered.

The following steps will walk you through these stages.

**Stage 1 = Completion** of the responses to the vacancy announcement questions:

1. The first page of the online job application is the Grade and Location Selection page, samples of which are shown in Figures 40 and 41 below. Select the grade(s) and location(s) you want to be considered for. **Be sure to check all of the grades and locations you are willing to accept.** It is important to remember that if you do not select a grade or location, you will not be considered for it.

   When finished, click **Continue** at the bottom of the page.
This position is offered at multiple grade levels. To better determine your eligibility you can opt in for the grades for which you would like to compete. You will be considered separately for each grade you select. Select from the list below.

*Please indicate the grades for which you wish to be considered.
Check all that apply

1. [ ] Grade 05

To better match applicants with location preferences, indicate location preferences below.

* Please indicate the locations for which you wish to be considered.
Check all that apply

1. [ ] Englewood, CO
2. [ ] Denver, CO

Figure 40 – Sample of One Grade – Multiple Locations Announcement
2. Next, you will see a series of vacancy announcement questions to evaluate your basic qualifications for the job you are applying for. See Figure 42 below. You must answer all questions marked with a **red asterisk**.

The vacancy announcement questions may also ask about your qualifying experience, education, and skills; and/or what you would do in job related situations. Some questions require you to provide additional information to support your responses. **If your application does not support your responses to the vacancy announcement questions, you may be found ineligible for the job.**
Questions with an * require a response to be considered for this position.

For example, if you have a total of 2370 classroom hours and 4 months of the required experience, subtract 1440 from 2370 to determine the number of hours beyond the second year, this equals 930. 930 divided by 1440 equals .64, 4 months experience divided by 12 equals .33, and .33 plus .64 equals .97 years of experience. In this example, you would not qualify.

All Applicants are required to submit all undergraduate and graduate college transcripts, including transcripts from transfer schools no later than the date indicated in this vacancy announcement.

PLEASE BE SURE THAT YOUR RESUME INCLUDES DETAILED INFORMATION TO SUPPORT YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO PROVIDE SUFFICIENT EVIDENCE IN YOUR RESUME TO SUPPORT YOUR RESPONSES TO THE QUESTIONS LISTED BELOW WILL RESULT IN YOUR BEING DETERMINED NOT QUALIFIED FOR THIS POSITION.

*1. Using the information above as reference, select the answer that most accurately describes your experience and/or education.

1. I have at least one full year (40 hours per week) of specialized experience (equivalent in scope and responsibility to the GS-04 grade level in the Federal service).
2. I have successfully completed four years or more of education above the high school level in an accredited business, secretarial or technical school, college or university or I have a Bachelor’s or higher degree.
3. I have a combination of education and experience equivalent to one year of full-time employment as defined above.
4. I have two or more of the above choices.
5. I do not have the experience or education listed above.

Figure 42 - Example of a Question

In addition, you will see important explanatory information preceding many questions. Carefully read this text, because there may be information which would affect how you respond to the question(s) that follow the explanation. See Figure 43 below for examples.

At the bottom of every page in the application, you will see buttons for Continue, Save, or Reset Form. Clicking Continue takes you to the next page in the application. Clicking Save allows you to save your responses up to that point, in case you need to stop before you have finished answering all application questions. Clicking Reset Form will remove your application responses, and you will need to enter new responses. See Figure 42 above or 43 below.
3. After answering the vacancy announcement questions, you will be asked some survey questions about applying online, etc. See Figure 44 below.

When you have answered all the vacancy announcement and survey questions, you are finished with **Stage 1 = Completion** of the responses to the vacancy announcement questions.

**DON’T STOP HERE!** You still need to submit your application to the vacancy announcement. Stopping here means you have not submitted your application, and you will not be considered for the job!

To submit your application to the vacancy announcement, continue with **Stage 2**.
Stage 2 = Submission of the responses to the vacancy announcement questions:

There are **two parts** to the Submission process:
- Clicking the first **Finished** button after responding to all of the questions.
- Clicking a second **Finished** button **after reviewing** your online resume and announcement question responses.

4. After responding to all the questions, check the box to have your application emailed to you. Then click **Finished** as the first part of the two part application submission process. See Figure 44 below.

**PLEASE NOTE:** You have not started the application submission process until you click **Finished**. Clicking **Save** will save your responses to the questions, but it does **NOT** submit your application for consideration. Only clicking **Finished** starts the application submission process.

Continue with the following steps to finish the two part application submission process.

5. The page shown after clicking **Finished** in #4 above depends upon whether or not application documentation is required to be submitted by a specific fax method called **Fax Imaging**. As a result, you may see either:
   - **Figure 45 - Generate Auto-Requested Fax Cover Sheets**, if documentation is to be submitted via this fax method; or
• Your application summary page. See Figure 47 for a sample of the first page of an application summary page.

Fax Imaging
6. Fax Imaging is a method for faxed documentation to be captured as an electronic image(s) and associated with the rest of your electronic application.

The page shown in Figure 45 below is the Generate Auto-Requested Fax Cover Sheets page, which provides instructions for faxing any required application documentation via Fax Imaging. Any application documentation required via Fax Imaging will be shown under the column headed “Document Type”, and may be different from or may mirror the registration documentation that may have been required in the registration step.
Generate Auto-Requested Fax Cover Sheets

Note: If you do not see any announcement number(s) listed below, the position to which you have applied is not accepting documents through this system. Please see the "How to Apply" section of the vacancy announcement or contact the HR Specialist listed on the vacancy announcement for how to submit your documents.

If you do see the announcement number to which you applied listed below, the position is accepting documents through this system. You must fax the required document types which pertain to you for the announcement(s) listed below. If you have already faxed the documents you will see a status of received and the date received.

If you are unsure which (if any) of the document types listed below pertain to your application, please refer to the "Required Documents" section of the vacancy announcement or contact the HR Specialist listed on the vacancy announcement for clarification. Some of the requested document types may not apply to you.

For each requested document type, please print a fax coversheet by selecting the checkbox in the "Select Cover Sheet" column and click on the "Print Cover Sheet" button. In order to print the cover sheet, you must be connected to a printer.

Each required document type, and its corresponding cover sheet, must be faxed in SEPARATE transmissions in order for the document(s) to be properly filed in CareerConnector. For example: 1. Dial the fax number. 2. Fax the SF-50 cover sheet along with the SF-50 document(s). 3. Finish. This is one FAX transmission.

If you have more than one document of the same type, please combine all documents into one fax transmission with the appropriate document type cover sheet. For example: Transcripts are required as part of your job application, but you have undergraduate, graduate and continuing education transcripts. Print one College Transcripts cover sheet and use this single cover sheet for one fax transmission consisting of all transcript documentation. This will ensure all data will be appropriately stored in the system.

You MUST follow the Fax Instructions very carefully for us to be able to process your faxed documents correctly. Please click on the link below to view complete Fax Instructions. We recommend that you print these instructions and keep them handy while faxing. View Fax Instructions

<table>
<thead>
<tr>
<th>ANNOUNCEMENT #</th>
<th>JOB TITLE</th>
<th>TIME REQUESTED</th>
<th>DOCUMENT TYPE</th>
<th>SELECT COVER SHEET</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>080G2-SBE0022-962-05-KR</td>
<td>Collection Representative</td>
<td>Auto Generated 3/2/2008 3:56:12 PM</td>
<td>DD 214</td>
<td>✗</td>
<td>Not Received</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SF-15</td>
<td>✗</td>
<td>Not Received</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VA LTR</td>
<td>✗</td>
<td>Not Received</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TRANSCRIPTS</td>
<td>✗</td>
<td>Not Received</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SF-50</td>
<td>✗</td>
<td>Not Received</td>
</tr>
</tbody>
</table>

Print Cover Sheet  View Fax Instructions  Done

Figure 45 - Sample Page if Fax Imaging is Used for Application Documentation
Carefully follow these directions and the fax instructions provided in the link “View Fax Instructions”. Be sure to click the box(es) under “Select Cover Sheet” and then click Print Cover Sheet. A different fax cover sheet will print for each document type. The cover sheet has specific coding associated with the particular document type, the vacancy number, and your application, enabling the system to associate the correct documentation with your application information. Figure 46 shows a sample of a Fax Cover Sheet.

CAUTIONS:
- Be sure you use the fax number provided on the fax cover sheet for that specific document type. There may be a different fax number on the fax cover sheet for each document type.
- As the instructions indicate, you must fax the appropriate document with the corresponding fax cover sheet.
- Different document types must be faxed in separate fax transmissions, using the correct fax cover sheet for each document type. You cannot fax different document types in one fax transmission. **Example:** If transcripts, an SF 50 “Notification of Personnel Action”, and a current performance appraisal are documents required to be submitted via Fax Imaging, you must fax them as separate documents in separate fax transmissions. That is, the transcripts must

---

**Figure 46 - Sample of a Fax Cover Sheet**

**Fax Cover Sheet**

<table>
<thead>
<tr>
<th>To:</th>
<th>CareerConnector-Faximaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
<td>571-255-4204</td>
</tr>
<tr>
<td>Phone:</td>
<td>N/A</td>
</tr>
<tr>
<td>Re:</td>
<td>Applicant Documentation - TRANSCRIPTS</td>
</tr>
<tr>
<td># of Pages</td>
<td>1</td>
</tr>
<tr>
<td>Date:</td>
<td>N/A</td>
</tr>
<tr>
<td>Process, Testing</td>
<td></td>
</tr>
</tbody>
</table>

**Fax Instructions**

1. Please make sure all information is complete and signed where necessary before faxing the documentation.
2. Write in the number of pages, date and vacancy announcement number.
3. Please place name and fax number of the person receiving the faxing before faxing.
4. Fax the appropriate cover sheet using the fax number provided above.
5. Fax only the document(s) referred to above.

If you are faxing more than one document, fax each cover sheet and corresponding document SEPARATELY.

You should receive an email within 12 hours that the fax has been successfully received by HR. This EMAIL CONFIRMATION is your receipt of submission. The fax confirmation generated by the fax machine is NOT your official confirmation of submission.

If you do not receive the email, please fax the document again or contact the vacancy point of contact listed on the vacancy announcement.

NOTE: Please fax only one document at a time. The bar code and the text above are required in order to receive your faxed documents and associate it with your application and profile. IF THE CODE AND TEXT DO NOT APPEAR ON THE VERY FIRST PAGE OF YOUR FAX TRANSMISSION, YOUR FAX TRANSMISSION COULD BE SIGNIFICANTLY DELAYED OR MAY NOT OCCUR AT ALL.
be faxed with the transcript fax cover sheet. In another fax transmission, you must fax the SF 50 with the SF 50 fax cover sheet. And so on.

- If you have multiple documents of the same type, fax them as one transmission using the appropriate fax cover sheet. **Example:** If transcripts are supposed to be faxed, print the cover sheet for transcripts. If you have transcripts from several schools that you attended, fax all of the transcripts using the fax cover sheet for transcripts. **Do not** try to fax multiple transcripts in separate fax transmissions, because the last fax transmission of your transcript will override any other transcripts previously faxed.

7. After you print the cover sheet, or cover sheets if there are multiple documents listed under “Document Type”, click **Done**. You will now be taken to the page described in #9 and shown in Figure 47 below.

**Note:** You do not need to fax the document(s) at this moment; you just need to print the fax cover sheet(s) before proceeding to the next step. However, you do need to fax the required application document(s) by the deadline specified in the vacancy announcement.

**No Fax Imaging**

8. If Fax Imaging is not the method being used for faxing required documentation, Figure 47 (shown below) will appear instead, as described in #9 below.

**Note:** Please be aware there may be application documentation that is required to be faxed by a different method. Even with Fax Imaging, you should **always** read the announcement text to determine what application documentation is required, what method of submission should be followed, and the deadline for submitting this documentation.

9. You will arrive at Figure 47 below, either after printing any Fax Imaging Cover Sheet(s) as instructed in #7 or after clicking **Next** in #4. The page that appears shows a summary of your application and is divided into four sections:

- **Personal Information = Figure 47**
- **Core Questions and your Responses = Figure 48**
- **Vacancy Questions and your Responses = Figures 49 & 50**
- **Resume Review for this Vacancy = Figure 50**

![Figure 47 - Sample of the Personal Information Summary](image)
Internal Revenue Service

Figure 48 - Sample of the Core Questions and Your Responses Summary

<table>
<thead>
<tr>
<th>Grade</th>
<th>Number</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>If you are a male at least 18 years of age born after December 31, 1959, have you registered with the Selective Service System (select “Not applicable” if this question does not apply to you)?</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Figure 49 - Sample of the Vacancy Questions and Your Responses Summary

<table>
<thead>
<tr>
<th>Grade</th>
<th>Number</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>1</td>
<td>Using the information above as reference, select the answer that most accurately describes your experience and/or education.</td>
<td>I do not have the experience or education listed above.</td>
</tr>
<tr>
<td>All Grades</td>
<td>1</td>
<td>Explaining routine and non-technical information in person or by phone so that others understand the material.</td>
<td>I do not have experience performing this task, but I am willing to learn it.</td>
</tr>
</tbody>
</table>

Figure 50 - Sample of the Vacancy Questions and Responses and Resume Review

Resume Review for this Vacancy

Below is the resume, retrieved from Recruitment One Stop, that will be used for this vacancy. Please verify it is the correct resume for this announcement. If it is not, update your resume on RGS and re-apply for this announcement.

Testing the Process
1 One Street
Country of citizenship: United States of America
Veterans' Preference: No

EDUCATION

Finished
It is a good idea to review each section to ensure the accuracy of your answers and thoroughness in providing any requested additional information. As long as the announcement is open, you can modify your answers or the information provided if you thought of additional information. Once you have completed your review of your responses and your resume, you are ready to go to #10 below.

**Note:** The “Resume Review for this Vacancy” section shown in Figure 50 provides an opportunity to review your resume now that you have read and answered the vacancy announcement questions. You may need or want to change or update your resume to fully support your answers or to include additional information that may be pertinent to the job vacancy. If you need to make changes to your resume, go back into your “My USAJOBS” account, make the resume changes, and re-apply for this announcement to insert the correct resume. You must click the **Continue** button through the entire application, followed by clicking the **first Finish** button as described in #4, so that you see a new summary of your responses and resume.

Once you are sure your summary is correct, use the print icon on your browser to print this summary for your records and store it in a safe place. This is especially helpful if you did not email your application to yourself.

10. **This is a very important step.** Click **Finished** at the bottom of the summary page (the second **Finished** button), as shown in Figure 50. **This is the last of the two parts in the application submission process.** This step allows you to monitor the status of your application.

After clicking this last **Finished**, the system will send you back to USAJOBS. See Figure 51 below.

If you do not click **Finished** at the bottom of the summary page, your application will be accepted in CareerConnector. However, you will not be able to see that your application was received in USAJOBS or to monitor the status of your application in USAJOBS. This means you won’t see Figures 51 – 57 below. Instead, you would be ready to go to **Step 6 - Submit Supporting Documentation**, the final step in the online application process, as seen on Page 61. **Note:** If the vacancy is still open, you have the opportunity to “reapply” to the vacancy so you can click the last **Finished**, which would enable you to monitor your status.

![Figure 51](image-url)
11. Monitoring the status of your application

Once back in USAJOBS, you see the Application Status page, showing your application has been sent (submitted) to the Department of Treasury (IRS in this case) for the vacancy number and position you applied for. See Figure 52 below.

This page also provides a reminder to read the job announcement carefully, and follow the directions to send any additional required paperwork to the IRS Office listed in the job announcement.

Notice the “Click here to track your job application with us” link, as shown in Figure 52 below.

![Figure 52](image)

12. Click the **Click here** link, which takes you to the “USAJOBS Online Application History” page similar to Figure 53 below. Under the “Application Status” column, you see the status of your application, which should show “Resume Received more information...” if your application was successfully submitted.

In addition to the “Application Status” column, you see a column headed “Document Status”, which references documents you faxed via Fax Imaging. If you faxed the documents via Fax Imaging and received a fax confirmation(s) but the “Document Status” shows “None”, click the “Resume Received more information...” link under the “Application Status” column. You should see the documents you faxed via Fax Imaging.
13. When you click “more information…”, you will see a page, telling you USAJOBS is taking you back to CareerConnector, (Figure 54 below), and then back to CareerConnector (Figure 55 below).
14. Back in CareerConnector, click “View Detailed Status of applications with this agency” and then click Continue (Figure 55 above). A page similar to either Figure 56 or Figure 57 (shown below) will provide a summary of the IRS vacancy or vacancies you have applied for in CareerConnector.

Note: The button “Return to ROS” that you may have seen, such as shown in Figure 56, is really a return to USAJOBS.
Current Application Status

We have received your application for the following announcements. To return to this page in the future when applying for a job via USAJobs, you should login to the USAJobs site and choose the Track your online job Applications link. A Detailed Status link for all jobs to which you have applied will be displayed. Choosing the Detailed Status link will allow you to access the option to view your application status.

<table>
<thead>
<tr>
<th>ANNOUNCEMENT #</th>
<th>JOB TITLE</th>
<th>VACANCY STATUS</th>
<th>APPLICATION STATUS</th>
<th>COMMENTS</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>080G2-SBE0022-962-05-KR</td>
<td>Collection Representative</td>
<td>Application Received</td>
<td>Grade 05 Application Received</td>
<td>No Comment</td>
<td>EMAIL</td>
</tr>
</tbody>
</table>

Figure 56 - Showing Only 1 IRS Vacancy Applied To

Current Application Status

We have received your application for the following announcements. To return to this page in the future when applying for a job via USAJobs, you should login to the USAJobs site and choose the Track your online job Applications link. A Detailed Status link for all jobs to which you have applied will be displayed. Choosing the Detailed Status link will allow you to access the option to view your application status.

<table>
<thead>
<tr>
<th>ANNOUNCEMENT #</th>
<th>JOB TITLE</th>
<th>VACANCY STATUS</th>
<th>APPLICATION STATUS</th>
<th>COMMENTS</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-OGO-WIE005-TCLK-03-KR</td>
<td>CLERK GS-305-3</td>
<td>Application Received</td>
<td>Grade 03 Application Received</td>
<td>No Comment</td>
<td>EMAIL</td>
</tr>
<tr>
<td>05-OGO-WIE003-CLK-03-KR</td>
<td>Clerk</td>
<td>Application Received</td>
<td>Grade 03 Application Received</td>
<td>No Comment</td>
<td>EMAIL</td>
</tr>
<tr>
<td>07-FR2-WIE002-092-05</td>
<td>Contact Representative GS-3002-05</td>
<td>Application Received</td>
<td>Grade 05 Application Received</td>
<td>No Comment</td>
<td>EMAIL</td>
</tr>
<tr>
<td>07ME2-WIE0058-0803-05-KR</td>
<td>Contact Representative GS-3082-05</td>
<td>Application Received</td>
<td>Grade 05 Application Received</td>
<td>No Comment</td>
<td>EMAIL</td>
</tr>
</tbody>
</table>

Figure 57 - Showing 4 IRS Vacancies Applied To
15. After reviewing your application status, you are ready to go to **Step 6 - Submit Supporting Documentation**, the final step in the online application process.

**IMPORTANT REMINDERS:**

- **Be sure you allow enough time to create a “My USAJOBS” account, build a resume, and apply to a vacancy announcement.** If you wait until close to 11:59 PM Eastern Time (ET) on the closing date of the announcement, you will likely run out of time before you can complete the application process.

- **To be considered for a vacancy, an application must be completed and submitted by 11:59 ET on the closing date of the announcement.** After 11:59 PM ET, CareerConnector will take the announcement offline, and you will not be able to complete the application, even if you were in the midst of answering the vacancy announcement questions.
  
  11:59 PM ET = 10:59 PM Central Time (CT)
  9:59 PM Mountain Time (MT)
  8:59 PM Pacific Time (PT)

**Note:** If applying online poses a hardship, contact the IRS Employment Office listed on the job announcement for assistance. Applicants who are requesting assistance **MUST CONTACT the IRS Employment Office PRIOR TO THE CLOSING DATE of the job announcement.** This will allow enough time for someone in the IRS Employment Office to assist them. Requests for extensions will not be granted.
Step Six – Submit Supporting Documentation, if required

The vacancy announcement text will specify what, if any, supporting documentation may be required. Submitting the supporting documentation is the final step in the online application process. Failure to submit required supporting documentation may result in an incomplete application. Incomplete applications will not be considered for the vacancy announcement.

In addition to the online application, any of the following forms may be required.

**Usually requested if applicants are applying for a job that is open to the general public:**

1. DD Form 214, if claiming Veterans Preference;
2. Standard Form (SF) 15, Application for 10-Point Veteran Preference, and supporting documents (if applicable);
3. Optional Form (OF) 306, Declaration for Federal Employment;
4. Official College Transcripts (copies will be accepted initially; however prior to selection, eligible applicants must submit official transcripts to the hiring employment office);
5. Equivalency Evaluation from an accredited private organization for foreign education, if applicable;
6. Standard Form (SF) 50, if you are or have been a Federal employee. Submit a copy of your last Notification of Personnel Action (Form SF-50) and your most recent or last performance appraisal.
7. CPA certification, if applicable;
8. Any other documentation specified in the vacancy announcement.

**Usually requested if applicants are applying for a job that is open only to current employees of that agency, commonly known as Internal Announcements.** (Example: IRS employees applying for an IRS Internal Announcement open only to current IRS employees.)

Official College Transcripts (copies will be accepted initially; however prior to selection, eligible applicants must submit official transcripts to the hiring personnel office);

1. Equivalency Evaluation from an accredited private organization for foreign education, if applicable;
2. Your most recent or last performance appraisal;
3. CPA certification, if applicable;
4. Any other documentation specified in the vacancy announcement.

**In the “How to Apply” tab of the vacancy announcement, you will find instructions for submitting the paperwork.**

You may mail or fax supporting paperwork to the IRS Employment Office listed in the vacancy announcement ONLY IF THERE IS NO FAX IMAGING SPECIFIED IN THE VACANCY ANNOUNCEMENT. When mailing or faxing the paperwork, be sure to annotate your name, address, phone number, the job announcement number, job title, and job series/grade(s) on every page you submit. All supporting paperwork must be
submitted by the closing date of the announcement, unless specified differently in the job announcement.

**Important Information:** If your contact information changes after the closing date of the announcement, send your new information to careerconnectorhelp@do.treas.gov to ensure you can be contacted throughout the selection process. Please be sure to also update your contact information in USAJOBS, which you can do at any time.

**For Federal employees:**
Do not use a postage paid government envelope to submit materials for any announcement. In accordance with 39 U.S.C. Section 415, application materials will not be accepted if mailed in a postage-paid government envelope.

**What to Expect Next**

You will be sent a notice of rating and other correspondence related to this vacancy announcement via email. If you currently have a spam blocker on your computer, we recommend you remove it, so email notification from the IRS Employment Office is not blocked.
Helpful Internet Links

Available to the Public:

http://www.irs.gov/ = Internal Revenue Service website

http://jobs.irs.gov/home.html = An IRS Career

http://jobsearch.usajobs.gov/a9trirs.asp = IRS Job Search at USAJOBS

http://www.opm.gov/ = Office of Personnel Management (OPM) website

http://www.usajobs.gov/ = USAJOBS

Also available to Current IRS Employees:

Current IRS Employees should access the CareerConnector information page located on the ERC website on the IRWeb.

Good luck with your search for IRS jobs on USAJOBS!