

Tips to Using USAJOBS for Employees

As you know, USAJOBS recently underwent an upgrade (completed on October 11). As a result of those changes, we want to share information on navigating through USAJOBS.

- Due to the USAJOBS upgrade, any saved searches you created before the upgrade are no longer in the system. You will need to recreate these searches and save them again to receive notifications of new positions that fit within the search parameters.
- Please be patient when searching for open positions. Due to high volume, the system can be slow when providing search results.
- One of USAJOBS' updated features is establishing hiring eligibility from the job seeker to assist in job searches. If you are a current Department of the Navy civilian employee (including both Navy and Marine Corps), take the following steps when entering your hiring eligibility responses under USAJOBS:

Log in to your USAJOBS account at www.usajobs.gov. If you do not already have an account, create one.

Select My Account, Profile, Hiring Eligibility:



Under Hiring Eligibility question #4, click the radial button next to “I am currently a Federal employee.”

* 4. Please select the statement below which best reflects your Federal employment status (if applicable).

- I am not and have never been a Federal employee.
- I am currently a Federal employee.
- I am a former Federal employee with reinstatement eligibility.
- I am a former Federal employee but do not have reinstatement eligibility.

As a current Federal employee, you will receive supplemental questions regarding your employing Federal agency and organization.

a. Under Select Cabinet Level, select Department Of Defense

b. Under Select Agency, select Department Of The Navy

4.1 By which Federal agency and organization are you currently employed?

Select Cabinet Level:

Department Of Defense

Select Agency:

Department Of The Navy

c. Be sure to respond to all hiring eligibility questions and save your responses. Once you take the above steps, any time you log in to USAJOBS and search for jobs, USAJOBS will automatically search “Jobs for Federal Employees” as shown on the below screenshot:

Refine Your Results

Jobs for U.S. Citizens

Jobs for Federal Employees ?

- The USAJOBS Resource Center provides detailed “How To” information about USAJOBS, including answers to frequently asked questions. Learn more about full USAJOBS features and capabilities at www.usajobs.gov.
- For any other questions, please contact your servicing Total Force Consultant (TFC).