

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

Where

- * Three locations to start job search
 - * <https://www.fra.dot.gov/Page/P0008>
 - * <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 experience do you need to do the job
- * 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 is your resume
 - * 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: Information on USAJobs does not completely transfer onto the 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
 - * System will transfer to DOT System
- * 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 you upload a document under existing name it replaces, not amends
 - * 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's selecting official
- * Interviews are conducted
- * After final decision is made, applicants notified

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 you were not referred:

- * Executive Agent

- * Transjobs@dot.gov

- * (202)366-1298

- * For Jobs closed and you were referred:

- * Federal Railroad Administration

- * FRAJOBS@dot.gov

- (202)493-6116