

Please Note: All previously faxed documents will no longer be available under this new process. Please fax all required documents to the fax number provided on the **FAX cover sheet**.

Dear Commerce Job Applicant,

The Department is integrating our online job application system with the Office of Personnel Management's USAJOBS website to simplify the process of locating and applying for Federal jobs.

You are receiving this message because you are currently registered in the Automated Commerce Employment System (ACES)/ QuickHire online job application system. The instructions provided will enable you to register with USAJOBS and apply for vacancies which interest you at the Department of Commerce without disruption. Please go to the link below and follow the easy instructions to complete your USAJOBS registration. We have also provided some frequently asked questions to help you with some of the steps and to provide you with information you will need to apply for jobs. Once you are registered with the USAJOBS website you may continue to apply for Commerce jobs, as well as for jobs with other Federal agencies. Please take a few minutes to register and to update your resume so that when the next Commerce vacancy is announced you will be ready to apply. Please be aware that after August 25, 2006 the information (i.e., resume, transcript, and supporting documents) you had in the former ACES system will no longer be available.

USAJOBS Registration

Open your Internet browser, and Go to <http://www.usajobs.gov>.

If you have not used USAJOBS previously, you will need to create a new account, choose a user name and password and then log-in.

Creating an account will enable you to post your resume online, apply to Commerce vacancies, and receive automated job alerts. Next, select Create and Store a Resume. Follow the instructions to create or cut and paste your resume. You may cut and paste your resume from the ACES current job application system, or from your word processing application.

Once you have completed your registration and posted your resume with USAJOBS you will be ready to apply for Commerce vacancies. You can

browse Commerce vacancies right from the USAJOBS website. As you choose a vacancy and click "apply online", your USAJOBS resume will be automatically referred to the vacancy for which you are applying. If you have more than one resume stored in USAJOBS, you will be able to select the relevant resume you wish to use to apply for the position.

Click "apply" for this position now" and answer the specific vacancy questions. The first time you use this new process, you will be required to answer agency specific core questions, even though you may have answered these questions when you originally registered with the ACES system. These questions will be quite similar, if not identical, to those you answered when you originally registered with QuickHire. Please answer each question again as your previous responses will not transfer to this new system. You may update your answers should your information change. The answers to these core questions will be stored in the USAJOBS system, and you will not need to answer them again as you apply for future Commerce vacancies.

Please be certain your personal information, core questions and the vacancy questions for the specific announcement are complete, and review your resume retrieved from USAJOBS Recruitment One-Stop. To review your resume login to your account and select the applicable resume options. Once you have reviewed your application, and you are satisfied with the information you have provided, click "Finished". At this point, you may not go back into your application. If you find you need to edit any of the application, you must complete this application process first. To edit your finished application, return to the USAJOBS website, login again, and update your application. After clicking "Finished" you will receive confirmation that your application has been sent to Commerce for consideration on the vacancy for which you have applied. You can track the status of your application from the USAJOBS website anytime by logging in and choosing to track your online job application(s). You will be provided with a detailed status link for all jobs to which you have applied.

Please complete the USAJOBS registration process by August 25, 2006 to ensure that your applicant status is maintained. Please contact the help desk at <http://www.usajobs.opm.gov/jsfeedback.asp> if you have questions that are not answered below.

FREQUENTLY ASKED QUESTIONS ABOUT INTEGRATION WITH USAJOBS

Q1: Why do I have to use USAJOBS to apply for a job?

A: Most Federal agencies use USAJOBS to recruit applicants for their positions. The Department of Commerce has integrated its job search system with USAJOBS to make it quicker and easier for applicants to find and apply for Federal jobs in which they are interested. You must create a user account and at least one Federal resume at USAJOBS. Information you provide in USAJOBS is general information completed by all applicants. The information you provide and your Federal resume will become part of your application and will automatically be transferred to the USAJOBS Recruitment System, when you apply on-line. This effort will eliminate or minimize the number of user ids and passwords required to apply to positions throughout the Federal government. Our goal is to simplify the application process and eliminate the need to duplicate your efforts when applying for different Federal agency vacancies.

Q2: Do I have to use USAJOBS to search for Commerce vacancy announcements?

A: Yes. Once you are registered in USAJOBS, you may begin a search for a Commerce job opening at <http://www.usajobs.opm.gov/>. Federal employees can also access Commerce job vacancies on the Department's website.

Q3: What happens in USAJOB 's recruitment system?

A: In the USAJOBS System you will answer vacancy specific questions necessary to evaluate your qualifications for the specific job to which you are applying. When completed, the information you provided at USAJOBS and the answers to the questions will become your application. After the vacancy closes, the Human Resource Specialist will review, evaluate, and identify well-qualified candidates and refer them for consideration for the vacancy.

Q4: Can I create a resume online?

A: Yes. During your USAJOBS registration process, you will complete a Federal resume. In fact, you have the capability of creating and storing up to five resumes. Once created, you can update or change your resumes. When you apply for a particular vacancy, the system automatically attaches the resume you select to that particular vacancy announcement as part of your application. Or if you complete only one Federal resume you may wish to update your resume at time you apply to a specific vacancy announcement to ensure the required experience is reflected in your resume.

Q5: I already have a resume prepared in the ACES Recruitment system. Can I upload it into the USAJOBS system as an attachment?

A: No, you cannot attach your resume, but you can copy and paste information from your resume into USAJOBS.

Q6: What happens if I don't submit a resume with my personal information when applying for a job?

A: You must complete a USAJOBS resume to apply online for a vacancy. If you do not submit a resume by 11:59 PM Eastern Time (ET) on the closing date of the vacancy announcement, you will not be considered for that position.

Q7: Is it possible to have multiple identities in USAJOBS?

A: No. Your Social Security Number and your USAJOBS user ID number and password identify you in the system.

Q8: I don't understand why USAJOBS won't let me in.

A: Please review the procedures for logging into USAJOBS. Instructions are provided on the web site for your assistance. Remember, you must be a registered user of USAJOBS before you can apply for Commerce jobs, and your user id and password are case sensitive.

Q9: If the system only accepts online applications, how do I send other required documents, such as my college transcripts, SF-50's, etc.?

A: The vacancy announcement will provide specific information to explain the process. You must fax or mail the required documents to the fax number or address identified on the vacancy announcement.

Q10: I am uncomfortable using my Social Security Number (SSN) to establish my account in the system. Is there any way I can apply for a position online without my SSN?

A: No. Your SSN is one of the few reliable means that government agencies have of distinguishing one applicant from another.

Q11: How is the confidentiality of my Race and National Origin data protected?

A: Applicants have the option to voluntarily and confidentially enter demographic information when initially registering in the USAJOBS Recruitment System. To ensure the candidate's anonymity, the data is immediately encrypted and cannot be tied to a specific candidate.

Q12: Is there any way I can see which positions I have applied for or find out the status of these vacancies?

A: There are three methods for tracking your applications. First, you can print the application confirmation screen from USAJOBS when you complete the application process. Second, you can request to receive a copy of your responses to the application questions and a copy of your resume when you finish applying for jobs in the USAJOBS Recruitment System. Third, you can check individual application information within your account on USAJOBS. In the future, the status of your applications will be available in USAJOBS. When requesting assistance from a Human Resource Specialist, please have the vacancy announcement number and title of the position available.

Q13: If my application is designated as "Searchable" does that grant unlimited access to everyone?

A: No, your resume is only searchable by HR Specialists. Registering with USAJOBS allows applicants to expand their marketability. When a resume is designated as searchable, Federal department HR specialists can identify candidates with requisite skills needed for their respective position and notify them of potential vacancy matches.

Q14: If I am registered with other Federal online application systems (other than USAJOBS), can I sign on to USAJOBS using the same logon and password from other Federal application systems?

A: No, even though multiple agencies use the QuickHire online application product, you will need to create a separate login for your USAJOBS account. Some agencies use USAJOBS as a vehicle to post vacancies, but link to separate application systems once you click to apply online. The Department's vacancies are now interlinked directly with USAJOBS.

Q15: Is making the resume non-searchable and confidential the same thing?

A: No, Searchable resumes allow recruiters to find your resume, non-searchable resumes are kept private. Searchable and non-searchable resumes can be confidential. If you select your resume to be confidential, only your phone number and e-mail address will be visible to the recruiter. Other personal information (e.g. your name, job history, and references) will not be accessible to recruiters. Recruiters who find your resume will contact USAJOBS, who in turn will

forward the recruiter's message to the email address you've provided in USAJOBS. If you apply online with a confidential resume, ALL contact information will be invisible to the recruiter.

Q16: Will applicants be able to describe or add detailed information to supplement responses to the USAJOBS questions?

A: Yes, the USAJOBS system provides reasonable character space to respond to KSAs and competency questions. Additionally, in editing your resume in the resume builder in USAJOBS, you can copy and paste supplemental information that you would like the hiring managers to consider for the specific vacancy. If selected for an interview, you may bring additional documents, such as publications, to support your application.

Q17: Should an applicant retain a copy of his/her application once complete?

A: Yes, applicants should retain all copies of the application process for their records including the vacancy announcement, resume, and application confirmation page.

Q18: How can applicants upload attachments to the resume?

A: USAJOBS allow you to add supplemental information, up to 22,000 characters while in the resume builder section. Currently, there is no functionality which allows you to upload attachments to your online application. If applicants wish to copy and paste resumes, it is advisable to convert your material to "Plain Text" in lieu of the common "Rich Text".

Q19: If my USAJOBS account is deactivated, can it be reactivated?

A: USAJOBS accounts are deactivated after 18 months of inactivity. If your account has been deactivated, you should create an entirely new resume. It is to your advantage to update your resume at least twice a year to maintain your marketability and to avoid deactivation.

Q20: Will the system work with all browser types?

A: USAJOBS supports Netscape and Internet Explorer Versions 5.x and above on Windows, as well as Safari 1.0 and above on the Mac.

Q21: Can I have a search agent search for all or multiple post of duty locations?

A: Yes, you may have your search agent look for one or multiple post of duty locations. Simply click on your selection and while holding the "Ctrl" button, select the additional locations. On the Mac, hold the "Apple" key and click on your desired options.

Q22: If you are halfway through your application and have to stop, will the system save your input?

A: Yes, your responses will be saved provided you click the "save" icon at the bottom of each page prior to leaving the system. Clicking on other USAJOBS tabs during the application process will not save your information. To complete the application from where you left off, you must search for the announcement vacancy, click "Apply Online", Login to USAJOBS to retrieve and select your desired resume, and continue with the application process. NOTE: Any alterations to your application will be overwritten once you click save.