

## USAJOBS Links and Resources

- At the USAJOBS website, there are several tutorials available to assist employees as well as external applicants with creating an account, searching for jobs, etc. From the home page, click the link entitled Help/FAQs then search by categories [Main Page - USA Jobs Help](#).
- After uploading the requested documents to USAJOBS, you can immediately view all documents received. You should print a generated confirmation page at this time. If there is a discrepancy, you can either attempt to upload again or contact USAJOBS directly. Employees as well as external applicants can email USAJOBS by clicking the link entitled Contact us from the USAJOBS home page [USAJOBS - Contact Us](#). Response time is quick utilizing this method.

In addition, applicants may contact the Human Resources Specialist listed on the announcement for any help or assistance needed. If at a later point, it is discovered that one or more documents was not received, simply submit a copy of the confirmation page to the Human Resources Specialist listed on the announcement. The Human Resources Specialist will then place a trace on the missing document(s).

Human Resources Management Services  
Rancho Courtyard