How to Apply for a Job with Architect of the Capitol (AOC)

Please make sure you access all vacancies through USAJOBS.GOV.

Click the links below to get help on a specific topic.

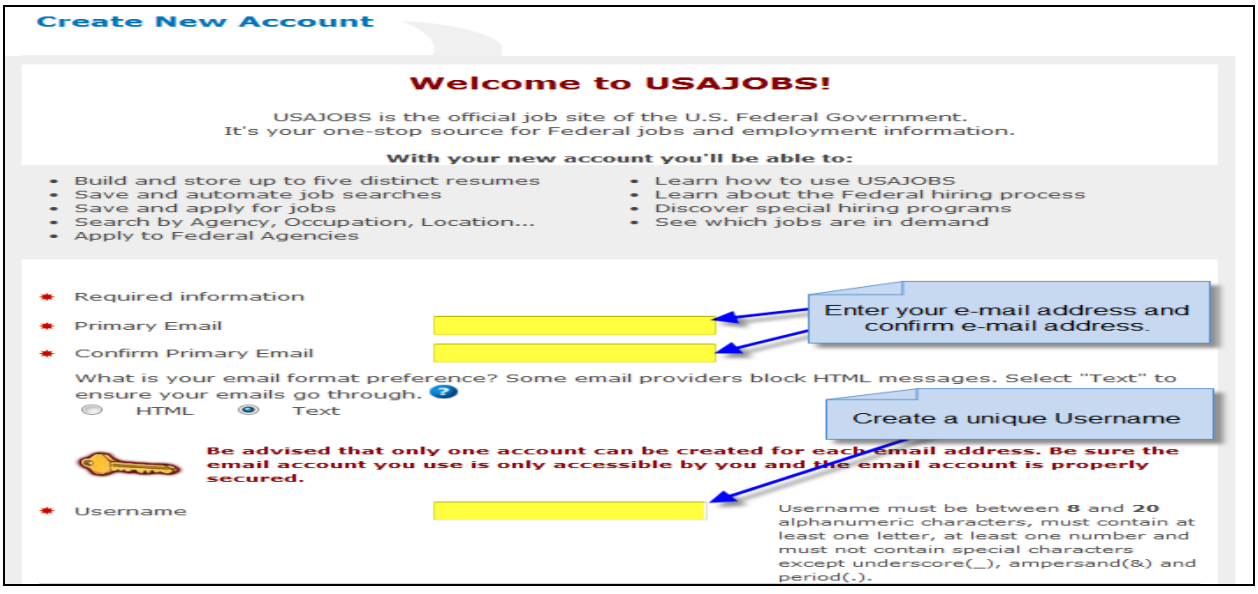
Create an USAJOBS account
Confirm Your USAJOBS Account
Login into Your Email Account
Activate Your USAJOBS Account
Create Your USAJOBS Resume
  Choose an Upload Method
  Resume Builder Method
Searching for Jobs
Creating Saved Searches for AOC Jobs
Apply to a Job

Create a USAJOBS account

1. Go to www.USAJOBS.gov.
2. Click the CREATE AN ACCOUNT button in top right hand side of the page.

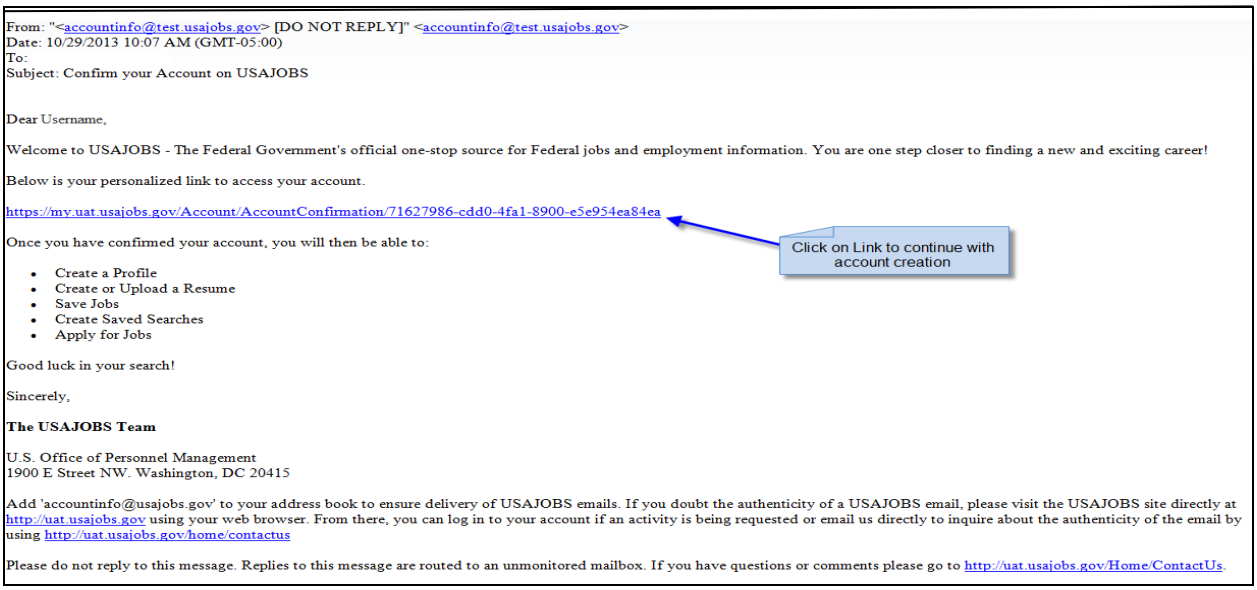
Confirm Your USAJOBS Account

1. Enter your email address in the boxes provided.
2. Enter a Username that is 8-20 characters long with at least one letter & one number.



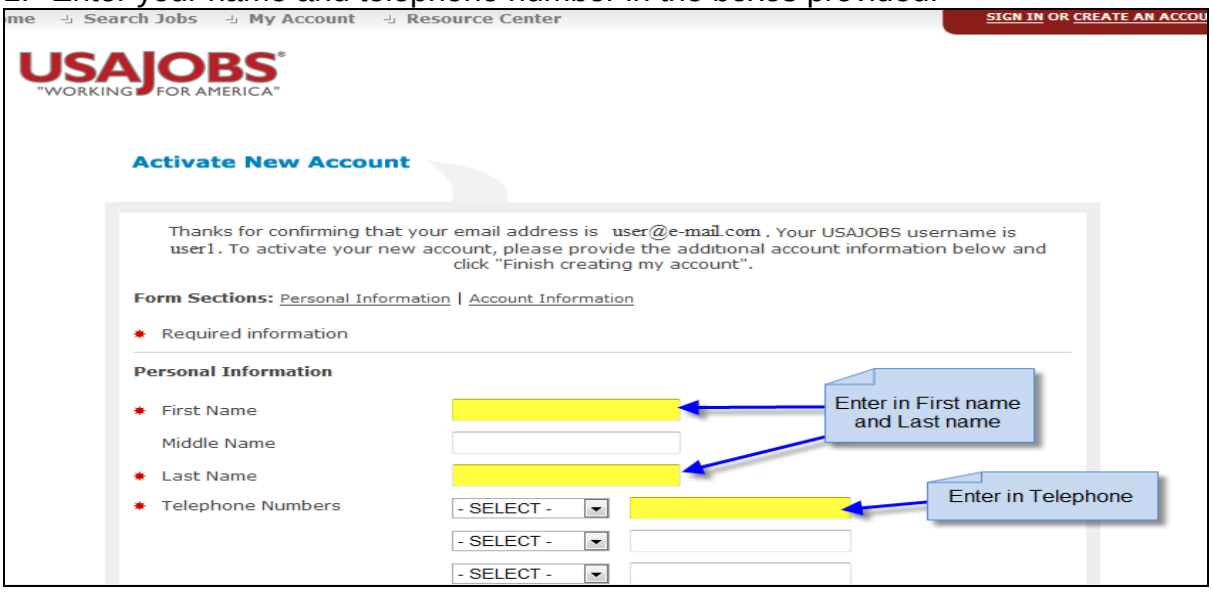
Login into Your Email Account

1. Login into the email account you provided.
2. Open the email from usajobs.gov.
3. Click on the link provided in the email to confirm your account.

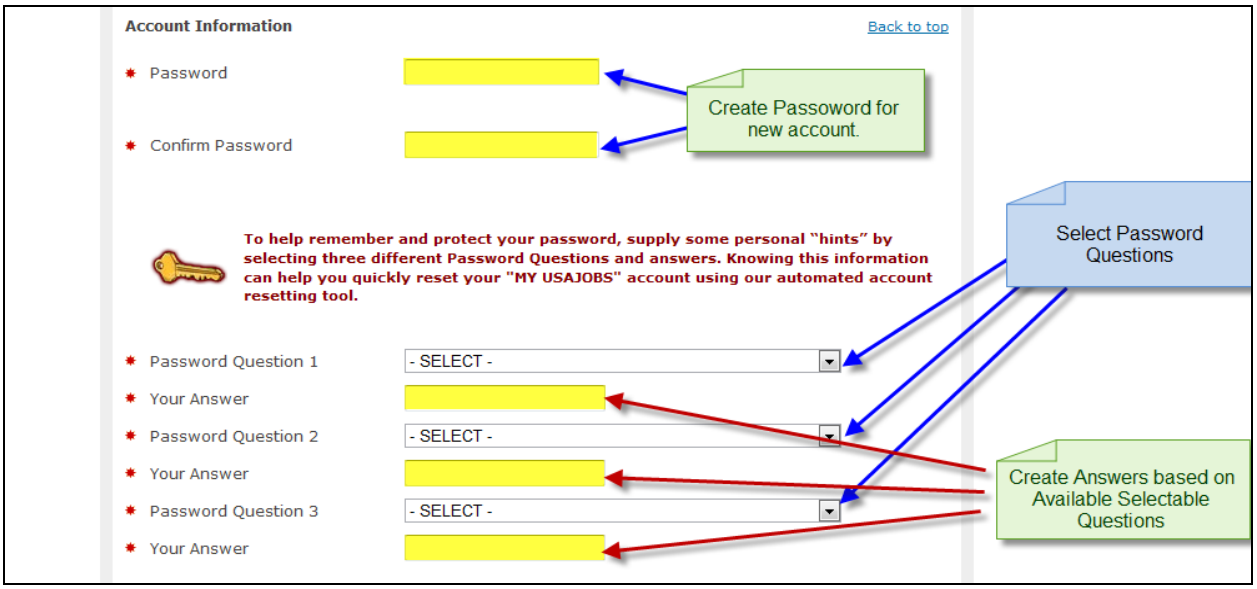


Activate your USAJOBS Account

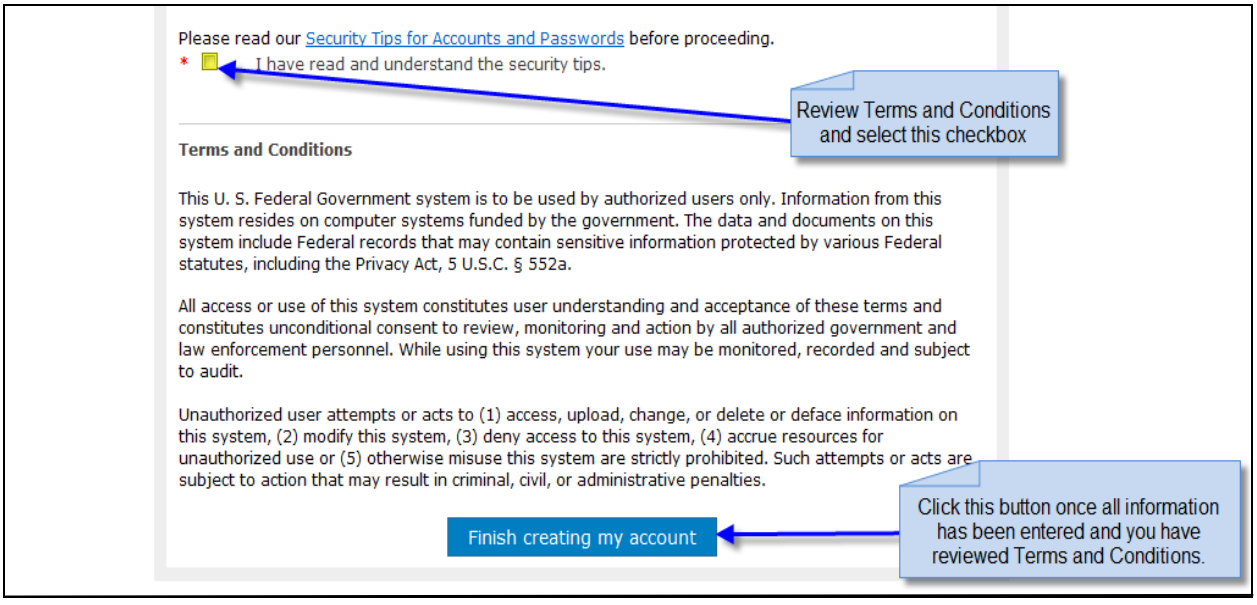
1. Enter your name and telephone number in the boxes provided.



2. Choose a password for your new account.
3. Your password must contain:
    - At least 8 characters (20 maximum)
    - At least one Upper case letter
    - At least one lower case letter
    - At least one number
    - At least one of the following symbols ! @ # $ ^ & * ()
4. Choose 3 password hint questions and provide answers.

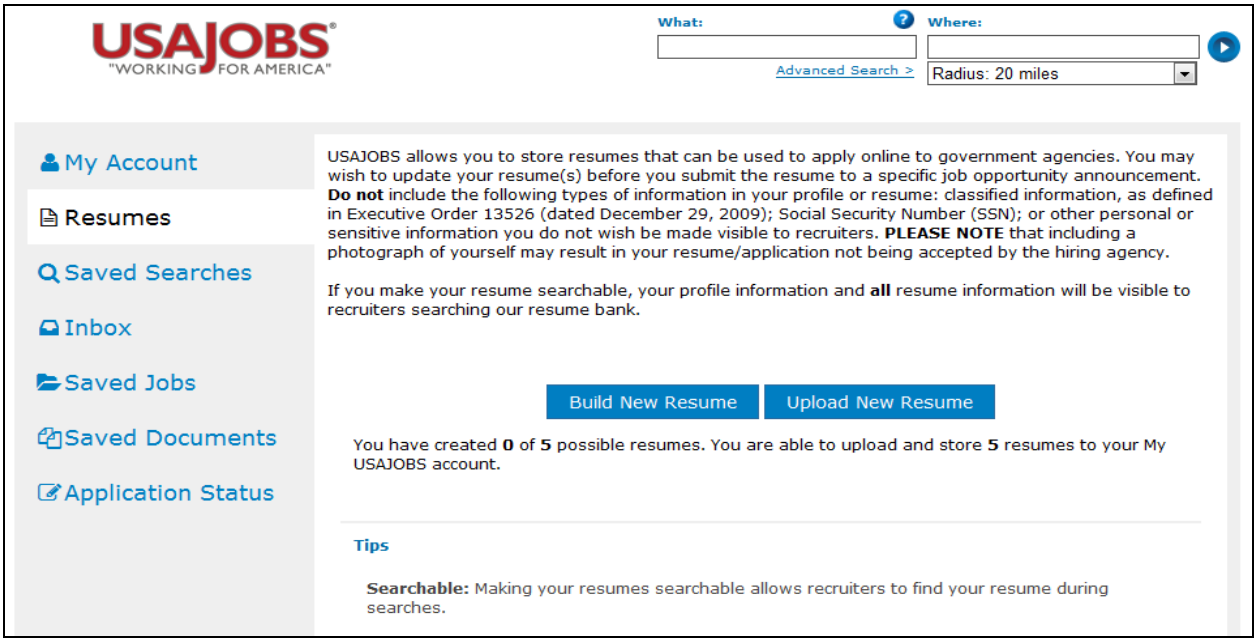


5. Read the security tips and click the box to confirm your understanding.
6. Click the <u>FINISH CREATING MY ACCOUNT</u> button.



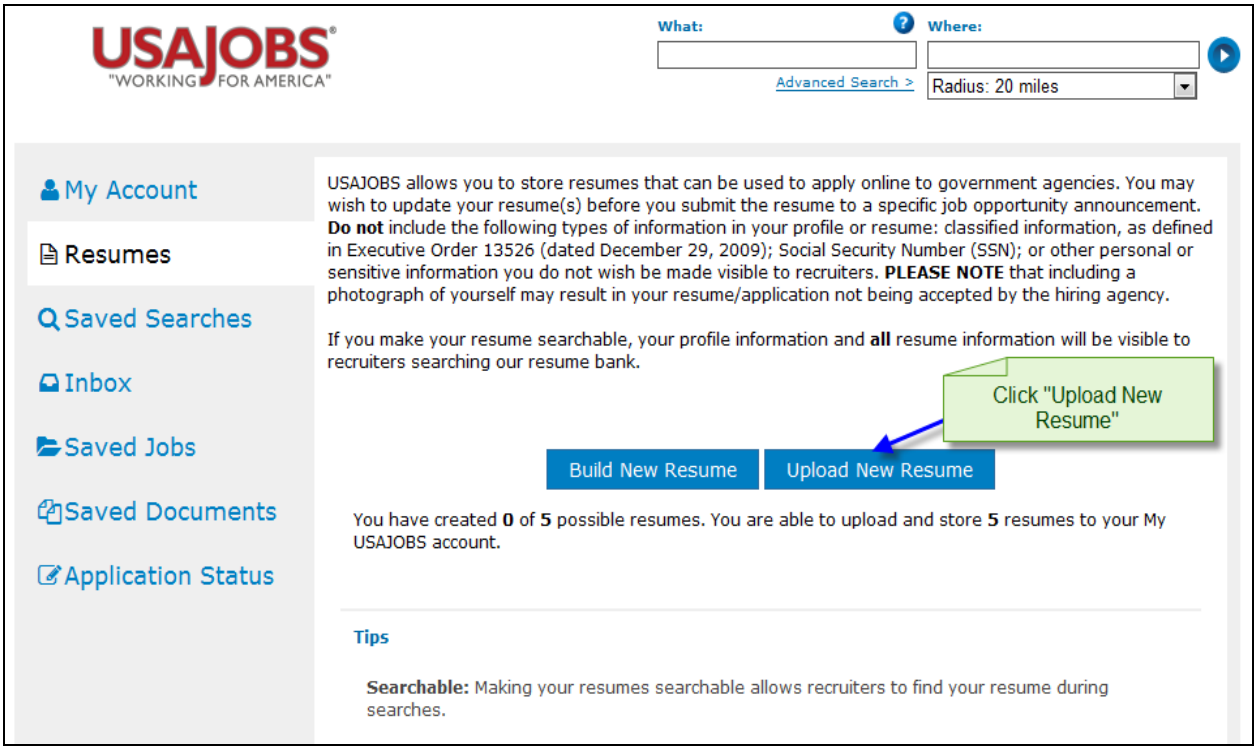
Create your USAJOBS Resume

1. You can create a resume by uploading a resume or by using the USAJOBS resume builder. **AOC accepts uploaded resumes**.

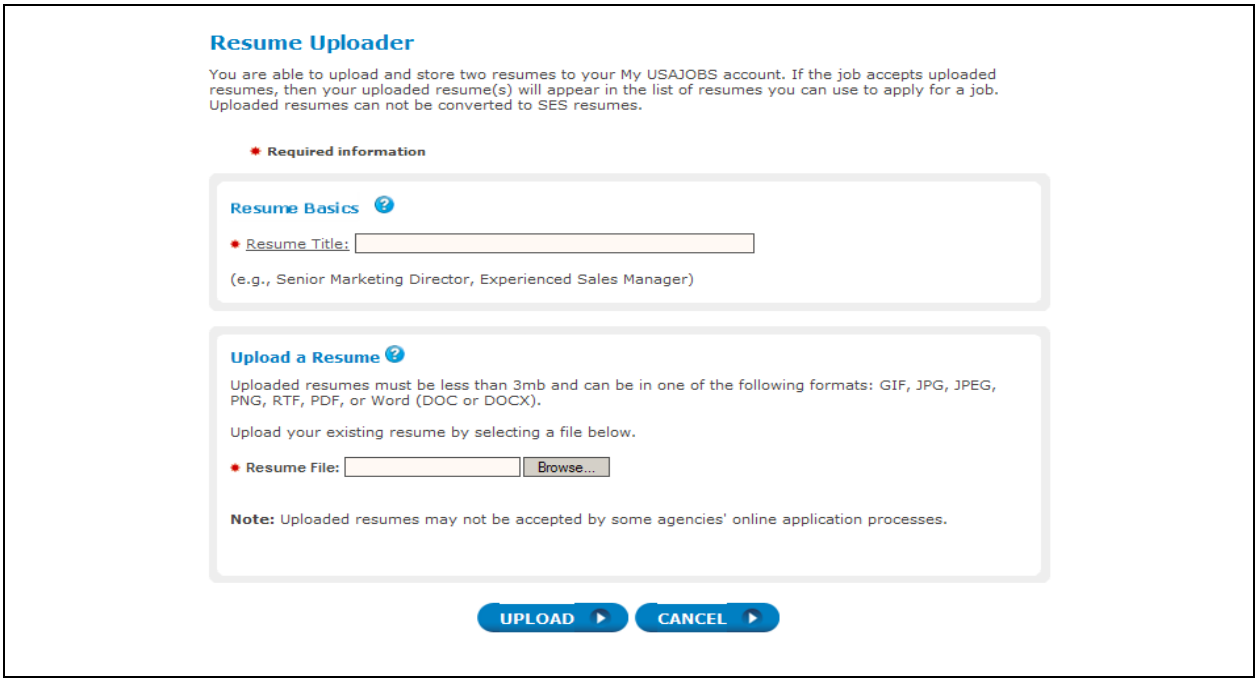


Upload Your Resume

1. You can save your resume to a PDF to ensure that the agency will be able to open the file.
2. To upload a resume, click the blue UPLOAD NEW RESUME button.

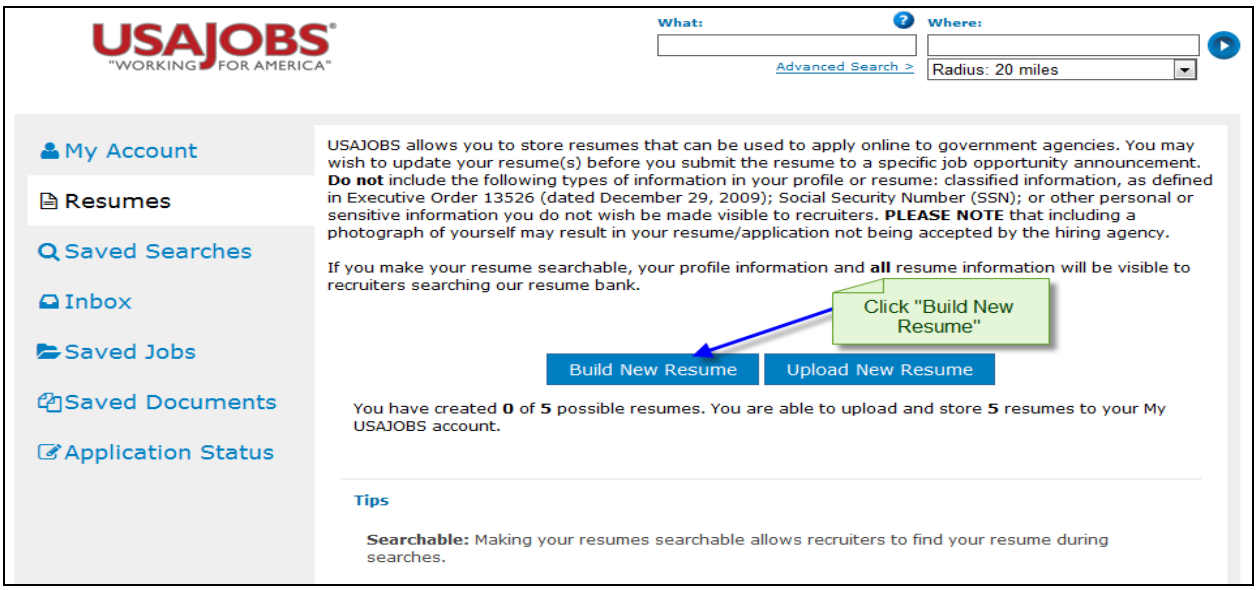


3. Type in a title for your resume in the RESUME BASICS box.
4. Click the BROWSE button to find your resume on your computer.
5. Click the UPLOAD button to upload the file.

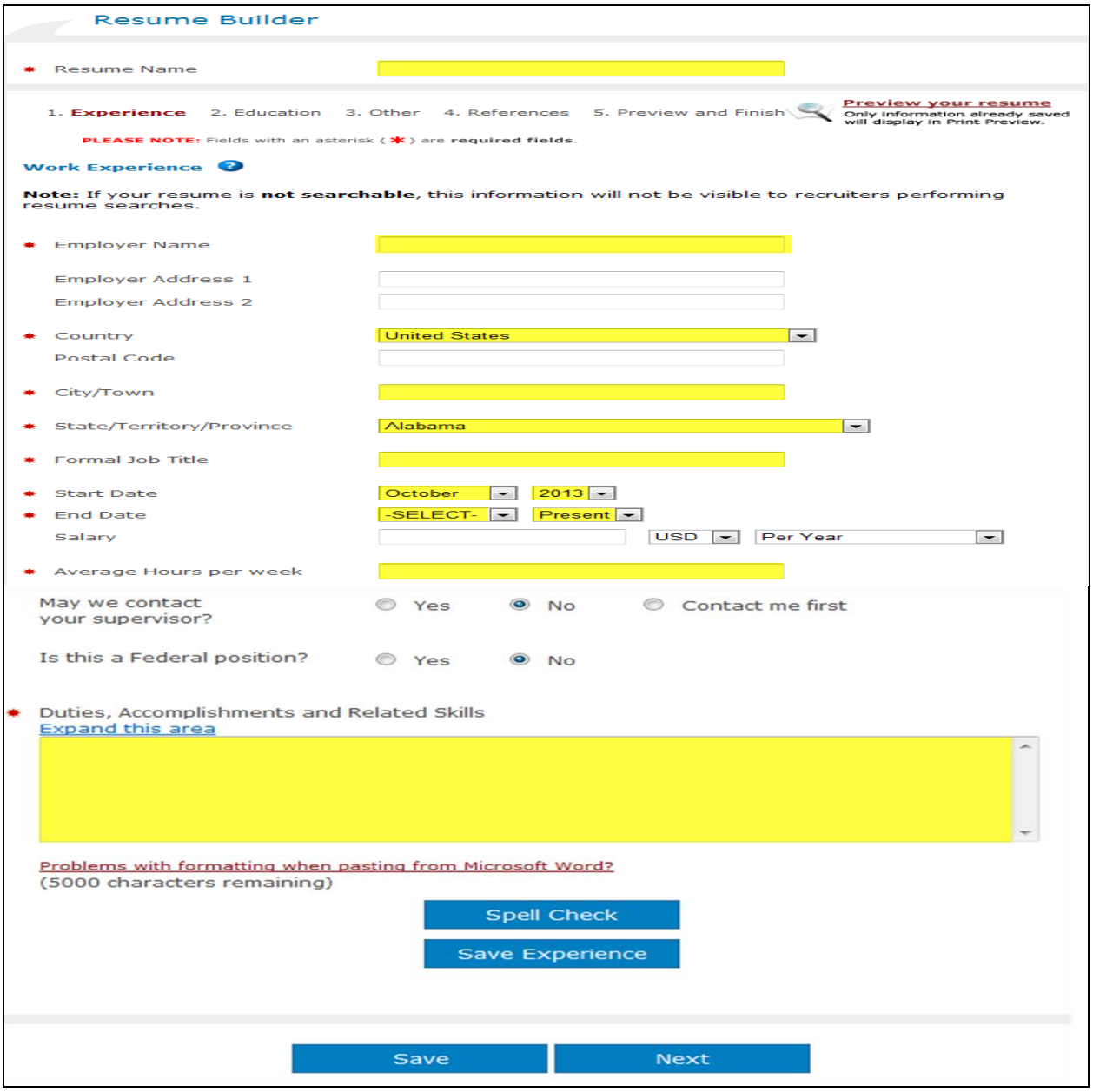


Resume Builder Method

1. If you want to use the resume builder method, click BUILD NEW RESUME.
2. It is helpful to have an electronic copy of your resume to cut and paste into the resume builder.

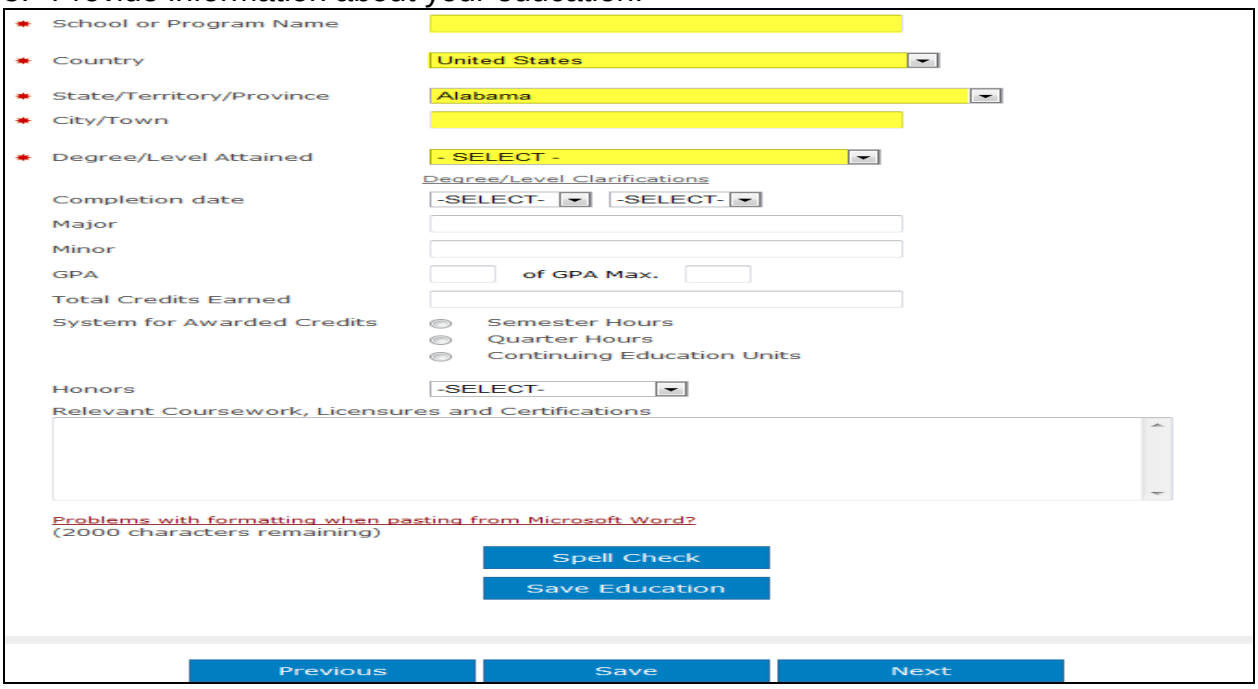


3. Complete all of the boxes with your personal information and work experience to build your resume.



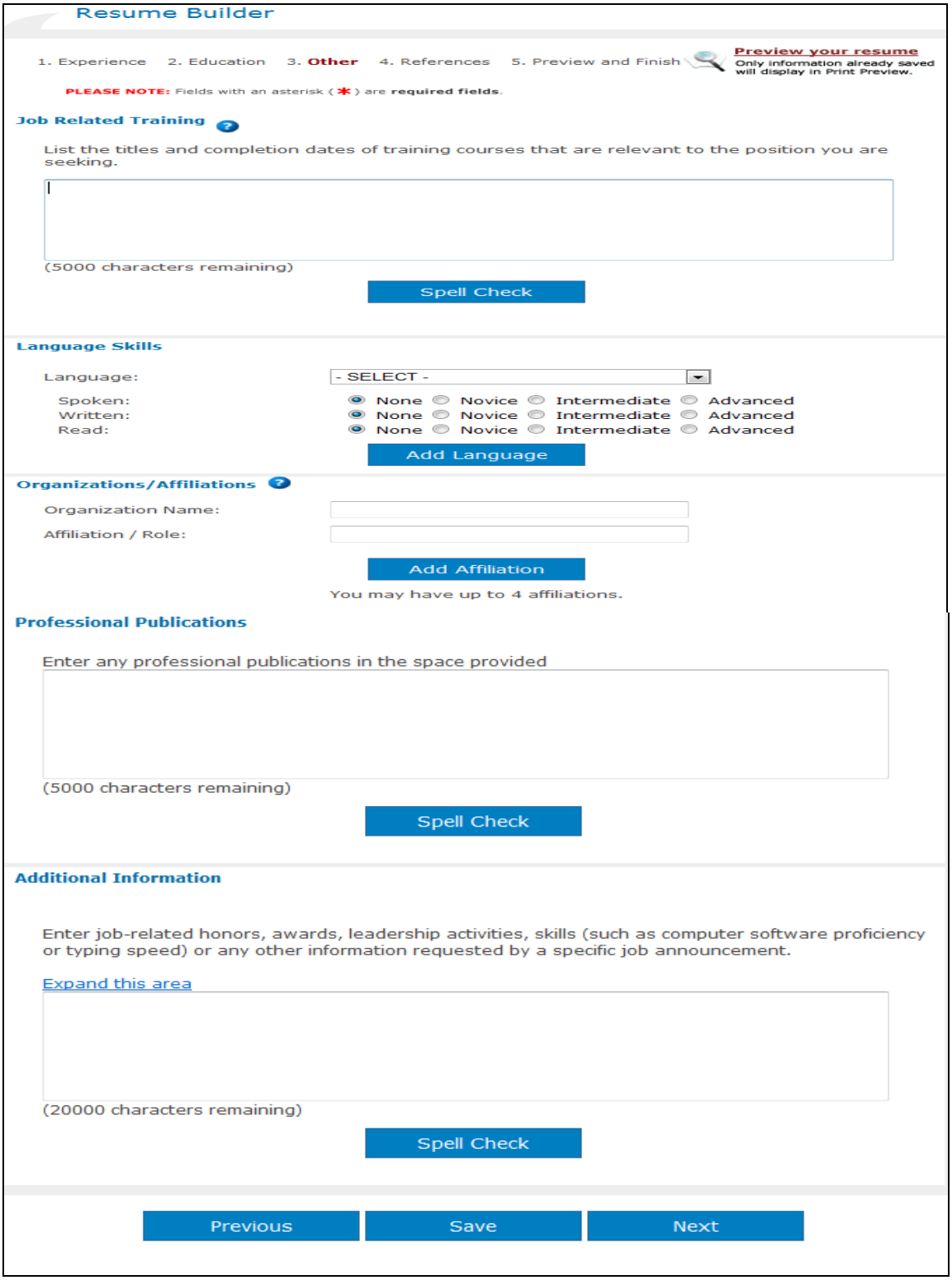
4. Click the blue **NEXT** button.

5. Provide information about your education.



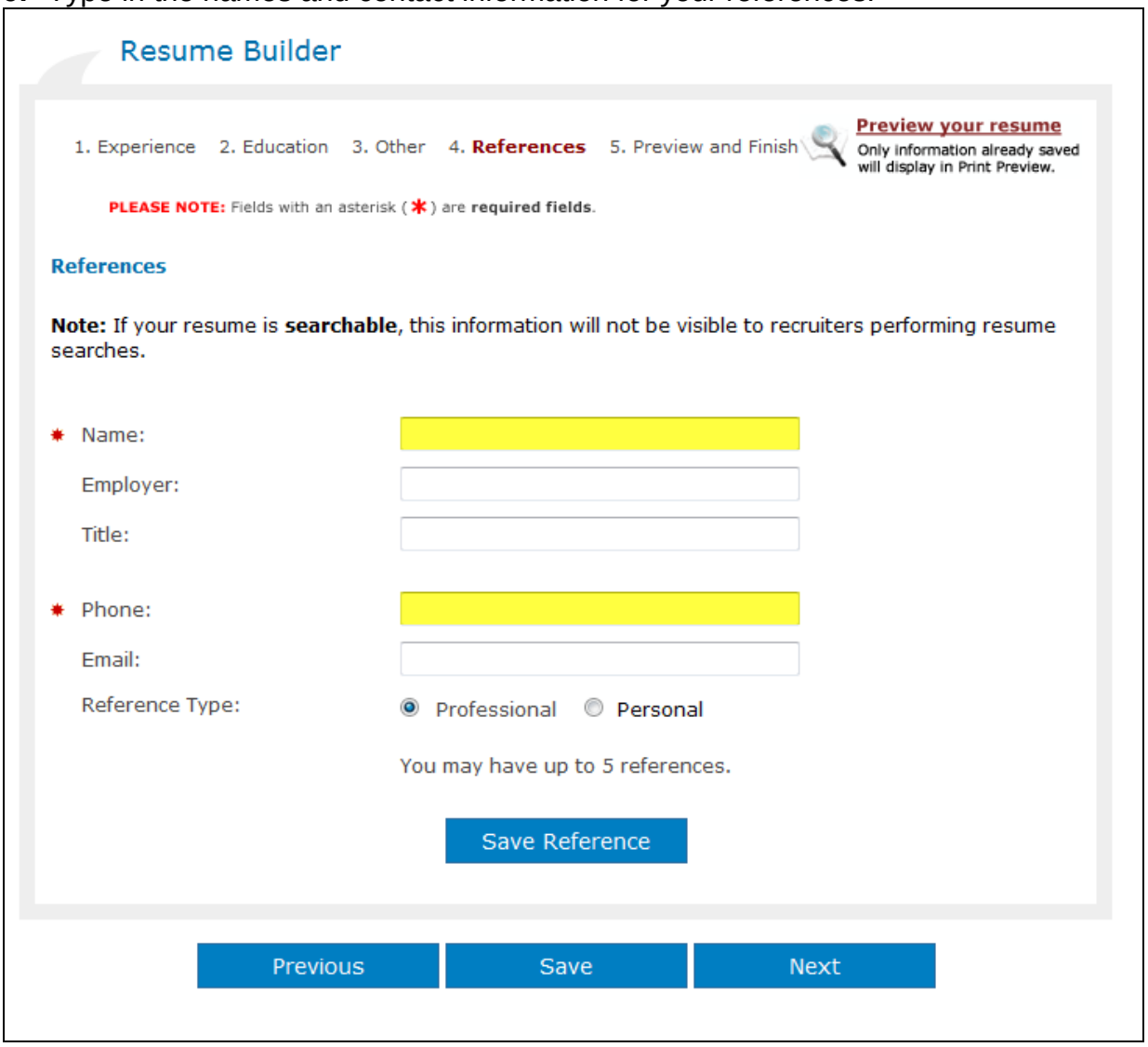
6. Click the blue NEXT button.

7. Provide information about job-related training, skills, affiliations, or publications.



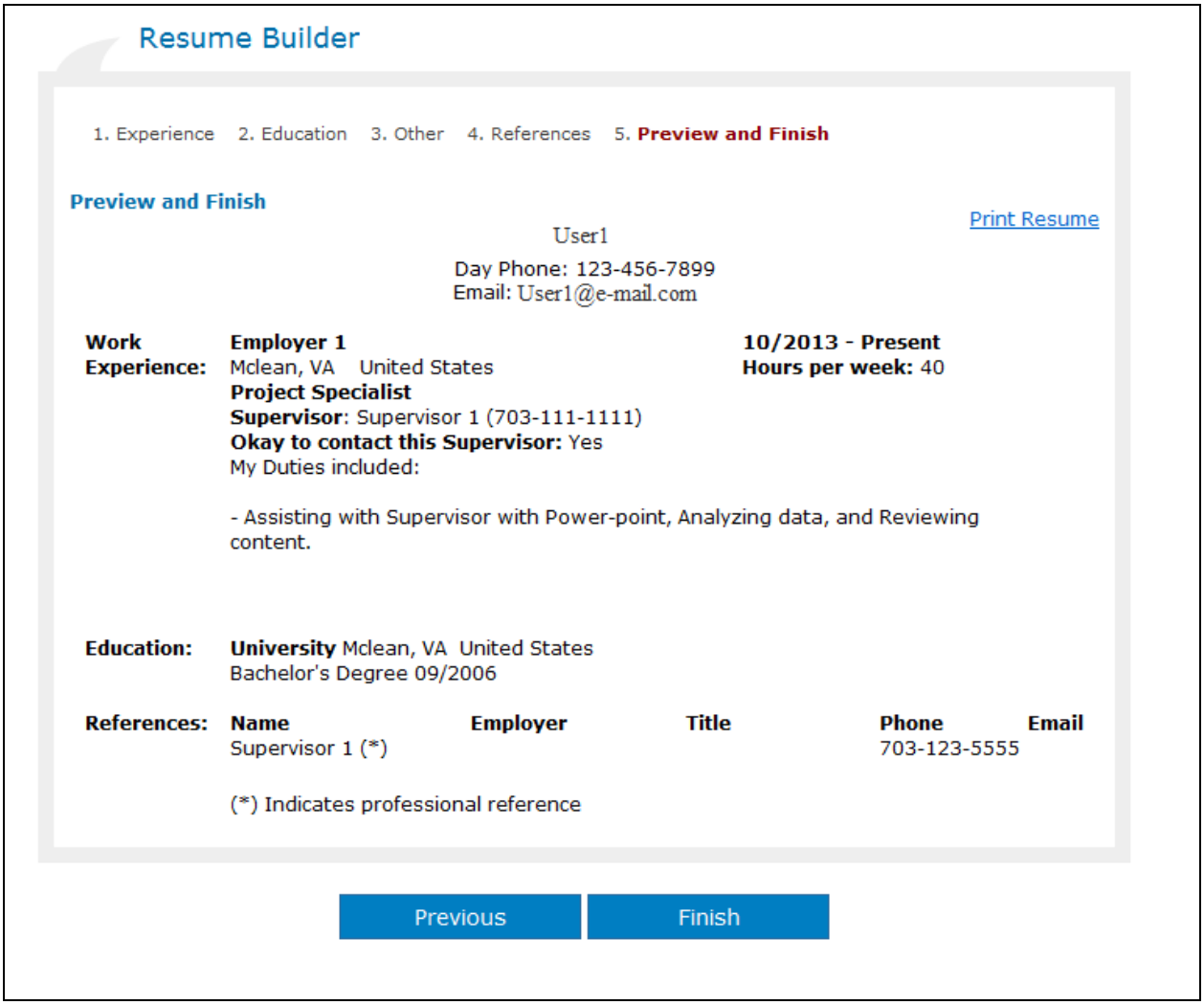
8. Click the blue NEXT button.

9. Type in the names and contact information for your references.



10. Click the blue NEXT button.

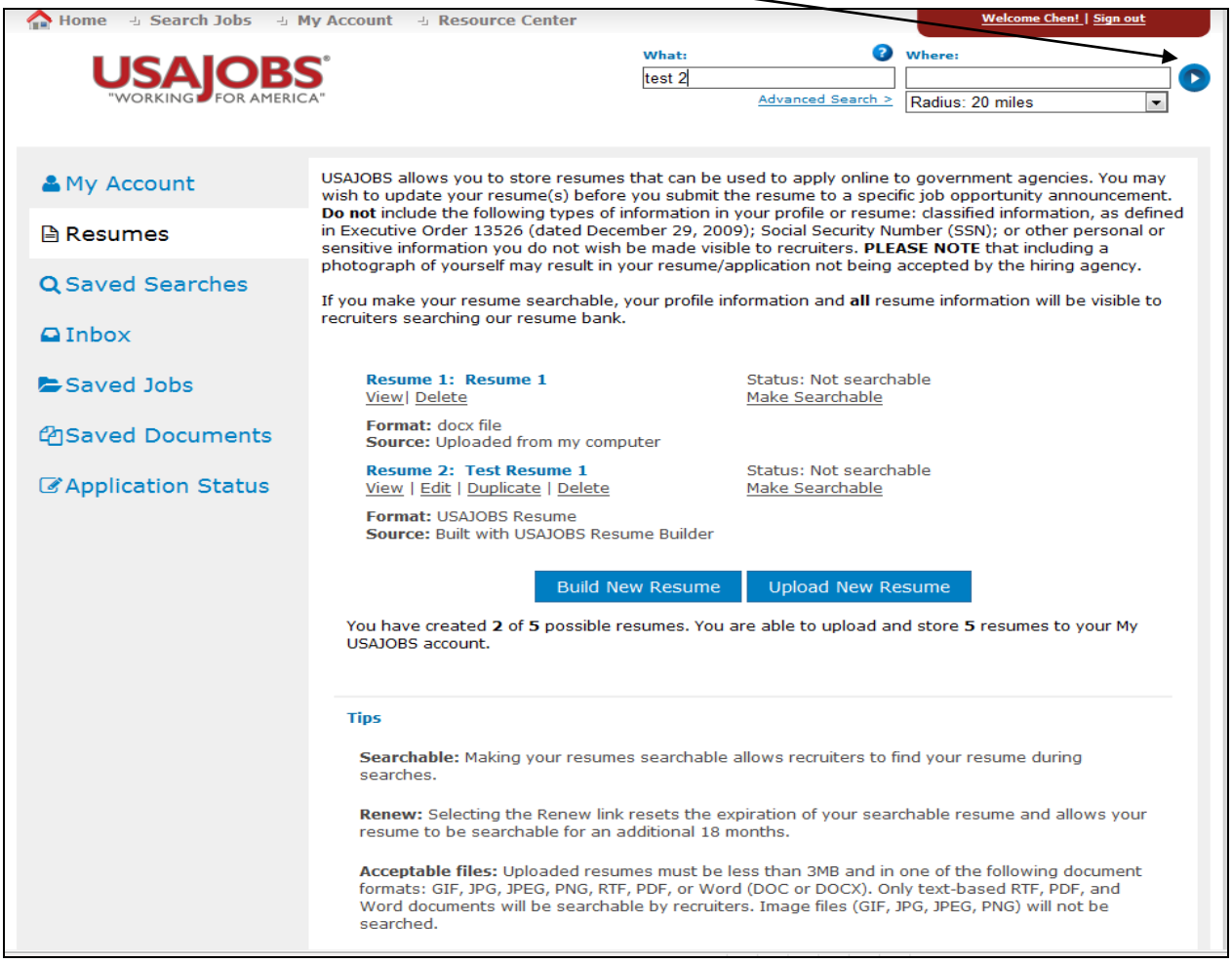
11. Review the resume that has been created.



12. Click the blue FINISH button.

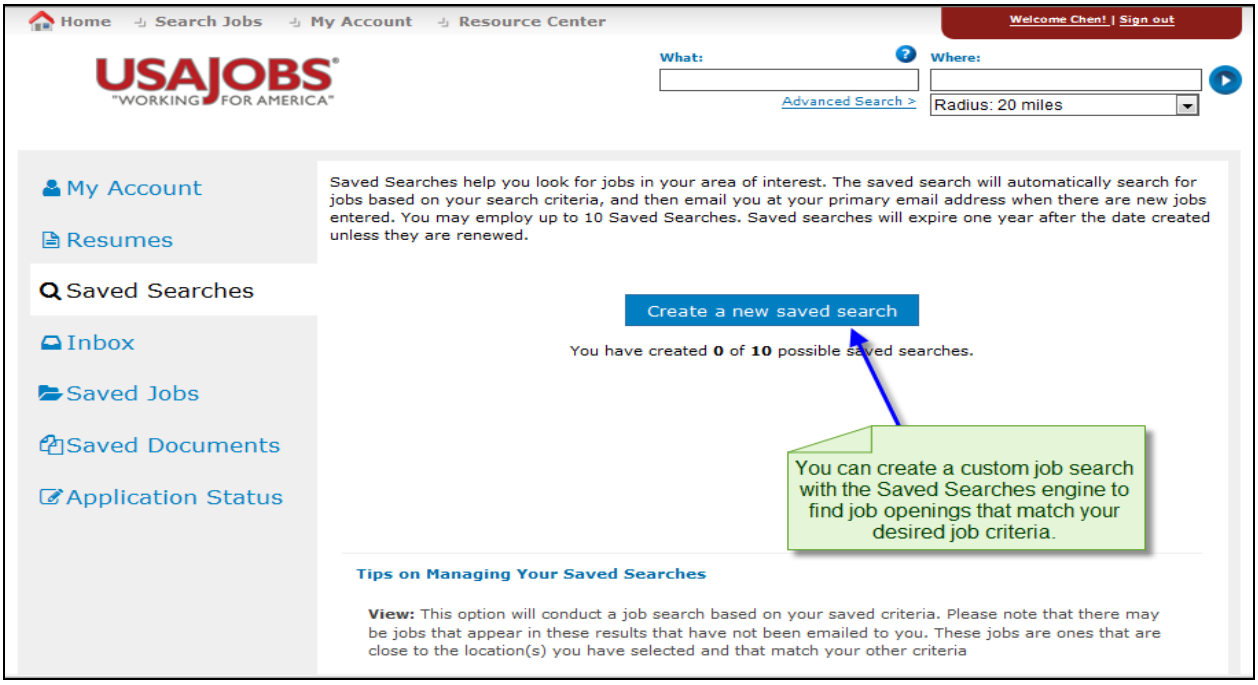
Searching for Jobs

1. Type in the title of the job or key word in the WHAT box.
2. Enter a location in the WHERE box.
3. Select a radius.
4. Click the blue ARROW to search.

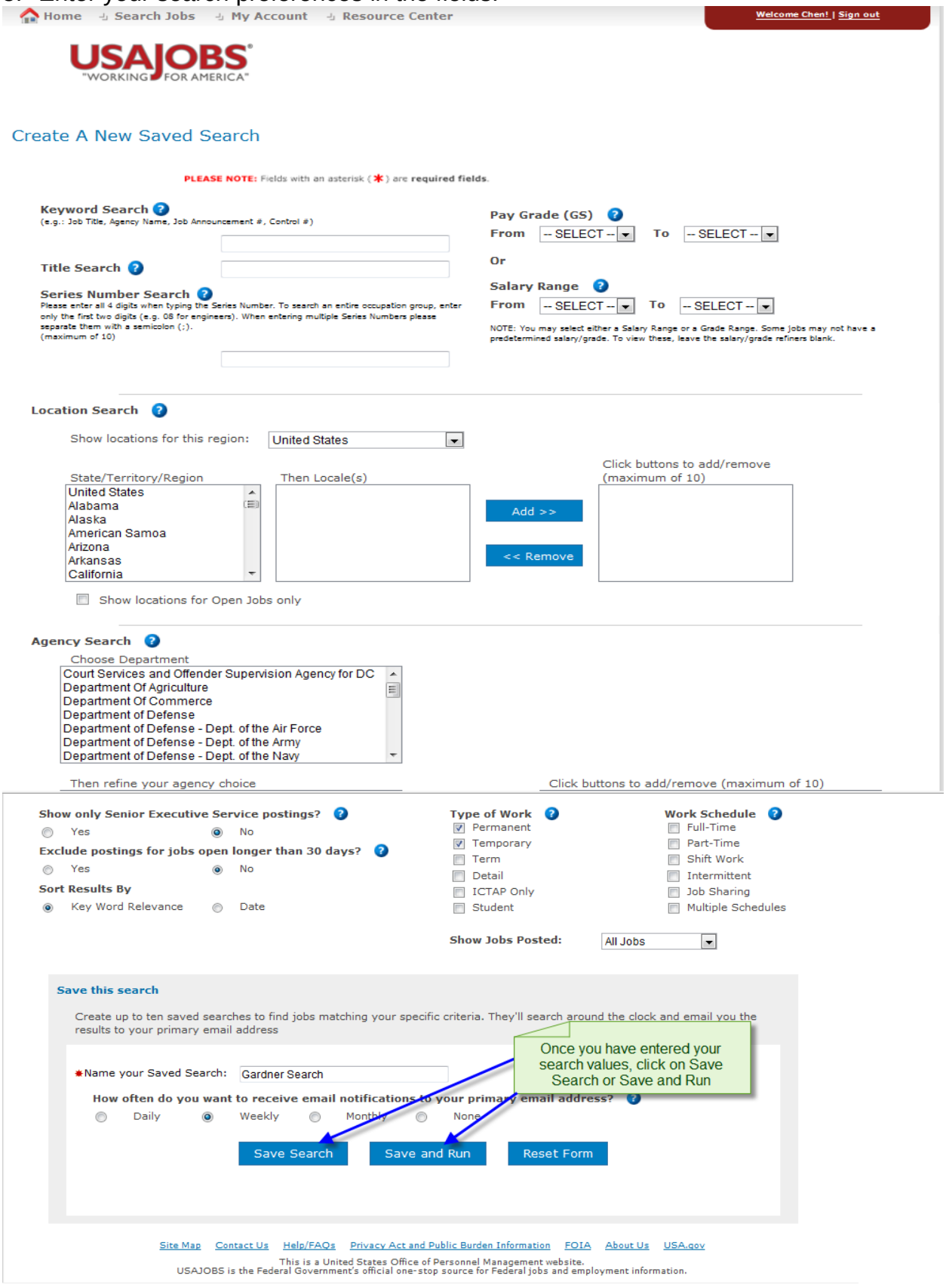


Creating Saved Searches for AOC jobs

1. Create reminders of potential jobs available on a weekly, monthly basis.
2. Allows for ease of saving jobs and coming back to complete the application process.
3. Click on the SAVED SEARCHES button on the left side of the screen.
4. Click on the blue CREATE A NEW SAVED SEARCH button.



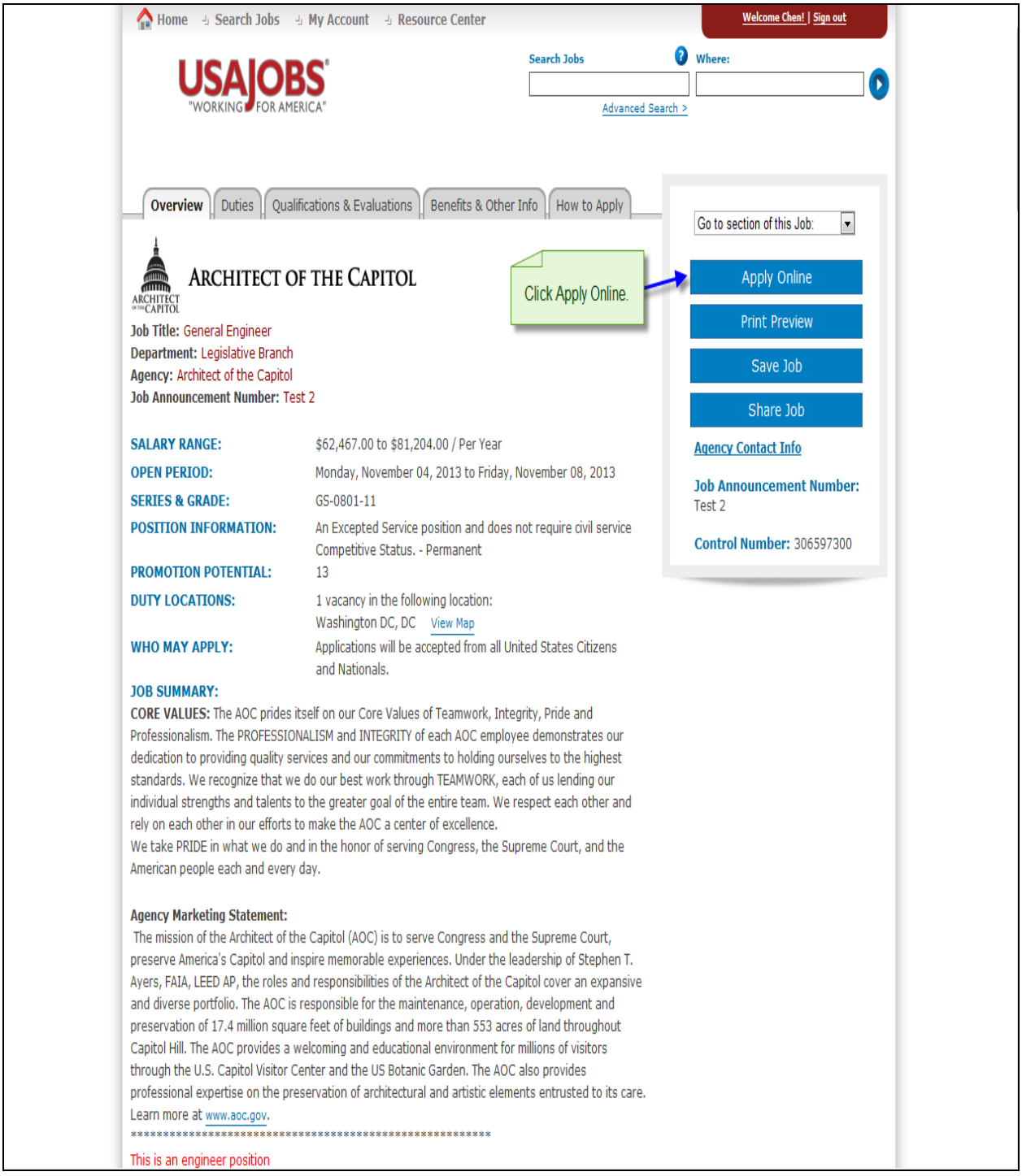
5. Enter your search preferences in the fields.



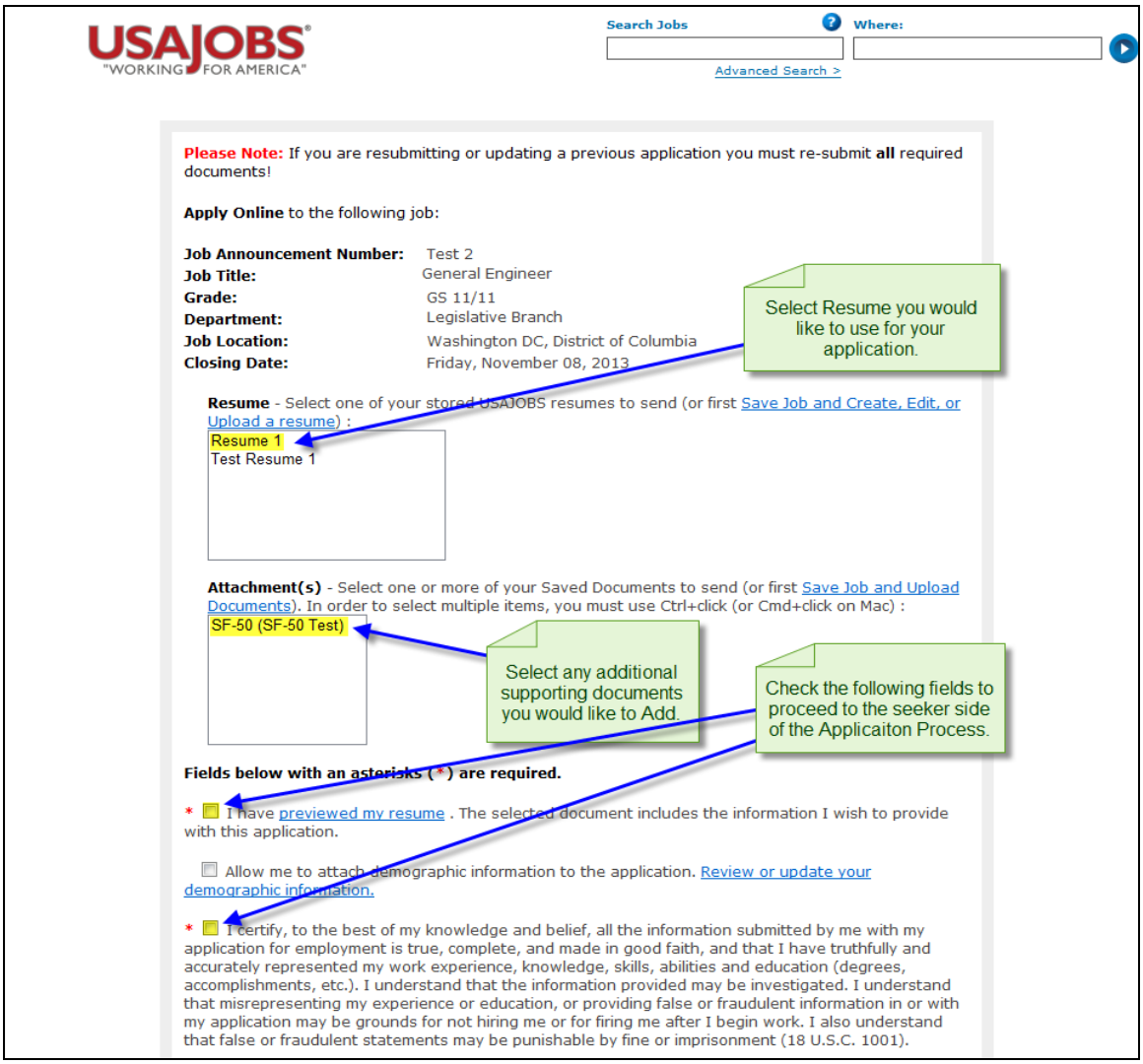
5. Name the search.
6. Click on the blue <u>SAVE SEARCH</u> button or click <u>SAVE AND RUN</u> to find jobs.

Applying for Jobs

1. Login to your USAJOBS account.
2. Click apply online.

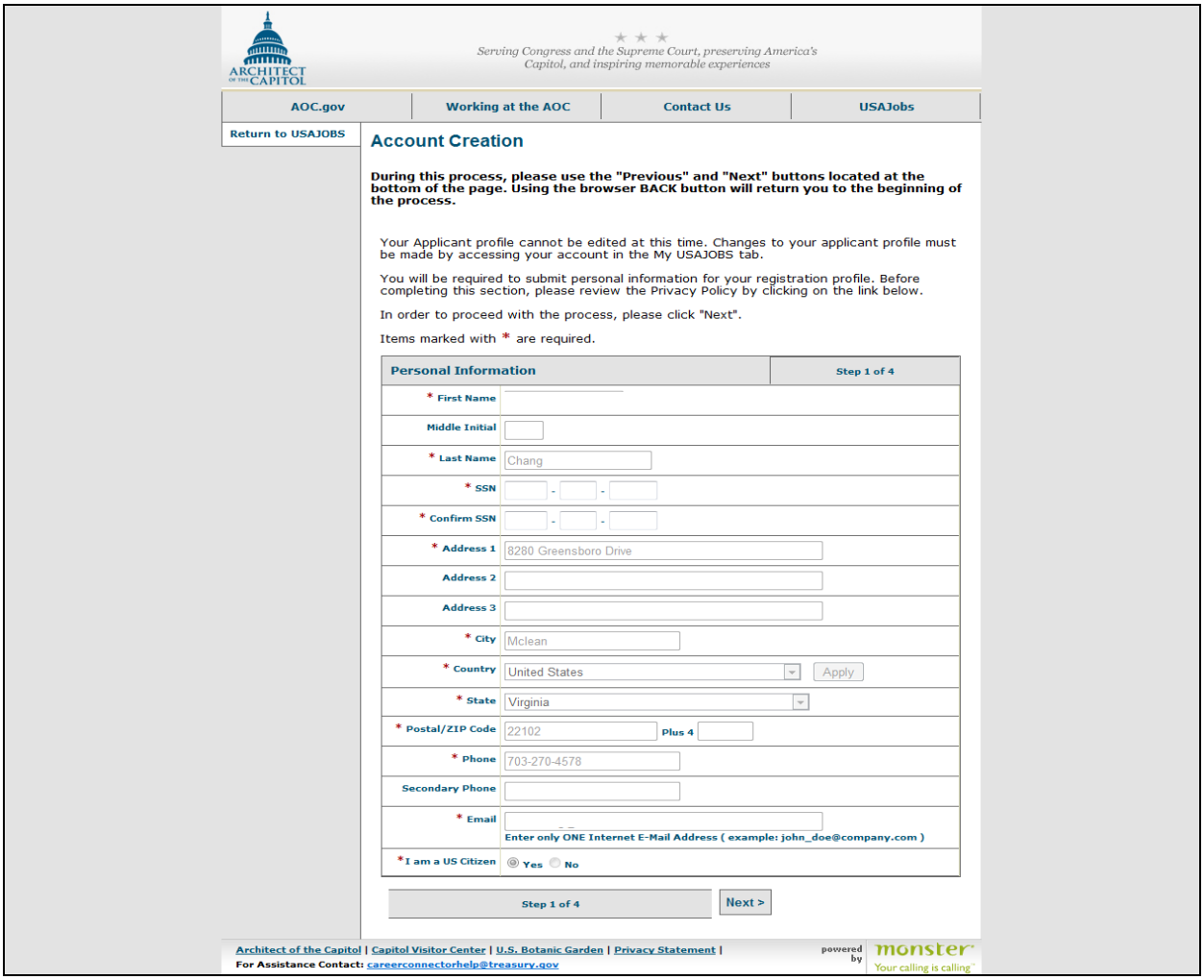


3. Click on the USAJOBS resume you want to upload with your application.
4. Upload any additional documents.
5. Click the checkbox to indicate that you have reviewed your resume.
6. Click the checkbox to certify your application.

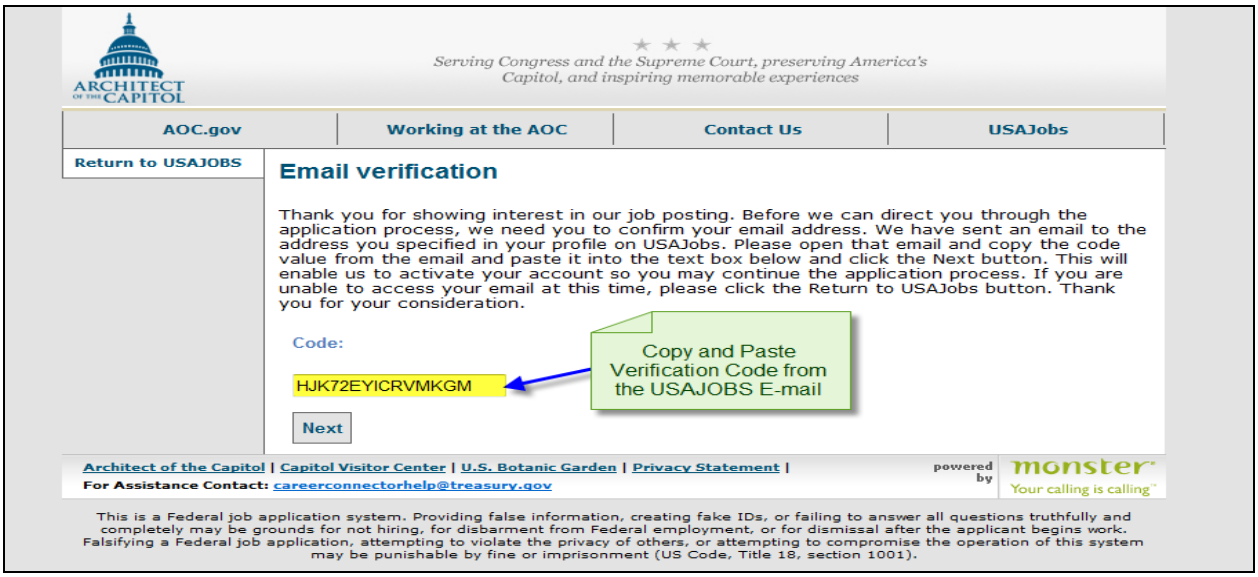


7. You will be automatically directly to the AOC application website.

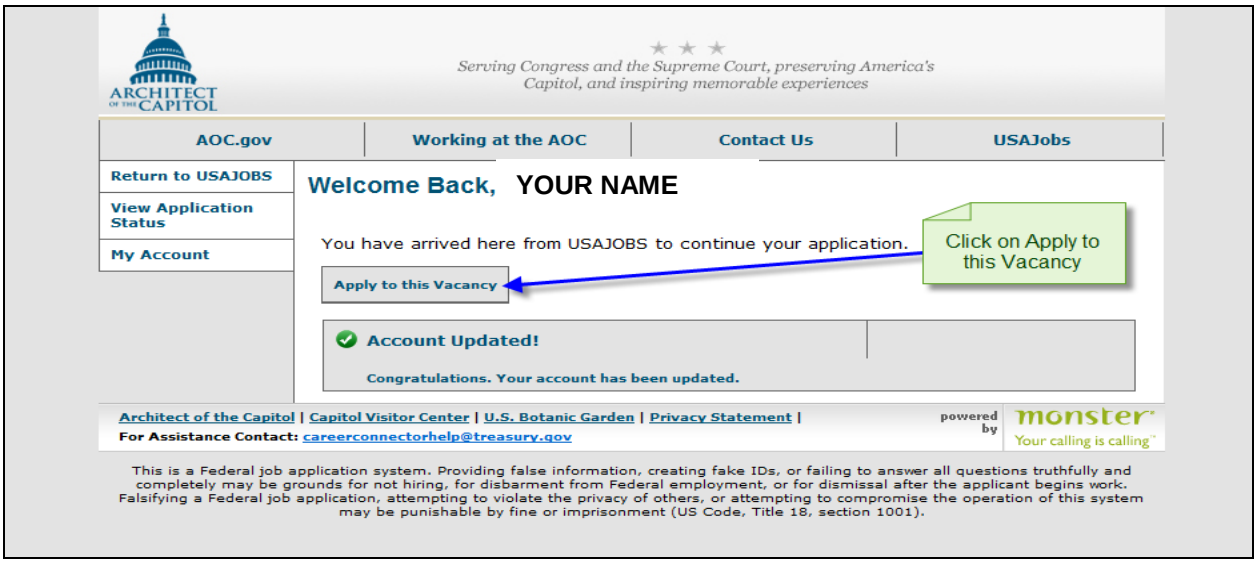
8. Your information will be automatically placed into the application from USAJOBS.



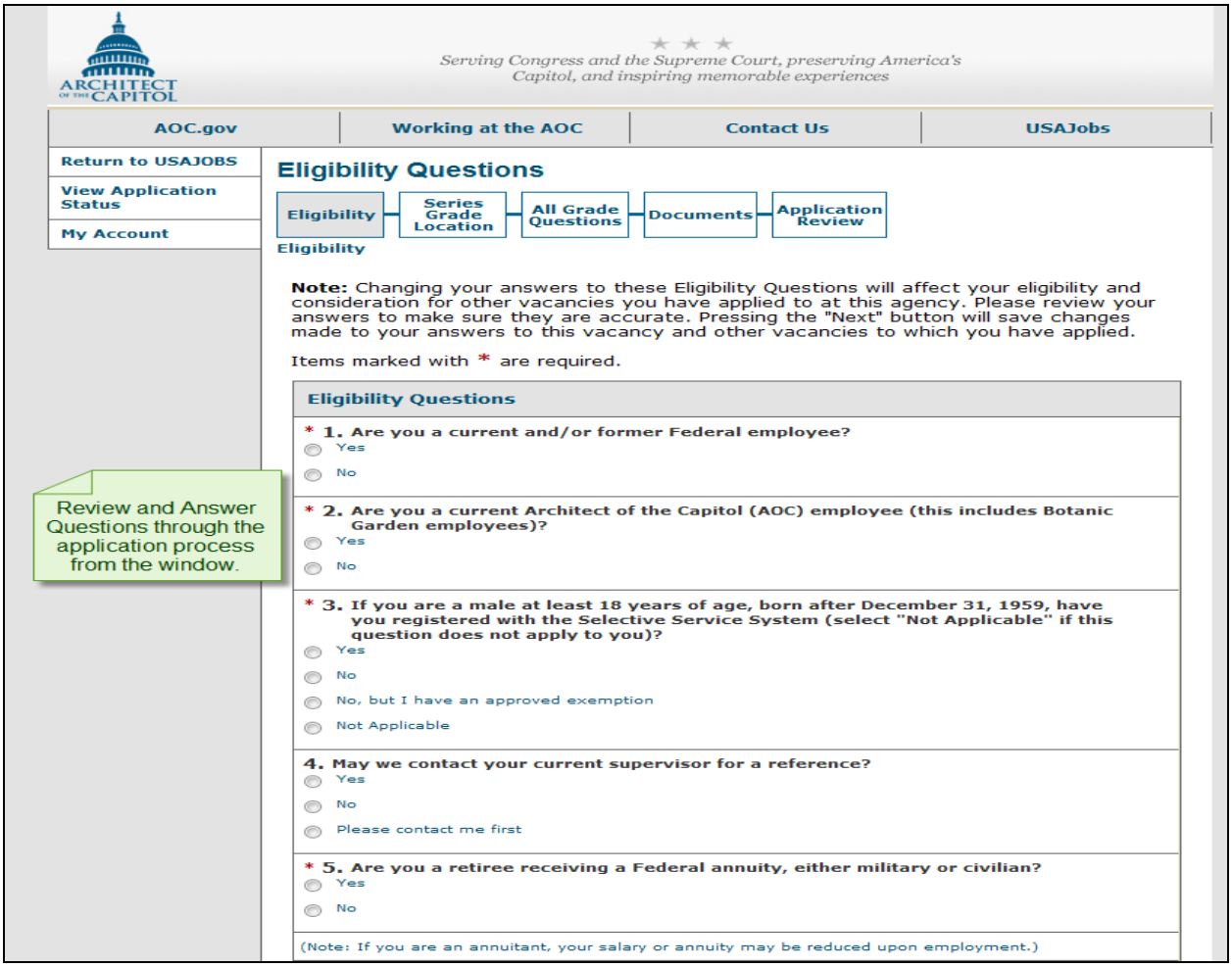
9. Check the email account you provided to USAJOBS to retrieve your email verification code.
10. Copy the verification code from your email into the CODE box.



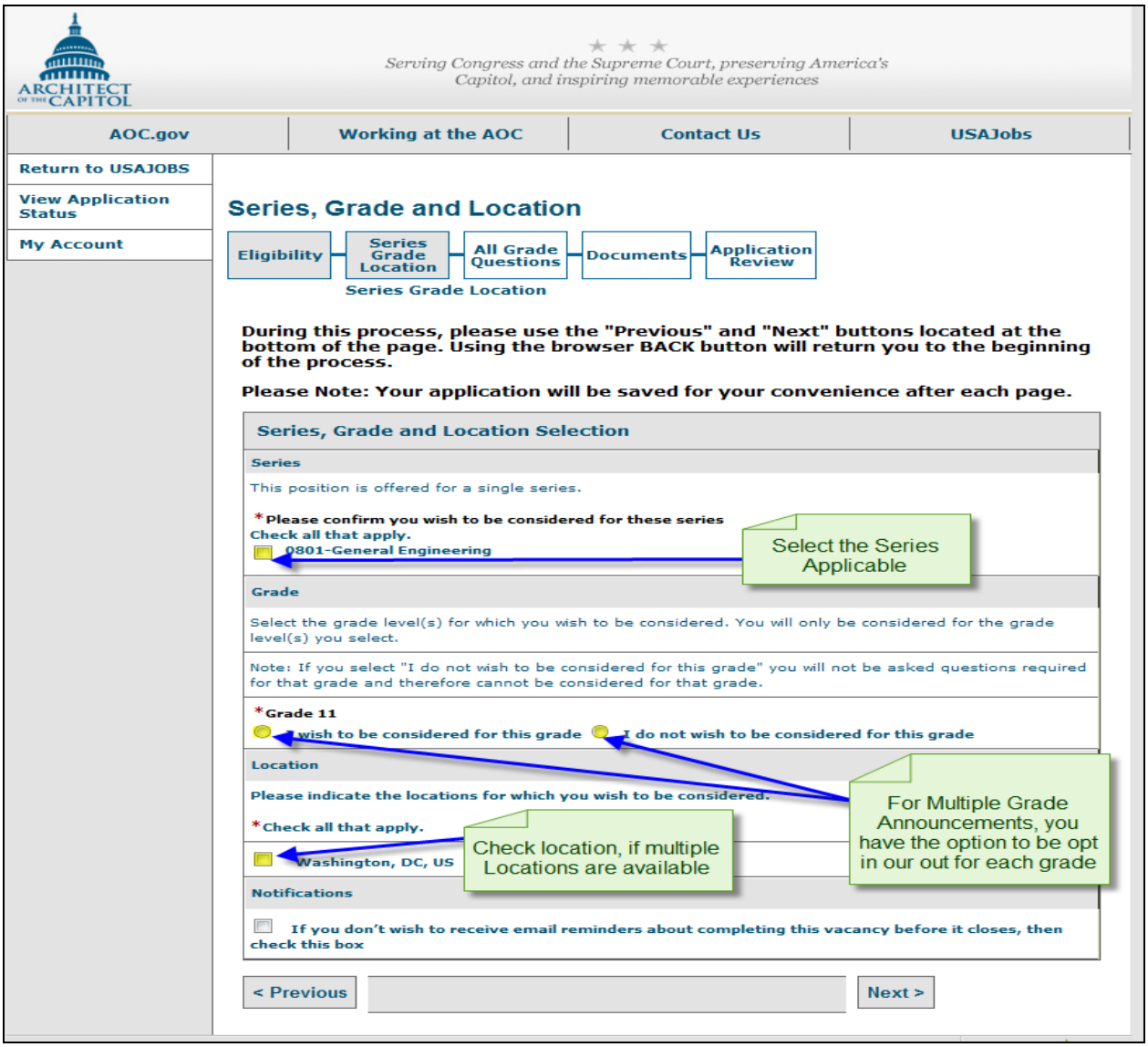
11. A welcome screen will appear.
12. Click on the APPLY TO THIS VACANCY button.



13. The vacancy questions will appear.
14. Review and answer the eligibility questions to apply.

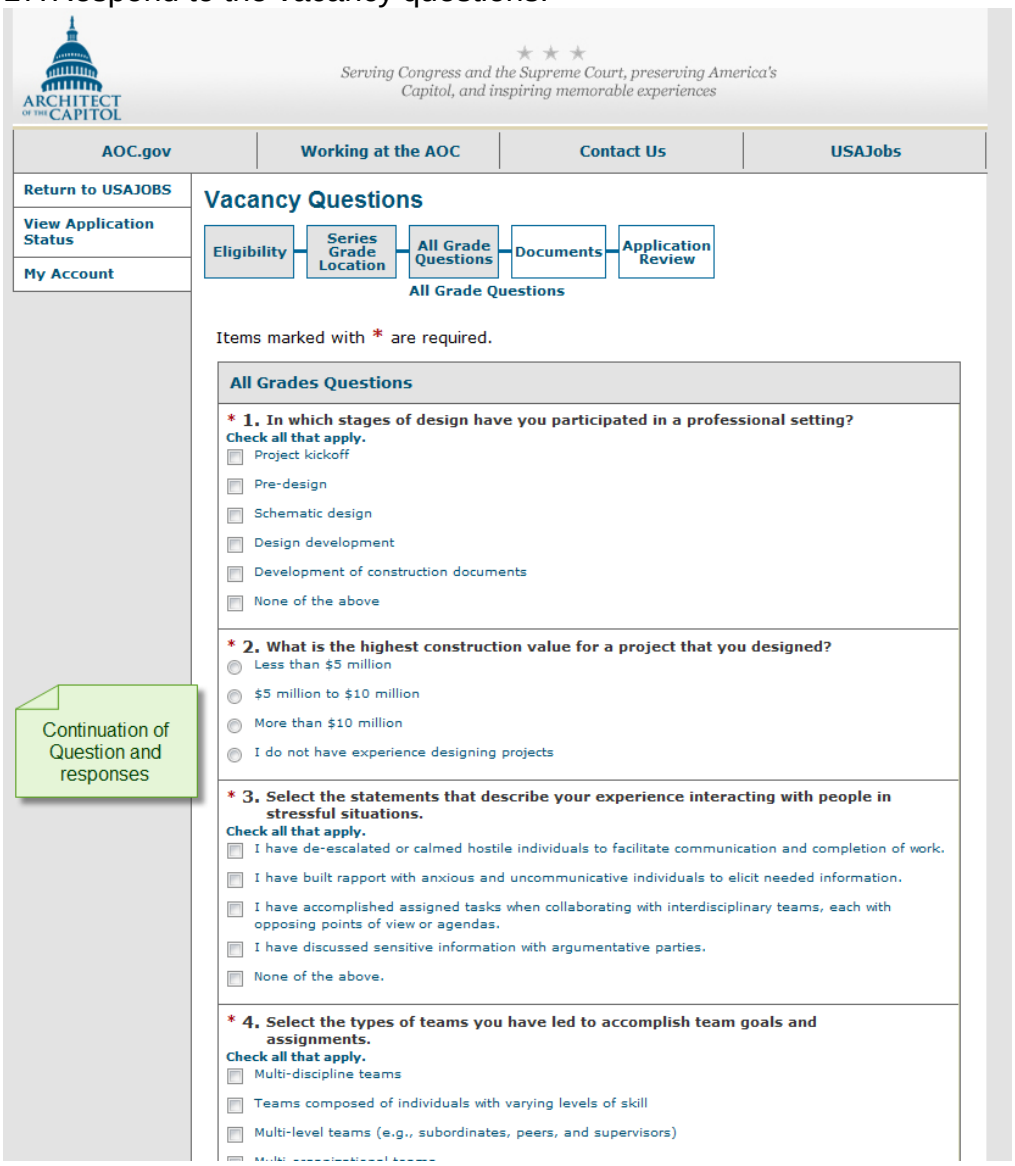


15. Check the boxes to select the series, grade, and location.

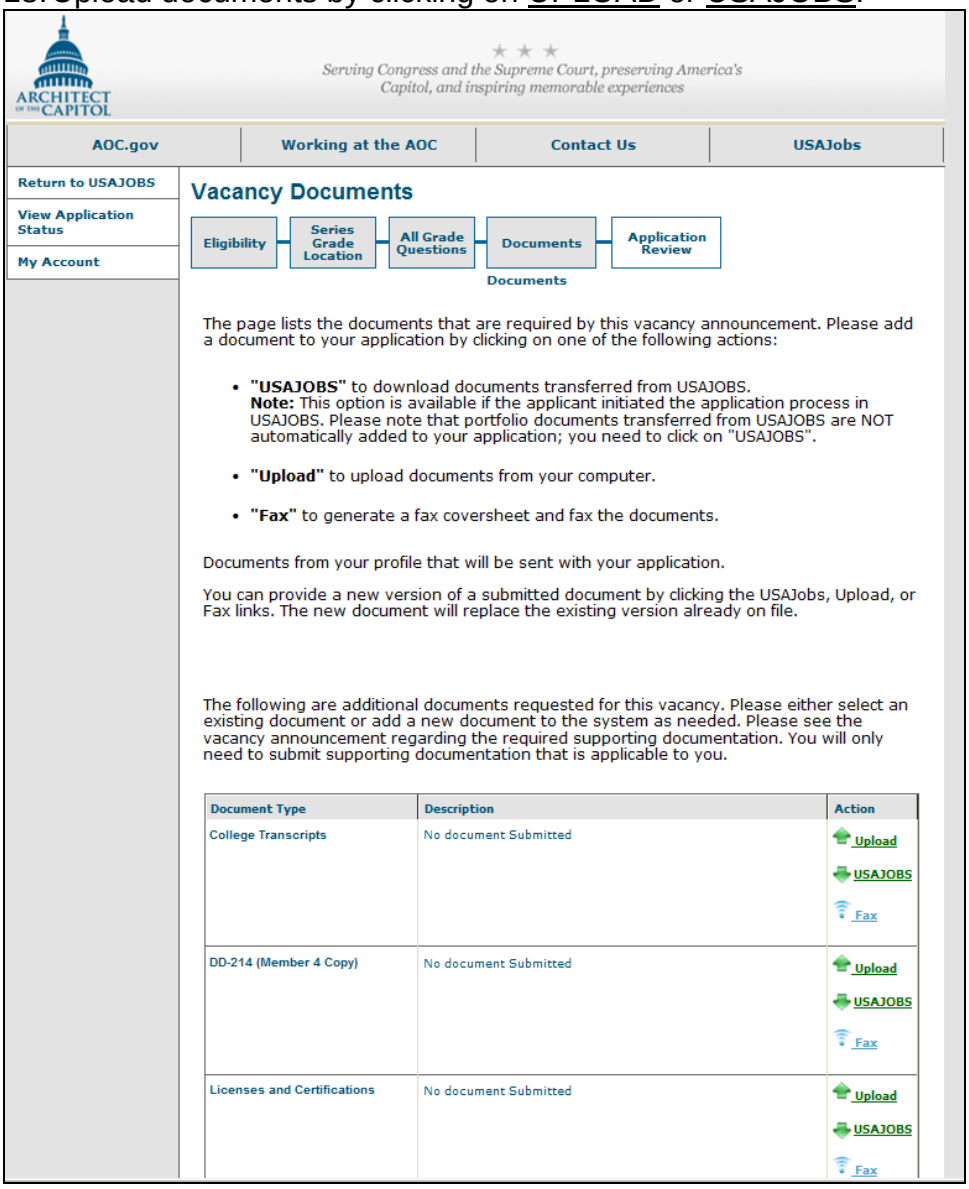


16. Click the NEXT button.

17. Respond to the vacancy questions.



18. Upload documents by clicking on UPLOAD or USAJOBS.



19. Review and approve your document to complete your application.

QUESTIONS – Contact The Employment and Classification Branch at 202.226.6700

or visit https://help.usajobs.gov/index.php/Top_Ten_FAQ