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.

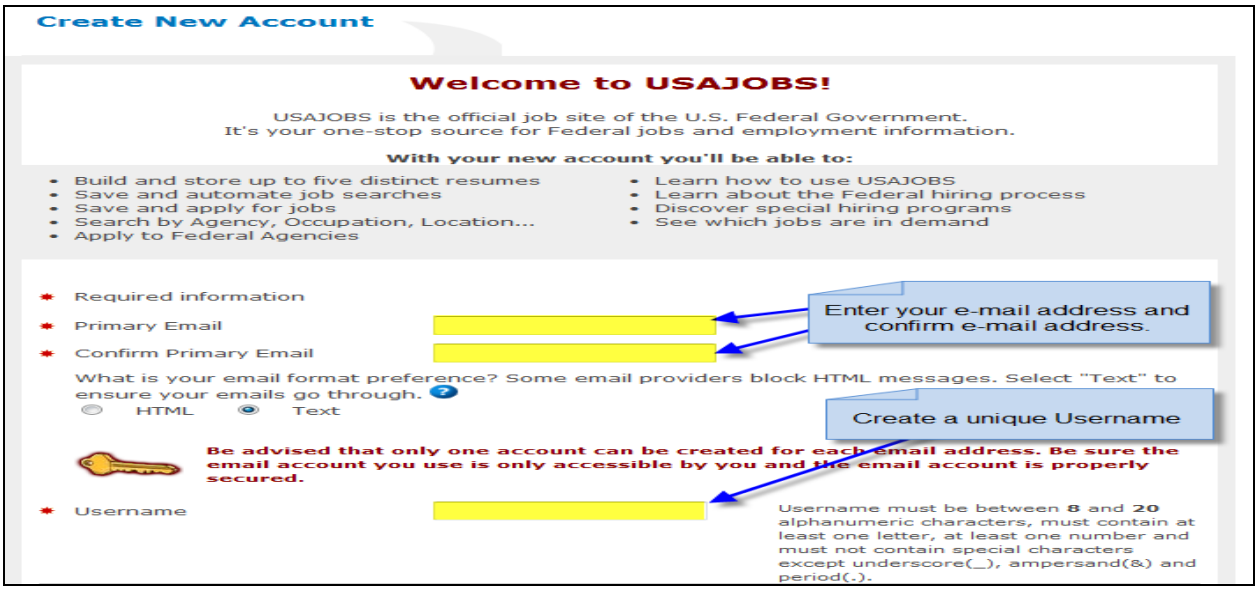
Create a USAJOBS account
Confirm Your USAJOBS Account
Login to Your Email Account
Activate Your USAJOBS Account
Create Your USAJOBS Resume
  Choose an Upload Method
  Resume Builder Method
Searching for Jobs
Creating Saved Searches for AOC Jobs
Applying for Jobs

Create a USAJOBS account

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

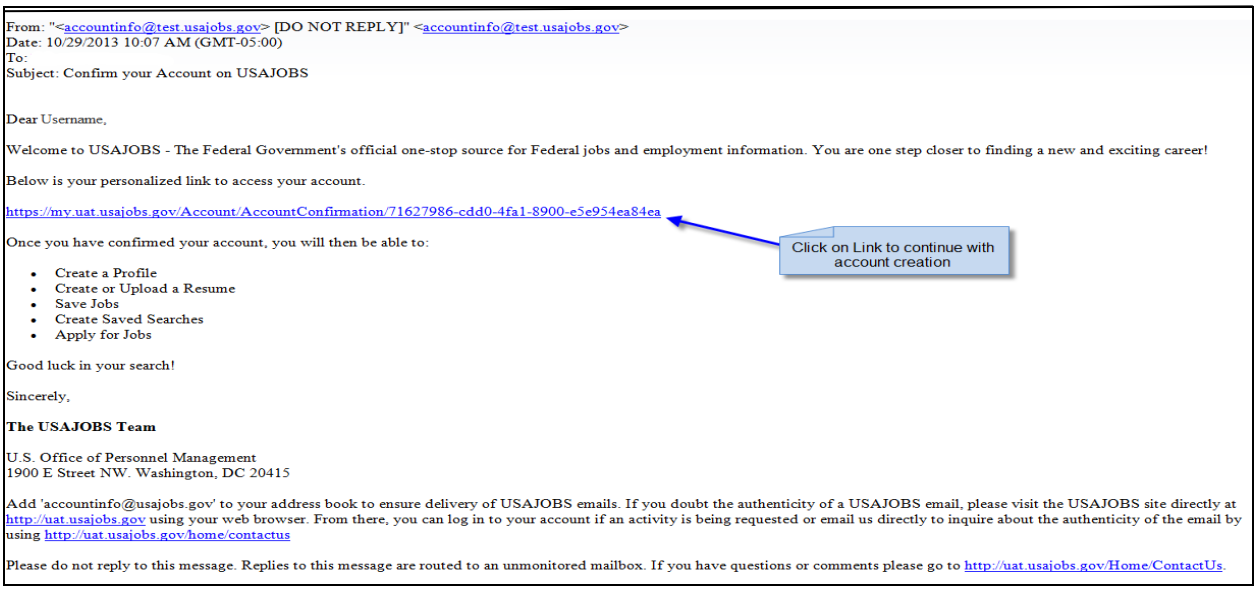
Confirm Your USAJOBS Account

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



Login to Your Email Account

1. Login to 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.



From: "<accountinfo@test.usajobs.gov> [DO NOT REPLY]" <accountinfo@test.usajobs.gov>
Date: 10/29/2013 10:07 AM (GMT-05:00)
To:
Subject: Confirm your Account on USAJOBS

Dear Username,

Welcome to USAJOBS - The Federal Government's official one-stop source for Federal jobs and employment information. You are one step closer to finding a new and exciting career!

Below is your personalized link to access your account.

https://my.uat.usajobs.gov/Account/AccountConfirmation/71627986-cdd0-4fa1-8900-e5e954ea84ea

Once you have confirmed your account, you will then be able to:

- Create a Profile
- Create or Upload a Resume
- Save Jobs
- Create Saved Searches
- Apply for Jobs

Good luck in your search!

Sincerely,

The USAJOBS Team

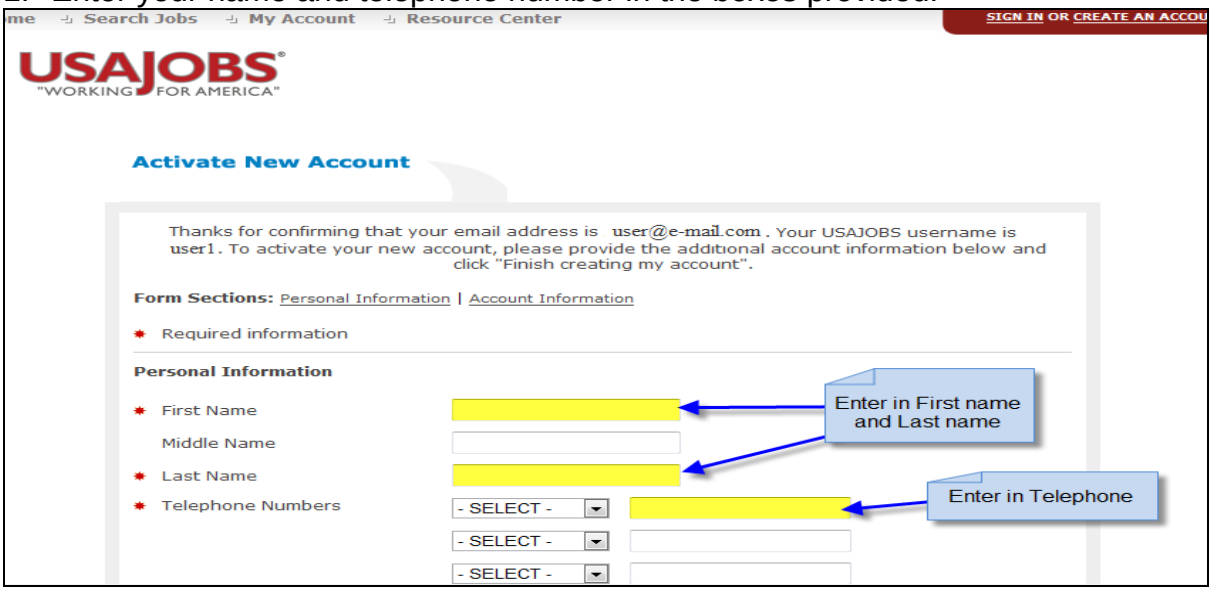
U.S. Office of Personnel Management
1900 E Street NW, Washington, DC 20415

Add 'accountinfo@usajobs.gov' to your address book to ensure delivery of USAJOBS emails. If you doubt the authenticity of a USAJOBS email, please visit the USAJOBS site directly at http://uat.usajobs.gov using your web browser. From there, you can log in to your account if an activity is being requested or email us directly to inquire about the authenticity of the email by using http://uat.usajobs.gov/home/contactus

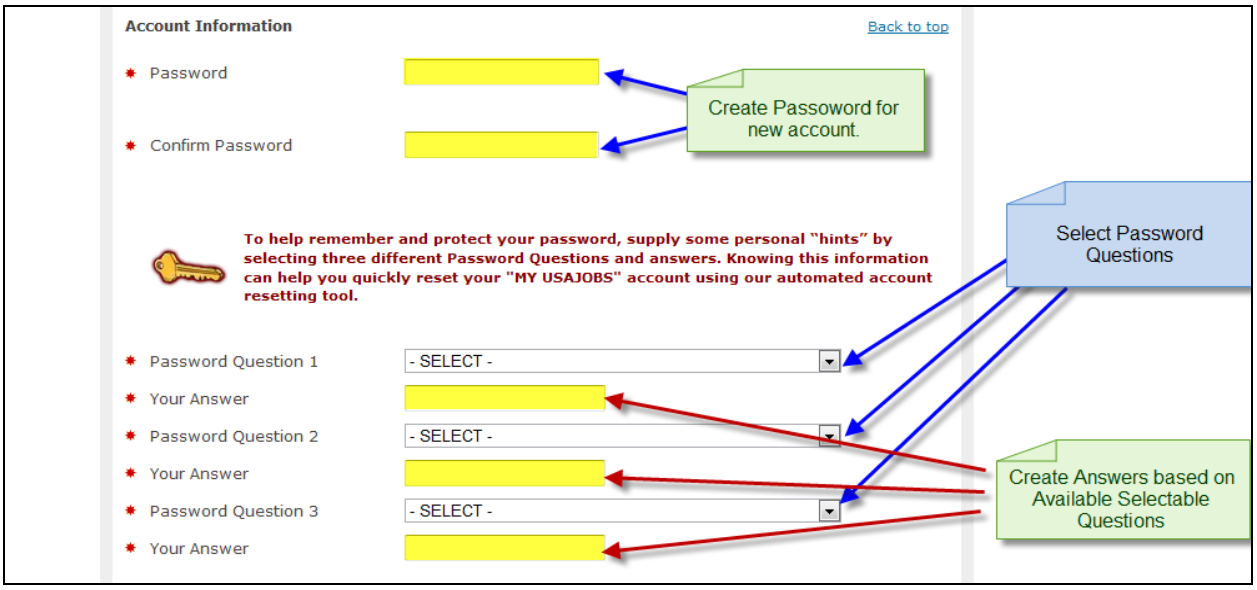
Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions or comments please go to http://uat.usajobs.gov/Home/ContactUs.

Activate your USAJOBS Account

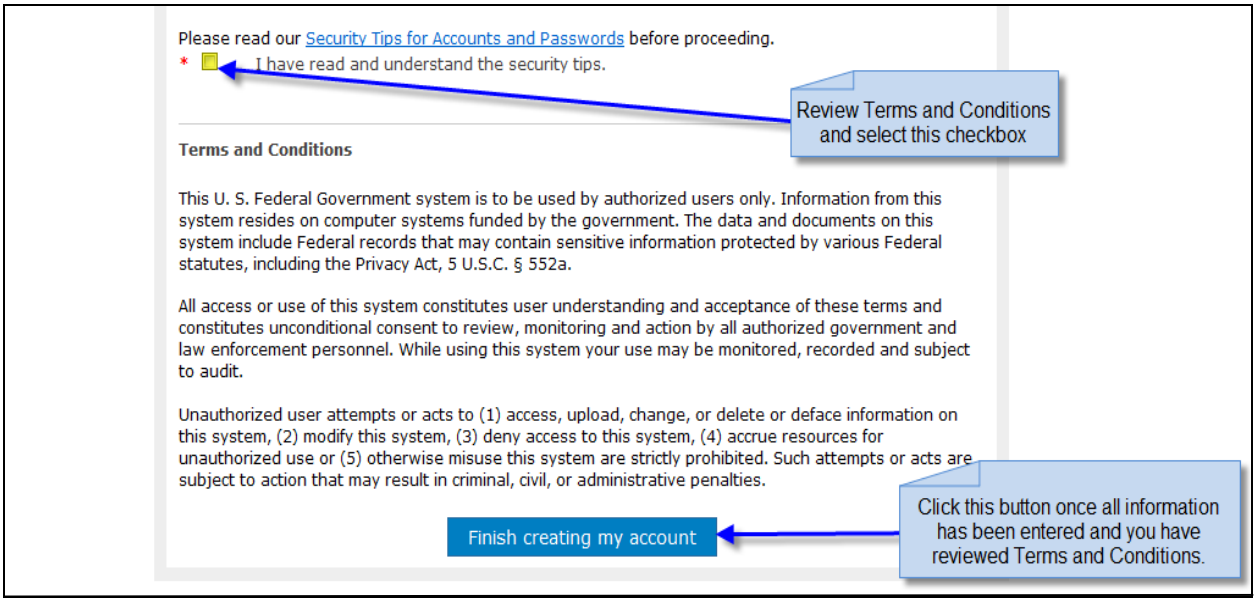
1. Enter your name and telephone number in the boxes provided.



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.

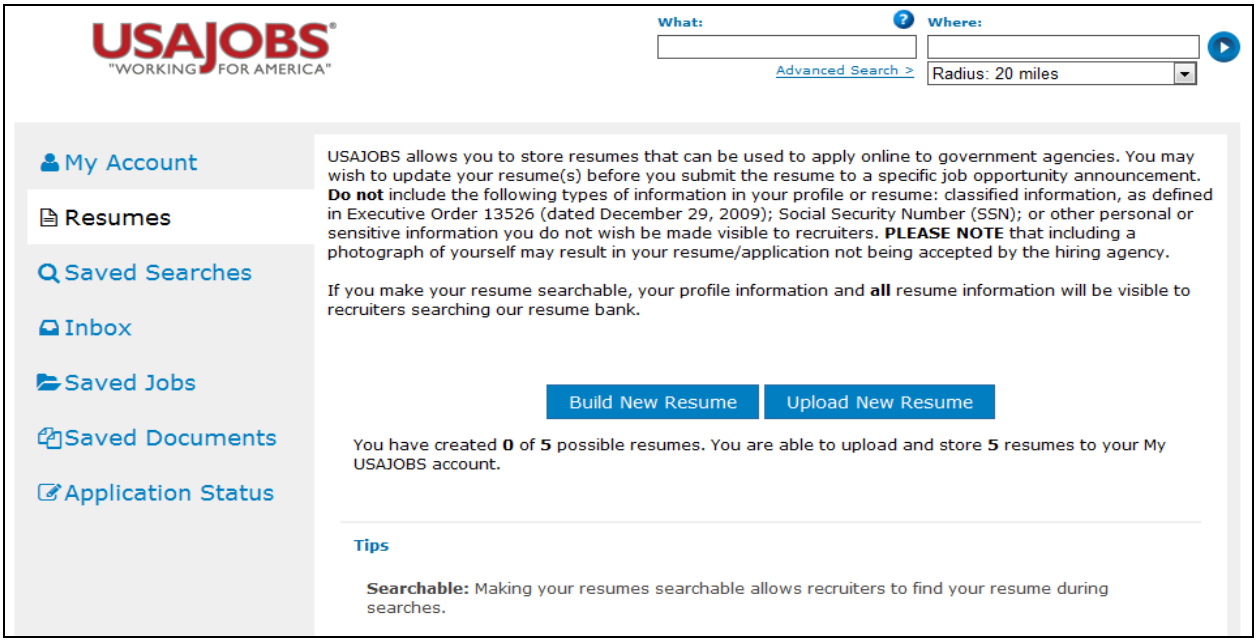


5. Read the security tips and click the box to confirm your understanding.
6. Click the <u>FINISH CREATING MY ACCOUNT</u> button.



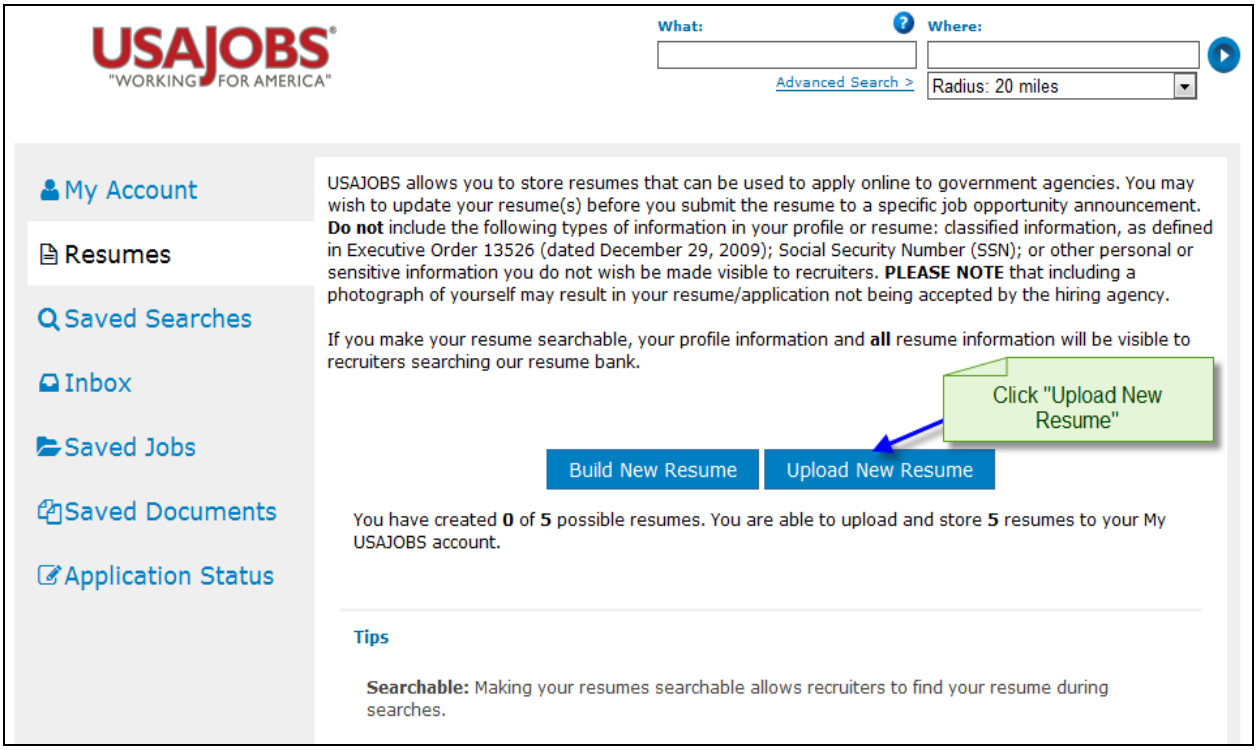
Create your USAJOBS Resume

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

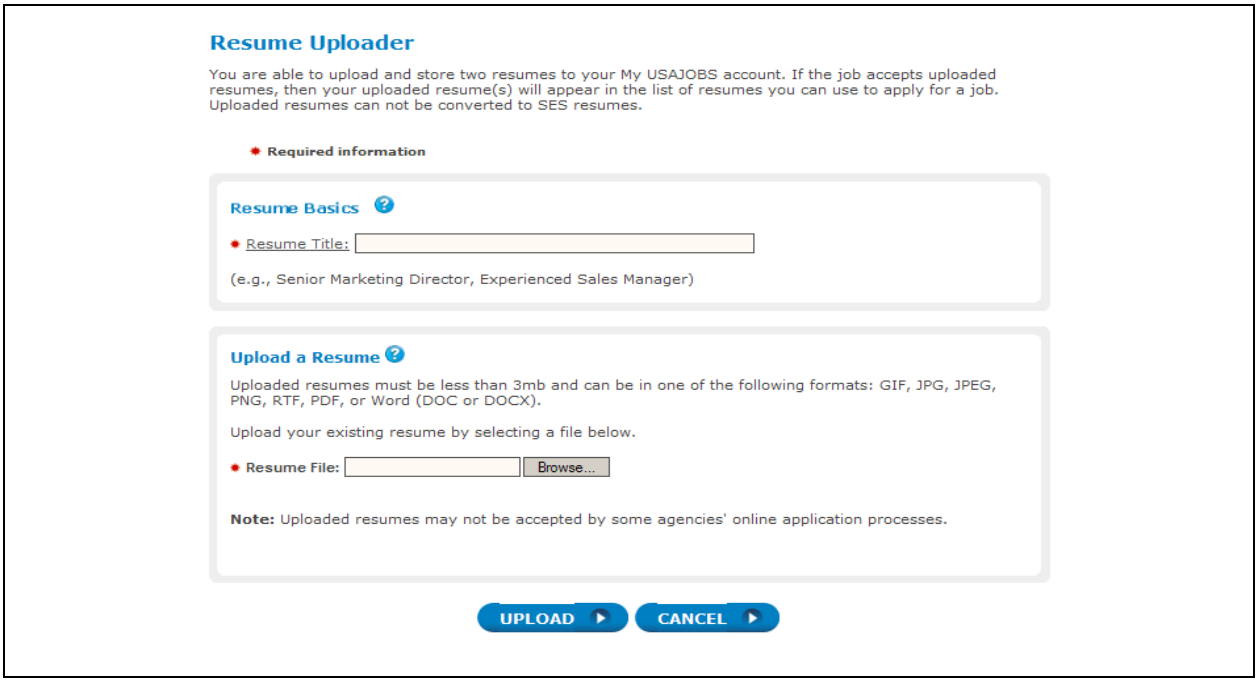


Upload Your Resume

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

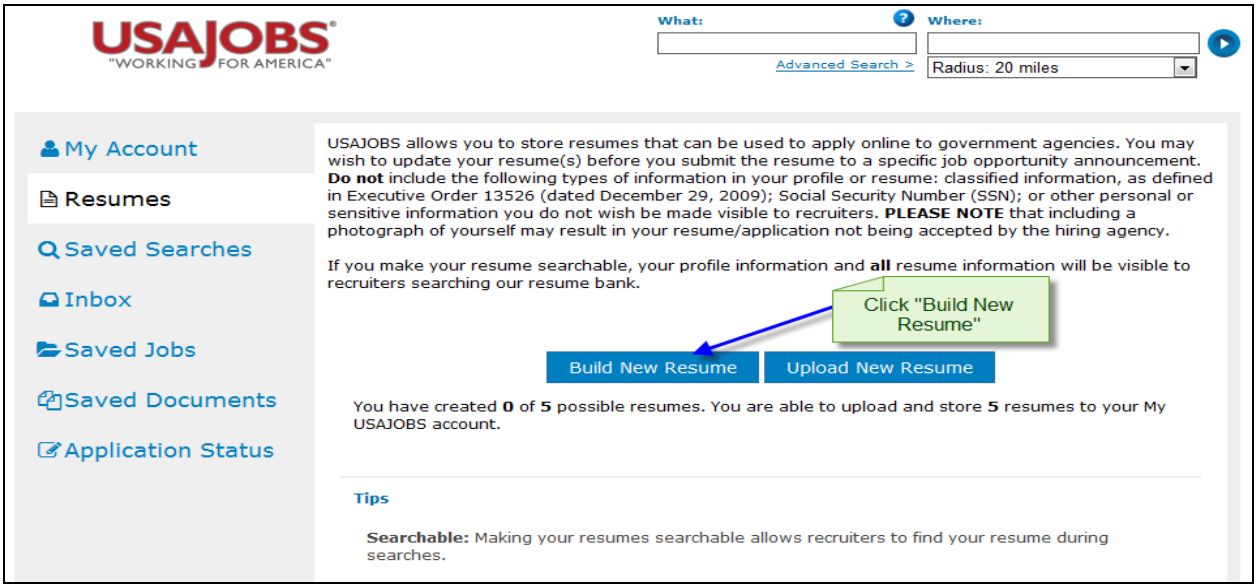


3. Type in a title for your resume in the RESUME BASICS box.
4. Click the BROWSE button to find your resume on your computer.
5. Click the UPLOAD button to upload the file.

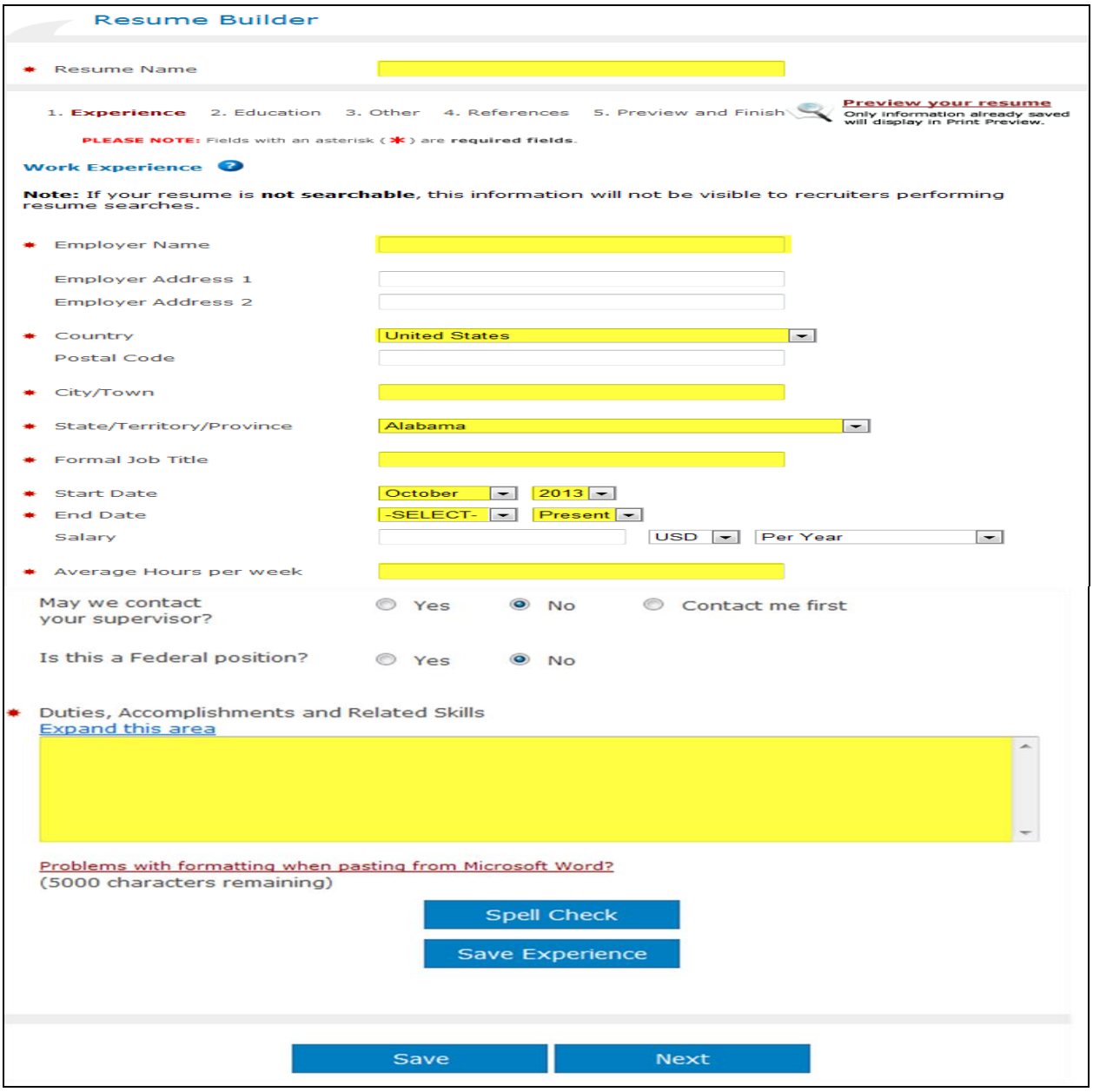


Resume Builder Method

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.

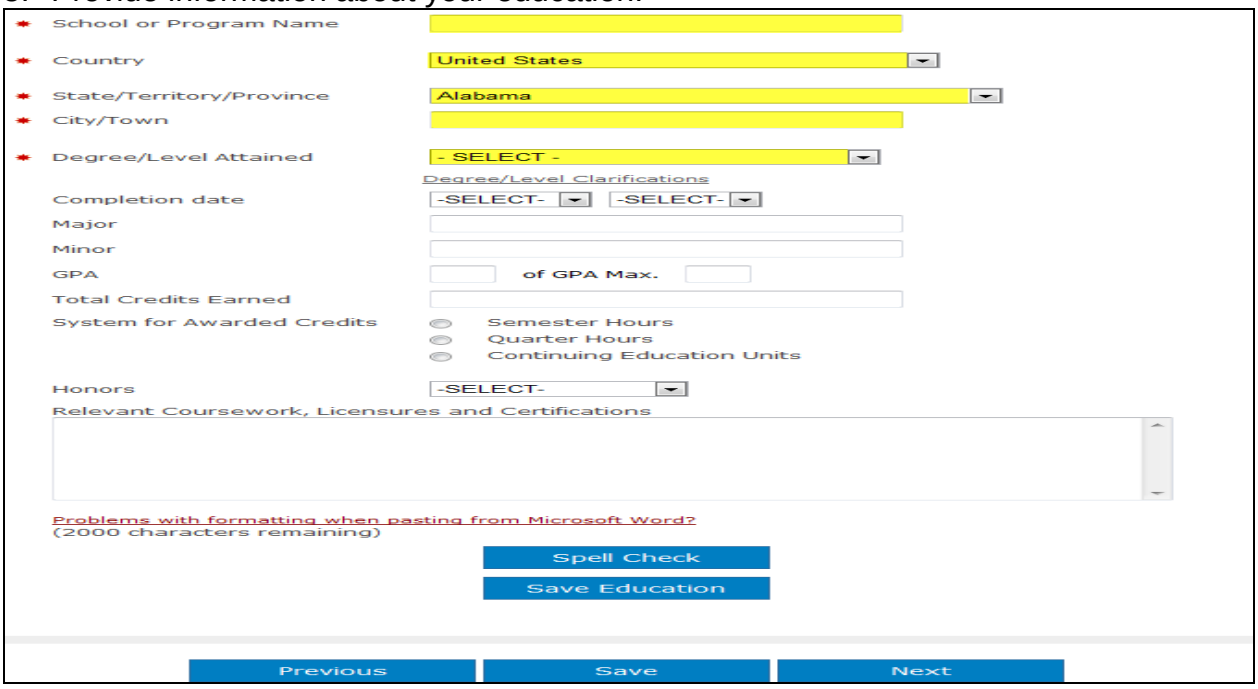


3. Complete all of the boxes with your personal information and work experience to build your resume.



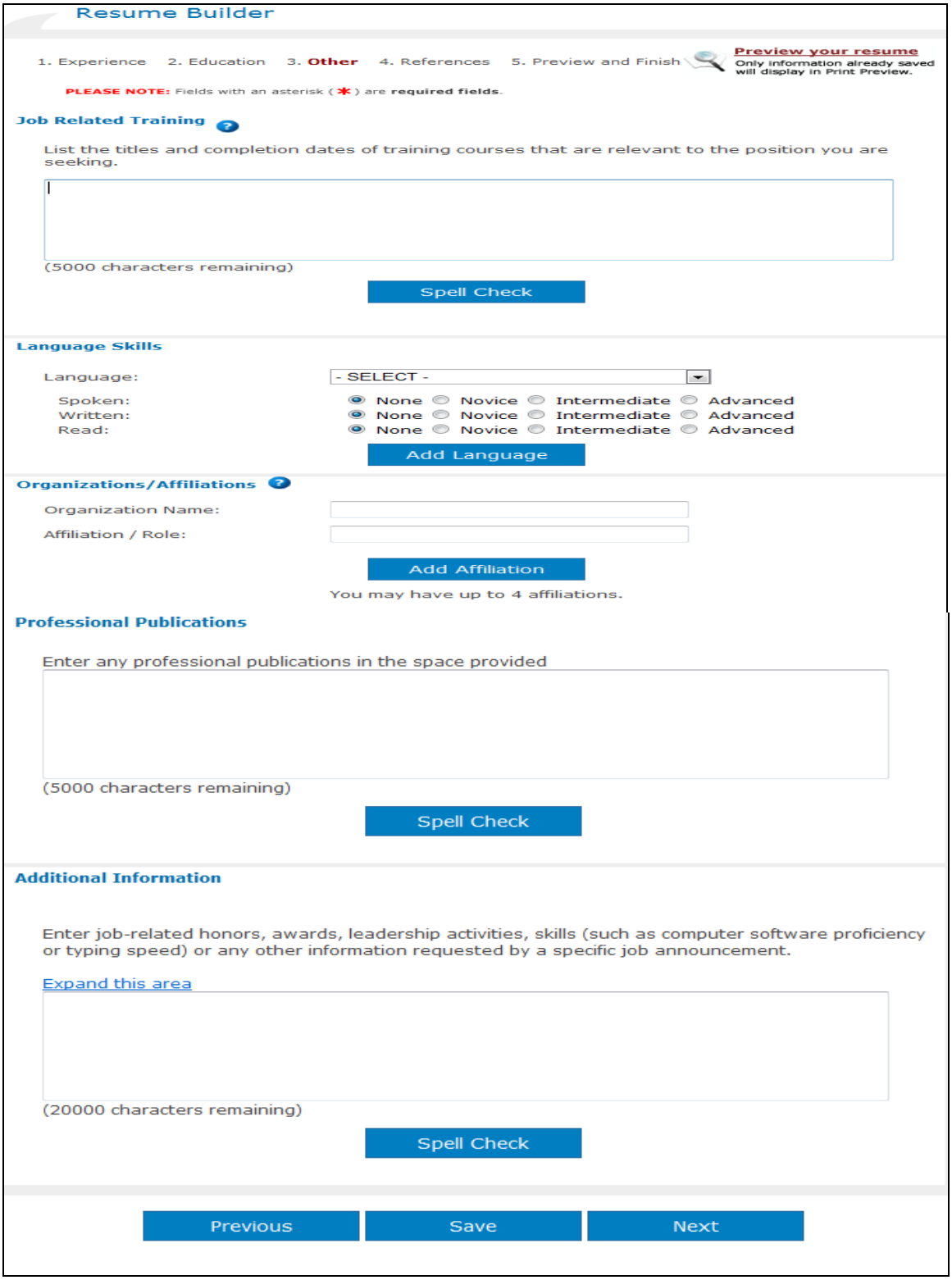
4. Click the blue **NEXT** button.

5. Provide information about your education.



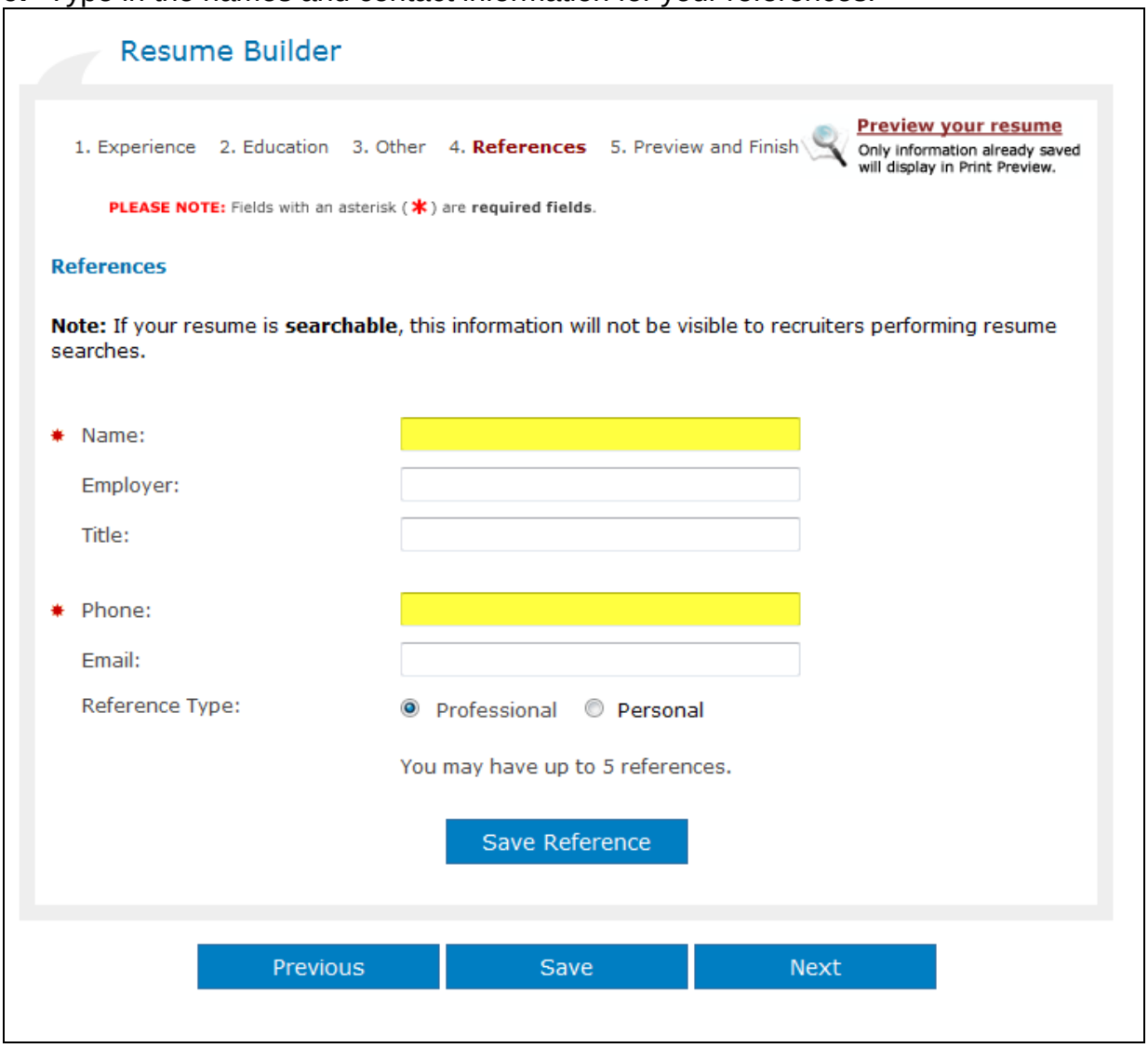
6. Click the blue NEXT button.

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



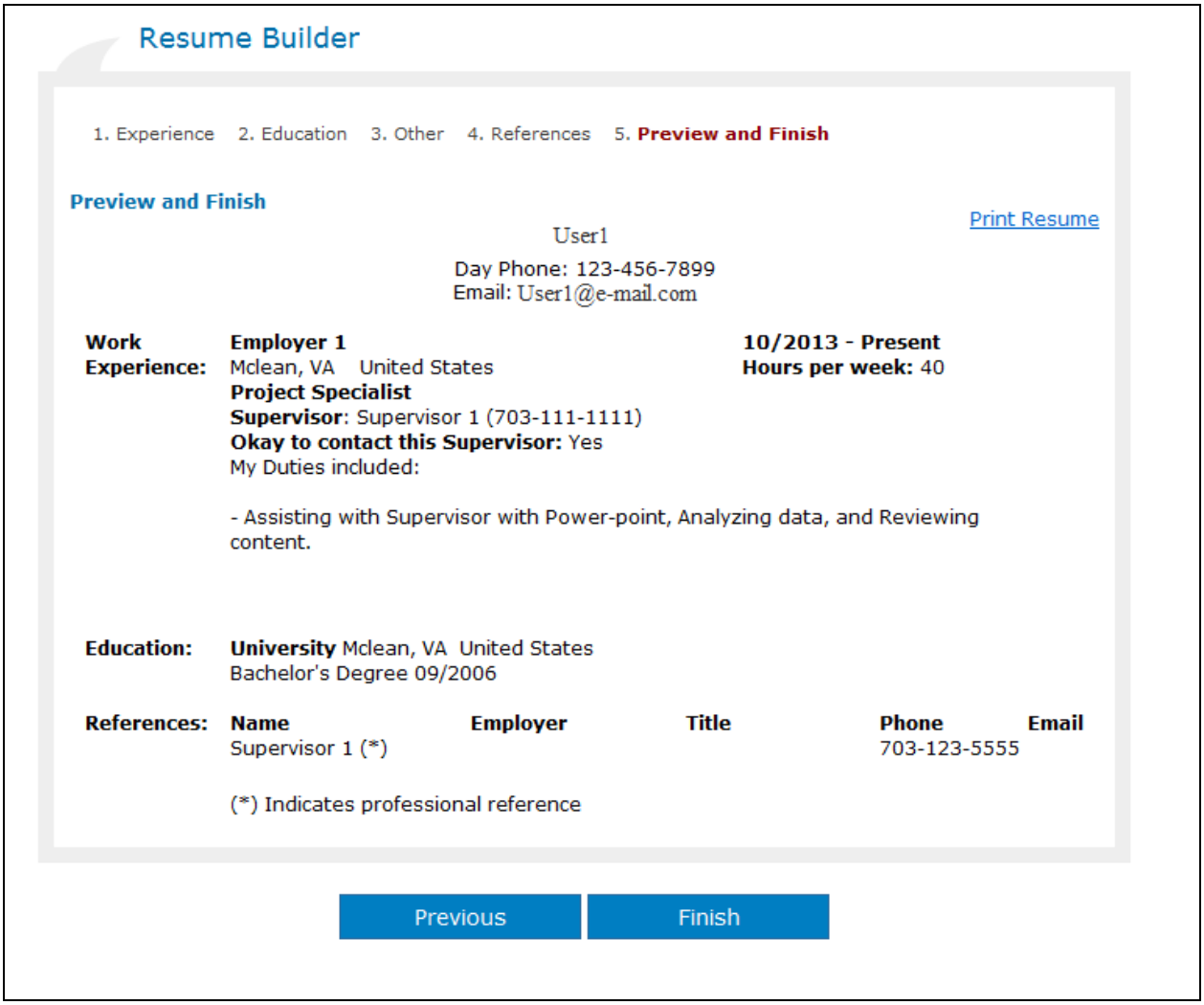
8. Click the blue NEXT button.

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.



Resume Builder

1. Experience 2. Education 3. Other 4. References 5. **Preview and Finish**

Preview and Finish

Print Resume

User1

Day Phone: 123-456-7899
Email: User1@e-mail.com

Work Experience: **Employer 1** **10/2013 - Present**
Mclean, VA United States **Hours per week:** 40
Project Specialist
Supervisor: Supervisor 1 (703-111-1111)
Okay to contact this Supervisor: Yes
My Duties included:

- Assisting with Supervisor with Power-point, Analyzing data, and Reviewing content.

Education: **University** Mclean, VA United States
Bachelor's Degree 09/2006

References:

Name	Employer	Title	Phone	Email
Supervisor 1 (*)			703-123-5555	

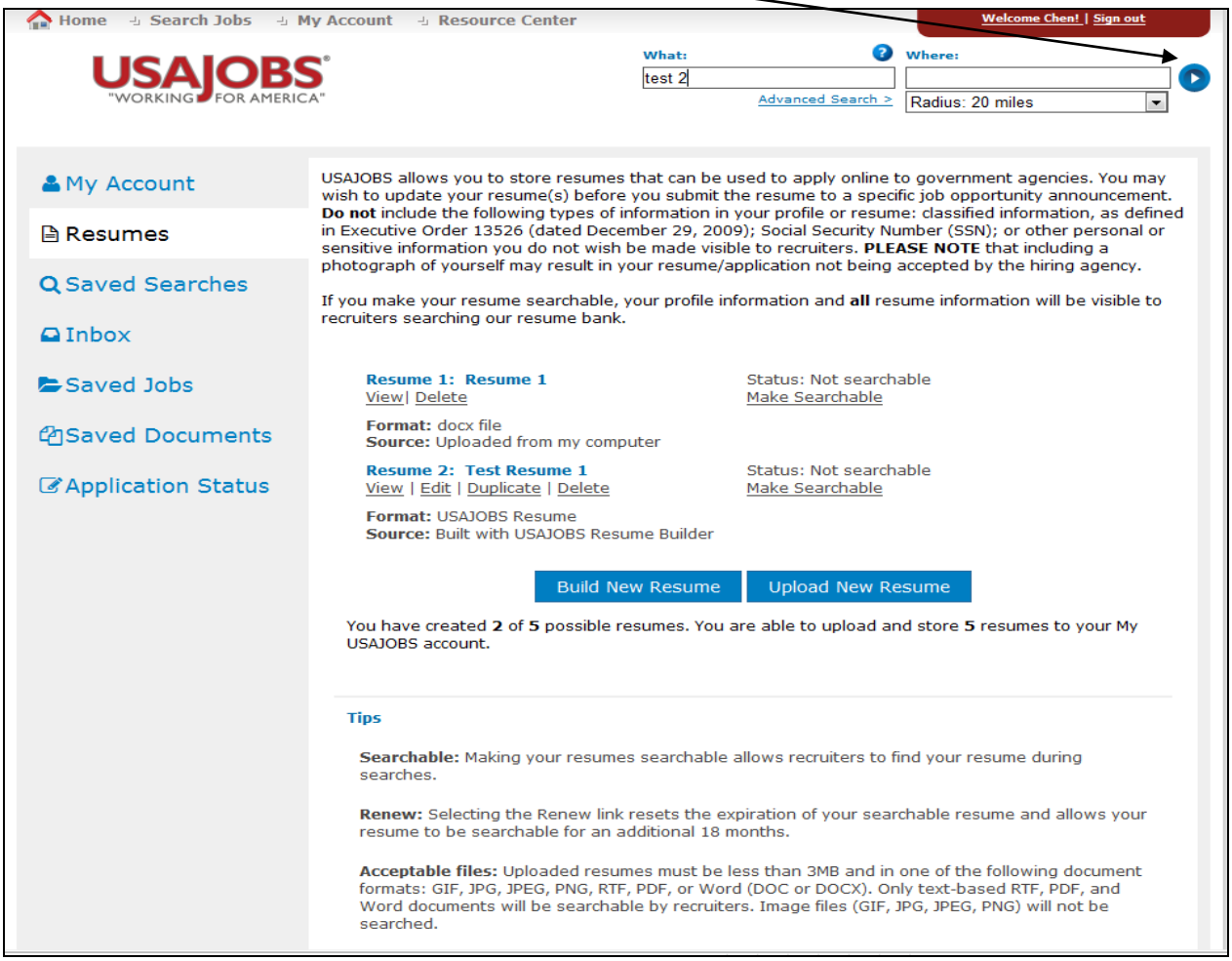
(*) Indicates professional reference

Previous Finish

12. Click the blue FINISH button.

Searching for Jobs

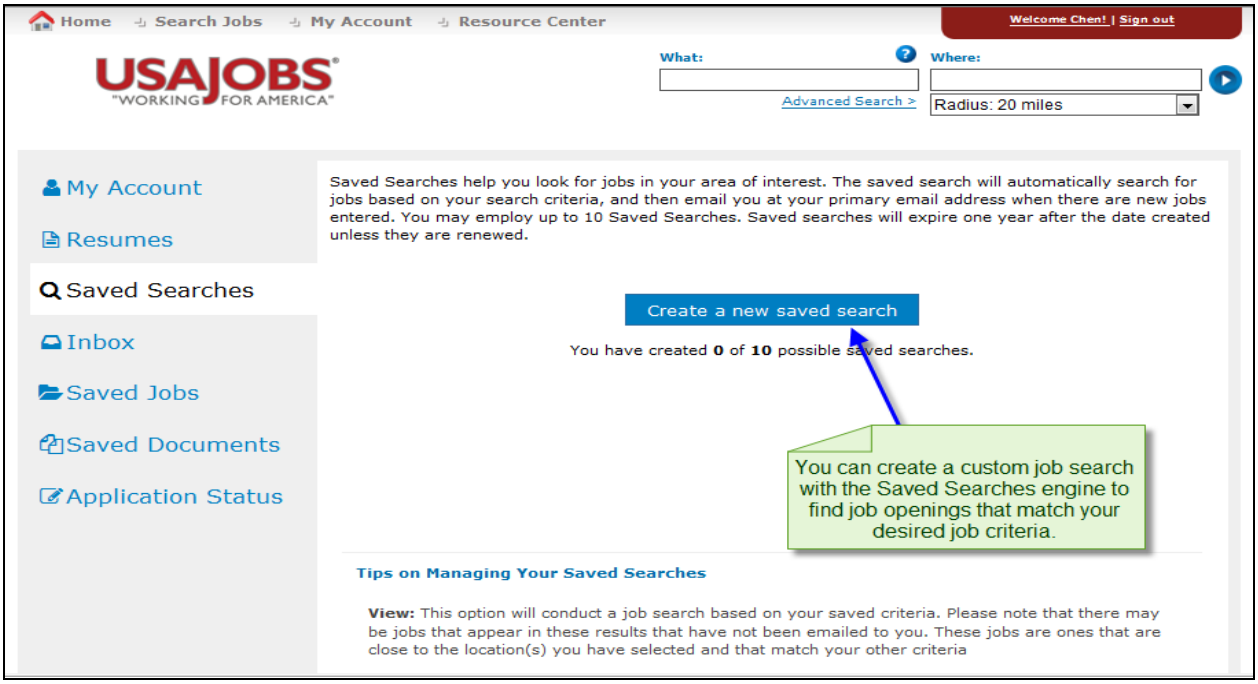
1. Type in the title of the job or key word in the WHAT box.
2. Enter a location in the WHERE box.
3. Select a radius.
4. Click the blue ARROW to search.



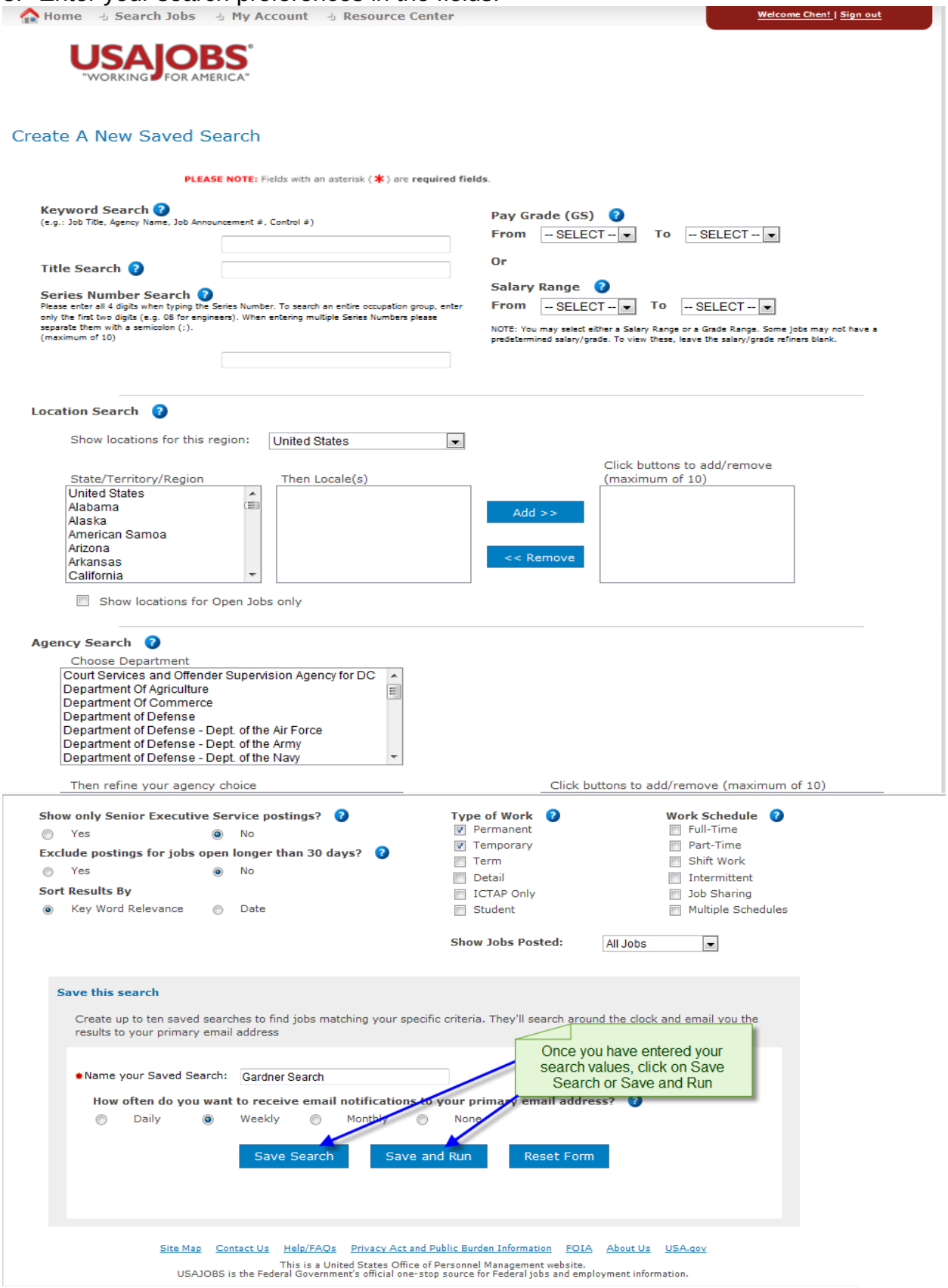
Creating Saved Searches for AOC jobs

Create reminders of potential jobs available on a weekly or monthly basis. You can easily save jobs and return to the system to complete the application process.

1. Click on the SAVED SEARCHES button on the left side of the screen.
2. Click on the blue CREATE A NEW SAVED SEARCH button.



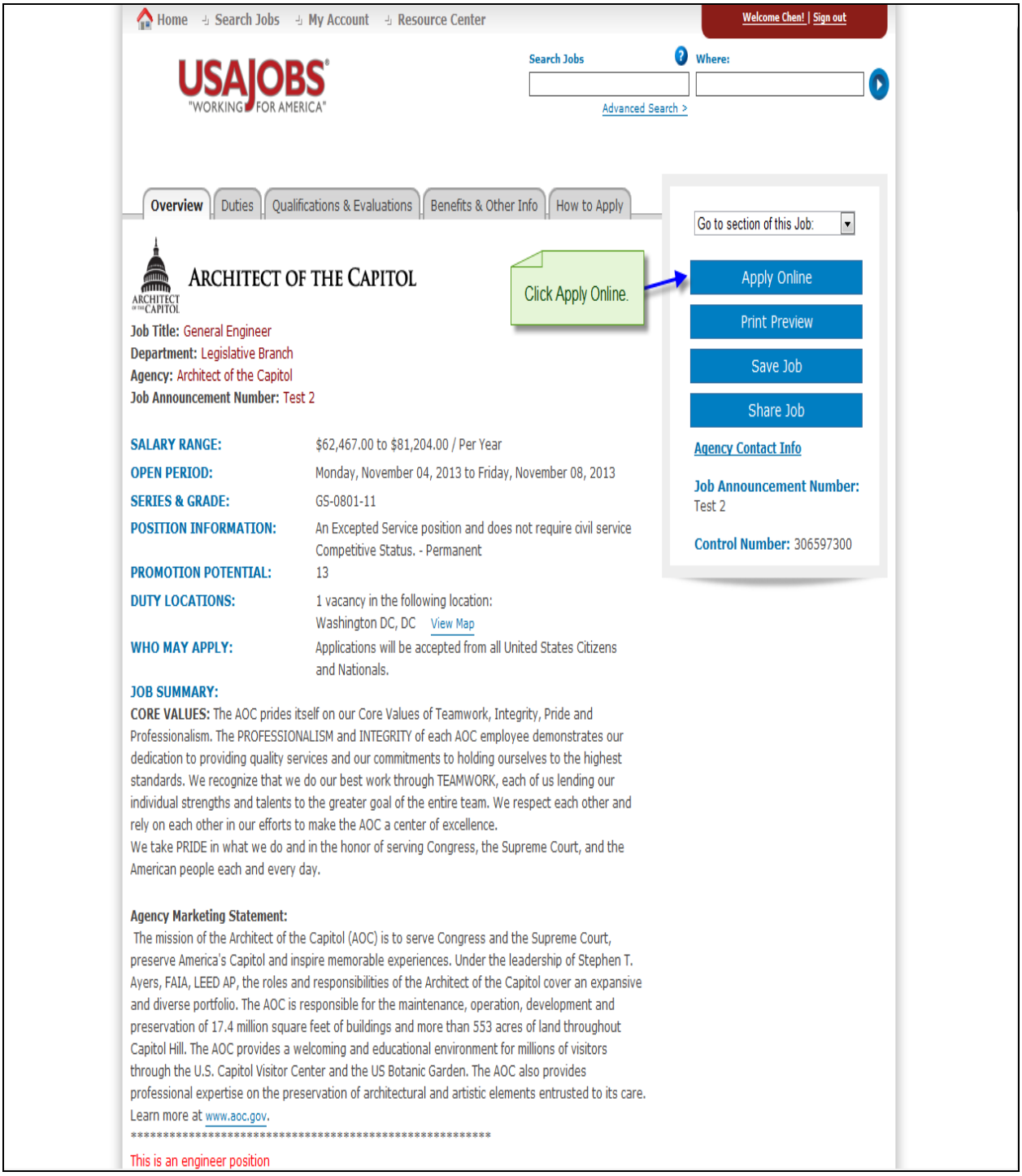
3. Enter your search preferences in the fields.



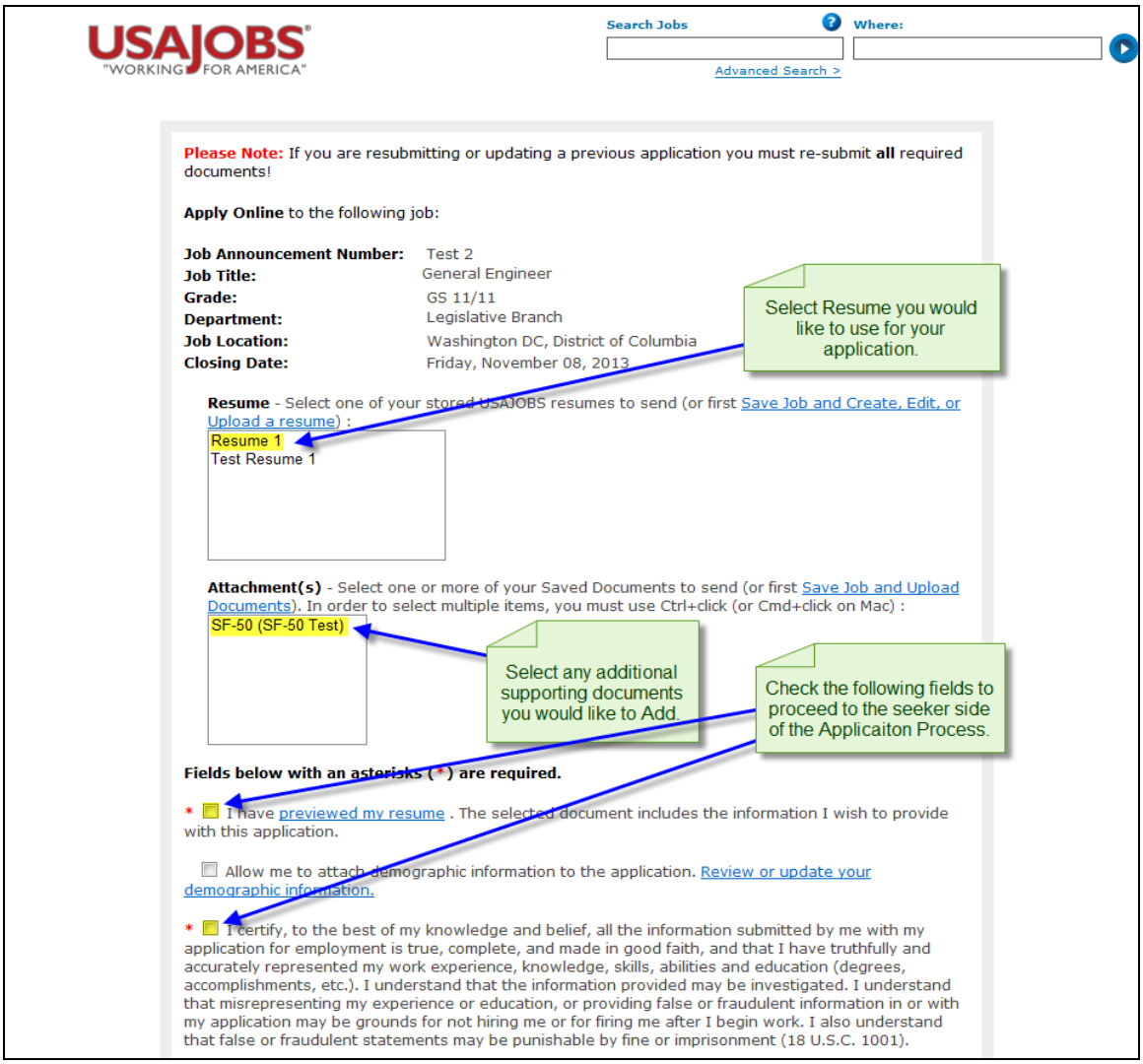
5. Name the search.
6. Click on the blue SAVE SEARCH button or click SAVE AND RUN to find jobs.

Applying for Jobs

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

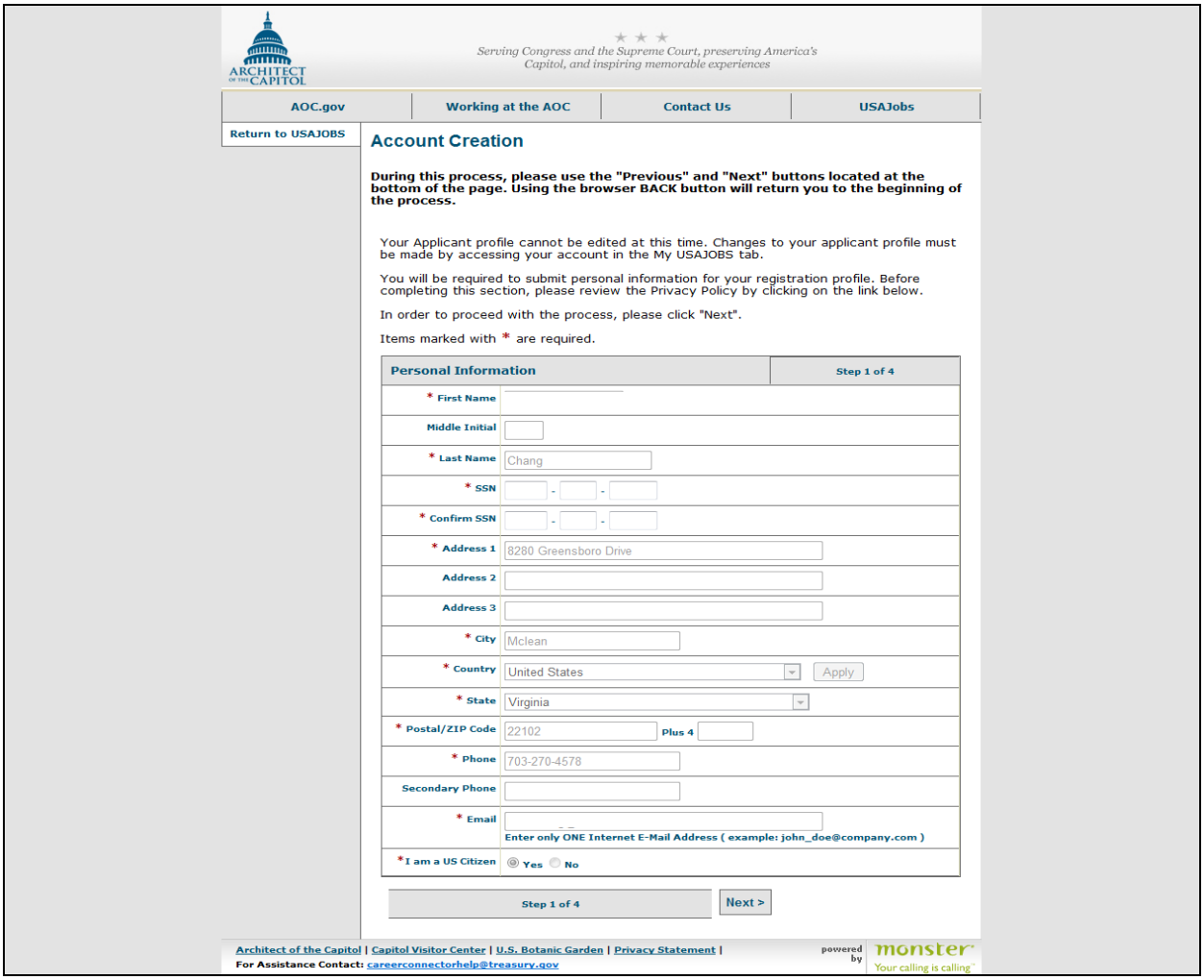


3. Click on the USAJOBS resume you want to upload with your application.
4. Upload any additional documents.
5. Click the checkbox to indicate that you have reviewed your resume.
6. Click the checkbox to certify your application.

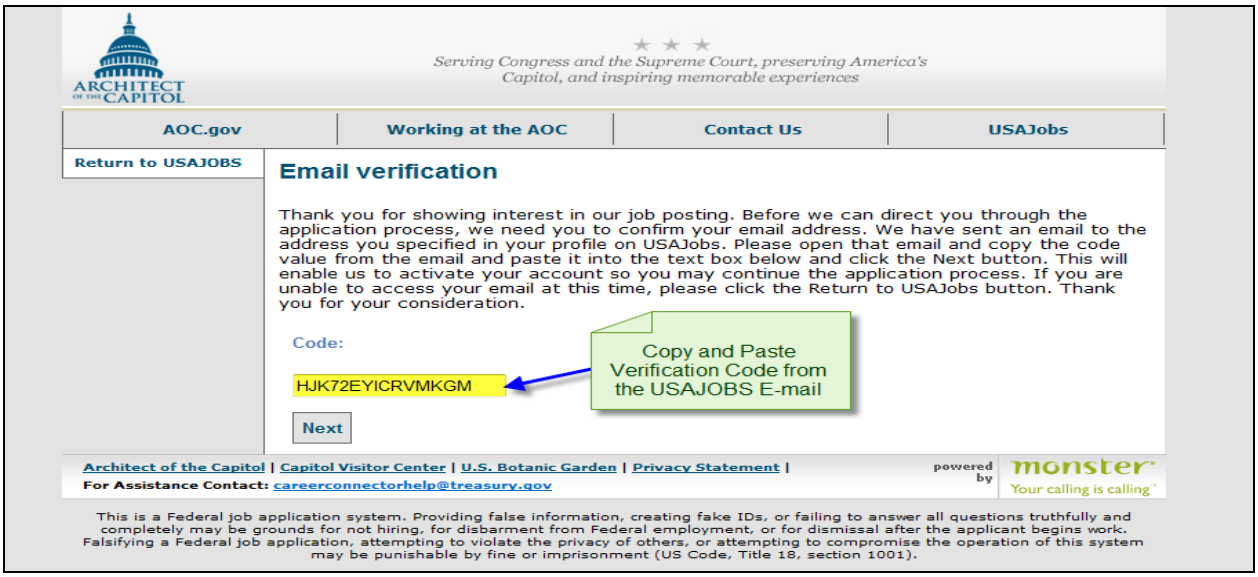


7. You will be automatically directly to the AOC application website.

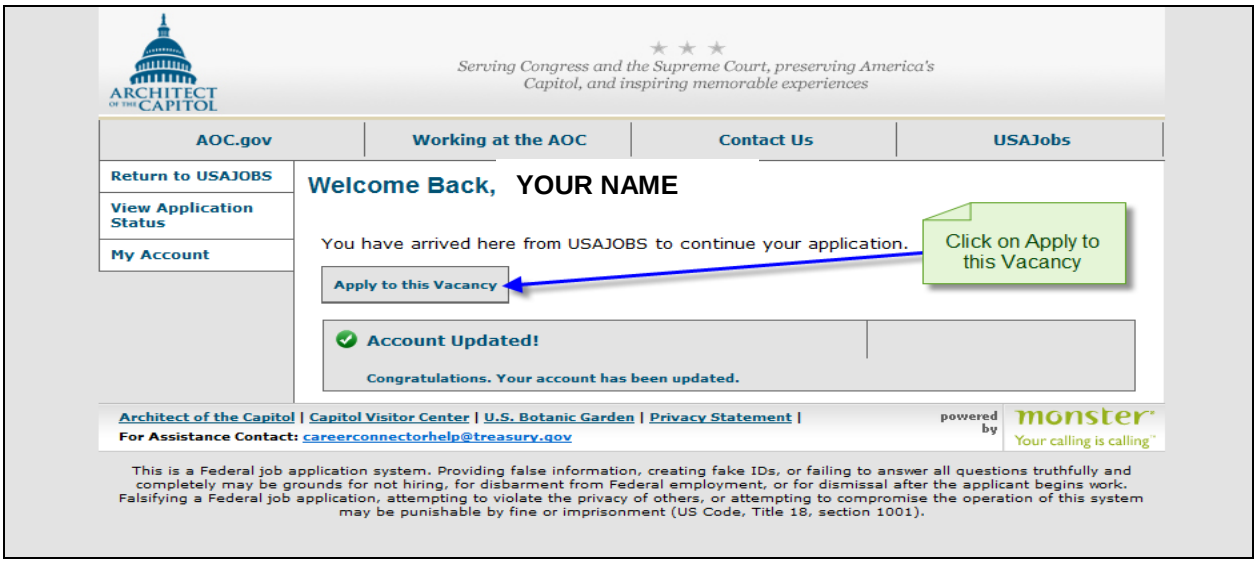
8. Your information will be automatically placed into the application from USAJOBS.



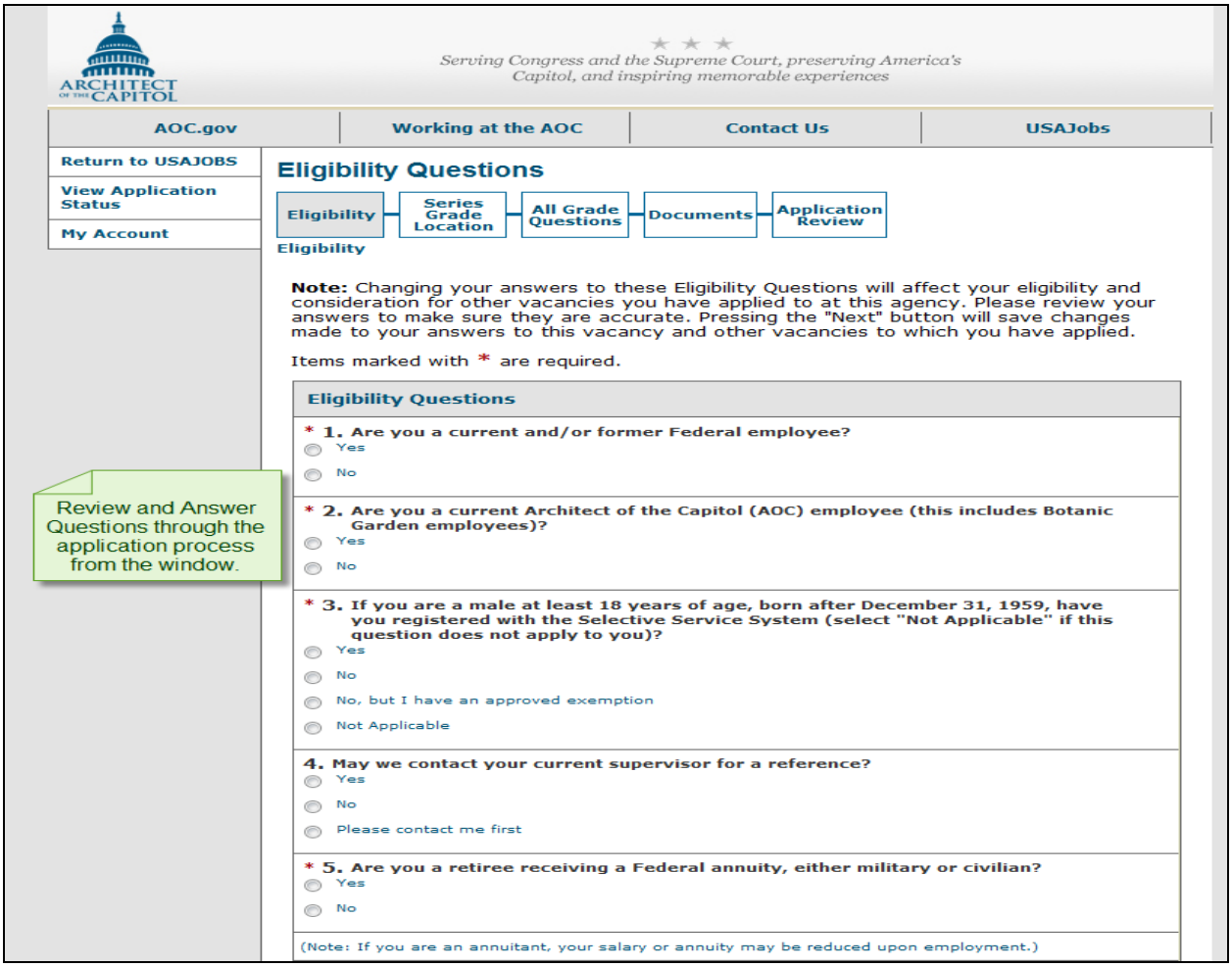
9. Check the email account you provided to USAJOBS to retrieve your email verification code.
10. Copy the verification code from your email into the <u>CODE</u> box.



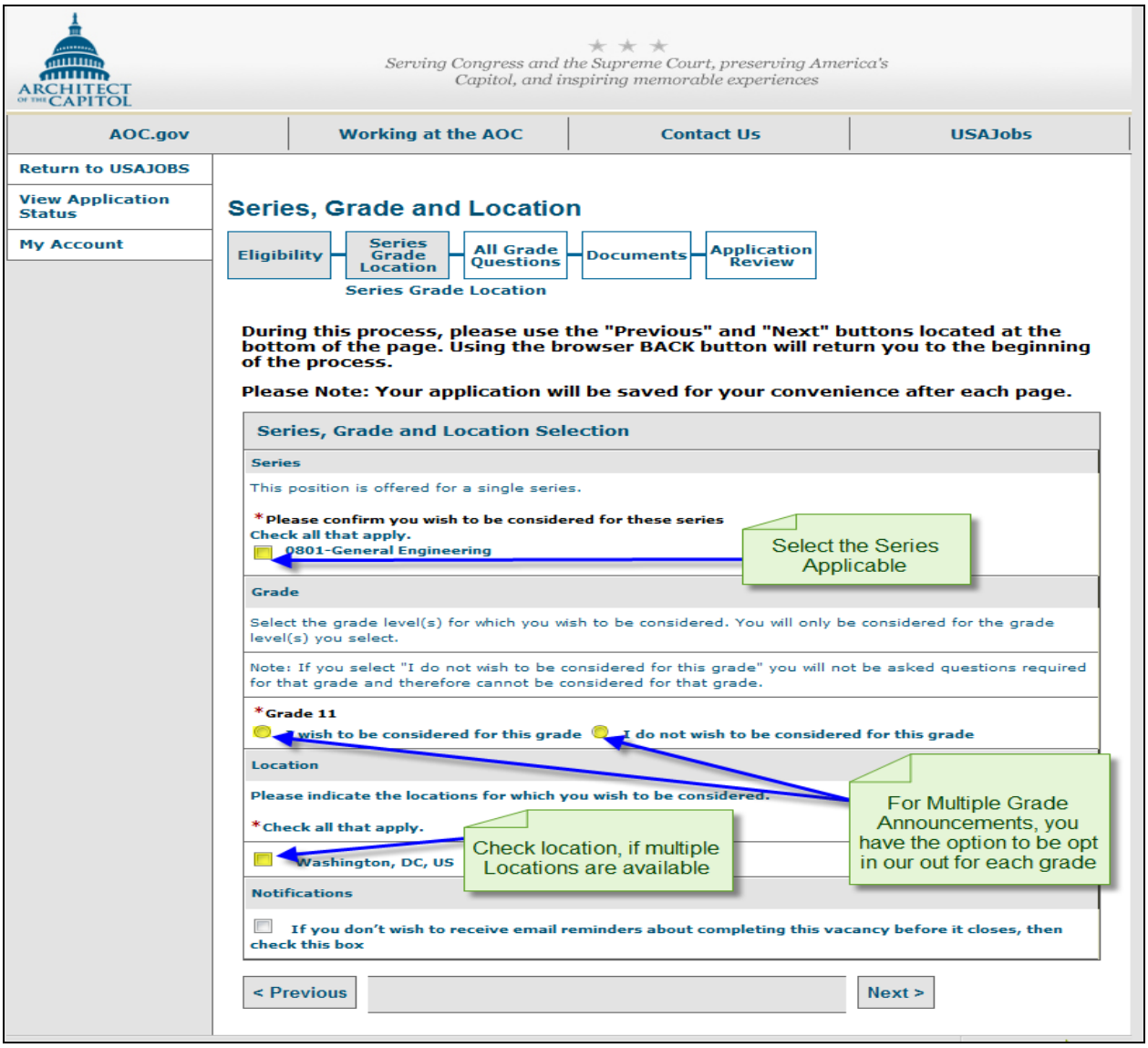
11. A welcome screen will appear.
12. Click on the APPLY TO THIS VACANCY button.



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

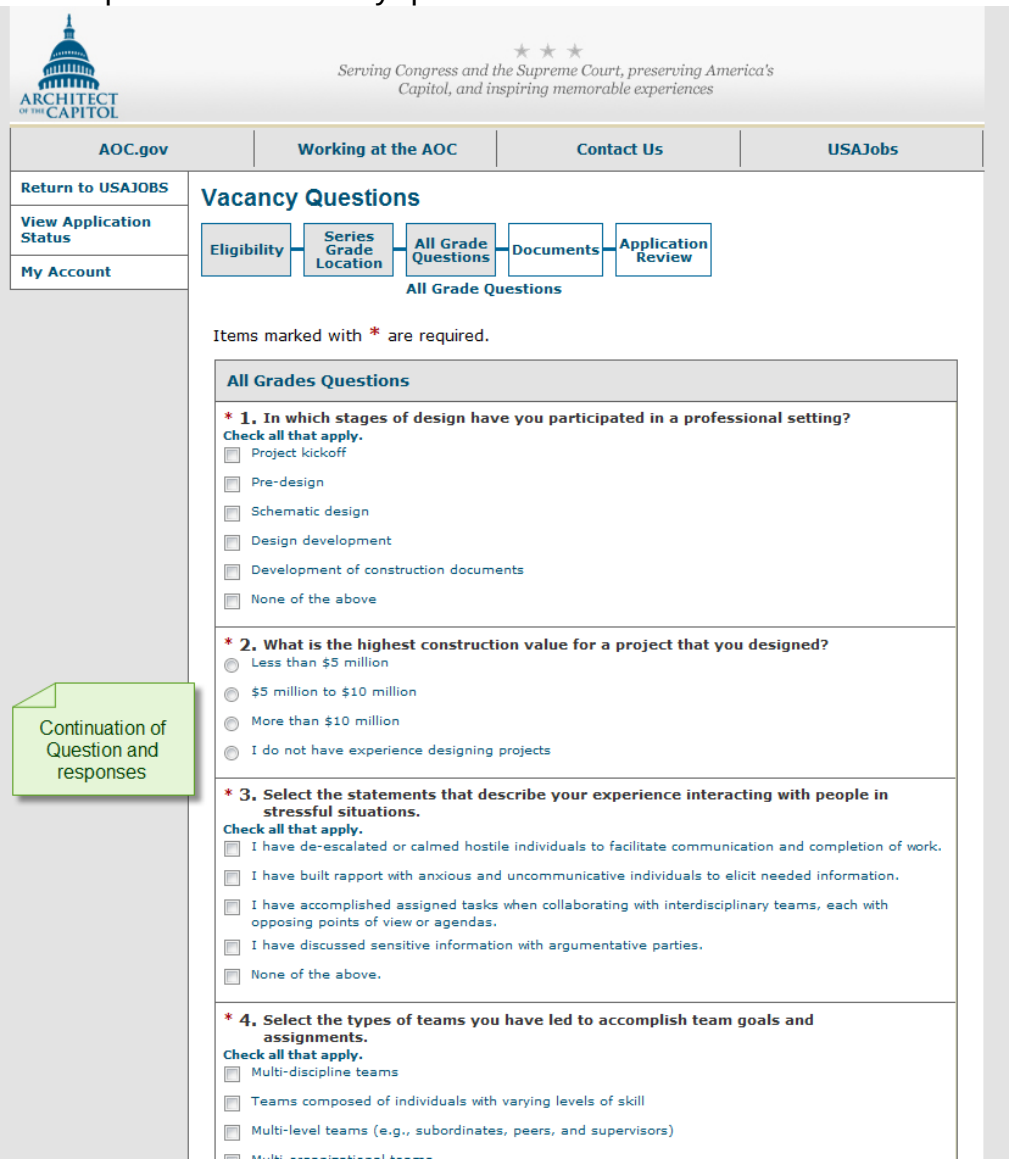


15. Check the boxes to select the series, grade and location.



16. Click the <u>NEXT</u> button.

17. Respond to the vacancy questions.



ARCHITECT OF THE CAPITOL

Serving Congress and the Supreme Court, preserving America's Capitol, and inspiring memorable experiences

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View Application Status
My Account

Vacancy Questions

Eligibility — Series Grade Location — All Grade Questions — Documents — Application Review

All Grade Questions

Items marked with * are required.

All Grades Questions

* 1. In which stages of design have you participated in a professional setting?
Check all that apply.
- [ ] Project kickoff
- [ ] Pre-design
- [ ] Schematic design
- [ ] Design development
- [ ] Development of construction documents
- [ ] None of the above

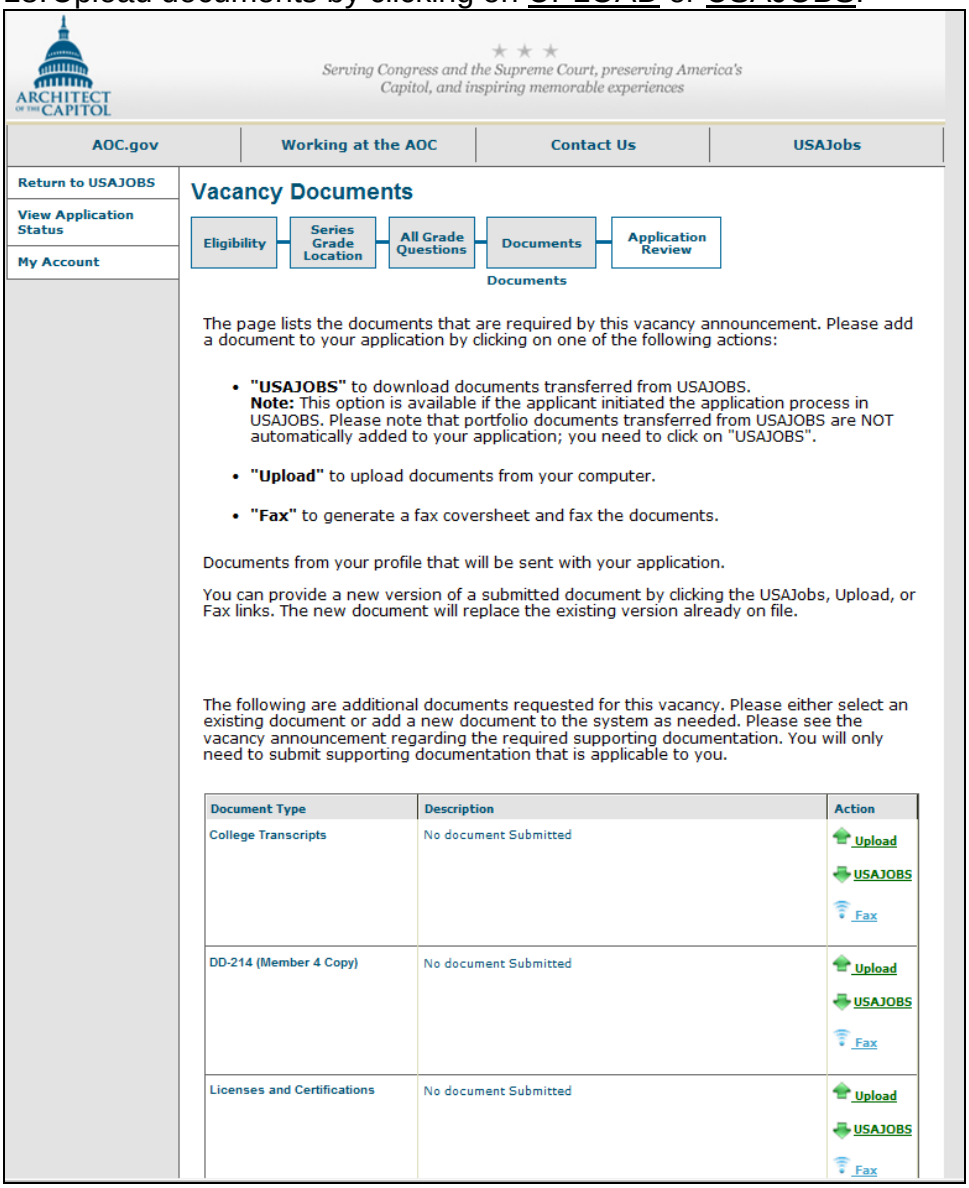
* 2. What is the highest construction value for a project that you designed?
- ( ) Less than $5 million
- ( ) $5 million to $10 million
- ( ) More than $10 million
- ( ) I do not have experience designing projects

* 3. Select the statements that describe your experience interacting with people in stressful situations.
Check all that apply.
- [ ] I have de-escalated or calmed hostile individuals to facilitate communication and completion of work.
- [ ] I have built rapport with anxious and uncommunicative individuals to elicit needed information.
- [ ] I have accomplished assigned tasks when collaborating with interdisciplinary teams, each with opposing points of view or agendas.
- [ ] I have discussed sensitive information with argumentative parties.
- [ ] None of the above.

* 4. Select the types of teams you have led to accomplish team goals and assignments.
Check all that apply.
- [ ] Multi-discipline teams
- [ ] Teams composed of individuals with varying levels of skill
- [ ] Multi-level teams (e.g., subordinates, peers, and supervisors)

Continuation of Question and responses

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