

AVUE Application Process for Forest Service Employment

- 1.) Log on to <https://www.avuedigitalservices.com/usfs/applicant.html>
- 2.) Click on the Logo
- 3.) Click on “Register Now” (in the top left of the page)
- 4.) Fill out all the Registration Information (all fields marked with an asterisk must be filled out), then click “Save this Information” at the bottom of the page
 - * Make sure you record your user name and password- you will need it in order to log back in
 - * If you do not already have an email account, you will need to set one up- click on “No Email Address” and sign up with one of the free providers.
- 5.) Fill out the “How Did You Find Us” page and click “Save This Information” at the bottom of the page.
- 6.) Click on “Create or Update My Profile” (in the upper right)
- 7.) Fill out the required information and click “Save This Information” to move on to the next page.
- 8.) Fill out the information on the “Applicant Information” page and click “Save This Information” at the bottom of the page.
 - *in the “Time Limit” and “Work Schedule” blocks, use the “Ctrl+Click” (hold the “CTRL” button down on the keypad while clicking the left button on the mouse) function to select all the options.
- 9.) On the “Work History” page click on “Add a non-federal position” if you have not worked for the federal government, or click on “Add a federal position” if you have worked for the federal government. Fill out all the information (be specific and use the spell-check!) and click “Update” to move on.
 - *Be sure to include supervisor’s name and phone number.
- 10.) Continue to input all your previous (paid and/or non-paid) work experience in the “Work History” pages and click “Save This Information” when you have finished.
- 11.) Fill out the information on the “Eligibility to Apply” pages and click “Save This Information” to move on.
- 12.) On the “References” page, fill out the information requested and click “Add” to input another reference or to move on, click “Save This Information”.
- 13.) Add your educational experience in the “Educational Background” page. Click “Add” to enter more schooling, or “Save This Information” to move on to the next page.
- 14.) Look over the “Relevant Information” page and add any information you feel may be helpful. (Click on the blue circles next to each category to get an idea of the types of things they are looking for in each block.) Click “Save This Information”
- 15.) Look over the “Other Considerations” page and fill out the relevant information. Click “Save This Information”.
- 16.) Use the “Additional Information” page to write down any information you feel may be helpful (use spell check), then click “Save This Information”.
- 17.) The “Supporting Documentation” page is used if you have any other information you would like to include (such as a personal resume or college transcripts) that you have saved in a file then you can attach it. Then click “Save This Information” to move on.
- 18.) Now you are on the “Apply for Jobs” page. Click “Apply for Jobs”. In the “Search for Jobs” chart, “Click Edit” to input the information you know about the position.

GRADE: 3 or 4

SERIES: 0462

JOB TITLES: **Forestry Aid (Fire)** (and/or) **Forestry Technician (your specialty)**

* In order to find the job titles you will need to click on “edit” in the job column row, then open up the “Fire Protection/Safety” folder and scroll down to find the correct job title (listed above).

LOCATIONS: All Locations (no changes)

AGENCIES: All agencies (no changes)

EMAIL Notification: ... no more than once a week (no changes)

*When your chart looks similar to the example above, click on “search for jobs”.

- 19.) Scroll through and find the announcement number that corresponds to the job you're interested in. When you find the job you want to apply for click the "shopping cart" box on the right. (That job announcement will then be saved for you to revisit later.) Next, click the "Job Title" (in blue) and the announcement summary will open up. Read through the description and click "Apply Now".
- 20.) Read through the instructions and then click on "Personal Information" in the upper left. Fill out any missing or new information required on each page and save to move on.
 - * All of the red categories on the left must be filled out in order to apply!
 - * Do not sell yourself short when you select what items accurately reflect your experience.
- 21.) Truthfully answer all the "Quality Group Factors" questions.
- 22.) Look over your work history and education information that you have previously entered and add or edit anything that needs it.
- 23.) In the "Applicant Information" page you will need to click on "Select Locations" in the "Preferred Locations" block and find the location of the jobs you're interested in.
 - *First click on the state
 - *Then scroll through and find the name of the city that you're interested in. (You can find a listing of the Inyo National Forest's job locations (cities) on the other handout in this package.)
 - *You need to make sure that the type of module you are interested work on is located in the city you listed. (For example, if you want to work on a handcrew and you choose Lee Vining or Lone Pine as your cities, you're essentially not applying to anything because there are no handcrews in Lone Pine or Lee Vining.)
 - *You can choose up to nine locations nationwide
 - * Don't forget to click "save" at the bottom of the page
- 24.) Now you have essentially completed your application. But you're not done yet. You can now click "This Application" on the left to review your application and make any last minute changes. When you are satisfied with your product, click "Send Application".
- 25.) Read through the "Application Review" page to make sure you do not have any errors, (all errors need to be corrected or your application before you continue and send it for processing). Also read the "Recommendations" and "Reminders" sections and make adjustments if necessary. (Ideally they will all read: "nothing was detected")
- 26.) Now click on "continue and send application" at the bottom.
- 27.) Click "OK" to certify your application and send it for posting.
- 28.) You will need to complete the information on the "Applicant Certification" page.
 - *Click the box that you certify you've told the truth on your application
- 29.) Click on "Save and Submit Application" at the bottom of the page.
- 30.) Honestly fill out the questioner.
- 31.) Verify that AVUE has received your application by checking your email.

Notes:

- *You will need to repeat this process for any other announcement numbers you are interested in applying for.
- *Be advised that there is no way for module leaders to determine if your application is in, until they request a list of names from AVUE.
- *You can apply for the same job as many times as you would like, the most recent application that you submit will be the one that is displayed on the list.
- *You will need to update your application every 60 days or else it becomes inactive. You will receive an email notification prior to that time.
- *If you have problems submitting your application, there is an AVUE assistant that you can email technical questions. The contact information is located on the first page after you log in. Click on "AVUE assistant", and that page will have some information about potential problems, or you can scroll to the bottom of the page to send an email with your question.