

## Applicant Guidelines for Applying Online for Centralized Nationwide Temporary Positions

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For applicants applying for Forest Service jobs online via Avue Digital Services (ADS), there are three basic steps to follow.

1. **View locations of positions being filled at <http://wwwnotes.fs.fed.us:81/r1/hr/fstemphire.nsf>**
2. **Create a personal profile on the Avue Digital Services (ADS) application system.**
3. **Apply to vacancy announcements online via ADS.**

### Review Vacancy Announcement(s)

Log on to USAJobs at [www.usajobs.opm.gov/a9fs.htm](http://www.usajobs.opm.gov/a9fs.htm) and select the job series or the state you are interested in. Click on **Submit** to view jobs. Scroll down to find nationwide jobs. Select the vacancy announcements in which you are interested in applying. Read the entire vacancy announcement. It contains all the information you need to apply for the job.

### View Position Locations

The locations of positions that will be filled using these national announcements will be listed by accessing information at <http://www.fs.fed.us/fsjobs>

### Creating a Profile: Registering with ADS

From within the vacancy announcement, click on [www.avuedigitalservices.com/usfs/applicant.html](http://www.avuedigitalservices.com/usfs/applicant.html). Then click on the Forest Service shield to logon. If you get a blank screen while navigating through ADS, click on Refresh.

Click on **New User**. Enter all fields in New User Registration window. Indicate where you heard about this site by clicking on one of the options.

Click on **Create or Update My Profile**. Complete all sections (Personal Information, Applicant Information, Work History, Eligibilities, References, Education Background, Additional Information, Attachments) because all applicant information will be available to the selecting official. Applicants should include the dates they are available to work in the **Additional Information** section, by stating "From (date), To (date)."

If you have college transcripts, a DD-214, or other documents to validate qualifications, they should be attached in the **Attach Resume and Supporting Documents** section.

Be sure to click on the **Save** button on the bottom of each screen.

Return to the **Main Menu** by clicking on the icon in the upper left corner of your screen.

### Apply for Jobs Online

From the Main Menu of the ADS website, Click on **Apply for Jobs**

Jobs you are eligible to apply for will appear on your screen. If you are interested in applying for more than one job listed, you may click on those you wish to apply for and add them to your shopping cart.

Click on the *title* of the job you wish to apply for. The vacancy announcement will appear with a menu bar on the left side. Click on **Apply Now** to apply.

Each field in red under the Mandatory section must be completed before you submit your application.

- You will see a series of statements designed to evaluate your education and experience in relation to the skills, knowledge, and abilities required for this position. *Follow the on screen instructions*, which will indicate whether you are to select *all statements* that apply to you, or the *one statement* that best describes your education or experience. (NOTE: For Education, enter **only** those hours that relate to the type and level of education described. For instance, if *graduate* education is described, enter credit hours obtained in *graduate* courses.)

You have the ability to save your application and return to it later. Once your application is complete, you may print a hard copy by clicking on **This Application** under the **View and Print** menu on the left side of the screen. Click on **Send Application** to submit your application. You will be asked to certify that the information you are submitting is true. This is equivalent to signing a legal document. Once you have certified your application, click on **Save and Submit**. Currently, you are not able to change your answers to the Basic Qualification questions once you certify and submit your application. (NOTE: A future update to the Avue system is anticipated in early 2003 that will allow you to change answers to the Basic Qualifications questions.) You will be able to update your personal profile information and attach any supporting documents. You will then be asked to complete an optional Applicant Survey on a pop-up window.

You will be congratulated upon successful submission of your application. You may **Return to Application** or **Return to Vacancies** to continue, or you may exit via the **Quit** button in the lower right corner.

## What's Next?

You will receive an email message from the USDA Forest Service, letting you know that your application was received. Currently it also says

Once the close date for the vacancy has passed, we will review your information along with the information of others who applied for the vacancy.

However, your application is immediately available to the Selecting Official once you receive this email message, and you do not have to wait until the announcement closes. This message will also tell you how to check on the selection process, to stay aware of your application's status.

To check on the status of a vacancy announcement you have applied to, applicants can access the **Jobs I Have Applied For** section in ADS at [www.avuedigitalservices.com/usfs/applicant.html](http://www.avuedigitalservices.com/usfs/applicant.html) to find updated selection information.

## Hard Copy Applications

Applicants who cannot apply online via ADS may request hard copy vacancy announcements and instructions from the USDA Forest Service toll free at (877) 813-3476, or fax (208) 373-4285, or TTY/TDD (866) 868-8354.

This document available in the FS Lotus database, R1DATA/fsfiles/unit/hr/FS HR Professionals/Training