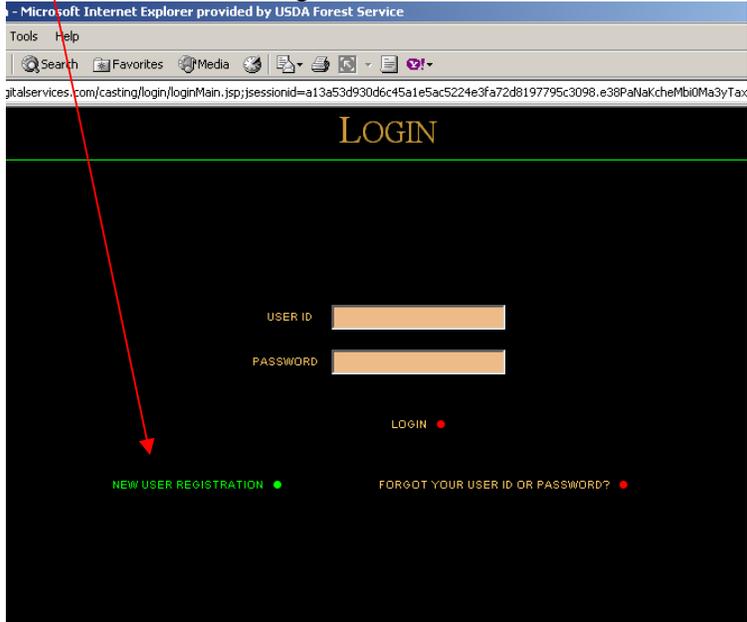
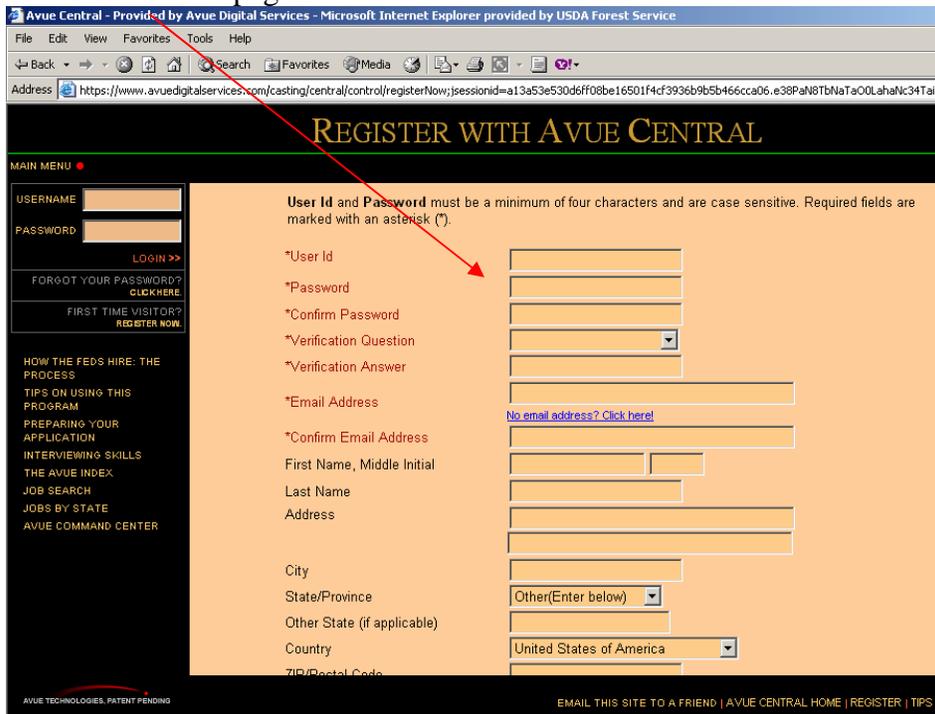


# AVUE Step-by-Step SEARCH FOR JOBS

## Step 1: Click on New User Registration



## Step 2: Fill out personal information. When finished, click on SAVE THIS INFORMATION at the bottom of the page.



# AVUE Step-by-Step SEARCH FOR JOBS

## Step 3:

Click either Job Fair or Agency Employee and then click on SAVE THIS INFORMATION

**HOW DID YOU FIND US**

Reference Code

OR

Where did you hear about this site?

- This Organization's Website
- General Job Information Website
- Job Fair/Recruitment Event
- Agency Employee
- Newspaper Ad
- Professional Journal
- Other Print Ad
- School Placement Center
- Development Executive Group
- Other

If other, please specify

SAVE THIS INFORMATION ●

## Step 4:

At the main menu click on APPLY FOR JOBS

**MAIN MENU**

Scott REF



FOREST SERVICE  
U.S. DEPARTMENT OF AGRICULTURE

- AVUE ASSISTANT
- GENERAL INFORMATION
- EMPLOYER PROFILE
- TALK TO A REAL PERSON
- APPLY FOR JOBS
- CENTRALIZED TEMPORARY JOBS
- VIRTUAL RESUMÉ
- CREATE OR UPDATE MY PROFILE
- JOBS I HAVE APPLIED FOR
- JOB SEARCH PROFILE
- VETERAN INFORMATION

MORE INFORMATION VIEW OPTIMAL BROWSER SETTINGS ● T

View Optimal Browser Settings

# AVUE Step-by-Step SEARCH FOR JOBS

## Step 5:

You need to click on EDIT on GRADE/SALARY RANGE, SERIES, and AGENCIES.

**SEARCH FOR JOBS**

MAIN MENU

We use the profile to show you the full selection of open vacancies in the Federal Government that match your interest.

Tell us what kind of jobs you're looking for by selecting items on the form below. For example, if you only want to see jobs in a particular location or Agency, click on "Edit" on the row marked "Locations", then select the location. A range of grades or salary requirements are required. Search by salary range if you are looking for jobs in agencies that use pay banding, or if you are looking for jobs in all agencies.

If you do not select any other search criteria, you will see all jobs available in that salary range in all locations and agencies. Setting the location to "Nationwide" will only find jobs that are marked "Nationwide"; it will not display all jobs.

Once you have set up your profile, we will send e-mail notifications when new jobs that match your profile are posted. If you do not wish to receive e-mail notifications, click on "Edit" on the row marked "E-mail Notification", then select the "Never" option.

To not limit the location, don't select a value. "Nationwide" will find only jobs that are marked as "Nationwide".

* GRADE/SALARY RANGE		EDIT
SERIES	Not Selected	EDIT
JOB TITLES	Not Selected	EDIT
LOCATIONS	All Locations	EDIT
AGENCIES	All	EDIT
E-MAIL NOTIFICATION	Email notification of jobs that match my profile should be sent no more than once a week.	EDIT

SEARCH FOR JOBS CLEAR

TECHNICAL SUPP

## STEP 6:

When you click on EDIT a small box will appear for each. For the Grade/Salary range leave Grade under select and enter in 2 under low and 3 under high and click on SAVE.

Avue Digital Service - Job Search

Grade/Salary Range Selection - Microsoft Internet Explorer provided by U...

Grade/Salary Range Selection

Specify either a Grade range or Salary range.

Search by salary range if you are looking for jobs in agencies that use alternative pay systems or if you are looking for jobs in all agencies. Salary amounts may be expressed in hourly amounts (13.55) for hourly positions or in annual amounts (33,450) for salaried positions. Do not use monthly salary amounts.

Select: Grade

Low: High:

Save Cancel

To not limit the location, don't select a value. "Nationwide" will find only jobs that are marked as "Nationwide".

* GRADE/SALARY RANGE		EDIT
SERIES	Not Selected	EDIT
JOB TITLES	Not Selected	EDIT
LOCATIONS	All Locations	EDIT
AGENCIES	All	EDIT
E-MAIL NOTIFICATION	Email notification of jobs that match my profile should be sent no more than once a week.	EDIT

SEARCH FOR JOBS CLEAR

TECHNICAL SUPP

# AVUE Step-by-Step SEARCH FOR JOBS

## STEP 7:

Under the series selection enter in 0462 then click on SAVE at the bottom.

The screenshot shows a 'Series Selection' dialog box with a 'Series:' input field. A red arrow points to this field. Below the input field are 'SAVE' and 'CLOSE' buttons. The background page shows a search criteria table:

* GRADE/SALARY RANGE	02 - 03	EDIT
SERIES	Not Selected	EDIT
JOB TITLES	Not Selected	EDIT
LOCATIONS	All Locations	EDIT
AGENCIES	All	EDIT
E-MAIL NOTIFICATION	Email notification of jobs that match my profile should be sent no more than once a week.	EDIT

At the bottom of the dialog are 'SEARCH FOR JOBS' and 'CLEAR' buttons.

## STEP 8:

Under Agency Selection UNCHECK the ALL AGENCIES box then scroll down and click the USDA Forest Service box and click save at the bottom of the page.

The screenshot shows an 'Agency Selection' dialog box. At the top are 'SAVE' and 'CLOSE' buttons. Below them is a checked checkbox for 'All Agencies'. Underneath is the word 'OR' followed by a list of agencies with unchecked checkboxes:

- Architect of the Capitol
- Carahsoft Technology Corporation
- Court Services and Offender Supervision Agency
- Department of Justice
- Drug Enforcement Administration
- Federal Air Marshal Service

The background page shows the same search criteria table as in Step 7:

* GRADE/SALARY RANGE	02 - 03	EDIT
SERIES	Not Selected	EDIT
JOB TITLES	Not Selected	EDIT
LOCATIONS	All Locations	EDIT
AGENCIES	All	EDIT
E-MAIL NOTIFICATION	Email notification of jobs that match my profile should be sent no more than once a week.	EDIT

At the bottom of the dialog are 'SEARCH FOR JOBS' and 'CLEAR' buttons.

## AVUE Step-by-Step SEARCH FOR JOBS

### STEP 9:

When you are finished with editing those 3 areas, your search for jobs page should look like this, then click on SEARCH FOR JOBS at the bottom of the page.

SEARCH FOR JOBS

MAIN MENU

Tell us what kind of jobs you're looking for by selecting items on the form below. For example, if you only want to see jobs in a particular location or Agency, click on "Edit" on the row marked "Locations", then select the location. A range of grades or salary requirements are required. Search by salary range if you are looking for jobs in agencies that use pay banding, or if you are looking for jobs in all agencies.

If you do not select any other search criteria, you will see all jobs available in that salary range in all locations and agencies. Setting the location to "Nationwide" will only find jobs that are marked "Nationwide"; it will not display all jobs.

Once you have set up your profile, we will send e-mail notifications when new jobs that match your profile are posted. If you do not wish to receive e-mail notifications, click on "Edit" on the row marked "E-mail Notification", then select the "Never" option.

To not limit the location, don't select a value. "Nationwide" will find only jobs that are marked as "Nationwide".

* GRADE/SALARY RANGE	02 - 03	EDIT
SERIES	0462	EDIT
JOB TITLES	Not Selected	EDIT
LOCATIONS	All Locations	EDIT
AGENCIES	USDA, Forest Service    USDA, Forest Service	EDIT
E-MAIL NOTIFICATION	Email notification of jobs that match my profile should be sent no more than once a week.	EDIT

SEARCH FOR JOBS    CLEAR

TECHNICAL SUPPORT

### STEP 10:

Check all that apply then click on CONTINUE.

ELIGIBILITY TO APPLY

MAIN MENU

*Check all that apply.*

I am a US citizen.     I am not a US citizen.

I am serving or have served in the US military.

I am or have been a federal employee.

CONTINUE

TECHNICAL S

# AVUE Step-by-Step SEARCH FOR JOBS

## STEP 11:

Check all that apply, usually none of them apply so just click on SAVE THIS INFORMATION

Address <https://www.avuedigitalservices.com/casting/control/doVacancyListGeneral?jsessionId=a13a53e530d6ff08be16501f4cf3936b9b5b466cca06.e38PaN8TbNaTaO0LahaNc34Ta0> Go Links »

## ELIGIBILITY TO APPLY

MAIN MENU •

*Please mark all that apply.*

I am or was a volunteer with the Peace Corps, VISTA, ACTION within the last 12 months.  
The Federal Government's hiring options include special appointing authorities for people with disabilities. Federal employers are authorized to use these authorities when considering certain people with disabilities. I wish to be considered under these authorities. ⓘ

I was a David L. Boren scholar or fellow, and I am no longer a student. ⓘ

I have a veterans preference as a result of my spouse's service or the service of my child. [Click here for definition](#)

SAVE THIS INFORMATION •



TECHNICAL SUPPORT •

## STEP 12:

Click on the Announcement number GS-0462-02(DE-OCR-462-2-FIRE) or other announcement number.

Address <https://www.avuedigitalservices.com/casting/control/updateEligApplySearch?jsessionId=a13a53e530d6ff08be16501f4cf3936b9b5b466cca06.e38PaN8TbNaTaO0LahaNc34Ta0> Go Links »

## VACANCY LIST

MAIN MENU •

SKIP NAVIGATION

JOB SEARCH PROFILE

UPDATE PERSONAL PROFILE

GENERAL INFORMATION

JOB'S I HAVE APPLIED FOR

VIEW SHOPPING CART

Job Title	Job Plan-Series-Grade (Announcement Number)	Location	Salary Range	Close Date	Am I Eligible to Apply?	Employer	
<a href="#">(CAREER LADDER) Forestry Technician</a>	GS-0462-03/04 (ADS07-R10-TNF-FIRE-DP)	Various Locations Throughout Southeast Alaska	\$20,060.00-\$25,195.00	None	Eligible	USDA Forest Service	<input type="checkbox"/>
<a href="#">(CAREER LADDER) Forestry Technician</a>	GS-0462-03/04 (ADS07-R10-TNF-FIRE-G)	Various Locations Throughout Southeast Alaska	\$20,060.00-\$29,278.00	None	Ineligible	USDA Forest Service	<input type="checkbox"/>
<a href="#">Forestry Aid</a>	GS-0462-03 (DE-OCR-0462-3-GEN)	Multiple locations throughout the Forest Service.	\$11.01-\$11.01	None	Eligible	USDA Forest Service	<input type="checkbox"/>
<a href="#">Forestry Aid (Fire)</a>	GS-0462-02 (DE-OCR-0462-2-FIRE)	Multiple locations throughout the Forest Service.	\$10.09-\$10.09	None	Eligible	USDA Forest Service	<input type="checkbox"/>
<a href="#">Forestry Aid (Fire)</a>	GS-0462-03 (DE-OCR-0462-3-FIRE)	Multiple locations throughout the Forest Service.	\$11.01-\$11.01	None	Eligible	USDA Forest Service	<input type="checkbox"/>
<a href="#">(CAREER LADDER) Forestry Technician (Recreation)</a>	GS-0462-03/04/05 (ADS07-R5-RECREATION-345DP)	Multiple Locations	\$22,980.00-\$43,412.00	None	Eligible	USDA Forest Service	<input type="checkbox"/>
<a href="#">(CAREER LADDER)</a>	GS-0462-03/04/05 (ADS07-R5-		\$22,980.00-			USDA	<input type="checkbox"/>



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