

This tutorial will assist members of the Senior Executive Service community who have already created a resume in their USAJOBS® account. We will cover necessary steps you must take prior to being able to use your resume to apply to future job opportunity announcements. We will also briefly cover how to search for SES job opportunity announcements.

Users of USAJOBS who had a saved Senior Executive Service resume that contained built-in Executive Core Qualification (ECQs) will need to perform additional steps as a result of the transition to the new USAJOBS. If you do not already have an account and would like to only search for current SES job opportunity announcements, please skip to page four of this tutorial.



**Sign In to your existing account** by clicking on “Sign In” on the USAJOBS homepage

Due to security enhancements, you will be required to reset your password upon your first sign in attempt.

Step 1: Enter your username or email address and your old password

Step 2: Answer your three security questions. If unable to answer these, you will be able to send yourself an email with password reset instructions.

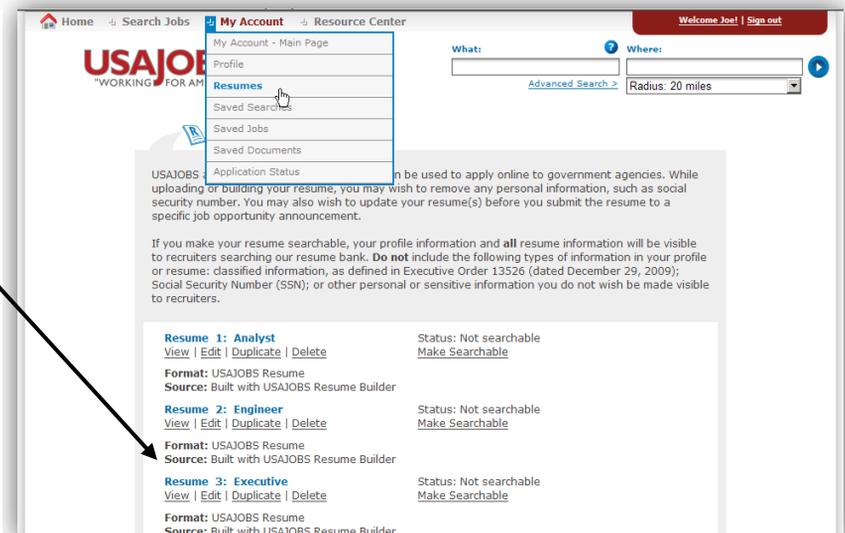
Step 3: Reset your password

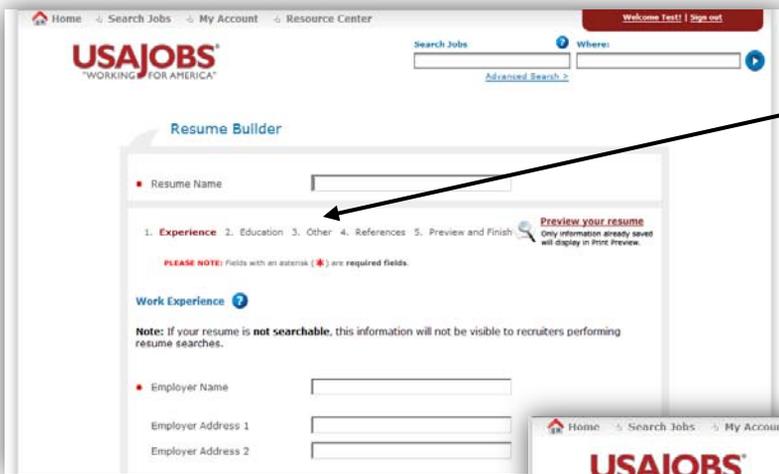
Step 4: Login and update your Profile info

**\*\*PLEASE NOTE:** If you do not already have an account, you will be required to create one prior to applying for jobs. To create an account, simply select “CREATE AN ACCOUNT.”

Under “My Account” select “Resumes.” The Resumes page will display.

You will see any resumes that you created in the previous USAJOBS system. For any resume formatted as a “USAJOBS Resume” that you had previously entered ECQ’s into, click “Edit” to open the USAJOBS Resume Builder.





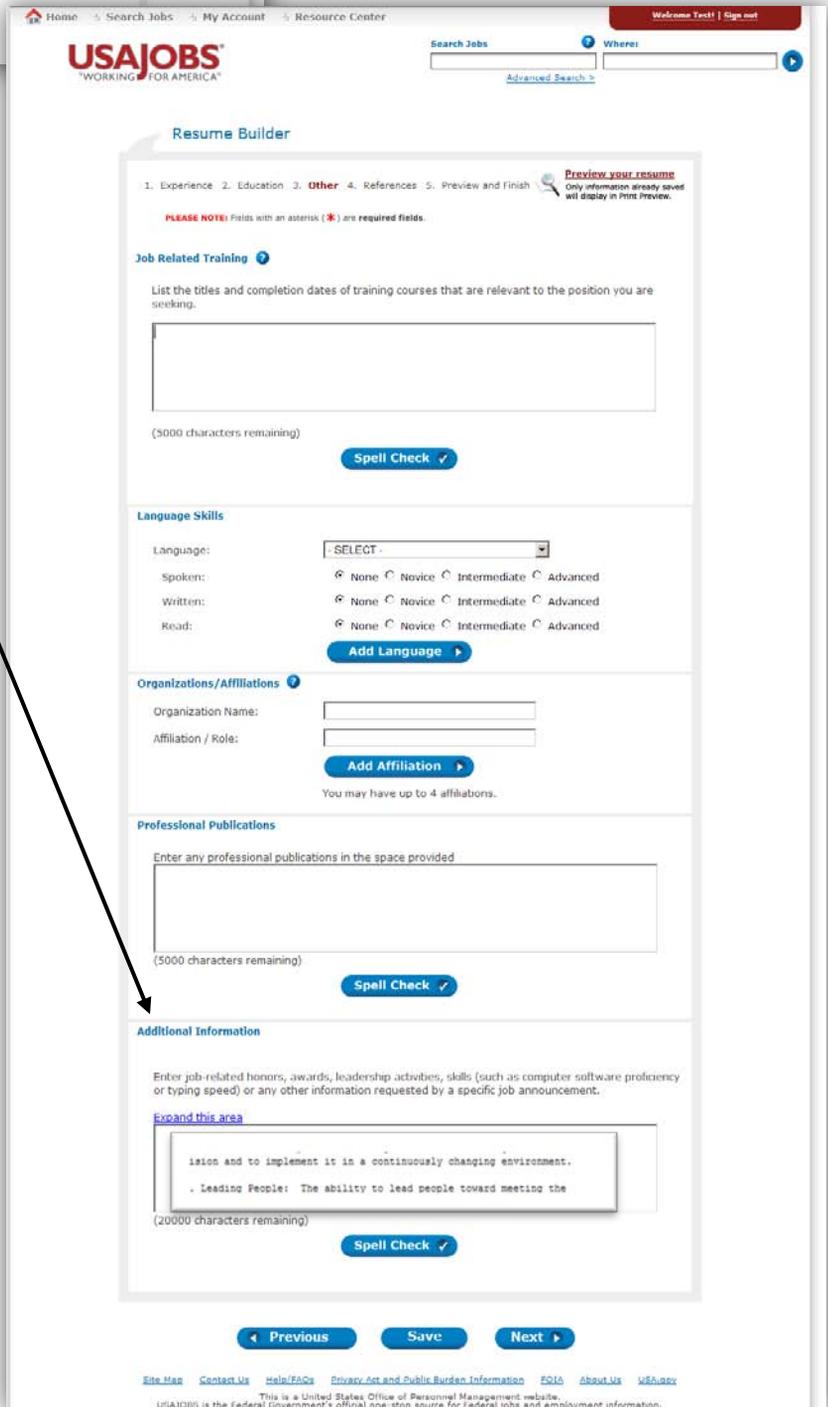
Your resume will display for editing, defaulting to the “Experience” section. To edit your ECQs, select “Other.”

Near the bottom of the “Other” section, you will find a field to enter “Additional Information.”

The ECQs from your previously saved SES resume were moved to this section during the transition.

You should ensure the information is correct, then Cut and Paste all of the ECQ related information into a separate document and save it to your computer.

Once you have created a document with your ECQs on it in the desired format, you will be able to add the document to your USAJOBS Saved Documents.



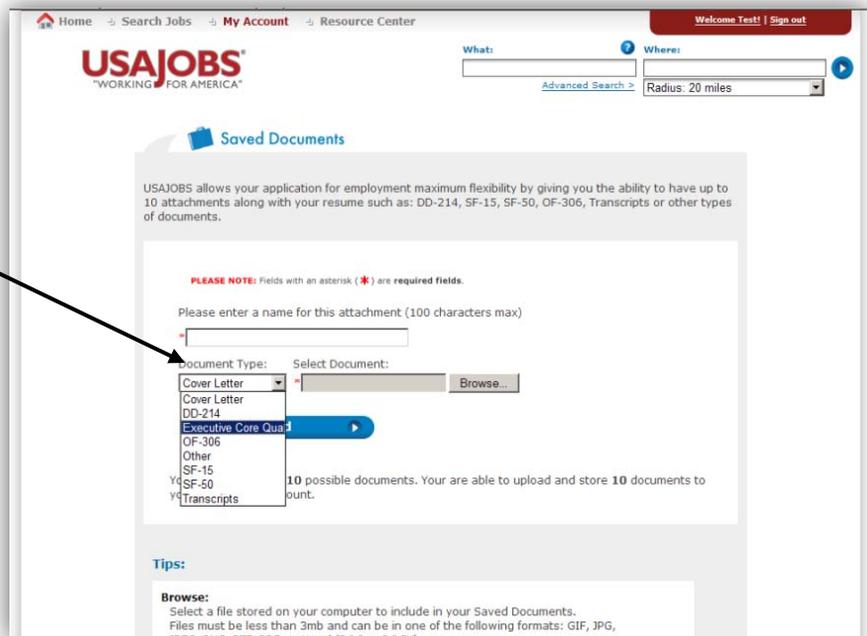
From the “My Account” menu select “Saved Documents.”



Once on the Saved Documents page:

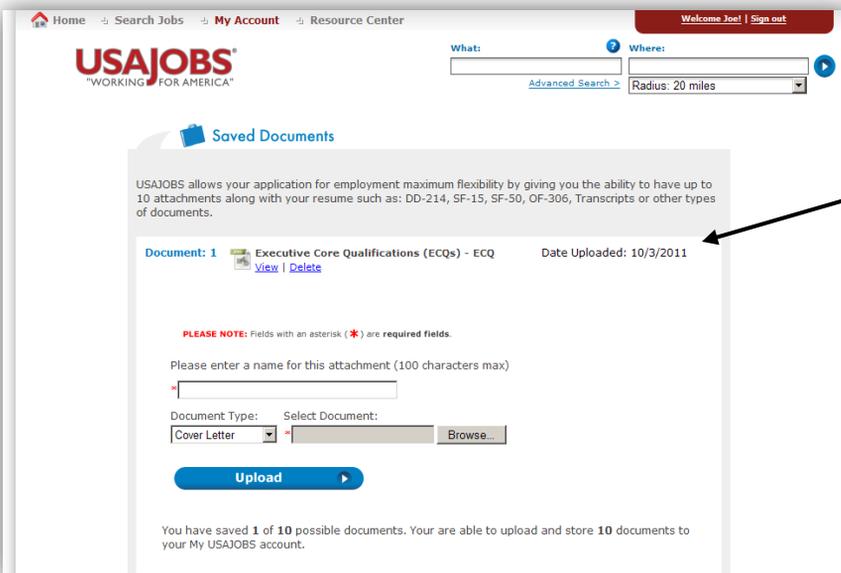
- Enter a name for the attachment, ex. ECQs
- Select “Executive Core Qualifications” from the Document Type dropdown
- Click “Browse” and select the resume that you wish to upload
- Select “Upload”

After a successful upload, you will return to the Saved Documents page.



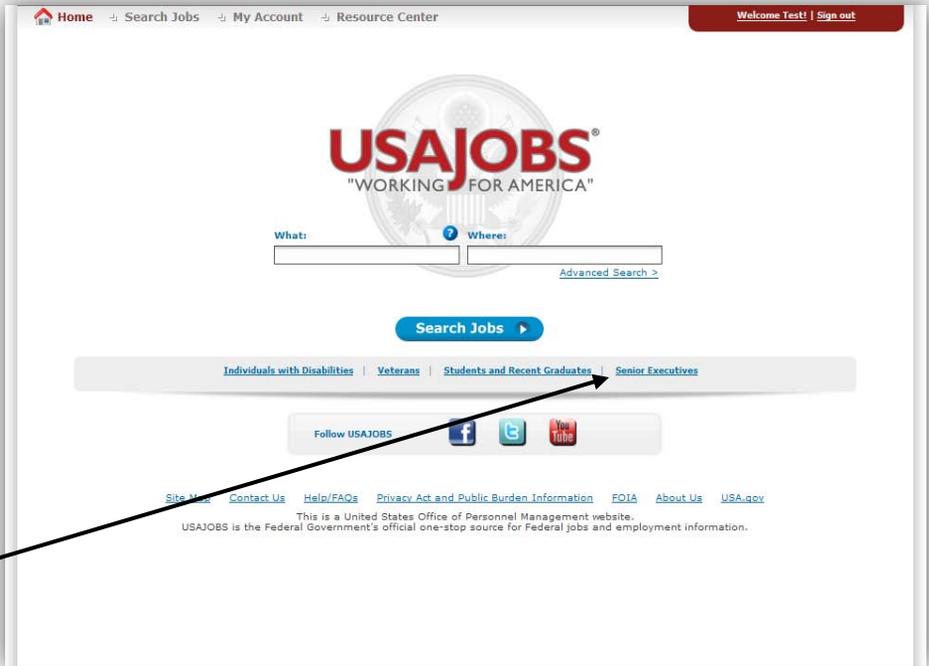
Your newly uploaded document, (in this case your ECQs) will be displayed as one of your saved documents.

*USAJOBS is not responsible for documents that are not uploaded correctly. You should click the “View” link to preview the document and determine if it uploaded.*

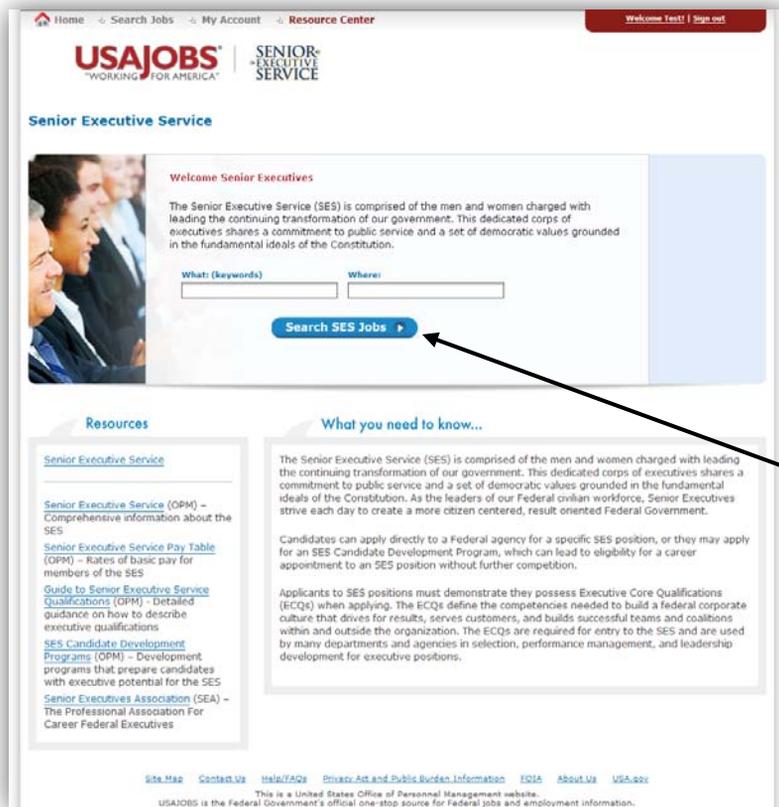


You can search for Senior Executive Service (SES) opportunities from either the Senior Executive Service page or from the Advanced Search page. This tutorial will focus on using the Senior Executive Service page. For instructions on using Advanced Search, please review the Advanced Search tutorial.

Navigate back to the USAJOBS homepage and click the “Senior Executives” link.



The Senior Executive Service page will display. You are able to search for current SES job opportunity announcements by entering a Keyword and/or a specific Location. Neither criterion is required. Several Resources relating to SES jobs are also provided.



After entering any desired search criteria, click “Search SES Jobs” to initiate the search. SES jobs matching your search criteria will then display. Follow all instructions inside the job opportunity announcement when applying.

**\*\*PLEASE NOTE:** You are not required to have an account or be signed into USAJOBS in order to search for SES jobs. You are required to have an account and be signed in before applying to an SES job.

If you require additional information or assistance, please review the contents of the Resource Center or contact USAJOBS customer support through the Contact Us page.