



**US Army Corps  
of Engineers®**  
**Walla Walla District**

# How to apply @ **USAJOBS.gov**

For assistance with the application process please contact us at [WWCorpsCareers@usace.army.mil](mailto:WWCorpsCareers@usace.army.mil).

## Create an account

Create an account with [login.gov](http://login.gov). You do not need to create a "My Account" to search for jobs, however you must have one to apply for jobs.

## Create a profile

Your account includes all the information needed to apply to a federal job. You'll be asked to create a profile, which includes name, address and other important details.

## Search for jobs

- By keyword, occupation or job category, agency, location, salary range and pay grade.
- Save searches and receive notifications.
- Set up automated job searches based on your search criteria. USAJOBS will email you the results.

## Resume

You can either upload a resume or create one using the Resume Builder.

Upload a resume - The document size must be less than 3 MB. Acceptable formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word.

Resume Builder - The resume builder helps you create a resume for you by asking you to enter information such as previous work experiences and skills.

When applying, it's important to clearly describe how your skills and work experiences align to the selection criteria defined by the job announcement. You should tailor your resume to the job announcement to which you are applying.

## Pay close attention to:

"Qualifications" - Are you eligible and meet the min. qualifications?

"How to Apply" section to learn about agency specific instructions.

Know the types of docs. that you will need to provide.

## Submit your application

Once your application is ready, you'll be transferred to the hiring agency application system and at that point you move into the hiring agency process.

Check your USAJOBS account for status updates.

## Interview

"Highest Qualified" applications will be selected to interview. Agency will contact you directly to schedule a time. Interviews could be by: panel, in-person, video or phone.

## Job Offer

The hiring agency will extend a tentative job offer. Once this offer is accepted the agency will start the background investigation. The agency may require additional security checks for jobs that need a higher-level clearance.

**Welcome to the TEAM!**

