Using DOORS and USAJOBS: A Help Guide

The Department of Labor (DOL) Online Opportunities Recruitment System (DOORS) is an automated e-Recruit system that allows you to access vacancy announcements and apply for jobs. DOORS is fully integrated with USAJOBS, the official job Web site of the U.S. Government.

1. Search for DOL JOBS

Find DOL jobs by visiting one of these two Web sites:

DOL Web site: www.dol.gov/jobs

- Enter your job search preferences.
- Scroll to bottom of page and answer 'Applicant Eligibility' question.

NOTE: Click YES if you are a Federal employee or meet other specified criteria.

Click on

USAJOBS Web site: www.usajobs.gov

- Search jobs by entering a job title, keywords, and/or a location. Click on

Use the Refine Your Results options.

- You can search by Grade, Job Categories, Agency, Salary etc.
- For DOL specific vacancies, select 'Department Of Labor' under 'Department and Agency.'

2. Create a USAJOBS Account

- Access the USAJOBS Web site: www.usajobs.gov
- Click on the Create An Account link in the upper right.
3. Get the Latest Job Postings

The USAJOBS Saved Searches automatically searches for vacancies and notifies you by e-mail on a regular basis.

To set up a new Saved Search:

- Access www.usajobs.gov, click on Sign In and log into your account.
- Click on Saved Searches under ‘My Account’ and click on Create a new saved search.
- Specify your search criteria and how often you wish to receive e-mail notifications.
- Name your Saved Search and click on Save Search. You can create up to 10 job Saved Search.

4. Create Your Resume and Upload Documents in USAJOBS

You have two options to create your resume 1) Build your resume (Preferred Method) and 2) Upload your resume.

Build Your Resume

- Access www.usajobs.gov, click on Sign In and log into your account.
- Click on Resumes under ‘My Account’. Select Build New Resume.
- Give your resume a name in the “Resume Name Field”
- Complete the 5 steps below to build your resume. Click on for additional information.
o To ADD an item such as *Experience*, complete the fields first, then click

**Save Experience**

o To make a CHANGE, select the link that appears in the first field at the top of the screen. Make your edits, and then click the Save field button under “Spell Check”.

o To DELETE field information, click the 🗑️ next to the field summary at the top of the step.

o To DELETE an Resume, return to the “Resumes”, locate the Resume name you want to delete and select “Delete”.

**Upload Your Resume**

- Click on Resumes and click on **Upload New Resume**
- Name your resume in the blank field provided.
- Click Browse and select the file you wish to use.
- Click **Upload**

**Upload Supporting Documents**

- Upload up to 6 documents with your resume, such as Cover Letter, DD-214, SF-15, SF-50, OF-306, transcripts or other types of documents.
- Under 'My Account,' select **Saved Documents** and enter a name for the attachment.
- Select the document type
- Click **Upload**
5. Apply for a Vacancy

- Return to “Search Jobs” from the header menu to search for jobs and get a list of vacancies.
- Click on job title and select each tab to view details of the announcement.

- Click “Apply Online” from the side buttons.

- Log into USAJOBS, if you are not currently logged in.
- Select your resume and any supporting documents using the radio buttons, then check the “preview” verification and the “Certify” verification check boxes, and click:

  Apply for this position now!

- You will be taken to DOL's DOORS application system.
  - Click Apply for this Vacancy.
*Note If not already registered in DOORS, you will need to create your DOL profile account first by clicking “Begin” and following the steps.

- Answer the Vacancy Questions.
- On the Documents screen, submit the appropriate documents. For more information, read How to Submit Supplemental Documentation.
- Review your application and click “Finish”

6. Edit Your Application

- Access [www.usajobs.gov](http://www.usajobs.gov), click on Sign In and log into your account.
- Click on Application Status on the side menu. You may access your applications for the past 18 months.
- Under the Job Summary heading, click on the title of the application you wish to edit. Note: The vacancy must still be open in order to edit the application.
- After selecting the job title, Click Update Application
- To make edits, proceed to the section to edit and make changes. The new information will replace the original entry.

7. Check Job Status

USAJOBS tracks jobs for 18 months.

- Go to [www.usajobs.gov](http://www.usajobs.gov), login (if necessary), and select Application Status from the side menu.
- Your job application history will be displayed.
- Under the 'Application Status' column, click the more information link.
Help

For general information on DOL job applications visit www.jobs.dol.gov.

Need a USAJOBS tutorial? Use guides at:


Vacancy questions: contact the agency's "Point of Contact" identified on the announcement.