



DOORS TO EMPLOYMENT

Step-by-Step Job Application

U.S. Department of Labor



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 website of the U.S. Government.

1. Search for DOL Jobs

Find DOL jobs by visiting one of these two websites:

DOL Website: 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 .

USAJOBS Website: www.usajobs.gov

- Search jobs by entering a job title, keywords, and/or a location. Click on .
- Use the *Refine Your Search* options.
 - ◆ You can search by Public or Status Jobs, Agency, Job Category, Salary, Keyword, City, etc.
 - ◆ For DOL specific vacancies, select 'Department of Labor' under the 'Agency' section.

2. Create a USAJOBS Account

- Access the USAJOBS website: www.usajobs.gov
- Click on the  tab, and click on *Create Account*.
- Fill out the requested information and click *I agree. Log me in.* when finished.

3. Get the Latest Job Postings

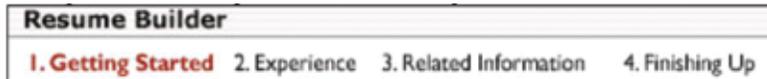
The *USAJOBS Search Agent* automatically searches for vacancies and notifies you by email on a regular basis.

To set up a new Search Agent:

- Access www.usajobs.gov, click on **My USAJOBS** and log in to your account.
- Click on *Agents* and select *Create New Agent*.
- Specify your search criteria and how often you wish to receive email notifications.
- Name your Search Agent and click on *Save Agent*. You can create up to 10 job Search Agents.

4. Build Your RESUME in USAJOBS

- Click **My USAJOBS** tab, click *Resume* and select *Create New Resume*.
- Complete the 4 steps below to build your resume. Click on  for additional information.



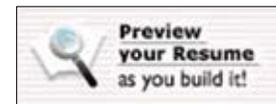
⇒ On *Step 2*:

- ◆ To **ADD** an item such as *Work Experience*, complete the fields first, then click .
- ◆ To make a **CHANGE**, click on the item, edit and select *Update*.
- ◆ To **DELETE** an item, click  to the right of the item.

⇒ On *Step 4*, click *Activate Resume* or *Save For Later*.



★ Create up to 5 resumes!



5. Apply for a Vacancy

- Return to STEP 1 to search for jobs and get a list of vacancies.
- Click on job title and select each tab to view details of the announcement.

- At the bottom click . Log into USAJOBS, if you are not currently logged in.
- Select your resume and click *Apply for this Position Now!*
- You will be taken to DOL's "DOORS" application system.
 - ◆ If not already registered in DOORS, complete the applicant profile questions.
 - ◆ Select either *Update my information that is on file* or to answer vacancy questions, select *Take me to the Assessment*.
- Check the box *I would like a copy of my application emailed to me*, and click *Finished*.
- To submit supplemental documents, you may be prompted to *generate fax cover sheets*. In the *Select Cover Sheet* column, identify the applicable document(s) you will fax, and click . Select **Done** when finished.
- Review your application, and click *Finished* at the bottom of the page.
- Be sure to submit all requested documents.

★ Need help submitting supplemental documents?
Visit www.jobs.dol.gov and click on "How to Submit Supplemental Documentation"

6. Edit Your Application

- Access www.usajobs.gov, click on  and log in to your account.
 - Log in and click on *Applications*. Your applications for the past 18 months will be displayed.
 - Under the *Job Summary* heading, click on the title of the application you wish to edit.
 - When a vacancy appears, scroll down to bottom and click .
- Note:** This *Apply Online* button will only be available if the job is still open.
- To make edits, proceed to the section to edit, make changes and the new information will replace the original entry.

Check Job Status

USAJOBS tracks jobs for 18 months.

- ⇒ Go to www.usajobs.gov, login (if necessary), and select MY USAJOBS.
- ⇒ Click on **Applications** and your job application history will display.

HELP?

- For general information on DOL Job Applications, visit www.jobs.dol.gov
- Need a USAJOBS tutorial? Watch videos at www.usajobs.gov/contact.asp
- Vacancy questions: contact the agency's "Point of Contact" identified on the announcement
- Technical issues: email DOORS@dol.gov
- Submitting supplemental documents? Visit www.jobs.dol.gov and click on "How to Submit Supplemental Documentation"