



Job Application 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 website of the U.S. Government.

Search for DOL JOBS

Find DOL jobs by visiting one of these two websites:

DOL Website: <http://www.doors.dol.gov/>

Government wide Website: <https://www.usajobs.gov/>

- Click “Explore Opportunities” tab on the right

Create a USAJOBS Account

Creating a [USAJOBS](https://www.usajobs.gov/) account allows you to save jobs and searches, upload resumes and documents, make your resume searchable and apply for Federal Government jobs. You must complete a profile to apply.

Select and Review DOL Job Announcement

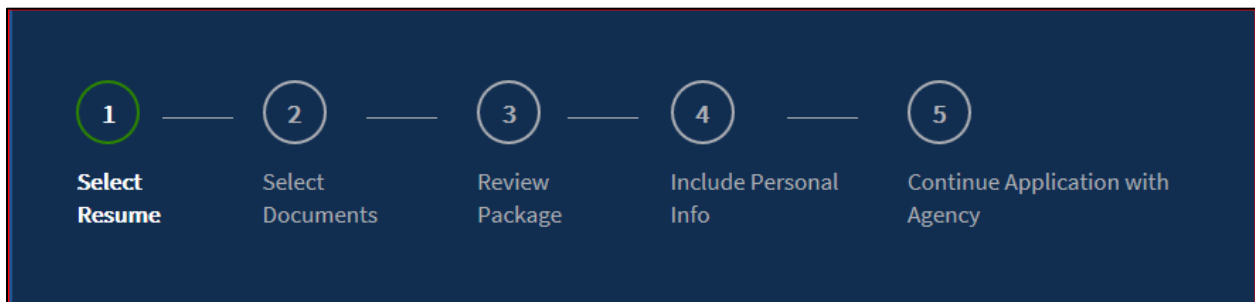
Once you find a job of interest, review the announcement to determine if you are eligible and meet the qualifications. Read the entire job announcement before beginning your application. If you have specific questions about the job, call or email the contact listed at the bottom of the announcement.

Prepare your USAJOBS Portion of Application

Read the “How to Apply” section of the job announcement before starting your application. You will go through a five-step process to prepare your USAJOBS portion of the application, including attaching a resume and required documents. During the USAJOBS process, you can add new resumes or documents and review them for accuracy. We will automatically save your progress.

Steps will include:

1. Select Resume
2. Select Documents
3. Review Package
4. Include Personal Info
5. Continue Application with Agency



For details on how to create USAJOBS portion of application:

<https://www.usajobs.gov/Help/how-to/application/>

Prepare your DOL Portion of Application and Submit

Once your USAJOBS portion of the application is ready, you will be transferred from USAJOBS to the DOL DOORS application system (click “Continue to Agency Site”. **First, create a DOL Account Profile**, which includes:

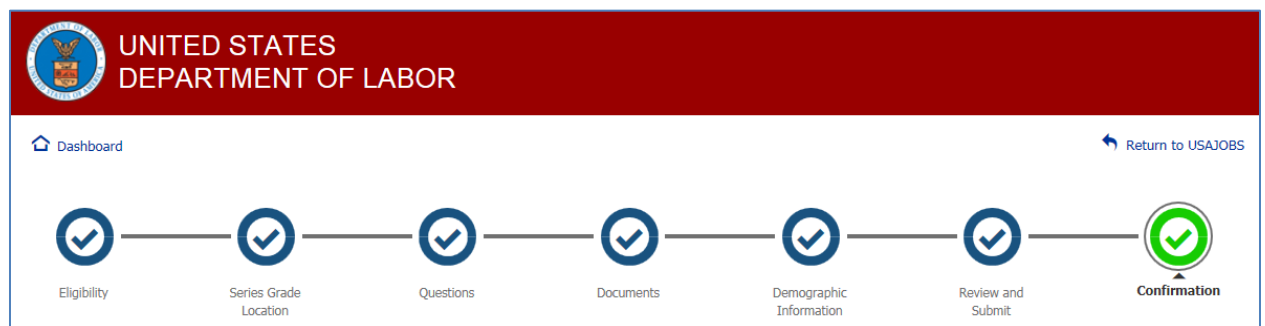
- Personal Information
- Veteran's Preference
- Demographic Information
- Resume Information
- Account Created

If you have already completed the DOL Account Profile, you will be taken to the screen below. Click “Apply to this Vacancy”.

The screenshot shows the DOL DOORS application system dashboard. At the top, there is a red header with the United States Department of Labor logo and the text "UNITED STATES DEPARTMENT OF LABOR". Below the header, there is a navigation bar with a "Dashboard" link and a "Return to USAJOBS" link. The main content area features a progress bar with five steps: "Personal Information", "Veteran's Preference", "Demographic Information", "Resume Information", and "Account Created". All steps are marked with a checkmark, indicating they are completed. Below the progress bar, there is a "Welcome Back, TEST TESTER" message and a sub-message: "You have arrived here from USAJOBS to continue your application." At the bottom of the dashboard, there is a blue button labeled "APPLY TO THIS VACANCY".

Second, complete the DOL Application steps, which include:

- Eligibility
- Series Grade Location
- Questions
- Documents (your USAJOBS documents may automatically attach to the DOL Application – if not, please be sure to attach all required documents)
- Demographic Information
- Review and Submit
- Confirmation (make sure this box is checked)



Check your Job Application Status on USAJOBS

After you submit your application, return to your USAJOBS account to confirm your application status shows as “Received.” If it shows “Unavailable”, your application may be incomplete. There is also an “Additional Application Information” link.

Help

General Information on DOL Job Applications: www.jobs.dol.gov

USAJOBS: <https://www.usajobs.gov/Help/>

Vacancy Questions: Contact the Agency Contact at bottom of announcement