

Applying Online Successfully

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Create a profile

If this is your first time visiting, be sure to create a profile so you can save searches, set up notifications, select positions as your favorite and apply online.

Been here before? Check your profile and be sure that your email address and all your contact information is correct. We will get in touch with you through the contact information you have provided.

Created an account but cannot remember your login information? Please use the Forgot Username/Password links on the Sign In page. You do not need to create a new account.

Once you are logged into your profile, you will be able to save searches and favorite positions and apply online.

If you created an account on www.NSA.gov, you can still log in and access your information; however, you will not be able to apply through this account.

Searching for a new career in the Intelligence Community

1. You can filter the positions by using the options on the left:

- Location
- JET Job Family
- Job Post Date
- Job Close Date
- Agency
- Pay Band
- Minimum Grade
- Maximum Grade

2. You can also use the keyword search function at the top of the page. The keyword search supersedes any filter options you may have set. You can use both the keyword search and the filter options on the side; however, search using the keyword function first and then apply the filters.

3. Search Tips:

- Phrases: Use double quotes (“”) around words that make up a phrase. (For example: “year-end report”)
- All Words: Use an ampersand (&) to specify that all words must appear in the results. (For example: Documents & reports)
- Any Words: Use a pipe (|) to specify that any word must appear in the results. (For example: ‘year-end report’ | report)

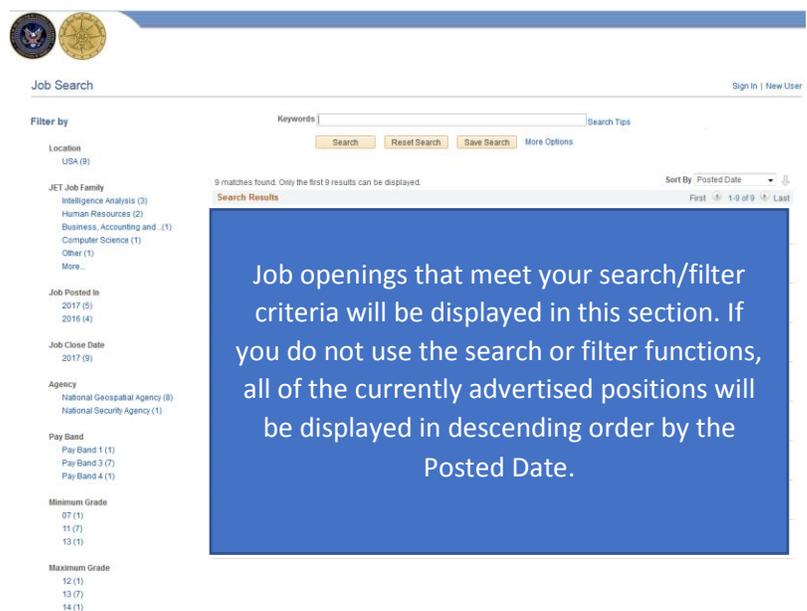


Figure 1: Intelligence Careers Job Search Page

- Partial Strings: Use an asterisk (*) to search for partial strings. (For example: document* would return words beginning with document, such as documents, documentary, documenting, documentation)
4. Using More Options: Expanding “More Options” gives you the opportunity to search by the Job Opening ID. If you are working with a recruiter, be sure to ask for the *ICAG job opening ID* as it differs from the job opening ID number used by the recruiter’s agency.
 5. Found a job that would be perfect for a friend? You can email the job directly to him or her from the job ad itself.

Applying

Interested in applying to more than one position? Be sure to click the star on the job opening and make it a “favorite” job.

Job Details			
Job Title	HR Program Manager	Agency	NSA
JET Job Family	Other		
Location	Fort Meade, MD	Job ID	3004656
Regular/Temporary	Regular	Full/Part Time	Full-Time
			Favorite Job 

Figure 2: Job Details - Job Header

Once you have selected the jobs you like, visit the “My Favorites” tab, select the jobs and click the Apply for Selected Jobs button.

My Favorite Jobs [Job Search](#) | [My Notifications](#) | [My Activities](#) | **My Favorite Jobs** | [My Saved Searches](#) | [My Forms](#) | [My Account Information](#)

Select Job Title to review the job details. You can apply for multiple jobs by checking each job and selecting the Apply for Selected Jobs button.

Favorite Jobs						
Job Title	Job ID	Location	Status	Job Family	Posted Date	Saved Date
<input type="checkbox"/> HR Specialist	3000002	Springfield, VA	Open		10/05/2016	02/26/2017
<input type="checkbox"/> HR Officer	3004646	Springfield, VA	Open		02/07/2017	02/26/2017

[Return to Previous Page](#) [Job Search](#) | [My Notifications](#) | [My Activities](#) | **My Favorite Jobs** | [My Saved Searches](#) | [My Forms](#) | [My Account Information](#)

Figure 3: My Favorite Jobs

If you have any questions as you go through the application, you can contact Customer Service (IC/NSA help info).

There are nine to ten steps in the online application. The number of steps on the application vary based on the position(s) you selected. Fields with an asterisk (*) are required and must be answered before you can move forward in the application.

Step 1: Terms and Conditions

Please review the terms and conditions listed on this step. You are required to agree to them before moving forward with the application.

Step 2: Eligibility Questions

You must be eligible to apply to a position in the Intelligence Community. Please be sure to read the questions and the response options carefully. If you are not eligible to apply right now, please return when your status changes.

Step 3: My Objectives

Consent to share your resume? When you select “Please share my resume”, your application will be shared with all of the participating IC agencies. If you select “Please do not share my resume”, your application will only go to the agency or agencies associated with the job opening(s) you selected. Every time you apply, you will need to respond to this question.

Are you receiving a Government Annuity? You will only need to respond to this question the first time you apply online. However, if your status changes, please update this information.

Resume Objectives: Add your objectives statement here. This field is not required.

Cover Letter/Other Professional Details: This is where you can add a cover letter or other professional details that may not be covered later in the application. This field is not required.

Figure 4: Step 3 - My Objectives

Step 4: Preferences and Personal Information: Preferences | Federal Preferences

Preferences: This is where you can enter your job preferences like the shift you prefer, the days of the week you wish to work and your salary preferences.

Federal Preferences: Enter your military and federal employment information here. Some fields are required. You will need to enter and confirm your SSN and your date and place of birth (Country, State and City). This information is removed nightly. If you do not submit your application before this information is purged, you will need to complete this section again before submitting your application.

Step 5: Qualifications – Education | Work Experience | Accomplishments | Defense Language Aptitude Battery | Training

Education: Please enter your High School and Post-Secondary education information. If you attended multiple high schools, only enter details about your most recent education experience: High School Graduate, Some High School or High School Equivalent. If the information you supplied changes, be sure to return and provide an update.

If you are pursuing or have completed a dual major degree program, please enter each major separately.

Figure 5: Step 5 - Adding Work Experience

Work Experience: Enter all your work experiences. If you are not sure of the exact date you started, select the last day of the month. Leave the End Date field blank for any experiences that are currently ongoing.

Students/Currently Unemployed Applicants: Even if you are not currently or have never been employed, adding work experience is required. To add unemployed work experience, simply enter the Start Date of your period of unemployment, leave the End Date blank and enter Student or Unemployed in the Employer, Ending Job Title and Description fields. You can select “Unemployed” for Experience Type.

Accomplishments

Language Skills: If you

have proficiency in a foreign language, please enter your language skills as appropriate. You can assess your Reading, Speaking, Writing and Listening proficiency in the language you have selected by making a selection from each field. For information about how to assess your language skills, please visit <http://govtilr.org/>

You can select today’s date for Evaluation Date if you have not taken an assessment in this language. If you have taken an assessment other than the DLPT, you can enter that information in the Cover Letter/Other Professional Details section at the beginning of the application (My Objectives - Step 3).

If you have not taken the Defense Language Proficiency Test (DLPT), leave these fields blank.

Licenses and Certifications: Enter your professional licensure information in this section. If you cannot find your license listed in the lookup table, please enter the description in the Cover Letter/Other Professional Details section at the beginning of the application (My Objectives - Step 3).

Defense Language Aptitude Battery: The Defense Language Aptitude Battery (DLAB) is an assessment given to help determine one’s ability to learn a language. Only enter your most recent assessment details. If you have not taken this assessment, do not enter information in these fields.

Training: Enter any training; including on the job, in this area.

Figure 6: Step 5 - Adding a Language

Step 6: Tell Us More

Tell Us More - Step 6 of 10

Exit Save as Draft | Previous Next

	Questionnaire	Required Questions	Required Questions Not Answered	All Questions	All Questions Not Answered	Questionnaire	View Answers
1	Use this table to keep track of your activity. Click the Questionnaire button to open each section.			1		Questionnaire	View Answers
2		13		13		Questionnaire	View Answers
3		18		18		Questionnaire	View Answers
4		7		7		Questionnaire	View Answers

Exit Save as Draft | Previous Next

Figure 7: Step 7 - Tell Us More Summary Table

In this section, you will be asked a series of questions that enable you to provide more information about your qualifications, experiences and education. You only need to respond to the required questions.

Step 7: Online Questionnaire (If Applicable)

Some positions have additional questions associated with them. If the position to which you applied has an additional set of questions, they will be posted here. You will only see this page if the position(s) you selected are associated with additional questions.

Step 7 or 8: Referrals

We would like to know how you heard about this career opportunity. Please let us know what brought you to our careers site by selecting the appropriate options from the “How did you learn of the job” and “Please be more specific” fields. You can enter more information in the Specific Referral Source field, if you like. If you attended one of our career events, please look for it in the IC Event Attended field. If the event is not listed (we only list the most recent events in this field), you can type the title or a brief description of the event in the “Specific Referral Source” field.

Step 8 or 9: Diversity

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be made available to anyone in the selection and hiring process. The aggregate information collected through this section will be kept private to the extent permitted by law. See the Privacy Act Statement for more information.

Ethnicity and Race Information: You can click on the explain links for definitions on the page, as well.

Ethnicity:

- Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race:

- American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- Black or African American - a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Disability Information: For more information about how to report your disability, please visit https://www.opm.gov/Forms/pdf_fill/sf256.pdf

The screenshot shows a web-based form titled "Diversity - Step 9 of 10" for an "Applying for HR Specialist, HR Program Manager" position. The form is divided into three main sections: "Gender", "Ethnicity and Race Identification", and "Disability".

- Gender:** A dropdown menu labeled "Gender: Please Specify your Gender".
- Ethnicity and Race Identification:** Contains two questions with "Explain" links.
 - 1. Are you Hispanic or Latino? (Radio buttons for "Yes, I am Hispanic or Latino" and "No, I am not Hispanic or Latino"; a checkbox for "I decline to provide my ethnicity information".)
 - 2. What is your race? Select one or more. (Checkboxes for "American Indian or Alaska Native", "Asian", "Black or African American", "Native Hawaiian or Pacific Islander", "White", and "I decline to provide my race information".)
- Disability:** A section with a heading "Disability" and a sub-heading "You may choose one of the hypotheses below (if applicable) to update your record, or select the appropriate value from the drop down list that describes your disability. After choosing a Primary Disability, you may choose a Secondary Disability." It includes radio buttons for "I do not have a disability" (checked) and "I do not wish to identify my disability status", and dropdown menus for "Primary Disability Code" and "Secondary Disability Code". A checkbox at the bottom reads "I decline to provide my Disability details".

Figure 8: Step 8 or 9 - Diversity

Step 9 or 10: Review/Submit

This is the final step of the application process. Review your information carefully as this will be the information that is sent to the participating Intelligence Agencies. If you find incorrect information or you would like to change the information you have provided, click on the pencil icon, make your corrections and navigate back to the Review/Submit page. Once you are satisfied, click the Submit Application button. You will receive a confirmation email letting you know that your application has been received.

Application Confirmation

 Your job application has been successfully submitted.

You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
The job opening information for the jobs to which you applied will be displayed in this grid and on the My Activities page of your profile.				

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#)

[View Submitted Application](#)

Figure 9: Application Confirmation Message