THE FEDERAL APPLICATION PROCESS:
AGENCY INTEGRATION WITH USAJOBS

Agency integration with USAJOBS enhances the applicant experience by allowing applicants the ability to find, apply for, and see the status of Federal job applications seamlessly from their USAJOBS account. The integration requirements are rooted in several things:

1) The original vision for the Recruitment-One-Stop
2) OMB memo M-09-20 of June 11, 2009, Planning for the President's Fiscal Year 2011 Budget and Performance Plans, which required by December 15, 2009 agencies to:

   "(a) Notify applicants of their status at four points through USAJobs.gov in a timely fashion --application received, application assessed for qualifications, applicant referred to selecting official (or not); and applicant selected (or not)."

3) Presidential Memorandum of May 11, 2010, Improving the Federal Recruitment and Hiring Process, which reiterated the need to notify individuals applying for Federal employment through USAJOBS about the status of their application at key stages in the application process.

Integration Requirement Notify applicants of their status ….	Implications for Agencies Use of USAJOBS
…through USAJOBS.gov	In order to provide status through an applicant's USAJOBS account, the following needs to occur: • The applicant must have a USAJOBS account and be logged in • The applicant must initiate his/her application through the "Apply Online" button on the Job Opportunity Announcement (JOA) • If the applicant has not created an account or is not logged in, he/she will be directed to do so. At a minimum, an applicant profile is required. • The applicant is then directed to the agency Applicant Tracking System (ATS) to complete the application. • The ATS must accept the XML data elements from USAJOBS • The agency ATS must pass status information back to USAJOBS to post on the applicant's account. * Agencies can choose to accept the applicant's Resume Builder data, the profile data and an uploaded resume, or basic profile data only (added Nov. 2009), depending on the ATS' capabilities and the nature of the application. Note: As of December 15th, all job announcements are required to direct applicants to apply using the "Apply Online" button vs. diverting applicants directly to the ATS.
…in a timely fashion	Timely notice is dependent upon the agency's timely action in their ATS and the passing of that data to USAJOBS via the business gateway

Integration Requirement Notify applicants of their status ….	Implications for Agencies Use of USAJOBS
…at four points -- application received, application assessed for qualifications, applicant referred to selecting official (or not); and applicant selected (or not).	At a minimum*, applicants must be notified of the 4 points using the following status rounds in their USAJOBS account: Application Received Application Incomplete Minimum Qualification Requirements Met Minimum Qualification Requirements Not Met Eligible – Application Referred to Selecting Official Eligible – Application Not Referred to Selecting Official Selected Not Selected

USAJOBS Integration Checklist: Assessing Your Agency's Application Process

CRITERIA - REQUIRED	Yes	No
Does the job posting include the USAJOBS® "Apply Online" button?		
Does the job posting include instructions that direct applicants to apply using the "Apply Online" button (and not redirect applicants to apply through a direct link to the back-end ATS from the "How to Apply" tab?		
Does the agency ATS allow applicants to apply using their USAJOBS® profile data? Is that data passed to and accepted by the ATS for use in completing the application?		
Do applicants have a complete record of all jobs they applied in their USAJOBS® account regardless of ATS agency uses?		
Do the applicants receive updates on the status of their applications (at the 4 points at minimum) in their USAJOBS account?		
CRITERIA - DESIRED	**Yes**	**No**
Does the agency allow applicants to apply using their USAJOBS® resumes (Resume Builder and/or uploaded resume)? To submit uploaded documents from their portfolio?		
Once they have completed an application in the ATS, are applicants returned to USAJOBS® to continue their job search?		
Are applicants passed to the back-end ATS without an additional ID/password requirement to sign on (at least after the first connection)?		
Does the "more information" link in applicant account allow them to retrieve additional details of the status on an application and/or uploaded documents from ATS?		

Note: This does not prevent agencies from offering alternatives to accommodate individuals who are not able to apply online. However, any applicant who applies online must be able to track those applications and receive notifications of changes in status through their USAJOBS account.