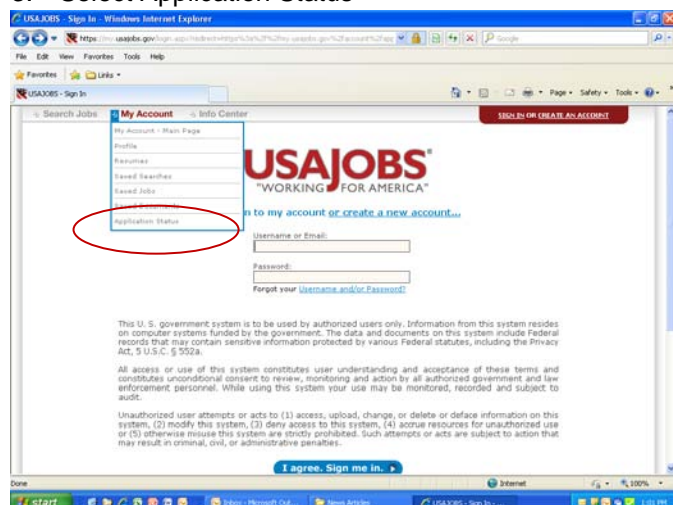


Checking Your Application Status on USAJOBS.GOV

1. Log into [USAJOBS](#)
2. Select My Account
3. Select Application Status



To receive a confirmation that your application was received, click the Email button on the right of the screen. A confirmation as well as your responses to the application questions will be emailed directly to you.

APPLICATION STATUS TERMS

The following is a sample of some of the terminology that may be displayed when you check the status of your application.

- "Eligible-Application Referred to Selecting Official" means that your application was among the *best qualified* candidates and was referred to the selecting official.
- "Eligible-Application Not Referred to Selecting Official" means that you are qualified for the position, but not determined to be *best qualified*. Your application was not referred to the selecting official.
- "Ineligible-Who May Apply" means that you are ineligible because you are not among the group of individuals eligible to apply for the position.
- "Minimum Qualifications Requirements Not Met" means that you are ineligible because you do not possess the education and/or experience requirements as stated in the vacancy announcement.

VIEWING YOUR APPLICATION STATUS

OPTION #1: After selecting Application Status, you will see a list of the vacancies for which you have applied. Here you can view updates to your application status as well updates on documents you uploaded using the Saved Documents feature in USAJOBS.

Note: If you faxed or emailed your supporting documentation, the Uploaded document status will say "None" because this status only applies to submissions using the Saved Documents feature.

OPTION #2: Select Application Status and then choose the "More Information" link. This link will direct you to the HHS applicant tracking website for more details on the status of your application.

Click on "View Detailed Status of Applications with this agency" and then "Continue". You will be directed to the "Current Application Status" page.

If you see "Application Status Not Available", you may not have completed applying for this job.

QUESTIONS ABOUT THE POSITION?

Contact the human resources specialist identified in the job announcement opportunity if you have questions about the status of your application or about the particular job for which you are applying

