Appendix C – Alternative Process for Posting OPM/USAJobs Vacancy Announcements (RESUMIX REQUISITION MUST BE INPUT FIRST)

Note: If you are having difficulty completing the OPM Vacancy Announcement E-mail template described in Chapter 3 or require immediate posting of your vacancy announcement, you may use the following alternative process below:

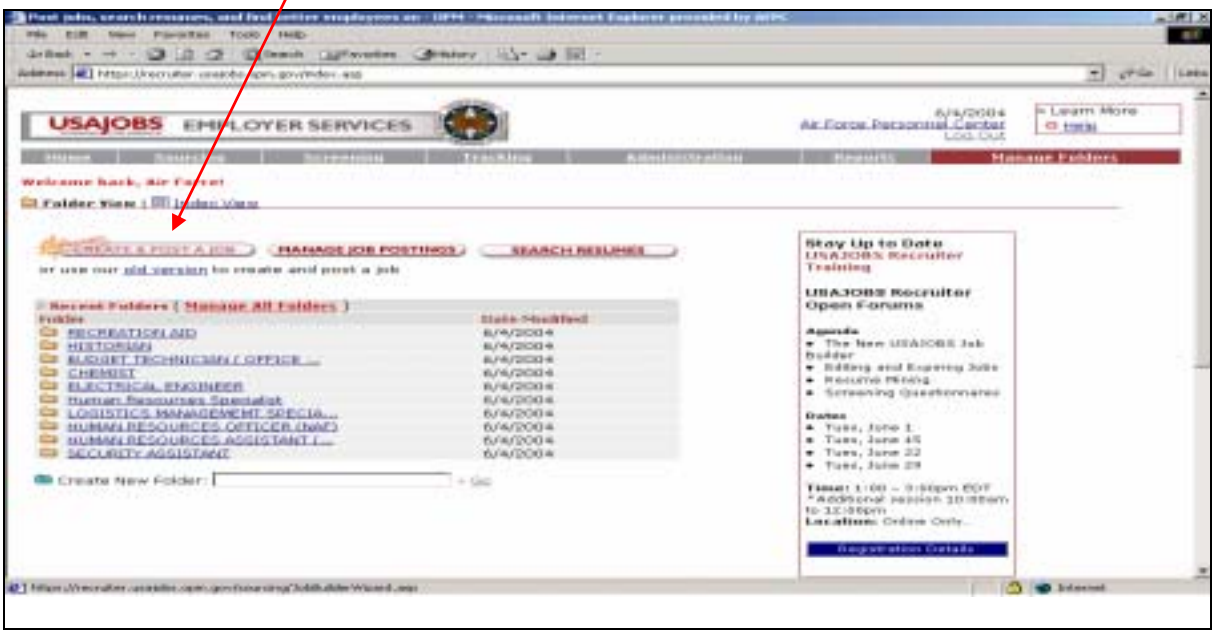
1. As required, complete/review the following fields:

Field Name	Description
	Open Internet Explorer and go to: http://www.usajobs.opm.gov
Employer Services	Select **Employer Services**

2. As required, complete/review the following fields:

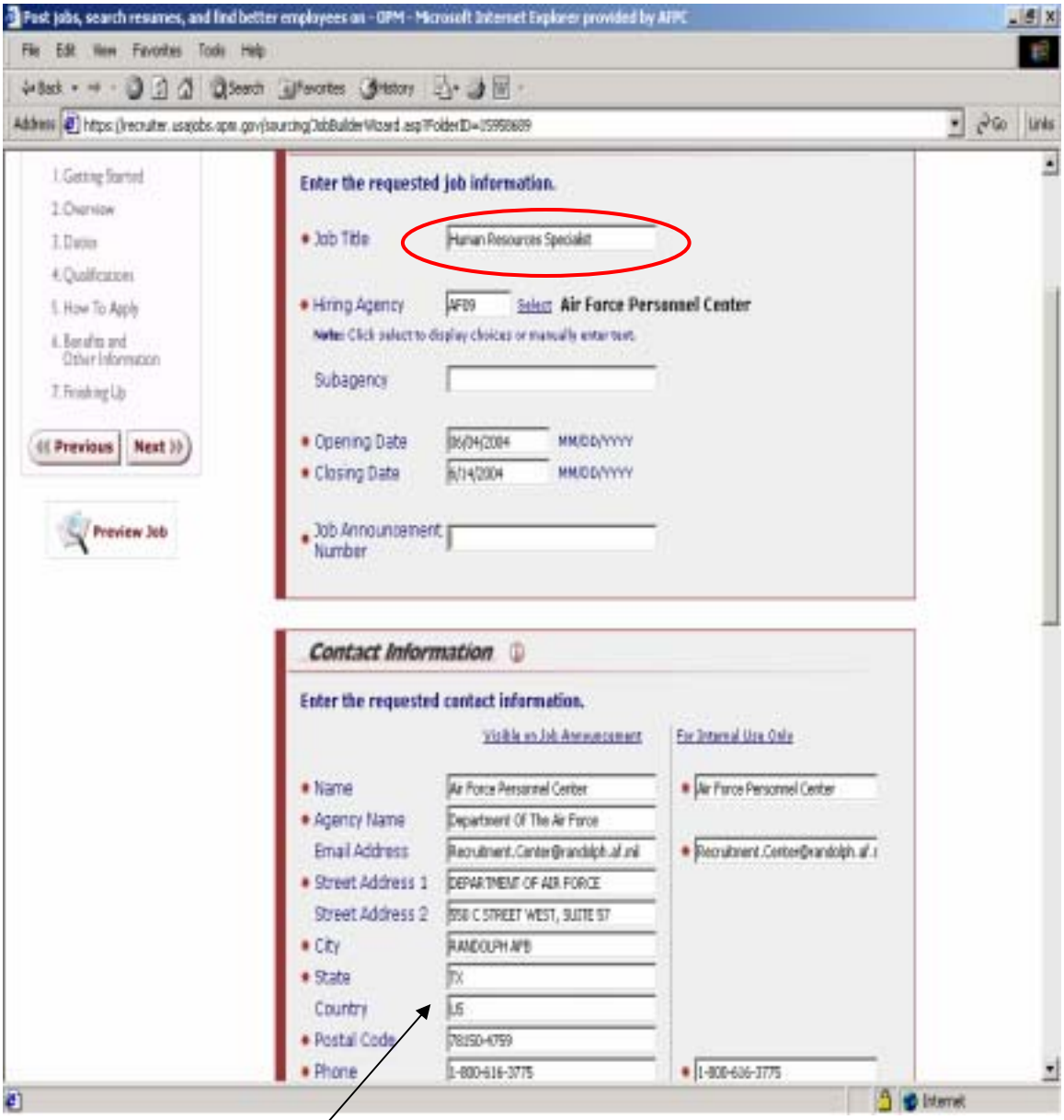
Field Name	Description
Username:	Description of the Username: **Example: AFPC DPCTD**
Password:	Description of the Password: **(Contact your Lead or Supervisor for password)** **Note: Be aware that your session will expire after two hours of inactivity**

3. Select **"CREATE &POST A JOB"** to enter a new vacancy announcement



4. As required, complete/review the following required fields:

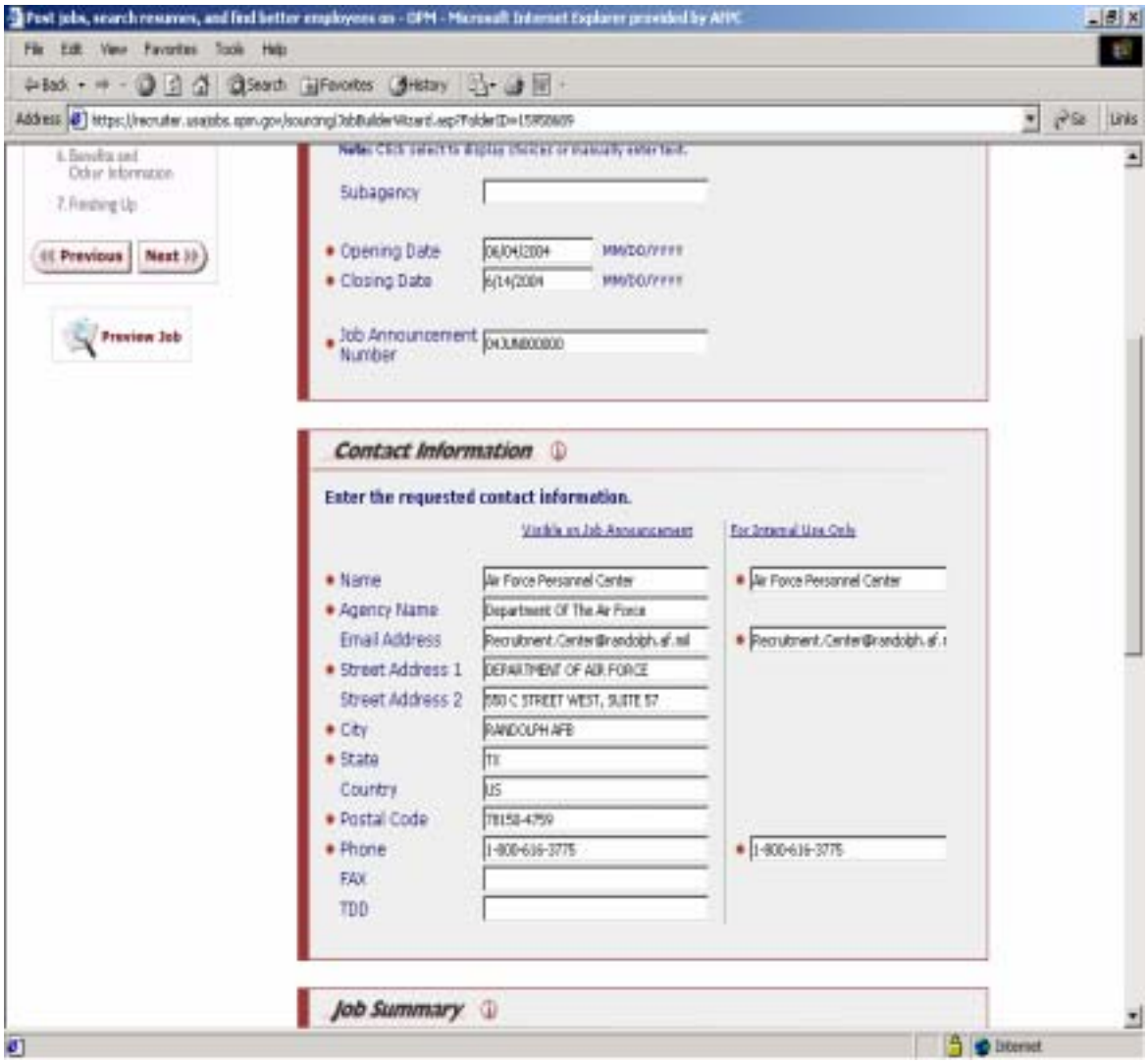
Field Name	Description
Job Title	Description of the Job Title. **Example: Human Resources Specialist**
Hiring Agency	Hiring Agency/Organization Code **Example: AF09** or click "Select" to choose from drop down menu



Note: The Contact Information is automatically populated based on the AFPC USAJOBS account and does not require modification.

5. As required, complete/review the following fields:

Field Name	Description
Opening Date Closing Date	Opening and closing dates of Vacancy Announcement **Example: MM/DD/YYYY**
Job Announcement Number	Description of the Vacancy Announcement Number **Example: 04JUN000000**

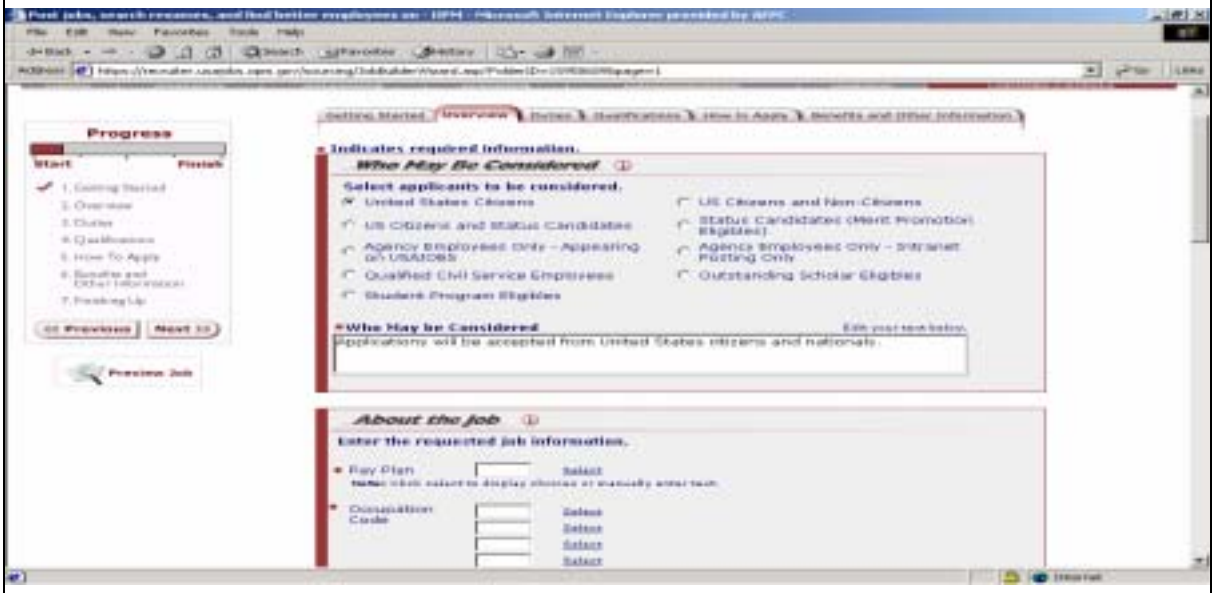


6. As required, complete/review the following fields:

Field Name	Description
Job Summary	You may type or copy and paste text from the Resumix requisition or other existing document

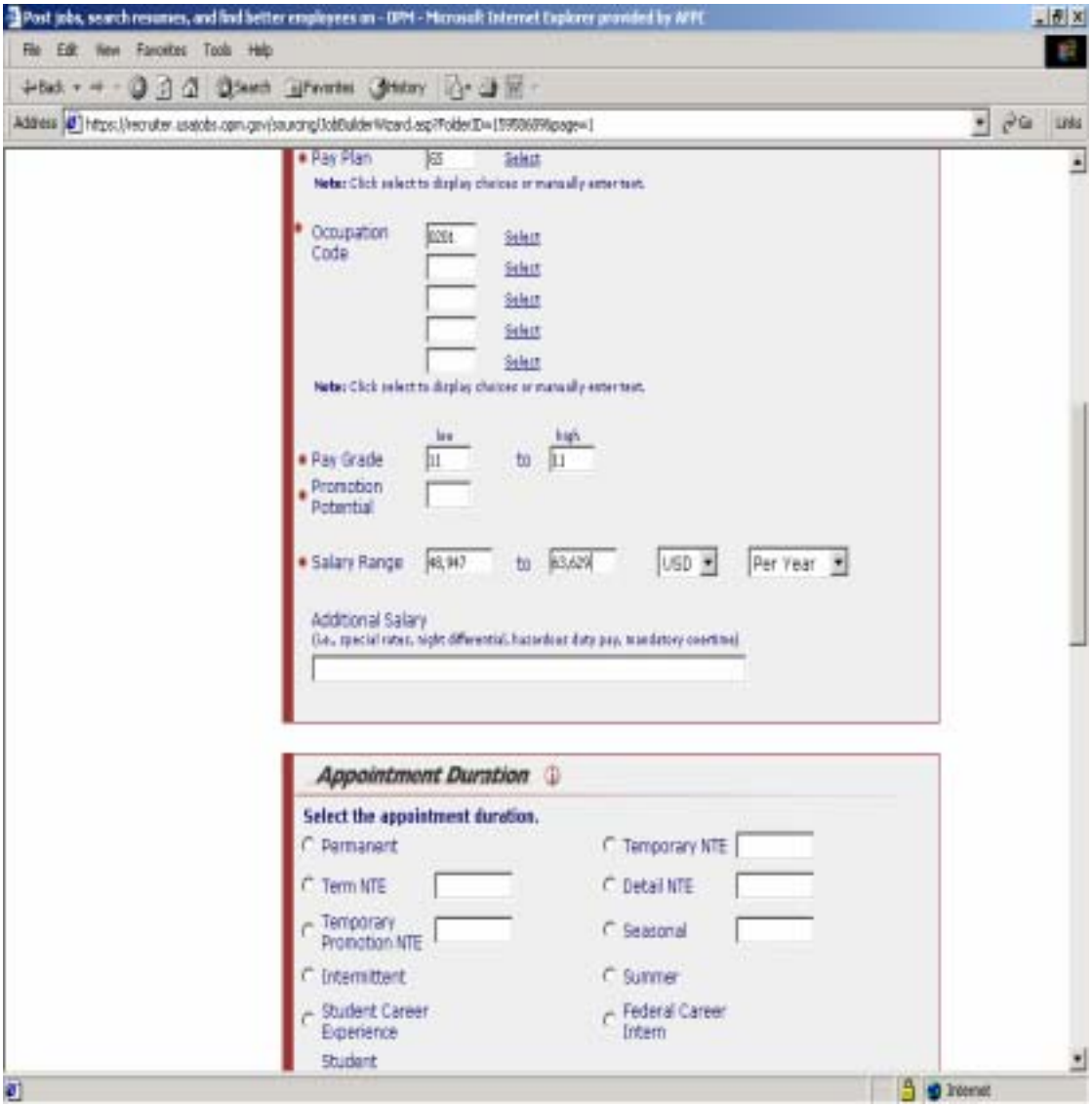
7. As required, complete/review the following fields:

Field Name	Description
Who May Be Considered	Area of Consideration **Example: United States Citizens**



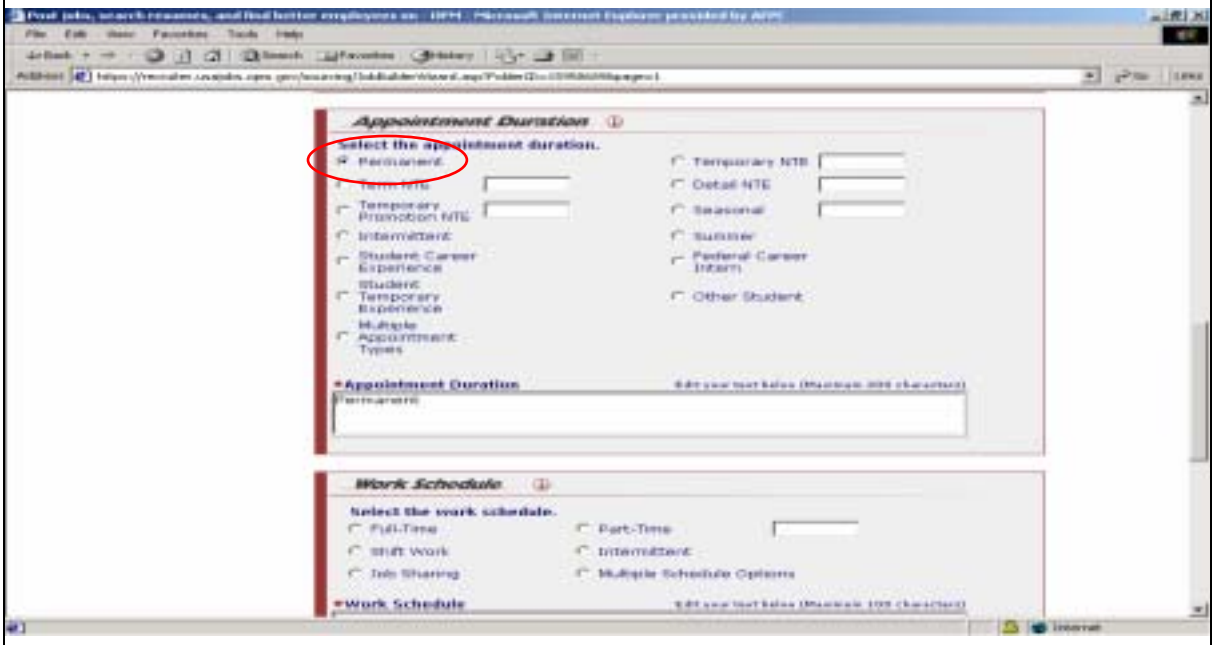
8. As required, complete/review the following fields:

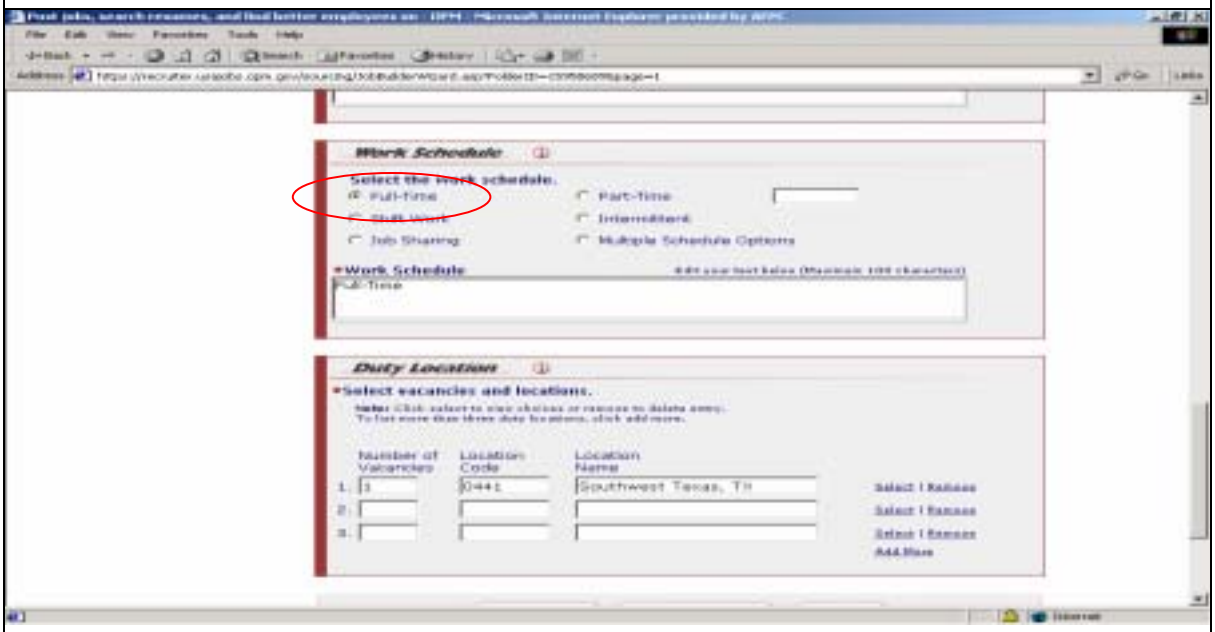
Field Name	Description
Pay Plan	Description of the Pay Plan. **Example: GS**
Occupation Code	Description of the Occupation Code. **Example: 0201**
Pay Grade	Description of the Pay Grade. **Example: 11**
Low to High	Description of the lowest grade and highest grade of position. **Example: 11**
Salary Range	Salary Range for lowest step of the grade of the position **Example: 48,947**
Salary Range	Salary Range for the highest step of the grade of the position. **Example: 63,629**



9. As required, complete/review the following fields:

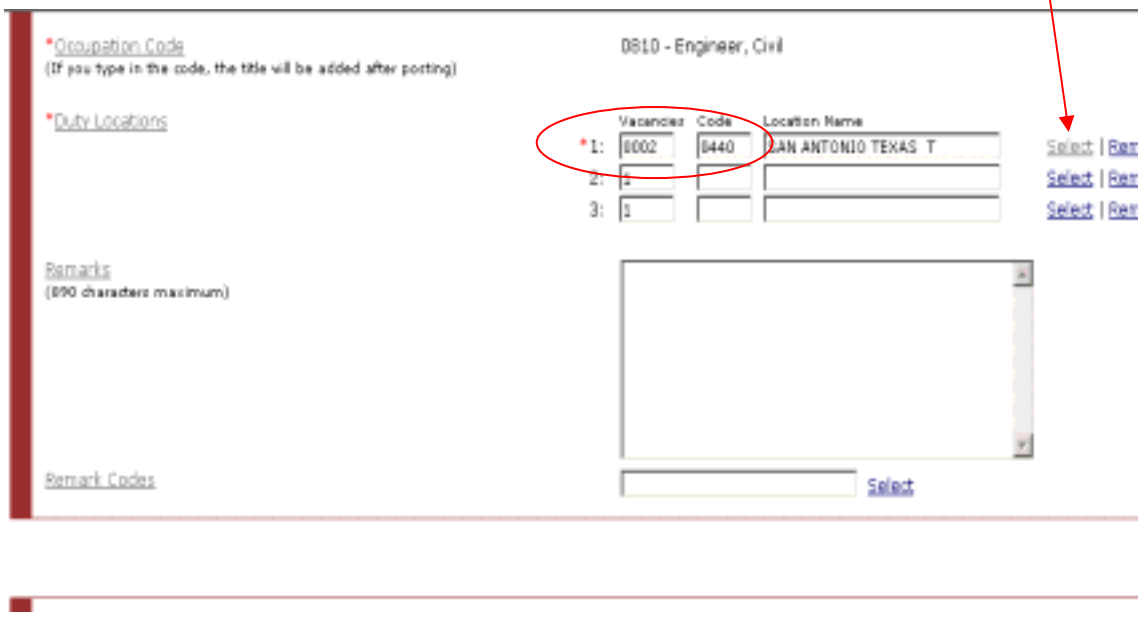
Field Name	Description
Appointment Duration	Select the appointment duration by clicking the appropriate button **Example: Permanent**
Work Schedule	Select the appointment duration by clicking the appropriate button **Example: Full-Time**

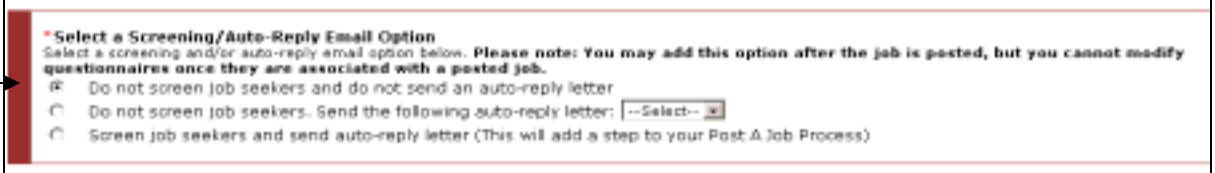


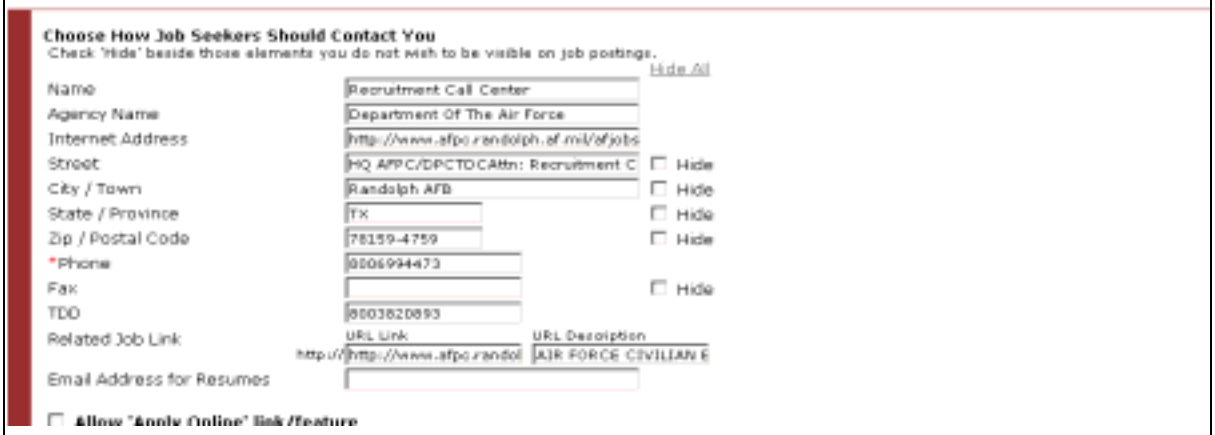


10. As required, complete/review the following fields:

Field Name	Description
Number of Vacancies	Enter number of vacancies (**Must be entered a 4 digits**) **EXAMPLE: 0002**
Duty Locations	Enter OPM Geographic Location Code or click on the "Select" link to select the code from the drop down menu **EXAMPLE: 0440**



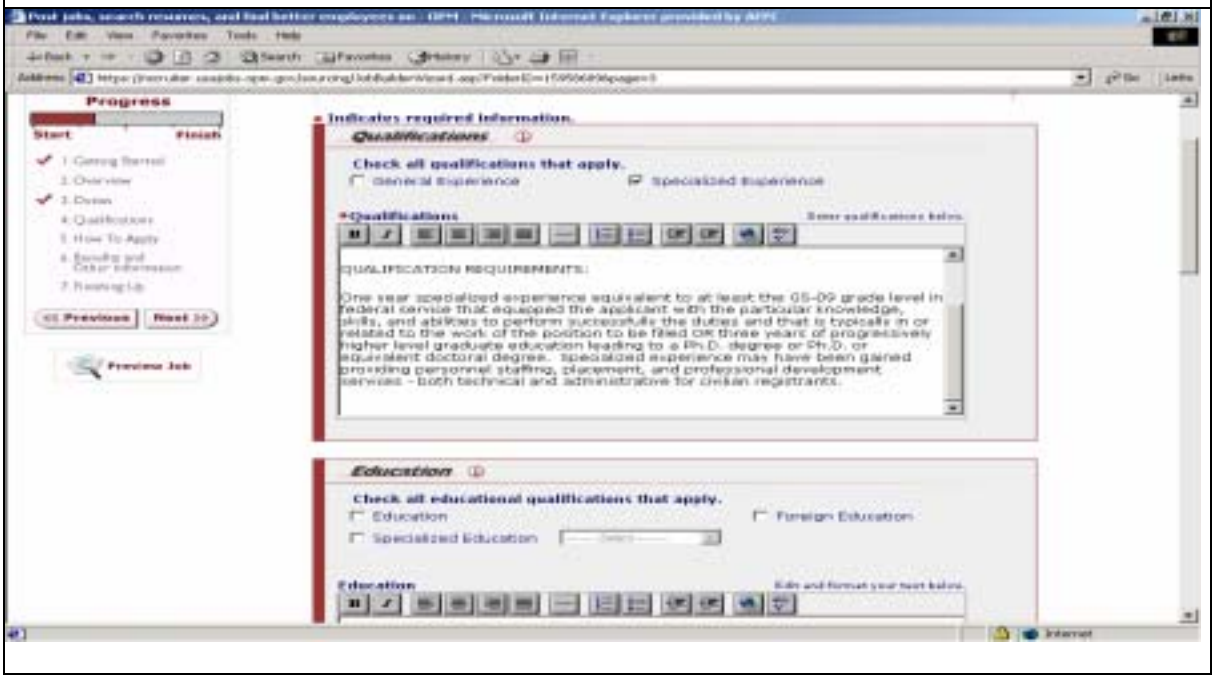




Note: Always select "Do not screen job seekers and do not send an auto-reply letter."

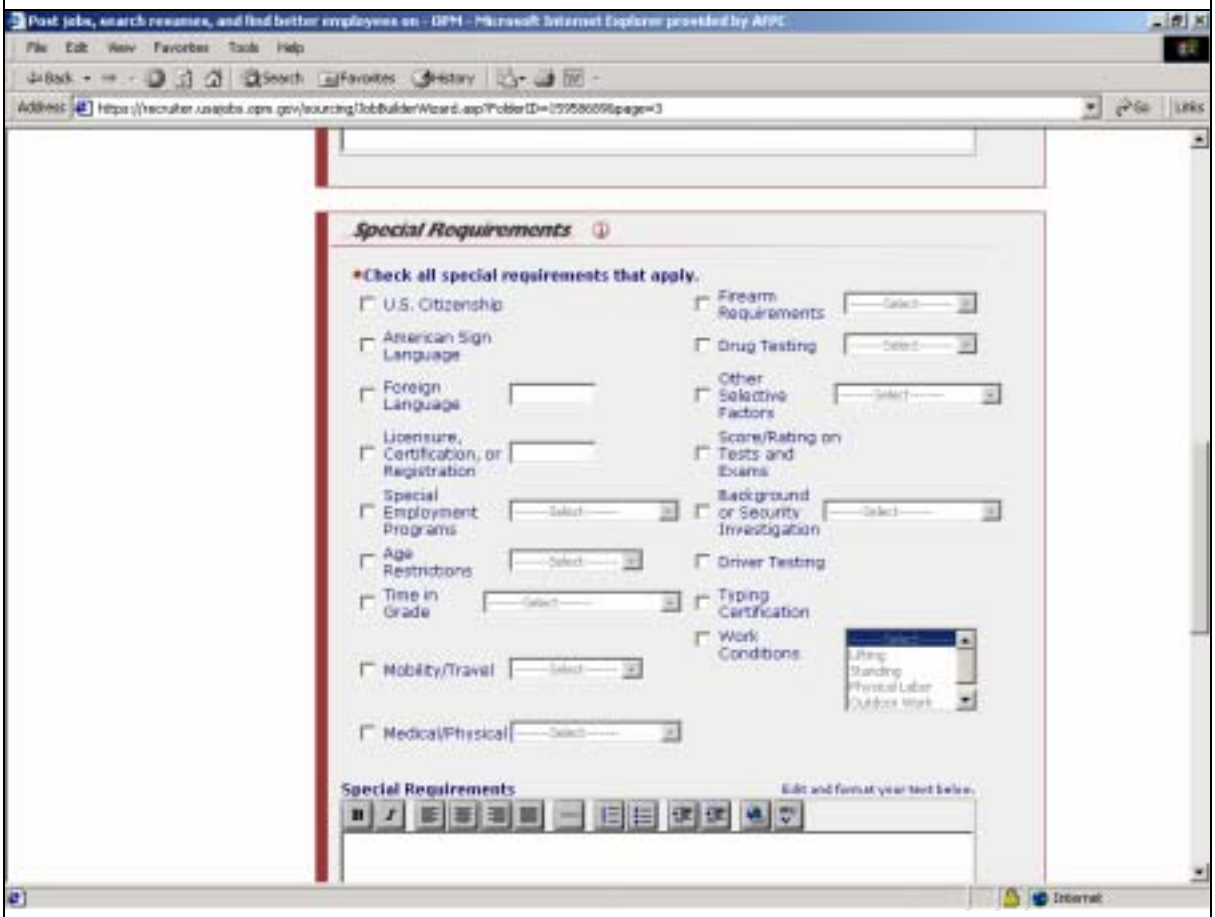
11. As required, complete/review the following fields:

Field Name	Description
Major Duties	You may type or copy and paste text from the Resumix requisition or other existing document
Qualifications	You may type or copy and paste text from the Resumix requisition or other existing document

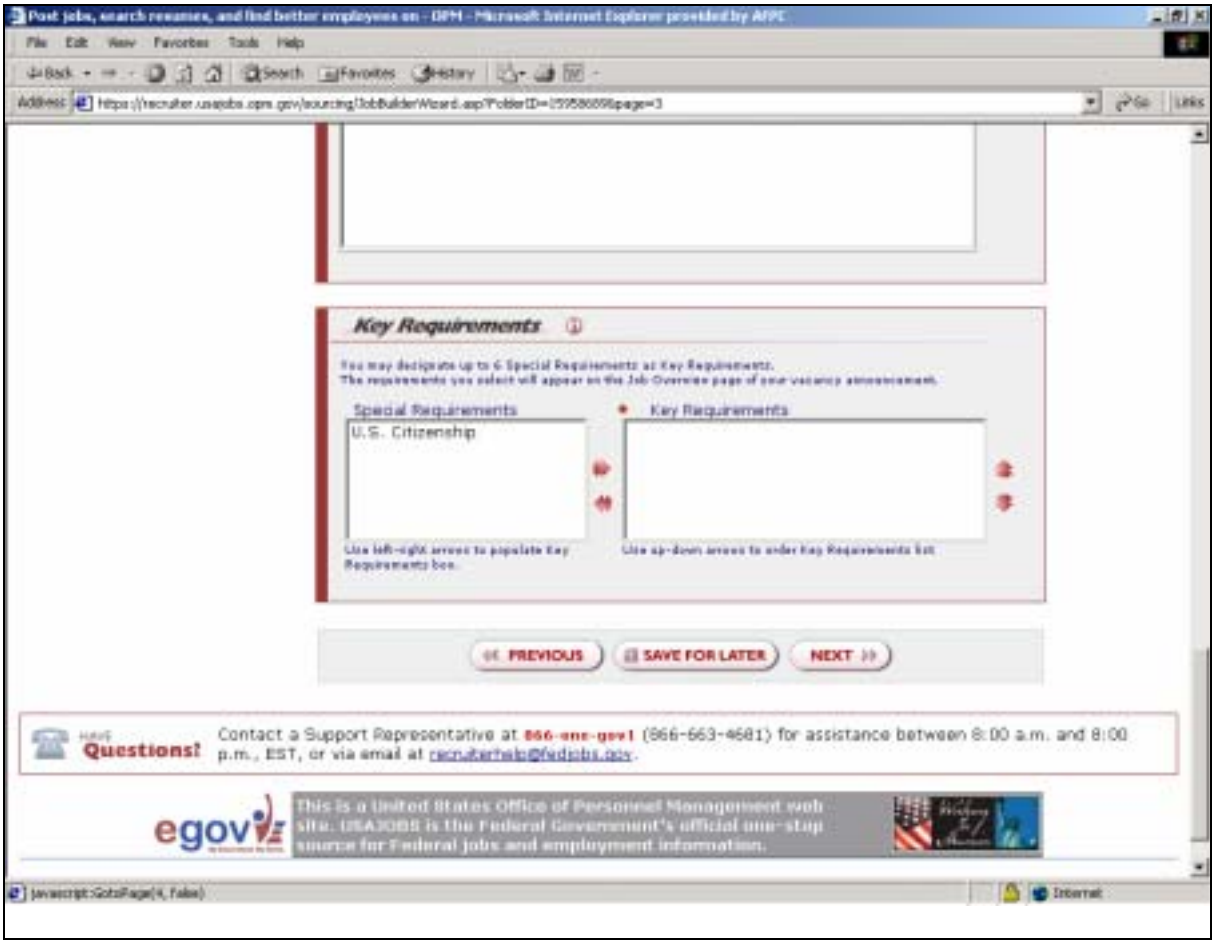


12. As required, complete/review the following fields:

Field Name	Description
Education	Select and enter appropriate educational qualifications, if applicable
Special Requirements	Select appropriate special requirements by clicking on the box next to the requirement.

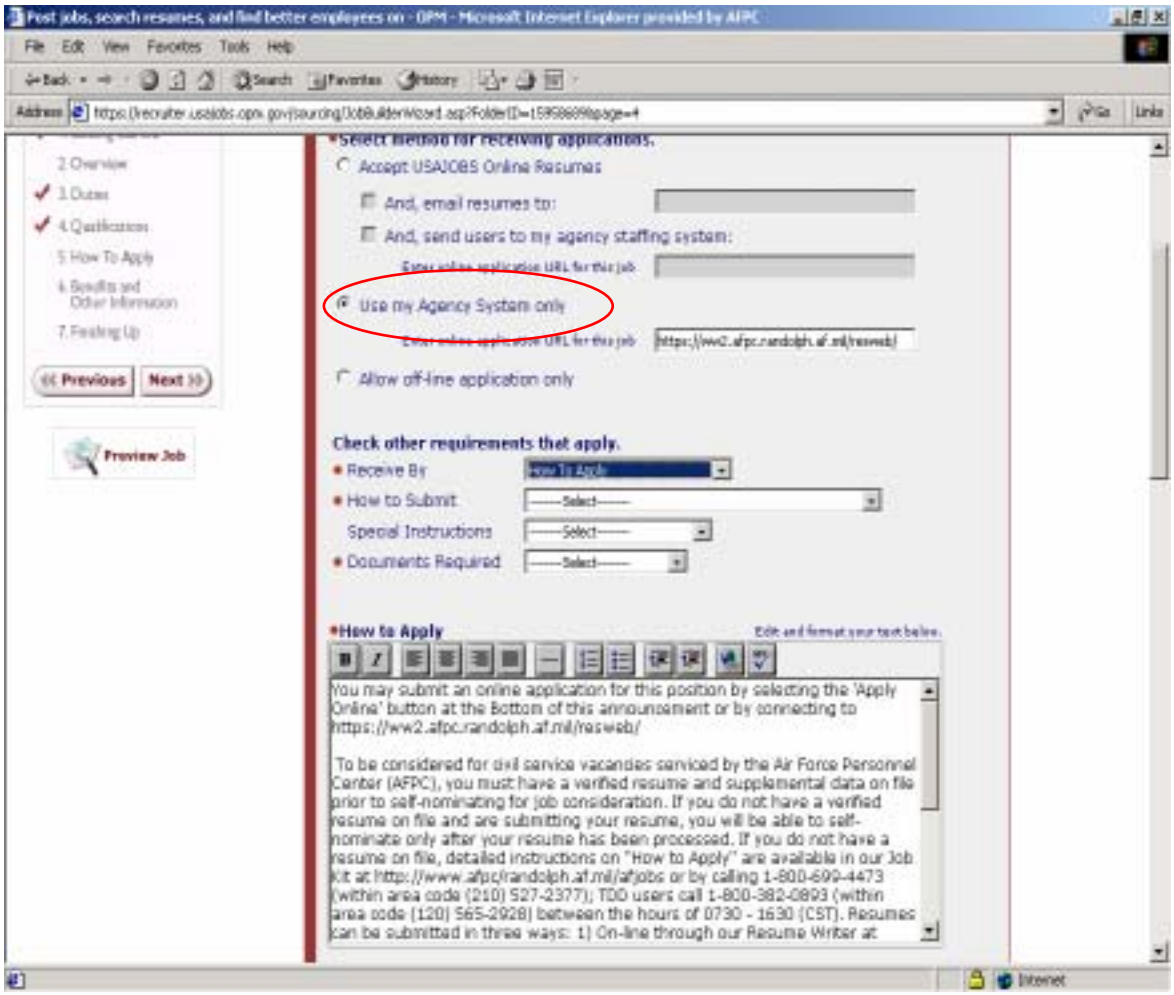


13. As required, select the key requirements from the “Special Requirements” box, which will populate the “Key Requirements” box on the right**.**



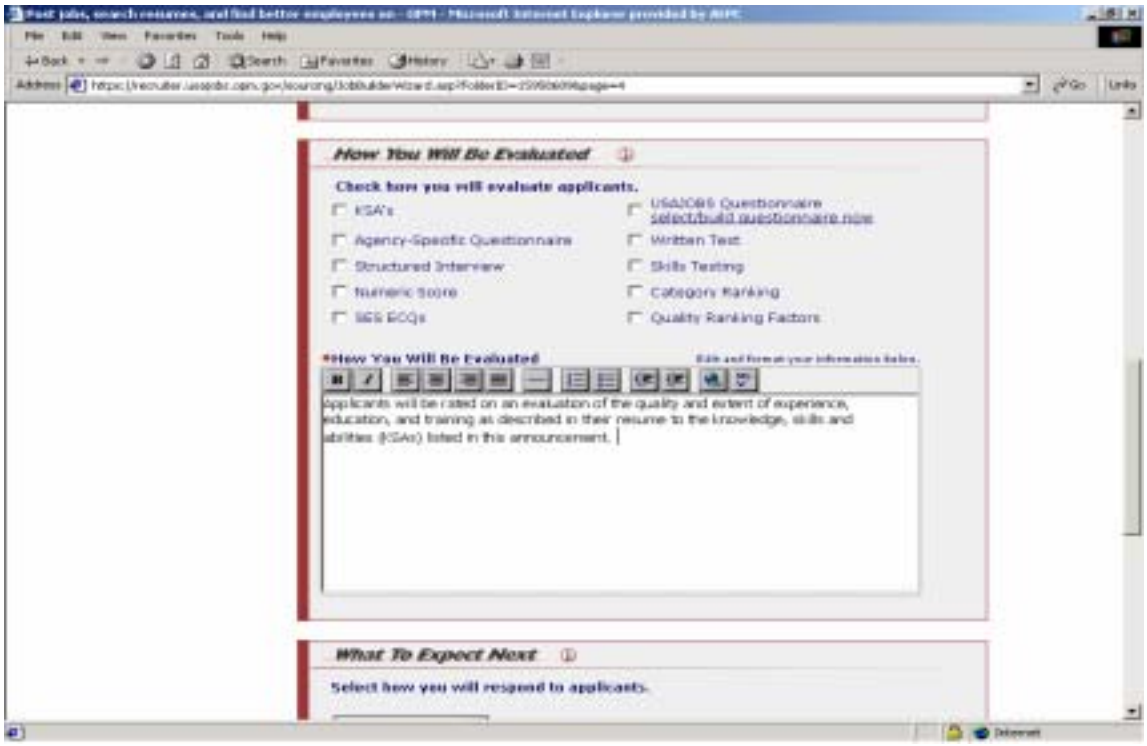
14. As required, complete/review the following fields:

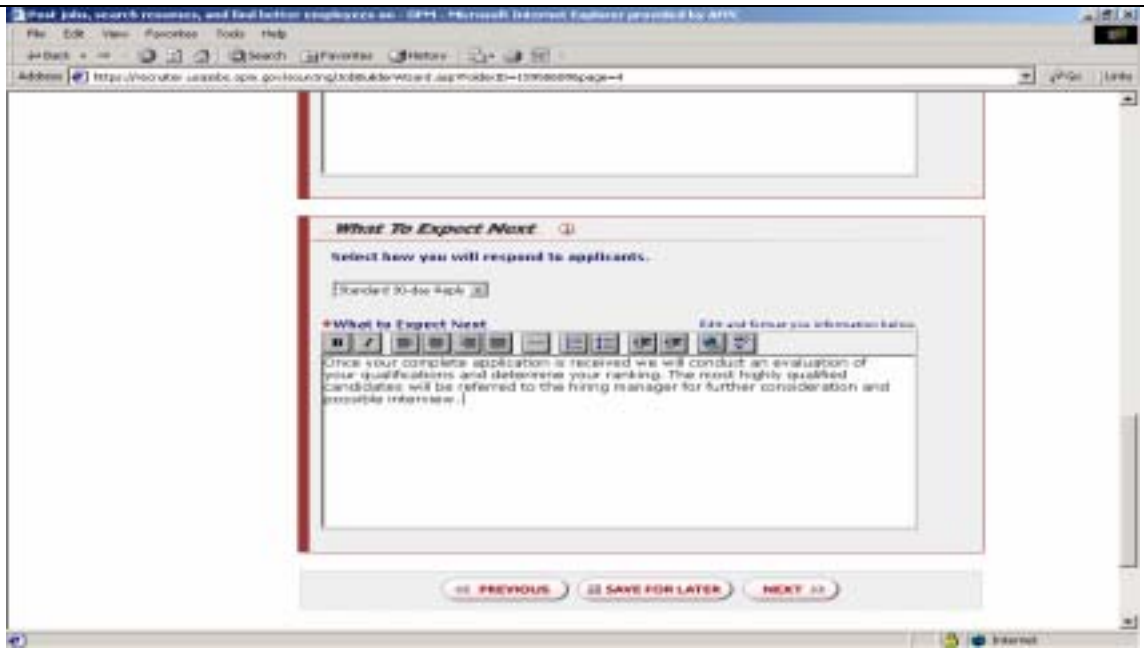
Field Name	Description
Select method for receiving applications	Always select “Use my Agency System only” to direct applicants to the AFPC Employment website
Check Other Requirements that apply	Select “How to Apply” from the drop down menu next to the “Receive By” field to populate the information into the “How to Apply” box as shown in the screenshot below:



15. As required, complete/review the following fields:

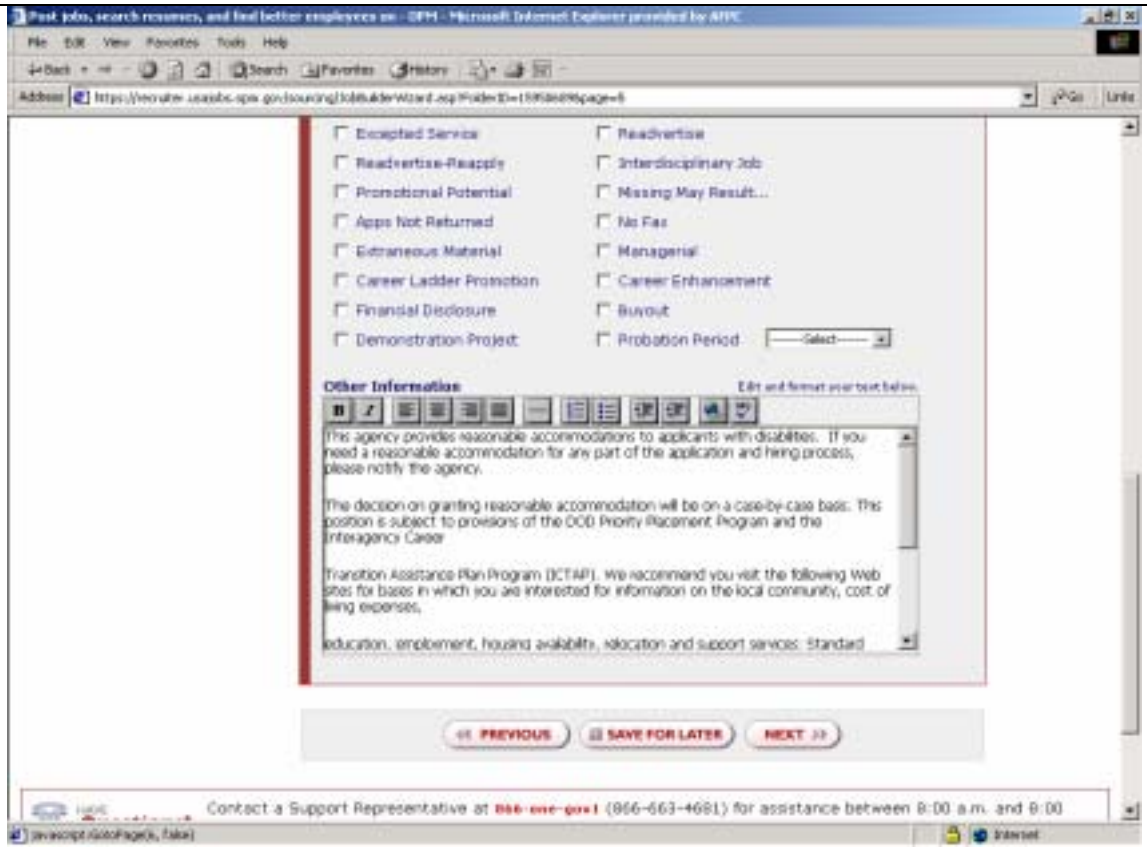
Field Name	Description
How you will be evaluated	Description of how you will evaluate candidates **See basis of rating statement below**
Select how you will respond to applicants.	**Select Standard 30-Day Reply from drop down menu to generate the text in the required "What to Expect Next" field below**





16. As required, complete/review the following fields:

Field Name	Description
Benefits	Check all benefits that apply **Example: Health Benefits, Holidays, Life Insurance, etc.**
Other Information	You may type or copy and paste text from the Resumix requisition or other existing document into the "Other Information" block.

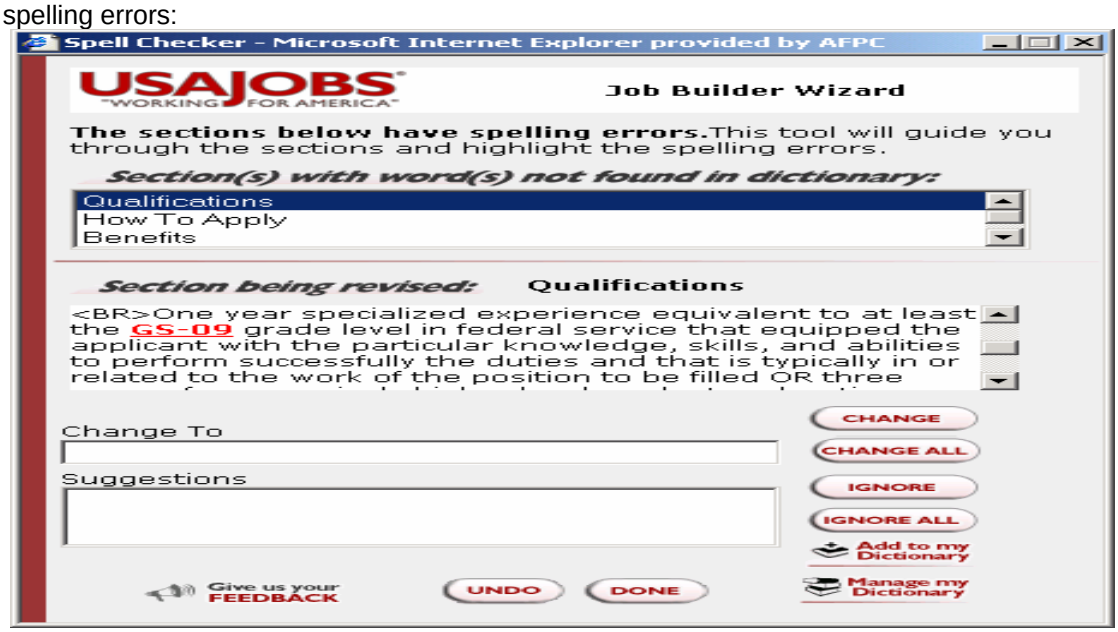


Note: You may save the announcement to post later by clicking on the "Save For Later" button or click the "Next" button to continue posting the vacancy announcement.

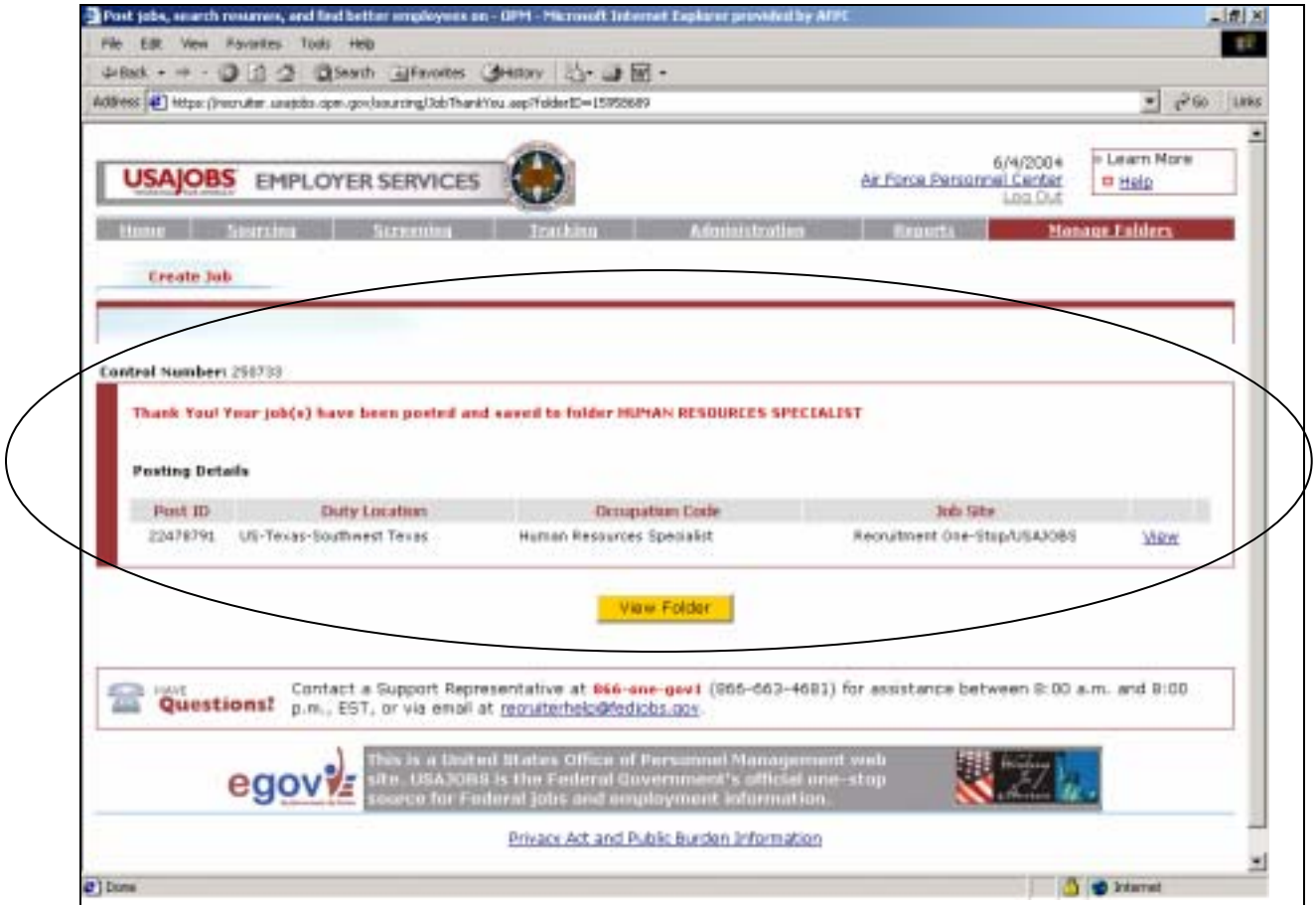
17. Finalizing the Vacancy Announcement:

Field Name	Description
Spell-check	To finalize the vacancy announcement, select the Spell-check feature to spell-check the information in vacancy announcement
Post Job Now	Once spell-check is accomplished, select the "Post Job Now" button to immediately post the vacancy announcement to the OPM USAJobs website or select "Save for Later" to post the announcement at a later time.

If the vacancy announcement contains errors, the following screen will appear to indicate the spelling errors:



The following screen below indicates the OPM control number and that the announcement has successfully posted and saved to vacancy announcement folder:



NOTE: Please be aware that this appendix only contains examples and does not cover instructions for all vacancy announcements. OPM has recently made several on-going changes to its USAJOBS website and Employer Services feature. Please ensure you view the on-line tutorials or download a quick reference guide at https://recruiter.usajobs.opm.gov/login.asp for further guidance on posting vacancy announcements using OPM USAJOBS Employer Services