

## **QUICK REFERENCE GUIDE – AVUE CENTRAL**

### **For MILITARY/FORMER MILITARY**

### **APPLYING FOR JOBS WITH THE FEDERAL GOVERNMENT**

#### **Creating a User Account & Logging In:**

Creating an account in Avue Central® is as easy as logging into [www.avuecentral.com](http://www.avuecentral.com). Once your account has been created, it takes about a minute, record your username and password in a secure place for future reference.

#### **Build your Career Portfolio:**

Information in your Career Portfolio becomes the core of your application. It includes an extensive summary of your skills and abilities, employment preferences, work history, education, eligibilities, references, and other relevant information about certifications, awards, training, and military experience. In addition, you can add unlimited attachments to your profile to include different versions of your resume and a cover letter, as well as your DD-214 certifying your veteran status. *Be sure to redact/white-out your birth date and SSN information.*

#### **Translate your Military MOS to a Federal Job Series:**

Avue offers you several resources in translating your military MOS to a Federal Job series or title. Start with the MOS Translator found at [www.warfighterhome.us](http://www.warfighterhome.us). Then toggle back to Avue Central to find Federal Job titles and descriptions by clicking on “Avue Wiki.”

#### **My Career Experiences:**

“My Career Experiences” is a link within the Career Portfolio. Choose a job title from your civilian or military experience and identify your specific competencies through a comprehensive skills questionnaire. Continue adding any specialized training, licenses or certifications you’ve earned.

#### **Start your Job Search:**

Search for the perfect job using a variety of methods:

- 1) Set your “Jobs Profile” (2<sup>nd</sup> tab under your name). Identify a grade/salary range, series, job title and/or location preferences. Receive email notifications daily or weekly when a position meeting your criteria is posted.
- 2) Click on “Job Search” to conduct a more comprehensive search. Search using “Match my Resume” or Match my Skills;” field of interest or by Talent Community. You can also search specific positions by using the “Search by Filters”.

Save positions you have an interest in to your “Job Cart” to review when you have the time.

#### **Two-Part Application Process:**

Once you have found a job posting that appeals to you, click on the position title to find out more. Review supporting documents including the Job Announcement, a full Position Description, qualifications, and the application process. To apply, click on “Apply Now.”

**Part 1:** In Part 1 you will update your personal information, verify your eligibility responses and complete a quick job-specific assessment to determine if you're basically qualified for the job. If not already in your Career Portfolio, the last required step in Part 1 is to attach necessary proof documents including your resume and your DD-214. Submit Part 1 and receive immediate notification if you meet Basic Qualification standards for the vacancy. If you meet basic qualifications, complete Part 2 of the application; don't forget to complete the certification step at the end of the application process.

**Opt-In:** You have two opportunities to opt-in to make sections of your portfolio and the work history in your resume searchable by hiring managers looking for applicants with your attributes. **First opportunity:** from the Home Page, click on the "Talent Communities" tab (third tab under your name.) Put a check in the box next to "Allow Employers to Search for Me" and click "Save." **Second opportunity:** after submitting Part 1 of any application, note a check in the box next to the opt-in text below your application status. If there is no check, add one before moving on to Part 2 of the application or navigating back to the home page.

**Part 2:** Part 2 of the application process is more extensive. Here you will respond to traditional KSAs or be asked to complete a Competency Based Assessment. In addition, you will update sections from your Career Portfolio including your education, work history, and references. Once steps in Part 2 are complete certify and submit your application.

### Join a Talent Community:

We've added a professional networking feature within Avue Central<sup>®</sup>. Click on the "Community" link to join your peers, colleagues and others as they "chat" about topics of similar interests. Use this tool to enhance your job search or use it as an opportunity to share your experiences and interests with others.

### Special Features:

- ❖ Learn more about Federal Job Titles, Series and Series descriptions via the "Avue Wiki"
- ❖ Complete the Skills Questionnaire behind the "My Career Experiences" link in the Career Portfolio and view a comprehensive summary of your skills and experience
- ❖ Click on "Job Search" and find jobs by geographic location, agency or specialty
- ❖ Attach your Resume and DD-214 behind the "Supporting Documents" link in your Portfolio – *remember to redact/white-out your birth date and SSN information*
- ❖ Allow other applicants to search for you by "opting-in" under the "Preferences" tab
- ❖ Allow Employers to search for you by "opting-in" under the "Talent Community" tab

### Forget your username or password; need assistance?

Just click on the Lost Password link, under "Need Help" at the bottom of the screen. Need to speak to someone? The Avue chat feature, **Avue Dojo**, is available from any screen in Avue Central from 8:00 am to 8:00 pm ET. Be connected in seconds with an Avue Help Desk Specialist.