

June 9, 2006

**MEMORANDUM**

TO: IRS Chapter Presidents

RE: (Office of Chief Counsel) Integration of CareerConnector and USAJOBS

**SUMMARY: The Department of the Treasury will be integrating CareerConnector, the job application program in use at the Office of Chief Counsel, with OPM's USAJOBS web site.**

Effective June 19, 2006, the Department of the Treasury (Treasury) will integrate the CareerConnector job application program with OPM's USAJOBS web site. This integration is designed to make it easier for employees to apply for federal positions and to manage their online applications. This change will require employees to create an account on the USAJOBS web site. I have attached the integration information sent out by Treasury for your review. Employees should read through this information carefully and familiarize themselves with the changes.

**It is important to note that in order for an employee to use their current CareerConnector résumé; they must first retrieve it from CareerConnector prior to June 16, 2006.** After June 16, 2006, résumés stored on CareerConnector will not be accessible.

If you have any questions or input on this matter, please contact Dale Graddon, Assistant Counsel for Negotiations, at [dale.graddon@nteu.org](mailto:dale.graddon@nteu.org).

Colleen M. Kelley  
National President

Attachment



## Sample Email Notifications - Bureau Employees

### **#1 USAJOBS Integration Email to Bureau Employees**

**SUBJECT: Upcoming changes to the [insert BUREAU name here] CareerConnector job application process**

On June 19, 2006 The Department of the Treasury will integrate CareerConnector, our online job application system, with the Office of Personnel Management's USAJOBS website. This integration will make it easier and more efficient for you to apply for Federal positions and manage your online applications.

This process will allow you, as an applicant to:

- ⊗ Create and store up to five resumes online
- ⊗ Create search agents to receive email notifications for new job postings throughout the government
- ⊗ Use one login to apply for jobs at [insert BUREAU name here] and other Federal organizations
- ⊗ Track the status of jobs you have applied for through USAJOBS in one central location

To prepare for this change and familiarize yourself with the new process, you are encouraged to create an account at USAJOBS ([www.usajobs.opm.gov](http://www.usajobs.opm.gov)).

Stayed tuned for additional information and instructions or visit your HR office today!

## **#2 USAJOBS Integration Email to Bureau Employees**

**SUBJECT: Using USAJOBS to apply for [insert BUREAU name here] CareerConnector job postings**

Dear BUREAU employee,

On June 19, 2006 The Department of the Treasury will integrate CareerConnector, our online job application system, with the Office of Personnel Management's USAJOBS website to make it easier and more efficient for you to apply for Federal positions and manage your online job seeking process. In order to comply with President Bush's Presidential Management Agenda for e-Government, the Office of Management and Budget (OMB) has requested the elimination of duplicative automated systems throughout the Federal government. To bring our recruitment process in line with this objective, OPM's USAJOBS web site will become the "one-stop" for Federal jobseekers and will eliminate the need for multiple logins to different agency systems.

To prepare for this change and familiarize yourself with the new process, we recommend you create an account on USAJOBS ([www.usajobs.opm.gov](http://www.usajobs.opm.gov)) if you have not done so already. Once you are registered with the USAJOBS website you may continue to apply for [insert BUREAU name here] jobs, as well as for jobs with other Federal agencies. Please take a few minutes to register and to create/update your resume so that you will be ready to apply when the next [insert BUREAU name here] vacancy of interest is posted. Please be aware that after June 16 2005, the information you may have in CareerConnector, including your resume, will no longer be available.

If you have not applied for a Federal vacancy posting using USAJOBS, you will need to create a new account, consisting of personal information, user id and password, and up to 5 resumes. If you are already registered in the USAJOBS system you do not need to re-register. You can use your existing USAJOBS account to apply for [insert BUREAU name here] jobs after June 18.

Once established, your USAJOBS account will enable you to post multiple resumes online, apply to Federal jobs, and receive automated job alerts.

### **USAJOBS Registration ([www.usajobs.opm.gov](http://www.usajobs.opm.gov))**

Once at USAJOBS, select the MY USAJOBS option and click "Create Your Account Now!"

#### **1. Establish account information**

You will first be prompted to provide contact information, establish user access information and provide citizenship and Veterans' preference information. After providing this information, you will be taken to your new personal page where you can choose to create a new resume or set up email notification agents to alert you to new jobs posted to USAJOBS.

#### **2. Create and Store a Resume**

Follow the instructions to create your new resume on USAJOBS using the Resume Builder provided. The resume builder consists of four steps: Getting Started; Experience; Related Information and Finishing Up. Resumes created on USAJOBS will be centrally stored and can be used to apply for other Federal vacancies both within and outside [insert BUREAU name here]. An added benefit: You can store up to 5 resumes on USAJOBS!

Please note: In order to use your current CareerConnector resume to populate your new USAJOBS resume, you must first retrieve it from CareerConnector. **Your CareerConnector resume will not be available after June 16, 2006.**

### **3. Create a Job Search Agent (Email notification)**

USAJOBS allows the creation of up to 10 different search agents to receive email notification of new jobs postings that may be of interest to you. These notifications can be set up to send you job postings available throughout the entire Federal government if you wish.

The USAJOBS email notification agent(s) will replace any notification preferences you may have set up in CareerConnector.

### **4. Apply for jobs**

After establishing your USAJOBS account and creating at least one resume on USAJOBS, you are ready to apply for new positions in [insert BUREAU name here]. When you find a job of interest, simply login to USAJOBS and follow the simple instructions provided in the vacancy announcement to complete the application process!

### **Applying for Jobs**

Once you have completed your registration and posted your resume with USAJOBS you will be ready to apply for [insert BUREAU name here] vacancies. You can browse vacancies directly on the USAJOBS website. Once you have selected the vacancy you wish to apply for, click "apply online". If you are not currently logged into USAJOBS, you will be prompted to do so. If you are already logged in, you will be asked to select the resume you would like to submit with this application package. The USAJOBS resume you select will be automatically referred to the vacancy for which you apply in CareerConnector, Treasury's online application system.

If you have never registered in CareerConnector, you will be asked to complete a few additional questions about your Federal employment history before reaching the vacancy assessment questions. You will not be prompted to provide this information again in the future. If you are registered in CareerConnector, you will be given the option to update the information you may already have on file.

Next, choose to go to the Assessment questions for the vacancy announcement. After you finish answering the specific vacancy questions, always be certain your personal information, core questions and the vacancy questions for the specific announcement are complete and review your resume. Additionally, always choose to have a copy of your application package emailed to yourself for confirmation of receipt.

After you "FINISH" your application, you will be returned to USAJOBS, where you will see this vacancy appear in the list of vacancies you have applied for. The page may take a few minutes to update, but after it appears, you may check the status of your application for this position at any time. If you find you need to edit your application, must return to the USAJOBS website, login again, and update your application. All information previously submitted will be available for your review at this time.

Additional information on the application process can be found at:  
<http://www.usajobs.opm.gov/firsttimers.asp>

Good Luck!

### **#3 USAJOBS Integration Email to Bureau Employees**

SUBJECT: Only XX days left!!!

Dear [insert BUREAU name here] employee,

One last reminder:

On June 19, 2006 The Department of the Treasury will integrate CareerConnector, our online job application system, with the Office of Personnel Management's USAJOBS website to make it easier and more efficient for you to apply for Federal positions and manage your online job seeking process.

To prepare for this change, we recommend you create an account on USAJOBS ([www.usajobs.opm.gov](http://www.usajobs.opm.gov)) if you have not done so already. Once you are registered with the USAJOBS website you may continue to apply for [insert BUREAU name here] jobs, as well as for jobs with other Federal agencies. Please take a few minutes to register and to create/update your resume so that you will be ready to apply when the next [insert BUREAU name here] vacancy of interest is posted. You may also sign up to receive email notification of new job postings that meet your specified criteria.

**Please be aware that after June 16 2005, the information you may have in CareerConnector will no longer be available.**

For additional information on how to register at USAJOBS, go to: <http://www.usajobs.opm.gov/firsttimers.asp> to view tutorials or download information related to the application process, or visit your servicing HR office for more information.



**Sample Email Notification - Selecting Official**

**SUBJECT: Important information regarding vacancy announcement postings**

**Dear Selecting Official/Hiring Manager:**

The Department of the Treasury will be integrating CareerConnector, our online job application system, with the Office of Personnel Management's USAJOBS website on June 17/18. This will make it easier and more efficient for applicants to apply for Federal positions and manage their online job seeking process. In an effort to comply with the e-Government President's Management Agenda, the Office of Management and Budget (OMB) has requested the elimination of duplicative automated systems throughout the Federal government. To bring our recruitment process in line with this objective, OPM's USAJOBS web site will become the "one-stop" for Federal jobseekers and will eliminate the need for multiple logins to different agency systems, including CareerConnector.

In order to make this change, the week of June 12, HR Personnel will be unable to post new vacancy announcements and all existing vacancy announcements will need to be closed. This will ensure a smooth data transition. Although the changes associated with the integration will primarily affect applicants, there is an added benefit for hiring managers. Resumes collected through USAJOBS/CareerConnector will now be in a standard format to enable you to find the information you need in an applicant's resume more easily.

Please accept our apologies for any inconvenience this may cause you. If you have any questions or concerns, please contact your servicing HR specialist.

Regards,

BUREAU POC