

## IMPORTANT HINTS:

[www.firejobs.doi.gov](http://www.firejobs.doi.gov)

- Update your resume and profile information **BEFORE** you apply to a vacancy announcement.
  - It is highly recommended that you review your account profile and your resume information for currency BEFORE applying to vacancies.
- To check your application status, click on "**Application Status**" after you are logged in to "**My Account**". Then select "**View all Applications**" at the bottom of the pop-down screen and find the vacancy you applied to. Under the Application Status column, it will indicate your status. "**Resume Received**" means your application has been received by the FIRES Program Office. If you select "**More Information**" it will direct you to another screen, where comments are posted regarding your qualification to the position (qualified/not qualified). You will be notified through e-mail if you are referred to the hiring officials in your designated locations. This notification is a referral only, **not a selection**.
- If you faxed/uploaded required documents such as a DD-214, Veteran Administration Letters, College Transcripts and/or your IQCS Master Record previously **and** it was successfully received, you may not need to fax them again. To verify if previously faxed documents are already associated with your application, follow the Faxing/Uploading Instructions located at <http://www.firejobs.doi.gov/index.php?action=faxinguploading> .
- If you have already registered with USAJOBS you don't need to register again.
- If you forget your USAJOBS User ID and Password, go to:  
<https://my.usajobs.gov/forgot.asp>
- When you apply for a specific job, a snapshot of your resume will be captured and tied to the job vacancy on the closing date, or the early consideration date(s) specified in the vacancy announcement.
- Your answers to the vacancy specific questions will be verified against the information provided in your online resume. So, be sure your answers are supported in your resume.
- For more information about FIRES, please go to FAQ's (Frequently Asked Questions) at <http://www.firejobs.doi.gov/index.php?action=faq> .