



Department of the Navy
Civilian jobs that make a difference to our country and the world

We are pleased to announce that new online job application and tracking tools are now available!

When you log onto the Navy web site www.donhr.navy.mil, you will be able to:

- Search for jobs
- Build a resume
- Apply for jobs
- Track your resume status

Easy Access to All Job Information - All of the Time. All the tools you need to search for jobs, build a resume, apply online, and see the status of your resume will be at your fingertips. Best of all, information will be easily accessible and available 24 hours a day, 7 days a week.

Using the “**Search for Jobs**” tool, you will have access to the entire list of Department of Navy civilian job announcements. There are many career fields available to choose from including, but not limited to, Engineer, Welder, Nurse, Photographer, Naval Investigator, Shipbuilder, and Recreation Specialist. You are invited to search the database to explore all the possibilities! You will be able to search by position title, desired location, salary, pay plan, grade level, and Navy major claimant. All the jobs that meet the criteria you select will be listed for your review.

Once you find a job you would like to apply for, the next step will be to create “**My Account**.” If you already have an account in our current Department of the Navy Online Resume Builder, you will be able to use the same password to access all password-protected applicant tools. If you already have a resume on file at any of the Department of Navy service centers, you need not reapply. If you choose to apply or submit a new resume you will find creating and updating your resume to be simple using the “**My Resume**” tool. This tool will permit you to easily create, update, save, and submit your resume data. It will even provide a capability to sort your work experience into chronological order.

The "Take Me to the Resume Builder" and "Application Express" buttons that are located at the bottom of our current vacancy announcements will be combined into a single "**Apply Now**" button. This tool will allow you to use the resume you have on file to apply or update your resume to reflect new skills, education, training, or awards. Once submitted, your resume will stay active for twelve months or until inactivated by placement into a permanent position or you indicate you are no longer interested

With the "**My Job Interests**" tool, you will be able to obtain information on positions for which you have applied, the date you applied, or delete any position(s) for which you are no longer interested.

The "**My Status**" tool provides you a snapshot of your resume activity under internal Merit Promotion announcements and provides information regarding your qualifications and/or selection for a specific position. In addition, you will be able to extend your resume within 30 days of your twelve-month resume expiration date.

The "**My Notices**" tool provides you quick, online accessibility to notices previously sent to you by mail during the job search and hiring process.

With use of the "**My Searches**" tool, you will have the option of creating up to five job searches that include your individualized job search criteria. When a specific job announcement which meets your search criteria opens, you will be electronically notified via your email address with the pertinent announcement information.

Log onto the Navy web page at: www.donhr.navy.mil and see for yourself!

The Department of the Navy Human Resources Community

We ensure that the right people are in the right place at the right time to accomplish the Department's mission.