



Selecting Tags in USA Staffing

The USAJOBS Portal pages are a way to search for special opportunities within USAJOBS. Agencies will use the same process they use today to post to USAJOBS by selecting the corresponding tag(s) when creating the request and building the vacancy announcement in USA Staffing. The following steps are required to ensure the announcement is posted to the appropriate portal:

- On the Vacancy, Settings page, use the Vacancy Tags drop-down lists to assign data tags for specific appointing authorities and/or mission critical occupations.
- If applicable, on the Announcement Information page, in the Appointment Type drop-down list, select the corresponding appointment type.
- On the same page, from the Hiring Paths drop-down list, select any corresponding hiring paths, as appropriate.
- If your announcement has already been released, you will need to update USAJOBS for your changes to be reflected.
 - Navigate to any page of the Announcement in USA Staffing and click Release on the top menu. click Update to USAJOBS.

The screenshot shows the 'Settings' page for a vacancy in USA Staffing. The page is divided into two main sections: 'Application Screening' and 'Application Processing'. The 'Vacancy Tags' section is highlighted with a red box. It includes a dropdown for 'Appointing Authority' (set to 'Competitive Service') and a dropdown for 'Mission Critical Occupation' (set to 'NATSec'). Below these are several checkboxes for 'USAJOBS Apply Online', 'Demographic Data Collection', and 'Applicant Total'. The 'Vacancy Tags' section is highlighted with a red box.

