

Start Your Job Search ▶



No Limits No Bounds

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



DEPARTMENT OF THE NAVY
CIVILIAN HUMAN RESOURCES

1. Go to www.donhr.navy.mil
2. Select **JOBS, JOBS, JOBS**
3. Click on **Create Account** if you don't already have one. If you have already created an account using our resume builder, use the same password to access all password-protected applicant tools.

Hint: Include your email address if you want to receive notifications such as your search agent matches and receipt for resume submission.

4. Check out our new online application tools:
 - Access your resume by clicking on **My Resume**.
 - Review the listing of jobs to which you have already applied by clicking on **My Job Interests**.
 - View your resume status by clicking on **My Status**. Status will be reflected for the jobs to which you have applied when (1) a manager requests to fill the position AND (2) a certificate of eligibles has been sent to the manager for selection consideration AND (3) you were considered for the job.

Hints:

- Review your resume to ensure that it is current.
- Review your job interests to ensure you are registered for all the jobs for which you want to be considered.
- If there are additional jobs or geographic locations for which you want to be considered, go to **Search for Jobs**.

5. Click on **Search for Jobs**. You may define your search by:
 - Type of job: Position title key word or occupation series number.
 - Salary: Minimum salary range or grade level.
 - Job location: Country, State or city.
 - Major claimant.

Hint: The search will look for exact matches: the more specific your search parameter, the more likely the search will return the announcements that match your job desire.

6. Create your job search agents by clicking on **My Searches**.

Hint: You can create up to five Search Agents. Create search agents using specific search parameters (e.g., position title or occupation series, salary or grade level, job location) to ensure that you receive notification for new job opportunity announcements that meet your interest.