

1. BID LIST AUTOMATION – FREQUENTLY ASKED QUESTIONS

2. What's a Bid List automation?

Starting in FY20, all hourly employees who bid for reassignment, promotion or change in craft will use the new bid list process online at USAJobs.

3. Where do I find the Bid List announcements?

Go to the [Careers webpage](#) and click on the bid list dropdown, or go directly to the [bid list](#).

4. I am interested in applying for a Bid List position. In the past I submitted only one paper application for all crafts/position. With Bid List Automation, do I need to apply to multiple Bid List announcements?

Yes. You must apply to each Bid List Job Opportunity Announcement separately, to receive consideration.

5. Can I complete the application during my work hours (on company time)?

No, but you are allowed to use your non-paid lunch hour to complete the application.

6. I don't have a personal computer. Can I apply on a BPA computer?

Yes, but only during your unpaid lunch hour or before and after work.

7. I am competing for a reassignment to a different duty station in the same craft. Do I need to submit a resume?

Yes. USAJobs requires you to attached a resume, you only need to submit a full resume if competing for a promotion or change in craft. If you are applying for reassignment you only need to add minimum information (name, where you work) in the resume builder to apply which you can save and use each time.

8. Am I allowed to use my bpa.gov email for USAJobs account?

Yes. However, you are encouraged to use your personal email to ensure you receive all pertinent notifications related to your applications.

9. Do I need to complete the assessment questionnaire for a reassignment or change in duty station?

No. You will need to select the N/A- Lateral move option within the questionnaire.

10. Am I required to input my Social Security Number to create the USAJobs account? Yes.

USAJobs requires it.

11. I am only interested in a reassignment or a change in duty station. Do I need to apply on the Bid List announcement?

Yes, you still need to apply through USAJobs.

12. When I submit my application, will I get a notification from USAJobs?

Yes. You'll receive an automated message when your application is recieved.



- 13. Will I need to reapply next year (2023)?**
Yes. However, your rating and ranking is valid for 5 years. However, you have to reapply if you want consideration at different locations.
- 14. Can I update my locations for the bid announcement that I applied for?**
Yes. You can update the location that you wish to be considered for at any time. Once a recruitment request is received in HR a snapshot of that moment in time will be taken in the system to create the Bid List for that recruitment.
- 15. How do I check that my Bid application has been received?**
Log in to USAjobs and each announcement that you applied for will show under the Applied tab. There will be a status shown as received, referred, selected, not selected.
- 16. Who do I contact if I have technical difficulties with the website?**
Contact the USAjobs help desk, they are staffed 24/7, instructions are on the website. During normal BPA business hours you can contact Shaunna Young. Please be prepared to provide detailed information on the error you are receiving, including screenshots if possible.