## 2020census.gov/jobs 3 Steps for a Successful Application



# Select APPLY NOW

Step 2

the application

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#### Step 1 Create a Profile

✓Tap: "Create Profile".

registration.

✓ Enter zip code to complete

✓ Check the email account used in the:

"Create a Profile" screen to validate.

	Create a Profile	Start and complete the application	Complete Assessment
	All fields marked * are required. Passwords cannot have leading or trailing spaces Passwords cannot be the same as email. Passwords must contain both upper and lower case letters Passwords must contain alpha <u>and</u> numeric characters Passwords cannot have three or more consecutive same characters Passwords must contain at least one special character Passwords must be 12 - 20 characters	Welcome to the Census Applicant Portal That yo for your interest in working with usi The Started Not Yet Started	Applicant Assessment Questions 41% Next, you will be asked a number of questions to help determine your fit for a variety of census jobs. Some applicants prefer to read and response to these questions in Spanish. Would you like to see the questions in Spanish or English?*
	* First Name * Last Name	Download Completed Forms Available after you have completed and electronical young you application	Help Desk Number: 1-855-562-3020 Nod Save & Ext
	<ul> <li>Email</li> <li>Confirm Email</li> <li>Phone</li> <li>Phone</li> <li>Password</li> <li>Confirm password</li> <li>Confirm password</li> <li>I'm not a robot</li> <li>I'm not a robot</li> <li>I'm ccAPTCHA</li> <li>By creating a profile you agree to our Terms of Service</li> <li>I'm create Profile</li> <li>Sack to Search</li> <li>Passwords: cannot be the same as email; must contain both upper and lower-case letters, contain alpha and numeric characters; cannot have three or more consecutive same letters or</li> </ul>	This icon is available on various items in the application. Select this icon to view detailed instructions or information about completing the item.   Personal Information     Resonal Information     Information<	Assessment Questions will ask you to describe your educational, work, and other experiences, which relate to successful job performance. Example question 1: My previous supervisors (or teachers, if not previously employed) would likely describe my self-discipline as:
:	<ul> <li>✓ Confirm password: Reenter the same password from the first line.</li> <li>✓ If the password does not match, then</li> </ul>	Please do not use P.O. boxes for address.	Complete the Assessments and submit the application. Again, "Acknowledge & E-sign" disclosures again.
	correct the passwords by entering them again. ✓ Read the: "Terms of Service" agreement and check the box.	Acknowledge & E-sign disclosures. Electronic Disclosure  Para not be between even which at the detailed by sign if the latter of the pape. In promage information in the same analysis at the latter of the pape.	The <u>status of the application</u> is displayed on the center of the page.

Problems with application or passwords, please call 1-855-562-2020 and press option 1.

Accept and E-sign

Step 3



Thank you for applying to the U.S Census. If selected, you will embark on a rewarding opportunity to serve your community, while earning a fair wage in the process!

One application will allow you to remain in our applicant pool for the entire 2020 Census, with no further action necessary on your part!

#### I have applied. When can I expect to receive a job offer?

Because we need to fill thousands of positions across the country, we start recruiting several months before making job offers. Depending on when you apply, it may be several weeks or several months before we start hiring in your area Please understand not every qualified applicant will be hired.

The good news is your application will remain in our applicant pool for the entire 2020 Census operation (unless you ask us to remove it). This way, your application could potentially be considered whenever we have openings in your area. You may update the information on your application at any time. Just log in to the account created when you applied, click: "Update Information" and submit your changes.

For more specific information about the hiring timeline in your area, contact your area census office. Call 1-855-JOB-2020 (1-855-562-2020) and select option 3 when prompted; enter your ZIP code to be routed to your area census office. You may also use the Federal Relay Service at 1-800-877-8339 for TTY/ASCII.

#### What is the status of my application?

The status of your application is updated in the 2020census.gov/jobs website. Select: "Apply Now" then on the following page, select: "Returning User", log in and view your status on your home page. Also, an auto-generated email will alert you as your application status changes.

#### I think my status is incorrect. How can I resolve this?

Contact your area census office for more information. Call 1-855-JOB-2020 (1-855-562-2020) and select option 3; when prompted, enter your ZIP code to be routed to your area census office. You may also use the Federal Relay Service at 1-800-877-8339 for TTY/ASCII.

### What if my contact information changes?

Log in to 2020census.gov/jobs and update your application at any time.

### What about training?

If you are offered a position you must be available for 3-5 days of training and have access to a computer with internet (to complete training). You will be paid for this training.

#### **Additional Questions?**

Please visit our website at https://2020census.gov/jobs/faqs.html



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www.gsa.gov/fedrelay

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