



Custom Job Postings

A Guide for Agency Recruiters and HR Professionals

About Custom Job Postings

USAJOBS offers Custom Job Postings to support agencies' targeted recruitment activities when they choose to not use the standard USAJOBS job announcement and search experience for public notice.

By using the USAJOBS Custom Job Posting capability, agencies receive a unique URL to the job posting that can be shared with a targeted talent group or linked to another job board.

Custom job postings are stored within USAJOBS, but are not searchable on USAJOBS or other search engines.

Benefits to Agencies and Applicants

Positive applicant experience

- Share the unique job posting URL with your targeted talent group.
- If the *apply online option is enabled* on the job posting, applicants can view the status of their application directly in USAJOBS.
- USAJOBS security, privacy, and usability practices create a reliable applicant experience.

Talent acquisition data for agencies

- Access applicant flow, time to hire, and other data points to gain insights into hiring trends and meet reporting requirements.

Steps for Creating a Custom Job Posting

Agencies:

Step 1: Create a custom job posting in your Talent Acquisition System (TAS). Select "apply online". The job posting will then be stored in USAJOBS but *WILL NOT appear in USAJOBS searches*.

Step 2: Promote your custom job posting by sharing the unique URL with your targeted talent group or link the URL to another job board. Contact your TAS provider for more information.

Applicants:

Step 3: Applicants with access to the custom job posting URL can apply following the instructions in the job posting.

Step 4: If the apply online option was enabled, applicants can track the status of the job posting and status of their application within their USAJOBS profile.