

HOW TO APPLY

Transportation Security Officer (TSO)

(This will take a minimum of an hour)

STEP 1: SEEKING TSA INFORMATION

For information about the Transportation Security Administration (TSA), go to www.tsa.gov. To find out more about the Transportation Security Officer position and other available careers with the TSA, click on the link to “Careers”. From here, you can click on “How to Apply” which will explain the application process as well as provide a link that takes you to the U.S. Federal Government job website www.usajobs.gov. This is where you will apply for the position.

STEP 2: FINDING AN OPEN TSO POSITION

To search for a TSO job opening, go to www.usajobs.gov. Find the search fields on the home page. In the field “What:” type **Transportation Security Officer** or **TSO**. In the field “Where:” type the city **AND** state in which you are interested (i.e. **Minot, ND** or any other city/state for which you would like to apply). Click the blue link “Search”.

If no job opportunity announcement (JOA) appears, check back every few days/weeks. JOAs can be opened at any time.

Click on the link for “[Transportation Security Officer \(TSO\)](#)” to review detailed information about the job summary, salary range, key requirements, duties, qualifications, etc. for the TSO position. Be sure to click on the link in the “**Realistic Job Preview**” section to watch a brief video on the TSO position.

STEP 3: CREATE AN ACCOUNT

If you have created an account previously on usajobs.gov, click on **Sign In**. (If you cannot remember your login information, click the link “[Forgot Your Username and/or Password?](#)” and follow the instructions.) Prior to proceeding to the TSO application, please review your profile information/resume and make any updates necessary.

You must **Create An Account** to apply to any Federal job, including TSO. You can do this by either clicking on “[Apply Online](#)” on the right side of your screen, or by clicking on “**CREATE AN ACCOUNT**” at the top right of your screen. Follow the instructions for setting up an account. Here you will create a password and password recovery questions and answers. (Keep your login information in a safe place for future reference!) You will receive a personalized link to your new account with USAJobs in your email inbox.

Go to your inbox, find the email from USA Jobs, and click on your personalized link. This will take you back to usajobs.gov, where you will need to provide the requested information to activate your account. Click on the box next to “I have read and understand the security tips”. Click on the box “[Finish creating my account](#)” at the bottom of the page. You will be directed back to the sign-in page. Sign in with your username or email address and password.

Click on the box **“Edit Profile”** and enter all the information required. After you have filled out the information marked with a red *, click **“Save”** at the bottom of the page, and then scroll back down and click **“Next”** at the bottom of the page. Continue to do this until all information is completed. (On the last page, you will click **“Finish”** instead of **“Next”**.)

Helpful Hint: Keep your answers simple so you can remember them, especially the password recovery Questions and Answers.

STEP 4: BUILD YOUR RESUME

You will need to build a **brief** resume. You will not be hired for the TSO position based on this resume; it is simply part of the process of creating an account with USAJobs. You may list just a few items instead of your complete resume or job history. The **“Resume”** link is in the blue section on the left side of your account page.

STEP 5: APPLYING FOR THE TSO POSITION

Now you are ready to apply for the TSO Position! Go back to the **“What”** and **“Where”** fields at the home page of www.usajobs.gov or at the top right of your current page and enter **TSO** and city/state (i.e. **Minot, ND** or wherever you are interested). Click on the blue link **“Transportation Security Officer (TSO)”** position and then the **Apply Online** button that is located on the right of your screen.

On the first page, make sure to click on (highlight) your resume in the box that lists your resume(s) by name.

Complete all information required, including checking the box to certify your information is correct. Then, click the blue button in the lower right hand corner **“Apply for this position now!”**.

Note: If there are full-time and part-time positions available and you would like to apply to both, you will need to complete 2 applications, one for full-time and one for part-time.

After you complete the application, watch your email for all updates/next steps in the application process, including registering for the Candidate Dashboard.

Remember the process can take several weeks and even months. Check your emails-if you do not hear any word about your next steps, call the TSA HRAccess Help Desk. The agents are there to help you!

**IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL THE
TSA HRAccess HELP DESK AT
1-877-872-7990**