How to see your application status

1. Sign into USAJOBS.
2. Go to your **Applications**, located on your **Home** page — your active applications display automatically.
3. Review your list of applications. Your applications are listed by the date they were last updated.
4. The application status is highlighted next to each job application.
5. Click the **+** to see more application details.

What does each application status mean?

Each status tells you where your application is within the application process—whether it's been received, reviewed, selected, not-selected and more.

Advancing

The job application has been received by the hiring agency and is being considered for employment.

- **Received-** The hiring agency has received your job application.
- **Reviewed-** The hiring agency has reviewed your job application, but has not yet determined if you're qualified.
- **Referred**- Your application is among the best qualified and is referred to the next step in the selection process.
- **Selected-** The hiring agency has offered you a position.
- **Hired-** You have accepted the position.

Paused

The job application has not been completed and requires further action.

- **In Progress-** The application has been started, but not completed or submitted yet. If the job is still open, you should complete the application and submit.

- **Incomplete-** The application is not complete. You may not have completed submitting your application in the application system or you may not have submitted the required documents, such as the DD-214. If the job is still open, you can update the application and submit.

Stopped

Your application is no longer being considered for the job or the agency canceled the job. Applications with this status will automatically archive three months after the last status update.

- **Not Referred-** Your application is not among the best qualified and has not been referred to the next step in the selection processes.
- **Not Selected-** You have not been selected for the position.

How to update an application

1. Sign into USAJOBS.
2. Go to your **Applications**, located on your **Home** page — your active applications display automatically.
3. Find the application you would like to update.
4. Click the **+** icon to see all of the application details.
5. Click **Update Application**.
6. You will be sent to the **Review** of the USAJOBS application process.
7. Click **Add/Remove Resume** if you want to change or update your resume.
8. Click **Add/Remove Documents** if you want to change or update your documents.
9. Complete the remaining steps in the USAJOBS application process.
10. Click **Continue to Agency Site** - this is the final step in the USAJOBS application process and you'll be sent to the specific agency application system.
11. Complete the remaining steps of your application in the agency application system.
12. Click **Submit** in the agency application system - your application will not be updated until you submit.

Additional information

- If you want to update your application with a newer version of your resume or documents or new profile information, you must resubmit the application with the changes- simply updating the information in your USAJOBS account does not "submit" the changes.