

# USAJOBS® Agency Talent Portal



## Recruit Individuals with Disabilities Using The Agency Talent Portal

Federal agencies can use Schedule A hiring authority to non-competitively hire qualified individuals with disabilities. The USAJOBS' Agency Talent Portal (ATP) can help you focus recruitment efforts on individuals with disabilities.

### Before You Get Started

Have an active ATP account and sign in. If you do not have an account, email the [USAJOBS Help Desk](#). You will receive an email with a link to access ATP. The link is valid for 24 hours.

### How Do I Sign into ATP?

1. Go to [agencyportal.usajobs.gov](https://agencyportal.usajobs.gov).
2. Click Sign in.
3. Sign in using a PIV/CAC card or with a USA Staffing account.

**Don't have either?** Click I don't have a PIV/CAC or USA Staffing account—you can sign in using [Login.gov](https://login.gov).

## How Do I Search Individuals with Disabilities for Federal Jobs?

Once you sign into ATP, you can search for job seekers who have made their resume and profile searchable on USAJOBS. Type in keywords for skills or occupations that meet your hiring needs. Then, select the Individuals with disabilities hiring path search filter. Under the results, you'll see job seekers with resumes who match your keyword search and who have indicated they are an individual with a disability. Click a job seeker's name to see more details and their resume.

## How Do I Add Job Seekers to a Campaign?

When you find job seekers who meet your hiring needs, you can add them to a campaign to save their information and message them about upcoming job announcements. To create a campaign:

1. Click the Campaign icon in the top navigation.
2. Click Create Campaign.
3. Enter a title that best fits your recruitment effort. Example: Peace Corps for HR Specialist 13
4. Go back to the job seekers that you're interested in adding.
5. Click on the job seeker's card.
6. Click Add to Campaign for each job seeker you want to add.

## How Do I Use a Campaign to Recruit Job Seekers?

After adding job seekers to your campaign, HR specialists and hiring managers can message job seekers by using the messaging feature within their campaign. You can message an entire campaign of job seekers or individual job seekers.