

USA JOBS

OR HOW TO START MAKING THE BIG
BUCKS



WHERE DID YOU WORK THIS SUMMER?

National Parks

US Forest Service

Bureau of Land Management

US Fish and Wildlife Service



WHAT TYPE OF WORK DID YOU DO THIS SUMMER?

Trail Maintenance
Clearing
Constuction
Fencing
Weed Management
BDAs/LTPBR
Facilities Maintenance
Chainsaw Work
Wildlife

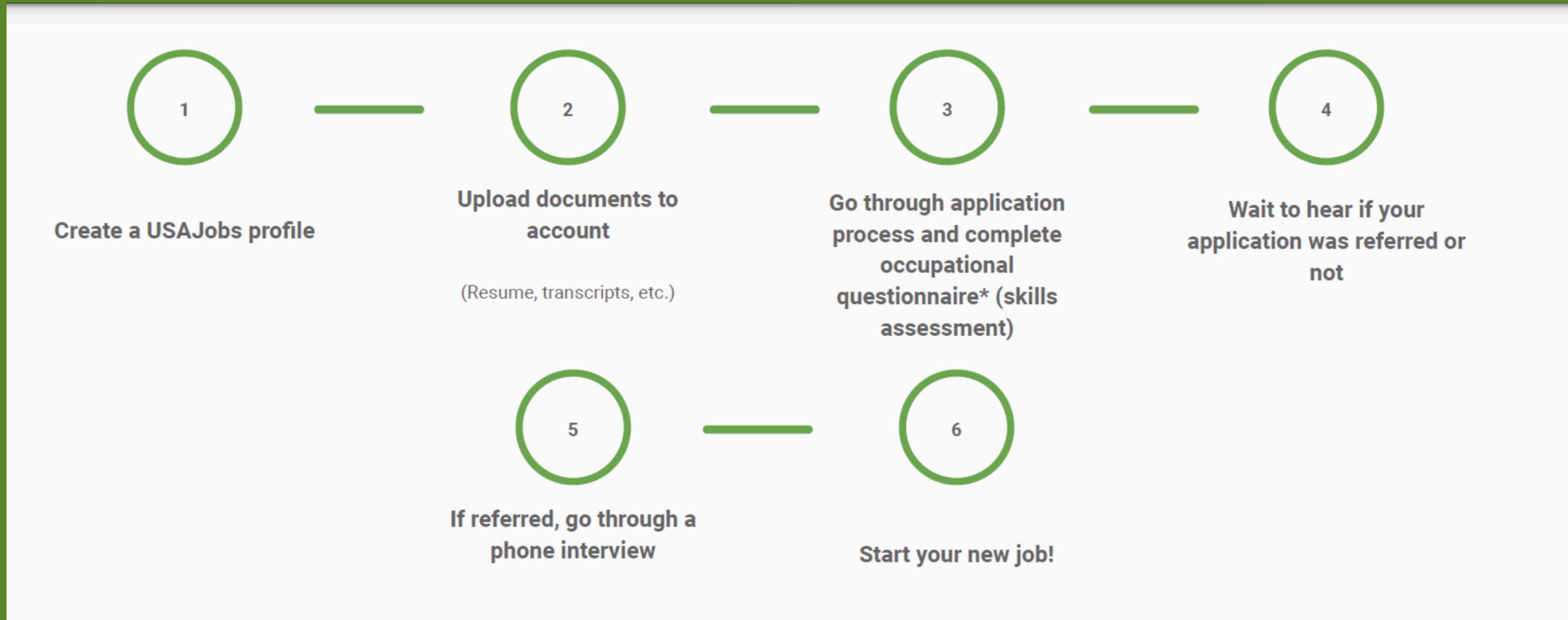


THE WORLD IS YOUR OYSTER!

- Trails
- Developed Recreation
- Wilderness
- OHV
- Fire/Fuels/Dispatch
- Timber/Vegetation
- Range/Weeds
- Visitor Assistant (front liner)
- Engineering/Roads
- Survey
- Sciences (wildlife, fisheries, archeology, hydrology)
- Ranger (Interpretive, Backcountry, Law Enforcement)
- Carpentry
- Education



Timeline of application process on usajobs.gov



Your Goal is to make the Referral List!

CREATE AN ACCOUNT & PROFILE (WWW.USAJOBS.GOV)

The screenshot shows the USAJOBS website homepage. At the top left is the USAJOBS logo. To the right are links for Sign in, Events, Help Center, and Search. Below the logo is a search bar with the text "Find your federal government job". The search bar has two input fields: "Keywords" (with a magnifying glass icon) and "Location or Remote" (with a location pin icon). The "Keywords" field contains the placeholder text "Job title, dept., agency, series or occupation". The "Location or Remote" field contains the placeholder text "City, state, zip, country or type remote". To the right of the search bar is a blue "Search" button and a link for "Search tips".

Below the search bar is a section titled "Shape America's future". It contains four items with icons: a star for "Save your favorite jobs and searches", a folder for "Upload your resumes and documents", a building for "Make your resume searchable", and a checkmark for "Apply for jobs in the federal government". Below these items is a red button labeled "Create profile" followed by the text "or Sign in". A blue circle is drawn around the "Create profile" button and the "or Sign in" text, with a blue arrow pointing to the "Create profile" button.

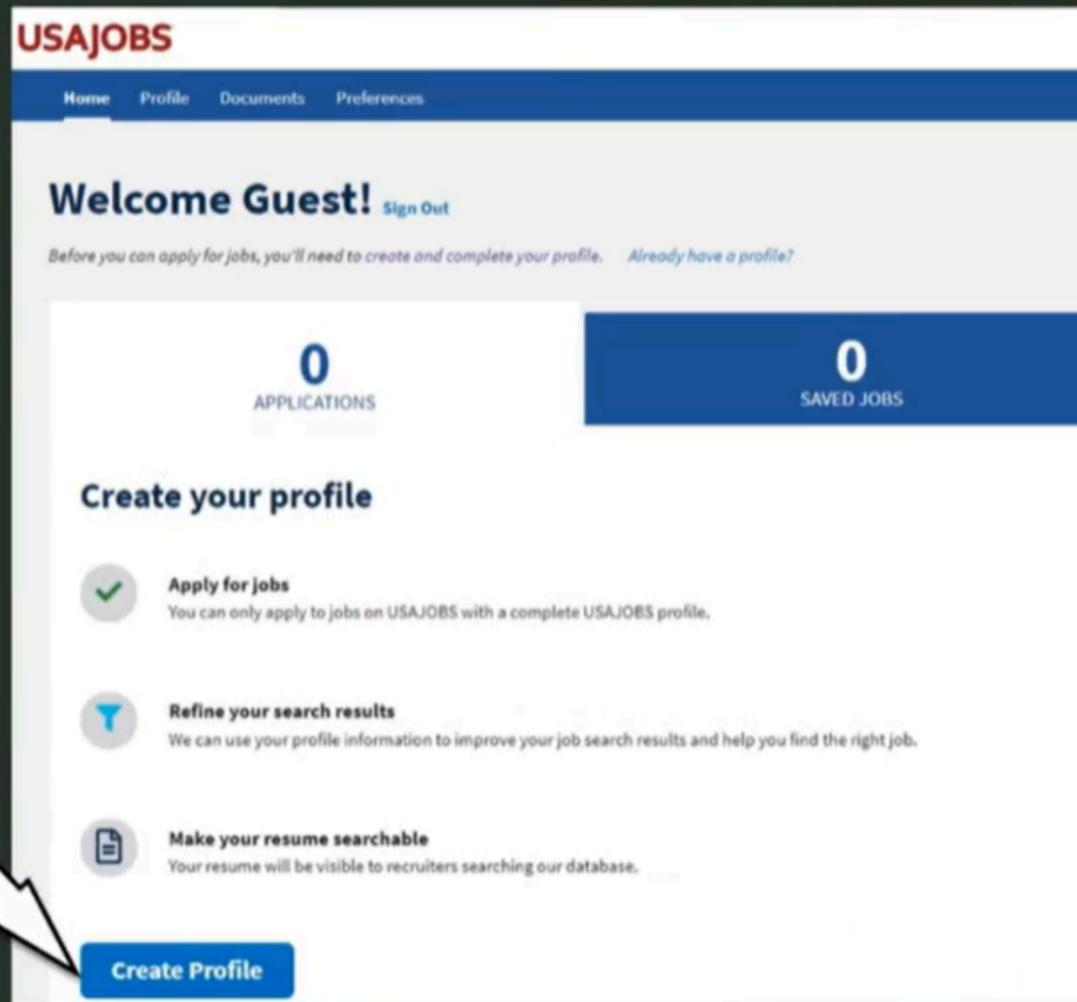
At the bottom of the page are two expandable cards. The first card has a lightbulb icon and the text "Explore career fields that are hiring now." with a plus sign on the right. The second card has a list icon and the text "Learn more about the federal hiring process." with a plus sign on the right.

Be sure to use an email address that will “follow you” - no work or college emails! Make sure it is appropriate (not tinydancer112)

PROFILE TAB (WWW.USAJOBS.GOV)

This is where you will fill out your basic information:

- Name, Address, Email, etc.
- Experience
- Demographic information
- Education
- Languages
- Etc.



DOCUMENTS TAB (WWW.USAJOBS.GOV)

The screenshot shows the USAJOBS website's 'Documents' tab. At the top, there's a navigation bar with 'Home', 'Profile', 'Documents', and 'Preferences'. Below this, the 'Documents' section is titled. A light blue banner contains a lightbulb icon and the text: 'Get noticed by recruiters—make your resume searchable. If you make your resume searchable, your profile is automatically searchable too. Recruiters can search your profile and resume to match your background with the jobs they're looking to fill. You can only make one resume searchable at a time.' Below the banner, there are two tabs: 'Resumes (0/3)' and 'Other (0/10)'. The main content area features a large dashed box with a blue plus sign and the text 'Upload or build resume'. To the right of this box, there are three sections: 'Make your resume searchable' with three bullet points, 'Do not include the following in your resume' with four bullet points, and 'Additional Help' with two links: 'What should I include in my resume?' and 'How to make your resume and profile searchable.' At the bottom left, there is a note: 'Uploaded documents must be less than 2MB and in one of the following document formats: DOC, PDF, JPEG, PNG, RTF, TXT, PPT or Word (DOC or DOCX).'

This is where you will upload all of your supporting documents:

- Resume
 - They recommend using the resume builder on usajobs
- Cover Letter
- Transcripts
- Certifications
- Service records
- **MAKE SURE YOUR RESUME IS SEARCHABLE!!!**

PREFERENCES TAB (WWW.USAJOBS.GOV)

The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with 'USAJOBS' on the left and 'Smokey', 'Help', and 'Search' on the right. Below the navigation bar, there are tabs for 'Home', 'Profile', 'Documents', and 'Preferences'. The 'Documents' tab is selected. A blue banner at the top of the page reads 'Get noticed by recruiters—make your resume searchable' and includes the text: 'If you make your resume searchable, your profile is automatically searchable too. Recruiters can search your profile and resume to match your background with the jobs they're looking to fill. You can only make one resume searchable at a time.' Below the banner, there are two tabs: 'Resumes (0/5)' and 'Other (0/10)'. The main content area is divided into two columns. The left column features a dashed box with a blue plus sign and the text 'Upload or build resume'. Below this, it states: 'Uploaded documents must be less than 2MB and in one of the following document formats: GIF, PNG, JPEG, PPT, RTF, TXT, PDF or Word (DOC or DOCX)'. The right column has a heading 'Make your resume searchable' followed by three bullet points: 'You can only make 1 resume searchable at a time.', 'Only certain file types are searchable including word, text based pdfs, text files and resumes created using our Resume Builder tool.', and 'If you make your resume searchable and your profile is complete, your profile will be searchable too.' Below this is a heading 'Do not include the following in your resume' followed by four bullet points: 'Classified or government sensitive information', 'Social Security Number (SSN)', 'Photos of yourself', and 'Personal information, such as age, gender, religious affiliation, etc.'. At the bottom of the right column, there is a heading 'Additional Help' with two links: 'What should I include in my resume?' and 'How to make your resume and profile searchable.'

This is where you will select your job search preferences:

- Temporary or permanent
- Willing to travel?
- Willing to relocate?
- Set up filters and alerts for specific job types

GOVERNMENT RESUMES

FEDERAL RESUMES ARE DIFFERENT FROM A PRIVATE SECTOR RESUME!

- Should be 3-7 pages in length (forget the one page rule!)
- Must be readable (no color, no photos, be professional)
- Contact information FULLY filled out
- Grammar/spelling
- Social Media presence is appropriate
- Include an objective statement
- Work history first (not education) - experience often outweighs
 - chronological from current to past
- Include Volunteer work!
- Each job should have as much information as possible:
 - job title, company, name, location, salary/GS level, hours per week, dates worked (MM/DD/YYYY), supervisor name/number



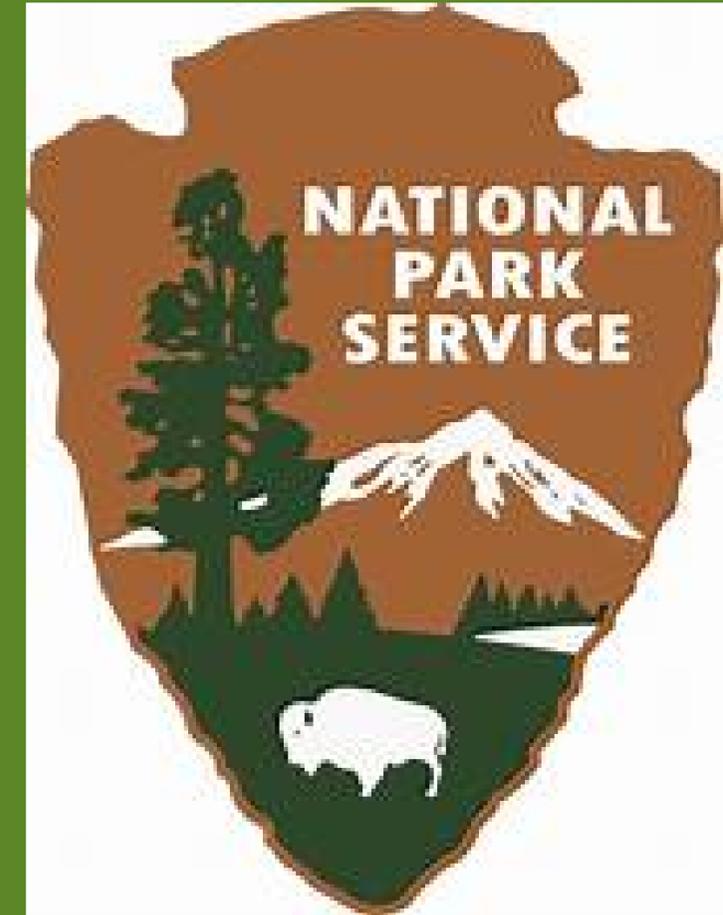
GOVERNMENT RESUMES

- Job Descriptions:
 - EXPAND on details by including very specific information:
 - # miles/acres/etc.
 - # people supervised
 - # miles worked/hiked
 - Qualitative & Quantitative Data!
- THE INFORMATION IN YOUR RESUME MUST MATCH THE QUALIFICATION QUESTIONS YOU ANSWERED IN THE JOB APPLICATION!
- Include education information after work history
- Include Skills/Abilities
 - trainings, certifications (include expiration dates), basic skills, honors, awards, performance appraisals
- Include about 5 references



GOVERNMENT RESUME TIPS

- Highlight the knowledge, skills, and abilities listed within the job announcement
- Include ANY relevant experience that may speak to those skills
 - This may be another non conservation job or volunteer experience
- Build a targeted resume with KEYWORDS from the job description/announcement (don't copy and paste but get creative)
 - HR looks at a LOT of resumes - keywords really help
- Use measurable results - hiring managers LOVE to see this
- Accomplishment statements
 - situational examples of your work and the results or outcome of your work
- Use descriptive words
- Write in plain language - avoid jargon
- Avoid acronyms (HR does not know what a PIS is!)
- Have someone review and proofread
 - BONUS if that person got a federal job before!
- Apply early and often (don't throw all your eggs in one basket)



BE HONST BUT NOT MODEST!!!

TRAITS TO HIGHLIGHT!

- Reliability
- Responsiveness
- Communication Skills (written & oral)
- Teamwork
- Adaptability
- Resilience
- Field Work Experience



HOW YOUR APPLICATION IS REVIEWED

- Part of the process is computer automated - incorporating KEYWORDS from the job announcement is very important!
- There is often also a “manual” review by an HR specialist to validate the information provided in the application package
 - These specialists may not know conservation work
 - This is why you need to be DESCRIPTIVE and THOROUGH to ensure you get through the first step



SEARCH FOR JOBS

- Use Locations
- Use Announcement Numbers
 - Where do you get these?
- Use Job Titles
 - Forestry Technician (trails, fire, weeds, wilderness)
 - Customer service rep
- Use Keywords
 - trails, fire, weeds, developed recreation
- Use Filters:
 - What GS/WG do you qualify for?
 - Narrow by location (are you only looking in MT?)
 - Narrow by Department
 - Narrow by Series
- You can select “save this search” & sign up for notifications!

The screenshot displays the USAJOBS search interface. At the top, there are search fields for 'Keywords' and 'Location', along with 'Sign In', 'Help', and 'Search' links. Below the search bar, filters for 'National Park Service' and 'GS 6' are visible. The main content area shows 'Viewing 11 - 20 of 27 jobs' and a 'Sort by' dropdown menu set to 'Salary'. A green arrow points to a 'Save this search' button. The job listings include:

- Dispatcher**: National Park Service, Department of the Interior, Homestead, Florida. Starting at \$40,280 (GS 5-6). Permanent • Full-Time. Open 07/08/2019 to 07/15/2019.
- Painting Worker**: National Park Service, Department of the Interior, Hot Springs, Arkansas. Starting at \$19.34 (WG 7). 1 year • Full-Time. Open 07/05/2019 to 07/11/2019.
- Maintenance Worker**: National Park Service, Department of the Interior, Crescent City, California. Starting at \$19.15 (WG 5). Not to exceed 1039 hours • temporary. Open 07/03/2019 to 07/10/2019.

The right sidebar, titled 'Hiring path', is highlighted with a green box and contains the following options:

- Open to the public (13)
- Federal employees (50)**
 - Competitive service (9)
 - Internal to an agency (4)
 - Career transition (CTAP, ICTAP, RPL) (24)
 - Land & base management (13)
- Armed forces (7)**
 - Veterans (5)
 - Military spouses (2)
- Additional paths (12)**
 - Individuals with disabilities (3)
 - Family of overseas employees (1)
 - Peace Corps & AmeriCorps Vista (2)
 - Special authorities (5)

SEARCH FOR JOBS – HIRING PATHS

- You can filter for jobs that are “open to the public”
- Be sure to look at other “hiring paths” that you may qualify for!



Select all

- Open to the public (44)
- Federal employees (249)**
 - Competitive service (39)
 - Excepted service (2)
 - Internal to an agency (39)
 - Career transition (CTAP, ICTAP, RPL) (104)
 - Land & base management (65)
- Armed forces (56)**
 - Veterans (35)
 - Military spouses (19)
 - National Guard & Reserves (2)
- Students & recent graduates (0)**
 - Students (0)
 - Recent graduates (0)
- Senior executives (2)**
 - Senior executives (2)
- Additional paths (82)**
 - Individuals with disabilities (25)
 - Family of overseas employees (10)
 - Native Americans (0)
 - Peace Corps & AmeriCorps Vista (25)
 - Special authorities (22)

REVIEW THE JOB ANNOUNCEMENT

- READ the whole job announcement
- TAILOR your resume to the job!
- PAY ATTENTION to the qualifications and requirements for the job. Your resume information (and skills) MUST match these in order to get through HR
- DESCRIBE your experience and skills at length - DO NOT BE BRIEF!
- USE the FAQ Page and How to Apply Info - they are VERY helpful!
- KSAs (Knowledge, Skills, & Abilities)
 - Don't underrate yourself
 - Be LIBERAL with your experience (don't lie)
- DON'T FORGET to include all relevant/required documents



PRO TIP: Check out the “How You Will Be Evaluated” section of the job announcement!

NOTE ON TYPES OF POSITIONS

GS - General Schedule

- Typically USFS/Dept. of Ag jobs
- Ranked in regards to their necessary qualifications, work responsibilities, etc.
- GS-3, GS-4, GS-5, GS-6
- Qualify through equivalent work experience, education, or a mix of the two

WG - Wage Grade

- Typically NPS/Dept. of Interior jobs
- Ranked in regards to their necessary qualifications, work responsibilities, etc.
- WG-3, WG-7
- No specific amount of time required for experience and no education qualifications



APPLY FOR A JOB

- Click Apply Button
- Select Resume (build or upload)
 - Make Searchable!
- Select Your Documents
 - Required & Relevant documents
 - Upload transcripts if you certain education is required for the job
 - Review your documents with the preview button to ensure they are not corrupted and are viewable
- Review your package
- Include Your Personal Information
 - How you found out about the job
 - Enter demographic information (optional)
- Click continue and WILL GO TO THE AGENCY WEBSITE
- You will then select “preferences”:
 - Location preferences (can select multiple)
 - Rural locations have less candidates!
 - Grade level preferences
- Answer assessment questions/Occupational

The screenshot shows a job posting for a "Forestry Technician (Dispatch)" position at the "DEPARTMENT OF AGRICULTURE Forest Service". The page is divided into several sections:

- Overview:** Includes a status of "Accepting applications", "Open & closing dates" (08/10/2020 to 08/09/2021), "Pay scale & grade" (GS 8 - 9), "Appointment type" (Permanent), "Service" (Competitive), "Salary" (\$47,899 to \$68,777 per year), and "Work schedule" (Full-Time).
- Locations:** Lists "Many vacancies in the following locations:" with options for "Alturas, CA", "Camino, CA", "Dishop, CA", and "El Cajon, CA". It also includes a link to "Show more locations (13)", "Relocation expenses reimbursed" (Yes), and "Telework eligible" (No).
- This job is open to:** Lists "Career transition (CTAP, ICTAP, RPL)", "The public", and "Clarification from the agency".
- Apply:** A prominent blue button with a red arrow pointing to it. Below it are "Print", "Share", and "Save" options.
- Announcement number:** 21-FIRE-RSOCR-IADISP-9DH
- Control number:** 575711200

APPLY FOR A JOB – CONTINUE APPLICATION WITH AGENCY

- Once on the Agency's Website:
 - This can look different depending on the agency
 - Application
 - General/Personal contact info
 - Eligibilities
 - Location preferences
 - Grade/Wage preferences
 - Assessment (more on next slides)
 - Occupational Questionnaire
 - Assessment Questions
 - Documents
 - Select the documents you want to include in your application
 - Pre-uploaded from usajobs
 - Review and Submit!



ASSESSMENT Q'S/OCCUPATIONAL QUESTIONNAIRE

- The Assessment Questions & Occupational Questionnaires are designed to judge your qualifications
- You can preview these to see how your skills fit and how to highlight them in your resume

[Help](#)

How to Apply

To apply for this position: You must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below. To receive consideration, the complete application package must be submitted by 11:59 PM (EST) on 06/20/2019. **WE DO NOT ACCEPT HARD-COPY OR E-MAIL APPLICATION PACKAGES.**

1. Select Apply. If you are not logged in, you will be prompted to login or [create an account](#).
2. Prompted to Start the Application Process by selecting "Start Application."

[Click here for USAJobs Help with "How to create an application"](#)
To **PREVIEW** the application questionnaire, select the following link:
<https://apply.usastaffing.gov/ViewQuestionnaire/10528925> 
3. Select or add the resume you want to use for this application. [Click here on how to build a resume in USAJOBS.](#)
4. Select documents you want included in this application.
5. Review package to acknowledge your documents were reviewed.
6. Select if you want to include your demographic information.
7. After reading and certifying the application is true and submitted in good faith, select "Continue to Agency Site."
8. Follow onscreen prompts and instructions to complete your application.
9. Add the supporting documents by indexing your documents with the dropdown.

Upload any missing required documents or optional documents.
10. Review and Submit Application.
11. While logged in, you can check the status of your application by selecting "+" next to the job title for this position.
12. You can review or revise your application at any point during the open period of the announcement.

To update an application, you should log into your USAJOBS account and select "+" next to the job title for this position. Select "**Update Application**" for this job.

Note: When you click **Update Application**, you will be prompted to re-select your documents from USAJOBS. Documents submitted with the first application will no longer be associated with the applicant record. So it is important that you select all documents you want to use in the re-application.

ASSESSMENT Q'S/OCCUPATIONAL QUESTIONNAIRE

- The Assessment Questions & Occupational Questionnaires are designed to judge your qualifications
- You can preview these to see how your skills fit and how to highlight them in your resume
- TIPS:
 - You must find a balance where you neither overrate nor underrate your level of experience
 - You must ensure that every response is supported by information in the documents that you've uploaded for the job (i.e.-resume)
 - If you have taught the skill to others, you are an expert!
 - To be a good fit/qualified for the position you should be an “expert” for at least 85% of the questions

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YOU'VE SUBMITTED AN APPLICATION, BUT WAIT...THERE'S MORE!

- Make contact with the district where you applied
 - Google the district and ask for the hiring manager
- Call/Email
- Call/Email
- Call & Email!!!
- Express your interest
- Schmooze

These folks get hundreds of people on a referral list; it helps if they know your name!

How to Apply

To apply for this position: You must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below. To receive consideration, the complete application package must be submitted by 11:59 PM on 09/26/2019. WE DO NOT ACCEPT HARD-COPY OR E-MAIL APPLICATION PACKAGES.

[Read more](#)

Agency contact information

 Larissa Rose

Phone

[\(703\) 754-1652 X1132](tel:(703)754-1652X1132)

Email

larissa_rose@nps.gov

Address

National Mall and Memorial Parks
900 Ohio Drive SW
WASHINGTON, DC 20024
US

[Learn more about this agency](#)

WHAT HAPPENS NEXT

- HR Review - you will get an email from usajobs letting you know if you have been referred or not
- Ask for the hiring official's information if you are referred
- Ask why you were NOT referred if you think you should have been
 - Never hurts to ask, but remember to be polite :)



RESOURCES FOR HELP

- The district where you applied
- The hiring manager
- MCC's [Alumni Resources page](#)
- [USFS Application Tips & Webinars Page](#)
- [USA Jobs Help Center](#)
- Your regional staff

