

# 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





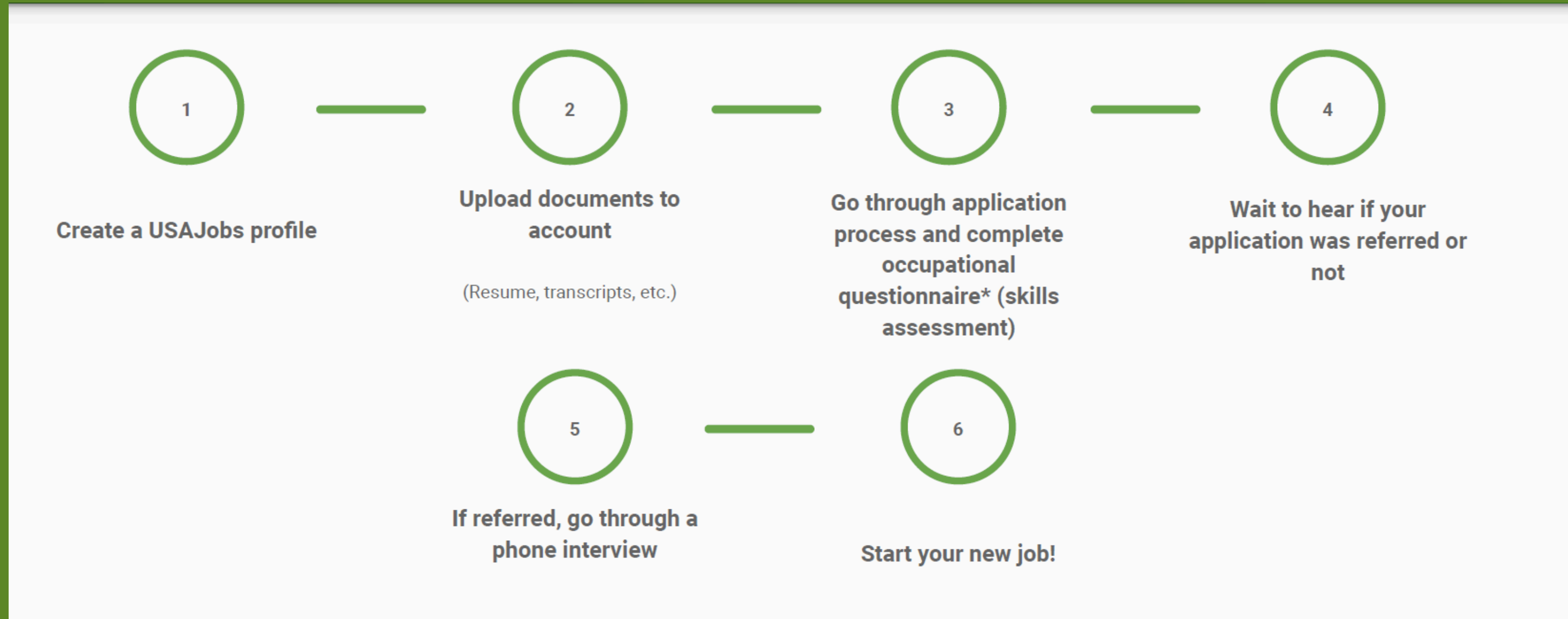
# THE WORLD IS YOUR OYSTER!

- 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, the USAJOBS logo is on the left, and links for Sign in, Events, Help Center, and Search are on the right. Below the header, there's a section titled "Find your federal government job" with two search input fields: "Keywords" (with placeholder text "Job title, dept., agency, series or occupation") and "Location or Remote" (with placeholder text "City, state, zip, country or type remote"). A blue "Search" button and a "Search tips" link are to the right of the location field. Below this is a large blue banner with white stars and the text "Shape America's future". Underneath the banner, there are four icons with corresponding text: 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 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, there are two white boxes with blue text and icons: "Explore career fields that are hiring now." with a lightbulb icon, and "Learn more about the federal hiring process." with a document icon. Both boxes have a plus sign on the right.

USAJOBS

Sign in Events Help Center Search

Find your federal government job

Keywords

Job title, dept., agency, series or occupation

Location or Remote

City, state, zip, country or type remote

Search Search tips

Shape America's future

- ★ Save your favorite jobs and searches
- 📁 Upload your resumes and documents
- 🏛️ Make your resume searchable
- ✅ Apply for jobs in the federal government

Create profile or Sign in

💡 Explore career fields that are hiring now. +

📄 Learn more about the federal hiring process. +

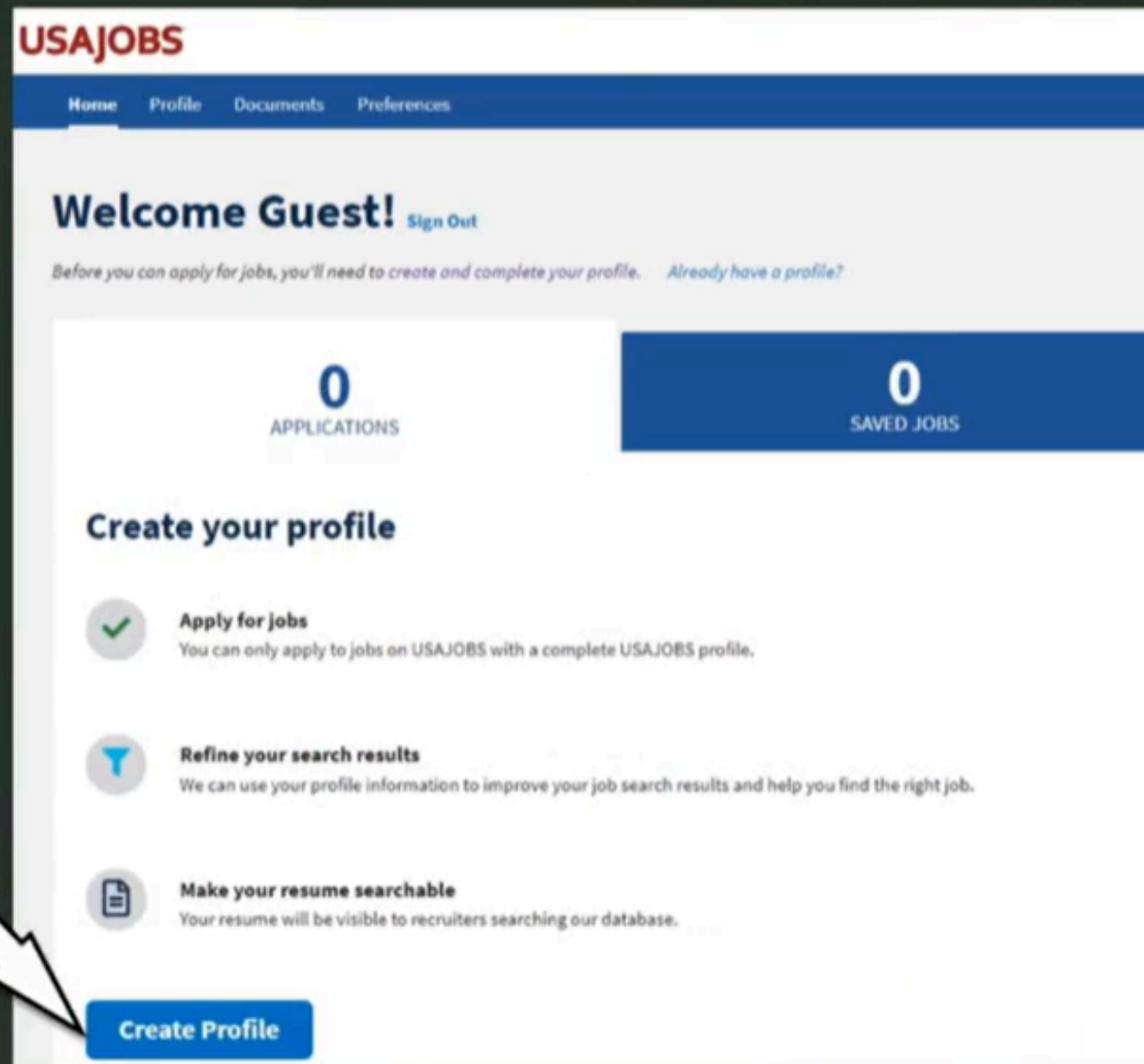
Be sure to use an email address that will “follow you” - no work or college emails! Make sure it is appropriate (not tinydancer112)



# PROFILE TAB (WWW.USAJOBS.GOV)

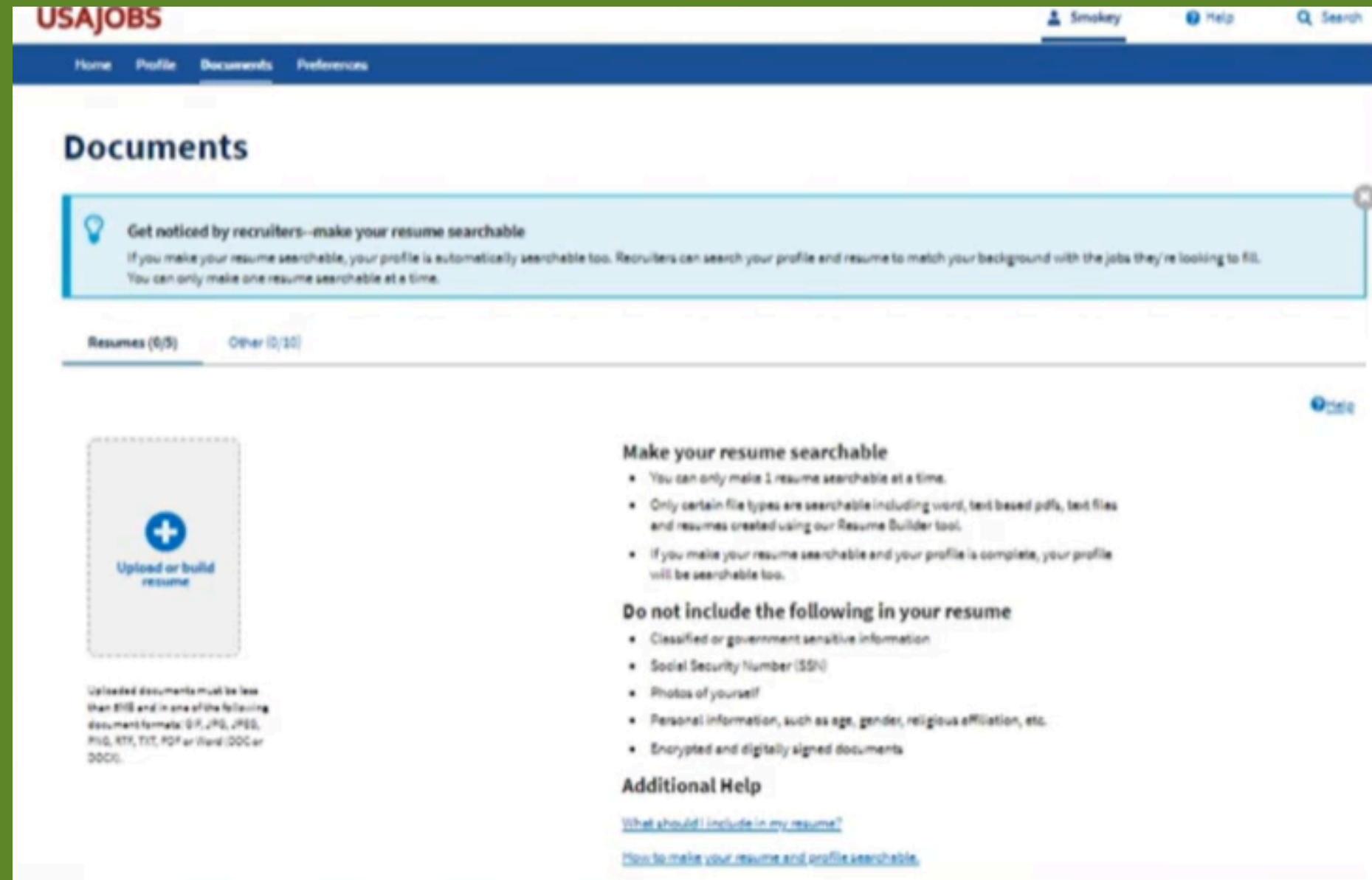
This is where you will fill out your basic information:

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





# DOCUMENTS TAB (WWW.USAJOBS.GOV)



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

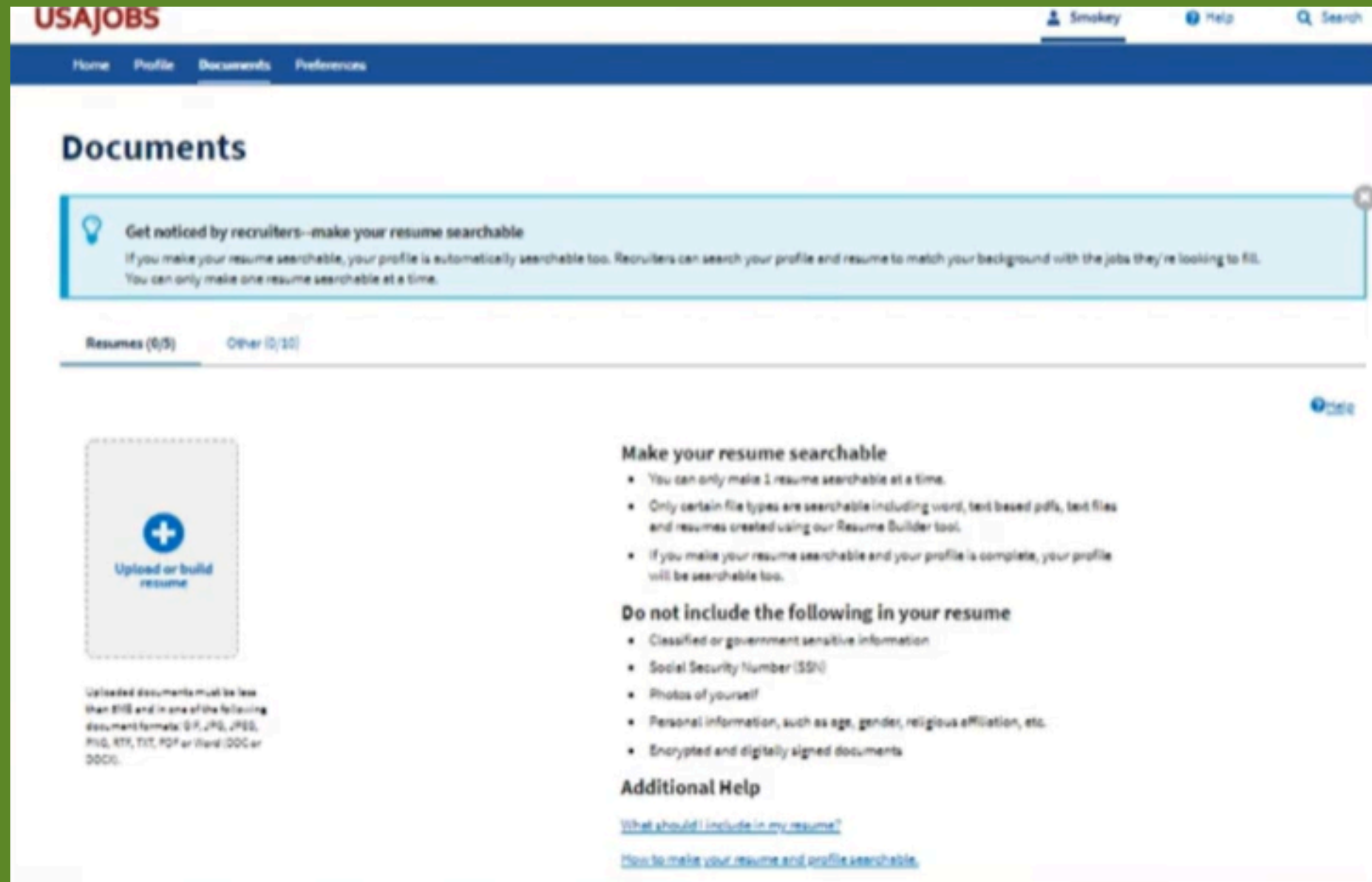
- Resume
  - They recommend using the resume builder on usajobs
- Cover Letter
- Transcripts
- Certifications
- Service records
- MAKE SURE YOUR RESUME IS SEARCHABLE!!!



# PREFERENCES TAB (WWW.USAJOBS.GOV)

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

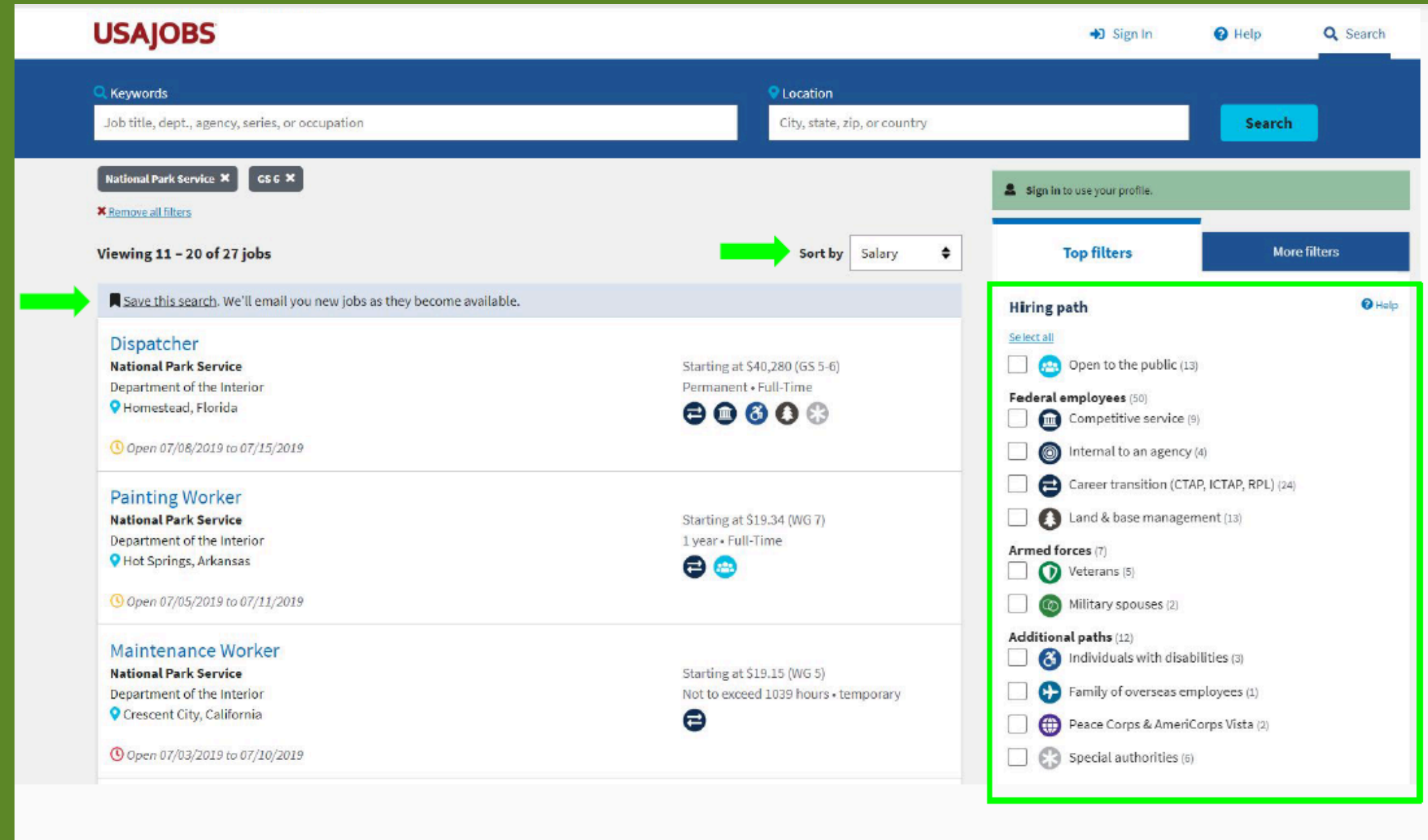
- Part of the process is computer automated - incorporating KEYWORDS from the job announcement is very important!
- There is often also a “manual” review by an HR specialist to validate the information provided in the application package
  - These specialists may not know conservation work
  - This is 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!





# 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

**Forestry Technician (Dispatch)**  
DEPARTMENT OF AGRICULTURE  
Forest Service

Overview Locations Duties Requirements Required Documents Benefits How to apply

**Overview** 1 scale

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

**Work schedule**  
Full-Time

**This job is open to** 1 scale

**Career transition (CTAP, ICTAP, RPL)**  
Federal employees who meet the definition of a "surplus" or "displaced" employee.

**The public**  
U.S. citizens, nationals or those who owe allegiance to the U.S.

**Clarification from the agency**  
Applications will be accepted from any U.S. citizen. Direct Hire Authority will be used to fill this position. Veterans Preference and traditional rating and ranking of applicants does not apply to this vacancy.

**Apply**

Print Share Save

**Announcement number**  
21-FIRE-RSOCR-IADISP-9DH

**Control number**  
575711200

**Locations** 1 scale

Many vacancies in the following locations:

Alturas, CA Bishop, CA  
Camino, CA El Cajon, CA

Show more locations (13)

**Relocation expenses reimbursed**  
Yes Relocation expenses may be authorized. You may qualify for reimbursement of relocation expenses in accordance with agency policy.

**Telework eligible**  
No



# 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

## How to Apply


 [Help](#)

**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.

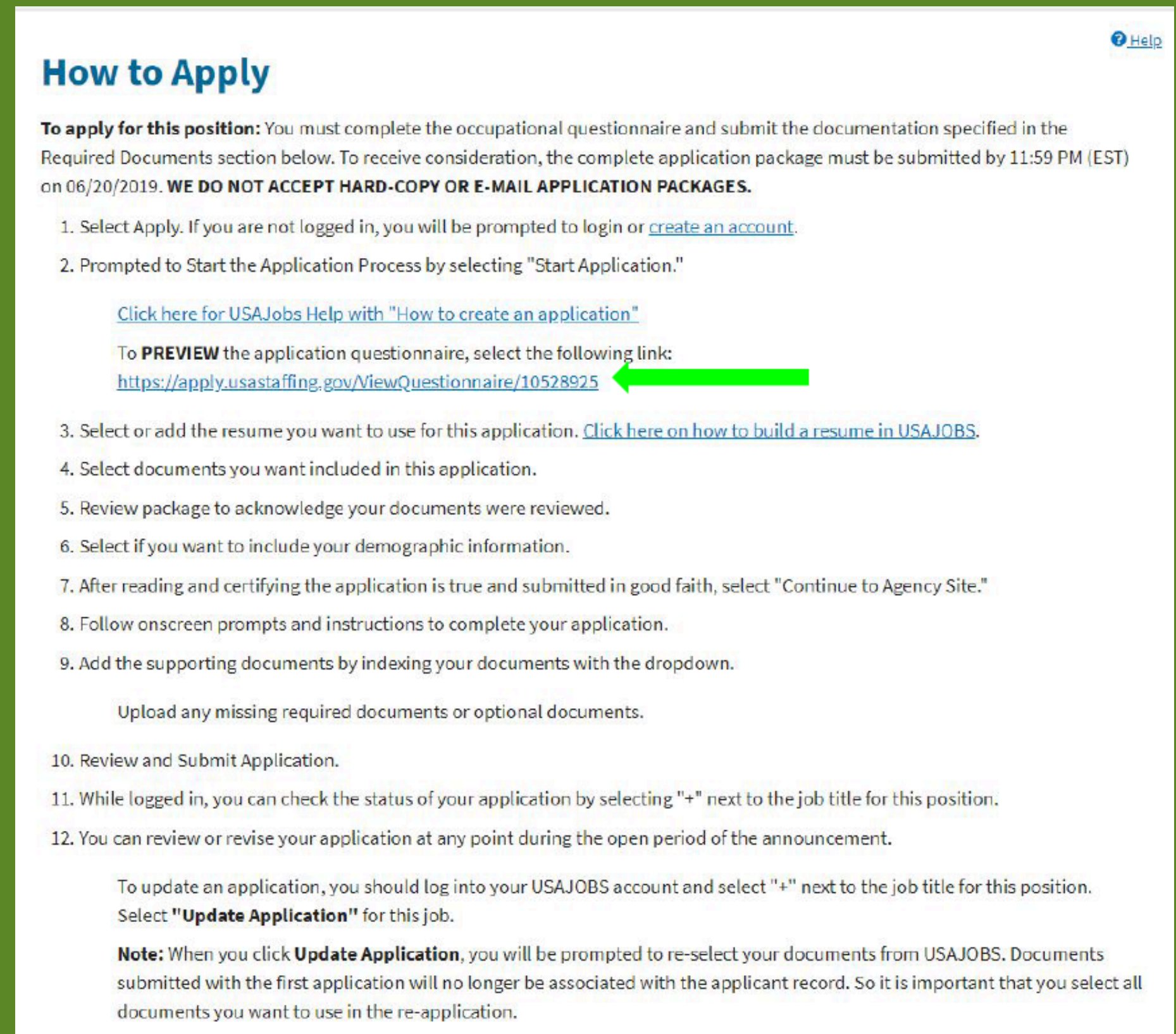
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**Note:** When you click **Update Application**, you will be prompted to re-select your documents from USAJOBS. Documents submitted with the first application will no longer be associated with the applicant record. So it is important that you select 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](mailto:larissa_rose@nps.gov)

[Learn more about this agency](#)

**Address**

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



# 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

