



**GUIDE:**

# **Navigating the USAJOBS site**

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## INTRODUCTION – Navigating the USAJOBS site

If you are interested in a federal government job, there is a high likelihood that you will need to navigate the USAJOBS site to apply for a job. This guide gives very specific instructions how to apply for a government job through the main search portal for government jobs: USAJOBS.gov. It is meant to help you better search for a position, understand the position listing, and if you qualify, create a successful application.

USAJOBS is therefore the key place to begin your federal job search.

The image shows a screenshot of the USAJOBS website interface on the left and a vertical navigation guide on the right. The website screenshot includes a search bar with 'Keywords' and 'Location' fields, a 'Sign In' link, and a 'Search' button. Below the search bar is a banner with the text 'SHAPE AMERICA'S FUTURE' and a 'Create Profile' button. The navigation guide on the right lists five steps: 1. Create a USAJOBS Profile, 2. Search for Jobs, 3. Review Job Announcement, 4. Prepare your application in USAJOBS, and 5. Submit application to agency.

**USAJOBS**

Keywords: Job title, Skills, Agency      Location: City, State, ZIP, or Country      Search

Sign In      Help      Search

**SHAPE AMERICA'S FUTURE**  
Find your fit in the Federal Government  
[Create Profile](#)

Create a USAJOBS Profile      Federal Application Process      Explore Opportunities

**Create a USAJOBS Profile**

Save your favorite jobs and searches  
Receive email updates from jobs

Upload your resumes and documents  
Save and manage resumes and

Make your resume searchable  
Your resume will be visible to

Apply for jobs in the Federal Government  
You can only apply online with a

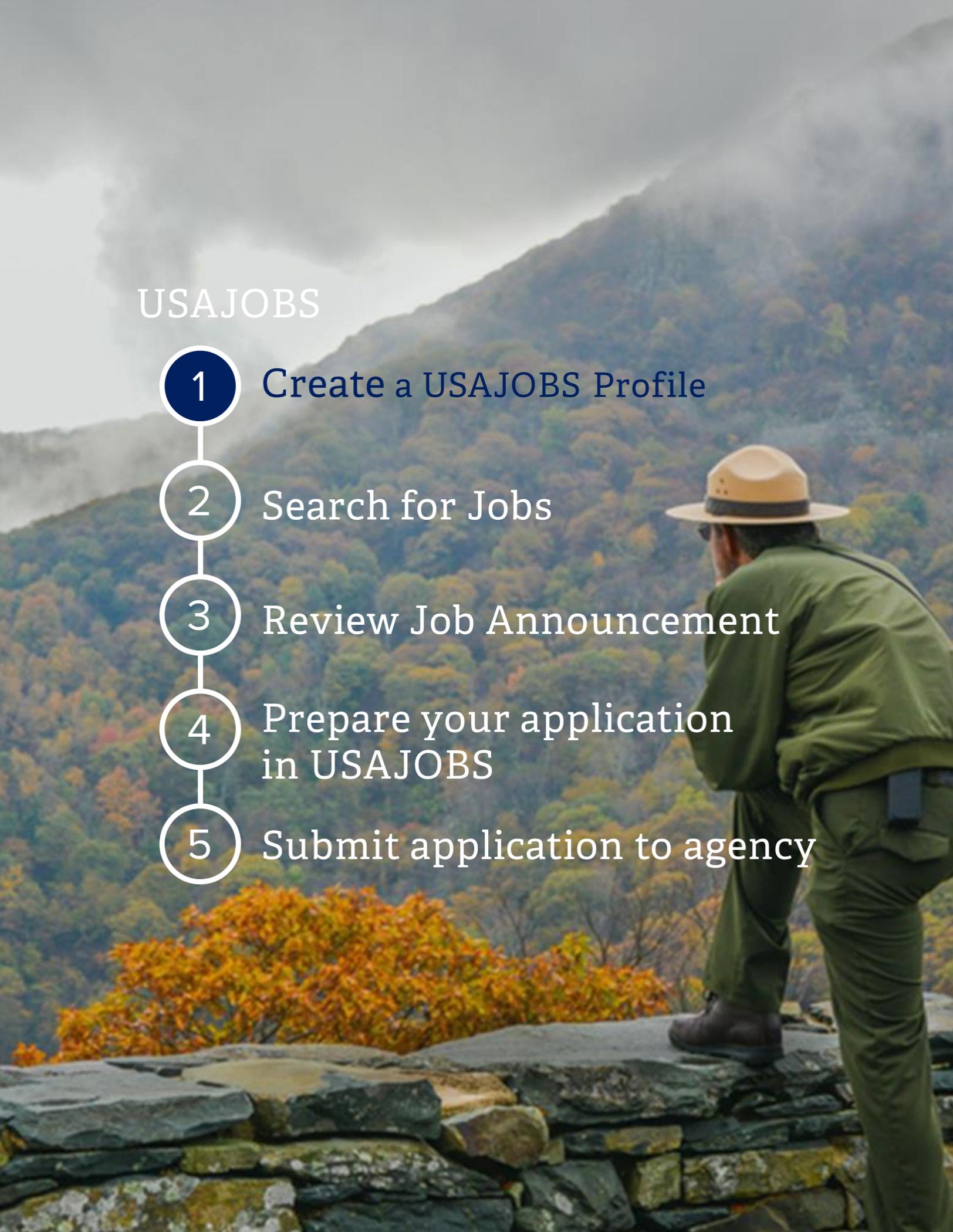
**USAJOBS**

- 1 Create a USAJOBS Profile
- 2 Search for Jobs
- 3 Review Job Announcement
- 4 Prepare your application in USAJOBS
- 5 Submit application to agency

This guide has been created by TYO: Transforming Youth Outdoors in partnership with US Fish & Wildlife Service.

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# USAJOBS

- 1 Create a USAJOBS Profile
  - 2 Search for Jobs
  - 3 Review Job Announcement
  - 4 Prepare your application in USAJOBS
  - 5 Submit application to agency
- 
- A man in a green uniform and a tan hat stands on a stone wall, looking out over a vast mountain landscape. The mountains are covered in dense forests with vibrant autumn foliage in shades of orange, yellow, and green. The sky is overcast with soft, grey clouds. The man is positioned on the right side of the frame, looking towards the left.

# 1. Create a USAJOBS profile

**Account:** You will need an account if you want to save job searches, save resumes, and apply for a position so it's best to start with this step. To create a new account, you will need to enter your email address and create a username.

Next, USAJOBS will send a confirmation link to the email address you entered. Once you have clicked on this link, you will be taken back to USAJOBS to activate your account. To activate your account, you will need to enter in your name, phone number, and a password. Only one account can be created for each email address so be sure to write down your username and password for future reference.

*Tip: If you cannot remember your login information, USAJOBS.gov will lock you out of your account after three unsuccessful tries. Before you get to this point, click on the "Forgot username and/or password" link and you will be able to reset your information.*

**Profile:** Setting up your profile will not take long. You must enter personal information such as your name and address, hiring preferences including whether you are a veteran or current federal employee, job preferences and demographic information.

The screenshot shows the USAJOBS profile setup interface. On the left is a dark sidebar with navigation options: HOME, PROFILE, DOCUMENTS, and USERNAME & PASSWORD. The main content area is light gray and divided into sections: ELIGIBILITY (Required), DEMOGRAPHICS, and PREFERENCES. The 'Contact Information' section is active, indicated by a green checkmark and the word 'Required' in red. Below the title, a note states 'All fields are required unless otherwise noted'. The form includes fields for 'Legal Name', 'Title' (with a dropdown menu showing 'Mrs.'), 'First name' (containing 'Marie'), 'Middle name' (with a note 'Optional'), 'Last name' (containing 'Smith'), and 'Suffix' (with a dropdown menu showing 'Please select' and a note 'Optional').

# USAJOBS

- 1 Create a USAJOBS Profile
- 2 Search for Jobs**
- 3 Review Job Announcement
- 4 Prepare your application in USAJOBS
- 5 Submit application to agency



## 2. Search for jobs

Federal job openings are advertised in what are called “vacancy announcements.” You can find tens of thousands of vacancy announcements posted on USAJOBS every day so you’ll want to narrow down those announcements to ones that are right for you. You can do this one of two ways – through a Basic Search or through an Advanced Search.

**Tip:** Skip the Basic Search and go right to the Advanced Search to find a better fit.

Show:

[All Expanded](#) [All Collapsed](#)

**Keywords** ?

Search for:  Job Title, Agency Name, Job Announcement #, etc

But none of these words:

Search by Job Title:

**Salary or Pay Grade** ?

**Occupational Series or Job Category** ?

**Location** ?

**Department and Agency** ?

**Type of Work or Work Schedule**

**Posting Options** ?

**Additional Search Options**

**Who May Apply** ?

Within the Advanced Search, you need to enter information into at least one of the following categories: keyword, occupational series, location, or agency. However, you can also be more specific by entering information into more than one category. You can expand all of the categories by clicking on the “All Expanded” text after it says “Show:” For your first few times using USAJOBS, it’s best to expand these categories so you get an idea of what categories you can search by.

**Tip:** Take some time to learn about the search features. It is crucial to find positions that interest you and are good fit. Play around with the search parameters you enter until your search results match your interests:

Search criteria	Description
<b>Keywords</b>	If you are looking for a specific occupation, like a biologist or wildland firefighter, then using the keywords search category may work best for you. If you are open to many different types of jobs or unsure exactly what your dream job title is, then leave this section blank.
<b>Location</b>	If you have some flexibility in where you live, you may want to leave this section blank. One thing we hear time and again from federal agencies is that if you want to work for the Federal Government than you have to be willing to move around the county and go where the jobs are to get experience. Once you have some experience, you can be picky and have a better chance of landing your dream job here in your location of choice.
<b>Department and Agency</b>	If you are looking to work for a specific department or agency, this is a good way to narrow your search results. Here, you can either search for all jobs with the Department of the Interior, for example, or just the National Park Service agency of the Department of the Interior. Be mindful, however, that environmental and natural resource jobs do exist at a variety of government agencies that may be less obvious.
<b>Occupational Series or Job Category</b>	<p>To define search criteria for Job categories or Occupational series is very difficult if you are not familiar how the Federal Government organizes and names different fields of occupation. Occupations in the Federal Government are designated professional (general schedule) or trade, crafts, or labor (wage grade), and are further categorized and defined by series and/or grade.</p> <p><b>Job categories:</b> The first “level of grouping” is called job categories e.g. 0000 Miscellaneous Occupations, 0200 Human Resources, or 0400 Natural Resources Management.</p> <p><b>Occupational Series:</b> Within these Job categories you can find the occupational series For example within the job category 0000 Miscellaneous Occupations you can find the job series for Park Rangers 0025. Sample job series within the job category 0400 Natural Resource Management are 0486 Wildlife Biology or 0470 Soil Science.</p> <p>In your search, you can combine several occupational series and/or job categories. You can learn more about all Job Categories on the USAJob site: <a href="https://www.usajobs.gov/Help/how-to/search/advanced/occupational-series/">https://www.usajobs.gov/Help/how-to/search/advanced/occupational-series/</a>. To find a complete overview about all occupational series, search for the latest version of the <b>HANDBOOK OF OCCUPATIONAL GROUPS AND FAMILIES</b> <i>see Appendix A: Sample Occupational Series and Job Categories</i></p>
<b>Salary or Pay Grade</b>	Salary and Pay Grade are relative to one another. If you decide to search by pay grade, be realistic! <i>For example, recent college graduates typically start at a pay grade of GS-05 and a salary of ~\$33,000 in the Denver Metro area.</i> Read more about this in the next section and on the Office of Personnel Management’s website
<b>Type of Work and Schedule</b>	If you are a current student or recent graduate, we would encourage you to search by the Pathways Programs listed here (Presidential Management Fellows, Recent Graduates, Internships). If you do not qualify for the Pathways Programs, you can un-check those boxes, but keep as many of the boxes checked as you can.
<b>Posting Options</b>	Keep this checked as “No.” Jobs that you are likely to qualify for may be open for longer periods than 30 days.

Once you successfully create a USAJOBS account, you can save your search so that all you have to do when you return to USAJOBS is go to “saved searches” and click on “view results.” In addition, you can set up your account so that USAJOBS sends you an email when new positions are posted that fit your search criteria. Some jobs can be posted for as little as five days, so setting USAJOBS to send you an email when new jobs match your criteria will help ensure you don’t miss your dream job listing!

*Tip: Save your search and set it to email you new positions. You can save several different search settings.*

# USAJOBS

1

Create a USAJOBS Profile

2

Search for Jobs

3

*Review Job Announcement*

4

Prepare your application  
in USAJOBS

5

Submit application to agency



### 3. Review Job Announcements: Understand the Position Listings

Now that you have created a successful search and hopefully found some job titles that interest you, your next challenge is understanding the vacancy announcement for each position. Luckily, each vacancy announcement has the same components, so once you understand them, you will have no trouble understanding future vacancy announcements.

Let's break an example vacancy announcement down into each of its components and explain them one-by-one.

On the search results page, you will see the job title and a brief description. Jobs will be listed with the most recent postings at the top of the first page of search results. Click on the position title for more information. Here is what you will see:

The screenshot shows a USAJOBS job listing page. At the top, there is a search bar with fields for 'Keywords' and 'Location', and a 'Search' button. Below the search bar, there is a navigation menu with tabs for 'Overview', 'Duties', 'Qualifications & Evaluations', 'Benefits & Other Info', and 'How to Apply'. The 'Overview' tab is selected. The job listing is for the 'U.S. DEPARTMENT OF THE INTERIOR Bureau of Land Management'. The job title is 'Wildland Firefighter (Range/Forestry Aid/Technician)'. The department is 'Department Of The Interior', the agency is 'Bureau of Land Management', and the job announcement number is 'BLM-FIRE-2014-025'. The salary range is '\$10.95 to \$15.00 / Per Hour'. The open period is 'Monday, November 25, 2013 to Monday, March 31, 2014'. The series and grade is 'GS-0455/0462-02/05'. The position information states: 'These are full-time excepted service temporary seasonal positions; Not to Exceed 6 months. - The length and actual dates of employment may vary depending on the position. 05'. The promotion potential is '05'. The duty locations are 'few vacancies in the following location: Grand Junction, CO View Map'. The who may apply section states: 'Applications will be accepted from all qualified United States citizens.' On the right side of the job listing, there is a sidebar with a dropdown menu 'Go to section of this Job:' and buttons for 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job'. Below these buttons is the 'Agency Contact Info' section, which includes the 'Job Announcement Number: BLM-FIRE-2014-025' and the 'Control Number: 356139100'.

#### 1. Job Title

Don't judge a book by its cover. Even if this wasn't quite the job title you thought you were looking for, under the surface it may still be your dream job. Read down to the Job Summary and Duties sections to get a better idea of what the job entails.

#### 2. Department

This may, or may not, surprise you depending on the search criteria you entered.

#### 3. Agency

Make sure the mission of the agency is something that you can get behind!

#### 4. Job Announcement Number

You may need to reference this later or include it in your cover letter.

#### 5. Salary Range

The position may have an annual salary or hourly pay listed here. If there is a range listed here (e.g., \$10.95 - \$15.00/hr.) look at the lower range as your most likely starting point.

## 6. Open Period

This shows when the job was posted and when it closes, or the deadline for when you need to submit an application. There are two main types of job announcements:

- Job announcements with specific closing dates: These can be posted and closed in as little as five days or as long as several months.
- Open inventory announcements: These announcements show a date range of one year. These announcements are continually being recruited for, or they anticipate a future need for candidates. The names of qualified applicants are stored in a database. Then, when a supervisor requests a person meeting the job's requirements, HR conducts a search of the database. Timing for filling jobs covered by this kind of announcement is unknown, so be prepared to wait.

In either case, pay close attention to the closing date and time, with special care taken to note the time zone. If the closing date says "May 20, 2014 at 11:59p.m. CST" than the announcement will be removed at midnight Central Standard Time and you will have no way to submit your application for the job if you submit your application bases on your time zone and you miss the deadline. Federal agencies DO NOT take late applications so make sure you give yourself plenty of time to prepare and submit a good application.

## 7. Series and Grade

Here is an example of what you may see here – GS-0462-03/05. So, what does all this mean?

- Series: Here, the series is "0462" (GS-0462-03/05). This is referring to the occupational series that we discussed above where common positions are linked together through a 4-digit code. (*See appendix 2 for more information*) Most positions are just announced with one occupational series code. However, you may see something like "GS-1301/0810/0819/0893-14/14." This means the position can be filled by a Civil Engineer (GS-0810), Environmental Engineer (GS-0819), Chemical Engineer (GS-0893), or Physical Scientist (GS-1301).
- Grade: In most agencies, professional jobs are organized into one of 15 grades in a system called the General Schedule (GS). Each GS grade represents a particular level of difficulty and responsibility. Each job's grade is listed by the letters GS, followed by numbers, such as GS-1 (the lowest grade) to GS-15 (the highest grade). In our example, the grade of the position is listed as "03/05" (GS-0462-03/05). In general, you can follow the general guidelines when deciding which grade you qualify for:
  - » **Clerical GS-1 through 5:** Do not require a college degree.
  - » **GS-05:** Entry-level positions, straight out of college. Typically require a four-year course of study above high school.
  - » **GS-07:** Bachelor's degree (undergraduate with a GPA of 3.0 and 1 year of relevant experience) or one full academic year of graduate-level education.
  - » **GS-09:** Master's degree or two full academic years of graduate-level education.
  - » **GS-11:** Three full academic years of graduate-level education or a Ph.D.
  - » **GS-12 – GS-15:** Reserved for those with special skills. Experience is the primary factor for qualification.

So, back to our example (GS-0462-03/05) – why does it list the grade as "03/05?" Sometimes positions are flexible in their qualifications so they will accept someone with less education and experience (at the 03 grade) or someone with more education and more experience (at the 05 grade). If you apply for a position with a grade range, as part of your application, you will need to state which grade you are applying for (the 03 grade or the 05 grade). We will discuss this further in the next section.

One more note on grades and qualifications. Typically, for professional jobs such as a geologist, biologist, or hydrologist the educational requirements are strictly enforced. However, for administrative positions (those with the title of ANALYST or SPECIALIST, for example) experience often can be substituted for education. For more technical positions (with titles such as ASSISTANT or TECHNICIAN), sometimes a

two-year or four-year degree may be required, but for most the primary qualification requirement is experience.

Based on what you have just read, what is the highest grade you think you qualify for? On average, new graduates should look at jobs at the GS-05 and GS-07 levels. However, do not limit yourself here. If you can afford to make a lower salary, do not exclude jobs at lower grades than you qualify. If you have Bachelor's degree, look seriously at the GS-05 positions. These can help get your foot in the door for a long-term career with the Federal Government.

## **8. Position Information**

This is the length of the position - full-time, part-time, temporary, seasonal, term, and/or permanent.

## **9. Promotion Potential**

This is more important than you might think. The promotion potential is the ability to move up a grade from this position once you've proven yourself without having to go through the competitive process again. If a job limits you to that grade only, you have to stay at that grade unless you go through the competitive process to get a new job. While this shouldn't be a deal-breaker, it is desirable to look for a position with good promotion potential (a GS-12 for example).

## **10. Duty Locations**

Here, as in our example, you may see "Grand Junction, CO." However, you may also see "Many vacancies in the following location(s):" and then either a list of a few locations or a list of locations and then a link to more locations. What if the duty location says "More locations (538)"? That means that there are 538 other locations where the position is being sought! When you see a number like this, look back to the Open Period to see if the position is open for a full-year. If so, this may be an open inventory announcement, where an actual job start date and location are uncertain. If there is a few-week-to-few-month open period then it may be a listing of many of the same seasonal jobs across the county. In the natural resources fields, we tend to see more of these announcements in January through the early spring. A higher volume of jobs will translate to more opportunity for you. If you are willing to relocate within your state or the country your chances of landing a job will be much improved.

## **11. Who May Apply**

What you are likely to see here is "United States Citizens," or "U.S. Citizens and Nationals; no prior federal experience required." For positions listed for the Pathways Program, it will state that you need to meet the particular program's eligibility criteria (If you are not a current federal employee and the job states that only "Current permanent federal employees..." may apply then don't waste your time with this job announcement.)

## **12. Job Summary (See Appendix B: Sample Job Summary)**

This may include something about the agency's mission, who you will report to, travel requirements, if the position is also being listed under a different job announcement number (for current federal employees only, for example), relocation expenses, more detailed information about the location, opportunities for teleworking, etc.

## **13. Key Requirements**

Typically, this states that you must be a U.S. Citizen/National to apply. It might also state if you will be subject to a background check. The position might also require certain tests, licenses, or training certifications, which will be bulleted here. Remember that these are "KEY" requirements so if you don't have ALL of these then don't waste your time applying for the position.

## **14. Duties (See Appendix C: Sample Duties)**

This is one of the most important sections of the job announcement. Read through this section CAREFULLY and more than once. As you read, think about two things: (1) if this is something that you can see yourself doing on a daily basis, and (2) if your resume (education and experience) shows that you are a good fit for this position.

### **15. Qualification Requirements (See Appendix D: Sample Qualifications Required)**

THIS IS THE MOST IMPORTANT SECTION OF THE JOB ANNOUNCEMENT. In this section, the qualifications for the position are listed for each grade. In many of the job announcements, qualifications are listed as either experience OR education OR a combination of experience and education. On the next page you will find an example of what you might see.

If you are using experience to qualify, you must show on your resume that you have a full year (that means 40 hrs/wk for 52 wks) of the experience listed. This is what is meant by “one year of specialized work experience equivalent to the [next lower] level.” If you are qualifying by education, note that you will have to submit your transcripts showing the required semester hours in the required courses. If you don’t meet a majority of the qualifications listed than it’s a better use of your time to move onto other possible job openings.

### **16. How You Will Be Evaluated**

Some job announcements explain this procedure well while others do not so we’ll explain it for you here. For all competitive positions posted on USAJOBS, you will be required to submit a resume AND a supplemental questionnaire. This supplemental questionnaire asks you to self-rate yourself in a number of skills related to the job. This questionnaire is the first thing that you will be evaluated on relative to the other candidates. Because of the importance of this questionnaire, preview the questions as you look over the job announcement. In some vacancy announcements, this questionnaire is referred to as the “occupational questionnaire.” Read through each question and practice rating yourself on a scale from 1-5. If you rate yourself mostly 5s than don’t hesitate in applying – this is the position for you! If you rate some 3s, mostly 4s and a few 5s, also don’t be discouraged. Your application will be rated against the competition and since you don’t know who that will be, give it your best shot! However, if you rate mostly 3s or below 3s than you may want to move on to the next announcement.

### **17. How to Apply**

This contains information about the closing date and time of the job announcement and how to begin the online application process.

### **18. Required Documents**

As you may have guessed, this contains a list of what you need to apply for the position. Most often here you will see 1) resume, 2) self-assessment questionnaire and 3) other supporting documents such as a college transcript.

### **19. Agency Contact Info**

Because the self-assessment questionnaire is rated first by a computer, it generally doesn’t work to schmooze this contact person. You should only call if you have a direct question about the job announcement or qualification requirements not answered in the job description. Beyond this, your calls could actually hinder your referral.



## USAJOBS

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Create a USAJOBS Profile

2

Search for Jobs

3

Review Job Announcement

4

**Prepare your application  
in USAJOBS**

5

Submit application to agency

## 4. Prepare your Application in USAJOBS

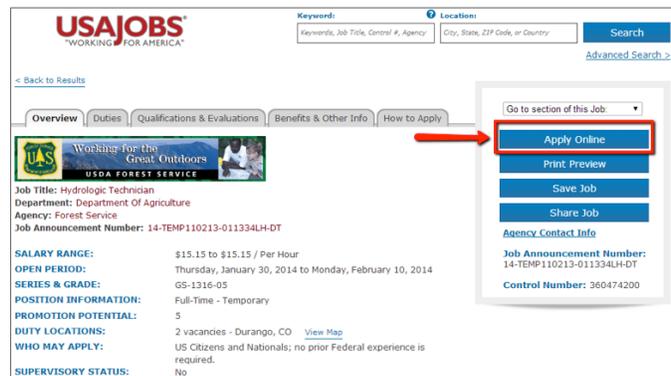
Federal applications are composed of three parts:

1. **The Federal Resume:** Choose from a previously saved resume or create / upload a new resume
2. **Application Questionnaire:** select which grade(s) you are applying, confirms you meet minimum qualifications)
3. **Supporting Documents:** Proof of military service, college transcripts, cover letter, proof of federal status

When you have found a job that looks right for you, click on the “Apply Online” button near the top right of the position announcement.

If you aren’t already signed into your account, USAJOBS will ask you for your username and password. If you haven’t already created an account, you will need to do so at this time.

After logging into your account, you will be directed through the following steps:

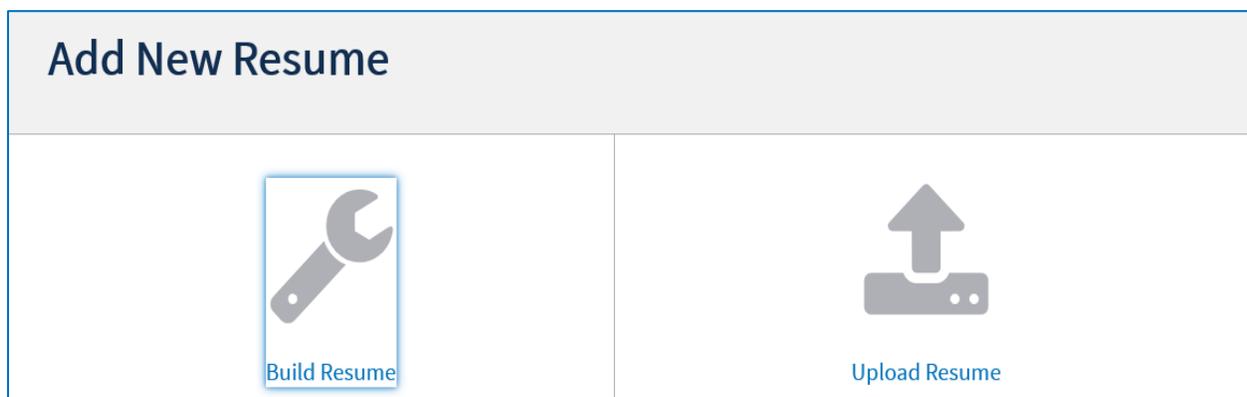


### 4.1 Federal Resume

To apply for a position, you will need to either (a) choose from a previously saved resume or (b) create/upload a new resume. When asked, Federal HR managers from a variety of agencies recommend tailoring your resume to the job you are applying for, this was the one thing that EVERYBODY mentioned as the single most important factor in applying for a position. We know it will be more work, but to give yourself the best chance of getting an interview, you will need to edit your resume to match the job announcement. If you’ve chosen to create a new resume, you must now decide on whether to use the USAJOBS ResumeBuilder or upload a resume.

We recommend using the USAJOBS ResumeBuilder. The main reason being that the ResumeBuilder will guide you through the resume writing process, ensuring that you have all the required information included in your application.

Here is how the ResumeBuilder will guide you through the process:



- **Work Experience**  
List each relevant job you have held. You must include your employer, location, position title, start and end date, average hours worked per week, responsibilities and accomplishments. Each component is essential to your resume meeting the minimum qualifications.
- **Education**  
Include information about all schools attended and coursework completed. Only list degrees from accredited schools or programs that meet the Office of Personnel Management's standards.
- **Other**  
Provide as much relevant information as possible in any of these optional sections.
- **References**  
In addition to the supervisors you may have listed under the Work Experience section, you may add other colleagues, classmates and mentors who can vouch for you.

After selecting the resume, you wish to include in your application, the next section you will see is Attachments. If the job requires you to submit your college transcripts, a cover letter, etc. you can either upload them in USAJOBS or in the next step.

Finally, you will need to check that you have reviewed your resume, decide if you want to attach demographic information to your application, and that your application materials are truthful to the best of your knowledge.

At the very bottom of this screen, you will see a blue button with "Apply for this position now!" Even though this may seem like the final step, this is not the end of the application process.

## 4.2 Questions or Essays

In most cases, USAJOBS will now redirect you to a sister website called Application Manager. Application Manager is a separate federal system from USAJOBS. It is used by many federal agencies to collect online information including the application questionnaire. Because most positions advertised on USAJOBS receive hundreds of applications, HR personnel cannot possibly review each one. Instead, the application questionnaire has been developed as a way for a computer program to quickly make an initial screen of the applicants and identify the best-qualified candidates.



Once you are redirected to Application Manager, you will see that you must create a separate account. Follow the screen prompts to enter in your social security number and full name. **It is extremely important that you enter this information accurately and that it matches the information you provided in USAJOBS.** After you first access Application Manager from USAJOBS, your accounts will become linked and you will not be required to login to Application Manager when redirected from USAJOBS.

After completing a few more informational pages in Application Manager, you will begin your assessment questionnaire. This assessment questionnaire is divided into sections and most questions are job specific and change for each job announcement and position. As mentioned above, you can usually preview this questionnaire in the How to Apply section of the position announcement. Based on the position and agency you are applying to you will likely see the following tabs or sections of questions:

**Minimum Qualifications:** Select the statement or statements that apply to you. Make sure that you really do qualify!

**Application Preference:** Select the lowest grade (or multiple grades) you are willing to accept, your location preferences, etc. The more general you can be here, the better.

*Short-Answer Questions about Your Credentials:* These questions are generally formatted as yes/no, check box, or tiered response questions that ask for self-ratings on your skills related to the job duties of the position:

**See Appendix D: Example for a questionnaire**

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## 5. Submit application to the agency

After the application questionnaire, the next section you will see will be ReUse Documents. This table displays the USAJOBS documents for this application. The status will be 'Awaiting Retrieval from USAJOBS.' Once you submit your application, the system will retrieve the documents and add them to your application.

In the Upload Documents section, you can upload any relevant documents that you did not upload in your USAJOBS account. Documents uploaded in this section will be available in the ReUse Documents section for future applications.

Once all required questions have been completed, you will be able to click the 'Submit My Answers' button. THIS IS THE FINAL STEP IN SUBMITTING YOUR APPLICATION. Clicking on the 'Submit My Answers' button will submit your resume from USAJOBS, any documents you uploaded to USAJOBS or Application Manager and your application questionnaire.

*Note that you may return to your application to modify it at any time before the closing date of the position announcement. Once you submit your application, you will receive an online confirmation message.*

The screenshot shows the 'Application Manager' interface for a specific application. The top navigation bar includes 'Main', 'Important Links', 'Help', and 'Logout'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Vacancy ID: 207966' and a list of navigation options: Biographic Information, Eligibility Information, Other Information, Assessment Questionnaire, Section 1 through Section 8, ReUse Documents, Upload Documents, Submit My Answers (highlighted), and View/Print My Answers. The main panel displays application details: Job Title: AUDITOR (CONTRACT AUDIT), User: applicantnthree, Announcement Number: PH-RCS-207966, and USAJOBS Control Number: 1663560. Below this, the 'Applicant Name' is listed as 'APPLICANT N THREE' with a 'Change Name' button. The 'Submit My Answers' section includes instructions: 'In order for your answers to be processed and for you to be considered for the position, you must click the Submit My Answers button below.' and 'After you click Submit My Answers, provide any required Supporting Documents and be sure the Application Package Status page shows all steps are complete.' A 'Ready to Submit?' section contains a 'Submit My Answers' button with a mouse cursor over it. A 'Not ready?' section provides guidance: 'Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.' and 'What would you like to do next?' with three options: 'Work on this Application Package some more', 'Work on a different Application Package', and 'Leave Application Manager'. Each option has a corresponding button ('Main' or 'Logout').

You can go back and check status of your application.

What happens after you submitted your application, please *see Appendix E and F*

# 6. Appendix



## 6.1 Appendix A: Sample Occupational Series and Job Categories

Occupations in the Federal Government are designated *professional* (occupations, general schedule) or *trade, crafts, or labor* (wage grade), and are further categorized and defined by series and/or grade. Below you find an overview about all professional occupations including a sample list for the job series of Natural Resources Management and Biological Sciences. Other job categories also contain job for the outdoor sector. In order to get a complete overview about all Job Categories you can go to the USAJOBS site: . <https://www.usajobs.gov/Help/how-to/search/advanced/occupational-series/>

The more specific Job Series are listed in the latest version of the HANDBOOK OF OCCUPATIONAL GROUPS AND FAMILIES which can easily be looked up.

Professional Occupations	<b>Sample Job Series for Natural Resource Management and Biological Sciences</b>
0000 – Miscellaneous Occupations 0100 – Social Science, Psychology, and Welfare 0200 – Human Resources Management 0300 – General Administrative, Clerical, and Office Services  <b>0400 – Natural Resources Management and Biological Sciences</b>  0500 – Accounting and Budget 0600 – Medical, Hospital, Dental, and Public Health 0700 – Veterinary Medical Science 0800 – Engineering and Architecture 0900 – Legal and Kindred 1000 – Information and Arts 1100 – Business and Industry 1200 – Copyright, Patent, and Trademark 1300 – Physical Sciences 1400 – Library and Archives 1500 – Mathematical Sciences 1600 – Equipment, Facilities, and Services 1700 – Education 1800 – Inspection, Investigation, Enforcement, and Compliance 1900 – Quality Assurance, Inspection, and Grading 2000 – Supply 2100 – Transportation 2200 – Information Technology	<b>0400-NATURAL RESOURCES MANAGEMENT AND BIOLOGICAL SCIENCES GROUP</b> 0401-GENERAL NATURAL RESOURCES MANAGEMENT AND BIOLOGICAL SCIENCES 0403-MICROBIOLOGY 0404-BIOLOGICAL SCIENCE TECHNICIAN 0405-PHARMACOLOGY SERIES 0408-ECOLOGY 0410-ZOOLOGY 0413-PHYSIOLOGY 0414-ENTOMOLOGY 0415-TOXICOLOGY 0421-PLANT PROTECTION TECHNICIAN 0430-BOTANY 0434-PLANT PATHOLOGY 0435-PLANT PHYSIOLOGY 0437-HORTICULTURE 0440-GENETICS 0454-RANGELAND MANAGEMENT 0455-RANGE TECHNICIAN 0457-SOIL CONSERVATION 0458-SOIL CONSERVATION TECHNICIAN 0459-IRRIGATION SYSTEM OPERATION 0460-FORESTRY 0462-FORESTRY TECHNICIAN 0470-SOIL SCIENCE 0471-AGRONOMY 0480-FISH AND WILDLIFE ADMINISTRATION 0482-FISH BIOLOGY 0485-WILDLIFE REFUGE MANAGEMENT 0486-WILDLIFE BIOLOGY 0487-ANIMAL SCIENCE 0499-BIOLOGICAL SCIENCE STUDENT TRAINEE

## 6.2 Appendix B: Sample Job Summary

### **JOB SUMMARY:**

If you like remote and rugged conditions, extended travel and overnight camping, then becoming a wildland firefighter may be for you. The Bureau of Land Management (BLM) is looking for temporary employees to work on Engine and Hand crews in Grand Junction, Colorado. For more information on Crew Types, [click here](#).

Positions at the GS-05 level have been identified as one of the key fire management positions under the Interagency Fire Program Management (IFPM) Standard. This position has been categorized as a Senior Firefighter (SFF), and is subject to meeting the minimum qualification standards for IFPM prior to being placed into the position. Detailed information regarding IFPM positions can be found at the IFPM website by [clicking here](#).

**First Consideration Date:** The following location will begin to consider applicants prior to the closing date of the announcement. You must apply on or before the date indicated below to receive first consideration. Thereafter, applications may be considered as needed; during the open period of the announcement:

**01/07/2014**

**Grand Junction, CO \*\*GS-4/5 only**

**01/21/2014**

**Grand Junction, CO \*\*GS-2/3 only**

For information on the The Bureau of Land Management (BLM) fire program, please visit their [website](#)

For contacts and information regarding housing availability visit [Fire Contacts](#) on the DOI Fire Jobs website and Colorado.

### **KEY REQUIREMENTS**

- You must be a U.S. Citizen
- Positions may require a valid state drivers license
- Some positions may require a CDL; information will be provided at job offer
- All positions have medical qualification requirements
- You must be 18 years of age or older prior to appointment
- These positions have no promotion potential

## 6.3 Appendix C: Sample Duties

### **DUTIES:**

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A **Wildland Firefighter Trainee (Entry Level) (GS-02, Range/Forestry Aid)** receives training, performs simple tasks, and serves as a member of a fire crew. This may include suppression, prescribed fires, or wildland fire.

A **Wildland Firefighter Trainee (GS-03 Range/Forestry Aid)** is a member of a fire crew; performs assignments as a firefighter in developing a working knowledge of fire suppression and fuels management techniques, practices, and terminology; may assist trained personnel in more specialized assignments such as backfire and burnout, mobile and stationary engine attack.

A **Wildland Firefighter (GS-04 Range/Forestry Technician)** is a skilled firefighter crew member on engine or hand crew. May be assigned to carry out specialized assignments such as tree falling, backfire, and burnout operations; utilizes a variety of specialized tools, equipment and techniques while actively managing wildfires. May be required to operate light vehicles and 4X4s.

A **Wildland Firefighter (GS-05 Range/Forestry Technician)** is a senior wildland firefighter on either a hand crew or wildland fire engine crew; gathers and considers information on weather data, topography, fuel types and fire behavior in responding to wildland fire incidents. May be required to operate light vehicles and 4X4s.

## 6.4 Appendix B: Sample Qualifications Required

### QUALIFICATIONS REQUIRED:

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**To qualify for a GS-02**, you must meet at least one of the following:

- 3 months of general work experience, which can be any work experience; OR
- have graduated from high school or the equivalent

**To qualify for a GS-03**, you must meet at least one of the following:

- 6 months of general work experience, which can be any work experience; OR
- at least one year of education above the high school level, which included at least 6 semester hours in any combination of the following courses: range management; range conservation; agriculture; forestry; wildlife management; engineering; biology; mathematics; other natural or physical sciences; OR
- an equivalent combination of education and experience specified above.

**To qualify for a GS-04**, you must meet at least one of the following AND the Selective Factor:

- 6 months of general work experience, which can be any work experience AND 6 months of specialized work experience equivalent to the GS-03 level duties. Examples of specialized work experience include on-the-line wildland fire experience in forest/range fire control, prevention or suppression work as a trainee wildland firefighter. OR
- 2 years of education above the high school level which included at least 12 semester hours in any combination of the following courses: forestry, agriculture, crop or plant science, range management or conservation, wildlife management, watershed management, soil science, natural resources (except marine biology and oceanography), outdoor recreation management, civil or forest engineering, or wildland fire science. No more than 3 semester hours of mathematics is creditable toward this requirement; OR
- an equivalent combination of the education and experience specified above.

**Selective Factor for GS-04:** In addition to the basic qualifications listed above, you must have the following: 90 days of wildland fire experience. Wildland fire experience is defined as any non-structure fire that occurs in the wildland. Wildland firefighting experience is gained through work on the fire line in containment, control, suppression or use of wildland fire. This experience can be met by serving in a temporary, seasonal or equivalent private sector fire position. Periods of wildland firefighting experience gained through militia and rural fire departments can also be credited.

**To qualify for a GS-05**, you must meet at least one of the following AND the Selective Factors:

- 12 months of specialized work experience equivalent to the GS-04 level duties. Examples include on-the-line wildland fire experience in forest/range fire control, prevention or suppression work as a skilled wildland firefighter, utilizing a variety of specialized wildland fire tools and equipment. OR
- successful completion of a 4 year course of study above high school leading to a bachelor's degree with either 1. a major study in forestry, range management or agriculture; or a subject matter field directly related to the position; OR 2. at least 24 semester hours in any combination of the following courses: forestry, agriculture, crop or plant science, range management or conservation, wildlife management, watershed management, soil science, natural resources (except marine biology and oceanography), outdoor recreation management, civil or forest engineering, or wildland fire science. No more than 6 semester hours of mathematics is creditable. The level of the course work must have been equivalent to at least the junior- and senior-year levels of a baccalaureate program; OR
- a combination of education and experience that is directly related to the work of this position.

**Selective Factors for GS-05:** In addition to the basic qualifications listed above, you must possess the following National Wildfire Coordinating Group (NWCG) incident management qualification and training to be considered eligible for the GS-05 position.

1. Fire Fighter Type 1 (FFT1); And
2. Successful completion of S-290 "Intermediate Wildland Fire Behavior"

For more information regarding basic qualifications, general experience and combining education and experience [click here](#).

## 6.5 Appendix D: Sample Questions

**Section 2** Total Questions in this Assessment: 22

Knowledge of species identification, both plant and animal, to apply this knowledge in surveys and studies.  
For the following statements, choose the one answer that best describes your education and experience in relation to that statement.

2. Collect biological data from waterfowl including age, sex, species, and mass.

- A I have not had experience, education, or training in performing this task.
- B I have completed formal education or training in performing this task, but have not yet performed this task on the job.
- C I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.
- D I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.
- E This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, and/or others have consulted me as an expert for assistance in performing this task.

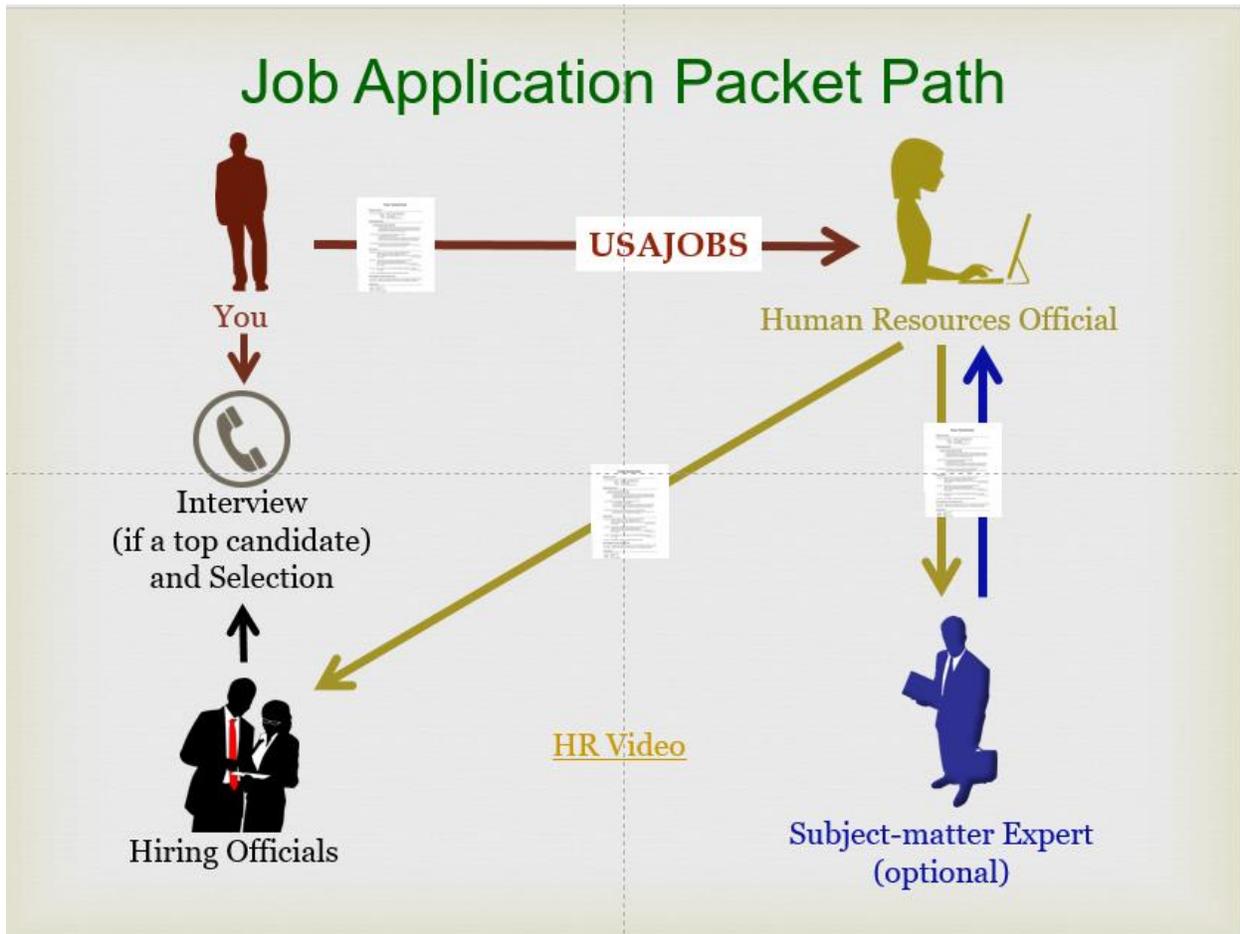
3. Collect parts from waterfowl for later analysis.

- A I have not had experience, education, or training in performing this task.
- B I have completed formal education or training in performing this task, but have not yet performed this task on the job.
- C I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.
- D I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.
- E This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, and/or others have consulted me as an expert for assistance in performing this task.

4. Identify species, age, and gender of wildlife.

- A I have not had experience, education, or training in performing this task.
- B I have completed formal education or training in performing this task, but have not yet performed this task on the job.
- C I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.
- D I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.
- E This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, and/or others have consulted me as an expert for assistance in performing this task.

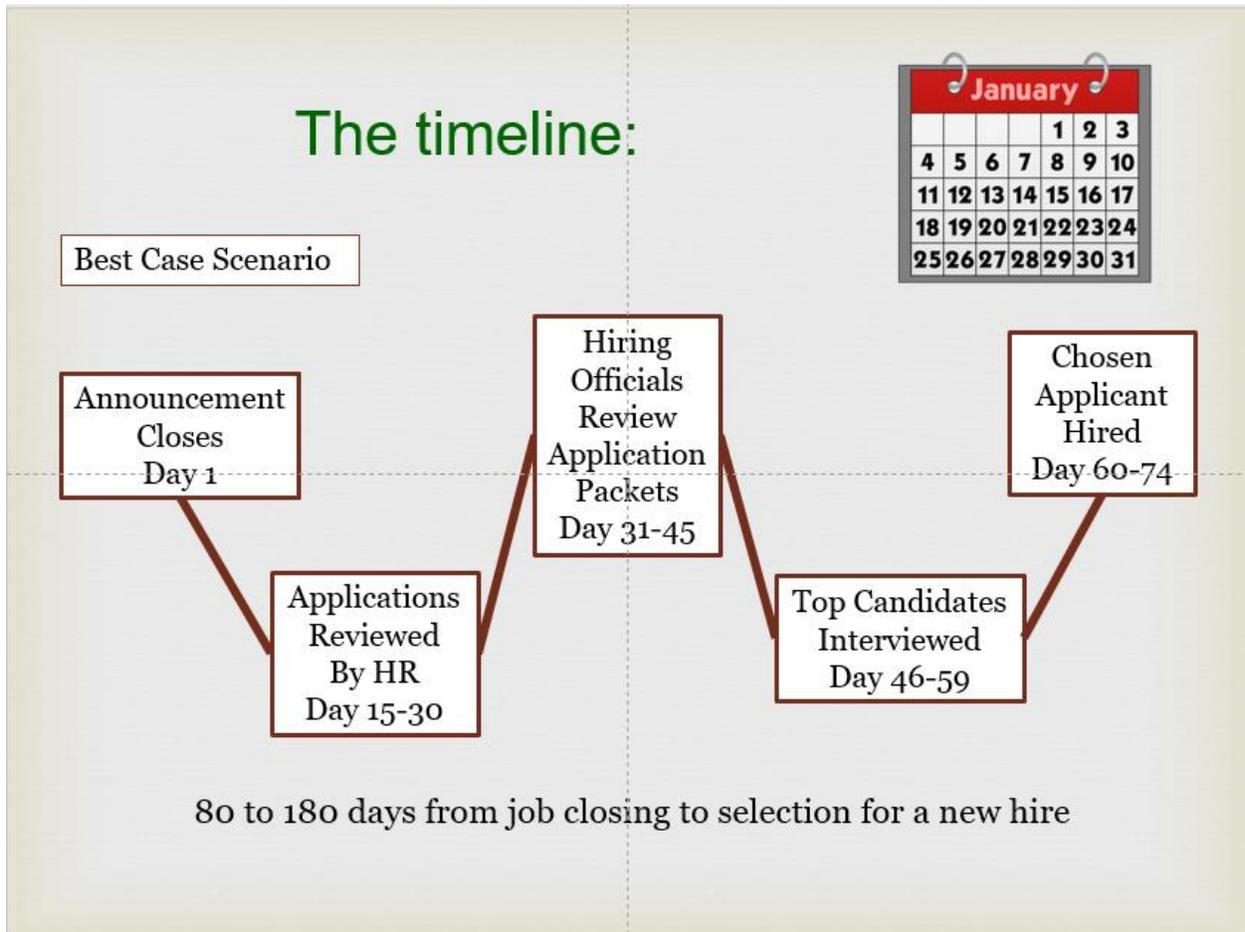
## 6.6 Appendix E: What happens after you submitted your application



Once the application period closes, the human resources office will evaluate each application. If you meet the basic qualifications, your name could be referred to the selecting official. He or she will choose applicants to interview the list of highly-qualified candidates. The Human Resources official might ask a subject-matter expert to review your job application and others to help determine eligibility. Once you've submitted an application, the agency may notify you at four points in the process:

1. When your application is received
2. If you meet basic qualifications
3. When your application is referred to the selecting official
4. If you are offered the position

## 6.7 Appendix F: Time line



Federal Government Human Resources Offices are striving for an 80 day turnaround from announcement to hiring. Depending on the number of applicants, it may take up to 180 days from job closing to selection.