

The USAJOBS Application Process



U.S. OFFICE OF PERSONNEL MANAGEMENT

Ensuring the Federal Government has an effective civilian workforce



Setting Realistic Expectations

- Federal agencies hire the best and brightest, and getting a Federal job is very competitive
- Economic conditions and excitement surrounding the new Administration have resulted in a doubling of job applications
- Increase your chances of being hired by:
 1. Carefully review job announcements to ensure you are qualified
 2. Give yourself enough time to complete the detailed process
 3. Follow the application directions carefully
 4. Sell yourself by being fully responsive to questions about your qualifications – experience, knowledge, skills and abilities

Finding Jobs: USAJOBS.gov

USAJOBS® "WORKING FOR AMERICA"
USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.

[Search Jobs](#) [My USAJOBS](#) [Info Center](#) [Veterans](#) [Forms](#) [Employer Services](#)

NEW TO USAJOBS? » [Your career in the U.S. Government starts here!](#)
Explore the **76,677** Federal jobs in the USAJOBS database.

SEARCH JOBS
What: (Job title, keywords) Where: (City, State OR Zip Code)
SEARCH

CREATE RESUME
Create and store a resume for applying to Federal jobs. It's fast, and makes it easier for an employer to find you!
CREATE

What did you do at your job today?
Discover an exciting job that [makes an impact!](#)

FEATURED JOB
Deputy Director, RHRC
Focusing on recruiting and retaining the best and brightest at the Rockville Human Resources Center.

FEATURED EMPLOYER
US Forest Service - Working for the Great Outdoors
The Forest Service mission is captured by the phrase Caring for the Land and Serving People.

Using USAJOBS to Search for Jobs

The screenshot shows the USAJOBS search page with the following search criteria highlighted:

- Keyword Search:** (e.g.: Job Title, Agency Name, Vacancy Announcement #, Control Number)
- Location Search:** IL-Chicago Metro area
- Job Category Search:** Social Science, Psychology, and Welfare
- Salary Range:** (empty fields)
- Pay Grade (GS):** (empty dropdowns)

Navigation links at the top include: Search Jobs, My USAJOBS, Info Center, and Yet.

Search options include: Basic Search, Agency Search, Series Search, and Ad.

Additional text on the page includes: "USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal job openings." and "WORKING FOR AMERICA".

SEARCH BY:

- Keyword
- Location
- Job Category
- Salary Range
- Pay Grade

EXAMPLE:

Location =
Chicago

Job Category =
Social Science,
Psychology, and
Welfare
(for Economics)

Job Announcement: Overview



Join The Team
U.S. Department of Labor
Working for the 21st Century

Department: **Department Of Labor**
Agency: **Bureau of Labor Statistics**
Job Announcement Number:
WA139762

Overview | Duties | Qualifications & Evaluations | Benefits & Other Info | How to Apply

[← Back to Search Results](#)

ECONOMIST

SALARY RANGE: 30,386.00 - 48,933.00 USD per year

SERIES & GRADE: GS-0110-05/07

PROMOTION POTENTIAL: 12

WHO MAY BE CONSIDERED:
U.S. Citizens

JOB SUMMARY:
The Bureau of Labor Statistics (BLS) is the principal...

OPEN PERIOD: Monday, June 04, 2007 to Sunday, September 30, 2007

POSITION INFORMATION: Full Time Career/Career Conditional

DUTY LOCATIONS: multiple duty locations - [click here for more info](#)

Tip: Pay attention to when a job closes

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A vacancy announcement can represent multiple hires and multiple locations

Job Announcement: Overview

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

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DUTY LOCATIONS: multiple duty [click here for more info](#)

JOB SUMMARY:
The Bureau of Labor Statistics (BLS) is the principal fact-finding agency of the Government in the broad field of labor economics and statistics. The BLS is an independent national statistical agency that collects, processes, and disseminates essential statistical data to the American public, the U.S. Congress, Federal agencies, State and local governments, business, and labor.

Salary rates will vary depending on the geographical location of the vacancy. You can find salary tables for a specific location at:
<http://www.opm.gov/oca/07tables/>

JOB SUMMARY

Summary of the organization's mission and impact, plus a brief description of the job and its key requirements

Job Announcement: Duties

Overview **Duties** Qualifications & Evaluations Benefits & Other Info How to Apply

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ECONOMIST

Additional Duty Location Info: Few vacancies - Richmond, VA Few vacancies - Chicago Metro area, IL Few vacancies - Indianapolis Metro area, IN Few vacancies - Detroit Metro area, MI Few vacancies - Minneapolis, MN Few vacancies - St. Paul, MN Few vacancies - St. Louis Metro area, MO Few vacancies - Kansas City Metro area, MO Few vacancies - Cleveland Metro area, OH Few vacancies - Cincinnati Metro area, OH Few vacancies - Milwaukee Metro area, WI Few vacancies - Phoenix, AZ Few vacancies - Denver, CO Few vacancies - Dallas, TX Few vacancies - Houston Metro area, TX Few vacancies - Baltimore Metro area, MD Few vacancies - Boston Metro area, MA Few vacancies - Essex & Union Counties, NJ Few vacancies - New York City, NY Few vacancies - Philadelphia Metro area, PA Few vacancies - Pittsburgh Metro area, PA Few vacancies - San Francisco County, CA Few vacancies - Orange County, CA Few vacancies - Los Angeles County, CA Few vacancies - Washington, DC Few vacancies - Kansas City, KS Few vacancies - Portland, OR Few vacancies - Seattle, WA Few vacancies - Atlanta, GA

MAJOR DUTIES: [Top](#)

This position is a professional Economist in the Bureau of Labor Statistics (BLS). The incumbents receive assignments of a developmental nature, which are designed to prepare them for higher level work as an Economist. Incumbents receive specific assignments in a variety of directly or indirectly collected BLS surveys. Typically, assignments will be designed to develop basic components of collection, reporting and evaluation of data. There are three major statistical programs at BLS: Price, Compensation, and Employment Statistics. Economists are responsible for the collection, review, and compilation of data from either primary or secondary sources to support these programs. Data are reviewed for accuracy and consistency at which time an analysis of the findings is prepared. Results of the analysis may be in the form of internal reports, press releases, or articles for publication.

DUTIES

Lists major duties and responsibilities of the position, adding more detail to the brief overview

Job Announcement: Qualifications

Overview Duties **Qualifications & Evaluations** Benefits & Other Info How to Apply

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ECONOMIST

QUALIFICATIONS REQUIRED:
BASIC AND GS-5 QUALIFICATION REQUIREMENTS: The following are the basic requirements for all Economist positions and serve as the qualification requirements at the GS-5 grade level. All applicants must meet these basic qualifications.

All qualification requirements and academic claims must be met and verified prior to appointment. Applications will be accepted from students who expect to complete qualifying education within 9 months of the date of submitting their application.

A. Degree: economics, or in any related field that included **at least 21 semester hours in economics** and 3 semester hours in statistics, accounting, or calculus.

OR

B. Combination of education and experience—courses equivalent to a major in economics, as shown in A above, plus appropriate experience or additional education.

Examples of qualifying experience include:

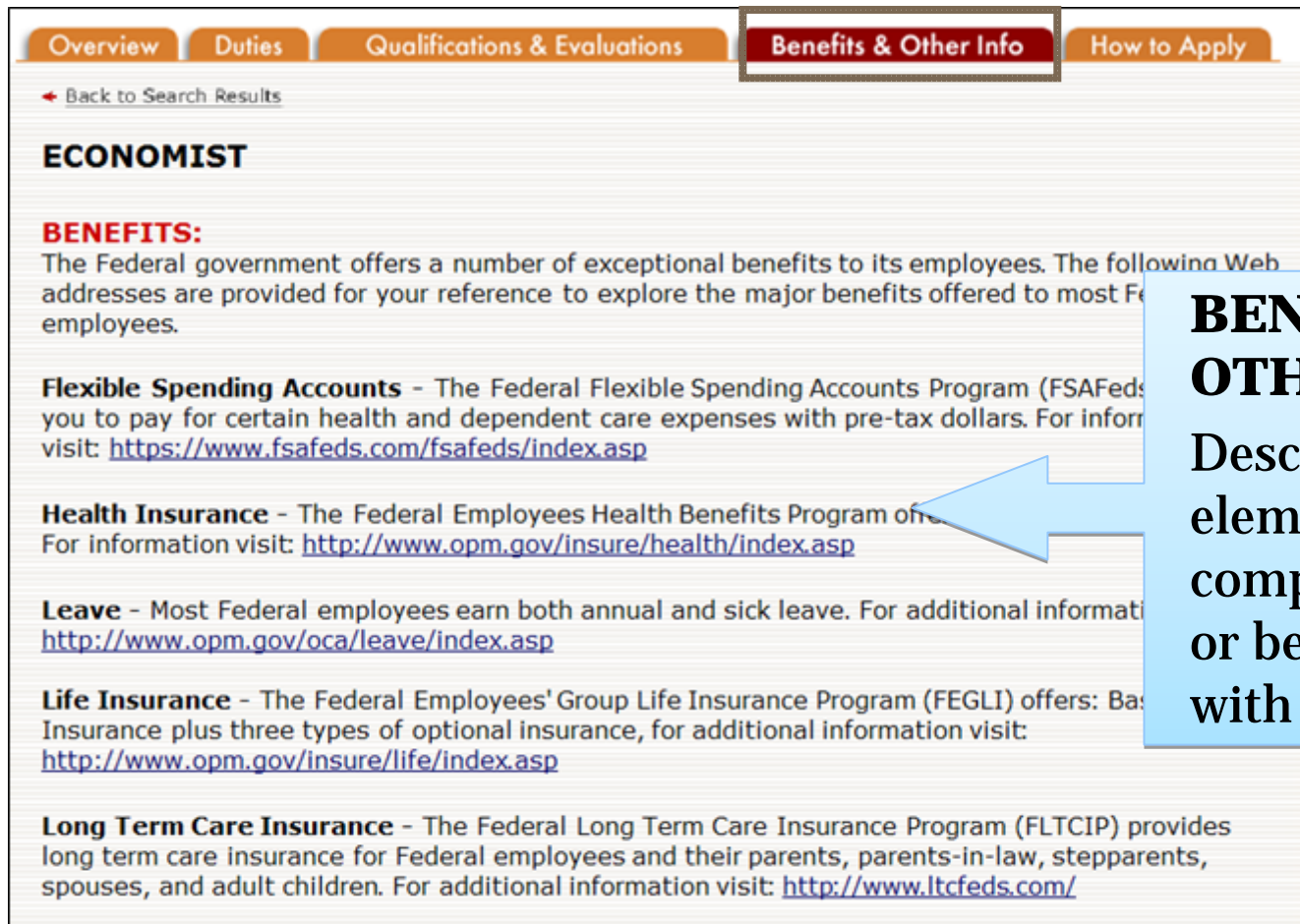
- (1) Individual economic research assignments requiring planning, information assembly, analysis and evaluation, conclusions and report preparation;
- (2) Supervisory or project coordination assignments involving a staff of professional economists, and requiring the evaluation and interpretation of economic information;

or

QUALIFICATIONS & EVALUATION

Identifies skills and experience needed for the role and explains how applications will be assessed

Job Announcement: Benefits



The screenshot shows a job announcement page for an Economist position. The page has a navigation bar with tabs for Overview, Duties, Qualifications & Evaluations, Benefits & Other Info (which is highlighted), and How to Apply. Below the navigation bar, there is a link to 'Back to Search Results' and the job title 'ECONOMIST'. The 'BENEFITS:' section is highlighted in red and contains the following text: 'The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.' Below this, there are five bullet points, each describing a benefit and providing a URL for more information: 'Flexible Spending Accounts', 'Health Insurance', 'Leave', 'Life Insurance', and 'Long Term Care Insurance'. A blue callout box on the right side of the page points to the 'Benefits & Other Info' section.

Overview Duties Qualifications & Evaluations **Benefits & Other Info** How to Apply

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ECONOMIST

BENEFITS:
The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFed) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers a variety of health insurance options. For information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

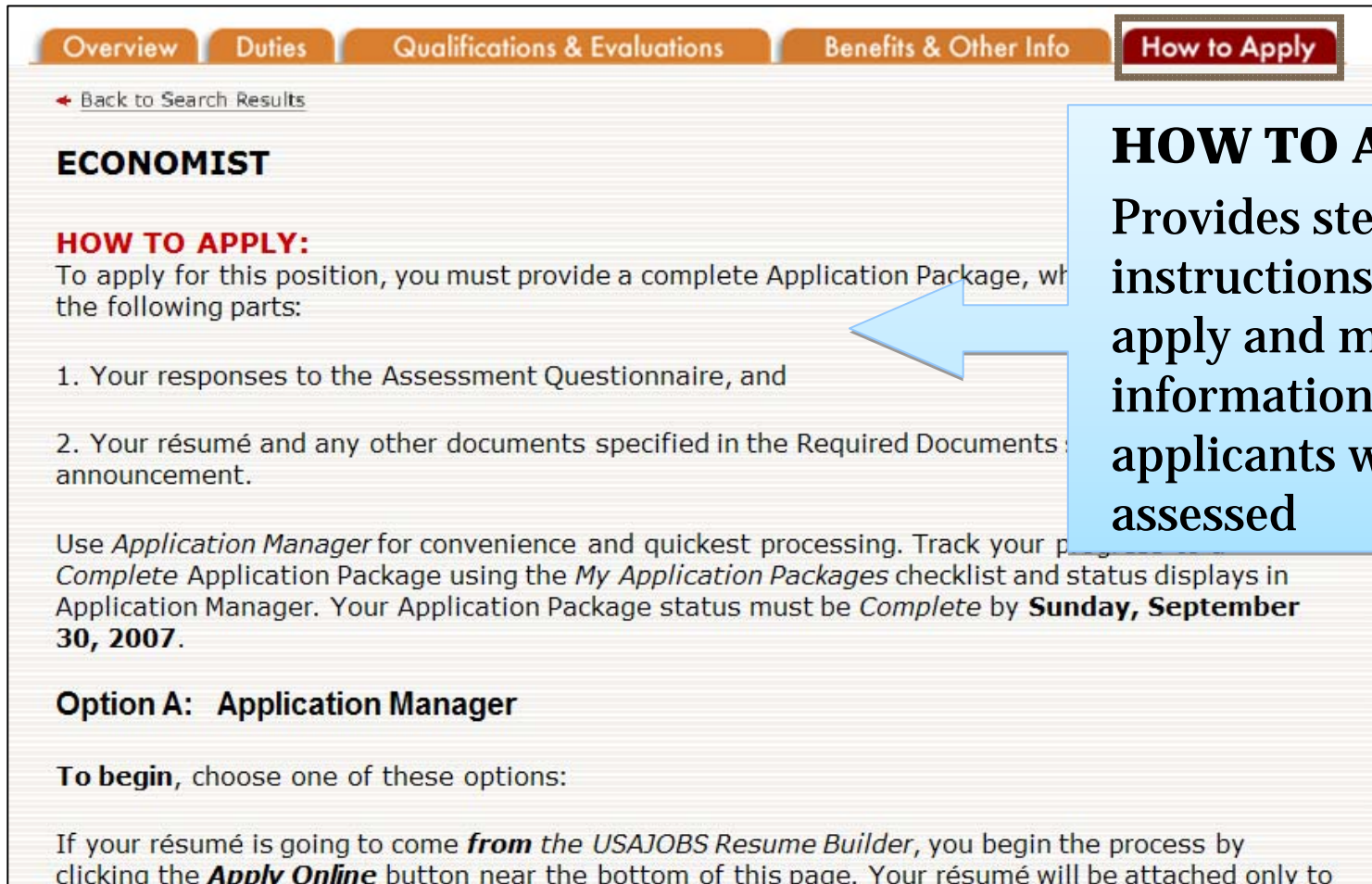
Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

BENEFITS & OTHER INFO

Describes additional elements of the compensation package or benefits associated with the job

Job Announcement: How to Apply



The screenshot shows a job announcement page with a navigation bar at the top containing tabs for 'Overview', 'Duties', 'Qualifications & Evaluations', 'Benefits & Other Info', and 'How to Apply'. The 'How to Apply' tab is highlighted with a red border. Below the navigation bar, there is a link to 'Back to Search Results' and the job title 'ECONOMIST'. The 'HOW TO APPLY:' section provides instructions on how to apply, including a list of required documents and a deadline of Sunday, September 30, 2007. A blue callout box with a white arrow points to the 'HOW TO APPLY:' section.

Overview Duties Qualifications & Evaluations Benefits & Other Info **How to Apply**

[← Back to Search Results](#)

ECONOMIST

HOW TO APPLY:
To apply for this position, you must provide a complete Application Package, with the following parts:

1. Your responses to the Assessment Questionnaire, and
2. Your résumé and any other documents specified in the Required Documents section of this announcement.

Use *Application Manager* for convenience and quickest processing. Track your progress and *Complete Application Package* using the *My Application Packages* checklist and status displays in Application Manager. Your Application Package status must be *Complete* by **Sunday, September 30, 2007**.

Option A: Application Manager

To begin, choose one of these options:

If your résumé is going to come **from** the *USAJOBS Resume Builder*, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your résumé will be attached only to

HOW TO APPLY
Provides step-by-step instructions on how to apply and may include information on how applicants will be assessed



What happens after you apply?

- After the closing date for applications, the agency evaluates candidate qualifications
- From this assessment, the agency produces a list of qualified candidates
- From the list of qualified applicants, agencies select candidates for interviews
- At this point, agencies are like other organizations
 - ✓ They conduct interviews and select the best candidate(s) for the job
 - ✓ Require background investigation or security clearance following selection



USAJOBS.gov Online Application Process

After selecting the job you'd like to apply for, there are several steps in the online application process:

1. Create your federal resume
 2. Answer the questions posed online, if applicable
 3. Submit the complete application package by the stated deadline (including college transcripts, veterans status documents, etc.)
 4. Prepare to wait
 - Follow up with the appropriate agency contact to inquire about progress in hiring for the position if you have not heard back within 4-6 weeks after the job announcement closes
-

Create a USAJOBS Account



The screenshot shows the USAJOBS website interface. At the top, the USAJOBS logo is displayed with the tagline "WORKING FOR AMERICA". Below the logo, a navigation bar contains several buttons: "Search Jobs", "My USAJOBS", "Info Center", "Veterans", "Forms", and "Employer Services". The "My USAJOBS" button is highlighted. To the right of the navigation bar is the official seal of the United States Office of Personnel Management.

The main content area features a prominent call to action: "Become a My USAJOBS member". Below this, it says "Take control of your job search and career today!" and provides a button labeled "Create your account now!".

Below the call to action, there is a section titled "With your USAJOBS membership, you can:" followed by a list of benefits:

- * **Post your resume online**
Let recruiters contact you or keep your resume private.
- * **Apply to Federal government jobs**
Find jobs you want and get your resume in the right hands.
- * **Receive automated job alerts**
Create Job Agents for updates on the latest listings.

On the right side of the page, there is a login section titled "Existing Users Log In Here:" with input fields for "Username:" and "Password:", and a "Log Me In!" button.

A blue callout box with a white arrow pointing to the "Create your account now!" button contains the text: "Creating a USAJOBS Account will enable you to sign up to receive job alerts".



Building a federal resume online

Resume Sections:

- Candidate information
- Work experience
- Education
- References
- Affiliations
- Desired locations

Keep in Mind:

- Federal resumes require more detail than standard resumes such as:
 - ✓ Education and coursework levels
 - ✓ Dates and number of hours worked per week
 - ✓ Location of position and supervisor contact information
- You can create multiple resumes
- Creating a resume doesn't eliminate the need to apply for a job



A Recap: Applying for Jobs

- **Plan ahead**

 - Allow plenty of time to thoroughly complete your application

- **Tailor your resume/application as needed**

 - Always consider using a tailored application for each vacancy you apply

- **Sign up for job alerts**

- **Prepare for a wait**

 - Don't assume you have been rejected if you do not hear back within weeks of submitting your application

- **Follow-up with an agency**

 - Contact the identified representative to learn the status of an application or find out more about a job



Resources

- **The Government's main job Web site** – lists thousands of job vacancies across the nation and oversees:
 - ✓ **www.USAJOBS.gov**
- **Temporary jobs in the federal government** that support agency efforts to implement the American Recovery and Reinvestment Act :
 - ✓ **<http://jobsearch.usajobs.gov/a9recoveryjobs.aspx>**
- **Agency Web sites**: visit the Web sites of agencies whose missions interest you (e.g. www.state.gov or www.treasury.gov)
- **How to Land a Top Paying Federal Job, by Lily Whiteman**: find free advice and articles on landing federal jobs at this website **<http://www.IGotTheJob.net>**

Resources

- **Partnership for Public Service, Best Places to Work in the Federal Government:** <http://data.bestplacestowork.org/bptw>
- **AARP.org web site – Work:** www.aarp.org/money/work
- **AARP Real Relief/Skills Assessment/WorkSearch:** www.aarp.org/realrelief