USDA
United States Department of Agriculture

NAVIGATING USAJOBS

Forest Service photo by Tanya Flores

Make a lasting impact. Apply on USAJOBS today to join a workforce that cares for more than 193 million acres of our Nation's lands and manages vital resources for Americans.

USAJOBS is the Federal Government's official employment site, facilitating the hiring process for thousands of Federal agencies across the United States and around the world. The Forest Service accepts all job applications on www.USAJOBS.gov.

Creating an Account

An account on USAJOBS allows you to track job openings, add searchable information for recruiters, and streamline the application process. To create an account, visit USAJOBS.gov and click "Create Profile" on the front page. You will be walked through a series of steps to create your account, including providing an email address and a password, confirming your email, and setting up a second authentication key.

Setting Up a Profile

After signing in for the first time, you can start setting up your profile. USAJOBS will take you through a survey, gathering information about which hiring authority you may fall under, general contact information, citizenship status, and education.

Under the Documents section, you can add resumes, cover letters, transcripts, or any other documents required for positions. If you already have a resume, upload the document; if not, we recommend using the Resume Builder tool to create a Federal resume. These resumes can be made searchable to recruiters looking for potential applicants.

You can also fill out the Preferences section to further outline what positions you are looking for, including desired work locations, and work schedules.

USAJOBS photo

Information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/working-with-us. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.recruiting@usda.gov.

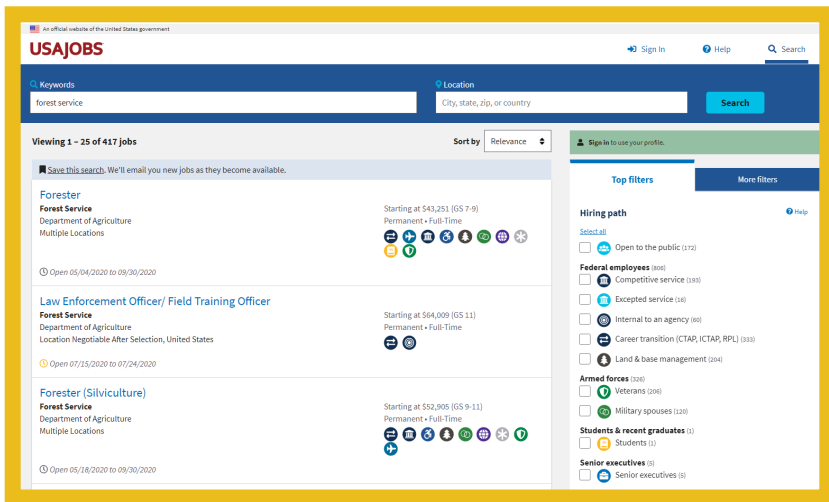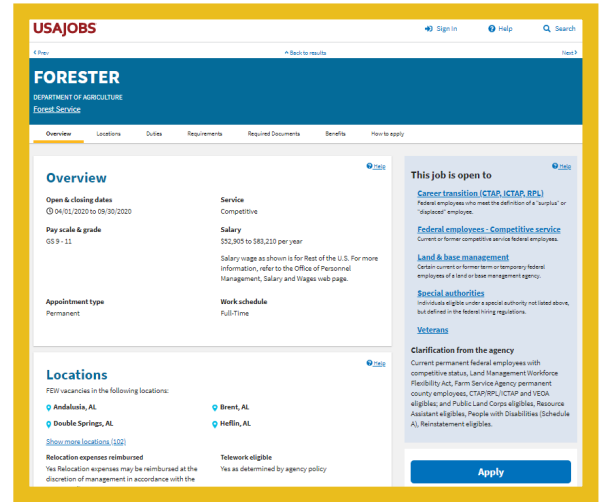**USDA is an equal opportunity provider, employer, and lender**

Searching for Jobs

Using the keyword search bar on the front page of USAJOBS, you can search for certain jobs, career fields, or agencies. You can use words like "Forest Service," "forester," and "communication" to find positions in your field. You can also enter locations of interest into the location bar. If you are searching broadly for jobs, it is recommended to use generic keywords and leave the location search bar blank.

If you filled out the Preferences section on your profile, the search will auto-populate with your choices. Any available positions that fall into those parameters will show. Search parameters can be added or edited using the Filters box on the right side. The Top Filters tab shows search options like departments, agencies, pay, grade levels, job series, and hiring paths/authorities. The More Filters tab shows search options like availability of relocation assistance funds, work schedule, appointment type, security clearance, and travel percentage.

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Applying for Jobs

After clicking on a job, you'll find information like "How to Apply," "Eligibility Requirements," and "Required Documents." Read all of this information carefully to find out if you qualify for the position. If you qualify and are interested, click "Apply Now" on the right side. If you would like to apply for the job at a later date, you can click "Save" below the Apply Now button.

You will prompted for application information, including uploading a resume, uploading any additional required documentation, personal information, and how you heard about the job. You will then be redirected to the agency's hiring site. Complete the hiring questionnaire. You will receive an email from USAJOBS confirming your application was received.

More information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/fsjobs-events. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.recruiting@usda.gov.