

NAVIGATING USA JOBS & THE APPLICATION PROCESS

Alison Robinson

HR Liaison

Vale District

Bureau of Land Management



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AGENDA



Section 1

- Introduction
- Appointment Types / Pay / Jobs
 - USA Jobs
- Account Creation
 - Login
 - Resumes
- Common Resume Mistakes
- Supporting Documentation

Section 2

- Search for Jobs
- Save Jobs / Save Searches
 - How to Apply
- Updating Your Application
- Check Application Status
- What to Expect After You Apply
 - Review
- Questions / Contact Info

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INTRODUCTION



- Hi! I'm Alison
- BS Wildlife Resources, University of Idaho, 2017
- 2019 Women in Wildfire graduate
- Temporary Appointments with Dispatch and Engines (2019-2022)
- Permanent Appointment (PFT) as HR Liaison in 2022



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MY COMMITMENT TO YOU



- I am going to throw a TON of information at you
- But each piece of information will be important and relevant
- I would not be where I am today without the initial support I received. I am here to return the favor

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Internships

TERM Appointments

LET'S TALK ABOUT APPOINTMENTS...



Temporary Appointments

Permanent Appointments

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INTERNSHIPS



- Career Development Position, 40 hours/week
- Also referred to as Student Trainee Positions
- Eligible for Leave, Health, Retirement, Vision, and Dental benefits
- Participants sign an Internship Agreement and must adhere to that Agreement
- After successful completion of the Internship, the individual may be non-competitively converted into a Permanent appointment

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TEMPORARY APPOINTMENTS



- Temporary Employee, 40 hours/week
- Typical for many entry level positions
- Operates on a 1039
- Appointment is Not to Exceed 1039 hours of work (1 hour shy of 6 months)
- Appointment may be extended with Training Hours
- Eligible for Leave, Health, Vision, and Dental benefits (only while employed)

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TERM APPOINTMENTS



- Non-Status Appointment, 40 hours/week
- Lasts 1 year
- But may be extended up to 4 years
- Comprehensive benefits package depending on nature of Appointment

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PERMANENT APPOINTMENTS (PSE)



- Permanent Seasonal Employee, 40 hours/week
- Guaranteed at least 6 months of work
- Are in Non-Pay Status for a portion of the year
- Non-Pay Status is a minimum of 2 weeks and a maximum of 13 weeks
- Eligible for Leave, Health, Vision, Dental, and Retirement benefits

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PERMANENT APPOINTMENTS (PFT)



- Permanent Full-Time Employee, 40 hours/week
- No Non-Pay Status
- Eligible for Leave, Health, Vision, Dental, and Retirement benefits

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PAY SCALE: GENERAL SCHEDULE LEVELS



- One of the more common pay types that you will encounter
- GS-01 to GS-15
- Steps within each GS Level
- Necessary qualifications increase as the GS Level increases


Salary Table 2024-RUS
Incorporating the 4.7% General Schedule Increase and a Locality Payment of 16.82%
For the Locality Pay Area of Rest of U.S.
Total Increase: 4.99%
Effective January 2024

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 25,684	\$ 26,546	\$ 27,399	\$ 28,251	\$ 29,102	\$ 29,601	\$ 30,447	\$ 31,298	\$ 31,332	\$ 32,128
2	28,880	29,567	30,524	31,332	31,686	32,618	33,551	34,483	35,415	36,347
3	31,512	32,562	33,613	34,663	35,713	36,763	37,813	38,864	39,914	40,964
4	35,373	36,552	37,731	38,909	40,088	41,267	42,445	43,624	44,803	45,982
5	39,576	40,895	42,214	43,533	44,852	46,171	47,490	48,809	50,127	51,446
6	44,117	45,588	47,059	48,529	50,000	51,471	52,942	54,412	55,883	57,354
7	49,025	50,659	52,293	53,928	55,562	57,196	58,831	60,465	62,099	63,733
8	54,292	56,102	57,911	59,721	61,530	63,340	65,149	66,959	68,768	70,578
9	59,966	61,965	63,964	65,962	67,961	69,960	71,959	73,958	75,956	77,955
10	66,036	68,237	70,438	72,639	74,840	77,041	79,241	81,442	83,643	85,844
11	72,553	74,972	77,390	79,808	82,226	84,644	87,062	89,481	91,899	94,317
12	86,962	89,860	92,759	95,657	98,555	101,453	104,352	107,250	110,148	113,047
13	103,409	106,856	110,304	113,751	117,198	120,646	124,093	127,541	130,988	134,435
14	122,198	126,372	130,545	134,719	138,892	143,066	147,239	151,413	155,587	159,760
15	143,736	148,527	153,318	158,109	162,900	167,690	172,481	177,272	182,063	186,854

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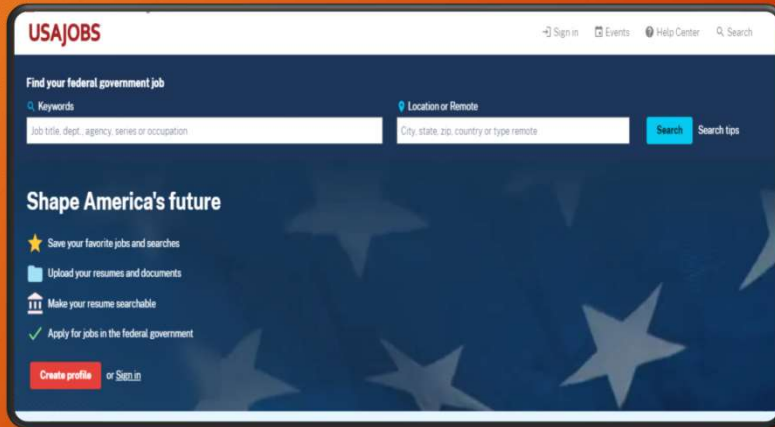
CURRENT VALE DISTRICT ANNOUNCEMENTS



POSITION	ANNOUNCEMENT #	ANNOUNCEMENT DATES
Administrative Support Assistant, GS-0303-06/07 (Baker City or Vale)	OR-23-DE/MP-12328816-JCL	03/22/2024 – 04/04/2024
Rangeland Management Specialist, GS-0454-05/07 (Vale...Recent Grads)	NM-PTHWYS-24-12356612-DJG	03/19/2024 – 04/09/2024
Hydrologist, GS-1315-7/9/11	OR-24-DE-12349025-JCL	04/03/2024 – 04/16/2024
Park Ranger, GS-0025-4/5/7	TBD	Tentatively May 2024
Ecologist/Botanist, GS-0408/0430-5/7/9/11	TBD	Tentatively June 2024
Realty Specialist, GS-1170-5/7/9/11	TBD	Tentatively July 2024

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WHERE DO I APPLY?



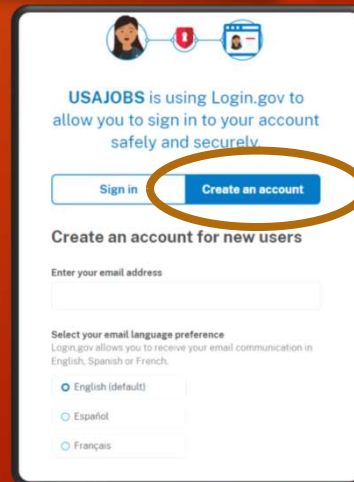
- On USA Jobs
- Google: type in “usa jobs”
- <https://www.usajobs.gov>
- You *MUST* create an account before you can apply for jobs

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ACCOUNT CREATION



Go to usajobs.gov, click “Create profile”. Then click “Create an account”



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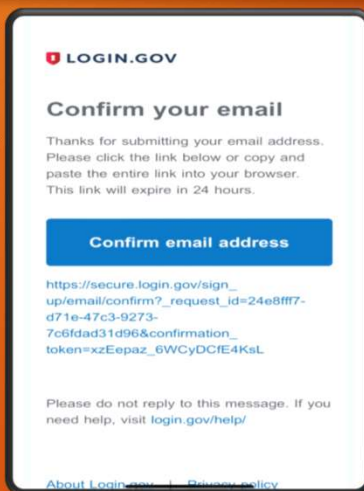
PRO TIP: ACCOUNT CREATION



- Hiring managers will be able to see the email address that you provide
- Do not use an email that is inappropriate or unprofessional

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ACCOUNT CREATION: CONFIRMATION



- The system will send you a link to confirm your email
- Use the link in your inbox to verify

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ACCOUNT CREATION: PASSWORD



- You will then create a password for yourself
- Must be 12 characters or longer, cannot have common phrases or repeating characters

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ACCOUNT CREATION: AUTHENTICATION



- You will need to choose an authentication mode
- Options: face or touch unlock, app authentication, texts or voicemails, backup codes

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ACCOUNT CREATION: PROFILE CREATION



Create your profile

You need to create a USAJOBS profile to apply for jobs, save searches and save jobs.

Contact Information

First name

Last name

Street address

If you do not have a mailing address at the time of job application, consider using the address of a family member, friend or religious or social organizations. Another option is [general delivery offered by the U.S. Postal Service](#).

Street address 2 (Optional)

If you do not have a mailing address at the time of job application, consider using the address of a family member, friend or religious or social organizations. Another option is [general delivery offered by the U.S. Postal Service](#).

- Now, the system will prompt you to create your profile
- It will want: name, address, phone number, citizenship, prior Federal service, and prior Military service
- After you create your profile, you will be routed to your Dashboard

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DASHBOARD



USAJOBS Alison Help Search

[Home](#) [Profile](#) [Documents](#) [Preferences](#) [Sign out](#)

Welcome Alison!

Your profile is complete and you're able to apply for jobs on USAJOBS.

0 APPLICATIONS

0 SAVED JOBS

0 SAVED SEARCHES

[Active](#) [Archived](#)

Begin your job search

Keywords
 Job title, dept., agency, series or occupation

Location
 City, state, zip or country

Search

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Now it's time to...

MAKE YOUR RESUME

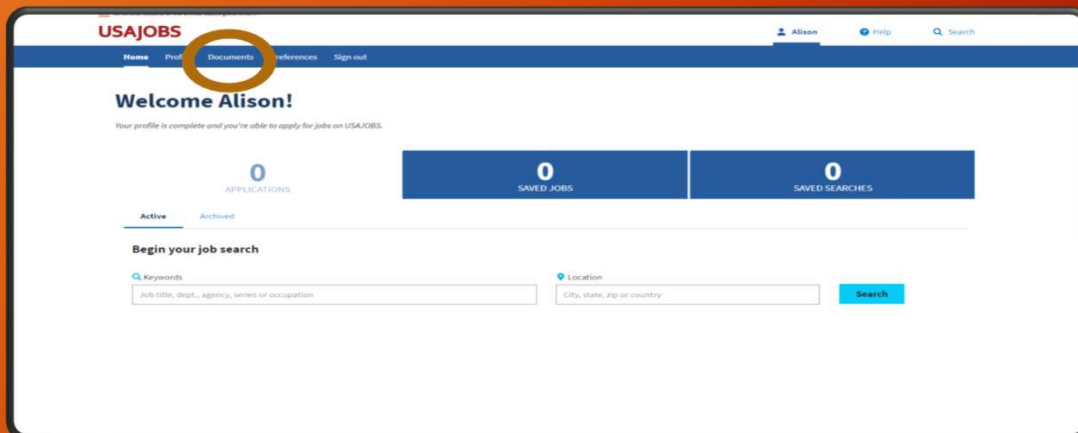


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RESUMES



From your Home Dashboard in USA Jobs, click "Documents". This will take you to Resumes.

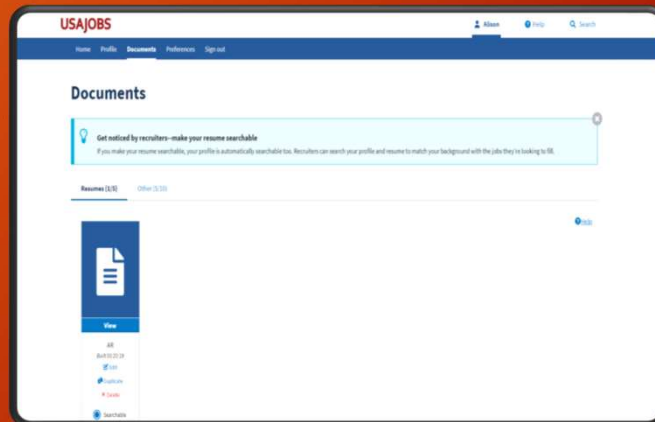


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RESUMES CONTINUED



- You will now have the option to UPLOAD or BUILD a resume within the Documents tab
- You cannot apply without a resume
- You may store up to 5 different resumes in your Documents



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PRO TIP



- I want you to take everything you have been taught about traditional 1-page Resumes and FORGET it
- When you are 1st starting out, we suggest Building a Resume rather than Uploading
 - This is because Building prompts you to include required information that may otherwise be missed
- If you have been with the Federal workforce for a while, or if you are looking at a higher-level Permanent positions, Uploading is recommended

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PRO TIP: REQUIRED RESUME INFORMATION



- Formal job title
- Employer name and address
- Start date and end date (in months and years...ex: 06/2022 - Present or 05/2021 - 11/2021)
- Hours worked per week (ex: 20 hours/week, 40 hours/week)
- Salary (ex: \$35,000/year, \$12/hour, \$2,000 stipend, or Without Compensation)
- Supervisor name and contact information
- Job duties
- If you have worked in Federal Service previously, you need to use the OPM title, Series, and Grade
- MIC: some Job Announcements require an SF-50 if you have worked in the Federal Service previously

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PRO TIP



- You **MUST** have the format of your Resume dialed in
- If your Resume is missing required information, your application WILL NOT advance
- **ALWAYS** check the Required Documents section of the Announcement to verify what needs to be in the application

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PRO TIP: WHAT NOT TO PUT ON YOUR RESUME



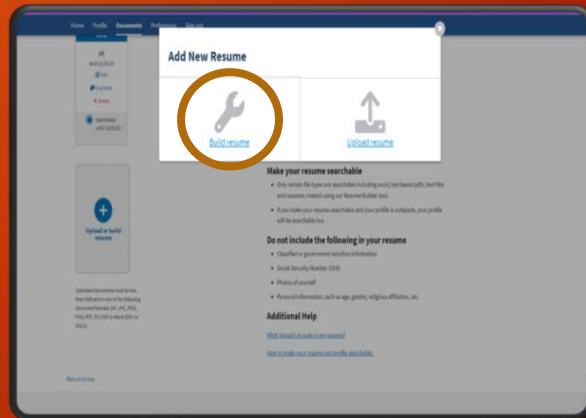
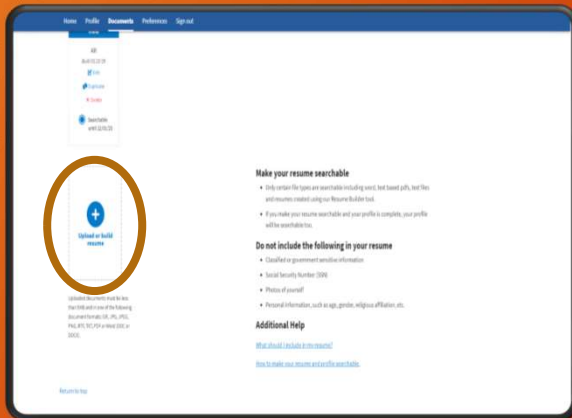
- Personal Identifiable Information (such as your SSN)
- Photos of yourself
- Other personal information such as age, gender, religious affiliation, etc.

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BUILD A RESUME



To build a resume, click the blue plus sign to begin. Then click “Build resume”.



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PRO TIP: RESUME BUILDER



- There are 4 Sections in the Resume Builder:
 - 1. Work Experience
 - 2. Education
 - 3. References
 - 4. Miscellaneous(job related training, language skills, organizations/affiliations, professional publications, additional information)
- Your resume is NOT complete until all 4 Sections are finished

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PRO TIP: RESUME BUILDER



Resume Name Required

AR [Edit](#)

Click on Add Reference to add a professional or personal reference.

[Add Reference](#)

Use the arrows to move your references to order them on your resume.


Reference Name: Andy Robertson Phone: (541) 473-6295 Employer: Bureau of Land Management Email: aroberts@blm.gov Edit Delete	↔
Reference Name: Cassandra Andrews-Fleckenstein Phone: (541) 473-6242 Employer: Bureau of Land Management Email: candrews@blm.gov Edit Delete	↕
Reference Name: David LaChapelle Phone: (208) 740-0314 Employer: US Forest Service Email: david.lachapelle@usda.gov Edit Delete	↕
Reference Name: Luis Castillo Phone: (575) 538-5371 Employer: Bureau of Land Management Email: lcastillo@blm.gov Edit Delete	↕

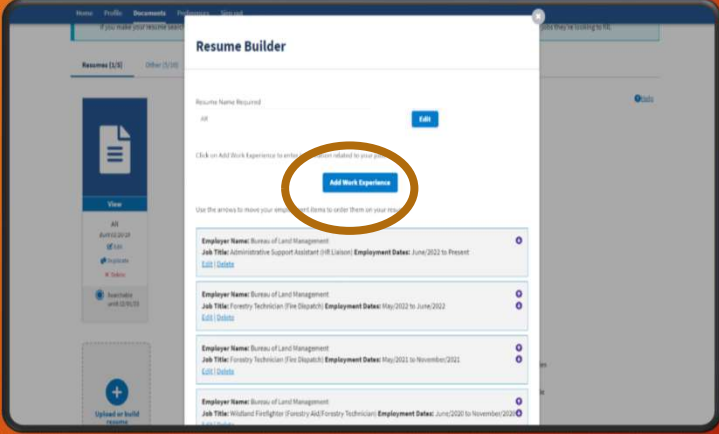
[Previous](#) [Next](#) [Finish](#)

- Navigation:
 - Use “Previous” to go back
 - Use “Next” to go to the next section
 - Only click “Finish” after you have completed all 4 Sections

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BUILD A RESUME CONTINUED






To begin, name your resume and follow the system prompts.

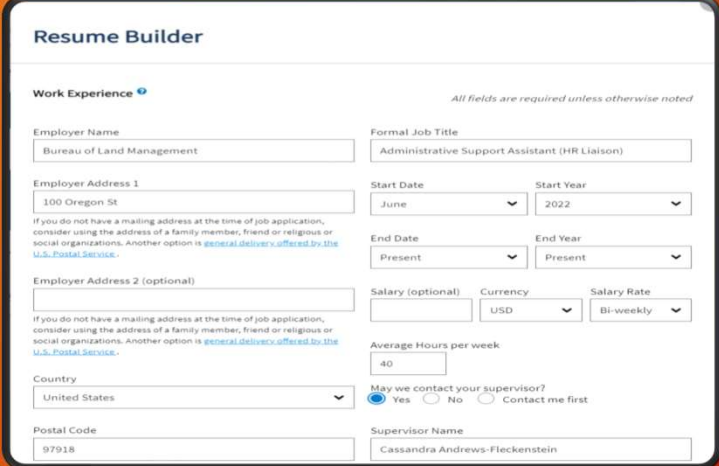
You will then be prompted for Work Experience.

THIS IS A VERY IMPORTANT SECTION TO DIAL IN!

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BUILD A RESUME CONTINUED





For Work Experience, you will need:

- Employer name & address
 - Job title
- Employment dates
 - Hours worked
 - Salary
- Supervisor name & phone number
- Duties, accomplishments, and related skills

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PRO TIP: WORK EXPERIENCE



- Think big! DO NOT SELL YOURSELF SHORT!
- Work experience DOES NOT have to be paid experience
- Volunteer work, unpaid internships, working for family, and being a Stay-at-Home Parent ALL count as work experience
 - Such items can go on a resume and be listed as “Without Compensation”

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PRO TIP: WORK EXPERIENCE

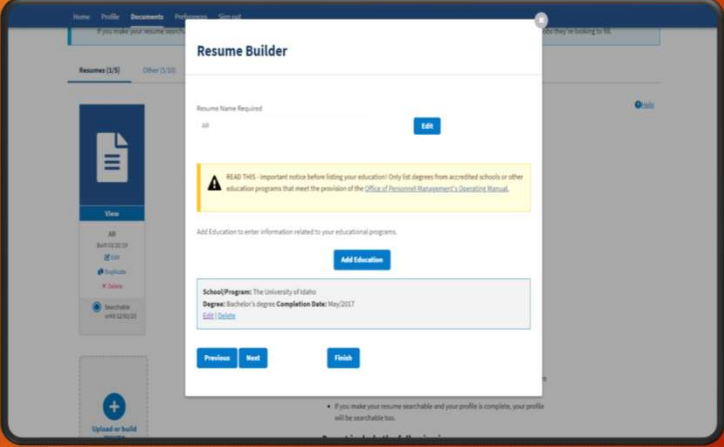


- Take your time with this section
- Remember, DO NOT make it short (forget about 1-page resumes!). You are allowed up to 5,000 characters to describe your experience per position
- Paint the picture, and go into DETAIL and EXPAND upon your experiences, duties, and skills

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BUILD A RESUME CONTINUED






After Work Experience, the system will prompt you for Education.

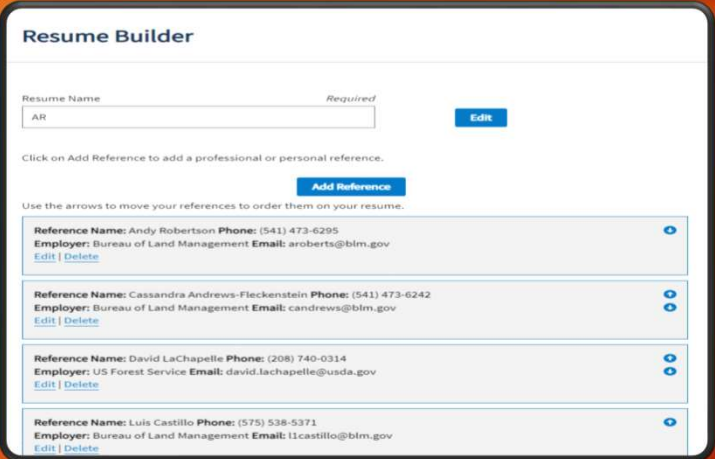
You will need:

- The school or program name
- Address
- Diploma/Degree/level attained
- Completion date
- If you are working towards a Degree, enter your expected Graduation date

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BUILD A RESUME CONTINUED





Next, you will add your References.

You will need:

- Reference's name & job title
- Phone number
- Employer name
- Reference's email

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BUILD A RESUME CONTINUED



Resume Builder

Job Related Training

List the titles and completion dates of training courses that are relevant to the position you are seeking.

First Aid/CPR Certified

*Hospital and Family Liaison - 04/04/2023 to 04/06/2023

*You Will Not Stand Alone - 05/15/2023 to 05/19/2023

*Fire ESP - 07/28/2023

*Advanced ROP - 07/14/2023

Cancel Save Job Training

Make your resume searchable

- Only Word documents, text-based pdfs, text files and resumes created using our Resume Builder tool are searchable.
- If your profile is complete, your profile will also be searchable.
- Recruiters may contact you directly about possible jobs.

Do not include the following in your resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself!

uploaded documents must be less

Lastly, in Miscellaneous, there are sections for you to include:

- Job related trainings
- Language skills
- Organizations and affiliations
- Professional publications
- Additional information

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PRO TIP: ADDITIONAL INFORMATION



- Great things to add:
 - Computer programs you are proficient in (ex: Word, Excel, Outlook, Apple products, Google products)
 - Tool use (handling, safety measures, maintenance)
 - School sports
 - Hunting and other outdoor activities
 - Leadership and teamwork activities that you have participated in

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UPLOAD A RESUME



If you still would rather Upload a Resume, click the blue plus sign to begin. Then click "Upload resume".

*****REMEMBER*****

We DO NOT recommend Uploading a Resume if you are new to Federal Service

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Let's talk about...

COMMON RESUME MISTAKES



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COMMON RESUME MISTAKES



- Not Including All Your Work Experience
 - Remember, forget about 1-page resumes
 - Your resume needs to include ALL your work experience
 - It doesn't matter if your resume feels longwinded
 - For example, my USA Jobs Resume is 13 pages

- Not Including the Number of Hours Worked Per Week
 - You must include the number of hours you work per week
 - Ex: 40 hours per week, 15 hours per week

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COMMON RESUME MISTAKES



- Not Including "To" and "From" Dates
 - You must include the month(s) and/or year(s) of your positions.
Example from my resume:
 - HR Liaison, 6/2022 - Present
 - Forestry Technician (Fire Dispatch), 5/2022 - 6/2022
 - Forestry Technician (Fire Dispatch), 5/2021 - 11/2021

- Not Tailoring Your Resume to Match the Announcement
 - In each announcement (typically hidden within the Qualifications section) you will find examples of *SPECIALIZED EXPERIENCE*
 - Tailor your Resume to include your experiences with these specific items
 - It's just fine to have a different Resume for everything you apply to

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PRO TIP: SPECIALIZED EXPERIENCE



- Ctrl + F, and search for “specialized” on the Announcement
- We can see this position calls for Specialized Experience in:
 - Teamwork
 - Working in stressful conditions
 - Use of hand and power tools
 - Knowledge of safety practices and procedures
- Now a Resume can be tailored to demonstrate experience in those areas

Note: The BLM will apply unranked order by preference status when examining applicants and issuing certificates of eligibles for its General Schedule Pathways Program positions. Only, if necessary, shall a category rating procedure be applied.

Eligible and qualified applicants will be referred to the hiring manager in unranked order by preference status: (1) Preference eligible veterans having a compensable service-connected disability of 10% or more (CPS and CP); (2) Other preference eligibles (XP); (3) Applicants eligible for 5-point veteran's preference (TP); and those (4) Applicants not eligible for veteran's preference (NV). In addition, interviews may be conducted for this position. The job-related questions align with the following knowledge, skills and abilities required to perform the duties of this position.

Your answers to the online assessment will be used to evaluate your competencies in the following areas:

TECHNICAL COMPETENCY: Knowledge of how to perform one's job. Refers to **specialized** knowledge that is acquired through formal training or extensive on-the-job experience. Example of technical competence for the following:

GS-02: Ability to work as a member of a team; Ability to use hand and power tools; Knowledge of safety practices and procedures.

GS-03: Ability to work as a member of a team under stressful and adverse operating conditions; Ability to use a variety of hand and power tools to build and control fireline; Knowledge of safety practices and procedures.

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COMMON RESUME MISTAKES



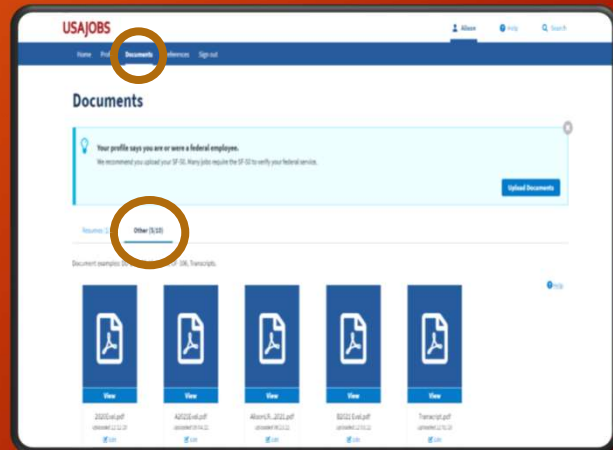
- Not Listing Duties of a Position (aka Specialized Experience)
 - You must describe the duties of your position(s)
- Failure to Submit Supporting Documentation
 - If all you have is a High School Diploma or a GED, you should upload it
 - If you have a Degree (or are working towards one), you need to upload your College Transcripts
 - Unofficial Transcripts ARE acceptable
 - If you've had prior Federal Service, you may need to upload items such as an IQCS or an SF-50

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PRO TIP: SUPPORTING DOCUMENTATION



- This section is in “Documents”, and in “Other”
- What to upload:
 - High School Diploma or GED
 - College Transcripts (even if you haven’t Graduated and only have a handful of Credits)
 - Certifications
 - If applicable:
 - SF-50
 - IQCS (Incident Qualifications and Certification Master Record)



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Now you're ready to...

SEARCH FOR JOBS

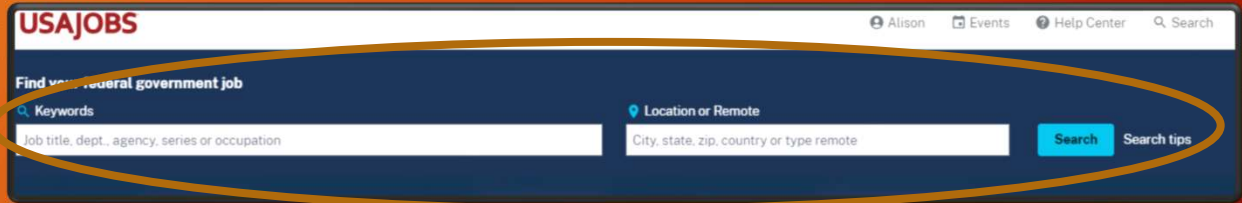


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SEARCH FOR JOBS



You can search for just about anything on the USA Jobs homepage via keyword or location


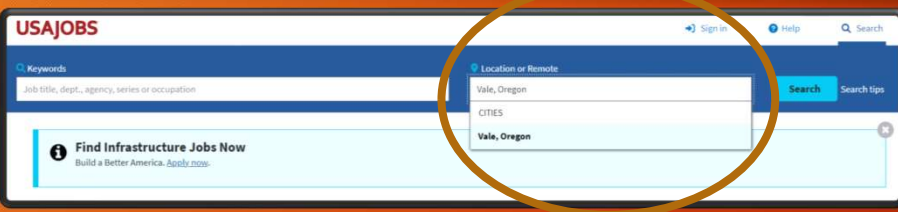



We recommend searching by location

It's the quickest way to find jobs at specific locations

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LOCATION SPECIFIC SEARCHES

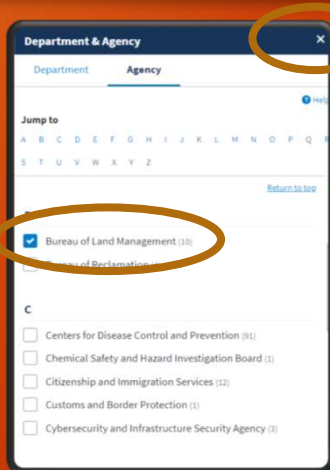
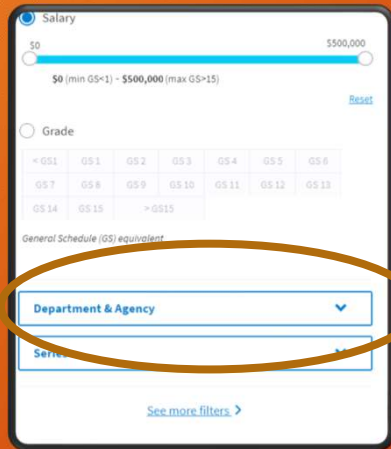
Type your desired city and state into the Location or Remote box

Click the location when it populates under CITIES

Remove the 25 miles filter

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LOCATION SPECIFIC SEARCHES



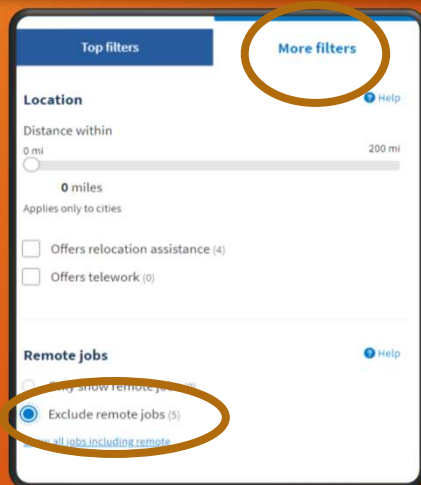
In Top Filters scroll down to Department & Agency

Click into Agency, and select your desired Agency

Close out of the Department & Agency tab

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LOCATION SPECIFIC SEARCHES



Click into "More filters"


If you are searching for a specific location, I recommend that you click the option to "Exclude remote jobs"

If you do not do this, you will be inundated with every single Remote job that the Agency is offering

This can make it difficult to locate Non-Remote positions

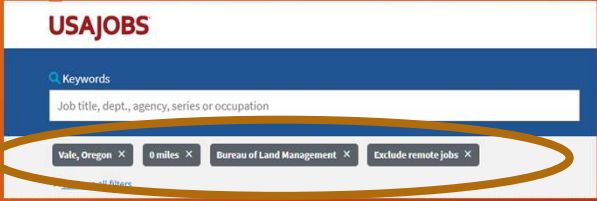
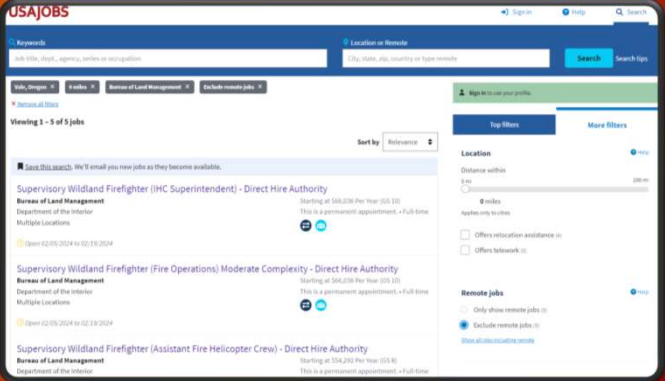
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LOCATION SPECIFIC SEARCHES




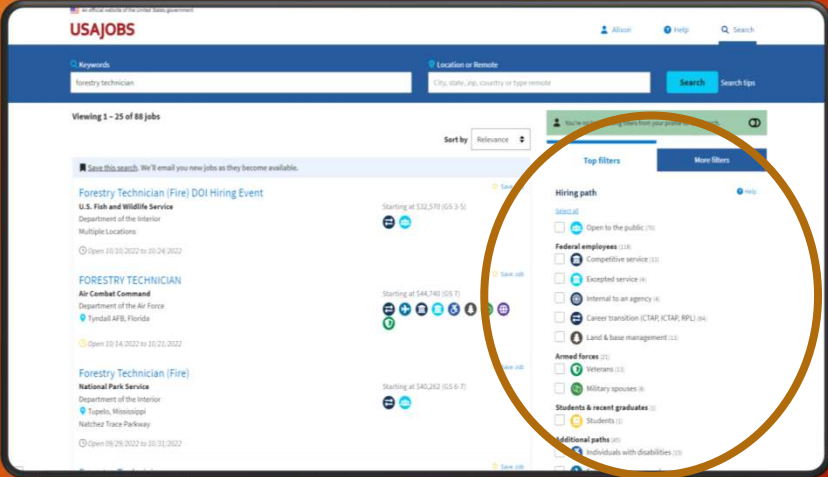
Your final filter list should look like this.

Under that, that will give you a list of all the open Announcements at your desired location

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OTHER SEARCH FILTERS

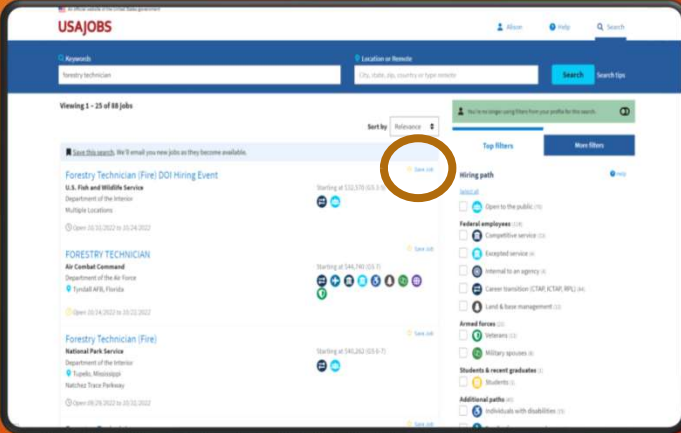
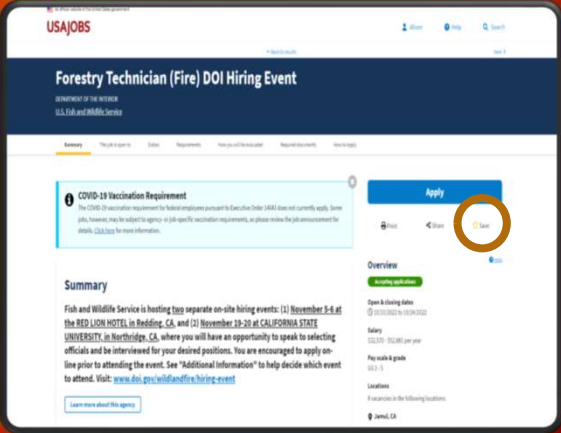
- Hiring Path
 - Pay
- Department & Agency
 - Grade Level
 - Series
- Work Schedule
- Appointment Type
- Security Clearance
- Position Sensitivity & Risk
- Travel Percentage

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SAVE JOBS




To save a job that you're interested in, click the yellow star / "Save job" icon.

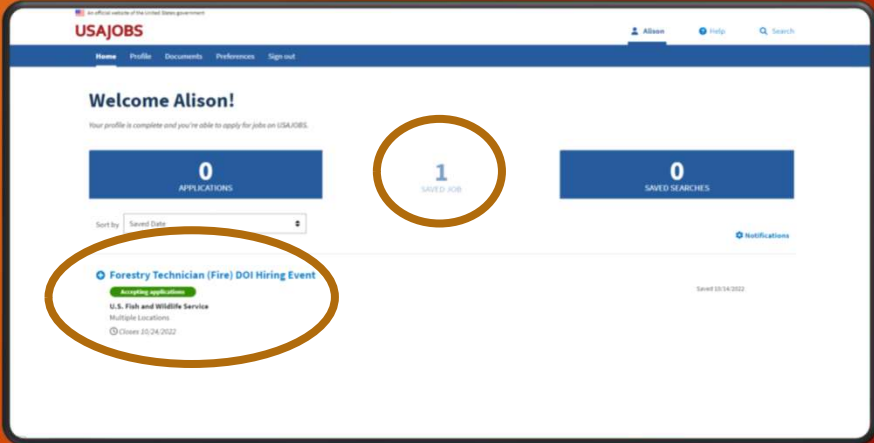



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SAVE JOBS CONTINUED



You will now be able to find the announcement in your Dashboard in "Saved Jobs"

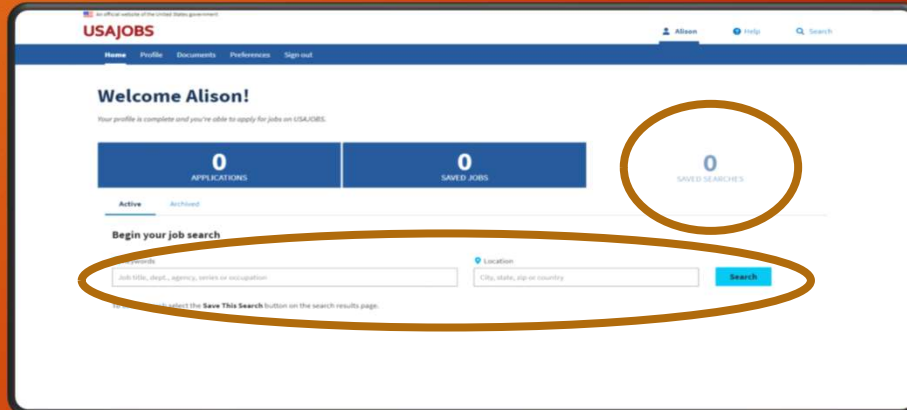


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SAVED SEARCHES



You can also set up “Saved Searches”. The system will email you when something you’re interested in posts. Follow the system prompts to save a search.



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Now it's finally time to...

APPLY TO JOBS



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PRO TIP



- Jobs can post at ANY TIME during the year on USA Jobs
- Therefore, we recommend that you regularly search USA Jobs, and set up Saved Searches
- Fire jobs typically post in the Fall/Winter before the upcoming Fire season

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PRO TIP CONTINUED



- All postings have closing dates. Pay attention to them to make sure you don't miss your window. Sometimes announcements are only open for a few days
- There may also be a Priority Consideration Date or they may close if they reach 50 applications before the Closing Date. PAY ATTENTION to these items and apply quickly if you notice this!
- Pay attention to the parameters of the announcement. Do you qualify? Do you have the required experience / education? If you are unsure, APPLY ANYWAY!!!
- Ex: Entry level GS-03, High School Diploma and 6 months work experience

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PRO TIP CONTINUED



- Some positions require that you have had a minimum of 90 days of Wildland Firefighting (on the line / primary / rigorous / arduous) prior to applying
- Some Permanent Fire positions have an Age Restriction
 - For Primary Firefighting, you must be 37 years or younger at the time of your *first* Permanent Appointment
 - This does not apply to Temporary Appointments

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WHAT AN ANNOUNCEMENT LOOKS LIKE




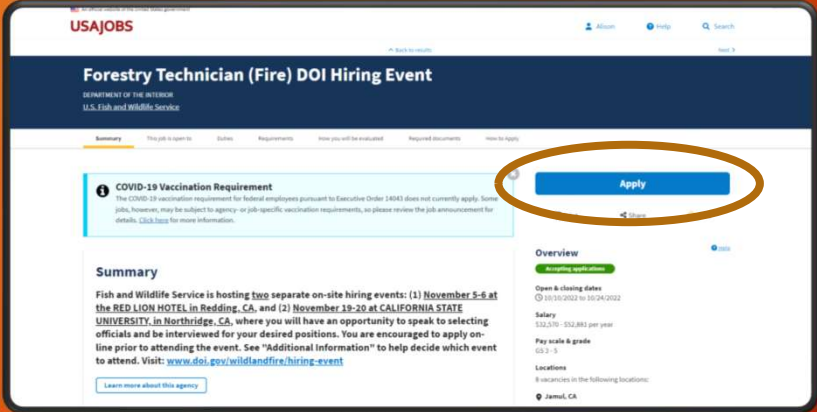
The screenshot shows a USAJOBS job announcement for a "Forestry Technician (Fire) DOI Hiring Event". The page layout includes a header with the USAJOBS logo and navigation links. Below the header, there is a "Summary" section with a "COVID-19 Vaccination Requirement" alert. The "Overview" section provides details about the hiring event, including dates, locations (Red Lion Hotel in Redding, CA and California State University in Northridge, CA), salary (\$52,510 - \$52,881 per year), and pay scale (GS-3 - 5). There is an "Apply" button and a "Learn more about this agency" link.

Announcements Include:

- Apply Button
- Summary
- Overview
 - Duties
- Requirements
- Qualifications
- Additional Information

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HOW TO APPLY


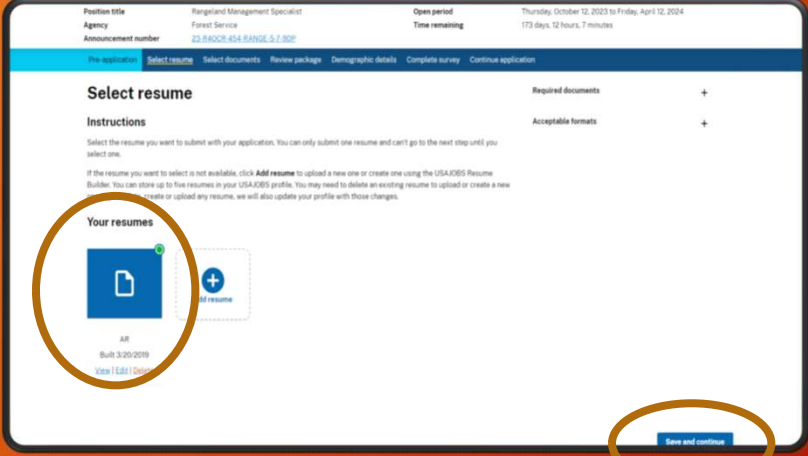



Click "Apply" on the announcement you are interest in.

This will take you to the first section of the Application

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HOW TO APPLY CONTINUED

RESUME

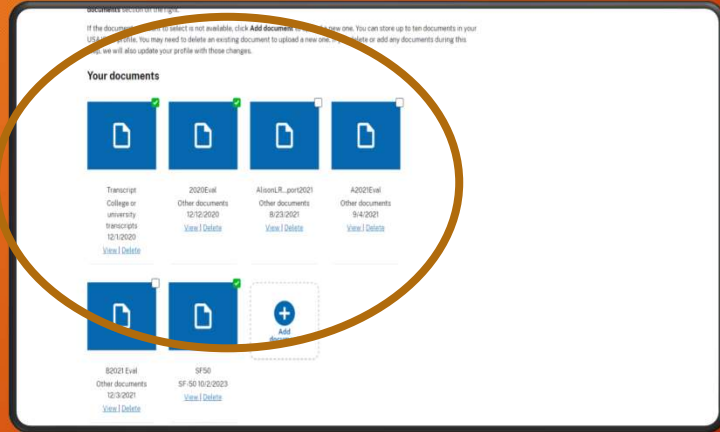
You've already done your Resume, so it is pre-loaded and ready!

Select the Resume you wish to use.

Click "Save and Continue" at the bottom

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HOW TO APPLY CONTINUED



DOCUMENTS

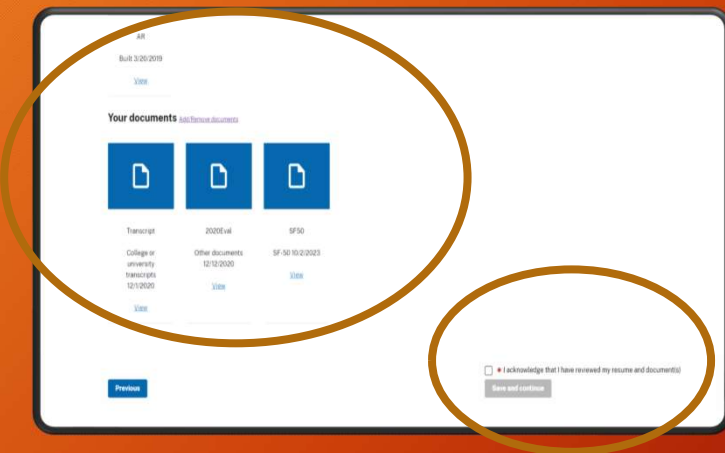
Now you will attach documents.

Select any of your Documents that you want included in your application.

Click "Save and Continue" at the bottom

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HOW TO APPLY CONTINUED



REVIEW

Now you will review your attachments.

Take a moment and make sure everything is there.

Click "I acknowledge that I have reviewed my resume and document(s)" at the bottom

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HOW TO APPLY CONTINUED



Position title: Rangeland Management Specialist Open period: Thursday, October 12, 2023 to Friday, April 12, 2024
 Agency: Forest Service Time remaining: 173 days, 11 hours, 55 minutes
 Announcement number: 23-RM000-054-RANGE-5.1-30F

The application: **Select resume** Select documents Review package Demographic details **Complete survey** Continue application

Complete survey

How did you hear about this job?
 Help us better reach applicants in the future. Please choose the best option available.

- I searched the USAJOBS website.
- I received a USAJOBS saved search email.
- I saw it on social media.
- I saw it on an agency website.
- An agency employee told me about it.
- I went to a recruitment event (job fair, Meetup, etc.).
- I found it on a job board or search agent other than USAJOBS.
- I heard it on the radio or saw a TV advertisement.
- I found it through a professional organization.
- I saw it on a school or university announcement.
- Other

DEMOGRAPHICS / SURVEY

You will now be asked to add Demographic details and complete a survey about how you found the Announcement.

Both are optional.

Click "Save and Continue" at the bottom.

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HOW TO APPLY CONTINUED



USAJOBS Allison Help Search

You have started an application for

Position title: Rangeland Management Specialist Open period: Thursday, October 12, 2023 to Friday, April 12, 2024
 Agency: Forest Service Time remaining: 173 days, 11 hours, 53 minutes
 Announcement number: 23-RM000-054-RANGE-5.1-30F

The application: **Select resume** Select documents Review package Demographic details **Complete survey** Continue application

Continue application with agency

I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated, I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. § 1001).

I will leave USAJOBS and be sent to the Forest Service application system once you select "Continue to agency site."
 You will submit your application once you have completed all the agency specific requirements.

Continue to agency site

Previous

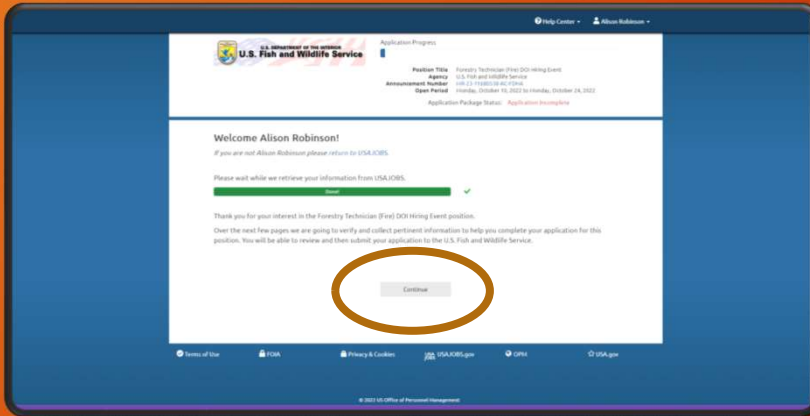
CERTIFICATION

You must now certify that your application is true and complete.

Click the checkbox and then click "Continue to agency site".

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HOW TO APPLY CONTINUED



You will be taken to an external Agency Site.

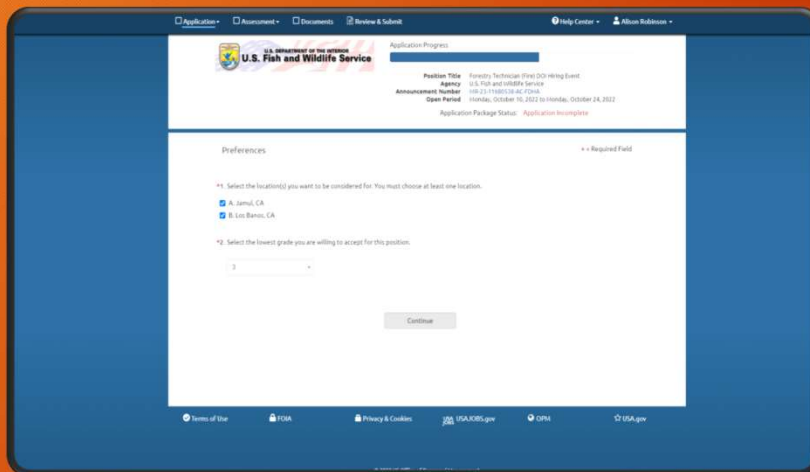
After your USA Jobs materials have uploaded, click "Continue"

You will then be given the chance to double check your Biographic information (name, address, etc.)

If needed, make edits, you must do so in USA Jobs and re-apply to the position

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HOW TO APPLY CONTINUED



If the Announcement has multiple Grades or Locations, it will ask your preferences.

If given the option, apply for every GS Level.

Do not sell yourself short. Do not limit your opportunities. Make them tell you no.

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HOW TO APPLY CONTINUED



Next you will be taken to the Assessment portion.

There will be 3-15 questions for you to answer.

DO NOT SELL YOURSELF SHORT DURING THE ASSESSMENT!!!

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PRO TIP: ASSESSMENT



DO NOT BE HUMBLE DURING YOUR ASSESSMENT!!!

Being humble has caused MANY people to not advance in the application process.

Be honest about your abilities, but **DO NOT** sell yourself short.

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HOW TO APPLY CONTINUED



Then the system will prompt you to re-attach your documents.

Anything that has a Red “required” next to it MUST be re-attached.

In the drop down, it will have all the documents you originally selected from USA Jobs available to attach.

If you are missing something, there is an “Upload” button at the bottom of the page that enables you to upload something new.

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HOW TO APPLY CONTINUED



- Lastly, you enter the Review and Submit portion of the Agency application and submit your application
 - You must complete the ENTIRE Agency application process
- When complete, you will be routed back to USA Jobs and have SUCCESSFULLY APPLIED
 - You will see the Application in your USA Jobs Dashboard
 - Next to your Application, it should say “Received”

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UPDATING YOUR APPLICATION



- You can update / edit your application up until the CLOSING DATE of the Announcement
- If you update, you **MUST** complete all directed steps all over again
- Essentially, you must **RE-APPLY** and complete the application process again to overwrite your previously submitted information

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So, I applied...

NOW WHAT?

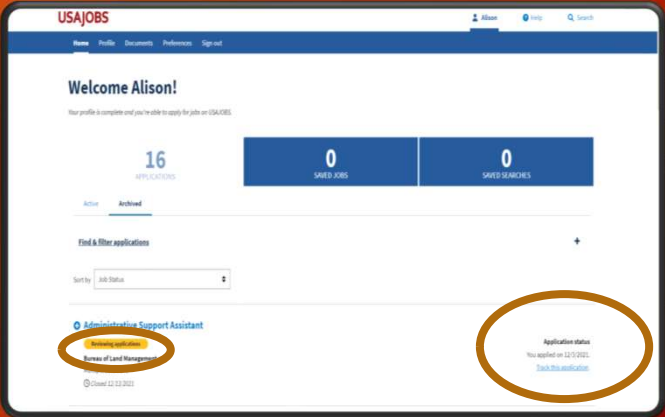


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CHECK APPLICATION STATUS




- Go to your USA Jobs Home Page
- In the Applications tab, you will see everything you have applied to
- There will be periodic updates on the status of your application on your Dashboard



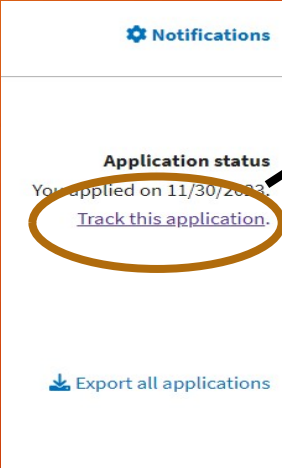
75

CHECK APPLICATION STATUS



You can do a deeper dive on the status of your application by clicking:

“Track this application”



This will route you to the external Agency site

From there:

- View or print your full application
- See your Documents
- See Notifications attached to the application
- See HR contact info for the application (you can contact this person directly with questions)

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WHAT TO EXPECT AFTER APPLYING



- It will feel like this
- The process can take MONTHS
- Do your best to be PATIENT
- Be available by phone and email
- If your application is moving forward, you will be contacted and expected to perform the requested next steps

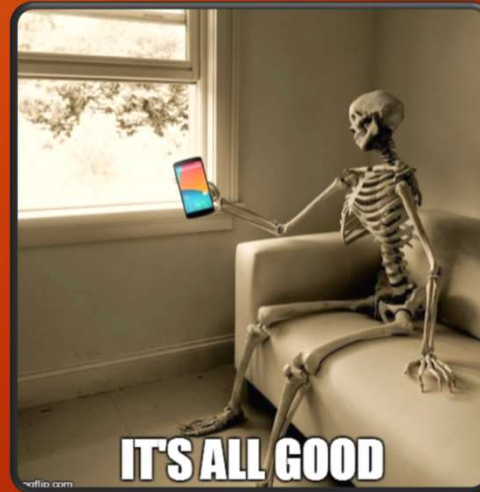


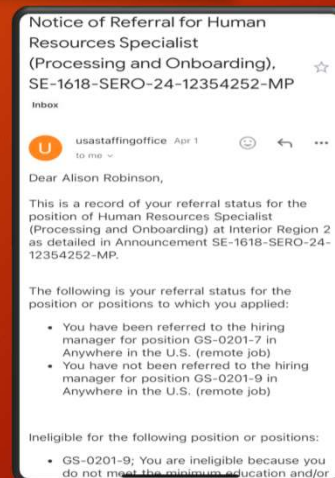
Image from:
<https://imgflip.com/i/1n661r>

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REFERRAL NOTICE



- You may (or may not) receive a Notice of Referral email from USA Staffing Office
- This is **NOT** a job offer
- It will tell you if you have, or have not been referred to the Hiring Manager
- If you do not receive this email, it does not necessarily mean you have not been referred
- If you receive this email, it does not guarantee that the Hiring Manager will contact you



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WHAT TO EXPECT CONTINUED



Interest Email:

- BE AVAILABLE FOR EMAILS
- If referred, a Supervisor may Email you and ask if you are still interested in the position
- Remember, it's most likely been a while since you applied, so they'll want to verify you're still interested



Image from: <https://helpdeskgeek.com/office-tips/outlook-not-sending-emails-8-fixes-to-try>

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WHAT TO EXPECT CONTINUED



Interest Call:

- BE AVAILABLE FOR PHONE CALLS
- If referred, a Supervisor may call you and ask if you are still interested in the position
- Again, it has likely been a long time since you applied, and they need to verify your interest



Image from: <https://news.chapman.edu/2019/03/09/how-to-use-your-desk-phone/>

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PRO TIP



- Make sure that your Voicemail Box is set up, has an appropriate greeting, and is NOT FULL
- Periodically check your Spam folder for emails from Hiring Managers
- Hiring Managers will move on quickly if they cannot get a response from you
- Don't let these simple mistakes be the reason you don't get a job!

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WHAT TO EXPECT CONTINUED



Interviews:

- BE AVAILABLE FOR PHONE CALLS
- For entry level positions - typically short phone calls with a few basic questions. These are normally NOT scheduled in advance
- More advanced positions - in person or phone interviews. These are normally scheduled in advance



Image from: <https://money.usnews.com/money/blogs/outside-voices-careers/articles/how-to-ace-the-star-interview-method>

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PRO TIP: NERVOUSNESS



Image from: <https://www.gqrgm.com/interview-nerves-anxiety-9-tips-staying-calm-interview/>

- If a Hiring Manager calls for an on-the-spot interview, and you feel unprepared in the moment, ask if you can set up a time to call them back
- It is normal to feel nervous about an interview
- The Hiring Manager does not expect a perfect interview. They know they are hiring a person and not AI
- But it's up to you to manage that nervousness and leverage it for your benefit. I will show you how to do that!

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PRO TIP: INTERVIEW PREP



- Review the Job Announcement, and be familiar with the responsibilities of the role
- You cannot edit your application after the Announcement has closed, but you CAN still view the body of the Announcement
- Go to your Dashboard:
 - Then Applications
 - Click the plus icon next to the Position Title
 - Then click "Full job announcement"

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PRO TIP: INTERVIEW PREP



- Review the Assessment questions from your application. These types of questions may show up again in an interview
- Review your resume, and think about your accomplishments
- Practice mock interview questions with someone
- Do some research, and familiarize yourself with the Office that you applied to

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PRO TIP: INTERVIEW STRUCTURE



- An interview is likely to be structured around:
 - Teamwork
 - Communication
 - Interpersonal skills
 - Problem solving
 - Resiliency
- A Hiring Manager may ask:
 - Resume questions: “Tell me more about your last job”
 - Getting to know you questions: “What is your greatest strength?”, “Tell me about yourself”
 - Behavioral questions: “Tell me about a time when...”
 - Situational questions: “If you were in the following situation (XYZ), what would you do?”

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PRO TIP: INTERVIEW PREP



- Use the STAR Method to respond:
 - Situation or Task: give some context of the task/situation
 - Action: describe what you did
 - Result: describe the outcome of the action

- Your responses SHOULD NOT BE:
 - Lies or exaggerations
 - Rude or negative
 - Opinions or theoretical ideas
 - Vague or unclear
 - Impossible to tie back to your work experience

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PRO TIP: DURING AN INTERVIEW



- RELAX your body
 - If your body is tense, it will translate over during the interview (even if your interview is over the phone!)

- SLOW down
 - It's easy to get worked up, speak too quickly, and fumble over your words. Take deep breaths and SLOW down

- ASK clarifying questions
 - If you don't understand a question, ask them if they can explain it again or rephrase

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PRO TIP: DURING AN INTERVIEW



- LISTEN carefully
 - Be engaged and absorb the questions as they come
- REMEMBER what you have to offer and manage your nervousness
 - Remember that you can provide skills that will help them
 - Reframe your perception of the experience
 - You have what they need. You can help them. Why would you ever be nervous to help someone?
 - You should be excited that you can offer what they need!
 - Remember, everything you want is on the other side of fear
 - Adopting this mindset will allow you to leverage your nervousness to your advantage

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PRO TIP: INTERVIEW CLOSING



- Don't be afraid to ask what they next steps are
- Remember to thank them for their time and reaffirm your interest in the position!
- The interview may end with a Soft Offer:
 - "You are my Tentative Selection for this position, and now the HR Onboarding process needs to begin"

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If you progress past the interview,

THIS IS WHAT TO EXPECT NEXT...



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TENTATIVE OFFER LETTER



- Sent via email from USA Staffing Office
- You **MUST** click the link in the email to accept the Tentative Offer
- The email may also include a link to USA Staffing. There will be onboarding forms you must complete in USA Staffing



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USA STAFFING



- USA Staffing is an onboarding portal that is utilized to electronically fill paperwork
- Be sure to access USA Staffing on a PC and NOT on a cell phone
- If you have trouble with your USA Staffing forms, reach out to your HR contact for assistance and troubleshooting. You can find their name and contact info in your Tentative Offer letter
- DO NOT delay filling USA Staffing forms. Your offer may be revoked if you delay

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USA STAFFING



- Your USA Staffing dashboard will have many “Incomplete” items that are designated by a RED CHECK BOX
- When you have completed an item, the checkbox will turn GREEN
- You MUST start in the New Hire Questionnaire. Your Questionnaire responses will be used to automatically fill proceeding forms

Discover a Career at NHI: It's about life

Onboarding Progress: 0%

Position Title: 445, 5241, 0203
Pay Plan-Series-Grade: GS-0201-12
Duty Location: Bethesda, Maryland

Task Details ☐ = Incomplete ☑ = Complete

Due Date: 03/31/2024 **Task Name:** Complete New Hire Questionnaire

Task Instructions:
The same sender contains a list of questionnaires for you to respond to. Your responses to the questions within these questionnaires will be used to populate data into the forms which your Human Resources office has assigned to you through various tasks.

Questionnaire Name	Status	Action
<input checked="" type="checkbox"/> Biographic Information	Incomplete	Complete
<input checked="" type="checkbox"/> Employment Information	Incomplete	Complete
<input checked="" type="checkbox"/> Background Information	Incomplete	Complete
<input checked="" type="checkbox"/> Compensation Information	Incomplete	Complete
<input checked="" type="checkbox"/> Benefits Information	Incomplete	Complete
<input type="checkbox"/> Completion Date		

Close

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WHAT TO EXPECT CONTINUED



Background Investigation:

- This step can take up to 90+ days
- Be available for phone calls and emails
- If your application is moving forward, you will be contacted and expected to:
 - Enroll in a Fingerprinting appointment at an approved Federal Facility
 - Answer the e-QIP (electronic background investigation questionnaire)



Image from: <https://www.nationalinvestigativeservices.com/backgrounds.html>

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WHAT TO EXPECT CONTINUED



Many Positions Require a Physical Examination:

- No cost to you
- If required, and if your application moves through, you will be prompted to schedule and complete an examination
- Failure to schedule, or failure to be cleared will disqualify you from certain positions



Image from: <https://advantagecareetc.org/annual-physical-exam/>

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WHAT TO EXPECT CONTINUED



Many Positions Require a Drug Screen:

- No cost to you
- If required, you will be prompted to schedule and complete an examination
- Scheduling is TIME SENSATIVE (must complete within 48 hours of receiving notice)
 - If you cannot meet the 48 window, communicate with your Hiring Manager and see if you can reschedule
- Failure to schedule or failure to pass will disqualify you if a Drug Screen is required



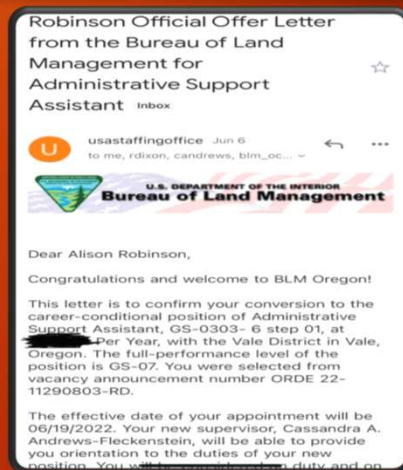
Image from: <https://www.concentra.com/patients/blood-tests-and-health-screenings/drug-testing-near-me/>

97

OFFICIAL OFFER LETTER



- Sent via email from USA Staffing Office
- You **MUST** click the link in the email to accept the Official Offer
- Will include an official start date, your salary, and your Supervisor
- The email will also include more onboarding items in USA Staffing for you to complete



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WHAT TO EXPECT CONTINUED



Arduous Positions Require the Work Capacity Test (aka The Pack Test):

- IF required for the position, administered your first day (or first few days on the job)
- Wear a 45-pound vest, go 3 miles in 45 minutes or less
- Prepare for this BEFORE you attempt
- If you do not pass, you will not be employable under many positions



Image from: <https://iecn.com/majority-female-fire-crew-ready-to-protect-people-property-in-san-bernardino/>

99

Let's talk about...

DO'S



100

PRO TIP: DO'S



- Do: Accept the First Offer that Comes Your Way
 - You can always politely decline later if a better opportunity comes along
 - If a better opportunity is presented to you:
 - Accept the offer
 - IMMEDIATELY call your contact for the 1st position and explain that you are no longer able to accept the position they offered you
 - Employers will not begrudge you if you communicate changes with them quickly

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Let's talk about...

DON'TS



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PRO TIP: DON'T



This next item is one of the most IMPORTANT things for you to absorb in this presentation.

I want you to take in this following images.

They NEED to be SEARED into your mind.

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REAL LIFE GHOSTING EXAMPLE



This is Betty (name has been changed to protect identity)

- She accepted a position with Engines and stopped responding to her Hiring Manager
- Due to hiring timelines, the Hiring Manager was not able to replace her



Image from: <https://picjumbo.com/scary-ghost/>

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REAL LIFE GHOSTING EXAMPLE



This is Veronica (name changed to protect identity)



- She accepted a position and stopped responding to her Hiring Manager
- What Veronica didn't know is that we could see she had accepted another offer with a neighboring District
- The Hiring Manager was not left with enough time to replace her
- The Hiring Manager remembers the experience, and will not select her again if the name comes up

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REAL LIFE GHOSTING EXAMPLE



This is Cheryl (name changed to protect identity)

- She was so pleasant during the onboarding process
- But when it came time for her Drug Screen, she did not show up at her appointment, and stopped responding to her Hiring Manager
- The State Office revoked her Offer



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PRO TIP: DON'T GHOST



- The Federal workforce is **SMALL** and **CONNECTED!**
- People will remember if you don't communicate or leave them hanging out to dry
- If you Ghost, there is a strong likelihood that you will negatively impact the Hiring Manager's ability to replace you with another selection
- So, **ALWAYS COMMUNICATE** with potential employers if your plans change

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Let's...

REVIEW



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REVIEW



- #1: Go to USA Jobs, create an account, and sign in
- #2. Upload or Build your Resume (when you are first starting out, Building is recommended as opposed to Uploading)
- #3. Upload all Supporting Documentation
- #4. Search for Announcements and save Announcements
- #5. Review the Announcement's closing dates, requirements, & qualifications
- #6. Apply (follow all prompts, instructions, & requirements)

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REVIEW CONTINUED



- #7. Make any updates to your application BEFORE the closing date
- #8. Check your application status and be prepared for a LONG WAIT
- #9. Be available by phone and email for any next steps
- #10. Be prepared for additional requirements (ex: Interview, Background, Drug Screen, Pack Test, accepting offers, and Onboarding materials)
- #11: Never Ghost! Communicate with Hiring Managers if your plans change!

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PARTING THOUGHTS



Please feel free to email me your Resume.

I would be MORE than happy to look it over and provide you with some feedback.

And please reach out to me if you have additional questions.

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QUESTIONS?



Contact information:

Alison Robinson
HR Liaison
Vale District BLM

541-473-6323
arobinson@blm.gov