

# How to Apply to a Government Job

---

These appointments are temporary seasonal positions. The vacancy announcements are posted on USAJOBS at [www.usajobs.gov/](http://www.usajobs.gov/). Please note there are specific links on this home page for individuals with disabilities, Veterans, and students and recent graduates (Pathways announcements).

To apply for a job, there are four basic steps:

1. **CREATE AN ACCOUNT** - Enter your profile information and create or upload a resume. Please note that you do not need to create a “My Account” to search for jobs, but you must create an account to apply for jobs online. You will need to request a user ID and password. Allow yourself at least two days before the application deadline to complete this process to ensure you have time to get your application submitted. You may store up to five uploaded or “resume builder” created resumes in your profile.
2. **SEARCH JOBS** – Use basic search to enter in job and location keyword information from the USAJOBS home page. Or you can use the advanced search function which allows you to search for specific positions listed in our 2016 Temporary Hiring Outreach by Series, Grade, Title, and Location. Review the job opportunity announcements and note of those of interest. Carefully review the “Qualification and Evaluation” section to determine whether you will qualify for the position. GS-3 positions are entry level positions. As the grades get higher (GS-4, GS-5, etc.), they require more specialized experience or qualifications.
3. **APPLY FOR JOBS** – Carefully follow the instructions in the “How to Apply” section for each announcement. Be sure to submit ALL required documents that are listed or you will not qualify for the position (*Please see the “Additional Information” section below regarding supplemental documentation and resumes*).
4. **MANAGE YOUR CAREER** – Log into your account to obtain application status for positions for which you have applied. Contact the agency for specific follow-up questions or those related to the particular job. The agency contact information is listed on the announcement. You may also contact the individuals listed on the 2016 Temporary Hiring Outreach regarding the position. However, please note that we do not see your application until the vacancy announcement has closed and we have received a list of qualified candidates. Only those applicants that are qualified for the position will be given to the hiring official.



## ADDITIONAL INFORMATION

### REGARDING APPLICATIONS:

- If you have experience as a firefighter, **you must attach your IQS, Master Record to both your USAJOBS account and your application.** This documentation supports what you are submitting in your application. Failure to attach it may disqualify you from being eligible for higher graded fire positions, specifically at the GS-5 level or higher.
- **If you are basing any of your qualifications on education, you must attach valid transcripts.** There is no method to verify education (including coursework completed and GPA) without these.
  - Special Notes:
    - Valid transcripts are those that are issued by the school (official or unofficial). Course listings/grades pulled from your student profile or account are not transcripts.
    - Transcripts that have been altered in any way (i.e. written on, edited) are not considered valid.
    - Attaching password protected transcripts is not recommended. There is not a remarks section within the application that will allow you to provide the password. If they cannot be accessed, they cannot be verified.
- **If you are claiming Veteran's preference, you must attach your DD-214.**
- It is important to remember that your answers to the minimum qualification – knowledge, skills, and abilities – questions must be supported by the contents of your resume or attached documents.

### REGARDING RESUMES:

Your resume is the basis for determining qualifications, so you need to be as complete as possible. There are a number of items that should be included to improve your chances of making the referral list and being selected for a seasonal/temporary position with the Forest Service.

#### Work Experience:

- Be sure to include specific dates of employment, in **mo/day/yr format** (i.e. 05/15/2012 – 08/24/2012), and hours per week. This helps determine experience level. Note: the resume builder in USAJOBS only allows you to select mo/yr. It is recommended that you upload your own resume or include the specific dates in the remarks section where you explain your work experience for that position.
- Be very specific and detailed when describing your work experience. **Include everything:** duties, responsibilities, equipment and tools used, and the percentage of time you spent doing major duties. It is important to remember that the people determining your qualifications are

comparing your work experience to the position description of the job you are applying for. This is especially true for higher graded positions (GS-4, GS-5).

- Volunteer Experience also counts. If you have volunteered for any local organizations be sure to include it.

#### Certifications:

- Include all relevant certifications and training. For instance, if you are a certified pesticide applicator, this would be good to include on a resume for a Weeds/Range position. If you are applying for a fire position and have completed S-190 Introduction to Wildland Fire Behavior, document this on your resume.

#### References:

- References are checked during the selection process. Be sure to include at least two professional references.