A Step-by-Step Guide on Applying for US Forest Service Positions using…….

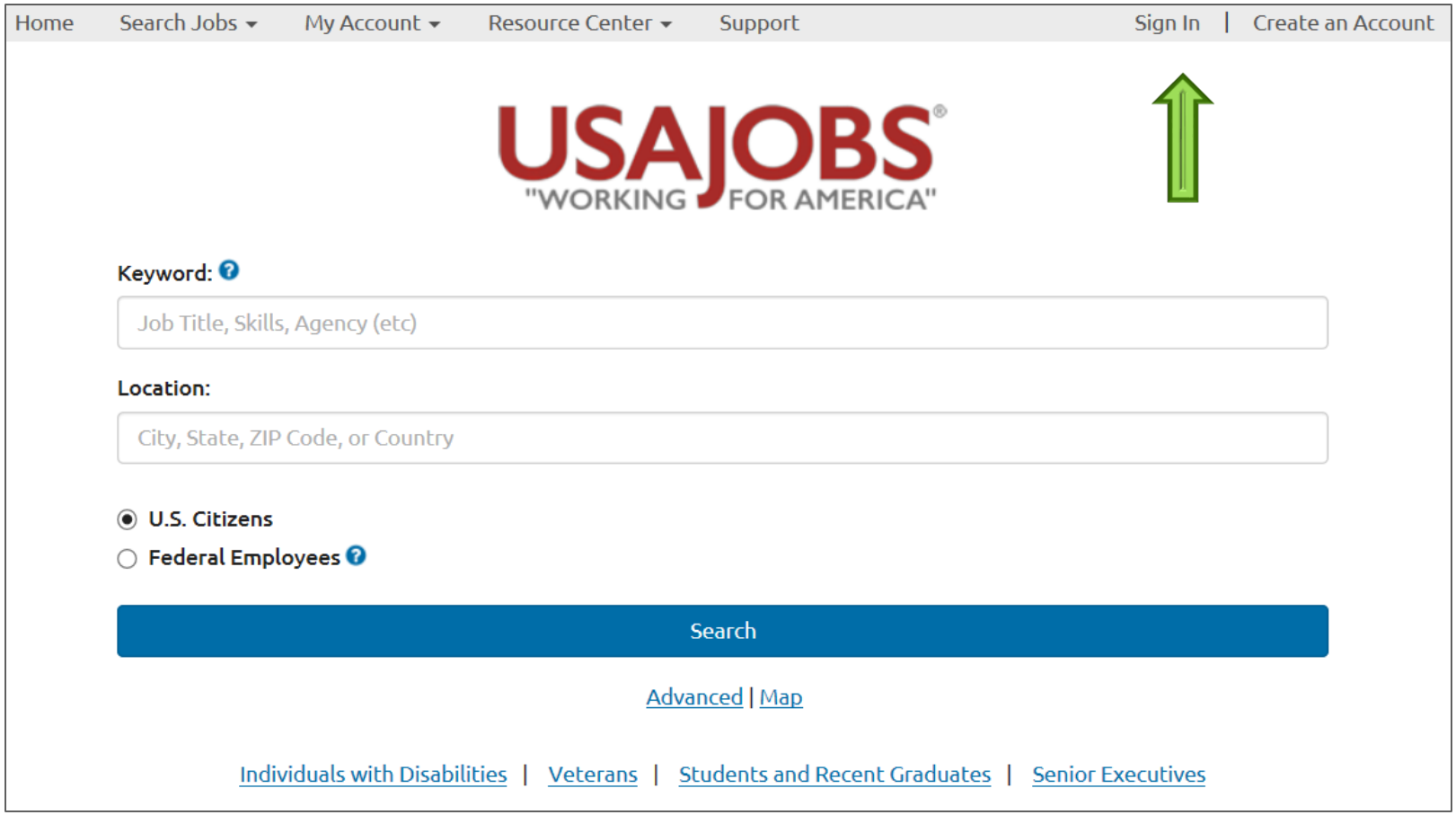
www.USAJOBS.gov

USAJOBS®
"WORKING FOR AMERICA"

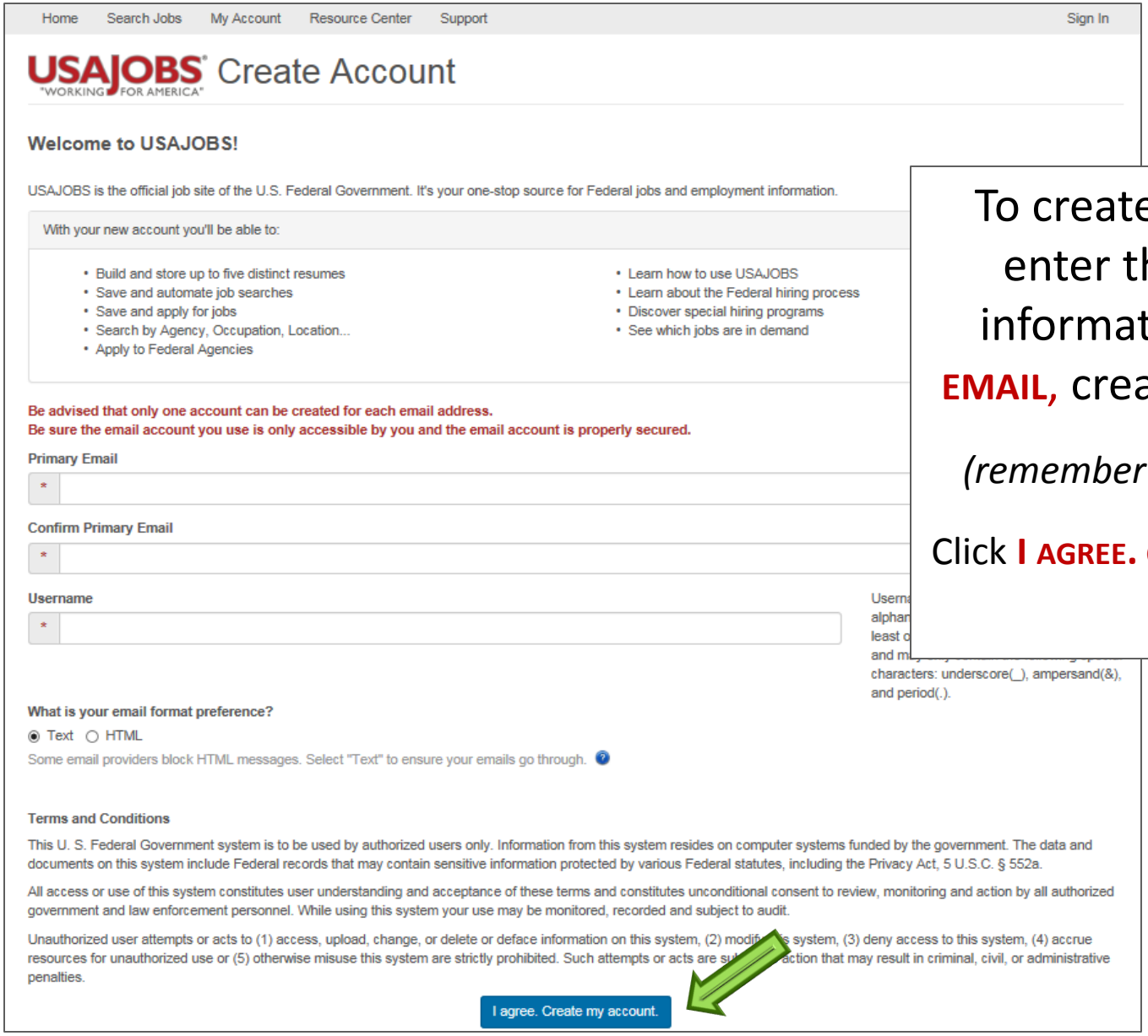
Navigate to USAJOBS.GOV

Begin by opening your internet browser and navigating to www.usajobs.gov

Click **SIGN IN** link near the top right corner of the page, or if you do not currently have an account click **CREATE AN ACCOUNT.**



Create an Account



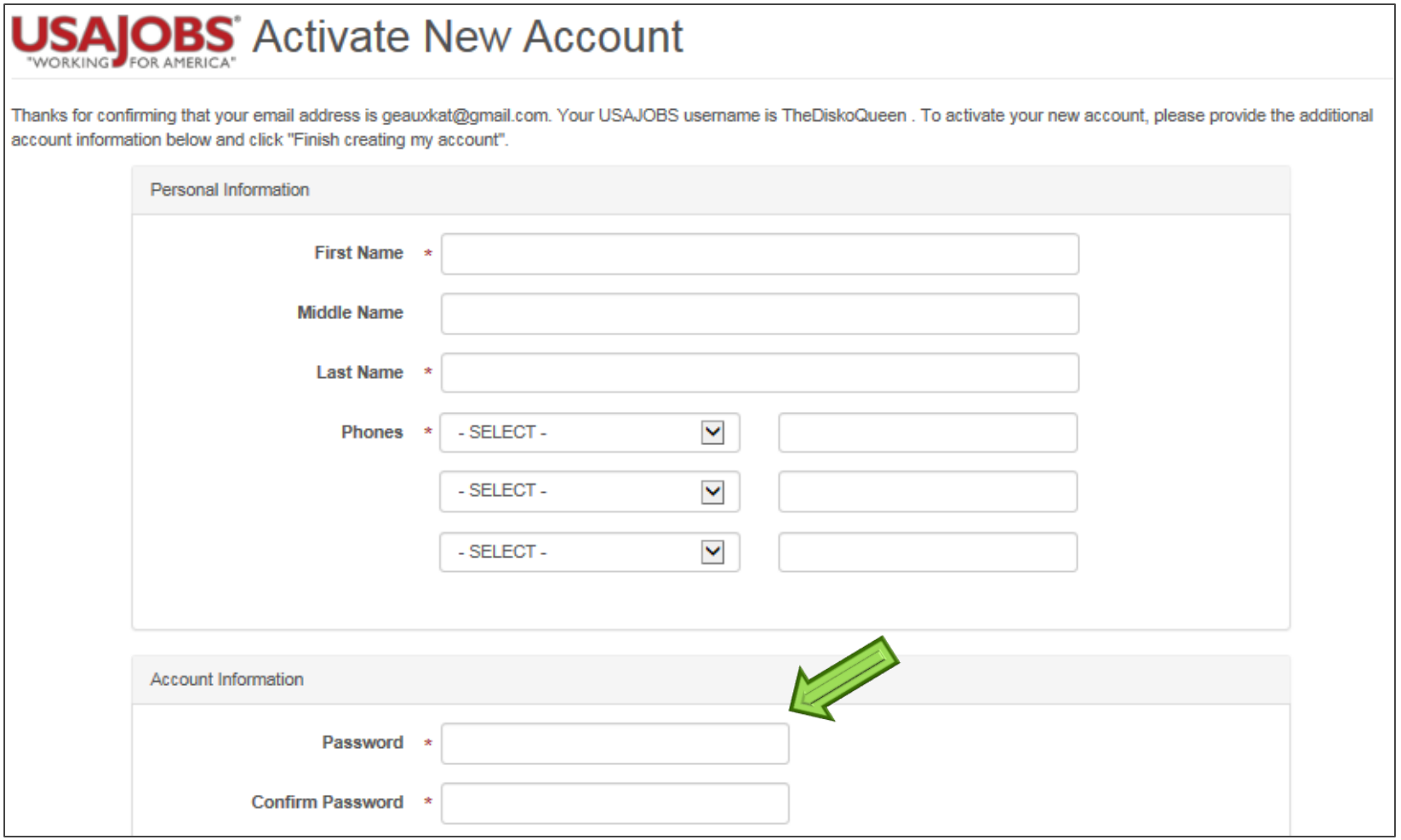
To create an account, enter the required information: **PRIMARY EMAIL,** create a **USERNAME**

(remember your username)

Click **I AGREE. CREATE MY ACCOUNT**

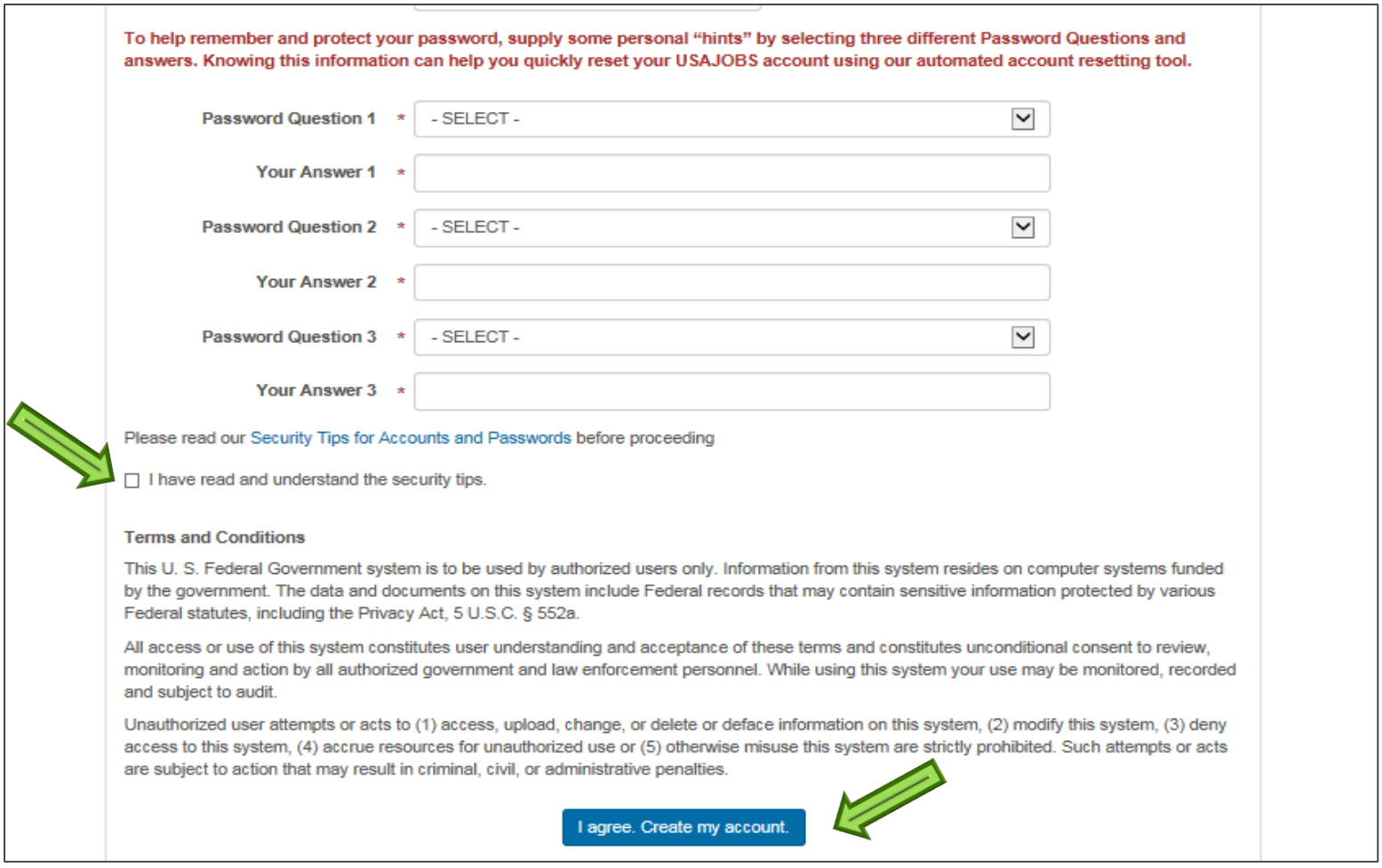
Activate your Account

You will be sent an email with a link to **ACTIVATE YOUR ACCOUNT**…
Click on the link from your email to complete your account set-up.
Fill in the required information; create a **PASSWORD.**



Activate your Account

Create your password questions…. Click on the security question, and then click **I AGREE. CREATE MY ACCOUNT** to finish and create your account.

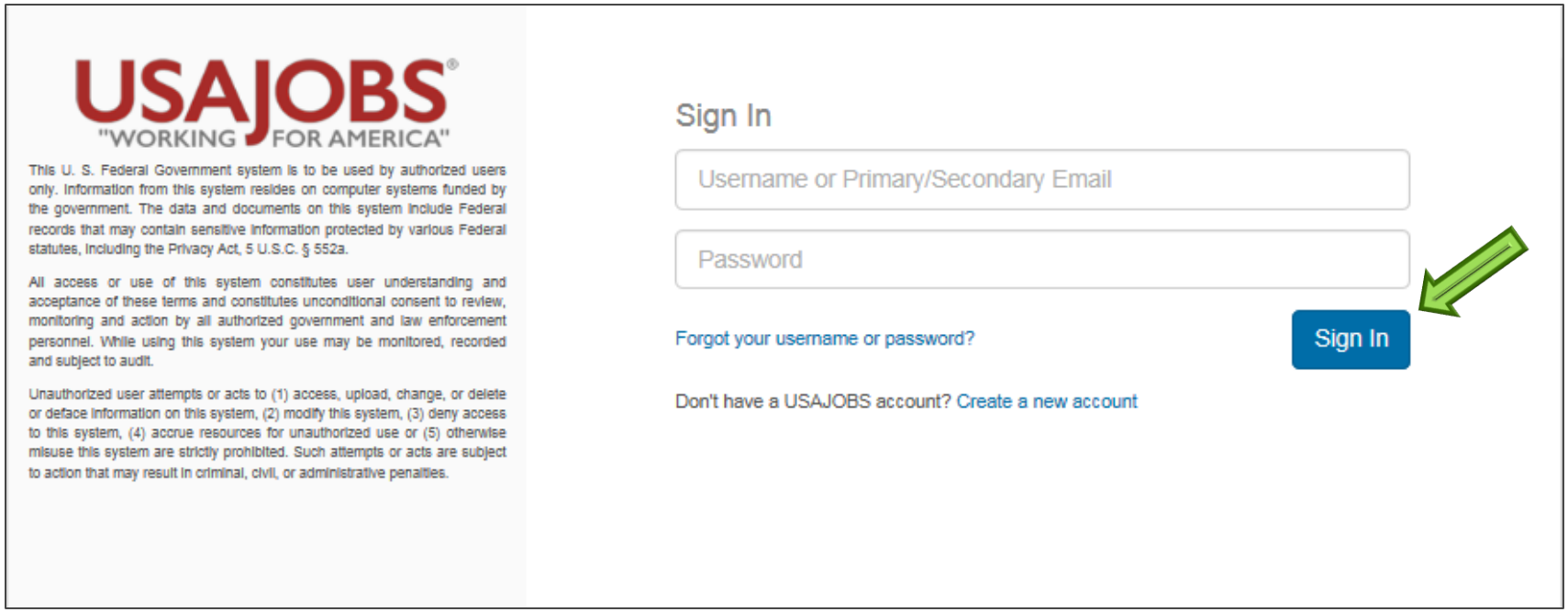


Signing in to USAJOBS

You are now ready to sign in to your newly created USAJOBS account.

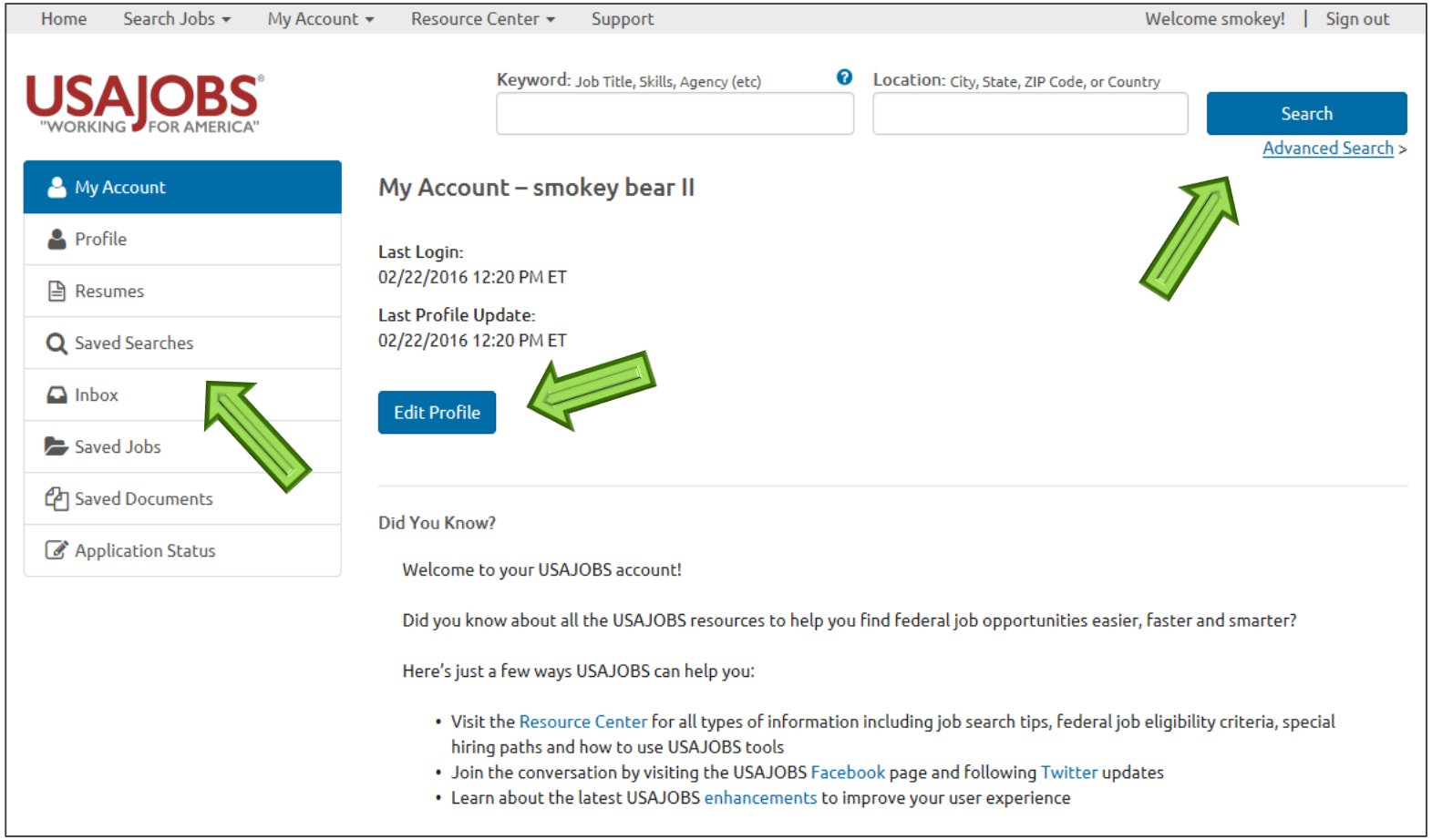
Enter your **USERNAME** *(or email)* in the box provided.

Enter your **PASSWORD** and click **SIGN IN.**



Applicant Profile

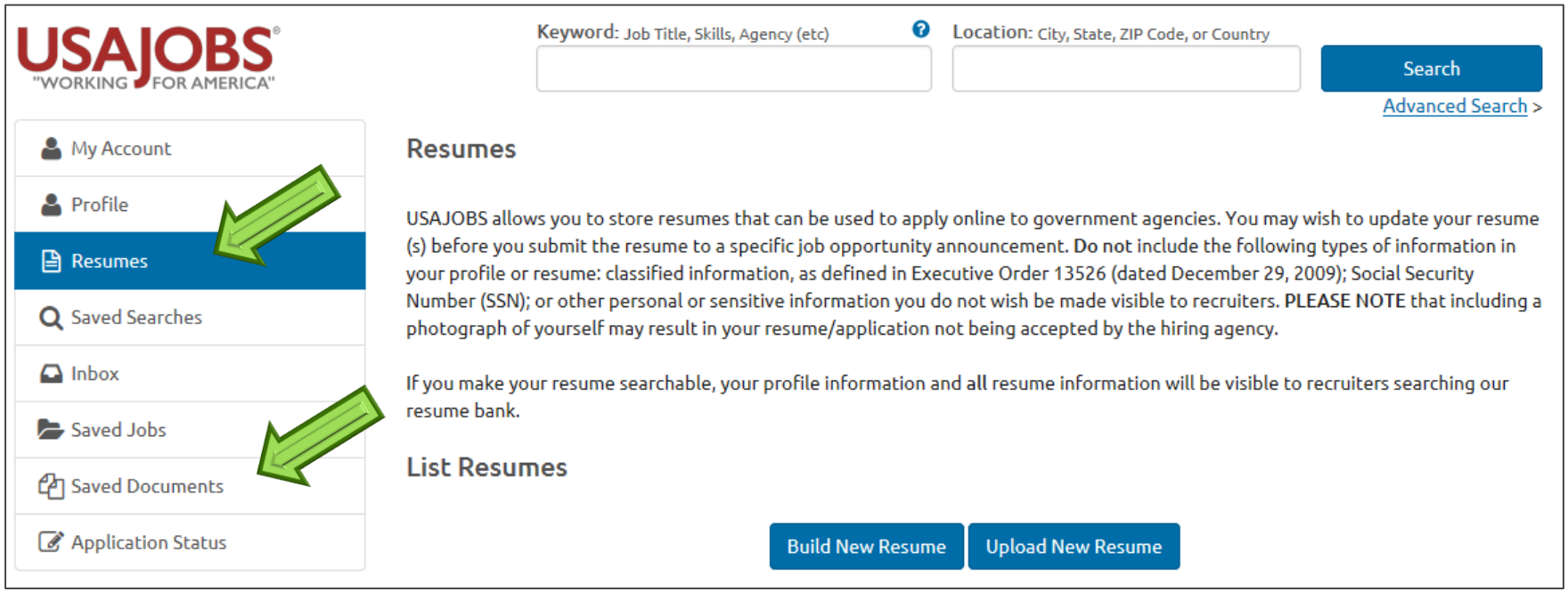
From the **PROFILE PAGE** you can perform different functions such as **EDIT** your profile, **UPLOAD** resumes, **VIEW** saved searches, **VIEW** inbox, **VIEW** saved jobs, **VIEW** saved documents and **CHECK APPLICATION STATUS.** You can also initiate **BASIC** and **ADVANCED SEARCHES.**



Adding Documents to your Profile

Add documents to your **PROFILE PAGE** by clicking the appropriate link on the left side of your profile; and follow the prompts.

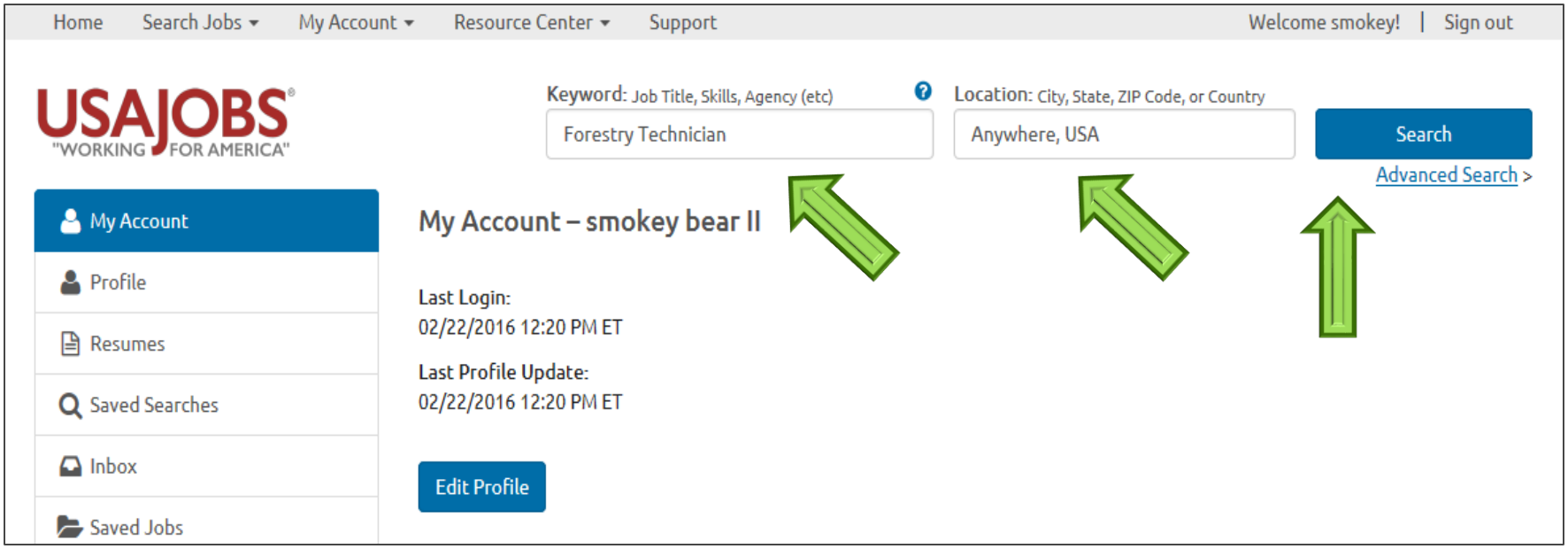
Under saved searches you are able to upload up to ten documents, such as: **TRANSCRIPTS, SF15, DD214, REFERENCES, ETC.**



Initiating a Basic Search

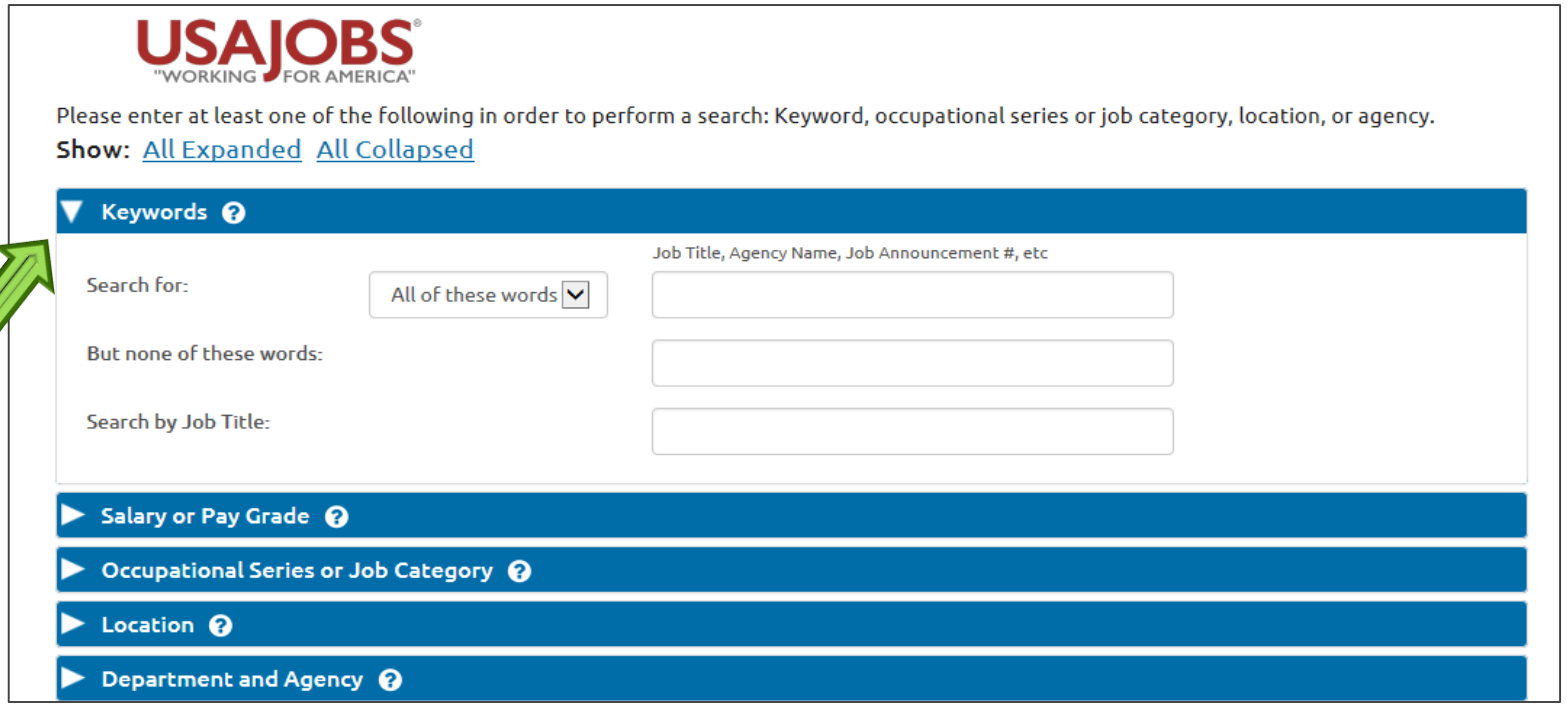
To initiate a **BASIC** search; on your profile page enter the keyword/position or agency in the keyword box for example **FORESTRY TECHNICIAN -** then enter a city in the location box, for example **ANYWHERE, USA** and click **SEARCH.**

(WILDLAND FIREFIGHTERS with the US Forest Service are listed under FORESTRY TECHNICIAN)



Initiating an Advanced Search

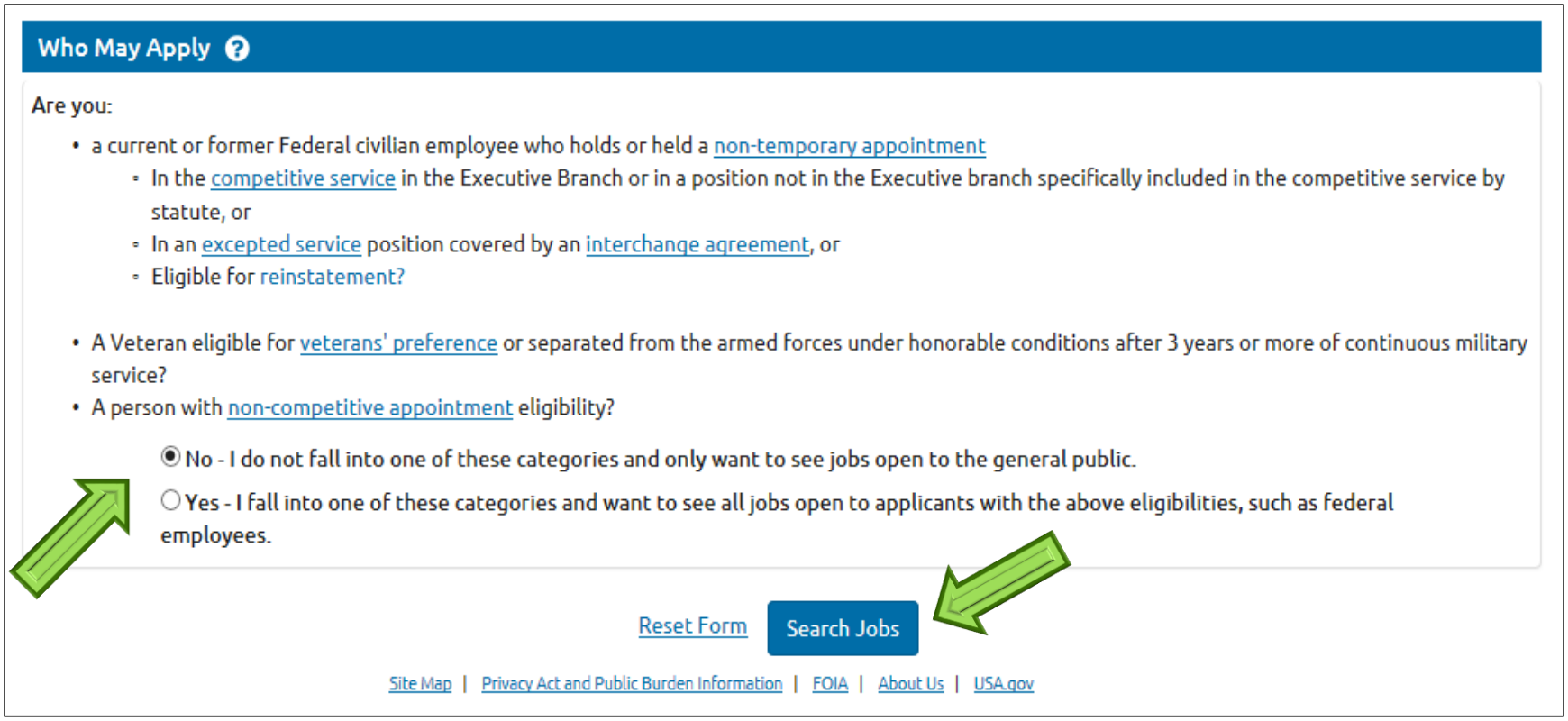
Click to initiate an **ADVANCED SEARCH.** This will link you to the search page. By expanding the arrow tip you will be able to enter more detailed information (i.e., keywords, pay grade, location, agency etc.).



Initiating an Advanced Search

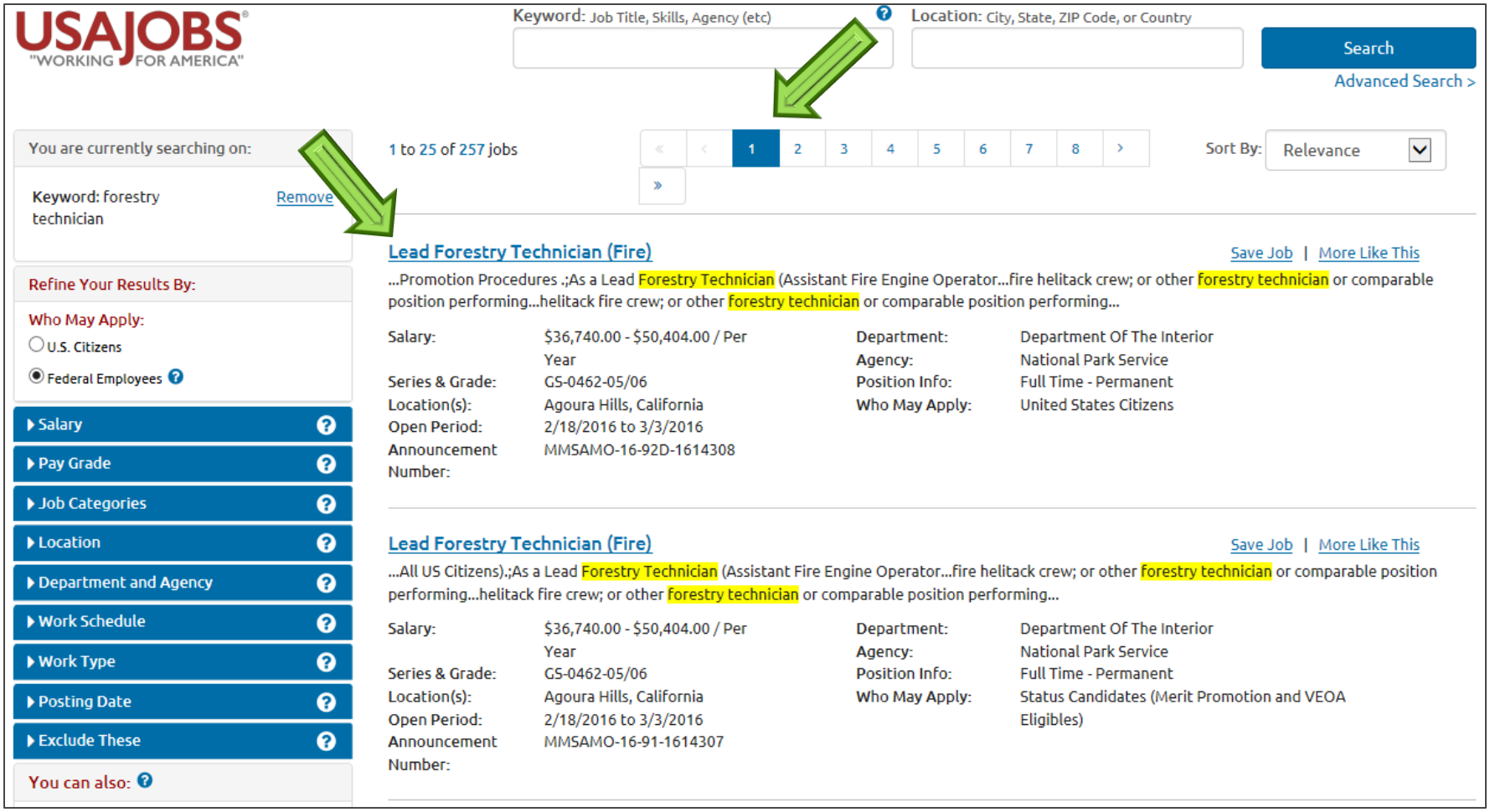
Scroll down to the bottom of the page….. Read the statements under **WHO MAY APPLY;** choose which answer pertains to you click **NO** or **YES.**

Click the **SEARCH JOBS** box.



View Search Results

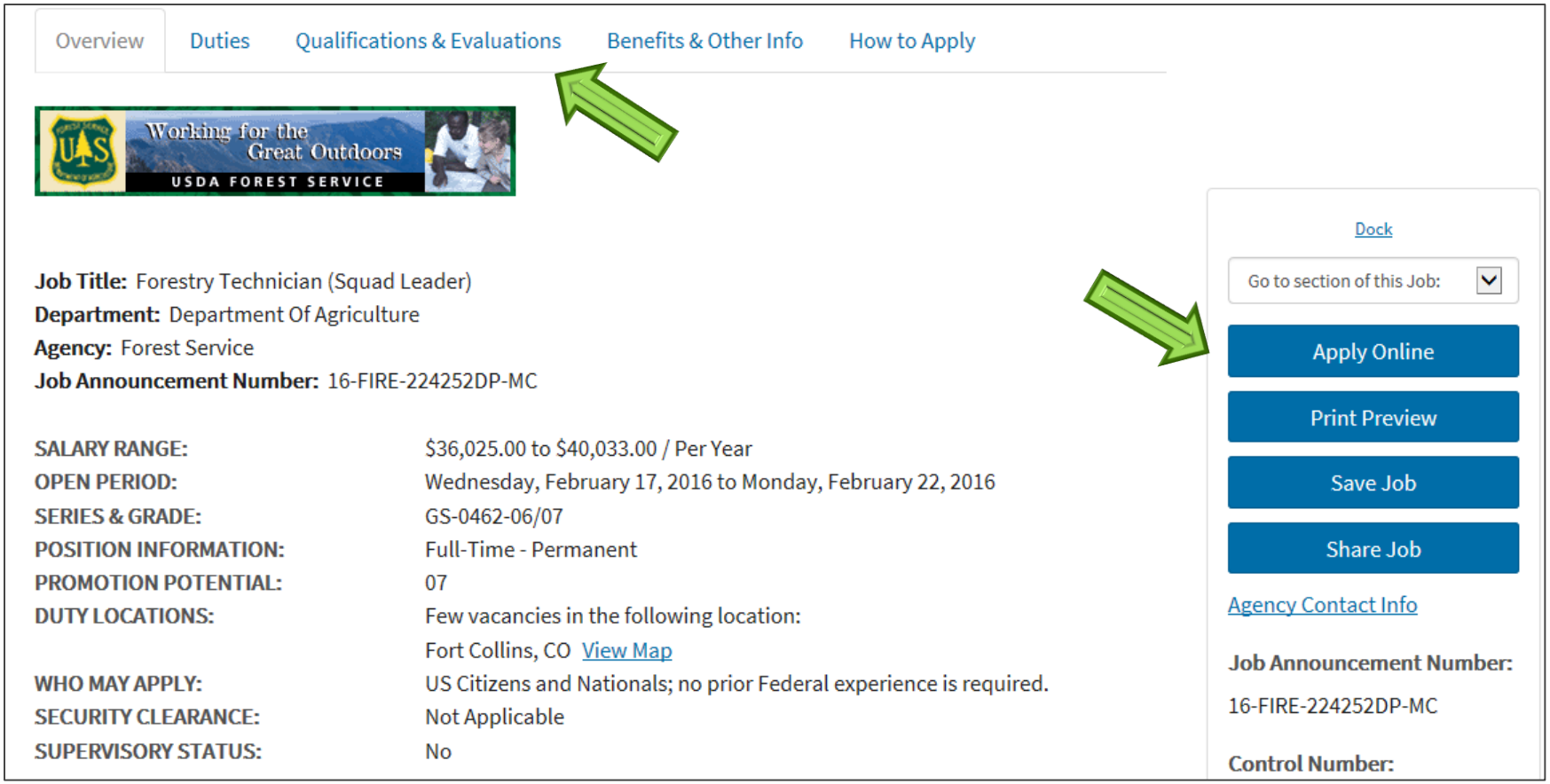
A list of jobs will populate, notice there is more than one page.
To see a complete overview of a job, click the **JOB TITLE** link.



View the Announcement

Click on each **TAB** (i.e., overview, duties, etc.) to view job information. From this page you are able to **APPLY, PRINT, SAVE,** and **SHARE** this announcement by clicking the appropriate box.

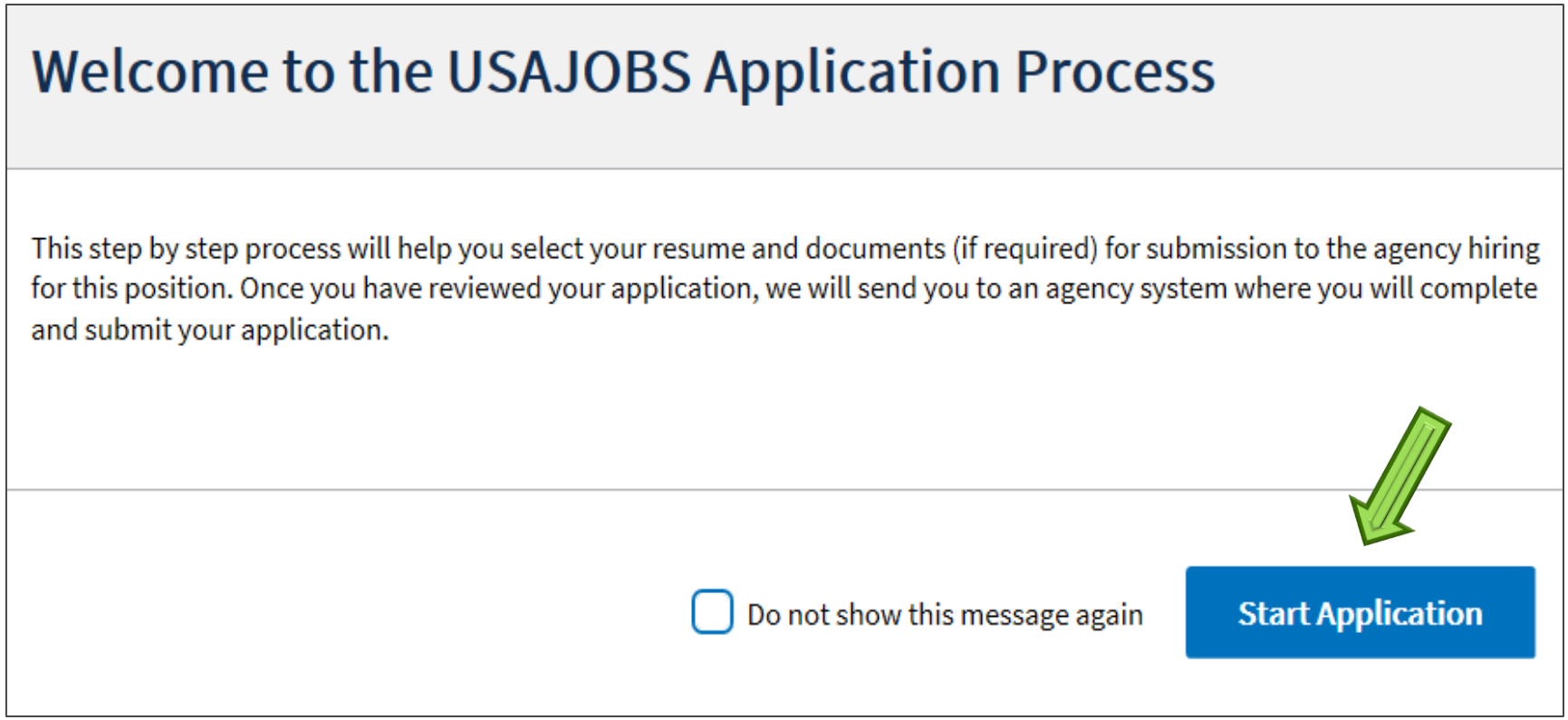
To **APPLY ONLINE** …… Click the box!



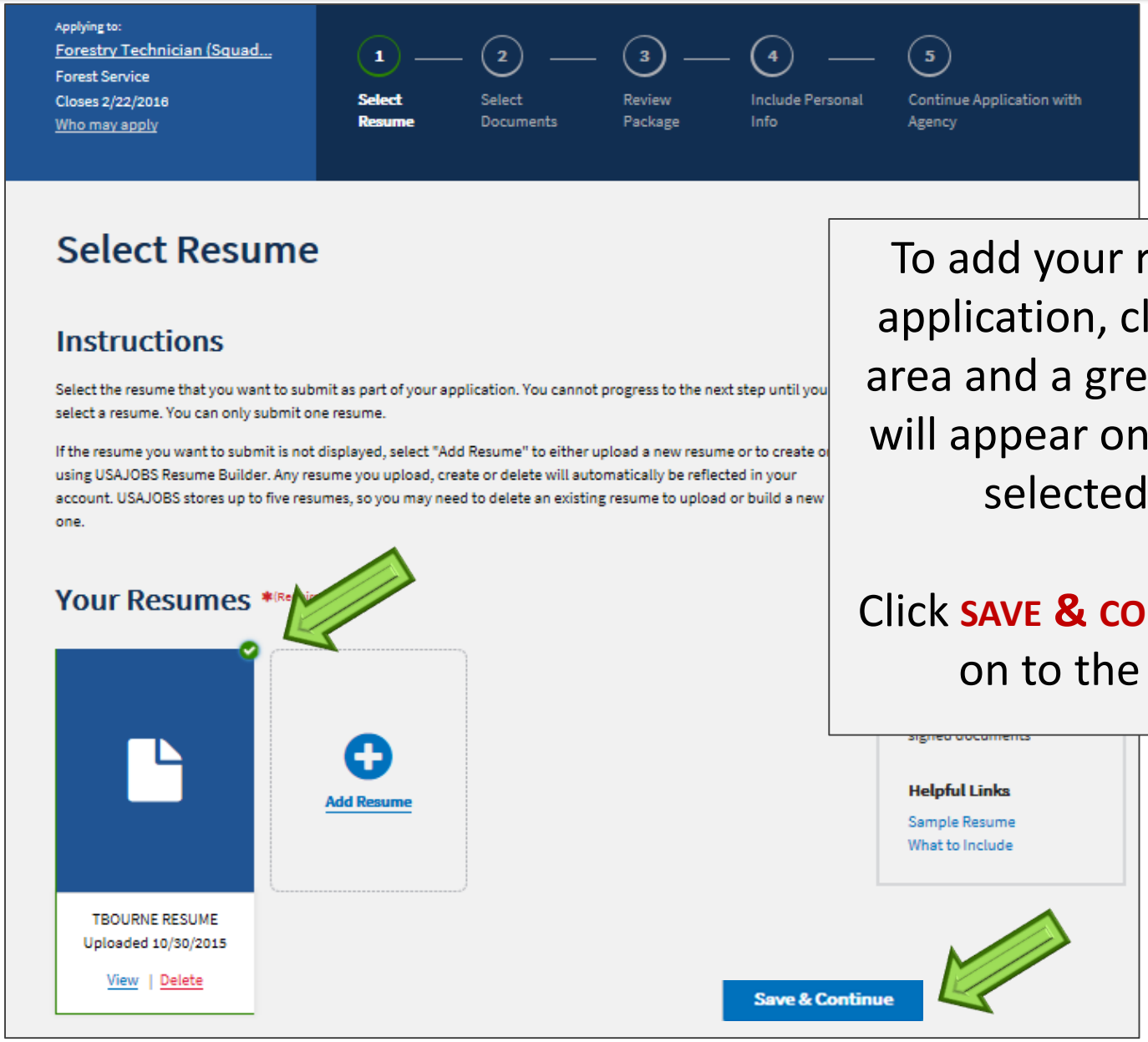
Begin the Application Process

Welcome to the USAJOBS Application Process. The next few pages will take you through adding your documents and verifying your information…. Follow the prompts.

Click **START APPLICATION** to begin.



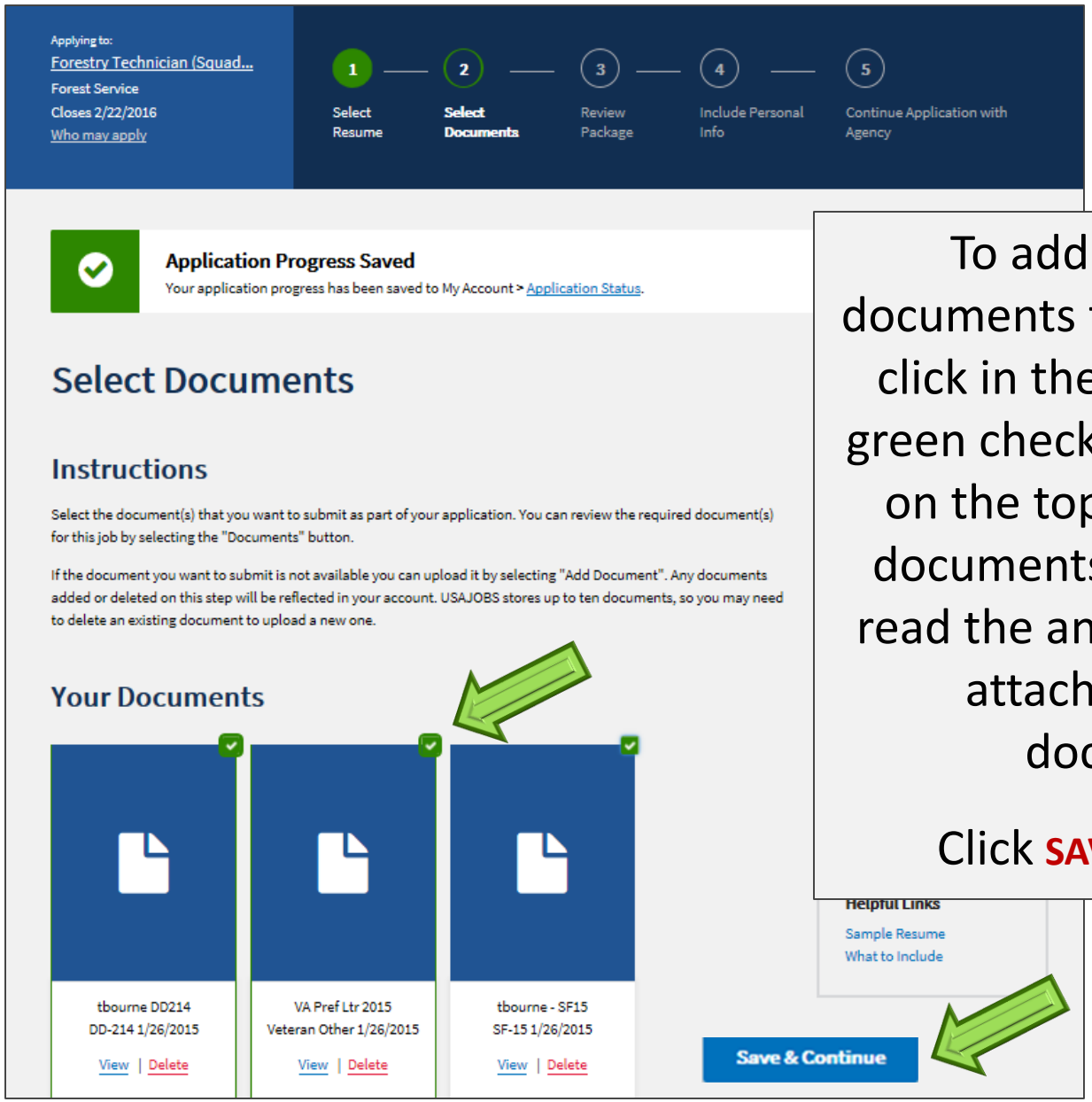
Application Process – Step 1



To add your résumé to the application, click in the blue area and a green check-mark will appear on the top of the selected résumé.

Click **SAVE & CONTINUE** to move on to the next step.

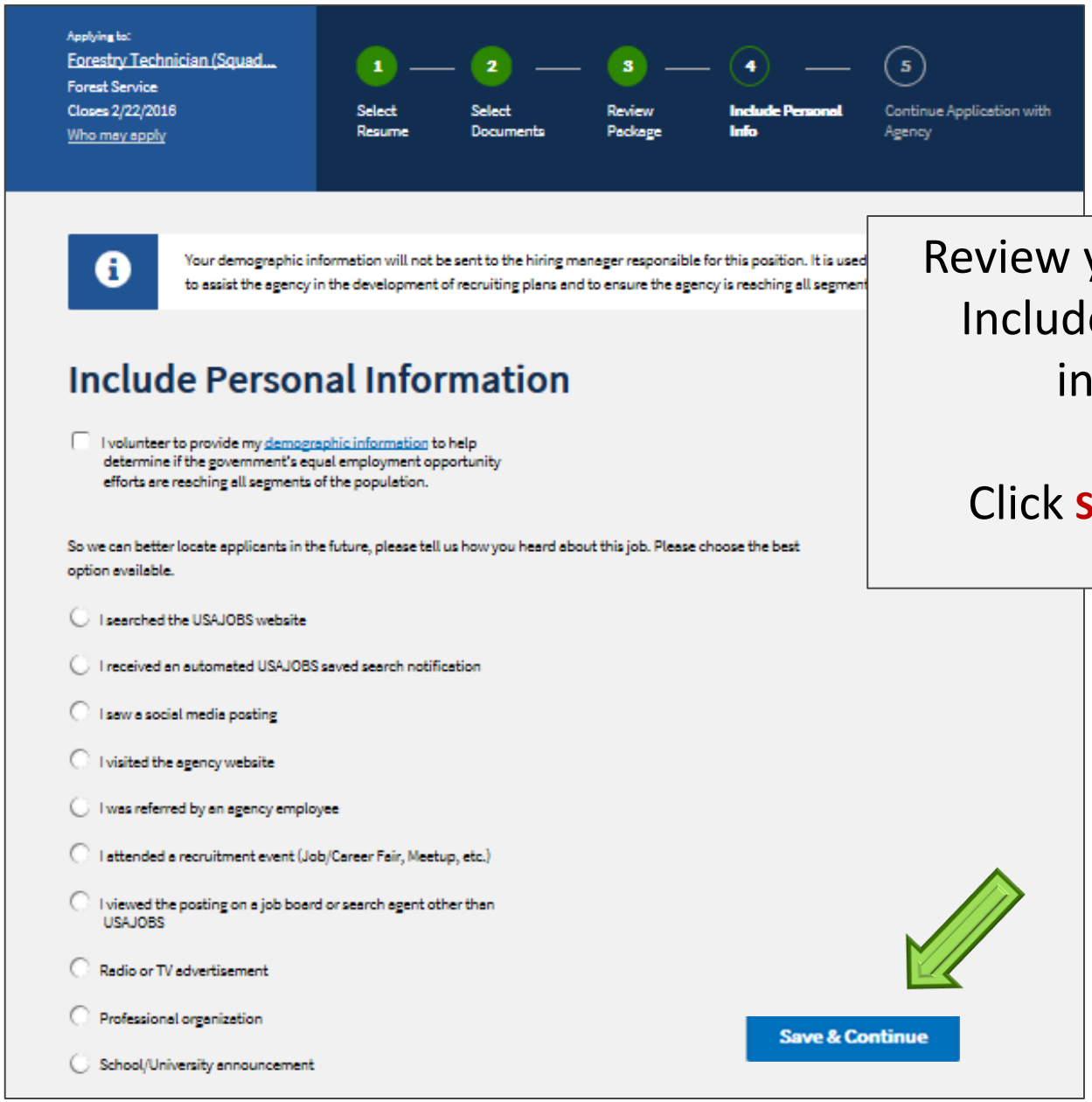
Application Process – Step 2



To add the required documents to the application, click in the blue area and a green check-mark will appear on the top of the selected documents (make sure you read the announcement and attach all required documents).

Click **SAVE & CONTINUE**

Application Process – Step 3 & 4



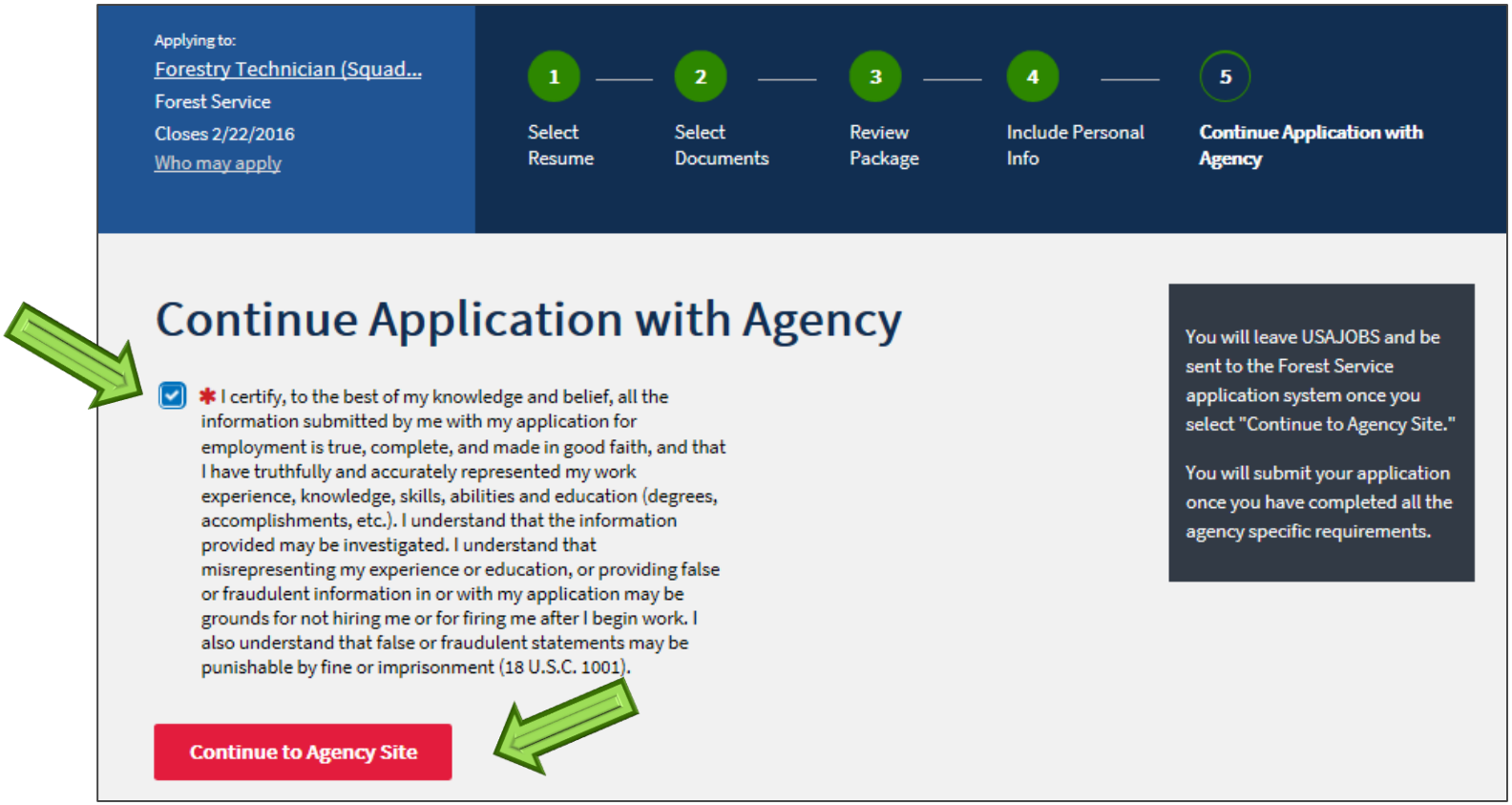
Review your package and Include your personal information.

Click **SAVE & CONTINUE**

Application Process – Step 5

Click the box to certify to the best of your knowledge that all information submitted is true and complete.

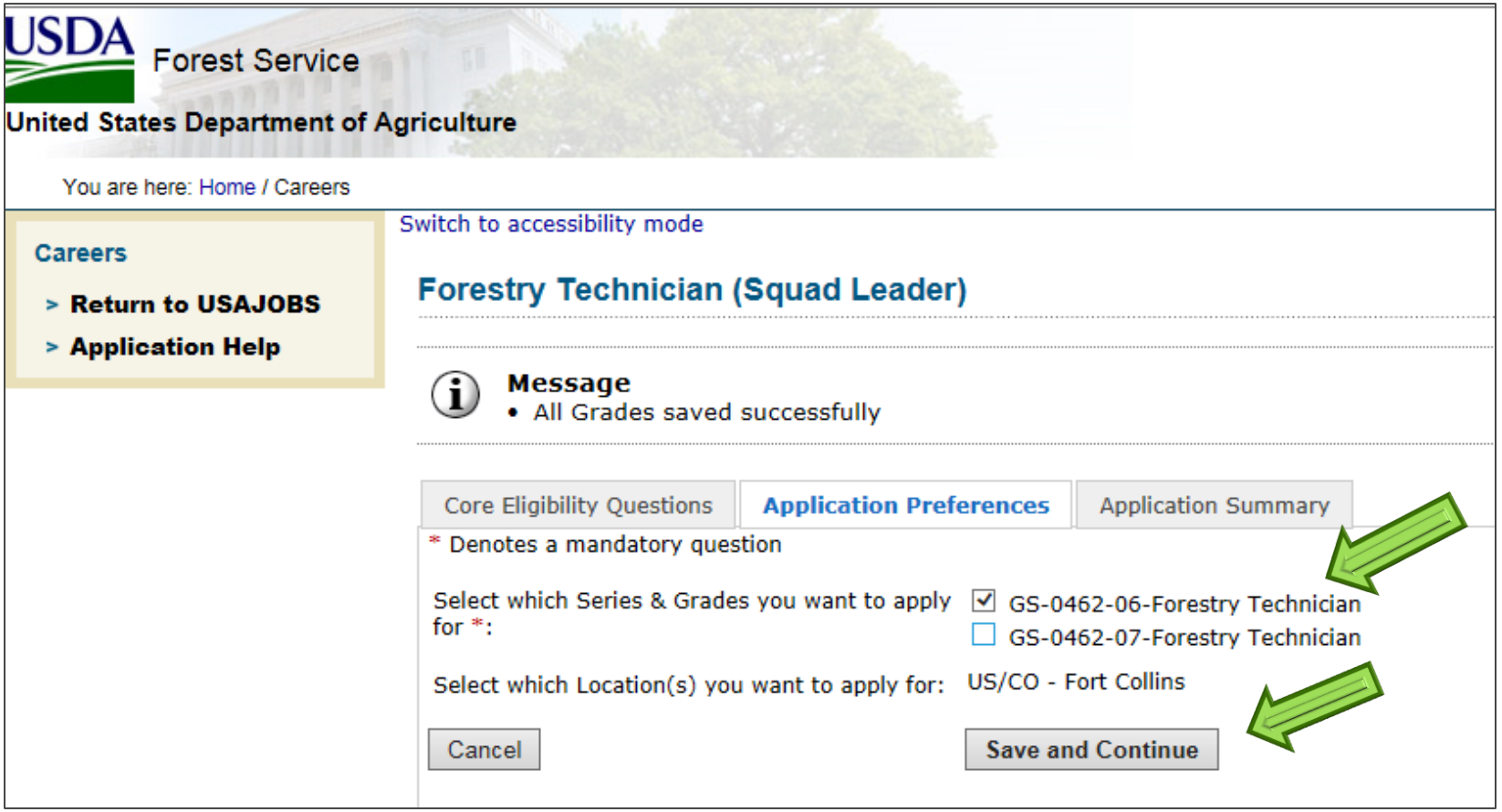
Click **CONTINUE TO AGENCY SITE** .....



USFS Application Website

You will be transferred to the US Forest Service application website. Verify your information; click which grade(s) you are applying to; answer all the questions pertaining to the position.

Click **SAVE AND CONTINUE** to proceed!



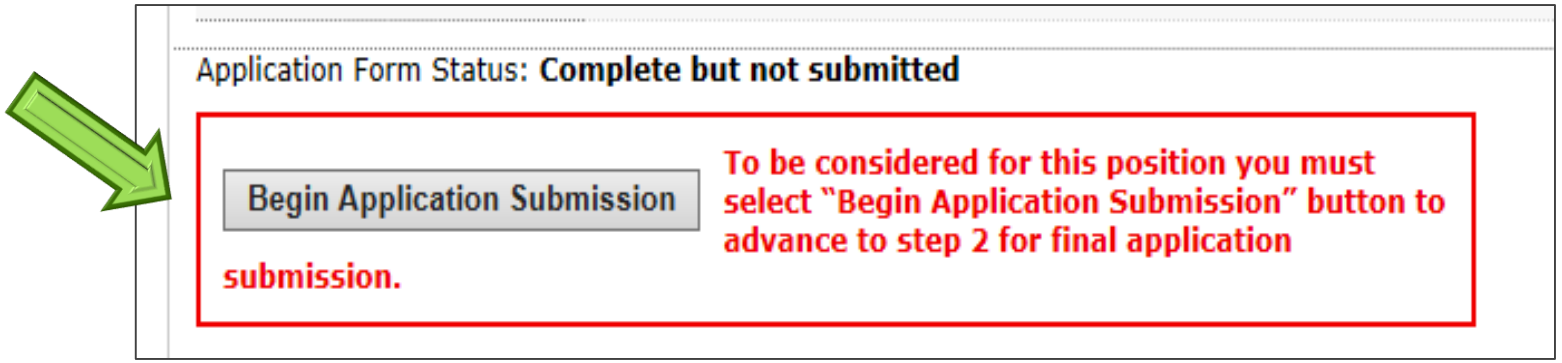
Submit your Application

You will be directed to the **APPLICATION SUMMARY** page. This is the last step before you submit your application….

Make certain to:

- **REVIEW** and **EDIT** your application
- **CONFIRM** your **ATTACHMENTS**
- **PRINT** summary

Once your application is complete, click **BEGIN APPLICATION SUBMISSION.**



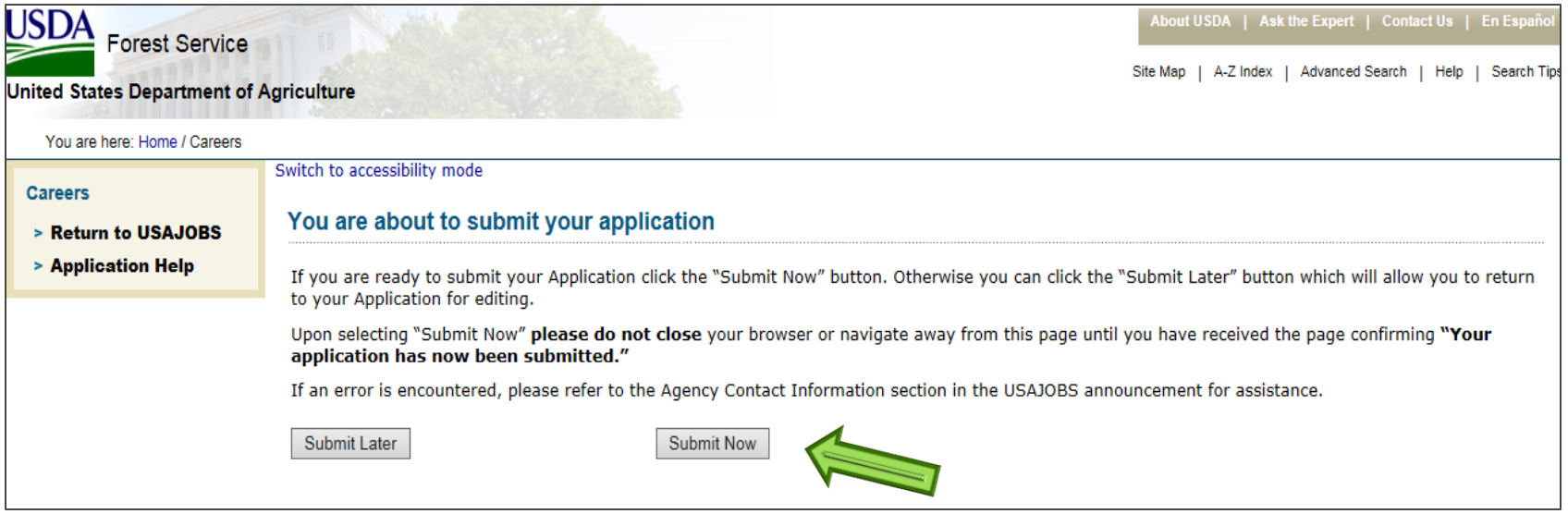
Submit your Application

If you are ready to submit your application click the **SUBMIT NOW** button.

Click the **SUBMIT LATER** button if you wish to submit your application at a later date.

Check your email…. you will receive an email confirming you have submitted your application.

Congratulations you have submitted your application for employment.



US Forest Service
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