



How to Apply to the Forest Service On-Site Hiring Event



DOCUMENTS NEEDED FOR A COMPLETE APPLICATION PACKET: All jobs will be posted on USAJobs.gov <https://www.usajobs.gov/> and applicants must apply in person at the Hiring Event on April 5, 2016.

Bring two (2) copies of each:

1. Cover Letter (optional)
 - Don't make the reader guess what you are asking for; be specific.
 - Convince the reader to look at your resume; use examples.
 - Call attention to elements of your education, leadership or work experience relevant to the position you are seeking.
 - Provide or refer to any information specifically requested in a job advertisement that might not be covered in your resume.
2. Resume (required)
 - Qualitative (competencies achieved) and quantitative (specific dates of employment or experience)
 - Be as in-depth and in-detailed as possible
 - Sell yourself in the resume
 - Tailor your resume to the position you are applying to
 - Tell the reader:
 - What you did
 - How you did it
 - What tools you used
 - What the outcome was (use verbs to describe your achievements)
3. Transcripts (required) – ***Transcripts can be unofficial, however if job offer is extended official transcripts must be submitted prior to appointment.***
 - University name
 - Student name
 - Enrollment status
 - Courses completed and enrolled with credits listed
 - Declared major / Degree program
 - GPA or academic standing
 - For all degrees, not just the one you are currently enrolled in
4. If declaring Veteran's preference/status: DD-214, SF-15 or VA documentation
5. Acceptance Letter (if continuing on from one degree program to another)
 - Moving from a 2-year program to a Bachelor program
 - Graduating from a Bachelor's program and continuing to a Master's program
 - Graduating from a Master's program to a PhD program

GS Grade Level Qualifications:

<u>GRADE</u>	<u>LEVEL OF EDUCATION</u>
GS-3	Completion of 1 full academic year of post-high school study.
GS-4	Completion of 2 full academic years of post-high school study or an associate's degree.
GS-5	Completion of 4 academic years of post-high school leading to a bachelor's degree or equivalent degree.
GS-7	Completion of 1 full academic year of graduate level education and completion of a bachelor's degree.
GS-9	Completion of 2 academic years of graduate level education, a master's degree or equivalent graduate degree.
GS-11	For research positions, completion of all requirements for a master's or equivalent graduate degree. For non-research positions, completion of all requirements for a PhD or equivalent degree.

Salary tables can be found on the following OPM site: www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/

The U.S. Forest Service is an Equal Employment Opportunity Employer