

Intermountain Region 2016/2017 Fire Hire Pre Outreach Announcement

The Timeline – EARLY and FAST TIMELINE.

September 30, 2016—Outreach begins.

November 1, 2016 –Application announcements will be activated in USAJobs

November 15, 2016 –Application deadline, 11:59 Eastern Standard Time.

You must complete the application process and submit all required documents electronically by 11:59 p.m. Eastern Standard Time (EST) on November 15, 2016.

Apply through www.usajobs.gov .

Applicants are encouraged to apply for multiple locations, even if vacancies are not listed at a location. Vacancies may occur during the hiring process and could be filled during Selection Week.

How to apply;

Step1 – Create a USAJOBS account (if you do not already have one) at www.usajobs.gov.

Step 2 - Create a resume with USAJOBS or upload a resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

Step 3 - Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

Step 4 – Documentation needed-

- **A current copy of your IQCS Master Record will be required for most positions in this outreach because of qualification requirements.**
- **SF-50 Notification of Personnel Action (this is not an award) if you are a current or former Federal employee this will verify your federal status, position title, series and grade.**
- **Annual Performance Appraisal if you are a current Federal employee. Submit the most recently completed annual performance appraisal (dated within 18 months) which identifies the employee's official rating of record, signed by the supervisor, or a statement advising why the performance appraisal is unavailable. Do not submit a performance plan. You may attach the last two Performance Appraisals.**