

## Attachment A – USAJOBS application process

This attachment describes the process for applying for temporary, seasonal positions on the Bighorn National Forest in Wyoming. If you want to apply for positions on other national forests, you'll need to indicate locations for those forests.

Information about applying through USAJOBS is also available at [http://www.fs.fed.us/fsjobs/USAJOBS\\_Instructions.pdf](http://www.fs.fed.us/fsjobs/USAJOBS_Instructions.pdf).

The Bighorn National Forest is administered from the Supervisor's Office in Sheridan, WY, and three ranger districts: the Powder River Ranger District in Buffalo, WY; the Medicine Wheel/Paintrock Ranger District in Lovell, WY; and the Tongue Ranger District in Sheridan, WY. The Wyoming Hotshots and some other positions work from Greybull, WY. **Be sure to indicate the correct location on your application.**

**Contact us** if you have questions about this process:

- In Buffalo, Patty Bills at 307.684.7806 or [pbills@fs.fed.us](mailto:pbills@fs.fed.us).
- In Lovell, Francie Voelker at 307.548.6541 or [flvoelker@fs.fed.us](mailto:flvoelker@fs.fed.us).
- In Sheridan, Holly Wardell at 307.674.2600 or [hwardell@fs.fed.us](mailto:hwardell@fs.fed.us).

Take your time with your application. Make sure you are as thorough as you can be and that your application is professional. Remember, your application is the first thing anyone hiring employees sees and can help get you an interview, or it can cause you not to get an interview, so be thorough and take your time.

Prior to starting the application process you will need the following:

- A working e-mail address that you use on a regular basis and has an appropriate name. Employers and USAJOBS may contact you through this e-mail concerning your application and/or a job.
- If you are a male born after January 1, 1960, you will need to know your Selective Service Registration Confirmation Number. You can go to [www.sss.gov](http://www.sss.gov) and then click **check a registration**, then fill out the information to get your registration number.
- Past employers and the supervisor's contact information (include working on family or friend's ranch, even if you weren't paid; any work history can help you get a job).
- Any additional references you would like to have on your application and how to contact that person (this can be teachers, pastors, club leaders, etc.).
- List of awards you have received in the past from school, the community, clubs, church, or work.
- List of special skills that a potential employer may need to know about (for example, know how to fix fence, work on vehicles, etc.).
- Any training you have received that would be pertinent to the job you are applying to.

- Digital copies of transcripts, handwritten job recommendations, or any other document you would like attached to your application (none of this is required but it can make your application look more professional).

You will need to transfer this information into USAJOBS for your application; if you have this prior to starting your application it will make the process easier. Further, if you need help from us, it makes it faster for us to help you.

### Setting up USAJOBS profile and building a resumé for applications

1. Use the url [www.usajobs.gov](http://www.usajobs.gov) to access the Forest Service hiring website. (The BLM and Park Service use this site as well.)
2. If new to USAJOBS, click the **sign up icon** in the upper right. If not, then log in to the system using your username and password, then skip to step 4.
3. Fill in all information as completely as possible, using a username and password that you can easily remember. (You will use this to log back in to the system.)
  - USAJOBS will send you a confirmation e-mail once registration is complete. It may take a while to get the e-mail. Once you get it, click the link to log-in.
  - Once logged in after the e-mail, you will be asked to fill out more information.
4. Click on the **edit profile** button on the left side of your screen.
  - Ensure all your information is correct.
  - Be sure to have a phone number in your profile. This is what employers see and how they can contact you.
  - Complete the **preferences** section (this helps you search for jobs). You can leave locations blank or find Buffalo, Greybull, Lovell, and/or Sheridan, Wyoming (or wherever you would like to work). You are encouraged to apply for multiple locations (where you would accept a position if offered), even if vacancies for certain locations are not listed as vacant. Vacancies may occur during the hiring process. **Note: For firefighter jobs, make sure you check yes to willing to travel, more than 50 percent of your duty time, permanent and temporary under type of work, full time under work schedule.**
5. Click the **resumés** tab (below the **edit profile** button)
  - Click **build new resumé**
  - Name your resumé. The resumé you build is how you add information about yourself, and it helps make your application look more professional.
  - Go through and add any work history you have. Include work on your friend's or family's ranch and make sure to put a short description of what you did for that job (include all duties and tasks you had).
  - Just click through the resumé builder and input any information you can. **BE SURE TO SAVE PERIODICALLY.**
  - Once through the resumé builder you can print your resumé (if you would like) then click **finish**.
  - Then make sure you make your resumé searchable by clicking the **make searchable** underlined portion above the **upload new resumé** button.

6. Click on **my account** on the upper part of the screen.
7. Click the **saved documents** tab (middle of the screen).
  - Upload any documents you have that could help your application. BE SURE TO NAME THEM SO HIRING PERSONNEL KNOW WHAT THEY ARE. You do not have to upload anything if you do not want to.
8. Congratulations! You have set up your profile and are ready to start applying.

### **Applying for a job**

1. Search for the job number for the job you want to apply for. Job numbers are listed in the *Temporary Employment Guide*.
2. Click on the link for the job title.
3. Click **apply for position** button on right side.
4. Make sure to select the resumé you built earlier, and any documents you uploaded.
5. Make sure to check the boxes that are marked with asterisks (read what they are) then click **Apply for this position now!**
  - It should take you to the Forest Service Job Application System (may take a minute or two).
6. The first tab should be **core eligibility questions**.
  - Scroll down and make sure #25 has your resumé listed under current file.
  - Make sure anything else you uploaded is listed somewhere.
  - Add any other documents you feel necessary or important for application (transcripts, resumé cover letter, etc.).
  - Under #30, if you are a male born after January 1, 1960, make sure you enter your Selective Service Registration Confirmation number. If you have not registered, you can do so at the website listed earlier and on the application page.
  - Enter veterans preference, if applicable.
  - Click **save and continue**.
7. The next tab should be **application preferences**.
  - Select the grade you want to apply for.
  - Select the series you want to apply for.
  - Then select the location(s) you want to apply for (Buffalo, Greybull, Lovell, and/or Sheridan, WY). You are encouraged to apply for multiple locations (where you would accept a position if offered), even if vacancies for certain locations are not listed as vacant. Vacancies may occur during the hiring process.
  - Click **save and continue**.
8. The next tab is **minimum qualification questions**.
  - Answer the questions to the best of your knowledge.
  - Most people meet at least one of those options.
  - Click **save and continue**.
9. The next tab should then be **assessment questions**.
  - Answer each question to the best of your knowledge.
  - Click **save and continue**.

10. The final tab should be **application summary**.
  - Scroll through and make sure everything is correct and you don't need to change anything.
  - Once your application is complete, click **submit application now** button at the bottom of the page.
11. It will then take you to another page confirming if you want to submit your application.
  - Click the **submit now** button.
12. It should then take you back to your application where at the top it will say under Application Form Status **complete and submitted**.
  - Look next to **certification status** and make sure the date it expires is after March 1, 2013. If it is not, you will need to go into your profile and re-apply for the job in late January or early February.
13. To check your application status later on, you can log back onto USAJOBS and under your main profile page click the **application status** link and all the jobs you have started to apply for should be displayed there.
  - To update your application just click on the job you want to update the application for and then click the **update application** button on the right side. You can click through each tab again and add or change any information you previously entered.