

# Application Process for Pathways Program

- How-To Guide for 'Student Trainee Intern' or 'Intern' positions in Wildland Fire
- <https://www.usajobs.gov>

# Create an Account (log-in)

USAJOBS - Create An Account - Microsoft Internet Explorer provided by USDA Forest Service

https://my.usajobs.gov/Account/Account

File Edit View Favorites Tools Help

Home Search Jobs My Account Resource Center

**SIGN IN OR CREATE AN ACCOUNT**

**USAJOBS**  
"WORKING FOR AMERICA"

[Create New Account](#)

**Welcome to USAJOBS!**

USAJOBS is the official job site of the U.S. Federal Government.  
It's your one-stop source for Federal jobs and employment information.

**With your new account you'll be able to:**

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

\* Required information

\* Email

\* Confirm Email

What is your email format preference?  HTML  Text

 **Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

\* Username  Use between 4 and 20 characters

'Create An Account' so you can build a profile and prepare for the application process

# My Account – First Step

USAJOBS - The Federal Government's Official Jobs Site - Microsoft Internet Explorer provided by USDA Forest Service

https://www.usajobs.gov/

File Edit View Favorites Tools Help

USAJOBS - The Federal Government's Official Jobs Site

Home Search Jobs **My Account** Resource Center

[SIGN IN OR CREATE AN ACCOUNT](#)

Click here to 'Create A Profile'  
This is needed before you  
apply for any jobs



**What:**  **Where:**

[Advanced Search >](#)

**National Institutes of Health - Medical Officer**



*The NIH is the premier biomedical research center for the world. For more information, visit <http://www.nih.gov/about/>*

[read more](#)

[view all spotlights](#)

# Create a Profile - #1 Personal Info



Search Jobs



Where:



[Advanced Search >](#)



Profile

1. **Personal Information** 2. Hiring Eligibility 3. Preferences 4. Demographic 5. Account Information

**PLEASE NOTE:** Fields with an asterisk ( **\*** ) are **required fields**.

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

* First Name:	<input type="text" value="Mei Lin"/>
Middle Name:	<input type="text" value="Michele"/>
* Last Name:	<input type="text" value="Lantz"/>
* Home Address	<input type="text" value="945 S 55th Place"/>
Home Address 2	<input type="text"/>
* Country	<input type="text" value="United States"/>
* Postal Code	<input type="text" value="97478"/>

Make sure to press 'Save' at the bottom of every page before moving to the next page

# Create a Profile - #2 Hiring Eligibility



[Advanced Search >](#)

## Profile

1. Personal Information 2. **Hiring Eligibility** 3. Preferences 4. Demographic 5. Account Information

**PLEASE NOTE:** Fields with an asterisk (\*) are **required fields**.

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

The following Hiring Eligibility Questions will help Federal staffers determine if you are eligible for competitive or non-competitive jobs with the government.

\* 1. Are you a U.S. Citizen?  Yes  No

Hotlinks do work and help to answer questions

2. Select the statement that best applies for your [Selective Service registration status](#).
- I am a female, and therefore I am exempt from registering with the Selective Service.
  - I am a male born on or after January 1, 1960 and I have registered for the Selective Service.
  - I am a male born on or after January 1, 1960, and I have not registered for the Selective Service, but I have an approved exemption.
  - I am a male born on or after January 1, 1960, and I have not registered for the Selective Service.
  - I am a male born before January 1, 1960 and therefore I am exempt from registering with the Selective Service.

\* 3. Are you a Veteran of the U.S. Armed Forces or are you eligible for ["derived" preference](#)?  Yes  No

Must be a US Citizen to apply (exceptions could be met)

# Create a Profile - #3 Preferences

- 1. Personal Information
- 2. Hiring Eligibility
- 3. **Preferences**
- 4. Demographic
- 5. Account Information

**PLEASE NOTE:** Fields with an asterisk ( \* ) are **required fields**.

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

The following questions are optional and can be used by Agency officials to identify applicants with skill sets and preferences appropriate for their job or work environment. Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration. Your responses will also be used to help increase the relevance of your search results.

1. Are you willing to travel?

- Yes
- No

If yes, what percentage of duty time will you travel?

More than 50%

2. What type of work are you willing to accept?

- Permanent
- Temporary
- Term
- Detail
- Presidential Management Fellows
- Recent Graduates
- Internships
- Telework

You should be willing to travel and choose 50% because you always travel to fire incidents

Check 'Internships' for student positions

(if you are graduating check 'Temporary' or both 'Temp' and 'Permanent' if you want perm job)

# Create a Profile - #3 Preferences cont.

- Recent Graduates
- Internships
- Telework

3. What type of work schedule are you willing to accept? 

- Full Time
- Part Time
- Shift Work
- Intermittent
- Job Share

All fire positions are full time

You can choose any location but support for travel may be different

4. Please select your desired work location(s).

Show locations for this region:

- Choose State
- Northern Mariana Islands
  - Ohio
  - Oklahoma
  - Oregon**
  - Pennsylvania
  - Puerto Rico
  - Rhode Island

- Then Locale(s)
- All Oregon**
  - Adair Village
  - Adams
  - Adel
  - Adrian
  - Agate Beach
  - Agness

Click buttons to add/remove

- United States-Washington - All W
- United States-Oregon - All Oregon



# Create a Profile - #1 Demographics

Do not include sensitive information such as SSN. This can be shared after you are hired.

Confidential

- 1. Personal Information
- 2. Hiring Eligibility
- 3. Preferences
- 4. Demographic
- 5. Account Information

PLEASE NOTE: Fields with an asterisk (\*) are required fields.

Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

Your Privacy Is Protected. This information is used to determine if our recruitment efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. No information taken from this form is ever placed in your Personnel file. This is vital information not available from any other source. We can only get it directly from you.

Effects of Nondisclosure: Providing this information is voluntary. No individual personnel selections are made based on this information.

I wish to decline to respond to the demographic questions.

1. Sex:  
 Male  Female

2. Ethnicity:  
 Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race  
 Not Hispanic or Latino

3. Race (Check all that apply):  
 American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

You do not have to fill out this form but I believe it is helpful to represent your Race. Also if you have more than one to check, only one shows up on your profile which is the first one checked on the list

# Create a Profile - #4 Demographics cont.

*Effects of Nondisclosure:* Providing this information is voluntary. No individual personnel selections are made based on this information.

I wish to decline to respond to the demographic questions.

1. Sex:

Male  Female

2. Ethnicity:

Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race  
 Not Hispanic or Latino

3. Race (Check all that apply):

- American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- Black or African American - a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Asian and Pacific Islander used to be under one checkbox but Native Hawaiian has now been identified separately

# Create a Profile - #5 Account Info

You can change your password as often as needed

Applications need to be submitted by the final time (closing date/hour) - there are no exceptions to turn in late applications

\* Username Use between 4 and 20 characters

\* Password \*\*\*\*\* [Change Password](#)

**To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "MY USAJOBS" account using our automated account resetting tool.**

\* Password Question 1

\* Your Answer

\* Password Question 2

\* Your Answer

\* Password Question 3

\* Your Answer

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**Notification Settings**

Notification Alerts enable you to stay informed of changes to your application status.

Select the items that you would like to be notified of via email. You may edit your preferences and unsubscribe at any time.

- When jobs I have applied to have closed.
- When jobs I have saved are scheduled to close in three days.
- When the status of an application I've submitted changes.

[← Previous](#)   [Save](#)   [Finish](#)

**Account Delete:** Please note that deleting your account will also delete all associated documentation with your account including application history, resumes, saved searches, and all other materials. This operation cannot be undone. I understand and wish to [Delete My Account](#).

Make sure to 'Save' every page before moving to the next page

# My Account – Resumes Upload or Build

Home Search Jobs My Account Resource Center

Welcome Mei Lin! Sign out

USAJOBS "WORKING FOR AMERICANS"

- My Account - Main Page
- Profile
- Resumes**
- Saved Searches
- Saved Jobs
- Saved Documents
- Application Status

What:  Where:

[Advanced Search >](#) Radius: 20 miles

USAJOBS can be used to apply online to government agencies. While uploading or building your resume, you may wish to remove any personal information, such as social security number. You may also wish to update your resume(s) before you submit the resume to a specific job opportunity announcement.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

There is a template to follow – fill in the blanks

[Build New Resume](#) [Upload New Resume](#)

You have created 0 of 5 possible resumes. You are able to upload and store 5 resumes to your USAJOBS account.

**Tips**

**Searchable:** Making your resumes searchable allows recruiters to find your resume during searches.

In 'My Account' select 'Resumes' in order to upload or a build a resume

Your resume must be loaded on the machine you are working on or on a thumb/jump drive so it can be uploaded to your account

There is a template to follow – fill in the blanks

# Resumes – Examples and Assistance for Building

to recruiters searching our resume bank. **Do not** include the full or resume: classified information, as defined in Executive Order Social Security Number (SSN); or other personal or sensitive info to recruiters.

You can have up to five resumes in your folder so make sure they are labeled correctly and you use the right one for each application

[Build New Resume](#) [Upload New Resume](#)

You have created 0 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.

Label your resumes so you and those hiring can find your resume for the particular job.  
Ex: LastName\_Student\_Fire\_2013

### Tips

**Searchable:** Making your resumes searchable allows recruiters to find your resume during searches.

**Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

**Note:** Uploaded resumes may not be accepted by some agencies' online application processes.

This sample is a general example for all Federal Gov't jobs. Don't feel restricted from developing your own.

[Sample Resume](#)

[What to Include](#)

Even if you have a resume **read this** to make sure you included all items

# My Account - Saving Documents to your Account

The screenshot shows the USAJOBS website's 'My Account' section. A navigation menu is open, listing options: My Account - Main Page, Profile, Resumes, Saved Searches, Saved Jobs, **Saved Documents** (circled in red), and Application Status. A red arrow points from this menu item to the right. To the right, there are search filters for 'What:' and 'Where:' with a 'Radius: 20 miles' dropdown. Below the menu, a text box explains that users can upload up to 10 documents, with 'Saved Documents' circled in red and an arrow pointing to it.

Use this link to upload additional documents.

There is a lot of space so if you have letters of recomm. or awards you should attach them.

The screenshot shows the document upload form. It includes a note: 'Please Note: Fields marked with an \* are required fields. Click on Help after each title for more information.' Below this is a text input field for the attachment name. The 'Document Type:' dropdown menu is circled in red and has 'Cover Letter' selected. A red arrow points from this dropdown to the list of document types on the right. There is also a 'Select Document:' field with a 'Browse...' button and an 'Upload' button at the bottom.

- The following can or must be uploaded:
- transcripts can be unofficial (req.)
  - student eligibility docs (req.)
  - Veterans forms
  - cover letter
  - letters of reference (other)

You have saved 0 of 10 possible documents. Your are able to upload and store 10 documents to your My USAJOBS account.

# Resource Center References and Links

Link to **Pathways** information and description about the Student Intern jobs

- Resource Center - Main Page
- Supplemental Forms
- Individuals with Disabilities
- Veterans
- Students and Recent Graduates**
- Senior Executives
- Spotlights
- FAQs

[SIGN IN OR CREATE AN ACCOUNT](#)

Find SF-15 (Vet Preference) or other forms that are required or suggested to include

**What:**  **Where:**  [Advanced Search >](#) [Search](#)

**FAA - Airway Transportation Systems Specialist**



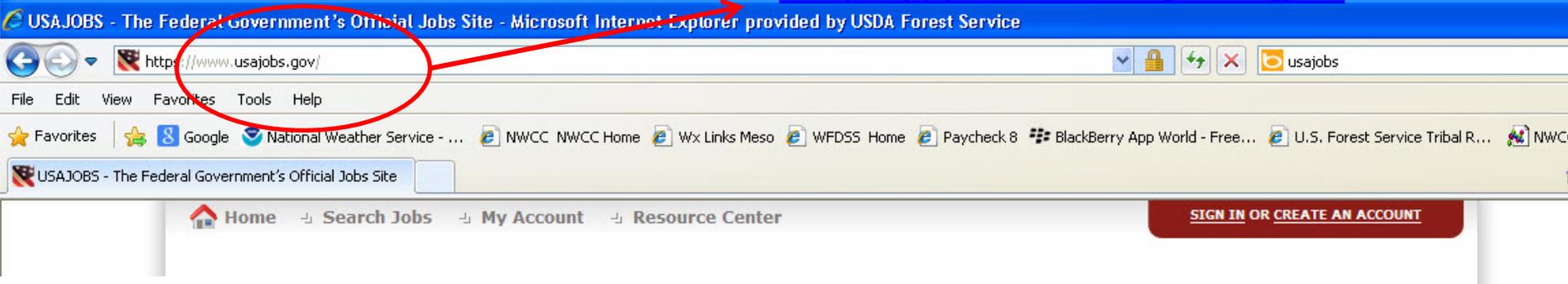
*Join Us! The FAA is seeking applicants for Airway Transportation Systems Specialists at FAA facilities across the U.S.!*

[read more](#)

[view all spotlights](#)

# Search for a Pathways Summer Fire Job

<https://www.usajobs.gov>



Search for 'Student Trainee Intern' or 'Intern' and this will find Pathways positions

Search for Oregon or Washington but you don't have to enter any location because you can refine your search results

# Searching for Wildland Fire Jobs



Agency for US Forest Service = US Dept. of Agriculture

Number of results that can be refined

Start a New Search  What:   
 [Advanced S](#)

### You Added ?

student trainee intern [Undo](#)  
[Clear all and start new search](#)

1 to 25 of 33 results

« < 1 2 > »

### Refine Your Results

- Jobs For:  U.S. Citizens  Federal Employees ?
- + Agency
  - + Grade ?
  - + Job Categories
  - + Salary
  - + Work Schedule
  - + Work Type
  - + Exclude These
  - + Posting Date

First time employees would choose Grade 3 (GS-3)

### Student Trainee (Office Automation)

...the Position: This is a **Student Trainee** (Office Automation) **Intern** position with the U.S...perform Automation) **Intern**. Two (2) years of education...and education Possible **student** loan repayment

<b>Department:</b>	Department of the Army	<b>Salary:</b>	\$30,4
<b>Agency:</b>	Joint Services and Activities Supported by the Office, Secretary of the Army	<b>Series &amp; Grade:</b>	GS-0
<b>Open Period:</b>	11/2/2012 to 11/16/2012	<b>Position Info:</b>	Full T
<b>Who May Apply:</b>	United States Citizens	<b>Control Number:</b>	3304
<b>Location(s):</b>	Fort Belvoir, Virginia	<b>JOA Number:</b>	NCHT

### Pathways Intern, Student Trainee (Engineering Tech) - GS-0899- 02/03/04/05 (Open to US Citizens)-BP

...Lands Highway Division (WFLHD) office. The **student intern** may serve as a technician perform comes first).;The **Student Trainee** (Civil Engineer) - PATHWAYS **intern** will participate in the follo

<b>Department:</b>	Department Of Transportation	<b>Salary:</b>	\$24,0
<b>Agency:</b>	Federal Highway Administration	<b>Series &amp; Grade:</b>	GS-0
<b>Open Period:</b>	11/7/2012 to 11/16/2012	<b>Position Info:</b>	Full T
<b>Who May Apply:</b>	Applications will be accepted from any U.S.		more

Create Saved Search and email me jobs

RSS Feed of This Search ?

# Refine your job search

Home Search Jobs My Account Resource Cen

**USAJOBS**  
"WORKING FOR AMERICA"

**You Added** ?

student trainee intern [Undo](#)

[Clear all and start new search](#)

**1 to 25 of 33 results**

**Refine Your Results**

Jobs For:  U.S. Citizens  Federal Employees ?

**- Agency**

- Department Of Agriculture (4)
- Department Of Commerce (2)
- Department of Defense (12)
- Department Of Health And Human Services (1)
- Department Of Justice (1)
- Department Of Transportation (2)
- Department Of Veterans Affairs (2)
- Other Agencies and Independent Organizations (9)

Multiple Agencies will be listing fire positions

**USAJOBS**  
"WORKING FOR AMERICA"

**You Added** ?

- student trainee intern [Undo](#)
- Biological Sciences [Undo](#)
- Department Of Agriculture [Undo](#)
- Grade 3 [Undo](#)

[Clear all and start new search](#)

**Refine Your Results**

Jobs For:  U.S. Citizens  Federal Employees ?

- + Salary
- + Work Schedule
- + Exclude These
- + Posting Date

**1 to 4 of 4 results**

**Student Trainee -**

...between NRCS Nebraska a conditional...the position in w

**Department:** Department

**Agency:** Natural R

**Open Period:** 10/12/20

**Who May Apply:** United St

**Location(s):** [Multiple L](#)

**Student Trainee -**

...to be filled are **Student** Tra Conservationist **trainee**, you

Fire fighting is listed under 'Biological Sciences' Job Category

First time employees would choose Grade 3 (GS-3) (need 12 months of experience or 2 years of college for Grade 4)

# Search Result Descriptions

(This is an example . It is not a fire position.  
Only Title, Series&Grade, Position Info are similar.)

Fire Intern jobs will be listed as  
GS-0499-03/04.

GS – Grade Scale (type of pay)  
0499 – Series of the job specific to interns  
03/04 – Grade or level you begin at

Intern fire jobs will  
be listed under US  
Forest Service

This is the CLOSING DATE  
which is EST (-5/6 hrs).  
Must apply by this date.

The screenshot shows a job listing for 'Student Trainee - Internship' with the following details:

- Department:** Department Of Agriculture
- Agency:** Natural Resources Conservation Service
- Open Period:** 10/12/2012 to 11/7/2012
- Who May Apply:** United States Citizens
- Location(s):** [Multiple Locations \(17\)](#)
- Salary:** \$22,851.00 - \$27,990.00 / Per Year
- Series & Grade:** GS-0499-03/04
- Position Info:** Full Time - Internships
- Control Number:** 328604700
- JOA Number:** NE-12-764273-NP

Red arrows and circles highlight these specific fields: 'Student Trainee - Internship' title, 'Agency', 'Open Period', 'Multiple Locations (17)', 'Series & Grade', 'Position Info', and 'Control Number'. A 'Sort By' dropdown menu is visible at the top right.

Multiple locations – this is  
often a general list so make  
sure to double check the  
locations when you apply for  
the job

These numbers can be used  
in the "Advanced Search"  
options located at the top of  
every screen

Fire positions are  
Full Time jobs –  
40 hours/week  
minimum

# Search Results cont.

Click here and it will take you to full list of duties and descriptions as well as 'How to Apply'.

do  
do  
do  
do  
ch

1 to 4 of 4 results Sort By: --Select--

**[Student Trainee- Internship](#)** [Save Job](#) | [Quick View](#) | [More Like This](#)

...between NRCS Nebraska and the **intern**. Within 120 calendar days...non-competitively promote and convert an **intern** to a career/career-conditional...the position in which the **student trainee** will participate in the **intern** program. The degree of specialization...

<b>Department:</b>	Department Of Agriculture	<b>Salary:</b>	\$22,851.00 - \$27,990.00 / Per Year
<b>Agency:</b>	Natural Resources Conservation Service	<b>Series &amp; Grade:</b>	GS-0499-03/04
<b>Open Period:</b>	10/12/2012 to 11/7/2012	<b>Position Info:</b>	Full Time - Internships
<b>Who May Apply:</b>	United States Citizens	<b>Control Number:</b>	328604700
<b>Location(s):</b>	<a href="#">Multiple Locations</a> (17)	<b>JOA Number:</b>	NE-12-764273-NP

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**[Student Trainee - Internship](#)** [Save Job](#) | [Quick View](#) | [More Like This](#)

...to be filled are **Student** Trainees. The program...the new Pathways **Intern** Employment Program...Conservationist **Intern** : As a Soil

?



# To apply you must have a resume loaded into 'My Account'



[Advanced Search >](#)

**Please Note:** If you are resubmitting or updating a previous application you must re-submit **all** required documents!

**Apply Online** to the following job:

**Job Announcement Number:** TEMPOCR-0462-03-FIRE-DT  
**Job Title:** Forestry Aid (Fire)  
**Grade:** GS 3/3  
**Department:** Department Of Agriculture  
**Agency:** Forest Service  
**Job Location:** Multiple Locations  
**Closing Date:** Friday, November 01, 2013

Sometimes jobs will be changed or extended. Make sure to upload all the forms you did the first time you applied. Make sure to set the reminder emails in 'My Account' (see pg. 10 above - #5 Profile)

**Please Note:** This job requires a USAJOBS resume to apply. Please click the "Add a Resume" button below to build or upload a USAJOBS resume. When you have completed your resume, review your job announcement and select Apply Online again.

Cancel ▶

Add a Resume ▶

# Application Process

**Please Note:** If you are resubmitting or updating a previous application you must re-submit **all** required documents!

**Apply Online** to the following job:

**Job Announcement Number:** TEMPOCR-0462-03-FIRE-DT  
**Job Title:** Forestry Aid (Fire)  
**Grade:** GS 3/3  
**Department:** Department Of Agriculture  
**Agency:** Forest Service  
**Job Location:** Multiple Locations  
**Closing Date:** Friday, November 01, 2013

This example is for  
Temporary jobs not  
Student Intern jobs

**Resume** - Select one of your stored USAJOBS resumes to send (or first [Create or Upload a New USAJOBS resume](#)) :

- SELECT -  
Lantz

You can have up to 5 resumes. Make sure you labeled them so you know which one to include if you have different applications

**Fields below with an asterisks (\*) are required.**

\*  I have [previewed my resume](#). The selected document includes the information I wish to provide with this application.

# Application Process cont.

This link opens your resume. Make sure someone else has proof-read your resume.

I have [previewed my resume](#). The selected document includes the information I wish to provide with this application.

Allow me to attach demographic information to the application. [Review or update your demographic information.](#)

\*  I certify, to the best of my knowledge and belief, all the information I provide in my application for employment is true, complete, and made in good faith, and accurately represented my work experience, knowledge, skills, abilities, and accomplishments, etc.). I understand that the information provided in my application that misrepresenting my experience or education, or providing false or fraudulent statements may be grounds for not hiring me or for firing me after hiring, and that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

When you check this it uses the information in 'My Profile Demographics' (pg.8). If you click on this link it takes you to this location in 'My Account'.

Cancel

Apply for this position now!

# Application Process cont.

The screenshot shows a Microsoft Internet Explorer browser window. The address bar displays the URL: <https://my.usajobs.gov/Application/Applystart/330555300>. The browser's menu bar includes "File", "View", "Favorites", "Tools", and "Help". The toolbar shows various icons, including a search icon, a Google icon, and several bookmarked sites: "National Weather Service - ...", "NWCC NWCC Home", "Wx Links Meso", "WFDSS Home", "Paycheck 8", "BlackBerry App World - Free...", and "U.S. For...".

The main content area of the browser displays a message box with the following text:

**One moment please...**

We are now bringing you to the system used by the

**Forest Service**

to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please close your web browser for security.

Your browser should automatically take you there in about 15 seconds, or...

[Take me there now](#)

A red circle highlights the text "Forest Service", and a red arrow points from this circle to the explanatory text on the right side of the slide.

You will be redirected to the FS webpage where you will have to fill in information.

# Saved Searches and Email Notifications

## You Added ?

fire	<a href="#">Undo</a>
Oregon	<a href="#">Undo</a>
Department Of Agriculture	<a href="#">Undo</a>
Grade 3	<a href="#">Undo</a>
Biological Sciences	<a href="#">Undo</a>
<a href="#">Clear all and start new search</a>	

## Refine Your Results

Jobs For:  U.S. Citizens  Federal Employees ?

+ Job Category Series
+ Exclude These
+ Posting Date

 [Create Saved Search and email me jobs](#)

 [RSS Feed of This Search](#) ?

Click here to set up search emails

1 to 4 of 4 results

## Forestry Aid (Fire)

...the views.;This is a standard wildland **fire** management position description intend primary purpose of this position...perform work directly related to wildland **fire** supp

**Department:** Department Of Agriculture

**Agency:** Forest Service

**Open Period:** 11/2/2012 to 11/1/2013

**Who May Apply:** US Citizens; no prior Federal experience is required.

**Location(s):** [Multiple Locations](#) (780)

**Salary:**

**Series & Gr**

**Position Inf**

**Control Num**

**JOA Number**

## Forestry Aid (General)

...standardized forestry support duties for **fire**, timber, silviculture, recreation, wilde prevention, dispatch, or lookout duties...hospital, community sports league, local **fire**

**Department:** Department Of Agriculture

**Agency:** Forest Service

**Open Period:** 10/18/2012 to 10/17/2013

**Who May Apply:** US Citizens; no prior Federal experience is required.

**Location(s):** [Multiple Locations](#) (780)

**Salary:**

**Series & Gr**

**Position Inf**

**Control Num**

**JOA Number**

# Saved Searches cont.



Video Tutorial

View our [Advanced Search tutorial](#) - If you would like information on the best way to use Advanced search, view our video tutorial before executing your Search on USAJOBS.

If applying for Temporary you can put Forestry Tech or Aide

Start as a GS-3 and after 12 months as GS-3 or finish your Assoc. degree you can put in GS-4

## Create A New Saved Search

PLEASE NOTE: Fields with an asterisk (\*) are required fields.

### Keyword Search

(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

student trainee intern

### Title Search

fire

### Series Number Search

Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers). When entering multiple Series Numbers please separate them with a semicolon (;).

0499

0499 is Series for Intern  
Temp is 0462

### Pay Grade (GS)

Grade 03

To

Grade 03

Or

### Salary Range

From

-- SELECT --

To

-- SELECT --

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

### Location Search

Show locations for this region:

United States

#### State/Territory/Region

- United States
- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- California

#### Then Locale(s)

Click buttons to add/remove

Add >>

<< Remove

Can choose OR or WA but don't need to

# Saved Searches cont.

## Agency Search ?

Choose Department

- Court Services and Offender Supervision Agency for DC
- Department Of Agriculture**
- Department Of Commerce
- Department of Defense
- Department of Defense - Dept. of the Air Force
- Department of Defense - Dept. of the Army
- Department of Defense - Dept. of the Navy

US Forest Service is a part of Dept. of Agriculture

Then refine your agency choice

- Economic Research Service
- Farm Service Agency
- Food and Nutrition Service
- Food Safety and Inspection Service
- Foreign Agricultural Service
- Forest Service**
- Grain Inspection, Packers and Stockyards Administrator

Add >>

<< Remove

Click buttons to add/

Forest Service

These questions you answered in 'My Profile'. If you are a Vet you need to answer 'Yes'.

## Occupational Series ?

- Fish Biology (0462)
- Food Inspection (1863)
- Food Service Working (7408)
- Food Services (1667)
- Food Technology (1382)
- Foreign Affairs (0130)
- Foreign Agricultural Affairs (0130)
- Foreign Law Specialist (0095)
- Forest Products Technology (1380)
- Forestry (0460)
- Forestry Technician (0462)**
- Fork Lift Operating (3704)
- Freight Rate (2131)
- Freight Station (1955)

Fire positions are Occupational Series 0462 and 0499 is a part of this series

## Applicant Eligibility ?

Are you:

- a current or former Federal civilian employee who holds or held a non-temporary appointment?
- In the competitive service in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an excepted service position covered by an interchange agreement, or
- Eligible for reinstatement?
- A Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

Yes  No

# Saved Searches cont.

For Intern/Pathways positions

All Fire positions are Full-Time

Freight Rate (2131)  ... (1055)

**Show only Senior Executive Service postings?**  Yes  No

**Exclude postings for jobs open longer than 30 days?**  Yes  No

**Sort Results By**  
 Key Word Relevance  Date

**Type of Work**  
 Permanent  
 Temporary  
 Term  
 Detail  
 ICTAP Only  
 Student

**Work Schedule**  
 Full-Time  
 Part Time  
 Shift Work  
 Intermittent  
 Job Sharing  
 Multiple Schedules

**Show Jobs Posted:** All Jobs

## Save this search

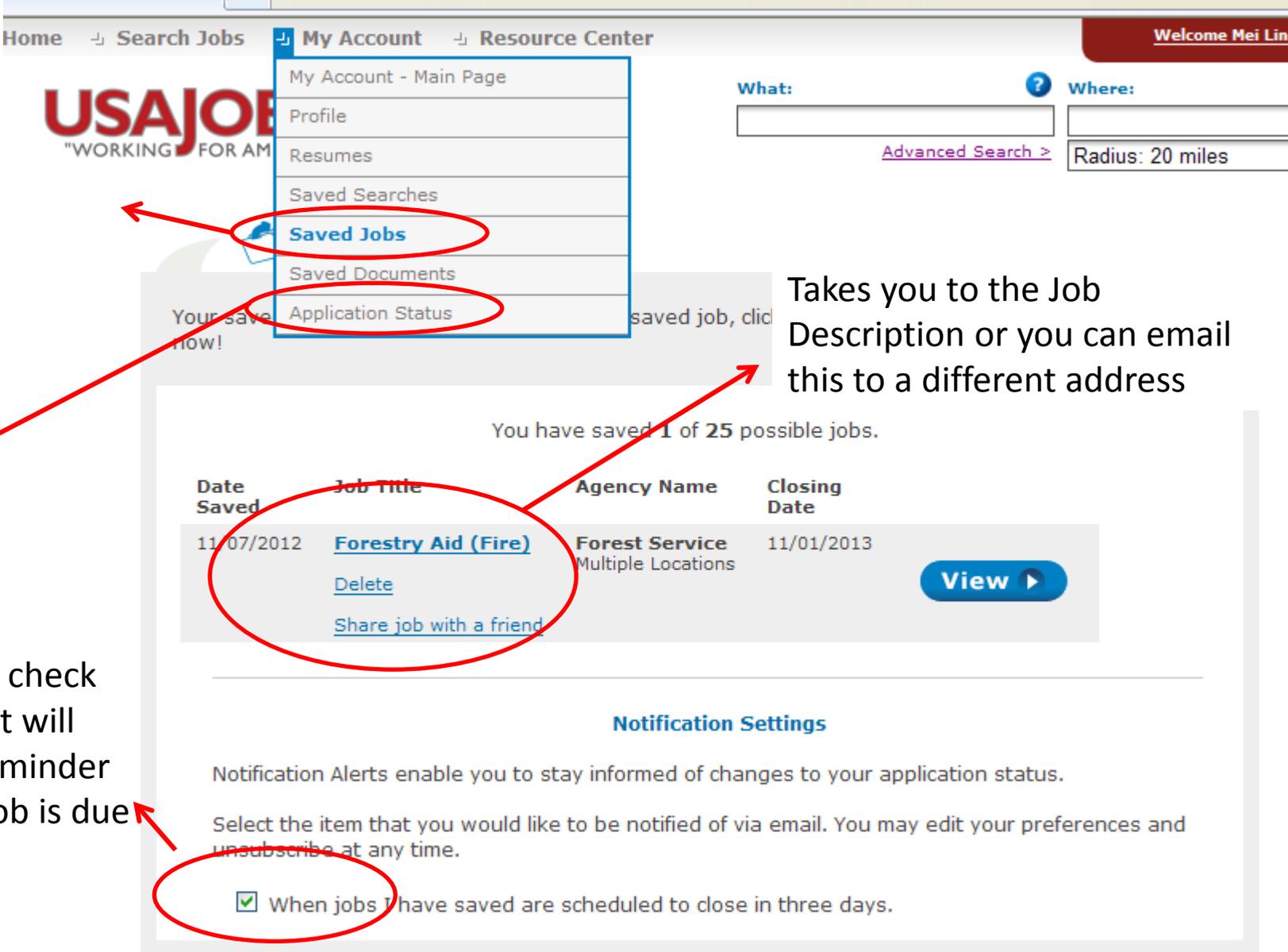
Create up to ten saved searches to find jobs matching your specific criteria. They'll search around the clock and email you the results.

\*Name your Saved Search:

**How often do you want to Receive E-mail Notifications?**  
 Daily  Weekly  Monthly  None

You can do multiple Saved Searches, just label specific to what job you are looking for

# Save Jobs and Retrieve in My Account



This is where you will find your searches

Takes you to the Job Description or you can email this to a different address

See next page

This is a good check box because it will send you a reminder before your job is due

# My Account – ‘Application Status’

Home Search Jobs **My Account** Resource Center

**USAJOBS**  
"WORKING FOR AMERICA"

What: [input] Where: [input]  
[Advanced Search >](#) Radius [dropdown]

**Application Status**

**IMPORTANT!** If you did not apply to the job announcement with your USAJOBS resume through the apply online by application. It is not possible to track applications in your USAJOBS account when they have been submitted through website or through the mail. You can contact the agency that posted the announcement to verify receipt of your application. Applications may be deleted 12 months after Initial Application Date. You may want to print this page for future reference.

You current applications will be listed here

You currently do not have any active job applications. [Begin your job search.](#)

**Notification Settings**

Notification Alerts enable you to stay informed of changes to your application status.

Select the items that you would like to be notified of via email. You may edit your preferences and unsubscribe at a later date.

- When jobs I have applied to have closed.
- When the status of an application I've submitted changes.

For any current apps you have applied for