

How to Successfully Apply for Federal Jobs & Internships USAJobs.com Slides 2-14 – Basics

Slide 15-22 – Example of Job Announcement

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Slides 15-22

Example of How to Review Job Announcement

HOW to apply for a Federal Job

- Time allocation
- Due diligence
- USAJobs website
- Resume preparation

www.USAjobs.gov website Login

An official website of the United States government

USAJOBS

You now need to create a login.gov account to sign in to USAJOBS

To maintain your existing profile: 1. Use your existing USAJOBS email address and 2. Create a new password.

Continue

to 🚺 LOGIN.GOV and select "Create account"

Already created a login.gov account?



By clicking "Continue" or "Sign in" you agree to our terms and conditions.

? FAQs

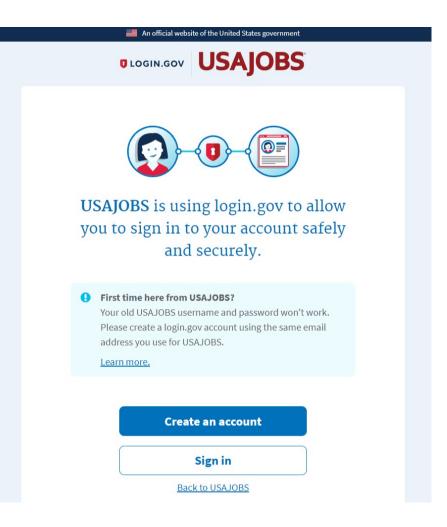
What is login.gov?

Login.gov is a service that offers secure and private online access to government programs, such as federal benefits, services and applications. With a login.gov account, you can sign into multiple government websites with the same username and password.

Can I use my existing username and password?

No. You must create a new account with login.gov. This is a one-time step where you will use your existing USAJOBS email address but must create a new password.

www.usajobs.gov website Login (cont.)



www.usajobs.gov website Login (cont.)

ULOGIN.GOV USAJOBS	An official website of the United States government	
Enter your security code		
We sent a security code to ***_***-5093 . This code will expire in 10 minutes.		
One-time security code		
Submit		
C Get another code Remember this browser for 30 days	5	
Don't have access to your phone right now? <u>Choose another security option</u>		

What to Submit with Your Application

- **Resume** Ensure it reflects any relevant experience relating to the specialized experience in the announcement.
- **Transcripts** Scan all transcripts as one PDF. Ensure Degree Conferred date, major, GPA and courses are reflected in copies, these do not need to be official transcripts.

Don't forget to double check & confirm that your documents have attached to your application!



Your Resumé

- Your résumé:
 - Your best marketing tool
 - Communicates your qualifications
 - Shows you can provide immediate results
 - Should be tailored for each job
 - Has no page limitations
 - Is your first and often only impression

Resume Format

- Reverse chronological order:
 - Lists your most recent experience first then work backwards listing previous jobs
 - Include job-relevant paid/unpaid experience
 - Recommended for Federal résumés

Language Matters

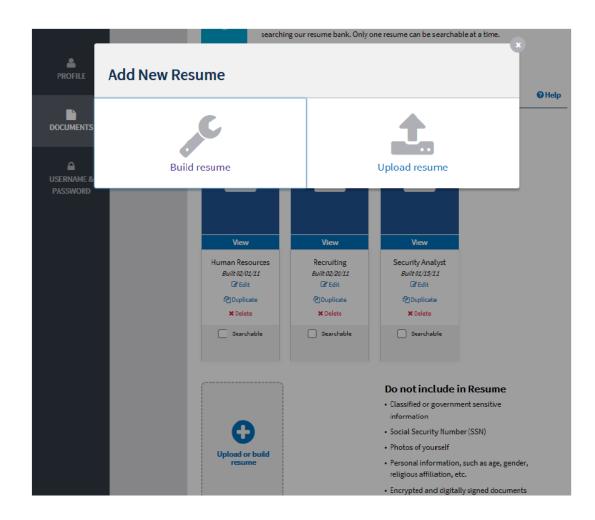
• Before:

Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.

• After:

Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.

Resumé Builder



Attachments

Workers' Compensation Claims Examiner

Vacancy Closes on October 04, 2017

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Davs

Vacancy Documents

The following documents are requested for this application. You do not need to submit documents that are not applicable to you. Documents from USAJOBs may automatically attach to your application however, they may be updated or modified prior continuing this application. Prior to the vacancy close date, documents may be added, updated or removed from this application.

Documents to Attach

Review Your Attached Documents

Your Documents from USAJOBS

Requested Attached Date Attached Document Type Action Document Description Source (MM/DD/YYYY) College Transcripts No document Submitted One or more of your USAJobs documents did not automatically attach. \checkmark Cover Letter (Not Prawl Cover Letter UPLOAD 12/16/2014 T Remove Mandatory) 06:09:11 AM DD-214 Certificate of No document Submitted ≡ Release or Discharge S Prawl ICTAP/CTAP Eligibility SF50 - Sep No document Submitted Proofs 20 2017 07:04 AM No document Submitted Attach 🕩 Other Documentation SF-15 Application for 10- No document Submitted pt Veterans Preference Additional Document Actions ✓ SF-50 Proof of Federal USAJOBS Prawl SF50 12/15/2014 T Remove Status(incl Status 07:08:45 AM Upload from your computer &Grade) 🛱 Fax a Document US Mil No document Submitted VA Letter for No document Submitted Compensable Disability VEOA - Veterans No document Submitted Employment **Opportunities Act** PREVIOUS SAVE AND CONTINUE

Benefits of Federal Government Service

- Public Service
- Work/Life Balance
- Excellent Advancement Opportunities
- Training and Professional Development
- Competitive Compensation Package
- Diverse career field opportunities with a wide spectrum of Federal missions to choose from



Contact Information

Office of Career Services

careerservices@uncfsu.edu

910-672-1205 – Main (Ms. Connie McGill) Dr. Yasmine Farley Director

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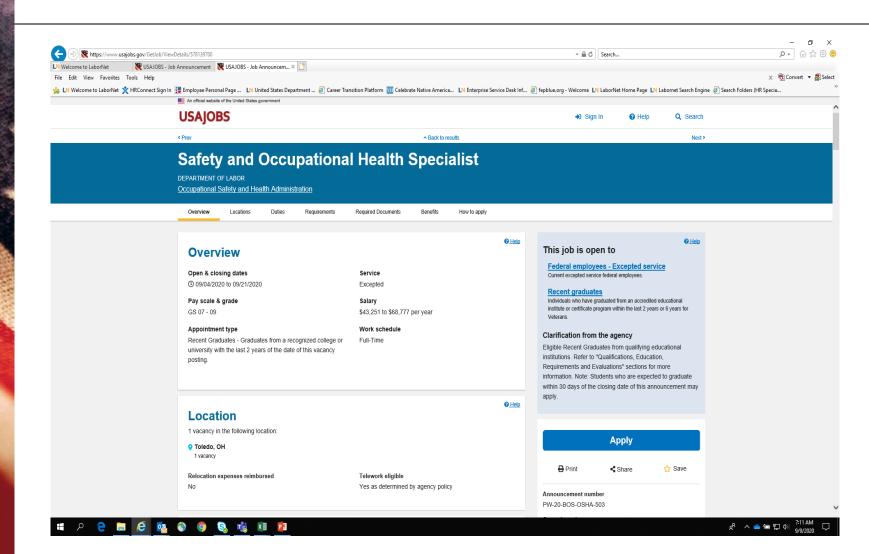
Dr. Marsha McLean Employer Outreach Coordinator Ms. Rachel Townsend Internship Coordinator

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Example How to Review Job Announcements (See Remaining Slides)

Current JOA- Safety and Occupational Health Specialist https://www.usajobs.gov/GetJob/ViewDetails/577185000



Major Duties for this Position

https://www.usajobs.gov/GetJob/ViewDetails/577185000

At the GS-07 level, you will participate as a member of an inspection team led by a higher-graded specialist and assist in the planning of and/or conducting a limited segment of a major investigation or a small investigation at a variety of worksites, with focus on commercial, residential, industrial, and heavy and civil construction sites, where the exposure and type of hazard and unsafe working conditions is predictable in advance...

At the GS-09 level, you will assist in planning and conducting portions or limited inspections or compliance reviews in establishments and worksites. Identifies areas in need of immediate corrective action or conditions which are of imminent danger to life or limb. Serves as the focal point for conducting and leading construction inspections at a variety of sites, including commercial, residential, industrial, and heavy and civil construction...

Major Duties for this Position (cont.)

https://www.usajobs.gov/GetJob/ViewDetails/577185000

Travel Required – Occasional travel. Travel is required to examine worksites.

Supervisory status - No

Promotion Potential -12

There is no obligation to provide future promotions to you if you are selected. Promotions are dependent on your ability to perform the duties at a higher level, the need for an employee to be promoted to the higher level and supervisory approval.

Requirements

https://www.usajobs.gov/GetJob/ViewDetails/577185000

- Appointment to this position may require a background investigation.
- Requires a valid drivers license.
- Requires a medical examination.
- U.S. Citizenship and must be at least 16 years old.
- Requires a probationary period if the requirement has not been met.
- Must sign a DOL Pathways Recent Graduate Program Participant Agreement.

Appointments under the DOL Recent Graduates Program

- The program duration is one year. Upon successful completion of the program and at the agency's discretion, the appointee may be converted to a term or permanent position in the competitive service.
- Appointee must sign a DOL Pathways Recent Graduate Program Participant Agreement.
- The entire duration of the Recent Graduate Appointment constitutes a trial period.
- Appointee must be a U.S. citizen in order to be eligible for conversion to a permanent position in the competitive service upon completion of the program.
- Applicants must meet all legal and regulatory requirements. Reference the "Required Documents" section for additional requirements.

Qualifications

https://www.usajobs.gov/GetJob/ViewDetails/577185000

Education: Undergraduate and Graduate Education: Major study
 safety or occupational health fields (safety, occupational health, industrial hygiene), <u>OR</u> degree in other related fields that included or was supplemented by at least 24 semester hours of study from among the following (or closely related) disciplines: safety, occupational health, industrial hygiene, occupational medicine, toxicology, public health, mathematics, physics, chemistry, biological sciences, engineering, and industrial psychology.

• OR

• Experience: (see full description on USAjobs website)

Education "ELIGIBILITY"

https://www.usajobs.gov/GetJob/ViewDetails/577185000

To be eligible for appointment, you must meet requirement a or b:

a. Completed all requirements for an associates, bachelors, masters, professional, doctorate, vocational, or technical degree or certificate from a <u>qualifying educational institution</u> within the previous two years; or

b. Was released or discharged from active duty within the previous two years, where the applicant is a veteran who, due to a military service obligation, was precluded from applying for a recent graduate position during any portion of the two-year eligibility period following completion of his/her degree or certificate requirements, provided that not more than six years have transpired since the applicant completed the requirements for a degree or certificate.