



MILITARY
ONE
SOURCE



**SPOUSE EDUCATION &
CAREER OPPORTUNITIES**



How to Navigate Your Federal Job Search

Presenter: Kristina Santos, SECO Career Coach
April 29, 2020

Today's Agenda

- **SECO Services to Help You Navigate Your Federal Job Search**
- **Finding Your Fit in the Federal Government**
- **Navigating the Federal Application Process**
- **Question & Answer**

SECO Services to Help You Navigate Your Federal Job Search

This website is part of the U.S. Department of Defense's [Military OneSource](#) network

[expand to see more sites](#) +



[How Do I?](#)

[Live Chat](#)

[About](#) ▾

[Log in](#)



[CAREER EXPLORATION](#)

[EDUCATION, TRAINING AND LICENSING](#)

[EMPLOYMENT READINESS](#)

[CAREER CONNECTIONS](#)

[TRANSITION](#)

UPCOMING
EVENTS

Thursday

10

Oct.

Thursday

24

Oct.

Thursday

14

Nov.

Wednesday

20

Nov.



Call a SECO Career Coach

Receive career, employment and education guidance.

Use SECO Services to Navigate Your Federal Job Search

- **Career Coaching for Military Spouses**
- **SECO Coaching Packages**
 - **SECO Federal Employment Coaching Package**
 - Connect with a career coach to explore opportunities and resources for ongoing support.
 - Gain guidance, information, and support to get the confidence to apply for, and land, a job with the federal government.



Learn. Advance. Succeed.

Finding Your Fit in the Federal Government



Finding Your Fit in the Federal Government

- **Identify Your Interests and Skills**
- **Gather Your Education, Training, and Experience**
- **Prepare Your Resume Content (Experiences and Accomplishments)**
- **Explore Federal Employment Opportunities**

Identify Your Interests and Skills

- **Complete the Traitify Career Assessment**
 - **SECO's Newest Assessment!**
 - **Explore Your:**
 - Personality Blends
 - Personality Traits
 - Compliments/Conflicts
 - Environments
 - Career Matches



Mentor



Visionary



Action-Taker



Naturalist



Analyzer



Inventor



Planner

Gather Your Education, Training, and Experience

Education/Training Sources:

- Transcripts
- Course feedback
- Awards/recognitions
- Projects
- Publications
- Travel experience

Experience Sources:

- Previous job descriptions
- Customer feedback
- Supervisory reviews/feedback
- Military honors
- Leadership roles
- Volunteer experience
- Awards/recognitions
- Projects
- Travel experience

Source: www.opm.gov

Prepare Resume Content – Your Experiences

- **Provide amount and level of experience:**
 - **Amount of experience:**
 - “Managed a 12-person team for more than 15 years...”
 - **Level of experience:**
 - “Routinely advised and briefed organizational senior executives on...”

Source: www.opm.gov

What Did You Do?

Prepare Resume Content – Your Accomplishments

- **Provide accomplishment:**
 - Who was impacted?
 - What were the cost savings?
 - Did you generate revenue?
 - Did you exceed deadlines?
 - Did you receive awards or recognition?
 - What changed/improved?
- **Demonstrate your value and answers:**
 - Why should we hire you over others?

How Well Did You Do It?

Source: www.opm.gov

Prepare Your Experiences and Accomplishments

Example:

- *Routinely advised and briefed organizational senior executives on audit reports identifying weak internal controls and accounting procedures. Created a new standard operating procedure which resulted in a 10% decrease in errors and \$52,000 in labor savings.*

Source: www.opm.gov

Demonstrate Your Value

Explore Federal Employment Opportunities

- **USAJOBS.gov** - <https://www.usajobs.gov/>
 - **Federal Government's official employment website**
 - Discover job openings within hundreds of agencies and organizations
- **OPM.gov** - <https://www.opm.gov/>
 - **OPM = USAJOBS experts**
 - *"The U.S. Office of Personnel Management (OPM) serves as the chief human resources agency and personnel policy manager for the Federal Government."*
- **USA.gov** - <https://www.usa.gov/>
 - **A-Z Index of U.S. Government Departments and Agencies**

Navigating the Federal Application Process

9 Steps of the Federal Application Process

1. Create a USAJOBS profile
2. Search for jobs
3. Review job announcement
4. Prepare your application in USAJOBS
5. Submit application to agency
6. Agency reviews application
7. Interview
8. Agency selects candidates
9. Job offer

Navigating the Federal Application Process

The image shows a screenshot of the USAJOBS website. At the top left, it says "An official website of the United States government" and "USAJOBS". On the top right, there are links for "Sign In", "Help", and "Search". Below this is a search bar with "Keywords" and "Location" filters. The "Keywords" field contains the placeholder text "Job title, dept., agency, series, or occupation" and the "Location" field contains "City, state, zip, or country". A blue "Search" button is to the right. Below the search bar is a large blue banner with the text "SHAPE AMERICA'S FUTURE" and "Find your fit in the Federal Government". A red "Create Profile" button is positioned above a yellow arrow pointing down to a navigation bar. The navigation bar has three items: "Create a USAJOBS Profile", "Federal Application Process" (which is circled in yellow), and "Explore Opportunities". Below the navigation bar is a white box with the text "Learn about the Federal Application Process".

<https://www.usajobs.gov/>



Learn about the Federal Application Process

Below is an overview of the federal hiring process. This process is in place to make sure all applicants receive fair and equal opportunity.

USAJOBS

1 Create a USAJOBS Profile



First, you need to create an account and complete your profile to apply to any job on USAJOBS.

With a USAJOBS account and profile you can save jobs, save and automate job searches, and manage everything you need to complete your application, including resumes and required documents.

2 Search for Jobs

3 Review Job Announcement

4 Prepare your application in USAJOBS

5 Submit application to agency

Transition to Agency

Agency

6 Agency reviews application

7 Interview

8 Agency Selects Candidates

9 Job Offer

Federal application process at a glance!
Click on steps for more information.



The screenshot shows the USAJOBS website interface. At the top, there are links for 'Sign In', 'Help', and 'Search'. Below these are search filters for 'Keywords' (Job title, dept., agency, series, or occupation) and 'Location' (City, state, zip, or country), with a 'Search' button. A large banner features the text 'SHAPE AMERICA'S FUTURE' and 'Find your fit in the Federal Government', with a prominent red 'Create Profile' button. A yellow arrow points from the banner down to a navigation bar at the bottom of the page, which includes 'Create a USAJOBS Profile', 'Federal Application Process' (circled in yellow), and 'Explore Opportunities'.

Navigating the Federal Application Process

1. **Create a USAJOBS profile**
2. Search for jobs
3. Review job announcement
4. Prepare your application in USAJOBS
5. Submit application to agency
6. Agency reviews application
7. Interview
8. Agency selects candidates
9. Job offer

1. Create a USAJOBS Profile

An official website of the United States government

USAJOBS

➔ Sign In

Help

Search

Keywords
Job title, dept., agency, series, or occu

Search

An official website of the United States government

LOGIN.GOV | USAJOBS



USAJOBS is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

Sign In

Don't have an account? [Create an account](#)

To apply for federal jobs you first need to:
Create a login.gov account and complete your USAJOBS Profile.

Explore Opportunities

Access Your USAJOBS Dashboard to Complete Profile

An official website of the United States government

USAJOBS

Kristina

Help

Search

Keywords

Location

Job title, dept., agency, series, or occupation

City, state, zip, or country

Search



SHAPE AMERICA'S FUTURE

Find your fit in the Federal Government

View Profile

Start using USAJOBS

Federal Application Process

Explore Opportunities

Start using USAJOBS

Select Complete Profile

 An official website of the United States government

USAJOBS

 Kristina

 Help

 Search

[Home](#) [Profile](#) [Documents](#) [Preferences](#)

Welcome Kristina! [Sign Out](#)

Before you can apply for jobs, you need to complete your profile. [Complete profile.](#)



0
APPLICATIONS

0
SAVED JOBS

0
SAVED SEARCHES

Complete your profile

While anyone can review job announcements on USAJOBS, you can only apply to a job with a complete profile.

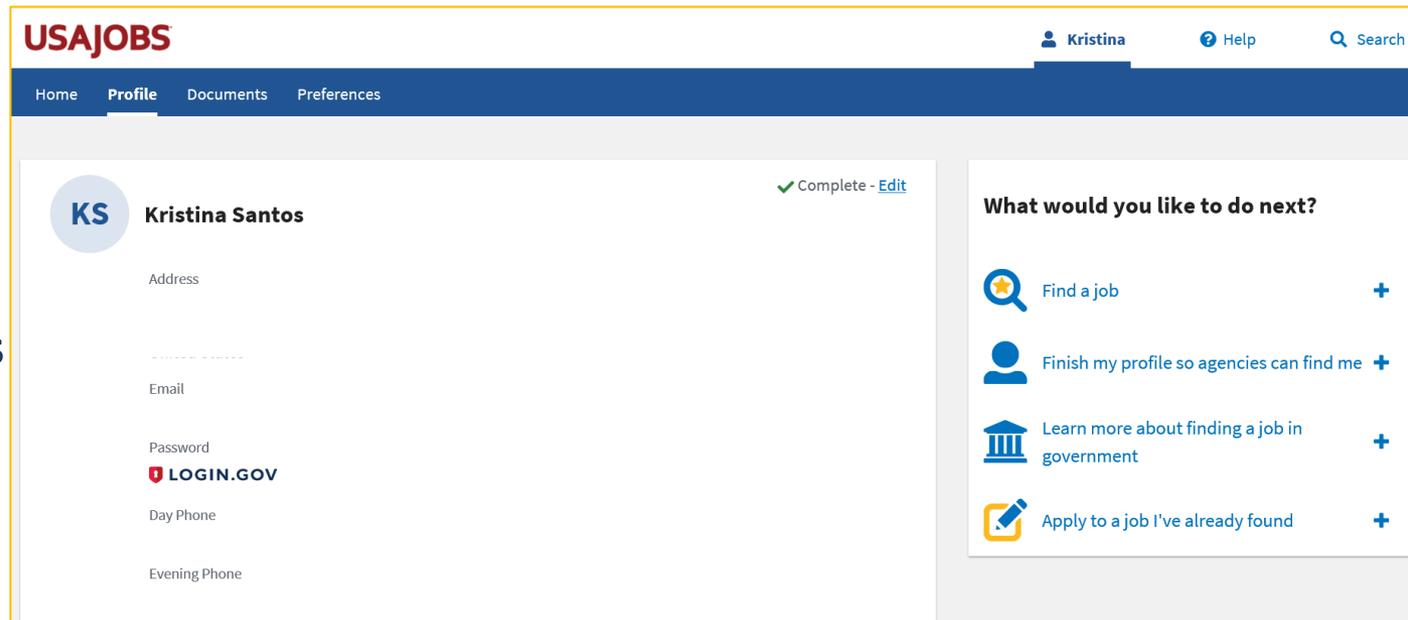
[Complete Profile](#)



Complete Your USAJOBS Profile

USAJOBS profile information:

- Contact Information
- Citizenship
- Hiring Paths
- Experience
- Education
- Demographics
- Languages
- Organizations
- References



The screenshot shows the USAJOBS user profile page for Kristina Santos. The page is titled "USAJOBS" and includes a navigation bar with "Home", "Profile", "Documents", and "Preferences". The user's name "Kristina Santos" is displayed with a "KS" profile picture and a "Complete - Edit" status. The profile information includes fields for Address, Email, Password (with a "LOGIN.GOV" button), Day Phone, and Evening Phone. On the right side, there is a section titled "What would you like to do next?" with four options: "Find a job", "Finish my profile so agencies can find me", "Learn more about finding a job in government", and "Apply to a job I've already found".

Complete Your USAJOBS Profile

Explore Hiring Paths

The Federal Government offers unique hiring paths to help hire individuals that represent our diverse society. Learn more about each hiring path and your eligibility.



Open to the Public

U.S. citizens, nationals or those who owe allegiance to the U.S.



Veterans



National Guard & Reserves

Current or prospective members



Senior Executives



Family of overseas employees



Peace Corps & AmeriCorps VISTA



Federal Employees

Current or former, includes the competitive and excepted services



Military Spouses



Students & recent graduates



Individuals with a disability



Native Americans

American Indian or Alaskan Native



Special authorities

Explore Hiring Paths

Explore Hiring Paths

Military spouses

If you're a military spouse, you may be eligible to apply using a non-competitive process designed to help you get a job in the federal government.

[Help](#) / [Working in Government](#) / [Unique Hiring Paths](#) / [Military Spouses](#)

Eligibility

Federal agencies can use the military spouse non-competitive hiring process to fill positions on either a temporary or permanent basis.

You're eligible if you are:

- A spouse of an active duty member of the armed forces.
- A spouse of a service member who is 100% disabled due to a service-connected injury.
- A spouse of a service member killed while on active duty.

Unique Hiring Paths – Military Spouses

Navigating the Federal Application Process

- ✓ Create a USAJOBS profile
- 2. Search for jobs**
- 3. Review job announcement
- 4. Prepare your application in USAJOBS
- 5. Submit application to agency
- 6. Agency reviews application
- 7. Interview
- 8. Agency selects candidates
- 9. Job offer

2. Search for Jobs

- **Basic Search**
- **Profile & Preferences Search**
- **Advanced Search**
- **Saved Searches**



USAJOBS Dashboard – Basic Search

0
APPLICATIONS

2
SAVED JOBS

1
SAVED SEARCH

Active

Archived

Begin your job search

Keywords

300 ×

SERIES

0300 - Management, Administrative And Clerical Services

1300 - Physical Sciences

3300 - Instrument Work

5300 - Industrial Equipment Maintenance

7300 - Laundry, Dry Cleaning, And Pressing

Location

City, state, zip, or country

Search

Search by Keywords:

Job Title, Department, Agency,
Series, or Occupation

Search by Location:

City, State, Zip Code, or Country

USAJOBS Dashboard – Preferences

 An official website of the United States government

USAJOBS

 Kristina

 Help

 Search

[Home](#) [Profile](#) [Documents](#) [Preferences](#)



Welcome Kristina! [Sign Out](#)

Before you can apply for jobs, you need to complete your profile. [Complete profile.](#)

0
APPLICATIONS

0
SAVED JOBS

0
SAVED SEARCHES

Complete your profile

While anyone can review job announcements on USAJOBS, you can only apply to a job with a complete profile.

[Complete Profile](#)

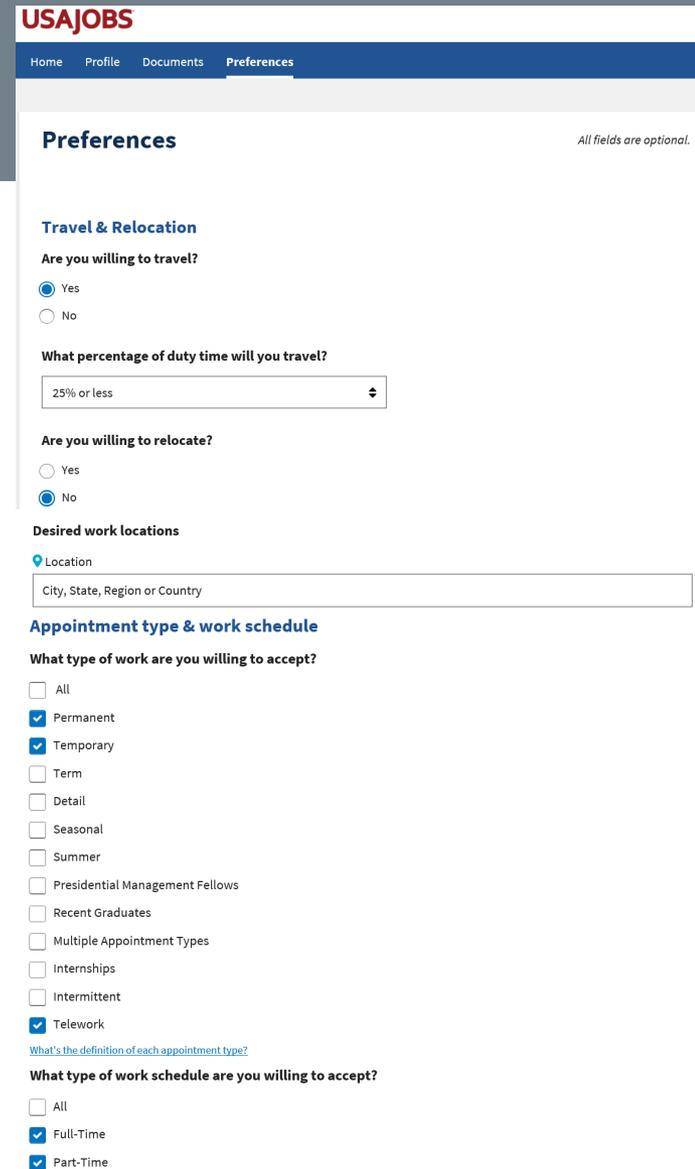
Select Your Preferences

- **Travel & Relocation**

- Are you willing to travel?
- What percentage of duty time will you travel?
- Are you willing to relocate?
- Desired work locations

- **Appointment Type & Work Schedule**

- What type of work are you willing to accept?
- What type of work schedule are you willing to accept?



USAJOBS

Home Profile Documents **Preferences**

Preferences All fields are optional.

Travel & Relocation

Are you willing to travel?

Yes
 No

What percentage of duty time will you travel?

25% or less

Are you willing to relocate?

Yes
 No

Desired work locations

Location

City, State, Region or Country

Appointment type & work schedule

What type of work are you willing to accept?

All
 Permanent
 Temporary
 Term
 Detail
 Seasonal
 Summer
 Presidential Management Fellows
 Recent Graduates
 Multiple Appointment Types
 Internships
 Intermittent
 Telework

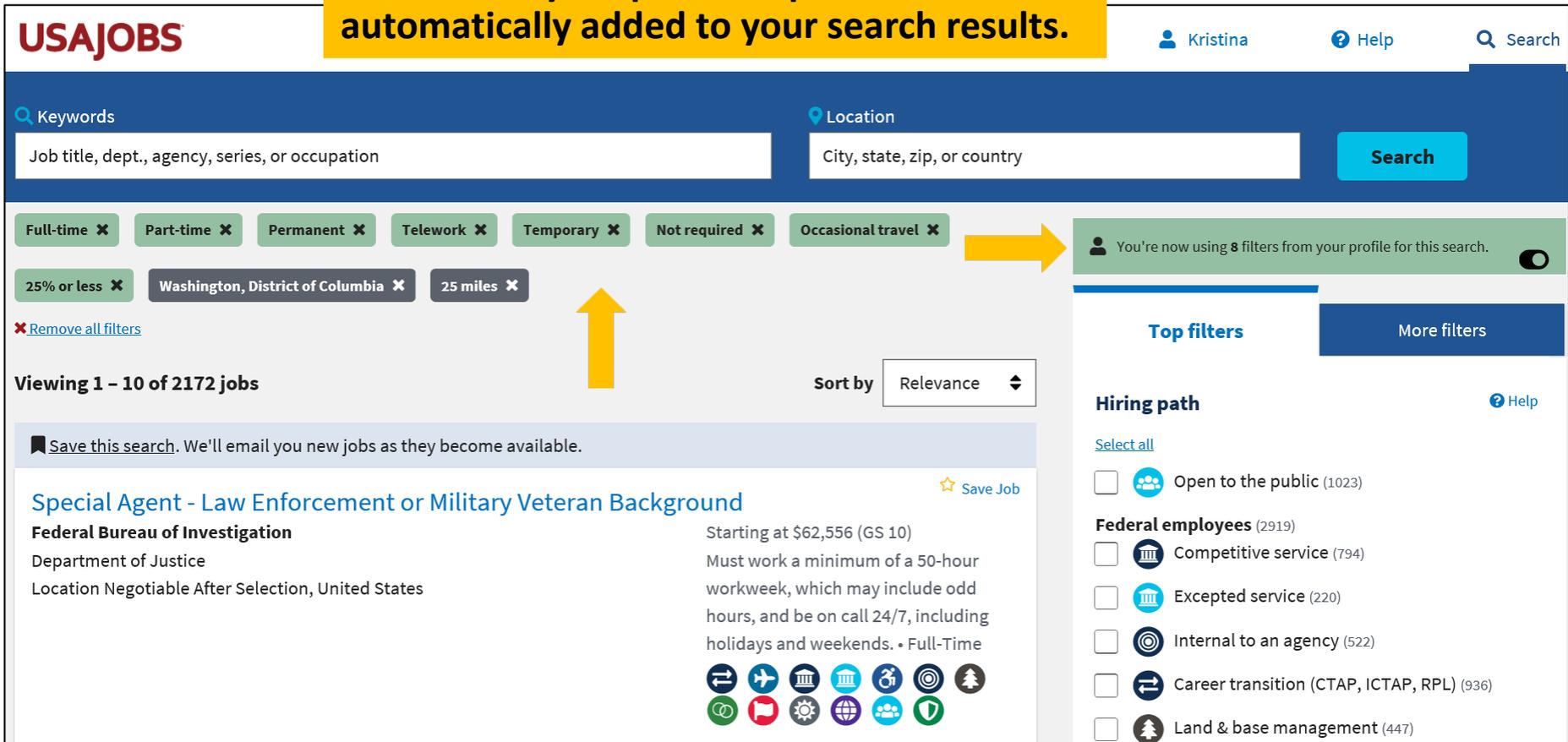
[What's the definition of each appointment type?](#)

What type of work schedule are you willing to accept?

All
 Full-Time
 Part-Time

Profile & Preferences Search

Filters from your profile & preferences are automatically added to your search results.



The screenshot shows the USAJOBS search interface. At the top, there's a navigation bar with the USAJOBS logo, user name 'Kristina', 'Help', and 'Search' options. Below this is a search bar with 'Keywords' and 'Location' fields, and a 'Search' button. A yellow callout box highlights that filters from the user's profile are automatically added to the search results. The filter bar includes: Full-time, Part-time, Permanent, Telework, Temporary, Not required, Occasional travel, 25% or less, Washington, District of Columbia, and 25 miles. A 'Remove all filters' link is also present. A notification states 'You're now using 8 filters from your profile for this search.' The job listing for 'Special Agent - Law Enforcement or Military Veteran Background' at the 'Federal Bureau of Investigation' is shown, including details like 'Starting at \$62,556 (GS 10)' and 'Must work a minimum of a 50-hour workweek...'. The right sidebar shows 'Top filters' and 'Hiring path' options like 'Open to the public', 'Competitive service', etc.

USAJOBS Advanced Search

USAJOBS

Keywords
Job title, dept., agency, series, or occ

Full-time ✕ Part-time ✕ Permanent ✕

25% or less ✕ Washington, District of Columbia

✕ Remove all filters

Advanced search options:

Top filters: Hiring path, pay, grade, department & agency, series

More filters: location, work schedule, appointment type, security clearance, travel percentage

Viewing 1 - 10 of 2172 jobs

Sort by Relevance

Save this search. We'll email you new jobs as they become available.

Special Agent - Law Enforcement or Military Veteran Background

Save Job

Federal Bureau of Investigation

Department of Justice

Location Negotiable After Selection, United States

Starting at \$62,556 (GS 10)

Must work a minimum of a 50-hour workweek, which may include odd hours, and be on call 24/7, including holidays and weekends. • Full-Time



Kristina Help Search

Search

You're not using 8 filters from your profile for this search.

Top filters

More filters

Hiring path

Select all

Open to the public (1023)

Federal employees (2919)

Competitive service (794)

Excepted service (220)

Internal to an agency (522)

Career transition (CTAP, ICTAP, RPL) (936)

Land & base management (447)

Save Your Favorite USAJOBS Searches

Save Searches to receive emails when new jobs become available.

USAJOBS

Keywords

Job title, dept., agency, series, or occupation

Location

City, state, zip, or country

Full-time ✕ Part-time ✕ Permanent ✕ Telework ✕ Temporary ✕ Not required ✕ Occasional travel ✕

25% or less ✕ Military And Family Readiness Specialist ✕ Military spouses ✕ Washington, District of Columbia ✕

Washington, DC ✕ 25 miles ✕

[Remove all filters](#)

Viewing 1 - 10 of 251 jobs

[Save this search.](#) We'll email you new jobs as they become available.

Save search

Name Required

Notification frequency

Daily



Cancel Save

[Save this search.](#) We'll email you new jobs as they become available.



USAJOBS Dashboard - Saved Searches

USAJOBS

Kristina

Help

Search

Home Profile Documents Preferences

Welcome Kristina! [sign out](#)

Your profile is complete and you're able to apply for jobs on USAJOBS. [Not your profile?](#)

0

APPLICATIONS

1

SAVED JOB

1

SAVED SEARCH

Active

Archived

+ Family Readiness

Alert: Daily

Created 2/6/2020

Navigating the Federal Application Process

- ✓ Create a USAJOBS profile
- ✓ Search for jobs

3. Review job announcement

4. Prepare your application in USAJOBS
5. Submit application to agency
6. Agency reviews application
7. Interview
8. Agency selects candidates
9. Job offer

3. Review the Job Announcement

Job Opportunity Announcements include the following sections: Overview, Locations, Duties, Requirements, Required Documents, Benefits, How to Apply.

Read each section before applying.

USAJOBS

< Prev

Auditor

DEPARTMENT OF COMMERCE

Office of the Inspector General

Search

Next >

Overview

Locations

Duties

Requirements

Required Documents

Benefits

How to apply

Overview

Help

Open & closing dates

🕒 01/31/2020 to 02/17/2020

This job will close when we have received **150 applications** which may be sooner than the closing date. [Learn more](#)

Pay scale & grade

GS 11 - 13

Appointment type

Permanent - Full-time

Service

Competitive

Salary

\$72,030 to \$133,465 per year

Work schedule

Full-Time

This job is open to

Help



The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

Clarification from the agency

U.S. citizens or U.S. Nationals; no prior Federal experience is required.

Apply

Save Your Favorite USAJOBS Job Announcements

USAJOBS

Kristina

Help

Search

Prev

Back to results

Next

AIRMAN AND FAMILY READING

DEPARTMENT OF THE AIR FORCE
[Air National Guard Units](#)
104FW BARNES ANGB, MA

- Overview
- Locations
- Duties
- Requirements
- Requirements

Overview

Open & closing dates
🕒 02/04/2020 to 02/14/2020

Pay scale & grade
GS 11

Appointment type
Permanent

Service
Excepted

Salary
\$71,484 t

Work sch
Full-Time

Apply

Print

Share

★ Saved



Announcement number
MA-10707465-T5-20-104-003

Control number
558461200

USAJOBS Dashboard – Saved Jobs



Kristina

Help

Search

Home Profile Documents Preferences

Welcome Kristina! [Sign Out](#)

Your profile is complete and you're able to apply for jobs on USAJOBS. [Not your profile?](#)

0

APPLICATIONS

2

SAVED JOBS

0

SAVED SEARCHES

Sort by Saved Date

Notifications

+ AIRMAN AND FAMILY READINESS PROGRAM MANAGER

Air National Guard Units

Saved 2/6/2020

Federal Application Process

- ✓ Create a USAJOBS profile
- ✓ Search for jobs
- ✓ Review job announcement

4. Prepare your application in USAJOBS

5. Submit application to agency
6. Agency reviews application
7. Interview
8. Agency selects candidates
9. Job offer

4. Prepare Your Application in USAJOBS

- **Upload supporting documents**
- **Prepare federal resume**
 - Private vs federal resume
 - Federal resume checklist
 - Tailor your resume
 - How to upload/build a federal resume
 - Overview of USAJOBS Resume Builder tool
 - Make your resume searchable
- **Review ‘How to Apply’ section of job announcement for additional requirements**

USAJOBS Dashboard – Documents

USAJOBS Kristina Help Search[Home](#) [Profile](#) [Documents](#)

Welcome Kristina! [Sign Out](#)

Your profile is complete and you're able to apply for jobs on USAJOBS. [Not your profile?](#)

0

APPLICATIONS

2

SAVED JOBS

1

SAVED SEARCH

[Active](#)[Archived](#)

Begin your job search

 Keywords Location[Search](#)

Upload Supporting Documents

USAJOBS Kristina Help Search[Home](#) [Profile](#) **Documents** [Preferences](#)

Documents

[Resumes \(0/5\)](#)[Other \(0/10\)](#) 

Document examples: DD-214, SF-15, SF-50, OF-306, Transcripts.



Add Document

All fields are required

Document Name

Please enter a unique name For your document (100 character maximum).

Document type

- | | |
|------------------------------------|-------------------------------------|
| <input type="radio"/> Cover Letter | <input type="radio"/> SF-15 |
| <input type="radio"/> DD-214 | <input type="radio"/> SF-50 |
| <input type="radio"/> ECQ | <input type="radio"/> Transcript |
| <input type="radio"/> OF-306 | <input type="radio"/> Veteran Other |
| <input type="radio"/> Other | |

Select New Document

Complete Upload

Prepare Your Federal Resume

- **Private sector resume vs federal resume**
- **Federal resume checklist**
- **Tailor your resume**
- **Upload/Build your federal resume**
- **Overview USAJOBS resume builder tool**
- **Make your federal resume searchable**

Private Sector vs Federal Resume

	Private Industry Resume	Federal Resume
Announcement:	Wish List	Minimums
Meeting Qualifications:	Flexible	Must Meet All
Keywords:	Useful Once	Repetition is Helpful
Experience:	Generalized	Specific
Detail:	Straight to the Point	Building a Picture
Length:	1-2 pages	No Limit
Look:	Visually Appeasing	Content, Content, Content
Skills Section:	Useful	Not Useful

Source: www.opm.gov

Federal Resume Checklist

- **Reverse-chronological format preferred**
- **No page limitations**
- **Repetition is helpful**
- **No spelling or grammatical errors**
- **Explain acronyms and avoid jargon**
- **Content includes:**
 - **Process**
 - **Skills**
 - **Results**
 - **Accomplishments**

Tailor Your Federal Resume

3 Steps to Tailor Your Federal Resume

1. Review the Job Opportunity Announcement
2. Identify keywords
3. Align your experience and accomplishment to the JOA

A job posting on **USAJOBS.gov** is called a Job Opportunity Announcement (JOA)

Step 1: Review the Job Opportunity Announcement

- **Goals of the JOA Review:**
 - Understand the requirements
 - Select in (Apply) or out (Do not apply)
 - If you choose to apply, use the Job Opportunity Announcement to:
 - Identify keywords to tailor your resume
 - Submit a complete application package

A job posting on **USAJOBS.gov** is called the Job Opportunity Announcement (JOA)

Step 2: Identify Keywords

JOA sources:

- **Duties**
 - Responsibilities
- **Requirements**
 - Qualifications
- **Occupational Questionnaire**
 - Linked from the JOA

Additional sources:

- **Agency website**
- **Networking/Social Media websites**



Identify Keywords: Duties

Overview
Locations
Duties
Requirements
Required Documents

Duties

Summary

The Medical Support Assistant (MSA) is a foundational role within The Office of Community Care /Non-VA Care department. The incumbent serves as an Medical Support Assistant in The Office of Community Care /Non-VA Care department. The incumbent's work impacts the timely administering aspect of patient care, including: proper eligibility review, timely authorization, coordinating care in the community.

[Learn more about this agency](#)

Responsibilities

The Medical Support Assistant works collaboratively in an interdisciplinary coordinated care delivery model within The Office of Community Care. The incumbents assist Veterans by explaining community programs, coordinating their care in the community through various avenues, and providing customer service to be the patient's liaison between the VA Medical Center and the community provider. Incumbent performs a variety of administrative functions associated with patient care and treatment for Community Care services which include inpatient, outpatient, and/or GEC program services. Employee must acquire knowledge of internal organizational procedures, knowledge of various facility services, multiple computer software systems, VA acronyms and abbreviations. Incumbent creates and issues authorizations for approved care, assists with vendor location when needed, and resolves barriers to obtain care in the community to avoid patient care delay.

Incumbent coordinates with the Community Care team to review consult utilization by using various reports and communication methods to effectively support the needs of the team.

Incumbent coordinates sending, receiving, and routing medical records from community vendors as needed by verifying services utilized by specialty and date of service.

Identify **keywords** that describe the job's daily activities and responsibilities.

Identify Keywords: Requirements

Overview Locations Duties **Requirements** Required Documents Benefits How to apply

Job family (Series)
[0679 Medical Support Assistance](#)

Requirements

Conditions of Employment

You must be a U.S. Citizen to apply for this job
 Designated and/or random drug testing may be required
 Selective Service Registration is required for males born after 12/31/1959
 Required to serve a probationary period
 Subject to a background/security investigation
 Must be proficient in written and spoken English
 Selected applicants will be required to complete an online onboarding process

Qualifications

To qualify for this position, applicants must meet all requirements by the closing date of this announcement, 12/31/2020.
Basic Requirements: United States Citizenship: Non-citizens may only be appointed when it is not possible to recruit qualified citizens in accordance with VA Policy.
 Six months experience of clerical, office, [customer service], or other [administrative] work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position;

Identify **keywords** that describe the experience, skills, and other qualifications required for the job.

Identify Keywords: Occupational Questionnaire

Overview Locations Duties **Requirements** Required Documents Benefits How to apply

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications for this position. Your application includes your résumé, responses to the online questions, and any other supporting documents. Be sure that your résumé includes detailed information to support your responses. Insufficient evidence in your résumé may result in a “not qualified” determination.

Rating: Your application will be evaluated in the following areas: **Technical, Research and Analysis, Teamwork and Communication.** Your application will be rated and ranked among others, based on the extent and quality of your experience, education, training, performance appraisals and awards relevant to the duties of this position. We may lower your rating if your responses to the online questions are not supported by the education and/or experience described in your application.

Referral: If you are among the top qualified candidates, your application will be referred to a selecting official for consideration. You may be required to participate in a selection interview.

If you are a displaced or surplus Federal employee (eligible for the [Career Transition Assistance Plan \(CTAP\)/Interagency Career Transition Assistance Plan \(ICTAP\)](#)), you must receive a score of 90 or better to be rated as “well qualified” to receive special selection priority.

To preview questions please [click here.](#) 

Preview the job assessment questions before you apply to the job.

Support your answers in your resume.

Occupational Questionnaire (continued)

* 7 | I have performed the tasks below as part of my recurring duties:

I have assisted in planning and carrying out projects to improve

I have helped identify, analyze, and make recommendations to

I have been part of a team that participated in studies of organizations or in the evaluation of program effectiveness at the operational level.

I have assisted in the development of detailed procedures and guidelines to supplement established financial or program guidance.

None of the above.

Give yourself credit when you can!

Identify **keywords** and include these knowledge, skills, and abilities in your resume!

* 8 | I have planned and performed the following duties as it relates to research and analysis.

Conducted operational/financial studies, providing recommendations for needed revisions in applicable policies and procedures.

Consolidated the results of analysis into an overall report for presentation to management.

Conducted follow-up surveys on approved reports or actions to detect any problems.

Conducted comprehensive studies concerned with the identification of operational elements.

None of the above.

Activity: Identify Keywords from the JOA

Qualifications

Specialized experience: For the GS-13, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service. Specialized experience for this position includes: Planning, conducting, and documenting results of audits or evaluation projects in accordance with applicable standards and provide recommendations. Examples of such experience may include:

Coordinating audit or evaluation activities of team members and reviewing work of junior staff ensuring it is sufficient, competent, and includes relevant evidence to support findings; OR

Conducting interviews with key organizational authorities and other stakeholders to gather survey information; OR

Preparing and presenting audits or evaluation reports and briefings that address major management issues.

Activity: Identify Keywords from the JOA

Qualifications

Specialized experience: For the GS-13, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service. Specialized experience for this position includes: **Planning, conducting, and documenting results of audits or evaluation projects in accordance with applicable standards and provide recommendations.** Examples of such experience may include:

Coordinating audit or evaluation activities of team members and reviewing work of junior staff ensuring it is sufficient, competent, and includes relevant evidence to support findings; OR

Conducting interviews with key organizational authorities and other stakeholders to gather survey information; OR

Preparing and presenting audits or evaluation reports and briefings that address major management issues.

Activity: Identify Keywords from the JOA

Qualifications

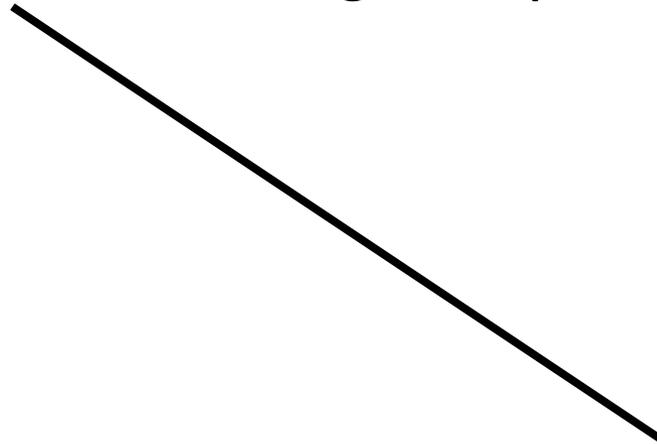
Specialized experience: For the GS-13, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service. Specialized experience for this position includes:

- Plan, conduct, and document results of audits or evaluation projects
- Coordinate audit or evaluation activities of team members
- Review work of junior staff
- Ensure work is sufficient, competent, and includes relevant evidence to support findings
- Conduct interview with key organizational authorities and other stakeholders
- Gather survey information
- Prepare and present audits or evaluation reports and briefings
- Address major management issues

Step 3: Align Your Experience and Accomplishments with the JOA

Match:

Your Skills, Education, Training & Experience



Job Opportunity Announcement

Source: www.opm.gov

Activity: Align Your Experience and Accomplishment with the JOA

Qualifications

Specialized experience: For the GS-13, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service. Specialized experience for this position includes:

- Plan, conduct, and document results of audits or evaluation

Experience and Accomplishment (Two part answer)

- Coordinate audit or evaluation activities of team members

Experience and Accomplishment (Two part answer)

- Review work of junior staff

Experience and Accomplishment (Two part answer)

- Prepare and present audits or evaluation reports and briefings

Routinely advised and briefed organizational senior executives on audit reports identifying weak internal controls and accounting procedures. Created a new standard operating procedure which resulted in a 10% decrease in errors and \$52,000 in labor savings.

Match Your Experience + Accomplishment with as many bullets as possible.

Do not assume agencies will “read between the lines”.

Leave no doubt.



Source: www.opm.gov

Upload/Build Your Federal Resume

USAJOBS

Kristina

Help

Search

Home Profile Documents Preferences

Documents

Resumes (0/5)

Other (0/10)

Store up to five resumes to help you target different types of jobs.

Help

Add New Resume

Upload or build resume



Build resume



Upload resume

Overview of USAJOBS Resume Builder

The screenshot displays the USAJOBS Resume Builder interface. At the top, the USAJOBS logo is on the left, and the user's name 'Kristina', a 'Help' icon, and a 'Search' icon are on the right. Below the logo, there are navigation tabs for 'Home', 'Profile', and 'Documents'. The 'Documents' section is active, showing 'Resumes (0/5)' and 'Other (0/10)'. A large dashed box contains a plus sign and the text 'Upload or build resume'. The 'Add New Resume' section is highlighted with a yellow border and contains two options: 'Build resume' (with a wrench icon) and 'Upload resume' (with an upload icon). Below this, the 'Add Resume' form is shown, featuring a 'Resume Name' field with the note 'All fields are required' and a sub-note 'Please enter a unique name for your resume (100 character maximum)'. At the bottom of the form are two buttons: 'Select New Resume' and 'Complete Upload'.

Review the **How to Apply** section of the Job Opportunity Announcement to find out which resume format and documents are accepted by the agency.

USAJOBS Resume Builder (continued)

Experience

Resume Builder

Work Experience [?](#)

➔
All fields are required unless otherwise noted

<p>Employer Name <input type="text"/></p> <p>Employer Address 1 <input type="text"/></p> <p>Employer Address 2 (optional) <input type="text"/></p> <p>Country <input type="text" value="United States"/></p> <p>Postal Code <input type="text"/></p> <p>City/Town <input type="text"/></p> <p>State/Territory/Province <input type="text" value="--Select--"/></p>	<p>Formal Job Title <input type="text"/></p> <p>Start Date <input type="text" value="--Select--"/></p> <p>Start Year <input type="text" value="--Select--"/></p> <p>End Date <input type="text" value="--Select--"/></p> <p>End Year <input type="text" value="--Select--"/></p> <p>Salary (optional) <input type="text"/></p> <p>Currency <input type="text" value="USD"/></p> <p>Salary Rate <input type="text" value="Bi-weekly"/></p> <p>Average Hours per week <input type="text"/></p> <p>May we contact your supervisor? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Contact me first </p> <p>Is this a Federal Civilian position? ? <input type="radio"/> Yes <input checked="" type="radio"/> No </p>
--	--

Duties, Accomplishments, and Related Skills

(5000 characters remaining)

Problems with formatting when pasting from Microsoft Word?

All fields are required unless otherwise noted.

USAJOBS Resume Builder (continued)

Education

Resume Builder

Work Experience ?

➔
All fields are required unless otherwise noted

<p>Employer Name</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Formal Job Title</p> <input style="width: 95%; height: 25px;" type="text"/>		
<p>Employer Address 1</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Start Date</p> <input style="width: 45%; height: 25px;" type="text" value="--Select--"/>	<p>Start Year</p> <input style="width: 45%; height: 25px;" type="text" value="--Select--"/>	
<p>Employer Address 2 (optional)</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>End Date</p> <input style="width: 45%; height: 25px;" type="text" value="--Select--"/>	<p>End Year</p> <input style="width: 45%; height: 25px;" type="text" value="--Select--"/>	
<p>Country</p> <input style="width: 95%; height: 25px;" type="text" value="United States"/>	<p>Salary (optional)</p> <input style="width: 45%; height: 25px;" type="text"/>	<p>Currency</p> <input style="width: 45%; height: 25px;" type="text" value="USD"/>	<p>Salary Rate</p> <input style="width: 45%; height: 25px;" type="text" value="Bi-weekly"/>
<p>Postal Code</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Average Hours per week</p> <input style="width: 45%; height: 25px;" type="text"/>		
<p>City/Town</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>May we contact your supervisor?</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Contact me first </p>		
<p>State/Territory/Province</p> <input style="width: 95%; height: 25px;" type="text" value="--Select--"/>	<p>Is this a Federal Civilian position? <small>?</small></p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p>		

Duties, Accomplishments, and Related Skills

(5000 characters remaining)

[Problems with formatting when pasting from Microsoft Word?](#)

Cancel
Save Work Experience

All fields are required unless otherwise noted

USAJOBS Resume Builder (continued)

References

Resume Builder

References *All fields are required unless otherwise noted*

Name	Phone
Employer (optional)	Email
Title (optional)	Reference Type
	<input checked="" type="radio"/> Professional <input type="radio"/> Personal

Cancel
Save Reference

Other Qualifications

Job Related Training

Add Job Related Training

Language Skills

Add Language

Organizations/Affiliations

Add Affiliation

Professional Publications

Add Publication

Additional Information

Add Information

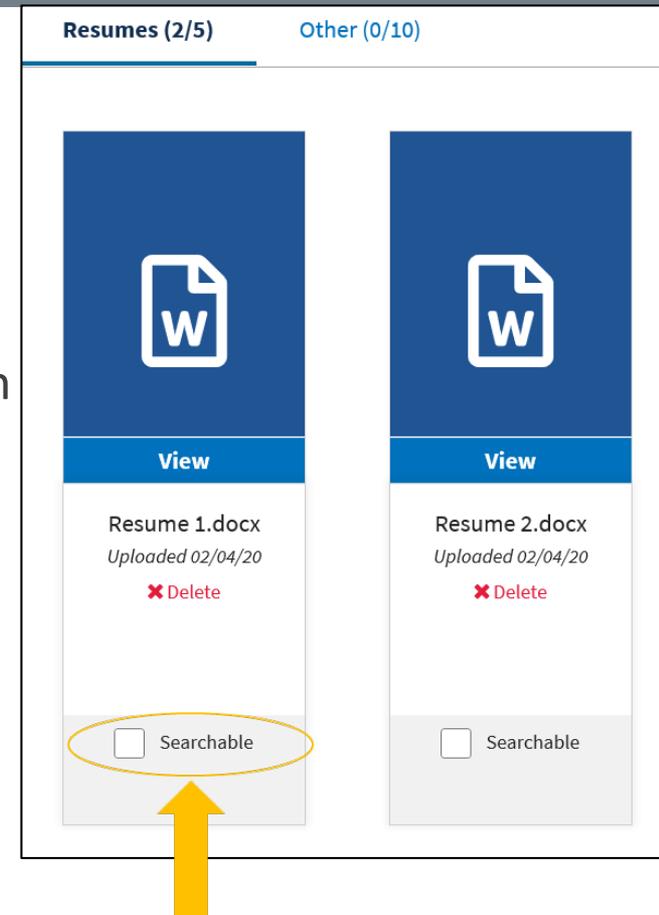
Previous
Finish

Make Your Federal Resume Searchable

• Make Your Resume Searchable

• Keep in mind:

- Only one resume can be searchable at a time.
- Your profile will also become searchable when you select to make a resume searchable, if your profile is complete.
- Only certain file types are searchable: Word, text-based PDFs, text files, and resumes created using the USAJOBS Resume Builder Tool.



Federal Application Process

- ✓ Create a USAJOBS profile
- ✓ Search for jobs
- ✓ Review job announcement
- ✓ Prepare your application in USAJOBS

5. Submit application to agency

6. Agency reviews application

7. Interview

8. Agency selects candidates

9. Job offer

5. Submit Application to Agency

USAJOBS

Kristina

Help

Search

Applying to:

[AIRMAN AND FAMILY READINES...](#)

Air National Guard Units

Closes 2/14/2020

[Who may apply](#)

1

Select Resume

2

Select Documents

3

Review Package

4

Include Personal Info

5

Continue Application with Agency

Select Resume

Required Documents +

The screenshot shows a blue button with a yellow arrow pointing right and the word 'Apply' in white. Below the button are three icons: a printer for 'Print', a share icon for 'Share', and a star for 'Save'. Underneath these are two sections of text: 'Announcement number' with the value 'CBCN-10692250-20-NSM' and 'Control number' with the value '556108700'.

Apply to the Job

Federal Application Process

- ✓ Create a USAJOBS profile
- ✓ Search for jobs
- ✓ Review job announcement
- ✓ Prepare your application in USAJOBS
- ✓ Submit application to agency

6. Agency reviews application

7. Interview

8. Agency selects candidates

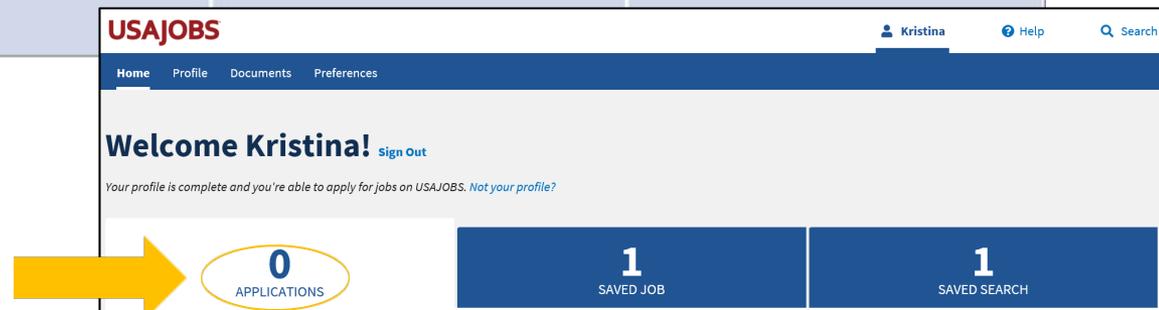
9. Job offer

6. Agency Reviews Application

• Track your applications

- Your applications are listed by the date they were updated
- The **application status** is highlighted next to each job application

Advancing	Paused	Stopped	Unknown
Received Reviewed Referred Selected Hired	In Progress Incomplete	Canceled Not Referred Not Selected Not Hired	Unavailable



USAJOBS Kristina Help Search

Home Profile Documents Preferences

Welcome Kristina! [Sign Out](#)

Your profile is complete and you're able to apply for jobs on USAJOBS. [Not your profile?](#)

0 APPLICATIONS **1** SAVED JOB **1** SAVED SEARCH

Federal Application Process

- ✓ Create a USAJOBS profile
- ✓ Search for jobs
- ✓ Review job announcement
- ✓ Prepare your application in USAJOBS
- ✓ Submit application to agency
- ✓ Agency reviews application

7. Interview

8. Agency selects candidates

9. Job offer

7. Interview

- **Hiring official will review the “highest qualified” applications and select applicants to interview**
 - Hiring agency will contact applicants directly for interview
 - Multiple rounds of interviews may be scheduled
- **Types of interviews:**
 - **Panel**
 - **In-person**
 - **Video**
 - **Phone**

Tip: Save copies of the job announcement and your application package to help with interview preparation

Federal Application Process

- ✓ Create a USAJOBS profile
- ✓ Search for jobs
- ✓ Review job announcement
- ✓ Prepare your application in USAJOBS
- ✓ Submit application to agency
- ✓ Agency reviews application
- ✓ Interview

8. Agency selects candidates

9. Job offer

8. Agency Selects Candidate

- **Hiring agency will contact applicant and begin job offer process**
- Those candidates not selected will see their application status changed to “Not Selected”



Federal Application Process

- ✓ Create a USAJOBS profile
- ✓ Search for jobs
- ✓ Review job announcement
- ✓ Prepare your application in USAJOBS
- ✓ Submit application to agency
- ✓ Agency reviews application
- ✓ Interview
- ✓ Agency selects candidates

9. Job offer

9. Job Offer

- **Tentative job offer** is extended by hiring agency
 - If tentative job offer is accepted, agency will work with the candidate to finalize the onboarding and offer process which may include:
 - **Additional agency requirements**
 - Background investigation
 - Additional security checks
 - **Candidate's review and negotiation of offer**
- **Job offer is final when:**
 - Agency successfully completes additional requirements
 - Candidate accepts firm offer

Navigating the Federal Application Process

- ✓ Create a USAJOBS profile
- ✓ Search for jobs
- ✓ Review job announcement
- ✓ Prepare your application in USAJOBS
- ✓ Submit application to agency
- ✓ Agency reviews application
- ✓ Interview
- ✓ Agency selects candidates
- ✓ **Job offer!**

Keep Up The Hard Work!

Questions? Feedback?

We'd like to hear from you!

Connect with us:

Facebook – <https://www.facebook.com/DoDMilSpouse>

Twitter – <https://twitter.com/DoDMilSpouse>

LinkedIn – <https://www.linkedin.com/groups/4159976>

SECO Career Center: 800-342-9647
Monday through Friday, 7 a.m. to 10 p.m. EDT
Saturday, 10 a.m. to 5 p.m. EDT

SECO Events Calendar:

<https://myseco.militaryonesource.mil/Portal/Home/EventDetails>

