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

Call a SECO Career Coach
Receive career, employment and education guidance.

MySECO.MilitaryOneSource.mil • 800-342-9647
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.

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

MySECO.MilitaryOneSource.mil • 800-342-9647
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
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
Explore Federal Employment Opportunities

• USAJOBS.gov - [https://www.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/](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/](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

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.

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

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

Start using USAJOBS

MySECO.MilitaryOneSource.mil • 800-342-9647
Select Complete Profile

Welcome Kristina!  Sign Out

Before you can apply for jobs, you need to complete your profile. Complete profile.

Complete your profile

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

USAJOBS profile information:

• Contact Information
• Citizenship
• Hiring Paths
• Experience
• Education
• Demographics
• Languages
• Organizations
• References
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.

<table>
<thead>
<tr>
<th>Path</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open to the Public</td>
<td>U.S. citizens, nationals or those who owe allegiance to the U.S.</td>
</tr>
<tr>
<td>Federal Employees</td>
<td>Current or former, includes the competitive and excepted services</td>
</tr>
<tr>
<td>Veterans</td>
<td></td>
</tr>
<tr>
<td>National Guard &amp; Reserves</td>
<td>Current or prospective members</td>
</tr>
<tr>
<td>Students &amp; recent graduates</td>
<td></td>
</tr>
<tr>
<td>Senior Executives</td>
<td></td>
</tr>
<tr>
<td>Military Spouses</td>
<td></td>
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<tr>
<td>Individuals with a disability</td>
<td></td>
</tr>
<tr>
<td>Family of overseas employees</td>
<td></td>
</tr>
<tr>
<td>Native Americans</td>
<td>American Indian or Alaskan Native</td>
</tr>
<tr>
<td>Peace Corps &amp; AmeriCorps VISTA</td>
<td></td>
</tr>
<tr>
<td>Special authorities</td>
<td></td>
</tr>
</tbody>
</table>
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.

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.
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
2. Search for Jobs

- Basic Search
- Profile & Preferences Search
- Advanced Search
- Saved Searches
USAJOBS Dashboard – Basic Search

Begin your job search

Keywords:
- 300 - 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 by Keywords:
Job Title, Department, Agency, Series, or Occupation

Search by Location:
City, State, Zip Code, or Country
Welcome Kristina!  Sign Out

Before you can apply for jobs, you need to complete your profile. Complete profile.

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?
Profile & Preferences Search

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

Special Agent - Law Enforcement or Military Veteran Background
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

Top filters

- Open to the public (1023)
- Competitive service (734)
- Excepted service (220)
- Internal to an agency (522)
- Career transition (CTAP, ICTAP, RPL) (536)
- Land & base management (447)
USAJOBS Advanced Search

Advanced search options:

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

**More filters**: location, work schedule, appointment type, security clearance, travel percentage
Save Your Favorite USAJOBS Searches

Save Searches to receive emails when new jobs become available.

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 search
Name Required

Notification frequency
Daily

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

Save this search. We'll email you new jobs as they become available.
Welcome Kristina!  Sign Out

Your profile is complete and you’re able to apply for jobs on USAJOBS. Not your profile?

<table>
<thead>
<tr>
<th>Applications</th>
<th>Saved Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

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.
Save Your Favorite USAJOBS Job Announcements

AIRMAN AND FAMILY READING PROGRAM

DEPARTMENT OF THE AIR FORCE
Air National Guard Units
104FW BARNES ANGB, MA

Overview

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

Pay scale & grade
GS 11

Appointment type
Permanent

Service
Excepted

Salary
$71,484

Location
Full-Time

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

Control number
558461200

Apply

Print
Share
❤️ Saved
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

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

Welcome Kristina!  Sign Out

Your profile is complete and you're able to apply for jobs on USAJOBS. Not your profile?

Begin your job search

Keywords

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

Location

City, state, zip, or country

Search
Upload Supporting Documents

Documents

Resumes (0/5)  Other (0/10)


Upload document

Add Document

Document Name

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

Document type

- Cover Letter
- DD-214
- ECQ
- OF-306
- Other
- SF-15
- SF-50
- Transcript
- Veteran 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

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

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:
  o Process
  o Skills
  o Results
  o Accomplishments
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
## 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: Requirements

**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: Occupational Questionnaire

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications outlined in this Occupational Questionnaire.

Your application includes your résumé, responses to the online questions, and Cover Letter. Make sure that your résumé includes detailed information to support your answers. 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.
## Occupational Questionnaire (continued)

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>*</td>
<td>I have assisted in planning and carrying out projects to improve operations at the unit or field level.</td>
</tr>
<tr>
<td>*</td>
<td>I have helped identify, analyze, and make recommendations to improve operations at the unit or field level.</td>
</tr>
<tr>
<td></td>
<td>I have been part of a team that participated in studies of organizations or in the evaluation of program effectiveness at the operational level.</td>
</tr>
<tr>
<td></td>
<td>I have assisted in the development of detailed procedures and guidelines to supplement established financial or program guidance.</td>
</tr>
<tr>
<td></td>
<td>None of the above.</td>
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</tbody>
</table>

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

<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>Conducted operational/financial studies, providing recommendations for needed revisions in applicable policies and procedures.</td>
</tr>
<tr>
<td>*</td>
<td>Consolidated the results of analysis into an overall report for presentation to management.</td>
</tr>
<tr>
<td>*</td>
<td>Conducted follow-up surveys on approved reports or actions to detect any problems.</td>
</tr>
<tr>
<td>*</td>
<td>Conducted comprehensive studies concerned with the identification of operational elements.</td>
</tr>
<tr>
<td></td>
<td>None of the above.</td>
</tr>
</tbody>
</table>

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**Give yourself credit when you can!**

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

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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
- Coordinate audit or evaluation activities of team members
- Review work of junior staff
- Prepare and present audits or evaluation reports and briefings

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

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

Leave no doubt.

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
Upload/Build Your Federal Resume

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

**Add New Resume**

- **Upload or build resume**
- **Build resume**
- **Upload resume**
Overview of USAJOBS Resume Builder

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

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Formal Job Title</th>
</tr>
</thead>
<tbody>
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<td></td>
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<table>
<thead>
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<th>Start Date</th>
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<table>
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<tr>
<th>State/Territory/Province</th>
<th>Average Hours per week</th>
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<td>-Select-</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>May we contact your supervisor?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Is this a Federal Civilian position?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

**Duties, Accomplishments, and Related Skills**

[5000 characters remaining]
Education

Resume Builder

Work Experience

Employer Name

Formal Job Title

Employer Address 1

Start Date

Start Year

Employer Address 2 (optional)

End Date

End Year

Country

Salary (optional)

United States

Currency

USD

Salary Rate

Bi-weekly

Postal Code

Average Hours per week

City/Town

May we contact your supervisor?

State/Territory/Province

Yes □ No □ Contact me first

Duties, Accomplishments, and Related Skills

Is this a Federal Civilian position?

[5000 characters remaining]

Problems with formatting when pasting from Microsoft Word?

Cancel  Save Work Experience
References

Resume Builder

References

Name

Phone

Employer (optional)

Email

Title (optional)

Reference Type

Professional  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

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

<table>
<thead>
<tr>
<th>Advancing</th>
<th>Paused</th>
<th>Stopped</th>
<th>Unknown</th>
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<tr>
<td>Hired</td>
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</tr>
</tbody>
</table>

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