The USAJOBS Application Process
Setting Realistic Expectations

- Federal agencies hire the best and brightest, and getting a Federal job is very competitive
- Economic conditions and excitement surrounding the new Administration have resulted in a doubling of job applications
- Increase your chances of being hired by:
  1. Carefully review job announcements to ensure you are qualified
  2. Give yourself enough time to complete the detailed process
  3. Follow the application directions carefully
  4. Sell yourself by being fully responsive to questions about your qualifications – experience, knowledge, skills and abilities
Finding Jobs: USAJOBS.gov
Using USAJOBS to Search for Jobs

SEARCH BY:
- Keyword
- Location
- Job Category
- Salary Range
- Pay Grade

EXAMPLE:
- Location = Chicago
- Job Category = Social Science, Psychology, and Welfare (for Economics)
USAJOBS Search Results

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

### Basic Search
- **Agency**: Labor
- **Location**: US-VA-Richmond
- **Salary**: $31,751.00+

Do you want more than just a 9-to-5 job? Would you like to start your career with the principal fact-finding agency in the field of labor economics and statistics? If so, you have come to the right place! More information available...

<table>
<thead>
<tr>
<th>Closing</th>
<th>Job Summary</th>
<th>Agency</th>
<th>Location</th>
<th>Salary</th>
</tr>
</thead>
</table>

#### Featured Job
- **Supervisory Human Resources Specialist**
- CTS is seeking a talented, motivated, experienced supervisory HR professional.

<table>
<thead>
<tr>
<th>Closing</th>
<th>Job Summary</th>
<th>Agency</th>
<th>Location</th>
<th>Salary</th>
</tr>
</thead>
</table>
Job Announcement: Overview

A vacancy announcement can represent multiple hires and multiple locations.

Tip: Pay attention to when a job closes.
ECONOMIST

SALELY RANGE: $30,386.00 - $48,933.00 USD per year

SERIES & GRADE: GS-0110-05/07


POSITION INFORMATION: Full Time Career/Career Conditional

PROMOTION POTENTIAL: 12

DUTY LOCATIONS: multiple duty

WHO MAY BE CONSIDERED:
U.S. Citizens

JOB SUMMARY:
The Bureau of Labor Statistics (BLS) is the principal fact-finding agency in the Federal Government in the broad field of labor economics and statistics. The BLS is an independent national statistical agency that collects, processes, and disseminates essential statistical data to the American public, the U.S. Congress, Federal agencies, State and local governments, business, and labor.

Salary rates will vary depending on the geographical location of the vacancy. You can find salary tables for a specific location at:
http://www.opm.gov/oca/07tables/

JOB SUMMARY
Summary of the organization’s mission and impact, plus a brief description of the job and its key requirements.
DUTIES
Lists major duties and responsibilities of the position, adding more detail to the brief overview.
QUALIFICATIONS & EVALUATION

Identifies skills and experience needed for the role and explains how applications will be assessed.

ECONOMIST

QUALIFICATIONS REQUIRED:
BASIC AND GS-5 QUALIFICATION REQUIREMENTS: The following are the basic requirements for all Economist positions and serve as the qualification requirements at the GS-5 grade level. All applicants must meet these basic qualifications.

All qualification requirements and academic claims must be met and verified prior to appointment. Applications will be accepted from students who expect to complete qualifying education within 9 months of the date of submitting their application.

A. Degree: economics, or in any related field that included at least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus.

OR

B. Combination of education and experience-courses equivalent to a major in economics, as shown in A above, plus appropriate experience or additional education.

Examples of qualifying experience include:

(1) Individual economic research assignments requiring planning, information assembly, analysis and evaluation, conclusions and report preparation;

(2) Supervisory or project coordination assignments involving a staff of professional economists, and requiring the evaluation and interpretation of economic information; or
Job Announcement: Benefits

BENEFITS & OTHER INFO
Describes additional elements of the compensation package or benefits associated with the job

ECONOMIST

BENEFITS:
The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) lets you pay for certain health and dependent care expenses with pre-tax dollars. For information visit: https://www.fsfeds.com/fsfeds/index.asp

Health Insurance - The Federal Employees Health Benefits Program offers a wide range of plans to Federal employees. For information visit: http://www.opm.gov/insure/health/index.asp

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: http://www.opm.gov/oca/leave/index.asp

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: http://www.opm.gov/insure/life/index.asp

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: http://www.ltcfeds.com/
Job Announcement: How to Apply

**HOW TO APPLY**

Provides step-by-step instructions on how to apply and may include information on how applicants will be assessed.

**ECONOMIST**

**HOW TO APPLY:**
To apply for this position, you must provide a complete Application Package, which includes the following parts:

1. Your responses to the Assessment Questionnaire, and
2. Your résumé and any other documents specified in the Required Documents section of this announcement.

Use Application Manager for convenience and quickest processing. Track your progress from the Start Application screen. Check the status of your Application Package using the My Application Packages checklist and status displays in Application Manager. Your Application Package status must be Complete by Sunday, September 30, 2007.

**Option A: Application Manager**

To begin, choose one of these options:

If your résumé is going to come from the USAJOBS Resume Builder, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your résumé will be attached only to
What happens after you apply?

- After the closing date for applications, the agency evaluates candidate qualifications.
- From this assessment, the agency produces a list of qualified candidates.
- From the list of qualified applicants, agencies select candidates for interviews.
- At this point, agencies are like other organizations:
  - They conduct interviews and select the best candidate(s) for the job.
  - Require background investigation or security clearance following selection.
After selecting the job you’d like to apply for, there are several steps in the online application process:

1. Create your federal resume
2. Answer the questions posed online, if applicable
3. Submit the complete application package by the stated deadline (including college transcripts, veterans status documents, etc.)
4. Prepare to wait
   • Follow up with the appropriate agency contact to inquire about progress in hiring for the position if you have not heard back within 4-6 weeks after the job announcement closes
Create a USAJOBS Account

Creating a USAJOBS Account will enable you to sign up to receive job alerts.

Become a My USAJOBS member
Take control of your job search and career today!

Create your account now!

With your USAJOBS membership, you can:

* Post your resume online
  Let recruiters contact you or keep your resume private.
* Apply to Federal government jobs
  Find jobs you want and get your resume in the right hands.
* Receive automated job alerts
  Create Job Agents for updates on the latest listings.
Building a federal resume online

Resume Sections:
- Candidate information
- Work experience
- Education
- References
- Affiliations
- Desired locations

Keep in Mind:
- Federal resumes require more detail than standard resumes such as:
  - Education and coursework levels
  - Dates and number of hours worked per week
  - Location of position and supervisor contact information
- You can create multiple resumes
- Creating a resume doesn’t eliminate the need to apply for a job
A Recap: Applying for Jobs

- **Plan ahead**
  Allow plenty of time to thoroughly complete your application

- **Tailor your resume/application as needed**
  Always consider using a tailored application for each vacancy you apply

- **Sign up for job alerts**

- **Prepare for a wait**
  Don’t assume you have been rejected if you do not hear back within weeks of submitting your application

- **Follow-up with an agency**
  Contact the identified representative to learn the status of an application or find out more about a job
Resources

- The Government’s main job Web site – lists thousands of job vacancies across the nation and oversees:
  - www.USAJOBS.gov

- Temporary jobs in the federal government that support agency efforts to implement the American Recovery and Reinvestment Act:

- Agency Web sites: visit the Web sites of agencies whose missions interest you (e.g. www.state.gov or www.treasury.gov)

- How to Land a Top Paying Federal Job, by Lily Whiteman: find free advice and articles on landing federal jobs at this website http://www.lGotTheJob.net
Resources


- AARP.org web site – Work: www.aarp.org/money/work

- AARP Real Relief/Skills Assessment/WorkSearch: www.aarp.org/realrelief