

# Interested in Working for the Federal Government? Learn How To Navigate the Federal Hiring Process

To join the audio portion, please dial:  
**800-857-9616** Passcode: **9790066**. This session will begin shortly.

# Tips For Participating

## *Webinars for AmeriCorps VISTAs*

- Submit questions to the presenter at any time using the Q & A feature.
- Share tips, resources, and ideas with other attendees using the Chat feature.
- The phone line will be open later in the presentation for Questions and Answers.



*Webinars for AmeriCorps VISTAs*

Welcome to  
Interested in Working for the Federal  
Government? Learn How To Navigate  
the Federal Hiring Process

# Today's Team

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**Elizabeth L. Matthews**  
VISTA Alumni  
Outreach and  
Support Specialist  
CNCS



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Project Specialist  
Campaign  
Consultation, Inc.



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# Today's Agenda

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- President Obama's Task Force on Expanding National Service
- Finding and Applying to Positions on USAJobs.gov
- The AmeriCorps VISTA Advantage: NCE
- How to access your VISTA Certification of Service Letter
- Q&A

## Goal of the Task Force:

- Advance Agency and Administration priorities through the expansion of national service.

## Six Ways to Achieve This Goal, including:

- Pipeline to Public Service – Create a pipeline of Americans who are ready to enter public service and apply the skills they learn through national service



# Guest Speakers: Office of Personnel Management

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**Todd Floersheim**  
Senior Federal  
Recruitment Advisor



*a New Day for Federal Service*



*a New Day for Federal Service*

# **Finding and Applying for Jobs in the Federal Government**

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

# What We Will Cover

- Why Work for the Federal Government?
- Five Steps to a Federal Job
  - Step 1 – Search for Jobs (USAJOBS)
  - Step 2 – Review the Job Opportunity Announcement
  - Step 3 – Set Up/Manage Your Account
  - Step 4 - Apply for a Job
  - Step 5 – Keep Track of Progress
- What to Expect Next
- Additional Resources



## Why Work for the Federal Government?

- Broad, positive, and immediate impact through public service
- Cutting edge programs establish you at the forefront of meeting national challenges
- Unique opportunities for professional and personal growth, and to develop your network
- Competitive compensation and work/life balance
- An environment in which you can excel as an individual and part of a greater team

A vertical strip of the American flag is visible on the left side of the slide, showing the blue field with white stars and the red and white stripes.

## Why Work for the Federal Government? (cont'd)

- The General Schedule (GS) is the primary pay scale for many Federal jobs from Grades 1-15; other pay systems exist
- Varies by geographic location
- Entry-level grade varies by occupation
- Many jobs include potential for progression through several grades



# Selected 2014 Starting Salaries

City	GS-5	GS-7	GS-9	GS-11
Atlanta	\$33,049	\$40,939	\$50,077	\$60,527
Detroit	\$34,379	\$42,586	\$52,092	\$63,025
Dallas	\$33,432	\$41,413	\$50,656	\$61,288
Miami	\$33,465	\$41,454	\$50,706	\$61,349
New York City	\$35,662	\$44,175	\$54,035	\$65,377
San Francisco	\$37,443	\$46,382	\$56,735	\$68,643
Washington, DC	\$34,415	\$42,631	\$52,146	\$63,091
Rest of U.S.	\$31,628	\$39,179	\$47,923	\$57,982



## Five Steps to a Federal Job

- Step 1 – Search for Jobs (USAJOBS)
  - Basic (on the main USAJOBS screen)
  - Advanced (use the Advanced Search feature)
- Step 2 – Review the Job Opportunity Announcement
- Step 3 – Set Up/Manage Your Account
  - Create an Account
  - Manage Account Features
- Step 4 - Apply for a Job
- Step 5 – Keep Track of Progress

# Step 1 – Search for Jobs (USAJOBS)

Home Search Jobs My Account Resource Center [SIGN IN OR CREATE AN ACCOUNT](#)

## USAJOBS®

"WORKING FOR AMERICA"

**Keyword:**  **Location:**

U.S. Citizens  Federal Employees [?](#)

[Search](#) [Advanced Search >](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

Civilian Expeditionary Workforce

**ARMY CIVILIAN SERVICE**  
Real opportunities. Important work.

*Are you interested in experiencing adventure, enhancing your career, and serving your country by working alongside the U.S. Military?*

[read more](#)

[view all spotlights](#)

# Step 1 – Search for Jobs (cont'd)

Home Search Jobs My Account Resource Center [SIGN IN OR CREATE AN ACCOUNT](#)

**USAJOBS**  
"WORKING FOR AMERICA"

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.

Show: [All Expanded](#) [All Collapsed](#)

**Keywords** ?

Search for:

But none of these words:

Search by Job Title:

**Salary or Pay Grade** ?

**Occupational Series or Job Category** ?

**Location** ?

**Department and Agency** ?

**Type of Work or Work Schedule**

**Posting Options** ?

**Who May Apply** ?

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)
  - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
  - In an [excepted service](#) position covered by an [interchange agreement](#), or
  - Eligible for [reinstatement](#)?

# Step 1 – Search for Jobs (cont'd)

### Keywords ?

Search for:  (All of these words)

But none of these words:

### Salary or Pay Grade ?

Search by:

Salary ?  
From:  To:

Pay Grade (GS) ?  
From:  To:

Show Only Senior Executive Service Postings ?

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

### Occupational Series or Job Category ?

Show Me:

All Occupational Series  
 Only Occupational Series with Open Jobs

Search for Occupation(s):

Series	Occupation	Category
<input checked="" type="checkbox"/> 0510	Accounting	Accounting Budget And Finance
<input type="checkbox"/> 0500	All Accounting Budget And Finance	Accounting Budget And Finance
<input type="checkbox"/> 0525	Accounting Technician	Accounting Budget And Finance
<input type="checkbox"/> 1510	Actuarial Science	Mathematics And Statistic

You Have Selected:  [Remove](#)

# Step 1 – Search for Jobs (cont'd)

**Location**

Show Available Jobs In:

[Hide Additional Location Search Options](#)

**Location Criteria:**

All Locations  
 Locations with open jobs only

1.) Show locations for this region:

Africa  
All Foreign Countries  
Antarctica  
Asia  
Australia and Pacific Islands  
Caribbean and Central America

2.) State/Territory/Region

Connecticut  
Delaware  
Florida  
Georgia  
Guam  
Hawaii

3.) Then Locale(s)

Anacostia  
Bolling AFB  
Chevy Chase  
District of Columbia  
Fort McNair  
Naval Observatory

**You Added:** All District of Columbia [Remove](#)

You may make up to 10 selections

**Department and Agency**

Show Available Jobs In:

[Hide Show Additional Department and Agency Search Options](#)

All Agencies  
 Agencies with Open Jobs Only

1.) Choose Department:

2.) Then refine your agency choice:

# Step 1 – Search for Jobs (cont'd)

### Type of Work or Work Schedule

Type of Work: ?

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

Work Schedule: ?

- All
- Full-Time
- Part-Time
- Shift Work
- Intermittent
- Job Sharing
- Multiple Schedules

### Posting Options ?

Exclude postings for jobs open longer than 30 days? ?

Yes

No

Show Jobs Posted:

### Who May Apply ?

Are you:

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

No - I do not fall into one of these categories and only want to see jobs open to the **general public**.

Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as **federal employees**.

# Step 1 – Search for Jobs (cont'd)

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

**USAJOBS**  
"WORKING FOR AMERICA"

Keyword:  Location:   [Advanced Search >](#)

1 to 3 of 3 results Sort By: Relevance

**Supervisory Systems Accountant (0510)** [Save Job](#) | [More Like This](#)

...stakeholders. This Supervisory Systems Accountant position starts at a salary of \$106...selectee will serve as Supervisory Systems Accountant in the Office of Administration, Enterprise...auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as...

**Salary:** \$106,263.00 - \$138,136.00 / Per Year **Department:** Department of Homeland Security  
**Series & Grade:** GS-0510-14/14 **Agency:** U.S. Secret Service  
**Location(s):** Washington DC, District of Columbia **Position Info:** Full-Time - Permanent  
**Open Period:** 2/26/2014 to 3/4/2014 **Who May Apply:** All United States citizens \*\*This vacancy is being concurrently advertised under...  
**Announcement Number:** ADM-JW023-14-DE

**ACCOUNTANT** [Save Job](#) | [More Like This](#)

...vary by geographic location.;Serves as an accountant providing the direction of the overall...auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.") OR B. Combination of...

**Salary:** \$57,408.00 - \$125,695.00 / Per Year **Department:** Department of the Air Force  
**Series & Grade:** GS-0510-11/14 **Agency:** U.S. Air Force - Agency Wide  
**Location(s):** [Multiple Locations \(6\)](#) **Position Info:** Full Time - Multiple Appointment Types  
**Open Period:** 10/1/2013 to 3/31/2014 **Who May Apply:** United States Citizens

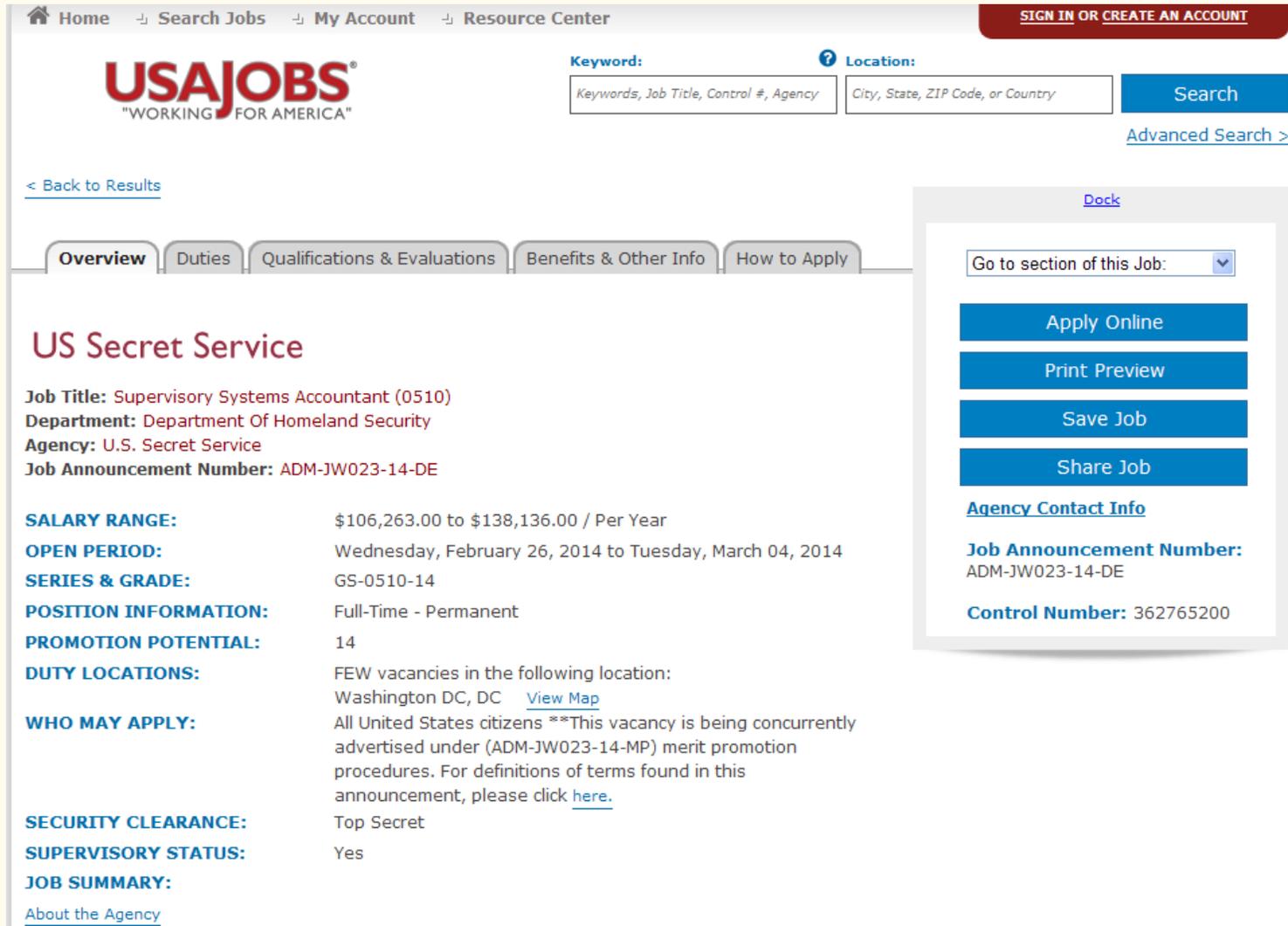
**Analyst in Financial Accounting** [Save Job](#) | [More Like This](#)

...auditing courses (this may include up to 6 semester hours of credit in business law); OR A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; OR Equivalent experience.;The Congressional Research...

**Salary:** \$89,924.00 - \$138,136.00 / Per Year **Department:** Legislative Branch  
**Series & Grade:** GS-0510-13/14 **Agency:** Library of Congress  
**Location(s):** Washington DC, District of Columbia **Position Info:** Open - Permanent  
**Open Period:** 1/30/2014 to 3/17/2014 **Who May Apply:** U.S. citizens  
**Announcement Number:** 140033

1 to 3 of 3 results Page 1 of 1

# Step 2 – Review the Job Opportunity Announcement



The screenshot displays the USAJOBS website interface. At the top, there are navigation links for Home, Search Jobs, My Account, and Resource Center, along with a 'SIGN IN OR CREATE AN ACCOUNT' button. The USAJOBS logo is prominently displayed. Search fields for Keyword and Location are present, with a Search button and a link to Advanced Search. Below the search area, there are tabs for Overview, Duties, Qualifications & Evaluations, Benefits & Other Info, and How to Apply. The main content area shows details for a job at the US Secret Service, including the job title, department, agency, and job announcement number. A sidebar on the right contains a 'Dock' with buttons for 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job', along with 'Agency Contact Info' and 'Job Announcement Number'. The job details include salary range, open period, series & grade, position information, promotion potential, duty locations, who may apply, security clearance, and supervisory status.

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

**USAJOBS**  
"WORKING FOR AMERICA"

Keyword: Location: Search  
Keywords, Job Title, Control #, Agency City, State, ZIP Code, or Country  
[Advanced Search >](#)

[< Back to Results](#)

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

## US Secret Service

**Job Title:** Supervisory Systems Accountant (0510)  
**Department:** Department Of Homeland Security  
**Agency:** U.S. Secret Service  
**Job Announcement Number:** ADM-JW023-14-DE

**SALARY RANGE:** \$106,263.00 to \$138,136.00 / Per Year  
**OPEN PERIOD:** Wednesday, February 26, 2014 to Tuesday, March 04, 2014  
**SERIES & GRADE:** GS-0510-14  
**POSITION INFORMATION:** Full-Time - Permanent  
**PROMOTION POTENTIAL:** 14  
**DUTY LOCATIONS:** FEW vacancies in the following location:  
Washington DC, DC [View Map](#)  
**WHO MAY APPLY:** All United States citizens \*\*This vacancy is being concurrently advertised under (ADM-JW023-14-MP) merit promotion procedures. For definitions of terms found in this announcement, please click [here](#).  
**SECURITY CLEARANCE:** Top Secret  
**SUPERVISORY STATUS:** Yes  
**JOB SUMMARY:**  
[About the Agency](#)

[Go to section of this Job:](#)

Apply Online  
Print Preview  
Save Job  
Share Job

[Agency Contact Info](#)  
**Job Announcement Number:** ADM-JW023-14-DE  
**Control Number:** 362765200

# Step 3 – Set Up/Manage Your Account

Home Search Jobs My Account Resource Center [SIGN IN OR CREATE AN ACCOUNT](#)

**USAJOBS**  
"WORKING FOR AMERICA"

## Create New Account

**Welcome to USAJOBS!**

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

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

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

\* Required information

\* Primary Email

\* Confirm Primary Email

What is your email format preference? Some email providers block HTML messages. Select "Text" to ensure your emails go through. [?](#)

HTML  Text

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

# Step 3 – Set Up/Manage Your Account (cont'd)

## Special Hiring Options [?](#)

Select from among the special hiring authorities listed below for which you are eligible.  
(Please note that agencies will require documentation of eligibility prior to your appointment.)

Identification of eligibility for any special hiring authority is entirely voluntary, and you will not be subject to any adverse treatment if you decline to provide it. If you do not wish to volunteer this information at this time, you may still choose to apply for jobs, as they are announced, under any of these special hiring authorities for which you are eligible. If you volunteer to provide information here about the special hiring authorities for which you believe you are eligible, then agencies who are searching for potential applicants to hire under one of these authorities may be able to locate your resume through USAJOBS and invite you to apply. Otherwise, this information will be retained in the USAJOBS database and not disclosed. For information on each of the special hiring options below, please review the definitions on our [Special Hiring Options](#) page.

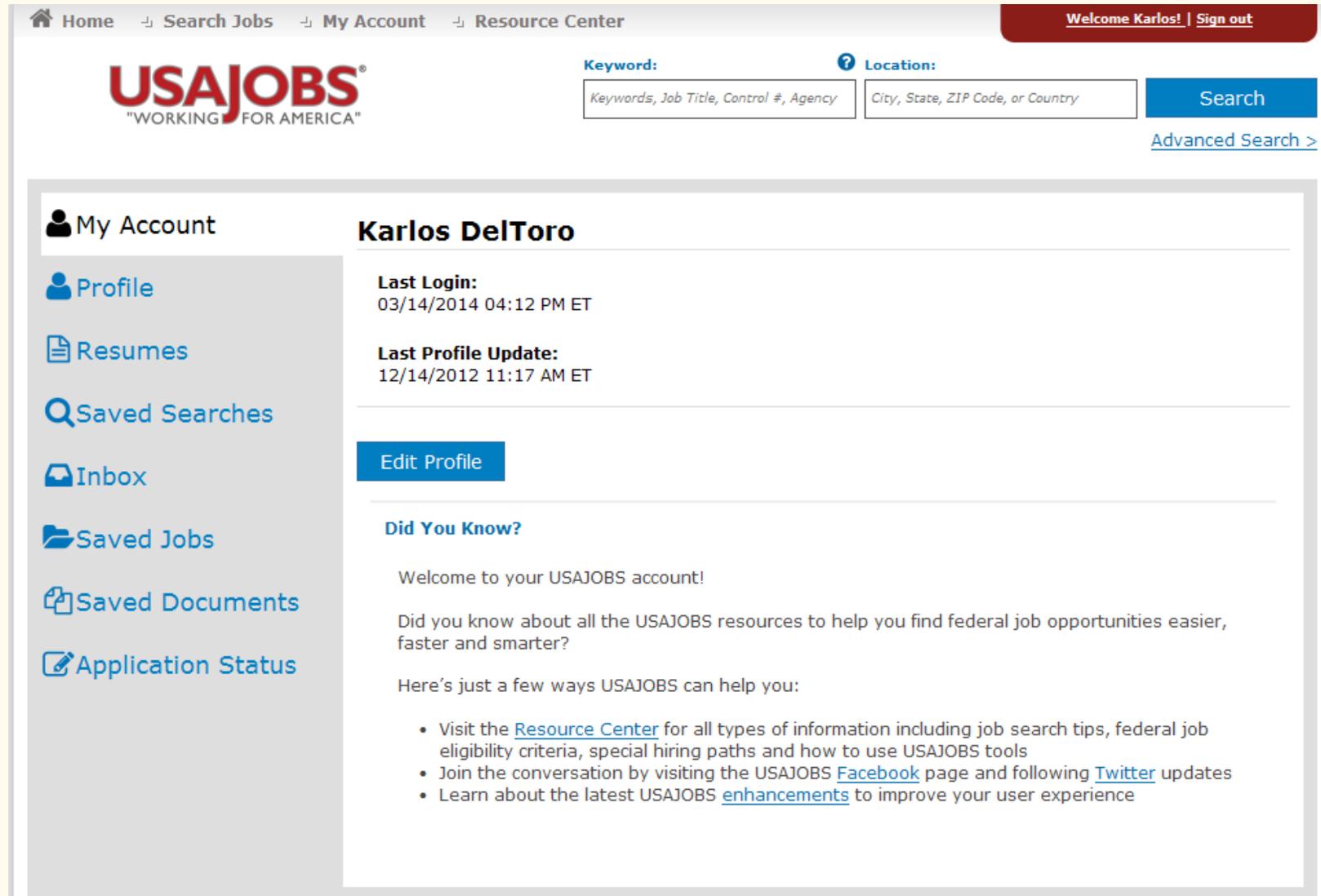
- Veterans Recruitment Appointment (VRA)
- 30% or More Disabled Veteran
- Disabled veterans who have completed a VA training program
- Military Spouse
- Certain former overseas employees
- Schedule A Disabled

[← Previous](#)

[Save](#)

[Next →](#)

# Step 3 – Set Up/Manage Your Account (cont'd)



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A red banner on the right says "Welcome Karlos! | Sign out". Below the navigation is the USAJOBS logo with the tagline "WORKING FOR AMERICA". To the right of the logo are search fields for "Keyword:" and "Location:", a "Search" button, and a link for "Advanced Search >".

The main content area is titled "My Account" and features a sidebar with navigation options: Profile, Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The main profile section for "Karlos DelToro" displays the following information:

- Last Login:** 03/14/2014 04:12 PM ET
- Last Profile Update:** 12/14/2012 11:17 AM ET

Below this information is an "Edit Profile" button. A "Did You Know?" section follows, containing a welcome message and a list of helpful resources:

- Welcome to your USAJOBS account!
- Did you know about all the USAJOBS resources to help you find federal job opportunities easier, faster and smarter?
- Here's just a few ways USAJOBS can help you:
  - Visit the [Resource Center](#) for all types of information including job search tips, federal job eligibility criteria, special hiring paths and how to use USAJOBS tools
  - Join the conversation by visiting the USAJOBS [Facebook](#) page and following [Twitter](#) updates
  - Learn about the latest USAJOBS [enhancements](#) to improve your user experience

# Step 3 – Set Up/Manage Your Account (cont'd)

Home Search Jobs My Account Resource Center Welcome Karlos! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Keyword:  Location:   [Advanced Search >](#)

**My Account**  Contact Information  Hiring Eligibility  Other  Demographic  Account Information

**Profile**

**Resumes**

**Saved Searches**

**Inbox**

**Saved Jobs**

**Saved Documents**

**Application Status**

**Please Note:** Fields with an (\*) are required fields.

**Legal Name** ?

Prefix	First Name *	Middle Name	Last Name *	Suffix
--Select--	Karlos	M.	DelToro	--Select--

**Address** ?

Address 1 \*

Address 2

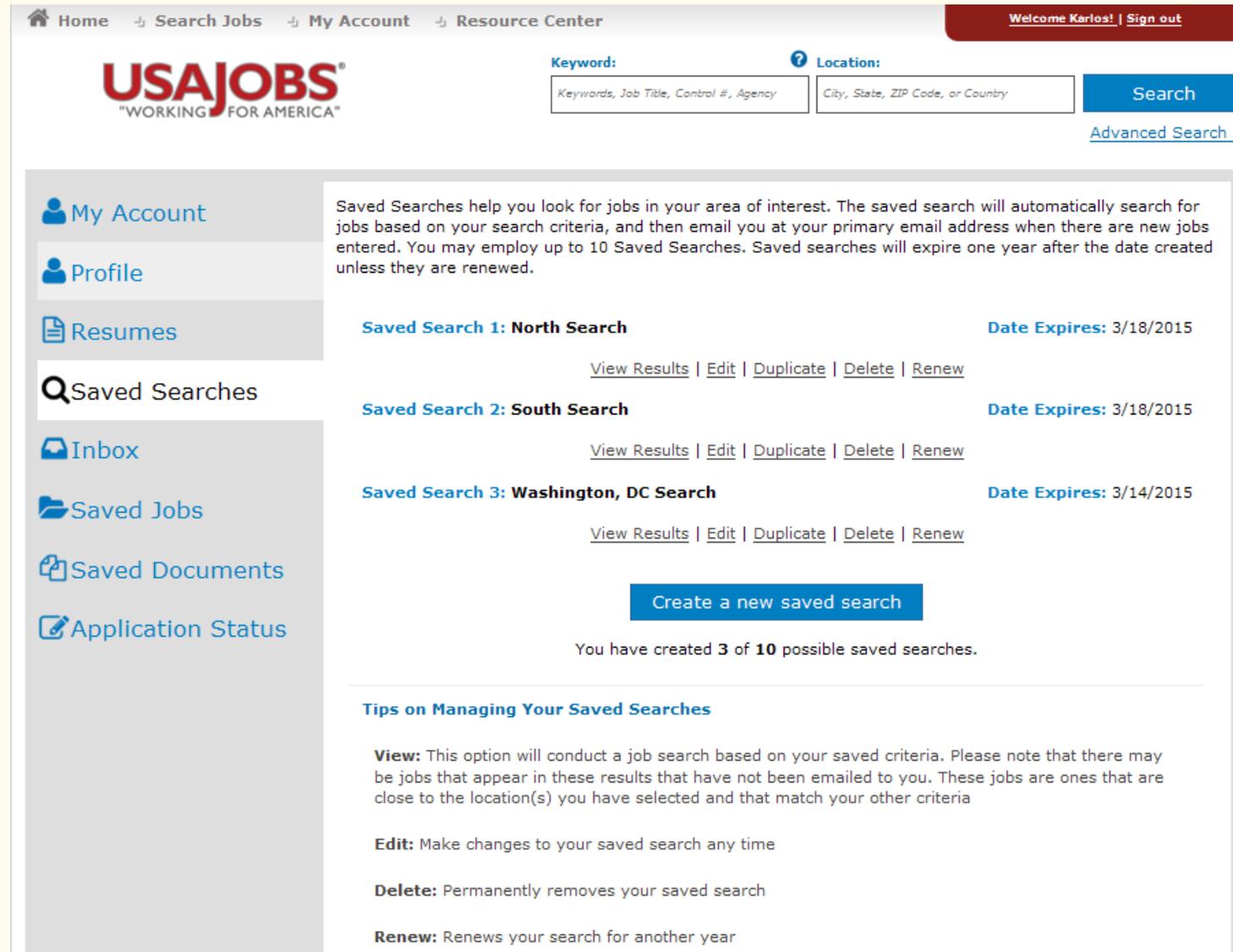
Country \*

Postal Code \*  City/Town \*  State/Territory/Province \*

**Telephone** ?

Telephone 1 *	Mobile	<input type="text" value="2025551212"/>	Ext: <input type="text"/>
Telephone 2	Evening Phone	<input type="text" value="2025551313"/>	Ext: <input type="text"/>
Telephone 3	Day Phone	<input type="text" value="2025551414"/>	Ext: <input type="text"/>

# Step 3 – Set Up/Manage Your Account (cont'd)



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A user is logged in as 'Karlos' with a 'Sign out' link. The main header features the USAJOBS logo and search fields for Keyword and Location, with a Search button and an Advanced Search link.

The 'My Account' sidebar on the left includes links for Profile, Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The 'Saved Searches' section is active, displaying a list of three saved searches:

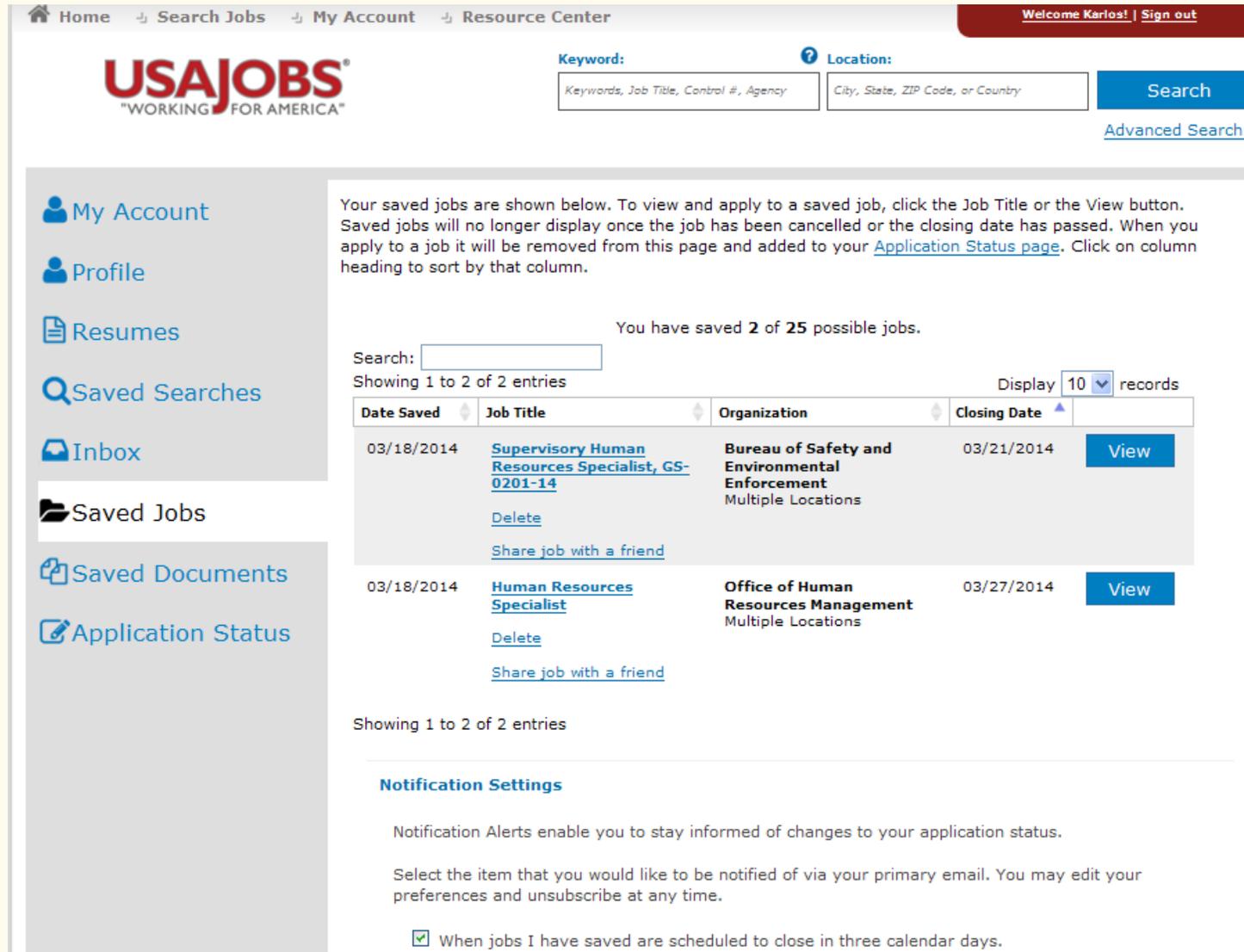
- Saved Search 1: North Search** (Date Expires: 3/18/2015)  
[View Results](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)
- Saved Search 2: South Search** (Date Expires: 3/18/2015)  
[View Results](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)
- Saved Search 3: Washington, DC Search** (Date Expires: 3/14/2015)  
[View Results](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

Below the list is a 'Create a new saved search' button and a message: 'You have created 3 of 10 possible saved searches.'

**Tips on Managing Your Saved Searches**

- View:** This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and that match your other criteria
- Edit:** Make changes to your saved search any time
- Delete:** Permanently removes your saved search
- Renew:** Renews your search for another year

# Step 3 – Set Up/Manage Your Account (cont'd)



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A red banner on the right says "Welcome Karlos! | Sign out". Below the navigation is the USAJOBS logo and search filters for Keyword and Location. A sidebar on the left contains links for My Account, Profile, Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The main content area displays a list of saved jobs with columns for Date Saved, Job Title, Organization, and Closing Date. Below the list are notification settings.

Home Search Jobs My Account Resource Center Welcome Karlos! | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Keyword: Location: Search  
Keywords, Job Title, Control #, Agency City, State, ZIP Code, or Country

[Advanced Search >](#)

**My Account**  
Profile  
Resumes  
Saved Searches  
Inbox  
Saved Jobs  
Saved Documents  
Application Status

Your saved jobs are shown below. To view and apply to a saved job, click the Job Title or the View button. Saved jobs will no longer display once the job has been cancelled or the closing date has passed. When you apply to a job it will be removed from this page and added to your [Application Status page](#). Click on column heading to sort by that column.

You have saved 2 of 25 possible jobs.

Search: Showing 1 to 2 of 2 entries Display 10 records

Date Saved	Job Title	Organization	Closing Date	
03/18/2014	<a href="#">Supervisory Human Resources Specialist, GS-0201-14</a> <a href="#">Delete</a> <a href="#">Share job with a friend</a>	Bureau of Safety and Environmental Enforcement Multiple Locations	03/21/2014	<a href="#">View</a>
03/18/2014	<a href="#">Human Resources Specialist</a> <a href="#">Delete</a> <a href="#">Share job with a friend</a>	Office of Human Resources Management Multiple Locations	03/27/2014	<a href="#">View</a>

Showing 1 to 2 of 2 entries

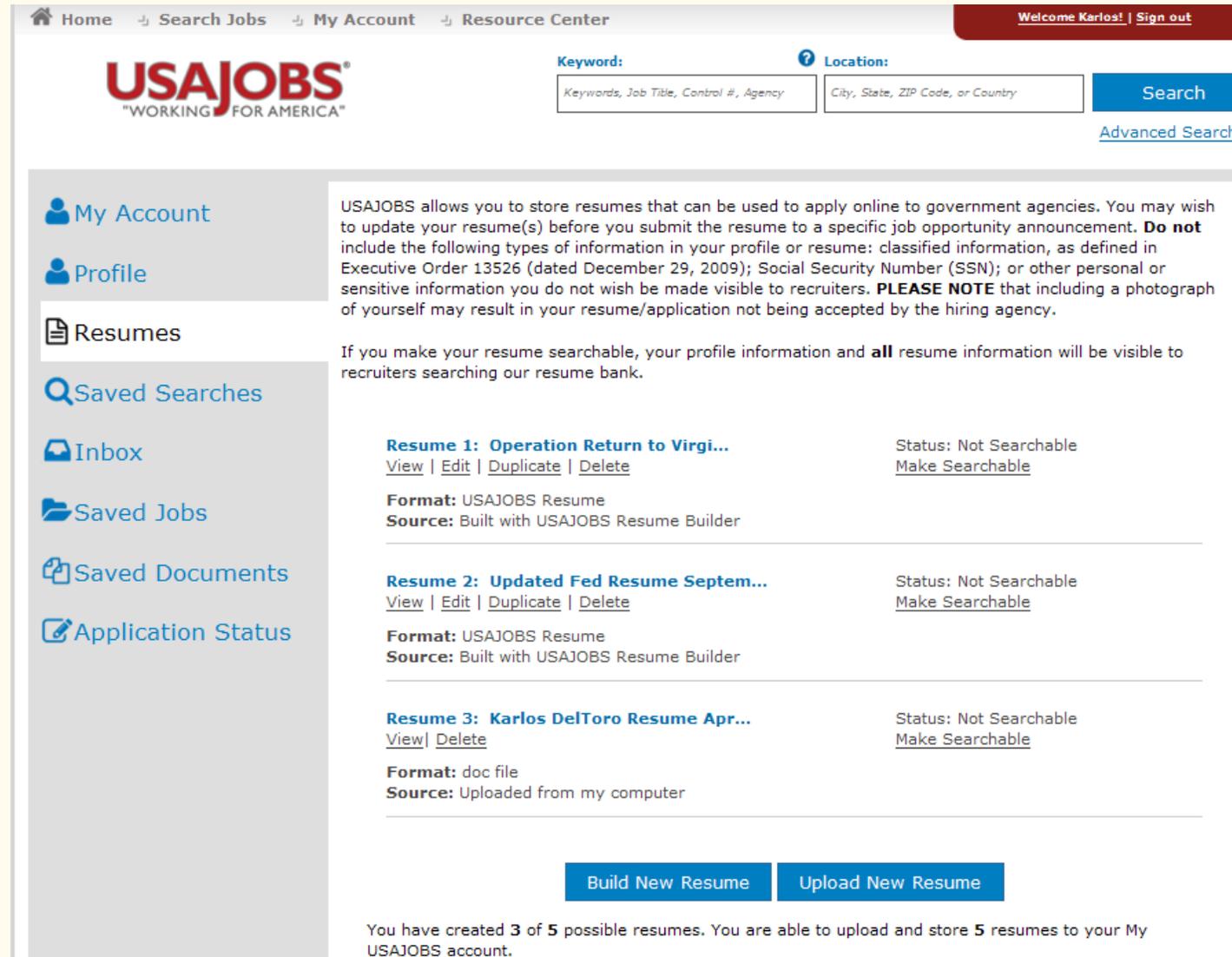
**Notification Settings**

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

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

When jobs I have saved are scheduled to close in three calendar days.

# Step 3 – Set Up/Manage Your Account (cont'd)



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A user is logged in as 'Karlos' with a 'Sign out' option. The main header features the USAJOBS logo and search fields for Keyword and Location, with a Search button and a link to Advanced Search.

The left sidebar contains navigation links: My Account, Profile, Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status.

The main content area is titled 'My Account' and contains the following text:

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

Below this text is a list of three resumes:

<b>Resume 1: Operation Return to Virgi...</b> <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Delete</a>	Status: Not Searchable <a href="#">Make Searchable</a>
<b>Resume 2: Updated Fed Resume Septem...</b> <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Delete</a>	Status: Not Searchable <a href="#">Make Searchable</a>
<b>Resume 3: Karlos DelToro Resume Apr...</b> <a href="#">View</a>   <a href="#">Delete</a>	Status: Not Searchable <a href="#">Make Searchable</a>

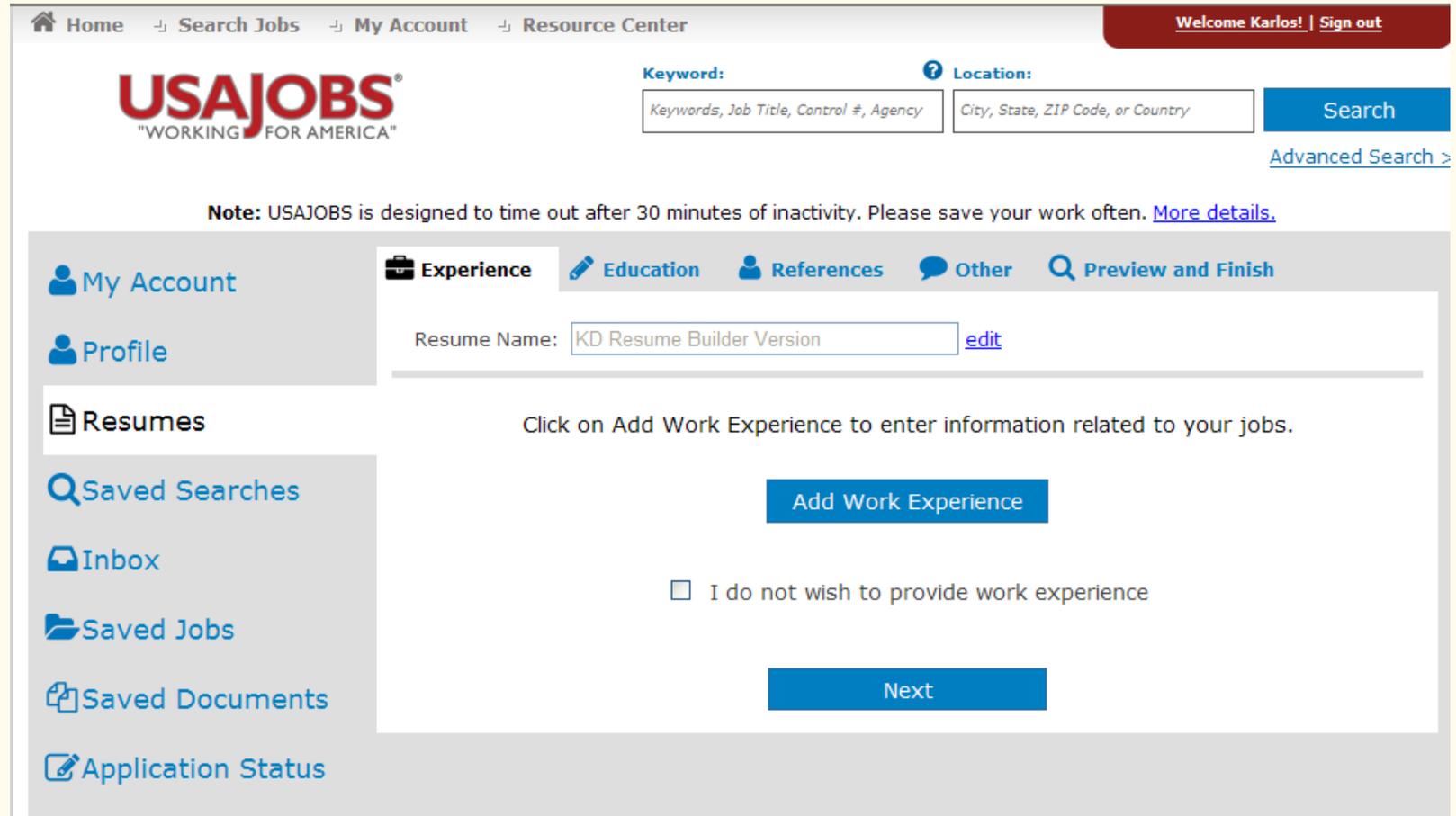
Each resume entry includes its format and source:

- Resume 1: Format: USAJOBS Resume, Source: Built with USAJOBS Resume Builder
- Resume 2: Format: USAJOBS Resume, Source: Built with USAJOBS Resume Builder
- Resume 3: Format: doc file, Source: Uploaded from my computer

At the bottom of the main content area, there are two buttons: 'Build New Resume' and 'Upload New Resume'.

At the very bottom of the page, a message states: 'You have created 3 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.'

# Step 3 – Set Up/Manage Your Account (cont'd)



The screenshot shows the USAJOBS user account management interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A red banner on the right says "Welcome Karlos! | Sign out". Below the navigation bar is the USAJOBS logo and a search bar with fields for Keyword and Location, and a Search button. A note below the search bar states: "Note: USAJOBS is designed to time out after 30 minutes of inactivity. Please save your work often. [More details.](#)"

The main content area is divided into a left sidebar and a main panel. The sidebar contains links for My Account, Profile, Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The main panel has tabs for Experience, Education, References, Other, and Preview and Finish. The Experience tab is active, showing a "Resume Name" field with the text "KD Resume Builder Version" and an "edit" link. Below this, there is a message: "Click on Add Work Experience to enter information related to your jobs." and a blue "Add Work Experience" button. There is also a checkbox labeled "I do not wish to provide work experience" which is currently unchecked. At the bottom of the main panel is a blue "Next" button.

# Step 3 – Set Up/Manage Your Account (cont'd)

**Add/Edit Work Experience** ✕

**Work Experience** ?

Employer Name *	Formal Job Title *
<input type="text"/>	<input type="text"/>
Employer Address 1 *	Start Date *
<input type="text"/>	January <input type="text" value="2000"/>
Employer Address 2	End Date *
<input type="text"/>	January <input type="text" value="2002"/>
Country *	Salary
United States <input type="text"/>	<input type="text"/> USD <input type="text" value="Per Year"/>
Postal Code *	Average Hours per week *
<input type="text"/>	40
City/Town *	May we contact your supervisor?
<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Contact me first
State/Territory/Province *	Is this a Federal Civilian position? <span>?</span>
--Select-- <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

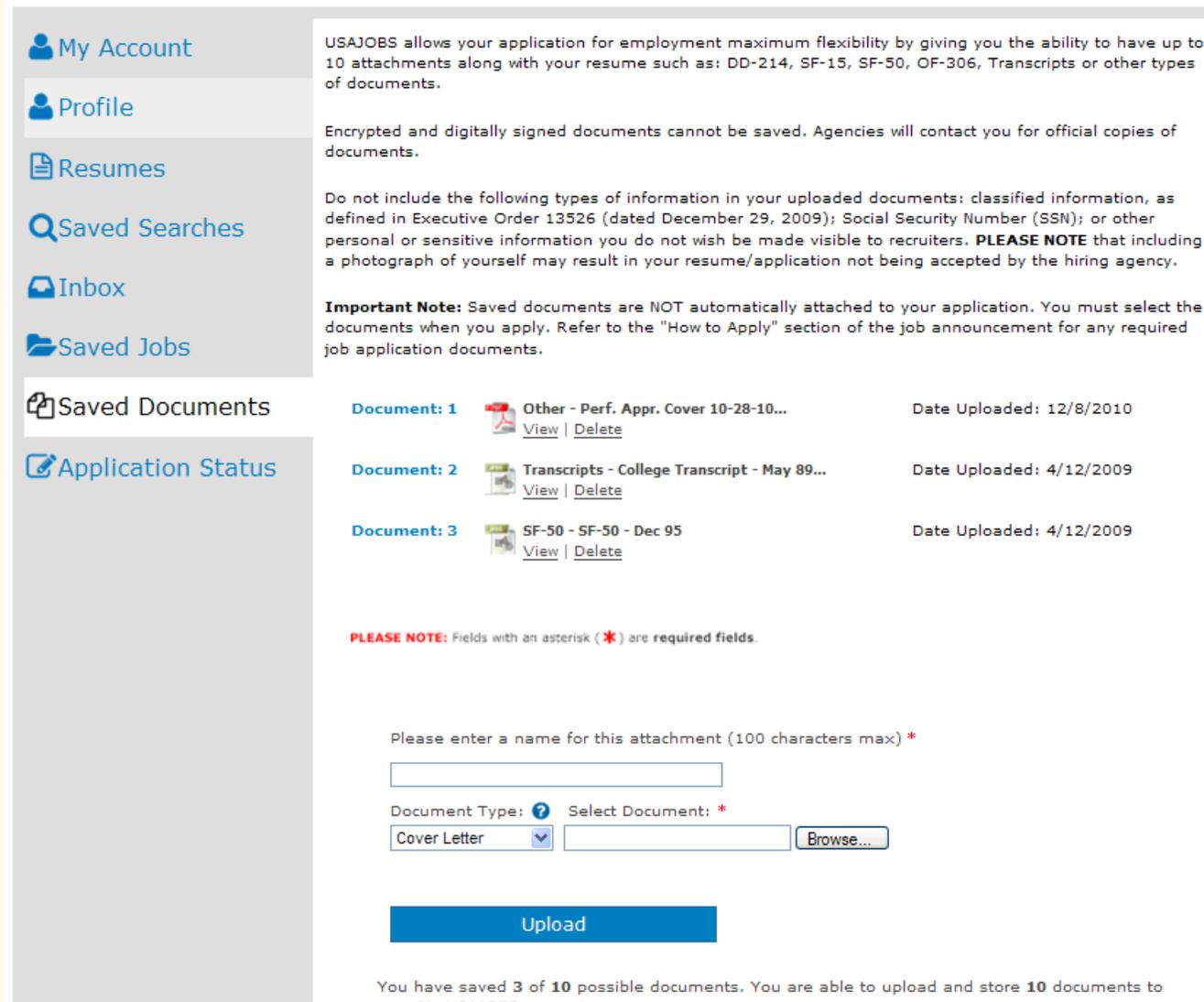
Duties, Accomplishments and Related Skills \* (5000 characters remaining)  
[Expand this area](#)

[Spell Check](#)

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

[Save Experience](#)

# Step 3 – Set Up/Manage Your Account (cont'd)



**My Account**

- Profile
- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

Encrypted and digitally signed documents cannot be saved. Agencies will contact you for official copies of documents.

Do not include the following types of information in your uploaded documents: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

**Important Note:** Saved documents are NOT automatically attached to your application. You must select the documents when you apply. Refer to the "How to Apply" section of the job announcement for any required job application documents.

Document ID	Document Name	Date Uploaded
Document: 1	 Other - Perf. Appr. Cover 10-28-10... <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 12/8/2010
Document: 2	 Transcripts - College Transcript - May 89... <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 4/12/2009
Document: 3	 SF-50 - SF-50 - Dec 95 <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 4/12/2009

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

Please enter a name for this attachment (100 characters max) \*

Document Type:  Select Document: \*

Cover Letter 

You have saved 3 of 10 possible documents. You are able to upload and store 10 documents to your MyUSAJOBS account.



## Step 4 – Apply for a Job

Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under CTAP or ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and score 85 or better on established ranking criteria, not including veterans' preference points, if applicable. Proof of eligibility includes the following: Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 demonstrating your separation or the position you will be separated from. Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50. Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from a military department or National Guard Bureau AND Separation SF-50 of the last position held [http://www.opm.gov/rif/employee\\_guides/career\\_transition.asp#ictap](http://www.opm.gov/rif/employee_guides/career_transition.asp#ictap)

### **AGENCY CONTACT INFO:**

*Philadelphia Services Branch  
Phone: (215)861-3074  
Email: PHILADELPHIA.MAIL@OPM.GOV*

*Agency Information:  
Philadelphia Services Branch  
US Office of Personnel Management  
600 Arch Street  
Philadelphia, PA  
19106  
USA*

[Dock](#)

Go to section of this Job:

[Apply Online](#)

[Print Preview](#)

[Save Job](#)

[Share Job](#)

[Agency Contact Info](#)

**Job Announcement Number:**  
PH-14-JP-1055392

**Control Number:** 362250900

Remember to follow the “How to Apply” instructions carefully, as they may differ across agencies

# Step 5 – Keep Track of Progress



Home Search Jobs My Account Resource Center Welcome Karlos! | Sign out

Keyword:  Location:   [Advanced Search >](#)

**My Account**

- Profile
- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

**IMPORTANT!** Application Status is only available if you submit your resume through USAJOBS using the "Apply Online" button. Tracking your application is not possible if your applications have been posted directly to an agency's website or through any other job application method outside of your USAJOBS account.

Each record will be deleted 36 months after the Last Application Date. To hide applications you no longer wish to view, select the Hide link beside the application status. You may want to print this page for future reference. Click on column heading to sort by that column.

**Notification Settings**

Notification Alerts enable you to stay informed of changes to your application status. Select the items that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.

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

To unhide applications so that they appear on your Application Status Page, select the Unhide link beside the application status. Click on column heading to sort by that column.

[View Main Application Status Page](#)

Search:

Showing 1 to 2 of 2 entries Show 10 entries

	Details	Organization	Job State	Close Date	Last Apply	Last Update	Status
<a href="#">Unhide</a>	<b><a href="#">Outreach Specialist/Outreach Specialist</a></b> Job Number: DPC12-A0084-JP Pay Plan: <a href="#">Multiple Series</a> Location: US-District of Columbia-Washington DC Metro Area	Peace Corps ,	Closed	04/30/2012	04/30/2012	04/30/2012	Application Status Not Available
<a href="#">Unhide</a>	<b><a href="#">Human Resources Specialist (Recruitment and Placement)</a></b> Job Number: 11-231-LEK Pay Plan: GS-0201-13 Location: US-District of Columbia-Washington DC Metro Area	Office Of Personnel Management	Closed	03/22/2011	03/22/2011	03/22/2011	Selected <a href="#">more information...</a>

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

## What to Expect Next

1. Notification your application has been received by the agency
2. Agency will review eligibility and qualifications
3. Agency may conduct additional assessments
4. Agency will rank candidates based on qualifications
5. Agency may conduct interviews
6. Agency will select the best candidate for the job
7. Applicants will be notified of selection or non-selection by the agency

A vertical strip of the American flag is visible on the left side of the slide, showing the blue field with white stars and the red and white stripes.

## What to Expect Next (cont'd)

### Background Checks and Security Clearances

- Most individuals selected for Federal positions will be required to undergo a basic background investigation
- Jobs that require access to sensitive information require a security clearance which is more extensive than a background investigation

# Additional Resources



The screenshot shows the USAJOBS Resource Center website. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. The USAJOBS logo is on the left, and the text 'RESOURCE CENTER' is in the center. A search box is on the right. Below the navigation bar, there is a left sidebar with 'Navigation' and 'Security And Privacy' sections. The main content area is titled 'Main Page' and 'USAJOBS Resource Center'. It contains a list of topics to seek advice on, a 'USAJOBS FAQ' section with 'Top Questions' and 'Categories', and a list of frequently asked questions.

Home Search Jobs My Account Resource Center

**USAJOBS**  
"WORKING FOR AMERICA"

**RESOURCE CENTER**

Search

**Navigation**

- Home

**Security And Privacy**

- Privacy Policy
- Terms and Conditions of Use

**Main Page**

**USAJOBS Resource Center**

Seek Advice on the following topics

- About Federal Jobs
- Are you eligible?
- Employment Types
- Forms
- Glossary
- Pay and Benefits
- Federal Occupations
- Federal Occupations by College Major
- SpotlightsAll
- Federal Careers Flyer
- USAJOBS Fact Sheet
- More about USAJOBS
- Protecting Yourself Online
- Tips - *\*New items added*
- Tutorials
- What's New at USAJOBS

**USAJOBS FAQ**

Chances are your questions are answered in our list of Frequently Asked Questions.

**Top Questions**

- Simply click [Top Ten FAQ](#) to find our list of most frequently asked questions, or search for answers by a particular topic below.

**Categories** (Select one of the options below).

- Account Access
- Getting Started
- General Information
- How to Apply
- How to create your resume
- How do I delete my USAJOBS Account
- Job Search
- Mobile Apps
- More General Information

# Additional Resources (cont'd)



Home Search Jobs My Account Resource Center

**USAJOBS**  
"WORKING FOR AMERICA"

**RESOURCE CENTER**

Search

- Getting Started
- General Information
- How to Apply
- How to create your resume
- How do I delete my USAJOBS Account
- Job Search
- Mobile Apps
- More General Information

### Contact us via email

If your question is still unanswered, or you have a comment or suggestion [contact us](#) We'll get back to you within 1 business day. Your interest and patience are appreciated.

# Additional Resources (cont'd)

**Applying for Federal jobs using "Schedule A"**  
by USAJOBS.gov

USAJOBS  
www.usajobs.gov

0:10 / 2:35

**"Special Federal Hiring Authority for Individuals with Disabilities"**  
USAJOBS.gov · 91 videos · 3,154  
Subscribe 1,358

Like About Share Add to

Published on Mar 28, 2013  
This video explains, how to apply for Federal jobs, using a special hiring authority known as "Schedule A." For individuals with disabilities  
Show more

All Comments  
Comments are disabled for this video.

**Applying for Federal Jobs**  
by USAJOBS.gov

**"Special Federal Hiring Authority for Individuals with Disabilities"**  
by USAJOBS.gov

**May I Apply If I'm Close to Completing My Degree?**  
by USAJOBS.gov

**Do You Need A Degree for a Federal Job?**  
by USAJOBS.gov

**Does Military Rank and Grade Qualify Me for a Specific Federal Pay Grade or Level?**  
by USAJOBS.gov

**5 Tips for Communicating Your Qualifications**

**William Murphy It's working**  
by Jack V · 1,077,075 views · FEATURED

**Finding and Applying for Jobs in the Federal Government**  
by USAJOBS.gov · 23,027 views

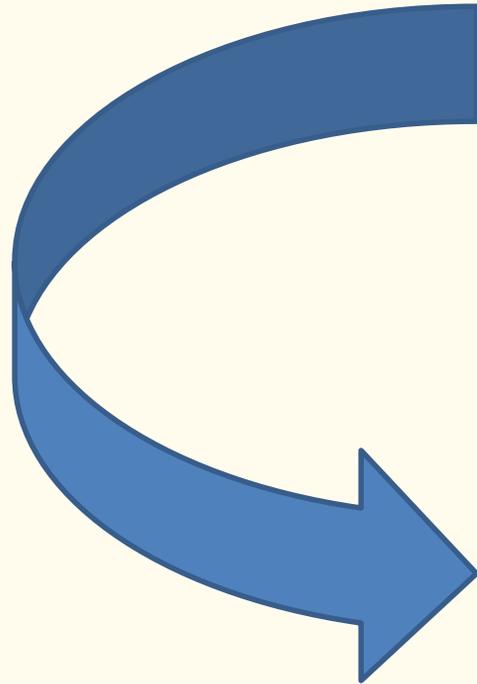
**What Happens to My Resume When It's Sent to the Hiring Official?**  
by USAJOBS.gov · 1,392 views

**5 Tips for Communicating Your Qualifications**  
by USAJOBS.gov · 2,961 views

**Resume Writing**  
by USAJOBS.gov · 18,830 views



# In Summary



**WHY FEDERAL EMPLOYMENT?**

- ✓ Public service
- ✓ Diverse Federal missions
- ✓ Opportunity for advancement
- ✓ Training and professional development

**PATHWAYS**  
FOR STUDENTS & RECENT GRADUATES  
TO FEDERAL CAREERS

Programs for current students and recent graduates!

- Internship Program
- Recent Graduates Program
- Presidential Management Fellows Program

**GO**  
LOOK FOR JOBS ON  
**USAJOBS**  
WORKING FOR AMERICA

**free!**

- Create an account
- Build and upload resumes
- Save job searches
- Receive notices
- Save jobs
- Save documents
- View status

**My Account**

- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

**Writing Your Federal Resume**

- ✓ Your resume is your application.
- ✓ You do not have to limit your resume to one or two pages.
- ✓ A reverse chronological resume will help agencies evaluate your experience.
- ✓ Provide information on the level of experience that demonstrates you meet the qualifications of the job.
- ✓ You may want to tailor your resume rather than sending out the same resume for every job.
- ✓ Volunteer work counts as valuable experience that can help demonstrate your ability to do the job.

**Now you know more about:**

- Finding Federal jobs
- Creating and managing your job search
- Writing a Federal resume
- Applying for Federal jobs

**GO** to **USAJOBS** For more information

# Contact

Recruitment Policy and Outreach  
U.S. Office of Personnel Management

[outreach@opm.gov](mailto:outreach@opm.gov)



# Questions



# What is NCE: Non Competitive Eligibility

Upon completion of service, NCE status lasts 12 months, but can be extended for an additional two years for a total of three years from end of service date.

Extensions are allowed for three reasons:

1. If, after service, you enter the military.
2. If you become a full-time student at a recognized institution of higher learning.
3. If you engage in another activity that the hiring agency thinks warrants an extension

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

**USAJOBS**  
"WORKING FOR AMERICA"

Advanced Search

Keyword Search <sup>?</sup>  
(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

Title Search <sup>?</sup>

Series Number Search <sup>?</sup>  
Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers). When entering multiple Series Numbers please separate them with a semicolon (;). (maximum of 10)

Applicant Eligibility <sup>?</sup>

Are you:

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

Yes  No

Search Jobs Reset Form

# VISTA Campus Resources: What is NCE



## VISTA campus

About VISTA



VISTAs



Leaders



Alumni



Supervisors



State Offices



### Quick Links

My AmeriCorps

Update Your Contact Info

Certification of Service

What is Non-Competitive Eligibility (NCE)?

Sign up for [USAjobs.gov](http://USAjobs.gov), learn the particulars of how to get a job in the federal government, and keep your eyes open for appealing agencies with positions that might open around the time you are finishing service. Make you sure your search includes NCE applicable positions.

Check out job postings on the [VISTA Campus](#). The agencies who post positions on the Campus are often looking for applicants with a VISTA-type skill set.

As your year winds down, start submitting applications. Be sure to mention in your cover letter that you will receive NCE on the date your VISTA service ends.

When applying for positions after your year is complete, mention your NCE status in your cover letter AND attach your "My Service Letter" from your My AmeriCorps account.



# VISTA Campus Resources: Certification of Service



- About VISTA
- VISTAs
- Leaders
- Alumni
- Supervisors
- State Offices

## Quick Links

- My AmeriCorps
- Update Your Contact Info
- Certification of Service
- What is Non-Competitive Eligibility (NCE)?

A screenshot of the My AmeriCorps website's 'Print Service Letters' page. The page header includes the National &amp; Community Service logo and the text 'My AmeriCorps Your Place to Manage Your AmeriCorps Experience'. The main content area has a 'HOME' button and a list of links: 'My Service Letter', 'Events', 'Search Events', 'My Resources', and 'Contact My AmeriCorps'. The 'Print Service Letters' section contains instructions and a form. The form has a 'Service Term' dropdown set to '08/25/2007 to 08/25-2008' and a 'Letter Type' dropdown with 'VISTA Certification of Service with Non Competitive' selected. A red circle highlights the 'Letter Type' dropdown. At the bottom right of the form are 'cancel' and 'print' buttons.

# How to Ask Questions

*Webinars for AmeriCorps VISTAs*

- To ask a question electronically, use the Q&A feature located in the bottom right corner
- To ask a question verbally, call in using the number on this slide and press \*1.



# Evaluation

## *Webinars for AmeriCorps VISTAs*

Please take a few moments to share your feedback. How can we improve these sessions? What topics should we include in future webinars?

Thank you very much for your time and participation!

# Upcoming Hiring Fair

*Webinars for AmeriCorps VISTAs*

## Special NCE Hiring Event for AmeriCorps VISTA Alumni

**What:** Special NCE Hiring Event

**Who:** AmeriCorps VISTA Alumni and returned Peace Corps Volunteers with NCE AND hiring managers from DOT, HUD and DOE

**Where:** U.S. Department of Transportation 1200 New Jersey Ave, SE, Washington, DC 20590

**When:** Wednesday, June 25, 2014 from 2:00-5:00PM ET

# Thank You for Your Participation!

*Webinars for AmeriCorps VISTAs*

If you have further questions or for more information,  
contact us: [VISTAwebinars@cns.gov](mailto:VISTAwebinars@cns.gov)

## Using Social Media to Recruit Donors and Volunteers

June 25, 2014

2:00-3:30 PM ET

Visit the Ongoing Learning page on the VISTA Campus for a  
complete schedule of VISTA webinars

Dial: [800-857-9616](tel:800-857-9616) Passcode: [9790066](tel:9790066)