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Overview of Federal Recruitment and Hiring

For Career Counselors



RECRUIT, RETAIN AND HONOR A WORLD-CLASS WORKFORCE FOR THE AMERICAN PEOPLE

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Agenda

- A look at the Federal hiring process
- Frequently Asked Questions
- Resources for Career Counselors



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What does the Federal hiring process entail?

- Advertise the job
- Receive and acknowledge applications
- Review for eligibility and basic qualifications
- Conduct assessments and rank candidates based on qualifications
- Send list of top candidates to hiring manager
- May interview candidates
- Make a selection for the job and notify applicants

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How does the Federal Government hire?

- By law and regulation
- Internal and external recruiting
- Eligibility (i.e., Who may apply)
- Qualifications
 - Education
 - Specialized experience



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What does the Federal Government look for in an applicant?

- At least 16 years of age
- U.S. Citizen
- Qualified for the job
- Can successfully pass security and background checks



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What types of careers does the Federal Government offer?

- Examples of Mission Critical Occupations
 - Science, Technology, Engineering, and Mathematics
 - Physicians, Nursing, and other Medical
 - Accounting, Finance, Budget, and Acquisition
 - Human Resources, Safety, and Occupational Health

AMERICA'S ★ WORKFORCE

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How does the Federal Government hire students and recent graduates?

- The Pathways Programs (Government-wide)
- Agency-specific Internships and Fellowships



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In what are other ways can people be hired?

- Veterans
- Military Spouses
- Schedule A for Individuals with Disabilities
- Peace Corps/VISTA

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What is the difference between being eligible and being qualified?

- **Eligibility:** Applicant meets the requirements stated in the Job Opportunity Announcement (JOA) “Who May Apply” field
- **Qualified:** Applicant meets the qualifications stated in the JOA
- **Best Qualified:** Applicant is rated high enough to be forwarded to the Hiring Manager

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What are qualifications?

- A qualification standard helps agencies determine which applicants can perform satisfactorily in the position
- Qualifications differ between different jobs
 - Most Federal jobs do not have an education requirement
 - Some qualifications can be met by education or a combination of education and experience



How are applicant qualifications assessed?

- Applicant qualifications are assessed through a variety of assessment methods
- Some common assessments include:
 - Training and Experience Evaluations (T&E) (i.e., evaluation of education and experience)
 - Assessment Centers (e.g., Presidential Management Fellows Program)
 - Structured Interviews



What pay grade level might a degree qualify applicants for?

| | |
|------|---|
| GS-5 | 4 academic years above high school leading to a bachelor's degree, or bachelor's degree |
| GS-7 | bachelor's degree with Superior Academic Achievement for two-grade interval positions, or 1 academic year of graduate education (or law school, as specified in qualification standards or individual occupational requirements) |
| GS-9 | master's (or equivalent graduate degree such as LL.B. or J.D. as specified in qualification standards or individual occupational requirements), or 2 academic years of progressively higher level graduate education leading to a master's or equivalent degree |



What do “Series and Grade” numbers mean on the job posting?

- If you see something like this:

| | |
|------------------------------|-----------------------------|
| SERIES & GRADE: | GS-0511-07/09 |
| POSITION INFORMATION: | Full-Time - Recent Graduate |
| PROMOTION POTENTIAL: | 13 |

–GS = General Schedule

–0511 = Occupational Series Code (Auditor= 0511)

–07/09 = Grade level for the job being filled

–Promotion Potential = Highest promotion potential without further competition (i.e., up to GS-13)



Why all Federal jobs are not open to the general public?

- Federal agencies can fill jobs in a number of ways, including:
 - filling a job from outside of the Federal workforce (i.e., the job is open to the general public), or
 - filling a job with a Federal employee (i.e., the job is open only to current or former Federal employees)



What is a Status Candidate?

- Status candidates:
 - Current or former Federal employees
 - Certain veterans

WHO MAY APPLY: Status Candidates (Merit Promotion and VEOA Eligibles)



How do you find Federal Jobs?

- USAJOBS is the primary Federal job board
- Agency websites





How do you write a Federal resume?

- Begin by reviewing the job opportunity announcement
 - Eligibility
 - Qualifications
- Address required qualifications and specialized experience in the resume



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Resources

- Recruitment Policy Studio Page on HR University
 - Section for Job Seekers includes guidance and tools regarding Federal job search



https://hru.gov/Studio_Recruitment/Studio_Recruitment

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Resources

- USAJOBS Resource Center
- USAJOBS Facebook, Twitter, YouTube
- Contact us at outreach@opm.gov

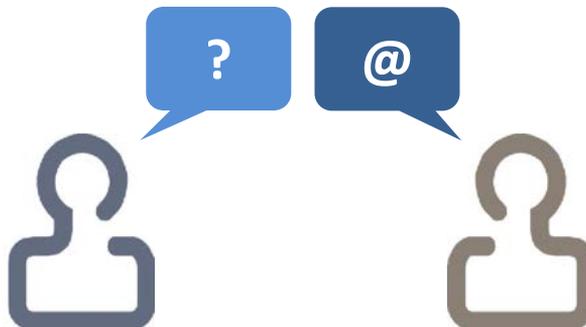


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Questions?



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Writing Your Federal Résumé

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Job Opportunity Announcement

An official website of the United States Government

USAJOBS Todd Help Search

[← Back to Search results](#)

Auditor

GSA, OFFICE OF INSPECTOR GENERAL

Agency Contact Information
Few vacancies in the following locations:

- Washington, DC
- Atlanta, GA
- New York, NY

Work Schedule is Full Time – Recent Graduates
Opened Thursday 2/28/2016
(3 day(s) ago)
Closes Saturday 3/9/2016
(6 day(s) away)

| | |
|----------------------------|---------------------------------|
| Salary Range | \$38,790 to \$69,545 / Per Year |
| Series & Grade | GS-0511-07:09 |
| Promotion Potential | 13 |
| Supervisory Status | No |

Who May Apply
All U.S. Citizens and Nationals who meet the eligibility requirements for the Pathways Recent Graduate Program as explained below under "REQUIREMENTS".

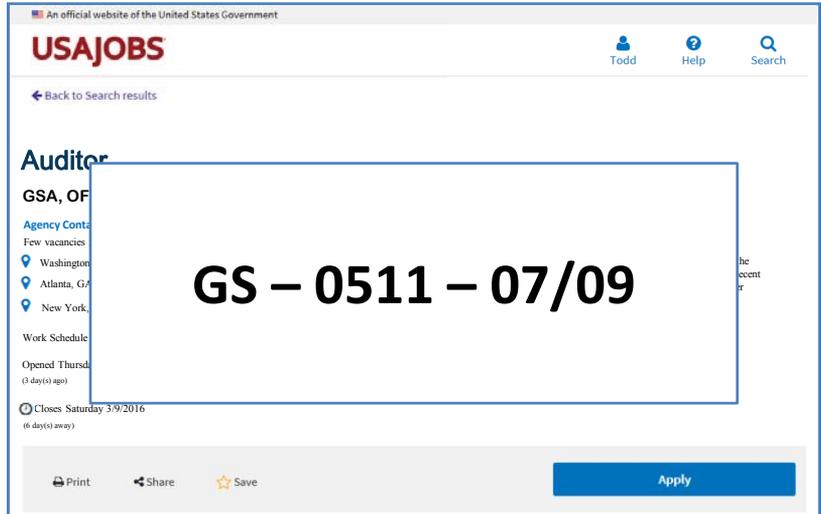
Control Number
3524792500

Job Announcement Number
JA-2013-17-RG

Print Share Save Apply

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Job Opportunity Announcement



An official website of the United States Government

USAJOBS Todd Help Search

[← Back to Search results](#)

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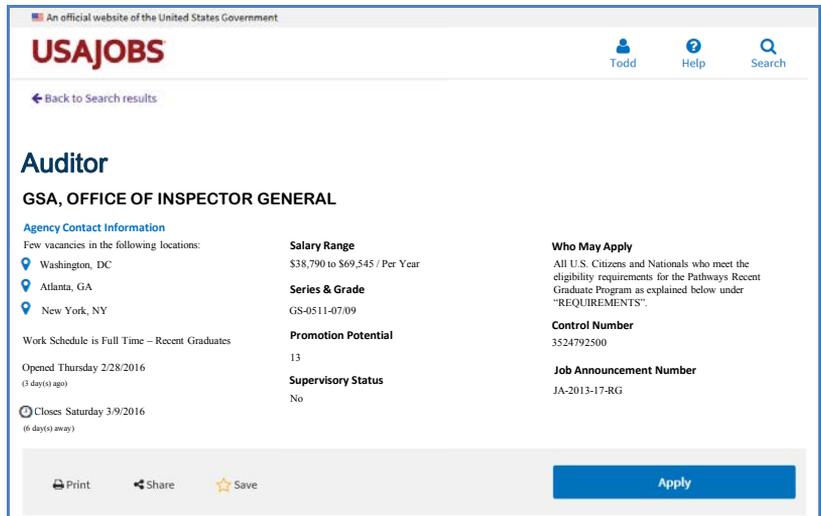
Opened Thursday 2/28/2016
 (3 day(s) ago)

GS - 0511 - 07/09

Closes Saturday 3/9/2016
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Job Opportunity Announcement



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Overview

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Apply

Job Overview

How to Apply



Summary

Required Documents



[About the Agency](#)

We are seeking a highly qualified and motivated individual to serve as an auditor and be a proactive member of our team. The Office of Inspector General (OIG) for the General Services Administration (GSA) is one of the original OIGs established by the Inspector General Act of 1978. The OIGs were created as independent and objective entities within an agency (A) to promote economy, efficiency, and effectiveness in the administration of the agency, and (B) to prevent and detect fraud and abuse in agency programs and operations. The OIGs report to the agency head and Congress through semi-annual and other reports.

The GSA OIG operates as an autonomous entity within GSA under a presidentially appointed, Senate confirmed Inspector General who supervises a diverse team of over 300 professionals in headquarters' administrative, legal, and operational components and in regional operational offices throughout the country.

The GSA OIG is dedicated to protecting the public interest by bringing about positive changes in the performance, accountability, and integrity of GSA programs and operations. Oversight is provided through auditing, inspections and evaluations, and investigations of GSA extensive procurement, real property, and related programs and operations, which primarily support other federal agencies. OIG oversight components report their findings and recommend courses of action to promote efficiency and economy in the GSA's activities. Last fiscal year, our OIG professionals' efforts resulted in \$243 million in

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Duties

Duties

This position is located in the Audits Office of Inspector General (OIG). The incumbent serves as an Auditor and works directly for the Fort Worth, Texas office. As an Auditor, you will work on a team conducting performance and attestation audits. You will perform systematic examinations and analyses of financial-related records, reports, management controls, and policies and practices that impact the financial condition of GSA organizations and activities. You will be responsible for 1) preparing work papers/reports to document the audit process including audit objectives and related conclusions, deficiencies, and recommendations for corrective actions; 2) assisting higher level auditors in determining areas of high risk to focus on during an audit; and, 3) other related assigned duties.

At the full performance level of the position, additional responsibilities include:

- Performing research, evaluations, studies, and analyses;
- Identifying significant audit and review findings, trends, and patterns;
- Researching and reviewing pertinent federal laws and Comptroller General decisions; and,
- Identifying legislative, regulatory, and procedural requirements applicable to GSA programs, activities, and functions.

Travel Required

- Occasional Travel
- Selected applicant must be able to acquire and maintain a government-issued travel charge card.

Relocation Authorized

- No

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Qualifications

Job Requirements

Key Requirements

- Background security investigation required.
- Applicants must be U.S. Citizens or nationals
- Applicants must apply online via GSAjobs (see "How to Apply" section)

Qualifications

Applicants must demonstrate in their resume and responses to the vacancy questions that they meet the basic OPM qualifications as well as qualifications described below. Applicants must meet all qualification and eligibility requirements for the position advertised within 30 days of the closing date of the vacancy.

To qualify for this position, applicants must meet the basic education requirements and specialized experience.

Basic Education Requirements:

Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor."); **OR**,

Combination of education and experience: at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:

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Qualifications

Specialized Experience:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies: Basic knowledge of accounting principles and auditing standards; the ability to apply audit techniques in collecting and analyzing data; the ability to communicate effectively, both orally and in writing; and the ability to conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, assisting in the verification of reports against source accounts, and performing routine technical accounting assignments; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized

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Benefits and Other Information

Additional Information

Additional Information

What To Expect Next

Once your completed application is received, your qualifications will be evaluated. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome. Applicants may also check the status of their application on-line 24 hours a day through USAJOBS.

Thank you for your interest in working for the U.S. General Services Administration, Office of Inspector General!

BENEFITS

[Review our benefits](#)

Other Information

BARGAINING UNIT STATUS: None

- This vacancy announcement does not preclude filling this position by other means. **Management also has the right not to fill the position.**
- Travel and transportation expenses may be authorized for interviews. Relocation expenses are not authorized for this position.

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Contact Information

Other Information

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| | |
|--|--|
|  U.S. General Services Administration | |
| General Services Administration Office of Inspector General | |
| Contact Joe Government Phone: 202-400-XXXX Email: joe.government@gsa.gov | Address Office of Inspector General 1800 F Street NW Room 5046 Washington DC US Fax: 111-111-1111 |



How to Apply

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Apply

Job Overview

Summary

[About the Agency](#)

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How to Apply



Required Documents



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How to Apply

Apply

How to Apply



How to Apply

You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. A description of the online process is provided below. For more information on applying for a GSA vacancy, please visit [Applying for a GSA Job](#).

1. **To begin, click Apply Online to create a USAJOBS account or log in to your existing account.** Follow the prompts to select your USAJOBS resume and/or other supporting documents. Once you have completed this step, select "Apply for this Position Now!"
2. **Complete your personal information within USAJOBS.** Once you've been redirected to GSA's automated system, follow the prompts to create, review, or update your personal information. This information is used to determine your eligibility to apply for this position so be sure that it is up to date.
3. **Respond to all of the vacancy specific questions.**

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How to Apply

How You Will Be Evaluated

Category rating will be used to rank candidates into one of the three Quality groups; Best Qualified, Well Qualified, and Qualified. Veteran's preference consideration, if supported by appropriate documentation, is then applied. Qualified preference eligibles are placed above non-preference eligibles within their respective quality category and considered before non-preference-eligibles in that category. Note: Your responses must be substantiated by the resume submitted. If a determination is made that in responding to the vacancy questions you have rated yourself higher than is evident in your resume, experience, and/or education, your score may be adjusted by a Human Resources Specialist.

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

Required Documents +



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How to Apply +

Required Documents +



Required Documents

How to Apply +

Required Documents -

Required Documents

You must submit ALL required documents before the closing date/deadline to have a complete application. Review the following list to determine which documents must be submitted online.

Current GSA OIG employees must complete the online application and resume.

ICJAP/CIAP Eligible: Submit (a) proof of eligibility including agency notice; (b) SF-50 and (c) most recent performance rating.

College Transcripts: If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official/sealed transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education. See [Application of Qualification Standards at OPM's General Schedule Qualification Policies](#) website for information on crediting education.

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3 Sections

- Job Opportunity Announcement (JOA) sources:
 - Qualifications
 - Occupational Questionnaire
 - Linked from the JOA
 - Duties

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Your Résumé

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

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Format

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

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Resume Information

- General Information Only
- Experience Only
- Experience and Accomplishment
(Two part answer = **IDEAL**)

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General Information Only

- Typically a 1 page resume
- Often used on every application
- Provides a vague overview of skills
- Does not capture qualifications

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Experience Only

- **Provides experience:**
 - Amount of experience:
 - “Managed an 8 person team over 15 years...”
 - Level of experience:
 - “Routinely advised and briefed organizational senior executives on...”

Note: Repetition is OK

- **Does not provide:**
 - Why you, over someone else (Accomplishment)

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Experience and Accomplishment

(Two part answer = IDEAL)

- **Provides experience:**
 - Amount of experience:
 - Level of experience:
- Note: Repetition is OK
- **Provides accomplishment:**
 - Who was impacted?
 - What were the cost savings?
 - Did you exceed deadlines?
 - Did you receive awards or recognition?
 - What changed/improved?
- **Helps answer:**
 - How well do you do the task?
 - Why should we hire you over others?



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Language Matters

(Two part answer)

- **Before:**
Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.
- **After:**
Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.

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Information

- **Personal sources:**
 - Former job descriptions
 - Supervisory reviews and feedback
 - Transcripts
 - Course feedback
 - Military honors
 - Awards and recognition
 - Customer acknowledgements
 - Survey results

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Information

- Think outside the box
 - Leadership roles in social organizations
 - Volunteer experiences
 - Projects
 - Professional/Academic challenges or successes
 - Special assignments
 - Travel experiences

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Skills

- Create
 - A list of your skills and match them to job types (Skills Profiler)
 - <https://www.careerinfonet.org/skills/?ES=Y&EST=skills+profiler>



www.careeronestop.org

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Skills Profiler

System Skills

- Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Systems Analysis** - Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Systems Evaluation** - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- Management of Financial Resources** - Determining how money will be spent to get the work done, and accounting for these expenditures.
- Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

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Translate

- Veterans
 - Translate military career fields to Federal occupations
 - <http://www.dlir.state.md.us/mil2fedjobs/>



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MIL2FEDJOBS

SERVICE MEMBER/VETERAN SEARCH

To find out what federal jobs are related to specific military occupations, use the following steps:

Step 1. Select the Service and the Personnel Category

Service: Army Navy Air Force Marine Corps Coast Guard

Personnel Category: Officer Warrant Officer Enlisted

Step 2. Select a Military Occupation

Military Occupation Code:

- or -

Military Occupation Title:

MIL2FEDJOBS

Federal Occupational Series Related to Army 36A - Financial Manager

The table below lists federal occupations related to the military occupation you selected. Keep in mind that job qualifications vary according to specific positions that are being filled by the federal agency. To find out more about specific positions available and their requirements, use the Search USAJOBS Now link in the last column. If you'd like to learn general information about federal jobs, see [Federal Career Considerations](#).

Click on column headings to sort. Click on the numbers above and below the table to page through results.

| Code | Title | Type | Federal Job Family | Search for a Job |
|------|---|--------------|---|------------------------------------|
| 0340 | Program Management Series | WHITE COLLAR | 0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP | Search USAJOBS Now |
| 0343 | Management and Program Analysis Series | WHITE COLLAR | 0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP | Search USAJOBS Now |
| 0501 | Financial Administration and Program Series | WHITE COLLAR | 0500 - ACCOUNTING AND BUDGET GROUP | Search USAJOBS Now |
| 0503 | Financial Clerical and Technician Series | WHITE COLLAR | 0500 - ACCOUNTING AND BUDGET GROUP | Search USAJOBS Now |
| 0505 | Financial Management Series | WHITE COLLAR | 0500 - ACCOUNTING AND BUDGET GROUP | Search USAJOBS Now |
| 0510 | Accounting Series | WHITE COLLAR | 0500 - ACCOUNTING AND BUDGET GROUP | Search USAJOBS Now |
| 0511 | Auditing Series | WHITE COLLAR | 0500 - ACCOUNTING AND BUDGET GROUP | Search USAJOBS Now |
| 0512 | Internal Revenue Agent Series | WHITE COLLAR | 0500 - ACCOUNTING AND BUDGET GROUP | Search USAJOBS Now |
| 0525 | Accounting Technician Series | WHITE COLLAR | 0500 - ACCOUNTING AND BUDGET GROUP | Search USAJOBS Now |
| 0526 | Tax Specialist Series | WHITE COLLAR | 0500 - ACCOUNTING AND BUDGET GROUP | Search USAJOBS Now |



Process

- 3 steps:
 - Review
 - Understand the requirements
 - Select in or select out
 - Identify
 - Find keywords and phrases
 - Highlight
 - Align
 - Place information into bullets
 - Match personal experiences/accomplishments

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Grade Level or Equivalent

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or **one (1) year of specialized experience** equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, performing routine technical accounting assignments, and assisting in the verification of reports against source accounts; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.

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Review

Specialized Experience:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

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Identify

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the ability to communicate effectively, both orally and in writing;
and the ability to conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

Specialized experience includes, but is not limited to,
assisting in the verification of reports against source accounts,
and performing routine technical accounting assignments;
reconciling bank and other accounts;
verifying cash receipts and disbursement vouchers;
verifying the accuracy of computations;
and assisting in the preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized

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Align

Specialized Experience:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies:

Basic knowledge of accounting principles and auditing standards;
apply audit techniques in collecting and analyzing data;
communicate effectively, both orally and in writing;
conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

Specialized experience includes, but is not limited to,
verification of reports against source accounts,
performing routine technical accounting assignments;
reconciling bank and other accounts;
verifying cash receipts and disbursement vouchers;
verifying the accuracy of computations;
preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized

58



Align

Specialized Experience:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies:

Ability to:

- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
- Communicate effectively, both orally and in writing;
- Conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to,

- Verification of reports against source accounts,
- Performing routine technical accounting assignments;
- Reconciling bank and other accounts;
- Verifying cash receipts and disbursement vouchers;
- Verifying the accuracy of computations;
- Preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized

59



Align

Specialized Experience:

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

- Verification of reports against source accounts,
- Performing routine technical accounting assignments;
- Reconciling bank and other accounts;
- Verifying cash receipts and disbursement vouchers;
- Verifying the accuracy of computations;
- Preparation of basic audit work papers.

All successful applicants for this position will possess the following competencies:

Ability to:

- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
- Communicate effectively, both orally and in writing;
- Conduct multiple segments of complex audits.

Match your experiences beginning with your current/most recent job

60



Align

Specialized Experience:

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

- Verification of reports against source accounts,

Experience and accomplishment (Two part answer)

- Performing routine technical accounting assignments;
- Reconciling bank and other accounts;
- Verifying cash receipts and disbursement vouchers;
- Verifying the accuracy of computations;
- Preparation of basic audit work papers.

All successful applicants for this position will possess the following competencies:

Ability to:

- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
- Communicate effectively, both orally and in writing;
- Conduct multiple segments of complex audits.

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Align

Specialized Experience:

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

- Verification of reports against source accounts,

Annually verified over 500 source reports and identified 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.

- Performing routine technical accounting assignments;
- Reconciling bank and other accounts;
- Verifying cash receipts and disbursement vouchers;
- Verifying the accuracy of computations;
- Preparation of basic audit work papers.

All successful applicants for this position will possess the following competencies:

Ability to:

- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
- Communicate effectively, both orally and in writing;
- Conduct multiple segments of complex audits.

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Align

Specialized Experience:

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

- Verification of reports against source accounts,
Experience and accomplishment (Two part answer)
- Performing routine technical accounting assignments;
Experience and accomplishment (Two part answer)
- Reconciling bank and other accounts;
Experience and accomplishment (Two part answer)
- Verifying cash receipts and disbursement vouchers;
Experience and accomplishment (Two part answer)
- Verifying the accuracy of computations;
Experience and accomplishment (Two part answer)
- Preparation of basic audit work papers.
Experience and accomplishment (Two part answer)

Create answers for all of the bullets

All successful applicants for this position will possess the following competencies:

Ability to:

- Basic knowledge of accounting principles and auditing standards;
Experience and accomplishment (Two part answer)
- Apply audit techniques in collecting and analyzing data;
Experience and accomplishment (Two part answer)
- Communicate effectively, both orally and in writing;
Experience and accomplishment (Two part answer)
- Conduct multiple segments of complex audits.
Experience and accomplishment (Two part answer)



Align

Current Most Recent Job/Experience

- Experience and accomplishment (Two part answer)

DELETE THE RED BULLETS



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Align

Resume Builder

Work Experience All fields are required unless otherwise noted

Employer Name Formal Job Title

Employer Address 1 Start Date Start Year

Employer Address 2 Optional End Date End Year

Country Salary Optional Currency Salary Rate

Postal Code Average Hours per week

City/Town May we contact your supervisor?
 Yes No Contact me first

State/Territory/Province Is this a Federal Civilian position?
 Yes No

Output: Experiences and Related Skills 1000 characters remaining

Experience and Accomplishment (Two-part answer)

Prohibit characters from passing from Microsoft Word

Paste the two-part answers in your resume under the job where you earned the experience.

Repeat the process if you have other experience

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Questionnaire

How You Will Be Evaluated

The category rating procedure is being used to rank candidates. If you are found qualified for the position, your responses to the self-assessment vacancy questions will be used to place you in one of the following categories: Qualified, Well Qualified, and Best Qualified. **Note: Your responses must be substantiated by the resume submitted. If a determination is made that in responding to the vacancy questions you have rated yourself higher than is evident in your resume, experience, and/or education, your score may be adjusted by a Human Resources Specialist.**

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Résumé Summary

- Highlight your knowledge, skills, abilities and experience as it relates to the job.
 - Use keywords/phrases or short sentences
 - Paint a picture
 - Include your security clearance, if applicable
 - Complete only after you have listed all of your experience and accomplishments

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USAJOBS

- Special hiring authorities:
 - Veterans Recruitment Appointment (VRA)
 - Veterans 30% or more disabled
 - Disabled veterans who completed VA training
 - Schedule A for people with disabilities
 - Military Spouse
 - Certain former overseas employees
 - AmeriCorps VISTA, Peace Corps
- Sensitive information and photographs

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USAJOBS

USAJOBS Tools Help Search

Documents - Resumes

Get notified by recruiters—make your resume searchable
If you make your resume searchable, your profile and resume will be visible to recruiters searching our resume bank. Only one resume can be searchable at a time.

Allows users 5 Resumes
 • Upload
 • Build
 • Combination

Resumes (3/5)

| View | View | View |
|-------------------------------------|-------------------------------------|-------------------------------------|
| Human Resources Aur120212 | Recruiting Aur120212 | Security Analyst Aur120212 |
| <input type="checkbox"/> Save | <input type="checkbox"/> Save | <input type="checkbox"/> Save |
| <input type="checkbox"/> Duplicate | <input type="checkbox"/> Duplicate | <input type="checkbox"/> Duplicate |
| <input type="checkbox"/> Delete | <input type="checkbox"/> Delete | <input type="checkbox"/> Delete |
| <input type="checkbox"/> Searchable | <input type="checkbox"/> Searchable | <input type="checkbox"/> Searchable |

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.

[Upload or build resume](#)

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Resume Builder

searching our resume bank. Only one resume can be searchable at a time.

Add New Resume Help

| View | View | View |
|-------------------------------------|-------------------------------------|-------------------------------------|
| Human Resources Aur120212 | Recruiting Aur120212 | Security Analyst Aur120212 |
| <input type="checkbox"/> Save | <input type="checkbox"/> Save | <input type="checkbox"/> Save |
| <input type="checkbox"/> Duplicate | <input type="checkbox"/> Duplicate | <input type="checkbox"/> Duplicate |
| <input type="checkbox"/> Delete | <input type="checkbox"/> Delete | <input type="checkbox"/> Delete |
| <input type="checkbox"/> Searchable | <input type="checkbox"/> Searchable | <input type="checkbox"/> Searchable |

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

[Upload or build resume](#)

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Resume Builder

The screenshot shows the OPM Resume Builder interface. A modal window is open with the following content:

- Resume Name** (Required): JA-2015-17-RG [Edit]
- Click on Add Work Experience to enter information related to your jobs.
- [Add Work Experience]
- I do not wish to provide work experience
- [Next]

In the background, three resume entries are visible:

| View | View | View |
|--|---|---|
| Human Resources Built 02/02/12 CP Edits Duplicate Delete Searchable | Recruiting Built 02/20/12 CP Edits Duplicate Delete Searchable | Security Analyst Built 02/25/12 CP Edits Duplicate Delete Searchable |

Experience

The screenshot shows the 'Work Experience' form in the OPM Resume Builder. A blue callout bubble points to the form with the text: "All fields are required unless otherwise noted".

Work Experience All fields are required unless otherwise noted

Employer Name: [Text Field] Formal Job Title: [Text Field]

Employer Address 1: [Text Field] Start Date: [Dropdown] Start Year: [Dropdown]

Employer Address 2: [Text Field] (Optional) End Date: [Dropdown] End Year: [Dropdown]

Country: [Dropdown] Salary: [Text Field] Optional: [Text Field] Currency: [Dropdown] Salary Rate: [Dropdown]

Postal Code: [Text Field] Average Hours per week: [Text Field]

City/Town: [Text Field] May we contact your supervisor?
 Yes No Contact me first

State/Territory/Province: [Dropdown] Is this a Federal/Civilian position?
 Yes No

Duties, Accomplishments, and Related Skills: [Text Area] (5000 characters remaining)

Problems with formatting when pasting from Microsoft Word?

[Cancel] [Save Work Experience]



Education

Resume Builder

Education All fields are required unless otherwise noted

School or Program Name Major Optional

Country Minor Optional

United States

Postal Code GPA Optional of GPA Max. Optional

City/Town Total Credits Earned Optional

State/Territory/Province System for Awarded Credits Optional

--Select-- Semester Quarter Hours Continuing Education Units

Degree Level Attained Honors Optional

--Select--

Completion date Optional

--Select--

Relevant Coursework, Licenses, and Certifications Optional
 (2000 characters remaining)

Problems with formatting when pasting from Microsoft Word?

All fields are required unless otherwise noted



Education

Education: **University of Maryland** College Park, MD United States
 Bachelor's Degree 05/2013
GPA: 4.0 of a maximum 4.0
Credits Earned: 120 Semester hours
Major: Accounting **Honors:** Summa Cum Laude
Relevant Coursework, Licenses and Certifications:
 Auditing Theory and Practice
 Government Accounting
 Accounting I
 Accounting II
 Managerial Accounting
 Accounting Systems
 Taxation of Individuals
 Ethics and Professionalism in Accounting



References

Resume Builder

References All fields are required unless otherwise noted.

| | |
|----------------------------------|--|
| Name | Phone |
| <input type="text"/> | <input type="text"/> |
| Employer <small>Optional</small> | Email |
| <input type="text"/> | <input type="text"/> |
| Title <small>Optional</small> | Reference Type |
| <input type="text"/> | <input checked="" type="radio"/> Professional <input type="radio"/> Personal |



Other Qualifications

Resume Builder

Resume Name Required

Job Related Training

Language Skills

Organizations/Affiliations

Professional Publications

Additional Information



Cover Letter

- Highlights experience
- Allows compelling language
- Optional



Additional Tips

- Write in plain language
- Show specialized experience
- Avoid acronyms
- Use spelling and grammar checks
- Have someone review
- Apply early as some JOAs limit the number of applications accepted



Summary

- Review the entire JOA
 - Understand the requirements
 - Assess your skills
 - Select in/Select out
- Pay close attention to the instructions
- Separate important information
- Tailor your résumé

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Questions

Email: Outreach@opm.gov



Pathways Programs for Students and Recent Graduates



Pathways Programs

What are the Pathways Programs?

- Internship Program (*student employment*)
- Recent Graduates Program (*entry-level*)
- PMF Program (*leadership development*)

Three
Programs!
Three
Pathways!



Pathways Programs

Features of the Pathways Programs:

- Exposure to a variety of Federal jobs
- Meaningful training
- Mentoring
- Career Development Opportunities



Internship Program

Pathways Internship Program:

- Includes development component (i.e., Individual Development Plan)
- Offers part-time or full-time, paid internship
- Requires a participant agreement
- Veterans' preference is applied



**Career
Exploration**



Internship Program

Eligibility:

- Students enrolled at least half-time
- Qualifying educational institution pursuing:
 - High-school/GED
 - Vocational/Technical/Certificate
 - Undergraduate
 - Graduate
 - Professional



Internship Program

Different ways to work:

- Temporary - up to 1 year
- Indefinite – until degree completion
- Part- or full-time duty schedule





Internship Program

Agencies ensure each Intern has the following:

- A Participant Agreement
- Individual Developmental Plan



Internship Program

Conversion to competitive service

- All Participants potentially eligible for a Term or permanent appointment
 - Must successfully complete program requirements
 - Must meet OPM Qualification standard



Recent Graduates Program

Pathways Recent Graduates Program

- Includes development component
 - Mentoring, formal training
- Hire graduates up to two years after completing academic requirements
 - Up to six years for certain preference eligible veterans
- Requires a participant agreement
- Veterans' preference is applied



Recent Graduates Program

Eligibility:

- Individuals who completed a qualifying educational program within the preceding 2 years:
 - Vocational/Technical/Certificate
 - Undergraduate
 - Graduate
 - Professional





Recent Graduates Program

Full-time work in a chosen occupation

- Participants work full-time
- Participate in 1 or 2-year career development program



Recent Graduates Program

Agencies ensure each Recent Graduate has:

- A Participant Agreement
- A mentor
- An Individual Developmental Plan
- At least 40 hours of formal interactive training per year





Recent Graduates Program

Conversion to competitive service

- All Participants potentially eligible for a Term or permanent appointment
 - Must successfully complete program requirements
 - Must meet OPM Qualification standard

3/15/2017

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PMF Program

Presidential Management Fellows:

- Federal Government's premier leadership development program for advanced degree candidates
- Created over three decades ago
- Revamped under Pathways to develop the best cadre of Federal leaders



PMF PRESIDENTIAL
MANAGEMENT
FELLOWS PROGRAM
U.S. OFFICE OF PERSONNEL MANAGEMENT

3/15/2017

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PMF Program

Eligibility to apply:

- Advanced degrees only
- Individuals who completed a qualifying educational program within the preceding 2 years
- Also, individuals who expect to complete degree requirements by August 31 of the academic year in which the competition is held



PMF Program

Agencies ensure each Fellow has:

- A Participant Agreement
- A senior-level mentor
- An Individual Developmental Plan
- At least 80 hours of formal interactive training per year





PMF Program

Conversion to Competitive Service

- All Participants potentially eligible for a Term or permanent appointment
- Must meet OPM Qualification standard
- Must have experience certified by the Executive Review Board (ERB)



Students and Recent Graduates – USAJOBS

Welcome Students and Recent Graduates



PATHWAYS
FOR STUDENTS & RECENT GRADUATES
TO FEDERAL CAREERS

Under President Obama's leadership, the Federal Government has taken steps to help students and recent graduates join the Federal service. New opportunities will appear on USAJOBS as agencies post them. We encourage you to visit this site periodically, or set up a [saved search](#).

Find Internships

Find Recent Graduate Jobs

[Additional Resources](#)

[What you need to know about the Pathways Programs...](#)



Contact

Recruitment Policy and
Outreach

U.S. Office of Personnel
Management

pathways@opm.gov

outreach@opm.gov

(202) 606-1040



Finding and Applying for Jobs in the Federal Government

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



What We Will Cover

- Introduction to USAJOBS® and Its Features
- Basic and Advanced Searches
- Reviewing Search Results
- Job Opportunity Announcements
- Creating/Managing Your USAJOBS® Account
- Applying for Jobs
- What Happens Next?
- USAJOBS® Help Center/Additional Resources

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Introducing USAJOBS

- What is USAJOBS®?
 - Federal Government's main employment portal
 - Mainly Executive Branch agencies
 - Competitive Civil Service positions
 - Limited Excepted Service positions (e.g., Pathways Programs positions)
- Most Civil Service hiring begins here
 - Some jobs may be found on agency websites
- Your Federal application is not complete until you finish it in the agency's system

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USAJOBS Features

- Track progress while completing your application (5 steps within USAJOBS)
- Check on required documents without leaving the application process
- Save progress on a pending application
- Add, build, view or delete a résumé
- Attach, view or delete required documents
- Review your application in USAJOBS before you submit it to the agency

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Basic Search (Main Landing Page)

An official website of the United States Government

USAJOBS

Sign In

Help

Search

Create an account to get started – build your profile, create or upload resumes and apply for jobs.

Keywords:

Job Title, Skills, Agency (etc)

Location:

City, State, ZIP Code, or Country

 U.S. Citizens Federal Employees

Search

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

DoN Veteran & Wounded Warrior Hiring Event



6th Annual DoN Veteran & Wounded Warrior Hiring Event. 1-2 June 2016, Tampa, FL – Employer Summit, Career Fair

[Read More](#) | [View All Spotlights](#)

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Advanced Search

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](#) ⓘ
- ▶ [Salary or Pay Grade](#) ⓘ
- ▶ [Occupational Series or Job Category](#) ⓘ
- ▶ [Location](#) ⓘ
- ▶ [Department and Agency](#) ⓘ
- ▶ [Type of Work or Work Schedule](#)
- ▶ [Poofing Options](#) ⓘ
- ▶ [Additional Search 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?](#)
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?

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Advanced Search (Cont'd)

Keywords ⓘ

Search for:

But none of these words:

Search by Job Title:

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.



Advanced Search (Cont'd)

Occupational Series or Job Category

Show Me:

All Occupational Series

Only Occupational Series with Open Jobs

Search for Occupation(s):

| Series | Occupation | Category |
|-------------------------------------|-------------------------------------|-------------------------------|
| <input type="checkbox"/> | 0510 Accounting | Accounting Budget And Finance |
| <input type="checkbox"/> | 0525 Accounting Technician | Accounting Budget And Finance |
| <input type="checkbox"/> | 0511 Auditing | Accounting Budget And Finance |
| <input checked="" type="checkbox"/> | 0560 Budget Analysis | Accounting Budget And Finance |
| <input checked="" type="checkbox"/> | 0561 Budget Clerical And Assistance | Accounting Budget And Finance |

<< 1 2 3 4 >>



Advanced Search (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:

2.) State/Territory/Region:

3.) Then Locale(s):

You Added:

You may make up to 10 selections

Los Angeles, California [Remove](#)

Washington DC, District of Columbia [Remove](#)



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Advanced Search (Cont'd)

Department and Agency

Show Available Jobs in:

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

You Have Added:

You may make up to 10 selections

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

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OPM.GOV

Advanced Search (Cont'd)

Posting Options

Exclude postings for jobs open longer than 30 days? Yes No

Show Jobs Posted:

Additional Search 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](#)?
- 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**.

[Reset Form](#)[Search Jobs](#)

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Reviewing Search Results

You are currently searching on:

Keyword: Budget, Financial
 Location: Washington DC, District of Columbia
 Radius: 50 miles
 Work Type: Permanent
 Work Schedule: Full Time
 Salary: \$25,000.00 - \$49,999.00
 Job Category: Accounting Budget And Finance

Refine Your Results By:

Who May Apply:
 U.S. Citizens
 Federal Employees

Occupational Series
 Department and Agency
 Posting Date
 Includes Theme

You can also:

[Save This Search](#)
[Get RSS Feed](#)
[Edit Search Criteria](#)

1 to 30 of 30 jobs

Sort By: Relevance

INTERNAL REVENUE AGENT
 ...our nation. As the steward of U.S. economic and financial systems, Treasury is a major and influential leader... quantitative methods, computerized accounting or financial systems, financial management or finance. OR A combination of experience...

Salary: \$32,318.00 - \$35,433.00 / Per Year
 Series & Grade: GS-0500/0512-05/11
 Location(s): Multiple Locations (TS)
 Open Period: 3/9/2016 to 5/18/2016
 Announcement Number: 16C55-58/0072-512-5711-WO

Department: Department Of The Treasury
 Agency: Internal Revenue Service
 Position Info: Full Time - Career/Career Conditional
 Who May Apply: US citizens, no prior Federal experience is required. This announcement has been...

Accountant
 ...the Department to implement financial and accounting changes from...the Office of Management and Budget (OMB). OMB, F3, USX3 OMB, is responsible...processing and reporting of financial transactions in USPS for the...of responsibility include: Budget Execution; Intra-Government...

Salary: \$43,884.00 - \$69,460.00 / Per Year
 Series & Grade: GS-0500/0518-07/09
 Location(s): Washington DC, District of Columbia
 Open Period: 3/27/2016 to 5/23/2016
 Announcement Number: FS-16-1701300/WS/DCU

Department: Department Of Justice
 Agency: Offices, Boards and Divisions
 Position Info: Full Time - Permanent
 Who May Apply: United States Citizens

Budget Analyst
 ...and legislation for the Budget Officer and Comptroller...particular position: Knowledge of budget processes and fiscal related duties such as budget reconciliation, tracking...and other budgetary and financial data analysis. Skill communication.

Salary: \$43,884.00 - \$69,460.00 / Per Year
 Series & Grade: GS-0500/0560-07/09
 Location(s): Washington DC, District of Columbia
 Open Period: 4/29/2016 to 5/27/2016
 Announcement Number: WASOSHRO-DCKS-16-1678372 DE

Department: Department Of The Interior
 Agency: National Park Service
 Position Info: Full Time - Permanent
 Who May Apply: United States Citizens

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OPM.GOV

Job Opportunity Announcements

Budget Analyst

NATIONAL PARK SERVICE

Agency Contact Information

1 vacancy in the following location:

Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Friday 4/29/2016
 (11 day(s) ago)

Closes Friday 5/27/2016
 (17 day(s) away)

Salary Range

\$43,684.00 to \$69,460.00 / Per Year

Series & Grade

GS-0560-07/09

Promotion Potential

12

Supervisory Status

No

Who May Apply

United States Citizens

Control Number

437184000

Job Announcement Number

WASOSHRO-DCKS-16-1678372 DE

Print Share Save

Apply

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Job Opportunity Announcements (Cont'd)

An official website of the United States Government

USAJOBS KD Help Search

[← Back to Search results](#)

Accountant

FEDERAL ELECTION COMMISSION

Agency Contact Information
 2 vacancies - Washington DC, DC
 1 vacancy - Amistad, NM
 1 vacancy - Amosville, VA

Work Schedule is Full Time - Permanent

Opened Thursday 2/4/2016
 (105 day(s) ago)

Closes Wednesday 6/1/2016
 (13 day(s) away)

Salary Range: \$75,621.00 to \$116,901.00 / Per Year

Series & Grade: GS-0510-12/13

Promotion Potential: 13

Supervisory Status: No

Who May Apply: United States Citizens

Control Number: 3247682700

Job Announcement Number: VA-2016-0059

Print Share Save Apply

Job Overview

Summary How to Apply +
Required Documents +

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Job Opportunity Announcements (Cont'd)

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USAJOBS Search

[← Back to Search results](#)

Accountant

FEDERAL ELECTION COMMISSION

Agency Contact Information
 2 vacancies - Washington DC, DC
 1 vacancy - Amistad, NM
 1 vacancy - Amosville, VA

Work Schedule is Full Time - Permanent

Opened Thursday 2/4/2016
 (105 day(s) ago)

Closes Wednesday 6/1/2016
 (13 day(s) away)

Salary Range: \$75,621.00 to \$116,901.00 / Per Year

Series & Grade: GS-0510-12/13

Promotion Potential: 13

Supervisory Status: No

Who May Apply: United States Citizens

Control Number: 3247682700

Job Announcement Number: VA-2016-0059

Print Share Save Apply

Job Overview

Summary How to Apply +
Required Documents +

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Job Opportunity Announcements (Cont'd)

Job Overview

Summary

Experience your America and build a fulfilling career by joining the National Park Service, as we prepare for a second century of stewardship and engagement. Become a part of our mission to connect with our past and create important connections to the future by building a rich and lasting legacy for the next generation of park visitors, supporters and advocates. For more information visit us at: <http://www.findyourpark.com>.

The National Park Service is one of the most beloved of all Federal agencies and being a part of its mission has always been rewarding work for our 22,000 diverse employees and more than 200,000 volunteers. Come join us in one of the most exciting times in our history, as we celebrate our centennial year of stewardship for millions of visitors who come to our parks, monuments, battlefields, historic sites, lakeshores, scenic rivers and trails, on an annual basis. You too can be part of preserving and enhancing the lasting legacy for generations to come. To learn more about who we are, watch and enjoy our YouTube video: "Yeah We Are Beautiful".

The Office of the Comptroller at the National Park Service is seeking an energetic individual to help carry out the budget execution functions of the NPS and its programs. The Division of Budget Execution, located at the headquarters in Washington, DC, apportions, allocates, and monitors all funding (appropriated and non-appropriated) received by the National Park Service.

Duties

As a Budget Analyst, you will:

- Monitor status of funds and perform quality checks of information in the accounting system, working with field staff to rectify any significant problems.
- Apply the principles and practices of appropriations law to ensure that NPS programs are executed and funds expended in accordance with the intent of Congress in enacting authorizations and appropriations and within the framework established by OMB and the Department.
- Research, consolidate, and summarize budgetary data from source documents, automated budgetary systems, accounting records, and reports for use in analysis and management decision making.
- Draft replies to correspondence and prepare memorandum for the signature of the Division Chief, the Budget Officer, and the Comptroller.

The "JOB OVERVIEW" section provides a "Summary" of the job including information about the agency and work unit, and offers details about the "Duties" you will be expected to perform.

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Job Opportunity Announcements (Cont'd)

Job Requirements

Key Requirements

- U.S. citizenship
- Background investigation with favorable adjudication.
- Meet Selective Service Registration Act requirement

Qualifications

SPECIALIZED EXPERIENCE:

To qualify at the GS-07 level, you must have one year of specialized experience at least equivalent to GS-05 grade level. Specialized experience is experience that has equipped you with knowledge, skills and ability to perform successfully the duties of the position. For this position, specialized experience includes utilizing spreadsheets to enter and maintain numerical data, documenting fund allocations, utilizing computer systems to track expenditures, analyzing appropriations legislation, monitoring funds, and coordinating with stakeholders and customers on various budget-related inquiries.

To qualify at the GS-09 level, you must have one year of specialized experience at least equivalent to GS-07 grade level. Specialized experience is experience that has equipped you with knowledge, skills and ability to perform successfully the duties of the position. For this position, specialized experience includes advanced experience utilizing spreadsheets to enter and maintain numerical data, utilizing knowledge of the OMB MAX system, documenting fund allocations, independently and expertly utilizing computer systems to track expenditures, analyzing appropriations legislation, monitoring funds, independently reconciling current actions with historical and trend data, and coordinating with stakeholders and customers on various budget-related inquiries.

COMBINATION OF EDUCATION AND EXPERIENCE: Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

You may substitute education for experience at the grade level(s) listed below:

For the GS-07: One full year of graduate level education or superior academic achievement.

For the GS-09: Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

Security Clearance

Q - Nonsensitive

The "JOB REQUIREMENTS" section provides details on "Key Requirements," the specific "Qualifications" you will need such as education and/or experience, and information on required background checks and security clearances.

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Job Opportunity Announcements (Cont'd)

Additional Information

Additional Information

What To Expect Next

Upon closing of the announcement you will receive a system-generated acknowledgement that your application was received. Applications in the highest category are referred to the selecting official, in accordance with OPM category procedures. Veterans are referred and given selection priority over non-veterans. If further evaluation or interviews are required, you will be contacted. We inform applicants if they met the basic requirements for the position, were among the group referred to the selecting official, and the final outcome of this career opportunity. These notices will be posted directly to your USAJOBS account.

BENEFITS

The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here: <http://www.usajobs.gov/1/hereinfo.asp>.

Other Information

Other information:

1. All requirements, including a complete application with required documentation, must be met and submitted by 11:59 p.m. EST on the closing date of this announcement.
2. Information contained in your application package will be verified as part of the employment and security process.
3. Relevant volunteer work may be credited as paid work if appropriate to the position.
4. If you are a male applicant who was born after 12/31/59, and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered, or you will not be eligible for appointment in this agency.
5. NPS employees must personally gather all required documents. The Human Resources staff will not be retrieving or appending documents to your application on your behalf.
6. Telework options: The position may be telework eligible with supervisory approval.

In the "ADDITIONAL INFORMATION" section you will learn "What to Expect Next" after you submit your application; about "Benefits" and "Other Information" relevant to the application process.



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Job Opportunity Announcements (Cont'd)


U.S. DEPARTMENT OF THE INTERIOR
National Park Service

Department Of The Interior
National Park Service

| | |
|---|--|
| <p>Contact Kathy Lewis-Shephard Phone: (202)354-1997 Email: KATHY_LEWIS-SHEPHARD@NPS.GOV</p> | <p>Address National Park Service 1201 Eye Street NW Washington DC</p> |
|---|--|

Use this contact information to follow up on the status of your application (note that the time you wait to hear back will vary depending on the position).

| | |
|--|--|
| <p>Account</p> <ul style="list-style-type: none"> Home Profile Application Status Documents Resumes Saved Jobs Saved Searches Username & Password | <p>Help</p> <ul style="list-style-type: none"> Help Center About USAJOBS Contact Us FAQs Get Started How to... Working in Government |
|--|--|

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Job Opportunity Announcements (Cont'd)

An official website of the United States Government

USAJOBS RD Help Search

[← Back to Search results](#)

Accountant

FEDERAL ELECTION COMMISSION

Agency Contact Information
 2 vacancies - Washington DC, DC
 1 vacancy - Amistad, NM
 1 vacancy - Amosville, VA

Work Schedule is Full Time - Permanent

Opened Thursday 2/4/2016
 (108 day(s) ago)

Closes Wednesday 6/1/2016
 (12 day(s) away)

Salary Range:
\$75,021.00 to \$116,901.00 / Per Year

Series & Grade:
GS-0510-12/13

Promotion Potential:
13

Supervisory Status:
No

Who May Apply:
United States Citizens

Control Number:
3247682700

Job Announcement Number:
VA-2016-0059

Print Share Save **Apply**

How to Apply +
Required Documents +

Job Overview
Summary

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Job Opportunity Announcements (Cont'd)

Use the "APPLY" button to begin the application process - but first be sure to carefully read the "How to Apply" and "Required Documents" sections to learn what is needed for a complete application.

Apply

How to Apply +

Required Documents +

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Job Opportunity Announcements (Cont'd)

How to Apply

How to Apply

How to Apply:

Online Application Instructions:

You are encouraged to apply online, which is the simplest application method, and will allow you to track the status of your application. Instructions are provided below:

To begin, log into USAJOBS, click Apply Online to create a USAJOBS account or to log into your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the Occupational Questionnaire. To view questionnaire (insert tag Occupational Questionnaire)

Click the Submit My Answers button to submit your application package.

To verify your application is complete, log into your USAJOBS

If you cannot apply online:

Please visit the following link for further instructions:
<http://staffing.opm.gov/pdf/usascover.pdf>
reference the vacancy ID which is 1678372

The "HOW TO APPLY" section tells you the steps you need to follow to complete and submit your application for Federal employment.

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Job Opportunity Announcements (Cont'd)

How You Will Be Evaluated

You will be evaluated using OPM category rating procedures. Based on your responses to the Occupational Questionnaire, you will initially be placed into one of the following categories: Best-Qualified, Highly-Qualified, or Qualified. A quality review of your application and supporting documentation will be conducted to verify that your application package is complete and to ensure that you have been placed into the appropriate quality category.

Your application package is rated based on the duration, level and quality of your experience, including education, job related training and your responses to the occupational assessment. In addition, you will be evaluated on the extent to which you meet the following knowledge, skills and abilities for this particular position:

Knowledge of budget processes and fiscal related duties such as budget reconciliation, tracking expenditures, retrieving data, and preparation of status of funds.

knowledge of general accounting and finance principles, with knowledge of government specific accounting desirable. Ability to interpret complex legal language and instructions.

Ability to review and evaluate programs for subsequent distribution of funds.

Skill in using office automation software (MS Word, MS Excel, MS Access) and applying analytical methods sufficient to complete memorandum.

To preview the Assessment Questionnaire click [here: View Assessment Questions](#)

If your resume is incomplete or does not support the responses provided in the Occupational Questionnaire, or if you fail to submit all required documentation, you will be rated 'ineligible', 'not qualified', or your score may be adjusted accordingly.

VETERANS PREFERENCE: When applying for Federal Jobs, eligible veterans should claim preference on their application or resume indicating type of preference claiming, dates served and type of discharge. Applicants claiming 10-point preference must complete and SF-15, Application for 10-Point Veteran Preference. Veterans who are still in the service may be given tentative preference on the basis of information contained in their applications, but they must produce a DD Form 214 prior to appointment document entitlement to preference. For more information on Veterans' Preference, please review the VETGuide. Your resume and supporting documentation will be verified. If you rated yourself higher than what is supported by your application material, your score may be adjusted and/or you may be excluded from consideration for this job. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

The "HOW TO APPLY" section also includes information on "How You Will Be Evaluated" and will allow you to preview any assessment questions before you actually apply.

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Job Opportunity Announcements (Cont'd)

Required Documents:

1. Resumes: May be in any format. You must include a list of all significant jobs held and duties performed, with dates specified in month and year format; and, indicate hours worked per week. If Federal employment, include your GS or equivalent grade, step, and series; if military your rank. Applications that include privacy information, such as full social security numbers and dates of birth, race or ethnic identification, or photographs, will be considered incomplete, and will result in loss of consideration.

2. Occupational questionnaire: This document is part of the on-line application process. If applying via fax, follow the instructions in the "How to apply section" of this announcement.

3. Veterans' preference documentation (if applicable): You must submit your most current DD-214 documenting your military status and discharge information. Disabled veterans or derived preference individuals must also submit SF-15 and any documentation required by that form to support your claim to veterans' preference. For more information on entitlement see <http://www.fedhirevents.gov/job/vetpref/index.asp>.

4. Transcripts (if applicable to the position): Unofficial transcripts are sufficient for application purposes, but must contain: your major(s), courses by name and level, including grades and hours, and any degrees awarded. If qualifying based on education, or if a requirement of this position, you will be required to submit an official transcript prior to entry on duty. We do not make

The "REQUIRED DOCUMENTS" section details the specific documents you must include to ensure you have a complete Federal application package. This may include school transcripts, a copy of your DD-214 (documenting active military service), an SF-50 (documenting current or former Federal employment), or others. It also offers information about veterans' preference.



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USAJOBS Account - Create

USAJOBS
"WORKING FOR AMERICA"

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) acquire resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Sign In

[Forgot your username or password?](#)

Don't have a USAJOBS account? [Create a new account](#)

[Site Map](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)
 This is a United States Office of Personnel Management website.
 USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.

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USAJOBS Account – Create (Cont'd)

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

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.

Primary Email

Confirm Primary Email

Username

Username must be between 8 and 20 alphanumeric characters, must contain at least one letter (i.e. can't be all numbers), and may only contain the following special characters: underscore(_), ampersand(&), and period(.).

What is your email format preference?

Text HTML

Some email providers block HTML messages. Select "Text" to ensure your emails go through.

All fields are required unless otherwise noted

Consider using a personal email for your account to avoid losing access to your account in case you need to reset your password in the future.

[Terms and Conditions](#)

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USAJOBS Account - Profile

An official website of the United States Government

USAJOBS

KD Help Search

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Application Status

Contact Eligibility Demographics Account Other

Profile

Contact Information

Completed

Legal Name

KD TestUser

[Edit Name](#)

Address

All fields are required unless otherwise noted

Address 1

Address 2 *Optional*

Country

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USAJOBS Account – Special Options

Special Hiring Options ^{Optional}

Optional

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

When you set up your profile, check one or more of these boxes if you would like your résumé to be searchable by agencies when they try to find people who may be eligible to apply under special hiring authorities. This will allow them to find your résumé and notify you about application opportunities.



USAJOBS Account – Résumé Builder

An official website of the United States Government

- My Account
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- Resumes**
- Saved Searches
- Inbox
- Saved Jobs
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- Application Status

Resumes

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 to 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.

List Resumes

Tips

- Searchable:** Making your resumes searchable allows recruiters to find your resume during searches.
 - Renew:** Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.
 - Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.
 - Note:** Uploaded resumes may not be accepted by some agencies' online application processes.
- [Sample Resume](#) | [What to include](#)

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USAJOBS Account – Résumé Builder (Cont'd)

An official website of the United States Government

USAJOBS

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Resume

USAJOBS allows your resume(s) to be searchable by types of information. As of December 29, 2016, resumes are visible to recruiters being accepted for jobs. If you make your resume searchable, your resume and all resume information will be visible to recruiters.

List Resumes

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

Renew: Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

Acceptable file: Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

[Sample Resume](#) | [What to Include](#)

Please enter a name for your new resume

Resume Name *Required*

KDTest Resume

Cancel Save

Upload New Resume

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USAJOBS Account – Résumé Builder (Cont'd)

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USAJOBS

USAJOBS is designed to time out after 30 minutes of inactivity. Please save your work often. [More details](#)

My Account
Profile
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Application Status

Resumes - Edit

Resume name
KDTest Resume

Experience Education References Other Preview and Finish

Work Experience *This section is required*

Click on Add Work Experience to enter information related to your jobs.

Please be sure to read the Job Opportunity Announcement carefully to be sure you are submitting all of the required information.

I do not wish to provide work experience

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USAJOBS Account – Résumé Builder (Cont'd)

Add/Edit Work Experience

Work Experience All fields are required unless otherwise noted

Employer Name: ABC Organization | Formal Job Title: Administrative Assistant

Employer Address 1: [] | Start Date: January 2000

Employer Address 2: [] | End Date: January 2002

Country: United States | Salary: [] USD Per Year

City/Town: [] | Average Hours per week: 40

State/Territory/Province: --Select-- | May we contact your supervisor? No

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USAJOBS Account – Résumé (Cont'd)

Resumes 1 of 5 resumes

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 to 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.

List Resumes Status: Not Searchable

Resume 1: KDTTest Resume [View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) [Make Searchable](#)

Format: USAJOBS Resume
 Source: Built with USAJOBS Resume Builder

[Build New Resumes](#) [Upload New Resumes](#)

You can make at least one résumé “searchable” to allow agencies to find your résumé and notify you about application opportunities in the future.

- Tips**
- Searchable:** Making your resumes searchable allows recruiters to find your resume during searches.
 - Renew:** Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.
 - Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCK). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.
 - Note:** Uploaded resumes may not be accepted by some agencies' online application processes.

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USAJOBS Account – Upload Résumé

An official website of the United States Government

USAJOBS

Resume Uploader All fields are required unless otherwise noted

You are able to upload and store five resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. It is suggested resumes be no longer than five pages.

Upload a Resume

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCK). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

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.

[Sample Resume](#) [What to Include](#)

Upload your existing resume by selecting a file below.

Please enter a unique name for this resume (100 characters max)

Select Document

[Return to top](#)

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USAJOBS Account – Saved Searches

An official website of the United States Government

USAJOBS

- My Account
- Profile
- Resumes
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Saved Searches

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you at your primary email address when there are new jobs entered. You may employ up to 10 Saved Searches. Saved searches will expire one year after the date created unless they are renewed.

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.

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USAJOBS Account – Saved Searches (Cont'd)

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](#)
- [▶ Salary or Pay Grade](#)
- [▶ Occupational Series or Job Category](#)
- [▶ Location](#)
- [▶ Department and Agency](#)
- [▶ Type of Work or Work Schedule](#)
- [▶ Posting Options](#)
- [▶ Additional Search 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](#)?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?

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USAJOBS Account – Saved Searches (Cont'd)

Save this search

Name Your Saved Search *Required*

Human Resources Search

Sort Results By

Open Date ▼

How often do you want to receive email notifications to your primary email address? [?](#)

Daily
 Weekly
 Monthly
 Never – don't email but save for later



USAJOBS Account – Saved Searches (Cont'd)

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Saved Searches

2 of 10 saved searches.

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you at your primary email address when there are new jobs entered. You may employ up to 10 Saved Searches. Saved searches will expire one year after the date created unless they are renewed.

| | |
|--|----------------------------|
| Saved Search 1: Human Resources Search | Date Expires: 5/10/2017 |
| View Results Edit Duplicate Delete Renew | |
| Saved Search 2: Budget Search | Date Expires: 5/10/2017 |
| View Results Edit Duplicate Delete Renew | |

[Create a new saved search](#)

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.



USAJOBS Account – Inbox

An official website of the United States Government







-  My Account
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-  Inbox
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-  Saved Documents
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Inbox

You currently do not have any messages.

[Begin your job search](#)

Notice

Your USAJOBS inbox is a tool to give you important information about your account. It should not be considered a system of record for your notifications. Messages older than 30 days may be deleted without notice.

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USAJOBS Account – Saved Jobs

- [My Account](#)
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- [Saved Searches](#)
- [Inbox](#)
- [Saved Jobs](#)**
- [Saved Documents](#)
- [Application Status](#)

Saved Jobs

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 1 of 25 possible jobs.

Search:

Display 10 Records

Showing 1 to 1 of 1 entries Previous 1 Next

| Date Saved | Job Title | Organization | Closing Date | |
|------------|---|---|--------------|----------------------|
| 05/10/2016 | HR Assistant Delete Share job with a friend | National Labor Relations Board Washington DC, District of Columbia | 05/10/2016 | View |

Showing 1 to 1 of 1 entries Previous 1 Next

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.

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USAJOBS Account – Saved Documents

- [My Account](#)
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- [Resumes](#)
- [Saved Searches](#)
- [Inbox](#)
- [Saved Jobs](#)
- [Saved Documents](#)**
- [Application Status](#)

Saved Documents

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 in USAJOBS.

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.

Upload Document

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

All fields are required

Document Type

Select Document

Tips

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USAJOBS Account – Saved Documents (Cont'd)

- [Resumes](#)
- [Saved Searches](#)
- [Inbox](#)
- [Saved Jobs](#)
- [Saved Documents](#)
- [Application Status](#)

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 in USAJOBS.

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.

Upload Document

All fields are required

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

Document Type ⓘ

Select Document

Transcripts

Browse

Upload

Tips

Browsers:
 Select a file stored on your computer to include in your Saved Documents.
 Files must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

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USAJOBS Account – Saved Documents (Cont'd)

- [My Account](#)
- [Profile](#)
- [Resumes](#)
- [Saved Searches](#)
- [Inbox](#)
- [Saved Jobs](#)
- [Saved Documents](#)
- [Application Status](#)

Saved Documents

3 of 88 documents

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 in USAJOBS.

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: 1 | Other - Part Appl. Cover 10-08-08... View Details | Date Uploaded: 12/8/2010 |
| Document: 2 | SF-06 - SF-06 - Dec 05 View Details | Date Uploaded: 4/12/2009 |
| Document: 3 | Transcripts - College Transcript View Details | Date Uploaded: 5/10/2016 |

Upload Document

All fields are required

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

Document Type ⓘ

Select Document

Cover Letter

Browse

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USAJOBS Account – Application Status

An official website of the United States Government

USAJOBS

KD
 Help
 Search

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

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
- Applications you no longer wish to view may be hidden by selecting the "hide" link beside the application details
- You may want to print this page for future reference

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.

[View Hidden Applications](#)

You currently do not have any active job applications.

[Begin your job search](#)

[Return to top](#)

USAJOBS Account – Application Status (Cont'd)

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

Application Status

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

[View Hidden Applications](#)

Search Show entries

Sort by ascending

1 to 1 of 1 results

| | | | |
|---|--------------------------------------|---------------------|-----------|
| Budget Analyst | | Job State: | Open |
| Job Number: WASOSHRD-DCKS-16-1678372 DE | | Close Date: | 5/27/2016 |
| Pay Plan: GS-0560-07/09 | | Last Apply: | 5/10/2016 |
| Location: US-District of Columbia-Washington DC | | Last Status Update: | 5/10/2016 |
| Organization: Department of the Interior, National Park Service | | | |
| Hide | Status: Application in Progress | | |
| | Continue Application | | |



Applying for Jobs – Select “Apply”

Budget Analyst

NATIONAL PARK SERVICE

[Agency Contact Information](#)

1 vacancy in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Friday 4/29/2016

(11 day(s) ago)

🕒 Closes Friday 5/27/2016

(17 day(s) away)

Salary Range

\$43,684.00 to \$69,460.00 / Per Year

Series & Grade

GS-0560-07/09

Promotion Potential

12

Supervisory Status

No

Who May Apply

United States Citizens

Control Number

437184000

Job Announcement Number

WASOSHRO-DCKS-16-1678372 DE



Apply



Applying for Jobs – Welcome Prompt

An official website of the United States Government

USAJOBS KD Help Search

Applying to: HUMAN RESOURCES

SPECIALIST

National Credit

Closes 5/25/2016

Who may apply

1 2 3 4 5

Welcome to the USAJOBS Application Process

This step by step process will help you select your resume and documents (if required) for submission to the agency hiring for this position. Once you have reviewed your application, we will send you to an agency system where you will complete and submit your application.

Do not show this message again **Start Application**

Select the res

step until you

If the resume

to create one

be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing

Do Not Include in Resume

as than 3MB

ument

RTF, PDF or



Applying for Jobs – Your Résumés

Select Resume

Instructions

Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If the resume you want to submit is not displayed, select "Add Resume" to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build a new one.

Your Resumes (Required)

+

Add Resume

KDTest Resume
Built 5/10/2016

[View](#) | [Edit](#) | [Delete](#)

Required Documents +

Acceptable Formats -

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Do Not Include in Resume

- Classified information
- Social Security Number (SSN)
- Photos of yourself
- Personal or sensitive information
- Encrypted and digitally signed documents

Helpful Links

- [Sample Resume](#)
- [What to Include](#)



Applying for Jobs – Add New Résumé

Add New Resume

Build Resume

Upload Resume

Toohey
Built 2/3/2016

[View](#) | [Edit](#) | [Delete](#)

hi there
Built 2/3/2016

[View](#) | [Edit](#) | [Delete](#)

Toohey 2e
Built 2/8/2016

[View](#) | [Edit](#) | [Delete](#)

+

Add Resume

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OPM.GOV

Applying for Jobs – Select Résumé

Applying to:
 Budget Analyst
 National Park Service
 Closes 5/27/2016
[Who may apply](#)

1
 Select
 Resume

2
 Select
 Documents

3
 Review
 Package

4
 Include Personal
 Info

5
 Continue Application with
 Agency

Select Resume

Instructions

Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If the resume you want to submit is not displayed, select "Add Resume" to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build a new one.

Your Resumes (Required)

| | | |
|------------------------------------|---------------------------------------|--|
| | | |
| Operation Return Built 2/9/2009 | Updated F...er 2011 Built 9/8/2011 | KD Resume...ne 2014 Uploaded 6/3/2014 |

Required Documents +

Acceptable Formats -

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Do Not Include in Resume

Classified information
 Social Security Number (SSN)
 Photos of yourself
 Personal or sensitive information
 Encrypted and digitally signed documents

Helpful Links

[Sample Resume](#)
[What to Include](#)

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Applying for Jobs – Select Documents

USAJOBS
U.S. DEPARTMENT OF THE ARMY

[Job Search](#) [My Account](#) [Job Resources](#) [Support](#)

Test

Applying to:
 Nurse Practitioner (Mental...
 Veterans Affairs, Veterans He...
 Closes 4/15/2016
[Who may apply](#)

1
 Select
 Resume

2
 Select
 Documents

3
 Review
 Package

4
 Include Personal
 Info

5
 Continue Application with
 Agency

Application Progress Saved

Your application progress has been saved to My Account > [Application Status](#).

Select Documents

Instructions

Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Required Documents +

Acceptable Formats -

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Do Not Include in Resume

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Applying for Jobs – Select Documents (Cont'd)

Applying to: Budget Analyst
National Park Service
Closes 5/27/2016
[Who may apply](#)

1 — 2 — 3 — 4 — 5

Select Resume | **Select Documents** | Review Package | Include Personal Info | Continue Application with Agency

Select Documents

Instructions

Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents

| | | |
|---|---|---|
| | | |
| Perf. App...0-28-10 Other 12/8/2010 | SF-50 - Dec 95 SF-50 4/12/2009 | College T...nscript Transcript 5/10/2016 |
| View Delete | View Delete | View Delete |

Required Documents +

Acceptable Formats -

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Do Not Include in Resume
Classified information
Social Security Number (SSN)
Photos of yourself
Personal or sensitive information
Encrypted and digitally signed documents

Helpful Links
[Sample Resume](#)
[What to Include](#)

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OPM.GOV

Apply for Jobs – Review Package

Applying to: Budget Analyst
National Park Service
Closes 5/27/2016
[Who may apply](#)

1 — 2 — 3 — 4 — 5

Select Resume | Select Documents | **Review Package** | Include Personal Info | Continue Application with Agency

Review Package

Your Resume [Add/Remove Resume](#)

HD Resume...re 2014
Uploaded 6/2/2014

[View](#)

Your Documents [Add/Remove Documents](#)

Required Documents -

The following required document details have been sourced from the job posting.

The following documents are required if you are applying to this announcement:

Required Documents:

1. Resume: May be in any format. You must include a list of all significant jobs held and duties performed, with dates specified in month and year format; and, indicate hours worked per week. If Federal employment, include your GS or equivalent grade, step, and series; military your rank. Applications that include privacy information, such as full social security numbers and dates of birth, race or ethnic identification, or photographs, will be considered incomplete, and will result in loss of consideration.

2. Occupational questionnaire: This document is part of the on-line application process. If applying via

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Apply – Include Personal Information

Applying to:
Budget Analyst
National Park Service
Closes: 5/27/2016
Who may apply

- Select Resume
- Select Documents
- Review Package
- Include Personal Info**
- Continue Application with Agency

i Your demographic information will not be sent to the hiring manager responsible for this position. It is used solely for statistical purposes to assist the agency in the development of recruiting plans and to ensure the agency is reaching all segments of the population.

Include Personal Information

I volunteer to provide my demographic information to help determine if the government's equal employment opportunity efforts are reaching all segments of the population.

So we can better locate applicants in the future, please tell us how you heard about this job. Please choose the best option available.

- I searched the USAJOBS website
- I received an automated USAJOBS saved search notification
- I saw a social media posting
- I visited the agency website
- I was referred by an agency employee
- I attended a recruitment event (Job/Career Fair, Meetup, etc.)

Apply – Continue Application with Agency

Applying to:
Budget Analyst
National Park Service
Closes: 5/27/2016
Who may apply

- Select Resume
- Select Documents
- Review Package
- Include Personal Info
- Continue Application with Agency**

Continue Application with Agency

***** I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

[Continue to Agency Site](#)

[Previous](#)

You will leave USAJOBS and be sent to the National Park Service application system once you select "Continue to Agency Site."
You will submit your application once you have completed all the agency specific requirements.

OPM.GOV

Apply – Continue Application with Agency (Cont'd)

Applying to: Nurse Practitioner (Mental Health) - Veterans Affairs, Veterans Health Administration
Closes 4/15/2016
Who may apply

- Select Resume
- Select Documents
- Review Package
- Include Personal Info
- Continue Application with Agency

Continue Application with Agency

I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated, understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

[Continue to Agency Site](#)

You will leave USAJOBS and be sent to the Veterans Affairs, Veterans Health Administration application system once you select "Continue to Agency Site."
You will submit your application once you have completed all the agency specific requirements.

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Apply – Continue Application with Agency (Cont'd)

Continue to Agency

Applying to: Nurse Practitioner (Mental Health) - Veterans Affairs, Veterans Health Administration
Closes 4/15/2016
Who may apply

Continue Application with Agency

I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated, understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

[Continue to Agency Site](#)

You will leave USAJOBS and be sent to the Veterans Affairs, Veterans Health Administration application system once you select "Continue to Agency Site."
You will submit your application once you have completed all the agency specific requirements.

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What Happens Next?

1. Agency notifies you that application received
2. Agency reviews eligibility and qualifications
3. Agency may conduct additional assessments
4. Agency ranks candidates based on qualifications
5. Agency may conduct interviews
6. Agency selects the best candidate for the job
7. Applicant given tentative job offer
8. Other applicants notified of non-selection

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What Happens Next? (Cont'd)

- Background Check/Security Clearance
 - 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
 - Most often, the background check/clearance process takes place after a tentative job offer has been made and accepted.

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USAJOBS Help Center

An official website of the United States Government

USAJOBS Select this link for the Help Center 

Keywords: Job title, Skills, Agency Location: City, State, ZIP, or Country **Search**

Keyword: Job Title, Skills, Agency (etc) Location: City, State, ZIP Code, or Country

U.S. Citizens Federal Employees **Search**

[Advanced](#) | [Map](#)

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

Hiring Reform



The Presidential Memorandum launches the Obama Administration's flagship personnel policy reform initiative. It builds on a nearly year-long collaboration between OPM and Agencies aimed at streamlining the hiring process and recruiting top talent.

[Read More](#) | [View All Spotlights](#)

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USAJOBS Help Center (Cont'd)

An official website of the United States Government

USAJOBS   

Help Center

Search for help **Search**

Welcome to the Help Center for USAJOBS.



FAQs

Frequently asked questions on a broad range of topics related to the Federal hiring process. This section answers questions such as:

- How does the application process work?
- What is a series or grade?
- What should I include in my resume?
- Which jobs am I eligible to apply for?

[View this section >](#)



How to...

How to complete any task on USAJOBS, step by step. This section includes help on:

- How to create an application
- How to create a resume
- How to reset your password
- How to search

[View this section >](#)



Working in Government

What is it like to work within the United States Government? Find out more in this section which includes information on:

- Appointments
- Benefits
- Pay & Leave
- Service

[View this section >](#)

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Additional Resources - HRU

The screenshot shows the HR University website with a navigation menu at the top: About Us, Training Opportunities, Career Development, Resource Center, Manager's Corner, and My Profile. A red arrow points to the 'Resource Center' link. Below the navigation is a banner for a 'Webinar Series REGISTER NOW!' titled 'Recruitment Professional Development Series'. Underneath are four main categories: TRAINING OPPORTUNITIES, CAREER DEVELOPMENT, RESOURCE CENTER, and MANAGER'S CORNER. Each category has a list of links. A red arrow points to the 'Recruitment Policy Studio' link under the 'RESOURCE CENTER' category.

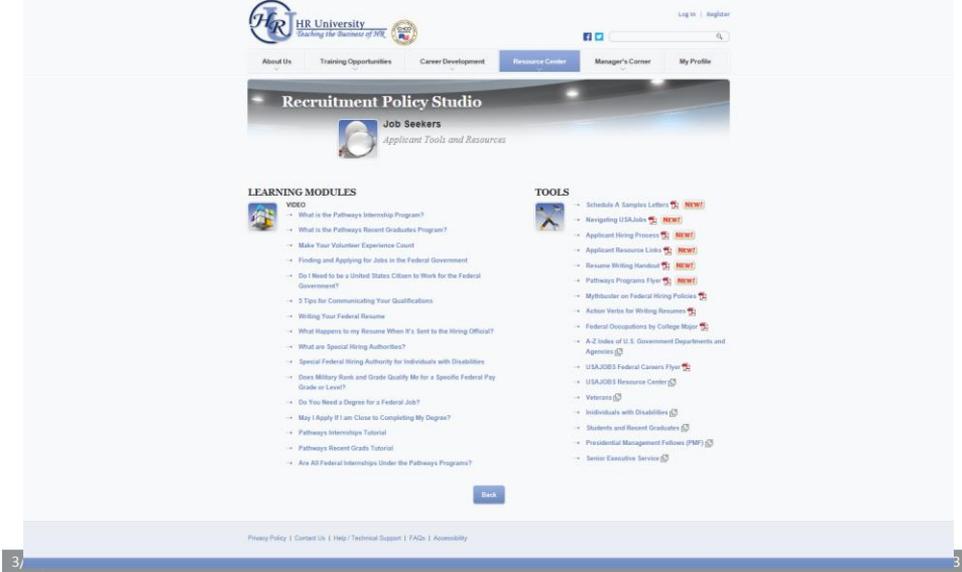
Select the Recruitment Policy Studio Link

www.HRU.gov

Additional Resources – HRU (Cont'd)

The screenshot shows the 'Recruitment Policy Studio' page on the HR University website. The page title is 'Recruitment Policy Studio'. Below the title is a description: 'This site, created by the Recruitment Policy & Compliance division of the Office of Personnel Management, is designed to create a Federal recruitment community of practice for sharing best-in-class recruiting practices, ideas, insights, and lessons learned. Here you will find informational pages, videos, presentations, online and in-person training, along with a host of other resources related to Federal recruitment.' Below this is a 'WHAT'S HAPPENING' section with a 'NEW TOOL' announcement: 'Webinar on Federal Hiring Policies - Now available in Recruiting Tools and Resources'. The page is divided into three main sections: 'FEDERAL EMPLOYEES RECRUITMENT', 'JOB SEEKERS', and 'TRAINING'. Each section has a list of links. A 'Back' button is at the bottom.

Additional Resources – HRU (Cont'd)



Contact

Recruitment Policy and Outreach
 U.S. Office of Personnel Management
outreach@opm.gov





Questions

