



# How to Search for Jobs via USAjobs.gov

## Save Search

1. Click “My Account” and log-in to your account
2. After logging-in, click the link “Create a new saved search”
3. You can create up to 10 saved searches
4. Save your search with a unique name

## Job Series

1. Know the job series you are looking for
2. Understand how titles relate to positions

## Hiring Authorities

1. Individuals with disabilities
2. Veterans eligible for either VRA or 30% or more disabled
3. Students and recent graduates

## Veterans Preference

1. Only applies to competitive and excepted Service positions
2. Service-connected disabled Veterans
3. Must include supporting documentation

## Key Elements to Know and Understand:

- **Job Title**
  - Varies depending on position
- **Department & Agency**
  - 15 executive departments in the federal government, numerous independent agencies, government corporations, federal advisory committees, and quasi-official agencies
- **Series & Grade**
  - Series codes are used to classify the work employees perform in both white and blue collar positions
- **Position Information**
  - Work schedule (full-time, part-time, shift work, or intermittent)
  - Type of work (permanent, temporary, term, student, or detail)
- **Who May Apply**
  - Current/former federal civilian employee
  - Veteran eligible for Veteran preference
  - Non-competitive appointment eligibility (Peace Corps, Public Land Corps Act, Schedule “A” - individual with a disability)
  - Students (Pathways Program)
- **Duties & How You Will Be Evaluated**
  - Knowledge, Skills, and Abilities (KSA)
  - Category rating (example: qualified, well qualified, or best qualified)
- **Qualification Requirements**
  - Experience, education, or combination

## Internship Program Specifics

### Eligibility:

Current students in an accredited high school, college, technical college, professional, technical, vocational, and trade schools; advance degree programs, or other qualified institution pursuing a qualifying degree, or certificate.

### Program Administration:

- Internship program is administered by each hiring agency
- Interns may be hired on a temporary basis for up to 1 year, or for an indefinite period to complete the educational requirement
- Full-time or part-time
- Internship related to field of study/career goals

### Program Completion & Conversion

Interns may be converted to permanent or term positions within 120 days of completion of the program. To be eligible for conversion, the interns must:

- Complete 640 hours of work experience
- Complete their degree or certificate requirements
- Meet the qualification standards for the position
- Meet agency-specific requirements as stated in the Participant's Agreement
- Perform their internship successfully

# Pathways Program

For Students & Recent Graduates to Federal Careers

## Internship Program

This program is for current students enrolled in a wide variety of educational institutions from high school to graduate level, with paid opportunities to work in agencies and explore federal careers while still in school.

## Recent Graduates Program

This program is for individuals who have recently graduated from qualifying educational institutions or programs and seek a dynamic, career development program with training and mentorship. To be eligible, applicants must apply within two years of degree or certificate completion (except for Veterans, precluded from doing so due to their military service obligation, who will have up to six years to apply)

## Presidential Management Fellows Program

For more than three decades, the PMF Program has been the federal government's premier leadership development program for advanced degree candidates. This program is now for individuals who have received a qualifying advanced degree within the preceding two years. For complete program information, visit:

[www.pmf.gov](http://www.pmf.gov)

For more information on employment programs with the U.S. Fish and Wildlife Service, visit our "Work for Wildlife" page at

<http://www.fws.gov/workforwildlife/>



# How to Scan a USAJobs Listing

## 1) Job Title

## 2) Department & Agency, Announcement Number

3) **Open Period** – Application Date – all documents need to be in by the closing date.

## 4) Series and Grade:

- GS – 1/2/3/4 – College Degree not required
- GS -5/7 – Bachelor’s Degree needed or qualifying experience as GS-4
- GS-9/11 – if no experience – Master’s Degree or equivalent needed
- GS-11/12 – if no experience - PhD degree or 3 years progressive graduate education leading to a PhD needed.

## 5) Position Information:

- **Full time – Permanent** – note - all permanent federal positions have a 1 year probationary period
- **Full time - TERM- NTE** (Not To Exceed) 6 months, 1 year, 13 months, 2 years, **with chance of renewal of up to 4 years**, no permanent status conveyed (Eligible for benefits if for more than 12 months)
- **Full Time Temporary– NTE (Not To Exceed) 1039 hours**, Seasonal position (i.e. summer), no permanent status conveyed, usually no benefits unless extended beyond 1 year.
- **Temporary – Part Time** NTE... no permanent status conveyed, no benefits

6) **Promotion Potential:** (Yes or No) based on GS level number indicated

7) **Duty Location – City/State** -and how many vacancies there are, usually 1, but may be more.

## 8) Who May Be Considered:

- **“U.S. Citizens”** – *No Prior Federal Experience Required* (“No Status” required)
- **“Current Career or Career-Conditional Employees, Government Wide”** – Any federal employees ( “Career Status” Required)
- **“Agency Employees”** – Any employees in the same federal department – i.e. Interior, Agriculture, Defense, Commerce, etc. ( “Career Status” Required)  
When a vacancy is open to “all sources”, it means anyone may apply. While there are no restrictions on the groups of candidates who may apply to these types of announcements, in most cases, U.S. citizenship is required. “Status applicants” refers to those individuals who are current or former Federal civilian employees who hold o held non-temporary appointments in the competitive service, not the excepted service.

NOTE: Certain veterans eligible under the Veterans Employment Opportunities Act (VEOA) may also apply and be considered under vacancy announcements limited to status candidates. For information on VEOA eligibility, please visit:

[http://www.opm.gov/veterans/html/vetguide.asp#Veterans\\_Employment\\_Opportunities\\_Act\\_of\\_1998](http://www.opm.gov/veterans/html/vetguide.asp#Veterans_Employment_Opportunities_Act_of_1998)

Reinstatement eligibility refers to the ability for those individuals who previously held a career or career-conditional appointment to apply for jobs in the competitive Federal service open to status applicants. There is no time limit on reinstatement eligibility for those who either have veterans' preference, or acquired career tenure by completing 3 years of substantially continuous creditable service.

9) **Other Information** –Is the position supervisory? Is a valid state driver's license required?, Is drug testing required? Is travel required? Is a FWS uniform required? Is this a law enforcement position? Do you have to live on site? (Is there any on-site housing available?)

- Will relocation expenses be paid?

10) **Key Requirements:**

- US Citizenship, Background investigation, Occupancy in government quarters required, Federal Law Enforcement Authority

11) **Duties** – Outlined, some physical demands and work environment may be explained, and specific training required

12) **Qualifications Required:** Are you using education to qualify, instead of experience? For jobs up to and including GS-11, education can be qualifying. "Field experience", preferably with a federal agency, is the most qualifying experience.

13) **How Will You Be Evaluated? Knowledge's, Skills & Abilities (KSA's).**

- Assessment Questionnaire addresses the KSA's. Make sure your resume calls attention to and backs up your assertions regarding the KSA and questionnaire themes.

14) **Other Information:**

- Are you a veteran? Veterans have hiring preference
- There are special appointment authorities for certain groups of veterans.
- Are you a former Peace Corps volunteer or AmeriCorps volunteer? You may have temporary noncompetitive eligibility to apply for a federal job (generally 1 year from the end of service date, with some educational exceptions)

15) **How to Apply:**

- **Application Package includes: 1) Resume, 2) Assessment Questionnaire, 3) Other Documents – College Transcripts (official pdf scanned into USA Jobs), School Enrollment Verification (official pdf scanned into USA Jobs) , Veterans preference documentation DD-214 (official pdf scanned into USA Jobs)**
- **Send in application On-line or FAX documents**
- **View and Print Assessment Questionnaire** –a Self-Rating exercise. Be truthful and fair to yourself about your skills and make sure your resume supports your answers. Answer and submit the completed questionnaire on-line. You might need to show you have trained others to do that task to be ranked an expert.
- Occupational Questionnaire – race, ethnicity, gender – is optional

16) **Agency Contact:** Usually a Human Resource person compiling applications, not a hiring official.

**You may or may not be able to contact the FWS hiring official for the job you are applying for.** Hiring officials are restricted in what they can and cannot say to potential applicants. The process is designed to be transparent and fair to all.

**Do your homework, research the office or station** to get a sense of what they do, what the job entails, and what working there would be like. **If you have a contact in the office you are applying or in the larger agency network with them** to get the information you seek.

16) Keep the position contact information after applying so you can check the status of your application or have any questions.