

# A Step-by-Step Guide on Applying for US Forest Service Positions using......

www.USAJOBS.gov

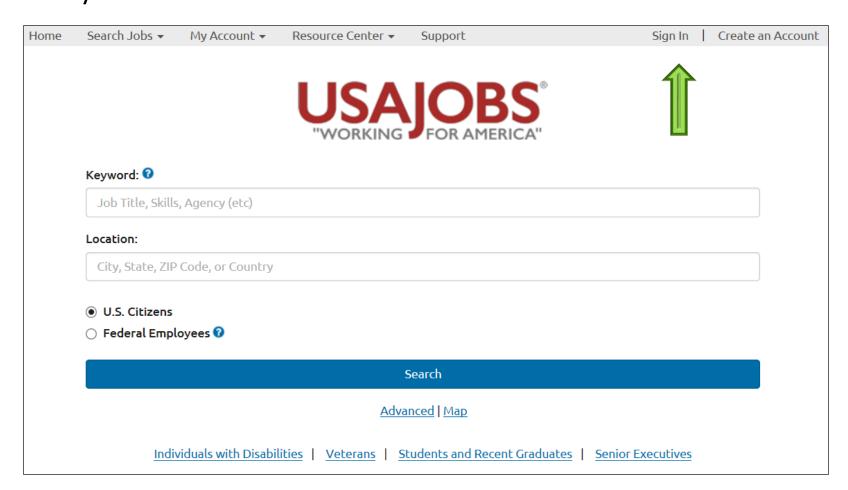


# **Navigate to USAJOBS.GOV**

Begin by opening your internet browser and navigating to www.usajobs.gov



Click **SIGN IN** link near the top right corner of the page, or if you do not currently have an account click **CREATE AN ACCOUNT**.



### **Create an Account**

resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are such

I agree. Create my account.

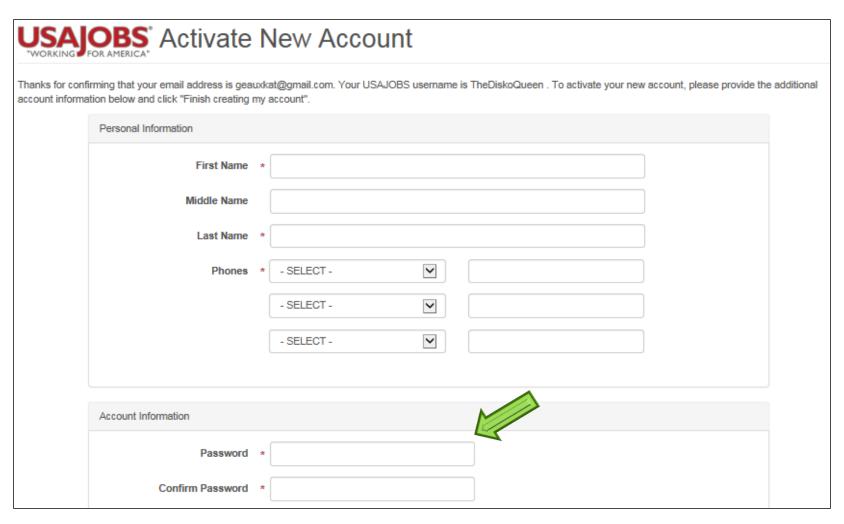


Home Search Jobs My Account Resource Center Support		Sign In	
USAJOBS Create Account			THENT OF AGRICU
Welcome to USAJOBS!			
USAJOBS is the official job site of the U.S. Federal Government. It's your one-	stop source for Federal jobs and employment information.	To create a	an account,
With your new account you'll be able to:			,
<ul> <li>Build and store up to five distinct resumes</li> <li>Save and automate job searches</li> <li>Save and apply for jobs</li> <li>Search by Agency, Occupation, Location</li> <li>Apply to Federal Agencies</li> </ul>	<ul> <li>Learn how to use USAJOBS</li> <li>Learn about the Federal hiring process</li> <li>Discover special hiring programs</li> <li>See which jobs are in demand</li> </ul>	enter the required information: PRIMARY EMAIL, create a USERNAME	
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 you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you and the email account you use is only accessible by you accessible by you and the email account you use is only accessible by you a	ail account is properly secured.	,	
*		(remember y	our username)
Confirm Primary Email			EATE MY ACCOUNT
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What is your email format preference?  ● Text ○ HTML  Some email providers block HTML messages. Select "Text" to ensure your em	char and	acters: underscore(_), ampersand(&), period(.).	
Terms and Conditions			
This U. S. Federal Government system is to be used by authorized users only documents on this system include Federal records that may contain sensitive in the contain sensitive in the contain sensitive in the contains are contained by the contains an experience of the contained by the contained	· · · · · · · · · · · · · · · · · · ·		
All access or use of this system constitutes user understanding and acceptanc government and law enforcement personnel. While using this system your use		onitoring and action by all authorized	
I Insulthorized user attempts or acts to (1) access unload change or delete or	defece information on this system (2) modifies system (3) denue	accase to this system (4) accase	

action that may result in criminal, civil, or administrative

### **Activate your Account**

You will be sent an email with a link to **ACTIVATE YOUR ACCOUNT**... Click on the link from your email to complete your account set-up. Fill in the required information; create a **PASSWORD**.



### **Activate your Account**

Create your password questions.... Click on the security question, and then click I AGREE. CREATE MY ACCOUNT to finish and create your account.



To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your USAJOBS account using our automated account resetting tool.					
Password Question 1 *	- SELECT -	<b>V</b>			
Your Answer 1 *					
Password Question 2 *	- SELECT -				
Your Answer 2 *					
Password Question 3 *	- SELECT -	V			
Your Answer 3 *					
Please read our Security Tips for Accounts and Passwords before proceeding					
☐ I have read and understand the security tips.					
Terms and Conditions					
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) accrue 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.					
	I agree. Create my account.				

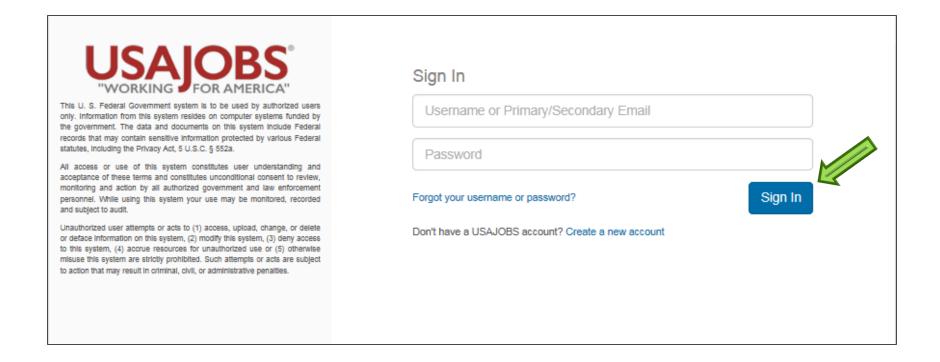
# Signing in to USAJOBS

You are now ready to sign in to your newly created USAJOBS account.



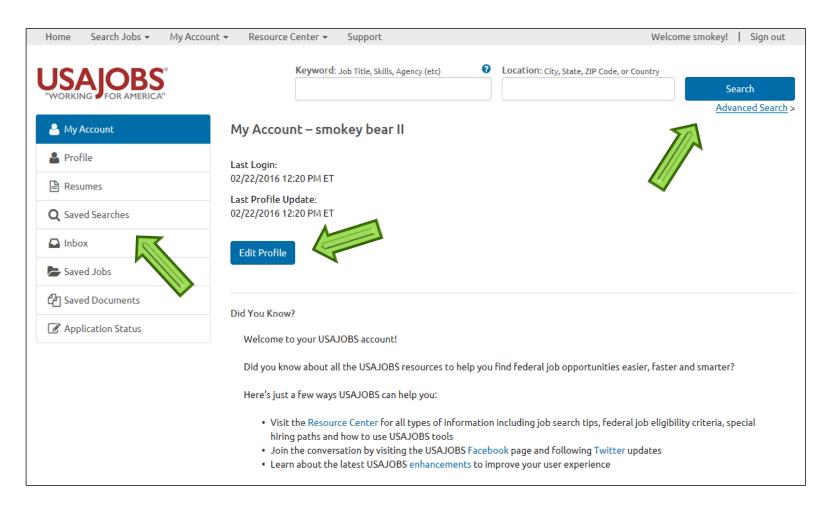
Enter your **USERNAME** (or email) in the box provided.

Enter your **PASSWORD** and click **SIGN IN**.



### **Applicant Profile**

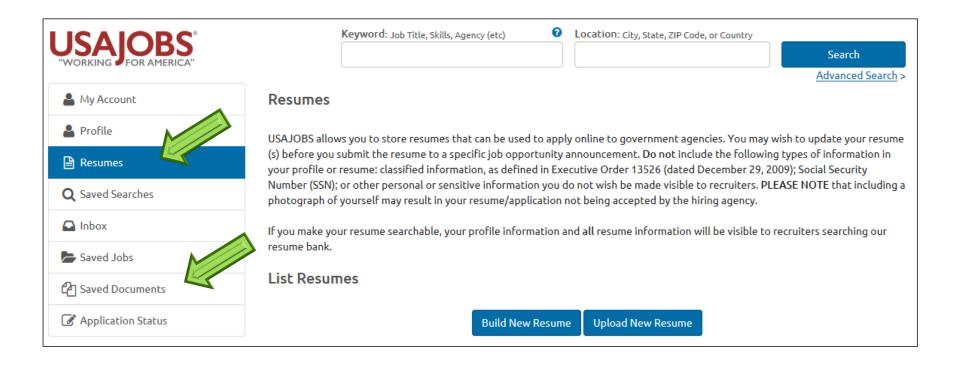
From the **PROFILE PAGE** you can perform different functions such as **EDIT** your profile, **UPLOAD** resumes, **VIEW** saved searches, **VIEW** inbox, **VIEW** saved jobs, **VIEW** saved documents and **CHECK APPLICATION STATUS.** You can also initiate **BASIC** and **ADVANCED SEARCHES.** 



### **Adding Documents to your Profile**

Add documents to your **PROFILE PAGE** by clicking the appropriate link on the left side of your profile; and follow the prompts.

Under saved searches you are able to upload up to ten documents, such as: TRANSCRIPTS, SF15, DD214, REFERENCES, ETC.



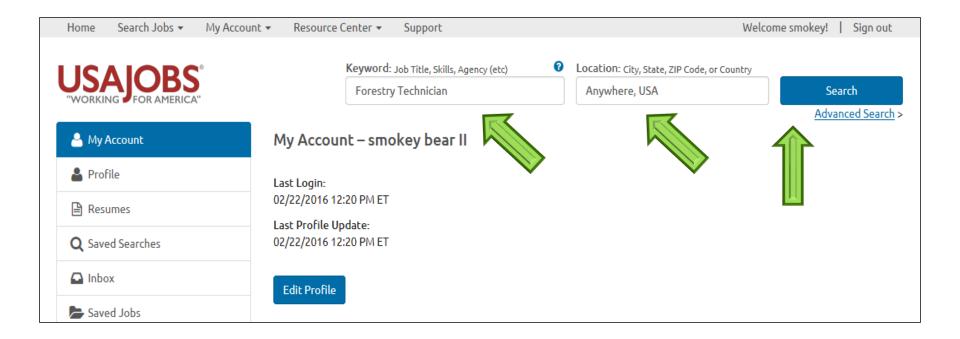
# **Initiating a Basic Search**

To initiate a **BASIC** search; on your profile page enter the keyword/position or agency in the keyword box for example



**FORESTRY TECHNICIAN** - then enter a city in the location box, for example **ANYWHERE**, **USA** and click **SEARCH**.

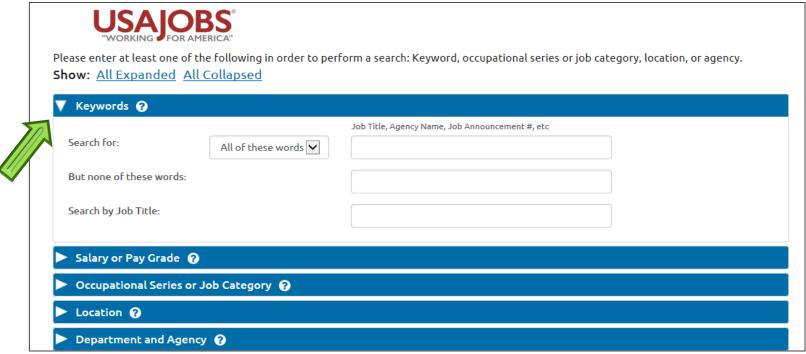
(WILDLAND FIREFIGHTERS with the US Forest Service are listed under FORESTRY TECHNICIAN)



### **Initiating an Advanced Search**

Click to initiate an **ADVANCED SEARCH.** This will link you to the search page. By expanding the arrow tip you will be able to enter more detailed information (i.e., keywords, pay grade, location, agency etc.).





# **Initiating an Advanced Search**

Scroll down to the bottom of the page..... Read the statements under who MAY APPLY; choose which answer pertains to you click NO or YES.

Click the **SEARCH JOBS** box.

### Who May Apply ?

### Are you:

- · a current or former Federal civilian employee who holds or held a non-temporary appointment
  - In the <u>competitive service</u> 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 <u>veterans' preference</u> 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.

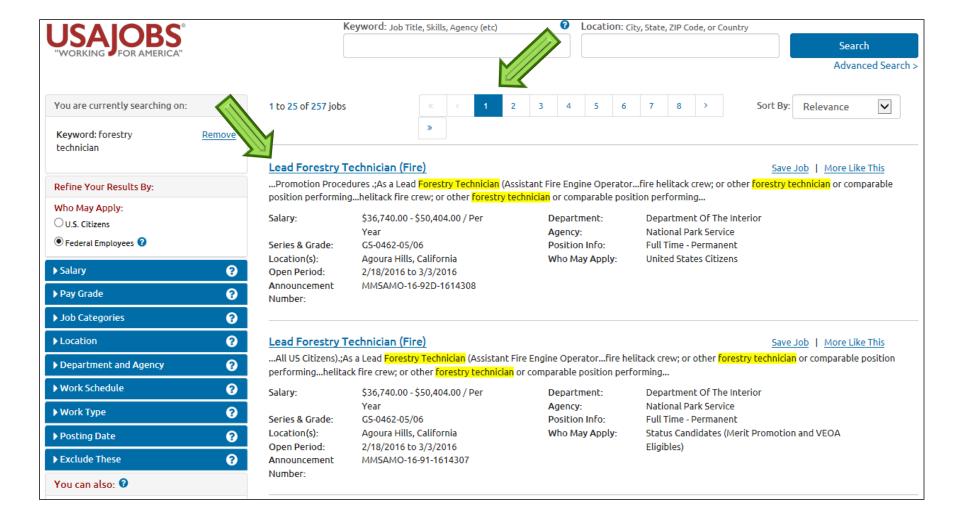
Reset Form

Search Jobs

### **View Search Results**

A list of jobs will populate, notice there is more than one page. To see a complete overview of a job, click the JOB TITLE link.

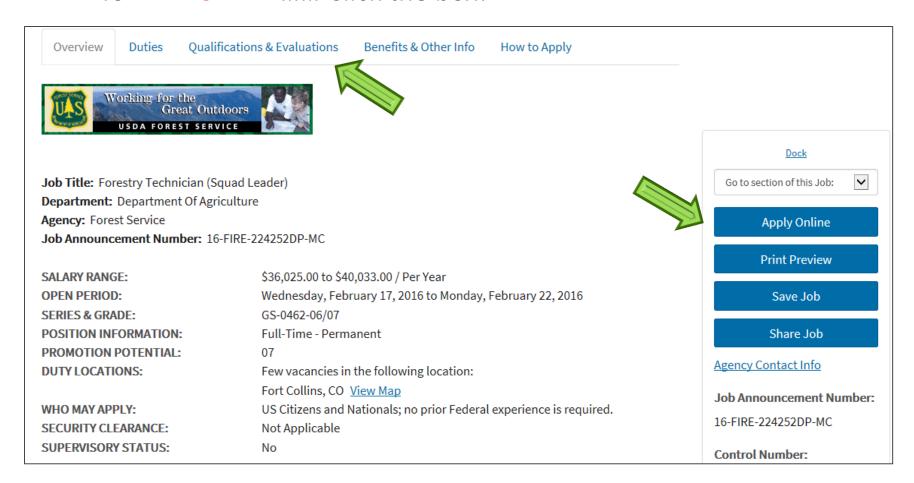




### **View the Announcement**

Click on each TAB (i.e., overview, duties, etc.) to view job information. From this page you are able to APPLY, PRINT, SAVE, and SHARE this announcement by clicking the appropriate box.

To APPLY ONLINE ..... Click the box!



# **Begin the Application Process**

FOREST SERVICE

STATEMENT OF AGRICUS

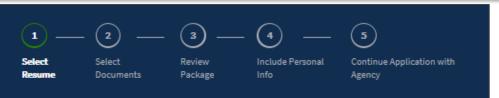
Welcome to the USAJOBS Application Process. The next few pages will take you through adding your documents and verifying your information.... Follow the prompts.

Click **START APPLICATION** to begin.

# 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

# **Application Process – Step 1**

Applying to:
Forestry Technician (Squad...
Forest Service
Closes 2/22/2016
Who may apply





### 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 or 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

Add Resume

TBOURNE RESUME
Uploaded 10/30/2015
View | Delete

To add your résumé to the application, click in the blue area and a green check-mark will appear on the top of the selected résumé.

Click **SAVE & CONTINUE** to move on to the next step.



# **Application Process – Step 2**







### **Application Progress Saved**

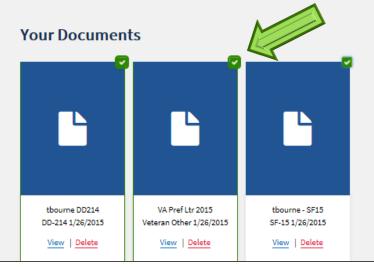
Your application progress has been saved to My Account > Application Status

### 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.



To add the required documents to the application, click in the blue area and a green check-mark will appear on the top of the selected documents (make sure you read the announcement and attach all required documents).

Click SAVE & CONTINUE



# **Application Process – Step 3 & 4**







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

### Include Personal Information

I volunteer to provide my <u>demographic information</u> 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.

- Isearched the USAJOBS website
- I received an automated USAJOBS saved search notification.
- I saw a social media posting
- Nisited the agency website
- I was referred by an agency employee
- I attended a recruitment event (Job/Career Fair, Meetup, etc.)
- I viewed the posting on a job board or search agent other than USAJOBS
- Redio or TV edvertisement
- Professional organization
- School/University announcement

Review your package and Include your personal information.

Click SAVE & CONTINUE



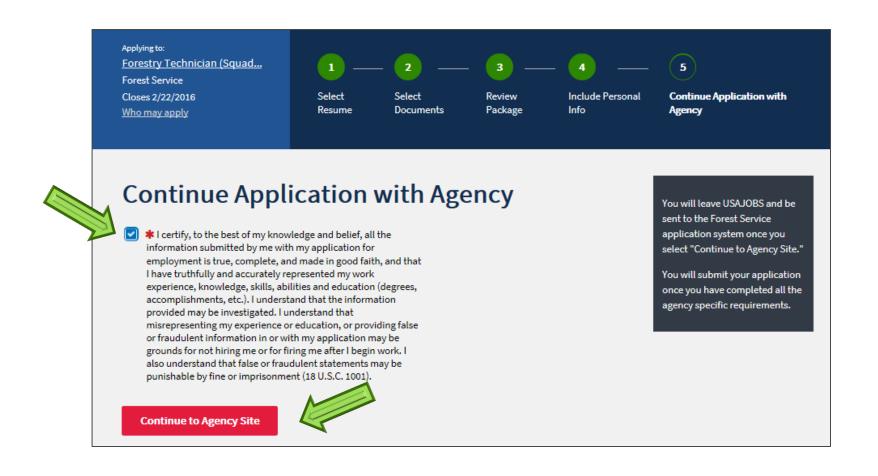
Save & Continue

# **Application Process – Step 5**



Click the box to certify to the best of your knowledge that all information submitted is true and complete.

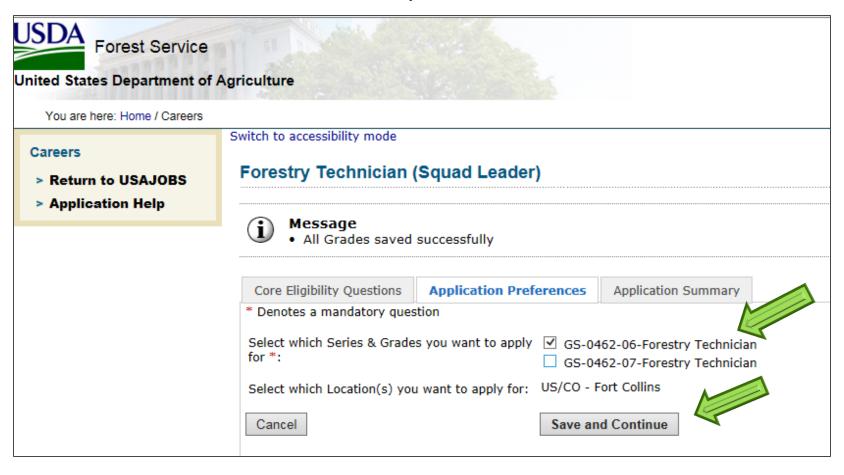
Click CONTINUE TO AGENCY SITE ......



### **USFS Application Website**

You will be transferred to the US Forest Service application website. Verify your information; click which grade(s) you are applying to; answer all the questions pertaining to the position.

Click **SAVE AND CONTINUE** to proceed!



# **Submit your Application**

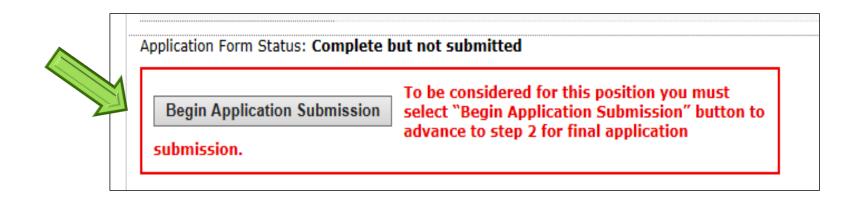
You will be directed to the **APPLICATION SUMMARY** page. This is the last step before you submit your application....



### Make certain to:

- REVIEW and EDIT your application
- CONFIRM your ATTACHMENTS
- PRINT summary

Once your application is complete, click **BEGIN APPLICATION SUBMISSION**.



# **Submit your Application**

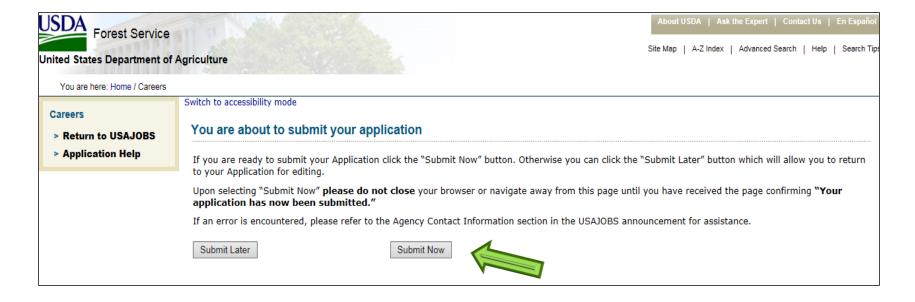
If you are ready to submit your application click the **SUBMIT NOW** button.



Click the **SUBMIT LATER** button if you wish to submit your application at a later date.

Check your email.... you will receive an email confirming you have submitted your application.

Congratulations you have submitted your application for employment.





US Forest Service Klamath National Forest 1711 South Main Street Yreka, CA 96097





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