\*\*Please see the applicant tips and standard required documents for federal applications language below. You may feel free to share this information with your outreach respondents.

Here is a link to the FS applicant tips: <https://www.fs.fed.us/sites/default/files/fs-jobs-applicant-tips.pdf>

Please remind outreach respondents to pay special attention to the “Required Documents” area of the vacancy announcement. Failure to provide required documents could result in not being considered for the position.

They will also want to ensure that they pay special attention to the “Qualifications Required” area of the announcement and ensure that their application package addresses all items listed in this section.

**\*Special tip 1:** While applicants may submit their own custom resumes in any format they choose, it is recommended that they build a resume in the USAJobs format offered in the USAJobs system to ensure the resume is formatted for federal employment and includes all required information. The USAJobs resume template will prompt the applicant to input information needed for federal qualifications assessment.

**\*Special tip 2:** It is highly encouraged that applicants supply month/year date – month/year date for each period of employment and indicate that the employment was full time/part time, or intermittent, **and** number of hours worked per week. **NOTE** that the work schedule is part of the requirements for the resume (see below).

**\*Special tip 3:** **If providing curriculum vitae, please incorporate all resume requirements identified in the REQUIRED DOCUMENTS section of the vacancy announcement, or submit a supplemental resume which includes all information required in addition to the curriculum vitae.**

**\*Special tip 4: When providing transcripts, please provide them for ALL periods of education, not just the advanced educational degree programs. Unofficial transcripts are okay at the time of application, but official transcripts will be required if selected.**

## Required Documents

The following documents are required for your applicant package to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, your system failure, etc. Encrypted documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

* + Resume that includes: 1) personal information such as name, address, contact information; 2) education; 3) detailed work experience related to this position as described in the major duties including work schedule, hours worked per week, dates of employment; title, series, grade (if applicable); 4) supervisor’s phone number and whether or not the supervisor may be contacted for a reference check; 5) other qualifications.
	+ If education is required or you are using education to qualify, you must submit: a copy of your college transcripts. An unofficial copy is sufficient with the application; however, if you are selected, you will be required to submit official transcripts prior to entering on duty. Education must have been successfully obtained from an accredited school, college or university. If any education was completed at a foreign institute, you must submit with your application evidence that the institute was appropriately accredited by an accrediting body recognized by the U.S. Department of Education as equivalent to U.S. education standards. There are [private organizations](http://www.naces.org/members.htm) that specialize in this evaluation and a fee is normally associated with this service.  All transcripts must be in English or include an English translation.
	+ If applying as a federal employee, please attach a performance appraisal signed by your supervisor and dated within the last 18 months, or indicate why this could not be provided.
	+ If applying as a federal employee, please include your non-award SF-50 (notification of personnel action) form.