USA Jobs Tips

Please make an appointment with a Career Counselor if you have any questions (406) 243-2022.

Websites

USA JOBS Web Site - www.usajobs.gov
Pathways Program - www.usajobs.gov/StudentsAndGrads
  • Recent Civilian Grads are eligible for 2 years after graduation
  • Vets are eligible for 6 years after graduation

Searching

  • Start an account
  • Use job titles, key word, geographic location, or pay scale
  • Sign up for daily email notifications
    o Posting agency can remove job when they get max number of applicants

Resumes

  • Can save up to 5 resume in your account
  • Previous Federal experience is a plus (Wildland Firefighter counts)
  • Tailor your resume to the job. Use key words and phrases from the job description
  • 5-7 pages is reasonable length (1 inch margin 11-12 font size)
  • Include all information requested by the posting agency
  • Using the resume builder is acceptable
  • Cover letters are not as important as your resume

Salary and Pay Range Search

  • GS-5 to GS-7 generally Bachelor level (high GPA can move you up)
  • GS-9 is Master’s Degree
  • GS-12/13+ requires one year specialized experience at the next lower level

Questionnaire Section

If you find you are between scores, go with the higher score and provide support in your resume

Tools

Office of Personnel and Management website - www.opm.gov
  • Internships and other resources
Fedscope - www.fedscope.opm.gov
  • Trends, Accession/Separation information and Diversity

Hiring Process

Can take up to 6 months to be notified and up to 90 days to be officially hired
Schedule A Hiring Authority
  • Vets and disabled (No contest hiring authority)
  • Rule of three- Vets
    o 5 or 10 points for Vet of family member
    o Added to score based on questionnaire