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](http://www.usajobs.gov)
Pathways Program - [www.usajobs.gov/StudentsAndGrads](http://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
  - Posting agency can remove job when they get max number of applicants

Resumes

- Can save up to 5 resumes 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 in your bullets
- 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, but provide all documents requested

Salary and Pay Range Search

- GS-5 to GS-7 generally require Bachelor level education (high GPA can move you up)
- GS-9-11 requires a Master’s Degree or required years of experience at the next lower level
- 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 number and support the desired skills in your resume

Resources

United States Department of Agriculture (USDA) Forest Service-Northern Region
- Tips “How to Get a Job with the Forest Service”
- Amber Kamps - Northern Region - akamps@fs.fed.us

Office of Personnel and Management website - [www.opm.gov](http://www.opm.gov)
- Internships and other resources

Fedscope - [www.fedscope.opm.gov](http://www.fedscope.opm.gov)
- Trends, Accession/Separation information and Diversity

Hiring Process

May 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
  - 5 or 10 points for Vet of family member
  - Added to score based on questionnaire