

# 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

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/general-schedule/>

## 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"  
PDF-[https://www.fs.usda.gov/Internet/FSE\\_DOCUMENTS/stelprd3829782.pdf](https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprd3829782.pdf)
- Amber Kamps - Northern Region - [akamps@fs.fed.us](mailto:akamps@fs.fed.us)
- <https://www.fs.usda.gov/main/r1/jobs>

**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