

Applying for a Federal Job

Find Your Fit in the Federal Government



Are you interested in apply for a federal job with agencies such as the USDA Natural Resources Conservation Service, Farm Service Agency, Risk Management or the Forest Service? In working for the federal government, you can make a difference and impact the lives of every American and the lives of people around the world. With great benefits and competitive pay, you can find interesting and challenging work with opportunities for professional development and advancement. First, you need to create an account and profile by visiting www.usajobs.gov, then click Create Profile, then Create a New Account. Follow the steps to create an account and profile within the federal hiring website. With a USAJOBS account and profile you can:

- Save jobs you're interested in.
- Save and automate job searches.
- Upload resumes or create one using our resume builder.
- Upload and save required documents.
- Apply to any job announcement on USAJOBS.
- Have a more personalized experience.

Searching for Jobs

Once you create your account, you can search for jobs. It's best to sign into your account before doing a search. Why? Because, USAJOBS can use your profile information to improve your job search results. Start your job search by typing in a keyword or location. You can narrow your results by salary, work schedule, agency and more. Learn more on how to search for jobs: <https://www.usajobs.gov/Help/how-to/search/>

Save Your Search

After you've entered your search criteria, let USAJOBS do the future searching for you. When you save a search, they will

automatically look for jobs that match what you're looking for and can email you, daily, weekly or monthly with those jobs. Learn more about how to save a search: <https://www.usajobs.gov/Help/how-to/search/save/>

Review Job Announcement

Once you find a job you're interested in, review the announcement to find out if you're



eligible and meet the qualifications. Read the entire job announcement before starting your application—for each job there are specific qualifications you must meet and include in your application.

- Read the Who May Apply section to see if you're eligible to apply for the position.
- Read the Qualifications section to see if you meet the qualifications of the position.

Learn more about understanding the job announcement: <https://www.usajobs.gov/Help/how-to/job-announcement/>. If you have questions about the job, contact the agency representative listed at the bottom of the announcement.

Go online to www.usajobs.gov

You can help shape America's future.

USAJOBS is the Federal Government's official employment site.

Search and apply for federal jobs. Learn about unique hiring paths for veterans, students and graduates, individuals with a disability and more.

Learn how to create a USAJOBS profile, apply for jobs and explore opportunities.

Also, find out about local hiring events and virtual trainings offered each month through the website!

Prepare Your Application in USAJOBS

Read the How to Apply section of the job announcement before starting your application. When you're ready to apply, USAJOBS will walk you through a five-step process to prepare your application, including attaching a resume and required documents. During the process you can review, edit, delete and update your information. Your progress will be automatically saved as you go, so you won't lose any changes. Learn more about how to create an application: <https://www.usajobs.gov/Help/how-to/application/>

Submit Application to Agency

Once your application is ready, you'll be sent from USAJOBS to the agency application system. You may need to complete other agency-required steps such as providing more personal information and documentation, including possibly answering eligibility questions. You may be asked to complete an occupational questionnaire – look for a preview of the questions under the Required Documents section.

The time it takes to submit an application depends on the job you're applying for and the agency's requirements. After you submit your application, go back to the Application section of your USAJOBS account and make sure the hiring agency received your application. Your application status will say Received if the application went through.

Agency Reviews Application

Once the job announcement is closed, the hiring agency will review your application to make sure you're eligible and meet the job qualifications. The hiring agency will place applicants into quality categories (1) minimum qualified and (2) highest qualified.

The hiring agency may update your application status to Reviewed, but not all agencies provide this status. After all applications are reviewed, the hiring agency will send the highest qualified applicants to the hiring official—these applicants will see a Referred status in their application status. All other applicants (not being considered) will see a Not Referred status.

Interview

The hiring official will review applications and decide who to interview based on agency policy. Hiring officials can interview applicants using a panel, in-person, video, or by phone. The agency will contact applicants directly to schedule interviews. It may take some time to schedule interviews, depending on the number of applicants being interviewed.

Selection

After interviewing applicants, the hiring agency will select a candidate(s) and contact him or her to start the job offer process. The hiring agency will notify applicants who were not selected by updating their application status to Not Selected. The hiring agency will extend a tentative job offer contingent upon passing a background investigation to the selected candidate(s). The background investigation will begin when the tentative offer is accepted. Additional security checks may be needed for a higher-level clearance. The job offer is final when the background investigation and any additional security checks are successfully completed. The hiring agency will contact the candidate(s) directly to set up a start date.

For more information and assistance, including how to's, facts and working in government, visit www.usajobs.gov/help.



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