

USAJOBS.gov



**HOW TO APPLY FOR
AIR FORCE CIVIL SERVICE
JOBS USING USAJOBS.gov**

U.S. AIR FORCE

INFO CURRENT AS OF: MAY 2016

Overview



- Hill Air Force Base Information
- USAJOBS Explanation
- Creating a USAJOBS Account-Edit/Update your Profile
- USAJOBS Website Navigation
- Search for and Save Jobs, Saved Searches, Notifications
- KSA's; Knowledge, Skills and Abilities
- Resumes-Resume Builder, Federal Format, Top Tips
- Saved Documents, Resumes, Transcripts, Certifications, SF-50 (Personnel Action), DD-214 (if claiming Veterans Preference)
- Applying for a Job, Application Manager/Questionnaire
- After application timelines, what steps to expect next
- Your USAJOBS Inbox
- Application Status and Resources
- Federal Style Interview-what to expect

Hill AFB Information



- Hill AFB has a broad variety of occupations ranging from skilled trades to professional series
- Hill AFB employs approximately 12,000 Civil Service Personnel
- Ogden Air Logistics Complex (OO-ALC) Aircraft Repair Depot, employs approx. 8,000 of those jobs
- Federal Civil Service hiring is accomplished through USAJOBS.gov, globally for all locations
- New workloads are always emerging
- People are always retiring
- There are jobs available now and in the future
- There is HOPE for you to become a Federal Employee!

USAJOBS



Browser address bar: <https://www.usajobs.gov/> USAJOBS - The Federal Gov... x

An official website of the United States Government

USAJOBS

[Sign In](#) [Help](#) [Search](#)

Create an account to get started — build your profile, create or upload resumes and apply for jobs.

Keyword:

Location:

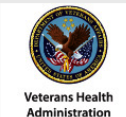
U.S. Citizens Federal Employees [?](#)

[Search](#)

[Advanced](#) | [Map](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

Chief Nursing Officer



Chief Nursing Officer Washington DC

[Read More](#) | [View All Spotlights](#)

[Return to top](#)

[Account](#) [Help](#)

USAJOBS Explanation



- **www.USAJOBS.gov is the website used for Fed hiring**
- **User friendly, easy to navigate, produces results**
 - **Create a Username and Password**
 - **Applicants should have a personal email address**
 - **Having a current resume is highly recommended**
- **Resume Builder contained in website uses Fed Format**
 - **Should have accurate prior employment information**
 - **Accepts any Resume format**
- **Contains a Federal Job Search Engine**
 - **Search any occupation in any branch of Federal Govt.**
 - **Globally search for openings in any installation or city**
 - **Set up email notifications when new jobs are posted**

Creating a USAJOBS Account



https://login.usajobs.gov/Account/Create USAJOBS - Create Account

Home Search Jobs My Account Resource Center Support Sign In

USAJOBS[®] Create Account

WELCOME TO USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

Be advised that only one account can be created for each email address.
Be sure the email account you use is only accessible by you and the email account is properly secured.

Primary Email

Confirm Primary Email

Username

Username must be between 8 and 20 alphanumeric characters, must contain at least one letter, at least one number and must not contain special characters except underscore(_), ampersand(&) and period(.).

What is your email format preference?
 Text HTML
Some email providers block HTML messages. Select "Text" to ensure your emails go through.

Terms and Conditions

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Site Map Privacy Act and Public Burden Information FOIA About Us USA.gov
This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.

Creating a USAJOBS Account



- **URL: www.usajobs.gov**
 - **Create account page**
 - **Enter your primary email**
 - **Create your Username**
 - **Email preference: Text or HTML? Choose Text!**
 - **Agree to Terms and Conditions**
- **Retrieve your confirmation email to activate account**
 - **Follow hyperlink back to USAJOBS website**
 - **Enter your Profile Data- Can be updated at any time**
 - **Choose a Password**
 - **Select three security questions and answers**
 - **Agree to Security Tips & Terms**
- **Congratulations! Sign in to your new account**

Activate USAJOBS Account



https://login.usajobs.gov/account/confirm?vid=fe0022d3-4df4-41dc-b2cc-5b15858d60f7 USAJOBS - Activate New A... X

Home Search Jobs My Account Resource Center Support Sign In

USAJOBS™ Activate New Account

WORKING FOR AMERICA™

Thanks for confirming that your email address is 309 workforceaccount@us.af.mil. Your USAJOBS username is MR.PREZIDENT. To activate your new account, please provide the additional account information below and click "Finish creating my account".

Personal Information

First Name

Middle Name

Last Name

Phones

Account Information

Password

Confirm Password

To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your USAJOBS account using our automated account resetting tool.

Password Question 1

Your Answer 1

Password Question 2

Your Answer 2

Password Question 3

Your Answer 3

Please read our [Security Tips for Accounts and Passwords](#) before proceeding

I have read and understand the security tips.

Terms and Conditions

This U.S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) access resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Site Map Privacy Act and Public Burden Information FOIA About Us USA.gov
This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Your USAJOBS Account



The screenshot shows a web browser window with the URL <https://www.usajobs.gov/Applicant/MyAccount/Home>. The page header includes the USAJOBS logo and navigation links for 'Jason', 'Help', and 'Search'. The main content area is titled 'My Account - Jason Doe' and displays the following information:

- Last Login:** 05/25/2016 01:28 PM ET
- Last Profile Update:** 07/24/2014 06:40 PM ET

An 'Edit Profile' button is visible below the login and update information. A 'Did You Know?' section follows, with a welcome message and a list of helpful resources:

- Visit the [Help Center](#) for all types of information including job search tips, federal job eligibility criteria, special hiring paths and how to use USAJOBS tools
- Join the conversation by visiting the USAJOBS [Facebook](#) page and following [Twitter](#) updates

A 'Return to top' link is located at the bottom of the main content area. The footer is divided into two columns: 'Account' and 'Help'.

Account	Help
Home	Help Center
Profile	About USAJOBS
Application Status	Contact Us
Documents	FAQs
Resumes	Get Started
Saved Jobs	How to...
Saved Searches	Working in Government
Username & Password	

Edit Your Profile



Browser address bar: <https://www.usajobs.gov/Applicant/Profile/PersonalInformation/>

USAJOBS navigation: Jason | Help | Search

Left sidebar menu:

- My Account
- Profile**
- Resumes
- Saved Searches
- Inbox (1)
- Saved Jobs
- Saved Documents
- Application Status

Profile tabs: Contact | Eligibility | Demographics | Account | Other

Profile

Contact Information

Completed

Legal Name [?]

MR. Jason David Carrion

[Edit Name](#)

Address [?]

All fields are required unless otherwise noted

Address 1:

Address 2: *Optional*

Country: ▾

Postal Code:

City/Town:

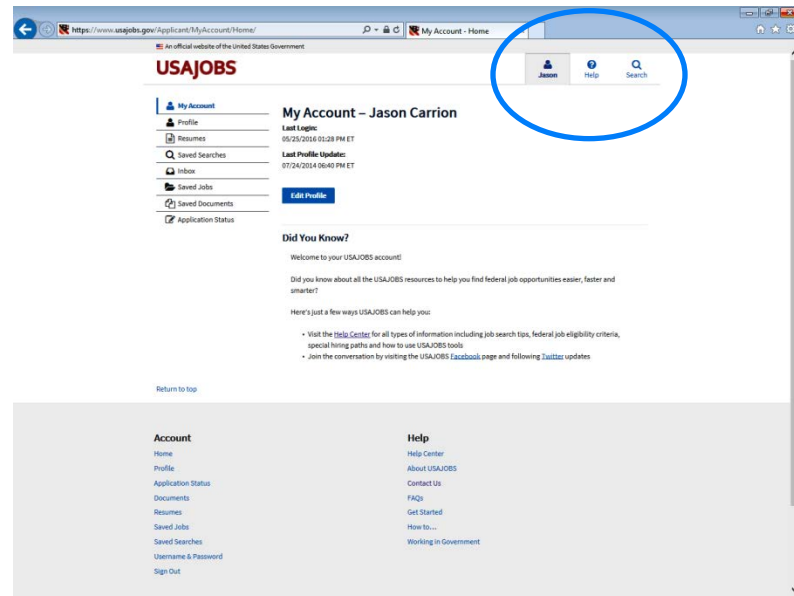
State/Territory/Province: ▾

Telephone [?]

Website Reorganized May 2016



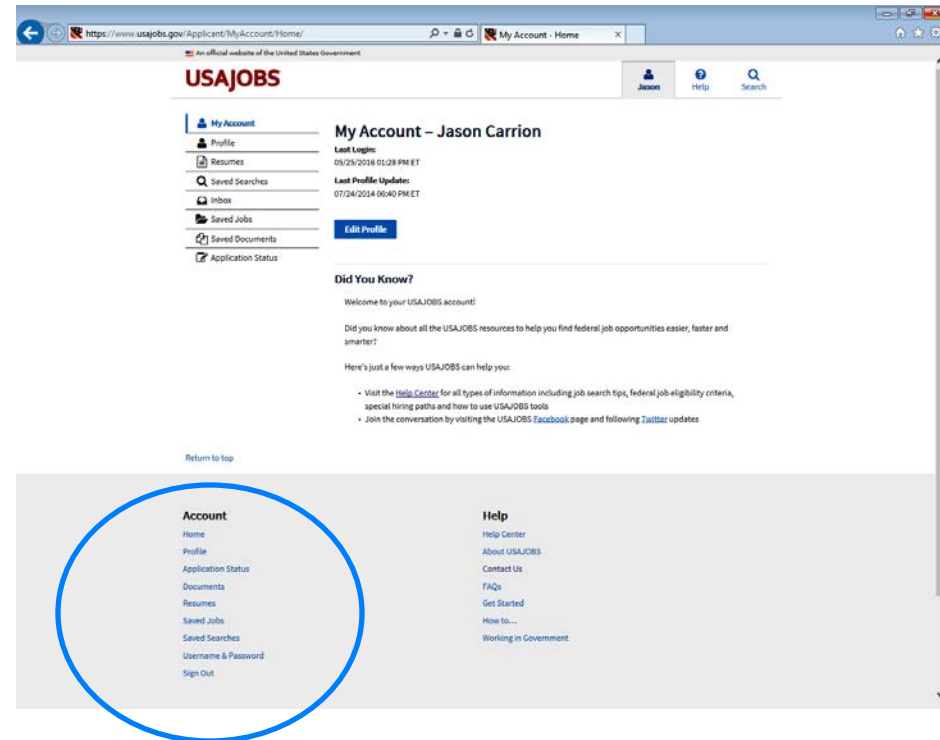
- **Top Right has three main Navigation Points**
 - Your Name takes you to your “My Account” Page
 - Resource Center has been renamed “Help Center”
 - Search jobs from any page
- **Your “My Account” page is now the Home Page**
 - My Account
 - Profile
 - Resumes
 - Saved Searches
 - Inbox
 - Saved Jobs
 - Saved Documents
 - Application Status



Website Navigation



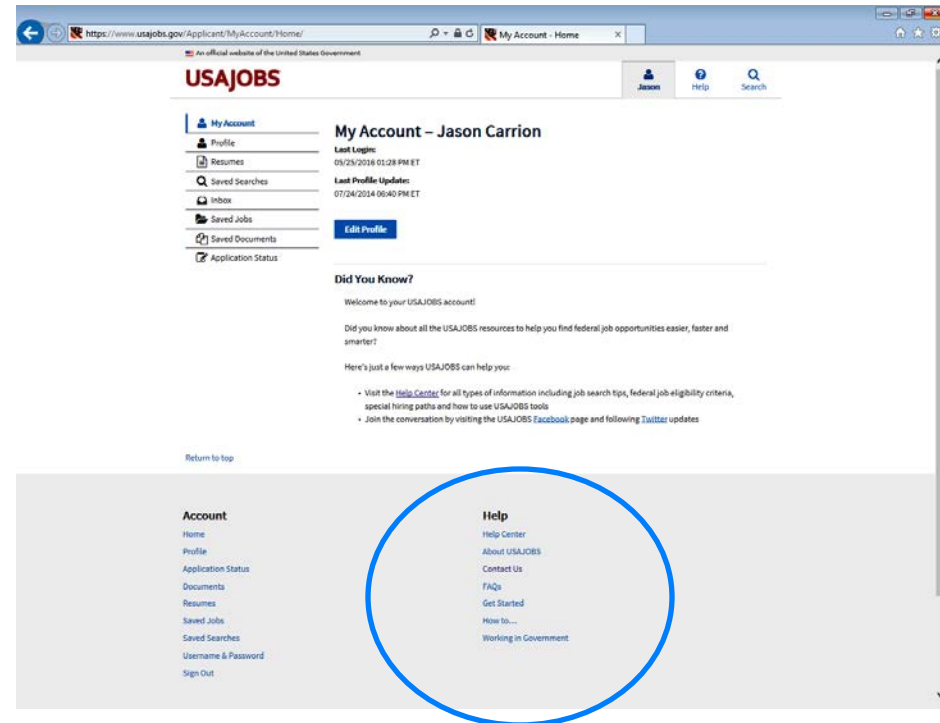
- Website Reorganized in May 2016
- Account-at bottom of page
 - Home
 - Profile
 - Application Status
 - Documents
 - Resumes
 - Saved Jobs
 - Saved Searches
 - Username & Password
 - Sign Out



Website Navigation



- Website Reorganized in May 2016
- Help-at bottom of page
 - Help Center
 - About USAJOBS
 - Contact Us
 - FAQs
 - Get Started
 - How to...
 - Working in Government



New Feature-Help Center



The screenshot shows a web browser window with the URL <https://www.usajobs.gov/Help/>. The page header includes the USAJOBS logo, a user profile for 'Jason', a 'Help' icon, and a search icon. The main content area features a dark blue banner with the text 'Help Center' and a search input field with a 'Search' button. Below the banner, a welcome message reads 'Welcome to the Help Center for USAJOBS.' Three main sections are displayed: 'FAQs' (with a question mark icon), 'How to...' (with a document icon), and 'Working in Government' (with a building icon). Each section includes a brief description, a list of topics, and a 'View this section >' link.

USAJOBS Jason Help Search

Help Center

Search for help [Search](#)

Welcome to the Help Center for USAJOBS.

FAQs

Frequently asked questions on a broad range of topics related to the Federal hiring process. This section answers questions such as:

- [How does the application process work?](#)
- [What is a series or grade?](#)
- [What should I include in my resume?](#)
- [Which jobs am I eligible to apply for?](#)

[View this section >](#)

How to...

How to complete any task on USAJOBS, step by step. This section includes help on...

- [How to create an application](#)
- [How to create a resume](#)
- [How to reset your password](#)
- [How to search](#)

[View this section >](#)

Working in Government

What is it like to work within the United States Government? Find out more in this section which includes information on:

- [Appointments](#)
- [Benefits](#)
- [Pay & Leave](#)
- [Service](#)

[View this section >](#)

Help Center-Explore



https://www.usajobs.gov/Help/ USAJOBS Help Center | Hel... x

Explore Unique Hiring Paths

Hiring authorities are a way for the Federal Government to hire individuals who may fall under one of the following groups of people, including:

- I'm a current/former Federal employee**
You may be eligible for a merit promotion.
- I'm a Veteran**
You may be eligible for Veterans' Preference, as well as other veteran specific hiring options.
- I'm a Student/recent graduate**
The Pathways Program offers federal internship and employment opportunities.
- I'm a Senior Executive**
You may be eligible for a SES position if you meet the five Executive Core Qualifications (ECQs).
- I'm a Former Overseas Employee**
You may be eligible to be hired directly for jobs in the competitive service.
- I'm a person with a Disability**
You may be eligible to apply for jobs and get hired without going through the full application process.
- I'm a Military spouse**
You may be eligible to apply for jobs open to merit promotion candidates.
- I'm a Peace Corps or AmeriCorps VISTA alumni**
You may qualify for non-competitive eligibility.

Get Started

USAJOBS posts all federal job opportunities with a position description and instructions how to apply. With USAJOBS.gov tools and resources, you can find the right federal job faster.

[Get Started](#)

About USAJOBS

As a free web-based job board and the Federal Government's official source, USAJOBS has attracted over 17 million job seekers to create accounts to date.

[Learn about USAJOBS](#)

Searching for Federal Jobs



- **Basic Search-Select U.S. Citizen for “External Hire”**
 - **Keyword**
 - **Location**
- **Advanced Search offers more parameter choices**
 - **Pay Grade, Series or Category, Agency, Type & Sched**
 - **Who may apply-Resource Center lists all Eligibilities**
- **Map Search (Beta)**
 - **Continent/Country**
 - **Regional/State/Installation**
- **Saving Searches**
 - **Can save up to 10 Specific Searches**
 - **Expiration Date of Search, usually good for 1 year**

Basic Search



Browser address bar: <https://www.usajobs.gov/> USAJOBS - The Federal Gov...

An official website of the United States Government

USAJOBS

Sign In Help Search

Create an account to get started — build your profile, create or upload resumes and apply for jobs.


Keyword: Location:

U.S. Citizens Federal Employees

[Advanced](#) | [Map](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

Medicare Contract Specialist



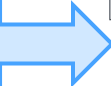
The Railroad Retirement Board is seeking a Medicare Contract Specialist where you will be responsible for the professional and highly technical contracting work in the pre-award and post-award areas.

[Read More](#) | [View All Spotlights](#)

Return to top

Account Help

Select U.S. Citizens to see "External Hire" Job Openings



Advanced Search



← → https://www.usajobs.gov/Search/AdvancedSearch Advanced Search

An official website of the United States Government

USAJOBS

Sign In Help Search

Create an account to get started — build your profile, create or upload resumes and apply for jobs.

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.

Show:
[All Expanded](#) [All Collapsed](#)

Keywords

Search for: Job Title, Agency Name, Job Announcement #, etc
All of these words

But none of these words:

Search by Job Title:

Salary or Pay Grade

Occupational Series or Job Category

Location

Department and Agency

Type of Work or Work Schedule

Posting Options

Additional Search Options

Who May Apply

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)
 - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#) position covered by an [interchange agreement](#), or
 - Eligible for [reinstatement](#)?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with [non-competitive appointment](#) eligibility?
 - No - I do not fall into one of these categories and only want to see jobs open to the **general public**.
 - Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as **federal employees**.

[Reset Form](#)

[Return to top](#)

Map Search



Home Search Jobs My Account Resource Center Support

USAJOBS
WORKING FOR AMERICA

You are currently searching on:
Who May Apply: Federal Employees

Refine Your Results By:

Who May Apply:
 U.S. Citizens
 Federal Employees

Keyword

Salary
Pay Grade
Job Categories
Department and Agency
Work Schedule
Work Type
Posting Date
Exclude These

At USAJOBS, we are always working to improve this site. In response to feedback, we've created the Map Search page. Do you have feedback on the new Map Search? Please click [HERE](#). Your feedback helps us to improve USAJOBS.

1 to 25 of 14990 jobs

Sort By: Relevance

Transportation Security Officer (TSO)

Save Job

Salary Information: The salary range listed above includes locality pay of 14.35%. The current starting hourly rate for this position is \$15.13. In order to recruit and retain highly qualified employees at this location, TSA has also approved the payment of an annual pre-tax retention incentive of...

Salary:	\$15.13 - \$21.61 / Per Hour	Department:	Department of Homeland Security
Series & Grade:	SV-1802-D	Agency:	Transportation Security Administration
Location(s):	North Dakota, Williston	Position Info:	Part-Time - Permanent
Open Period:	12/10/2015 to 03/09/2016	Who May Apply:	For further information concerning U.S. citizenship, please Click Here.For defin...
Announcement Number:	ISN-F09-P001		

Attorney and Assistant United States Attorney

Save Job

The Department of Justice offers a broad range of opportunities for experienced attorneys to work on many significant and complex issues that face our nation. Our lawyers work in virtually every area of legal practice.The effectiveness of the Department's law enforcement and other legal...

Salary:	\$50,287.00 - \$129,517.00 / Per Year	Department:	Department of Justice
Series & Grade:	GS-0905-11/15	Agency:	Offices, Boards and Divisions
Location(s):	District of Columbia, Washington DC	Position Info:	Full-Time - Multiple Appointment Types
Open Period:	09/11/2013 to 10/01/2016	Who May Apply:	All groups of qualified individuals
Announcement Number:	OARMAV1		

Staff Physician (MICU Hospitalist)

Save Job

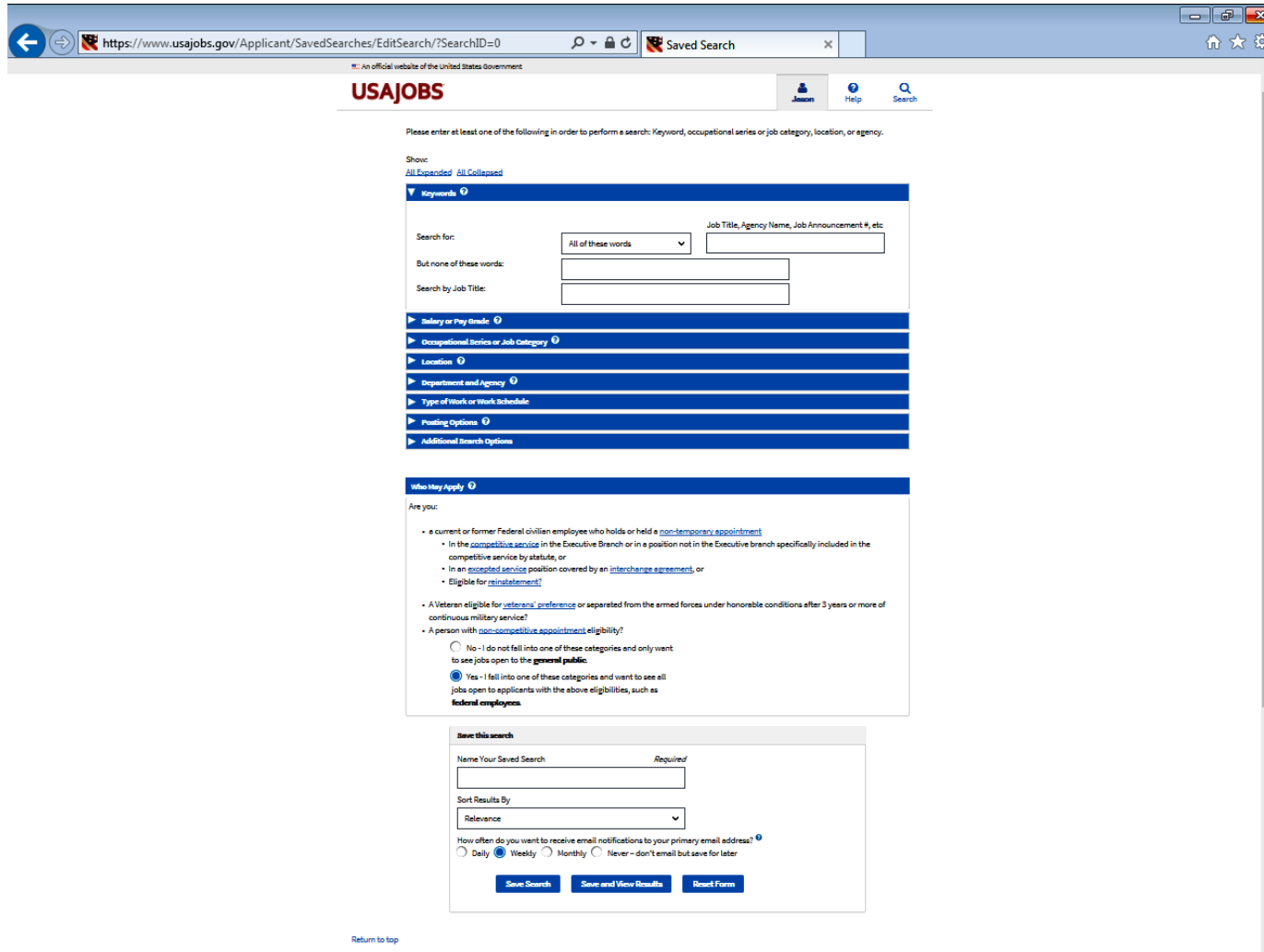
To fulfill President Lincoln's promise - "To care for him who shall have borne the battle, and for his widow, and his orphan" - by serving and honoring the men and women who are America's Veterans. How would you like to become a

Creating Saved Searches



- **Saved searches help you look for jobs in your area of interest.**
 - **The saved search will automatically search for jobs based on your search criteria, and then e-mail you when there are new jobs entered into the database which meet your specifications.**
- **Creating a Saved Search**
 - **Under your account click on “Saved Searches”.**
 - **Next you will click on “Create a new saved search”.**
 - **You will then be taken to a page where you decide what you want your search to be about.**
 - **Name your saved searches-They are good for one year**
 - **Remember: You can create up to 10 searches.**

Creating Saved Searches



The screenshot shows the 'Edit Search' page on the USAJobs website. The browser address bar displays the URL: <https://www.usajobs.gov/Applicant/SavedSearches/EditSearch/?SearchID=0>. The page title is 'Saved Search'. The USAJOBS logo is at the top left, and navigation links for 'Home', 'Help', and 'Search' are at the top right. A message states: 'Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.' Below this, there are expandable sections for search criteria: 'Keywords', 'Salary or Pay Grade', 'Occupational Series or Job Category', 'Location', 'Department and Agency', 'Type of Work or Work Schedule', 'Posting Options', and 'Additional Search Options'. The 'Keywords' section is expanded, showing a 'Search for:' field with a dropdown menu set to 'All of these words' and a text input field. Below it are 'But none of these words:' and 'Search by Job Title:' fields. The 'Who May Apply' section is also expanded, listing eligibility criteria such as 'current or former Federal civilian employee', 'veterans preference', and 'non-competitive appointment eligibility'. At the bottom, the 'Save this search' section includes a 'Name Your Saved Search' field (marked as required), a 'Sort Results By' dropdown set to 'Relevance', and radio buttons for 'Daily', 'Weekly' (selected), 'Monthly', and 'Never - don't email but save for later'. There are three buttons: 'Save Search', 'Save and View Results', and 'Reset Form'. A 'Return to top' link is at the bottom left.

Saved Search



Browser address bar: <https://www.usajobs.gov/Applicant/SavedSearches/ListSavedSearches/>

USAJOBS | Jason | Help | Search

My Account

- My Account
- Profile
- Resumes
- Saved Searches**
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

Saved Searches

2 of 10 saved searches.

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you at your primary email address when there are new jobs entered. You may employ up to 10 Saved Searches. Saved searches will expire one year after the date created unless they are renewed.

Saved Search 1: HAFB	View Results Edit Duplicate Delete Renew	Date Expires: 2/23/2017
Saved Search 2: afb	View Results Edit Duplicate Delete Renew	Date Expires: 4/20/2017

[Create a new saved search](#)

Tips on Managing Your Saved Searches

View: This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and that match your other criteria.

Edit: Make changes to your saved search any time.

Delete: Permanently removes your saved search.

Renew: Renews your search for another year.

[Return to top](#)

Account	Help
Home	Help Center
Profile	About USAJOBS
Application Status	Contact Us

Saved Search



https://www.usajobs.gov/Search/?keyword=&&Location=Hill+AFB%2C+Utah&AutoCom USAJOBS - The Federal Gov... X

An official website of the United States Government

USAJOBS

Jason Help Search

Keywords: Job title, Skills, Agency Location: City, State, ZIP, or Country Search

You are currently searching on:

Location: Hill AFB, Utah [Remove](#)

Radius: 20 miles

Refine Your Results By:

Who May Apply:
 U.S. Citizens
 Federal Employees

- Keyword
- Salary
- Pay Grade
- Job Categories
- Department and Agency
- Work Schedule
- Work Type
- Posting Date
- Exclude These

You can also:

- Save This Search
- Get RSS Feed
- Edit Search Criteria

1 to 25 of 90 Jobs

Sort By: Relevance

POLICE OFFICER

[Save Job](#) | [More Like This](#)

THIS VACANCY ANNOUNCEMENT AS BEEN EXTENDED; IT WILL NOW CLOSE 20 MAY 2016 THIS VACANCY ANNOUNCEMENT WILL INITIALLY BE UTILIZED TO FILL POSITIONS THAT ARE TERM APPOINTMENTS NOT TO EXCEED 13 MONTHS A list of eligible candidates is being established and may be used to fill multiple vacancies for a

Salary:	\$36,025.00 - \$46,831.00 / Per Year	Department:	Department of the Air Force
Series & Grade:	GS-0000/0083-06/06	Agency:	Air Force Materiel Command
Location(s):	Hill AFB, Utah	Position Info:	Multiple Schedules - Multiple Appointment Types
Open Period:	5/16/2016 to 5/27/2016	Who May Apply:	United States Citizens
Announcement Number:	8L-DEO-1704994-665518-JCB		

Air Force Recent Graduates Program (Budget Analyst)

[Save Job](#) | [More Like This](#)

Any individual who completed all requirements for an associate, bachelor, master, professional, or doctorate degree from a qualifying educational institution within the previous two years or will complete these requirements by 31 May 2016, meets the basic requirement to apply for the Recent Graduate

Salary:	\$39,570.00 - \$51,437.00 / Per Year	Department:	Department of the Air Force
Series & Grade:	GS-0500/0560-07/07	Agency:	Air Force Personnel Center
Location(s):	Multiple Locations (3)	Position Info:	Full Time - Permanent
Open Period:	5/23/2016 to 5/25/2016	Who May Apply:	College graduates who completed degree requirements within the previous 2-years ...
Announcement Number:	BI16-RG-1711940-0560-JHV		

FINANCIAL MANAGEMENT SPECIALIST (ACQ-EHA)

[Save Job](#) | [More Like This](#)

These positions are being filled under the Acquisition Expedited Hiring Authority. The Secretary of the Air Force has delegated authority to appoint certain Civilians to positions designated pursuant to the Defense Acquisition Workforce Improve Act (DAWIA); positions are located Air Force-Wide. Posi

Salary:	\$40,033.00 - \$52,043.00 / Per Year	Department:	Department of the Air Force
Series & Grade:	GS-0500/0501-07/07	Agency:	Air Force Personnel Center
Location(s):	Multiple Locations (8)	Position Info:	Full Time - Permanent
Open Period:	5/10/2016 to 9/30/2016	Who May Apply:	United States Citizens
Announcement Number:	BI16-EHA-1700786-JHV		

Saved Search



Browser address bar: <https://www.usajobs.gov/Search/?Keyword=&Location=Hill+Air+Force+Base%2C+Utah> USAJOBS - The Federal Govern...

ELECTRICAL EQUIPMENT REPAIRER [Save Job](#) | [More Like This](#)

A list of eligible candidates is being established and may be used to fill multiple vacancies for a period of 12 months (or more). Types of appointments may include: Full time permanent positions; OR full time term positions Not-to-Exceed 13 months, with extension possible; OR full time temporary po

Salary:	\$48,961.00 - \$57,121.00 / Per Year	Department:	Department of the Air Force
Series & Grade:	WG-2854-10/10	Agency:	Air Force Materiel Command
Location(s):	Hill AFB, Utah	Position Info:	Multiple Schedules - Multiple Appointment Types
Open Period:	2/23/2016 to 3/1/2016	Who May Apply:	United States Citizens
Announcement Number:	8L-DEO-1627730-585666-CHH		

Auditor [Save Job](#) | [More Like This](#)

Are you looking for a unique opportunity to gain valuable work experience? The Department of the Air Force offers challenging work and the satisfaction of knowing you've made a difference. We're offering you an exciting opportunity to gain "real world" experience as a Recent Graduate under the Pathw

Salary:	\$39,570.00 - \$91,255.00 / Per Year	Department:	Department of the Air Force
Series & Grade:	GS-0511-07/09	Agency:	HQ USAF and Support Elements
Location(s):	Multiple Locations (5)	Position Info:	Full Time - Recent Graduates
Open Period:	2/24/2016 to 3/1/2016	Who May Apply:	College graduates who completed degree requirements with in the previous 2 years...
Announcement Number:	9L-HAF-1619660-591128-MAB		

COMPOSITE PLASTIC FABRICATOR [Save Job](#) | [More Like This](#)

A list of eligible candidates is being established and may be used to fill multiple vacancies for a period of 12 months (or more). Types of appointments may include: Full time permanent positions; OR full time term positions Not-to-Exceed 13 months, with extension possible; OR full time temporary po

Salary:	\$40,154.00 - \$57,121.00 / Per Year	Department:	Department of the Air Force
Series & Grade:	WG-4352-07/07	Agency:	Air Force Materiel Command
Location(s):	Hill AFB, Utah	Position Info:	Multiple Schedules - Multiple Appointment Types
Open Period:	2/24/2016 to 3/1/2016	Who May Apply:	United States Citizens
Announcement Number:	8L-DEO-1634212-610844-TAB		

Aerospace Engineer [Save Job](#) | [More Like This](#)

The mission of the United States Air Force is to fly, fight and win...in air, space and cyberspace. To achieve that mission, the Air Force has a vision of Global Vigilance, Reach and Power. That vision orbits around three core competencies: Developing Airmen, Technology-to-Warfighting and Integratin

Salary:	\$32,318.00 - \$152,593.00 / Per Year	Department:	Department of the Air Force
Series & Grade:	GS-0861-5/15	Agency:	Air Force Personnel Center
Location(s):	Multiple Locations (22)	Position Info:	Multiple Schedules - Multiple Appointment Types
Open Period:	2/18/2016 to 4/30/2016	Who May Apply:	United States Citizens
Announcement Number:	AFPC-ACQEHA-10000505-0861		

Notifications



- **Email Notifications**
 - **When Job Opens**
 - **3 days from Job closing**
 - **When Job Closes**
- **Notification of new Job openings in “Saved Searches”**
 - **Will be sent when new jobs open within existing “Saved Search” Criteria**
 - **You select which personal email receives notifications**
- **Notifications for “Application Status Updated”**
 - **Application Status has Changed**
 - **Received, Reviewed, Referred, Selected**
 - **You can manually select the option to be notified or not**

Saved Jobs



■ Saving Jobs

- “Save Job” link on right side of each job posting
- Can save up to 25 total jobs at one time
- Can go back to them as long as they are open

■ Once you start the application process on a Saved Job

- It will automatically be stored on the “Application Status” page until the application is completed
- To work on an “in process” application, the site takes you into the “Application Manager” to complete it
- When Job Announcement expires, the Saved Job closes whether or not application is completed

Saved Jobs



Browser address bar: <https://www.usajobs.gov/Applicant/SavedJobs/ListSavedJobs/>

USAJOBS - Saved Jobs

An official website of the United States Government

USAJOBS

Jason Help Search

- My Account
- Profile
- Resumes
- Saved Searches
- Inbox
- Saved Jobs**
- Saved Documents
- Application Status

Saved Jobs

Your saved jobs are shown below. To view and apply to a saved job, click the Job Title or the View button. Saved jobs will no longer display once the job has been cancelled or the closing date has passed. When you apply to a job it will be removed from this page and added to your [Application Status page](#). Click on column heading to sort by that column.

You have saved 2 of 25 possible jobs.

Search:

Display: 10 Records

Showing 1 to 2 of 2 entries Previous 1 Next

Date Saved	Job Title	Organization	Closing Date	
10/05/2015	Contract Specialist (ACQ EHA) Delete Share job with a friend	Air Force Personnel Center Multiple Locations	08/31/2016	View
04/18/2016	AF Palace Acquire Intern (PAO) - Scientist & Engineer - Computer Science Delete Share job with a friend	Air Force Personnel Center Multiple Locations	08/31/2016	View

Showing 1 to 2 of 2 entries Previous 1 Next

Notification Settings

Notification Alerts enable you to stay informed of changes to your application status.

Select the item that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.

When jobs I have saved are scheduled to close in three calendar days.

Sample Saved Job



https://www.usajobs.gov/GetJob/ViewDetails/439443800/ USAJOBS - Job Announce...

An official website of the United States Government

USAJOBS

Jason Help Search

← Back to Search results

SHEET METAL MECHANIC (AIRCRAFT)

AIR FORCE MATERIEL COMMAND
Agency Contact Information

Many vacancies in the following location: Hill AFB, UT	Salary Range \$48,961.00 to \$57,121.00 / Per Year	Who May Apply United States Citizens
Work Schedule is Multiple Schedules - Multiple Appointment Types	Series & Grade WG-3806-10/10	Control Number 439443800
Opened Thursday 5/19/2016 (1 day(s) ago)	Promotion Potential 10	Job Announcement Number 8L-DEO-1709310-666298-TAB
Closes Wednesday 5/25/2016 (6 day(s) away)	Supervisory Status No	

Print Share Save **Apply**

Job Overview

Summary

Hill Air Force Base provides worldwide engineering and logistics management for the F-16 Fighting Falcon, A-10 Thunderbolt II, and the Minuteman III ICBM. The base performs depot maintenance of the F-16, A-10 and C-130 Hercules aircraft. The base is located between Ogden and Salt Lake City. The area is known for year round activities include skiing, hiking, boating, extreme sports, fishing and hunting, with four distinct seasons, low humidity and moderate snow fall in the valley.

A list of eligible candidates is being established and may be used to fill multiple vacancies for a period of 12 months (or more). Types of appointments may include: Full time permanent positions; OR full time term positions Not-to-Exceed 13 months, with extension possible; OR full time temporary positions not to exceed 1 year, with a 1 year extension possible. Term and Temporary appointments made from this register may be converted to permanent without further competition.

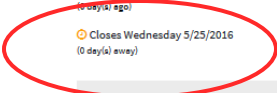
HOURLY WAGE IS: **\$23.46 - \$27.37**

REQUIRED RESUME: For each block of detailed work experience you must include month/year (starting/ending dates), salary, hours per week, job title, supervisors' name/phone number (may we contact statement).

Duties

As a Sheet Metal Mechanic (Aircraft), WG-3806-10, you will plan, layout, fabricate, modify, repair, assemble, and install complex aircraft sheet metal parts, items and assemblies that have combined straight and curved edges of irregular curves and planes. You will plan and lay out work from blueprints,

REMEMBER: Jobs close at 12 Midnight-Eastern Standard Time! 10pm Utah time!



Sample Saved Job



Browser address bar: <https://www.usajobs.gov/GetJob/ViewDetails/439443800/>

Closes Wednesday 5/25/2016 (0 day(s) away) Supervisory Status: No

Print Share Save **Apply**

Job Overview

Summary

Hill Air Force Base provides worldwide engineering and logistics management for the F-16 Fighting Falcon, A-10 Thunderbolt II, and the Minuteman III ICBM. The base performs depot maintenance of the F-16, A-10 and C-130 Hercules aircraft. The base is located between Ogden and Salt Lake City. The area is known for year round activities include skiing, hiking, boating, extreme sports, fishing and hunting, with four distinct seasons, low humidity and moderate snow fall in the valley.

A list of eligible candidates is being established and may be used to fill multiple vacancies for a period of 12 months (or more). Types of appointments may include: Full time permanent positions; OR full time term positions Not-to-Exceed 13 months, with extension possible; OR full time temporary positions not to exceed 1 year, with a 1 year extension possible. Term and Temporary appointments made from this register may be converted to permanent without further competition.

HOURLY WAGE IS: \$23.46 - \$27.37

REQUIRED RESUME: For each block of detailed work experience you must include month/year (starting/ending dates), salary, hours per week, job title, supervisors name/phone number (may we contact statement).

Duties

As a Sheet Metal Mechanic (Aircraft), WG-3806-10, you will plan, layout, fabricate, modify, repair, assemble, and install complex aircraft sheet metal parts, items and assemblies that have combined straight and curved edges of irregular curves and planes. You will plan and lay out work from blueprints, sketches, drawings, specifications, and work orders in manufacturing aircraft sheet metal structures which have combined straight and curved edges, and irregular angles, planes and curves. You will also:

- Examine and inspect aircraft sheet metal structures to locate cracks, breaks, holes, bulges, dents and loose or missing rivets.
- Use basic hand and power tools such as hammers, chisels, hand snips, band and circle saws, squaring shears, seamers, bar folders, brakes, and stakes.
- Utilize safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment.

Travel Required

- Not Required

DUTIES

Sample Saved Job

A screenshot of a web browser displaying a job announcement on the USAJOBS website. The browser's address bar shows the URL: https://www.usajobs.gov/GetJob/ViewDetails/439443800/. The page content includes a paragraph about experience requirements, a definition of experience, a bolded statement that only experience obtained by the closing date will be considered, a 'SCREEN OUT ELEMENT' section, an 'APPROVED JOB ELEMENTS' section with a list of six abilities, and a note about Selective Service registration for males born after 12-31-59. A red circle is drawn around the 'APPROVED JOB ELEMENTS' list, and a red arrow points to it from the left with the text 'KSA's' written inside the arrow's tail.

position. Evidence of experience, which demonstrates you possess the knowledge, skills, and ability to perform the duties of this position, must be supported by detailed descriptions of your experience on your on-line resume.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience, but **you must clearly identify the duties and responsibilities in each position held.**

ONLY EXPERIENCE OBTAINED BY THE CLOSING DATE OF THIS ANNOUNCEMENT WILL BE CONSIDERED.

SCREEN OUT ELEMENT: Your qualifications will first be evaluated against the prescribed screen out element. To meet basic eligibility you must receive at least 2 points on the Screen Out Element indicated below and must have an average of 2 points on all elements listed. Your application will be further evaluated to determine if you meet best qualified cut-off for referral to the selecting official.

APPROVED JOB ELEMENTS: Your qualifications will be evaluated on the basis of your level of knowledge, skill and ability in the following job element areas as reported on your résumé:

1. MUST HAVE THE FOLLOWING ABILITY TO BE RATED ELIGIBLE FOR THE POSITION (SCREENOUT ELEMENT): **ABILITY TO DO THE WORK OF THE POSITION WITHOUT MORE THAN NORMAL SUPERVISION.**
2. KNOWLEDGE OF EQUIPMENT, STRUCTURE, MATERIALS, ETC. (INCLUDES CONSTRUCTION REPAIR AND FORGING).
3. ABILITY TO INTERPRET INSTRUCTIONS, SPECIFICATIONS, ETC. (INCLUDES BLUEPRINT READING).
4. LAYOUT AND PATTERN DEVELOPMENT (INCLUDES GEOMETRIC PROJECTION AND TRIANGULATION).
5. ABILITY TO USE HAND TOOLS, POWER TOOLS, ETC., FOR METAL WORK.
6. DEXTERITY (ASSEMBLY DISASSEMBLY REASSEMBLY, ETC.)

Males born after 12-31-59 **must** be registered **or** exempt from Selective Service. For additional information, click [here](#).

Knowledge, Skills and Abilities (KSA's)



- **KSA's: Outline the background you have, enabling you to perform the work of the job you are applying for.**
 - **Knowledge: Your educational background, College, Trade/Tech School, employer specific training classes.**
 - **Skills: Your Occupational Skill Sets, things you are able to do, and to what level are you capable-Apprentice, Journeyman, Inspector, Instructor?**
 - **Abilities and/or Competencies: What special abilities do you bring to the table? Have you been awarded for your competence? Have you solved company-wide issues?**
- **Position Duties: Are the tasks you will be required to perform on a regular basis in the actual occupation.**
 - **Are they familiar? Have you done this work before?**

Resumes



Browser address bar: <https://www.usajobs.gov/Applicant/Resume/ListResumes/>

USAJOBS - Resumes

An official website of the United States Government

USAJOBS

Jason Help Search

- My Account
- Profile
- Resumes**
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

Resumes

2 of 8 resumes

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

List Resumes

Resume 1: 2015 Wage Leader and Coll... View Delete Format: docx file Source: Uploaded from my computer	Status: Not Searchable Make Searchable
Resume 2: 2016 GS & WG Combo Resume View Delete Renew Format: docx file Source: Uploaded from my computer	Status: Searchable Make Non-Searchable Expiration Date: 11/25/2017

[Build New Resume](#) [Upload New Resume](#)

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

Renew: Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

Acceptable files: Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCK). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

[Sample Resume](#) | [What to Include](#)

[Return to top](#)

Account
[Home](#)
[Profile](#)

Help
[Help Center](#)
[About USAJOBS](#)

Click here to go to the Resume Builder!



Resume Builder



Browser address bar: <https://www.usajobs.gov/Applicant/Resume/WorkExperienceList/255953797>

An official website of the United States Government

USAJOBS Jason Help Search

! USAJOBS is designed to time out after 30 minutes of inactivity. Please save your work often. [More details.](#)

- My Account
- Profile
- Resumes**
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

Resumes - Edit

Resume name: [Edit](#)

[Experience](#) [Education](#) [References](#) [Other](#) [Preview and Finish](#)

Work Experience

This section is required

Click on Add Work Experience to enter information related to your jobs.

Please be sure to read the Job Opportunity Announcement carefully to be sure you are submitting all of the required information.

[Add Work Experience](#)

I do not wish to provide work experience

[Save & Continue](#)

[Return to top](#)

Resume Builder



https://www.usajobs.gov/Applicant/Resume/WorkExperienceList/255953797 USAJOBS - Resume Builder ... x

An official website of the United States Government

Add/Edit Work Experience

Work Experience All fields are required unless otherwise noted

Employer Name	Formal Job Title
<input type="text"/>	<input type="text"/>
Employer Address 1	Start Date
<input type="text"/>	--Select--
Employer Address 2	--Select--
<input type="text"/>	End Date
Country	--Select--
United States	--Select--
Postal Code	Salary <small>Optional</small>
<input type="text"/>	<input type="text"/> USD <input type="text"/> Per Year
City/Town	Average Hours per week
<input type="text"/>	<input type="text"/>
State/Territory/Province	May we contact your supervisor? <small>Optional</small>
--Select--	<input type="radio"/> Yes
	<input checked="" type="radio"/> No
	<input type="radio"/> Contact me first
	Is this a Federal Civilian position? <small>Optional</small>
	<input type="radio"/> Yes
	<input checked="" type="radio"/> No

Duties, Accomplishments and Related Skills (5000 characters remaining)

[Problems with formatting when pasting from Microsoft Word?](#)

Resume Building For The Federal Format



- You may upload any Resume format you'd like to-but you should make sure it is a federally formatted Resume and contains complete information
- Federal Resume must contain specific information i.e.: Previous employer name, dates of employment, hours worked per week, full or part time, rate of pay-hourly or salary, previous supervisor-include their phone number and ok or not to contact, describe duties in detail
- Utilize the USAJOBS Resume Builder: It prompts you to enter all data required for the Federal Format
- Once your Resume is completed, you may customize the format to your liking-fonts/spacing etc. by saving to your hard drive, editing, then re-uploading to USAJOBS.gov
- Government Resume is not your typical resume: Length is not a deciding factor, be thorough and list everything relevant to the position you are applying for
- Think “results oriented” Actions, Results, Impact of your efforts

Resume Building For The Federal Format



- **Tell what, how and why-be very descriptive when listing prior employment duties! For Example: Specify which aircraft, type of engines, airframes and/or parts you worked on, the tools, machines, process used, metals, composites, radar, databases, computer systems, specialized programs, e-tools, etc.**
- **Talk about teamwork and your contributions, if relevant.**
- **List relevant accomplishments, - If you think it helps highlight your abilities, put it into your resume, explain what you did and the details of how it impacted your employer for the better**
- **Up to 5 variants of your resume may be saved into USA Jobs!**
- **Must be less than 3MB- Site Accepts; GIF, JPG, JPEG, PNG, RTF, PDF or Word (Doc or Docx)**
- **Upload, name and include supporting documents for each application you submit such as; Diplomas, College Transcripts, Certificates of completion, DD-214 (Proof of Military Service-only needed if claiming Veterans Preference)**

Top Tips For A Great Resume



- Remember the basics, sensible format, proper grammar, correct spelling, and no photos!
- If you use acronyms, please be sure to spell them out at least once in your resume (Typically at first use in your document)
- Position Specialty Language-explain what things are, not everyone automatically knows what you are talking about
- When describing prior employment and explaining your duties: Remember to differentiate between Blue Collar and White Collar-Wage Grade (WG) and General Scale (GS) type of work
- Write your Resume specifically for the job you want!

Top Tips For A Great Resume



- **KSA's (Knowledge, Skills and Abilities) are contained in every Job Announcement-they are employer generated descriptors necessary for a candidate to possess, in order to perform the work of a position, read them thoroughly!**
- **Use the wording and descriptions in the KSA's to write and tailor your resumes per occupation type**
- **Read through the Job Description and Duties you are applying for-Ensure your work experience reflects similar duties, responsibilities and relevance**
- **Do not Cut & Paste KSA's, but rather, weave the wording from the KSA's & Duties into your Resume's job descriptions**

Upload your Resume



← → <https://www.usajobs.gov/Applicant/Resume/UploadSecureResume/> usajobs.gov

An official website of the United States Government

USAJOBS Jason Help Search

Resume Uploader

All fields are required unless otherwise noted

You are able to upload and store five resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. It is suggested resumes be no longer than five pages.

Upload a Resume [?]

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

[Sample Resume](#) [What to Include](#)

Upload your existing resume by selecting a file below.

Please enter a unique name for this resume (100 characters max)

Select Document

Saving Documents



Browser address bar: <https://www.usajobs.gov/Applicant/Document/ListDocuments/> My Account - Saved Docu... x

An official website of the United States Government

USAJOBS

Jason Help Search

- My Account
- Profile
- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents**
- Application Status

Saved Documents

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

Encrypted and digitally signed documents cannot be saved in USAJOBS.

Do not include the following types of information in your uploaded documents: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

Important Note: Saved documents are NOT automatically attached to your application. You must select the documents when you apply. Refer to the "How to Apply" section of the job announcement for any required job application documents.

Upload Document

All fields are required

Please enter a name for this attachment (100 characters max)

Document Type [?]

Select Document

Cover Letter ▼

Browse

Upload

Tips

Browse:
Select a file stored on your computer to include in your Saved Documents. Files must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

View:

Saving Documents



■ Important Documents

- College Transcripts for AS, BS, Masters or Doctorates
- Certificates of Course Completion, or Trade Licensing
- Diplomas from High School, Trade School, or GED
- DD-214 is proof of Military Service
- SF-50 is a personnel action for prior Federal Service

■ Upload Documents to your My USAJOBS Account

- Can save up to 10 attachments in your account
- Must be less than 3 MB
- Name each document
- Can delete at any time
- Formats Accepted: GIF, JPG, JPEG, PNG, PDF or Word

Applying for a Job



The screenshot shows a web browser window at <https://my.usajobs.gov/Applicant/Application/431266500/Resumes/>. The page header includes the USAJOBS logo and navigation links for Job Search, My Account, Job Resources, and Support. The user is logged in as Jason. The main content area displays the application process for an **EQUIPMENT SPECIALIST** position at the Air Force Materiel Command, which closes on 3/8/2016. A five-step progress bar is shown, with the first step, **Select Resume**, highlighted in green. A modal window is overlaid on the page with the following text:

Welcome to the USAJOBS Application Process

This step by step process will help you select your resume and documents (if required) for submission to the agency hiring for this position. Once you have reviewed your application, we will send you to an agency system where you will complete and submit your application.

Do not show this message again [Start Application](#)

Below the modal, the text "Your Resumes" is followed by a red asterisk and the word "(Required)".

Applying for a Job



- Click “Apply Online” on the Job Announcement
- You will be redirected to the “Application Process” page
- 5 Short numbered segments-Read and follow directions
- You will then be redirected to the Application Manager, click “Accept and Proceed”
- Verify Data, then follow the instructions and answer the Questionnaire for the job to which you are applying
- Read all Questionnaire answers carefully-some may seem like the right answer at first, but could be the opposite, choose wisely!
- After answering all of the questions you will then be asked to upload documents
- The final upload documents section allows you to add your transcripts, DD-214, VA Letter and other relevant documents, necessary to complete your application package
- Click “Submit my Answers” and print Confirmation Page

Application Manager



The screenshot shows a web browser window with the URL <https://applicationmanager.gov/SSO.aspx>. The page title is "Application Manager" and there is a "Help" button in the top right corner. The main content area has a dark blue background with a white box containing the following text:

Welcome to USA Staffing® Application Manager

Welcome back **Jon Doe** If you are not **Jon Doe** [return to USAJOBS](#) and log in using your USAJOBS account.

Click Accept and Proceed to accept the Full Terms and Conditions of Use and continue with the application process.

Full Terms and Conditions of Use

Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:

- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized use, or otherwise misuse this system, and if you do so, or try to do so, you may face criminal, civil, or administrative penalties.

If you use this system, that will be construed to mean you understand and agree to abide by these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

What to expect after submitting an application



- **Once your application package is received an acknowledgement email will be sent**
 - **If you provided an email address, you will receive an email message acknowledging receipt of your application**
 - **Your application package will be used to determine your eligibility and qualifications for consideration**
 - **If you are determined to be ineligible or not qualified, your application will receive no further consideration**
 - **To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select My Applications, and click on the more information link under the application status for the position**
 - **If you do not provide an email address, you are responsible for checking status updates and notifications in USAJOBS**
 - **5 Steps - Received, Reviewed, Referred, Interviewed, Selected**
- **Prepare yourself for “Glacial Speed” !**

USAJOBS Inbox



Browser address bar: <https://www.usajobs.gov/Applicant/MyAccount/Inbox/>

Browser tabs: USAJOBS - Inbox, USAJOBS - Application Status

An official website of the United States Government

USAJOBS

Jason Help Search

- My Account
- Profile
- Resumes
- Saved Searches
- Inbox**
- Saved Jobs
- Saved Documents
- Application Status

Inbox

Subject	Received	
USAJOBS Application Status	05/19/2016	X
USAJOBS Application Status	05/14/2016	X

Notice

Your USAJOBS inbox is a tool to give you important information about your account. It should not be considered a system of record for your notifications. Messages older than 30 days may be deleted without notice.

[Return to top](#)

Account

- Home
- Profile
- Application Status
- Documents
- Resumes
- Saved Jobs
- Saved Searches
- Username & Password
- Sign Out

Help

- Help Center
- About USAJOBS
- Contact Us
- FAQs
- Get Started
- How to...
- Working in Government

USAJOBS Inbox



- **Inbox on USAJOBS Website**
 - **Check regularly**
- **Making changes to your notification frequency**
 - **Daily/Weekly/Monthly**
- **Reading your “Application Status”**
 - **Takes you into the Application Manager**
 - **When you are re-directed to the Application Manager, click on “Accept and Proceed”**
 - **Application Manager is a handy tool used to work on, submit, and track Application Packages you submit for jobs at Federal Agencies. It offers a convenient pathway for you to follow to get your Application Package to Complete Status**

Application Status



https://www.usajobs.gov/Applicant/Application/ListApplications/ My Account - Home USAJOBS - Application Stat...

An official website of the United States Government

USAJOBS

Jason Help Search

- My Account
- Profile
- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status**

Application Status

IMPORTANT! Application Status is only available if you submit your resume through USAJOBS using the "Apply Online" button. Tracking your application is not possible if your applications have been posted directly to an agency's website or through any other job application method outside of your USAJOBS account.

- Each record will be deleted 36 months after the Last Application Date
- Applications you no longer wish to view may be hidden by selecting the "hide" link beside the application details
- You may want to print this page for future reference

Notification Settings

Notification Alerts enable you to stay informed of changes to your application status. Select the items that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.

When jobs I have started an application for have closed.
 When the status of an application I've submitted changes.

[View Hidden Applications](#)

Search Show entries
10

Sort by
Last Status Update descending

1 to 10 of 119 results

Hide	<p>Logistics Management Specialist Job Number: AFMC-1691854-645886-OPM Pay Plan: GS-0346-12 Location: US-Utah-Hill AFB Organization: Department of the Air Force, Air Force Materiel Command Status: Received More Information...</p> <p>Job State: Closed Close Date: 5/23/2016 Last Apply: 5/18/2016 Last Status Update: 5/18/2016</p>
	<p>MANAGEMENT ANALYST Job Number: 8L-Hill-1707680-671968-ASR Pay Plan: GS-0343-12 Location: US-Utah-Hill AFB</p> <p>Job State: Closed Close Date: 5/24/2016 Last Apply: 5/18/2016</p>

Application Status



- Stores all jobs you have applied for
- Also saves jobs you are in the process of applying for
- Shows Entries in “Ascending” or “Descending” order
- Sort by:
 - Closing Date
 - Job Number
 - Job State
 - Job Title
 - Last Apply
 - Last Status Update-This option will show latest changes
 - Organization
 - Status of Application Package

USAJOBS Resources



- **Site contains a comprehensive Resource Center**
 - Lots of answers to Frequently Asked Questions
 - Explanations for everything
 - Links to tons of data
 - Research as much info as possible yourself

- **Site contains a Support Function**
 - Email the USAJOBS Staff
 - Usually one day response

- **REMINDER: Always maintain current contact info!**
 - Some job offers are time sensitive-48 hours to respond!
 - Monitor your primary email at least daily after applying!

Federal Job Interview

(Bonus Info)



- Interviews may be conducted in person or telephonically
- In-Person Interview is done in front of a panel of 3 to 4 people
- You will have 15 minutes to review 3 to 4 questions & take notes
- You are introduced to the panel and have 15 minutes total to answer all questions, come prepared!
- Usually are two part questions-Knowledge and Education is the 1st Part, Work Experience and Hands On Ability are the 2nd Part
- When you are answering, the panel is writing, very little two-way conversation taking place, stay calm!
- Specific questions are asked because the panel is looking for specific responses from you, which are scored
- Think STAR-Situation, Task, Action, Result, in short story format
- You will not receive a “Hired” or “Not Hired” at the interview
- Interview is usually the deciding factor for hiring

Helpful Websites



➤ www.hill.af.mil

➤ www.afciviliancareers.com

➤ www.va.gov

➤ www.opm.gov

QUESTIONS?



EMAIL QUESTIONS TO:
HILL.AFB.Outreach@us.af.mil

GOOD LUCK!

YOU GOT THIS!