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
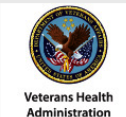
USAJOBS Explanation

- **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

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

Your USAJOBS Account

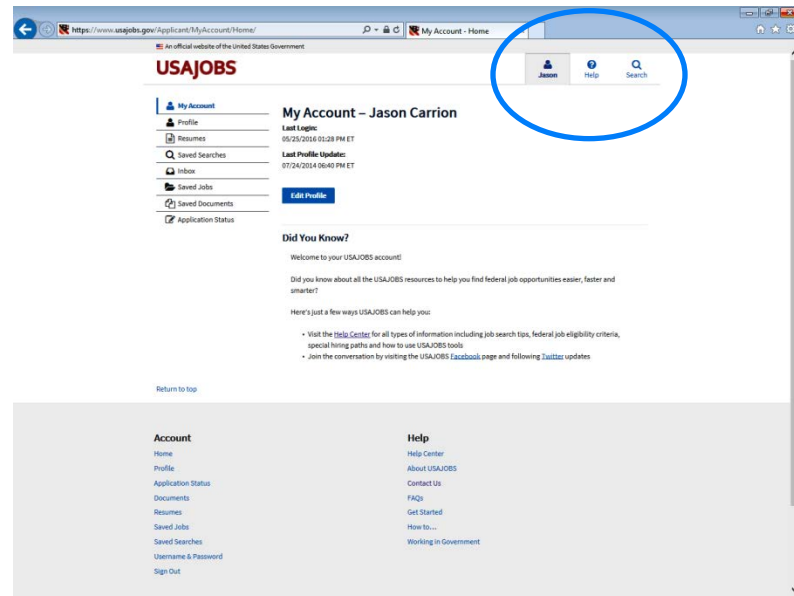# Edit Your Profile

Website Reorganized
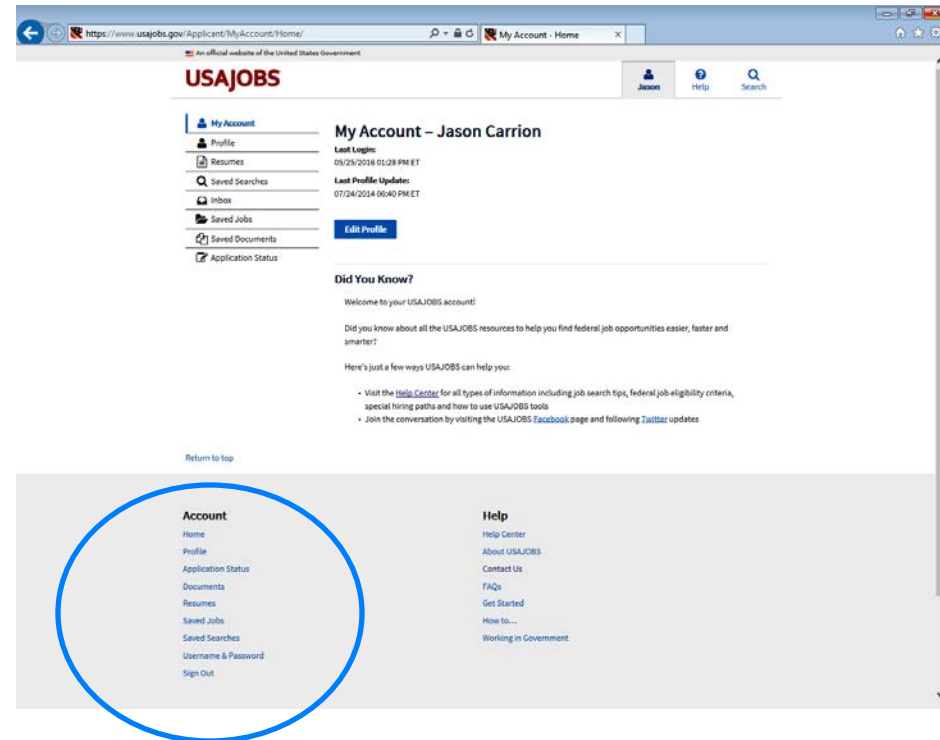# May 2016

- **Top Right has three main Navigation Points**
  - **Your <u>Name</u> takes you to your "My Account" Page**
  - **Resource Center has been renamed "<u>Help</u> Center"**
  - **<u>Search</u> 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

Help Center-Explore

www.USAJOBS.gov

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

www.USAJOBS.gov

Advanced Search

Map Search

www.USAJOBS.gov

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

Saved Search

Saved Search

Saved Search

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

Sample Saved Job

Sample Saved Job

www.USAJOBS.gov

Sample Saved Job

KSA's

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

Resume Builder

Resume Builder

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

www.USAJOBS.gov

Saving Documents

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

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

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

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

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**

- **<u>REMINDER: Always maintain current contact info!</u>**
  - **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!