

Applying to the USDA

through www.USAJOBS.gov



Use of USAJOBS requires the submission of basic applicant information, vacancy specific questions and submission of supporting documentation online. Please see the specific vacancy announcement for guidelines regarding submission deadlines and requirements. This flyer is to give you a general overview on how to use USAJOBS and should not be considered a substitute for the instructions listed in individual vacancy announcements.

Website Information

If you are new to USAJOBS, complete the initial registration. Create a profile which includes your contact information and the option to create or upload a resume and other pertinent documents. Once completed, your information is stored, and you may apply to all our positions, which are announced through USAJOBS. As you continue to apply to vacancies, make certain you have the most current information updated in your profile.

As a registered user, you will be able to:

- View current vacancies and electronically apply to positions;
- Check the status of announcements to which you have applied;
- Search for jobs by specific attributes and save the searches for future use;
- Receive email alerts when jobs you are interested in are advertised;
- Upload, create, update and store resumes, allowing you to personalize them towards a position;
- Update your contact information;
- Change your password; and
- Edit and update finished applications.

Establishing an Account

1. To get started, click [CREATE PROFILE] near the top of the screen.

2. Complete the user information and click [I agree. Create my account].
3. You can build a resume directly in USAJOBS that will include required fields or you can upload a resume.
4. If you choose to build a resume, follow the prompts. If you are unable to complete your resume and need to return to it later, click [Save for Later].
5. After building or uploading a resume you will be ready to apply for a job.

Applying for Jobs

1. If you are searching for a specific job, you may enter in the announcement number in the “Keywords” search box. Otherwise, simply enter key words like “soil conservationist” or “engineer”.
2. Click on the job title to learn more about vacancies that interest you.
3. After carefully reading the vacancy announcement, begin the application process by clicking the [Apply] button located on the right side of the announcement.
4. Select the resume you would like to submit along with any additional uploaded documents required in the announcement and click [Apply for this position now!]. From this point you will be guided through the remainder of the application process.
5. Upon submission of your application you will be redirected to USAJOBS where you may view your application status, continue to browse for open positions, and apply for additional positions that interest you.

Note: Even after you have submitted your application, you will still be able to return and update or edit your application at any time until midnight Eastern Time on the closing date of the announcement.

For More Information

For information about NRCS, visit the website at mt.nrcs.usda.gov. You will also find employment information there under Working for NRCS in Montana.

All job announcements will be posted on www.usajobs.gov.

To search for positions with NRCS in Montana on USAJobs, search key word NRCS and location Montana.

USAJOBS offers excellent online guides and step by step help on topics such as: creating your account, searching for jobs, and managing your career. Visit the USAJOBS Help Center at: www.usajobs.gov/Help

For more information on specific vacancies, please contact the Agency Contact located within the vacancy announcement.

Continue/Edit Application/ Update Resume

1. Go to the USAJOBS website and log in to your account.
2. If you would like to update your resume, do so by clicking on the “Resumes” section on your profile page.
3. Once your resume is updated, or if you would like to go directly to the questions specific to the vacancy, click [Application Status].
4. Click on the job title of the position you would like to continue/edit.
5. Click [Apply] located on the right side of the announcement and follow the prompts.

Applications for the Federal workforce must be complete. Submitting a complete application package is very important as decisions regarding whether your application will be considered further are determined entirely upon the information you initially submit. Eligibility and qualification determinations cannot be made when requested information is missing. Incomplete applications will not be given further consideration for employment.

Supporting Documentation

The supporting documentation required as part of your application may vary from announcement to announcement, and not all the document types listed will pertain to you. You need only submit the documents required to complete your individual application package. For example, the Schedule A Certification would only be submitted by individuals applying for appointment based on eligibility due to a disability, the SF-50 (a form applicable to current and former Federal employees) would only be submitted if needed to document Federal employment status, etc. Please be certain to read each vacancy announcement carefully and in its entirety for a complete list of instructions on which documents you will need to submit. You only need to upload your supporting documentation into the USAJOBA system one time. You only need to re-upload documentation if you want to replace a previous document with an updated version. As a general guideline, supporting documentation may include the following:



USDA is an equal opportunity provider, employer, and lender.

Documentation of Education

Documentation of education is required if there is an education requirement (specific coursework needed or degree in a specific field) or if you are qualifying for the position based on your education (rather than, or in addition to, experience). If either of these are true, you may need to provide the following:

- College transcripts;
- A copy of your college diploma reflecting the field of study.

Documentation for Veterans’ Preference Appointing Authority:

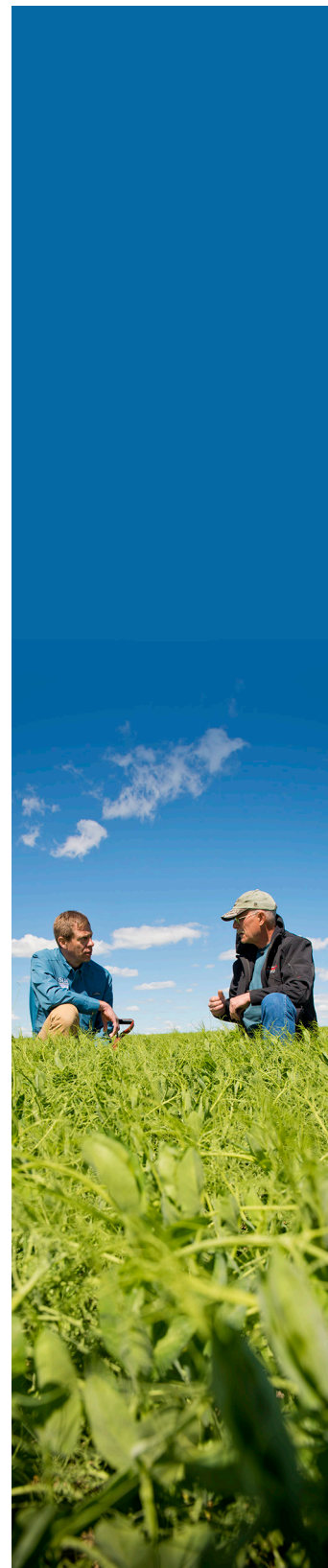
If you are claiming Veterans’ Preference or want to be considered under a Veterans’ Appointing Authority (i.e., VRA, VEOA, 30% disabled veteran), you should submit the following proof of eligibility:

- DD-214 (Please submit the DD-214, Member Copy 4, for the period of service for which you are claiming Veterans’ Preference and/or appointment eligibility.)
- Standard Form 15 - Application for 10-Point Veterans’ Preference and the proof requested on that form (needed only if you are claiming 10-Point preference or are eligible for appointment as a 30% disabled Veteran. For an on-line version of the Standard Form 15, visit: https://www.opm.gov/forms/pdf_fill/SF15.pdf)

NOTE: For more information about Veterans’ Preference or Veteran Appointing Authorities please visit: OPM’s VetGuide at <http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx>

Except for current AMS, APHIS, and GIPSA employees, ALL current and former Federal employees MUST submit a copy of an SF-50B, Notification of Personnel Action when applying under merit promotion procedures, documenting competitive status: Tenure “1” or “2” (Block 24) and Position Occupied “1” (Block 34).

If your current grade is not your highest permanent grade, submit an additional SF-50 showing the highest grade held on a permanent basis.



Montana

Natural
Resources
Conservation
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mt.nrcs.usda.gov

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