

Applying for a Federal Job

Find Your Fit in the Federal Government



Are you interested in applying for a federal job with the USDA Natural Resources Conservation Service, Farm Service Agency, or Risk Management Agency? In working for the federal government, you can make a difference in the lives and futures of Americans, and impact 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, go to www.usajobs.gov and follow the website steps to create an account and a profile.

With a USAJOBS account and profile you can:

- ◆ Save jobs you're interested in
- ◆ Filter and automate custom job search emails
- ◆ Upload resumes or create one using the resume builder
- ◆ Upload and save required documents
- ◆ Apply to any job announcement on USAJOBS



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 so 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: 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, USAJOBS will automatically look for positions that match what you're looking for and email you daily, weekly or monthly with those available jobs. Learn more about how to save a search: www.usajobs.gov/help/how-to/search/save

Review the 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 "This job is open to" 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.

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

Go to usajobs.gov to start your job search!

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.

Find out about local hiring events and virtual trainings offered each month through the website.

You can help shape America's future!

TO BEGIN YOUR SEARCH

SCAN ME



www.usajobs.gov



Prepare Your Application

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 will be able to edit, review, 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: www.usajobs.gov/help/how-to/application

Submit Your Application

Once your application is ready, you’ll be redirected 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 – review the “How You Will Be Evaluated” section for more specifics on which you may be assessed.

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 tab of your USAJOBS account and make sure the hiring agency received your application by verifying on the right side of the screen under “Application status.”

Agency Reviews Application

Once the job announcement closes, 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 categories: (1) Qualified: candidates that meet the minimum qualifications of the position and are proficient in some, but not all, of the requirements of the position. Candidates may require extensive training and/or orientation in order to satisfactorily perform the duties of the position. (2) Highly Qualified: candidates who possess the type and quality of experience that

substantially exceeds the minimum qualifications of the position, including all selective placement factors and appropriate quality ranking factor(s) as determined by the job analysis.

The hiring agency may update your application status to ‘Reviewed,’ but not all agencies provide this update on USAJOBS. After all applications are reviewed, the hiring agency will send the highest qualified applicants to the hiring official—these applicants will likely see ‘Referred’ 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’ on their USAJOBS Application status. 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 information about choosing a career in the U.S. Government, including how-tos and FAQs, please visit www.usajobs.gov/help.

