

USAJOBS

Introduction to applying for a position
within the federal government

What is USAJOBS.gov

- **As the Federal Government's official employment site, USAJOBS provides resources to help the right people find the right jobs.**
- **Connects job seekers with federal employment opportunities across the United States and around the world.**

How to Create an Account

An official website of the United States government

USAJOBS

Sign In Help Search

Keywords: Job title, Skills, Agency

Location: City, State, ZIP, or Country

Search

SHAPE AMERICA'S FUTURE
Find your fit in the Federal Government

Create Profile

Create a USAJOBS Profile Federal Application Process Explore Opportunities

Create a USAJOBS Profile

★ 📁 🏛️ ✓

Create Account

 An official website of the United States government

USAJOBS

Create account

All fields are required

Primary Email address

Only one account can be created for each email address. Do not share your account with anyone else.

Confirm Primary Email address

Username

Your Username must:

- ✘ Be 8 to 20 characters long
- ✘ Have at least one letter
- ✘ Only contain the following special characters: underscore (_), ampersand (&), and period (.)

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

Profile
Complete

Welcome Katherine [Sign Out](#)

Your profile is complete and you're able to apply for jobs on USAJOBS.

HOME

0

APPLICATIONS

0

SAVED JOBS

0

SAVED SEARCHES

Active

Archived

PROFILE

DOCUMENTS

USERNAME &
PASSWORD

Begin your job search

Keywords

Job title, Skills, Agency

Location

City, State, ZIP, or Country

Search

Resume

- Utilize Resume Builder to ensure you are not missing an relevant information
- Should be between 3-5 pages
- Include beginning and ending dates for paid and non-paid work experience, hours worked per week, month and year of employment for each job title listed
- Communicates your qualifications
- Should be tailored for each job
- Is your first and often only impression
- Add as many accomplishments to your experience as possible

Reviewing a Job Posting

When reviewing a job posting pay close attention to the Who May Apply section. Some job postings are limited to only Military Personnel.

Biologist

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

- The Centers for Disease Control and Prevention (CDC) is the agency Americans trust with their lives. As a global leader in public health, CDC is the nation's premier health promotion, prevention, and preparedness agency. Whether we are protecting the American people from public health threats...
- **Salary:** \$71,012.00 - \$99,243.00 / Per Year
- **Series & Grade:** GS-0401-12/12
- **Location(s):** Multiple Locations (52)
- **Open Period:** 12/15/2016 to 12/21/2016
- **Announcement Number:** HHS-CDC-DH-17-1874728
- **Department:** Department Of Health And Human Services
- **Agency:** Centers for Disease Control and Prevention
- **Position Info:** Full Time - Multiple Appointment Types
- **Who May Apply:** United States Citizens

Example of a Job Posting

You are currently searching on:

Location: Albany, New York [Remove](#)

Radius: 20 miles

Refine Your Results By:

Who May Apply:

Open to the Public

Federal Employees

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

Search options

1 to 25 of 66 jobs

« < 1 2 3 > »

Sort By: Relevance

Biologist

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The Centers for Disease Control and Prevention (CDC) is the agency Americans trust with their lives. As a global leader in public health, CDC is the nation's premier health promotion, prevention, and preparedness agency. Whether we are protecting the American people from public health threats, resea

Salary:	\$71,012.00 - \$99,243.00 / Per Year	Department:	Department Of Health And Human Services
Series & Grade:	GS-0401-12/12	Agency:	Centers for Disease Control and Prevention
Location(s):	Multiple Locations (52)	Position Info:	Full Time - Multiple Appointment Types
Open Period:	12/15/2016 to 12/21/2016	Who May Apply:	United States Citizens
Announcement Number:	HHS-CDC-DH-17-1874728		

Psychiatrist - Weekend coverage

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OUR MISSION: 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. This vacancy is to fill one intermittent, permanent appointment Psychiatrist (Physician)

Salary:	\$78.84 - \$126.92 / Per Hour	Department:	Department Of Veterans Affairs
Series & Grade:	AD-0602-00/00	Agency:	Veterans Affairs, Veterans Health Administration
Location(s):	Albany, New York	Position Info:	Intermittent 16 hours - Excepted Service
Open Period:	12/8/2016 to 12/7/2017		Permanent NTE 1 year
Announcement Number:	528D-17-DAL-1849493-030	Who May Apply:	Tour of Duty will consist of 8- 15 hrs Fri, Sat, Sunday, and Holidays services.

Series & Grades

What is a series or grade?

- Series and grade refers to the Federal government's system for categorizing and defining jobs. If you have never worked in the Federal government, you do not have to enter a series or grade on your resume for previous, non government jobs. Upon application, however, you may be prompted to pick the highest grade you desire or are eligible for. The GS pay schedule provides the base schedule and schedules by state. You may also view the wage scale schedules.

Determining which grade is appropriate

Just starting out

- If you are just starting out, you can qualify for jobs at the GS-2 level with a high school diploma or as little as 3 months of general work experience. At GS-3 and GS-4 levels, you can qualify with more months of general experience. Starting at GS 5, jobs generally require 1 year of specialized experience to qualify.

Graduates

- When you have a degree but no specialized experience in a career field, you are eligible for appointment at the GS-5 pay scale. (If you maintained a B average, or met other academic credentials in college, you can start out at the GS-7 pay scale.)

Experience

- To qualify for jobs at the GS-7 and higher grades, your background must have included experience closely related to the work to be performed in the job for which you are applying

Advanced degree

- You can qualify for GS-9 positions on the basis of a master's degree, and for GS-11 positions on the basis of a doctorate.

Steps

A step is a raise in salary. Most grades in the Federal government have 10 steps.

Reviewing a Job Posting

Read Job Overview in Detail

Print

Share

Save

Apply

Job Overview

Summary

What exciting career opportunities await you at CDC?

The Centers for Disease Control and Prevention (CDC) is the agency Americans trust with their lives. As a global leader in public health, CDC is the nation's premier health promotion, prevention, and preparedness agency. Whether we are protecting the American people from public health threats, researching emerging diseases, or mobilizing public health programs with our domestic and international partners, we rely on our employees to make a real difference in the health and well-being of people here and around the world.

Who May Apply: This position is being filled through the Direct Hire Authority for this occupation and is open to all US Citizens.

This position is located in the Department of Health and Human Services (HHS), Centers for Disease Control and Prevention (CDC).

This vacancy will be filled through OPM's Direct Hire Authority. Veterans' preference and traditional rating and ranking of applicants does not apply to positions filled under this announcement. This announcement will be used to fill positions in support of the Zika hiring initiative. Positions may be filled as temporary, term or permanent with a full-time work schedule.

Although this vacancy announcement is being advertised for multiple duty locations and grade levels, it is not intended to convey any implication nor expectation that positions will be filled at each grade level or location.

Additional selections may be made within the same geographical location CDC-wide.

CDC Financial Disclosure —OGE form 450 Holding ourselves to a higher standard; the Centers for Disease Control and Prevention inspires public confidence in its trust responsibilities and mission by maintaining high ethical principles. This position is subject to the confidential financial disclosure requirements of the

How to Apply

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Required Documents

+

Job Requirements

BASIC REQUIREMENT:

- **Degree:** Social Work. Must fulfill all of the requirements for the master's degree in social work in a school accredited by the Council on Social Work Education
- **Click on the following link to view occupational requirements for this Position:**
<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0100/social-work-series-0185/>

In addition to meeting the Basic Requirement, applicants must meet the Specialized Experience:

SPECIALIZED EXPERIENCE:

GS-05: Applicants meeting the basic requirements for the master's degree in social work from a school accredited by the Council on Social Work Education qualify for the GS-05.

GS-07: An applicant meeting the basic requirements of a master's degree in social work **AND** one year of specialized experience at the GS-05 which includes practice in casework methods and a variety of casework services performed under close supervisory guidance and control for training, such as conducting interviews with clients, relatives, and others to obtain pertinent information to be incorporated in the social case history as background for planning indicated services, develop initial tentative conclusions as to appropriate services, and carry out such services as authorized by the supervisor.

Job Requirements- make sure you meet all key requirements:

Key Requirements:

- U.S. Citizenship is required
- Must be registered for Selective Service, see Legal and Regulatory Guidance
- Total salary varies depending on location of position
- PCS expenses if authorized will be paid IAW JTR and Air Force Regulations
- Recruitment incentives may be authorized
- This position is subject to provisions of the DoD Priority Placement Program
- A security clearance may be required

Conditions of Employment

- Position may be subject to random drug testing
- Employee may be required to work other than normal duty hours, to include evenings, weekends and/or holidays
- Shift work and emergency overtime may be required
- Employee must maintain current certifications
- Position may require an appropriate security clearance
- Employee may be required to possess a Clinical Social Work License to practice independently from a U.S. jurisdiction
- May be required to maintain current certifications, i.e, BLS, ACLS
- Position may be identified as having "regular contact with children". In accordance with Public Law 101-647 Section 231, and Public Law 102-190, Section 1094, an FBI fingerprint and State Criminal History Repository (SCHR) Check will be completed on any person selected for those position

The background is a solid blue color with a gradient. At the top, there are several wavy, horizontal lines in shades of blue and cyan, creating a decorative header effect.

Applying

Complete all steps to the application process. Typically includes a Questionnaire.

The complete Application Package must be submitted by 11:59 PM (ET) on 01/31/2017.

- To preview the Application Questionnaire, please click the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/10002247>
- To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the application questionnaire. Please ensure you click the **Submit My Application** button at the end of the process.
- If you are unable to apply online, view the following link for information regarding [Alternate Application](#).

PLEASE NOTE: It is the applicant's responsibility to verify that information entered and/or uploaded, (i.e., resume) is received, accurate, and submitted by the closing date. You may verify your documents have been processed with your application package successfully. You can access your USAJOBS account to do so by clicking here. Uploaded documents may take up to one hour to clear the virus scan.

Human Resources **WILL NOT** modify or change any answers submitted by an applicant.

How Will You Be Evaluated

Your latest resume will be used to determine your qualifications.

- Your application package (resume, supporting documents, and responses to the questionnaire) will be used to determine your eligibility, qualifications, and quality ranking for this position. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.
- Your responses to the questionnaire may be compared to the documents you submit. The documents you submit must support your responses to the online questionnaire. If your application contradicts or does not support your questionnaire responses, you will receive a rating of "not qualified" or "insufficient information" and you will not receive further consideration for this job.

To apply for this position, you must provide a complete Application Package which includes:

- 1) Your Resume (your latest resume will be used to determine your qualifications)
 - If you submit more than one copy of your resume, only the most recent (latest) version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent." It is your responsibility to check the status and timestamp of all documents you submit as part of your application. If your resume includes a photograph or other inappropriate material or content, you will not be considered for this vacancy.
 - For qualification determinations your resume must contain hours worked per week and dates of employment (i.e., hours per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application may be marked as insufficient and you will not receive consideration for this position.
- 2) A complete Application Questionnaire
- 3) Additional Required Documents (see Required Documents section below). Ensure all submitted documents contain your full name, address, phone number, and last four digits of your social security number.

KSA's

(Knowledge, Skills & Abilities)

Add in your resume how your experience meet these qualifications

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:

1. Knowledge of social work practice, principles, and theories.
2. Knowledge of complex helping systems, such as child and family prevention outreach services, professions, organizations and their management and administration.
3. Skill in conducting interviews to establish the nature and extent of concerns/issues and implementing professional community organization strategies and initiatives.
4. Ability to apply professional community organization skills related to the formulating of needs assessments, development and marketing of prevention programs.
5. Ability to effectively communicate both orally and in writing.

What are KSAs?

KSAs -- Knowledge, Skill, Ability

Specific KSAs are needed in performing certain jobs. Individual KSAs are demonstrated through qualifying experience, education, or training. KSAs are defined as:

- **Knowledge** - an organized body of information, usually factual or procedural in nature. For example, having knowledge of human resources' rules and regulations could be used as a KSA for a Human Resources Specialist position. To respond to this KSA, you should indicate what human resources rules and regulations you are familiar with, discuss how you applied these rules and regulations in the work environment, and describe other significant situations you were involved in where you applied these rules and regulations.
- **Skill** - the proficient manual, verbal, or mental manipulation of data or things. For example, having skill with operating personal computers could be used as a KSA for an Office Automation position. To respond to this KSA, you should indicate what type of personal computers you have operated, discuss the various types of software programs you have used, and describe how these programs were used in your work environment.
- **Ability** - the power or capacity to perform an activity or task. For example, having the ability to use a variety of laboratory instruments could be used towards a Laboratory Technician position. To respond, you should describe the types of laboratory instruments you have used, discuss the types of assignments you completed using the laboratory equipment, and describe the impact using the laboratory equipment had on your work environment.

Importance of KSAs

KSAs are used to distinguish the "qualified candidates" from the "unqualified candidates" for a position.

A vacancy announcement will list the KSAs in terms of "specialized experience" requirements. You will be evaluated against each KSA to see if you qualify. You must show either the relevant education requirements or one year of experience that shows the KSA requirements.

Some positions might also have KSAs listed as "selective factors" that are unique requirements for that position. If there are selective factors listed on the vacancy announcement, you should address your experience that is relevant for each selective factor requirement. If you do not, you will not receive further consideration in the evaluation process.

A resume is important to the job application process since it shows your general experience, education, activities, and other accomplishments. The KSAs listed in the job opening are also important because the KSAs provide you with an opportunity to draw attention to and expand on the specific factors the agency is looking for and provides an opportunity for you to spell out why you are the best qualified candidate for the job.

Be sure that your resume covers all the KSAs. As an applicant, it is your responsibility to show how your education and experience meet the requirements for positions.

Writing Your KSA Responses

To prepare responses to KSAs:

- Read the vacancy announcement thoroughly.
- Review your resume.
- Add information relevant to each KSA.
- Link all of these different examples explicitly to the KSAs.
- Write your KSAs in the first person.
- Focus on any outcomes to which you directly contributed.
- Make sure your answers reflect your level of responsibility.
- Review your answers.
- Ask a friend who knows you well to read over your finished answers.

Additional Information About KSAs

Give examples that show:

- **Initiative:** You saw a problem and resolved it.
- **Innovation:** You developed a new system; used software for a new purpose.
- **Leadership:** You mentored less experienced employees.
- **Complexity:** You experienced challenging times on the job.
- **Scope:** You were involved in a variety of work that covered many functional areas (e.g., personnel, budget, information technology, etc.).
- **Teamwork:** You were part of a team activity whose members possessed different skills and abilities, shared a common purpose, and worked together to achieve clearly identifiable goals (remember when showing team activity to identify YOUR role in the team, not the role of the team).

Sample KSA Responses

Knowledge of health sciences. - While in college pursuing my Bachelor's Degree in Allied Health, I took courses in (give specific examples which show you have knowledge of anatomy and physiology). At the same time, I gained additional knowledge of health in my position at.... In this job I was responsible for (give specific examples). Performing these assignments gave me an opportunity to gain knowledge of (list some examples of knowledge's you gained). Indicate whether you have any special skills, received any awards for what you did in your job, or have completed any training that you can relate directly to the KSA.

Skill in collecting, analyzing, and summarizing data using computer software. - In my current position, I have used the following software packages [list examples]. Using these software packages, I have been able to complete assignments such as [give examples that show what you completed, what you did, and what the outcome was]. I completed these assignments for [indicate who requested] and performed them as part of a project on [indicate if part of a larger project]. The final result of the actions I performed included [give examples] and supported others in the work environment by [give reasons]. Indicate whether you have any special skills, received any awards for what you did in your job, or have completed any training that you can relate directly to the KSA

Example of Required Documents

1. Your Résumé - You are encouraged to use the USAJobs online resume builder to ensure that all required information is in your resume. If you use your own résumé, curriculum vitae, or any other written form you choose then you must describe your job-related qualifications that include beginning and ending dates for paid and non-paid work experience, hours worked per week, month and year of employment for each job title listed.
2. A complete Assessment Questionnaire
3. Other supporting documents:
 - Proof of Education: Transcript(s); documentation of evaluation of foreign education, if applicable
 - Schedule-A Letter, if applicable

Note: You may submit an unofficial transcript or a list of college courses completed indicating course titles, credit hours, and grades received. An official transcript from an accredited educational institution is required if you are selected for the position.

Failure to submit any of the above mentioned required documents may result in loss of consideration due to an incomplete application package. It is your responsibility to ensure all required documents have been submitted.

Profile
Complete

○
RESUMES

Documents - Resumes



HOME

○
OTHER
DOCUMENTS



PROFILE



DOCUMENTS



USERNAME &
PASSWORD



Get noticed by recruiters--make your resume searchable

If you make your resume searchable, your profile and resume will be visible to recruiters searching our resume bank. Only one resume can be searchable at a time.

Resumes (0/5)

[? Help](#)



Upload or build
resume

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Additional Help

[What should I include in my resume?](#)

Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or

Example of Resume

Karen D. [REDACTED] RN
30 [REDACTED]
[REDACTED]
[REDACTED]
Email: [REDACTED]@yahoo.com

US Citizen
Current GS/Band: N/A
Veteran's Preference: N/A
Federal Civilian Employee: N/A

Job Title: Registered Nurse, Emergency Room
Department: Department of Veteran Affairs
Job Announcement Number: MEM 203033

SPECIALTY / EXPERIENCE AREAS

Triage; Emergency Room; Telemetry; Pediatric; Trauma Care; Cardiology; Intensive Care;
Psychiatric; Critical Care (2 years in ICU); Orthopedic Care

PROFESSIONAL EXPERIENCE

Staff Nurse, Emergency Department, 8/2007-Present; 3/2007-8/2007
Lodi Memorial Hospital, 331 Sunset Drive, Lodi, CA 94525
Hours Per Week: 36; Salary: \$69.00/hr.
Supervisor: Delia James, 209-637-5711, May Contact

PROVIDE PRESCRIBED MEDICAL TREATMENT AND PERSONAL CARE SERVICES.
Initially hired through temporary agency MedStaff and earned subsequent full-time employment. Assigned to the patient care/triage area or critical area as needed within a 50-bed hospital (average of 50 patients per week in the Emergency Room). Greet each patient, assess severity of condition, and send them to the appropriate area, including orthopedic, lacerations, and non-trauma areas all the way to fast-tracked situations. Coordinate care between receiving nurses and ensure their presence in the area indicated for the patient.

Special Hiring Authorities

- Veterans Recruitment Appointment (VRA)
- Veterans 30% or more disabled
- Disabled veterans who completed VA training
- Schedule A for people with disabilities
- Military Spouse
- Certain former overseas employees
- AmeriCorps VISTA, Peace Corps

Summary

- Review the entire Job Opportunity Announcement
 - Understand the requirements
 - Assess your skills
 - Select in/Select out
- Pay close attention to the instructions
- Separate important information
- Tailor your résumé