



**NOAA
FISHERIES**

**Office of
Habitat
Conservation**

Navigating **USAJOBS**

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Creating Your USA Jobs Profile

- Don't wait for the “right” position to get started
- Review resume requirements (citizenship, salary, weekly hours)
- Copies of transcripts
- Always consider your references

Applying to a USA Jobs Vacancy

- Familiarize yourself with pay scales, appointment types, and who can apply sections.
- Vacancy types - *DE/CR (public)*, *Direct Hire (no vacancy questions)*, *MAP (Fed's only)*
- Read the full announcement. Most importantly, review the **vacancy questions**.
- Answer the vacancy questions prior to writing resume – be generous, but don't lie.
- Incorporate the questions and your answers in your resume – this is how you will be scored.
- Sometimes you can determine which answer is the highest score

Applying to a USA Jobs Vacancy cont.

- Cover letters can be helpful, but often times are not required.
- Submit your resume and other materials prior to the close date.
- Download your application package for your records.
- Setup job status change alerts & follow-up with agency contact as appropriate

Questions?

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