Navigating USAJOBS

Step #1: Create an account at https://www.usajobs.gov/ if you don't already have one.

    a.   This is the site where you will find and apply for federal positions no matter which agency. Make sure to write down your username and password and keep it in a safe place.

    b.   Please note: an additional security measure has been added - login.gov.

Step #2: Search for positions

    a.   Start your search by including keywords or location(s) of interest. You can filter by the terms below to find a better fit:

        1.   Hiring Path: While some federal jobs are open to the public, some are only open to people under unique hiring paths, including current or former federal civilian employees. You can filter your job search results to show jobs that meet your eligibility criteria.

        2.   Salary or Pay Grade (*see below)

        3.   Department or Agency

        4.   Occupational Series or Job Category: This is organized by a common series of codes. All federal positions have a 4-digit code i.e., Forestry Technician - 0462.

        5.   Location: Include a location of interest, if known.

        6.   Work Schedule

        7.   Appointment Type: This describes the type of employment you are interested in i.e., Permanent, Temporary, Student, etc.

        8.   Security Clearance

        9.   Travel Percentage: You can filter your search results by the amount of travel the job requires.

Step #3: Save your search and receive an email of new positions as they are posted.

When reviewing position listings:

Be aware of the pay grade: At most agencies, professional jobs are organized into one of 15 grades, titled GS or General Schedule. For each grade, there are general minimum qualification requirements.

- GS – 05: Entry-level positions, straight out of college. Typically require four-year course of study. If you are an <u>undergraduate student</u>, you will most likely fall under the <u>GS – 03/GS – 04 range.</u>

- If you are a <u>master's student</u>, review GS – 07: Bachelor's degree and 1 year of relevant experience or one full academic year of graduate-level education.

*For a list of keyterms specific to the federal government, please visit: www.usajobs.gov/Help/glossary/.