# Applying for Federal Jobs

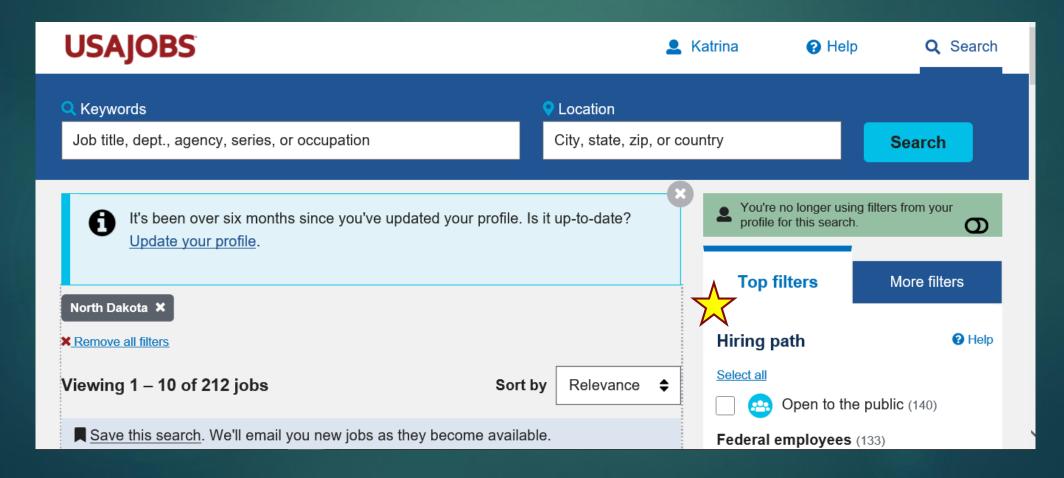
KATRINA MICKELSEN- NDNG-STAFFER

### Overview

- How to search for a job
- Resume Building
- Application process
- What to expect

### Job Search

You can modify your searches by using the filter section on the right side of the screen.





Each vacancy will be linked to a hiring path. You can use these to determine if you would meet the Area of Consideration. \*\* read full announcement for any further defined Areas of Consideration.

Physician Centers for Disease Control and Prevention Department of Health And Human Services	☆ Save Job Starting at \$75,628 (GP 13- 15)	Overview		P <u>Help</u>	This job is open to
Multiple Locations	Multiple Appointment Types • Full-Time	Open & closing dates ① 01/04/2019 to 02/06/2019	Service Excepted		National Guard & Reserves Current members, those who want to join, or transitioning military members.
() Open 07/09/2018 to 04/11/2019		Pay scale & grade WG 12	Salary \$27.34 to \$31.97 per hour	**	Clarification from the agency Opent to current enlisted members in the NDANG.

USAJOBS

#### Job Announcement

#### About the position

AIRCRAFT MECHANIC						
DEPARTMENT O <u>Air National Gu</u> NGND 119 OPS (	<u>iard Units</u>	CE				
Overview	Locations	Duties	Requirements	Required Documents	Benefits	How to apply

You will want to review the information on the announcement before you get started.

### Qualifications

- Max Rank for position
- Compatible AFSC/MOS (Although not disqualifying factor, applicant must be able to obtain it.)
- General and Specialized Experience. Any special certifications/licenses required
- Education Requirements

#### Qualifications

#### MAX MILITARY GRADE

TSgt

#### COMPATIBLE MILITARY ASSIGNMENTS

2A3XX 2A5X1 2A5X2 2A5X4 2A6XX 2A8X1 2A8X2C 2A8X1C 2A8X1E 2A8X2E

#### GENERAL EXPERIENCE

Experience or training that has provided the candidate with the skill to remove and replace aircraft parts, accessories, and components, and to make adjustments and settings according to established specifications. Must be skilled in the use of hand tools and test equipment.

#### SPECIALIZED EXPERIENCE

Experience or training installing, adjusting, aligning, troubleshooting and functionally testing the various major and minor mechanical and pneudraulic systems on an

### Questionnaire

#### How to Apply

To apply for this position, you must complete the online application/Occupational Questionnaire and submit the documentation specified in the Required Documents section below. To view the Occupational Questionnaire, click the following link: https://apply.usastaffing.gov/ViewQuestionnaire/10391425

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This link will show you the full online assessment questionnaire. You can use this to tailor your resume and ensure you have provided full justification.

#### 1. GENERAL EXPERIENCE

Experience or training that has provided the candidate with the skill to remove and replace aircraft parts, accessories, and components, and to make adjustments and settings according to established specifications; must be skilled in the use of hand tools and test equipment?

- 🛛 A. Yes
- B. No

For each of the statements below, choose the response that best represents your education experience, and training. Do not overstate or understate your level of experience and capability. Note: Your answers will be verified against the information you provide in your resume, transcripts, or application and information provided by your references.

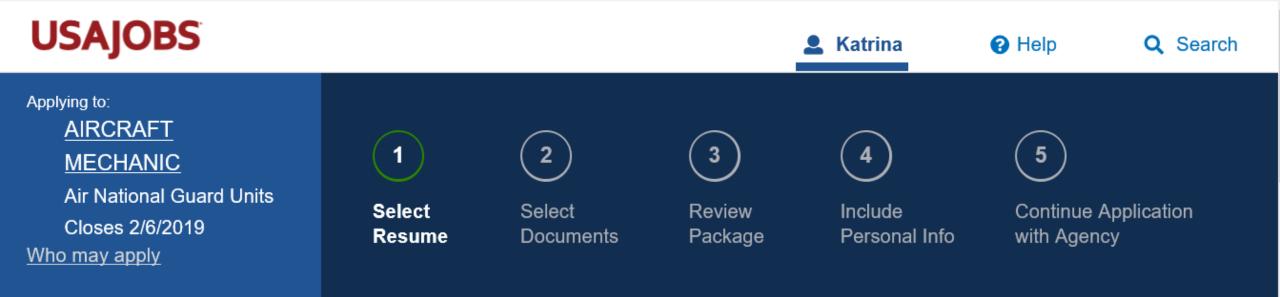
Select the one statement that most accurately describes your training and experience carrying out each task using the scale provided.

**3.** Performs preflight, postflight, thru flight, periodic, isochronal, phase, hourly and special inspections, as well as servicing, defueling, scheduled and unscheduled maintenance.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

Example of assessment questionnaire

### Building your Resume



### Building your resume

- You may use your own format, or utilize USAJOBS to create your resume.
- Name and contact information ( a good day time phone number and email address).
- Work experience: Employer, location, position title, start and end date, average hours worked per week, responsibilities and accomplishments. It is optional to include your Supervisor's name and contact information.

### Be Concise

- Provide as much detail as possible, but be concise. Wordy or irrelevant information will only confuse the reader.
- When tailoring your resume, delete education or experiences that do not relate to the position.
- Do not assume the reader is familiar with organizations in your resume.
- Provide context when appropriate, and avoid acronyms. Omit unnecessary details.

### Education

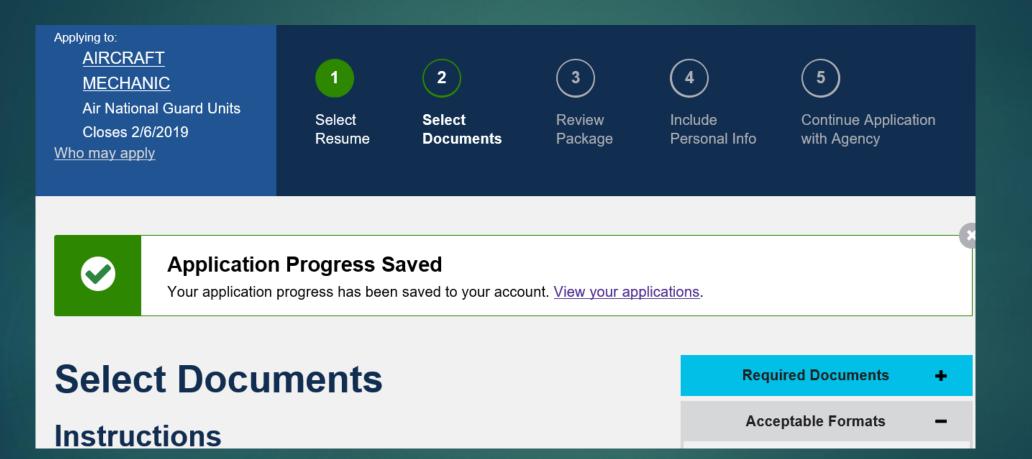
Schools attended, degrees obtained

- Include basic information about all schools attended and coursework completed.
- If you wish to substitute education for experience to qualify for a job, you must include the information about coursework in your resume. To ensure that you receive appropriate credit for your academic credentials, you should provide as much information as possible.
- You MUST submit your transcripts in order to receive credit for your education. (Pay attention to the vacancy announcement, you may be required to submit an official transcript.)

#### Additional information

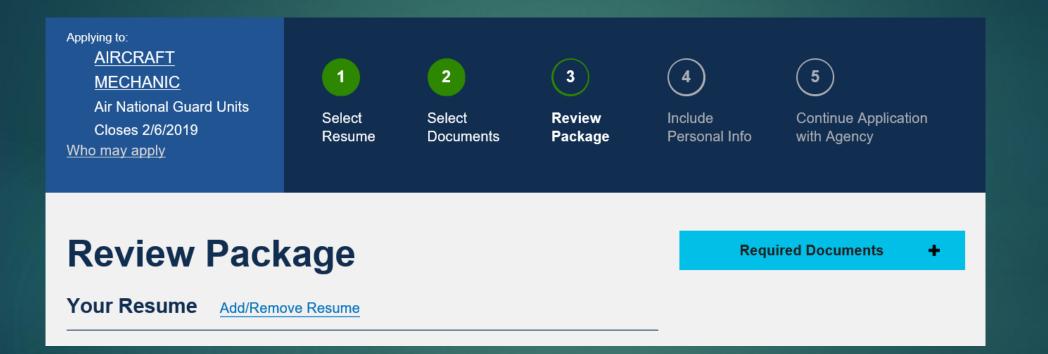
- Include any classes, seminars, coursework, certifications, or trainings you have completed that relates to your professional development and the position description.
- Highlight any leadership role and volunteer experience you may have had, to the extent that it relates to the job description.
- You may wish to touch on skills, awards, leadership activities, public speaking engagements, volunteer experience that did not fit within your previous job duties or education.

### Step 2. Select Documents



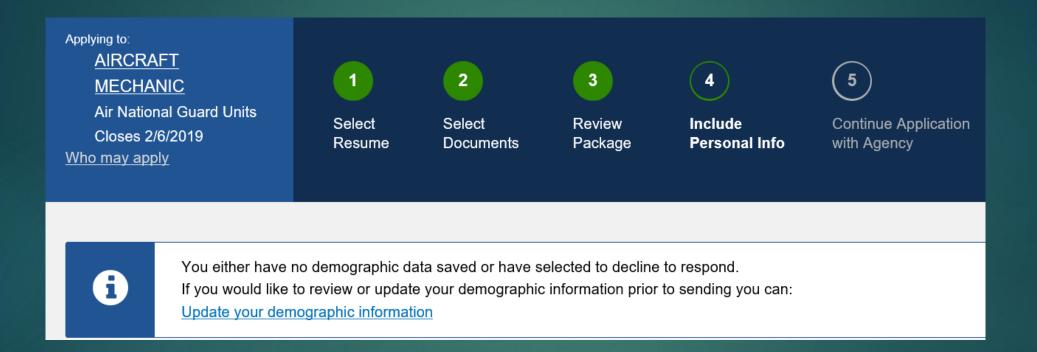
Upload any supporting documents. (i.e. transcripts, DD 214s, additional justification sheet, etc.

### Step 3. Review your package



Last chance to ensure you have all your supporting documentation.

#### Step 4. Include Personal Info



Double check your personal information. Pay special attention to your contact information as this is what the selecting official or HR Specialist will use to contact you.

# Step 5. Continue Application with Agency







Package

Include Personal Info

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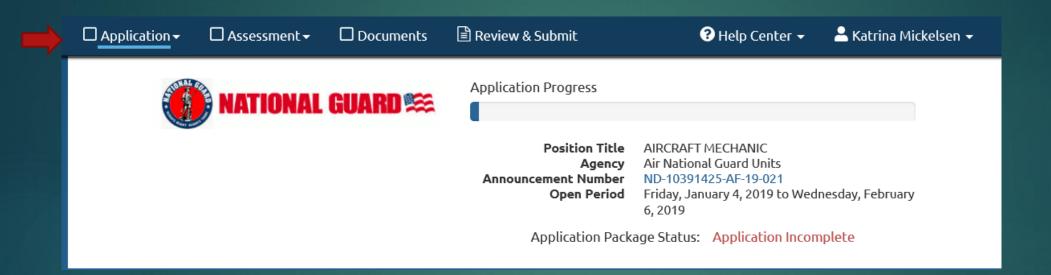
## Continue Application with Agency

You will leave USAJOBS and be sent to the Air National Guard Units application system once you select "Continue to Agency Site."

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You will be taken to the application system to complete the online assessment.

### **Application Process**



You will now finish the application process. Throughout this section you will enter your demographic and personal information, answer the questions on the assessment and have an opportunity to upload any additional documentation before submitting your application.

### After you apply

Each agency is required to notify you during four points in the process.

- When your application is received
- If you meet basic qualifications
- When your application is referred to the selecting official
- If you are offered the position

### (1) You application is received

Thank you for submitting your application for the **Children** MECHANIC vacancy located at the ND 119 Children for this vacancy was received at 1/2/2019 14:45 EST.

Dear

Your qualifications will be assessed based upon the responses you provided in the questionnaire, as well as all supporting documentation submitted with your application package.

Please visit your USAJOBS account to review the status of your application: https://my.usajobs.gov/Account/Login.

Thank you for your interest in employment with the National Guard.

\*\*THIS IS AN AUTOMATICALLY GENERATED EMAIL - PLEASE DO NOT RESPOND TO THIS EMAIL MESSAGE\*\* read less

#### Most likely an e-mail from USAJOBS.

Will be sent to the e-mail address you used to create your USAJOBS account.

### (2) If you meet basic qualifications

#### Dear Dialection

This notification is a record of the results and referral status for the application you recently submitted to the National Guard for the position below:

Position Title: POWERED SUPPORT SYSTEMS MECHANIC Pay Plan - Series - Grade: WG-5378-10 Hiring Office: ND 119 Operations Group DET 1 Location: Fargo, North Dakota

Your rating results/referral status is: Eligible for the following position or positions: WG-5378-10; You are tentatively eligible for this series/grade combination based on your self-rating of your qualifications.

#### Mostly likely an e-mail.

### (3) If you are referred

#### Please Note:

This letter serves as the notification of your status for referral; however, additional referrals may be issued. A quality review was only completed of the candidates who were among the qualified candidates for the position. If you are eligible and your application was not referred to the selecting official, it may be a result of the Area of Consideration you are in or because the state Merit Placement Plan places limitations or boundaries for qualified candidates that may be referred. Thank you for your interest in Federal employment. You are encouraged to visit our National Guard state website or the USAJOBS website at https://www.usajobs.gov to view

additional employment opportunities which may be of interest to you.

For additional information, please refer to the job opportunity announcement for this position.

#### \*\*THIS IS AN AUTOMATICALLY GENERATED EMAIL -PLEASE DO NOT RESPOND TO THIS EMAIL MESSAGE\*\*

Most Likely an e-mail.

If you were qualified and not referred it could be due to one of the following: -you were not qualified at the highest level. (i.e. 7/9/11) -you were not in the first referred Area. (see vacancy announcement.)

### (4) If you are offered the position

- ▶ This will be either the HR Office or the Selecting Official.
- Some agencies will send a written offer with instructions to accept or may be a phone call.
- Some agencies may send those not selected an automated email, or may not contact you at all.

NDNG will be a phone call from the Selecting Official. Non-selected applicants will receive a phone call as well.

### Recap

- Read the announcement all the way through before you being the application process.
- Ensure you have all the supporting documents ready.
- Be concise and specific with your information.
- Proof read your resume.
- ► Follow the process in it's entirety.
- Watch for the e-mail notifications. Do not delete them until the job is filled.

### **Resume writing tools**

- https://www.youtube.com/watch?v=8YX7o1PBoFk
- https://www.usajobs.gov/Help/howto/account/documents/resume/build/
- https://www.usajobs.gov/Help/howto/account/documents/resume/

### Example

Work Experience:	Department of State (Educational and Cultural Affairs) Washington, DC US	9/20XX – 8/20XX Grade Level: 02 Hours per week: 40	_	Comment [EM2]: Don't forget to include past salary or GS Level
	<ul> <li>Public Affairs Assistant</li> <li>Supervisor: John Smith (XXX-222-2222)</li> <li>Okay to contact this Supervisor: Yes</li> <li>Supervised ten contractors on communion time and budget</li> <li>Contacted and pitched media for progranewspaper articles and two interviews</li> <li>Researched public affairs best practices resulting in five adopted measures that if</li> <li>Facilitated biweekly team meetings and presentations for twenty to thirty interviews</li> <li>Participated in team brainstorm sessions and improve efficiency</li> </ul>	m publicity resulting in four in private sector and government, improved agency performance conducted monthly diversity training al staff members		Comment [EM3]: Include the number of hours works per week

#### Example

Department of State (Educational and Cultural Affairs) Washington, DC US

9/20XX – 8/20XX Grade Level: NA Hours per week: 20

#### Intern

Supervisor: John Smith (XXX-222-2222) Okay to contact this Supervisor: Yes

- Wrote fifteen articles about foreign education initiatives in Bureau newsletter and press releases
- Drafted twenty memoranda for the Undersecretary of State
- Assembled financial and budget information for use in Educational and Cultural Affairs internal materials
- Assisted with administrative tasks such as filing documents and organizing meeting logistics

#### Education:

B.A., (May 20XX), Marble House College, Philadelphia, PA 19019 US 35 Semester Hours GPA: 3.50 out of 4.0

Major: Economics, Spanish Language (double major) Relevant Coursework, Licenses and Certifications: Macro Economics, Micro Economics, Statistics, Public Policy Process Comment [EM4]: Great way to highlight subject area expertise

**Comment [EM5]:** Note: do not use abbreviations, write out Educational and Cultural Affairs not ECA

> **Comment [EM6]:** Federal Resumes require you to include # of semester hours to ensure eligibility

#### Example of incorrect dates

#### Security Guard 2016 - 2017

By law, this is only 1 day of experience. 31 December 2016- 1 January 17

#### Corrections Officer - 2014

By law, no credit is awarded.

### Example of not enough information

Department of Defense	
	The duties are extremely vague. Not tailored to specialized or general experience. Does not address
1 United States	the competency statements.
06/2017-Present	*these were the only duties on the resume.*
Title	
Pay: Wage Grade 8	
Duties	
Repair and maintain military armame	nt for North Dakota, to include;
-M9 Pistol, M2A1, M249, M240, M16	Variants, M203, MK19.
Ability to read Technical Manuals, Dia forms.	grams, Illustrations, and Schematics, as well as complete needed Maintenance
Able to lift +50lbs repeatedly as well a	is sit/stand for longer than 90 minutes without issue.

### Example of not enough information

Okay to contact this Supervisor: Yes Data Entry Documenting/Record Keeping Instructional Design Project/Program Management Proofreading/Editing Technical Writing What data? What are you entering data into? (Excel, Access, etc.)

How are you keeping records? What file system do you use? What information are you keeping? What regulations are you following by keeping these documents?

What are you proof reading? Do you do it for others (leadership, co-workers, subordinates)? What are you editing? Do you write policies, memorandums, newspaper, blogs, Facebook posts?