78th Air Base Wing

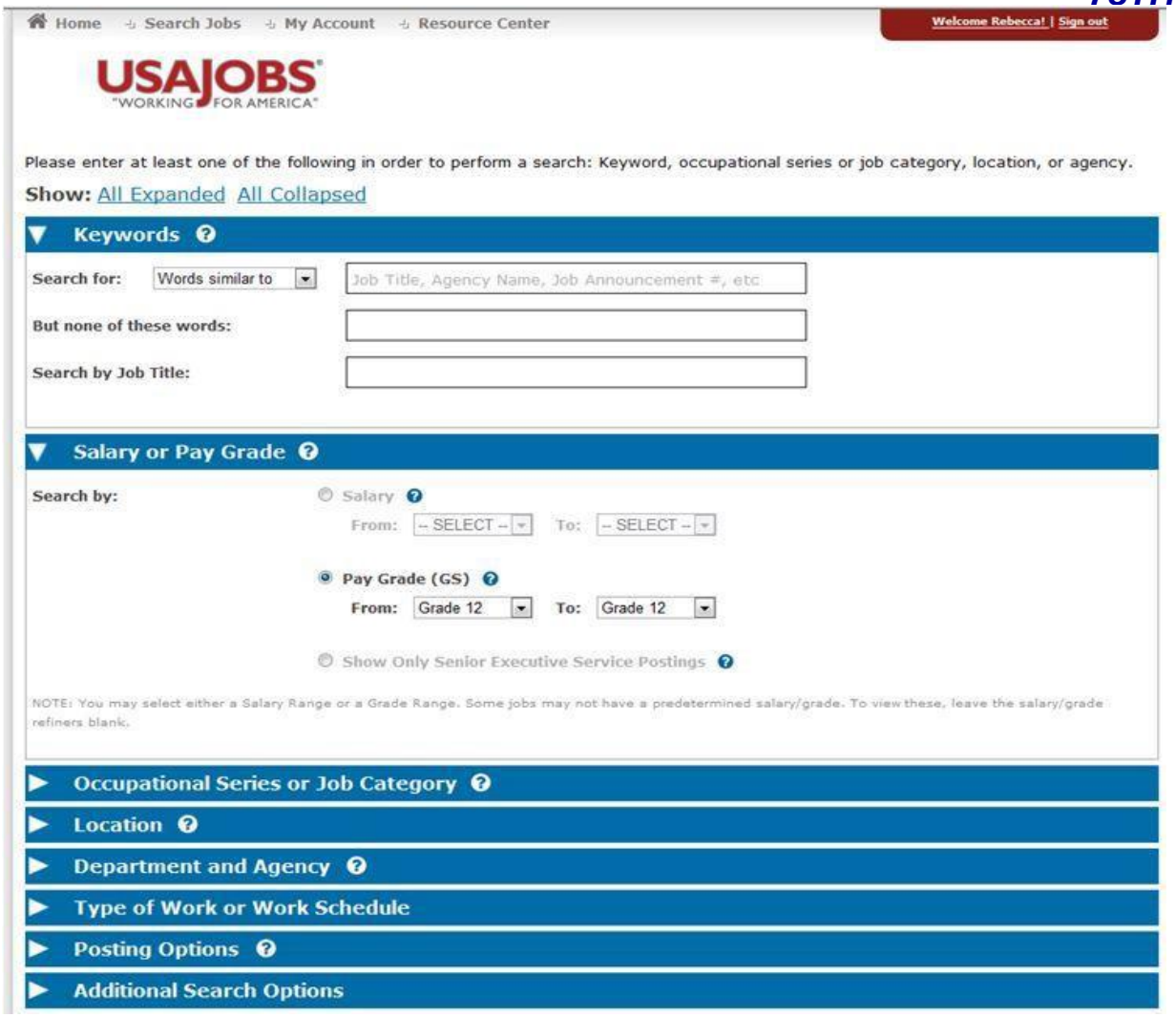
USAJOBS – How do I get through it all?

Presented By:
78 FSS/FSMCP

Objectives

- **Making an Account**
- **Saved Searches**
- **Applying for Jobs**
- **Resume**

Home Screen


Home
Search Jobs
My Account
Resource Center
Welcome Rebecca! | Sign out
USAJOBS
"WORKING FOR AMERICA"
Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.
Show: All Expanded All Collapsed
Keywords
Search for:
Words similar to
Job Title, Agency Name, Job Announcement #, etc
But none of these words:
Search by Job Title:
Salary or Pay Grade
Search by:
Salary
From: -- SELECT --
To: -- SELECT --
Pay Grade (GS)
From: Grade 12
To: Grade 12
Show Only Senior Executive Service Postings
NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.
Occupational Series or Job Category
Location
Department and Agency
Type of Work or Work Schedule
Posting Options
Additional Search Options

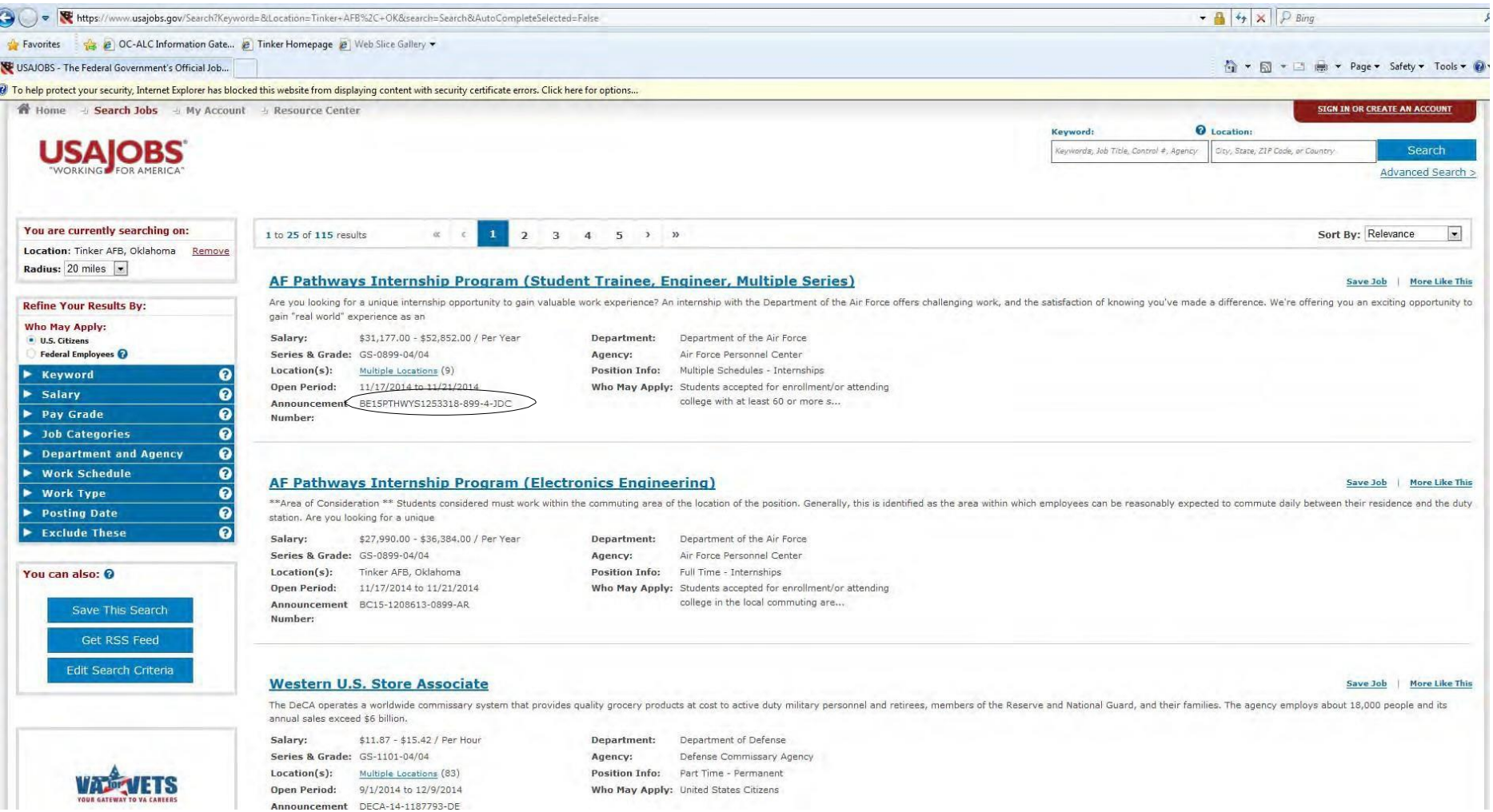
Making an Account

- **Click “Create Account” on the top right corner of the screen.**
- **You will then follow the steps.**
- **You can only have one account per e- mail address.**
- **Make sure to double check everything you enter, especially spelling of your name, SSN, and birthdate.**

Searching for Job Openings

- **Begin with typing Robins AFB, GA in the location space.**
- **You will notice some location(s) say "Multiple Locations", which means it is not a Robins specific position.**

Search Results



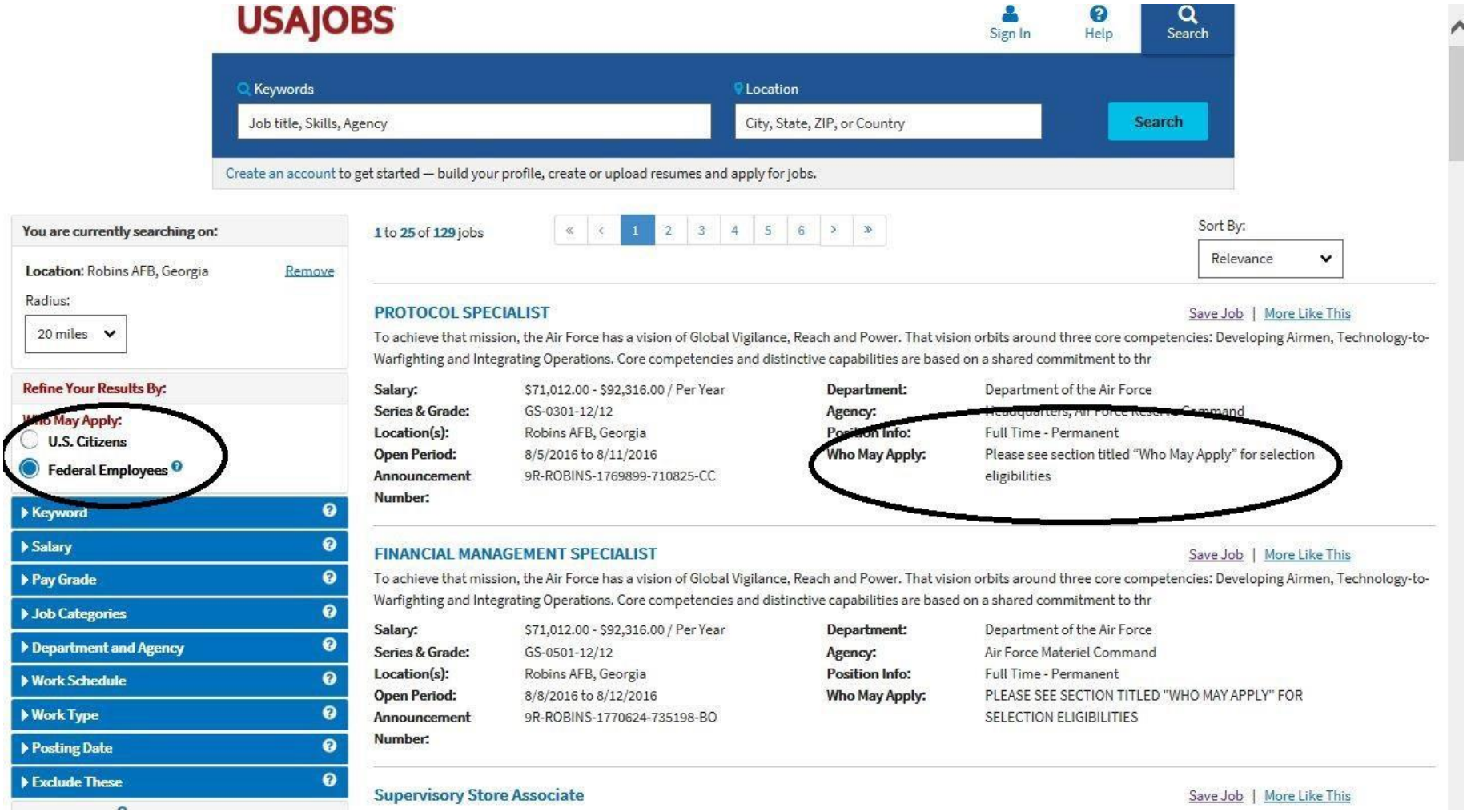
What the Announcement Numbers Mean

- **Announcement: 9R-ROBINS-XXXXXXX-XXXXXX-XX or WRXXXXXXX**
  - **Robins AFB Civilian Announcements**

- **Announcement: SEU-15-0134**
  - **Air Reserve Technician (ART) Announcement**

- **Announcement: AFPC-MED-1214631-0640**
  - **Expedited Hiring Authority (EHA)**

Who May Apply



Who May Apply Contd.

- If “U.S. Citizens” is checked you will only see those jobs that are
  - Open to the public
- If “Federal Employees” is checked you will see jobs open to
  - Internal Air Force Employees Only
  - VEOA
  - VRA
  - Transfer
  - Reinstatement

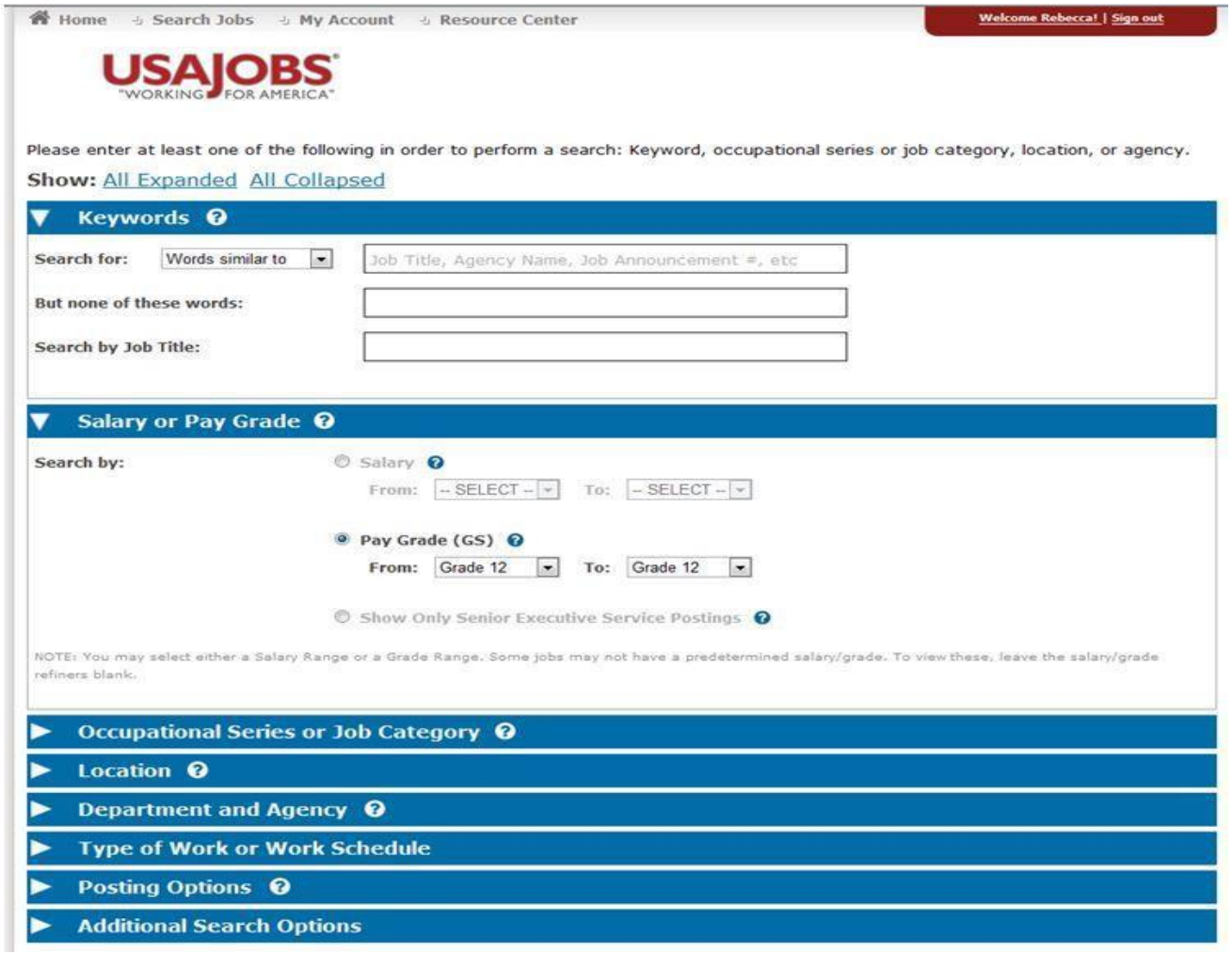
Saved Searches

- **What is a saved search?**
  - **Saved searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then e-mail you when there are new jobs entered into the database that meet your specifications.**

Making a Saved Search

- **Under your account click on “Saved Searches”.**
- **Next you will click on “Create a new saved search”.**
- **You will then be taken to a page where you decide what you want your search to be about.**
- **You can create up to 10 searches.**

Saved Search Contd.



Saved Search Contd.

Are you:

- a current or former Federal civilian employee who holds or held a non-temporary appointment
  - In the competitive service in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
  - In an excepted service position covered by an interchange agreement, or
  - Eligible for reinstatement?
- A Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

○ No - I do not fall into one of these categories and only want to see jobs open to the **general public.**

◉ Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as **federal employees.**

Save this search

Name your Saved Search: * GS-12

Sort Results By: Relevance

How often do you want to receive email notifications to your primary email address?

○ Daily ◉ Weekly ○ Monthly ○ Never – don't email but save for later

Save Search | Save and View Results | Reset Form

Applying for a Job

- **Click Apply Online**
- **You will be redirected to Application Manager, click "Accept and Proceed"**
- **You will then begin answering the questionnaire for the job to which you are applying.**
- **Read all answers as some answers can seem like the right answer at first glance but may end up being just the opposite.**

Building a Resume

- **Once you sign in, click “Resumes”.**
- **You can create five resumes.**
- **If you use the USAJOBS Resume Builder, you will be prompted to put in work experience, education, references, and additional information as necessary.**
- **You can use your own resume but you must make sure it is a federally formatted resume.**

Resume Contd.

- **Do's**
  - **Do be DETAILED – Explain everything you did.**
    - **Detailed job experiences really carry weight.**
  - **Do attach all related documents listed in the job announcement.**
- **Don'ts**
  - **Don't use bullets or vague/generic statements.**
  - **Don't copy the Knowledge, Skills, and Abilities (KSAs), job duties or the OPM standards verbatim into your resume.**

Resume Contd.

- **Resume must contain specific information i.e. Employer's name, dates (mm/yyyy), hours worked per job (40, 50+ etc.)"**
- **Specify which aircraft, type of engines, and/or parts you worked on, the tools, machines, process used, metals, radar, databases, computer systems, etc.**
- **If you use Acronyms please be sure to spell them out at least once in your resume.**
- **Position Specialty language – explain what it is, do not assume everyone understands.**
- **Un-named attached documents.**

Veteran's Preference

- **Documents for Veterans Preference:**
- **5 POINT PREFERENCE – DD214 that shows character of service**
- **10 POINT PREFERENCE - DD214 that shows character of service, signed SF-15, and VA letter dated after 1991**
- **To CALL VA FOR LETTER 1-800-827-1000 or access the VA benefits system**

Questions?