



Forest Service photo by Tanya Flores

NAVIGATING USAJOBS

Make a lasting impact. Apply on USAJOBS today to join a workforce that cares for more than 193 million acres of our Nation’s lands and manages vital resources for Americans.

USAJOBS is the Federal Government’s official employment site, managing the hiring process for thousands of Federal agencies across the United States and around the world. The Forest Service accepts all job applications on www.USAJOBS.gov.

Creating an Account

An account on USAJOBS allows you to track job openings, add searchable information for recruiters, and streamline the application process. To create an account, visit USAJOBS.gov and click “Create Profile” on the front page. You will be walked through a series of steps to create your account, including providing an email address and a password, confirming your email, and setting up a second authentication key. Use an email address that you will always have access to (not a work or school email).

Setting Up a Profile

After signing in for the first time, you can start setting up your profile. USAJOBS will take you through a survey, getting information about which hiring authority you may fall under, general contact information, citizenship status, and education.

Under the Documents section, you can add resumes, cover letters, transcripts, or any other documents needed for job applications. If you already have a resume, upload the document; if not, we recommend using the **USAJOBS Resume Builder** tool to create a Federal resume. These resumes can be made searchable for federal recruiters looking for potential job applicants.

You can also fill out the Preferences section to lay out what types of jobs you are looking for, including work locations and schedules.

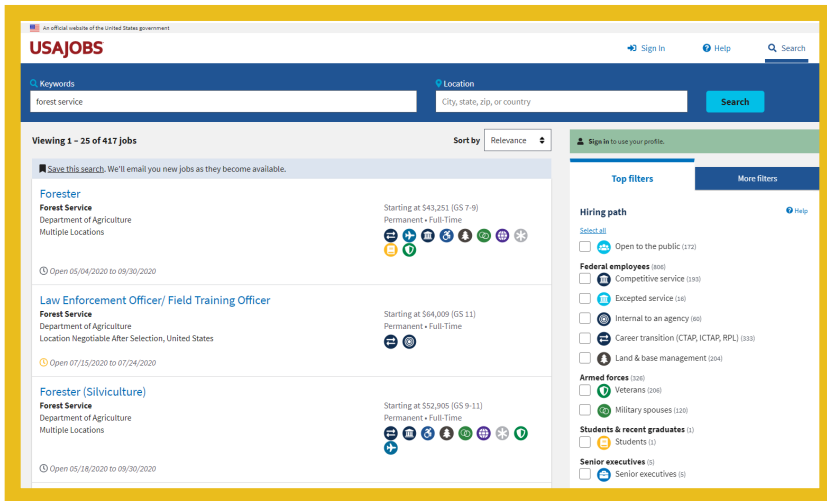
Searching for Jobs

Using the search bar on the front page of USAJOBS, you can search for certain jobs, career fields, or federal agencies. You can use words like “Forest Service,” “forester,” and “communication” to find positions in your field. You can also enter city, state, zip code, or country into the location bar. If you are searching broadly for jobs, use generic keywords and leave the location search bar blank.

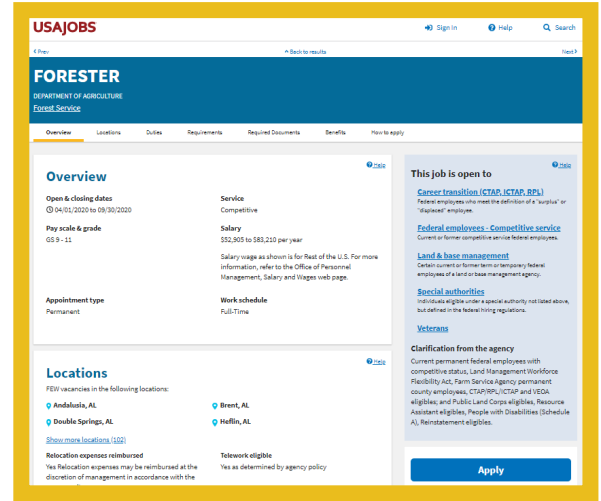


USAJOBS photo

If you filled out the Preferences section in your profile, the search will automatically populate with your choices and filter out jobs that do not fall into those requirements. Search parameters can be added or edited using the Filters box on the right side. The Top Filters tab shows search options like departments, agencies, pay, grade levels, job series, and hiring paths/authorities. The More Filters tab shows search options like relocation assistance, work schedule, appointment type, security clearance, and travel percentage. Once you have selected all of your filters, you can choose to “Save Search” using the notification that appears at the top of the page.



USAJOBS photo



USAJOBS photo

Applying for Jobs

After clicking on a job opening, you’ll find information like “How to Apply,” “Eligibility Requirements,” and “Required Documents.” Read all of this information carefully to find out if you qualify for the job. This area will also identify citizenship requirements.

If you would like to apply for the job later, note the close date and click “Save” below the Apply Now button. You can access this job opening at any time from your Profile, under “Home.”

If you qualify and you are interested, click “Apply Now” on the right side of the job opening page. You will be prompted for application information, including uploading a resume, uploading any additional required documentation, personal information, and how you heard about the job. You will then be redirected to the agency’s hiring site. Complete the hiring questionnaire. Review your application and all your documents carefully and submit. You will receive an email from USAJOBS confirming your application was received.

After Applying

It often takes 2 weeks for Human Resources to review applications. You can find updates about the job in your Profile in “Home” under “Applications”. If you have not received any notifications after 2 weeks, call us at 1-877-372-7248, select Option 2, and follow the prompts. The HR Contact Center is open weekdays from 7 a.m. to 5 p.m. (MT) and closed on all federal holidays.

More information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/fsjobs-events. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.recruiting@usda.gov.