



72 AIR BASE WING



TEAM TINKER



**USAJOBS – How do
I get through it all?**

U.S. AIR FORCE

Integrity - Service - Excellence



Objectives



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





Home Screen



https://www.usajobs.gov/

OC-ALC Information Gate... Tinker Homepage Web Slice Gallery

USAJOBS - The Federal Government's Official Job...

Home Search Jobs My Account Resource Center **SIGN IN OR CREATE AN ACCOUNT**

Keyword: **Location:**

U.S. Citizens Federal Employees

Search

[Advanced Search >](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

The Health Insurance Marketplace

Learn about the Health Insurance Marketplace & your new coverage options. ▶

If you're a Federal employee enrolled in the FEHB Program, you can stay with that coverage. However, if you're not a Federal employee and are uninsured, the Health Insurance Marketplace can help!

[read more](#)

[view all spotlights](#)

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This is a United States [Office of Personnel Management](#) website.
 USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.



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 Tinker AFB, OK in the location space.**
- **You will notice some location(s) say “Multiple Locations”, which means it is not a Tinker specific position.**





Search Results



Browser address bar: <https://www.usajobs.gov/Search?Keyword=&Location=Tinker+AFB%2C+OK&search=Search&AutoCompleteSelected=False>

Navigation: Home Search Jobs My Account Resource Center

USAJOBS - The Federal Government's Official Job...

To help protect your security, Internet Explorer has blocked this website from displaying content with security certificate errors. Click here for options...



SIGN IN OR CREATE AN ACCOUNT

Keyword: Location:

Keywords, Job Title, Control #, Agency: City, State, ZIP Code, or Country:

[Advanced Search >](#)

You are currently searching on:

Location: Tinker AFB, Oklahoma [Remove](#)

Radius: 20 miles

1 to 25 of 115 results Sort By: Relevance

Refine Your Results By:

Who May Apply:

- U.S. Citizens
- Federal Employees

- Keyword
- Salary
- Pay Grade
- Job Categories
- Department and Agency
- Work Schedule
- Work Type
- Posting Date
- Exclude These

AF Pathways Internship Program (Student Trainee, Engineer, Multiple Series)

[Save Job](#) | [More Like This](#)

Are you looking for a unique internship opportunity to gain valuable work experience? An internship with the Department of the Air Force offers challenging work, and the satisfaction of knowing you've made a difference. We're offering you an exciting opportunity to gain "real world" experience as an

Salary: \$31,177.00 - \$52,852.00 / Per Year

Department: Department of the Air Force

Series & Grade: GS-0899-04/04

Agency: Air Force Personnel Center

Location(s): [Multiple Locations](#) (9)

Position Info: Multiple Schedules - Internships

Open Period: 11/17/2014 to 11/31/2014

Who May Apply: Students accepted for enrollment/or attending college with at least 60 or more s...

Announcement Number: BE15PTHWYS1253318-899-4-JDC

AF Pathways Internship Program (Electronics Engineering)

[Save Job](#) | [More Like This](#)

***Area of Consideration *** Students considered must work within the commuting area of the location of the position. Generally, this is identified as the area within which employees can be reasonably expected to commute daily between their residence and the duty station. Are you looking for a unique

Salary: \$27,990.00 - \$36,384.00 / Per Year

Department: Department of the Air Force

Series & Grade: GS-0899-04/04

Agency: Air Force Personnel Center

Location(s): Tinker AFB, Oklahoma

Position Info: Full Time - Internships

Open Period: 11/17/2014 to 11/23/2014

Who May Apply: Students accepted for enrollment/or attending college in the local commuting are...

Announcement Number: BC15-1208613-0899-AR

Western U.S. Store Associate

[Save Job](#) | [More Like This](#)

The DeCA operates a worldwide commissary system that provides quality grocery products at cost to active duty military personnel and retirees, members of the Reserve and National Guard, and their families. The agency employs about 18,000 people and its annual sales exceed \$6 billion.

Salary: \$11.87 - \$15.42 / Per Hour

Department: Department of Defense

Series & Grade: GS-1101-04/04

Agency: Defense Commissary Agency

Location(s): [Multiple Locations](#) (83)

Position Info: Part Time - Permanent

Open Period: 9/1/2014 to 12/9/2014

Who May Apply: United States Citizens

Announcement Number: DECA-14-1187793-DE





What the Announcement Numbers Mean



- **Announcement:** AFMC-1157583R-XXXXXX-9V-MS
 - Tinker AFB Civilian Announcement
- **Announcement:** SEU-15-0134
 - Air Reserve Technician (ART) Announcement
- **Announcement:** AFPC-MED-1214631-0640
 - Expedited Hiring Authority (EHA)



Who May Apply



You are currently searching on:

Location: Tinker AFB, Oklahoma [Remove](#)

Radius: 20 miles

1 to 25 of 197 results

« ‹ 1 2 3 4 5 6 7 8 › »

ELECTRONIC MEASUREMENT EQUIPMENT MECHANIC

WHO MAY APPLY: Click here for more information. You MUST have the identified eligibility in order to be considered. **Air Force is not responsible Career/Career-Conditional Employee and C

Salary: \$51,570.00 - \$60,168.00 / Per Year

Series & Grade: WG-2602-12/12

Location(s): Tinker AFB, Oklahoma

Open Period: 11/19/2014 to 11/25/2014

Announcement Number: AFMC-1255714-218617-9V-LDB

Department: Department of the Air Force

Agency: Air Force Materiel Command

Position Info: Full Time - Permanent

Who May Apply: Internal Air Force Employees Only

Refine Your Results by

Who May Apply:

- U.S. Citizens
- Federal Employees ?

- ▶ Keyword ?
- ▶ Salary ?
- ▶ Pay Grade ?
- ▶ Job Categories ?
- ▶ Department and Agency ?
- ▶ Work Schedule ?
- ▶ Work Type ?
- ▶ Posting Date ?
- ▶ Exclude These ?

You can also: ?

Save This Search

Get RSS Feed

Edit Search Criteria

PROGRAM ANALYST

WHO MAY APPLY: Click here for more information. You MUST have the identified eligibility in order to be considered. **Air Force is not responsible Career/Career-Conditional Employee and C

Salary: \$69,497.00 - \$90,344.00 / Per Year

Series & Grade: GS-0343-12/12

Location(s): Tinker AFB, Oklahoma

Open Period: 11/19/2014 to 11/25/2014

Announcement Number: AFMC-1255636-224691-9V-LDB

Department: Department of the Air Force

Agency: Air Force Materiel Command

Position Info: Full Time - Permanent

Who May Apply: INTERNAL AIR FORCE CIVILIAN EMPLOYEES ONLY

INVENTORY MANAGEMENT SPECIALIST



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.



[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**



Saved Search Contd.



Who May Apply ?

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: *

Sort Results By: ▼

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.**



Applying for a Job Contd.



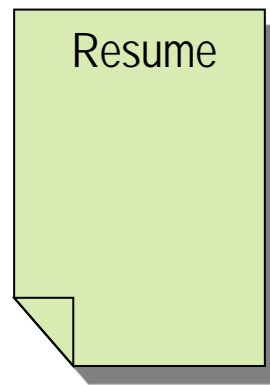
- **After answering all of the questions you will then be asked to upload documents.**
- **The upload documents section is where you will want to add your resume, transcripts, DD214, VA Letter and any other relevant documents necessary.**



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?

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