USAJOBS – How do I get through it all?
Objectives

• Making an Account
• Saved Searches
• Applying for Jobs
• Resume
Home Screen
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

### AF Pathways Internship Program (Student Trainee, Engineer, Multiple Series)
**Description:** 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 have made a difference. We're offering you an exciting opportunity to gain "real world" experience as an intern.

- **Salary:** $21,177.00 - $32,832.00 / Per Year
- **Series & Grade:** GS-0899-04/04
- **Location(s):** Multiple Locations (9)
- **Open Period:** 11/12/2014 to 11/20/2014

### AF Pathways Internship Program (Electronics Engineering)
**Description:** Are you looking for an internship that will expose you to the cutting-edge technologies of the Defense industry? Our internship program offers opportunities to work on projects that are at the forefront of innovation.

- **Salary:** $17,950.00 - $36,384.00 / Per Year
- **Series & Grade:** GS-0899-04/04
- **Location(s):** Tinker AFB, Oklahoma
- **Open Period:** 11/17/2014 to 11/21/2014

### Western U.S. Store Associate
**Description:** The DCA operates a widespread store 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:** $11.6 - $11.45 / Hour
- **Series & Grade:** GS-1115-04/04
- **Location(s):** Multiple Locations (8)
- **Open Period:** 9/1/2014 to 12/31/2014

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

• **Announcement:** AFMC-1157583R-XXXXXXXX-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

**Who May Apply:** Internal Air Force Employees Only

**ELECTRONIC MEASUREMENT EQUIPMENT MECHANIC**

- **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-1255714-213617-9V-LDB

**PROGRAM ANALYST**

- **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-1255636-224591-9V-LDB

**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.
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: * 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.
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?