



USAJOBS[®]

Frequently Asked Questions (FAQs)



USAJOBS is the Federal Government's official employment site, connecting applicants with Federal employment opportunities across the United States and around the world. Federal employees have the opportunity to deliver impactful results working in essential and mission-driven roles throughout the government. Agencies depend on Federal employees who are passionate about public service and want to make a difference as part of a diverse, inclusive, and highly skilled workforce. This guide includes frequently asked questions (FAQs), tips, and resources related to Federal hiring and the application process on USAJOBS.

Getting Started with USAJOBS

Why should I use USAJOBS to search for and apply to Federal job opportunities?

USAJOBS is the Federal Government’s official employment site and serves as the universally recognized “front door” to the Federal hiring process for most agencies. USAJOBS is the place for job seekers to search for jobs, apply to job announcements, find hiring events, and learn about the Federal hiring process. Over 500 organizations across government post job opportunities on USAJOBS, the main avenue for:

- **Finding the job that is right for you** – whether you’re a student, new in your career, or a seasoned professional.
- **Exploring job opportunities** across numerous occupations, ranging from veterinarians to fire fighters to scientists to construction workers to cyber professionals.
- **Searching and applying for a job** where you can make an impact on the most important issues facing the country, including essential mission-driven jobs supporting the Bipartisan Infrastructure Law.
- **Sharing your resume** with hiring managers across government by making your resume searchable.
- **Leveraging USAJOBS tools** like the resume builder, saved job searches, and the job status tracker in your own personal profile for a customized job seeker experience.

[USAJOBS.gov](https://www.usajobs.gov)

How do I get started on USAJOBS?

Go to the USAJOBS website at <https://www.usajobs.gov/> in your web browser. On the USAJOBS homepage, you can search for jobs and access our help center. If you want to apply for a job, you’ll need to create a USAJOBS account and a profile.

You’ll need to first create a login.gov account to sign into USAJOBS. Login.gov will require you to choose an authentication method, which is an added level of security that keeps your application and profile information secure. Once your account is created, you need to complete a profile. With a USAJOBS profile, you can save jobs, automate job searches, and manage everything you need to complete your application, including resumes and required documents. Once your profile is complete, upload your resume or create a resume through the USAJOBS resume builder. Upload supporting documents you might need for your application package (e.g., transcripts, cover letter).

Visit <https://www.usajobs.gov/Help/how-to/account/>



What are the steps in the application process?

The application process begins in USAJOBS and includes the following steps:

- Create a profile
- Create or upload a resume
- Search for jobs
- Review job announcements
- Prepare your application in USAJOBS by selecting a resume and other supporting documents for your application package
- Submit the application to the agency

At this point in the process, you will be directed to the agency's hiring system where you will complete the application process. After the job closes, an agency HR professional will review your application to determine if you are eligible and qualified for the job. You may be asked to complete additional steps such as:

- Complete employment assessments (e.g., writing sample, skills test)
- Participate in an interview

The agency hiring manager selects a candidate(s) for the position and contacts them to start the job offer process.

Visit <https://www.usajobs.gov/?c=fed-app-process>

What types of jobs are available and how do I know if it's the right job for me?

The Federal Government offers a variety of jobs to help Federal agencies achieve their important missions. Search for jobs by going to <https://www.usajobs.gov> and entering a keyword (job title, agency, occupation) or a location. Narrow your search by using the filters. You must be both eligible and qualified to be considered for a position.

How do I determine if I am eligible for a job? Hiring paths help you determine whether you are eligible to apply for a Federal job. Examples of hiring paths include open to the public, veterans, individuals with disabilities, and students and recent graduates. The job announcement displays the hiring paths that are eligible to apply under "This Job is Open to" section.

How do I know if I am qualified for a job? To determine if you are qualified for a job, read the Qualifications section of the job announcement to learn what education, experience, or other skills are required for the job.

Visit <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/>

Students & Graduates

What opportunities are available for students and recent graduates?



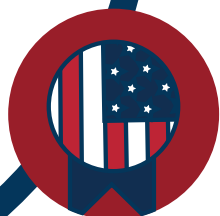
The Pathways Programs offer Federal internship and employment opportunities for current students, recent graduates and those with an advanced degree. Three different paths are available:



Internship Program: This program targets students currently enrolled in a high school, college, graduate school, trade school, or vocational program and offers paid opportunities to work in the Federal Government while completing education. Students who successfully complete the program may be eligible for conversion to a permanent job.



Recent Graduates Program: This program targets those who graduated from a qualifying education institution or certification program within the last two years (six years for certain veterans). Successful applicants are placed in a dynamic, developmental program with training and mentorship opportunities, and they have the potential for conversion to a term or permanent job.



Presidential Management Fellows Program: This program targets recent graduates with an advanced professional or graduate degree, such as master, doctor, or juris doctor. Once in the program, job opportunities include career development with training, mentorship, and developmental assignments.

Visit <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/>





Scholarship for Service: This program is designed to recruit and train the next generation of information technology professionals, industrial control system security professionals, and security managers to meet the needs of the cybersecurity mission for the Federal Government. This program provides scholarships for up to three years of support for cybersecurity undergraduate and graduate (MS or PhD) education. In return for their scholarships, recipients must agree to work after graduation for the U.S. Government, in a position related to cybersecurity, for a period equal to the length of the scholarship.

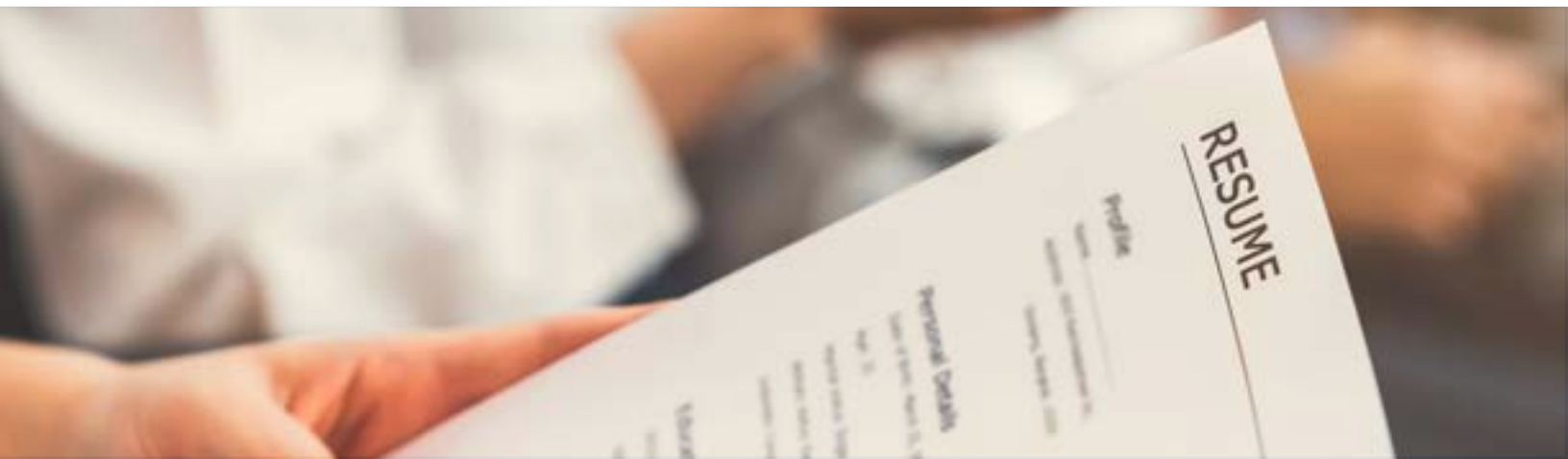
Visit <https://www.sfs.opm.gov/>

How do I find jobs for students and recent graduates on USAJOBS?

The Pathways Programs offer Federal internship and employment opportunities for current students and recent graduates. Go to <https://www.usajobs.gov> and type in the location or a keyword (job title, agency, or occupation), and select “Search.” Or just select “Search” if you’d like to see all jobs. Then, under the Top Filters tab, select the “Students” icon to see internships or the “Recent graduates” icon to see jobs for recent graduates. You can also type “internship” into the keyword on the search bar to see all internships.

Visit <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/>

Resume Preparation



What is required in the resume?

Federal jobs often require that you have work experience for a certain period of time or that you meet education requirements. Work experience can be paid, unpaid, or volunteer. To demonstrate your work experience, you must include:

- The positions you've worked with start and end dates (month/year) and the average number of hours worked per week.
- For each position, include examples of relevant experiences and accomplishments that prove you can perform the tasks at the level required for the job as stated in the job announcement. Your experience needs to address the qualification requirements for the job.

To meet education requirements, include your education experience with dates. You may be required to include your official transcripts in your application package. Refer to the "Required Documents" section of the job announcement to ensure you include all necessary documents.

Visit <https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>

How do I make my resume searchable?

You can make your USAJOBS resume searchable, which allows Federal recruiters to find your resume and view your profile in the USAJOBS resume database. Making your resume searchable automatically makes your profile searchable. When you're signed into USAJOBS, go to your resume under the "Documents" section. Select the Searchable button on the resume you would like to make searchable. You can only make one resume searchable at a time.

Visit <https://www.usajobs.gov/Help/how-to/account/profile/searchable/>

Contact Information

Who do I contact if I need help navigating USAJOBS or have recommendations to improve USAJOBS?

The USAJOBS Help Center can answer many questions you might have on:

- Navigating the USAJOBS site
- Federal hiring process
- Understanding job announcements
- Hiring paths
- Working in the Federal Government

Contact our help desk if you still need help or if you would like to recommend a way to improve the USAJOBS experience. Select a Help Center topic and then select the blue “Contact us” box.

Visit <https://www.usajobs.gov/Help/>

Who do I contact if I have a question about a job announcement or my application status?

USAJOBS allows you to track job status in your profile dashboard. After you apply for a job, the hiring agency is responsible for providing the status of your application (for example, application received or referred). You can check your application status by selecting the “Track this application” link for each application. The hiring agency may also send you emails with updates on your application.

If you have a question about a specific job announcement on USAJOBS, contact the agency HR point of contact. You can find this information in the “Agency contact information” box under the “How to Apply” section.

Visit <https://www.usajobs.gov/Help/how-to/application/status/>



General Questions

How do I learn about Federal hiring or career-related events?

The Events section on USAJOBS posts upcoming hiring and career-related events, which include agency hiring fairs, informational sessions, or webinars on resume and interviewing best practices. Many events are virtual.

Visit <https://www.usajobs.gov/Notification/Events>



What are the benefits of a Federal job?

As a Federal employee, you and your family may have access to a range of benefits. Your benefits depend on the type of position you have – whether you’re a permanent, part-time, temporary or an intermittent employee. You may be eligible for the following benefits, however, check with your agency to make sure you’re eligible under their policies.

- **Health insurance**
- **Dental and vision insurance**
- **Life insurance**
- **Long term care insurance**
- **Flexible spending accounts**
- **Paid parental leave (up to 12 weeks)**
- **Annual and sick leave**
- **Telework**
- **Student loan repayment program**
- **Public service student loan forgiveness**
- **Training and development programs**

Visit: <https://www.usajobs.gov/Help/working-in-government/>