Navigating USAJOBS

Gina D. Mason
Policy Analyst
NOAA Restoration Center

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Margaret A. Davidson Coastal Career Development Workshop
Creating Your USA Jobs Profile

- Don’t wait for the “right” position to get started
- Review resume requirements (citizenship, salary, weekly hours)
- Copies of transcripts
- Always consider your references
Applying to a USA Jobs Vacancy

• Familiarize yourself with pay scales, appointment types, and who can apply sections.

• Vacancy types - DE/CR (public), Direct Hire (no vacancy questions), MAP (Fed’s only)

• Read the full announcement. Most importantly, review the vacancy questions.

• Answer the vacancy questions prior to writing resume – be generous, but don’t lie.

• Incorporate the questions and your answers in your resume – this is how you will be scored.

• Sometimes you can determine which answer is the highest score
Applying to a USA Jobs Vacancy cont.

• Cover letters can be helpful, but often times are not required.
• Submit your resume and other materials prior to the close date.
• Download your application package for your records.
• Setup job status change alerts & follow-up with agency contact as appropriate
Questions?

Gina D. Mason
Gina.mason@noaa.gov
Policy Analyst
NOAA Restoration Center | Office of Habitat Conservation