PARTNERSHIP
FOR PUBLIC SERVICE

USING USAJOBS.GOV

USAJOBS.gov is the official search engine for federal government jobs. Nearly all government job openings are posted on this site, and each job announcement includes details about duties, minimum qualifications, basic benefits and application instructions.

STEP 1: KNOW WHAT TO SEARCH FOR

Navigate to the "Resources for Students and Recent Graduates" section. This section includes some helpful resources:

- **Federal Occupations by College Major**
  Provides job titles and series codes related to certain majors. Use these terms to accurately search for jobs for which you could qualify.
- **Pathways FAQs**
  Gives great information on the Pathways Programs, which help students and recent graduates get into federal careers.
- **A-Z List of Federal Agencies**
  Includes hundreds of federal organizations, with contact information and links to agency websites.

STEP 2: CREATE AN ACCOUNT

Simply provide standard personal information and create a username and password. An account enables you to:

- **Set up search alerts**
  Once you've refined your search criteria, you can save up to 10 different sets of search criteria. You can also have new search results emailed to you automatically. USAJOBS features an RSS option, where you can subscribe to an RSS feed of a specific search.
- **Save interesting job postings**
  Store up to 25 specific jobs of interest.
- **Create or upload resumes**
  Save up to five distinct resumes. Once you create a "master resume," you can make a copy and tailor the language and information included for specific positions.
- **Track your application status**
  The agency will evaluate your application and notify you at four points in the process:
    - When your application is received
    - If you meet basic qualifications
    - When your application is referred to the selecting official
    - If you are offered the position

STEP 3: FOLLOW UP

If you have questions about the position or your application, follow up directly with the human resources contact that is listed at the bottom of each job opportunity announcement. Make sure you have a specific question about the position or hiring timeline before getting in touch! Remember: agencies receive a high volume of applications.

CALL TO SERVE

calltoserve.org

For more information visit