



USA JOBS FACT SHEET

What type of documents do I need to provide?	Resumes, Transcripts, SF-50, SF-15, DD-214, OF-306 and Executive Core Qualifications
What is a SF-50?	The SF-50 is a permanent record in your Official Personnel Folder that documents and reports all personnel actions (except mass transfer and mass change actions).
What is a SF-15?	The SF-15 “Application for 10-point Veterans’ Preference” is used by Federal agencies and OPM examining offices to adjudicate individuals’ claims for veterans’ preference.
What is a DD-214?	The DD-214, “Certificate of Release or Discharge from Active Duty”, is issued to military members upon separation from active service. It contains information about the veteran’s dates of military service and separation. Member 4 copy is best recommended for determining eligibility. It provides the disposition (honorable, other) at the time of discharge.
What is OF-306?	The OF-306, Declaration for Federal Employment is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government’s Life Insurance program.
What are Executive Core Qualifications?	The ECQs are required for entry to the SES and are used by many departments and agencies in selection, performance management, and leadership development for executive positions. If you’re applying to a Senior Executive job within the Senior Executive Service (SES) you must demonstrate you possess the Executive Core Qualifications (ECQs) .
What is Certificate of Eligible?	A list of eligible and qualified applicants created for the hiring manager. Also known as a Referral list, one will receive this notice once they have been referred to the hiring manager.
What is Area of Consideration?	The group of people that an agency will accept applications from to fill a job. This may include a specific location or whether the applicant is a current

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What is Area of Consideration continued?	federal employee, current federal employee working for a specific agency or the public.
What is a Career Appointment?	The type of appointment an employee receives after working for the Federal Government for three years.
What is Competitive Status?	A person basic eligibility for assignment to a position in the competitive service without having to compete with members of the general public in an open competitive examination. Once acquired, status belongs to the individual, not to a position.
What is Delegated Examining?	The competitive application and hiring process an agency uses to hire someone who has never worked for the Federal Government. A job that says it is Open to the public will use the delegated examining hiring process.
What is a Detail?	A temporary assignment in a different job with a specified time period. The employee will return to their job when the detail ends.
What is Direct Hiring Authority?	An expedited recruiting process that agencies can use to fill jobs in occupations that are hard to fill or currently have a shortage. Series are as follows Medical Occupations: 0602, 0610, 0620,647, 0660, STEM Positions: 0110,0401,0482,0801,0810, 0855, 1102, 1310,1306,1320, 1510, 1520, 1529, 1530 and Cyber positions: 0854,1550, 2210.
What is Merit Promotion?	A system where current federal employees compete for an open job and are rated and ranked based on their experience, education, competencies and performance. Also, known as Merit Staffing Program.
What is the Pathways Program?	The Pathways program consists of three programs: the Internship Program, the Recent Graduates Program and the Presidential Management Fellows (PMF) Program. These programs help to recruit, hire, develop, and retain students and recent graduates.
What is Schedule A?	A hiring authority used to increase employment opportunities for people with disabilities.
What is Veteran's Preference?	A hiring preference given to honorably discharged veterans and military retirees who are disabled veteran or retire below the rank of major or its equivalent.

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<p>What is Specialized Experience?</p>	<p>Work experience that is directly related to the work to be performed in a job.</p>
<p>What is the Application or Job Questionnaire?</p>	<p>Some jobs require you to answer several questions as part of the application process. You will see a link to preview the job assessment questions—read these questions before you apply to the job. Your resume must support your answers to the job questionnaire. Your responses to the assessment questionnaire are how you will be rated and per your score, determines if you make the referral list.</p>
<p>Why was my application not qualified?</p>	<p>The hiring agency determines whether or not a job seeker meets the minimum qualifications for a job. USAJOBS displays the information and job status we receive from the hiring agency. Please contact the hiring agency that posted the job announcement if you have questions about your application status or why you were not qualified. You can find the agency contact information at the bottom of the job announcement.</p>
<p>Do Pathways Program jobs lead to permanent?</p>	<p>Yes. The Pathways Program is part of the excepted service; however, it may lead to a permanent, competitive service job if you meet the program requirements and the needs of the hiring agency. Your time in the Pathways Program may also convert to the competitive service. So, if you worked through the Pathways Program for two years and then moved into a competitive service job, we count the two years towards your competitive service time.</p>
<p>How to make your resume and profile searchable?</p>	<ol style="list-style-type: none"> 1. Sign into USAJOBS and go to your Profile. 2. Go to Documents—your resumes will appear in your Documents. 3. Click Searchable on the resume you want to make searchable—if your profile is complete, your resume will become searchable as well.

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<p>How long does it take to get a federal job?</p>	<p>First, it's important to understand the federal application and hiring process. Once you apply to a job, the hiring agency goes through many steps to review your application and make sure you're eligible and qualified for the job.</p> <p>The amount of time it takes to hire someone varies and it depends on the job you're applying to; how many people have applied and the hiring agency.</p>
<p>The hiring agency is responsible for evaluating applications and giving you a status at four points in the application process:</p>	
<p>1. Application received.</p>	<p>The hiring agency receives your application. However, the hiring agency will not look at your application until the job announcement closes.</p>
<p>2. Application reviewed.</p>	<p>The hiring agency has reviewed your application. This may take some time depending on how many people have applied and when the job closed.</p>
<p>3. Applicant referred or not referred.</p>	<p>The hiring agency decides to send, or not send, your application to the hiring manager. If you're eligible and qualified for the job, the agency will pass your application to the hiring manager, who will then do their own review of the applications and schedule an interview if needed. It may take some time to schedule an interview depending on the number of referred applicants. And there may be more than one round of interviews.</p>
<p>4. Applicant selected or not selected.</p>	<p>The hiring manager makes a decision to hire or not hire you. You can check the status of your application(s) in your profile.</p>
<p>How long does it take once I get a federal job offer?</p>	<p>If you receive and accept a tentative job offer, it may take a few weeks to a few months before you start the job. The background investigation and other security checks begin once you accept the offer. The length of these checks depends on the security clearance level of the job. Once the background investigation and additional security checks are done, the hiring agency will extend a final job offer and setup a start date.</p>