



READ THE JOB OPPORTUNITY ANNOUNCEMENT

Before applying to any Federal job opportunity announcement, carefully read and follow its instructions.

1. Job Overview

The overview area focuses on basic job information such as job title, hiring organization, pay, type of employment (e.g., full time vs. part time, career/permanent vs. time-limited), job location, and who may be considered for the position.

Example of an announcement overview

CIVILIAN CAREERS

REAL-WORLD CHALLENGES  **REAL-LIFE REWARDS**

DEPARTMENT OF THE NAVY

Job Title: ELECTRICIAN - NNSY
Department: Department Of The Navy
Agency: Norfolk Naval Shipyard
Job Announcement Number: AN399660

SALARY RANGE: \$21.03 - \$24.53 /hour
OPEN PERIOD: Wednesday, November 24, 2010 to Wednesday, November 23, 2011
SERIES & GRADE: WG-2805-10
POSITION INFORMATION: Full Time Career/Career Conditional
DUTY LOCATIONS: Many vacancies - Portsmouth, VA
WHO MAY BE CONSIDERED: United States Citizens

Pay attention to the “Who May Be Considered” information. If you do not meet the eligibility specified under this section, your application may not be considered. Refer to the “Veterans Hiring Authorities” tip sheet for more information.

2. Key Requirements

This section outlines special job requirements or conditions of employment. Ask yourself: Are you willing to or will you be able to meet such requirements?

Example

KEY REQUIREMENTS:

- U.S. CITIZENSHIP
- Pre-employment physical exam
- Must be able to obtain a Security Clearance
- Shift Work Required
- Occasional travel (approximately 30 days per year)



READ THE JOB OPPORTUNITY ANNOUNCEMENT

3. Qualifications Required

This area addresses essential job knowledge, skills, abilities (sometimes referred to as KSAs or competencies) and, in certain cases, education required for the position.

Thoroughly read this section and ask yourself: Do I meet the outlined requirements? If yes, are they addressed in my resume and/or application package? If not, make the necessary changes. Federal human resources (HR) professionals will not know what qualifications you possess unless you specifically address them in your resume and other documents required by the announcement.

Example

QUALIFICATIONS REQUIRED:

To be considered for this position, you must demonstrate that you are able to do the work of the position under normal supervision, which includes experience with shipboard installation techniques that includes laying out cable runs, strapping and bonding methods, plug assembly, theory of operation of motors, generators, antennas, amplifiers, power distribution, gyro, degaussing, lighting, interior communication, controllers, winch controls, hoist and elevators, etc; reading, interpreting, and utilizing blueprints, electrical and schematic diagrams; and utilizing test instruments such as multimeters, power analyzers, tongmeters, meggers, and frequency meters.

4. How You Will Be Evaluated

Note that most Federal job opportunity announcements, including those posted by the Department of the Navy, will require you to complete an assessment questionnaire. Preview the assessment questions (normally a link to a separate page from the announcement) before applying.

Just as with the information contained under the Qualifications Required area, ensure that what you are claiming in your responses to the questions are reflected in your resume and other required application documents, as appropriate. Federal HR professionals will review your resume and other required application documents and compare them against your responses before making the qualification determination.



READ THE JOB OPPORTUNITY ANNOUNCEMENT

Example of an assessment questionnaire

ELECTRICIAN - NNSY

Vacancy ID: 399660 Announcement Number: AN399660 USAJOBS Control Number: 2105812

Occupational/Assessment Questions:

1. Do you have experience with shipboard installation techniques that includes laying out cable runs, strapping and bonding methods, plug assembly, theory of operation of motors, generators, antennas, amplifiers, power distribution, gyro, degaussing, lighting, interior communication, controllers, winch controls, hoist and elevators, etc.; reading, interpreting, and utilizing blueprints, electrical and schematic diagrams; and testing instruments such as multimeters, power analyzers, tongmeters, meggers, and frequency meters?

- A. Yes
- B. No

Please choose the statement that indicates your level of experience in utilizing the following electrical equipment:

- A- I know little or nothing about this.
- B- I have studied this or I have had training, but I have not used it on-the-job.
- C- I have applied my knowledge to do routine jobs, but I have been closely supervised for more difficult jobs.
- D- I have used my knowledge or ability on my own, under general supervision.
- E- I am consulted by other journeymen in difficult situations, or I am called on to do unusually complex jobs.

2. Volt/OHM meter

3. Current meter

5. How to Apply

Most jobs posted on USAJOBS allow applications to be initiated directly from USAJOBS announcement posting via its Apply Online button. Before you click on that button, be sure to read the required job application documents.

If you do not provide all the required documents, your application will be considered incomplete and you will not be considered for the position.

Example of required documents for an announcement

REQUIRED DOCUMENTS:

- Résumé
- Assessment Questionnaire (Your responses to the assessment questions must be supported in your résumé and supporting documentation.)
- OF-306 (Declaration of Federal Employment)
- Veterans' Preference documentation (if applicable)

All documents must be submitted by midnight (Eastern Time) on the closing date of this job opportunities announcement.