

# Applying for Federal Jobs

During this presentation you will learn some tips and tricks on how to tailor your job application to meet the requirements for federal jobs.

## Helpful Tools:

- ❑ This video will tell applicants the best steps to take when applying to opportunities on USAJobs. It also outlines what to include on specific resumes and how they determined which candidates are: "Not Qualified", "Qualified", and "Best Qualified" for positions. <https://www.youtube.com/watch?v=8YX7o1PBoFk>
- ❑ There are a lot of helpful documents on how to apply for Federal Technician and AGR jobs on our website: [www.ndguard.ngb.army.mil/joblistings/Pages/default.aspx](http://www.ndguard.ngb.army.mil/joblistings/Pages/default.aspx)
- ❑ **Application Manager Handbook** will walk an applicant through the USAjobs application process step by step.



# Common mistakes

- Applicant does NOT provide justification to the Qualification Statements.
- Applicant does not meet the time requirements
- Applicant is very vague in previous job descriptions
- Applicant does not finish the application process on USAjobs

**HOW TO APPLY:**

To apply for this position, you must provide **both** of the following parts:



1. Your responses to the Qualifications Questionnaire, and
2. Your resume and any other documents specified in the Required Documents section of this job announcement.

**Option A: Online Qualifications Questionnaire.**

To begin your Online Qualifications Questionnaire:

Sign into your *USAJOBS* account; you begin the process by clicking the **Apply Online** button. Your résumé will be attached *only* to the Online Qualifications Questionnaire you complete and *Submit* from this session, not to any Questionnaires you may already have Saved or Submitted.

**Option B: Paper Qualifications Questionnaire.**

If it is not practical for you to use the Online Qualifications Questionnaire, you can write your answers on paper. Follow these steps:

1. You can print a copy of this job announcement so that you can read the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this [URtp://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf) or by calling *USAJOBS by Phone* at (703) 724-1850 – after the introduction, press 1, and listen for instructions.
3. You may submit the Form 1203-FX, resume, and any supporting documents by fax.

**By Fax:** If you are faxing a Form 1203-FX, you do not need a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is her**bt**<http://staffing.opm.gov/pdf/usascover.pdf> – and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

**REQUIRED DOCUMENTS:**

**For this job announcement the following documents are required:**

**Current Resume**

**Questionnaire**

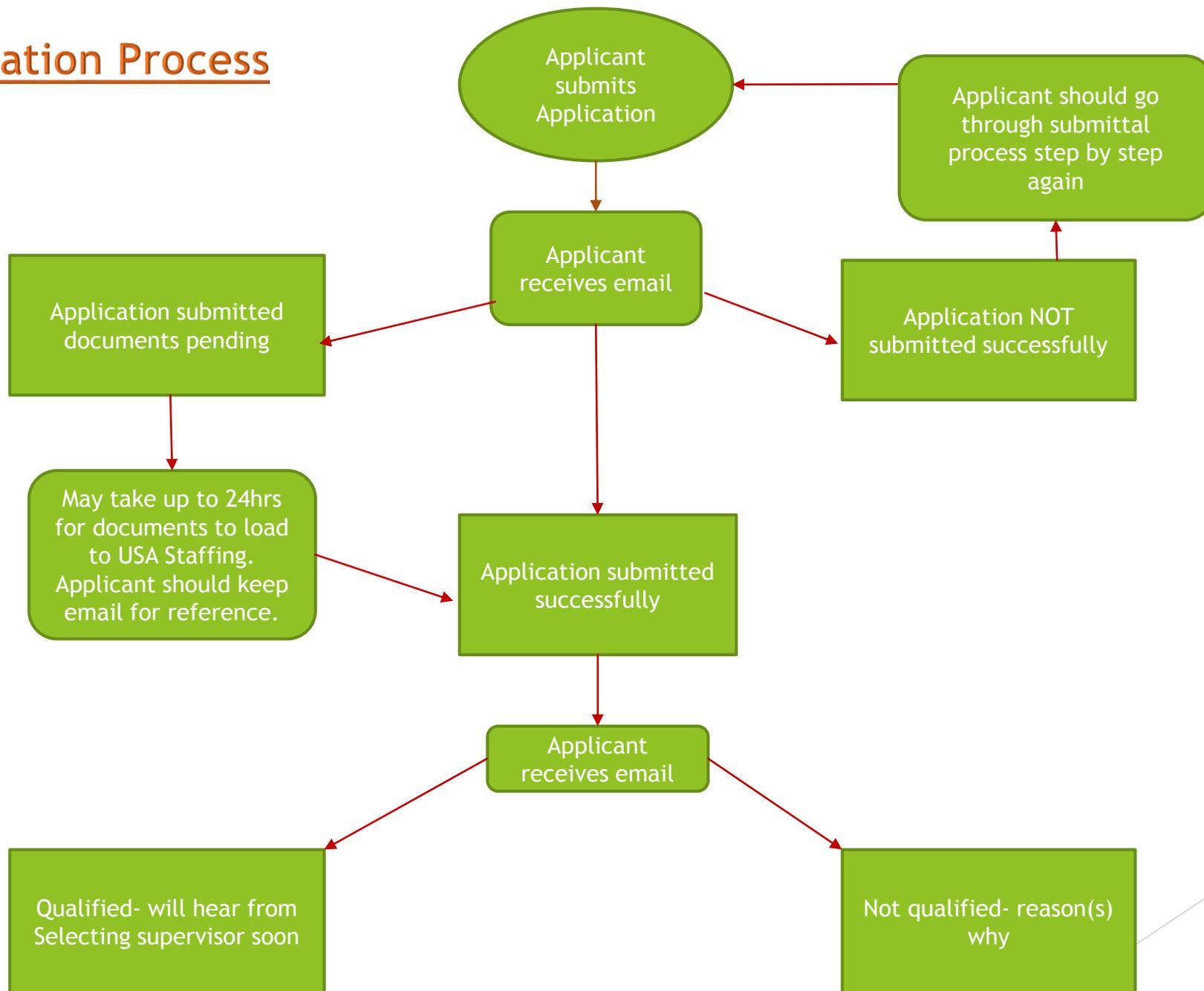
Justification to questionnaire if not addressed within the body of resume.

**To submit the documents requested follow the instructions below: Your resume, curriculum vitae, the or any other written format you choose to describe your job-related qualifications. Your document(s) can be submitted electronically using the document upload process or by fax. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.**

When applying it is important for every applicant to read through the announcement thoroughly!

Applicants **MUST** submit all required documents in order to qualify for a position.

# Application Process





# NATIONAL GUARD



## QUALIFICATIONS REQUIRED:

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**GENERAL EXPERIENCE:** Experience, Education, or Training which demonstrates the ability to compare item identification against receiving reports and issue request forms; skill in using hand trucks, dollies, and other equipment to move stock; ability to use hammers, pliers and other hand tools; and to follow oral and written instructions.

**SPECIALIZED EXPERIENCE:** Must indicate 18 months of specialized experience for each of the following requirements. **PLEASE NOTE: Your answers will be compared and verified against the information you provide on your resume.**

- (1) Experience which demonstrates the ability to interpret and explain supply regulations and procedures.
- (2) Experience which demonstrates the ability to communicate both orally and in writing in a clear concise manner.
- (3) Experience which demonstrates the skill in preparing items for shipment using tags, labels and appropriate containers.
- (4) Experience which demonstrates the knowledge of working with computers.

**EDUCATION SUBSTITUTION:** Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study for 6 months of experience. Courses must be directly to the work of the position.

Listed in this tab are the National Guard Bureau (NGB) qualification standards for the Federal Wage System (WG/WL/WS)/ General Schedule (GS) Dual Status positions.

The basic qualification requirement specified in a standard is considered to be met if **(1)** the applicant has successfully completed requirements and has been awarded the occupational specialization (MOS/AFSC); **(2)** demonstrated the ability to perform professional work comparable to the full performance level in the occupational series and **(3)** demonstrated a good knowledge of specialty field of the position to be filled although they may not meet experience and/or education requirements.

# Qualifications

All Federal Agencies are required to have the same information within each of their announcements. However, each Federal Agency will tailor their announcements to meet the need of their organization. Based on this, the Federal Government does not require a standard job application.

The Qualifications for each job vacancy are located within the body of the announcement. For the North Dakota National Guard these Qualifications are listed under the General Experience section of the announcement.

These Qualifications include such things as education, training, level of experience and amount of experience.

**SPECIALIZED EXPERIENCE:** Please indicate below the required (GS-7) 12 months or (GS-09) 24 months of specialized experience you have for each of the following requirements. **Please note: Your answers will be compared and verified against the information you provide on your resume.**

1. Experience which demonstrates the skill in collecting, compiling, correlating, and maintaining production data.
2. Experience which demonstrates the knowledge of maintenance and supply procedures, policies and regulations.
3. Experience demonstrating the basic working knowledge of computers.
4. Experience demonstrating the ability to communicate both orally and in writing in a clear concise manner.
5. Experience which demonstrates the skill in maintaining a filing system.
6. Experience which demonstrates the knowledge of SAMS-1 to input data, provide status of equipment, monitor work priorities and requisition repair parts.

Selected individual must be scheduled for appropriate SAMS-1E/GCSS-Army training at the Professional Education Center (PEC) or online within the first 6 months of employment if the training is available.

# Examples of Resumes

1. Experience which demonstrates the ability to interpret and explain Human Resource regulations, guidelines and policies.

- a. ( [REDACTED] ) Human Resource Assistant – [REDACTED] ( [REDACTED] ND) I interpret and explain Army Regulations and State Policies (specifically AR 600-8-22 and NDNG JP 1-01) on a daily basis. I also have to refer to many other Army Regulations and Policies depending on the task, on hand at the moment. I am very good about referring to the regulations or policies independently when a question arises. I am very confident in my skills of interpreting and explaining regulations, guidelines and policies.

On a separate document  
Or  
Within the body of your resume..

**Human Resource Asst** [REDACTED]

**Supervisor:** [REDACTED]

**Okay to contact this Supervisor:** Yes

[REDACTED] I interpret and explain Army Regulations and State Policies (specifically AR 600-8-22 and NDNG JP1-01) on a daily basis. I complete all Federal Awards MSM and above, complete Retirement Packets, Freedom Salute Tasks and Orders, Awards Reports, fill in as DEERS/RAPIDS V.O. as needed for ID cards and the Recorder at all State awards board. My duties, accomplishments, and related skills are further explained in my NGB 34-1 application form.

# Qualifications

Federal jobs often require that you have done a particular type of work for a period of time. Be sure you include the dates of your employment (at the least, the month and year,) and number of hours worked per week at that job. If at all possible, it is best to list the full dates of employment.

If you only list your dates by year, we can only give you minimal credit.

Example #1: 2014-2015 would be one day.

Example #2: 2012-2014 would be one year and one day.

South of the Border Waitress	1999-2002	Not good
<b>North Dakota National Guard</b> NA Bismarck, ND 58501 US	<b>03/2013 - 10/2013</b> <b>Salary: 3,000.00 USD Per Month</b> <b>Hours per week: 50</b>	Good
Prairie View Nursery and Landscaping Nursery Manager	20 May 08- 24 Mar 10 60 hrs per week	Best

- ❑ Be sure to provide information on the level of experience that demonstrates you meet the qualifications.
- ❑ Be specific with previous job titles and duties.

**Todd's Auto Body**  
 4895 Cherry Lane  
 Bismarck, ND 58501

**02/18/1985-Present**  
**Salary:** 32.50 Per HR  
**Hours per Week:** 40

Floor Mechanic

**Supervisor:** Todd MacDaniels

As a floor mechanic I was responsible for day to day maintenance, troubleshooting, and major repair on heavy-duty machinery, automotive vehicles and farm equipment. I troubleshoot, repair and overhaul a variety of mechanical complex major systems to include internal combustion engines, automatic and non-automatic transmissions, hydraulic systems and electrical systems. I use diagnostic test equipment, such as engine analyzers, compression testers, voltmeters, pressure gauges and computer diagnostic equipment, to determine the exact nature and/or extent of the problem. I also use blueprints and technical manuals to assist in identifying and ordering parts while disassembling, assembling and working repairs.

Job title is clear.

Duties are easy to read.

Also lists what duties are being performed by the applicant.

**State Shop**

**02/2015 - Present**

**Salary:** [REDACTED]

**Hours per week:** 40

[REDACTED] S

**temp maintenance worker 3**

**Supervisor:** [REDACTED]

**Okay to contact this Supervisor:** Yes

carpetry maintenance shop duties

Job title is unclear

Job description is very vague.

Tailor your resume for each specific job instead of using a blanket resume for all positions you are applying.

Explain how your skills and experiences match the qualifications listed within the job announcement.

Make sure everything you've done relates to the job you're seeking.

**Example below was for a Financial Services Technician.**

## Work History

**[REDACTED]** – Bismarck, ND **Mar 2010 to Present**

- Trained and proficient with explosives, where Attention to detail is key
- Attaining training in a secondary job skill as a Bridge Crew Member
- Completed Warrior Leader Ship Course
- Certified as: UPAR, Battalion Level Combative Instructor, CLS

**[REDACTED]** – Mandan, ND **Jan 2014 to Present**

- Coordinate and make sure everything lines up with the building of houses and other projects
- Providing excellent customer service and handling all of their headaches and needs
- Keep business records of all transactions for filling of taxes

# Don't limit yourself to paid job experiences.

**Military experience**, courses, certifications

Examples- MOS schools, NCOES schools, Train the trainer courses, Master Driver course help out for recruiting events, instruct courses during drill/AT, Master Resiliency Certified

**Education**- both secondary education, college

- public speaking, presentations, computer experience such as PowerPoint and Word

**Volunteer experience**- teach language classes in Afghanistan/Iraq, give readings during church services, assisting with Basic computer classes in communities

**Personnel experience**- Self taught computer configurations, changing the oil in family vehicles, hobby of fixing up old cars, etc.

# Tips for applying..

- Read the Job Announcement thoroughly
- Tailor your resume to each specific job
- Show/explain how you meet the requirements of the job
- List most recent pertinent experience first (keep in order)
- Include your experience and/or education related to the qualifications
- Use common acronyms ONLY (use AR 25-50 and AR 310-50 for reference)
- Do not use Acronyms when applying for other Federal Agencies
- Check for Grammar and spelling errors
- Have someone read it over
  
- CALL for assistance!
  - MSG Beth Handt- 333-3365 or SFC Katrina Mickelsen- 333-3298