BOP-Careers and The Application Process

USAJOBS

***USAJOBS** is where you search for jobs.

+USAJOBS is where you build your résumé.

***USAJOBS** is managed by OPM.

BOP-Careers

- *BOP-Careers is where you apply to a particular vacancy by completing the vacancy questions.
- *BOP-Careers is managed by the Consolidated Staffing Unit.
- *BOP-Careers is linked with USAJOBS.

Advantages

- * Streamlines the Merit Promotion process
- Quickly apply online when you find the right job
- * No written KSAs, instead you select KSA responses from multiple choice questions
- * 24-hour access via the Web
- * Automatic notification of selected vacancy announcements
- * Applicant scores still consist of KSAs, performance, and awards

How Will You Know Jobs Are Announced

- * The local Employee Services Department (ESD) will request that CSU announce the vacancy. The local vacancies will be posted in the GroupWise mailbox and USAJOBS.
- * Remember that BOP-Careers is linked with the USAJOBS system. As such, you will also be able to search jobs from home under the www.usajobs.gov site.
- * If you have a USAJOBS account, you can create up to five Job Search Agents. These agents automatically retrieve jobs matching your criteria and email the results to you at a time period you select.
- * Staff are not allowed to work on their resumes, applications or apply for positions during duty hours.

Step 1. Go to USAJOBS

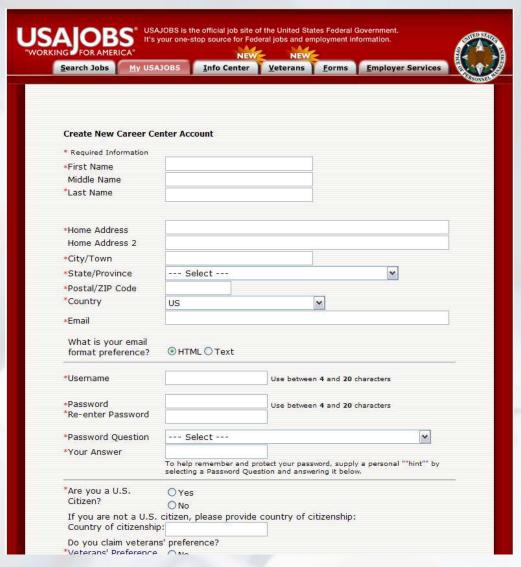




Step 2. Become a MY USAJOBS member

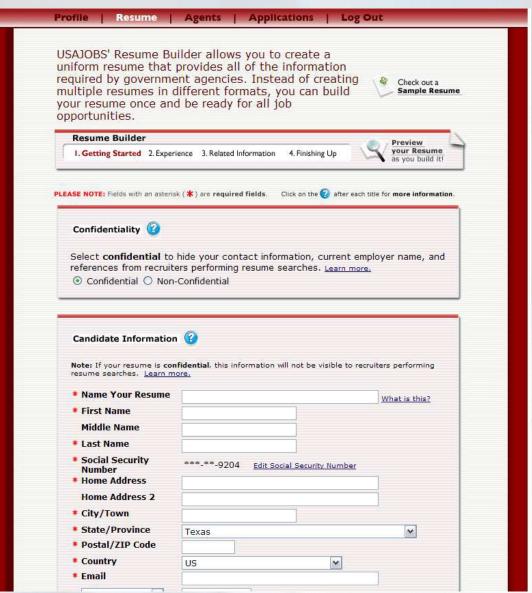


Step 3. Register in USAJOBS



Reminder: You can build up to five job-specific résumés in USAJOBS.

Step 4. Build a Résumé in USAJOBS



Building an Effective Résumé

The role of the résumé is absolutely crucial

- * The résumé is also referred to the selecting official for all BQ candidates and exception candidates. It is your opportunity to "impress" the selecting official.
- * To make BQ, you need to have an excellent résumé that qualifies you for the position. It will do no good to score well on KSAs if you do not show how you qualify for the position.

*Remember, a HRS evaluating qualifications cannot assume something that you do not provide in your résumé. A good résumé should be detailed and show all job-related experience an applicant possesses. One common mistake is that people do not provide specific experience related to the job for which they are applying. That is the number one reason individuals are found not qualified. If a position required a determination of a degree, 24 semester hours, etc., you must submit your transcript.

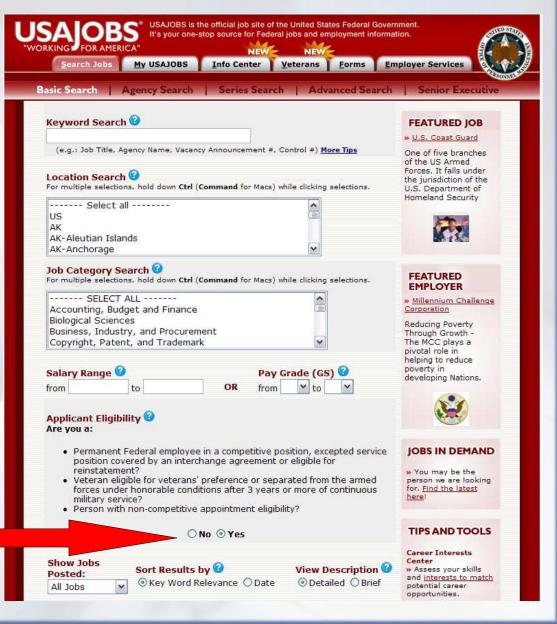
*If you need more help, you can use the USAJOBS tutorial tools, "View Our Tutorial." The site will guide you through some basic tasks. http://www.usajobs.opm.gov/firsttimers.asp



Step 5. Search for a job in USAJOBS

Answer "Yes" to search for Merit Promotion

Jobs



Step 6. Read the vacancy announcement

Department: Department Of Justice Bureau Of Prisons / Federal Agency: Bureau of Prisons/Federal Prison System Sub Agency: Federal Bureau of Prisons Prison System Job Announcement Number: MXR-2007-0060 **Qualifications & Evaluations** Overview Duties Benefits & Other Info How to Apply ◆ Back to Search Results **Employee Services Manager** OPEN PERIOD: Friday, December 08, 2006 SALARY RANGE: 51,972.00 - 80,975.00 USD per year to Tuesday, January 02, 2007 SERIES & GRADE: GS-0201-11/12 POSITION INFORMATION: Full Time Permanent PROMOTION POTENTIAL: 12 DUTY LOCATIONS: 1 vacancy - FCI Manchester WHO MAY BE CONSIDERED: Area of Consideration: BOP- Wide plus eligible DOJ Surplus and displaced employees in the local commuting area. JOB SUMMARY: Why is it Great to Work for the Federal **Bureau of Prisons?** Do your Career Justice and consider a career with the Federal Bureau of Prisons (BOP). In addition to being regarded as a family and career-oriented agency, the BOP offers a broad range of exciting career opportunities in a work environment that promotes integrity, diversity, and professional development. With over 35,000 highly motivated individuals, the Federal Bureau of Prisons is one of the most unique agencies in the United States Department of Justice where each employee's day-to-day performance makes a difference. Will the Federal Bureau of Prisons Pay for me to Move? Reimbursement IS authorized for travel and transportation for this position.

It's All in the Vacancy Announcement

Be aware of the fact that all the information you need is in the vacancy announcement

- * Area of Consideration
- * Duties
- Examples of job-related experience (do not copy)
- * A link to the OPM Qualifications Manual
- Tell you whether transcripts are required or optional
- Identifies any selective factors necessary for the job

Step 6 (cont). Read the vacancy announcement and "Apply Online"

Will the Federal Bureau of Prisons Pay for me to Move?

Reimbursement IS authorized for travel and transportation for this position.

In accordance with 5 U.S.C. 3307, a maximum entry age of 36 has been established for initial appointment to a position in a Bureau of Prisons institution.

The representative rate for this position is \$68,519.00 per annum (\$32.83 per hour).

This position is being advertised simultaneously through the BOP Clearinghouse for Displaced employees. Eligible employees who received a displacement letter may apply for this position through the Clearinghouse.

KEY REQUIREMENTS:

- . U.S. Citizenship Required.
- · See Special Conditions of Employment Section.

Back to Search Results











Send Mail

Send Mail to:

Federal Bureau of Prisons Consolidated Staffing Unit 346 Marine Forces Drive Grand Prairie, TX 75051 Fax: 972-352-4577

(?) Questions?

Phone: 972-352-4200 Fax: 972-352-4577

For questions about this job:

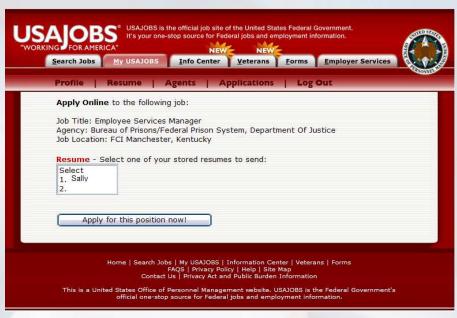
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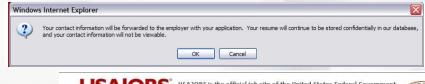
HRM/ConsolidatedStaffingUnit@bop.gov

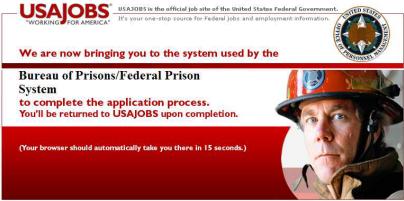
Step 7. Select a Résumé

Step 8. Select "OK"

Step 9. You will now be redirected to BOP-Careers









Welcome to BOP-CAREERS

Welcome

You have arrived here from Recruitment One Stop to continue your application.

Federal Bureau of Prisons

MXR-2007-0060 Employee Services Manager

Based upon our information, you have visited our site in the past. What would you like to do?

O Update my information that is on file

Take me to the Assessment

Continue

QuickHire. Xi

For questions and comments regarding Merit Promotion contact your insti For questions about obtaining employment, please contact <u>BOP-HRM/Recnutme</u> If you require technical assistance, please contact <u>GRA-HRM/consolidatedstaffind</u>

Step 10 (cont). Read all questions and instructions carefully

Step 10. Complete the vacancy questions



Welcome to BOP-CAREERS

Grade and Location Selection

This position is offered at multiple grade levels. To better determine your eligibility you can opt in for the grades for which you would like to compete. You will be considered separately for each grade you Select from the list below.

Please indicate the grades for which you wish to be considered

Check all that apply

- 1. Grade 11
- 2. Grade 12

To better match applicants with location preferences, indicate location preferences below.

*Please indicate the locations for which you wish to be considered.

Check all that apply

1. FCI Manchester

Step 11. Before you "Finish" your application, Select "I would like a copy of my application emailed to me."

Questions

Questions with an require a response to be considered for this position.

If you applied to more than one grade level, BE ADVISED that you may be selected at <u>ANY</u> grade level for which you applied and are for qualified (i.e., if the job is announced at the 9/11 grade levels and you apply for the GS-9 and the GS-11, and you are found qualified at Bi grade levels, you may be selected at either grade level).

BOP EMPLOYEES are reminded to:

- · review their resume AND include all relevant experience for the position; and,
- enter a duty location for each position change within the resume for at least the past five years of employment.

Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

☐ I would like a copy of my application emailed to me.



Finished Save Reset Form

Step 12. After you select "Finish," you will be able to review your answers. Select "Finish" again. You will now be re-directed back to USAJOBS.



USAJOBS is the official job site of the United States Federal Government.

It's your one-stop source for Federal jobs and employment information.



We are now bringing you back to the

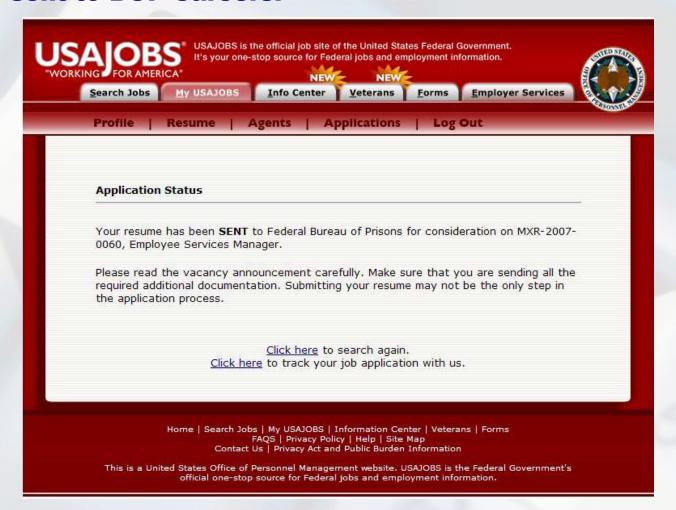
USAJOBS

site to complete your application.

(Your browser should automatically take you there in 15 seconds.)



You are now finished. Your application has been sent to BOP-Careers.



Understanding What Happens to Your Application

- * Applications are reviewed
- → Best Qualified candidates are identified
- → Certificates are prepared and sent to the selecting official
- + Final selections are made

(NOTE: Selecting officials have 90 days to make a Merit Promotion selection)

→ Applicant notifications are not sent until CSU receives the selection

Additional Information available on Sallyport and on www.bop.gov

CSU Sallyport site, under the Resources tab, Employee Resources, Career Opportunities Section

www.bop.gov, under the news and information tab, Employee Resources section

Questions?

Contact CSU at:

(972) 352-4200

OR

GRA-HRM/ConsolidatedStaffingUnit@bop.gov