

RECLAMATION

Managing Water in the West

HireMe OnLine Application Kit



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2nd Edition (previous edition obsolete)



U.S. Department of the Interior
Bureau of Reclamation
Mid-Pacific Region
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Human Resources Office

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Reclamation's HireMe OnLine Application Kit

INTRODUCTION

Similar to other federal agencies, the Bureau of Reclamation announces most of its vacancies electronically on the USAJOBS website (<http://www.usajobs.opm.gov>). Reclamation's online application and referral system, **HireMe**, is linked to the USAJOBS website and enables applicants to readily search and apply for vacancies through the use of a computer and the Internet.

Because the federal hiring process stems from laws and regulations, it differs from the private sector, particularly with respect to the information required to determine the eligibility and qualifications of an applicant. The **HireMe** system is designed to prompt applicants for the necessary eligibility and job-specific information and then uses a predetermined scoring mechanism to identify the top applicants for referral to the selecting official. Applicant contact is accomplished primarily through electronic mail (email) via the Internet.



The online hiring process typically requires applicants to submit the following **key items** that together comprise a complete application package:

- ◆ *applicant account in USAJOBS & HireMe*
- ◆ *electronic resumé in USAJOBS*
- ◆ *responses to job-specific candidate assessment questions*
- ◆ *supporting documentation (as indicated in the vacancy announcement instructions)*

The **key items** will be discussed in more detail later in the kit.

Whether you are a current federal employee or seeking federal employment for the first time, the information in this kit will guide you through the process of searching for Reclamation vacancies, creating an online resumé, and applying online for Reclamation vacancies.

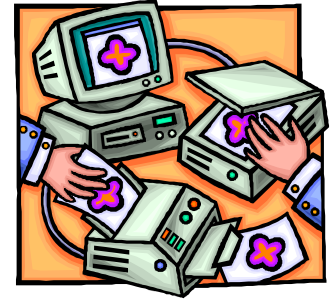
User-friendly instructional steps are noted with a “blue dot” (•), and the **NOTES** and **TIPS** boxes (examples below) will help you create an effective federal resumé and use the online process to maximize your job search efforts. Pertinent websites are included to enable you access to more details about federal hiring, and several appendices are provided with information on the **HireMe** system and common hiring programs used in Reclamation. A sample resumé created with the USAJOBS Resumé Builder feature is also included, with tips and recommendations to help you successfully develop an attention-getting resumé of your own.

NOTE: The dashed boxes contain specific instructions, procedures or information required for the online application process.

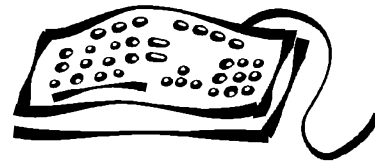
TIP: The red boxes contain tips to help you with the online application process and the **key items** mentioned above.

BEGIN THE PROCESS

What do you need to begin? The online application process requires the use of a computer with Internet connection and an email account. Access to a fax machine and/or scanner may also be beneficial to transmit documents electronically.



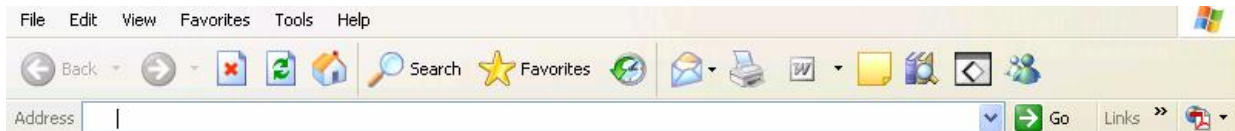
What do you need to know? You should be familiar with basic computer operations and accessing and navigating the Internet. You should also be able to access and check your email account. Familiarity with the keyboard and word processing software is helpful. You may want to obtain assistance if you are not familiar with computer and software operations.



What if you don't have a computer or access to the Internet? Most libraries, employment offices, and Reclamation Human Resource Offices can provide computer access to the Internet.

If applying online poses a hardship for you, contact the Human Resources Office (or the Human Resources Office listed in the vacancy announcement to which you are applying) for assistance. Reclamation provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, contact the Human Resources Office (or the Human Resources Office listed in the announcement to which you are applying). The decision to grant reasonable accommodation will be made on a case-by-case basis.

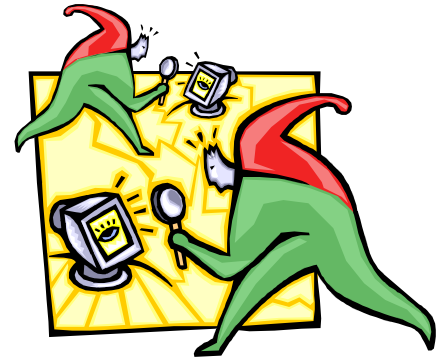
How to begin? Open your Internet browser by double clicking on the icon (e.g., Internet Explorer, Netscape, MSN, AOL, etc.). The browser address bar will be displayed (example below).



Follow the blue dot (•) instructions, website information, tips and notes provided in the next sections of this kit to begin the online search and application process.

SEARCH FOR ONLINE JOB VACANCIES

The first step in the employment process is finding job opportunities for which you qualify. You can quickly search for Reclamation vacancies by accessing the USAJOBS website.

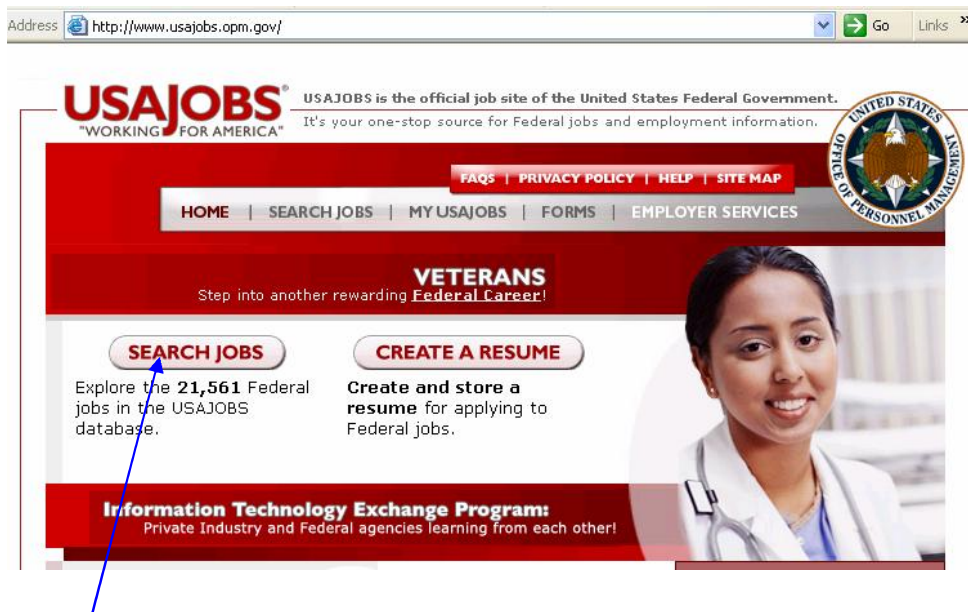


- Enter <http://www.usajobs.opm.gov> in the address bar.



TIP: Save the USAJOBS website (<http://www.usajobs.opm.gov>) to your list of browser favorites.

- Press the “Enter” key. The USAJOBS home page will appear (example below).



- Click on the **SEARCH JOBS** button.

USAJOBS has a powerful search engine that enables you to search for vacancies by various data fields (e.g., job title, location, agency, series, salary range, etc.).

The screenshot shows the USAJOBS search interface. At the top, the USAJOBS logo is on the left, and the text "USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information." is on the right. Below this is a navigation bar with links: HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES. A secondary navigation bar contains: Basic Search | Agency Search | Series Search | Advanced Search | Senior Executive Search. The Agency Search tab is highlighted with a red circle. Below the navigation is a search form with sections: Keyword Search (with an input box and a "More Tips" link), Location Search (with a list of locations: US, AK-Aleutian Islands, AK-Anchorage, AK-Barrow), Job Category Search (with a list of categories: Accounting, Budget and Finance; Biological Sciences; Business, Industry, and Procurement; Copyright, Patent, and Trademark), Salary Range (with input boxes for "from" and "to"), and Pay Grade (GS) (with dropdown menus for "from" and "to"). A red callout box on the right contains the following text:

TIP: To quickly locate Reclamation vacancies, click on the **Agency Search** tab. The **Agency Search** page will display. In the "Enter a Department/Agency Name" box, enter the word: **Reclamation**. The search result will include current online vacancies in the Bureau of Reclamation.

If you are interested in Reclamation vacancies in a particular state or geographic location, scroll through the **Location Search** box and click on the state (example, **CA** for all Reclamation vacancies in California) or state-city (example, **CA-Sacramento** for Reclamation vacancies only in Sacramento, California). Your search result will be limited to the vacancies in the state or state-city that you selected.

- **Important!** Once your search criteria are entered, **scroll to the bottom of the page** to determine and select your **applicant eligibility** (details on next page). Applicants often skip this step and miss job opportunities for which they qualify.

- Under **Applicant Eligibility** at the bottom of the Search page (example below), read the three questions to determine your federal hiring status and the types of vacancies for which you will be eligible to apply.

Applicant Eligibility ?

Are you a:

- Permanent Federal employee in a competitive position, excepted service position covered by an interchange agreement or eligible for reinstatement?
- Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- Person with non-competitive appointment eligibility?

NOTE: If you cannot answer "yes" to at least one of the three questions, • click the **No** button. You will be able to view announcements that do not require federal hiring status, but that are open to the public (all U.S. citizens) and that meet your search condition(s).

No Yes

NOTE: The default answer is **No**. If your answer is "yes" to any of the questions, • click the **Yes** button. You will be able to view the full range of announcements (those that require federal hiring status and that are open to the public) that meet your search condition(s). Current Reclamation employees in permanent positions should click the **Yes** button.

Sort by ? Relevance Date View De Detail

SEARCH FOR JOBS

• Click to initiate your job search.

Your search results will produce specific vacancy information, including the closing date of the announcement, the position title and information, agency, location and salary (example below).

| Job Search Results | | | | |
|--|---|---|----------------------------|------------|
| Detailed View Brief View | | Refine Search With Additional Keywords: | | |
| Show Jobs Posted: All Jobs | | Reclamation Refine | | |
| Jobs 1 to 17 of 17 | | Page: [1] | | |
| Closing | Job Summary | Agency | Location | Salary |
| 5/5/2006 | <p>Plant Mechanic, BB-5352-00 (MPP-JR)</p> <p>The position is assigned to the Bureau of Reclamation, Mid-Pacific Region, Northern California Area Office, Mechanical and General Maintenance Division, Plant Mechanic Crew, duty station, Shasta Lak ...[more]</p> <p>Vacancy Ann.#: USBR-MP-2006-155 Who May Apply: Status Candidates Pay Plan: BB-5352-99/99 Appointment Term: Permanent Job Status: Full-Time Opening Date: 4/17/2006 Salary: 32.90 USD per hour</p> | Interior, Bureau of Reclamation | US-CA-Shasta Lake City, CA | 32.90 /hr |
| 5/5/2006 | <p>Information Specialist (Data Management) (DEU-SW)</p> <p>Sacramento, the capital of California, has an expanding population of 426,000 and is one of the fastest growing metropolitan areas in the nation. The City of Sacramento is the cultural, educational ...[more]</p> <p>Vacancy Ann.#: USBR-MP-2006-160 Who May Apply: Public Pay Plan: GS-2210-11/12 Appointment Term: Permanent Job Status: Full-Time Opening Date: 4/24/2006 Salary: From 55,427.00 to 84,854.00 USD per year</p> | Interior, Bureau of Reclamation | US-CA-Sacramento, CA | 55,427.00+ |

TIP: To save time with your job search, read the vacancy information to determine if it meets your requirements. Pay close attention to **Who May Apply** to determine if you are eligible to apply for the position.

“**Status Candidates**” = open *only* to applicants who click the **YES** button under **Applicant Eligibility** (see above).

“**Public**” = open to applicants who click *either* **Yes** or **NO** under **Applicant Eligibility** (see above).

- Click on the position title and the vacancy announcement will be displayed in more detail (example below).

Job Search Results Show Jobs Posted: All Jobs Refine Search With Additional Keywords: Reclamation Refine

Detailed View Brief View

Jobs 1 to 17 of 17 Page: [1]

| Closing | Job Summary | Agency | Location | Salary |
|----------|---|---------------------------------|----------------------|------------|
| 5/5/2006 | Information Specialist (Data Management) (DEU-SW) Sacramento, the capital of California, has an expanding population of 400,000 and is one of the fastest growing metropolitan areas in the nation. The City of Sacramento is the cultural, educational ...[more] | Interior, Bureau of Reclamation | US-CA-Sacramento, CA | 55,427.00+ |

Vacancy Ann.#: USBR-MP-2006-160
Who May Apply: Public
Pay Plan: GS-2210-11/12
Appointment Term: Permanent
Job Status: Full-Time
Opening Date: 4/24/2006
Salary: From 55,427.00 to 84,854.00 USD per year

The vacancy announcement is arranged with tabs to enable you to quickly locate information about the vacant position.

- Click on the vacancy announcement tabs for specifics about the position, qualification requirements, benefits, and how to apply.

U.S. DEPARTMENT OF THE INTERIOR Bureau of Reclamation

Department: Department Of The Interior
Agency: Bureau of Reclamation
Sub Agency: BUREAU OF RECLAMATION
Job Announcement Number: USBR-MP-2006-160

Overview Duties **Qualifications and Evaluation** Benefits and Other Information How to Apply

← Back to Search Results

Information Specialist (Data Management) (DEU-SW)

SALARY RANGE: 55,427.00 - 84,854.00 USD per year **OPEN PERIOD:** Monday, April 24, 2006 to Friday, May 05, 2006

SERIES & GRADE: GS-2210-11/12 **POSITION INFORMATION:** Full Time Permanent

PROMOTION POTENTIAL: 12 **DUTY LOCATIONS:** 1 vacancy - Sacramento, CA

WHO MAY BE CONSIDERED: All qualified U.S. Citizens.

JOB SUMMARY:
By working for the United States Bureau of Reclamation (USBR), you will become part of the world-recognized center of technical excellence in water and related resources. For more information on the USBR, you may visit our website at: <http://www.usbr.gov>

TIP: Add the web link to the Reclamation home page (<http://www.usbr.gov>) to your browser's favorites list.

APPLY FOR ONLINE JOB VACANCIES

You have identified your hiring eligibility, followed the search instructions, found the perfect Reclamation job, and are ready to apply for it. To maximize your time and make the process as efficient as possible, you should have the following documents at hand to refer to when applying for an online job vacancy:

| Supporting Document (refer to the vacancy announcement for required items) | Applicant Eligibility | | | | | |
|---|--|--------------|---------|--------------------------|--|---------------|
| | Current or former permanent federal employee | U.S. Citizen | | Person with a Disability | Service in Peace Corps or VISTA Programs | CTAP Or ICTAP |
| | | Non Veteran | Veteran | | | |
| Resumé | X | X | X | X | X | X |
| SF-50 | X | | | | | X |
| College Transcripts* | X | X | X | X | X | X |
| DD-214 | | | X | | | |
| SF-15, VA Letter* | | | X | | | |
| Vo-Rehab Letter | | | | X | | |
| Peace Corps or VISTA letter | | | | | X | |
| CTAP/ICTAP letter, performance rating | | | | | | X |

TIP: Refer to Appendix B for more information on hiring programs and applicant eligibility.

*If stated in the vacancy announcement as a required document.

As mentioned in the **Introduction** to this kit, the online application process requires submission of several **key items** to ensure your application is complete.

- ❖ *applicant account in USAJOBS & HireMe*
- ❖ *electronic resumé in USAJOBS*
- ❖ *responses to job-specific candidate assessment questions*
- ❖ *supporting documentation (as required in the vacancy announcement instructions)*

The online application process involves 6 steps to establish and submit the **key items** required for a complete application:

1. Establishing or updating applicant account information in USAJOBS.
2. Establishing or updating a resumé in USAJOBS.
3. Accessing the desired vacancy announcement on USAJOBS.
4. Establishing or updating User Information account in Reclamation's **HireMe**.
5. Responding to candidate assessment questions (via **HireMe**).
6. Providing copies of any supporting documents listed in the vacancy announcement

Once created, the account information and resumé (steps #1, #2 and #4) need not be re-established. However, it is good practice to always review the information to ensure it is current and update or revise any data that has changed.

You are now ready to begin the online application process.

Key Item #1: Establish/update Applicant Account

Step 1. Create or update an applicant account in USAJOBS

- Access the USAJOBS website (<http://www.usajobs.opm.gov>). Instructions are found on page 2. The USAJOBS home page will display (example below).
- Click on the **MY USAJOBS** block in the banner area.



- If you are establishing your account for the first time, click on the **Create your account now!** bar. If your account is established, log in with your Username and Password.



TIP: If you have forgotten your username or password, click here and USAJOBS will email you with instructions within 24 hours.

- Establish/update your account by providing the information requested in the form (sample below). Note that the asterisked (*) items are required. Input the information carefully.

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.

WORKING FOR AMERICA

FAQS | PRIVACY POLICY | HELP | SITE MAP

HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES

Create New Career Center Account

* Required Information

*First Name

Middle Name

*Last Name

*Home Address

Home Address 2

*City/Town

*State/Province

*Postal/ZIP Code

*Country

*Email

What is your email format preference?
 HTML Text

*Username Use between 4 and 20 characters

*Password Use between 4 and 20 characters

*Re-enter Password

*Password Question

*Your Answer

To help remember and protect your password, supply a personal "hint" Question and answering it below.

*Are you a U.S. Citizen?
 Yes No

If you are not a U.S. citizen, please provide country of citizenship:
 Country of citizenship:

Do you claim veterans' preference?
 *Veterans' Preference No

- 5-point preference based on active duty in the U.S. Armed Forces
- 10-point preference for non-compensable disability or a purple heart
- 10-point preference based on a compensable service-connected disability of 10 percent but less than 30 percent
- 10-point preference based on spouse, widow, widower, or mother preference
- 10-point preference based on a compensable service-connected disability of 30 percent or more

TIP: Keep your Username, Password, Password Question and Password Answer in a secure, but accessible location.

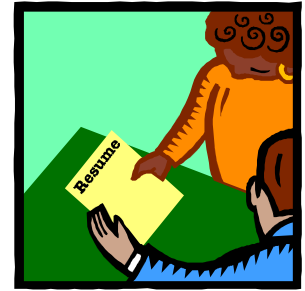
NOTE: Not all military service provides federal hiring preference. Click on the Veterans' Preference link for specific details.

- Click the **Submit** button when finished.

Key Item #2. Establish/Update Resumé in USAJOBS

Step 2. Create/update a resumé in USAJOBS

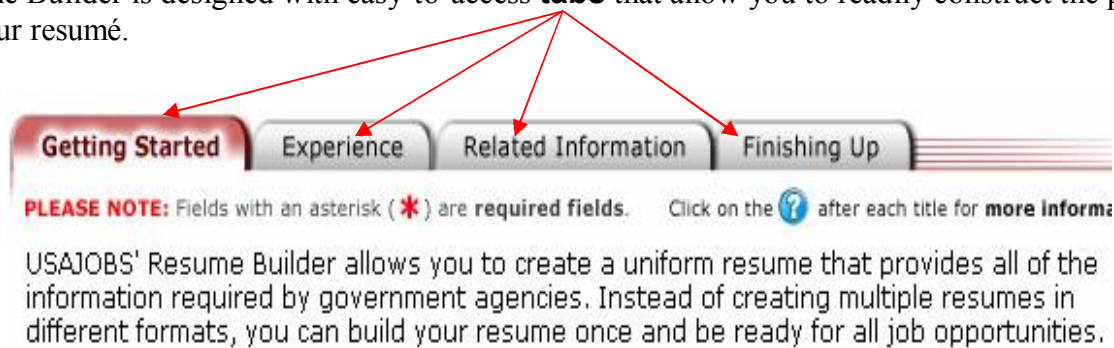
Once your personal account is established, you must create a resumé in USAJOBS. You may use the USAJOBS Resumé Builder feature or you may copy/paste the necessary information from an existing resumé. A sample resumé is provided in this kit at Appendix D.



The Resumé Builder format will ensure that information necessary to the federal hiring process is included in your resumé. Instead of creating multiple resumes in different formats, you can build your resumé once and be ready for federal job opportunities.

The Resumé Builder offers a variety of user-friendly features to make creating and updating your resumé as simple as possible, and it allows you to store up to five resumes.

The Resumé Builder is designed with easy-to-access **tabs** that allow you to readily construct the pertinent parts of your resumé.



The Resumé Builder provides helpful tips and information web links to provide as much information as possible about creating a federal resumé and identifying your hiring eligibility.



The Resumé Builder also provides navigation buttons at the bottom of each page. The navigation



buttons enable you to easily save information and move to the various parts of your resumé.

- Click on the **Getting Started** tab to begin your resumé. You will be prompted for pertinent information to determine how you would like to manage your resumé, how to contact you, and your federal hiring eligibility. Complete all blocks with an asterisk (*), and click on the web links provided if you have questions about the information requested.



Confidentiality ?

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches. [Learn more.](#)

Confidential Non-Confidential

Candidate Information ?

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more.](#)

*** Name Your Resume**

* **First Name**

Middle Name

* **Last Name**

* **Social Security Number** ***-**-1111 [Edit Social Security](#)

* **Home Address**

Home Address 2

* **City/Town**

* **State/Province** --- Select ---

* **Postal/ZIP Code**

* **Country** US

* **Email**

* **Day Phone**

Evening Phone

--- Select ---

* **Are you a U.S. Citizen?** Yes No

* **Do you claim veterans' preference?** Yes No [Does this apply to me?](#)

TIP: If you have more than one resumé, choose meaningful names for the resúmes (rather than numbers), to make it easier to select the proper resumé when applying for vacancies. Examples of resumé names: *Budget, Admin, Technical, Mech Eng, General Eng, Env-Policy.*

NOTE: You **must be a U.S. Citizen** to apply for Reclamation jobs. Possession of a work permit or student visa does not constitute U.S. citizenship.

NOTE: Not all military service provides federal hiring preference. Click on the web link for specific details.

Federal Employee Information ?

* **Are you or were you ever a permanent Federal civilian employee?** Yes No

TIP: The default response to this question is **NO**. If you are or were a permanent federal employee, click **YES** to be eligible for the full range of federal vacancies.

The **Experience** Tab provides the standard format for your work experience, education, honors/awards, and related training.

TIP: The **Work Experience** information is one of the most important parts of your resumé as it enables you to market yourself to a potential employer. Devote sufficient time to accurately complete the form and to write concise statements of your work history that are relevant to the position for which you are applying.

TIP: Include paid/unpaid experience that is **relevant** to the position you are seeking. Provide enough detail to enable a hiring official to understand your duties and responsibilities. **Do not** copy your position description into the block. Avoid acronyms unless they are initially defined/explained. For example: "I worked on the TIS (Technical Information Services) database system. The TIS system served 300 users."

TIP: You may type your work experience or copy/paste text from an existing resumé. The 3000 character limit is about 50 lines of text. Be sure to proofread the text.

NOTE: If you wish to include additional work experience to the resumé, • click the **ADD WORK EXPERIENCE** button and a new Work Experience form will appear. Continue to add Work Experience forms by clicking on the button. When finished with your work experience, • **scroll down** to the next section to continue your resumé.

TIP: If you have multiple Work Experience forms in your resumé, they will be displayed as indicated in the example to the right. Work experience information may be updated by clicking on a specific employer name.

| Employer Name | City, State | Job Title | Start Mo./Yr. | End Mo./Yr. | |
|---|----------------|----------------------------|---------------|-------------|--|
| USBR Mid Pacific Region | Sacramento, CA | Human Resources Specialist | 5/2002 | Present | |
| USACE, South Pacific Division | Sacramento, CA | Human Resources Specialist | 2/1997 | 5/2002 | |
| US Army Corps of Engineers | Sacramento, CA | Human Resources Specialist | 6/1984 | 5/2002 | |

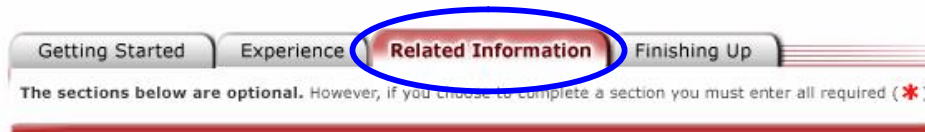
Under **Education**, *only* list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or that meet the Office of Personnel Management requirements.

Applicants who wish to include **foreign education** to qualify for Reclamation positions must have their transcripts matriculated to the United States' equivalency *before* applying to Reclamation vacancies. Click on the question mark ("?") in the **Education** block (example below) to access a web link with more information.

TIP: If you have multiple Education forms in your resumé, they will be displayed below the **ADD EDUCATION** button. Education information may be updated by clicking on the School name.

NOTE: If you wish to include additional education information to the resumé, • click the **ADD EDUCATION** button and a new Education form will appear. You may continue to add Education forms by clicking on the button. When finished with your education information, • **scroll down** to the next section to continue your resumé.

The **Related Information** tab includes standard information blocks for you to use, as appropriate.



Under this tab, you have the option to provide:

- ◆ References (recommended by hiring officials)
- ◆ Additional Language Skills (if pertinent to the job you are seeking)
- ◆ Affiliations
- ◆ Personal Publications
- ◆ Other Information
- ◆ Availability
- ◆ Desired Locations

The **Finishing Up** tab is the last step in creating or updating your resumé.



Under this tab, you may:

- ◆ use the Spell Check feature (highly recommended)
- ◆ activate your resumé to allow recruiters to find it during searches
- ◆ save your resumé

TIP: Resumé Strategies

- ✓ USAJOBS allows you to create, store and manage up to five resumes.
- ✓ Create resumes that highlight different work experiences or competencies that you possess. For example, secretaries with extensive administrative work experience could create two resumes: one focused on the secretarial work experience, the other focused on a broader range of administrative experience (e.g., budget, property, logistics, studies, etc.) that could be used for administrative-type vacancies.
- ✓ Refer to the Sample Resumé in this kit (Appendix D) for additional tips.

You have completed two of the four KEY ITEMS and are now ready to actually apply for an online vacancy.

Step 3. Accessing a vacancy announcement on USAJOBS

- Enter <http://www.usajobs.opm.gov> in the address bar. Use the USAJOBS search tools to locate an online vacancy announcement.
- Click on the position title of the job for which you would like to apply. Be sure to read **WHO MAY APPLY** for the position to ensure you meet the condition(s) based upon your federal hiring eligibility.

USAJOBS "WORKING FOR AMERICA" USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.

HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES

Save this search and email me jobs!

Job Search Results Show Jobs Posted: All Jobs Refine Search With Additional Keywords: Bureau of Reclamation Refine

Detailed View Brief View

Jobs 76 to 100 of 108 << Previous page Page: 1 2 3 [4] 5 Next page >> Page 4 of 5

| Closing | Job Summary | Agency | Location | Salary |
|----------|--|---------------------------------|-------------------------|------------|
| 5/3/2006 | <p>HYDROLOGIC TECHNICIAN, GS-1316-4/5/6 (DEU-DV) This vacancy announcement # USBR-MP-2006-164, is open to all qualified U.S. Citizens. This position is being advertised concurrently with vacancy announcement # USBR-MP-2006-163 (Merit Promotion), ...[more]</p> <p>Vacancy Ann. #: USBR-MP-2006-164 Who May Apply: Public Pay Plan: GS-1316-04/06 Appointment Term: Permanent Job Status: Full-Time Opening Date: 4/17/2006 Salary: From 25,338.00 to 41,080.00 USD per year</p> | Interior, Bureau of Reclamation | US-OR-Klamath Falls, OR | 25,338.00+ |
| 5/3/2006 | <p>HYDROLOGIC TECHNICIAN, GS-1316-4/5/6 (MPP-DV) This position is being advertised concurrently under Delegated Examining Procedures, announcement # USBR-MP-2006-164 (open to all qualified U.S. Citizens). Applicants who are not current permanent ...[more]</p> <p>Vacancy Ann. #: USBR-MP-2006-163 Who May Apply: Status Candidates Pay Plan: GS-1316-04/06 Appointment Term: Permanent Job Status: Full-Time Opening Date: 4/17/2006 Salary: From 25,338.00 to 41,080.00 USD per year</p> | Interior, Bureau of Reclamation | US-OR-Klamath Falls, OR | 25,338.00+ |

TIP: All qualified U.S. citizens may apply for "Public" announcements. Federal hiring status is not required.

TIP: Applicants with federal hiring status and special appointment eligibility may apply for "Status Candidates" announcements.

- Read the announcement carefully to ensure that you are eligible to apply, are familiar with the position duties and qualification requirements, and understand the application requirements.

Department: **Department Of The Interior**
 Agency: **Bureau of Reclamation**
 Sub Agency: **BUREAU OF RECLAMATION**
 Job Announcement Number:
USBR-MP-2006-163

Overview | Duties | Qualifications and Evaluation | Benefits and Other Information | How to Apply

◀ Back to Search Results

HYDROLOGIC TECHNICIAN, GS-1316-4/5/6 (MPP-DV)

SALARY RANGE: 25,338.00 - 41,080.00 USD per year
OPEN PERIOD: Monday, April 17, 2006 to Wednesday, May 03, 2006

SERIES & GRADE: GS-1316-04/06
POSITION INFORMATION: Full-time Permanent

PROMOTION POTENTIAL: 3%
DUTY LOCATIONS: 2 vacancies - Klamath Falls, OR

WHO MAY BE CONSIDERED:

- *Current Federal employees serving under a career or career conditional appointment.
- *Former Federal employees with reinstatement eligibility.
- *VEOA Eligibles - Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- *Special Appointment authorities such as VRA, Handicapped, 30% Disabled American Veterans, former Peace Corps, VISTA volunteers.

JOB SUMMARY:

By working for the Bureau of Reclamation (BOR), you will become part of the world-recognized center of technical excellence in water and related resources. For more information on the BOR, you may visit our website at: <http://www.usbr.gov>

This position is being advertised concurrently under Delegated Examining Procedures, announcement # USBR-MP-2006-164 (open to a qualified U.S. Citizens). Applicants who are not current permanent Federal employees, former permanent Federal employees, or who are not eligible under special appointing authorities, should apply under vacancy announcement #USBR-MP-2006-164.

This position is located with the Bureau of Reclamation, Mid-Pacific Region, Klamath Basin Area Office, Natural Resources Division in Klamath Falls, Oregon. Klamath Falls has a population of 40,000 in the metropolitan area, is the hub of an inland area of timber, agriculture, and recreation resources. The weather is cool to hot in the summer and moderately cold in the winter. Housing is available for sale or rent. City and county school systems are rated good to very good.

KEY REQUIREMENTS:

- Must possess or obtain a valid state driver's license.
- Will be required to perform temporary duty travel (TDY) 10% of the time.
- Will be required to complete the DOI Motor Boat Certification Course.
- Pre-employment physical is required.

◀ Back to Search Results

Overview | **Duties** | **Qualifications and Evaluation** | **Benefits and other Information** | **How to Apply**

APPLY ONLINE | **PRINT PREVIEW** | **EMAIL A FRIEND**

TIP: Reclamation **HireMe** online announcements include candidate assessment questions for you to answer and that are a **Key Item** of your total application package.

To preview the questions before applying:

- click on the **Qualifications and Evaluation** tab;
- scroll to the bottom of the page; then
- click on **To preview questions, click here.**

Reading the questions before applying for the position will provide more information about the job and the type of experience the hiring official is seeking.

Department: **Department Of The Interior**
 Agency: **Bureau of Reclamation**
 Sub Agency: **BUREAU OF RECLAMATION**
 Job Announcement Number:
UISBR-MP-2006-163

Overview | Duties | **Qualifications and Evaluation** | Benefits and Other Information | How to Apply

← Back to Search Results

HYDROLOGIC TECHNICIAN, GS-1316-4/5/6 (MPP-DV)

QUALIFICATIONS REQUIRED:
 For GS-04: Six months of general experience and six months of specialized experience OR 2 years above the high school level that included at least 12 semester hours in subjects such as engineering, industrial technology, construction drafting, surveying, physical science, biology, or mathematics.
 For GS-05: One year of specialized experience equivalent to the GS-4 level in the Federal service OR a 4-year course of study above the high school level leading to a bachelor's degree with (a) major study in an appropriate field of science, engineering, construction, or industrial technology, or (b) that included at least 24 semester hours in any combination of courses such as those shown above for the GS-04 level.
 For GS-06: One year of specialized experience equivalent to the GS-05 level in the Federal service

General Experience: General experience is defined as (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or process of the broad subject area of the occupation.

Specialized Experience: Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of specialized experience include collecting, selecting, computing and processing water quality data; using software applications to compute and manage water quality data, charts, presentation graphics and reports; using and deploying water quality instrumentation (turbid meters, multi-probes, data loggers and temperature loggers); or performing related duties supporting professional work in water quality. These examples are not all inclusive.

HOW YOU WILL BE EVALUATED:
BASIS OF RATING:
 Your answers to questions will be verified against information provided in your online resume. Be sure that your resume clearly supports your responses to all the questions by addressing experience, education and/or training relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You must make a fair and accurate assessment of your qualifications.

To preview questions please [click here](#).

← Back to Search Results

Overview | Duties | **Qualifications and Evaluation** | Benefits and ot

TIP: Read the **Qualifications and Evaluation** information *before* applying for the position to ensure you meet the requirements.

Qualifications vary by position, based upon occupation and grade level, and may require:

- ◆ general or specialized experience;
- ◆ specific education, college courses, or degree(s);
- ◆ specific training (e.g., apprenticeships);
- ◆ or combinations of the above.

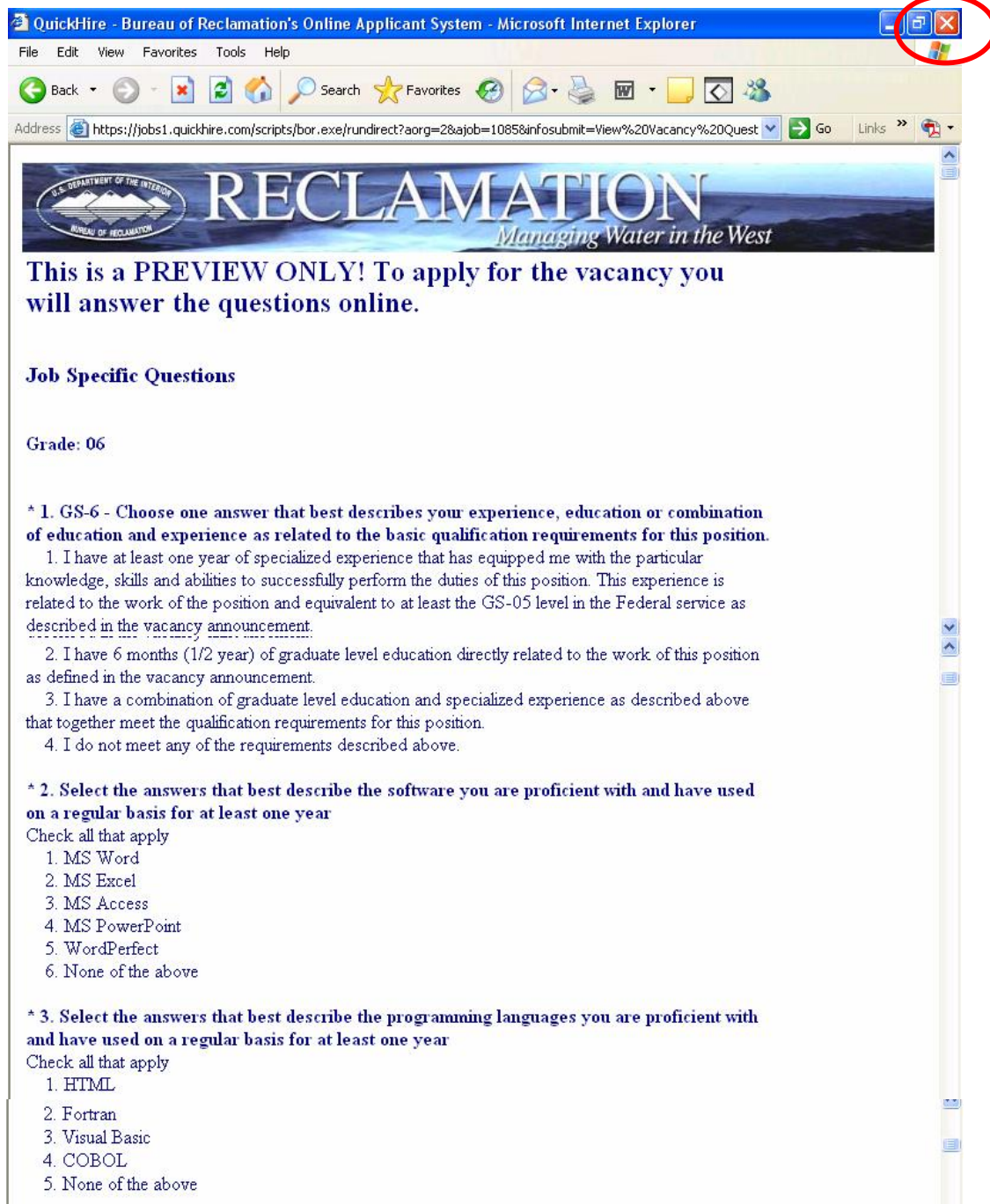
If education is required to qualify for the position, be prepared to submit evidence of the education (e.g., copies of college transcripts).

For more information on federal job qualifications, access the following websites.

- ▶ White Collar (GS) Positions:
<http://www.opm.gov/qualifications>
- ▶ Blue Collar (WG/BB) Positions:
<http://www.opm.gov/qualifications/x-118c/index.htm>

TIP: Scroll to the bottom of the page and click on the **click here** link to preview the candidate assessment questions associated with the vacancy announcement. You will be transferred via a secure line to the Reclamation **HireMe** system to preview the questions. The questions may be printed or emailed.

- From the USAJOBS website, you will be transferred to the Reclamation **HireMe** website to preview the candidate assessment questions. You may print the questions or copy/paste them to another document.
- To return to the USAJOBS announcement and continue with the online application process, click the “X” on your browser.



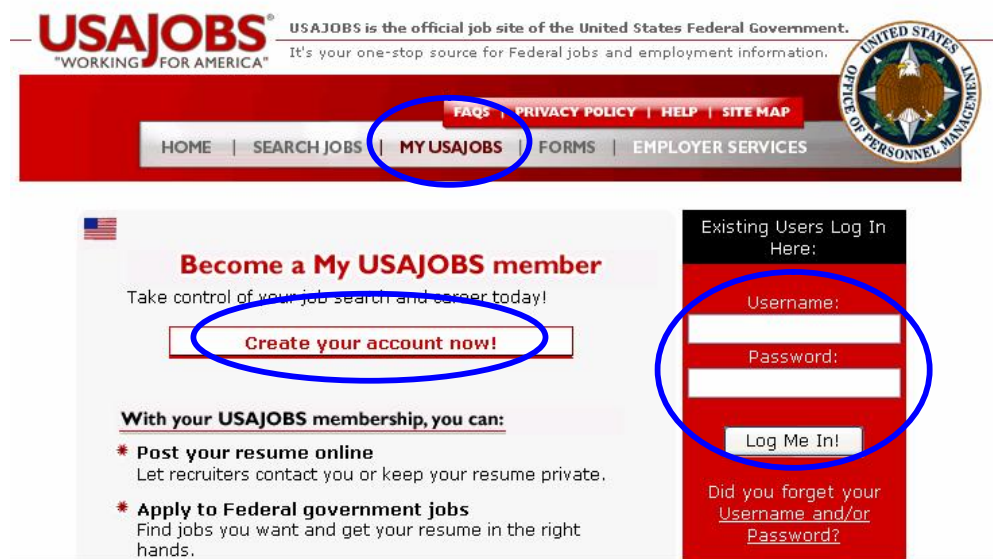
Upon returning to the USAJOBS announcement, note that the bottom of each page in the announcement includes the position information tabs, action buttons, and contact information (mailing address, phone numbers and email address). You are strongly encouraged to carefully read the **HOW TO APPLY** tab *before* applying to ensure you are familiar with all of the application requirements, supporting documents and deadlines.

- When you are ready to apply online, scroll down to the bottom of any of the pages in the announcement and click on the **APPLY ONLINE** button.



From the vacancy announcement, USAJOBS will automatically transfer you to the **MY USAJOBS** web page so that you may access your applicant account. You will be able to select and electronically attach a resumé to your online application.

- Access your account by clicking on one of the highlighted areas or log in with your Username and Password. If you have not yet established your account, now is the time to do so. If you have problems with your Username and/or Password, click on the link provided and USAJOBS will contact you via email within 24 hours.

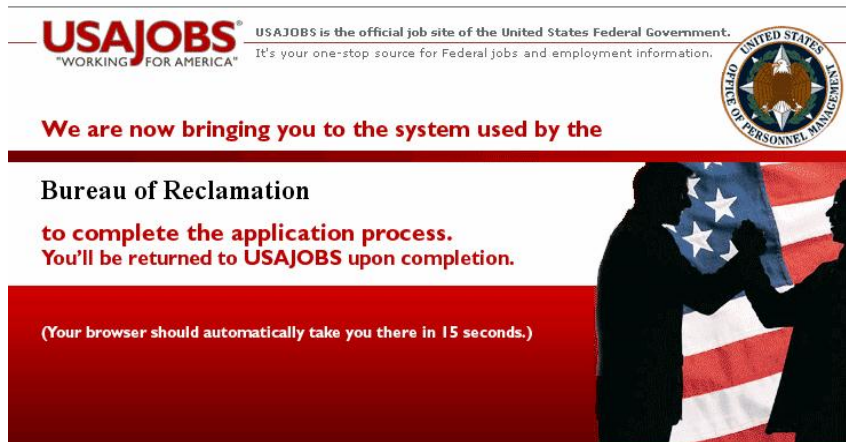


In your applicant account, USAJOBS will display brief information from the vacancy announcement to which you are applying.

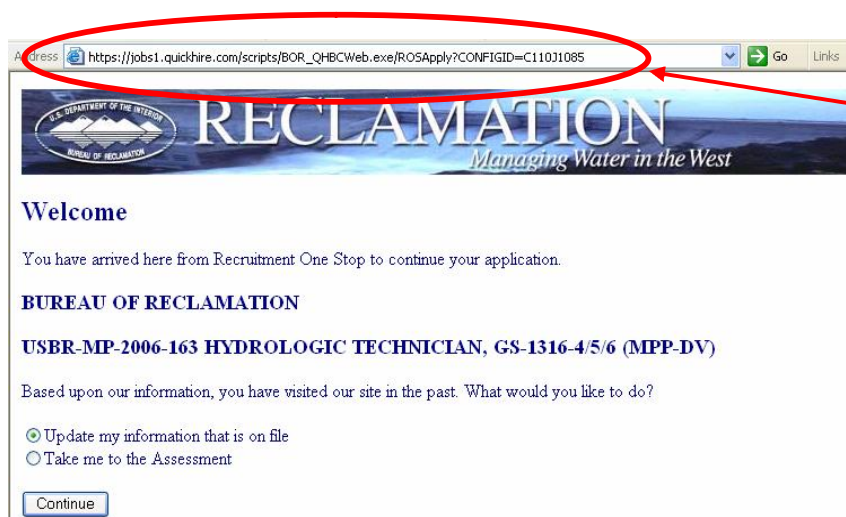


- Click on the resumé you wish to send with your online application. The resumé title will be highlighted.
- Click on the **Send updated resumé** bar to electronically attach the resumé to your online application.

USAJOBS will display the following (or similar) message:



NOTE: USAJOBS will electronically transfer you via a secure website to the Reclamation **HireMe** system to continue your online application.



Once transferred to the Reclamation **HireMe** website (note the change in web address), you may update your account information or proceed directly to the assessment questions.

If you have *never* applied for a Reclamation online vacancy or if you wish to update your applicant information,

- click the **Update my information** button, then
- click the **Continue** button.

Step 4. Establishing/updating a User Information Account in HireMe

The **HireMe** User Information account is part of **key item #1** and is required for a complete online application. If you have previously created a User Information account, it need not be created again. However, you are encouraged to review the information for changes, particularly with respect to your contact information (e.g., address, telephone number, email address). If you have not yet created a User Information account in **HireMe**, now is the time to do so.



User Information

Please note: Your SSN and birthdate are used only by the Human Resources staff to uniquely identify you. This information is only available to those directly involved in the hiring process.

* First Name

MI

* Last Name

* Date of Birth -Month- -Day- -Year-

* SSN (Format XXX-XX-XXXX)

* Address1

Address2

Address3

* City

State

* Zip Code

Plus 4

Country US

* Phone

* Email *Enter only ONE Internet E-Mail Address (example: john_doe@company.com).*

*** Citizenship**

- I am a US Citizen. I am NOT a US Citizen.

*** Military Service and Veteran Preference**

1. Not a veteran.
2. 30 percent or more compensably disabled veteran.
3. 10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more.
4. Other 10-point veteran. You must be one of the following
 - a. A disabled veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action.
 - b. A veteran's widow or widower who has not remarried.
 - c. The wife or husband of a veteran who has a service-connected disability which disqualified the veteran for civil service appointments.
 - d. The widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled.
5. 5-point veteran. You must have been discharged under honorable conditions and had one of the following (Please note: if you retired from military service at or above the rank of major or its equivalent, see #6 below.):
 - a. Active duty in the Armed Forces of the United States, in a war, or during the period 4/28/52-7/1/55.
 - b. Active duty for more than 180 consecutive days other than for training, any part of which occurred during the period beginning 2/1/55 and 10/14/76.
 - c. Active duty during the Gulf War sometime between 8/2/1990 - 1/2/1992.
 - d. Active duty in a campaign or expedition for which a campaign badge has been authorized.
6. Had active duty or reserve service which does not meet any of the above. (Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. [This exclusion does not apply to Reservists who will not begin drawing military retired pay until age 60.]

If you answered 2,3,4,5 or 6 above stating that you are a veteran, you must supply service dates below:

Start of Service: -Month- -Day- -Year-

End of Service: -Month- -Day- -Year-

NOTE: Some of the information requested for your **HireMe** User Information account is the same as that required for your USAJOBS Applicant Account.

Important: Your name, social security number and email address must be the same in the **HireMe** and USAJOBS systems. If you change account information in one system, you must make the same change in the other system.

NOTE: FOR VETERANS Military service does not automatically confer federal hiring preference.

- Provide the start/end of your military service dates in the blocks provided on the User Information online form.
- Be prepared to provide a copy of your DD214 that states the nature and dates of the service, type of discharge, and preference information (e.g., expeditionary medals, campaign badges).

User Information Account-continued

Notification Preferences

1. I would NOT like to be notified by email about new job postings.
 2. I would like to be notified by email about ALL new job postings.
 3. I would like to be notified by email about new job postings that meet my specified email notification criteria. (Email notification criteria will be selected on the next page.)
- Go to the Email Notification Selection Criteria Review page. Note: this checkbox should only be checked if you have previously specified your Email Notification Selection Criteria.

If you indicated you want to be notified about job openings, you will be notified from now on about any new jobs that open up or existing jobs that are updated, however you will need to scan the web site now to see what jobs are currently available. Being notified is dependent on having entered a valid e-mail address. Please be sure your e-mail address is correct.

Important instructions!

When you have filled out the above information and are ready to continue:

"Single click" on the NEXT button, be patient and wait the several seconds until the next screen of questions appears on your browser.

If you "double click" or "click on the NEXT button" again while the hourglass is being displayed before the next screen comes up, you may get a message indicating that duplicate SSNs are not allowed. If this happens, you can login with the E-Mail ID and password that you have just entered, or select the "Forgot your password" option. Login and select the "Edit personal information" option to complete your applicant profile.

When the screen of eligibility questions does display, it must be completed and saved before you are allowed to apply for any jobs within Bureau of Reclamation's Online Applicant Site. (Demographic Data is optional)



You must click on the "Next" button to save your changes.

[USER Home](#) - [How to Apply](#) - [HireMe](#) - [Contact Us](#)



All Questions require a response to be considered for any position.

Questions with an * are required to proceed to the next page.

* 1. Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?

1. Yes
2. No

(Note: If yes, or if you claim veteran's preference you will need to submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility prior to interview and selection for a position. Additionally, persons claiming 10 point preference will need to submit SF-15.)

* 2. Are you a current Federal employee?

1. Yes
2. No

* 3. Are you a current Federal employee serving under either a Veterans Readjustment Authority or Veterans Recruitment Authority (VRA) appointment?

1. Yes
2. No

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)

TIP: The Reclamation **HireMe** system enables you the option of being notified via email of vacancies that are of interest to you.

If you would like to be notified of Reclamation vacancies, click on one of the notification choices and follow the instructions.

- Click the **Next** button to continue completing the User Information Account.

- Provide a response to all questions with a red asterisk (*).

TIP: The initial list of questions enables the **HireMe** system to identify your hiring eligibility, basic qualifications, and any special factors that may be relevant to your employment with Reclamation.

Some questions include active web links to helpful information. If you require additional assistance, contact the Human Resources Office associated with the vacancy to which you are applying.

User Information Account - Eligibility Questions--continued

* 4. If you are a current Federal employee, by what agency and organization are you employed?

1. Department of the Interior, U.S. Bureau of Reclamation
2. Other
3. Not applicable

5. If you selected "Other", please enter the agency and organization.

Maximum length 50 Characters

6. If you are a current Federal employee, what is your duty station? [City,State]
(Enter N/A if not Applicable)

Maximum length 250 Characters

* 7. If you are a Federal employee, under what type of appointment are you currently serving?

1. Permanent-Career, competitive service
2. Career-conditional, competitive service
3. Excepted Service
4. Temporary (Time-Limited Appointment - not to exceed 1 year or less)
5. Term (Time-Limited Appointment - more than one year, not more than 4 years)
6. Student Career Experience Program (SCEP)
7. Student Temporary Employment Program (STEP)
8. Not applicable

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing Personnel Specialist.)

8. Are you a student appointee under the Student Career Experience Program who has completed all requirements for graduation and conversion under the SCEP appointing authority and is in the 120 day period for conversion to term, career or career-conditional appointment?

1. Yes
2. No
3. Not Applicable

* 9. If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service?

1. Yes
2. No
3. Not Applicable

(Note: You will be asked to submit a copy of a SF-50 prior to selection as proof of your reinstatement eligibility.)

10. If you are, or ever were, a Federal civilian employee, please indicate pay plan of the highest graded position you held:

1. GS
2. WG
3. Other
4. Not applicable

11. If you selected "Other", please enter the Pay Plan.

Maximum length 2 Characters

- Continue responding to the eligibility questions. Be sure to complete all questions with a red asterisk (*).

TIP: To determine the type of federal appointment under which you are serving, check your most recent SF-50 (Notification of Personnel Action).

| Select | Block 24 <u>and</u> Block 34 contain: |
|--------|---------------------------------------|
| #1 | 1 1 |
| #2 | 2 1 |
| #3 | 1 or 2 2 |
| #4 | IF 0 or 3 1 or 2 |
| #5 | 3 1 or 2 |
| #6 | 3 2 |
| #7 | 0 2 |
| #8 | You have never held a federal job |

Federal Agency Interchange Agreements. If you are a current Federal employee serving under an excepted appointment (#3) that is covered by a Federal Agency Interchange Agreement, refer to the **NOTE** box for Special Appointing Authorities on page 26. Further instructions are provided therein.

User Information Account - Eligibility Questions--continued

12. If you are, or ever were, a Federal civilian employee, please indicate the highest grade level you held (Enter NA if Not Applicable):

*Maximum length 2 Characters

13. If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position you held (MM-YYYY to MM-YYYY or Present, or NA if Not Applicable):

*Maximum length 100 Characters

(Note: Time-In-Grade restrictions apply in relation to advancement to General Schedule positions of employees in the competitive service.)

NOTE: Indicate the highest grade you have held, *not* the step.

Example: if the highest salary you received as a federal employee was at the GS-11 step 08 rate, enter the grade of "11" in the box. If the highest salary you received was in an ungraded position, enter "00" in the box.

14. If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest full performance level of that position? (Enter NA if Not Applicable)

*Maximum length 2 Characters

15. May we contact your current supervisor for a reference?

- 1. Yes
- 2. No
- 3. Please contact me first

16. Does the U.S. Bureau of Reclamation employ any member of your family?

- 1. Yes
- 2. No

17. If yes to Question 16, please provide the name, relationship, organization in which employed, and location if known.

*Maximum length 100 Characters

NOTE: Indicate the highest full performance level permanent position you have held in the federal service.

Do not include temporary promotions. Example: if you have held a permanent GS-7 position that had a target grade of GS-11, indicate "11" in the box.

* 18. If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System?

- 1. Yes
- 2. No
- 3. Not Applicable

(Note: You will be asked to provide a copy of the exemption prior to interview and selection.)

* 19. If you are a male at least 18 years of age, born after December 31, 1959 AND you have NOT registered with the Selective Service System, do you have an approved exemption?

- 1. Yes
- 2. No
- 3. Not Applicable

(Note: You will be asked to provide a copy of the exemption prior to interview and selection.)

User Information - Eligibility Questions—continued

20. Are you a retiree receiving a Federal annuity?

- 1. Yes
- 2. No

(Note: If you are an annuitant, your salary or annuity may be reduced upon employment.)

* 21. Have you accepted a buyout from a Federal agency within the past 5 years?

- 1. Yes
- 2. No
- 3. Not Applicable

(you may be required to pay back part or all of the buyout if you accept a position)

* 22. Do you have a physical or mental impairment that limits one or more major life activities AND has been certified by the State Department of Vocational Services rendering you eligible for the Federal Employment Program for Persons with Disabilities?

- 1. Yes
- 2. No
- 3. Not Applicable

(Note: You will be asked to provide a copy of the above certificate.)

* 23. Are you eligible for noncompetitive appointment under a Special Appointing Authority?

- 1. Yes
- 2. No

(Note: For more information on Special Appointing Authorities, see the [OPM](#) website.)

24. If you are eligible for noncompetitive appointment under a Special Appointing Authority, what authority are you applying under?

*Maximum length 50 Characters

* 25. Displaced employee information:

- 1. I am an employee of the Department of the Interior who has been declared surplus or displaced AND I am requesting special selection priority under the Department of the Interior's Career Transition Assistance Plan (CTAP)?
- 2. I am a displaced employee from another Federal agency and eligible for selection preference based on the Interagency Career Transition Assistance Plan (ICTAP)?
- 3. I am not a displaced employee from a Federal Agency.

(Note: If you are eligible for one of these plans, you will be asked to supply a copy of RIF separation notice, proposed removal for declining a directed reassignment outside of the local commuting area, or other official notification granting eligibility prior to interview and selection.)

[USBR Home](#) - [How to Apply](#) - [HireMe](#) - [Contact Us](#)

NOTE: Special Appointing Authorities.

- Refer to Appendix B for information on Special Hiring Programs.
- Federal employees serving under an excepted appointment covered by a Federal Agency Interchange Agreement should click **Yes** and enter **Interchange Agreement** in the text box. For more information on Agency Interchange Agreements, access: <http://www.opm.gov/employ/html/sroa2.asp#InterchangeAgreementsWithOtherMeritSystems>

NOTE: CTAP/ICTAP eligibility typically continues for one year following separation from federal service. Refer to Appendix B, Common Hiring Programs, for more information on CTAP/ICTAP requirements.

Select #3 if you are not a displaced federal employee **OR** if you were displaced and have not returned to federal service in over a year.

- Click the **Continue** button to continue with your User Information account.

The Demographic Information page appears next and is used to collect information for statistical reporting purposes only. The demographic information is not used to determine your hiring eligibility or qualifications.



Demographic Information

This information is needed to determine if our recruitment efforts are reaching all segments of the country, as required by Federal law. This is vital information not available from any other source. We can only get it directly from you. Your voluntary responses are treated in a highly confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. This form will be destroyed after the position is filled. The only information associated with your name in our computer system is whether you have returned the completed form, so that we may follow up if no response has been received. Your responses are stored as a tally for the group of all applicants for this vacancy in a manner that cannot be associated with any individual application. No information taken from this form is ever placed in a Personnel file or Personnel database. Thank you for helping us provide better service.

- Click the **Next** button at the bottom of the page to complete your User Information account.

PRIVACY ACT STATEMENT

GENERAL:

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), for individuals completing Federal records and forms that solicit personal information.

AUTHORITY:

Section 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

The **HireMe** system will alert you to any problems in processing your User Information account. An example of an error message is below.



ERRORS were encountered processing your request.

You did not provide an answer for question 5. All "must answer" questions are required to be answered in order to process this application.

Questions

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

- * 5. If you selected Schedule A, B, C, or "Other" please describe the specific special hiring authority for which you are claiming eligibility. You must provide proof of eligibility with your application as instructed in the vacancy announcement.

*Maximum length 8000 Characters

*

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 other 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.

TIP: A common error is missing a mandatory question (e.g., marked with *).

The indicated error(s) must be corrected before the system will allow you to continue with the online application process.

If you cannot resolve the error, contact the Human Resources Office for assistance.

You have successfully completed your User Information account once you have entered all the mandatory information. **HireMe** will display the following (or similar) message and indicate your federal hiring eligibility.



Your registration information has been saved!

Bureau of Reclamation's Online Applicant Site ID ~~1443~~ has been updated!

Based upon the information provided you are eligible for the announcement types listed below

| | |
|------------------------------------|--|
| Public Non-Status Positions | Open to all qualified candidates, including Federal employees. |
| Public Status Positions | Unless otherwise stated on the vacancy announcement, Open to current or former Federal employees with Federal competitive employment status obtained through a current or former permanent competitive service appointment with the Federal government or to individuals with eligibility for noncompetitive special appointing authority or to Veterans eligible under the Veterans Employment Opportunity Act of 1998. |
| Internal Positions | Open to Internal employees serving on permanent competitive service appointments or to Internal employees serving under certain noncompetitive special appointing authorities. |

TIP: Your personal applicant ID number will be indicated here. Keep this number with your UserID and password. Your ID number may also be used to access your **HireMe** account.

Click next to start the application process

[USBR Home](#) - [How to Apply](#) - [HireMe](#) - [Contact Us](#)

- Click the **Next** button and the **HireMe** system will automatically link you to the announcement's specific candidate assessment questions to enable you to respond online.



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. Select from the list below.

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

Check all that apply

- Grade 04
- Grade 05
- Grade 06

Check all that apply

- Grade 04
- Grade 05
- Grade 06

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

- Klamath Falls, OR

[USBR Home](#) - [How to Apply](#) - [HireMe](#) - [Contact Us](#)

TIP: The next set of questions allows you to select grade(s) and location(s) associated with the announcement. Be sure to respond to all questions with a red asterisk (*).

Key Item #3: Responses to Candidate Assessment Questions

Step 5. Responding to job-specific candidate assessment questions

Grade 04 Questions

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

* 1. GS-4 - Choose one answer that best describes your experience, education or combination of education and experience as related to the basic qualification requirements for this position.

1. I have at least 6 months of general experience which demonstrates my ability to perform the work of this position AND 6 months of specialized experience which has equipped me with the particular knowledge, skills and abilities to perform the duties of this position.
 2. I have successfully completed 2 years of education above the high school level that included at least 12 semester hours in any combination of courses in engineering, industrial technology, construction, drafting, surveying, physical science, biology or mathematics.
 3. I have a combination of post-high school education and general experience, as described above, that together meet the qualification requirements for this position.
 4. I do not meet any of the requirements described above.
2. I am proficient in Microsoft Excel in hydrologic computation skills, statistics, and graphics for presentation of hydrologic data.
 3. I have performed computer data entry, editing and retrieval tasks in the processing of scientific data.
 4. I have responded to scientific data information requests.
 5. I have verified the accuracy of scientific data entries and retrievals.
 6. I have managed the office program for archiving hydrologic data documents.
 7. I have reviewed hydrologic information on web site for accuracy and availability.
 8. I have provided comments and helped in the design of hydrologic data pages on the web.
 9. None of the above

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 other 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.

[USER Home](#) - [How to Apply](#) - [HireMe](#) - [Contact Us](#)

TIP: The next set of questions is designed to assess candidate competencies and level of experience for the position.

Instead of the traditional process of requiring applicants to provide written responses to knowledge, skills and abilities (KSAs) statements, the **HireMe** online announcements include job-specific questions that enable candidates to select answer choices based upon their personal skill and/or experience level.

Numerical values have been assigned to the answer choices of the assessment questions. The **HireMe** system automatically totals the values of the candidates' answer choices and assigns a numerical score.

Important: Responses to the candidate assessment questions are verified with information contained in candidate resumé.

The **HireMe** system reminds you to answer the assessment questions honestly as the responses will be verified by the Human Resources Office through the review of the work experience, education and other information contained in your online resumé and any supporting documentation required by the vacancy announcement.



The best strategy is to be as truthful as possible in the assessment of your knowledge, experience, abilities and/or skills in relation to the position for which you are applying.

Do not *underestimate* or *exaggerate* your competencies for the position.

- Be sure to read the statements about verification of your online application materials (example in box below).
- If you would like a copy of your application, click the box indicated (I would like a copy of my application emailed to me) and the application will be sent directly to your email address.

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 other 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.

[USER Home](#) - [How to Apply](#) - [HireMe](#) - [Contact Us](#)



- Click the **Finished** button and the **HireMe** system will automatically advance to the next step in the online application process.



TIP: HireMe announcements close at **11:59pm Eastern Time (8:59 pm Pacific Time)** on the scheduled closing date.

Candidates may update their USAJOBS and **HireMe** accounts, **and** answer choices *until the announcement closes*.

One last step in the process ...

Key Item #4: Supporting Documentation

Step 6. Providing supporting documentation listed in the announcement

When you have completed the candidate assessment questions and clicked the **Finished** button, the **HireMe** system will remind you to provide any supporting documentation as indicated in the vacancy announcement.

- Read the vacancy announcement to determine which supporting documentation (if any) is required based upon your applicant eligibility. If you are uncertain as to whether a listed document applies to you, contact the Human Resources Office for clarification.
- Read the vacancy announcement's **How to Apply** instructions for submission of supporting documentation (e.g., mail, fax, email, **HireMe** Auto-Requested Fax feature).
- Provide the documentation by the deadline stated in the announcement (usually the closing date).



Generate Auto-Requested Fax Cover Sheets

Your application has been received for the announcements listed below. If it pertains to you, you must provide the requested documentation. Please print out a fax cover sheet for each of the requested documents and fax the cover sheet and document to the fax number indicated on the fax coversheet.

For each requested document, please print a fax cover sheet by selecting the checkbox in the "Select Cover Sheet" column and click on the "Print Cover Sheet" button. In order to print the cover sheet, you must be connected to a printer.

| ANNOUNCEMENT # | JOB TITLE | TIME REQUESTED | DOCUMENT TYPE | SELECT COVER SHEET | STATUS |
|------------------|---|-------------------------------------|--|--------------------------|--------------|
| USBR-MP-2006-163 | HYDROLOGIC TECHNICIAN, GS-1316-4/5/6 (MPP-DV) | Auto Generated 4/17/2006 5:24:46 PM | SF-50 | <input type="checkbox"/> | Not Received |
| | | | SF-15 and appropriate supporting documentation | <input type="checkbox"/> | Not Received |
| | | | DD-214 | <input type="checkbox"/> | Not Received |
| | | | College Transcripts | <input type="checkbox"/> | Not Received |
| | | | ICTAP Documentation | <input type="checkbox"/> | Not Received |
| | | | CTAP Documentation | <input type="checkbox"/> | Not Received |
| | | | Special Hiring Authority Letters | <input type="checkbox"/> | Not Received |

*A cover sheet cannot be printed for any document that has been "Locked".


[USBRHome](#) - [How to Apply](#) - [HireMe](#) - [Contact Us](#)

TIP: The **HireMe** Auto-Requested Fax feature automatically generates a list of supporting documents as required for the application process (sample provided at left).

The feature allows you to print a specific cover sheet for each required document and fax the items to an imaging center where they are electronically linked to your User Information account.

NOTE: If using the Auto-Requested Fax feature:

- Fax each cover sheet and document(s) separately to enable proper sorting in your account.
- Fax your items to the imaging center at least **12 hours before** the closing date of the announcement.



- Click the **Done** button to advance to the next screen. The **HireMe** system provides you the option of printing your application documents, including your User Information account, your resumé, and your responses to the candidate assessment questions.

Is your online application finished?

Your online application is considered complete if the **key items** are submitted by the announcement deadline.

- ✓ applicant account in USAJOBS & **HireMe**
- ✓ a resumé in USAJOBS
- ✓ responses to job-specific candidate assessment questions (via **HireMe**)
- ✓ supporting documentation (as indicated in the vacancy announcement instructions)

Upon completion of the [HireMe](#) application process, the system automatically transfers you back to the USAJOBS website and provides an update on the status of your application (examples of the web pages below). You will also receive an email from USAJOBS regarding the submission of your application.



[Profile](#) | [Resume](#) | [Agent](#) | [Applications](#) | [Log Out](#)

Application Status

Your resume has been **SENT** to BUREAU OF RECLAMATION for consideration on USBR-MP-2006-163, HYDROLOGIC TECHNICIAN, GS-1316-4/5/6 (MPP-DV).

Please read the vacancy announcement carefully. Make sure that you are sending all the required additional documentation. Submitting your resume may not be the only step in the application process.

TIP: Read the vacancy announcement *one more time* to ensure that any required supporting documentation has been submitted by the announcement deadline.

Without the supporting documentation, your application may be determined incomplete, rendering you ineligible for consideration.

What to expect next?

You will receive email contact from the servicing Human Resources Office regarding the status of your application and the selection process.

Good luck with your online job search and online application!

Appendix A -- Reclamation's HireMe Website

You are invited to access the Reclamation **HireMe** website for more information about Reclamation vacancies and the online application process.

- Enter <http://www.usbr.gov/pmts/hr/hireme.html> in the address bar. The Reclamation **HireMe** home page will be displayed (example below).
- Click on **Current Job Openings** on the left menu bar for a list of current Reclamation announcements.

Address <http://www.usbr.gov/pmts/hr/hireme.html> Go Links >>

U.S. Department of the Interior | Bureau of Reclamation Contact Us | Site Index

RECLAMATION
Managing Water in the West

Search Reclamation
[Search Box] >>

Reclamation Home
Regional Offices
Newsroom
Library
Dataweb
Employment Opportunity
Current Job Openings
Benefits
How to Apply
Contact Us

Bureau of Reclamation HireMe System
Automated Hiring System, Powered by QuickHire
HireMe Info Site

Welcome to the **HireMe** system web page. **HireMe** is a secure web-based recruitment system that will allow job seekers to apply for Reclamation jobs online. **HireMe** is integrated with **USAJOBS** to provide a faster and easier application process.

Anyone can browse **USAJOBS** and search for job vacancies, but you must be registered at My USAJOBS in order to APPLY for online job vacancies. When you view a vacancy announcement at **USAJOBS**, scroll to the bottom of the page and look for the APPLY ONLINE button; click on APPLY ONLINE to apply, or to register.

For step-by-step NEW USER registration guidelines, [click here](#).

At **USAJOBS** (www.usajobs.opm.gov) you may search for jobs. You may also click on My USAJOBS or CREATE A RESUME to register or to access your account if you are already registered.

Reclamation's **HireMe** system is currently in an implementation stage. A majority of job vacancies are now available for online application. However, a few vacancies may require special hard copy application.

Always read the vacancy announcement for specific application instructions.

IMPORTANT Hints:

- If you are already registered at **USAJOBS** you don't need to register again.
- If you forget your **USAJOBS** User ID or Password, please contact the **USAJOBS** helpdesk, or go to: <https://my.usajobs.opm.gov/forgot.asp>
- You can update your resumes and other registration data anytime after you have registered.
- What is **Auto-Requested Fax** ? For detailed guidance, [click here](#).
- When you apply for a specific job, you will be asked to respond to specific questions. Your answers will be verified against information provided in your online resume.
- You may view the questions before you apply; when viewing the vacancy announcement on **USAJOBS**, click on the "**Qualifications and Evaluation**" tab and scroll to the bottom of the page and click on the *preview questions* link.
- When you apply for a specific job, a snapshot of your resume will be captured and tied to that job vacancy on the closing date.
- Job vacancies are listed at **USAJOBS**, located at <http://www.usajobs.opm.gov>; there may be exceptions for internal jobs, employees will be notified as needed. To view only the Reclamation jobs at **USAJOBS**, [click here](#).
- For more information about the **HireMe** system, please go to [FAQ's](#) (Frequently Asked Questions).

For [Questions and Comments](#)
Last revised: April 7, 2006

The **Current Job Openings** screen will display. The “**click here**” links direct you to Reclamation and the USAJOBS website as described below.

Current Job Openings

If you are currently a Federal Employee and would like to see available job vacancies within Reclamation, please [click here](#).

All current Reclamation announcements will be listed.

If you are seeking employment and have never worked for the Federal Government, please [click here](#).

If you would like to see all vacancies throughout the Federal Government, [click here](#).

Link to the USAJOBS home page.

Only Reclamation announcements open to the public will be listed.

- Click on the **Back arrow** button located at the upper left corner of your browser (above the address bar) to return to the **HireMe** home page.



Reclamation's **HireMe** system is currently in an implementation stage. A majority of job vacancies are now available for online application. However, a few vacancies may require special hard copy application.

Always read the vacancy announcement for specific application instructions.

IMPORTANT Hints:

- If you are already registered at **USAJOBS** you don't need to register again.
- If you forget your **USAJOBS** User ID or Password, please contact the **USAJOBS** helpdesk, or go to: <https://my.usajobs.opm.gov/forget.asp>
- You can update your resumes and other registration data anytime after you have registered.
- What is **Auto-Requested Fax** ? For detailed guidance, [click here](#).
- When you apply for a specific job, you will be asked to respond to specific questions. Your answers will be verified against information provided in your online resume.
- You may view the questions before you apply, when viewing the vacancy announcement on **USAJOBS**, click on the "**Qualifications and Evaluation**" tab and scroll to the bottom of the page and click on the *preview questions* link.
- When you apply for a specific job, a snapshot of your resume will be captured and tied to that job vacancy on the closing date.
- Job vacancies are listed at **USAJOBS**, located at <http://www.usajobs.opm.gov>; there may be exceptions for internal jobs, employees will be notified as needed. To view only the Reclamation jobs at **USAJOBS**, [click here](#).
- For more information about the **HireMe** system, please go to [FAQ's](#) (Frequently Asked Questions).

For Questions and Comments
Last revised: April 7, 2006

- Click on the **FAQ's** (Frequently Asked Questions) tag at the bottom of the home page to learn more about the **HireMe**

application process.

RECLAMATION
Managing Water in the West

Search Reclamation

HireMe System

Frequently Asked Questions

General Information

- What is **HireMe**?
- How does **HireMe** work with **USAJOBS**?
- What types of positions will be filled using **HireMe**?
- Is the system secure?
- Is **HireMe** the only way to submit an application for Reclamation positions?
- What if I don't have a computer?
- What if I don't have e-mail?
- What if I need help applying online?
- When exactly do jobs close in **HireMe**?
- Exactly what does it mean to apply online?
- Will Reclamation accept paper applications?
- What if someone submits false information?

The **Frequently Asked Questions** page will be displayed with a list of informational topics.

- Click on a topic to obtain information and tips on how to effectively use the online application system.

Appendix B -- Common Federal Government Hiring Programs

The following hiring programs are commonly used by the Bureau of Reclamation, Mid Pacific Region to fill vacant positions. All hiring and/or placement appointments are subject to OPM and/or agency requirements (e.g., position qualifications).

| Applicant Type | Hiring Program | Hiring or Placement Eligibility |
|---|---|---|
| U.S. Citizen | Open Recruitment with a public announcement | <ul style="list-style-type: none"> • Eligible for vacant positions announced on the USAJOBS website that are open to the “public” or “all U.S. citizens.” • Eligibility does not require current or prior federal employment. • Veterans’ preference is applicable. |
| Current Federal employee in a permanent position | Merit Promotion | <ul style="list-style-type: none"> • Eligible for permanent or temporary reassignment and promotion; detail, re-promotion, change-to-lower grade; and transfer to other federal agencies. • Eligibility requires employee to occupy a permanent position with a career or career-conditional appointment. |
| Former Federal employee who held a permanent position | Reinstatement | <ul style="list-style-type: none"> • Eligible for: <ul style="list-style-type: none"> ▶ Lifetime reinstatement with three (3) or more years of permanent federal service (career status) prior to separation. ▶ Reinstatement for up to three years from the date of separation with less than three years of permanent federal service prior to separation. • Eligibility requires the permanent position to have been held under a career or career-conditional appointment. |
| Veteran of a military or uniform service | Special hiring programs available | <ul style="list-style-type: none"> • Eligible for various types of appointments based on military service record and position requirements. Examples: Veterans’ Employment Opportunity Act (VEOA), Veterans’ Recruitment Act (VRA), 30% or More Disabled American Veterans (DAV). • If veterans’ preference is claimed, applicant must provide a DD-214 to validate the dates of service, nature of separation and receipt of any campaign badges or expeditionary medals. If a compensable disability is claimed, a VA letter that states the percent of disability and an SF-15 must also be provided. • Additional Information: http://www.opm.gov/veterans |
| Person with a disability | Special hiring programs available | <ul style="list-style-type: none"> • Eligible for appointments based upon the position requirements and the nature of the disability. The disability must substantially limit one or more major life activities. Disabilities may include mental retardation, psychiatric disorders, muscular or neurological disorders, and less obvious disabilities such as lupus, AIDS, diabetes, or heart disease. The position to be filled must match the disability to enable successful performance by the individual. Reasonable accommodations may be made. • Eligibility requires certification of the disability from the appropriate State Vocational Rehabilitation Agency. The certification must verify that the applicant has a severe disability and is therefore eligible for the special hiring program. The certification must also indicate that the applicant has the ability to perform the position duties, is physically qualified to do the work without risk to himself/herself or others, is competent to maintain himself/herself in a work environment, and describes any needed reasonable accommodation. • Additional Information: http://www.opm.gov/disability |

| Applicant Type | Hiring Program | Hiring or Placement Eligibility |
|---|---|---|
| Former Peace Corps/VISTA Volunteer | Special hiring program | <ul style="list-style-type: none"> • Eligible for appointment up to one (1) year following satisfactory completion of volunteer or volunteer leader service in the Peace Corps or VISTA programs. • Eligibility requires letter from Peace Corps or VISTA program official certifying successful completion of service and eligibility for special Federal hiring program. |
| Former Peace Corps Staff Member (not a volunteer) | Special hiring program | <ul style="list-style-type: none"> • Eligible for appointment up to two (2) years after separation from completion of qualifying satisfactory service as a staff member (not a volunteer) with the Peace Corps. • Eligibility requires letter from Peace Corps or VISTA program official certifying successful completion of staff service and eligibility for special Federal hiring program. |
| Federal employee in an excepted service position covered by an Agency Interchange Agreement | Agency Interchange Agreement | <ul style="list-style-type: none"> • Agency Interchange Agreements allow for the movement of federal employees in the excepted service to the competitive service and vice-versa. • For a list of current interchange agreements and eligibility requirements, visit: http://www.opm.gov/employ/html/sroa2.asp#InterchangeAgreementsWithOtherMeritSystems |
| CTAP or ICTAP Employee | Career transition assistance programs for displaced Federal employees | <ul style="list-style-type: none"> • CTAP - Placement assistance within applicant's agency. Eligibility requires: <ul style="list-style-type: none"> ▶ official agency notice that designates the applicant as a surplus or displaced employee; ▶ applicant must have a current performance rating of at least "fully successful" (Level III) or equivalent; ▶ applicant must apply for a vacancy in the agency that is located in the same local commuting area as the applicant's current position; ▶ applicant must be found "well qualified" for the job; ▶ eligibility expires when the applicant resigns, retires or is otherwise separated from the agency; or moves to another position in the agency that is not affected by the RIF; or receives a career, career-conditional, or excepted service position without time limit in any agency. • ICTAP - Placement assistance in other federal agencies. Eligibility requires: <ul style="list-style-type: none"> ▶ official agency notice that the applicant has been (or is being) involuntarily separated, separated due to adverse action, or other circumstances (refer to website below for details); ▶ applicant must have a current performance rating of at least "fully successful" (Level III) or equivalent; ▶ applicant must apply for a vacancy in the same local commuting area as the position currently occupied (or from which separated); ▶ applicant must be found "well qualified" for the job; ▶ eligibility expires one year after applicant's separation or if one of the other conditions indicated in the website information is met. • Additional Information: http://www.opm.gov/rif/employee_guides/career_transition.asp#intro |

Appendix C -- HireMe Hints

Reclamation HireMe

- ◆ Automates the federal hiring process with an online application and candidate evaluation process.
- ◆ **HireMe** is directly linked to USAJOBS and operates through a private, secure database that is accessible at home or work.
- ◆ Enables you to search, review and apply to vacancy announcements through USAJOBS web site: <http://www.usajobs.opm.gov>.
- ◆ **HireMe** web site <http://www.usbr.gov/pmts/hr/hireme.html> provides list of current vacancies and applicant information.
- ◆ Provides option to automatically notify you via email of job postings.
- ◆ Allows you to create, edit, and archive electronic resumé(s) in USAJOBS.
- ◆ Allows you to fax supporting documents (e.g., SF-50, college transcripts, DD-214, VA letters) to an imaging center to be electronically linked to their personal account.
- ◆ **HireMe** system automatically rates, ranks and identifies best qualified candidates.

Online Application Process

- ◆ Access USAJOBS website to search and apply for Reclamation and other federal agency vacancies.
- ◆ Set web addresses as “favorites” or “bookmarks” for easy access.
- ◆ Resumé in USAJOBS is easily linked to your account information during application process.
- ◆ **HireMe** application process includes job-specific assessment questions designed to evaluate candidate competencies and experience for vacant positions.

HireMe Candidate Assessment Questions

- ◆ Assessment questions are job-specific and vary in format:
 - ◆ Applicant Assessment (AA)
 - ◆ Multiple choice (MC)
 - ◆ Multiple answer/multiple choice (MA/MC)
 - ◆ Short Answer (SA) or Long Answer (LA)
 - ◆ True/False (T/F) and Yes/No (Y/N) questions
- ◆ You may preview and print vacancy-specific questions before actually applying.
- ◆ Answers to all questions must be supported by information contained in your resume.

Status of Applications

- ◆ Application information (account information, resume, question responses, supporting documentation) may be edited until the closing date of the announcement (11:59pm Eastern Time/8:59pm Pacific Time). Applicant ratings are instantly finalized when the announcement closes.
- ◆ Applicants may receive email confirmation of their application; keep as a record of successful transmission.
- ◆ Applicants receive email contact from Human Resources Office regarding status of application and selection process.

Important to Remember

- ◆ Always read the **How to Apply** instructions in the vacancy announcement.
- ◆ Submit final, complete application by **8:59pm Pacific Time** on the closing date of the announcement.
- ◆ Submit supporting documents (SF-50, transcripts, DD-214, etc.) as specified in the announcement.
- ◆ Call the point-of-contact given in the vacancy announcement if you have questions.
- ◆ Always be truthful with the information you provide as all of your responses are subject to verification.

Appendix D -- Sample Resumé from USAJOBS Resumé Builder

Im N Applicant

123 Main Street
 Any Town, CA 95881
 Home: 916-333-4444
 Work: 916-999-8888
 Email: imapplicant@location.com

-Website: <http://www.usajobs.gov>
 -Click on MY USAJOBS or "Create a Resumé"
 -Establish account with username and password.
 -Follow structured format and fill in the blanks with your information.
 -You may create/maintain up to 5 resúmes.

Social Security Number: 111-22-3333
Country of citizenship: United States of America
Veteran's Preference: Yes*
Highest Grade: GS-0318-07
Contact Current Employer: Yes

***If YES:**
 a. Indicate 5 or 10 pts preference (see www.opm.gov/veterans for information on preference and eligibility definitions).
 b. Provide documentation (e.g., DD-214, SF-15, VA letter for compensable vets).

OBJECTIVE To obtain a permanent Secretary position.

TARGET JOB

| | |
|------------------------------|--------------------|
| Target Job Title: | Secretary |
| Desired Job Type: | Employee |
| Desired Status: | Full-Time |
| Site Location: | On-Site |
| Date of Availability: | From 1 to 3 months |

TARGET LOCATIONS

| | |
|------------------|-----|
| Relocate: | Yes |
| US-CA | |

WORK EXPERINCE block has 3,000 character limit or about 50 lines of text in the display window.

WORK EXPERIENCE

| | |
|----------------------------|--|
| US Army, C Battery | |
| Fort Sill, OK 73503 | |

Always define acronyms initially. Limit use of acronyms/abbreviations.

10/2000 - Present
Grade Level: GS-7
Salary: \$23.22/hr
Hours per week: 40+

Secretary (OA), 0318

Serve as secretary to the Unit Commander. Conduct weekly operational and planning meetings to discuss program and project activity objectives and milestones. Provide administrative guidance and advice to lower level leaders in the C Battery Operations Division (CBOD). Prepare standard and special reports on projects and activities in CBOD. Maintain organizational personnel accountability and leave status through use of detailed, spreadsheet matrices. Provide detailed, time-sensitive risk assessments for personnel training events. Prepare and present presentations to agency personnel on the issues, policies, approaches, and services available within the program, including employment environment conditions, agency structure, and promotion qualifications. Prepare operating budget, order supplies, manage office equipment maintenance contracts. (Contact Supervisor: Yes. LTC John Doe; 301-265-1234).

Include unpaid work experience that is relevant to the position for which you are applying.

St. Michael's Church
458 Evergreen Way
Blue Spruce, Oklahoma, US

02/2003 - Present
Grade Level: N/A
Salary: \$00.00
Hours per week: 5

Secretary to Minister

Volunteer on weekly basis to assist with secretarial and clerical work in support of church business. Type, file, prepare letters, monitor expenditures, write checks, arrange for floral deliveries, and assist minister with weekly visitation schedule. (Contact Supervisor: Yes. Father John Smith; 301-264-4321).

Sample Resume-USAJOBS RESUMÉ BUILDER – page 2.

Focus on primary work tasks; avoid flowery words; use power verbs (see examples in blue).

**U.S. Fish and Wildlife Service
Klamath Falls, Oregon 97623**

**01/1997 - 10/1999
Grade Level: GS-06
Salary: \$17.69/hr
Hours per week: 40**

Program Support Assistant, 0303

Coordinated a variety of programs and **responded** to inquiries about program procedures, requirements, and services. **Provided** referrals, guidance, and support to agency employees; **maintained** a listing of resources and related reference materials within the designated area of responsibility. **Advised** new personnel on various policies and procedures through group presentations, one-on-one counseling, and answering on-the-spot questions during in-line job training. **Analyzed** program funds and **generated** quarterly organizational reviews and evaluations. **Gathered** data and **prepared** briefings and presentations for next level supervisors. **Developed** announcements and publications for various organizational events. **Organized** and **acquired** special equipment and resources, and **made arrangements** for high-ranking visitors, speakers, and dignitaries. (Contact Supervisor: No longer in contact).

**U.S. Bureau of Land Management
Carson City, Nevada 89701**

**03/1995 - 01/1997
Grade Level: GS-05
Salary: \$14.32/hr
Hours per week: 40**

Office Automation Assistant, 0326

Provided office automation support to an office of twenty five engineers and technical employees. Reviewed drafts, provided comments on grammar, tone and style. Generated a wide variety of technical documents in narrative and statistical formats with embedded charts, graphs and other images. Also prepared standard documents, such as letters, forms, etc. and input data into established software applications (databases and spreadsheets). (Contact Supervisor: Yes. Mr. Big Boss, 541-882-7878).

**US Army
Ft. Lewis, Washington**

**02/1990 – 06/1995
Grade Level: E5
Salary: \$16.01/hr
Hours per week: 40+**

Mobile Equipment Servicer

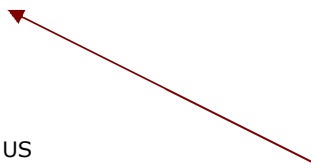
Worked on wheeled and tracked vehicles. Served in Gulf War. Recipient of Southwest Asia Service Medal. Received Honorable discharge. Have VA letter to document 10% compensable disability. (Contact Supervisor: Yes. LTC Soldier, 333-122-4444).

EDUCATION

Blue Spruce University
Blue Spruce, Oklahoma, US
Bachelor of Arts Degree - 06/2001
192 Quarter Hours
Major: Psychology
Minor: Business
Description: 4-year Private University.

Pine Needle High School
Blue Spruce, Oklahoma, US
High School Diploma - 06/1994

Veterans: Recommend providing brief military service work experience to document branch of service; dates of service; receipt of medals, campaign badges, or other preference information; type of separation (e.g., discharge, retirement); and status of discharge (e.g., honorable, general).



Sample Resume-USAJOBS RESUMÉ BUILDER – page 3.

AFFILIATIONS 01/2004 – Present Administrative Office Managers Association Member

TRAINING COURSES
 Army Correspondence Course – 08/2004 – 32 hrs
 MS Office Suite – 05-2004 – 40 hrs
 Effective Communication – 07/2003 – 24 hrs

Include training and skills that are relevant to the position for which you are applying.

JOB-RELATED SKILLS

| Skill Name | Skill Level | Last Used | Experience |
|----------------------------------|--------------|----------------|------------|
| Microsoft Windows (all versions) | Expert | Currently used | 12 years |
| Microsoft Word | Expert | Currently used | 10 years |
| Microsoft Excel | Intermediate | Currently used | 7 years |
| Microsoft PowerPoint | Intermediate | Currently used | 7 years |
| Microsoft Outlook | Intermediate | Currently used | 5 years |
| Calendar Creator | Intermediate | Currently used | 2 years |
| Microsoft Access | Beginner | Currently used | 1 year |
| Microsoft Publisher | Beginner | Currently used | 1 year |

CERTIFICATES AND LICENSES

Typing Certificate – Army Typing School, 06/2002.
 Office Manager Certificate – Phoenix Adult Education, 08/2003.
 Micro Soft Certificate – Phoenix Adult Education, 11/2003.

HONORS, AWARDS, MEMBERSHIPS, ETC.

Army Achievement Medal for demonstrating efficient office operations; 10/2003.
 Rated Commendable as Organizational Safety Officer/Advisor, 08/2003.
 Performance Awards: 2001, 2002, 2003, 2004.

SUPPLEMENTAL INFORMATION

Travel Availability: 1-2 days per week
 Overnight Availability: 3-5 days per month

Include your travel availability, especially if the announcement states that travel is required.

REFERENCES

| | | |
|--|--|--|
| Captain Paul Stark Phone Number: 583-446-7777 Email Address: paulstark@ftsill.army.mil Reference Type: Professional | US Army Fort Sill, OK St. Michael's Church PO Box 1234 Blue Spruce, OK 73502 588-333-9955 stmichael@location.net Professional | Unit Commander Children's Minister Personal Acquaintance |
| John Noland Phone Number: 588-333-9955 Email Address: stmichael@location.net Reference Type: Professional | Robin Williams Phone Number: 401-444-7878 Email Address: funnyman@location.com Reference Type: Personal | |

**-Do not use "References available upon request" in a Federal resumé.
 -Recommend you provide three recent references (other than supervisors) who can attest to your work habits, skills, etc.
 -Be sure to advise your references that they may receive a call from a selecting official.
 -See examples for format and type of information to provide.**

*Sample Resume-USAJOBS RESUMÉ BUILDER – page 4.***Final Notes:**

- *Be truthful with the information in your resumé as all claims are subject to verification.*
- *The most effective resumé is concise, informative and includes work experience descriptions that are recent and relevant to the position.*
- *State the most recent experience, training, awards, education, etc., first; avoid including work experience that is more than 10 years old unless it is extremely relevant to the position.*
- *When finished with your resumé, print it and proofread it (correct misspelled words!). Better yet, ask someone else to proofread and critique your resumé before submitting it.*
- *Be sure to check the text in your Work Experience blocks to ensure that the 3,000 character limit is not exceeded.*
- *Always read the directions in the vacancy announcement and submit your application and additional documentation (e.g., transcripts, SF-50, veterans' preference materials) in accordance with the instructions.*
- *Watch closing dates carefully! Reclamation HireMe announcements officially close at 11:59 p.m. Eastern Time (**8:59 p.m. Pacific Time**) on the closing date.*

