



**BOP-Careers
and
The Application
Process**

USAJOBS

- +USAJOBS is where you search for jobs.**
- +USAJOBS is where you build your résumé.**
- +USAJOBS is managed by OPM.**

BOP-Careers

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

Advantages

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

How Will You Know Jobs Are Announced

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

The Application Process

Step 1. Go to USAJOBS



Step 2. Become a MY USAJOBS member



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"

[Search Jobs](#) [My USAJOBS](#) [Info Center](#) [Veterans](#) [Forms](#) [Employer Services](#)

Become a My USAJOBS member
Take control of your job search and career today!

[Create your account now!](#)

With your USAJOBS membership, you can:

- * Post your resume online**
Let recruiters contact you or keep your resume private.
- * Apply to Federal government jobs**
Find jobs you want and get your resume in the right hands.
- * Receive automated job alerts**
Create Job Agents for updates on the latest listings.

Existing Users Log In Here:
Username:
Password:
[Log Me In!](#)
[Did you forget your Username and/or Password?](#)

[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Information Center](#) | [Veterans](#) | [Forms](#) | [Employer Services](#)
[FAOS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)


The Application Process

Step 3. Register in USAJOBS

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"

NEW **NEW**

[Search Jobs](#) [My USAJOBS](#) [Info Center](#) [Veterans](#) [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" by selecting a Password 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? Yes No

* Veterans' Preference: Yes No

The Application Process

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

Step 4. Build a Résumé in USAJOBS

Profile | Resume | Agents | Applications | Log Out

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

[Check out a Sample Resume](#)

Resume Builder

1. **Getting Started** 2. Experience 3. Related Information 4. Finishing Up

[Preview your Resume as you build it!](#)

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the ? after each title for more information.

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** [What is this?](#)

* **First Name**

Middle Name

* **Last Name**

* **Social Security Number** ***-**-9204 [Edit Social Security Number](#)

* **Home Address**

Home Address 2

* **City/Town**

* **State/Province** Texas

* **Postal/ZIP Code**

* **Country** US

* **Email**

Building an Effective Résumé

The role of the résumé is absolutely crucial

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

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

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

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.

Already a Member? [Sign In](#)

[Search Jobs](#) [My USAJOBS](#) [Info Center](#) [Veterans](#) [Forms](#) [Employer Services](#)

Make a difference in the lives of the American public

Your Career in the U.S. Government Starts Here!

USAJOBS is provided at no cost and offers information on 22,337 U.S. government job opportunities worldwide.

VIEW OUR TUTORIALS 

- [My Job Search Agents](#)
- [My Resumes](#)
- [My USAJOBS Account](#)
- [Search USAJOBS](#)
- [View Announcements](#)

Get a feel for our new site as we guide you through some basic tasks.

DOWNLOAD A GUIDE 

- [My Job Search Agents.doc](#)
- [My Resumes.doc](#)
- [My USAJOBS Account.doc](#)
- [Search USAJOBS.doc](#)
- [View Announcements Apply.doc](#)

Save our printable Quick Guides to use as a handy reference tool.

Ready to land the Federal job that's right for you? **Just follow these three simple steps:**

- 1 Create Your Account**
Set up your [My USAJOBS](#) account to:
 - Create & post resumes
 - Attract employers
 - Have jobs emailed to you
- 2 Search for Jobs**
Just enter your desired job information and [search](#) the database of 22,337 jobs. Use your resume to apply online instantly.
- 3 Manage Your Career**
Get all the [information and advice](#) you need on obtaining a job in the Government.

The Application Process

Step 5. Search for a job in USAJOBS

Answer "Yes" to search for Merit Promotion Jobs

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"

[Search Jobs](#) [My USAJOBS](#) [Info Center](#) [NEW Veterans](#) [NEW Forms](#) [Employer Services](#)

[Basic Search](#) | [Agency Search](#) | [Series Search](#) | [Advanced Search](#) | [Senior Executive](#)

Keyword Search ?

(e.g.: Job Title, Agency Name, Vacancy Announcement #, Control #) [More Tips](#)

Location Search ?
For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.
----- Select all -----
US
AK
AK-Aleutian Islands
AK-Anchorage

Job Category Search ?
For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.
----- SELECT ALL -----
Accounting, Budget and Finance
Biological Sciences
Business, Industry, and Procurement
Copyright, Patent, and Trademark

Salary Range ? **Pay Grade (GS)** ?
from to OR from to

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?

No Yes

Show Jobs Posted:

Sort Results by ?
 Key Word Relevance Date

View Description ?
 Detailed Brief

FEATURED JOB
» [U.S. Coast Guard](#)
One of five branches of the US Armed Forces. It falls under the jurisdiction of the U.S. Department of Homeland Security.

FEATURED EMPLOYER
» [Millennium Challenge Corporation](#)
Reducing Poverty Through Growth - The MCC plays a pivotal role in helping to reduce poverty in developing Nations.

JOBS IN DEMAND
» You may be the person we are looking for. [Find the latest here!](#)

TIPS AND TOOLS
Career Interests Center
» Assess your skills and interests to match potential career opportunities.

The Application Process

Step 6. Read the vacancy announcement

Bureau Of Prisons / Federal Prison System

Department: **Department Of Justice**
Agency: **Bureau of Prisons / Federal Prison System**
Sub Agency: **Federal Bureau of Prisons**
Job Announcement Number:
MXR-2007-0060

Overview

Duties

Qualifications & Evaluations

Benefits & Other Info

How to Apply

[← Back to Search Results](#)

Employee Services Manager

SALARY RANGE: 51,972.00 - 80,975.00 USD per year

OPEN PERIOD: Friday, December 08, 2006
to Tuesday, January 02, 2007

SERIES & GRADE: GS-0201-11/12

POSITION INFORMATION: Full Time Permanent

PROMOTION POTENTIAL: 12

DUTY LOCATIONS: 1 vacancy - FCI Manchester

WHO MAY BE CONSIDERED:

Area of Consideration:

BOP- Wide plus eligible DOJ Surplus and displaced employees in the local commuting area.

JOB SUMMARY:

Why is it Great to Work for the Federal Bureau of Prisons?

Do your Career Justice and consider a career with the Federal Bureau of Prisons (BOP). In addition to being regarded as a family and career-oriented agency, the BOP offers a broad range of exciting career opportunities in a work environment that promotes integrity, diversity, and professional development. With over 35,000 highly motivated individuals, the Federal Bureau of Prisons is one of the most unique agencies in the United States Department of Justice where each employee's day-to-day performance makes a difference.

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

Reimbursement IS authorized for travel and transportation for this position.

It's All in the Vacancy Announcement

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

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

The Application Process

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

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

Reimbursement IS authorized for travel and transportation for this position.

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

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

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

KEY REQUIREMENTS:

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

[← Back to Search Results](#)



APPLY ONLINE



APPLY ONLINE



PRINT PREVIEW



EMAIL A FRIEND



Send Mail

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



Questions?

For questions about this job:
CSU
Phone: 972-352-4200
Fax: 972-352-4577
Email: GRA-
HRM/ConsolidatedStaffingUnit@bop.gov

The Application Process

Step 7. Select a Résumé

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"WORKING FOR AMERICA"

Search Jobs | My USAJOBS | Info Center | **Veterans** | Forms | Employer Services

Profile | Resume | Agents | Applications | Log Out

Apply Online to the following job:
Job Title: Employee Services Manager
Agency: Bureau of Prisons/Federal Prison System, Department Of Justice
Job Location: FCI Manchester, Kentucky

Resume - Select one of your stored resumes to send:
Select
1. Sally
2.

Apply for this position now!

Home | Search Jobs | My USAJOBS | Information Center | Veterans | Forms
FAQs | Privacy Policy | Help | Site Map
Contact Us | Privacy Act and Public Burden Information

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Step 8. Select "OK"

Windows Internet Explorer

Your contact information will be forwarded to the employer with your application. Your resume will continue to be stored confidentially in our database, and your contact information will not be viewable.

OK Cancel

Step 9. You will now be re-directed to BOP-Careers

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.
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We are now bringing you to the system used by the
Bureau of Prisons/Federal Prison System
to complete the application process.
You'll be returned to USAJOBS upon completion.

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

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

The Application Process



Welcome to BOP-CAREERS

Welcome

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

Federal Bureau of Prisons

MXR-2007-0060 Employee Services Manager

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

- Update my information that is on file
 Take me to the Assessment

Continue

QuickHire. Xi

For questions and comments regarding Merit Promotion contact your insti
For questions about obtaining employment, please contact [BOP-HRM/Recruitme](#)
If you require technical assistance, please contact [GRA-HRM/consolidatedstaffing](#)

Step 10. Complete the vacancy questions

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



Welcome to BOP-CAREERS

Grade and Location Selection

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

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

Check all that apply

- Grade 11
- Grade 12

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

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

Check all that apply

- FCI Manchester

The Application Process

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

Questions

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

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

BOP EMPLOYEES are reminded to:

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

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

Finished

Save

Reset Form

The Application Process

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



USAJOBS[®] USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.

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We are now bringing you back to the

USAJOBS

site to complete your application.

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



The Application Process

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



The screenshot shows the USAJOBS website interface. At the top, the USAJOBS logo is displayed with the tagline "WORKING FOR AMERICA". To the right of the logo, a message states: "USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information." Below this, there are navigation buttons for "Search Jobs", "My USAJOBS", "Info Center", "Veterans", "Forms", and "Employer Services". The "Info Center" and "Veterans" buttons are marked with a "NEW" starburst. On the far right, the official seal of the United States Office of Personnel Management is visible. A secondary navigation bar contains links for "Profile", "Resume", "Agents", "Applications", and "Log Out".

Application Status

Your resume has been **SENT** to Federal Bureau of Prisons for consideration on MXR-2007-0060, Employee Services Manager.

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.

[Click here](#) to search again.
[Click here](#) to track your job application with us.

Home | Search Jobs | My USAJOBS | Information Center | Veterans | Forms
FAQS | Privacy Policy | Help | Site Map
Contact Us | Privacy Act and Public Burden Information

This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Understanding What Happens to Your Application

- ✦ Applications are reviewed**
- ✦ Best Qualified candidates are identified**
- ✦ Certificates are prepared and sent to the selecting official**
- ✦ Final selections are made**
(NOTE: Selecting officials have 90 days to make a Merit Promotion selection)
- ✦ Applicant notifications are not sent until CSU receives the selection**

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

[CSU Sallyport site](#), under the Resources
tab, Employee Resources, Career
Opportunities Section

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

Questions?

Contact CSU at:

(972) 352-4200

OR

GRA-HRM/ConsolidatedStaffingUnit@bop.gov