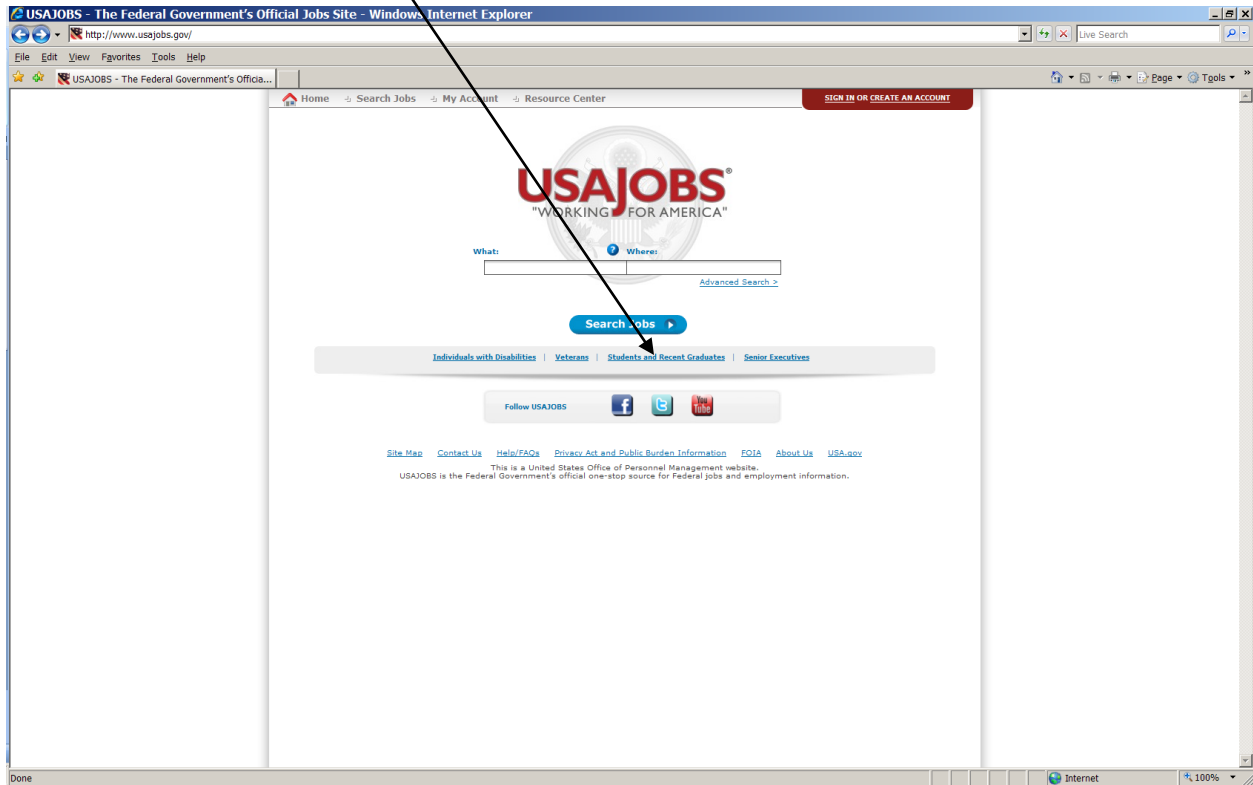


STUDENTS - HOW TO SEARCH AND APPLY FOR JOBS ON THE USAJOBS WEBSITE

STEP 1: Locate the USAJOBS website at <http://usajobs.gov>

STEP 2: Select “Students and Recent Graduates”



STEP 3: Click on "Search Jobs".

The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. The main heading is "Students and Recent Graduates Educational Employment". Below this, there is a welcome message and a search form with fields for "What: (keywords)" and "Where:", and a "Search Jobs" button. An arrow from the text above points to this button. Below the search form, there are two columns of content: "Resources" with links to various programs, and "What you need to know..." with a list of program details.

USAJOBS
"WORKING FOR AMERICA"

Students and Recent Graduates Educational Employment

Welcome Students and Recent Graduates

Your career in the Federal Government starts here! We offer valuable job experience, training opportunities, excellent benefits, and opportunity for advancement. Whether you are student in high school, college, or graduate school seeking work experience or you are about to graduate and begin your career, consider Federal service!

What: (keywords) Where:

Search Jobs

Resources

- [Federal Jobs by College Major](#)
- [Student Educational Employment Programs \(STEP/SCEP\)](#)
- [Student Career Experience \(SCEP\)](#)
- [Summer Employment](#)
- [Volunteer Service](#)

Student Educational Employment Programs (OPE) - Detailed information for agencies interested in hiring through the STEP and SCEP programs

Presidential Management Fellows (PMF) - Information for graduate students about the PMF Program and how to apply Federal Occupation Groups

Making the Difference (PPS) - Learn about opportunities available in the Federal government and how you can "make a difference." From the

What you need to know...

- Governmentwide Hiring Programs for Students** - Current students who are primarily interested in part-time or seasonal work should consider the Student Temporary Employment Program (STEP), the Student Career Experience Program (SCEP), or various internships, summer jobs, and volunteer experiences. Individuals interested in starting a Federal career may be interested in SCEP, the Federal Career Intern Program, or the Presidential Management Fellows Program (graduate students). Search student jobs above.
- Entry Level Employment upon Graduation** - Individuals with an Associate's degree or equivalent will generally be considered at the GS-4, with a Bachelor's degree at the Grade 5 (GS-7 with superior academic achievement), with a Master's degree at the GS-9, and a PhD at the GS-11. See [chart](#) for details. Simply search for jobs you qualify for and follow the instructions on how to apply. [Search for employment opportunities.](#)
- Pathways Programs: The Way Forward** - While SCEP and STEP are currently the primary programs for student entry into the Federal government, they will be evolving in the near future. On December 27, 2010, President Obama signed Executive Order 13562, entitled "Recruiting and Hiring Students and Recent Graduates." For more information on this exciting new program, please go to: www.opm.gov/hiring/reform/pathways. These new programs will not be operational until new regulations are implemented sometime in 2012. Until the new regulations are implemented, agencies may continue using the STEP and SCEP programs.

STEP 4: Click on the job.

The screenshot shows the USAJOBS website interface. At the top, there's a navigation bar with 'Home', 'Search Jobs', 'My Account', and 'Resource Center'. The main header features the USAJOBS logo and a search bar. Below the search bar, there are filters for 'What:' and 'Where:' with a 'Radius: 20 miles' dropdown. A 'Sort By:' dropdown is set to '-SELECT-'. The search results are displayed on 'Page 1 of 2'.

On the left side, there's a 'Refine Your Results' section with filters for 'Jobs for U.S. Citizens', 'Jobs for Federal Employees', and 'You Added ...'. Under 'You Added ...', the 'Student' filter is selected. Below this are various filter categories like 'Grade', 'Agency', 'Salary', 'Job Categories', 'Work Type', 'Work Schedule', 'Posting Date', and 'Exclude These'. There are also options to 'Create Saved Search and email me jobs' and an 'RSS Feed of This Search'.

The search results list several jobs:

- Legal Administrative Specialist**: Agency: Surface Transportation Board, Location: Washington DC Metro Area, District of Columbia, Salary: \$42,209.00 to \$54,875.00 / Per Year, Open Period: Monday, January 23, 2012 to Tuesday, February 21, 2012.
- Cooperative Education Student - Human Resources (Training and Development)**: Agency: U.S. Courts, Location: Washington DC Metro Area, District of Columbia, Salary: \$13.07 to \$30.05 / Per Hour, Open Period: Wednesday, January 25, 2012 to Wednesday, February 08, 2012.
- Office Automation Clerk**: Agency: Forest Service, Location: Forest Service Locations (Nationwide), Salary: \$24,933.00 to \$32,412.00 / Per Year, Open Period: Tuesday, December 06, 2011 to Wednesday, December 05, 2012.
- Student Temporary Employment**: Incumbent works under close supervision and receives specific instruction as to when and how to accomplish assigned tasks. Other positions may...

On the right side, there's a 'Spotlight' section featuring the Federal Bureau of Prisons logo and a text box with the following text: 'Looking for an exciting position with an agency that offers job security, career opportunities at 116 facilities across the nation, 6 regional offices and a headquarters office located in our Nation's Capital? Become part of an environment that promotes read more...'. Below this is a 'VIEW ALL SPOTLIGHTS' link.

STEP 5: Open job announcement. To Apply Online click on the box below and follow all the instructions carefully. If you have questions call the staffing organization for the vacancy.

The screenshot shows the USAJOBS website interface in Internet Explorer. The browser address bar displays <http://www.usejobs.gov/GetJob/ViewDetails/2119275>. The page features the USAJOBS logo and navigation tabs for Overview, Duties, Qualifications & Evaluations, Benefits & Other Info, and How to Apply. The main content area displays job details for an Office Automation Clerk position at the USDA Forest Service. A red box highlights the 'Apply Online' button in the 'Do this Job' sidebar, with an arrow pointing to it from the text above. Other buttons in the sidebar include 'Print Preview', 'Save Job', and 'Share Job'. The job details include salary range, open period, series and grade, position information, promotion potential, duty locations, and key requirements.

USAJOBS
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Search Jobs Where: [Advanced Search >](#)

[Back to Results](#)

Overview | Duties | Qualifications & Evaluations | Benefits & Other Info | How to Apply

Working for the Great Outdoors
USDA FOREST SERVICE

Job Title: Office Automation Clerk
Department: Department Of Agriculture
Agency: Forest Service
Sub Agency: DO NOT SEND MAIL
Job Announcement Number: OCRT-JC-326-3-CLERK-DT

SALARY RANGE: \$24,933.00 to \$32,412.00 / Per Year
OPEN PERIOD: Tuesday, December 06, 2011 to Wednesday, December 05, 2012
SERIES & GRADE: GS-0326-03
POSITION INFORMATION: Full Time - Temporary, not to exceed 6 Months
PROMOTION POTENTIAL: 03
DUTY LOCATIONS: 100 vacancy(s) in the following locations:
Nationwide
WHO MAY BE CONSIDERED: United States Citizens
JOB SUMMARY: See Other Information.

Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for USDA Forest Service applicants. Even if you have already developed a resume in USAJOBS, you will need to access this on-line system to complete the application process.
To obtain information about this position and TO APPLY, please click on <https://www.avuecentral.com/casting/aiportal/control/to/vacancy/referenceCode=WZTXC>.

KEY REQUIREMENTS

- See Other Information.

DUTIES: [Back to top](#)
This position is located on a Forest Service Job Corps Civilian Conservation Center. The incumbent of this position performs routine clerical automation duties in support of the Center. The office automation work requires the use of a range of software applications and computer equipment.

Do this Job

Go to section of this Job:

- [Apply Online](#)
- [Print Preview](#)
- [Save Job](#)
- [Share Job](#)

Agency Information:
USDA FOREST SERVICE
REFER TO ANNOUNCEMENT FOR INSTRUCTIONS
ALBUQUERQUE, New Mexico 87109
US
Fax: 18008778339

Questions about this job:
ASC HRM STAFFING
Phone: 8773727248
Fax: 18008778339
TDD: 18008778339
Email: fsjobs@fs.fed.us

Job Announcement Number: OCRT-JC-326-3-CLERK-DT
Control Number: 2119275