

Department of Defense (DoD) Federal Career Opportunities for Students and Recent Grads

Presented by Kela Ganzer

Rock Island Civilian Personnel Advisory Center (CPAC)

DoD Federal Career Opportunities for Students and Recent Grads Overview

- Pathways Program
- Navigating USAJOBS
- Resume Tips

DoD Pathways Program

- The Pathways Program aims to offer clear paths to Federal Internships for students from high school through post graduate school, as well as careers in the Federal Government for recent graduates. The Program is intended to provide meaningful training and career development opportunities for individuals who are at the beginning of their Federal service.

DoD Pathways Programs

There are three types of Pathways Program

- Internship Program
- Recent Graduates Program
- Presidential Management Fellows Program

DoD Pathways Internship Program

- Internship Program

- This program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while in school and getting paid for the work performed.

DoD Pathways Internship Program

Student Internship

- Agencies may hire Interns on a temporary basis for up to one year for initial period, or for an indefinite period, to complete the educational requirement.
- Interns may work part or full-time.
- Some Internships may lead to permanent positions within the Federal Service. Usually the Intern's job will be related to the Intern's academic career field of study.
- A Participant Agreement will be completed with the Intern to set forth the expectations for the internship.

For additional information regarding Internship Programs please visit USA Jobs at: www.usajobs.gov/studentsandgrads/

DoD Pathways Internship Program

Eligibility For Internship Program

- Current students in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other educational institution pursuing a qualifying degree or certificate.
- Maintain at least a 2.5 (**Undergrad**) or 3.0 (**Grad**) overall grade point average on a 4.0 scale or equivalent.
- Interns must maintain a good academic standing as defined by their educational institution.
- Age 16 is the minimum age allowed for Federal employment.
- Must submit a copy of your class schedule for current/future semester/quarter, letter of enrollment, pre-registration schedule/transcripts(s), or receipt for tuition.

DoD Pathways Recent Graduate Program

The Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs.

DoD Pathways Recent Graduate Program

Recent Graduates

- A Participant Agreement will be completed to set forth the expectations for the Graduate.
- Orientation program and mentorship throughout the program.
- Individual Developmental Plan is created to track Graduates development.
- At least 40 hours of formal training each year in the program.
- Positions offer opportunity for career advancement.

DoD Pathways Recent Graduate Program

Recent Graduates Eligibility

- Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
 - Veterans unable to apply within the two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.
- Official Transcripts must be provided showing what type of degree was earned and the date the degree was awarded with application package.

DoD Pathways Presidential Management Fellows Program

Presidential Management Fellows Program (PMF)

The Presidential Management Fellows Program is a flagship leadership development program at the entry-level for advanced degree candidates. The program attracts and selects from among the best candidates and is designed to develop potential Federal Government leaders.

DoD Pathways Presidential Management Fellows Program

Eligibility:

- Individuals who have completed within the past two years, a qualifying advanced degree (e.g., masters or professional degree) or who will meet advanced degree requirements by August 31 of the year following the annual application announcement.
- Official Transcripts must be provided showing what type of degree was earned and the date the degree was awarded with application package.
- Applications for the 2017 class will be accepted for two weeks in fall 2016. Search USAJOBS for Presidential Management Fellows.

Link to the 2017 Application : <https://pmf.gov/become-a-pmf/2017-application.aspx>

How to Navigate USA JOBS

~Job Searches

~ Application Process

~Creating an Account

~Tips for Federal Resumes

~Application Questionnaire

~Way Ahead

How to Navigate USA JOBS

~Job Searches

Search Features

USAJOBS

Search here
for keywords

Search here for
desired locations

[Sign In](#)

[Help](#)

[Search](#)

Create an account to get started — build your profile, create or upload resumes and apply for jobs.

Keyword: [?](#)

Job Title, Skills, Agency (etc)

Location:

U.S. Citizens Federal Employees [?](#)

Search

[Advanced](#) | [Map](#)

[Individuals with Disabilities](#) | [Veterans](#)

[Students and Recent Graduates](#)

[Senior Executives](#)

Search for positions
open
to U.S. Citizens or
Federal
Employees

Click "Search"

Searchable Categories

▼ Keywords ⓘ

Search for: Job Title, Agency Name, Job Announcement #, etc

But none of these words:

Search by Job Title:

All of these words
The exact phrase
Any of these words
Words similar to

▶ Salary or Pay Grade ⓘ

▶ Occupational Series or Job Category ⓘ

▶ Location ⓘ

▶ Department and Agency ⓘ

▶ Type of Work or Work Schedule

▶ Posting Options ⓘ

▶ Additional Search Options

Eligibility

Who May Apply

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)
 - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#) position covered by an [interchange agreement](#), or
 - Eligible for [reinstatement](#)?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with [non-competitive appointment](#) eligibility?
 - No - I do not fall into one of these categories and only want to see jobs open to the **general public**.
 - Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as **federal employees**.

[Reset Form](#)

[Search Jobs](#)



Click "Search Jobs"

Search Results

USAJOBS

Sign In

Help

Search

Keywords

Job title, Skills, Agency

Location

City, State, ZIP, or Country

Search

Create an account to get started — build your profile, create or upload resumes and apply for jobs.

You are currently searching on:

Title: logistics

[Remove](#)

Refine Your Results By:

Who May Apply:

U.S. Citizens

Federal Employees [?]

Salary [?]

Pay Grade [?]

Location [?]

Department and Agency [?]

Work Schedule [?]

Work Type [?]

Posting Date [?]

1 to 25 of 34 jobs

1 2

Sort By:

Relevance [▼]

Logistics Management Officer

[Save Job](#) | [More Like This](#)

About the Position: Fort Gordon is approximately 139 miles east of Atlanta, GA; 80 miles southwest of Columbia, SC; 156 miles west of Charleston, SC; 175 miles southwest of Charlotte, NC; and 127 miles northwest of Savannah, Georgia. Fort Gordon's location is in the Augusta metropolitan area (also k

Salary: \$99,785.00 - \$129,723.00 / Per Year

Department: Department of the Army

Agency: U.S. Army Sustainment Command

Series & Grade: GS-0346-14/14

Position Info: Full Time - Temporary Promotion NTE 12 months

Location(s): Fort Gordon, Georgia

Who May Apply: Current Army employees with status and individuals with eligibility described in...

Open Period: 8/23/2016 to 9/1/2016

Announcement Number: SCDZ165774631785007

LOGISTICS MANAGEMENT SPECIALIST

[Save Job](#) | [More Like This](#)

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our

Salary: \$59,246.00 - \$77,019.00 / Per Year

Department: Department of the Air Force

Series & Grade: GS-0346-11/11

Agency: Air National Guard Units (Title 32)

Search Options

You are currently searching on:

Keyword: human resources [Remove](#)

Location: Rock Island,
Illinois [Remove](#)

Radius:

20 miles ▼

Refine Your Results By:

Who May Apply:

U.S. Citizens

Federal Employees [?](#)

Salary [?](#)

Pay Grade [?](#)

Job Categories [?](#)

Department and Agency [?](#)

Work Schedule [?](#)

Work Type [?](#)

Posting Date [?](#)

Exclude These [?](#)

Job Announcement

USAJOBS

[Sign In](#)

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[Search](#)

[Create an account](#) to get started — build your profile, create or upload resumes and apply for jobs.

Human Resources Specialist (Recruitment) (Recent Graduates)

OFFICE OF THE SECRETARY OF THE ARMY

[Agency Contact Information](#)

2 vacancies in the following location:

Rock Island, IL

Work Schedule is Full Time - Recent Graduates

Opened Thursday 9/1/2016
(0 day(s) ago)

Closes Tuesday 9/6/2016
(5 day(s) away)

Salary Range

\$32,340.00 to \$77,073.00 / Per Year

Series & Grade

GS-0201-05/07

Promotion Potential

11

Supervisory Status

No

Who May Apply

Student/Internship Program Eligibles

Control Number

449137500

Job Announcement Number

NCBG165712281789891PR

[Print](#)

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[Apply](#)

About the Agency

Job Overview

Summary

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

The Civilian Human Resources Agency exercises world-wide command and control over the Army's entire civilian personnel operational structure consisting of all CONUS and OCONUS HR Regional Processing Centers, Civilian Personnel Advisory Centers (CPACs), and Non Appropriated Fund Human Resources Offices (NAF HROs). CHRA is responsible for operational HR effectiveness worldwide to include establishing and maintaining standards and measurements, total quality management, recruitment and placement, employee development and training, classification and position management, labor/management and employee relations, NAF HR, organizational development and workforce utilization for the Army's delivery of civilian personnel administrative services.

For Consideration:

The area of consideration for this position is limited to individuals residing in the local commuting area of the Rock Island Arsenal.

About the Position

About the Position:

This position will be filled at either the GS-05 or the GS-07 only, with promotion potential to GS-09 and GS-11.

Position(s) will be filled under the Department of the Army Recent Graduates Program. Click [here](#) for more information on Pathways program participation.

The Department of the Army Recent Graduates Program affords developmental experiences in the Department of Army intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government.

After Program completion, Department of the Army Recent Graduates MAY be converted to a permanent position or to a term position (a project-based term of employment lasting between one and four years).

To be eligible for conversion to a permanent or term position, Recent Graduates must:

- Successfully complete at least 1-year of continuous service in addition to all requirements of the Program.
- Demonstrate successful job performance.
- Meet the Office of Personnel Management's qualifications for the position to which the Recent Graduate will be converted.

Who can apply?

Department of the Army Recent Graduates Program Eligibles:

Positions are open to:

- Recent graduates who (1) have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution, and (2) reside in the local commuting area of the Rock Island Arsenal. Students may apply within 30 days of meeting their education requirements.
- Preference eligible veterans who were precluded from applying due to their military service obligation begin their two-year eligibility period upon release or discharge from active duty. Eligibility for these veterans cannot exceed six years after degree or certificate completion.

Position Duties

Duties

As a Human Resources Specialist (Recruitment), you will be responsible for the following:

- Providing technical staffing advice and assistance to Civilian Personnel Advisory Center (CPAC) personnel and management officials.
- Explaining recruitment strategies, sources, and special requirements of various appointing authorities.
- Conducting job analysis to identify the best candidates for open positions.
- Interpret and apply laws, regulations, policies and practices to provide advice and guidance to officials, supervisors and employees on a variety of recruitment processes and procedures.
- Answer employment inquiries and complaints regarding qualifications, ratings or other issues.
- Recommend appropriate resolutions to complex, interrelated HR problems and issues.

Required Qualifications

Experience Required at the GS-05 level:

To qualify based on your work experience, your resume must identify that you possess 3 years of general experience, 1 year of which was equivalent to at least GS-4. General experience is defined as assisting with analyzing problems by researching data; planning and organizing work; and communicating effectively both orally and in writing.

Substitute Education for Experience at GS-05 level:

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For the GS-05 level you may substitute education for experience with a 4-year course of study leading to a bachelor's degree in any field. (Transcripts are required with your application.)

Combining Education and Experience at GS-05 level:

Compute the percentage of the requirements for both education and experience, and the total needs to be at least 100%. (To compute the percentage, divide your total months of qualifying experience by 36. Then divide your semester hours of education by 120. Add the two percentages. The total percentage must equal at least 100 percent to qualify). (Transcripts are required with your application.)

How to Apply

Print

Share

Save

Apply

Job Overview

Summary

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

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How to Apply

How to Apply

To apply for this position, you must complete the initial online questionnaire and submit the documentation specified in the **Required Documents** section below. The complete application package must be submitted by 11:59 PM (ET) on Tuesday, September 06, 2016 to receive consideration. The application process will follow the bullets outlined below.

How to Navigate USA JOBS

~Create an account

USAJOBS Login



This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Sign In

[Forgot your username or password?](#)

Sign In

Don't have a USAJOBS account? [Create a new account](#)

[Site Map](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

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.

Create an Account

[Home](#)

[Search Jobs](#)

[My Account](#)

[Resource Center](#)

[Support](#)

[Sign In](#)

USAJOBS[®] Create Account
"WORKING FOR AMERICA"

Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

Be advised that only one account can be created for each email address.

Be sure the email account you use is only accessible by you and the email account is properly secured.

Primary Email

Confirm Primary Email

Username

All fields are required unless otherwise noted

How to Navigate USA JOBS

~Application Process

~ Creating/Uploading Resumes

Application Package

- **Resume**
 - Must include complete dates (month/year) and hours worked per week for each employment period
- **Supporting Documents**
 - Specified in each announcement (ex. Transcripts)
- **Assessment Questionnaire**
 - Determine applicant's eligibility and qualifications

Submitting a Resume with your Application

Build in USAJOBS

- Build a resume in USAJOBS using the system

Upload Resume

- Upload a resume that you have already created in a Word document

Create/Upload Resume

Profile
Incomplete

RESUMES

OTHER DOCUMENTS

HOME

PROFILE

DOCUMENTS

USERNAME & PASSWORD

Documents - Resumes



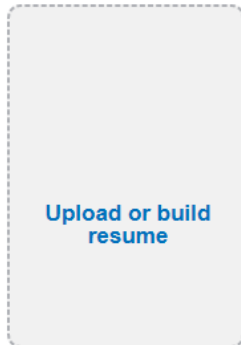
Get noticed by recruiters--make your resume searchable

If you make your resume searchable, your profile and resume will be visible to recruiters searching our resume bank. Only one resume can be searchable at a time.

Click here to upload or build a resume

Resumes (0/5)

[Help](#)



Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Additional Help

[What should I include in my resume?](#)

Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Create/Upload Resume

Add New Resume

Build Resume using USAJOBS
here

[Build resume](#)

Upload document from desktop
here

[Upload resume](#)

Resumes (0/5)

[Upload or build
resume](#)

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age

Resume Builder

An official website of the United States Government

USAJOBS

Profile
Incomplete

HOME

PROFILE

DOCUMENTS

USERNAME &
PASSWORD

Resume Builder

Resume Name

Required

Tester Resume

Edit

Click on Add Work Experience to enter information related to your jobs.

Add Work Experience

I do not wish to provide work experience

Next

Search

to
at a

Help

Start
building
resume here

- Classified or government sensitive information
- Social Security Number (SSN)

Resume Builder

Fill out
information as
needed in resume

Employer Name

Employer Name is required.

Employer Address 1

Employer Address 1 is required.

Employer Address 2

Optional

Country

Postal Code

City/Town

State/Territory/Province

Duties, Accomplishments, and Related Skills

Formal Job Title

Start Date

Start Year

End Date

End Year

Salary

Optional

Currency

Salary Rate

Average Hours per week

May we contact your supervisor?

Yes No Contact me first

Is this a Federal Civilian position? [?](#)

Yes No

Resume Builder

Documents - Resumes

- Store up to 5 resumes
- Build/upload resumes

The interface features a vertical sidebar on the left with the following items from top to bottom: a red box with the text "Profile Incomplete", a dark blue box with "HOME", a dark blue box with "PROFILE", a grey box with "DOCUMENTS", and a dark blue box with "USERNAME & PASSWORD". Above the sidebar is a white navigation bar with "RESUMES" and "OTHER DOCUMENTS". The main content area has a blue header "Documents - Resumes". Below the header is a blue notification box with a white circle icon and the text: "Get noticed by recruiters--make your resume searchable. If you make your resume searchable, your profile and resume will be visible to recruiters searching our resume bank. Only one resume can be searchable at a time." Below the notification is a section titled "Resumes (2/5)" with a "Help" link. Two resume cards are displayed. The first card has a blue header with "View", the text "SAMPLE RESUME.docx", "Uploaded 09/02/16", and a red "Delete" link. The second card has a blue header with "View", the text "Tester Resume", "Built 09/02/16", and links for "Edit", "Duplicate", and "Delete".

Profile Incomplete

RESUMES

OTHER DOCUMENTS

HOME

PROFILE

DOCUMENTS

USERNAME & PASSWORD

Get noticed by recruiters--make your resume searchable

If you make your resume searchable, your profile and resume will be visible to recruiters searching our resume bank. Only one resume can be searchable at a time.

Resumes (2/5) [Help](#)

View

SAMPLE RESUME.docx
Uploaded 09/02/16
[Delete](#)

View

Tester Resume
Built 09/02/16
[Edit](#)
[Duplicate](#)
[Delete](#)

What to Include in Resume

- Include dates, hours, level of experience and examples for each work experience. For each experience on your resume, include the following:
 - Start and end dates (including the month and year)
 - Number of hours worked per week
 - Former supervisors' names and telephone numbers (you may provide a list of references)
 - Job title
 - Salary
 - Responsibilities and duties performed in detail

What to Include in Resume (Continued)

- Volunteer work and roles in Community Organizations
 - Include relevant volunteer work or community organization's roles that demonstrate your ability to do the job
- Career Accomplishments
- Language Skills
- Job Related Training
 - Classes, Seminars, Coursework, Certifications, Trainings

Do NOT include in resume

- Photograph
- Inappropriate material or content
- Demographic Information
- Classified or Government Sensitive Information
- Social Security Number (SSN)
- Encrypted and Digitally Signed Documents

Resume Tips

- Organize resume to make it easy to read and understand
- Use chronological order to list experience (most recent experience first)
- Provide greater detail for experience that is relevant to the position being applied for
- Show all experiences and accomplishments under the job experience section
- Use plain language – avoid using acronyms

Resume Tips (Continued)

- Ensure resume reflects the knowledge, experience, and/or education required for the position being applied for
- Review the “Qualifications & Evaluations” tab to fully understand how your application will be evaluated
- Use paragraph form
- Turn list of duties into accomplishment statements by listing a purpose or result

Avoid Useless Words & Phrases

- Due to the fact of...
- It was my responsibility to...
- In order to...
- In this position, I...

Traditional vs Federal Resume

Traditional Resume

- Summary of work experience
- 1-2 page document
- Bullet format for duties

Federal Resume

- More details using paragraphs of work experience
- 2-5 page document (for entry-level position)
- Explains duties and accomplishments

Sample Resume

Brian Freedman

2330 Braddock Road, Essex, MD 21797

Home: (410) 555-1212, Office: (410) 888-1212

Email: Brian.Freedman@email.com

OBJECTIVE: To plan and develop physical security and security systems procedures and guidelines to ensure the safety and security of programs throughout the federal government.

Sample Resume

EMPLOYMENT HISTORY:

Security Supervisor

11/08 — Present

Employer: Commercial Development Corporation (CDC)

9700 Charles Street, Baltimore, MD 21201

Salary: \$75,000, 40 hours/week

Supervisor: Mark Freedman (410) 570-3708; may be contacted

Led and supervised a security team comprised of 26 employees across 5 multi-million dollar commercial and transportation projects. Under my direction our team reduced internal thefts by 50 percent. Applied loss prevention techniques and investigated external theft incidents with procured vendors, resulting in legal action and leading to \$1.5 million in cost-savings. Strategically assessed and recommended surveillance technology for critical areas. Established policies for tracking and reporting missing inventory with CDC Accounting.

Sample Resume

Investigative Security Specialist, GS-11

6/03 — 10/08

Employer: Federal Emergency Management Agency (FEMA)

500 C Street SW, Washington, DC 20026

Salary: \$25/hour, 40 hours/week

Supervisor: Christopher Hansen (202) 555-1212, may be contacted

Clearance: Department of Homeland Security, Secret Clearance, August 2001

Reviewed over 15 requests for background investigations weekly; forwarded them to the proper investigative authority. Served as the trusted liaison to transmit guidance from the Chief, Disaster Security Operations Branch to team members to ensure safety and protection during operational activities. Maintained an organized filing system of over 2.5 million field Security Reports. Developed monthly and annual statistical information, which were used to enhance the 5 FEMA security programs. Tested the operational readiness of the new Security ID Badging and Alarm systems.

Sample Resume

EDUCATION:

Rutgers State University

May 2003

B.S. Degree, Criminal Justice — Magna cum laude GPA: 3.89/4.0

TRAINING:

Security Technician

January — May 2004

National Security Training Academy, Alexandria, VA

CERTIFICATIONS:

Video Surveillance, National Security Board, Washington, DC

January 2005

COMPUTER SKILLS: PC and Macintosh Operating Systems, Microsoft Office, Outlook, SharePoint, Internet

VOLUNTEER EXPERIENCE:

Criminal Investigator

6/99 — 4/03

Volunteers in Police Service Program, New Brunswick, NJ, 15 — 20 hours per week

Supervisor: Margaret Warren (732) 710-5212

Conducted criminal investigations to protect the citizens of the jurisdiction. Investigated individuals suspected of committing criminal activity. Performed crime mapping and analysis.

Application Process

USAJOBS

Tester

Help

Search

Applying to:

**Human Resources
Specialist...**

Office of the Secretary of th...

Closes 9/6/2016

[Who may apply](#)

1

**Select
Resume**

2

Select
Documents

3

Review
Package

4

Include Personal
Info

5

Continue Application with
Agency

Check your
application progress
for completion



Select Resume

Instructions

Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If the resume you want to submit is not displayed, select "Add Resume" to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build a new one.

Your Resumes (Required)



Required Documents +

Acceptable Formats -

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Do Not Include in Resume

Classified information
Social Security Number (SSN)
Photos of yourself
Personal or sensitive information
Encrypted and digitally signed

Application Process

Human Resources

Specialist...

Office of the Secretary of th...

Closes 9/6/2016

[Who may apply](#)

1

Select
Resume

2

Select
Documents

3

Review
Package

4

Include Personal
Info

5

Continue Application with
Agency

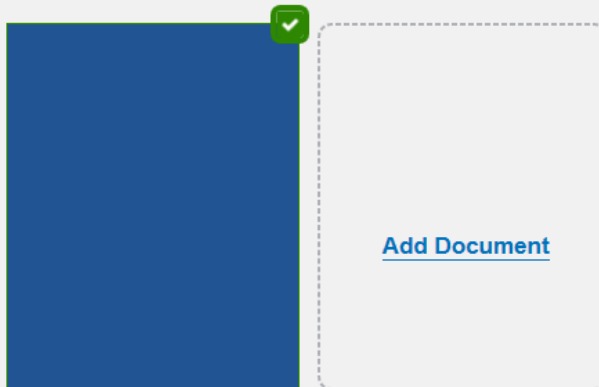
Select Documents

Instructions

Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents



Required Documents +

Acceptable Formats -

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Do Not Include in Resume

Classified information
Social Security Number (SSN)
Photos of yourself
Personal or sensitive information
Encrypted and digitally signed documents

Helpful Links

[Sample Resume](#)
[What to Include](#)

Documents could include:

- Transcripts
- Veteran's Documents
 - DD214
 - VA Letter
- SF-50s

Application Process

USAJOBS

Tester

Help

Search

Shows continued progress

Human Resources
Specialist...

Office of the Secretary of th...

Closes 9/6/2016

Who may apply

1

Select
Resume

2

Select
Documents

3

Review
Package

4

Include Personal
Info

5

**Continue Application with
Agency**

Continue Application with Agency

If complete,
check here

I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

Then,
click here

Continue to Agency Site

You will leave USAJOBS and be sent to the Office of the Secretary of the Army application system once you select "Continue to Agency Site."

You will submit your application once you have completed all the agency specific requirements.

How to Navigate USA JOBS

~Application Questionnaire

Application Questionnaire

- List of questions designed to solicit information about how well an applicant's knowledge/skills match the experience required for the position
- Self-Assessment Tool used
- Respond honestly to questions

Application Questionnaire

Application Manager

Welcome to USA Staffing® Application Manager

Click Accept and Proceed to accept the Full Terms and Conditions of Use and continue with the application process.

Accept and Proceed

Full Terms and Conditions of Use

Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:

- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized use, or otherwise misuse this system, and if you do so, or try to do so, you may face criminal, civil, or administrative penalties.

If you use this system, that will be construed to mean you understand and agree to abide by these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

Once all documents are uploaded, you will leave USAJOBS to Application Manager. This is where the Application questionnaire is completed.

Read Terms and Conditions of Use, then Accept and Proceed

Application Questionnaire

Vacancy ID: 1789891

Job Title: Human Resources Specialist (Recruitment) (Recent Graduates) ←

Position being applied for

Announcement Number: NCBG165712281789891PR USAJOBS Control Number: 449137500

Applicant Name:

Previous

Next

Save

* Required information

Social Security Number

Social Security Number [Why is this required?](#)

Retype Social Security Number

Name

First Name

Middle Initial

Last Name

Previous

Next

Save

How to Navigate USA JOBS

~Way Ahead

What's Next?

- Human Resources Specialist will review package for completion
- Review for minimum qualifications
- Send a “Best Qualified” list to hiring manager for consideration
- Hiring Manager will review, possibly conduct interviews, make selection(s)
- Human Resources Specialist at CPAC will extend a tentative job offer
- Applicant will work with CPAC for conditions of employment and to a possible firm job offer and start date

Inquiries

Office Of The Secretary Of
The Army

Department of the Army

Office of the Secretary of the Army

Contact

Central Resume Processing Center

Phone: (000)000-0000

Email: USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL

Address

Office of the Secretary of the Army

1 Rock Island Arsenal

Rock Island

IL

To check the status of a position you applied for, review under USAJOBS History.

To submit an inquiry for a position you applied for, go to the announcement history and submit to e-mail address provided at the bottom of the announcement.

For additional questions, you may
refer to the USAJOBS Help Center

<https://www.usajobs.gov/Help/>