

## Steps in Using USAJOBS

All the tools you need to search for a job, build a résumé, apply online and keep up-to-date on the status of your job search are at your fingertips. Best of all, information is easily accessible and available 24 hours a day, 7 days a week!



1. Go to <http://usajobs.gov/> and log in to your USA Jobs account, or click on **Create an Account** if you do not already have one.
2. On the Main Page, enter your job search criteria, including key words and job location.
3. Click on **Search for Jobs** to search a database of thousands of Federal job opportunities.
4. When ready to apply, click **Apply Online** and select the resume you'd like to submit.



Credit: BIA, Umatilla Agency

**Keep in mind** – Once you create a USAJOBS account, you can

- Build or upload your résumé and supporting documents and post it online
- Receive customized job alerts
- Apply to federal job announcements
- Save or email a friend job opportunity announcements

If the application requires a questionnaire, complete your application using **Application Manager**.

1. Go to <https://applicationmanager.gov/> and log in to your Application Manager account. If you do not already have an account, click on **Create an Account**.
2. Complete your application package:
  - a. If you are continuing the process from the **USAJOBS** website, Application Manager knows which job you are applying for and will take you directly there
  - b. Otherwise, use the **Start a New Application** box on the main page to identify the job for which you want to apply.
3. Follow the step-by-step instructions in the Navigation Box to complete your application.
  - a. **Complete the Questionnaires:** including Biographic Information, Eligibility Information, and the Assessment Questionnaire.
  - b. **Upload Documents:** If not already attached, you can attach your résumé and other supporting documents.
  - c. **Submit Your Answers:** Review and submit your final Application Package

## Bureau of Indian Affairs Branch of Wildland Fire Management

### Getting Started with

## USAJOBS

### Tips and Information for Federal Employees and Job Seekers



## Human Resource Service

DOI / Bureau of Indian Affairs  
1011 Indian School Road NW, Ste. 136  
Albuquerque, New Mexico 87104-2303  
Email: [Deborah.Abeita@bia.gov](mailto:Deborah.Abeita@bia.gov)

## USAJOBS:

### Standardize, Streamline, Transform

USAJOBS provides one-stop shopping for applicants seeking federal positions.

USAJOBS offers several improvements for applicants who now can:

- Create and store up to five résumés
- Upload supporting documentation such as SF-50s, IQCS Master Records, Motor Vehicle Operator License and Driving Record, or DD-214s
- Store up to 25 job interests
- Spell check your application
- Receive email notification of job postings and application status

## Working Together

Applicants, HR professionals and hiring managers are key to improving the hiring experience. The Bureau is looking for the best and brightest employees to help protect and restore Indian Country natural and cultural resources and landscapes.

Potential and current employees can find job information and useful resources at <https://www.bia.gov/bia/ots/dwfm/bwfm/job-information>

Information available includes:

- Workforce Development Tools
- Application Resources
- Indian and Veteran's Preference Info
- Tips for creating resumes



## Student Internship Program

### Foresters & Wildland Firefighter Interns

If you are a student in high school, college, trade school or other qualifying educational institutions, the BIA Pathways Internship Program is for you!

The Office of Trust Services is committed to employing, developing, and sustaining a high quality workforce in the field of natural resource management, water resources management, and other disciplines charged with enhancing the quality of life for American Indians, Indian tribes, and Alaska Natives.

- **BIA Division of Forestry & Wildland Fire Management** provides interns with \$5,000 in tuition assistance
- Provides seasonal employment opportunities working for BIA or tribal forestry or wildland fire management programs
- Upon graduation, BIA may place graduates directly into a career position without competition.
- Learn more about Forestry and Fire Internships at: <https://www.bia.gov/fire-internships>

### Wildland Fire Student Internships Fire Internship Program Coordinator

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<https://www.facebook.com/BIAFireForestry/>



Credit: BIA, Fort Apache Agency

### Improving Federal Hiring

*"To deliver the quality services and results the American people expect and deserve, the Federal Government must recruit and hire highly qualified employees, and public service should be a career of choice for the most talented Americans."*

*Americans must be able to apply for Federal jobs through a common-sense hiring process, and agencies must be able to select high quality candidates efficiently and quickly."*

President Barack Obama  
Presidential Memorandum  
*Improving the Federal Recruitment and  
Hiring Process*