

USA JOB's Training Handout January 20, 2021

USAJOBS

<https://www.usajobs.gov>

Getting Started with USAJOBS

<https://www.usajobs.gov/Help/get-started>

USAJOBS Help Center

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

Manage saved searches

<https://www.usajobs.gov/Help/how-to/search/save>

Occupational Series Listing (Example: 0201 = HR)

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

2021 General Schedule (GS) Locality Pay Tables

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2021/general-schedule/>

Vet Guide for HR Professionals - OPM (aka The Veteran hiring/preference "Bible" used by HR)

<https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

While USAJOBS is the official "job openings" website for the Federal government, some agencies advertise open jobs on their own websites. Be sure to visit these sites to see what opportunities are open:

- Agency for International Development (USAID) <https://www.usaid.gov/careers/>
- Central Intelligence Agency (CIA) <https://www.cia.gov/careers/index.html>
- Defense Intelligence Agency (DIA) <http://www.dia.mil/Careers/>
- Government Accountability Office <http://www.gao.gov/careers/index.html>
- Federal Bureau of Investigation (FBI) <https://www.fbijobs.gov/>
- Federal Reserve Board <https://www.federalreserve.gov/careers>
- International Finance Corporation http://www.ifc.org/wps/wcm/connect/Careers_Ext_Content
- International Monetary Fund <http://www.imf.org/external/np/adm/rec/job/howtoap.htm>
- Library of Congress <http://www.loc.gov/hr/employment/index.php>
- National Security Agency <https://www.nsa.gov/CAREERS/>
- Postal Rates Commission <http://www.prc.gov/employment-opportunities>
- Postal Service (USPS) <https://about.usps.com/careers>
- Public Health Service (PHS) <https://www.usphs.gov/profession/>
- Secret Service www.secretservice.gov/join/apply
- Tennessee Valley Authority <https://www.tva.gov/Careers>
- United Nations http://www.unsystem.org/jobs/job_opportunities.htm
- USACE - U.S. Army Corps of Engineers <http://www.usace.army.mil/Careers/>
- US Department of State <http://www.state.gov/careers/>
- United States Court www.uscourts.gov/careers
- United States Court of Federal Claims <http://www.uscfc.uscourts.gov/>
- United States Senate www.senate.gov/employment
- United States House of Representatives www.house.gov/content/jobs