

HEALTH SERVICES PROFESSIONAL ADVISORY COMMITTEE (HSPAC) Multidisciplinary in Approach, Connected by Service, Advancing Public Health

# **HSPAC Career Development Subcommittee**



HSPAC USAJOBS Tip Sheet

--<u>INTRODUCTION</u>----USAJOBS STEPS AND TIPS----ADDITIONAL HELPFUL TIPS----<u>ADDENDUM</u>--

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### HEALTH SERVICES PROFESSIONAL ADVISORY COMMITTEE HSPAC Career Development Subcommittee USAJOBS Tip Sheet



### **INTRODUCTION**

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The <u>HSPAC Career Development Subcommittee</u> supports the career and professional growth and development of Health Services Officers throughout their career in the Commissioned Corps.

### **PURPOSE**

The Career Development Subcommittee has developed the **HSPAC USAJOBS Tip Sheet** to provide assistance and guidance to HSOs in navigating a job search via the website <u>www.usajobs.gov</u>.

### WHAT IS USAJOBS?

USAJobs is the Federal Government's official employment site that connects job seekers with federal employment opportunities.

### **USAJOBS STEPS AND TIPS**

Instructions on how to create a USAJOBS account, searching for USPHS job announcements, and submitting an application.

### **ADDITIONAL HELPFUL TIPS**

Other helpful tips that could assist you with finding and securing your next position.

### ADDENDUM

Referenced USAJOBS screen shots.

## **USAJOBS STEPS AND TIPS**

- 1. Visit <u>www.usajobs.gov</u>
- 2. Follow the instructions to create a **USAJobs Profile** be sure to save your log-on information
- 3. You will need to upload a professional CV

**Note**: The <u>HSPAC CV</u> Format is for PAC activities, your eOPF and the Promotion Board and not necessarily for a hiring official. It is <u>highly recommended</u> that officers maintain two CVs – HSPAC CV and a <u>Job Applicant CV</u>.

- For blanket Commissioned Corps position, type "Commissioned Corps position", "Public Health", and/or "Emergency Response" in the Keywords search box (Addendum A)
- If looking for a specific position (may or may not state USPHS explicitly in the title), type the position title in the Keywords search box (e.g. Psychology, Social Worker) or type in the job series number (e.g., 0180, 0185) or both (e.g., Physician Assistant or 0603) (Addendum B)
- 6. Review Vacancy Announcement for (Addendum C)
- 7. Carefully check announcement eligibility and **DEADLINE** (e.g., GS- equivalent, salary, location, education, credentialing standards, current license to practice, and transcripts)
- 8. Have questions? Reach out to the Agency Contact (Letter F. on Addendum C)
- 9. Contact the <u>USPHS Agency Liaison</u> about a specific position. Some job announcements will require you to apply via the liaison, not via USAJobs. It is always good to double check with the liaisons if you are unsure.
- 10. Prepare application in USAJobs including attaching required supporting documents
- 11. Print a copy of the completed application for your records
- 12. On copy (Step 11), list supporting documents that are attached
- 13. Submit completed application package to the agency **prior to the deadline** listed on the announcement
- 14. After submission, you can check the status under "saved searches"

# **ADDITIONAL HELPFUL TIPS**

- Be patient. Finding a suitable position takes time
- Be patient. Applying through USAJobs takes time
- If a position does not mention available to USPHS officers, use the "Agency Contact Info" listed within vacancy announcement (F. on Addendum C)
- Additional information on job series codes HERE

## **ADDENDUM**

#### A. Example of Keywords Search Box

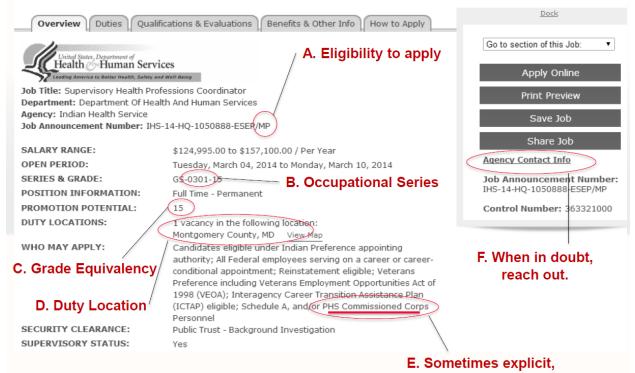
ation	
, state, zip, or country	
	eation /, state, zip, or country Search

#### B. Example of Search by Position Titles

C Keywords	Location	
Social Worker position	City, state, zip, or country	Search
<b>Q</b> Keywords	<b>Q</b> Location	
Q Keywords	City, state, zip, or country	Search

#### C. Sample USAJobs Vacancy Announcement

# Sample USA Jobs Vacancy Announcement



sometimes not.

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