



HEALTH SERVICES

PROFESSIONAL ADVISORY COMMITTEE (HSPAC)

Multidisciplinary in Approach, Connected by Service, Advancing Public Health

HSPAC Career Development Subcommittee



Career Development

HSPAC USAJOBS Tip Sheet

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



INTRODUCTION

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The [HSPAC Career Development Subcommittee](#) 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 www.usajobs.gov.

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 www.usajobs.gov
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 [HSPAC CV](#) Format is for PAC activities, your eOPF and the Promotion Board and not necessarily for a hiring official. It is **highly recommended** that officers maintain two CVs – HSPAC CV and a [Job Applicant CV](#).*
4. For blanket **Commissioned Corps** position, type “**Commissioned Corps position**”, “**Public Health**”, and/or “**Emergency Response**” in the **Keywords** search box ([Addendum A](#))
5. 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 [USPHS Agency Liaison](#) 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

Keywords: Location:

B. Example of Search by Position Titles

Keywords: Location:

Keywords: Location:

C. Sample USAJobs Vacancy Announcement

Sample USA Jobs Vacancy Announcement

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

United States Department of Health & Human Services
Leading America to Better Health, Safety and Well-Being

Job Title: Supervisory Health Professions Coordinator
Department: Department Of Health And Human Services
Agency: Indian Health Service
Job Announcement Number: IHS-14-HQ-1050888-ESEP/MP

SALARY RANGE: \$124,995.00 to \$157,100.00 / Per Year
OPEN PERIOD: Tuesday, March 04, 2014 to Monday, March 10, 2014
SERIES & GRADE: GS-0301-15
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 15
DUTY LOCATIONS: 1 vacancy in the following location:
Montgomery County, MD [View Map](#)

WHO MAY APPLY: Candidates eligible under Indian Preference appointing authority; All Federal employees serving on a career or career-conditional appointment; Reinstatement eligible; Veterans Preference including Veterans Employment Opportunities Act of 1998 (VEOA); Interagency Career Transition Assistance Plan (ICTAP) eligible; Schedule A, and/or PHS Commissioned Corps Personnel
SECURITY CLEARANCE: Public Trust - Background Investigation
SUPERVISORY STATUS: Yes

Agency Contact Info
Job Announcement Number: IHS-14-HQ-1050888-ESEP/MP
Control Number: 363321000

A. Eligibility to apply (points to Job Announcement Number)

B. Occupational Series (points to GS-0301-15)

C. Grade Equivalency (points to 15)

D. Duty Location (points to Montgomery County, MD)

E. Sometimes explicit, sometimes not. (points to PHS Commissioned Corps Personnel)

F. When in doubt, reach out. (points to Agency Contact Info)

Apply Online
Print Preview
Save Job
Share Job

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