

# Directorate Fellows Program 2020 USA Jobs Tutorial

**NOTE:** Please also see '[DFP Hiring Authorities Fact Sheet](#)' document for additional information related to hiring authorities and applying for jobs. It is a companion document to this tutorial.

**Who:** DFP Fellows

**What:** USA Jobs Tutorial

**Why:** To aid in searching for job opportunities on USA Jobs where **Non-Competitive Appointment Eligibility (NOT Direct Hire Authority)** is applicable.

## Part 1: Setting up your profile on USA Jobs

Before consulting this tutorial, you must create an account on USAJobs.gov. Once you have created an account, you can set up your profile. First, you will be asked for your contact information as shown below.

# USAJOBS

The screenshot shows the USAJOBS website interface. At the top, there is a blue navigation bar with the following links: Home, Profile (which is highlighted), Documents, and Preferences. Below the navigation bar, the main content area is titled "Contact Information" in a large, bold, dark blue font. To the right of this title, there is a note in italics: "All fields are required unless otherwise noted". Under the "Contact Information" heading, there is a section titled "Legal Name" in bold blue text. This section contains five input fields: 1. "Title (optional)" with a small square input box. 2. "First name" with a rectangular input box containing the placeholder text "Name". 3. "Middle name (optional)" with a rectangular input box containing the placeholder text "Middle". 4. "Last name" with a rectangular input box containing the placeholder text "Last". 5. "Suffix (optional)" with a small square input box. The "Last name" field is highlighted with a dashed border.

Complete all of the requested contact information and click 'Save'.

The next section of your profile is 'Eligibility'. This is the section where you can indicate certain qualifications that change the job opportunities you are eligible for.

For DFP Fellows, you may think this is the section where you would indicate your **non-competitive appointment eligibility**, but it is NOT. **There is no way to indicate your non-competitive appointment eligibility in this section of your profile!** (You will learn how to set up a filtered search for your hiring status in a later step.)

In the 'Eligibility' section, select the appropriate responses for the 'Citizenship', 'Selective Service Registration', and 'Military Service' questions.

## USAJOBS

The screenshot shows the 'Citizenship' section of a USAJOBS profile. At the top, there is a navigation bar with 'Home', 'Profile', 'Documents', and 'Preferences'. The 'Profile' tab is active. The main content area is titled 'Citizenship' and includes a note: 'All fields are required.' Below this, there are three main sections of questions:

- Are you a U.S. Citizen?**
  - Yes
  - No
- Please select the statement that best applies to your [Selective Service registration status](#).**
  - Registered**
    - I am a male born on or after January 1, 1960, and I have registered.
  - Exempt**
    - I am a female, and therefore I am exempt from registering.
    - I am a male born before January 1, 1960 and therefore I am exempt from registering.
    - I am a male born on or after January 1, 1960, and I have not registered, but I have an approved exemption.
  - Not Registered**
    - I am a male born on or after January 1, 1960, and I have not registered.

The next section of the profile is the 'Hiring Paths' section. There is a list to choose from of different hiring paths that may apply to you. However, there is not a specific hiring path listed that includes the Non-competitive Eligibility for DFP. So unless any of the other hiring path options happen to apply to your specific career path, you do not select any of the hiring paths, and instead create a filtered search in a later step.

Home **Profile** Documents Preferences

### Hiring paths

Select all the hiring paths that you believe apply to you.

**You do NOT belong to the following groups**

- 
**U.S. Citizens**  
 U.S. citizens, nationals, or those who owe allegiance to the U.S.
- 
**Federal Employees**  
 Current or former federal employees in the competitive or excepted service.
- 
**Veterans**  
 Veterans of the U.S. Armed Forces.
- 
**Military spouses**  
 Military spouses relocating under PCS orders, or whose spouse is 100% disabled or died while on active duty.
- 
**National Guard & Reserves**  
 Current members, those who want to join, or transitioning military members.

For the 'Experience' section, under the 'Federal Service' questions, as a DFP you must select "I am not and have never been a federal civilian employee" as shown below (unless you have been a federal employee at a previous point in your career) and then click 'Save'.

Home **Profile** Documents Preferences

### Federal Service

*All fields are optional unless otherwise noted*

**Please select the statement below which best reflects your federal employment status. (Required)**

- I am currently a federal civilian employee
- I am a former federal civilian employee with [reinstatement](#) eligibility.
- I am a former federal civilian employee but do not have [reinstatement](#) eligibility.

**Not a federal employee**

- I am not and have never been a federal civilian employee.

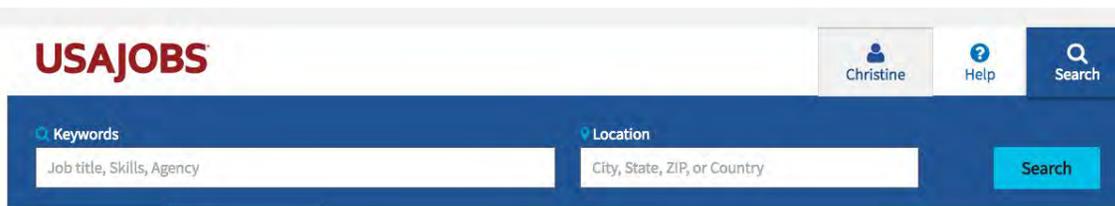
[Cancel and return to Profile](#) [Save federal experience](#)

Complete the other (optional) sections below, such as ‘Demographics’ and ‘Preferences’ of your profile as desired and save your information.

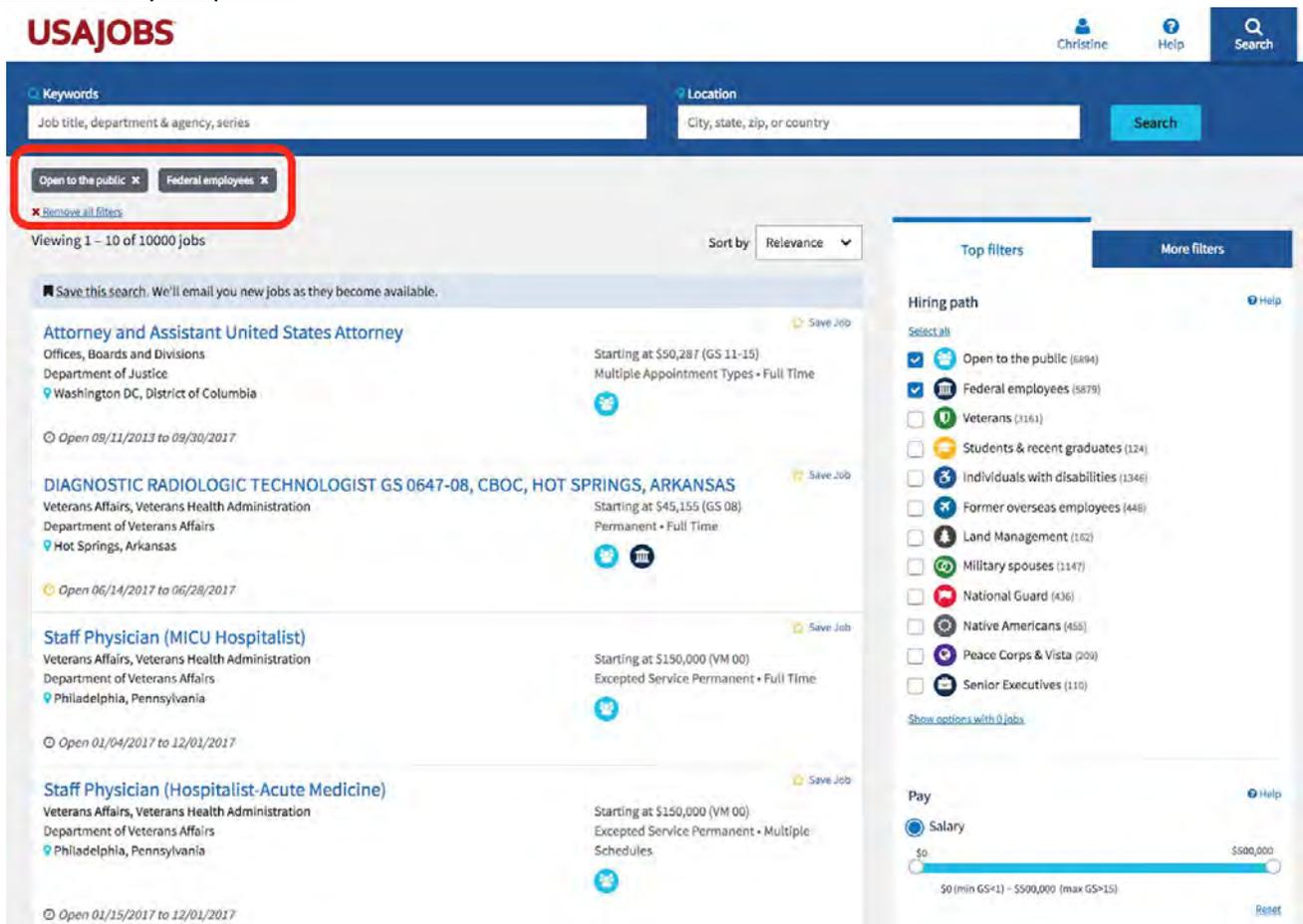
## Part 2: Customized Searching for opportunities with Non-Competitive Eligibility

Once you have your profile information completed, you are ready to start searching for positions. In order to set your specific search qualifications, you want to use a customized search.

Across the top of the USAJobs site, there should be a Search button in the top right corner. When you click it, the quick search bar pops up as seen below.



However, you do not want a quick search, you want to do an advanced search. So leave the search boxes shown above blank and hit the ‘Search’ button. When you do so, the below default search for all jobs “Open to the public” and “Federal employees” should come up, unless you have already set specific search preferences on your profile.



You can then choose different specifications about job opportunities you are looking for using the filter options on the right-hand menu.

In order to display jobs that you qualify for using your **non-competitive appointment eligibility**, you should select the following hiring path under 'Additional paths':

- Special Hiring Authorities

### Hiring path Help

[Select all](#)

 Open to the public (8638)

**Federal employees** (17359)

 Competitive service (5173)

 Excepted service (2210)

 Internal to an agency (4357)

 Career transition (CTAP, ICTAP, RPL) (4852)

 Land & base management (767)

**Armed forces** (8688)

 Veterans (4918)

 Military spouses (2882)

 National Guard & Reserves (888)

**Students & recent graduates** (270)

 Students (158)

 Recent graduates (112)

**Senior executives** (73)

 Senior executives (73)

**Additional paths** (6858)

 Individuals with disabilities (3018)

 Family of overseas employees (939)

 Native Americans (515)

 Peace Corps & AmeriCorps Vista (1200)

 Special authorities (1186)

Then scroll down in the ‘Top Filters’ panel and select the “Department & Agency” drop-down menu.

Pay [Help](#)

Salary

\$0 \$500,000

\$0 (min GS<1) - \$500,000 (max GS>15) [Reset](#)

Grade

< GS1	GS 1	GS 2	GS 3	GS 4	GS 5	GS 6
GS 7	GS 8	GS 9	GS 10	GS 11	GS 12	GS 13
GS 14	GS 15	> GS15				

General Schedule (GS) equivalent

**Department & Agency** ▼

Series ▼

[See more filters >](#)

You then want to select “Department of the Interior” from the alphabetical Department list (under ‘I’). You may further filter only select agencies within Department of the Interior (DOI) if you wish, but your **non-competitive appointment eligibility applies to all land-managing agencies within DOI (see list below).**

**(\*\*NOTE:** You may have to select the ‘[Show options with 0 jobs](#)’ link at the top or bottom of the filter section for all agencies to be listed.)

Alphabetical Agency locations:

- B- Bureau of Land Management
- B- Bureau of Reclamation
- I- Interior, Bureau of Indian Affairs
- I- Interior, US Fish and Wildlife Service
- N- National Park Service

Once you have applied your Department & Agency filters, click the ‘x’ in the top right corner of the filter window. This will take you back to the ‘Top filters’ tab.

Department & Agency

Department Agency

Jump to

A B C D E F G H I J K L M N O P Q R  
S T U V W X Y Z

D

- Department of Defense (2358)

E

- Department of Energy (31)
- Executive Office of the President (1)

G

- General Services Administration (13)

H

- Department of Health And Human Services (451)
- Department of Homeland Security (294)
- Department of Housing And Urban Development (5)

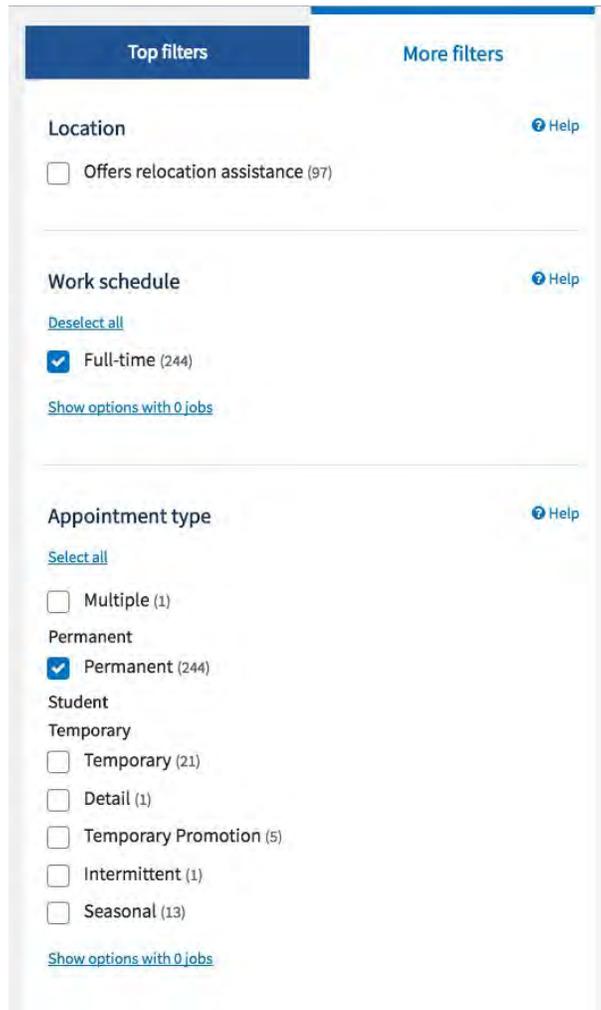
I

- Department of the Interior (288)

J

- Judicial Branch (1)
- Department of Justice (74)

Next, you want to select the *'More filters'* tab and select "Full-time" from the Work schedule section and "Permanent" from the Appointment type section (see below). (Remember: Your **non-competitive appointment eligibility only** applies to full-time, permanent positions, NOT term, temporary, seasonal, etc. positions)



After adding these filters, your search should return job opportunities that require **non-competitive appointment eligibility**, in addition to all of the other search filters you specified.

At this point, you can apply any additional filters you would like, such as 'Series' (see 'Common Job Series' document) or 'Grade'.

**Pro Tip:** A convenient feature on USA Jobs is that you can save a search with the criteria you have specified, so that you do not have to re-enter it every time you'd like to view the search results.

Once you complete a search you would like to save, there is a button in the top left of the search results that says "Save this Search" (see below).

Keywords: Job title, department & agency, series

Location: City, state, zip, or country

Federal employees x Individuals with disabilities x Department of the Interior x Full-time x Permanent x Peace Corps & Vista x

0401 - General Natural Resources Management And Biological Sciences x

Remove all filters

Viewing 1 – 9 of 9 jobs

Sort by: Relevance

Save this search. We'll email you new jobs as they become available.

**Assistant Fire Management Officer** Save Job

Interior, Bureau of Indian Affairs  
Department of the Interior  
Whiteriver, Arizona

Starting at \$49,765 (GS 09-11)  
Permanent • Full Time

Open 04/19/2017 to 09/29/2017

**SUPERVISORY FIRE MANAGEMENT SPECIALIST (PRESCRIBED FIRE/FUELS), GS-0401-9/11** Save Job

Interior, Bureau of Indian Affairs  
Department of the Interior  
Mescalero, New Mexico

Starting at \$49,765 (GS 09-11)  
Permanent • Full Time

Open 06/01/2017 to 06/30/2017

When you click this button, it will bring up a dialogue box. You can choose a name for your search and select your notification frequency if you would like to receive your search results via e-mail on a regular basis. Then click 'Save'. You should see the message below pop up on your screen.

**Saved Search**

Your Test2 search has been saved. [View Saved Searches](#)

This saved search will then be added to your account and you can access it via your main 'Profile' screen on your USAJobs account under the 'Home' tab.

### Part 3: Applying for a Position

Once you find a position you would like to apply for, you should confirm it falls under the Public Land Corps (PLC) Hiring Authority. To confirm:

Scroll down to the *'Requirements'* section of the job announcement. Here you should find the text below. If you find the information below, then your non-competitive eligibility applies. If you do not find this, you can still apply, but you will not be able to use your hiring authority and will be considered a normal applicant.

**Public Land Corps (PLC) Hiring Authority:**

**Note: You must provide a copy of the Certificate of Eligibility for Non-Compliance Hiring Based for Public Land Corps Service.**

(1) In order to be eligible for PLC non-competitive status, a former member of the PLC must provide documentation, as part of their application, verifying their eligibility and meet the following criteria:

(a) Served as a qualified youth on an appropriate conservation project completing a minimum of 640 hours of satisfactory service that included at least 120 hours through the PLC;

(b) Applied to a vacancy announcement for which applications are being accepted from individuals with non-competitive status;

(c) Meet the Office of Personnel Management (OPM) minimum qualification standards stated in the vacancy announcement for the position which you are applying; and

(d) Completed his/her most recent Corps service, which provided him/her with a total of 640 hours, inclusive of 120 hours on a PLC project as defined in 16 USC 1723(d), within the last two (2) years.

(2) Appointments must be effected within the two years requirement.

(3) The two year time-frame cannot be extended.

(4) Selectees will be subject to a probationary period.

(5) This authority may be used for General Schedule and Federal Wage System positions.

(6) Competitive service appointments may be made for temporary, term or permanent positions.

If the Public Land Corps Hiring Authority language is present, you are eligible and you can begin the application process. USA Jobs will walk you through the remaining steps to apply, but don't forget the extra tips below!

**Important Tips:**

- If you decide to apply for a position using your non-competitive appointment eligibility, make sure you upload **your DFP Fellowship 11-week certificate AND the Non-competitive eligibility certificate** (obtained from Headquarters) to your profile and include it with the attachments as part of your application.
- Ensure you are using a federal format resume that includes all of the required information for a federal job. (See USA Jobs resume information and the resume template and tips email attachments for additional guidance.)
- It is recommended that you include a cover letter with your application(s) detailing that you are a Directorate Fellow and have non-competitive appointment eligibility. This is still a new program and it is specific to the Department of the Interior, so although we have spread the word, not all Human Resources staff may be aware of it.
- Once you have finished your USA Jobs application you will be directed to the appropriate bureau website where you will input your information and hiring eligibility. Some job announcements will specifically ask if you completed the Directorate Fellowship Program and have non-competitive eligibility, but others will just ask if you have a special hiring authority that makes you eligible for Non-competitive status. **Don't miss this option!**
- [Please also see 'Fact Sheet for DFP Hiring Authorities' for additional important information related to DFP hiring authorities.](#)