

APPLYING FOR EPA POSITIONS

Tips for Applying to USAJOBS Announcements



1 Build Your Profile

Create and complete a profile on USAJOBS.gov to apply to jobs postings, save searches, and save jobs.



2 Search for EPA Jobs

Type "EPA" in the keyword search box. Use additional filters to narrow results.



3 Review the Job Announcement

Read the entire announcement to make sure eligibility and qualifications requirements are met. Your application must show how you meet the required qualifications.



4 Prepare Your Application

Read the *How to Apply* section. Click *Apply* to start. Do not forget to attach/select your resume and upload all required documents listed on the main announcement page.



5 Submit Your Application

On the *Application Review and Submit* screen, click *Submit Application*. Go back to the *Application* section of your account to ensure your application was received. Your application status should say *Received*.



BUILD YOUR PROFILE

1. Create a login.gov account and click *Continue* to USAJOBS at the end. You'll go back to USAJOBS.
2. Click *Create Profile*.
3. Follow the steps to complete Contact, Citizenship and Experience information. All required fields must be completed.
4. Add Preferences and fill out optional fields. This information can improve job search results.



REVIEW THE JOB ANNOUNCEMENT

1. Read the *This job is open to* section to see if you're eligible to apply.
2. Read the *Clarification from the agency*, or the *Who may apply* sections for further eligibility details.
3. Read the *Qualifications* section. Pay attention to the *Specialized Experience* requirement. If your resume does not clearly demonstrate 1 year of full-time experience at the grade level below that which is advertised, your application will be marked as *Not Qualified* and will not be forwarded to the hiring manager.

What's Next? The hiring agency reviews your application. The hiring agency will review applications once the announcement has closed. Your application status may be updated to *Reviewed*. Not all agencies provide this status. The highest qualified applicants will be referred to the hiring official. These applicants will see a *Referred* status in their application status. All other applicants (not being considered) will see a *Not Referred* status.