

USAJOBS

1) Applying to jobs in which you do not meet area of consideration.

Situation: When applying to jobs on **USAjobs.gov**, it is important to be aware of different hiring paths, also known as areas of consideration. The Federal Government offers unique hiring paths based on eligibility such as being a military veteran or a recent graduate. For many positions, if you do not meet the particular eligibility, you will not be considered for the position.



Solution: Always check the hiring paths/areas of consideration on the job announcement page. They are highlighted on the right side of the page under the “This Job is Open to” tab. An explanation for each hiring path is provided as well as links to more in-depth overviews of the selected area of consideration.



2) Failing to read the entire job announcement.

Situation: Federal job announcements cover multiple topics such as duties, requirements, benefits, and application steps. The information provided in these announcements is crucial to a successful application. Failure to read the entire announcement can result in missing important information needed throughout the application process.

Solution: Read the announcement in its entirety. Hiring managers recommend printing the job announcement and highlighting the important information. Also be aware of the application deadlines. Application windows are followed strictly and are rarely extended. Once a hiring window closes, you will be unable to make any changes to your application.



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3) Leaving out basic, but important information in your resume.

Situation: Most Government agencies require applicants to make sure that their resume states begin and end dates of employment and hours worked per week. Failure to provide this information is an automatic disqualification for most government agencies, including the Government Publishing Office. Other announcements may specify that the applicant is to use the online resume builder provided by **USAjobs.gov**.



Solution: Read through the job announcement in its entirety.

The top reason applicants fail to qualify is for not including starting and ending dates (month/year), hours worked per week, and salary for each previous employment. It is **strongly recommended to place this critical information into your resume and application.**

4) Failing to add required documents.

Situation: One of the most frustrating things for human capital specialists to deal with in the hiring process is to see a fantastic resume from a qualified candidate, only to see them disqualified due to the applicant failing to add a required document. Many job announcements require certain documents or forms, such as transcripts. Failure to add these documents can result in an automatic disqualification. The required documents on an application can change depending on your area of consideration. For example, if you are a current or former Federal employee, you will be required to attach an SF-50, which is written documentation that proves Federal employment.

***REQUIRED**

Solution: To find the required documents for any application, please review the job announcement in detail. You will find a list of the required documents as well as an in-depth description of what every document is. If you are a recent graduate or have no prior Federal service, you may be required to upload different documentation than if you are a current or former Federal employee. Be aware of your area of consideration and attach the appropriate documentation. Remember, once the application window closes, you will be unable to attach documents.

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5) Failing to add appropriate references on your resume.

Situation: Most job announcements require references on an applicant's resume. It is important to provide at least three references, including names, positions, email addresses, and relationships to the applicant.



Solution: Hiring managers recommend providing references that, if possible, are appropriate/relevant to the job announcement.

6) Not tailoring the resume to the job announcement.

Situation: Resumes for Federal job applications are often different than resumes in the private sector. In the private sector, we are taught to have short, concise resumes; however, the Federal Government prefers to have more in-depth resumes that clearly highlight the skills and experiences of the applicant as it pertains to the job announcement. Every government agency has different needs and expectations for a prospective employee; therefore, every job announcement is different. Many applicants make the mistake of creating one basic resume and using it for multiple job applications. Moreover, they often fail to provide enough information, or conversely, provide too much information.



Solution: It is recommended to review the job announcement to find the relevant skills and experiences desired in an applicant. These qualities in an applicant can be found under various sections within the job announcement (i.e. duties, responsibilities, qualifications, and education). A competitive resume will provide examples of the desired skills and experiences. Therefore, every resume should be tailored to the specific job announcement. Most hiring managers would encourage the applicant to not be too modest and to show their qualifications honestly. USAjobs.gov offers a free resume-building tool that can assist applicants in creating an effective resume. In general, an appropriate length for a resume is between 4–8 pages.

7) Failing to match resume with self-assessment.

Situation: Many Government agencies require applicants to take a self-assessment throughout the application process. These assessments are created to determine job eligibility. When taking the assessment, applicants may be asked for responses that include “True/False,” “Yes/No,” and “Check All That Apply.” You may be required to rate yourself in terms of skills and experiences that are pertinent to the job announcement. Oftentimes, applicants fail to provide proof of these answers on their resume.

Solution: Hiring managers recommend providing evidence to self-assessment answers on resumes. For example, if you indicate in your self-assessment that you have experience creating and implementing budgets, that information should be clearly stated on your resume. As previously mentioned, job announcements highlight the skills and experiences covered in the self-assessment. Thoroughly read through the announcement and familiarize yourself with the pertinent information so you can most effectively apply to the position.



**Take what you have learned
and use it in your job search
on [USAJobs.gov](https://www.usajobs.gov).**