

Applying for a Federal Job



This process takes some time to complete, but you can check your USAJobs account to track the status along the way! If you have any questions, contact the POC listed on the original Job Announcement. Good luck!

Step 1:
Create an account with login.gov

Step 2:
Create a profile on [USAJobs](https://USAJobs.gov) to:

- Apply for jobs
- Save jobs
- Automate searches
- Upload or create a resume

Step 3:
Sign into your USAJobs account to search for jobs using filters, keywords, or locations.

Learn how to [search](#) and [save searches](#) for jobs.

Step 4:
Review the Job Announcement

Make sure you read it carefully to ensure you're [eligible and meet the qualifications](#) to include [Specialized Experience](#).

Step 5:
Prepare your application in USAJobs

Click "Apply" in the job announcement to [start your application](#) - have your resume ready & all required documents!

Step 6:
Submit application to the agency*

You will be routed to the Agency application system to complete the questionnaire (Preview in "Required Docs") & more.

Step 7:
Agency reviews application for eligibility after the job announcement closes. The highest qualified applicants are sent to the hiring official - these are annotated as "Referred"

Step 8:
Interview - Hiring officials select applicants to interview based on agency policy.

Step 9:
Agency selects a candidate** after completing all interviews.



*When asked about eligibility, make sure you answer this question or you will NOT be considered for the job. If you do not know which eligibility to pick, then pick all of them.

Job Offer!
Tentative, then starts the background check process. (if necessary)

**For those not selected, the hiring agency will update their application status to "Not Selected".

