

Applicant's Checklist

Before finalizing your application, review the checklist below:

	Description
	<p>For instructions or assistance using USAJobs, log on to USAJobs and visit the Resource Center: https://help.usajobs.gov/index.php/Main_Page You will find information such as:</p> <ul style="list-style-type: none"> - How to apply - How to Create a Resume - ***Tips/Videos <ul style="list-style-type: none"> ▪ Writing Your Federal Resume ▪ 5 Tips for Communicating Your Qualifications ▪ Interviewing Tips
	<p>JOB ANNOUNCEMENT:</p> <ul style="list-style-type: none"> - I have reviewed the announcement completely.
	<p>AREA OF CONSIDERATION:</p> <ul style="list-style-type: none"> - I have read who this job is open to and the hiring path clarification from the agency and I meet the criteria listed.
	<p>SECURITY CLEARANCE:</p> <ul style="list-style-type: none"> - I have the security clearance listed or will be able to obtain it, if selected.
	<p>VETERANS PREFERENCE:</p> <ul style="list-style-type: none"> - Only applicable to if this job is open to "Area 6 - U.S. Citizens" Title 5 vacancies. ** Must submit documentation that support your claim.**
	<p>RANK/GRADE REQUIREMENTS:</p> <ul style="list-style-type: none"> - I fall on or between the rank/grade listed, or I am willing to take a demotion if my rank/grade exceeds what is listed. ** If willing to demote, I have uploaded a MFR to my USAJobs application stating I am willing to demote if selected for the position.**
	<p>GENERAL/SPECIALIZED EXPERIENCE:</p> <ul style="list-style-type: none"> - My resume describes IN DETAIL how I meet the general and specialized experience IN MY OWN WORDS. - I have included the dates (Month/Year) AND work schedule/hours worked for each position (to include military experience). Example: 2 JAN 1980 to 3 MAR 1981; 0800-1630 M-F or JAN 1980 to MAR 1981; 40 hrs/wk - I described, in detail, the duties I performed as they relate to the general/specialized experience of this position. - I understand the more information I provide showing how I have performed the tasks listed under general/specialized experience, the better chance I will have to qualify for the position. - I understand that I do NOT need to limit my resume to one page. - I understand plagiarism will result in immediate disqualification. This includes copying from the vacancy announcement, position description or others' resumes.
	<p>ASSESSMENT QUESTIONNAIRE:</p> <ul style="list-style-type: none"> - I have completely and honestly answered ALL questions in the Assessment Questionnaire. Note: Missing a question MAY result in disqualification. - If a position is announced as a target grade promotion (Ex: GS-07/09/11 or WG-08/10), I understand that if I indicate the lowest level I will accept is the highest (GS-11 or WG-10), I will not be considered for the lower grades
	<p>FINAL STEPS:</p> <ul style="list-style-type: none"> - I have applied on line under USAJobs: https://www.usajobs.gov - I have submitted all required documents - I have selected the Submit My Answers tab
	<p>ONCE THE ANNOUNCEMENT HAS CLOSED:</p> <ul style="list-style-type: none"> - I realize no changes can be made to my application once the announcement closes (1159 EST of listed closing date). - If I did not submit all required documents, I will be disqualified (this includes DD 214 Member Copy 4, VA letters, SF-15, etc. for veterans preference claims, when applicable). - If I am not in the area of consideration listed under who this job is open to and the hiring path clarification from the agency, I will not be eligible.

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| | <ul style="list-style-type: none">- If I did not describe my general/specialized experience in detail to include the dates I performed these tasks IN MY OWN WORDS, I will not meet the qualifications for this position.- If I did not select the Submit My Answers tab prior to the closing date/time, the opportunity to apply has been missed. Please note that you will receive a system-generated email once your application has been received in USAJobs.- I may call the HRO staffing office to see if my application and required documents show in the system, but under no circumstances will I be advised on if I meet the qualifications until after the job closes.- KY HRO Staffing Section POCs:<ul style="list-style-type: none">SMSgt Gary Spaulding: 502-607-1335Whitney Click: 502-607-1338Eva Hamilton: 502-607-1277 |
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Updated: APR 2019