

Q&A from Job Fair #3

Date: 1/14/2015

Q: You mentioned showing proof of supporting documents for each job application we make. For those of us still on active duty and likely retiring within the year, how does the system prefer us to "show" those supporting documents of experience gained or qualifications earned? Do our annual Evals/Fitreps 'count' if it is documented there?

A: You don't have to provide documentation of your experience or qualifications, except any transcripts or certifications that are required by a specific vacancy announcement. Your resume must support your experience or qualifications.

Q: I found that there are key words to meet in the resume before it will be picked up for a review, how can you better find the key words required for a position?

A: Resumes aren't reviewed for keywords to decide which will be referred for consideration. Possibly a hiring official might look for certain experience by searching a resume when deciding who to interview. Vacancy announcements contain the required experience and desired qualifications for the position being announced, and it's a good idea to customize a resume to point up your experience for that position.

Q: Can a hiring official request a by name selection for a job?

A: This is possible if an applicant is eligible for a non-competitive hiring authority, such as VRA (for eligible veterans) or Sch A (for disabled applicants), or to hire a previous federal employee. There are a variety of ways someone might be eligible for a non-competitive hiring authority, and a hiring manager could potentially hire them directly.

Q: What time do you all think you will be going over the open positions available?

A: All open positions are posted on www.usajobs.gov. These positions change frequently as positions open and close, so please check there and sign up for alerts for positions that you might be interested in.

Q: If a job requires relocating to another area of responsibility, what are the general rules for PCS? I've had some job announcements that state PCS is authorized only to be told later that PCS is not being offered.

A: The vacancy announcement should state that PCS is or is not paid, or it might state that it might be paid subject to available funding and decision by management. The announcement should also state if incentives might be possible.

Q: When you apply for a particular job, how is it scored or rated? You stated that the resume is reviewed by the Hiring Manager, but is it also scanned electronically to look for key words for that particular job?

A: Applications are scored based on applicants' responses to the questionnaire that is part of the application process. It does not involve a scan for keywords. Resumes may be reviewed to see if applicants' responses are supported by their experience.

Q: If you have completed your education, is it possible to apply for higher positions, such as going from a GS9 to GS12 if currently in a GS9 position

A: If you are already in the GS system, your movement to higher grades is restricted by the time-in –grade requirements. Basically, this means that one year at the next lower grade level (or 2 grades lower, in the case of a 2-grade interval position) is required before being promoted to the next grade. In your example, you would have to have a year at GS-9 before being promoted to GS-11, and a year at GS-11 before being promoted to GS-12. Time-in-grade is not about qualifications, but is strictly about the grade level.

Q: Who is the hiring manager, usually a supervisor of the position?

A: The hiring manager is often a 1st or 2nd level supervisor for the vacant position, but sometimes can be a manager from a related business line.

Q: What is the average timeframe from the closing date until a position is filled?

A: This really can vary quite a lot; it could be anywhere from a few weeks to a couple of months, depending on number of applicants, setting up interviews, completing security and any physical, how far the selectee has to move, etc.

Q: What is the best way to get into the HR field?

A: Look for entry level career ladder or Pathways vacancy announcements, or possibly apply to an announcement for an HR Assistant to get in the door and gain experience.

Q: Do resumes get screened/graded by a computer before someone actually looks at them?

A: Applicants' responses to the questionnaire are scored by a computer.

Q: Are unofficial transcripts acceptable to upload?

A: Check the requirements in the vacancy announcement to be sure. Often, unofficial transcripts are acceptable for the application phase, but official are probably required if selected, and would be requested at that time.

Q: How does WG9 experience rate me in the GS work force?

A: It really depends on your type of experience – what job you are doing now – and what type of job you want to apply for. As far as the type of action, moving from WG-9 to GS-8 or lower would be a change to lower grade; moving to GS-9 or higher would be a promotion.

Q: Can I put this USA Jobs training on my resume?

A: You may list training that you've taken if you wish on your resume. This event is really a job fair, not training specifically.

Q: Are distance learning colleges held in the same respect as traditional colleges, when it come to the education requirements?

A: This is an evolving area as more traditional colleges offer on-line options. The key is whether the program is accredited.

Q: I am on the USA Jobs site now and typed in NAVFAC in the search and only 4 positions appeared; are there other key words to view all the positions?

A: It's possible that announcements might spell out the command name and not have the acronym NAVFAC, so they wouldn't show up in that search. Try clicking on "Advanced Search" on the home page. On the search page, click on "Department or Agency", and then click on "Show Additional Department and Agency Search Options." This will give you a drop-down menu that you can choose Navy, and then another menu where you can choose Naval Facilities Engineering Command, and click Add. This will then search for all NAVFAC vacancies. You can customize in other ways too if you want.

Q: Why is it so difficult to find the qualification for some jobs, why not place it on the front page of the announcement?

A: Qualifications should be listed at the Qualifications and Evaluations tab on the vacancy announcement.

Q: With the large amount of upcoming positions at NAVFAC are they going to be posted at one time or just spread out over time?

A: Where possible, we try to include similar positions in one vacancy announcement, so multiple locations might be listed. Otherwise, they are announced as they come up or are approved.

Q: I have a bachelor's degree in business administration. What job would I qualify for?

A: That would depend on what other experience you might have. A bachelor's degree alone might qualify you for an entry level Pathways position if announced. You should review specific vacancy announcements for more information on the requirements.

Q: Are the Occupational Questionnaires used to automatically exclude applicants if they don't answer affirmatively to certain questions, preventing it from proceeding to the hiring official?

A: That is done if there is a screenout question or if the applicant answers negatively to the qualifications requirements questions. A screenout question is used if there is a certain type of experience that is absolutely required in order to do the job, and it would be labeled as a screenout. All other questions are used to score the applications.

Q: I have a secret clearance from when i was in active duty and the investigation date was 2008, I retired 3 yrs ago and I was told that it is good for 10 yrs. Should i include that on my resume that i have a secret clearance?

A: You could include that information if you like. It's not directly related to being selected for a position but might speed up the hiring process if you are selected.

Q: Are there going to be jobs open to the public not just federal employees?

A: Announcements open to the general public are listed on USA JOBS as well. The vacancy announcement will show "US Citizens" in the Who May Apply section.

Q: In the USA jobs site, there are two options: one for US citizens and one for federal employees. I don't see any job openings for me in the US citizens section, would my resume be ever looked at if I put it in the federal employees section?

A: [Check the "Who May Apply" part of the vacancy announcement. You may be eligible to apply if you are a veteran or eligible under another program that is being considered.](#)

Q: Do you also offer jobs for people with degrees in Social Work and Urban Education?

A: [You may find positions in those areas in other commands within Navy, or at other Federal agencies. Check USA JOBS for possible openings in those areas.](#)

Q: I have heard of "buzz words" being needed to make the certificate of eligible candidates. Do we know what these are and how to make sure we have them in our resume?

A: [Resumes aren't reviewed for keywords to decide which will be referred for consideration. Possibly a hiring official might look for certain experience by searching a resume when deciding who to interview. Vacancy announcements contain the required experience and desired qualifications for the position being announced, and it's a good idea to customize a resume to point up your experience for that position.](#)

Q: Can I still apply for a job if I don't have any experience?

A: [Check the vacancy announcement for the minimum requirements to qualify for that position. If you don't meet the requirements, your resume won't be referred for consideration for that position.](#)

Q: Can a hiring official say that a certain disability would disqualify an applicant for a job?

A: [No, that would not be acceptable. However, some positions do have physical requirements and the selectee must pass a physical in order to be hired.](#)

Q: Good afternoon I got a rating from the Airforce of IAT can someone tell me what it means?

A: [I am not familiar with that acronym, and am not able to find it in the examining information. Suggest checking with the AirForce.](#)

Q: Where do we find a copy of the USA JOBS resume format?

A: [You should be able to access it at \[www.usajobs.gov\]\(http://www.usajobs.gov\).](#)

Q: Is it best to use your resume or USA Jobs format?

A: [This is really your decision. The USA JOBS format has the advantage of including all required information in a format that is recognized by managers and HR users. Using your own resume allows more individuality, and you can make it look the way you want it. Just be sure to include all required information if you use your own.](#)

Q: I have been referred to over 20 positions but with limited interviews? Is it all about the cover letter?

A: [Cover letters are optional, and selecting managers may or may not open them. There's a variety of reasons that you might not be contacted for an interview – there may be many](#)

applicants, others might have more directly related experience, you might look at how your resume addresses the specific needs of a particular job, etc.

Q: Not all federal jobs are advertised on USAJobs. Right?

A: All federal jobs that are being filled outside of that agency are advertised on USA JOBS.

Q: How can I find employment on USAJobs that are more along the lines of my degree and interest (Graphic Design and Photography)?

A: You can set up searches and alerts for positions that are in your area of expertise and geographic location if you wish.

Q: How is your resume scored or rated when applying for a particular job? You have mentioned that the resume is reviewed by the Hiring Manager, but is it also scanned electronically to look for key words for that particular job?

A: Resumes aren't reviewed for keywords to decide which will be referred for consideration. Possibly a hiring official might look for certain experience by searching a resume when deciding who to interview. Vacancy announcements contain the required experience and desired qualifications for the position being announced, and it's a good idea to customize a resume to point up your experience for that position.

Q: Why are we now seeing so many jobs only being advertised for 3 or 4 days? This seems contrary to the goal of desiring to have more candidates to choose from? It prevents a significant number of eligible candidates from applying. It used to be a 2 week advertisement period.

A: In the age of internet job postings, it doesn't take long to gather many applications for positions. In some cases 3-4 days results in a great many applications; for other positions or hard to fill locations, it preferable to have it open for a week or 10 days. Two weeks would be a very long posting.

Q: Will I have a chance to submit my resume today or do I have to apply at usajobs.gov?

A: You must apply for open positions at www.usajobs.gov. We are not collecting resumes at the virtual job fair.

Q: Please explain the new laws concerning hiring VETS? I was told if a certain number of VETS meet the QUALIFIED list, then other non-VETS who may be BEST QUALIFIED may not be considered. I don't think I have all the facts correct.

A: This is not a new law, but has been around for many years. For positions open to all US Citizens, if there are preference eligible veterans listed on a certificate, selecting officials may not select a non-veteran from that certificate. This does not apply to vacancy announcements under merit promotion (open to Federal employees, etc).

Q: How can a person gain volunteer experience, looking to get experience in another field?

A: You will need to contact institutions or agencies that interest you to arrange volunteer experience. You might check local job boards or listings such as CraigsList for opportunities in your area.

Q: I am currently retired from a government position. Will I have a non-competitive preference?

A: By government, do you mean federal government? There's no preference for federal retirees.

Q: If I apply for a job and later update the resume that is saved in USA JOBS, after the job announcement closed will the hiring authority see the updated resume.

A: Not if the vacancy announcement has closed; they will only see what you have updated and uploaded to that announcement before it closed.

Q: Some jobs ask very specific questions like "have you briefed congress?" It is difficult to say yes, but you may have extensive experience in the private industry briefing CEOs, Public Agencies, etc.

A: Be honest in your responses to the questionnaire. If there are answer choices that would cover a bit different experience you could choose that.

Q: HRO Southeast keeps the postings within their UIC unlike Midlant. Is there support at the HQ's level to investigate this matter?

A: Offices may restrict the area of consideration in certain situations, and this is legal to do.

Q: If you have a learning disability should you document this on your resume?

A: I would not document that specifically as it would not be used as a determining factor in selection. If you are eligible for Schedule A hiring authority you may state that and provide supporting documentation in your application package.

Q: How do we know when a job fair event is upcoming and is the schedule online?

A: Job fairs are advertised by the local PAO's and Human Resource Offices.

Q: If our USA Application Status shows "Referred" for a position offering closed November 25 2015 how long until we receive an interview call or not selected notice?

A: It varies depending on how long the selecting official takes in making selections. The operations center will not send out notices until the selection is completed.

Q: What are the typical jobs available for electrical engineers and is there a requirement to be a PE.

A: Electrical Engineer, Interdisciplinary

Q: What is a DAWIA certification?

A: Defense Acquisition Workforce Improvement Act (DAWIA) required the Department of Defense (DoD) to establish a process through which persons in the acquisition workforce would

be recognized as having achieved professional status. Certification is the procedure through which a military service or DoD Component determines that an employee meets the education, training, and experience standards required for a career level in any acquisition, technology, and logistics career field.

Q: My daughter has a degree in Marketing. Would you know what particular area she might be able to apply for?

A: A 0343 Program/Management Analyst would fit but there are others depending on her experience and classes that she has taken that may fit. I would suggest that she frequently look through the announcements on USA jobs to see what is out there and what she may be interested in.

Q: How can a person gain volunteer experience in the federal government looking to get experience in another field? Is maybe during lunch break a few times a month or so an option in another department or section an option if they are will to do this?

A: You would need to check with your current command to see if there is an option for you to be detailed to another position to gain experience. Your first step would be to discuss this with your supervisor during your IDP session so that they know what your goals are and that is where you can make a plan on how to achieve them.

Q: Is there any benefit to being a PPP Level 3?

A: If consideration is given to candidates not currently employed within the DoD Component, P3 registrants must be cleared prior to selection so yes there is a benefit to being on PPP level 3. For this purpose there are five Components: Army, Navy, Air Force, Defense Logistics Agency (DLA), and the Defense Agencies.

Q: How can we make the cert if we do not have enough experience but met the education level?

A: To be placed on a certificate you would need to be considered to be best qualified. The education level is the minimum that would qualify you for a position.

Q: Are there any resume examples that we could see or use to mold ours after? I have heard of "buzz words" being needed to meet the cert...how do we know what these are and how to make sure we have them in our resume?

A: There are no "buzz words" needed in order to meet the certificate. There are skills that each selecting manager is looking for and they are usually found in the "specialized experience" statement of an announcement. If you have those skills you should ensure that those skills are reflected in the body of your resume.

Q: My GPA is above 3.75 (3.87). What category is that under honors?

A: That would qualify you for Superior Academic Achievement.

Q: Why is it that my resume 95% of the time is referred to the hiring official but I never get a call for an interview?

A: You may not be adequately reflecting the depth of your experience. You should continue to refine your resume by ensuring that all the skills you have are reflected in the body of your resume.

Q: I would like to apply for an internship program to gain experience but according to the USAJOBS website, only recent graduates and current students can apply and special consideration up to six years after graduating for Veterans. I graduated 10 years ago with a Bachelor's degree in Business Admin, and became a stay at home mom right after graduating while my husband serves in active duty. Would my application even be considered if I applied for an available internship program?

A: Internship programs are geared towards those that are recent graduates or current students.

Q: Who updates Application Status? Why are some left in a "referred" status and never updated?

A: Operations Center for Human Resources is the group that would update that status. If you are concerned about a status that has not been updated you should contact the Employment Information Center at:

DON Employment Info Center EIC

Phone: (800)378-4559

TDD: 858-577-5723

Email: DONEIC@NAVY.MIL

Q: What is the normal time for a response back after submitting a resume for a job opening?

A: It varies depending on how long the selecting official takes in making selections.

Q: You mentioned showing proof of supporting documents for each job application we make... For those of us still on active duty and likely retiring within the year, how does the system prefer us to "show" those supporting documents of experience gained or quals earned? Do our annual Evals/Fitreps 'count' if it is documented there?

A: You should include all of your experience and qualifications in your resume. Supporting documents such as a DD214 or statement of service will be required for eligibility purposes and transcripts may be required for positions requiring a degree. You should read the announcement carefully to ensure that you upload all required documents.

Q: Considering the additional points given to veterans and those with military experience, do civilians have a good chance of being hired for open positions?

A: Yes, many civilians are hired each year for positions that are open to all U.S. Citizens. Bottom line is you can't get hired if you don't apply.

Q: What can a spouse who knows his/her military partner is transferring to oconus duty station do to start applying for jobs.

A: Have a copy of the orders and your marriage certificate available to show your eligibility. When you have that you should also register in the PPP program with the Operations Service Center.

Q: It was suggested I change my designation and apply as physical scientist. Is there a process to do this?

A: [If you want to change the position you are holding you will need to apply for and be selected for that position.](#)

A: I am a veteran's spouse, can I still register for PPP?

A: [Military Spouses can register with PPP when they change geographic locations with their spouse under orders.](#)

Q: Why are so many management positions classified under the 08/Engineering series when they are strictly management positions? No drawing, design, reviews, plans or design reviews required & they do not stamp anything. The Navy won't even insure a PE or architect to do so, so why the exclusion. I have an MS & that isn't even a consideration.

A: [Positions are classified using the Office of Personnel Management classification standards. The criteria are set in accordance with what is required by the position.](#)

Q: Why is it that for nearly every job listed, even if it's a lower level position, that there is a degree requirement? This requirement will exclude a lot of people.

A: [Actually very few fields are required to have a positive education requirement.](#)

Q: Do you have to be a citizen before you can create an account at USA Jobs?

A: [No. Some agencies hire non-citizens through special hiring procedures.](#)

Q: Information was sent to me that NAVFAC is looking for 2,000 employees over the next six months. is there a comprehensive list of all these positions and when they are coming available?

A: [Job opportunities are posted on USA Jobs and there is a link for current openings at NAVFAC are posted on the Headquarters Portal page.](#)