

U.S. Department of the Interior
Bureau of Land Management

National Operations Center

Applying for Positions through USAJOBS

USAJOBS is the U.S. Government's official website for jobs and employment information. Bureau of Land Management (BLM) job openings (vacancy announcements) are posted on this site, www.usajobs.gov. Once on USAJOBS, you can create an account (if you don't already have one), find the vacancy announcement(s) you are interested in applying for, and submit your application.

Create an Account

- Creating an account will allow you to develop and save five versions of your resume. Using the USAJOB's resume builder will ensure that your resume contains all the information required in the vacancy announcements.
- You can create an account by clicking on "USAJOBS First Stop" on the site's home page or by selecting the "My USAJOBS" tab. The first option is a simple format for leading you through the process; the second allows you to create an account and to also log in if you already have an account.

Look For a Job

- You can identify the vacancy announcement(s) you wish to apply for by clicking on "USAJOBS First Stop" on the site's home page and clicking on choice number 2, "Look for a Job," or you can select the "Search JOBS" tab on the site's home page. Both choices take you to the same page.
- On the Search Jobs site, you can search by the job vacancy number, if you have it, or by agency, U.S. location, or occupation.
- BLM vacancy announcements have special annotations to help you in your search:

—The first two characters identify the State issuing the announcement (CO for Colorado).

—The announcements identify who is eligible to apply for the position, such as:

- Merit – Vacancies open to current or former Federal employees or individuals with special hiring authorities
- DEU – Vacancies open to any United States citizen
- SA – Vacancies open to special groups, such as Federal Career Interns
- SEEP – Vacancies open to students

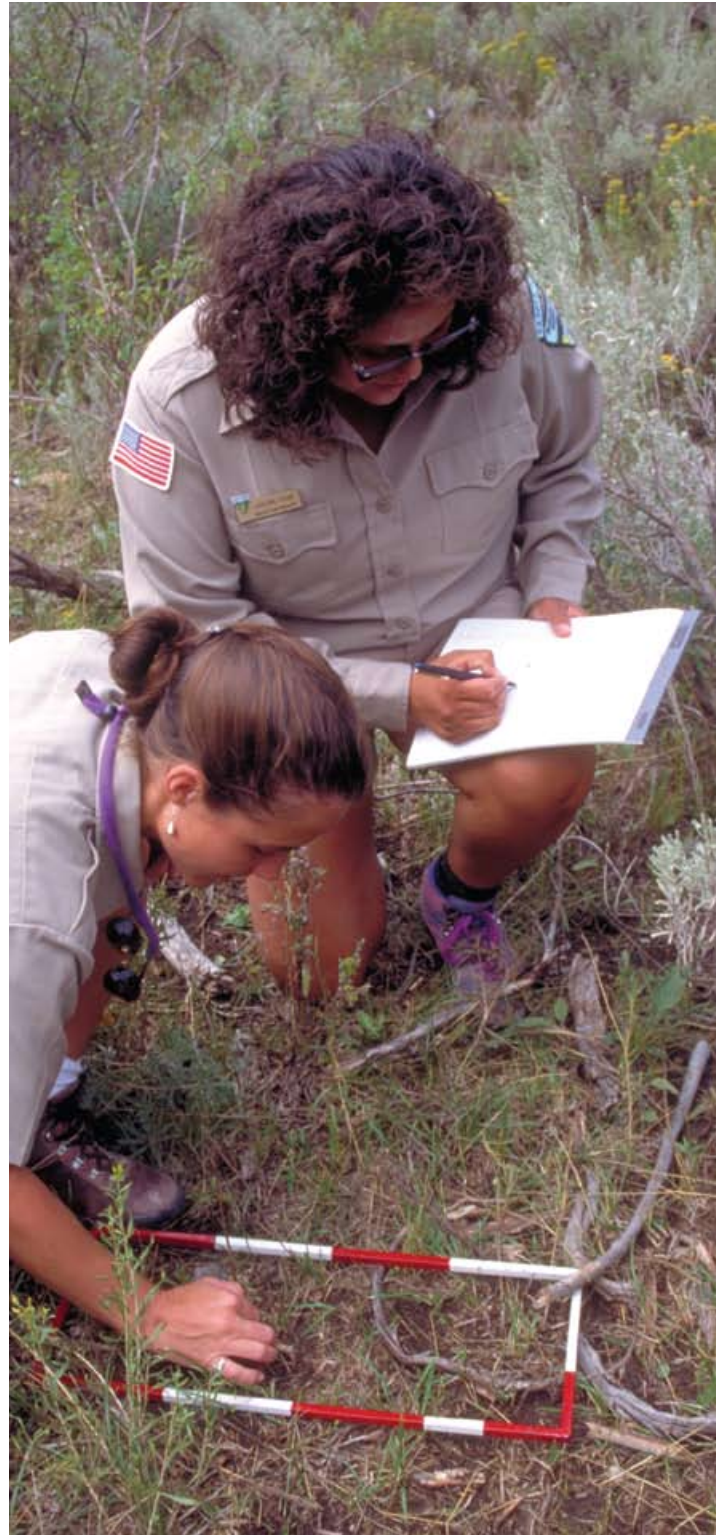


APPLY FOR A JOB

After finding the vacancy announcement, select the “Apply Online” tab at the bottom of the screen.

- You will be asked to log into your USAJOBS account and select the resume you wish to use for the announcement.
- Once you select your resume, the system will direct you to BLMJOBS Online, BLM’s automated application system. If you have not previously applied for a BLM vacancy, you will need to answer a series of CORE Questions. This information will be stored in BLM’s system for your future use.
- Next you will be directed to the “vacancy specific” questions, which will be used to determine your eligibility for the vacancy.
- At the end of the vacancy specific questions, you will be given an opportunity to either fax or upload any supporting documents that may have been requested, such as college transcripts.
- After uploading any required documents, press “Finish” and you are done.

If you have any problems during the application process, do not hesitate to call the contact number listed on the announcement—they will be happy to help you.



The BLM is an Equal Opportunity Employer