

# Applicant's Checklist

Before finalizing your application, review the checklist below:

	Description
	<p><b>For instructions or assistance using USAJobs, log on to USAJobs and visit the Resource Center:</b>  <a href="https://help.usajobs.gov/index.php/Main_Page">https://help.usajobs.gov/index.php/Main_Page</a>            You will find information such as:</p> <ul style="list-style-type: none"> <li>- How to apply</li> <li>- How to Create a Resume</li> <li>- ***Tips/Videos               <ul style="list-style-type: none"> <li>▪ Writing Your Federal Resume</li> <li>▪ 5 Tips for Communicating Your Qualifications</li> <li>▪ Interviewing Tips</li> </ul> </li> </ul>
	<p><b>JOB ANNOUNCEMENT:</b></p> <ul style="list-style-type: none"> <li>- I have reviewed the announcement completely.</li> </ul>
	<p><b>AREA OF CONSIDERATION:</b></p> <ul style="list-style-type: none"> <li>- I have read who this job is open to and the hiring path clarification from the agency and I meet the criteria listed.</li> </ul>
	<p><b>SECURITY CLEARANCE:</b></p> <ul style="list-style-type: none"> <li>- I have the security clearance listed or will be able to obtain it, if selected.</li> </ul>
	<p><b>VETERANS PREFERENCE:</b></p> <ul style="list-style-type: none"> <li>- Only applicable to if this job is open to "Area 6 - U.S. Citizens" Title 5 vacancies.            ** Must submit documentation that support your claim.**</li> </ul>
	<p><b>RANK/GRADE REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>- 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.**</li> </ul>
	<p><b>GENERAL/SPECIALIZED EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>- My resume describes <b>IN DETAIL</b> how I meet the general and specialized experience <b>IN MY OWN WORDS</b>.</li> <li>- I have included the dates (Month/Year) <b>AND</b> 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</li> <li>- I described, in detail, the duties I performed as they relate to the general/specialized experience of this position.</li> <li>- 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.</li> <li>- I understand that I do NOT need to limit my resume to one page.</li> <li>- I understand <b>plagiarism will result in immediate disqualification</b>. This includes copying from the vacancy announcement, position description or others' resumes.</li> </ul>
	<p><b>ASSESSMENT QUESTIONNAIRE:</b></p> <ul style="list-style-type: none"> <li>- I have completely and honestly answered ALL questions in the Assessment Questionnaire. Note: Missing a question MAY result in disqualification.</li> <li>- 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</li> </ul>
	<p><b>FINAL STEPS:</b></p> <ul style="list-style-type: none"> <li>- I have applied on line under USAJobs: <a href="https://www.usajobs.gov">https://www.usajobs.gov</a></li> <li>- I have submitted all required documents</li> <li>- I have selected the Submit My Answers tab</li> </ul>
	<p><b>ONCE THE ANNOUNCEMENT HAS CLOSED:</b></p> <ul style="list-style-type: none"> <li>- I realize no changes can be made to my application once the announcement closes (1159 EST of listed closing date).</li> <li>- 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).</li> <li>- 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.</li> </ul>

	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- I may call the HRO staffing office to see if my application and required documents show in the system, but <b>under no circumstances will I be advised on if I meet the qualifications until after the job closes.</b></li> <li>- KY HRO Staffing Section POCs:                      HRO Staffing Group Email:   <div> Whitney Click:                      502-607-1338                      ng.ky.kyarng.mbx.hro-technician-staffing@army.mil  Debra Neal:                      502-607-1336  Mackenzie Smith:                      502-607-1710 </div> </li> </ul>
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