

Navigating the USAJobs Website



Doing a basic search for counselor positions

- Go to <http://www.usajobs.gov/> and click the basic search tab
- **Keyword-** leave it blank for now, you can advance search with it later
- **Location Search-** you may highlight every state or area you are interested in working in, or re-locating to, *If you click more than one area, you must hold down the control key while you click on a second, third, etc.*
- **Job Category Search-** Social Science, Psychology, and Welfare is the job category where you will find most counseling positions, but you can also search Education and/or Medical, Dental, and Public Health *hold down control key if you click on more than one*
- **Skip Salary Range and go to Pay Grade (GS)-** put in Grade 9 to 15 as most post-Masters level positions will be in those grades. The higher the grade the higher the pay and the more difficult it is to get your entry-level position. But do not worry about this as you will be able to apply for upgrades every year or two.
- **Applicant Eligibility-** you will most likely hit NO, if you are a Veteran hit YES
- **Sort Results by-** date
- **View Description-** brief
- **Click on *Search for Jobs***

You will go to a long list of available jobs, click on one of them

- **Click on the tab- *Qualifications & Evaluations***

- Read under *Qualifications Required* to see if you have the requirements to apply
- If you have the requirements, click on *How to apply*

Go to the handout *How to Apply for a Specific Job advertised on USAJobs*