

USA Staffing[®] Announcement Template Example



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Introduction

Templates can be used to streamline and maintain consistent language when creating announcements. This example is intended to illustrate how to use data inserts, placeholder text, and hyperlinks when developing Agency-specific announcement templates. Please refer to the [USAJOBS Announcement Playbook](#) for content guidance.

Need to Know

An HR user can select an announcement template on the Announcement Text page which populates the announcement text and can then be modified to meet his/her needs. When creating custom templates or reviewing the proposed text below, please note:

- Text highlighted in a chartreuse bubble represents a data insert (e.g., **Customer Name**). A data insert retrieves the identified information from the vacancy and populates that information into the announcement.
 - Data inserts will not automatically transfer when you copy and paste the data below into the USA Staffing system. To add a data insert in USA Staffing Upgrade, click and drag the data insert from the Available Data Inserts list on the right side of the screen and drop in the appropriate location within the announcement text.
 - More information about data inserts may be found at: <https://support-usastaffing.opm.gov/hc/en-us/articles/45424441059091-Available-Data-Inserts>
- Red text enclosed by two brackets represents instructional text (e.g., **[[INSERT AT LEAST ONE LINE EXPLAINING POSITION]]**) that must be modified and removed as applicable.
 - To insert placeholder text, click the Placeholder text icon (e.g., ) , add the instructional text in the Placeholder Properties window and click OK. This text must be modified by the HR user before the announcement will successfully release to USAJOBS.
 - While placeholder text does display in red, the Upgrade does not otherwise allow for changing the formatting of color or font style to align with USAJOBS guidelines.
- Blue underlined text represents a hyperlink to a website (e.g., <https://www.usajobs.gov/>).
 - To create a hyperlink in USA Staffing Upgrade, highlight the text, click the Link icon (e.g., ) , insert the appropriate URL and click OK.
- A bold asterisk (*) next to a field name indicates that field is required for the announcement to release successfully to USAJOBS.
- The bold number in parentheses to the right of each Announcement section header is the character limit for that section, if applicable.
 - Note: Administrators may exceed the character limits enforced by USAJOBS on the release of an announcement when creating announcement templates. This 3X increase in character limits will allow agencies to add more content to the template that may be removed prior to release. The announcement text must adhere to USAJOBS character limits before it can be successfully released.
- The Marketing Link and Benefits Link fields can only contain a valid URL beginning with “<http://www.>”; an OPM URL has been defaulted to the Marketing Link field and should be replaced with an Agency specific Marketing URL. Do not include instructional text before the URL.

Sample Template (Public Announcement - Entry Level GS-05/07)

Summary

Summary (1500)

Summarizes what is unique about this job and what it does for the agency. The job summary is important to help job seekers understand what is unique about this job and why the job exists.

Are you ready to serve your country and the nation's Federal employees and retirees? Want to make an impact on a national scale?

Learn More About This Agency

Marketing Message (4500)

[[INSERT INFORMATION ABOUT YOUR AGENCY/OFFICE]]. *Describe the actual office that will be employing the selectee.*

This position is part of the **Customer Name**, **Organization Name**.

Marketing Link

<https://www.opm.gov/about-us/>

This Job Is Open To

Hiring Paths Clarification Text (500)

Videos

Marketing Video Link (1 of 2)

<https://www.youtube.com/embed/IMv0gmYihVQ>

Duties

Duties (15,000)

As a **USAJOBS Job Title** **Pay Plan** **Series** **Grade Range**, your typical work assignments may include the following under supervision: *Describe the duties of the position.*

Responsibilities (250 each)

Enter either a duties statement or up to 20 responsibilities.

Requirements

Requirements (7,500)

Enter either a requirements statement or up to 20 conditions of employment.

Conditions Of Employment (250 each)

Enter up to 20 conditions of employment. For example,

- Must be a U.S. Citizen or National
- Males born after 12-31-59 must be registered for Selective Service
- Résumé and supporting documents (See How To Apply)

- Suitability for Federal employment, as determined by a background investigation
- May be required to successfully complete a probationary period

Qualifications (24,000)

You may qualify at the GS-05 level, if you fulfill one of the following qualification requirements:

- Participation in a 4-year course of study leading to a bachelor's degree in any field from an accredited or pre-accredited college or university; **OR**
- At least 3 years of progressively responsible general experience, 1 year of which was equivalent to at least the GS-04 level in Federal service, that demonstrates the ability to (1) analyze problems, identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing; **OR**
- A combination of education and experience as listed above.

You may qualify at the GS-07 level, if you fulfill one of the following qualification requirements:

- Completion of a 4-year course of study leading to a bachelor's degree in a field of study that demonstrates the competencies required by this position with either (1) a grade point average (GPA) of 3.0 based on a 4.0 scale; (2) a 3.5 GPA based on a 4.0 scale for all required courses completed in a qualifying major field of study at either the time of application or during the last two years of your undergraduate curriculum; (3) class standing of upper third of the graduating class in the college, university, or a major subdivision of the college; or, (4) membership in a National Scholastic Honor Society certified by the Association of College Honor Societies, excluding freshman honor societies; **OR**
- One full year of graduate level education in an accredited or pre-accredited college or university in one of the following related fields **[[INSERT RELATED GRADUATE SCHOOL FIELDS APPLICABLE TO THE POSITION]]**. The education must demonstrate the competencies necessary to do the work of the position, **OR**
- One year of specialized experience equivalent to the GS-05 grade level in the Federal service that demonstrates your ability to **[[INSERT SPECIALIZED EXPERIENCE]]**; **OR**
- A combination of education and experience as listed above.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Education (18,000)

ARE YOU USING YOUR EDUCATION TO QUALIFY? You MUST provide transcripts or other documentation to support your educational claims. Unless otherwise stated: (1) official or unofficial transcripts are acceptable, or (2) you may submit a list with all your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement.

PASS/FAIL COURSES: If more than 10 percent of your undergraduate course work (credit hours) were taken on a pass/fail basis, your claim of superior academic achievement must be based upon class standing or membership in an honor society.

GRADUATE EDUCATION: One academic year of graduate education is the number of credits hours your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: <https://www.ed.gov/laws-and-policy/higher-education-laws-and-policy/college-accreditation>.

Display Default Accredited Education Text

Selecting this checkbox will display the following text on the job announcement:

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Additional Information (10,500)

If you are a veteran with preference eligibility and are claiming 5-points veterans' preference, you must submit a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, you must also submit an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more information on veterans' preference visit: <https://www.usajobs.gov/Veterans>.

Males born after 12-31-59 must be registered or exempt from Selective Service. For more information visit: <https://www.sss.gov/verify/>.

Career Transition Assistance Programs: These programs apply to employees who have been involuntarily separated from a federal service position within the competitive service or Federal service employees whose positions have been deemed surplus or no longer needed. To receive selection priority for this position, you must: (1) meet CTAP or ICTAP eligibility criteria; (2) be rated well-qualified for the position with a score of **[[INSERT WELL QUALIFIED SCORE]]** or above; and (3) submit the appropriate documentation to support your CTAP or ICTAP eligibility. For more information visit: http://www.opm.gov/rif/employee_guides/career_transition.asp.

Benefits (4,500)

Learn more about our benefits:

Benefits Link

<https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/federal-employee-compensation-package>

Display Default Benefits Text

Selecting this checkbox will display the following text on the job announcement:

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits.](#)

How You Will Be Evaluated

How You Will Be Evaluated (10,500)

Once the announcement has closed, a review of your résumé and supporting documentation will be used to determine whether you meet the qualification requirements listed on this announcement. If you are minimally qualified, your résumé and supporting documentation will be compared against your responses to the assessment questionnaire to determine your level of experience. If, after reviewing your résumé and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

All qualified candidates will be assigned to a quality category. The category assignment is a measure of the degree in which your background matches the competencies required for this position. Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):

Competencies List

The Category Rating Process does not add veterans' preference points or apply the "rule of three" but protects the rights of Veterans by placing them ahead of non-preference eligibles within each quality category. Veterans' preference eligibles who meet the minimum qualification requirements and who have a compensable service-connected disability of at least 10 percent will be listed in the highest quality category (except in the case of scientific or professional positions at the GS-09 level or higher).

Required Documents

Required Documents (15,000)

To apply for this position, you must submit a complete Application Package which includes:

1. Your **résumé** showing work schedule, hours worked per week, dates of employment and duties performed.
2. Other **supporting documents:**
 - Cover Letter, optional
 - College Transcript(s), if qualifying based on education
 - Veterans' Preference documentation, if applicable (e.g., DD-214 Member Copy 4 showing type of discharge/character of service, SF-15 Form and related documentation, VA letter, etc.)
 - Career Transition Assistance Program/Interagency Career Transition Assistance Program documentation, if applicable (e.g., Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; SF-50 that documents the RIF separation action; and most recent performance appraisal.)

How To Apply

How To Apply (15,000)

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement to receive consideration.

- To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.
- Follow the prompts to **select your résumé and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.
- You will be taken to the online application which you must complete to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://www.usajobs.gov/>), all your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://help.usajobs.gov/how-to/application/status>.

If you are unable to apply online, you must request an alternative application which is available from the Human Resources Office. Please contact **External Contact Name** at **External Contact Email** or **External Contact Phone Number** to obtain an alternative application.

Next Steps (7,500)

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.