

Tips on navigating CFPB job announcements on USAJobs

This overview provides tips on how to navigate CFPB job announcements posted on USAJobs. USAJobs is the Federal Government's job portal (usajobs.gov).

Highlighted sections

Every USAJobs announcement has several sections. All are important, but here are a few that deserve extra attention:

Who may apply

Make sure you're eligible to apply for the position. For example, some jobs are limited to current and former federal employees only. Look at Who May Apply to verify if the position is for:

- **Status Candidates:** Select this option if you are a current federal employee or previous federal employee who held a non-temporary appointment in the competitive service, or are eligible for reinstatement.
- **Open to the Public:** Select this option if you've never worked for the federal government, currently work for the federal government but aren't eligible for merit promotion, or you're not sure. You're eligible as long as you are a U.S. Citizen.
- **Veterans:** Select this option if you're eligible for veterans' preference or have separated from the armed forces under honorable conditions after three years or more, of continuous military service.

- **Individuals with disabilities:** Select this option if you are an individual with a disability and you're eligible to qualify under Schedule A.

To learn more about each hiring path above, please visit: usajobs.gov/Help/how-to/search/filters/hiring-path/

Tip: If you are not eligible to apply to one announcement, there may be a different announcement for the same position for which you are eligible to apply. If you are eligible for more than one announcement, you can apply to each announcement for which you are eligible. You must apply to the correct announcement in order to be considered for the position.

Duties

The basic responsibilities of the position are highlighted in the *Duties* section. Be sure to read this section carefully. The title of the position might not reflect all of the job duties.

Qualifications

To be considered for the position, your application must demonstrate that you have experience relevant to each and every one of the listed qualifications (also known as the specialized experiences statement).

Tip: Throughout your application (for example, your resume), make sure that you reference the qualifications and how you possess the skills required by the position. Also note that the resume submitted with your application package will be used to set salary at the time of offer.

questions and upload the required documents for that particular position. Your resume is the *only* document that comes over automatically. You have to manually upload other documents to accompany your application.

Tip: If you're attempting to upload a document (for example, writing sample) and do not see the appropriate document type to do so, include the document as "Other" in USAJOBS and then "other documents" in Monster.

Additional information

What to expect next

Once you submit your application, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and possible interviews. We will notify you by email after each of these steps has been completed. In most instances, we expect to make a final job offer within 60 days after the deadline for applications.

Required documents

The very first sentence in the *Required Document* section will list the documents you must include for that particular application. Requested documents may include a resume, vacancy question responses, transcript, writing sample, and/or SF50. USAjobs and Career Connector (Monster Jobs) are two separate parts of the application process. You can upload as many documents you would like to USAjobs; think of it as a filing cabinet for your documents which you can pick from when you apply to positions. However, when you go to apply from the USAjobs page, you are re-directed to Career Connector (Monster Jobs) to answer the

Application status

If you'd like to check the status of an application, log onto the USAjobs and go to your account Home.

Remember, you can also email a question to the application center (cfpbinquries@bpd.treas.gov). Be sure to provide the **Job Announcement Number** and the **Control Number** for efficiency.

Tip: Contact the application center (cfpbinquries@bpd.treas.gov). If you need to inform the CFPB of a change to your contact information.



About the CFPB

The Consumer Financial Protection Bureau is an independent federal agency built to protect consumers. We write and enforce rules that keep banks and other financial companies operating fairly. We also educate and empower consumers, helping them make more informed choices to achieve their financial goals.

Learn more at consumerfinance.gov

Submit a complaint

Have an issue with a financial product or service? We'll forward your complaint to the company and work to get a response from them.

 **Online**
consumerfinance.gov/complaint

 **By phone**
(855) 411-CFPB (2372)
(855) 729-CFPB (2372) TTY/TDD

 **By fax**
(855) 237-2392

 **By mail**
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