

Recreation Assistant **GS-0189-05** has Opened!

Open 03/19/2021 to 03/29/2021

Job Announcement Number: 21-JC-GVA-11062300-DP-MR (Demo – all US Citizens can apply)

USAJOBS Control Number: 595482500

USAJOBS Link: <https://www.usajobs.gov/GetJob/ViewDetails/595482500>

Link to video that walks applicants through the process of writing a federal resume. <https://www.youtube.com/watch?v=8YX7o1PBoFk>

IMPORTANT INFORMATION FOR APPLICANTS!

When applying for jobs, applicants should read the *entire* job opportunity announcement and pay close attention to the How to Apply section. Make a checklist to ensure all required documents are attached with your resume when applying for a job. USAJOBS has the capability to store your attachments with your USAJOBS Profile; however, you need to confirm that your documents are attached along with your resume at the time you apply for a job. Some of the forms that you need are in your electronic Official Personnel Folder (eOPF), accessible via ConnectHR. (External applicants or non-Forest Service applicants will not have access to their eOPF via ConnectHR.) Once you have attached your documents, it is a good practice to double check that they have uploaded correctly.

Helpful Resources for Forest Service/Job Corps employees

If you are applying for a permanent job and cannot find your most recent forms, such as the SF-50, help is available!

- Access your eOPF via [ConnectHR](#) (Dashboard).
- To submit a question or request forms through the self-service function of the HR Help Desk, log into [ConnectHR](#) (Dashboard) and click on the HR Help menu option. For detailed instructions, view the HR Help [How to Add \(Create\) a Case](#) guide.
- Send an email to ASC_HCM_Contact_Center@fs.fed.us, or call the HRM Contact Center at (877) 372-7248, and press 2 for HRM.