

How to Use Your Public Land Corps Eligibility

Step 1. Have your [PLC Hours Verification Form](#) and PLC Certificate in hand and ready to go. Steps [here](#).

Step 2. Create an [account](#) in USAJobs. Please note: At this writing, USAJobs has been changing and evolving on a weekly basis and we can't really keep up with the changes so you will need to take responsibility for following the current requirements and instructions and keep up your own access to the site. This will generate a 16 digit personal key that you must maintain to access the site.

Step 3. There is a resume creator in USAJobs that you can use. You can also create your own resume and just save and upload as needed. Keep in mind that a federal resume is not the same thing as the basic resume you are told to create as a one or two page document in high school or college. A typical federal resume is lengthier (four to seven pages for an entry level position). If you use the very basic, short form resume you prepared in school, you will likely not be qualified for positions.

Step 4: Search for positions where your PLC eligibility will apply:

1. Click on SEARCH. You can search by agency or by geographic location. We'll assume you want to work for the NPS. Enter National Park Service in the agency box.
2. On the right side of the screen, you'll see HIRING PATHS. DO NOT SELECT OPEN TO THE PUBLIC IF YOU WANT TO USE YOUR PLC ELIGIBILITY. While you may certainly apply for positions that are open to the public (Anyone can apply), your PLC eligibility does not help you in this category. Preference eligibles must be considered before you can be considered. The applicants will also typically be rated in ranked numerically and only a few individuals can be considered. So - please feel free to apply for this type of announcement but keep in mind - this is not what the PLC eligibility does.
3. Select **Competitive Service and Special Authorities**. I know - we describe the PLC eligibility as a "non-competitive hiring authority" - however, you must still apply in competition via USAJobs. You are actually applying as if you already have permanent status with the federal government. That's what the PLC eligibility "gets" you: The ability to apply for permanent positions typically available only to those who are already permanent, rather than only permitting you to hire to the Open to the Public announcements.
4. This will bring up a list of merit promotion announcements. However, do not assume you are qualified for all of the positions. I know it's tempting to apply for a GS-12 Supervisory Park Ranger but - the chances that you will be found qualified for the position are slim. In general, focus on positions at the GS-4 through GS-7. You MIGHT be found qualified for an entry level GS-9 position but - don't get your heart set on it.
5. You can create multiple profiles, search parameters, and similar or just do broad searches. Do not apply for Park Ranger (Law Enforcement) positions (Typically listed as a GL, rather than a GS type position) unless you already have completed a federal law enforcement training program.

Here is an example of a vacancy announcement from USAJobs, recruiting for [GS-4 or 5 Park Guide](#) at Martin Luther King, Jr. NHS. Note that "PLC" does not appear anywhere in the announcement. However, it does indicate that the announcement is open to "Special Authorities" (the PLC is one) and "Competitive Service." You can apply for this type of announcement. The announcement indicates that the individual will be hired as a GS-4 and, assuming they meet their standards and receive an acceptable evaluation, will be non-competitively promoted to a GS-5 after one year (full performance level).

Step 5: When You Find A Job You Want To Apply To

- Click on the APPLY box
- Upload the selected saved resume. You can create multiple resumes for different types of positions and choose the most appropriate one. Click on SAVE AND CONTINUE.
- Click on the box labelled Required Documents to check to see what else you need to provide.
- Upload both your Verification of PLC Hours AND your PLC Certificate of Eligibility. If you do not upload both, you are not likely to receive consideration for the position. Click on SAVE AND CONTINUE.
- You'll get a chance to review what's been attached to make sure nothing has been missed. When you have everything attached, click on the "I verify I have reviewed by resume . . ." box, then click SAVE AND CONTINUE
- You have the option of providing demographic information.
- You'll be asked to certify that everything you have submitted is accurate, then it will take you to the National Park Service HR section.
- You'll have to work through the screens, answer a questionnaire, and finally submit your entire application.
- Upload both the Hours Verification Form and the Certificate of Eligibility to your USAJobs account. Both forms should be submitted with your USAJobs application packet when applying for positions in which you are qualified. Human Resources Bulletin 10-09a. Note: Once an individual reaches their 31st birthday they are no longer eligible for PLC status.