

USPTO Hiring Process Tips and Tricks

Using USAJOBS • Interview Prep
Who to Contact • Preparing your Documents



UNITED STATES
PATENT AND TRADEMARK OFFICE ®

Using USAJOBS

- All USPTO vacancies will be posted on USAJOBS.
- Tailor your resume to the specific job you are applying to.
- You can upload up to five supporting documents in your application profile.
- Setup your profile early so you can be emailed when positions open and you can apply quickly.

Preparing your documents

- Cover letters may be optional. Check the directions in the vacancy announcement.
- Unofficial transcripts are accepted. You do not need to submit official transcripts.
- Always read the “Required Documents” section and only submit what is asked.

Documents you may need to produce

Certifications

Portfolio

SF-50

DD214

Writing Sample

Unofficial Transcripts

Federal Resume

Schedule A Letter

Understanding federal resumes

Elements of a federal resume

- Contact information (address, email, phone number).
- Work experience (start/end dates, number of hours worked per week, skills and experiences, GS Level/salary and accomplishments).
- Education
- Summary of skills
- Voluntary and community service experience
- Awards and achievements
- Language skills

Skills

Skills fall into three different categories. This is your chance to show how your skills fit the company's requirements

- Self-Management Skills: The way you manage yourself (dependable, resourceful)
- Functional Skills: Skills you use to perform your job (supervise, analyze, operate)
- Technical Skills: Specific skills required to perform a described task (accounting/sales)

Education: what to include

- College name, city, state, and zip code.
- Type of degree held or number of semester hours completed.

General resume tips

- Double-check for grammatical errors.
- Make sure your resume is not locked.
- For federal resumes, we recommend staying under six pages

For more information on what to include in your federal resume, go to: bit.ly/3NP38xM

Interview Prep

On-demand video interviewing tips

Familiarize yourself with the platform

When you receive your invitation to complete your interview via an on-demand video interviewing platform, you can click the link and become comfortable with the platform without completing your interview.

Utilize the practice questions

The on-demand video interviewing platform has practice questions available. Take advantage of these so you can get familiar with the platform.

Be prepared between questions

Have your resume and talking points handy. There will be time for you to prepare before you have to answer the questions.

Best practices for recording

Looking into the camera is the best way to film your interview. It makes the individual watching the recording feel connected.

Know what is available to you

Depending on the question/position, you may be able to re-film your responses if you do not like your answers.

In-person and virtual interview tips

Understanding the order of events

In-person/virtual interviews may take place after the completion of your on-demand video interview.

Dress code for your interview

Regardless of the interview location, it is always best to dress professionally.

Have examples ready to go

Prepare relevant work examples matching the job qualification and duties listed in the job description. Make sure to use different examples for each question's response.

The S.T.A.R. method

Practice incorporating the S.T.A.R method (Situation, Task, Action, and Result). Using this while answering behavioral questions will elevate your response.

Numbers show impact

Whenever possible, highlight your experience and achievements with metrics (i.e., dollars saved, percentages increased, personnel supervised, etc.).

***IF YOU HAVE ANY QUESTIONS DURING YOUR APPLICATION PROCESS
YOU CAN REACH OUT TO THE AGENCY SPECIALIST
LISTED ON THE VACANCY ANNOUNCEMENT.***

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