

# **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](https://bit.ly/3NP38xM)**

# Interview Prep

## *HireVue interview tips*

### **Familiarize yourself with the platform**

When you receive your invitation to complete your interview via HireVue, you can click the link and become comfortable with the platform without completing your interview.

### **Utilize the practice questions**

HireVue 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 make 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 HireVue 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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