Navigating the Federal Job Search Process

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Poll #1: How far have you gotten in the federal hiring process?

- I have never applied to the U.S. government
- I am in the middle of an application
- I received a phone interview
- I have done an in-person interview
- I work, or have worked, for the U.S. government (employee or contractor)
Why the Federal Government?
*Is It Worth All This Effort?*

Impact !!!

Work in virtually any field of interest

Change fields

See the world

Opportunity for promotion

Professional development
OPM: Urgent Hiring Needs

Statistics
Computer Science
Civil and Mechanical Engineering
Human Resources Management
Contracting
Auditing
Economist
Nurse
Natural Resources Management and Biological Sciences
Physical Science
Chemistry
Information Technology Management
Overview
Pathways Program

Internship Program
Recent Graduates Program
Presidential Management Fellows

USAJOBS.gov

Alternatives
Internship Program

For current students enrolled at least half-time
Paid positions
Excepted from the competitive service; veterans’ preference applies
Each agency controls positions and how to apply – must be posted on USAJobs website
www.usajobs.gov/studentsandgrads
Participant Agreement required
Eligible for conversion to a permanent competitive service position
Poll #2: Where are you at in your career?

- Current undergraduate student
- Current graduate student
- Early Career (within 10 years of your terminal degree)
- Mid-Career
Recent Graduates Program

For those who graduated within the last 2 years

1-year program with mentorship, career development advice, and 40 hours of training

Paid positions, mostly at GS-5/7/9

Excepted from the competitive service; veterans’ preference applies

www.usajobs.gov/studentsandgrads
Recent Graduates Program – cont.

Participant Agreement required

Eligible for conversion to a permanent competitive service position
Presidential Management Fellows

Most prestigious leadership development program

For those who have received an advanced degree within the last 2 years

Rigorous assessment

Excepted from the competitive service
PMF-Continued

Paid positions at GS-9, 11, or 12

Two-year program with senior-level mentorship, at least 160 hours formal training, at least one developmental assignment

www.pmf.gov

Eligible for permanent placement
Poll #3: How familiar are you with USAJOBS.gov?

- I've never been to USAJOBS.gov
- I used it once, but haven’t gone back since
- I have applied to multiple positions through USAJOBS.gov
USAJOBS.gov-Search

Department and agency
Keyword
Location
Occupational series and job category
Posting date
Salary range and pay grade
Type of work
Who may apply
Work schedule
* Listing by academic major
When to Limit Yourself

Knowing when to limit yourself—or not limit yourself—is essential to effectively finding a position on USAJOBS.

Consider the following examples:

1. Geographic Location
2. Specific job title
3. Specific agency or department
4. NASA vs Private Sector
USAJOBS.gov – Get Noticed!

The job announcement and your resume
Read it carefully
Tailor your resume to the job – one size does NOT fit all
Address the Duties and Qualifications
Pick out the key words by frequency in the announcement – then use them!
Be specific – what, why, how and the RESULTS
Don’t worry about length, but important at top
Get Noticed! – cont.

Include paid and volunteer experience

Compose a narrative
  • Write in the first person
  • Use action words and examples
  • Include awards or recognition
  • Don’t lie!

Comply with deadlines

These are large organizations required to comply with myriad laws and regulations: DETAILS MATTER – really!
Get Noticed: Network!

Like the private sector…..

Be visible
   Call the contact person on the job announcement
   Request informational interviews
Get Noticed: Network!

Like the private sector.....

Be visible
- Attend and participate in professional groups – AGU conferences, local chapter events
- Attend job fairs
Get Noticed: Network!

Like the private sector.....

Be visible
   Use social media
   Family, friends, and neighbors!
Stay in Touch!

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AGU 100
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Questions?