



*A New Day for the Civil Service*



*A New Day for the Civil Service*

# **Finding and Applying for Jobs in the Federal Government**

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

# Benefits of Federal Government Service

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- Public Service/Opportunity to Make a Difference
- Diverse Career Field Opportunities
- Wide Spectrum of Federal Missions
- Excellent Advancement Opportunities
- Training and Professional Development
- Work/Life Balance
- Competitive Compensation Package



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# Veterans Preference

- The Federal Government recognizes the economic loss suffered by citizens who have served their country in uniform in times of strife, and acknowledges the obligation owed to disabled veterans.
- Gives eligible veterans extra assistance in getting a job, or keeping their job, in the event of a reduction in workforce.
- Veterans who are disabled or who served on active duty during certain time periods or in military campaigns are entitled to hiring preferences over other eligible candidates.
- Does not guarantee the veteran a job

A vertical strip on the left side of the slide shows a close-up of the American flag, focusing on the white stars on a blue background and the red and white stripes.

# Federal Pay and Advancement

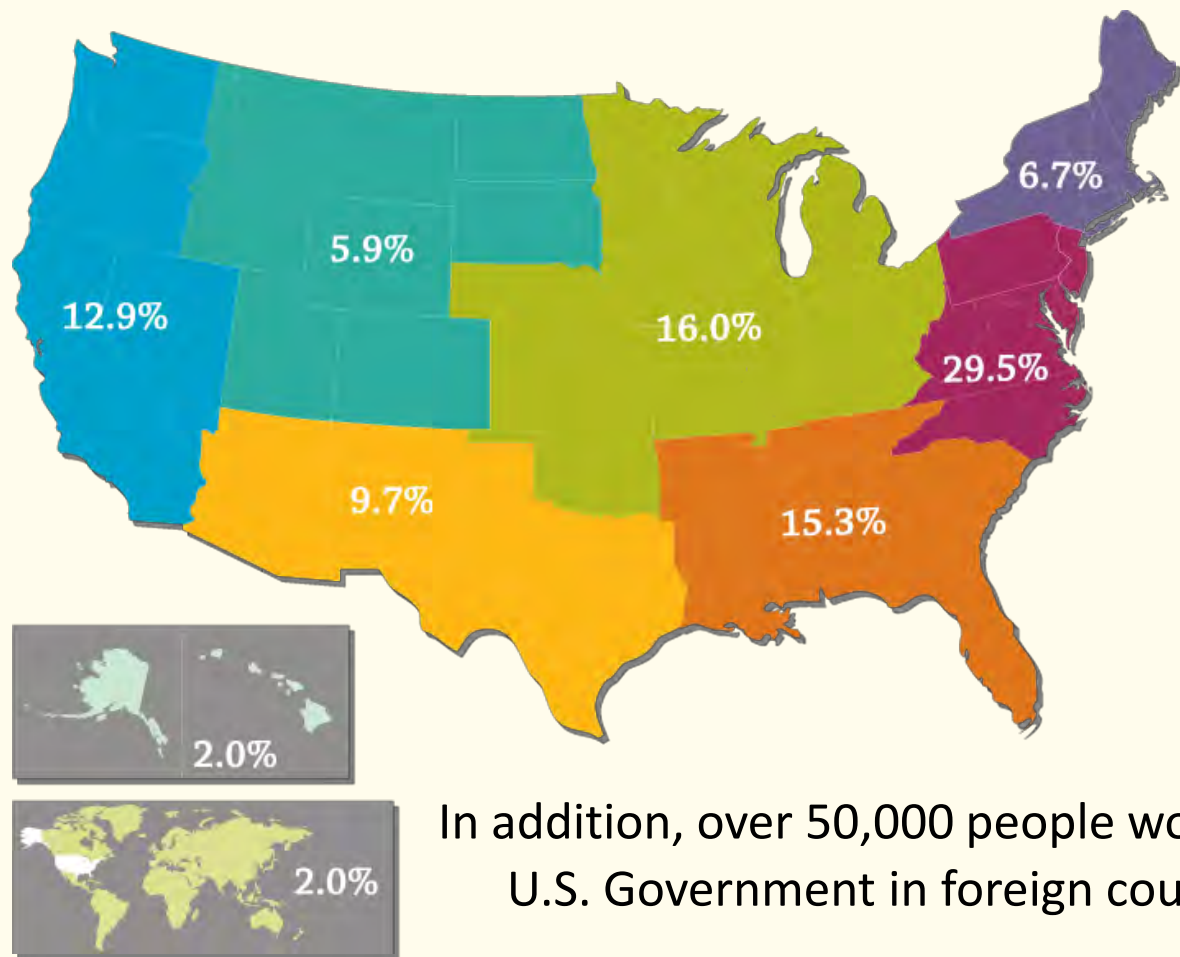
- Federal pay is generally competitive across a wide range of occupations
- General Schedule (GS) is the primary pay scale for many Federal jobs from Grades 1-15; other pay systems exist
- Varies by geographic location (the base salary for GS grades does not change)
- Can progress through several grades within a few years of Federal employment

# Selected 2011 Starting Salaries

City	GS-5	GS-7	GS-9	GS-11
Atlanta	\$32,722	\$40,534	\$49,581	\$59,987
Chicago	\$34,316	\$42,508	\$51,995	\$62,909
Dallas	\$33,101	\$41,002	\$50,154	\$60,681
Los Angeles	\$34,881	\$43,208	\$52,852	\$63,945
New York City	\$35,309	\$43,738	\$53,500	\$64,729
San Francisco	\$37,073	\$45,923	\$56,172	\$67,963
Washington, DC	\$34,075	\$42,209	\$51,630	\$62,467
Rest of U.S.	\$31,315	\$38,790	\$47,448	\$57,408



# Where the Jobs Are: Federal Jobs By Location



In addition, over 50,000 people work for the U.S. Government in foreign countries!

# Where the Jobs Are: By Occupation

The Federal Government anticipates that future mission-critical jobs will include these occupations:






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# Perfect Fit: Identifying a Federal Career

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- Identify positions by college major:  
<http://www.usajobs.gov/EI/jobsbycollegemajor.asp#icc>
- Identify opportunities by agency mission:  
[http://www.usa.gov/Agencies/Federal/All\\_Agencies/index.shtml](http://www.usa.gov/Agencies/Federal/All_Agencies/index.shtml)



# Where to Learn about Federal Careers

- Primary Federal Government Jobs Website: [www.usajobs.gov](http://www.usajobs.gov)
- General Information on Federal Service:  
[www.makingthedifference.org](http://www.makingthedifference.org)
- Listing of all Federal Agencies (A-Z index):  
[www.usa.gov](http://www.usa.gov)
- Federal Agency Websites and Social Media Pages
- Your Community and University Career Centers
- Federal Opportunities and Information for Students:  
[www.usajobs.gov/studentjobs/](http://www.usajobs.gov/studentjobs/)
- Federal Employment Information for Veterans:  
[www.fedshirevets.gov](http://www.fedshirevets.gov)

# Where to Look: MakingtheDifference.org

It's not just making a living, it's  
**making the difference.**

[Home](#) [What Kinds of Federal Jobs are There?](#) [Why Choose a Federal Career?](#) [How I](#)



**Cara Peck**  
Life Scientist, EPA

## Hot Jobs

### Criminal Investigator

Department of Homeland Security  
U.S. Secret Service

[Download PDF](#)

### Dietitian

Department of Veterans Affairs  
Veterans Health Administration

[Download PDF](#)

### Bilingual Courtroom Clerk

D.C. Government  
D.C. Courts

[Download PDF](#)

[See all Hot Jobs >](#)

## NEWS

### Partnership for Public Service Fellows: Fall Application

Each semester the Partnership for Public Service provides a substantive experience to seven students through our Public Service Fellowship Program. This paid experience offers students from a variety of academic backgrounds the opportunity to explore the public sector and develop both personally and professionally. Applications for the Fall Fellowship

## FEATURED RESOURCES

### Where the Jobs Are

A new report — *Where the Jobs Are: Mission* government-wide projected hiring needs the percent of the federal workforce. The survey

[Download PDF](#)

### Foreign Language Programs in the Fe

The Partnership, in collaboration with the fed directory of existing foreign language progr and study abroad, many of the specific job titles for which language skills are required, and the official terms for language inc pay used by many agencies, with URLs provided for most of this information. The federal government has a range of exciting initiatives in the area of foreign language. Check back often for additions to the directory and updates to the existing informat

Resources include:

- Ten Reasons to Consider a Federal Career
- Red, White and Blue Jobs Library: How to Find Great Jobs in the Federal Service
- Interest-Specific Career Guides and Fact Sheets
- Internship Database
- Agency Profiles
- Profiles in Public Service
- Security Clearance Information



# Where to Look: Agency Web Sites

U.S. DEPARTMENT OF STATE  
DIPLOMACY IN ACTION

Blog | Video | Photos | News | Share | Contact Us

SECRETARY CLINTON MEDIA CENTER TRAVEL **CAREERS** BUSINESS YOUTH & EDUCATION

ABOUT STATE POLICY ISSUES COUNTRIES & REGIONS ECONOMICS & ENERGY ARMS CONTROL & SECURITY DEMOCRACY & GLOBAL AFFAIRS PUBLIC DIPLOMACY & PUBLIC AFFAIRS ASSISTANCE & DEVELOPMENT

Home » Careers

### Join Us!

The men and women employed by the Department of State, with their skills, character, and commitment to public service, are the backbone of America's diplomacy. They represent the people and advocate the interests of the U.S. to the rest of the world.

[More >](#)

### State Department

- Foreign Service Officer
- Civil Service Officer
- Foreign Service Specialist
- Diplomatic Security
- Student Programs

### Other Opportunities

- Civilian Response Corps
- Employment in U.S. Embassies and Consulates
- Iraq Jobs
- Afghanistan Jobs
- International Organizations
- Virtual Student Foreign Service
- Peace Corps
- U.S. Agency for International Development (USAID)
- U.S. Intelligence Community

### Resources

- Office of Personnel Management
- State Magazine
- Pay Schedules

NEED MORE CAREERS INFO?

Search the Site  
Enter keyword here

Browse by:  
Topic Speaker Publication  
Country Date

Quick Links  
Select a Quick Link

Country Profiles  
Select a Country or Other Area

**Look for the "careers" or "jobs" tab**

# Where to Look: USAJOBS.gov


- Official Federal employment information system
- Lists more than 30,000 Federal jobs daily, worldwide
- Allows job seekers to apply online



The screenshot displays the USAJOBS.gov homepage. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center", along with a "SIGN IN OR CREATE AN ACCOUNT" button. The main heading reads "USAJOBS® 'WORKING FOR AMERICA'". Below this, there are search input fields for "What: (keywords)", "Where: (U.S. city, state or zip code)", and "Browse Jobs >". A prominent blue "Search Jobs" button is centered below the search fields. Further down, there are links for "First Time Visitors", "Why Work for America?", and "Special Hiring Events". A horizontal bar contains links for "Individuals with Disabilities", "Veterans", "Students and Recent Graduates", and "Senior Executives". At the bottom, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."



# USAJOBS Information Center




Search Jobs [Show Tips](#)

What: (keywords)  Where: (U.S. city, state or zip code)

[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

## Info Center [Accessible Version](#)




**BROWSE ADVICE ON:**

- USING USAJOBS
- FEDERAL EMPLOYMENT
- APPLYING FOR A FEDERAL JOB

**SPECIAL INFO FOR:**


- INDIVIDUALS WITH DISABILITIES
- VETERANS**
- STUDENTS AND RECENT GRADUATES
- SENIOR EXECUTIVES

[Veterans Information Page](#)



« PREVIOUS NEXT »

### Feature



Regional Director, Alaska  
S Region  
*being a dynamic leader to manage  
ing and environmental activities in*

### Frequently Asked Questions

[Find and view answers](#) to our most frequently asked questions, or search for answers by a particular topic or keyword(s). Check out some of the more popular questions below:

Popular Questions:


### Contact Us

If your question is still unanswered, or you have a comment or suggestion, [contact us](#). We will get back to you as soon as possible. Your interest and patience are appreciated.



# Job Search Tips

## Sample Search: Entry-level positions in Texas



What: [Keyword Tips](#) ? Where: (U.S. city, state or zip code)

Refine Your Search

[Browse Jobs >](#) [Advanced Search >](#)  ▼  
[International Search >](#)

**BRIEF VIEW** | **DETAILED VIEW**

Search Results 1-25 of 479 Page: [1] 2 3 4 5 6-10 >> Next >> Page 1 of 20

Closing	Job Summary	Agency	Location	Salary
2/7/2011	<a href="#">Recreation Assistant</a>	Agriculture, Forest Service	Throughout the Nation	\$18.00+/hr
	<a href="#">Expand</a>		<a href="#">Save job</a>   <a href="#">More like this</a>	
2/7/2011	<a href="#">Social Worker</a>	Veterans Affairs, Veterans Health Administration	TX-Houston	\$53,496.00+
	<a href="#">Expand</a>	<a href="#">View Map</a>	<a href="#">Save job</a>   <a href="#">More like this</a>	
2/7/2011	<a href="#">Nursing Assistants - NU1C</a>	Veterans Affairs, Veterans Health Administration	TX-Houston	\$35,306.00+
	<a href="#">Expand</a>	<a href="#">View Map</a>	<a href="#">Save job</a>   <a href="#">More like this</a>	
2/7/2011	<a href="#">Botanist</a>	Agriculture, Forest Service	Site to be determined after selection is made	\$38,790.00+
	<a href="#">Expand</a>		<a href="#">Save job</a>   <a href="#">More like this</a>	
2/7/2011	<a href="#">IT SPECIALIST (SA/AS) PC/Server &amp; Web Applications Developer</a>	Treasury, Internal Revenue Service (IRS)	TX-Dallas	\$37,855.00+
	<a href="#">Expand</a>	<a href="#">View Map</a>	<a href="#">Save job</a>   <a href="#">More like this</a>	
2/7/2011	<a href="#">IT SPECIALIST (SA/AS) COBOL Applications Developer</a>	Treasury, Internal Revenue Service (IRS)	TX-Austin	\$38,403.00+
	<a href="#">Expand</a>	<a href="#">View Map</a>	<a href="#">Save job</a>   <a href="#">More like this</a>	

Save this search and email me jobs

**Current Search**

Only **Public** Jobs Open To **ALL** U.S. Citizens

**ALL** Jobs (Public And Status) ?

**You Added ...** ?

Minimum Grade - 5 [Remove](#)

Maximum Grade - 9 [Remove](#)

US-Texas [Remove](#)

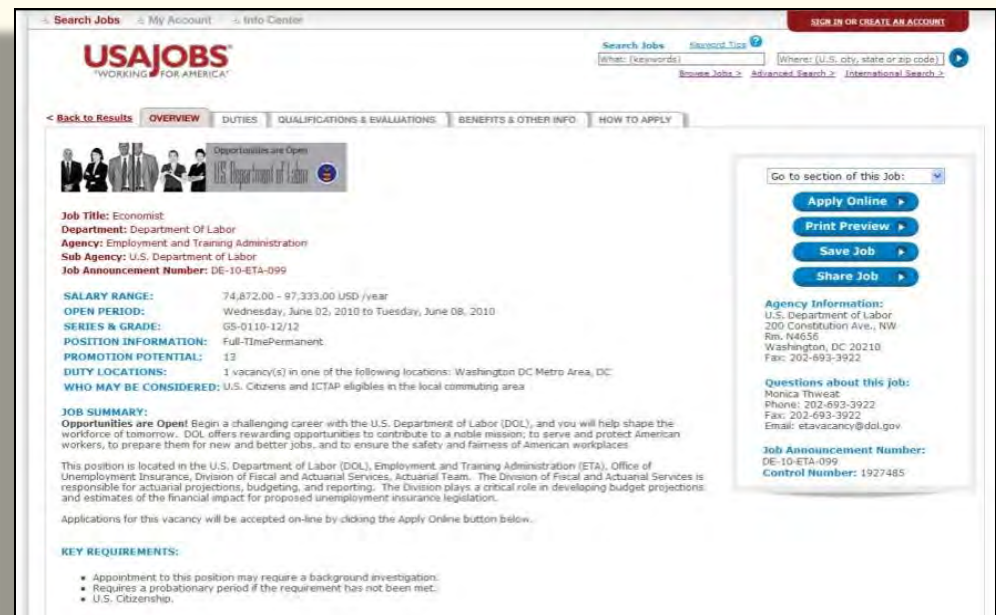
[Clear All And Start New Search](#)

**Refine Your Results**

- ▶ Salary
- ▶ Occupations
- ▶ Agencies
- ▶ Student Jobs
- ▶ Posting Date
- ▶ Work Schedule

# Anatomy of a Job Announcement

- Overview of Agency and Position
- Duties of Position
- Qualifications and Evaluations
- Benefits and Other Information
- How to Apply



The screenshot displays the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center", along with a "SIGN IN OR CREATE AN ACCOUNT" button. The main header features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the header, there is a search bar with fields for "What: [keywords]", "Where: [U.S. city, state or zip code]", and "When: [start type]". A navigation menu includes "Home Jobs", "Advanced Search", and "International Search".

The main content area is titled "Overview" and includes a "Back to Results" link. It features a "Job Title: Economist" and "Department: Department of Labor" information. The "Agency" is listed as "Employment and Training Administration" and the "Sub Agency" as "U.S. Department of Labor". The "Job Announcement Number" is "DE-10-ETA-099".

Key details include:

- SALARY RANGE:** 74,872.00 - 97,333.00 USD /year
- OPEN PERIOD:** Wednesday, June 02, 2010 to Tuesday, June 08, 2010
- SERIES & GRADE:** GS-0110-12/12
- POSITION INFORMATION:** Full-Time/Permanent
- PROMOTION POTENTIAL:** 13
- DUTY LOCATIONS:** 1 vacancy(s) in one of the following locations: Washington DC Metro Area, DC
- WHO MAY BE CONSIDERED:** U.S. Citizens and ICTAP eligibles in the local commuting area

The "JOB SUMMARY" section states: "Opportunities are Open Begin a challenging career with the U.S. Department of Labor (DOL), and you will help shape the workforce of tomorrow. DOL offers rewarding opportunities to contribute to a noble mission; to serve and protect American workers, to prepare them for new and better jobs, and to ensure the safety and fairness of American workplaces. This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Unemployment Insurance, Division of Fiscal and Actuarial Services, Actuarial Team. The Division of Fiscal and Actuarial Services is responsible for actuarial projections, budgeting, and reporting. The Division plays a critical role in developing budget projections and estimates of the financial impact for proposed unemployment insurance legislation. Applications for this vacancy will be accepted on-line by clicking the Apply Online button below."

The "KEY REQUIREMENTS" section lists:

- Appointment to this position may require a background investigation.
- Requires a probationary period if the requirement has not been met.
- U.S. Citizenship.

On the right side, there is a "Go to section of this Job:" dropdown menu and four buttons: "Apply Online", "Print Preview", "Save Job", and "Share Job". Below these buttons is the "Agency Information" for the U.S. Department of Labor, including the address (200 Constitution Ave, NW, Rm. N4656, Washington, DC 20210), phone (202-693-3922), and fax (202-693-3922). It also provides "Questions about this job" contact information for Monica Thweatt (Phone: 202-693-3922, Fax: 202-693-3922, Email: etavacancy@dol.gov) and the "Job Announcement Number: DE-10-ETA-099" and "Control Number: 1927485".

A vertical strip of an American flag is visible on the left side of the slide, showing the stars and stripes.

# Applying for a Position

- Create a USAJOBS account and set-up your profile, Saved Searches, etc.
- Create or upload your resume
- Answer the questions posed online (if applicable)
- Submit the complete application package online by the stated application deadline
- You will receive notification of the status of your application

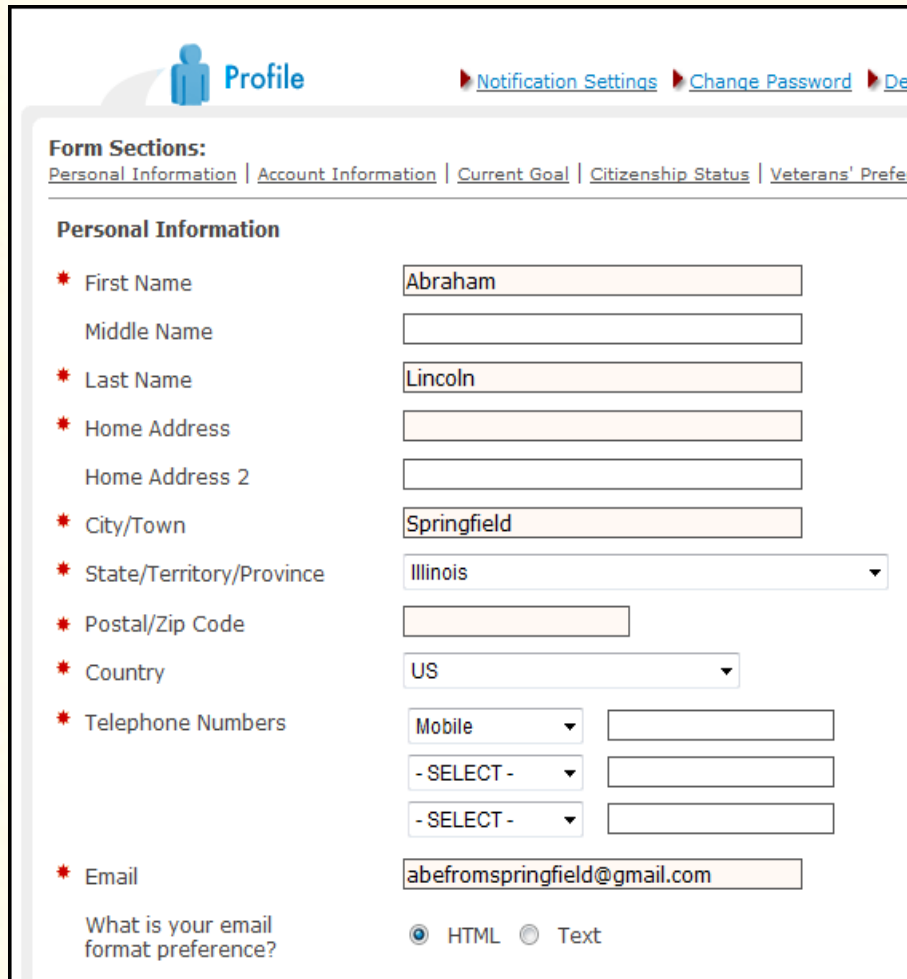


# Building Your Online Account

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". The user is logged in as "Jaine Doe" with the current goal "To work for the Federal Government" and a last login of "5/27/2010". The page features several menu items: "Resumes", "Saved Searches", "Saved Jobs", "Saved Documents", and "Application Status". A "Highlights from USAJOBS" section contains a "NEW!" announcement about refining search results. A "Resumes" section is highlighted, showing a list of resumes with details such as status, format, and source. The resumes listed are "EE", "FR", and "EPA ECP". The "EE" resume is currently selected, and its details are shown in a larger view on the right. This view includes buttons for "Build New Resume" and "Upload New Resume", along with a summary of the user's resume count: "You have created 3 of 5 possible resumes. You are able to upload and store 2 uploaded resumes; you have created 0 of 2 possible uploaded resumes." A "View All Resumes" link is also present.

**Save up to 5 USAJOBS resumes  
and 2 uploaded resumes to be  
sent with your applications**

# Building Your Resume Online in USAJOBS



The screenshot shows the USAJOBS Profile page. At the top, there is a "Profile" header with a person icon, and navigation links for "Notification Settings", "Change Password", and "De". Below the header, the "Form Sections:" are listed: "Personal Information", "Account Information", "Current Goal", "Citizenship Status", and "Veterans' Prefer". The "Personal Information" section is expanded, showing a form with the following fields:

- First Name: Abraham
- Middle Name: (empty)
- Last Name: Lincoln
- Home Address: (empty)
- Home Address 2: (empty)
- City/Town: Springfield
- State/Territory/Province: Illinois
- Postal/Zip Code: (empty)
- Country: US
- Telephone Numbers: Three rows, each with a dropdown menu (Mobile, - SELECT -, - SELECT -) and an input field.
- Email: abefromspringfield@gmail.com


At the bottom of the form, there is a question: "What is your email format preference?" with two radio buttons: "HTML" (selected) and "Text".


Typically requires detailed information on the following:

- Candidate information
- Work experience
- Education
- References (optional)
- Affiliations (optional)
- Desired locations



# Saved Documents




[Search Jobs](#) [Keyword Tips](#) 

What: (keywords)  Where: (U.S. city, state or zip code)

[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

### My Account



**Jaime Doe**  
**Current Goal:**  
To work for the Federal Government  
Last login: 5/27/2010

[Change Photo](#)

[Edit Profile](#)


### Highlights from USAJOBS


**NEW!** You can now select multiple refinement options on your USAJOBS search results. Simply click to [search jobs](#) and under for each category **Refine Your Results**, you will see options that allow you to Select Multiple. Like what you see? Have a question or comment? [Contact us](#) and let us know what you think!


### Saved Jobs

### Saved Documents

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to five attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

**Document 1:**  **SF50 - Iris SF-50** Date Uploaded: 4/23/2009  
[View](#) | [Delete](#)

**Upload a New Document** 

DD-214 

[Browse...](#)

Please enter a name for this attachment (100 characters max)

[Upload](#)

You have saved 1 of 5 possible documents.

### Resumes

### Saved Searches

<b>Saved Search 1:</b> Program Analyst <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<b>Date Posted:</b> 9/30/2009
<b>Saved Search 2:</b> OPM Jobs <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	<b>Date Posted:</b> 1/27/2010

[Create a new saved search](#)

You have created 2 of 10 possible saved searches.

[View All Saved Searches](#)



# Applicant Eligibility

## Applicant Eligibility ?

Are you a:

- Permanent Federal employee in a competitive position, excepted service position covered by an interchange agreement or eligible for reinstatement?
- Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- Person with non-competitive appointment eligibility?

No  Yes

When submitting an application, apply only to those positions for which you are eligible. If an announcement is open to the public, no special eligibility applies.

Agencies will ask about eligibility factors, such as:

- Past or current Federal employment
- Veteran status
- Non-competitive appointment (such as Peace Corps and AmeriCorps\*VISTA volunteers or people with disabilities)

# Submitting Your Application

Go to section of this Job:

[Apply Online](#) ▶

[Print Preview](#) ▶

[Save Job](#) ▶

[Share Job](#) ▶

**Agency Information:**  
US OPM  
P O BOX 9  
1137 BRANCHTON ROAD  
BOYERS, PA 16020

**Questions about this job:**  
Luz Cintron  
Phone: (724)794-2005x3096  
Email: work4us@opm.gov

**Job Announcement Number:**  
10-337-LZC  
**Control Number:** 1918422

## Remember:

- Follow the “How to Apply” instructions carefully, as they may differ across agencies
- If you have questions about the job or application process, utilize the agency point of contact listed on the announcement
- Check your application status online

# Application Status

## Highlights from USAJOBS

Need a definition of a Federal term or just want to get acquainted with the Federal buzzwords? Check out our new Glossary of Terms from A-Z by clicking [here!](#)

## Saved Jobs ▲

## Saved Documents ▲

## Application Status ▼

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status ?	USAJOBS Uploaded Document Status ?
	<a href="#">Health Scientist Administrator- NIBIB-CR-DE</a> Health & Human Services, National Institutes of Health (NIH) Job Announcement Number: NIBIB-10-410527-CR-DE Pay Plan: GS-0601-14/14 Location: US-MD- Bethesda	Active	Not Available	Resume Received	

[Notification Settings](#)



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# What to Expect Next

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1. Notification that your application has been received
2. Agency will review eligibility and qualifications
3. Agency may hold additional assessments
4. Agency will rank candidates based on qualifications
5. Agency will adjudicate veterans' preference
6. Agency will refer names to the hiring manager
7. Agencies will conduct interviews
8. Agencies will select the best candidate for the job

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# A Note About Security Clearances

- After receiving a job offer...
- Most individuals selected for Federal positions undergo a **basic background investigation**
- Jobs that include access to classified information require a **security clearance**, which requires a more intensive background investigation
- Visit [OPM's website](#) for more information on background investigations.

# Hiring Reform

- Easier to apply for jobs
- Raises bar on candidate quality
- Common sense approach to hiring process
- Provides for vigorous recruiting efforts
- Maintains veterans' preference





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# Special Hiring Programs and Authorities

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- Veterans
- Military Spouses
- Students
- Individuals with Disabilities
- Peace Corps/VISTA Alumni
- Fellows (i.e. Boren, Truman)

A vertical strip of an American flag is visible on the left side of the slide, showing the stars and stripes.

# Summary Tips for Applying

- Plan ahead - allow plenty of time to thoroughly complete your application(s) and develop a strategy for applying
- Select carefully - find jobs that best match your interests and abilities and for which you are qualified; consider using a tailored application for each announcement to which you apply (quality over quantity)
- Follow-up on the status of your application(s) - Check your USAJOBS account and contact the identified agency representative to find out more about a job

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

# Questions?

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Contact Information:

[Name]


[Title/Office]

[E-mail]

[Phone]

U.S. Office of Personnel Management



A vertical strip of the American flag is visible on the left side of the slide, showing the blue field with white stars and the red and white stripes.

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***The following slides are optional. Insert the following slides as needed based on your audience.***

***Do not use the entire presentation.***



# **Hiring Programs for Students and Recent Graduates**

A vertical strip of an American flag is visible on the left side of the slide, showing the stars and stripes.

# Pathways Programs

- Executive Order 13562: Recruiting and Hiring Students and Recent Graduates (issued December 27, 2010)
- Establishes a Pathways framework with three clear program paths for students and recent graduates:
  - Internship Program
  - Recent Graduates Program
  - Presidential Management Fellows Program
- New programs will not be implemented until regulations are final
- Veterans' preference will apply to these programs



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# Current Student Programs

## Student Temporary Employment Program (STEP)

- Temporarily work for a Federal agency while in school - not necessarily related to field of study
- Schedule determined jointly by student and agency
- Terminates upon graduation unless converted to SCEP (next slide)
- No centralized application process – individual agency hiring
- Appointment may not exceed one year



# Current Student Programs

## Student Career Experience Program (SCEP)

- Work for a Federal agency, in an area related to field of study, until graduation from accredited degree program
- All requirements/expectations spelled out in an agreement with the school/student/agency
- May be offered permanent position within 120 days after graduation if all requirements are met (at least 640 work hours + academic requirements)
- No centralized application process – individual agency hiring

A vertical strip on the left side of the slide shows a close-up of the American flag, focusing on the white stars on a blue field and the red and white stripes.

# Current Student Programs

## Presidential Management Fellows Program (PMF)

- Prestigious 2-year program with training and development; appointed at the GS-9/11/12
- Students must apply and be nominated by school in the fall of student's final year of advanced degree study
- Centralized, rigorous application and assessment process; fellows typically selected in March/April
- May be offered a permanent position upon program completion



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# New Pathways Programs: The Way Forward

Once OPM issues final regulations, current programs will evolve into the following:

- **Internship Program** – open to students enrolled in a variety of educational institutions
- **Recent Graduates Program** – two-year career development program for recent graduates who have completed their degree within the preceding two years (six for qualifying Veterans); hired in cohorts aligned with academic calendars
- **Presidential Management Fellows Program** – a reinvigorated, 2-year leadership and development program, aligned with academic calendars, for individuals who have received a qualifying advanced degree within the preceding two years

# Where to Look for Student Positions

Search Jobs My Account Info Center SIGN IN OR CREATE AN ACCOUNT

**USAJOBS**  
"WORKING FOR AMERICA"

**STUDENTJOBS**  
"BUILDING AMERICA'S FUTURE"

### Students and Recent Graduates Educational Employment

**Welcome Students and Recent Graduates**

Your career in the Federal Government starts here! We offer valuable job experience, training opportunities, excellent benefits, and opportunity for advancement. Whether you are student in high school, college, or graduate school seeking work experience or you are about to graduate and begin your career, consider Federal service!

What: (keywords)

Where: (U.S. City, state or zip code)

All Student Jobs

**Search Jobs**

**Resources**

- [Federal Jobs by College Major](#)
- [Student Educational Employment Programs \(STEP/SCEP\)](#)
- [Student Career Experience Program \(SCEP\)](#)
- [Internships](#)
- [Summer Employment](#)
- [Volunteer Service](#)
- [Student Educational Employment](#)

**What you need to know...**

- Governmentwide Hiring Programs for Students - consider the Student Temporary Employment Program, internships, summer jobs, and volunteer experience through the Federal Career Intern Program, or the programs listed above.
- Entry Level Employment upon Graduation - GS-4, with a Bachelor's degree at the Grade GS-5, or a PhD at the GS-11. See [chart](#) for details. [for employment opportunities.](#)
- Additional Opportunities for Students and Recent Graduates

**Student Jobs Web site**

**Your Career Center or Academic Advisor(s)**

**Individual Agencies/Contacts**



# Where to Look: Agency Web Sites

 **U.S. DEPARTMENT OF STATE**  
★ CAREERS REPRESENTING AMERICA ★

SEARCH:

KEEP ME INFORMED | SITEMAP



HOME GENERAL INFORMATION CAREER OPTIONS ★ STUDENTS CAREER RESOURCES OPPORTUNITIES EVENTS CONTACT US

 **Bryan**  
"As an intern, I can acquire a depth of knowledge that will allow me to better appreciate and understand U.S. foreign policy and how it's implemented... This experience will enable me to discover how I can best serve my country."

**STUDENTS**

★ STUDENTS HOME

PROGRAMS

WHICH PROGRAM IS RIGHT FOR YOU?

MEET OUR PEOPLE

STUDENTS AND EDUCATORS

FAQS

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Read about this month's feature post: [Rangoon](#) (pdf, 2.5 mb).

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**Sample Students Page**





# Special Hiring Authorities for Veterans

**AMERICA'S**  
**VETERAN**  
Valued \* Experienced \* Trained

A vertical strip on the left side of the slide shows a close-up of the American flag, focusing on the blue field with white stars and the red and white stripes.

# Special Hiring Authorities for Veterans

- Special hiring authorities for veterans:
  - Veterans Recruitment Appointment (VRA)
  - 30% or More Disabled Veteran Appointment
  - Veterans Employment Opportunity Act (VEOA)

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# Veterans Recruitment Appointment

- VRA are for veterans who:
  - ✓ Are disabled, or
  - ✓ Have a campaign badge, or
  - ✓ Have received an Armed Forces Service Medal, or
  - ✓ Honorably separated from service within the past 3 years
- A two-year appointment and training plan for a position, where upon completion, veterans are converted to a career conditional or career status appointment
- Agencies can post job announcements on their website and USAJOBS, but are not required to advertise the position
- Agencies can appoint veterans without competition



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# 30% or More Disabled Veteran Appointment

- Agencies with a job opening can offer a veteran the job if the veteran has a disability of 30% or more
- The veteran must be qualified to perform the duties of the position.
- Agencies can give the veteran a temporary or term appointment to first see if the individual can perform the duties of the job. The agency can convert the veteran to a permanent competitive position at any time during that appointment.

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# Veterans Employment Opportunity Act

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- Allows veterans to apply under merit promotion procedures (can apply to job vacancies that are only open to current competitive service employees)
- Applies only to permanent competitive service positions – not excepted service positions.

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# Other Special Hiring Authorities

- Veterans should also consider these other special hiring authorities, if eligible:
  - ✓ Schedule A (people with disabilities)
  - ✓ Pathways Programs (students and recent graduates)
  - ✓ Veterans' preference does apply





# **Employment Information for Veteran and Military Family Members**

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# Derived Preference


- When veteran is not able to use veterans' preference, preference is given to spouses, widows, widowers, or mothers of veterans.
- None may receive preference if the veteran is living and is qualified for Federal employment.
- Both a mother and a spouse (including widow or widower) may be entitled to preference on the basis of the same veteran's service if they both meet the requirements.

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# Military Spouse Appointing Authority

- Eligible military spouses can be hired outside of the usual hiring process.
- 3 Categories of Spouse Eligibility:
  1. Relocated with the service member under Permanent Change of Station (PCS) orders.
  2. Service member is 100% disabled due to a service-related injury
  3. Service member killed while on active duty
- Military spouses are eligible within 2 years of the PCS orders, or 2 years from the date of the documentation indicating the service-connected disability or death.



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# Military Spouses – How to Apply

- Apply to any job on USAJOBS and apply non-competitively as a military spouse
- State on your résumé that you are eligible under the military spouse hiring authority
- May need to submit documentation such as your spouse's PCS orders, marriage license, etc.

# Veteran Employment Information

## www.FedsHireVets.gov

The screenshot shows the homepage of the website. At the top left is the logo for 'AMERICA'S VETERAN' with the tagline 'Valued • Experienced • Trained'. To the right is a search bar and the slogan 'The Skills We Need. The Dedication We Want.'. Below this is a navigation menu with links: MAIN, ABOUT US, MEDIA, VET TO VET, LOOKING FOR A JOB, LOOKING TO HIRE, and AGENCY DIRECTORY.

The main content area is divided into three columns:

- Looking for a Job?**: Features a 'USAJOBS Search' box with fields for 'What:' (job titles, keywords...) and 'Where:' (city, state, or zip...), and a 'Search >' button. It also lists user roles: Veteran, Transitioning Service Member, and Family Member.
- President Obama signs Executive Order**: A central image showing President Obama signing an order, with a caption stating the order creates an interagency council on veterans employment. Below the image are numbered tabs 1, 2, 3, and 4.
- Looking to Hire?**: Features a 'USAJOBS Search' box with fields for 'What:' and 'Where:', and a 'Search >' button. It lists user roles: Hiring Manager and HR Practitioner. A quote states: 'Transitioning veterans have technical skills in areas of critical importance, and many also already have security clearances required for some Federal positions.'

Below the main content are three sections:

- News**: Lists three news items with dates and brief descriptions, each with a 'Full Story' link and file size.
- Vet to Vet**: Features a video player with the 'AMERICA'S VETERAN' logo and a quote from the U.S. Office of Personnel Management about transitioning into civil service. Below it is a photo of Jason Burr and a quote about wounded service members.
- Stay Connected**: Includes a Twitter post from April 16, 8:52 AM, a Facebook follow button, and social media share options.

At the bottom, there is a footer with logos for the U.S. Office of Personnel Management, Department of Defense, Department of Labor, Department of Veterans Affairs, and Department of Homeland Security. Below these are links for Accessibility, Privacy Policy, Contact Us, OPM.gov, and USA.gov.



# **Hiring Program for People with Disabilities**



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# Schedule A Hiring Authority

- Applicants with a disability can be hired under a non-competitive hiring authority called “Schedule A.” This occurs outside the usual hiring process.
- Eligible disability categories:
  - ✓ Intellectual
  - ✓ Psychiatric
  - ✓ Severe Physical
- Veterans’ Preference applies to Schedule A, and disabled veterans should consider applying under this authority.

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# How to Apply under Schedule A

- Go to USAJOBS, find a job you like, and apply
- State on your resume that you are eligible under the Schedule A Hiring Authority
- Submit a copy of your “Schedule A” letter stating you have a disability and “Certification of Job Readiness” stating you are likely to succeed at the job for which you are applying
- Contact agency’s Selective Placement Program Coordinator for guidance

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# Obtaining Letters

- “Schedule A” and “Certification of Job Readiness”
- Both letters can be combined or separate and obtained from:
  - Licensed medical professional
  - Vocational rehabilitation specialist
  - Federal or state agency that issues disability benefits
- Sample letters are available on USAJOBS ([www.usajobs.gov/individualswithdisabilities.asp](http://www.usajobs.gov/individualswithdisabilities.asp))



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# USAJOBS.gov Assistance

- USAJOBS is accessible for people with differing physical and technological capabilities
- Assistance is available 24/7 via computer, telephone, and TDD



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# **Hiring Program for Peace Corps/Vista Alumni**

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# Returning Peace Corps / Vista Volunteers

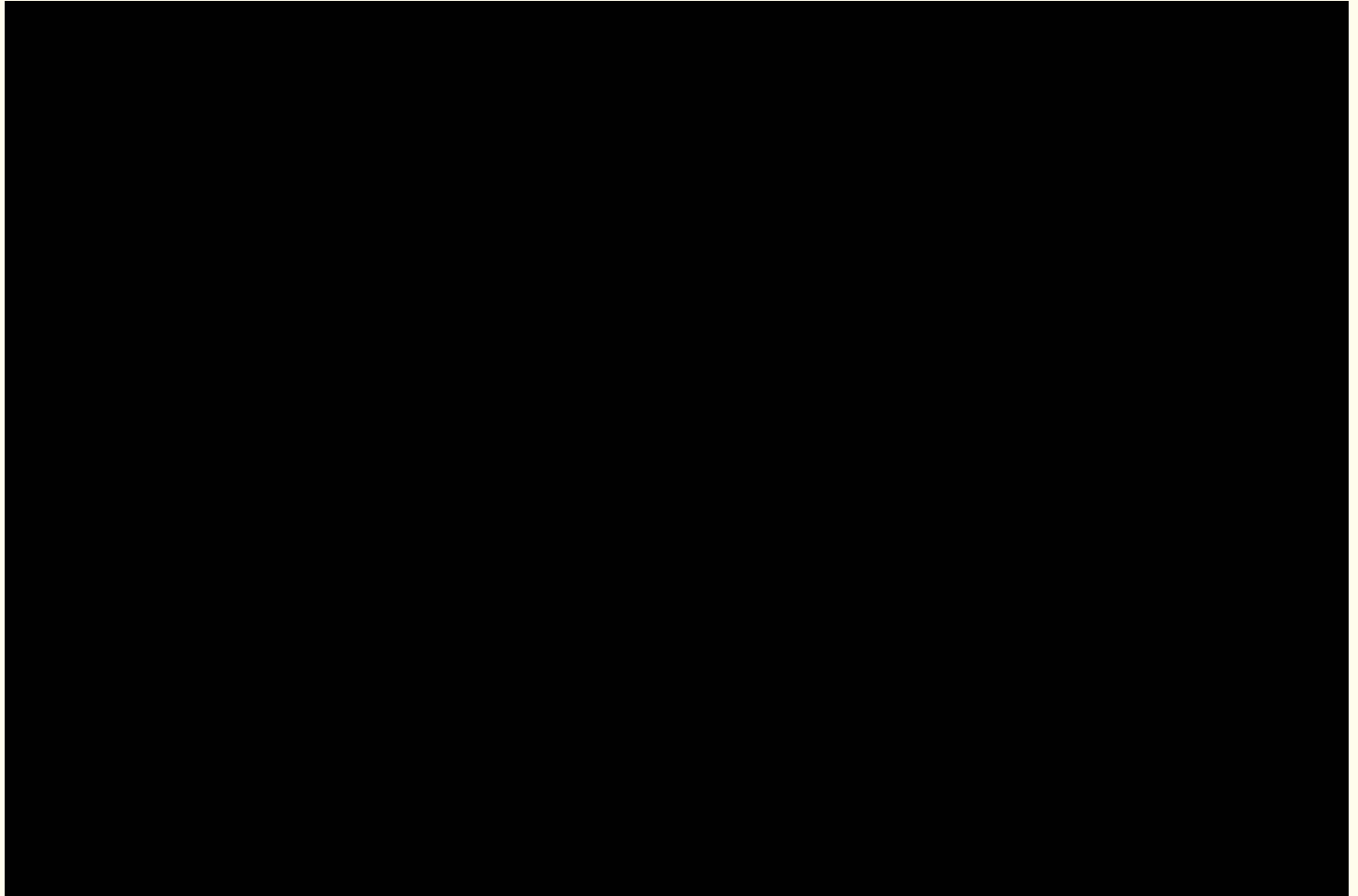
- Go to USAJOBS, find a job you like, and apply
- You can apply non-competitively as a Peace Corps/Vista returning volunteer during your first year home (extensions possible)
- State on your resume that you are eligible under Peace Corps / Vista hiring authorities
- Contact the agency directly if you have questions about grade and series
- Submit a copy of your Description of Service



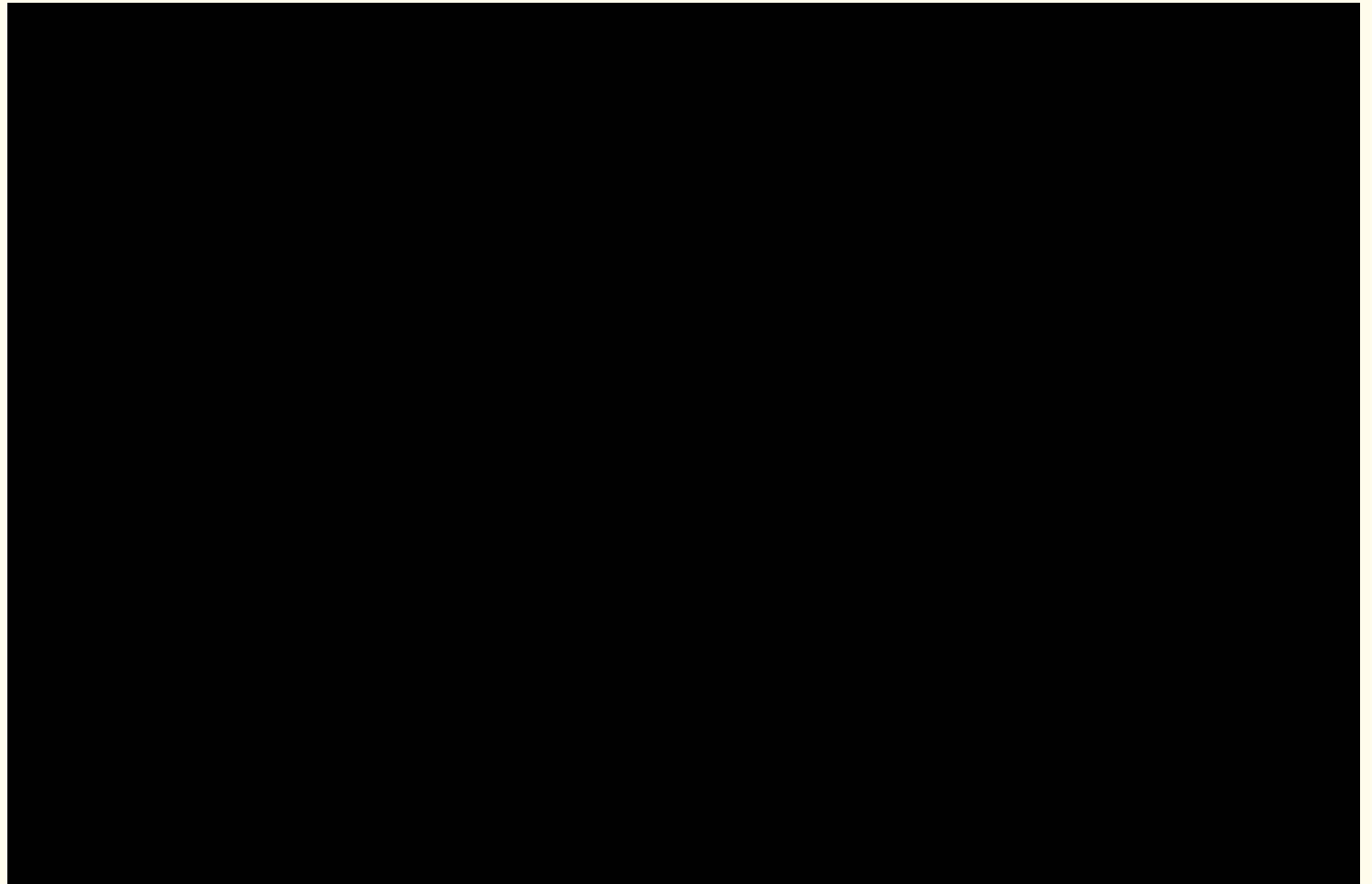


# Optional OPM Videos

# The Life and Opportunities in Federal Service



# Hiring Reform





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# Using USAJOBS.gov

Finding and Applying  
for Federal Jobs

on

**[www.USAJOBS.gov](http://www.USAJOBS.gov)**

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# Veterans

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[Click here to view the online video:  
“Vet to Vet”](#)