



Finding and Applying For Government Positions



Benefits from government service

- ❖ Be able to influence the future of our country
- ❖ Be able to enjoy a balance between work and life
- ❖ Be able to have the opportunity to make a difference
- ❖ Could qualify for student loan repayment assistance
 - Some agencies may repay up to \$10,000 of your student loans per year
 - In 2008, 35 agencies provided 6,879 employees with \$51 million in assistance
 - More information can be found at <http://www.opm.gov/oca/pay/studentloan>
- ❖ Flexible schedules and generous vacations
- ❖ Competitive health and retirement benefits
- ❖ Training and professional development
- ❖ Excellent advancement opportunities

Opportunities Exist

- ❖ You've probably heard that currently many individuals in federal agencies are...or will shortly be...eligible to retire. The federal government may need to hire up to 500,000 people over the next five years to replace these retirees and others who leave government. Obviously this "spells opportunity" and lots of it for new feds.

Where the jobs are

Most federal agencies have regional offices located throughout the country. Many agencies and departments are hiring new employees in these locations – and this may mean you can stay close to home OR go to a part of the country you've always wanted to live in! You can transfer your government benefits and move locations and agencies. There is no room for boredom with so much choice!



How to search for a federal internship or job

- ❖ How do I find a federal job or internship which will be right for me?
 - We suggest that the place to start your federal search – just as you would for private sector job – is with those around you. Networking can and should start with:
 - your **family** and **family friends**;
 - your **personal contacts** – family friends, former employers, etc. -- who may have information to share based on their own experiences or employment;

- **professors and faculty**; and **Alumni** from your college or university
 - your **CAREER CENTER**
- ❖ Once you have an idea of what areas you might be interested in you should narrow your search further.
 - Useful sites to help narrow your search:
 - www.makingthedifference.org
This is the Partnership for Public Service's website for young job seekers. It is a one-stop shop to explain more ways to find federal employment opportunities and complete the application process
 - www.usa.gov
This is the U.S. Government's official web portal for local, state and federal government
 - www.bestplacetowork.org
This is a Partnership Web site that can help you find the agencies where employees are the most satisfied with their jobs

Information on Essays and KSAs

- ❖ Writing a federal job application is not the same as writing a resume for the private sector. In each job announcement, there are Knowledge, Skills and Abilities (KSA's) that need to be focused on.
- ❖ The best way to approach the federal job market is to create a "master application" with all of your information and then take from it what you need for each job you apply for.
- ❖ Do not try to edit down what you put in your "master application" when you start writing it.
- ❖ The 7 Critical Factors - what every federal person reviewing your job application wants to see:
 - **Ability to apply knowledge of rules, regulations, laws, policies or standards.**
 - **Ability to write procedures, training materials, information.**
 - **Written communication skills for letters, policy, etc.**
 - **Oral communication skills for one-on-one training, working as a team member, ability to speak in front of a group, etc.**
 - **Ability to apply and interpret - to use your own judgment within the guidelines. To problem solve.**
 - **Analytical skills, what is the problem, what action did you take, what was the result. PAR - PROBLEM, ACTION, RESULT**

- **PROBLEM-** Describe the factors that contributed to a particular challenge such as budget cuts, new legislation, institutional reform, new goals from upper management, etc.
 - **ACTION-** Describe the steps you took to solve the problem. Stay away from the ordinary – be extraordinary in your response!
 - **RESULT-** Describe the outcomes of your actions – use percentages, numbers, grades. What was the difference you made – highlight the best!
- **Ability to work as a team member and/or leader.**

How to apply for government positions

- ❖ After selecting the job to which you'd like to apply, there are usually several steps in the online application process:
 - Create your federal resume
 - Answer the questions posed online
 - Submit the complete application package by the stated deadline
 - Follow up with the appropriate agency contact to inquire about progress in hiring for the position

Helpful Websites

- ❖ www.makingthedifference.org; <http://ourpublicservice.org/OPS/> -a federal initiative to assist others in the federal hiring process
- ❖ <http://www.opm.gov/> - is an independent agency of the United States government that manages the civil service of the federal government.
- ❖ <http://www.makingthedifference.org/federaljobs/ksawriting.shtml>
- ❖ <http://ourpublicservice.org/OPS/programs/calltoserve/toolkit/KSAs.pdf>
- ❖ www.usajobs.gov – the official government jobs website, includes Air Force civilian positions
- ❖ www.cpol.army.mil – the website where all Army jobs are posted and where you would apply for an Army position. Uses online Resumix system (electronic eye).
- ❖ <http://military.com/careers> – a commercial site that manages resumes and job postings for federal agencies.
- ❖ www.donhr.navy.mil – the website for Navy and USMC civilian positions. Uses online Resumix system (electronic eye).
- ❖ www.whs.mil – (<https://storm.psd.whs.mil/WHSJobs.html>) Department of Defense civilian jobs are posted here and the resume builder and application is here. Uses online Resumix system (electronic eye).