PROCEDURES FOR FEDERAL JOB SEARCH

Applying for federal positions is a **SLOW** process. Begin the process early and **BE PATIENT**. It could take between 9-18 months to complete the process. (Note: You should **NEVER** pay to receive information on employment with the federal government.)

STEP 1

Research information on federal job opportunities

- ❑ Try to narrow the search (Choose 2-3 agencies to start with)
- ❑ Learn how to apply – Read and review the specific process for positions within agencies of interest
- ❑ Look at mission statements, background information on each agency
- ❑ Network whenever possible
  - Federal supervisors and employees; Federal contractors; Friends; Classmates; Faculty
  - Best source of information and insider knowledge
- ❑ Attend job fairs
  - Write/practice your script
  - Be genuine, but be convincing
  - Be personable and friendly
- ❑ Find out about special hiring programs for which you may be eligible
  - (STEP, SCEP, Pathways, Direct Hire; Veterans' Recruitment Act; 30%+ Disabled Veterans, etc.)
- ❑ Maintain a spreadsheet to track websites (staffing application management systems), passwords, User IDs, etc.

STEP 2

Search USAJobs (and other agency websites and staffing application managers)

- ❑ Obtain the vacancy announcement (This will answer most questions you have about the position)
  - Closing/deadline dates
  - Who can apply
  - Location/duty station
  - Knowledge, Skills, and Abilities
  - Specific duties and qualifications for the position
  - Additional required components to submit with the application (KSAs, written test, etc.)
  - How to apply
  - Contact individual (phone number/email address) to follow up with questions

- ❑ Search Criteria in USAJobs
  - Geographic area of preference
  - Salary/grade level
  - All agencies
  - All jobs in this area
  - Some job vacancies are not posted on USAJobs, but are posted on agencies' websites – check both!

STEP 3

Analyze job descriptions closely

- Minimum requirements: education, years' experience, necessary training, etc.
  (You will only be considered if you meet/exceed minimum job qualifications)
- Compare your knowledge, skills and abilities to position requirements

- ❑ Obtain job descriptions according to classification standards from Office of Personnel Management (OPM)
  - Closely review description of duties/responsibilities of position

STEP 4

Follow the application instructions carefully and completely

- ❑ Submit all required information and documents by deadline dates
- ❑ Check status of applications regularly
- ❑ Monitor websites regularly for updated listings/postings
- ❑ Track submissions and follow up as appropriate

HELPFUL RESOURCES/WEBSITES

- ❑ Army: www.cpol.army.mil
- ❑ AVUE Central: www.avuecentral.com
- ❑ Best Places to Work: www.bestplacestowork.org
- ❑ Making the Difference: www.makingthedifference.org
- ❑ US Office of Personnel Management: www.opm.gov
- ❑ USAJobs: www.usajobs.gov
- ❑ Washington Center for Internships: www.twc.edu