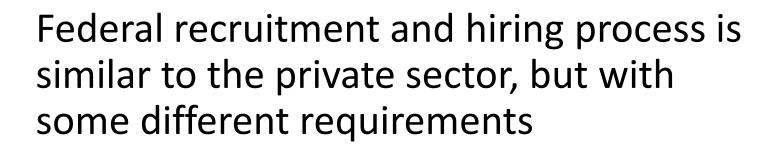




Overview



Federal Recruitment and Hiring

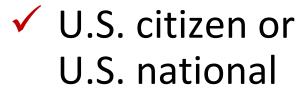




People are recruited, hired, retained, and promoted based on their competencies and job performance, not on who they know

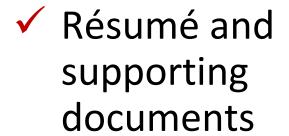


Key Eligibility Requirements



Relevant experience or education

✓ Males born after 12-31-1959 must be registered for or exempt from Selective Service

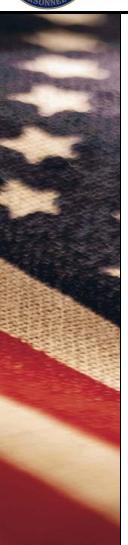




✓ Suitable for Federal employment as determined by a background investigation



Decentralized Recruiting and Hiring



Federal agencies do their own recruiting and hiring and applicants apply to specific job openings



Jobs in the competitive service must be posted on USAJOBS.gov



Veterans' Preference



Veterans' preference:

- Is applied to eligible veterans who meet the qualification requirements for the job and who pass the selection assessment(s)
- Does not guarantee the veteran a job



Background Investigation

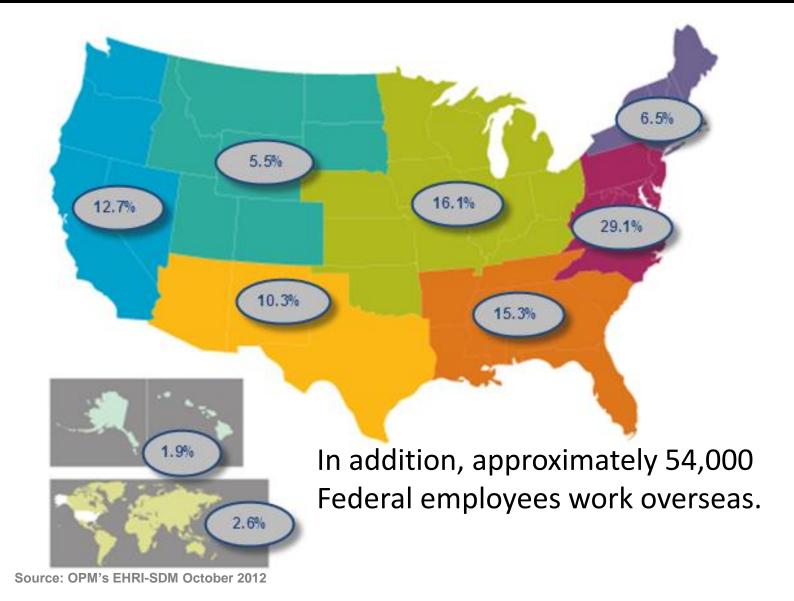


Most individuals selected for Federal positions undergo a basic background investigation to determine suitability for Federal employment

Jobs that include access to classified information require a security clearance, which requires a more intensive background investigation

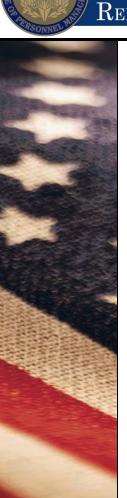


Percentage of Federal Jobs by Location





Federal Mission Critical Occupations



Most job openings are expected to be in the mission critical occupations below:

OCCUPATION

Medical and Public Health

Security and Protection

Compliance and Enforcement

Legal

Administration/Program Management

Accounting and Budget

Information Technology

Business and Industry

Engineering

Transportation



Federal Pay and Advancement



General Schedule (GS) is the primary pay scale with grades 1-15; other pay systems exist



Pay varies by geographic location



Many jobs include potential for progression through several grades based on successful performance



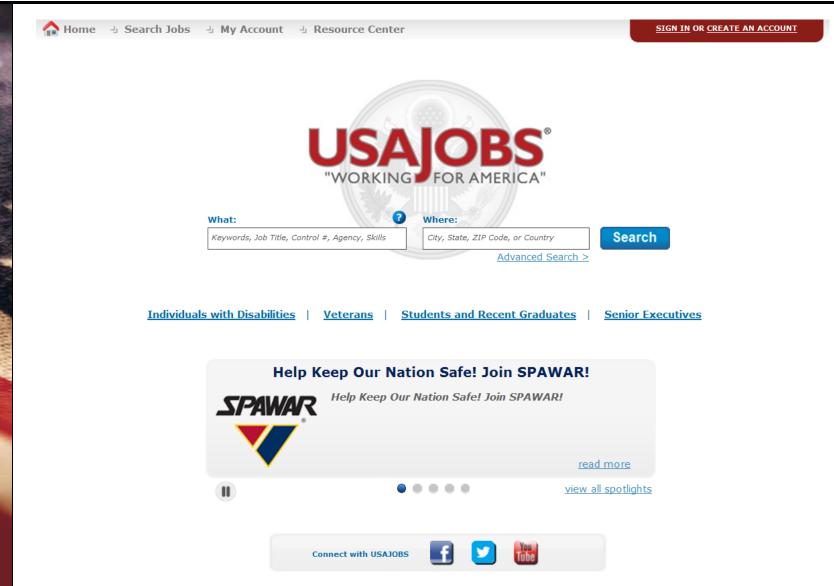
Selected 2012 Starting Salaries



| 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 to Look: USAJOBS.gov





Where to Look: USAJOBS.gov



Federal Government's official employment information system

- Lists more than 30,000 Federal jobs daily, worldwide
- Updated every business day
- Allows applicants to build and store up to five résumés
- Allows job seekers to apply online for most jobs



Where to Look: USAJOBS.gov



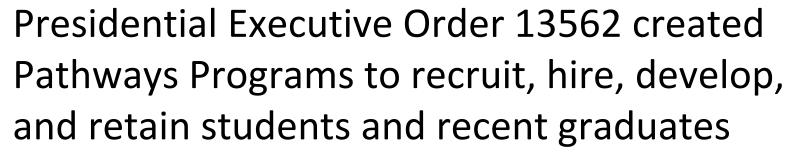
Is accessible for people with differing physical and technological capabilities: computer, telephone, TDD (telephone for the deaf) 24 hours a day, 7 days a week



Provides information about Federal agencies and Federal employment



Students and Recent Graduates



- Internship Program
- Recent Graduates Program
- Presidential Management Fellows (PMF)
 Program





Students and Recent Graduates



Pathways Programs offer:



Paid internships for students

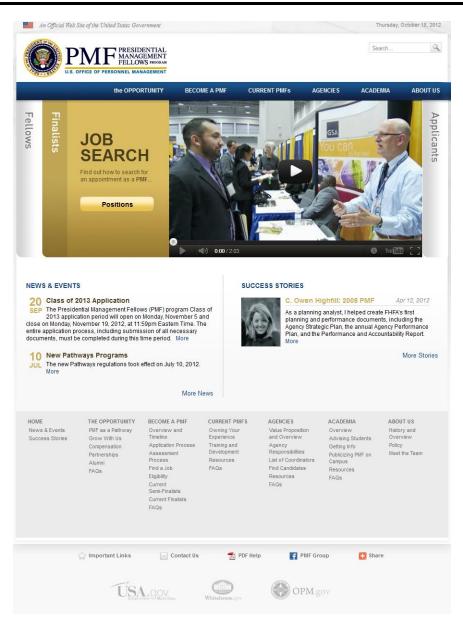


Careers for recent graduates



Training and career development for individuals starting their Federal careers

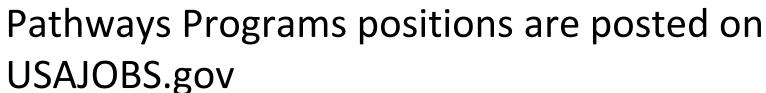




PMF Program opportunities announced annually on USAJOBS, late summer/early-fall

For information about the PMF Program, go to www.pmf.gov





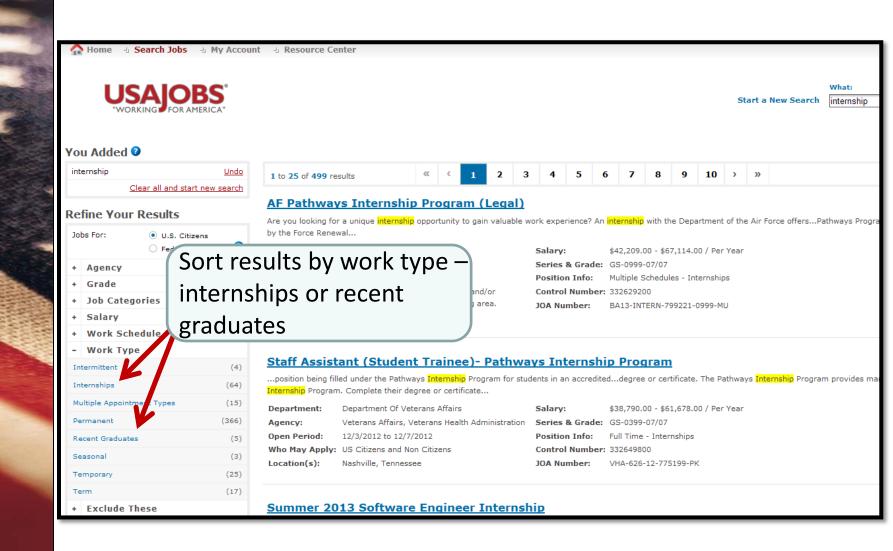




Students and Graduates Page of USAJOBS











Eligible applicants with a disability who meet the qualification requirements for the position may be hired under a special hiring authority, Schedule A

3 categories of Schedule A eligibility – an applicant must have one of the following:

- Intellectual disability,
- Psychiatric disability, or
- Severe physical disability





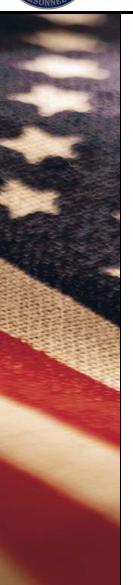


Search on USAJOBS for a job that interests you

Pay close attention to all sections of the Job Opportunity Announcement, especially:

- Who May Be Considered
- Qualifications and Evaluations
- How to Apply





If you want to be considered under this special hiring authority:

- State on your résumé you are eligible under the Schedule A Hiring Authority
- Select the "Schedule A Disabled" option in your USAJOBS profile
- Be prepared to submit a copy of your
 - Schedule A letter, stating you have a disability, and
 - Certification of Job Readiness letter, stating you are likely to succeed at the job for which you are applying





The Schedule A letter and Certification of Job Readiness letter comes from:



- A licensed medical professional,
- A vocational rehabilitation specialist, or
- Any Federal or state agency that issues or provides disability benefits
- Can be one document





Special Hiring Authorities for Veterans

- 30 Percent or More Disabled Veterans
- Veterans' Recruitment Appointment (VRA)
- Veterans' Employment Opportunities Act of 1998 (VEOA)



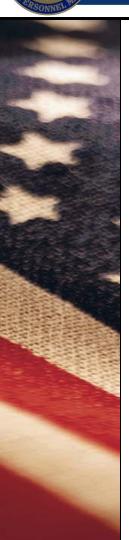


30-Percent or More Disabled Veterans –

 Veterans with a disability of 30% or more who meet the qualification requirements for the position can be hired under a temporary appointment lasting at least 60 days and up to 1 year

 The hiring manager may convert the veteran to a permanent competitive service position at any time during the temporary appointment





Veterans' Recruitment Appointment (VRA) – for eligible veterans who:

- Are disabled
- Have a campaign badge
- Separated from service within the last 3 years
- Have the Armed Forces Service Medal







VRA basics:

- Agencies:
 - Are not required to advertise the job
 - Can post a job announcement on their website, on USAJOBS, or both
 - Can select an eligible veteran from résumés on hand or get a referral of an eligible veteran
- 2-year appointment that provides training
- Eligible veterans who successfully complete the 2-year program must be converted to a permanent position in the competitive service





Veterans' Employment Opportunities Act (VEOA) –

Allows veterans to apply under merit promotion procedures for a permanent competitive service position











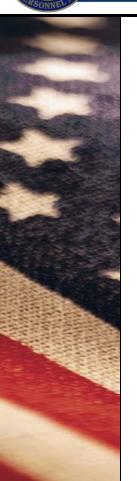
Military Spouse Appointing Authority –

Agencies may choose to hire eligible military spouses under a special hiring authority

3 categories of eligibility – an applicant must be one of the following:

- Relocating with service member spouse under Permanent Change of Station (PCS) orders,
- Spouse of a service member who is 100% disabled due to a service-connected injury, or
- Spouse of a service member killed while on active duty





Eligibility time limits:

- 2 years of eligibility from the date of the spouse's Permanent Change of Station (PCS) orders
- Permanent eligibility from the date of the documentation indicating the service-connected disability or death





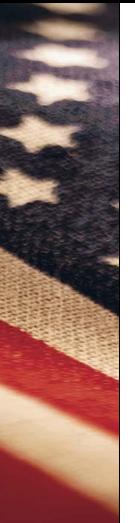


Search on USAJOBS for a job that interests you

Pay close attention to all sections of the Job Opportunity Announcement, especially:

- Who May Be Considered
- Qualifications and Evaluations
- How to Apply





If you want to be considered under this special hiring authority:

- State on your résumé you are eligible under the Military Spouse Hiring Authority
- Select the "Military Spouse" option in your USAJOBS profile
- Be prepared to submit documentation (e.g., copy of spouse's PCS orders authorizing you to relocate with your spouse, copy of marriage license)



Federal Jobs: Where to Look



www.usajobs.gov

The Federal Government's official job information website

www.usa.gov

Includes an agency A-Z index





Federal Jobs: Where to Look



Information for veterans seeking jobs

https://www.usajobs.gov/StudentsAndGrads

Jobs for students and recent graduates

Your university's career center

Federal agency websites























Federal Service



- Hundreds of career fields
- Wide variety of Federal agency missions
- Training and development opportunities
- Promotion opportunity with many positions
- Wide array of benefits (e.g., schedules)



 Opportunity to influence America's future



Overview of Federal Hiring



Questions?

