Navigating the Federal Hiring Process

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Walden University
Career Services Center

http://careercenter.waldenu.edu
Introducing Today’s Presenter

• Walden University Alumnus, PPA
• Human Resources Specialist, Office of Personnel Management
• Instructor, Univ. of Louisville and University of Maryland
THE FEDERAL GOVERNMENT IS _STILL_ HIRING

- Retirement Wave
- Wide Range of Jobs
- All over the US and Abroad
- Every Agency (and even departments) have Different Cultures
Overview of the Federal Hiring Process

• Vacancy is announced
• Submit Application
  – Resume
  – Occupational Questionnaire
• Rating Process
  – Basic Qualifications Screening
  – Panel Review Rating
• If Certified: Application Sent to Hiring Manager
• If Selected: Interview
• Job Offer
Finding Vacancies (1)

- USAJobs
  - Build Resume online and make searchable
  - Search Agents
- Veterans – fedshirevets.gov
- Agency Website
- Agency HR Office – Fellowships and Job Fairs
- National Academy of Sciences (NAS.edu)
Finding Vacancies (2)

- Defense Department has Civilian Employment Program
- *Roll Call, The Hill, and Washington Post*
- (55 Years and older) Senior Environmental Employment Program
- Plum Book (Political Appointments)
- Contractors

**** Check USAJobs and Agency Websites Daily****

Five Days Minimum for Job Openings
Preparation is Key!
Be Prepared (1)

Master Resume (also useful for the security clearance)

• All Jobs
  – Title
  – Company
  – Supervisor’s Name and Number (Contact?)
  – Address
  – Salary
  – Start and Stop Dates
  – Number of Hours
  – Duties
Be Prepared (2)

- All Education from High School On
  - Name of School
  - Address
  - Start and End Dates
  - Credit Hours Earned
  - Major
  - Degree

- All Honors and Awards

- All Professional and Academic Activities
Be Prepared (3)

- All Addresses Current and Previous (Security Clearance)
- Credit History
- Achievement Stories (for the occupational questionnaire)
  - Showcase particular knowledge, skills, and abilities
  - Format:
    - Problem (Context)
    - Actions
    - Challenges
    - Results
    - Feedback
How Do You Match Up?
Office Of Innovation And Improvement

Job Title: Management and Program Analyst GS-0343-14 (DEU)
Department: Department Of Education
Agency: Office of Innovation and Improvement
Job Announcement Number: OII-2012-0018

| SALARY RANGE:       | $105,211.00 to $136,771.00 / Per Year |
| OPEN PERIOD:       | Tuesday, February 28, 2012 to Monday, March 12, 2012 |
| SERIES & GRADE:    | GS-0343-14 |
| POSITION INFORMATION: | Full-Time - Permanent |
| PROMOTION POTENTIAL: | 14 |
| DUTY LOCATIONS:    | 1 vacancy(s) in the following locations: |
|                    | Washington, DC, US View Map |
|                    | 20202 View Map |
| WHO MAY BE CONSIDERED: | ONE OR MORE VACANCIES MAY BE FILLED UNDER THIS ANNOUNCEMENT. The area of consideration for this position is "All Recruiting Sources" for Non-status candidates. Announcement OII-2012-0019 is open concurrently with an area of consideration of "Federal Agencies" for status candidates. Applicants with non competitive eligibility (i.e., |

Agency Information:
EDUCATION-OFFICE OF INNOVATION AND IMPROVEMENT
400 Maryland Ave. S.W.
Attn: Human Resources Services
Washington, DC
20202
US
Fax: 202-401-6745

Questions about this job:
Ronnii Becdes
Phone: 202-453-6412
Email: Ronni.Becdes@ed.gov

Job Announcement Number:
OII-2012-0018
Analyzing a Vacancy Notice (2)

DUTIES:

The incumbent will serve as the team lead for the Promise Neighborhoods and Full-Service Community Schools Programs. The incumbent will report to the Director of the Parental Options and Information Office, and will do the following:

(1). Direct and oversee all activities for the program grant competitions; awarding of grants; monitoring of grants; as well as directing and overseeing the non-competitive award process. Adapts well to changing situations and circumstances, often in the late stages of completing a project or assignment.

(2). Supervise and manage staff while assisting them in achieving their professional objectives.

(3). Initiate, manage, and maintain effective neighborhood partnerships.

(4). Identify neighborhood issues.
Analyzing a Vacancy Notice (3)

One year of specialized experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. This experience must be equivalent to the GS-13 level in the Federal government.

Examples of such experience may include: identifying procedural problems in program operations using qualitative or quantitative methods; performing quantitative and qualitative analyses of the effectiveness of program operations in meeting goals and objectives; evaluating organizational structures, methods, and procedures; analyzing, developing, and evaluating new or changed program or management policies, regulations, goals or objectives; analyzing management information requirements; and developing procedures and systems for assessing the effectiveness of programs or management processes. For full qualifications go to: http://www.opm.gov/qualifications/index.asp
APPLICANTS MUST MEET TIME IN GRADE AND QUALIFICATIONS REQUIREMENTS PRIOR TO THE CLOSING DATE. Applicants are expected to possess the Knowledge, Skills and Abilities (KSAs) listed below to qualify for this position. These KSAs are addressed in the self-assessment questionnaire that you will complete for this announcement. You do not need to respond separately to the KSAs listed below. Your answers to the on-line experience questions will serve as responses to the KSAs. Your application will be evaluated based on your ability to demonstrate the following knowledge, skills, and abilities/competencies (KSAs):

(1). Knowledge of pertinent laws, policies, regulations, and precedents applicable to the program and related resources in the area being studied.

(2). Ability to manage and lead a team of at least 5 employees.

(3). Skill and ability to provide training and technical assistance to discretionary grantees to improve their overall project management and implementation.

(4). Skill in adapting analytical techniques and evaluation criteria to measure/improve program effectiveness/organizational productivity.

HOW YOU WILL BE EVALUATED:

EVALUATION CRITERIA Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted on-line via EdHIRES.ed.gov. These responses must be substantiated by your on-line resume. Applicants who do not respond to the application questions may be rated ineligible.

To preview questions please click here.
BENEFITS:
The Department of Education offers a comprehensive benefits package including paid vacation and sick leave, federal holidays, health and life insurance, and participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan (TSP). Click on Benefits to find out more about federal benefits. Why Work at ED? The U.S. Department of Education (ED) is a great place to work. For more detailed information regarding our various work sites, please click on the link below: Work Site Locations As an ED employee, you will benefit from our family-friendly work environment. As part of our commitment to maintain a productive balance between work and home, we offer excused leave for Parent/Teacher Conferences (4 hours); excused leave for annual health screenings (4 hours); and matching leave for community volunteer service. Other incentives such as Telecommuting and Alternative Work Schedules also may be available to you. ED offers positions that are fair and competitive in compensation; developmental opportunities to exhibit teamwork and goal-oriented projects to enrich your federal career. Student Loan Repayment may be paid if negotiated and approved prior to appointment.
HOW TO APPLY:

Please carefully read the information provided under the link listed below. The section entitled "How to Apply" provides detailed instructions on faxing your supporting documentation. All required supporting documentation MUST be received by midnight Eastern Time on the closing date of the announcement. You are encouraged to thoroughly review the list of supplement documents required. It is critical to note that many documents may not pertain to you. You are only required to submit those that apply to you. Required Documents ED Employees are not required to submit supporting documentation.

REQUIRED DOCUMENTS:

AGENCY CONTACT INFO:

Ronn Beccles  
Phone: 202-453-6412  
Fax: 202-401-6745  
Email: Ronni.Beccles@ed.gov

Agency Information:  
EDUCATION-OFFICE OF  
INNOVATION AND IMPROVEMENT  
400 Maryland Ave. S.W.  
Attn: Human Resources Services  
Washington, DC  
20202  
US  
Fax: 202-401-6745
The Application
Applying for a Vacancy – Federal Resume (1)

- Online versus Paper
  - Paper if given the choice because you can make it easier for the reviewer
  - Fewer agencies still allow paper
  - If only online then use ASCII formatting
    - Capital letters for headings
    - Characters used to set off parts of resume (+ =)
    - Spacing
- Focus your resume – Name it using the job number and/or job title
Applying for a Vacancy – Federal Resume (2)

• Personal Information
  – Name, address, phone number(s) [email]
  – Country of citizenship
  – Social Security Number
  – Veteran’s Preference
  – Reinstatement eligibility
  – Highest Federal Grade and Job Series

• Objective
  – Announcement Number
  – Title
  – Grade
Applying for a Vacancy – Federal Resume (3)

• Summary of Qualifications
  – Keywords, Keywords, Keywords!

• Experience
  – Title, company, address, start and end dates, salary, number of hours, supervisor, supervisor’s phone number, and duties [keywords!]

• Education
  – Name, address, start and end dates, credit hours, major, degree

• Activities, Honors, and Awards
  – Professional associations, publications, volunteer service
  – Tie into qualifications for job
10. From the list below, please identify all of the activities with which you have experience drafting, analyzing or implementing legislation.

1. Developing legislative amendments
2. Researching and analyzing legislative issues and presenting recommendations to management
3. Providing legislative advice in the development of reauthorization proposals
4. Analyzing new or proposed legislation or regulations to determine their impact on program operations and management
5. Drafting, editing and analyzing legislation under consideration by a state or national legislature
6. Developing strategies to resolve problems affecting enactment of legislation
7. Coordinating legislative activities on budget issues, including hearings, mark-ups and floor debates
8. Facilitating development of policy positions in response to Members of Congress
9. None of the above

11. Do you have experience directing the development of policy for legislative proposals and program reauthorizations, utilizing policy analysis, performance measures and evaluation studies?

1. Yes
2. No
Another type is where you are asked to list parts of the resume that apply to a specific job qualification.

TIP – Have a copy of your resume next to you while filling out the questionnaire.
Applying for a Vacancy – Cover Letter

- Organization
  - Opener (How would you help the organization)
  - Middle (Bullet list of qualifications)
  - Conclusion (Thanks and look forward to talking to you)

- Focus it!
Job Log

• Record what have you applied to and when
• Print out and keep announcement
• Keep documents in folder for each job you applied to (resumes, answers to online questionnaire, and KSA essay questions)
• Notes on how you approached application
Networking
Networking Your Way to a Federal Job (1)

- Find out about openings
- Learn about the agency’s culture
- Find out about fellowships or contractor jobs

Preparing for Networking
- Personal Brand
- Networking Cards
- Contact Management System
Networking Your Way to a Federal Job (2)

• LinkedIn
  – Networking Groups
    • U.S. Government Connections
    • TFCN (The Federal Contractor Network)
    • Cleared Networkers
    • Government 2.0
    • American Society for Public Administration
  – Build your free profile and use it in your email signature and forum postings
Networking Your Way to a Federal Job (3)

I Work For Uncle Sam
The Washington Post Article That Everybody Is Talking About

Today's Top 10

1. Define Customer Service in One Word
   Posted by Shannon Donelson on February 27, 2012

2. 3 Ways to Manage Risk in Government
   Added by GovLoop on February 27, 2012

Bill Brantley
Sign Out
Inbox
Alerts
Friends - invite
Settings

Problem Solving
Are You An Ultimate Problem Solver? Play The Game

Guide
THOU SHALT TWEET!
U.S. Government Connections

The goal of this group is to connect current and former federal employees and contractors with one another to share contacts, ideas and opportunities. Department of Defense, Energy, Commerce, State, HUD, GAO, Army, Navy, Air Force, Marines, Veterans, Senate, Congress, NIH, FDA, Dept. of etc...

We want to facilitate the exchange of ideas, goals, objectives, best practices and benefit everyone of our members.

Please let us know how we can help you and spread the word about our group.

Join Group

Group Members In Your Network

Lisa Cook
Linking Individuals through Meaningful Social Connections

Ruth Wolfe
Founder/President-Inspiring Alliance Military Support Network & WOSB in Federal Contracts Arena

Tommy Dutremble
Sr. Recruiter (Needs: Sales/BD Talent in Gas Analyzers, Drives, Motors, Power Distr.,...
Networking Your Way to a Federal Job (3)

• Facebook – some agencies use so it is useful for networking
• Twitter – Govtwit.com: good for researching agencies and job opening alerts

Building your network
• Family and Friends
• Walden Classmates
• Agency HR Contacts
• Professional Associations
• American Society for Public Administration
For additional advice and strategies...
http://careercenter.waldenu.edu
Join our Walden University Career Services LinkedIn Group!

For more than 40 years, Walden University has been serving the higher education needs of working professionals through advanced degrees that encourage positive social change. Offered online, areas of study include health, management, psychology, education, nursing, and public administration. This LinkedIn Group is maintained by Walden University Career Services Center staff. Membership is open to members of the Walden University community. Please align your participation with the goals of this group: 1) to build professional networks and 2) share career-related advice and information. Thank you.

Group Members in Your Network

- **John E. Howard**
  Senior Executive / Consultant – Government & International Relations

- **Lisa Cook**
  Linking Individuals through Meaningful Social Connections

- **Le Osburn**
  Strategic Collaborator: helping clients find value between organizations, sectors, and business units. (Analyst) HP

- **Janice Hawkins**
  Staff Development Coordinator/Liaison

**About this Group**

- **Created:** December 16, 2011
- **Type:** Networking Group
- **Members:** 123
- **Owner:** Lisa Cook
- **Managers:** Denise Franke, Nicolle Skalski and Dina Bergren, M.A.
- **Website:** [http://careercenter.waldenu.edu](http://careercenter.waldenu.edu)

**Group Statistics**

Check out insightful statistics on this group: 3,759

[View Group Statistics »](#)
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(See “Latest News”)

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