



Jobs in Federal Government

Benefits of government service

- ★ Have the opportunity to make a difference
- ★ Be able to influence the future of our country
- ★ Enjoy work/life balance



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What young feds say about their jobs

"I am able to **make a big difference** by working from within the Government." (OPM)

"Working for the Government offers me a level of **experience and substantive knowledge** that I could not access in the private sector at this stage of my career." (STATE)

"I work on **the most important national security and humanitarian issues our country faces** today and see real progress towards improving how we respond to crises." (DOD)



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Benefits of government service

- ★ Student loan repayment assistance
 - Some agencies may repay up to \$10,000 of your student loans per year
 - In 2006, 34 agencies provided 5,755 employees with \$36 million in assistance
 - The average loan repayment in 2006 was \$6,245
- ★ Flexible schedules and generous vacation
- ★ Training and professional development
- ★ Competitive health and retirement benefits
- ★ Excellent advancement opportunities



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Federal pay and advancement

- ★ General Schedule (GS) is the pay scale for many Federal jobs from 1-15.
- ★ Varies by geographic location
- ★ Each GRADE has 10 steps, allowing for a range of salaries
- ★ Within a few years, you can progress through several grades



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General Schedule (GS) grade criteria

Grade	Qualifying education
GS-5	4 academic years above high school leading to a bachelor's degree OR a bachelor's degree
GS-7	Bachelor's degree with one of the following: <ul style="list-style-type: none"> • Class standing (upper third of class) • 3.0 or higher GPA; 3.5 or higher GPA in major • Honor society membership
GS-9	Master's degree (or equivalent)
GS-11	Doctorate degree

Source: opm.gov/qualifications/SEC-II/s2-e5.asp

GS-5 and GS-7 are considered "entry level"



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General Schedule (GS) grade criteria

SALARY TABLE 2014-GS
INCORPORATING THE 1% GENERAL SCHEDULE INCREASE
EFFECTIVE JANUARY 2014

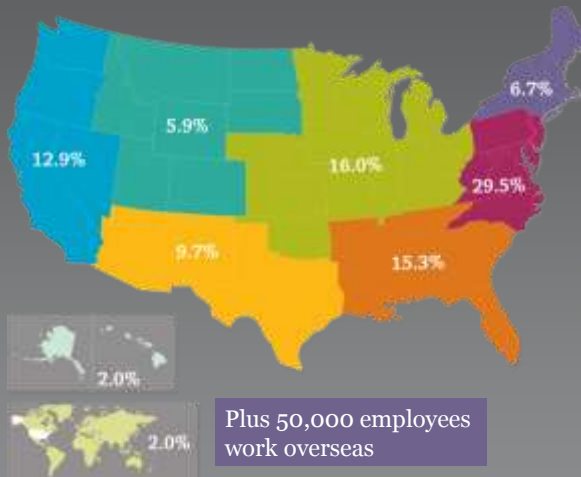
Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	WITHIN GRADE AMOUNTS
1	\$ 17,681	\$ 18,582	\$ 19,180	\$ 19,775	\$ 20,573	\$ 20,724	\$ 21,515	\$ 21,911	\$ 21,944	\$ 22,494	VARIABLES
2	20,217	20,698	21,567	21,934	22,179	22,831	23,483	24,135	24,787	25,439	VARIABLES
3	23,038	23,793	23,538	24,365	24,998	25,735	26,468	27,205	27,938	28,675	735
4	24,765	25,588	26,413	27,238	28,063	28,888	29,713	30,538	31,363	32,188	825
5	27,705	28,629	29,553	30,477	31,401	32,325	33,249	34,173	35,097	36,021	924
6	30,883	31,912	32,941	33,970	34,999	36,028	37,057	38,086	39,115	40,144	1,029
7	34,319	35,463	36,607	37,751	38,895	40,039	41,183	42,327	43,471	44,615	1,144
8	38,007	39,274	40,541	41,808	43,075	44,342	45,609	46,876	48,143	49,410	1,267
9	41,979	43,378	44,777	46,176	47,575	48,974	50,373	51,772	53,171	54,570	1,399
10	46,229	47,770	49,311	50,852	52,393	53,934	55,475	57,016	58,557	60,098	1,541
11	50,790	52,483	54,176	55,869	57,562	59,255	60,948	62,641	64,334	66,027	1,693
12	60,877	62,906	64,935	66,964	68,993	71,022	73,051	75,080	77,109	79,138	2,029
13	71,391	74,804	77,217	79,630	82,043	84,456	86,869	89,282	91,695	94,108	2,413
14	83,544	88,395	91,546	94,697	98,848	99,799	102,950	105,501	108,052	111,203	2,851
15	100,624	103,978	107,332	110,686	114,040	117,394	120,748	124,102	127,456	130,810	3,354



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Where the Jobs Are: By location



In 2007, agencies spent \$11.6 million to relocate employees



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Where the Jobs Are: By occupation

In FY 2007, roughly 46,264 people were hired in the federal government at the entry level (GS-5, GS-6, GS-7) into the following occupations:

Occupation	# Employees
Medical and Public Health	7,560
Accounting and Budget	4,672
Business and Industry	2,012
Social Science, Psychology, and Welfare	1,828
Engineering and Architecture	1,148
Education	612
Information Technology	376

Source: fedscope.opm.gov



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Where to look for positions

- ★ Your career development center
- ★ Popular job/internship search engines
- ★ makingthedifference.org
- ★ USAjobs.gov
The Government's main job Web site
- ★ studentjobs.gov
The Government's main internship Web site
- ★ Agency Web sites
Visit the Web sites of agencies whose missions interest you



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Where to look: agency sites


The screenshot shows the U.S. Department of Transportation website. At the top, there is a navigation bar with 'HOME', 'CITIZEN SERVICES', and 'BUSINESS SERVICES'. Below this, there are several sections: 'LATEST NEWS' with a headline about October's Airline Performance, 'WHAT'S HOT' featuring a 'Safe' campaign, and a 'CAREERS IN MOTION' banner with a 'PETER A. FREED' testimonial. The banner text reads: 'Come be heard with us and take a journey that will challenge your mind and develop your career. The quality of our lives, the shape of our communities and the productivity of our nation's economy depend on our transportation systems. We recognize and value the importance of our workforce and the diversity of backgrounds and ideas that each employee brings. The U.S. Department of Transportation Careers in Motion.' A sidebar on the left lists various topics like 'DOT Agencies', 'Aviation DOT', 'Road DOT', 'Safety', 'Economics & Regulations', 'Carriers in Motion', 'Freedom of Information Act', and 'Email Updates'. The bottom of the page features the 'PARTNERSHIP FOR PUBLIC SERVICE' logo.

Launch the process at USAJobs.gov

The screenshot shows the USAJOBS website. At the top, there is a navigation bar with 'Search Jobs', 'My USAJOBS', 'Info Center', 'Veterans', 'Forms', and 'Employer Services'. Below this, there is a 'NEW TO USAJOBS!' banner with the text: 'Your career in the U.S. Government starts here! Explore the 76,477 Federal jobs in the USAJOBS database.' The main content area includes a 'SEARCH JOBS' section with a search bar, a 'CREATE RESUME' section with a 'CREATE' button, and a 'What did you do at your job today?' section with a 'CHECK AN EXISTING JOB THAT MATCHES AN EMPLOYER' button. There are also 'FEATURED JOB' and 'FEATURED EMPLOYER' sections. The bottom of the page features the 'PARTNERSHIP FOR PUBLIC SERVICE' logo.

Anatomy of a vacancy announcement

<p>6/14/2007</p>	<p>Supervisory Geographer, GS-9150-12, CENSUS B-1-C Duty Location: Oak Brook, IL; Organization: Chicago Regional Office Promotion Potential: GS-12 (Education expenses will not be paid. This is a bargaining unit position. Applicants under this vac ... [more])</p> <p>Vacancy Ann.#: CHECK00 RD-2007-0034 Who May Apply: Public Pay Plan: GS-0150-12/12 Appointment Term: Term Job Status: Full-Time</p>	<p>Commerce, Bureau of the Census</p>	<p>US-IL - Chicago Metro Area, IL</p> <p>68,388.00+</p>
<p>6/30/2007</p>	<p>ECONOMIST The BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential statistical data to the American public, the U.S. ... [more]</p> <p>Vacancy Ann.#: WA129763 Who May Apply: Public Pay Plan: GS-0110-06/07 Appointment Term: Permanent Job Status: Full-Time Opening Date: 6/4/2007 Salary: From 30,388.00 to 46,322.00 USD per year</p> <p>Opening date: 6/4/2007 Salary: From 31,940.00 to 126,015.00 USD per year</p>	<p>Labor, Bureau of Labor Statistics</p>	<p>US-IL - Chicago Metro area, IL</p> <p>30,388.00+</p>
<p>9/30/2007</p>	<p>ECONOMIST The BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential</p>	<p>Labor, Bureau of Labor Statistics</p>	<p>US-IL - Chicago Metro area,</p> <p>30,388.00+</p>



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Anatomy of a vacancy announcement

Overview
Duties
Qualifications & Evaluations
Benefits & Other Info
How to Apply

[← Back to Search Results](#)

ECONOMIST

HOW TO APPLY:
 To apply for this position, you must provide a complete Application Package, which includes the following parts:

1. Your responses to the Assessment Questionnaire, and
2. Your résumé and any other documents specified in the Required Documents section of this announcement.

Use Application Manager for convenience and quickest processing. Track your progress and complete your Application Package using the My Application Packages checklist and status in Application Manager. Your Application Package status must be Complete by **September 30, 2007**.

Option A: Application Manager

To begin, choose one of these options:

If your résumé is going to come **from the USAJOBS Resume Builder**, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your résumé will be attached only to

HOW TO APPLY
 Provides step-by-step instructions on how to apply and may include information on when/how applicants can expect to hear from the agency



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Overview of the online process

After selecting the job to which you'd like to apply, there are usually several steps in the online application process:

1. Create your federal resume
2. Answer the questions posed online
3. Submit the complete application package by the stated deadline
4. Follow up with the appropriate agency contact to inquire about progress in hiring for the position



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Building a federal resume online

Candidate Information

Note: If your resume is confidential, this information will not be visible to selected performing service member. (0/2000)

Name Your Resume: [Dropdown] [What's New]
 First Name: [Text]
 Middle Name: [Text]
 Last Name: [Text]
 Social Security Number: [Text]
 Home Address: [Text]
 Home Address 2: [Text]
 City/Town: [Text]
 State/Province: [Dropdown]
 Postal/ZIP Code: [Text]
 Country: [Dropdown]
 Email: [Text]
 Day Phone: [Text]
 Select: [Dropdown]
 Select: [Dropdown]

Are you a U.S. Citizen? Yes No
 Do you claim veterans' preference? Yes No Don't Know/Not Sure

Selection Service

Check this box if you are an adult male born on or after January 1st 1948, and are registered for Selective Service between the ages of 18 through 25.

Sections:

- ★ Candidate information
- ★ Work experience
- ★ Education
- ★ References
- ★ Affiliations
- ★ Desired locations



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Requirements for a federal resume

Federal resumes require more detail than standard resumes. Essentials include:

- Information about the opening
- Personal information
- Education and coursework levels
- Work experience
 - Dates and number of hours worked per week
 - Location of position and supervisor contact information
- Other qualifications



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Summary: tips for applying

★ **Plan ahead**

Allow plenty of time to thoroughly complete your application

★ **Select carefully**

Always use a tailored application for each vacancy you apply

★ **Prepare for a wait**

Don't assume you have been rejected if you do not hear back within weeks of submitting your application

★ **Follow-up with an agency**

Contact the identified representative to learn the status of an application or find out more about a job



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Problem??

The president has issued a hiring “freeze”
on all new federal employees.



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