

Making Yourself Shine When Applying for Federal Work

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Agenda

- Current Competitive Hiring Process
- OPM Hiring Reforms & Pathways
- Finding the Jobs
 - Agency, Title, Salary
 - USAJobs
- Applying
 - Analyze and Decide (80% rule)
 - Federal Resume
 - Questionnaires & KSAs
- Summary & Web Addresses



Competitive Hiring Process

- Outline
 - Most federal jobs hired through Competitive Exam process.
 - Most positions posted to USAJobs
 - submit cover letter and resume
 - Either go to questionnaire (best qualified-BQs) and/or have to write KSAs
 - Applicants ranked according to Key Words and other criteria on scale of 100 points
 - Those who score the highest are interviewed (veterans' preference)
 - Rule of Three: veterans move to the top of the list and position can only be offered to top three candidates



Hiring Reform

- Federal Hiring Reform
 - President's May 11 Memo
 - Application Changes
 - KSAs?
 - Categories
 - Hiring Managers more involved
 - Pathways
 - Internships
 - Recent Graduates
 - Presidential Management Fellows (PMF)



Finding the Jobs

- Agencies/Departments/Bureaus/Offices
 - Index of U.S. Government Departments and Agencies
http://www.usa.gov/Agencies/Federal/All_Agencies/index.shtml
- List of Acronyms
<http://members.cox.net/govdocs/govspeak.html>
- Fedscope
<http://www.fedscope.opm.gov>

Finding the Jobs



Index of U.S. Government Agencies

The screenshot shows a web browser window displaying the USA.gov website. The address bar shows the URL: http://www.usa.gov/Agencies/Federal/All_Agencies/index.shtml. The page features the USA.gov logo with the tagline "Government Made Easy". A search bar is present with a magnifying glass icon and a "SEARCH" button. Below the search bar, there are navigation tabs: "Get Services", "Explore Topics", "Find Government Agencies" (which is highlighted), and "Contact Government Officials". A contact information bar shows "1 (800) FED-INFO | 1 (800) 333-4636". There are also links for "E-mail", "Print", "Share", "RSS", "E-mail Alerts", and "Este tema en español". The main content area is titled "A-Z Index of U.S. Government Departments and Agencies" and includes a list of agencies under the letter "A":

- [Administration for Children and Families \(ACF\)](#)
- [Administration for Native Americans](#)
- [Administration on Aging \(AoA\)](#)
- [Administration on Developmental Disabilities](#)
- [Administrative Committee of the Federal Register](#)
- [Administrative Office of the U.S. Courts](#)
- [Advisory Council on Historic Preservation](#)
- [African Development Foundation](#)
- [Agency for Healthcare Research and Quality \(AHRQ\)](#)
- [Agency for International Development](#)

On the right side of the page, there is a "Government Agencies" section with a list of links: [Federal Government](#), [State Government](#), [Local Government](#), and [Tribal Government](#). Below this list is a "Printer Friendly Agency Index" button.



Finding the Jobs

Using Acronyms to Find Federal Opportunities

21CW	Office of the 21st Century Workforce
AAA	Archives of American Art
AAD	Access to Archival Databases
AAPC	Accounting and Auditing Policy Committee
AAS	Office of Airport Safety and Standards
ABMC	American Battle Monuments Commission
ABPP	American Battlefield Protection Program
ACC	Air Combat Command
ACD	Advanced Counterfeit Deterrence
ACDA	United States Arms Control and Disarmament Agency
ACE	Automated Commercial Environment
ACES	Active Community Environments Initiative
ACF	Administration for Children and Families
ACFR	Administrative Committee of the Federal Register
ACHP	Advisory Council on Historic Preservation
AcqNet	AcqNet
ACQWeb	Office of the Under Secretary of Defense for Acquisition and Technology
ACS	Office of American Citizens Services and Crisis Management
ACSFA	Advisory Committee on Student Financial Assistance
ACSL	Alternate Crops and Systems Lab (<i>changed to CSGCL</i>)
ACYF	Administration for Children, Youth, and Families
ADA	Americans with Disabilities Act (Text of ADA legislation)
ADC	Program Against Digital Counterfeiting of Currency (<i>changed to ACD</i>)
ADD	Administration on Developmental Disabilities
ADDS	Aviation Digital Data Service
ADF	African Development Foundation
ADR	Alternative Dispute Resolution
AES	Automated Export System
AFC	American Folklife Center



Finding the Jobs

FedScope (www.fedscope.opm.gov)

OPM.gov Home | Subject Index | Important Links | Contact Us | Help

U.S. OFFICE OF PERSONNEL MANAGEMENT

Ensuring the Federal Government has an effective civilian workforce

[Advanced Search](#)


[Main](#) | [Data Definitions](#) | [Help](#) | [Employment Statistics](#) | [Join our ListServ](#)

- [Attention News Media](#)
- [Getting Started](#)
- [About our Data \(CPDF\)](#)
- [Ethnicity & Race Indicator](#)
- [FAQs](#)
- [Data Source/Definitions](#)
- [Help](#)
- [Glossary of Key Terms](#)
- [Questions/Comments](#)
- [Satisfaction Survey](#)

Data Cubes


- [Employment](#)
- [Accessions](#)
- [Separations](#)
- [Employment Trend](#)
- [Diversity](#)

Welcome!
Please read our [Data Definitions](#) before using FedScope data.
Thank you!



"The Fast, Easy Way to Access Federal HR Data"

U.S. Office of Personnel Management 1900 E Street NW, Washington, DC 20415 | (202) 606-1800 | TTY (202) 606-2532





Finding the Jobs

- What Titles/Jobs?
 - Federal Classification and Job Grading System
 - <http://www.opm.gov/fedclass/>
 - Good for key words too
- What Grade Level?
 - Explained in Position Announcement
 - See GS Scale for salary ranges in local areas



Finding the Jobs—USAJobs

[Search Jobs](#) [My Account](#) [Info Center](#)

Welcome Paul! | [Sign out](#)

USAJOBS
"WORKING FOR AMERICA"

[Search Jobs](#) [Keyword Tips](#)

What: (keywords)

Where: (city, state or zip code)

[Browse Jobs >](#)

[Advanced/International Search >](#)



My Account

Paul Binkley

Current Goal:
Finish dissertation

Last login: 3/9/2010

[Edit Profile](#)

[Resumes](#)

[Job Search Agents](#)

Highlights from USAJOBS

Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? Check out the brand new Students page at <http://www.usajobs.gov/studentjobs/>. From here you can find information on Government-wide hiring programs for students, entry level employment upon graduation, and additional opportunities including apprenticeships, cooperatives, fellowships, grants, internships, and scholarships.

[Saved Jobs](#)

[Saved Documents](#)

[Application Status](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Finding the Jobs—USAJobs

The screenshot displays the USAJobs website interface. At the top, there are navigation links for [Search Jobs](#), [My Account](#), and [Info Center](#). A red box highlights a dropdown menu under 'Search Jobs' with the following options: 'Search jobs - Main Page', 'Browse Jobs', 'Advanced/International Search', 'Jobs in Demand', and 'Most Popular Jobs'. To the right, a search bar is visible with the text 'Search Jobs' and a 'Keyword Tips' link. Below the search bar are input fields for 'What: (keywords)' and 'Where: (city, state or zip code)', along with a search button. Further right, there are links for [Browse Jobs >](#) and [Advanced/International Search >](#). A red banner at the top right says 'Welcome Paul! | [Sign out](#)'. Below the search bar, there is a section titled 'Highlights from USAJOBS' with a text box containing information about a new 'Students' page. Below this, there are three buttons: 'Saved Jobs ▲', 'Saved Documents ▲', and 'Application Status ▲'. On the left side, there is a user profile for 'Paul Binkley' with a 'Current Goal: Finish dissertation' and 'Last login: 3/9/2010'. Below the profile is an 'Edit Profile' button. Further down, there are buttons for 'Resumes ▲' and 'Job Search Agents ▲'. At the bottom, there are links for [Site Map](#), [Contact Us](#), [Help/FAQs](#), [Employers](#), and [Privacy Act and Public Burden Information](#). A footer note states: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'



Finding the Jobs—USAJobs

Most Popular Jobs

Top Occupations in Demand



One of the keys to landing your perfect job is staying up to date on the latest federal hiring trends and we're here to help. This page displays the top 50 Federal occupations with the most postings* in this calendar year and is cumulative through the past calendar month.

*Postings are not equal to Job openings.

Simply click on an occupation title to see if a list of current open job postings.

Tip: Sort data by clicking on the header links below.



Agency



Locations



Jobs



Views

Occupation	Postings
Information Technology Management Specialist	2582
Management and Program Analyst	1617
Administration & Program Staff	1550
Medical Officer	1431
Nurse	1332
Office Clerk / Assistant	942
Contract Specialist	912
Business and Industry Specialist	851
Engineer, General	851
Human Resources Specialist	756
Auditor	706
Financial Administrator	662
Engineer, Civil	638
Engineer, Mechanical	592
Logistics Management Specialist	563
Engineer, Electrical	520
Telecommunications Specialist	467
Educational and Training Program Specialist	454
Biological and Natural Resources	449
Engineering Technician	440
Engineer, Electronics	431



Finding the Jobs—USAJobs

Search Jobs [My Account](#) [Info Center](#) Welcome Paul! | [Sign out](#)

USAJOBS
"WORKING FOR AMERICA"

My Account
Paul Binkley
Current Goal: Finish dissertation
Last login: 5/9/2010

[Edit Profile](#)

Info Center - Main Page
Supplemental Forms
Individuals with Disabilities
Veterans
Students
Senior Executives
Feature
Searchable FAQs

Search Jobs [Keyword Tips](#) ?
What: (keywords) Where: (city, state or zip code) [Browse Jobs >](#) [Advanced/International Search >](#)

Highlights from USAJOBS

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Saved Jobs ▲



Finding the Jobs—USAJobs

BRIEF VIEW DETAILED VIEW

Search Results 1-10 of 10 Page: [1] Page 1 of 1

Closing	Job Summary	Agency	Location	Salary
8/11/2010	Management & Program Analyst	Homeland Security, Customs and Border Protection	US-NY-New York	\$71,674.00+
+ Expand		View Map	Save job More like this	
8/11/2010	Management & Program Analyst	Homeland Security, Customs and Border Protection	US-NY-New York Queens	\$71,674.00+
+ Expand		View Map	Save job More like this	
12/7/2010	Management and Program Analyst	Homeland Security, Customs and Border Protection	US-NY-New York	\$47,448.00+
+ Expand		View Map	Save job More like this	
12/7/2010	Management and Program Analyst	Homeland Security, Customs and Border Protection	US-NY-New York Queens	\$47,448.00+
+ Expand		View Map	Save job More like this	
3/19/2010	Management and Program Analyst	Transportation, Federal Aviation Administration	US-NY-Westbury NY	\$43,052.00+
+ Expand		View Map	Save job More like this	
4/2/2010	Contract Spec/Admin/Neq. Proc Analyst (Supvy/Non/Lead)	General Services Administration	US-NY-New York City	\$50,154.00+

Save this search and email me jobs

Current Search

Only Jobs Open To ALL U.S. Citizens
 ALL Jobs (I'll Determine If I Can Apply) ?

You Added ... ?

program analyst [Remove](#)

new york [Remove](#)

[Clear All And Start New Search](#)

Refine Your Results

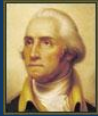
- ▶ Salary
- ▶ Grade
- ▶ Occupations
- ▶ Agencies
- ▶ Posting Date
- ▶ Work Schedule
- ▶ Exclude These

RSS Feed Of This Search ?



Analyze & Decide

- Read through the entire position
 - **.3% read description thoroughly**
- What is your time worth?
 - Pay attention to specific requirements of job
 - Do you have the skills, abilities, education the position demands
 - Do not apply for every position
- 80% Rule



U.S. Citizenship and Immigration Services

Job Title: MANAGEMENT AND PROGRAM ANALYST

Department: Department Of Homeland Security

Agency: Citizenship and Immigration Services

Job Announcement Number: CIS-PJN-361400-VER

SALARY RANGE: \$31,315.00 - \$50,431.00 /year

OPEN PERIOD: Friday, July 02, 2010 to Friday, July 23, 2010

SERIES & GRADE: GS-0343-05/07

POSITION INFORMATION: Full TimeCareer/Career Conditional

PROMOTION POTENTIAL: 09

DUTY LOCATIONS: Many vacancies - LINCOLN, NE

WHO MAY BE CONSIDERED: United States Citizens

JOB SUMMARY:

U.S. Citizenship and Immigration Services secures America's promise as a nation of immigrants by providing accurate and useful information to our customers, granting immigration and citizenship benefits, promoting an awareness and understanding of citizenship, and ensuring the integrity of our immigration system.

*All applicants are now required to submit an OF-306, Declaration for Federal Employment, as part of their application package. For further guidance on this

Go to section of this Job:



[Apply Online](#)

[Print Preview](#)

[Save Job](#)

[Share Job](#)

Agency Information:

US Citizenship and Immigration Services
70 Kimball Ave
S Burlington, VT 05403
USA

Questions about this job:

HR OPERATIONS CENTER-TEAM FOUR
Phone: (802)660-1144
Email: HROCTEAM4@DHS.GOV

Job Announcement Number:

CIS-PJN-361400-VER

Control Number: 1953194



Analyze & Decide: Tips

•Continuous openings

• Screen passengers, vehicles, and shipments entering our country
• Seize illegal narcotics, vehicles, and agricultural products
• Prevent unauthorized entry into the country
• Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, visit our web site, <http://www.cbp.gov/>.

This is an open continuous announcement which will establish an inventory of applicants interested in a career as a **Management & Program Analyst** with U.S. Customs and Border Protection. This applicant inventory will be used to fill vacancies in the following organizational components: Office of the Commissioner; Office of the Chief Counsel; Office of Human Resources Management; Office of International Trade; Office of Internal Affairs; Office of Congressional Affairs; Office of Administration; Office of Information & Technology; Office of Training & Development; Office of International Affairs; Office of Intelligence & Operations Coordination.

Who May Apply: All U.S. Citizens

Relocation Expenses: Relocation expenses **may** be paid.

NOTE: In order to view/and or print the entire announcement, scroll to the bottom of this page and click "Print Preview", then "Print". Instructions on How to Apply and the Required Documents to submit can be found in the printed announcement and by clicking the appropriate tab above.

This position may be filled at the GS-09, GS-11, or GS-12 with a full performance level GS-12. **Applicants must apply for each entry grade for which they are interested.**
CBP: Securing America's Borders

Whether on the frontlines or serving behind the scenes supporting our mission, the men and women of CBP are dedicated to keeping America safe. CBP counts on them. Our Nation counts on them. Can we count on you?

KEY REQUIREMENTS:

- U.S. Citizenship
- Background Security Investigation
- Residency in the U.S. for the last 3 years (see explanation)

Duties [Back to top](#)

Additional Duty Location Info:

Go to section of this Job:

[Apply Online](#) ▶

[Print Preview](#) ▶

[Save Job](#) ▶

[Share Job](#) ▶

Agency Information:
Indianapolis Hiring Center
6650 Telecom Drive
Suite 100
Indianapolis, IN 46278

Questions about this job:
Indianapolis Hiring Center
Phone: (877)290-1810
Email: CustomerResponse@cbp.dhs.gov

Job Announcement Number:
IHC-287683-OCA-DE
Control Number: 1720151



Analyze & Decide: Tips

- Applying more than once to a position

The screenshot shows a web browser window displaying a job listing on the USAJOBS website. The browser tabs include Gmail, Google Calendar, and USAJOBS - Search Jobs. The address bar shows the URL: <http://jobview.usajobs.gov/GetJob.aspx?JobID=850125428&JobTitle=Management+and+Program+Analyst&q=prc>. The job listing is for a Management & Program Analyst position with U.S. Customs and Border Protection. The listing includes a list of duties, a description of the position, who may apply, relocation expenses, and key requirements. A red box highlights a specific instruction: "This position may be filled at the GS-09, GS-11, or GS-12 with a full performance level GS-12. Applicants must apply for each entry grade for which they are interested. CBP: Securing America's Borders". The listing also includes agency information, questions about the job, and a job announcement number.

• Screen passengers, vehicles, and shipments entering our country
• Seize illegal narcotics, vehicles, and agricultural products
• Prevent unauthorized entry into the country
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Duties [Back to top](#)

Additional Duty Location Info:

Go to section of this Job:

- [Apply Online](#)
- [Print Preview](#)
- [Save Job](#)
- [Share Job](#)

Agency Information:
Indianapolis Hiring Center
6650 Telecom Drive
Suite 100
Indianapolis, IN 46278

Questions about this job:
Indianapolis Hiring Center
Phone: (877)290-1810
Email: CustomerResponse@cbp.dhs.gov

Job Announcement Number:
IHC-287683-OCA-DE
Control Number: 1720151



Analyze & Decide

Questionnaire 80% Rule

Department of Education position

23 “All Grade Questions” specific to position, including:

1. Prepares budget and financial reports containing statistical data.
2. **Monitors the use and rate of expenditure of budgeted funds.**
3. **Accesses automated financial systems to review financial activities of a program or unit.**
7. **Develops plans for expenditure of program or S&E funds.**
11. **Develops cost-benefit analysis of proposed budgetary and program actions.**



Applying: Federal Resumes

- Same as Applying to Non-Federal Positions
- “Outline” or “Modified Chronological” type
- KEY WORDS, KEY WORDS, KEY WORDS
 - Include as much information that is relevant
 - Make the information easy to find
- Importance of dates
- Achievements/Accomplishments
- Use your online USAJobs resume as a guide for structure/layout



Applying: Federal Resumes

- Also Includes:
- Social Security Number
- Previous Supervisor
- Contact Supervisor?
- Salary
- Objective/Job Number

Candidate Information [?](#)

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more.](#)

* Name Your Resume	<input type="text"/>	What is this?
* First Name	<input type="text" value="Abraham"/>	
Middle Name	<input type="text"/>	
* Last Name	<input type="text" value="Lincoln"/>	
* Social Security Number	***-**-9999	Edit Social Security Number
* Home Address	<input type="text" value="111 Partnership Street"/>	
Home Address 2	<input type="text"/>	
* City/Town	<input type="text" value="Washington"/>	
* State/Province	<input type="text" value="District of Columbia"/>	
* Postal/ZIP Code	<input type="text" value="20003"/>	
* Country	<input type="text" value="US"/>	
* Email	<input type="text" value="bgolson@ourpublicservice.org"/>	
* Day Phone	<input type="text" value="2025274877"/>	
	<input type="text" value="--- Select ---"/>	
	<input type="text" value="--- Select ---"/>	
* Are you a U.S. Citizen?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
* Do you claim veterans' preference?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Does this apply to me?

Selective Service

Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

Sample resume



Abraham Lincoln

1111 President Drive/ Washington, DC 20005
Evening Phone: 202 200 2222/ Email: alincolln@pastpresidents.com

Country of citizenship: United States of America
Veterans' Preference: No
Highest Grade: GS-02-?, 06/2003-08/2003
Contact Current Employer: Yes

AVAILABILITY

Job Type: Permanent
Temporary Promotion
Federal Career Intern

Work Schedule: Full Time

DESIRED LOCATIONS

US-DC-Washington/Metro

US-VA-Northern

WORK EXPERIENCE

Virginia Cooperative Extension 9 / 2006 - 4 / 2007
Fairfax, VA US Salary: 20 USD Per Hour
Hours per week: 40

Program Coordinator

- Oversee three mentoring programs in limited resource communities
- Recruit, train, and manage 25 adult mentors and 30 youth
- Develop marketing and training materials for use in FMP programs and other county mentoring initiatives
- Write and manage program grants, hire outside contractors for grant implementation
- Communicate in Spanish with program participants and their families (Contact Supervisor: Yes, Supervisor's Name: Clyde Jackson, Supervisor's Phone: 703-324-5368)

U.S. Consulate (Department of State) 6 / 2005 - 8 / 2005
Milan, Lombardy Italy Grade Level: NA
Hours per week: 45

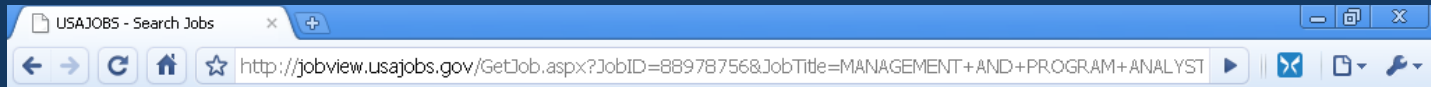
Political and Economic Section Intern , NA

- Researched and wrote regional economic and political briefs for US Ambassador's Milan consulate district visits



Applying: Outline Format

Management and Program Analyst position, U.S. Department of Homeland Security

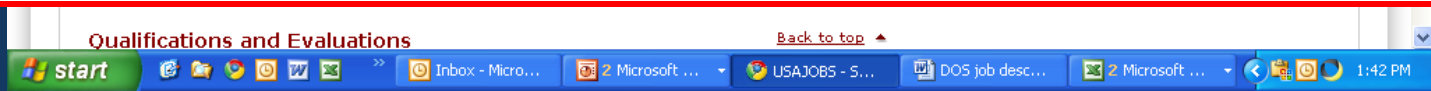


impacting organizational activity. These may include:

- Budget methodology and control.
- Statistical research and performance measurement.
- Information systems.
- Management techniques and theories.
- Organization structure.
- Planning and control systems.
- Planning and/or conducting special studies.

You will:

- Implement, coordinate, and/or oversee a variety of management programs impacting the organization's activities.
- Develop and/or evaluate policies in assigned areas of responsibility.
- Provide technical assistance and support to management in a variety of matters relating to planning activities.
- Develop, implement, and/or monitor management information systems.
- Prepare and/or provide briefings and presentations on analytical findings and recommendations.
- Develop new and/or recommend changes to existing issuances and directives.
- Assist in representing the organization at meetings and conferences.



As
ma
imp

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3



Applying: Outline Format

MARGARET CHAPLIN
2980 Thunder Hill Road • Columbia, MD 55555
555.555.5555 • mchaplin@aol.com

EXPERIENCE

11/20xx-Present. 55 hours per week. WAREHOUSE SUPERVISOR. Salary: \$58K. Beverage

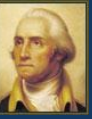
Key Accomplishments

PRODUCTIVITY: Boosted productivity from 110 to 178 cases per hour, in 90 days, through implementation of a targeted training program.

FINANCIAL SAVINGS: Slashed overtime by 51% through efficient training reforms, resulting in the decrease of average monthly overtime from 37% to 18.8%.

QA/QC inspections.

PROPERTY ACCOUNTING: ~~Oversee and control property accounting procedures involving Requisitions, Stock Records, Storage, Distribution, Audits, Supply Locator System, Supply Safety and Security Operations, POL, and Authorized Stockage List. Evaluate programs, constantly analyze data and systems, identify and report trends, and recommend specific courses of action to resolve logistical supply or technical problems. Monitor stock record control and render technical advice to management and subordinates in resolving materials management problems.~~



Applying: After Submission

- Questionnaires
 - May include short answers to back up self-assessment of skills
- KSAs: Knowledge, Skills, and Abilities



Applying: Questionnaires

14. Examines financial procedures, documents, and reports for completeness, validity, and quality.

- I have not had education, training or experience in performing this task.
- I have had education or training in performing this task, but have not yet performed it on the job.
- I have performed this task on the job, with close supervision from supervisor or senior employee.
- I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee.
- This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and/or others have consulted me as an expert for assistance in performing this task.

15. Applies Federal budget and appropriations processes, laws, regulations, policies and procedures governing an agency`s salaries and expenses budget formulation and execution activities.

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Applying: What is a KSA?

HOW YOU WILL BE EVALUATED:

What Knowledge, Skills and Abilities are Required for this Position?

[Top](#) ▲

The following Knowledge, Skills and Abilities (KSA's) are required for this position:

GS-07:

- Ability to communicate orally.
- Ability to communicate in writing.
- Ability to work with data on a computer.
- Ability to organize the work flow of clerical and administrative support functions.

Specifically address each KSA in your application, providing examples of how your experience prepares you for this role

To preview questions please [click here](#).

[← Back to Search Results](#)

[Overview](#) | [Duties](#) | [Qualifications and Evaluation](#) | [Benefits and other Information](#) | [How to Apply](#)



Applying: Writing KSAs

Context

Describe the specific problem you had to address. What did you have to solve, resolve, respond to, handle, etc.?

Challenges

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 %, #s, grades. What was the difference you made — highlight THE BEST.



Applying: KSA Summary Tips

- Address key words/phrases mentioned in the position description
- Tie personal experiences to each KSA
- Use illustrative examples
- Focus on outcomes to which you directly contributed
- Use plain language, without acronyms
- Review answers to ensure they are succinct, easy to read and grammatically correct
- Save for other applications

What happens after application is submitted?



- Rating on 100 point scale (Veteran's preference)
- Candidates split into three categories:
 - Best Qualified
 - Well Qualified
 - Qualified
- Applications forwarded to hiring manager for next steps—interviews (BQs not always forwarded)
- Hiring managers can offer to any one in top category, but veterans are moved to the top of any category



Related Websites

- www.USAJobs.gov
- www.avuecentral.com
- www.resume-place.com
- www.opm.gov/oca/10tables
- www.opm.gov/fedclass
- www.makingthedifference.org
- www.fedscope.opm.gov
- http://www.usa.gov/Agencies/Federal/All_Agencies/index.shtml
- www.bestplacestowork.org
- www.wherethejobsare.org
- www.americajob.com
- www.fedjobs.com
- www.fedworld.gov
- www.govloop.com
- <http://members.cox.net/govdocs/govspeak.html>



Shameless Plugs

□ GovLoop Rock Your Resume



□ Student's Federal Career Guide, 2nd Ed

