

HAVE YOU CONSIDERED FEDERAL EMPLOYMENT?

There are many federal employment opportunities available. It is important to prepare yourself as a top candidate. Below are tips and resources for you to investigate.

Getting Started:

- ✓ Research the many different job opportunities available
- ✓ Find relevant jobs for which you qualify (**Note:** a security clearance may be required but not something required prior to applying)
- ✓ Create a detailed résumé with keywords matching those under **specialized experience and under duties** of job announcement(s)
- ✓ Apply online by submitting your federal résumé and other required documentation (unofficial transcripts are acceptable)
- ✓ Check application status regularly and Be Patient!

Resources:

- ✓ Contact your personal network (Family, Friends, Professors, Alumni)
- ✓ [GoGovernment.org](https://www.gogovernment.org)
- ✓ [USAJobs.gov](https://www.usajobs.gov)
- ✓ LinkedIn: [linkedin.com/jobs/government-jobs](https://www.linkedin.com/jobs/government-jobs)
- ✓ [USA.gov](https://www.usa.gov)
- ✓ A-Z Index of Agencies Departments & Agencies: <http://www.usa.gov/directory/federal/index.shtml>
- ✓ Attend session offered by the UTEP Career Center: [“Working for the Federal Government”](#)






Pay scale:

- ✓ [2023 General Schedule \(GS\) Pay Scale](https://shorturl.at/tuUV2) (<https://shorturl.at/tuUV2>)
- ✓ [2011 – 2023 GS Pay Scale Comparison](https://shorturl.at/jryGJ) (<https://shorturl.at/jryGJ>)

Grade	Qualifying Education
GS-5	4 academic years above high school leading to 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 experience)
GS-11	Doctoral degree (or equivalent experience)

Federal Résumé Tips:

- ✓ Is 3 to 5 pages in length
- ✓ Includes accomplishments
- ✓ Lists employment in reverse chronological order
- ✓ Matches the job announcement
- ✓ Includes ALL required information
- ✓ Has volunteer, military, industry, and/or academic experiences listed

Program Name	Who is Eligible	Description	More Info & links
<p>Internship Program</p> 	<p>Current students enrolled in institutions from high school to graduate level</p>	<ul style="list-style-type: none"> • Paid opportunities to work in agencies and explore federal careers while still in school • Part-time or full-time • Agencies may hire interns on a temporary basis for up to one year for an initial period, or for an indefinite period, to complete the educational requirement • Related to the intern's academic career goals or field of study 	<ul style="list-style-type: none"> • Primarily administered by each hiring agency • Interns may be converted to a permanent position (or, in some limited circumstances, to a term position lasting 1-4 years) within 120 days of successful completion of their academic program • Eligible for conversion to a permanent position after 640 hours of work (320 hours may be waived for high GPA & job performance) and degree completion <p>http://www.opm.gov/HiringReform/Pathways/program/interns/</p> <p>https://intern.usajobs.gov/</p>
<p>Recent Graduates Program</p> 	<p>Individuals who have recently graduated and seek a dynamic career development program with training and mentorship</p>	<ul style="list-style-type: none"> • Paid opportunity • Apply within 2 years of graduation (veterans, 6 years in case of military service obligation) • 1 year program • Requires national background check (NAC) 	<ul style="list-style-type: none"> • Primarily administered by each hiring agency • May be converted to a permanent position after successful completion of at least 1 year of continuous service, in addition to all requirements of the program <p>http://www.opm.gov/HiringReform/Pathways/program/graduates/</p>
<p>Presidential Management Fellowship (PMF) Program</p> 	<p>Individuals who, within the past two years, have completed a qualifying advanced degree (e.g., master's or professional degree)</p>	<ul style="list-style-type: none"> • Salary and benefits • 2-year excepted service position • Rigorous assessment process • Requires Interim Security Clearance 	<ul style="list-style-type: none"> • Administered by the PMF Program Office within OPM • Potential for accelerated promotions <p>http://www.opm.gov/HiringReform/Pathways/program/fellow/</p>