

# 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. A security clearance may be required
- ✓ Create a detailed résumé with keywords matching those on the job description(s)
- ✓ Apply online. Submit your résumé and other documentation required
- ✓ Check back regularly for application status and be patient






## Resources:

- ✓ Contact your personal network (Family, Friends, Professors, Alumni)
- ✓ [GoGovernment.org](http://GoGovernment.org)
- ✓ [USAJobs.gov](http://USAJobs.gov)
- ✓ LinkedIn: [linkedin.com/jobs/government-jobs](https://www.linkedin.com/jobs/government-jobs)
- ✓ [USA.gov](http://USA.gov)
- ✓ A-Z Index of Agencies Departments & Agencies: <http://www.usa.gov/directory/federal/index.shtml>

**Pay scale:** General Schedule (GS): [rebrand.ly/GSpay2020](http://rebrand.ly/GSpay2020)



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"><li>• Class standing (upper third of class)</li><li>• 3.0 or higher GPA; 3.5 or higher GPA in major</li><li>• Honor society membership</li></ul>
GS-9	Master's degree (or equivalent experience)
GS-11	Doctoral degree (or equivalent experience)

Program Name	Who is Eligible	Description	More Info & links	Where to Search
<p><b>Internship Program</b></p> 	<p>Current students enrolled in institutions from high school to graduate level</p>	<ul style="list-style-type: none"> <li>• Paid opportunities to work in agencies and explore federal careers while still in school</li> <li>• Part-time or full-time</li> <li>• 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</li> <li>• Related to the intern's academic career goals or field of study</li> </ul>	<ul style="list-style-type: none"> <li>• Primarily administered by each hiring agency</li> <li>• 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</li> <li>• Eligible for conversion to a permanent position after 640 hours of work (320 hours may be waived for high GPA &amp; job performance) and degree completion</li> </ul> <p><a href="http://www.opm.gov/HiringReform/Pathways/program/interns/">http://www.opm.gov/HiringReform/Pathways/program/interns/</a></p>	<p>Please check agency websites</p> <p>A-Z Index of U.S. Government Departments and Agencies:</p>
<p><b>Recent Graduates Program</b></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"> <li>• Paid opportunity</li> <li>• Apply within 2 years of graduation (veterans, 6 years in case of military service obligation)</li> <li>• 1 year program</li> <li>• Require national background check (NAC)</li> </ul>	<ul style="list-style-type: none"> <li>• Primarily administered by each hiring agency</li> <li>• 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</li> </ul> <p><a href="http://www.opm.gov/HiringReform/Pathways/program/graduates/">http://www.opm.gov/HiringReform/Pathways/program/graduates/</a></p>	<p><a href="http://www.usa.gov/directory/federal/index.shtml">http://www.usa.gov/directory/federal/index.shtml</a></p>
<p><b>Presidential Management Fellowship (PMF) Program</b></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"> <li>• Salary and benefits</li> <li>• 2-year excepted service position</li> <li>• Rigorous assessment process</li> <li>• Require Interim Security Clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Administered by the <a href="#">PMF Program Office</a> within <a href="#">OPM</a></li> <li>• Potential for accelerated promotions</li> </ul> <p><a href="http://www.opm.gov/HiringReform/Pathways/program/fellows/">http://www.opm.gov/HiringReform/Pathways/program/fellows/</a></p>	