

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 know that 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
- ✓ USAJobs.gov
- ✓ LinkedIn: [linkedin.com/jobs/government-jobs](https://www.linkedin.com/jobs/government-jobs)
- ✓ 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: General Schedule (GS): 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">• 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)

Program Name	Who is Eligible	Description	More Info & links	Where to Search
Internship Program 	Current students enrolled in institutions from high school to graduate level	<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>	Please check agency websites A-Z Index of U.S. Government Departments and Agencies: http://www.usa.gov/directory/federal/index.shtml
Recent Graduates Program 	Individuals who have recently graduated and seek a dynamic career development program with training and mentorship	<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>	
Presidential Management Fellowship (PMF) Program 	Individuals who, within the past two years, have completed a qualifying advanced degree (e.g., master's or professional degree)	<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>	