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
- USA.gov
- Attend session offered by the UTEP Career Center: “Working for the Federal Government”

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Qualifying Education</th>
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<tbody>
<tr>
<td>GS-5</td>
<td>4 academic years above high school leading to a bachelor’s degree</td>
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| GS-7  | Bachelor’s degree with one of the following:  
|       | • Class standing (upper third of class)  
|       | • 3.0 or higher GPA; 3.5 or higher GPA in major  
<p>|       | • Honor society membership |
| GS-9  | Master’s degree (or equivalent experience) |
| GS-11 | Doctoral degree (or equivalent experience) |</p>
<table>
<thead>
<tr>
<th>Program Name</th>
<th>Who is Eligible</th>
<th>Description</th>
<th>More Info &amp; links</th>
<th>Where to Search</th>
</tr>
</thead>
</table>
| **Internship Program**           | Current students enrolled in institutions from high school to graduate level     | • 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 | • 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 | Please check agency websites  
| **Recent Graduates Program**     | Individuals who have recently graduated and seek a dynamic career development program with training and mentorship | • 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) | • 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 | [http://www.opm.gov/HiringReform/Pathways/program/interns/](http://www.opm.gov/HiringReform/Pathways/program/interns/)  
[http://www.opm.gov/HiringReform/Pathways/program/graduates/](http://www.opm.gov/HiringReform/Pathways/program/graduates/) |
| **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) | • Salary and benefits  
• 2-year excepted service position  
• Rigorous assessment process  
• Requires Interim Security Clearance | • Administered by the PMF Program Office within OPM  
• Potential for accelerated promotions | [http://www.opm.gov/HiringReform/Pathways/program/fellow/](http://www.opm.gov/HiringReform/Pathways/program/fellow/) |