**MODULE 6**

# *Federal Employment*

# *Introduction to the Federal Employment System*

The United States Government is the largest employer in America.

- Employs more than 2,704,000 Workers
- Hires Average of 305,452 New Employees each Year

# Step One:
## Conducting a Federal Job Search

Locate Federal Job Announcements

- Internet

- Publications

- Area Resources

# Locate Federal Job Announcements

## Internet

- USAJobs  <http://www.usajobs.opm.gov>

- Department of the Navy, Civilian Human Resources <http://www.donhr.navy.mil/>

- Army Civilian Personnel Online  <http://cpol.army.mil/>

- Air Force Civilian Employment <https://www.afpc.randolph.af.mil/resweb/>

- Marine Corps Civilian Human Resources <http://www.chro.usmc.mil/newemployment.htm>

- US Coast Guard <http://www.uscg.mil/hq/cgpc/cpm/jobs/vacancy.htm>

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# Locate Federal Job Announcements

## Publications

- Navy Times/Marine Corps Times/ Army Times/Air Force Times

- Federal Times

- Federal Career Opportunities

# *Locate Federal Job Announcements*

## Area Resources

- State Employment Commission

- Fleet and Family Support Center/Army Community Service/Air Force Family Support Center/Marine Corps Community Service Center

- Local Government Human Resource Office

# Step One:
## Conducting a Job Search

## Agencies

- Competitive – OPM Screens and Hires

- Excepted – Each Agency Performs its own Human Resources Functions

# Filling Vacancies

- External Recruitment

- Merit Staffing

- Veterans Hire

# Step Two: *Understand Job Vacancy Announcements*

## Key Elements

- Announcement Number
- Opening and Closing Dates
- Position and Job Title
- Pay Plan
- Series

- Grade Level
- Salary Range
- Location
- Position Status
- Duties/Job Description

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# *Understand Job Vacancy Announcements*

## Who May Apply

- All US Citizens

- Current or Former Federal Employees with Career or Career Conditional Status

- Spouses of Relocating Military Member

- Employees Serving Under Veterans Appointments

# Understand Job Vacancy Announcements

## Qualification Requirements

- Degree

- Certification

- OJT

- Exam

# Understand Job Vacancy Announcements

## How to Apply

- SF-171

- OF-612

- Electronic Resumes

- Hard Copy Resumes

# Understand Job Vacancy Announcements

## Additional Forms

- OPM Form 1203

- KSAs

- College Transcripts

- DD 214

- SF 50

- Others

# Step Three:
## Analyze Vacancy Announcements

- Core Competencies

- Key Words

# Step Four:
## *Write Your Federal Resume*

- Gather Information

- Review Sample Federal Resumes

- Write Work Experience

# *Write Your Federal Resume*

## Gather the Following:

- Paid and Unpaid Experience Information
- Civilian Resume
- Previous Completed SF-171/OF-612
- Job Descriptions

- Awards
- References
- Licenses
- Certificates
- Clearances

# *Step Five: Submit Application*

## Methods:

- Email

- Website

- Mail

- Telephone

# *Submit Application*

## Questions to Ask Before Submitting Your Application

- Did I provide an adequate amount of information on my background and skills?

- Did I include keywords and core competencies in my work experience?

- Did I give enough detail on my knowledge, skills and abilities for the hiring manager to see me in the job?

- Was the instrument or form I applied with the appropriate form for the agency?

- Did I send the application in the fashion requested by the agency?

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# *Review*

- Can you explain the application process?

- What are at least 3 resources to locate federal job vacancy announcements?

- Can you describe classification of federal positions?

- Can you name at least 3 forms used to apply for federal employment?