GOVERNMENT JOBS- Tip Sheet

There are three areas of government employment: federal, state, and local.

FEDERAL GOVERNMENT

● WHAT KINDS OF CAREER OPPORTUNITIES ARE AVAILABLE?

The federal government hires employees for a wide variety of positions. The following website is designed to be your guide as you consider, apply for, and secure federal employment. The site will help you research federal agencies and government careers as well as provide practical tips for completing your application.

Go Government: www.gogovernment.org　　　　Follow on Twitter: #gogov

How to Find a Federal Job
- Most service agencies use www.USAJOBS.gov to post their job openings. For more specific information, contact the agency about the position, grade, qualifications and evaluation process.
- When using USAJOBS.gov, click on the tab "Search Jobs."
- From this page, you can search by "Location," "Job Category," "Salary Range," "Pay Grade," and/or "Keyword."
- Some agencies post jobs directly on their agency website and not through USAJobs.gov. If interested in working for a specific agency or department, check their home page for opportunities.

The site also provides the following career information and programs for students, recent graduates, veterans, and persons with disabilities:

Students/Recent Graduates:	Veterans:	Individuals with Disabilities:
Pathways Program	Veterans Recruitment	Workforce Recruitment Program
Presidential Fellows	Veterans Special Hiring Authority	Schedule A Hiring Authority

Departments and Agencies
There are over 400 departments and agencies in the U.S. government. For a complete listing, with website links, please refer to the following site: www.usa.gov/directory/federal/index.shtml.

General Schedule (GS) Grading Scale
- Each grade has 10 steps.
- Each step is a raise in salary.

GS-5:　entry level- bachelor's degree OR four academic years above high school towards a bachelor's degree

GS-7:　entry level- bachelor's degree including either a class standing (upper third of class) or 3.0 GPA or higher (3.5 GPA in major) or honor society membership

GS-9:　master's degree (or equivalent)

GS-11:　doctorate

Federal Occupational Groups

GS-0000	Miscellaneous Occupations	GS-1100	Business and Industry Group
GS-0100	Social Science, Psychology, and Welfare	GS-1200	Copyright, Patent, and Trademark Group
GS-0200	Human Resources Management and Industrial Relations	GS-1300	Physical Sciences Group
		GS-1400	Library and Archives Group
GS-0300	General Admin., Clerical, Office Services	GS-1500	Mathematics and Statistics Group
GS-0400	Natural Resources Management/Biological Sciences Group	GS-1600	Equipment, Facilities, and Services Group
		GS-1700	Education Group
GS-0500	Accounting and Budget	GS-1800	Investigation Group
GS-0600	Medical, Hospital, Dental, and Public Health	GS-1900	Quality Assurance, Inspection, and Grading Group
GS-0700	Veterinary Medical Science	GS-2000	Supply Group
GS-0800	Engineering and Architecture	GS-2100	Transportation Group
GS-0900	General Legal and Kindred Admin. Series	GS-2200	Information Technology Group
GS-1000	Information and Arts Group		

● STUDENT OPPORTUNITIES WITH THE FEDERAL GOVERNMENT

PATHWAYS: For Students and Recent Graduates for Federal Careers

INTERNSHIP PROGRAM- The Internship Program replaced the former Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP).
ELIGIBILITY:
- This program is for current students enrolled in a wide variety of educational institutions from high school to graduate level, with paid opportunities to work in agencies and explore federal careers while still in school.

PROGRAM ADMINISTRATION:
- The Internship Program is primarily administered by each hiring agency.
- 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.
- Interns may work either part-time or full-time.
- Each agency must sign a Participant Agreement with the intern that sets forth the expectations for the internship.
- The intern's job will be related to the intern's academic career goals or field of study.
- Agencies have to provide the Office of Personnel Management (OPM) with information regarding their internship opportunities and post information publicly on www.usajobs.gov/studentsandgrads about how to apply for specific positions.

RECENT GRADUATES PROGRAM- The program targets applicants who have recently graduated from qualifying educational institutions or programs.
ELIGIBILITY:
- Recent graduates who have completed, within the previous two years, a qualifying associate's, bachelor's, master's, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
- Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.
- Some positions do require one year of specialized experience.

PROGRAM ADMINISTRATION:
- The Recent Graduates Program is administered primarily by each hiring agency.
- Each agency must sign a Participant Agreement with the recent graduate that sets forth the expectations for the program.
- Agencies have to provide OPM with information regarding their opportunities and post information publicly on www.usajobs.gov/studentsandgrads about how to apply for specific positions.

PRESIDENTIAL MANAGEMENT FELLOWS (PMF) PROGRAM- This program is a flagship leadership development program at the entry-level for advanced degree candidates.
ELIGIBILITY:
- Individuals who have completed, within the past two years, a qualifying advanced degree (e.g., master's or professional degree).
- An individual may apply for the PMF Program more than once as long as he or she meets the eligibility criteria. However, if an individual becomes a finalist and subsequently applies for the PMF Program during the next open announcement, the individual will forfeit his or her status as a finalist.

PROGRAM ADMINISTRATION:
- The PMF Program is centrally administered by the PMF Program Office within OPM (Office of Personnel Management).
- OPM announces the opportunity to apply for the PMF Program (usually in the late summer or early fall).
- Applicants go through a rigorous assessment process to determine finalists.
- OPM selects finalists based on an evaluation of each candidate's experience and accomplishments according to his or her application and results of the assessments.
- OPM publishes and provides agencies with the list of finalists.
- Agencies provide OPM with information about their PMF opportunities and can post PMF appointment opportunities for those who are finalists on the www.pmf.gov website year-round. Also, a job fair is typically held for finalists each year.
- Finalists who obtain an appointment as a PMF serve in a two-year excepted service position.

● VETERAN OPPORTUNITIES WITH THE FEDERAL GOVERNMENT

VETERAN PREFERENCE/SPECIAL HIRING AUTHORITY: Veterans can qualify for a 5 to 10 point preference for positions on USAJobs.gov. Information about Veteran Preference can be found in the Veteran Services Vet Guide at www.opm.gov/policy-data-oversight/veterans-employment-initiative/vet-guide. In addition, many government agencies have been given special authority to hire only veterans for specific positions.

● GOVERNMENT OPPORTUNITIES FOR INDIVIDUALS WITH DISABILITIES

WORKFORCE RECRUITMENT PROGRAM: The Workforce Recruitment Program (WRP) is a recruitment and referral program that connects federal sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs. The U.S. Department of Labor's Office of Disability Employment Policy (ODEP) and the U.S. Department of Defense's Office of Diversity Management & Equal Opportunity (ODMEO) manage the program, which continues to be successful with the participation of many other federal agencies and sub-agencies. Information about WRP can be found at https://wrp.gov or by contacting Sheila Broman or David Munn in RMU's Career and Professional Development Center (CPDC).

SCHEDULE A HIRING AUTHORITY: Government agencies use a special authority (Schedule A) to hire persons with disabilities without requiring them to compete for the job. The Schedule A letter, which is completed by a qualified provider who attests to the applicant's disability, must be submitted prior to the applicant accepting a position. Information about the Schedule A letter can be found at www.usajobs.gov or www.wrp.gov.

● HOW TO APPLY FOR A GOVERNMENT POSITION

10 Steps (Adapted from 10 Steps to a Federal Job- Third Edition, available in the CPDC Library)
1. **Focus your Federal Job Search**
   - Find out which agencies, job titles, and grade levels are best suited for you.
2. **Networking Success**
   - Who you know is important in finding out which agencies are hiring and if you want to work for them.
3. **Target Your Top Accomplishments**
   - Hiring supervisors will be looking for accomplishments that demonstrate your skills and performance levels.
4. **Find the Perfect Job Announcement**
   - Research vacancy announcements from a variety of sites such as USAJobs and DONHR (Navy).
5. **Identify Your Keywords**
   - On your resume, include keywords from the Duties, Qualifications, and Specialized Experience sections.
6. **Master the Federal Resume**
   - Unlike resumes for other sectors, an acceptable government resume is often greater than one page.
   - OPM recommends applicants use the Resume Builder on USAjobs.gov
7. **Conquer the KSA's in the Resume and the Questionnaire**
   - The rated and ranked KSA's are not used as often as in previous years, but various "how to apply" instructions may still list KSA's that should be covered in the resume. KSA's are also incorporated in the Yes-No and Multiple Choice questions on the Assessment Questionnaires.
8. **Apply for Jobs**
   - Carefully read the "how to apply" instructions, which could be different for each announcement. Get ready to copy and paste your resume into builders, answer questions, write short essays, and fax or upload your documents.
9. **Make Sure to Follow Through**
   - Don't just send in your application and forget it; you have to manage your federal career search campaign. Call the personnel office to find out critical information for improving your future applications. Find out how to get your application score.
10. **Interviewing 101**
    - Get tips to improve your chances with different types of interviews. Tell stories about your accomplishments and leadership skills. Be personable and passionate about the job.

What is a KSA?
- KSA stands for "Knowledge, Skills, and Abilities."
- KSA's help to determine if one's qualifications (experience and education) will match the requirements for the position.
- They are narrative descriptions of experiences and/or training that show the knowledge, skill, or ability of the applicant. KSA's are typically one-half page to one page in length.

How to Write a KSA using the Context-Challenge-Action-Results Formula
- Context (why you did it): Explain the factors contributing to the challenge you faced and the surrounding environment and circumstances.
- Challenge (problems you faced): State the specific problems you had to address.
- Action (what you did and how you did it): Describe the specific steps you took to solve the problem, meet the goal, etc.
- Results (what you accomplished): Show the outcome of your actions and the difference you made.

Current Use of KSA's
- KSA's are currently not required as a separate section of the resume, but should be included in the resume under the job duties and responsibilities.

STATE GOVERNMENT

There are two classifications of state jobs, non-civil service and civil service, which are filled through the Employment PA website.

● HOW TO APPLY FOR NON-CIVIL SERVICE JOBS

- Apply online at www.employment.pa.gov.
- Use the search criteria screen to find opportunities that interest you. When you find one, click on the position title and carefully read the description, qualification requirements and all other information. If you think it's a good fit, click on "Apply" from within the posting to submit an application.
- When you click "Apply," you will have the choice of creating a new account or, if you're a returning user, providing your user name and password to access your existing information.
- If this is the first time you're applying and you opt to create a new account, you will be directed to a "Government Jobs" screen. "Government Jobs" is the database that powers this system; despite the change in graphics, you are still using the Commonwealth of Pennsylvania's non-civil service jobs system.

● HOW TO APPLY FOR CIVIL SERVICE JOBS

- Refer to www.scsc.pa.gov.
- Click on Job Seekers, and then select "Open Career Opportunities." This listing is updated daily and includes test announcements of jobs that are open for application and deadline dates for submitting an application.
- Read the test announcements thoroughly. Be sure that you meet the minimum requirements for each job. If you do not meet all minimum requirements, your test results will not be counted.
- Complete a civil service application for employment for each test announcement for which you are interested. The test announcement may specify what other documents to submit with the application (e.g. college transcripts, application supplements, etc.).
- When completing your application, please make sure you apply for all job titles for which you want to be tested. You will NOT be permitted to add job titles after you test.
- The Commission offers reasonable testing accommodations for persons with disabilities. It is your responsibility to inform the Commission of your needs prior to the test date. This information will be kept confidential. A Justification for Testing Accommodation form must be completed and on file before testing accommodations are granted.
- After applying online for some job titles, you will be automatically directed to select a date, time, and location to take your civil service test. For other job titles, you will be notified when you can select a date, time, and location for testing. If you complete a paper application, you will be notified by letter of your scheduled date, time, and location for testing. If the test consists of a rating of your training and experience, your test score will be based on the information you provide on your application and supplement, if required.
- The Commission will send you the results of your examination or rating. If you meet the minimum requirements and pass the test, your name is placed on the list of eligible candidates (eligible list) for that job title according to your score. Positions in the merit system are filled from this pool of eligible candidates.
- When a job vacancy occurs, the hiring agency requests an eligible list from which to interview for that job title. Hiring is normally done from the highest ranking candidates on an eligible list. If you are ranked high enough on the eligible list, you will be contacted for a job interview.
- If you are interviewed and not selected for the position, your name will remain on the eligible list to be considered for future vacancies for a specified period of time. Your standing on the eligible list may change as more persons are tested and added, and as appointments are made. If you are selected for the position, the agency will notify you and establish a start date.

LOCAL GOVERNMENT

● HOW TO APPLY FOR JOBS IN LOCAL GOVERNMENT

Typically each state has at least two separate tiers of local government: counties and municipalities. Some states have their counties divided into townships. There are also several different types of municipal government. Typical examples include the city, town, borough, and village. In addition, there are also often local or regional special districts that exist for specific purposes, such as to provide fire protection, sewer service, transit service or to manage water resources. In many states, school districts manage the schools, and, under state law, qualify as separate governments.

Hiring procedures vary greatly among local government entities. The websites listed at the end of this tip sheet under "Online Resources- State & Local" may be helpful in locating opportunities. As with state and federal government employment, be sure to carefully read and follow the instructions listed in each job announcement.

RESURCES

● **CAREER INFORMATION RESOURCES**

Vault is a comprehensive career resource that includes industry and profession overviews; rankings and profiles for employers and internship programs; a job and internship database; career articles, blogs and videos; sample resumes, cover letters and interview questions, and over 100 career guides. A selection of the Vault Guides is listed below.

CAREER LAUNCHER:	**VAULT GUIDE TO:**	**VAULT CAREER GUIDE TO:**
Law Enforcement And Public Safety	Government Agency Careers	U.S. Military Careers
	Government Jobs	
	Public Safety Jobs	

Note: Refer to the CPDC website for a link to Vault as well as the CPDC Tip Sheets and Handshake job postings.

● **ONLINE RESOURCES**

Federal

A-Z Index of U.S. Government Departments and Agencies	www.usa.gov/directory/federal/index.shtml
Department of Labor: Occupational Outlook Handbook	www.bls.gov/ooh/home.htm
Department of the Navy Civilian Human Resources	www.secnav.navy.mil/donhr
Federal Government Jobs	federaljobs.net/applyfor.htm
Go Government	www.gogovernment.org
Job Hunters Checklist	federaljobs.net/check.htm
Partnership for Public Service – Call to Serve	www.ourpublicservice.org
Student Jobs (Pathways Program)	www.usajobs.gov/studentsandgrads
USAJobs (Office of Personnel Management)	www.usajobs.gov
Workforce Recruitment Program for College Students with Disabilities	www.wrp.gov

State

PA CareerLink	www.pacareerlink.state.pa.us
PA Civil Service Commission	www.scsc.state.pa.us
PA Employment	www.employment.pa.gov
State Employment Sites	www.statelocalgov.net/50states-jobs.cfm

Local

Allegheny County Employment	www.alleghenycounty.us/jobs/index.aspx
Armstrong County Employment	www.co.armstrong.pa.us/employmentopportunities
Beaver County Employment	http://www.beavercountypa.gov/pages/employment.aspx
Butler County Employment	www.co.butler.pa.us/human-resources-job-postings
City of Pittsburgh Jobs	www.governmentjobs.com/careers/pittsburgh
GovtJob.Net	www.govtjob.net
Local Government Academy	www.localgovernmentacademy.org
PA League of Cities & Municipalities	www.plcm.org
Westmoreland County	www.co.westmoreland.pa.us

General

Government Job Search Tips	jobsearch.about.com/od/governmentjobs1/a/govjobtip.htm
Government Jobs- Public Service Employees Network	www.pse-net.com