Go Government: The Ins & Outs of the Federal Hiring Process

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Hosts

- Janet Murphy
  - Federal Housing Finance Authority

- Lindsay Johnson
  - Partnership for Public Service
Panelists

★ Pat Connelly, *Chief Human Capital Officer*
  • Peace Corps

★ Takisha Koonce, *Recruitment and Staffing Manager*
  • Federal Housing Finance Agency
Housekeeping Items

★ We will open up the phone lines for questions at the end of the call. In the meantime, we encourage you to type questions into the Q&A box.

★ The recording of today’s presentation, as well as links to the accompanying handouts, will be emailed to all registered participants within a week.
Agenda

- Call to Serve Network
- Understand the Federal Landscape
- The Federal Hiring Process
- Understanding Delays
- Hiring Flexibilities
- Our Top Tips
- Q&A
Call to Serve Network

- More than 750 colleges and universities and 75 federal agencies

- Two primary objectives:
  - Inspire and educate a new generation about federal service
  - Improve agencies ability to recruit and hire the talent that government needs
Many Opportunities for Federal Employment

★ Permanent Positions for New Graduates:
  • 96 positions at GS-5 level (bachelors)
  • 85 at the GS-7 level (master’s)
  • 186 at GS-9 level (Ph.D., JD)

★ Sample Positions
  • **U.S. Forest Service** is hiring over 12,000 Fire & Aviation Management seasonal employees nationwide
  • **Army Research Laboratory** is seeking scientists and engineers with advanced technical degrees
  • Join the **Civilian Expeditionary Workforce** and serve alongside military men and women

*As of 3/16/12 in DC area*
Large and Small Agencies

★ Cabinet Level Agencies

★ Small and Independent Agencies (There are 106!)
  • Holocaust Museum
  • National Credit Union Administration
  • Federal Trade Commission
  • Commission on Civil Rights

★ Don’t limit your search: Explore agencies on www.usa.gov and www.usajobs.gov
Opportunities: By Location

- Pacific West: 13.3%
- Mountain West: 8.2%
- West South Central: 10.5%
- West North Central: 5.1%
- East North Central: 8.3%
- Mid Atlantic: 8.0%
- Washington, D.C.: 8.2%
- South Atlantic: 34.0%
- Northeast: 3.0%

Positions Overseas: 0.7%
Benefits of Federal Jobs

★ Competitive pay
★ Fabulous benefits package
★ High levels of responsibility
★ Ability to make a difference
★ Flexible schedules
★ Training and professional development
Federal Government Hiring Requirements

- Positions must be open to all U.S. citizens
- Applicants are considered fairly and equally
- All new hires must qualify for the job
Federal Government Hiring Process

- **Step 1**: Application is reviewed for minimum qualifications by staffing specialist
- **Step 2**: Application is reviewed to identify best qualified
- **Step 3**: Interviews are held
- **Step 4**: Final interviews by selecting official
- **Step 5**: Selection is made and job offer is extended
What can the applicant do to track the progress of his/her application?

What tips do you have for the applicant to be selected as ‘best qualified’?
Understanding Delays

- Staff cuts increase workload
- Number of applications
- Manual v. electronic application systems
- Coordinating schedules of reviewers and selecting official
What are typical causes of delays?

What advice do you have for applicants as they wait to hear back?
Hiring Flexibilities

★ Veterans’ Preference
★ Persons with Disabilities
★ Temporary / Term Positions
★ Returning Peace Corps Volunteers
★ Current Federal Employees
★ Student Pathways
  • Temporary positions can be beneficial!
What are the hiring flexibilities that your agency uses most often?
Our Top Tips

★ Before you apply:
  • Ask for the position description
  • Learn about the agency

★ In the application:
  • Use key words from position description
  • Address minimum qualifications
Our Top Tips

★ After you apply:
  • Call the HR Contact for status
  • Prepare for the interview

★ When you get the job offer:
  • Negotiations at some agencies
  • Gather information for security forms
  • Discuss benefits
    • Flexible schedules
    • Student loan repayment
Questions?
Don’t forget …

★ Fill out our brief survey online!

★ Visit makingthedifference.org for more information about finding and applying for federal opportunities.

★ Still have questions? Email us at calltoservec@ourpublicservice.org.
Upcoming Events

Spring 2012 Call to Serve Webinars (www.calltoserve.org/events)

- April 17: Where the Hiring is Happening
- May 3: Federal Opportunities for People with Disabilities

For more information and to register, visit www.calltoserve.org/events!