Document: "Getting a Job with the Federal Goverment"



The following document was created by Colorado Youth Corps Association & Colorado Alliance for Environmental Education and is shared on www.conservationcorps.org as reference for current Corpsmembers serving with Conservation Corps Minnesota & Iowa.

GETTING A JOB WITH THE FEDERAL GOVERNMENT

- US Government Agencies with a Natural Resource Focus
- How Federal Jobs are Filled
- Navigating USAJOBS
- Special Programs: Veterans, Applicants with Disabilities, the Pathways Program, AmeriCorps and more



Working for the Federal Government is unlike working for any other employer. For one, federal employees are considered public servants and work for the betterment of this entire country and our citizens. As such, positions with the Federal Government carry with them a certain distinction, leadership and pride. Because the Federal Government is the highest level of government, policies and procedures enacted, research completed, and other projects and products usually have a large geographic scope or impact. For this reason, employees must have an awareness of issues far beyond their own backyard



and an interest in working for people and places with which they may have little interaction and similarity.

The Federal Government is also the largest and most diverse employer in the country.^v With an agency for just about anything, everyone is likely to find a position that fits his/her skills. Below is a diagram of how the US Government is organized.^{vi} For a complete list of government agencies, go to <u>http://www.usa.gov/directory/federal/index.shtml</u>.



A few of these departments contain agencies that specialize in the environment and natural resource management (see table on the following page). You may choose to look at these agencies first when starting your job search as they will have more positions in those fields; however, don't limit yourself. Biologists, for example, are sometimes hired by unlikely agencies such as the Department of Defense or Department of Homeland Security.

The Midwest houses the regional offices of several federal natural resource agencies including the Environmental Protection Agency, National Park Service, US Geological Survey, US Fish and Wildlife Service and US Forest Service. Both the Natural Resource Conservation Service and the Bureau of Land Management have Colorado State Offices and the Bureau of Land Management and National Oceanic and Atmospheric Administration also have several field offices, units and divisions located across the state. For more detailed contact information for these agencies please refer to Appendix II.

United States Government Agencies with a Natural Resource Focus

Department of Agriculture	Agricultural Marketing Service • Agricultural Research Service • Agricultural Stabilization and Conservation Science • Animal and Plant Health Inspection Service • Center for Nutrition Policy and Promotion • Cooperative State Research, Education, and Extension Service • Economic Research Service • Farm Service Agency • Food and Nutrition Service • Food Safety and Inspection Service • Foreign Agricultural Service • Forest Service • Grain Inspection, Packers and Stockyards Administration • Natural Resources Conservation Service • Office of Community Development • National Agricultural Statistics Service • Risk Management Agency • Rural Business-Cooperative Service • Rural Housing Service • Rural Utilities Service
Department of Commerce	National Geodetic Survey • National Marine Fisheries Service • National Ocean Service • National Oceanic and Atmospheric Administration • National Weather Service • Office of Oceanic and Atmospheric Research
Department of Energy	Biological and Environmental Research • Energy Efficiency and Renewable Energy • Energy Information Administration • Federal Energy Regulatory Commission • Office of Environmental Management
Department of Health and Human Services	National Institute of Environmental Health Sciences
Department of the Interior	Bureau of Indian Affairs • Bureau of Land Management • Bureau of Ocean Energy Management, Regulation and Enforcement • Bureau of Reclamation • Fish and Wildlife Service • Geological Survey • National Park Service • Office of Surface Mining, Reclamation, and Enforcement
United Sta	tes Environmental Protection Agency
National A	eronautics and Space Administration

Each agency has a distinct mission and culture so a great place to start is by visiting the website of agencies that sound of interest to you and reading more about them. See where their offices are located, what work they do, and the settings in which their employees work. Then compare that information to your own career aspirations. If you don't believe in the mission of an agency and have a desire to contribute to its impact then don't consider them in your job search.

HOW FEDERAL JOBS ARE FILLED

Before you start your federal job search, it is important to be aware of the categories, or types, of jobs within the Federal Government, how different positions are filled, and which you may or may not be eligible for. There are two main ways to enter into federal civil service jobs – through the competitive service and the excepted service. Jobs that you will be searching and applying for likely will be those in the competitive service, either under the competitive list or through the noncompetitive appointing authority if you are a current or recent graduate, veteran, or applicant with disabilities. For more information on the types of hiring, see the information below.

Competitive Service

Established laws and procedures govern the hiring of most federal employees so that the process is fair and based on merit rather than discrimination or favoritism. All competitive service jobs are listed on USAJOBS.gov.

Competitive List	Noncompetitive List – Civil Service Status	Noncompetitive Appointing Authority	Direct Hire
 Account for the majority of federal jobs Open to the general public Eligible candidates compete and the best- qualified candidate, based on the job-related criteria, is selected 	 Open only to current and former federal employees An applicant does not have to be the best- qualified applicant, he or she just has to meet the minimum qualifications 	 An agency has the discretion to hire an individual who falls into one of the following categories: Veterans, people with disabilities, returned Peace Corps volunteers, Pathways Program applicants, Resource Assistance Program, Public Land Corps Applicants, VISTA members An applicant does not have to be the best-qualified applicant, he or she just has to meet the minimum qualifications 	 Used when there is a shortage of qualified candidates, or when an agency has a critical hiring need, such as in an emergency Agencies are required to post their vacancies on USAJOBs but to expedite the hiring process they do not need to apply veterans' preference or rank candidates. Once a qualified candidate is found, they can be hired

Within the competitive service, there are four ways an employee can be hired:

Excepted Service

A smaller portion of federal jobs are considered in the 'excepted service,' meaning that employees are hired by a more flexible procedure designed by the agency. Although not required, some excepted service jobs are listed on USAJOBS.gov; however, it is best to look for these positions on each agency's website.

Excepted Agencies	Excepted Jobs
 All or some positions at an agency can be in the excepted service A few of these agencies include the Central Intelligence Agency, Federal Bureau of Investigation, and US Postal Service 	 Certain jobs or classes of jobs in an agency can be in the excepted service A few examples of commonly excepted jobs include attorneys, chaplains, and student trainees

NAVIGATING USAJOBS

In 1996, policies were enacted that created a single database of federal job postings – USAJOBS.gov. With a few exceptions, USAJOBS.gov is the website where you will find and apply for federal jobs no matter at which agency. USAJOBS is therefore the key place to begin your federal job search. Each day you can find thousands of jobs on USAJOBS; however, the enormous number of job listings can also make it challenging to find exactly what you are looking for. Also, the Federal Government uses its own terminology and acronyms in its job postings, which are unfamiliar to someone just beginning a job search. Because some of this language is difficult to understand, it may be hard to know if you qualify for a position or how to put together an application packet that doesn't end up excluding you on a technicality.

In this section, we try to shed some light on the intricacies of USAJOBS to help you better search for a position, understand the position listing and if you qualify, and create a successful application.

USAJOBS Basics

Over the past two decades, USAJOBS has gone through several iterations. Most recently it was updated with a new look, updated filter and search functions, and a new login process. From the USAJOBS homepage, you can begin a search, create a profile, learn about the application process, view positions that are in high demand, and explore hiring paths.

Creating an Account and Searching for Positions

Step 1: Create a login.gov account

In order to save job searches, create and save resumes, and apply for a position you will need a login.gov account. USAJOBS recently switched to this new login process in order to better safeguard account information. If you have a previous USAJOBS username and password, you will need to create a new login.gov account USING THE SAME EMAIL ADDDRESS that you used for USAJOBS. This will link your new account to your old profile and any saved information. After creating a password, you will be asked to confirm your email address and add a phone number. Every time you log in,



a one-time security code will be sent via text or phone call. Additionally, the first time you create an account you will receive a personal key. Make sure to write this down or print it and keep it in a safe location as it will be THE ONLY WAY to regain access to your account if you lose the phone where the security code is sent.

After activating your account, complete your profile by entering information including your address, eligibility, demographic information (optional), and work preferences. After these initial processes, when you sign into your login.gov account on USAJOBS, you will see your personal dashboard, including a sidebar where you can see and make changes to your profile, and three tabs across the top displaying how many applications you have started/submitted, the number of jobs you have saved, and number of saved searches.

Step 2: Search for positions

Federal job openings are advertised in what are called "vacancy announcements," "job announcements," or "job opportunity announcements." You can find tens of thousands of vacancy announcements posted on USAJOBS every day so you'll want to narrow down those announcements to ones that are right for you.

From the homepage, there are two ways to begin your search. The newest way to search for a position is by Hiring Path. Some job postings are only open to a specific group of people such as current/former federal government employees, current/recent graduates, and veterans. If you fall into one of these categories, consider starting your search here. After clicking on the appropriate group, read more information about the hiring of that group and scroll to the bottom of



the page to search for jobs available to that group.

For all jobs, including those open to special groups as well as those open to the general public, you can use the general search bar at the top of the USAJOBS homepage. To search jobs, either enter a keyword and/or a desired location.

USAJOBS		Sign In	? Help	Q Search
Q Keywords	♀ Location			
Job title, department & agency, series	City, State, ZIP, or Country			Search
	and the second			

Searching by Keywords

- Job Title If you are looking for a specific occupation, like a biologist or wildland firefighter, then typing in a specific job title may work best for you. However, if you are open to many different types of jobs, not sure the exact job title used by the federal government, or are unsure exactly what your dream job title is, you may want to consider using a different search criteria.
- <u>Department and Agency</u> If you want to work for a specific department or agency, this is a good way to narrow your search results. Here, you can either search for all jobs with the Department of the Interior, for example, or just the National Park Service agency of the Department of the Interior. Refer back to the table on page 3 for a list of relevant federal natural resource agencies you may want to search. Be mindful, however, that natural resource jobs do exist at a variety of government agencies that may be less obvious.
- Series Another option under the Keyword search is Series. Occupational Series is a way
 that the Federal Government organizes all of its different types of jobs across departments
 by a common series code. Within this system, all federal positions have a 4-digit code. For
 example, Park Rangers across all departments and agencies are linked together by a
 common code 0025.

For each occupational series, the Office of Personnel Management has specific qualification requirements, including minimum education, license/certificates, and tests needed for positions in that series. For example, the basic requirements listed for Ecology series positions (Series code 0408) include a "degree in biology, or a related field of science underlying ecological research that included at least 30 semester hours in basic and applied biological sciences. These hours must have included at least 9 semester hours in ecology, and 12 semester hours in physical and mathematical sciences." Knowing these requirements can help you search for positions with series codes that have qualification requirements that you meet.

Below are a few occupational series codes that might interest you. You can read through all of the occupational series and their descriptions at https://www.opm.gov/fedclass/

0000 - MISCELLANEOUS C	OCCUPATIONS GROUP	(NOT ELSEWHERE CLASSIFIED)

Correctional Institution Administration Series**	0006
Correctional Officer Series*	0007
Bond Sales Promotion Series	
Safety and Occupational Health	
Management Series*	0018
Safety Technician Series**	
Community Planning Series*	0020
Community Planning Technician Series	0021
Outdoor Recreation Planning Series*	
Park Ranger Series*	
Environmental Protection Specialist Series*	0028
Environmental Protection Assistant Series	0029
Sports Specialist Series	0030
Funeral Directing Series	0050

Chaplain Series*	
Clothing Design Series*	0062
Fingerprint Identification Series*	0072
Security Administration Series*	0080
Fire Protection and Prevention Series*	
United States Marshal Series*	
Police Series*	0083
Nuclear Materials Courier Series**	0084
Security Guard Series*	0085
Security Clerical and Assistance Series**	
Guide Series*	0090
Foreign Law Specialist Series**	
General Student Trainee Series	

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0400 – NATURAL RESOURCES MANAGEMENT AND BIOLOGICAL SCIENCES GROUP

General Natural Resources Management and Biological	
Sciences Series***	0401
Microbiology Series***	0403
Biological Science Technician Series**	0404
Pharmacology Series	0405
Ecology Series***	0408
Zoology Series***	0410
Physiology Series***	0413
Entomology Series***	0414
Toxicology Series***	0415
Plant Protection Technician Series**	0421
Botany Series***	0430
Plant Pathology Series***	0434
Plant Physiology Series***	0435
Horticulture Series***	0437
Genetics Series***	0440

Range Technician Series** 045 Soil Conservation Series*** 045 Soil Conservation Technician Series** 045	5 7 8 9
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Irrigation System Operation Series*045	60
Forestry Series***046	
Forestry Technician Series**046	62
Soil Science Series***047	0
Agronomy Series***047	1
Fish and Wildlife Administration Series***048	80
Fish Biology Series***048	2
Wildlife Refuge Management Series***	5
Wildlife Biology Series***048	6
Animal Science Series***	7
Biological Science Student Trainee Series049	9

1300 - PHYSICAL SCIENCES GROUP

General Physical Science Series***	1301
Health Physics Series***	1306
Physics Series***	1310
Physical Science Technician Series***	1311
Geophysics Series***	1313
Hydrology Series***	1315
Hydrologic Technician Series***	1316
Chemistry Series***	1320
Metallurgy Series***	1321
Astronomy and Space Science Series***	1330
Meteorology Series***	1340
Meteorological Technician Series***	1341
Geology Series***	1350

Oceanography Series***	1360
Navigational Information Series*	1361
Cartography Series***	1370
Cartographic Technician Series***	1371
Geodesy Series***	
Land Surveying Series***	
Geodetic Technician Series***	1374
Forest Products Technology Series***	
Food Technology Series***	
Textile Technology Series***	1384
Photographic Technology Series***	
Document Analysis Series	
Physical Science Student Trainee Series	
-	

<u>gshbkocc.pdf</u> and see a complete listing of the requirements for all series at <u>https://</u> www.opm.gov/policy-data-oversight/classification-qualifications/general-schedulequalification-standards/#url=1300-ndx.

When searching for positions you can either enter in a single keyword, multiple keywords or no keywords. When you enter a single keyword, USAJOBS searches for all jobs that contain the keyword and displays the most relevant jobs first. For example, if the keyword appears in the job title, those jobs are listed first. *When you enter more than one keyword, the USAJOBS search function yields jobs that contain all of the keywords together. Each of the keywords you enter must exist in the job announcement for that announcement to be returned.* For example, if you enter "biologist, National Park Service," only job listings that contain both 'biologist' and 'National Park Service' together will display. Likewise, if you enter two job titles such as "biologist or hydrologist," USAJOBS will search jobs that contain both keywords, not jobs listed as a biologist or hydrologist. The more keywords that you input, the narrower your search will start. Instead, we recommend entering a single keyword or even leaving the keyword search bar empty and focusing on the filter options described on the following pages.

Searching by Location

One thing we hear time and again from federal agencies is that if you want to work for the Federal Government than you need to be willing to move around the county and go where the jobs are to get experience and build your resume. Then, you can be picky and have a good chance of landing your dream job wherever it may be. So, if you have some flexibility in where you live, you may want to leave this section blank. If you decide to search by city or zip code, know that the default distance applied to search results is 25 miles.

Filtering Your Search Results

Once you have entered in your desired keywords (job title, department & agency, series) and/ or a location, click on the blue 'Search' button. As mentioned above, you may want to leave one or both of these sections blank and just use the filter options to refine your search. On the next screen you will see a listing of all of the jobs that fit your search criteria. If you are logged in, you may see automatic search filters based on your profile. You can remove these individually or all together based on your preferences. Depending on the number and type of search results you get you may want to further refine your search.

From the search results page, you can further narrow your search using a number of filters. On the right side of the page, you will see a box with filter options. You can select one or many filters and your results will update automatically as you select each one. The number in parenthesis tells



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you the number of available jobs for that filter. When you select a filter, it will appear above your search results; click the x to remove a filter from your search. Filter options are divided into two tabs – Top Filters and More Filters.

Top Filters include:

- <u>Hiring Path</u> who is eligible and may apply to the job. See page 6 for more information.
- <u>Pay</u> salary and grade (GS schedule) are relative to one another so you can only filter by one of these options. Read more about pay grades on pages 12-13 and on the Office of Personnel Management's website at <u>https:// www.opm.gov/policy-data-oversight/pay-leave/ pay-systems/general-schedule</u>. If you decide to filter your results by pay, be realistic. Recent college graduates typically start at a GS-05 pay grade and a salary of ~ \$33,000 in the many metro areas.

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• <u>Department</u> - a specific federal department, such as the Department of Interior or Department of Agriculture. See page 7 for more information.

• Agency - a specific agency within a department. See page 7 for more information.

• Series - the unique code for groupings of similar jobs. See page 7 for more information.

More Filters include:

- Location the distance from a city/zip code; whether the job offers relocation assistance.
- <u>Work Schedule</u> full-time, part-time, job share and more.
- <u>Appointment Type</u> permanent, temporary, student and more.
- <u>Security Clearance</u> the different levels of security clearance required.
- <u>Travel Percentage</u> how much travel is required for the position.

Only filter options with available jobs will display under each filter category. To see all options, including those with zero job openings, click on the blue link for each filter category that says "Show options with 0 jobs." Scrolling through the options for each filter category, including both those with available and zero job openings, can be helpful particularly if you want to see all options within each filter.

Play around with the search parameters you enter until your search results match your interests. Search results are automatically sorted by relevance based on your search criteria and filters selected. However, you may also choose to sort your results based on the following: close date, open date, agency, department, location, job title, and salary.

Step 3: Save your search and get new job listings emailed to you

If you successfully created a login.gov account, you can save your search so that all you have to do when you return to USAJOBS is click on the "Saved Searches" tab on your account dashboard and click on the "View Results" button. When you save your search, you also will have the option of receiving emails either daily, weekly, monthly or never with new postings that fit your search criteria. Saved searches are archived after one year so be sure to renew your saved search before then. Some jobs can be posted for as little as five days, so receiving daily notifications from USAJOBS with new jobs matching your criteria will help ensure you don't miss your dream job listing!

Understanding the Position Listing

Now that you have created a successful search and hopefully found some job titles that interest you, your next challenge is understanding the vacancy announcement for each position. Luckily, each vacancy announcement is organized in the same format with the same job details. Let's break down an example and explain each section one-by-one.



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Overview

- <u>Job Title</u>: Don't judge a book by its cover. Even if this wasn't quite the job title you thought you were looking for, under the surface it may still be your dream job. Read down to the Job Duties and Requirements sections to get a better idea of what the job entails.
- <u>Agency</u>: Make sure the mission of the agency is something that you can get behind!
- <u>Open & Closing Dates:</u> This shows when the job opened and when it closes, or the deadline for when you need to submit an application. There are two main types of job announcements:
 - » Job announcements with specific closing dates: These can be opened and closed in as little as five days or as long as several months.
 - » Open continuous announcements: These announcements may show a date range of one year or have an "early cut-off date" listed in the Open Period. These announcements are continually being recruited for, or they anticipate a future need for candidates. The names of qualified applicants are stored in a database. Then, when a supervisor requests a person meeting the job's requirements, HR conducts a search of the database. Timing for filling jobs covered by this kind of announcement is unknown, so be prepared to wait.^{vii}

In either case, pay close attention to the closing date and time. If the closing date is "5/31/2018" than you must submit your application by 11:59 p.m. Eastern Time (that is 10:59 p.m. CST) that day. Federal agencies DO NOT take late applications so make sure you give yourself plenty of time to prepare and submit a good application.

• Pay Scale & Grade: Here, you will likely see the letters "GS" followed by one or more numbers. At most agencies, professional jobs are organized into one of 15 grades in a system called the General Schedule (GS). Each GS grade represents a particular level of difficulty and responsibility, and corresponds to a particular pay. Each job's grade is listed by the letters GS, followed by numbers, such as GS-01 (the lowest grade) to GS-15 (the highest grade).

In addition to the specific Series qualifications discussed on page 7, there also are general minimum qualification requirements for each grade level. To complicate matters, these general minimum qualification requirements vary by position type, which include: Professional and Scientific Positions; Administrative and Management Positions; Technical and Medical Support Positions; Clerical and Administrative Support Positions; and Competitive Service Student Trainee Positions. See a complete listing of the Group Coverage Qualification Standards for these position groups at https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards#url=Group-Standards. Our Forestry Technician example and many other natural resource jobs (e.g., ecologist, soil conservationist, park ranger, etc) will be found under the Professional and Scientific Positions Group. For that group, here are the general guidelines that you can follow when deciding at what grade you qualify:

- » **GS-05:** Entry-level positions, straight out of college. Typically require a fouryear course of study above high school.
- » **GS-07:** Bachelor's degree and one year of relevant experience. Or one full academic year of graduate-level education.
- » **GS-09:** Two years of progressively higher level graduate education leading to a Master's or equivalent graduate degree.
- » **GS-11:** Three full academic years of graduate-level education or a Ph.D.
- » **GS-12 GS-15:** Reserved for those with special skills, including research positions. Experience is the primary factor for qualification.

For some job announcements, only one grade will be listed; in our example, two grades for the position are listed - "05" and "07." When a position is listed with multiple grades, it means that the hiring organization is flexible in the qualifications for the position so they will accept someone with less education and experience (at the 05 grade) or someone with more education and more experience (at the 06 or 07 grade). If you apply for a position with a grade range, as part of your application you will need to state the grade for which you are applying. We will discuss this further in the next section.

One final note on grades and qualifications. Typically, for professional jobs such as a geologist, biologist, or hydrologist the educational requirements are strictly enforced. However, for administrative positions (those with the title of ANALYST or SPECIALIST, for example) experience often can be substituted for education. For more technical positions (with titles such as ASSISTANT or TECHNICIAN), sometimes a two-year or four-year degree may be required, but for most the primary qualification requirement is experience.^{viii}

- Appointment Type: This provides information on whether the position is full-time, seasonal, temporary or term.
- <u>Salary:</u> The position may have an annual salary or hourly pay listed here. If there is a range listed here (e.g., \$33,394 - \$41,365 per year) look at the lower range as your most likely starting point.
- <u>Work Schedule:</u> Designates if the position is full-time or part-time.

Location(s)

Here you may see one location listed or "Many vacancies in the following locations" followed by either a list of locations or a list of locations and then a link to even more locations. What if the location

Interested in Working for the US Forest Service?

The Forest Service often holds hiring events where they make job offers on-the-spot. View at: <u>https://www.fs.fed.us/working-withus/jobs/events</u>.

Also, use the Forest Service Outreach Database (https:// fsoutreach.gdcii.com/Outreach) to search current jobs and find pre-announcements of possible upcoming job openings. section says something like "More Locations (538)"?! That means that there are 538 other locations where the position is being sought! When you see a number like this, take a look at the Open and Closing date to see if the position is open for a full-year. If so, this may be an open continuous announcement (as explained above) where an actual job start date and location are uncertain. If there is a few-week to few-month open period than it may be a listing of many of the same seasonal jobs across the county. In the natural resources field, there tend to be more seasonal job announcements posted in January through the early spring. A higher volume of jobs will translate to more opportunity for you. If you are willing to relocate around the country your chances of landing a job will be much improved.

This Job is Open To

On the upper right of the screen in a blue box you will see who may apply to the job. What you are likely to see listed here is "Open to the Public" with the requirement of being a U.S. Citizen. You may also see any or a combination of other hiring paths listed including "Recent Graduates," "Federal Employees," or "Veterans." Make sure that you are eligible to apply for the job!

Duties

In this section you can read more about the agency filling the position, the work environment, how much travel will be required, whether you will be responsible for supervising other employees, and what the promotion potential is of the job. The promotion potential is more important than you might think as it is the ability to move up a grade from this position once you've proven yourself without having to go through the competitive process again. If a job limits you to that grade only, you have to stay at that grade (and pay!) unless you go through the competitive process to get a new job. While this shouldn't be a deal-breaker, it is desirable to look for a position with some promotion potential.

The job responsibilities are also listed in this section. These give you a general sense of what you will do on a daily basis. While you don't necessarily need to have experience in the job responsibilities described, they are a good thing to add to your resume if you do have past experience in any of the skills listed.

Duties

Summary

Explore a new career with the BLM - where our people are our greatest natural resource.

For additional information about the BLM, please visit Our website.

All positions may not be filled or they may be filled at different times depending on budget, hiring needs, and requirements. These positions are temporary and are expected to last for approximately 6 months. These positions have no promotion potential, if you want to be considered for a higher grade you must apply for the higher grade.

Physical Demands / Work Environment: May be required to work outdoors in conditions that include steep and rough terrain, dense vegetation, heavy rains, and insects. Field work is performed outdoors in rugged terrain; to include very steep, wet, muddy, rough, uneven or rocky surfaces; positions require physical exertions, such as, bending, crouching, stooping, stretching, reaching, or similar activities. Individuals should be capable of working alone, or with other people, during early morning hours, night, or during the day.

Salary: Salary shown is taken from the Rest of the U.S. pay table, step 1. You may view the OPM salary tables, with the various locality rates, at <u>2018 General Schedule (GS) Locality Pay Tables</u>.

If selected from this or a similar competitive, seasonal announcement, your appointment may be creditable for consideration under PL-114-47, <u>Land Management Workforce Flexibility Act (LMWF</u> A). The Act allows certain individuals, who have or had time-limited appointments at land management agencies, to compete for any permanent position in the competitive service under "internal" merit promotion procedures. For more information, see the section under <u>Eligibility</u>, which starts with Question #15 (Q15. Who is eligible for appointment under these provisions?).

Learn more about this agency

Responsibilities

Forestry Aids and Technicians collect forest and woodland management data regarding location, character, extent, volume, rate of growth, and quality of timber. They inspect and report on timber sale areas to determine compliance with contract requirements. They mark and designate timber to be removed in timber sales or for use disposals. They must be on call for emergency fire suppression and mop up work.

Travel Required

Not required

Supervisory status No Promotion Potential

Job Family

In this blue box, you will see the series code for the job (see pages 7-8). Most positions are announced with only one occupational series code. However, you may see something like "GS-0810/0819/0893/1301-14/14." WHAT? Here, the position can be filled by a Civil Engineer (GS-0810), Environmental Engineer (GS-0819), Chemical Engineer (GS-0893) or Physical Scientist (GS-1301). As noted before, there are specific qualification requirements for each series (find these at https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=1300-ndx) so compare them with your own education and experience to see if you are qualified.

Requirements

THIS IS THE MOST IMPORTANT SECTION OF THE JOB ANNOUNCEMENT. In this section, the qualifications for the position are listed for each grade. These are non-negotiable

so make sure you meet these and state them clearly in your resume.

In many of the job announcements, qualifications are listed as either experience OR education OR a combination of experience and education. If you are using experience to qualify, you must show on your resume that you have a full year (40 hrs/wk for 52 wks) of the experience listed. This is what is meant by "one year of specialized work experience equivalent to the [next lower GS grade] level." If you are qualifying by education, note that you will have to submit your transcripts (unofficial is okay) showing the required semester hours in the required courses.

Also in this section will be information on how you will be evaluated. Some job announcements explain this procedure well while others do not so we'll explain it for you here. For all competitive positions posted on USAJOBS, you will be required to submit a resume AND an occupational questionnaire. This

Requirements

Conditions of Employment

- Direct Deposit Required
- U.S. Citizenship is required
- Read the "How to Apply" and "Required Documents" Sections
- You cannot hold an active real estate license; nor can
- you have an interest or hold stocks in firms with interest in Federal Land
- Security Clearance/Background Investigation is required.

Your resume must contain enough information to show that you meet the specialized experience as defined in the announcement or vacancy questions. In addition, your responses to the questions must be adequately reflected in your resume.

Qualifications

In order to be rated as qualified for this position, we must be able to determine that you meet the qualification requirement - please be sure to include this information in your resume.

GS-05: one year of specialized work experience equivalent to GS-4 level. Examples of specialized experience may include assisting in inspecting cutover areas on current sales for compliance with terms of timber sales contracts; assisting in investigating suspected timber trespass cases including locating and identifying trespass sites, quantities, etc.; and examining timber stands to determine need for insect and disease control work; OR successful completion a full 4 year course of study above high school leading to a bachelor's degree (a) with major study in forestry, range management, agriculture, or a subject-matter field directly related to the position, or (b) that included at least 24 semester hours in any combination of courses such as forestry, agriculture, crop or plant science, natural resources (except marine fisheries and oceanography), outdoor recreation management, civil or forest engineering, or wildland fire science. No more than 6 semester hours in mathematics is creditable; OR a combination of experience and education to meet the total experience.

GS-06: one year of specialized experience equivalent to the GS-5 level. Examples of specialized experience may include collecting and compiling forest and woodland management data regarding location, character, extent, volume, rate of growth and quality of timber; designating timber to be removed in timber sales or for use disposal; and preparing reports on forest and woodland trespass cases; OR one year of graduate level education directly related to the work of a Forestry Technician such as forestry, range management, agriculture, or a subject matter field directed related to the position; OR a combination of experience and education to meet the total experience.

occupational questionnaire ensures that you meet core eligibility and minimum qualifications and asks you to self-rate yourself on a number of skills related to the job. This questionnaire is the first thing that you will be evaluated on relative to the other candidates. Because of the importance of this questionnaire, if there is a link provided to preview the questions we recommend that you do so (this link may also be found in the 'How to Apply' section at the bottom of the announcement). In some vacancy announcements this questionnaire is referred to as the "application questionnaire" or "supplemental questionnaire" or as "vacancy questions," or "agency questions." Read through each question and practice rating yourself on a scale from 1-5. If you rate yourself mostly 5s than don't hesitate in applying – this is the position for you! If you

rate some 3s, mostly 4s and a few 5s, also don't be discouraged. Your application will be rated against the competition and since you don't know who that will be, give it your best shot! On the right you can see a few of the vacancy questions for our example position listing.

Required Documents

In this section, you will see additional information related to submitting your application, college transcripts, veterans' preference documents, and education qualification requirements.

Benefits

As you might expect, here you will see information about paid holidays, retirement, and other benefits specific to the position.

How to Apply



This section provides specific information about what you need to apply, typically stated as "1. Your responses to the Assessment Questionnaire; 2. Your resume; and 3. Applicable supporting documents specified in the Required Documents section." Read more about this on page 17.

If you scroll all the way to the very bottom of the job announcement you will see the agency's contact information. Because the self-assessment questionnaire is rated first by a computer, it generally doesn't work to schmooze this contact person. You should only call if you have a direct question about the job announcement or qualification requirements not answered in the job description or to politely ask for feedback if your application was not rated in the highest category. Beyond this, your calls could actually hinder your referral.

How to Apply for a Job

Federal applications typically are composed three parts:

1. The Federal Resume

Choose from a previously • saved resume

OR

Create a new resume using ResumeBuilder/upload a new resume

2. Supporting Documents

- Proof of military service
- College transcripts •
- Cover letter
- Proof of federal status
- Proof of non-competitive eligibility

FIRST AND LAST NAME ADDRESS TOWN, STATE AND ZIP CODE EMAIL ADDRESS PHONE NUMBER

Citizenship: (Yes or No. Work Visa) Special Hiring Authority: (Veteran preference or Person with Disability - Schedule A) Federal Experience: (Yes or No and Indicate Military, Federal or State Gov) Clearance: (Indicate what level and if it's still active)

OBJECTIVE: To obtain a full time position in public service with (*indicate the* federal Agency and sub Agency) as a (*indicate the position including announcement* Number if there is one)

SKILLS SUMMARY: (Has 3 elements: An introductory paragraph, list of skills directly related to the position, and your skills you have acquired throughout your career, that you want to highlight)

(1⁴¹ Element: The introductory paragraph - Must be specific and highly detailed for each job series and position you're applying to. You need to outline all the specific skills you have that are directly related to the position you are seeking including Key Words identified in the positions description.)

umin <u>test</u> mittaga benimete in nie positivals electropolitij seise and highly moliteled management professional, with 12 + years of naive experience in <u>Strategic Workforce Planning, EEO, OHR and Diversity</u> Utilizing my bekorground in Diability, Accommodiatons, Buuinaes rations, Project Management, and <u>Statistical Analysis</u> to develop prehensive programs based on the employment needs and mission of the toy. Deploying <u>mitic</u> based solutions and maximizing our <u>RO</u>(. I'm an value and energiet leam player, relationship builder, and highly effective

(2rd Element: List of skills directly related to the position and the Key Wor identified - Back up your skill summary with specific examples from you ca education. Identify specific accomplishments, length of time, highlight nu results and number doubled from these dubles and skills. This is the most

SAMPLE SCHEDULE A DOCUMENTATION (Must be on official letterhead and must include a signa

DATE:

FROM:

To Whom it May Concern:

This letter serves as certification that (name of patient/applicant) is an individual with a severe physical, intellectual, or psychiatric disability that qualifies him/her for consideration under 5 CFR 213.3102 (u), Schedule A hiring authority, appointment for Persons with Disabilities.

I may be contacted at (authorized representative):

(Printed Name)

Organization Address, city, state/Phone

Note: Proof of a disability is required for excepted service appointments - noncompetitive placement - under Schedule A, 5 CFR § 213.3102(μ). Proof of disability is the term used to define any number of documents which attest to the fact that the candidate does indeed have a disability. A statement of fob readiness, formerly a requirement under this statute, is no longer needed. The above statements meet the requirements for placement under Schedule A.

(Signature)

3. Occupational Questionnaire

- Select which grade(s) for which you would like to apply
- Confirm that you meet minimum qualifications
- Self-assessment questions



From Temporary to Permanant Employment: The Land Management Workforce Flexibility Act

Much of the seasonal work done by land management agencies is by temporary seasonal employees. Some temporary employees have worked in the same job for decades but have been prevented from becoming a permanent employee because they are not eligible to compete for jobs open only to permanent federal employees. In 2015 that changed with the Land Management Workforce Flexibility Act, which allows current and former temporary employees who have worked at a land management agency for more than 24 months to apply for a permanent job at any land management agency as an internal candidate along with their permanent coworkers.

When you have found a job that looks right for you, click on the blue "Apply" button near the top right of the position announcement.

If you aren't already signed into your login.gov account, USAJOBS will ask you for your username and password. If you haven't already created an account and profile, you will need to do so at this time.

After logging into your account, you will be directed through the following steps: (1) Select Resume, (2) Select Documents, (3) Review Package, (4) Include Personal Info, and (5) Continue Application with Agency.

Step 1: Select Resume

To apply for a position the first thing you will need is to select a resume for your application. You can either (a) choose from a previously saved resume or (b) create/upload a new resume. When we met with federal HR managers from a variety of agencies, tailoring your resume to the job you are applying for was the one thing that EVERYBODY mentioned as the single most important factor in applying for a position. Yes, it will be more work! But to give yourself the best chance of getting an interview, you will need to edit your resume to match the job announcement

(more on this below). If you've chosen to create a new resume, you must now decide on whether to use the USAJOBS ResumeBuilder or upload a resume. Some agencies do not accept uploaded resumes so you will have no choice but to submit a resume created by ResumeBuilder. If you do have a choice, we still recommend using the USAJOBS ResumeBuilder. The main



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reason being that ResumeBuilder guides you through the resume writing process, ensuring that you have all the required information included in your application.

Here is how ResumeBuilder will guide you through the process:

Work Experience	Add/Edit Work Experience		
List each relevant job your have held. You must include your employer, location, position title, start and end date, average hours worked per week, responsibilities and accomplishments. Each component is essential to your resume meeting the minimum qualifications.	Work Experience Employer Name Employer Address 1 Employer Address 2 Employer Address 2 Employer Address 2 Country United States Outired States <		
Education Include information about all schools attended and coursework completed. Only list degrees from accredited schools or programs that meet the Office of Personnel Management's standards.	Add/Edit Education Experience READ THIS - important notice before listing your education IONly list degrees from accredited schools or other education programs that meet the provision of the Office of Personnel Management's Operating Manual. Education Education All fields are required unless otherwise noted School or Program Name Major Optional Country Minor Optional City/Town City/Countre City/C		

Other Provide as much relevant information as possible in any of these optional sections.	Experience Education References Other Preview and Finish Other Qualifications Job Related Training Add Job Related Training Language Skills Add Language Organizations/Affiliations Add Affiliation
References	Professional Publications Add Publication Additional Information Add Information Previous Save & Continue Add/Edit References
In addition to the supervisors you may have listed under the Work Experience section, you may add other colleagues, classmates and mentors who can vouch for you.	Name Required

After creating your resume or selecting the resume you wish to include in your application, click on the "Save & Continue" button located at the bottom of the page.

Step 2: Select Documents

The next step will be Documents. If the job requires you to submit your college transcripts, a cover letter, or proof of non-competitive status, disability or veteran's status, you can upload those here. Once you have uploaded the necessary files, click on those files to select them and then click on the "Save & Continue" button at the bottom of the page.

Step 3: Review Package

The next step will be for you to review your application package and check a box at the bottom that certifies this.

Step 4: Include Personal Info

The final step of the application process within the USAJOBS website will be to include any additional personal information pertinent to the position.

At this point, your application on USAJOBS will be saved and you will continue your application, including answering the occupational questionnaire, on a different website.

USAJOBS RESOURCES

Visit the Help Center on USAJOBS for more information. Also, look for upcoming webinars on the federal hiring process, finding and applying for jobs, writing your federal resume and more at www. usajobs.gov/notification/ events.

Step 5: Continue Application with Agency - The Occupational Questionnaire

The next step in your application process is the agency occupational questionnaire. Because most positions advertised on USAJOBS receive hundreds of applications, HR personnel cannot review every one individually. Instead, the occupational questionnaire was developed as a way for a computer program to quickly screen applicants and identify the best qualified candidates. That is why THIS STEP IS AS IMPORTANT AS WRITING YOUR RESUME (read tips on completing the occupational questionnaire later in this document.

Depending on the agency with which you are applying, you will be routed to either a central database, such as USA Staffing-Application Manager, or to the agency's own website to complete your questionnaire. The occupational questionnaire format will vary depending on the agency and type of job for which you are applying. In most cases, you will be able to preview the questionnaire in the position announcement. Based on the position and agency to which you are applying you will likely see the following tabs or sections of questions:

Minimum Qualifications: Select the statement or statements that apply to you. Make sure that you really do qualify!

Application Preference: Select the lowest grade (or multiple grades) you are willing to accept, your location preferences, etc. The more general you can be here, the better.

Short-Answer Questions about Your Credentials: These questions are generally formatted as yes/no, check box, or tiered response questions that ask for self-ratings on your skills related to the job duties of the position.

Once all of the required questions have been completed, you will be able to click the 'Submit My Answers' or 'Submit Now' button. THIS IS THE FINAL STEP IN SUBMITTING YOUR APPLICATION. Clicking on this button will submit your resume from USAJOBS, any documents you uploaded to USAJOBS, and your occupational questionnaire. After you submit your application, return to your USAJOBS account to confirm the agency received your application. Agencies will confirm receipt of your application by updating your status to "Received."

Hiring Timeline: What Happens to My Application After I Hit "Submit"?

Currently, the Federal Government is working towards an 80-day hiring rule in which the agency must complete the hiring process within 80 days. Below is the path your application may take as the agency completes its hiring process.



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What Makes a Successful Candidate?

There's no sugar-coating it – for every position listing you think is perfect for you, dozens of other job seekers are out there who think it is perfect for them as well. There is extreme competition for each position available at the Federal Government. That's why we are going to give you two things to think about before putting in the time to apply for a position.

- 1. Are you really qualified? Go back and preview the occupational questionnaire on the position announcement once more. Carefully read through each question and ask yourself if you can legitimately rate yourself in either the best or second best category. If so, you are already a good candidate. If not, you may re-think applying for this position.
- 2. Are you willing to put in the work to apply? Applying for a federal job is not quick or easy. If you are starting from scratch on USAJOBS, pulling together all of the information you will need for the ResumeBuilder (even if you already have an updated resume), and supporting documentation can take hours to days. You need to be ready to put in the work and have the time it takes to apply for a federal job.

This information is not to discourage you in any way. Many people feel that if they apply for 50 jobs on USAJOBS, they are more likely to get one. Rather, we are here to tell you that it is more about quality than quantity. You will have more success if you focus your time on applying to a few listings that you are closely qualified for and have the time to put into creating an outstanding application.

Advice From The Experts

Putting together a federal application is so specific that there have been multiple books written just on that subject. Two especially helpful ones are Lily Whiteman's "How to Land a Top-Paying Federal Job" (2012) and Kathryn Troutman's "Ten Steps to a Federal Job" (2011). Here is some general advice they give in their books about what you want to convey through your application:

"Prove that you are a zero-risk applicant who will solve problems, not create them. Hiring managers want someone who can hit the ground running with minimal supervision and training." – Whiteman

"The hiring supervisor will be looking for accomplishments that demonstrate your skills and performance levels and give an indication of what your future performance will be in the job." - Troutman

If you have time to read through these books, we would certainly recommend it. If not, we have included some of the key information from these books and other resources on the following pages.

The Resume

In all of the resources we reviewed in writing this Guide and in all of our interviews with HR staff, the most common thing we heard was that applicants must tailor their resume to the job that they are applying for. What does this mean? It means that you can't take a resume that you used to apply for an outreach assistant position at a non-profit and use it to apply for a biological science technician at the US Fish and Wildlife Service. If you do, there are certain to be gaps between the experience stated on your resume and the qualifications of the job allowing other competing candidates to score above you. You can certainly use pieces from your old resume and use it as a menu to select information from, but unfortunately you still have work ahead of you. Additionally, government resumes are typically much longer than traditional resumes - sometimes six-to-seven or even ten pages in length!

The second most common thing we heard was to read and follow all directions carefully! There is no way of getting around this – you need to submit all information specified, provide every document required, and check every box, to even have a complete application that gets reviewed. You may be the perfect person for the position but if you don't pay attention to every detail of your application or mistakenly check the wrong box, your application may be rejected. The hiring agency likely will not notify you if your application is problematic or give you a second chance to submit your materials so you need to be confident that you've done it right the first time.

Step 1: Create Your Resume

Your resume is your best marketing tool and should clearly communicate your qualifications and show that you can hit the road running. Whether you already have a current resume or not, here is a good place to start your federal resume. List all of your past jobs, education, classes, and volunteer positions on a piece of paper. Then, under each title, list all of the projects or responsibilities you had. For each project/responsibility, list the role you played, the budget, partners, challenges you faced and most importantly, the accomplishments you made. To help you, look through old files, talk to current and former coworkers, and collect documents that may remind you of the variety of work you have done.

Next, match your skills and achievements to those listed in the job description. If you haven't already done so, print the job announcement, specifically the Duties and the Requirements sections as well as the preview of the occupational questionnaire. Go through these sections and highlight all of the keywords. Keywords are things like "conducting or assisting in field site assessments," "entering and retrieving data," or "creating and editing written correspondence." Alternatively, you can use a website such as Wordle or TagCrowd to create a word cloud of the job duties and qualifications, which will help identify the most important keywords for you.

RESUME TIP

Put some weight behind your skills and accomplishments by adding numbers to their descriptions. Which of the following statements do you think would sound better to a hiring manager?

"Conducted fundraising activities"

OR

"Raised \$100,000 in grant funding over two years to support programming activities" Make a list of the keywords that you found in the position listing and questionnaire. Next to that list, make a list of the keywords from your current resume or the list you created above. Then, match your skills to those listed in the position. If you can, use the exact keywords listed in the position description to describe your past skills and avoid using abbreviations. Human resource specialists and computer systems will be looking for these keywords in your resume so make it easy for them to find your qualifications. For example, perhaps you old resume says something like "updated content on organization website." This would best match the qualification keyword above relating to "creating and editing written correspondence." So, in your federal resume you could revise your old statement to read something like "created and edited written correspondence for online distribution." Make sure for each qualification you not only state what you did but how well you did it. Each bullet in your resume should have two parts - the experience (what you did) and the accomplishment (how well you did it). Your accomplishments could be related to money raised, people impacted, deadlines exceeded, awards won, etc. Here is an example two-part resume bullet answer: "Developed and executed fire management training courses for nearly 1,000 personnel annually. Rated as the #1 instructor over 10 peers on last three annual performance reports."

Step 2: Format Your Resume

As mentioned before, when applying for a federal job through USAJOBS you may either be required to use the USAJOBS ResumeBuilder or have the choice to upload a resume. Even if you are able to upload a PDF or Word document of your resume, taking the extra time to transfer your information into ResumeBuilder will pay off. This is because ResumeBuilder asks for more information than you probably thought to include in your original resume. Things like your past supervisors, the number of hours you worked per week, the number of weeks you worked at a particular job, training certificates, and second languages may seem of less significance to you or be difficult to incorporate into a resume created in a word processing program. However, one or more of these details may be the deciding factor for the hiring manager.

We suggest creating your federal resume in a word processing program so that you can use the spell-check and other functionality of the program as well as save your work for future applications. Then, simply cut and paste the various sections into the ResumeBuilder.

Step 3: Edit Your Resume

If possible, allow your resume to sit for a few days after you are finished. Then, come back to it with fresh eyes and make sure that you have included as many keywords from both the qualifications section of the vacancy announcement and the occupational questionnaire as possible. It is best to include both the proper name and generic descriptions of products, software, and equipment since you may not know which the computer or HR specialist will recognize. Your application likely will be screened first by a computer system based on your answers to the occupational questionnaire. If you grade high enough, an HR specialist will then look to see that the information in your resume supports your answers on the occupational questionnaire. If it doesn't, than your resume may be thrown out! So, if you are planning to answer "I have performed this task or used this competency numerous times and am highly proficient at applying it to work situations" to the question of whether you have "assisted in and performed surveys of wildlife habitat features and populations" than you better well have that you "assisted

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What Else You Should Know

- Follow Directions and Pay Attention to Details! Read the instructions in the "How to Apply" section of the announcement on USAJOBS carefully. If your application is in any way problematic, the hiring agency probably won't notify you of the problem or give you a second chance so make sure you submit all required materials the right way the first time. If you have any questions, remember that a contact person is listed for each vacancy announcement that is able to answer your questions. It's best to phone this person early as they often receive hundreds of calls so the sooner you call, the better chance you will have of getting your questions answered.
- Make sure you give yourself plenty of time to submit your application. A federal resume can take several hours to complete. Additionally, it can sometimes take time to get copies of your college transcripts or the special preferences letters you need to apply so make sure you factor this in.
- Even if using USAJOBS's ResumeBuilder, type your information first into a Word Document first and then copy and paste the information into ResumeBuilder. This allows you to save a copy of your resume and spell check it before submitting it online.
- Print a copy of the vacancy announcement in case you need or want to look back at it for information or agency contact information since it will be taken offline after the closing date passes.
- One benefit of USAJOBS is that you can check the status of your federal applications online at any time. Simply sign into your account on USAJOBS, and click on the "Applications" tab in your account dashboard. Here you can track where the application review process is at and get information about whether you were considered an eligible candidate or referred to a hiring manager.

А Номе	3 APPLICATIONS	O SAVED JOBS	1 SAVED SEARCH
PROFILE	Active Archived		
È	Find & filter applications		+
DOCUMENTS	Sort by Last updated		© Notifications
USERNAME & PASSWORD	 Soil Conservationist Natural Resources Conservation Service Multiple Locations 		In Progress
	O Closed 6/20/2016		Last updated 6/15/2016

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in and performed surveys of wildlife habitat features and populations" somewhere clearly stated in your resume. We cannot stress this point enough – your resume must support your answers to the occupational questionnaire.

Finally, have a friend, family member or colleague look over your resume and application before you hit submit for any spelling errors or unclear sentences you may have missed.

Resume-Writing Resources

If you just aren't sure how to write a federal resume, than there is plenty more help on the Internet. Doing a quick search of "federal resume example" will yield pages upon pages of results. Here are a few we have found particularly helpful:

•Go Government: <u>http://gogovernment.org/how_to_apply/write_your_federal_resume/</u> <u>create_your_resume.php</u>

•The Resume Place: http://www.resume-place.com/services/federal-resume-samples

The Occupational Questionnaire

The occupational questionnaire was incorporated into the federal hiring process in 2011 as a standardized way for agencies to quickly screen applicants by the job qualifications. Questions may be asked in a variety of formats – yes/no, true/false, check the answer that best applies, check all that apply, and essay questions. Because many ask you to rate yourself on a numerical scale, there isn't a way to explain your answers – to argue that even though you don't have any experience with telemetry, for example, that you do with other methods of tracking wildlife. This is what makes this part of the occupational questionnaire tricky and frustrating.

In addition to being difficult to complete, the occupational questionnaire is also one of the most important pieces of your application packet. Why? Because computer software typically conducts the first cut of the applicant pool based on the scores from this questionnaire. This is why you must be diligent in answering these questions, giving yourself as much credit as possible while still being honest. If the HR person reviews your application and sees that your questionnaire answers are not supported by your resume, your application will likely be rejected.

If you're confused about how to answer these questions for yourself than you aren't alone. Let's go through some of the questions that you might encounter.

- Please check the lowest grade you are willing to accept Even if you believe you qualify as a GS-07, if the job is listed as a GS-05/07 than you may want to check the GS-05 box here as well so that you will be eligible for both grades, giving you a better chance against competing candidates.
- 2. For each task listed below, select the statement from A through E that best describes your level of experience, education, and/or training. If you leave any question blank your rating will be negatively impacted. ATTENTION: For each question below, you must document your skill level in your resume. This means, for example, that if you

rate yourself at the expert level (E) for a skill or task, you must document when you have supervised or trained others doing that skill or task. If you rate yourself at the independent level (D), you must show that you did the task as a regular and recurring part of a job. We will verify that you have documented your skills in your resume and your score will be lowered for skills that are not documented.

- A. I have not had education, training or experience in performing this task, but I am willing to learn.
- B. I have been trained in the classroom or closely supervised while performing this task in the field.
- C. I have limited experience in performing this task in a field environment.
- D. I have considerable experience in performing this task in a field environment.
- E. I have extensive experience performing this task in a field environment. I have performed this task as a regular and recurring part of a job in a field environment.
- 1. Collect observational field data on raptors using optics to monitor territories or nest sites.
- 2. Identifying terrestrial wildlife (mammals or herpetofauna) of the western United States by sight, tracks or scat.
- 3. Record complete and accurate biological field data on standard datasheets or field notebooks.
- 4. Use computers to input data into an established Microsoft Access database or Microsoft Excel spreadsheet (or similar programs).
- 5. Collect resource data with land-based GPS hand units.
- 6. Write brief narratives summarizing wildlife monitoring activities for a non-scientific audience.

These questions are the most difficult to answer. As you can see, each skill it asks you to assess yourself on is very specific. The best advice we can give here it to be generous yet truthful in your responses. Read through each question and give yourself the highest rating you honestly can based on your combined education and experience. Then, make sure that your answers are supported in your resume.

The Cover Letter

Unlike private businesses or non-profit organizations where a cover letter is usually the first part of your application reviewed, for federal jobs, it may be the last thing that's looked at.

Spotlight On: Office of Personnel Management

The U.S. Office of Personnel Management (OPM) acts as the Federal Government's human resources agency. Among other things, they manage federal job announcement postings at USAJOBS.gov, develop the job classification codes and pay grades, determine job qualifications, create self-assessment questions for job postings, and set policy on government-wide hiring procedures. On their website, you can find information about federal employment trends, salary ranges, benefits, etc. The OPM also created the USAJOBS ResumeBuilder in an effort to create a standard resume that could be used across government agencies.

As you may know, cover letters can be a great compliment to your resume, allowing you to more fully explain any gaps in your resume, highlight special skills or accomplishments, and demonstrate your writing style. Their benefits are also their drawback because cover letters take time to write well. Knowing all of this – should you include one in your application?

The answer is a definite YES if the vacancy announcement requires one. Even if it doesn't, you probably want to consider writing and including one with your application. You have already put a lot of work into your application – in making your resume shine, completing the occupational questionnaire, and gathering transcripts and other required documents. If you've come this far, we say, go all the way! Expect that you have such a good application that you will be referred to the hiring manager and when you are, they will likely welcome a well-written cover letter to help propel you into an interview slot.

Networking

Even through the federal job application process is rigid and tries to take personal relationships out of the evaluation process, networking can still help you get a federal job. For many of us, the term "networking" seems daunting and maybe a little out of our comfort zone. You may think that this is one area you can skip. Don't skip out on these opportunities! Even if you are shy, push yourself to get connected with the natural resource community. Networking can even be fun! You will be surprised who you will meet and where your conversations will take you. So be bold! Here are some ways to get started.

<u>Get Educated</u> - The first thing you want to do is to get educated about the agencies you are interested in - find out about their mission, the work they do and the types of people that work

there. Go beyond their website and search for news related to that agency or its work. Next, see if you can make a contact there and ask for an informal interview. This will help you further learn about the agency, understand the roles of the staff, get an honest perspective on the availability of jobs, and how to get the training or education you need to get there. During your informal interview, you may also be introduced to others in the office, furthering your network. Show them that you are passionate

TIP: USING SOCIAL MEDIA

One federal employee that we spoke with said that she followed USAJOBS on Twitter and was able to get a jump on putting together a resume for a position announced early on Twitter. about their work by highlighting bits of information you learned from their website and news stories that particularly interested you. Although the agency may not be hiring at the time, these personnel connections will help you be informed of future job openings as they develop.

<u>Volunteer/Intern</u> - Another great way to build connections is through volunteering with an agency that interests you. Volunteer positions help you make new contacts and acquire skills. They can also serve to avoid holes in your work history.^{ix} You can find many of these volunteer opportunities by going to www.serve.gov and www. volunteer.gov/gov, which is America's Natural and Cultural Resources Volunteer Portal. If you are interested in a more science-based or lab job, look into the Volunteer for Science program.

Other Ideas For Creating Your Network

- Think about your immediate network

 your family and friends. Then,
 brainstorm with them about their networks.
- Use social media Use Facebook, Linked-In and Twitter to make contacts and show your enthusiasm for what you want to do.
- Stay in contact with the people you meet at conferences, by email, phone, through informational interviews, etc.
- Don't overlook networking with the agency's support staff, including secretaries and assistants. Sometimes they have more influence than you think.
- Don't tire your contacts out! Think of networking as a give-and-take.

Many federal agencies also conduct summer and year-round unpaid internship programs for high school students, undergrads, grad students, and recent grads.^x Call the agency's main office to see what may available for you.

Join a Professional Society or Organization - Have you heard of the Ecological Society of America? How about the Wildlife Society, Geological Society of America, Society for Conservation Biology or Society of American Foresters? These are just a few examples of professional societies that current staff in your field may belong to. Joining a professional society often has an annual cost but if you can afford it, there are significant benefits including meeting people in your field, networking events, mentorship, a jobs board, and professional development opportunities. Joining a professional organization also helps connect you to the community in your field and looks good on your resume.

<u>Attend a Job Fair</u> - Some agencies use job fairs to fill high-priority jobs or internships by fast-tracking the application process. They may even make on-the-spot offers. Find a fair by conducting an online search using the name of each of your target agencies along with keywords such as "job fairs" and "career fairs" and the name of your location.^{xi} If you are a current student, visit your department's career office to see if your school or program hosts any annual or semi-annual job fairs.

<u>Consider the Network you Already Have</u> - Whether they are friends, family or former classmates, you already have hundreds of contacts that may be able to help you find a job. A great place to start is your school's career center or alumni network. Even if you have long since

graduated, their staff will provide you with support. Finally, networks such as the Corps Network exist for alumni who have been a part of their youth organizations and programs.

SPECIAL PROGRAMS: VETERANS, APPLICANTS WITH DISABILITIES, THE PATHWAYS PROGRAM, AMERICORPS AND OTHERS

Veterans

If you are a veteran, you have a great chance of working for the Federal Government! Nearly 30% of federal employees are veterans, which is more than triple the percentage in the private sector. ^{xii} The Federal Government truly values the service of our nation's veterans and encourages their employment with the Federal Government in several ways. Although these programs will help veterans get a job with the Federal Government they don't guarantee them a job.

Veterans' Preference

<u>What is Veterans' Preference?</u> Veterans' preference applies to virtually all new job announcements in both the competitive and excepted service). As described above, most agencies use a numerical rating and ranking system to determine the best qualified applicants for a position. An additional 5 points (non-disabled veterans) or 10 points (disabled veterans) are added to the numerical score of eligible veterans.

<u>Who is Eligible?</u> Only veterans discharged or released from active duty in the armed forces under honorable conditions are eligible for veterans' preference. You must provide acceptable documentation of your preference or appointment eligibility. For all eligible veterans that will include a copy of your DD-214, "Certificate of Release or Discharge from Active Duty," which shows dates of service and discharge under honorable conditions. If you are claiming a 10 point preference, you will need to submit a Standard Form (SF-15) "Application for 10-point Veterans' Preference."

Special Hiring Authority for Veterans – In addition to veterans' preference for competitive position announcements, the Federal Government has several special ways of hiring veterans.

Some programs allow veterans to compete for jobs that are only open to current federal employees. These include the following programs:

- The Veterans Employment Opportunities Act of 1998 (VEOA). VEOA only allows vets to compete for positions that would otherwise be unavailable to them but doesn't let them use veterans' preference.
- Reinstatement eligibility. For former feds with veterans' preference, reinstatement eligibility never expires unlike other types of former feds where it lasts for only three years after their federal job ends.

Other programs allow veterans to be selected for a job without competing with other applicants. These programs include:

- Veterans' Employment Recruitment Act (VRA): Enables veterans to be noncompetitively hired into two-year temporary jobs at or below the GS-11 level.
- Thirty Percent or More Disabled Program: Enables veterans who have a serviceconnected disability of 30 percent or more to be noncompetitively hired into temporary jobs that may be converted at any time into permanent positions.
- Schedule A Appointing Authority: Although this program is for people with disabilities, veterans who have a severe physical, psychological, or intellectual disability may also be eligible. Agencies can use this authority to appoint you to any grade level and for any job (time-limited or permanent) for which you qualify. Veterans' preference applies when agencies hire individuals under this authority. After two years of satisfactory service, the agency may convert you, without competition, to the competitive service.

Resources

- For more information on preference eligibility and to get a copy of the forms mentioned above visit: <u>http://www.fedshirevets.gov/job/vetpref/index.aspx</u>
- To determine whether you have veterans' preference go to: <u>https://www.fedshirevets.gov/veteranemployees/veteranspreference/index.aspx</u>.
- Information about veterans' preference including a webcast is posted at: <u>https://www.fedshirevets.gov/index.aspx</u>.
- For more information on the special hiring authorities for veterans mentioned above go to: <u>http://www.fedshirevets.gov/job/shav/index.aspx</u>
- For more information on federal programs for job-seeking veterans, visit: <u>www.</u> <u>dol.gov/vets</u>.
- The Office of Personnel Management runs the Veterans Outreach Offices in Fort Carson. This office provides various services, including help finding federal openings and preparing applications.

Applicants with Disabilities

Similar to veterans, the Federal Government is also the largest employer of people with disabilities (7% of federal employees are disabled).^{xiii} As with veterans' preference, people with disabilities are also given preference for many federal jobs through the Schedule A Appointing Authority.

What is Schedule A? The Schedule A hiring authority (Schedule A) is one of the paths that can greatly benefit youth and adults with disabilities who have an interest in beginning a career with the Federal Government. Schedule A can be a fast track way for federal agencies to bring in

talented individuals with disabilities.xiv

Schedule A allows individuals to apply for a federal job through a noncompetitive hiring process. This means that if you meet the eligibility status of the job and the minimum qualifications for a position, you may be hired for the position without competing with the general public.

<u>Who is Eligible?</u> To be considered for a Schedule A appointment, you must have a severe physical disability, psychiatric disability, and/or have a mental disability. You must have proof of your disability and a certification of your job readiness.

How do I Apply for a Federal Job Using Schedule A? To apply for a position, begin with a search of position listings on USAJOBS. When you find a position you are interested in, contact the Selective Placement Program Coordinator (SPPC) at the agency with which you wish to work using the online directory - <u>http://www.opm.gov/policy-data-oversight/disability-employment/selective-placement-program-coordinator-directory/</u>. These Selective Placement in jobs under special hiring authorities. They will also help direct you through the hiring process, including creating your resume, gathering the required documentation, and deciding whether to submit your application through USAJOBS or directly to the agency.

Resources:

- The Office of Personnel Management's "Disability Site" www.opm.gov/disability
- The U.S. Department of Labor's Office of Disability Employment Policy www.dol.gov/odep
- The Federal Government's one-stop website for people with disabilities, their families, employers, veterans and service members, workforce professionals, and many others. <u>www.disability.gov</u>.
- The Workforce Recruitment Program (<u>http://www.dol.gov/odep/wrp</u>), cosponsored by the Department of Labor's Office of Disability Employment Policy and the Department of Defense, connects postsecondary students and recent graduates with disabilities to positions in the Federal Government.

Pathways Program^{xv}

"The Pathways Programs offer clear paths to Federal internships for students from high school through post-graduate school and to careers for recent graduates, and provide meaningful training and career development opportunities for individuals who are at the beginning of their Federal service." – USAJOBS.gov

Several years ago, the Federal Government recognized its lack of recruitment and hiring of

graduates and recent graduates. To combat this issue and encourage the contribution of a younger generation to the county, the Pathways Program was signed into law by President Obama in December 2010 and took effect in July 2012. Today, the Pathways Program is touted as one of the best ways for youth to get their foot in the door for a career in federal government.

The Pathways Program is composed of three programs: (1) the Internship Program for current students, (2) the Recent Graduates Program for people who have recently graduated from qualifying educational institutions or programs (two years from the date the graduate completed an academic course of study), and (3) the Presidential Management Fellows (PMF) Program for people who obtained an advanced degree (e.g., graduate or professional degree) within the preceding two years. Unfortunately if you are not currently in school or have graduated from an educational institute in the past two years you are not eligible for the Pathways Program.

Internship Program

The Internship Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore federal careers while still in school and while getting paid. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service. The information below can also be found at: <u>https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern</u>.

<u>Eligibility</u>

- Current students in an accredited high school, college (including 4-year colleges/ universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate.
- You can find and apply for the Pathways Program Internship positions by conducting an advanced search on <u>USAJOBS.gov</u> for "Intern."

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- or full-time.
- Intern's job will be related to the Intern's academic career goals or field of study.

Program Completion and Conversion

• 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 the program.

- To be eligible for conversion, Interns must:
 - » Complete at least 640 hours of work experience acquired through the Internship Program
 - » Complete their degree or certificate requirements
 - » Meet the qualification standards for the position to which the Intern will be converted
 - » Meet agency-specific requirements, and
 - » Perform their job successfully.
 - » Agencies may waive up to 320 of the required 640 hours of work for Interns who demonstrate high potential as evidenced by outstanding academic achievement and exceptional job performance.

Recent Graduates Program

Below is a short summary of what you need to know about the Recent Graduates Program. This information can also be found at: <u>https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=graduates</u>.

Eligibility

- Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, 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.
- You can find and apply for the Pathways Program Recent Graduate positions by conducting an advanced search on <u>USAJOBS.gov</u> for "Recent Graduate."

Program Administration

• The Recent Graduates Program is administered primarily by each hiring agency.

Training and Development

- Orientation program for Recent Graduates hired for the program.
- Mentorship throughout the program.
- Individual Development Plan to create and track Recent Graduates' career planning, professional development, and training activities.
- At least 40 hours of formal, interactive training each year of the program.
- Positions offer opportunity for career advancement.

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After Program Completion

- Recent Graduates may be converted to a permanent position (or, in some limited circumstances a term appointment lasting 1-4 years).
- To be eligible for conversion, Recent Graduates must have:
 - » Successfully completed at least 1-year of continuous service in addition to all requirements of the Program.
 - » Demonstrated successful job performance.
 - » Met the qualifications for the position to which the Recent Graduate will be converted.

Presidential Management Fellows Program

Created more than three decades ago, the Presidential Management Fellows (PMF) Program attracts and selects from among the best candidates and is designed to develop a cadre of potential federal government leaders. Below are some key provisions of the PMF Program. This information can also be found at: <u>https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=pmf</u>.

<u>Eligibility</u>

- Individuals who have completed within the past two years, a qualifying advanced degree (e.g., masters 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 the Office of Personnel Management.
- The Office of Personnel Management 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 the Office of Personnel Management with information about their PMF opportunities and can post PMF appointment opportunities for those who are

Finalists on the PMF website year-round. In addition, 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.

Training and Development

- The PMF Program Office provides newly hired PMFs an opportunity to participate in its Orientation and Training Program.
- Senior-level mentorship throughout the program.
- Individual Development Plan to create and track a PMF's career planning, professional development, and training activities.
- Developmental opportunities in the occupation or functional discipline the PMF would most likely be placed.
- At least 80 hours of formal, interactive training each year of the program, for a total of 160 hours.
- PMFs are placed on a performance plan and must obtain a successful rating each year.

After Program Completion

• After successful Program completion and job performance, the PMF may be converted to a permanent position (or, in some limited circumstances a term appointment lasting 1-4 years) in the competitive service.

To learn more about the program go to <u>http://pathtopmf.com</u>.

AmeriCorps

AmeriCorps NCCC (National Civilian Community Corps)

AmeriCorps NCCC is a full-time, team-based residential service program for individuals ages 18-24. NCCC members are organized into 10- to 12-member teams and serve in local communities in all 50 states and US. territories. The mission of AmeriCorps NCCC is to strengthen communities and develop leaders through team-based national and community service. Based out of five regional campuses in Maryland, Mississippi, Iowa, Colorado, and California, teams complete four-to-six different, two-to-three month projects during their 10 months of service, doing projects proposed by community sponsors who identify needs within their communities and request NCCC assistance. Assistance projects include preparedness, response and recovery to natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation, and urban and rural development. Project sponsors include national, nonprofit organizations; municipal and state governments; federal agencies and programs; city, state, and national parks; Native American communities; and schools throughout the United States. The NCCC program offers a monthly stipend as well as college credit for participation.

For more information go to: <u>http://www.nationalservice.gov/programs/americorps/americorps-nccc</u>

AmeriCorps VISTA

What is VISTA?

VISTA stands for Volunteers in Service to America. It is an AmeriCorps program specifically aimed at alleviating poverty. VISTAs serve in various nonprofits across the country on the front lines of poverty doing various capacity building projects. VISTAs participate in indirect service – behind the scenes activities like programmatic capacity building, fund development, or other support provided by the VISTA to the organization they work with – as opposed to the hands-on provision of other services.

What is Non-Competitive Eligibility for VISTAs?

Former VISTAs who have successfully completed their VISTA service attain a status commonly referred to as "non-competitive eligibility" (NCE) status for one year following their completion of VISTA service. As set forth in federal law, such individuals "shall be eligible for appointment in the federal competitive service in the same manner as Peace Corps Volunteers as prescribed in Executive Order No. 11103 (April 10, 1963)." Section 415(d), Title IV, of the Domestic Volunteer Service Act of 1973.

What that means is that VISTAs who successfully complete at least one full year of VISTA service are accorded, for a one year period after completion of VISTA service, a status that makes them eligible (1) for appointment by a federal agency into the federal competitive service and (2) to compete for certain federal employment jobs that only federal employees are eligible to compete for. This one year NCE status is a benefit only available starting from the date of completion of service, and expires after one year following a VISTA's successful completion of a year of VISTA service. VISTAs who have completed less than one year of service (including training time) will not receive NCE status.

Having current NCE eligibility status does not mean that a former VISTA is entitled to federal employment. However, although non-competitive eligibility does not require, it does permit an agency to hire a former VISTA who meets the minimum qualifications for the position without going through all of the formalities of the competitive process. The decision whether to hire a former VISTA under non-competitive eligibility status is within the discretion of the hiring agency. Therefore, to alleviate any confusion it is advised that a former VISTA who is currently in the one-year NCE status period, makes it as clear as possible to the hiring agency where they are seeking employment, the time remaining in which the former VISTA retains that NCE status.

Who is Eligible?

AmeriCorps VISTA is open to all U.S. citizens, nationals, or lawful permanent resident aliens age 18 and older. VISTAs that successfully complete at least one full year of VISTA service are accorded, for a one year period after completion of VISTA service.

How Can I Apply For/Find Out More about the VISTA Program?

For more information - Visit the Corporation for National and Community Service VISTA site - <u>http://www.nationalservice.gov/programs/americorps/americorps-vista</u>. To find VISTA opportunities go to <u>https://my.americorps.gov/mp/listing/publicRequestSearch.do</u>

Other Federal Programs and Internship Opportunities for Youth

Public Land Corps (ages 16-30)

The Public Land Corps (PLC) Act of 1993, as amended in 2005 and 2017, provides authority for the Federal Government to utilize and expose youth to public service by hiring young adults to perform needed conservation activities and assist the Federal Government with natural and cultural resources. The PLC allows qualified youth to apply and be considered for posted vacancy announcements without competing under internal merit staff procedures. These candidates will be considered with other noncompetitive candidates. Eligibility for this noncompetitive authority is good for 2 years after completion of PLC service.

For more information please contact your servicing Human Resources Office, or the Department of the Interior - Office of Youth and Natural Resources at (202) 208-4417 or US Forest Service at <u>www.fs.fed.us/working-with-us</u>.

Youth Conservation Corps (ages 15-18)

The Youth Conservation Corps Act of 1970 (YCC), establishes permanent programs within the Department of Interior and Department of Agriculture for teens who are between the ages of 15 and 18 to perform specific tasks on lands and waters administered under the jurisdiction of these departments. YCC programs are conducted for 8-10 weeks during the summer. Environmental awareness is an integral aspect of the YCC program, with projects embracing both work and environmental learning goals. The participants spend most of their time in the outdoors. All participants are expected to gain an understanding and appreciation of the nation's environment and heritage equal to one full academic year of study.

For more information please contact your servicing Human Resources Office or the Department of the Interior, Office of Youth and Natural Resources, at (202) 208-4417.

US Forest Service Resource Assistants Program

The Resource Assistants Program (RAP) is an internship opportunity with the US Forest Service through a partnership organization. The Public Land Corps Act of 1993 – as amended

in 2005 - established the program to offer a rigorous learning and immersive work experience that provides exposure to the Forest Service and developmental and training opportunities in natural and cultural resource management. Applicants must be at least 17 years old, a US citizen or permanent resident and have completed the required minimum of 960 hours of relevant work contributing to the Forest Service mission to be eligible for non-competitive hiring status. Preference is given to currently enrolled students at, or recent graduates from, an institution of higher education. Enrollees will receive a Certificate of Completion and be eligible for noncompetitive hiring for two years.

For more information go to: <u>https://www.fs.fed.us/working-with-us/volunteers/resource-assistants-program</u>

US Fish and Wildlife Service Directorate Resource Assistant Fellowship Program

The Directorate Resource Assistant Fellows Program (DFP) is a new fellowship program at the US Fish and Wildlife Service. The DFP is designed to provide a fellowship opportunity for undergraduate and graduate students to participate full time for at least 11 weeks on projects that meet the qualification of a rigorous internship program.

Participation in the DFP will offer the selected Fellows an opportunity to demonstrate to supervisors and managers their potential for success in an administrative or professional career field in the Service. Management may directly hire a DFP Fellow who has successfully completed the fellowship program and requirements for his or her degree program.

Read more at: <u>http://www.fws.gov/workforwildlife</u>

Department of Energy Student Programs

The Department of Energy offers a few different programs for youth including the Student Internship Program, Student Stipend-Based Internship Program, DOE Scholars Program, DOE Office of General Council Program, the Minority Educational Institution Student Partnership Program and Mickey Leland Energy Fellowship. The DOE also offers at 10-week paid summer internship in partnership with Pre-College to increase minority awareness and participation in the environmental science disciplines.

For more information about the programs and eligibility requirements visit <u>http://www.energy.</u> <u>gov/student-programs-and-internships</u>.

National Park Service Historic Preservation Internship Training Program

This internship program offers undergraduate and graduate students the opportunity to gain practical experience in cultural resource management programs at the National Park Service headquarters, field offices, and parks, and at other federal agencies.

Read more at: http://www.nps.gov/tps/education/internships.htm

The Latino Heritage Internship Program

The Latino Heritage Internship Program is administered jointly by the National Park Service, Environment for the Americas, and the Hispanic Access Foundation. The goal of the program is to train young Latinos in cultural and natural resource management while raising awareness and utilization of national parks and cultural resources by Latino communities. Internship sites exist throughout the country and include opportunities at Colorado National Monument and at the Intermountain Regional Office in Colorado. Applicants must be 18-35 and currently enrolled in or recently graduated (two years) from a higher education program.

Read more at: <u>http://www.latinoheritageintern.com/</u>

The Student Conservation Association Career Discovery Internship Program

Founded in 2008, the Career Discovery Internship Program (CDIP) was created by the Student Conservation Association and the US Fish and Wildlife Service to help prepare the next generation of wildlife professionals and managers by introducing culturally and ethnically diverse college freshman and sophomores to conservation careers with USFWS. Conservation interns are paid a living wage and, in some cases, are also provided with room and board for the duration of their service.

Read more at: <u>http://www.thesca.org/serve</u>

The Nature Conservancy Leadership in Environmental Action for the Future (LEAF) Program

The LEAF Program provides paid summer internships for high school students in nature preserves across the nation. Since 1995 the LEAF program has expanded from one to 27 participating states offering urban youth both career development and hands-on environmental stewardship experience.

Read more at: http://www.nature.org/about-us/careers/leaf

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Beyond USAJOBS

USAJOBS is not the only website that lists government jobs. GovLoop is another private website that offers a search of not only federal government jobs but those in state and local government. It also offers a variety of resources for both current and aspiring government employees. Search jobs at <u>www.govloop.com</u>.

Agency websites may also announce job openings and include additional information not listed on USAJOBS.