

CDC Career Day Federal Career Intern Program (FCIP)



Summary Sheet

Federal Career Intern Program Overview

- The FCIP is a 2-year entry-level, full-time employment and career development program designed to recruit and develop future CDC leaders.
- Upon successful completion of the 2-year program, FCIP participants may receive a permanent, full-time position with the CDC up to the GS-9 through GS-12 level based on the grade structure.
- FCIP is open to students and non-students. You do **NOT** have to be a student to participate in the FCIP.
- FCIP participants are eligible for federal benefits.
- For additional information on FCIP visit www.opm.gov/careerintern/QandAof12-20-00.asp.

Authorized FCIP Positions (subject to change)

Accountant, GS-510-5/7/9*	Health Education Specialist, GS-1701-9 *
Biologist, GS-401-5/7/9*	Information Technology Management, GS 2210-9
Budget Analyst, GS-560-9	Librarian, GS-1410-9*
Chemist, GS-1320-5/7/9*	Management/Program Analyst, GS-343-9
Computer Scientist, GS-1550-5/7/9*	Mathematical Statistician, GS-1529-5/7/9 *
Contract Specialist, GS-1102-9*	Microbiologist, GS403-5/7/9*
Emergency Response Specialist, GS-301-9	Program Specialist, GS-0301-9
Epidemiologist/Health Scientist, GS-601-5/7/9 *	Public Health Advisor/Public Health Analyst, GS-685-9
Health Communication Specialist, GS-1001-9	Public Health Educator, GS-1725-5/7/9*
	Statistician, GS-1530-5/7/9 *

*Specific educational requirements apply. Consult with the human resources specialist or learn more about qualifications at <https://www.opm.gov/qualifications/>. *This list of authorized positions is subject to change.*

To receive consideration under the FCIP, you must attend Career Day **AND** complete the on-line process:

Applying for FCIP-covered Positions

**Deadline
April 23, 2008**

1. **ATTEND CAREER DAY.** While at the event, submit your resume, CV or the *FCIP Applicant Information Sheet* to the HR representative at the FCIP booth.
If required and available, submit supporting documentation (e.g., academic transcript, proof of military service, etc.). Refer to the job posting for required documents.*
2. **COMPLETE THE ON-LINE PROCESS.** After Career Day, log on to [HHS Careers Intern Opportunities \(https://jobs1.quickhire.com/scripts/hhs-elp.exe\)](https://jobs1.quickhire.com/scripts/hhs-elp.exe) to register, review FCIP job postings, and complete the on-line process **by 11:59 p.m. Eastern Time on April 23, 2008.**
 - FCIP job postings are posted beginning April 21, 2008
 - The on-line process will not be available after 11:59 p.m. on April 23, 2008

*You may fax or e-mail the required documentation if you did NOT submit a copy while at CDC Career Day. The required documentation must be received by **11:59 p.m. Eastern Time on April 23, 2008.** See *Submitting Supporting Documentation* below.

Submitting Supporting Documentation

Supporting documentation may be required as part of the evaluation process. Refer to the *Required Documents* section of the job posting for information on required documentation (e.g., academic transcript, proof of military service, etc.). Failure to submit the required documentation by the deadline date will result in loss of employment consideration. Required documentation may be submitted:

1. In person while at Career Day. Attach a copy of the supporting documentation to your resume, CV, or *FCIP Applicant Information Sheet* and submit to an HR representative at the FCIP booth; or
 2. Via fax: 770-488-1979. Include your full name and "FCIP-CD" on each piece of supporting documentation; or
 3. Via e-mail: cdcjobs@cdc.gov. Include your last name, first name, "FCIP-CD", and a contact number in the subject line. [Example: DOE, JANE, FCIP-CD, 555-555-5555]
- Copies are acceptable. Do not submit originals. An original may be requested at a later date.
 - Submit **only one (1) copy** of the supporting documentation. Multiple copies are NOT required.
 - All supporting documentation must be received by **11:59 p.m. Eastern Time on April 23, 2008** to be considered timely.

IMPORTANT: Please note your full name (including middle initial) and "FCIP-CD" on each piece of supporting documentation.

After Career Day

The CDC human resources office will:

- Evaluate your on-line application to ensure that you meet the minimum qualifications of the position(s)
- Provide the hiring manager with a list of eligible candidates for consideration. Veterans receive preference in selection.
- Contact you if you are selected for a position.

You may be eligible for veterans' preference if you served on active duty in the United States military and were separated under honorable or general conditions. The agency adjudicates veteran preference claims based on the documentation you submit (e.g., DD-214).

Veterans' Preference

Code	Description of Preference Category
CPS	Compensable preference based on a service-connected disability of 30% or more
CP	Compensable preference based on a service-connected disability of 10% or more, but less than 30%
XP	Other preference granted to recipients of the Purple Heart, persons with a noncompensable service-connected disability (less than 10%), widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran.
TP	Preference (i.e., other types of qualifying military service)
NV	Non-veteran

Assistance

Speak with an HR representative while at the event or contact HR Customer Service at hrcs@cdc.gov or 770-488-1725.