

Navigating USA Jobs Do's and Don't – Applying for Federal Jobs

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**The CUPS and FERGUSON Orientation
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AGENDA

- **President's Hiring Reform Requirements**
- **Recruitment Types**
- **Specialized Experience Statement**
- **Education – Transcripts**
- **Do's & Don'ts regarding your resume**

President's Hiring Reform Requirements

- **Elimination of Written Essays (KSAs)**
- **Resume and Cover Letter**
- **Category Rating**
- **Manager Accountability and Involvement**
- **Quality and Speed of Hiring**
- **Applicant Notification**

Essay Elimination Requirements

- **Can no longer require applicants to answer essay questions during the application process**
- **Can no longer require applicants to elaborate in writing additional information**
- **This information can be brought out during the interview process**



Resume & Cover Letter

- **Provide applicants with the ability to submit resumes and cover letters**



Category Rating

- **Replaces the traditional “rule of three”**
- **Increases the number of eligible candidates from which a selecting official can choose while preserving veterans’ preference rights**

Manager Accountability

- **Holding managers/supervisors with responsibility for hiring**
- **Implement recruitment, retention and developmental strategies**

Quality and Speed of Hiring

➤ End-to-End Hiring Initiative

- Goal of 80 calendar days
- With manager involvement, quality of candidates should be the expected results

Applicant Notification

- **Timely notification to applicants of the status of their application throughout the hiring process**

Delegated Examining

- **Open to all US Citizens**
- **Public notice required on www.usajobs.gov**
- **Numerical scores-highest to lowest**
 - Applicants receive Scores ranging from 70-100, (scores are not augmented based on veterans' preference.)
 - Veterans received preference in their assigned category ahead of non-veterans.
- **The rating/ranking procedures are:**
 - Categorical
 - Best Qualified 95+
 - Well Qualified 85- 94.99
 - Qualified 70- 84.99

Internal Merit Promotion

- **The following are various sources of applicants**
 - Current and former status employees within and outside the agency
 - Veterans (i.e. VEOA, VRA, 30% disabled veterans)
 - Schedule A, Persons with Disabilities
 - Peace Corps
 - Others

- **The best source of applicants is determined by the Selecting Official and HRO representative.**

- **Public notice is sometimes required.**

Specialized Experience

- **Specialized experience is that which is directly related to the position and which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position, to include experience serving as a senior public health analyst responsible for policy, evaluation and communication activities related to infectious disease public health programs.**

Education/Transcripts

- **Transcripts – Please provide the transcript that reflects the education course work for the position you are applying.**
 - Example - **Degree.** Applicants must have a degree in accounting or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.
 - If you have a PH.D, but you completed the course work was completed in your undergraduate studies please submit all transcripts to verify you completed the required education requirement.

Do's & Don'ts

- **Include dates when documenting experience (Month, Day, Year)**
- **Be as specific as you can about how your qualifications match the position.**
- **Read the complete vacancy announcement thoroughly.**
- **Create 2-3 resumes that is tailored to various positions of interest.**
- **Submit all required documents (SF-50, transcripts, etc.)**

Do's & Don'ts Cont.

- **Don't wait until the closing date to apply for jobs.**
- **Don't assume that HR know what you do, put it on paper.**
- **Do show your answers to the assessment questionnaire in your resume**
- **Choose the right format – “getting the look right”**
 - Be prepared to go the distance, don't make the mistake of submitting your standard one page resume
 - Don't create functional resumes that eliminate timelines and focus almost solely on skill sets
 - Avoid pictures, graphs, animation, underlining, etc.

Do's & Don'ts Cont.

- **Do read carefully (vacancy announcement, qualification requirements, etc.)**
- **Do use examples; applicants are encouraged to go into detail about their experience**
- **Numbers talk (showing dollars, time, quantity)**
- **Lack of proof**
- **Not taking KSA's seriously**
- **Too many words spent on irrelevant jobs**
- **One year of specialized experience not taken seriously enough**

Marketing Yourself

- **Through your application**
- **Serving on committees**
- **Appropriate networking**
- **Getting involved with special projects**
- **Deliverables**
- **Demonstrate confidence**

Interviewing

- **Be prepared**
- **Be on time**
- **Be honest**
- **Know the organization**
- **Practice interviewing**
- **Market strengths**





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