



Applying for a Federal Job

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The Application Process

Why is it so complicated?

- ❑ **The Code of Federal Regulations, Title 5, governs rules for the hiring of federal employees.**
- ❑ **Each federal agency has its own specific requirements in terms of how an applicant is assessed (i.e. KSAs and other questions).**





Knowledge, Skills, and Abilities. What are KSAs?

Certain job duties may require knowledge about a specific subject matter, a skill such as proficiency in Microsoft Access, or an ability, such as the ability to communicate effectively in written and verbal communication.

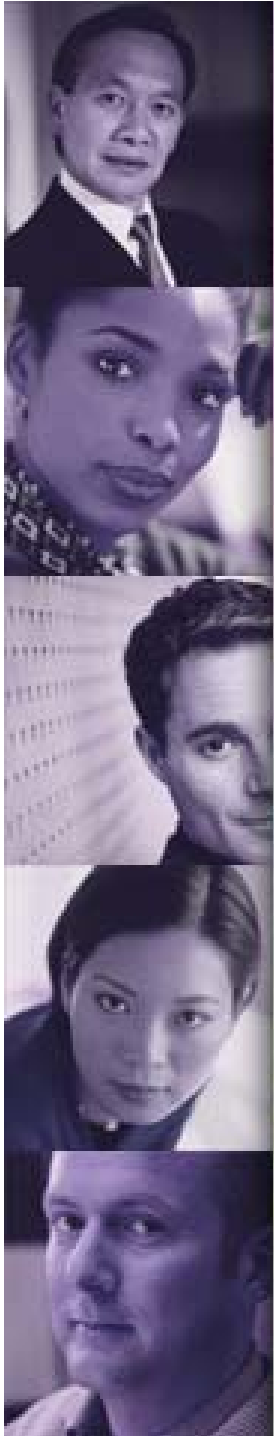




How important is my resume and my answers to KSAs and other questions?

- Evaluation of your resume and supporting documents will determine if you are qualified for a job. It is very important to fully answer every question asked by an agency when you are applying for a job opening.
- When addressing a KSA, you must give examples which demonstrate your knowledge, skill, or ability.





Real KSAs for a Veterinary Medical Officer position

- 1. Ability to physically examine animals and recognize disease conditions using accepted diagnostic procedures. (Please describe specific examples of your experience with agricultural animal [e.g., sheep, cattle, pigs, goats and horses] medicine and the environment where these exams were conducted.)**
- 2. Knowledge of veterinary medicine, pathology, microbiology, immunology, molecular biology, epidemiology and statistics.**
- 3. Ability to gather, verify and assess animal health information in order to define problems in a variety of settings and to develop, recommend and implement a plan of action.**
- 4. Ability to communicate verbally and in writing in order to represent the Agency to the public and private livestock groups and industry.**





Answer questions honestly and thoroughly.

- Don't exaggerate or fabricate your resume or answers to agency questions.**
- Use language, terms, and abbreviations which are understood by the general population.**





Benefits of Federal Employment

- Regular salary increases**
- Annual and sick leave**
- Health, Life, and Long-term care insurance**
- Flex time with most agencies**
- Bonuses and awards**





How do I locate Federal Job Opportunities?

www.usajobs.opm.gov

- ❑ **USAJOBS is your one-stop source for Federal jobs and employment information.**
- ❑ **This website is available 24 hours a day, 7 days a week!**





Federal Vacancy Announcements

- Opening and closing dates
- Who can apply
- Salary
- Specialized experience and/or education requirements





Federal Vacancy Announcements

- Duty Description**
- Other required materials**
- How to submit your application and resume**





What Your Resume or Application Must Contain

- Job Information**
- Personal Information**
- Education**
- Work Experience**
- Other Qualifications**





Helpful Tips

- ❑ **Read the vacancy announcement thoroughly**
- ❑ **Include all required information in application/resume.**
- ❑ **Ensure resume supports responses**



Helpful Tips

- Submit all required documents timely**; if supporting documents are not received by the deadline, your application will not be accepted.
- Ensure application is submitted as instructed, i.e., mail, email, online, fax.**





Helpful Websites

- ❑ **United States Department of Agriculture**
www.usda.gov
- ❑ **USAJOBS**
www.usajobs.opm.gov
- ❑ **Student Opportunities, Internships & Scholarships**
www.usda.gov/da/employ/intern.htm





Helpful Websites

- ❑ **Ten Tips for Letting Federal Employers Know Your Worth**
www.usajobs.opm.gov/EI64.asp
- ❑ **StudentJobs**
www.studentjobs.gov
- ❑ **FAQ for Applying on-line**
<http://www.aphis.usda.gov/mrpbbs/systems/USAJOBS/faq.html>

