

# CAREERS IN GOVERNMENT

## Helpful Government Jobs Websites

<http://www.careersingovernment.com/>  
<https://www.cia.gov/careers/index.html>  
<http://www.dia.mil/careers/>  
<https://fbijobs.gov/>  
<http://www.fcc.gov/work/>  
<http://www.jobsfed.com/>  
<http://jobs.irs.gov>  
<http://gogovernment.org/>  
<http://careers.ohio.gov/>  
<http://personnel.ky.gov/employment/>  
<http://www.in.gov/spd/2334.htm>  
<http://www.usajobs.gov/>  
<http://www.careers.state.gov/>  
<http://www.opm.gov/>  
<http://www.usa.gov>  
<http://www.pmf.gov>  
<http://www.ourpublicservice.org/OPS/>  
<http://bestplacestowork.org>



# WORKSHOP

Northern Kentucky University

Career Services



(859) 572-5680  
careerservices.nku.edu  
careerservices@nku.edu



### Positives about Federal Government Employment

1. Jobs exist in cities around the U.S. and abroad.
2. There are careers that match a variety of interests.
3. The work is challenging and interesting.
4. Positions provide good work/life balance.
5. Opportunities exist for advancement within government.
6. Positions offer professional development opportunities.
7. Government jobs offer job security.



### Negatives about Federal Government Employment

1. Bureaucracy does exist within many positions.
2. The hiring process can be long and tedious.
3. You will not get rich working for the government.
4. There is often a revolving door of leadership because of movement within the government ranks.
5. It often takes time to make a difference; you may find such delays discouraging.

### Follow Up

If done appropriately, follow-up during and after a federal job search is acceptable. Keep these guidelines in mind:

- Check position announcement for name of contact person.
- During process, seek clarification if needed: “Can you clarify for me...?”
- After submission, confirm receipt of materials: “Did you receive all my materials?”
- 30 days after job closing, check applicant status: “Can you tell me my status?”
- If not considered for this position, it is acceptable to ask for suggestions for the next time you apply.



**Be patient!**

**It can take 2-4 months for your federal job application to be processed.**

## Pay and Benefits

- General Schedule (GS) is the pay scale for most federal jobs:
  - Grades 1-15, 10 steps within each grade.
  - Locality Pay - pay varies by geographic location.
  - Some occupations have separate scales (e.g. IT).
  - One may move up several grades within a few years .
- GS-7, Step 1: \$33, 979/Step 10: \$44,176

Grade	Qualifying Education
GS-4	Associate's Degree
GS-5	4 academic years above high school leading to a bachelor's degree or a bachelor's degree
GS-7	Bachelor's degree with one of the following: <ul style="list-style-type: none"> <li>• Class standing (upper third of class)</li> <li>• 3.0 or higher GPA; 3.5 or higher major GPA</li> <li>• Honor society membership</li> </ul>
GS-9	Master's degree (or equivalent)
GS-11	Doctorate degree

City	GS-5	GS-7	GS-9	GS-11
Atlanta	\$32,722	\$40,534	\$49,581	\$59,987
Chicago	\$34,316	\$42,508	\$51,995	\$62,909
New York City	\$35,309	\$43,738	\$53,500	\$64,729
San Francisco	\$37,073	\$45,923	\$56,172	\$67,963
Washington, D.C.	\$34,075	\$42,209	\$51,630	\$62,467

## Pathways Programs:

### Designed Specifically for Students and Recent Grads

#### Internship Program

- Paid internship for current students.
- Interns may work either full- or part-time.
- Intern jobs will relate to field of study or career goals.
- Eligible students may be converted to permanent or term employment.



#### Recent Grad Program

- For individuals who graduated within the past two years.
- Individual Development Plan is created and used to track career planning, professional development, and training activities.
- At least 40 hours of formal, interactive training each year of the program.
- May become eligible for permanent or term employment.

#### Presidential Management Fellows Program (PMF)

- For those working on or those who have completed an advanced degree within two years of application.
- Complete a two-year development program.
- May be converted to a permanent position or, in some cases, a term appointment lasting 1-4 years.
- Announcements about when to apply usually occur in late summer/early fall.

**Positions can be found on both [www.usajobs.gov](http://www.usajobs.gov) and individual agency websites.**

## Online Application Steps

1. Create a USAJobs.gov account.
2. Build or upload a federal resume, *tailored to fit each specific position*.
3. Follow application instructions carefully, paying attention to open dates.
4. Complete questionnaire.
5. Submit any necessary supporting documents (transcripts, DD-214, etc.).



### The Experts Say...

#### Know your agencies!

- ◆ Find links to government agencies' careers pages at [GoGovernment.org](http://GoGovernment.org).
- ◆ Search agency sites for job and internship postings before searching USAJobs.gov.

#### Remember the 80% rule!

- ◆ The federal job search is competitive and time-consuming, so seek well-matched positions.
- ◆ If you do not meet at least 80 percent of the job requirements, don't waste your time applying.

## Federal Resume Summary

- 3-4 pages in length.
- Includes detailed work experience.
- Provides a complete listing of all job-related activities.
- Requires additional details for personal information and work experience.

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### Federal Resume Tips

- An electronic federal resume created through USAJobs.gov is appropriate for most federal positions.
- In addition to name and contact information, remember to include the title, series, and grade of job sought, along with the announcement number.
- If applicable, include special hiring programs, past federal experience, clearances, and veteran's preference.
- Remember to include relevant courses completed, GPA, and relevant projects, honors, and activities.
- Be specific and accurate when listing dates of experience, and include ending salary and supervisor's name and contact information.
- Other relevant categories should be included, including computer and foreign language skills.