

**Job Title:** Insert Job Title**Agency:** MULTI-AGENCY**Job Announcement Number:** Insert announcement number

**Salary Range:** \$119,554.00 - \$165,300.00 /year  
The salary range maximum is \$179,700 for agencies with certified performance management systems.

**Series & Grade:** ES-0301-na

**Open Period:** Friday, July 01, 2011 to

**Position Information:** [Insert type of work schedule] Permanent

**Who May Be Considered:** [Select either "All groups of qualified individuals" or "All groups of qualified individuals within the civil service."]

**Job Summary:**

[Insert your agency's branding information and the position's job summary here. Insert your agency, the appropriate occupational series code, duty location(s), and the opening and closing dates above.]

**Key Requirements:**

- You must submit your resume and accomplishment record
- [Insert your agency's other Key Requirements]

**Major Duties:**

[Insert the major duties and responsibilities associated with the vacant position(s). Be as specific as possible in order to present a clear description of the position(s) to potential applicants. Please use commonly understood terms. It is best to avoid acronyms, abbreviations, and jargon-laden terms. Narrative or bullet formats are acceptable.]

**Qualifications:**

[Do not check the General Experience or Specialized Experience boxes.]

To meet the minimum qualification requirements for this position, you must show that you possess the five Executive Core Qualifications (ECQs), Technical Qualifications, and other qualifications, if applicable, listed below.

**EXECUTIVE CORE QUALIFICATIONS:** The five ECQs are 1) Leading Change, 2) Leading People, 3) Results Driven, 4) Business Acumen, and 5) Building Coalitions. Additional information on the ECQs is available at [www.opm.gov/ses/recruitment/ecq.asp](http://www.opm.gov/ses/recruitment/ecq.asp). Please do not submit narrative statements for each ECQ. Written statements addressing the ECQs will not be considered.

All applicants must submit written statements describing accomplishments that reflect your capability in five competencies related to the ECQs. You may submit one or two accomplishments for each competency. If you provide more than two accomplishments for a competency, only the first two accomplishments listed will be evaluated. Your response for each competency cannot exceed one page. The five competencies are: [List the five competencies and provide a brief description for each. Agencies must list one competency for each ECQ. The competencies are available at <http://www.opm.gov/ses/recruitment/ecq.asp>.]

For each accomplishment, you must include the following information: 1) a general statement of the situation or circumstances; 2) a precise description of exactly what activities you performed and the outcomes achieved; 3) the start and end dates of the time period during which the activities were

performed; and 4) the name, telephone number, email address, and mailing address of an individual who can verify the information you provide. Indicate whether this person was your supervisor, co-worker, friend, instructor, chairperson of a committee, etc.

You are required to respond to all competencies. Failure to do so will result in an incomplete accomplishment record and you will be rated as 'ineligible.' Example accomplishments are available at [http://www.opm.gov/ses/references/GuidetoSESQuals\\_2010.pdf](http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf). You are strongly encouraged to review these examples prior to preparing your narratives.

**[Optional - TECHNICAL QUALIFICATIONS:** If technical qualifications are inserted, agencies must add the following:

All applicants must submit written statements (narrative or bullet format acceptable) of accomplishments that would satisfy the technical qualifications. You must address each technical qualification separately. You are required to respond to all technical qualifications. Failure to do so will result in an incomplete application and you will be rated as 'ineligible.' Please limit your written statements of accomplishments to one page per technical qualification. The technical qualifications are: (insert technical qualifications)]

**[OTHER QUALIFICATIONS:** If applicable, insert any basic qualification requirements such as education or license.]

[Select all special requirements that apply, such as background investigation, travel, and drug testing.]

**How You Will Be Evaluated:**

You will be evaluated on the quality and extent of your total accomplishments, experience, and education. Your application will be evaluated by a rating and ranking panel, and highly qualified candidates may undergo an interview and a reference check. The [Insert agency] Executive Resources Board (ERB) will review results and make recommendations on final selections to the appointing authority. Unless you have already been certified by a Qualifications Review Board (QRB) in the past, your ECQs must be certified by a QRB before appointment can occur.

**Benefits:**

[Check all applicable benefits.]

**Other Information:**

**Probationary Period:** You will serve a one-year probationary period unless you previously completed the probationary period in the SES.

**How To Apply:**

Your application must be received by the [Insert vacancy announcement closing date].

[Insert information on how to submit applications, including mailing address, hand delivery address, email, and/or fax. If applicable, insert information about your agency's automated system.]

**NOTE:** Applications mailed in franked government envelopes will not be considered for this position.

In addition to your written statements addressing the competencies underlying the Executive Core Qualifications (ECQs) and the Technical Qualifications, if applicable, submit a resume to describe your job-related qualifications. Applicants typically provide the following information:

- Vacancy announcement number - **[Insert vacancy announcement number]**
- Full name, email and mailing addresses, and day and evening telephone numbers
- Educational information, including the name, city and state of colleges or universities you attended,

as well as the type of any degree received. Report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. For more information, you may refer to the following U.S. Department of Education website:

<http://www.ed.gov/admins/finaid/accred/index.html>.

- Information about your paid and nonpaid work experience related to this position including: job title, duties and accomplishments, employer's name and address, duration of employment, salary
- Information about honors, awards, and special accomplishments

Applicants who fail to submit all information and documents (i.e. a resume, written statements addressing the competencies and technical qualifications, and other qualifications as applicable) WILL NOT receive consideration for the position.

**[The agency has the option of adding the following statement:** If you are a current career member of the SES, or are eligible for reinstatement into the SES, or have completed an SES Candidate Development Program and obtained Office of Personnel Management Qualifications Review Board certification, you can apply to be considered competitively **and/or** noncompetitively. To be considered competitively, you must submit a resume, written statements addressing the competencies and technical qualifications, and other qualifications as applicable. To be considered noncompetitively, you must submit your resume, written statements addressing the technical qualifications, and other qualifications, as applicable, but need not submit written statements addressing the competencies.]

**DO NOT SUBMIT ANY ADDITIONAL INFORMATION:** Extraneous materials such as narratives addressing the ECQs and award certificates will not be considered.

**Contact Information:**

Contact Name  
Phone: Contact number  
Email: email.address@agency.gov

Agency Information:  
Agency Name  
Street address  
City, State Zip code  
US

**What To Expect Next:**

Our evaluation will be based on the information you supply. You should expect that we will verify performance, suitability, and security information and take that information into account in making employment offers.

**EEO Policy Statement:** <http://www.usajobs.gov/eo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

**Control Number:** 1441216