

Federal Hiring into the Competitive Service: Basics





Three Categories of Federal Jobs

1. Competitive Service
2. Excepted Service
3. Senior Executive Service



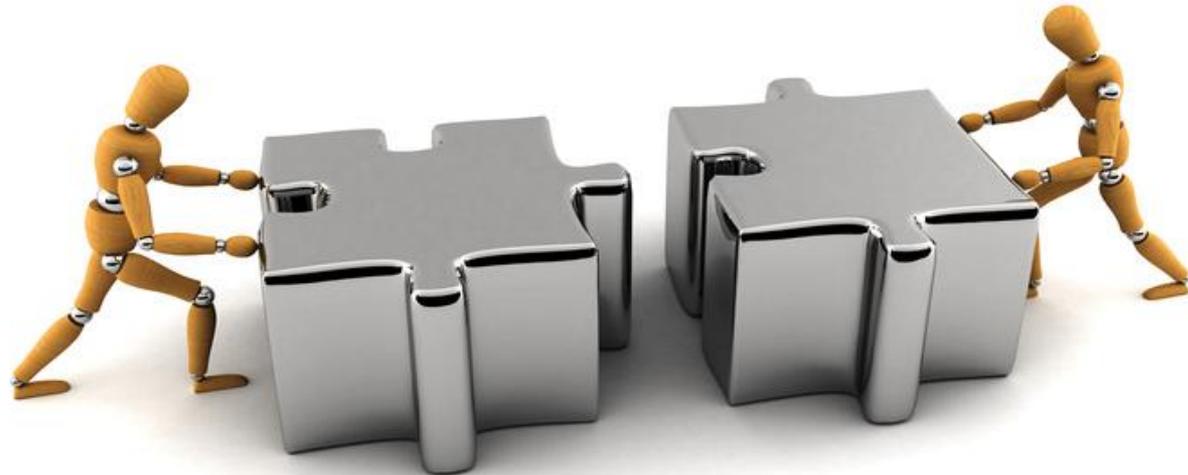
Federal Recruitment and Hiring Process

Federal recruitment and hiring process is similar to the private sector process, but with some different requirements



Merit-based

- ✓ People are recruited, hired, kept in their jobs, and promoted based on their competencies and job performance



Veterans' Preference

- ✓ Veterans' preference entitlements are applied to applicants who meet the qualification requirements for the position and who pass the selection assessment(s)



Key Eligibility Requirements

- ✓ U.S. Citizenship or National
- ✓ Relevant experience or education
- ✓ Males born after 12-31-1959 must be registered for or exempt from Selective Service
- ✓ Résumé and supporting documents
- ✓ Suitable for Federal employment as determined by a background investigation



Decentralized Recruiting and Hiring

Agencies do their own recruiting and hiring and applicants apply to specific job openings advertised by the hiring agency



Job-Related Employment Practices

Federal regulations require each employment practice (e.g., qualifications, selection assessments) be based on job analysis to ensure they are job-related



Where to Look: USAJOBS.gov

Federal agencies in the competitive service are required by Federal laws and regulations to provide public notice of job openings



Where to Look: USAJOBS.gov

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This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Where to Look: USAJOBS.gov

- ✓ Federal Government's official employment information system
- ✓ Lists more than 30,000 Federal jobs daily, worldwide
- ✓ Updated every business day



Where to Look: USAJOBS.gov

- ✓ Allows job seekers to apply online for most jobs



Where to Look: USAJOBS.gov

- ✓ Is accessible for people with differing physical and technological capabilities: computer, telephone, TDD (telephone for the deaf) 24 hours a day, 7 days a week



Where to Look: USAJOBS.gov

- ✓ Allows applicants to build and store up to five resumes
- ✓ Provides information about Federal agencies and Federal employment issues



Step 1: Determining Qualifications

- ✓ Once an applicant submits a résumé and required documents (no KSA narratives), the hiring agency reviews all applications to identify applicants who meet the eligibility requirements and the job-related qualification requirements
- ✓ Agencies are encouraged to provide notice at this point as to whether or not the applicant met these requirements



Step 2: Assessing Applicants



- ✓ Applicants who pass the initial screening may be required to take a job-related selection assessment(s)
- ✓ Selection assessments identify the best qualified candidates for the job

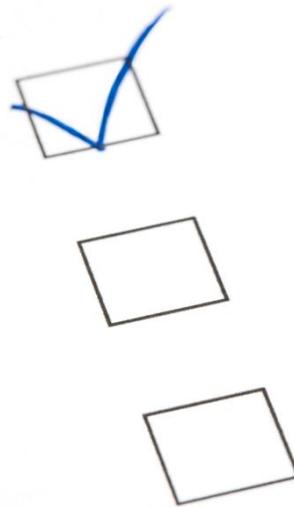
Step 2: Assessing Applicants (Cont'd)

- ✓ A selection assessment can take the form of a formal test, structured interview, or a formal exercise conducted at an assessment center or other location



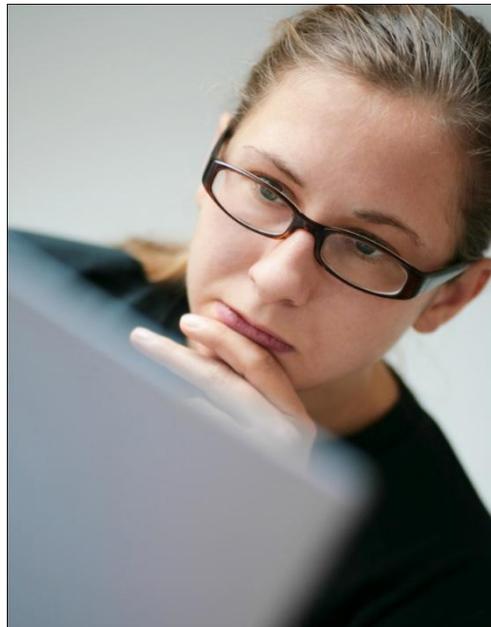
Step 3: Ranking Applicants

- ✓ After completing the selection assessment(s), applicants are placed in one of two or more quality categories such as, “Best Qualified”, “Well-Qualified”, and “Qualified”



Step 4: List of Names for Selection

- ✓ All candidates who are in the highest quality category are referred to the hiring manager for selection
- ✓ Applicants may be notified that their name was or was not referred to the hiring manager



- ✓ If an applicant's name is referred to the hiring manager, the applicant may be invited for an interview

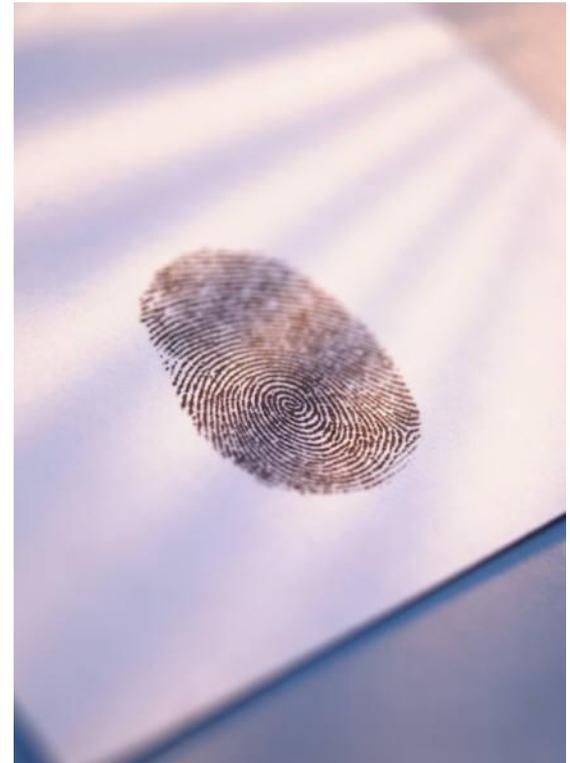
Step 5: Conducting Interviews

- ✓ At this point, agencies are like other organizations:
- ✓ They conduct interviews and select the best candidate(s) for the job



Background Investigation

- ✓ Most Federal jobs require a background investigation and/or security clearance



A Note About Security Clearances

✓ Applying for jobs that require a security clearance is a two-stage process:

1. Get the job offer
2. Go through a background investigation

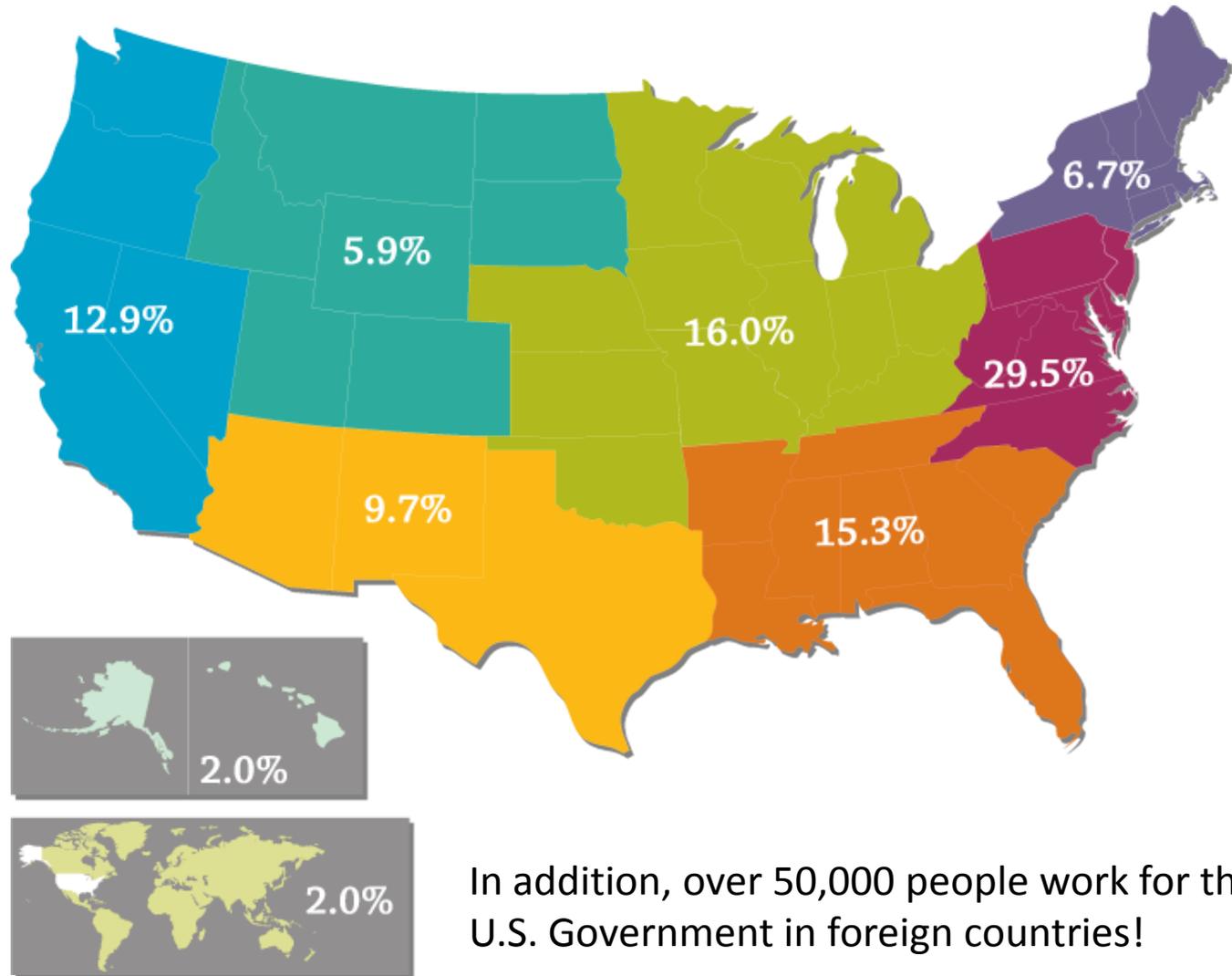


A Note About Security Clearances

- ✓ Most individuals selected for Federal positions undergo a basic background investigation
- ✓ Jobs that include access to classified information require a security clearance, which requires a more intensive background investigation



Federal Jobs By Location



In addition, over 50,000 people work for the U.S. Government in foreign countries!

Federal Pay and Advancement

- ✓ Federal pay is generally competitive across a wide range of occupations
- ✓ General Schedule (GS) is the primary pay scale for many Federal jobs from Grades 1-15; other pay systems exist
- ✓ Varies by geographic location (the base salary for GS grades does)



Federal Pay and Advancement

- ✓ Can progress through several grades within a few years of Federal employment



Selected 2011 Starting Salaries

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
Dallas	\$33,101	\$41,002	\$50,154	\$60,681
Los Angeles	\$34,881	\$43,208	\$52,852	\$63,945
New York City	\$35,309	\$43,738	\$53,500	\$64,729
San Francisco	\$37,073	\$45,923	\$56,172	\$67,963
Washington, DC	\$34,075	\$42,209	\$51,630	\$62,467
Rest of U.S.	\$31,315	\$38,790	\$47,448	\$57,408

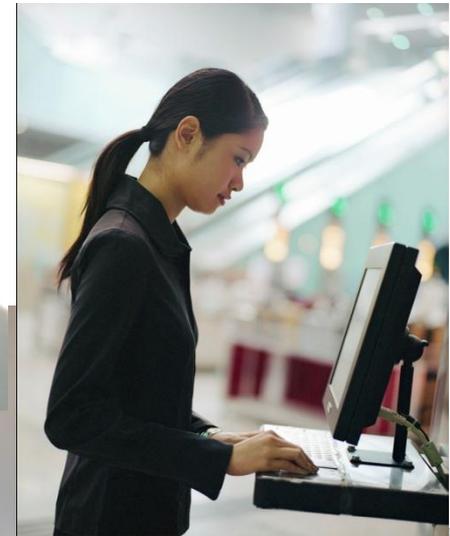
Federal Pay and Advancement

The Federal Government anticipates that future hires for mission-critical jobs will include the occupations listed below:

OCCUPATION
Medical and Public Health
Security and Protection
Compliance and Enforcement
Legal
Administration/Program Management
Accounting and Budget
Information Technology

Benefits of Federal Government Service

- ✓ Diverse career field opportunities with a wide spectrum of Federal missions



Benefits of Federal Government Service

- ✓ Public Service – an opportunity to make a difference and influence America's future



Benefits of Federal Government Service

- ✓ Training and Professional Development



Benefits of Federal Government Service

- ✓ Excellent Advancement Opportunities



Benefits of Federal Government Service

✓ Competitive Compensation Package



Benefits of Federal Government Service

- ✓ Work/Life Balance



Benefits of Federal Government Service

- ✓ Wide array of benefits, choices, and opportunities



Basics of Federal Competitive Service

Questions?

