



Getting a Job with the Federal Gov't at NIH

Office of Human Resources, NIH
January 15, 2009

- **Why Work for the Federal Gov't?**
- **How NIH Hires**
- **Finding NIH Jobs**
- **The Federal Application Process**
- **Your Federal Resume**
- **What You Can Apply/Qualify For**
- **KSAs and Questionnaires**
- **Once the Announcement Closes**

Why work for the Federal Gov't?

- **Benefits**
- **Work-life**
- **Contribution/service**
- **Continuous learning/growth**
- **Telework**
- **Strength in diversity**

- **Title 5 positions (GS, WG, SES)**
 - Normal Federal application process
 - Competitive/Direct Hire through USAJOBS.gov
 - Delegated Examining
- **Title 42 positions (AD) Scientific**
 - Sometimes on USAJOBS, posted in journals
 - Staff Scientist, Tenure-track Jobs posted to the OITE website – www.training.nih.gov
- **Title 42 Clinical Research Support**
 - Clinical Center only
 - Through USAJOBS.gov

- **Jobs@NIH Search**
(<http://searchjobs.nih.gov>)
 - Searches USAJOBS postings and postings on OITE, IC websites, and *Science* online
- **USAJOBS**
 - Register now and use the powerful search agents
- **Mid-Atlantic Higher Education Recruitment Consortium**
(<http://www.midatlanticherc.org/>)

Federal Application Process

- **Title 5 vacancies**
 - Requirements
 - Vacancy Announcements
 - Example of a Federal Job
 - Qualifications
 - How to Apply

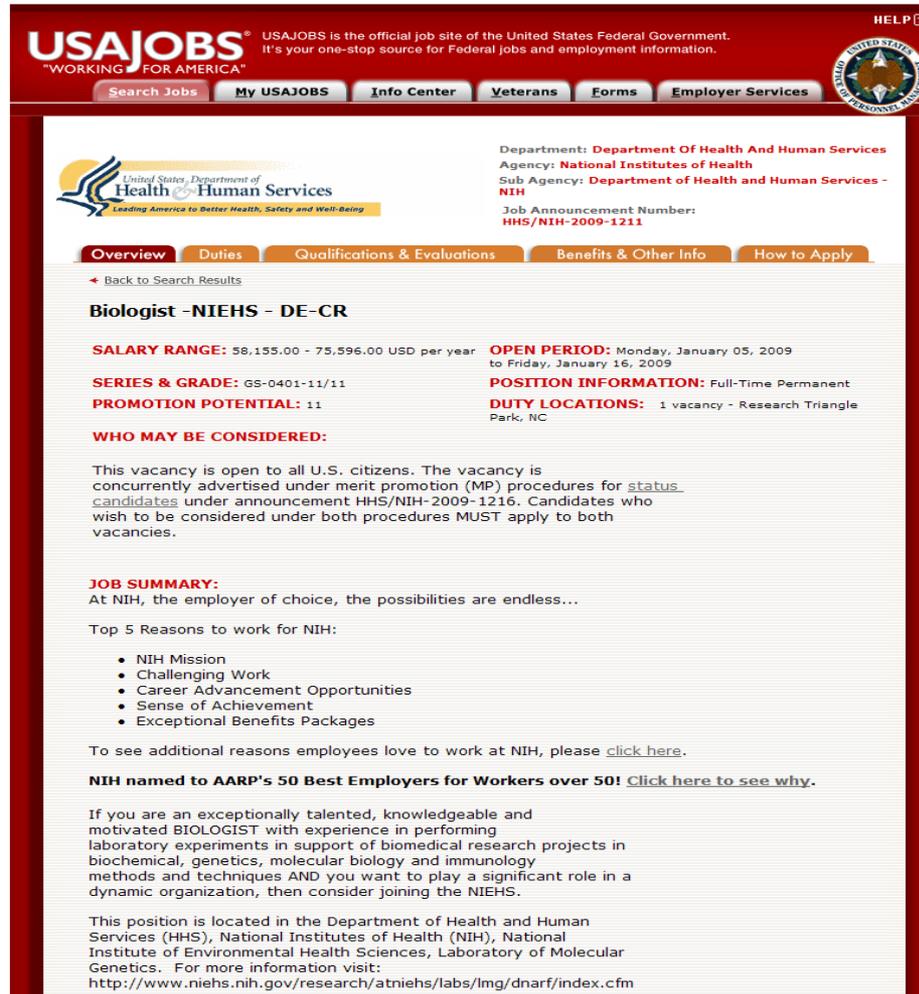
Title 5 Requirements

- U.S. Citizen by the closing date of the announcement
- Selective Service registration for male citizens born after 12/31/59
 - www.sss.gov
- Special requirements
 - Individual jobs may have additional requirements

Vacancy Announcements

- Read them from front to back
- Contact the HR Specialist with any questions
- Print a copy for your records
- Use online tools to track your applications

Example of a USAJOBS Posting



USAJOBS® USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.
"WORKING FOR AMERICA"

Search Jobs My USAJOBS Info Center Veterans Forms Employer Services

Department: **Department Of Health And Human Services**
Agency: **National Institutes of Health**
Sub Agency: **Department of Health and Human Services - NIH**
Job Announcement Number: **HHS/NIH-2009-1211**

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

← Back to Search Results

Biologist - NIEHS - DE-CR

SALARY RANGE: 58,155.00 - 75,596.00 USD per year **OPEN PERIOD:** Monday, January 05, 2009 to Friday, January 16, 2009

SERIES & GRADE: GS-0401-11/11 **POSITION INFORMATION:** Full-Time Permanent

PROMOTION POTENTIAL: 11 **DUTY LOCATIONS:** 1 vacancy - Research Triangle Park, NC

WHO MAY BE CONSIDERED:

This vacancy is open to all U.S. citizens. The vacancy is concurrently advertised under merit promotion (MP) procedures for [status candidates](#) under announcement HHS/NIH-2009-1216. Candidates who wish to be considered under both procedures MUST apply to both vacancies.

JOB SUMMARY:
At NIH, the employer of choice, the possibilities are endless...

Top 5 Reasons to work for NIH:

- NIH Mission
- Challenging Work
- Career Advancement Opportunities
- Sense of Achievement
- Exceptional Benefits Packages

To see additional reasons employees love to work at NIH, please [click here](#).

NIH named to AARP's 50 Best Employers for Workers over 50! [Click here to see why.](#)

If you are an exceptionally talented, knowledgeable and motivated BIOLOGIST with experience in performing laboratory experiments in support of biomedical research projects in biochemical, genetics, molecular biology and immunology methods and techniques AND you want to play a significant role in a dynamic organization, then consider joining the NIEHS.

This position is located in the Department of Health and Human Services (HHS), National Institutes of Health (NIH), National Institute of Environmental Health Sciences, Laboratory of Molecular Genetics. For more information visit:
<http://www.niehs.nih.gov/research/atniehs/labs/lmg/dnarf/index.cfm>

Example of a Federal Job

- **GS-0401, Biologist, grade 11, promotion potential to GS-11**
- **GS – Pay plan, general schedule (the most common)**
- **0401 – Biology series**
- **Position title – Biologist**
- **Grade means the job can be filled at the 11 level and has no further promotion potential**

Qualifications

4-year course of study leading to a bachelor's degree

GS-5
\$33,269

•1 full year of graduate level education OR
•Bachelor's with GPA of 3.0 or higher out of 4.0

GS-7
\$41,210

•master's or graduate degree OR
•2 full years of graduate education leading to such a degree OR
•LL.B. or J.D., if related

GS-9
\$50,408

•Ph.D. OR
•3 full years of graduate education leading to such a degree OR
•LL.B. or J.D., if related

GS-11
\$60,989

OR 1 year of specialized experience at the next lower grade level

- **Start by reading the announcement carefully**
 - Follow all directions specifically
 - Ask the contact to clarify anything you don't understand
 - Note any special qualifications or job duties
 - Note any required documentation

- Write in first person singular
- Use the Action, Task, Result approach to explain job experience
- Include volunteer experience and self-development!

Your Federal Résumé

- **Personal info**
- **Job details for all relevant work experience with start & end dates**
- **Education/Training**
- **Special Skills, awards, associations**
- **Additional work experience, volunteer experience**
- **Other qualifications**
- **CV/bibliography**

- **KSAs are attributes required to perform a job and are generally demonstrated through qualifying experience, education, or training**
- **Don't refer to another portion of your application**
- **Give the reader a context for each KSA**
- **Describe your role**

- Review questions to see if you have those skills, abilities
- Use the questions to guide your résumé revisions
- Answer the questions truthfully but don't underestimate, either
- Allow adequate time to thoughtfully complete all questions

Do you want to stand out?

- More is **better**
- **Mirror** your question/KSA responses
- **Read** the announcement and follow instructions

Once the job closes...

- HR screens for eligibility
- HR sends top candidates to program areas who will determine who they wish to interview
- *HR communicates status to applicants online – <http://my.usajobs.opm.gov>*

- Managers decide who to interview
- Interview tips you've heard before:
 - Do your research
 - Do a mock-interview with a friend
 - Update your resume and bring copies

- <http://www.jobs.nih.gov>
- http://www.usajobs.gov/infocenter/resume_tips.asp



Questions?

Thank you!

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