

Where Federal Jobs Are?

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If you are burned out at work and are interested in finding a job that will enable you to balance your career and family life, consider applying for a Federal job NOW. Here are some reasons why now is a good time to look for a job with the Federal government:

- The Federal government is hiring in the foreseeable future.
- About 50% of Federal employees are on the verge of retirement.
- Federal jobs are available everywhere, including California, DC, Hawaii, Alaska, and overseas.
- When you transfer from one job to another within the Federal government, you do not lose your seniority and benefits (e.g., vacation, sick leave, and health insurance).
- You can extend health insurance benefits after your retirement from Federal government.
- Federal jobs are relatively secure and layoff is a rare event.
- Salaries are competitive.
- Industry experience may translate into seniority with the government (rules vary by Agency).

A good place to start is the Federal government's job web site:

<http://www.usajobs.gov/>

Here are a few tips for applying for Federal jobs.

1. Registration: Create an account for yourself at the job web site above.
2. Develop your online resume.
3. Search for jobs (<http://jobsearch.usajobs.gov/advanced.aspx>)
 - a. Search by Agency
 - b. Search by location
 - c. Search by grade level (ranging from GS-1 to GS-15)
 - d. Search by keywords
 - e. Search by salary (that is tied to grade level, with 10 steps within each grade)
 - f. Search by series (For example, the series numbers for IT specialist is 2210 and for General Engineer is 0801).
 - g. Setup job search criteria. You will receive a daily email with a list of jobs that match your search criteria.
4. Write a KSA (Knowledge, Skills, and Ability) statement. The KSA statement is an essay that accompanies your resume when you apply for a federal job. In Federal job application process, selecting officials will only be presented with the KSAs and the

associated resumes that have been screened by computers using relevant keywords. The KSA is one of the key factors for selecting officials to evaluate the competence of candidates. You MUST focus on writing and re-writing your KSA.

- a. When you develop your KSA, please visit the Agency website or conduct a Google search to understand Agency's mission and business. This understanding should help you write a winning KSA.
 - b. Check out resources:
 - i. KSA Book: "The KSA Sampler: A Companion to the KSA Workbook" (<http://www.fedjobs.com/>)
 - ii. KSA Website:
 1. <http://www.ksawriters.com/>
 2. <http://www.ksadoctor.com/>
5. Please keep in mind some of the positions are open for all US citizens while some others are only open to Agency personnel or Federal employees.
 6. Some of the agencies may require additional documents such as a photocopy of your annual appraisals for last three years, diplomas (BS/MS/PHD), etc.
 7. To get yourself familiar with the entire process, select one of the positions you like and submit your application before the deadline. Use this application as your baseline. Once you have the first application package, it should be easy to modify the package for subsequent applications. Please keep in mind: Get started ASAP.

In summary, applying Federal job requires a plan of actions for months or even years in some cases. If you are a US citizen, you are eligible to apply to most Federal jobs. You do not have to know anybody in the Federal Government to apply. In fact, it is rare to know the selecting official by name. In many cases, the selecting official will make decisions primarily based on the KSA and resume you submitted. If you do not submit your application, nobody will come forward to offer you a job. But keep in mind that the application process could be time-consuming and frustrating at times. However, the rewards are tremendous and well worth your time and efforts.

Please send inquiries to billhcheng@yahoo.com or huilung@yahoo.com for further details.