

Looking for a Federal Information Job?

Applying for a Federal job can be a challenging task as application requirements vary among agencies. The Human Resources Working Group has provided these helpful hints to guide you. [Note: Most entry level federal information professional jobs begin at grade GS-9 with the Masters in Library Science or equivalent.]

Searching for a job with USAJOBS: When conducting a search on USAJOBS, try different search strategies. For example, there are several ways to find librarian vacancy announcements. You can search by:

- ◆ Keyword
- ◆ Location (state or region)
- ◆ Agency
- ◆ Job category
- ◆ Job series (e.g., 1410 = Librarian; 1412 = Technical Information Specialist
1411 = Library Technician)

Searching for a job on a federal agency's Web site: Since many Federal agencies allow and/or require you to apply for positions online, save time by searching the target agencies' Web pages first. For example:

- ◆ Are you interested in a library related position at the Library of Congress?
See www.loc.gov/hr/employment/jobposts.html
- ◆ Are you interested in a library related position at the United States Army?
See <http://cpol.army.mil/index.html>.

Determine what type of application is needed to apply for the position:

- ◆ If the agency requires an Optional Application for Federal Application (OF-612), submit a complete application well within the closing date! Ensure that your application reflects the most recent information.
- ◆ If the agency you are applying to requires completion of an online application, complete the online application and save a copy for your records.

Determine what documents are required to apply for the position: Make sure you complete all required documents. Examples of additional required documents are: Performance Evaluation, Declaration for Federal Employment (OF-306), and Notification of Personnel Action (SF-50), etc.

Review the eligibility requirements:

- ◆ Are there educational requirements and have you met them?
- ◆ Is the position limited to applicants within a specific Federal Agency?
- ◆ Is the position limited to applicants with Federal service?
- ◆ Does the position require the completion of a medical exam?
- ◆ Does the position require initial or periodic drug testing?
- ◆ Are applicants required to successfully complete a security clearance?