

# BOEM

Bureau of Ocean Energy  
Management

## USAJobs Workshop

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Virtual Presentation

J. Foreman, BOEM Alaska, Resource Evaluation

Thursday, April 1, 2021



# Before we begin...

- This presentation contains tips and suggestions for best practices for building competitive application packets within the USAJobs platform
- This presentation is focused on technical/scientific positions advertised for federal employment via the USAJobs website.
- **Never misrepresent your skills, experiences, or qualifications on any portion of your application** (resume, assessment questionnaire, cover letter, etc.)
- There is no guarantee of success for current or future job applications based on following recommendations presented herein



# Presentation Outline

- **Introduction: So you want to work for the Federal Government?**
  - Types of Job Announcements (MP, DEU, Pathways, etc.)
  - GS Scale Explained
  - Overview of Hiring Process
  - Assessment Toolkit
- **Before you Apply: How to Read Between the Lines of the Job Announcement**
  
- **Applying for the Job**

# Job Announcement Types: General

- Delegated Examining Authority (**DEU**) or externally available positions
  - Open to any US Citizen
  - Veteran's Preference: **Yes**
- Merit Promotion (**MP**) or internally available positions
  - Often open to all current, or recently departed federal employees
  - Sometimes limited to in-agency applications
  - Veteran's Preference: **No**
- Jobs can be offered as only DEU, only MP, or as both DEU and MP
- **QuickTip:** If you qualify for both internal and external announcements, **apply for both.** *\*\*This may be two separate applications\*\**

[Select all](#)

-  Open to the public (384)
- Federal employees (1484)**
  -  Competitive service (309)
  -  Excepted service (192)
  -  Internal to an agency (286)
  -  Career transition (CTAP, ICTAP, RPL) (467)
  -  Land & base management (230)
- Armed forces (566)**
  -  Veterans (290)
  -  Military spouses (228)
  -  National Guard & Reserves (48)
- Students & recent graduates (8)**
  -  Students (4)
  -  Recent graduates (4)
- Senior executives (3)**
  -  Senior executives (3)
- Additional paths (568)**
  -  Individuals with disabilities (203)
  -  Family of overseas employees (90)
  -  Native Americans (23)
  -  Peace Corps & AmeriCorps Vista (127)
  -  Special authorities (125)

# Job Announcement Types:



- Internship Program
  - Open to Current Students (Accredited Program leading to a qualifying degree or certificate: High School, College, and Professional, Technical, Vocational, or Trade Schools)
  - Job will be related to field of study
- Recent Graduate Program
  - Open to Recent Graduates within 2 years of degree completion, veterans within 6 years of degree completion
  - Mentorship, formal training, potential for career advancement
  - Program Completion: Conversion to full time possible
- Presidential Management Fellows (PMF) Program

Select all

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# GS Scale: “General Schedule”

**SALARY TABLE 2021-AK**  
**INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 29.67%**  
**STATE OF ALASKA**  
**TOTAL INCREASE: 1%**  
**EFFECTIVE JANUARY 2021**

*Annual Rates by Grade and Step*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 25,594	\$ 26,453	\$ 27,303	\$ 28,150	\$ 29,001	\$ 29,499	\$ 30,340	\$ 31,188	\$ 31,222	\$ 32,016
2	28,779	29,464	30,417	31,222	31,573	32,502	33,430	34,359	35,287	36,216
3	31,401	32,447	33,494	34,540	35,587	36,633	37,680	38,726	39,772	40,819
4	35,249	36,424	37,599	38,774	39,949	41,124	42,298	43,473	44,648	45,823
5	39,438	40,753	42,068	43,382	44,697	46,012	47,327	48,642	49,957	51,272
6	43,962	45,427	46,893	48,358	49,823	51,288	52,754	54,219	55,684	57,149
7	48,852	50,481	52,109	53,738	55,366	56,995	58,624	60,252	61,881	63,510
8	54,102	55,906	57,710	59,513	61,317	63,121	64,924	66,728	68,532	70,336
9	59,756	61,748	63,739	65,731	67,723	69,714	71,706	73,698	75,690	77,681
10	65,805	67,999	70,193	72,387	74,581	76,775	78,969	81,163	83,357	85,551
11	72,299	74,709	77,120	79,531	81,941	84,352	86,762	89,173	91,583	93,994
12	86,657	89,546	92,435	95,324	98,213	101,102	103,991	106,880	109,770	112,659
13	103,046	106,481	109,916	113,351	116,786	120,221	123,656	127,091	130,526	133,961
14	121,769	125,828	129,887	133,945	138,004	142,063	146,121	150,180	154,239	158,297
15	143,233	148,008	152,782	157,557	162,331	167,106	171,880	172,500 *	172,500 *	172,500 *

# GS Scale: Grades



GS-15: Specialized Experience  
GS-14: Specialized Experience  
GS-13: Specialized Experience

**SUPERVISORY**

**ADVANCED**

GS-14: Specialized Experience  
GS-13: Specialized Experience

**MID-CAREER**

GS-12: Specialized Experience  
GS-11: Specialized Experience and/or Advanced Degree (Ph. D.)  
GS-09: Specialized Experience and/or Advanced Degree (M.S.)

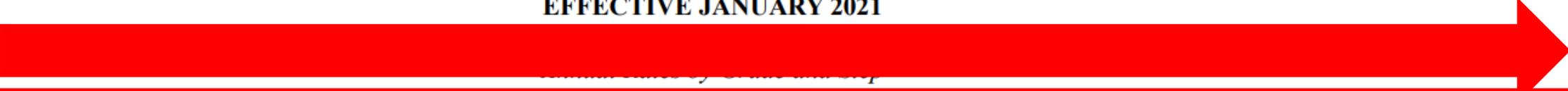
**ENTRY LEVEL**

GS-05 and GS-07: Entry Level, B.S.  
GS-03 and GS-04: Internships, concurrent enrollment



# GS Scale: “General Schedule”

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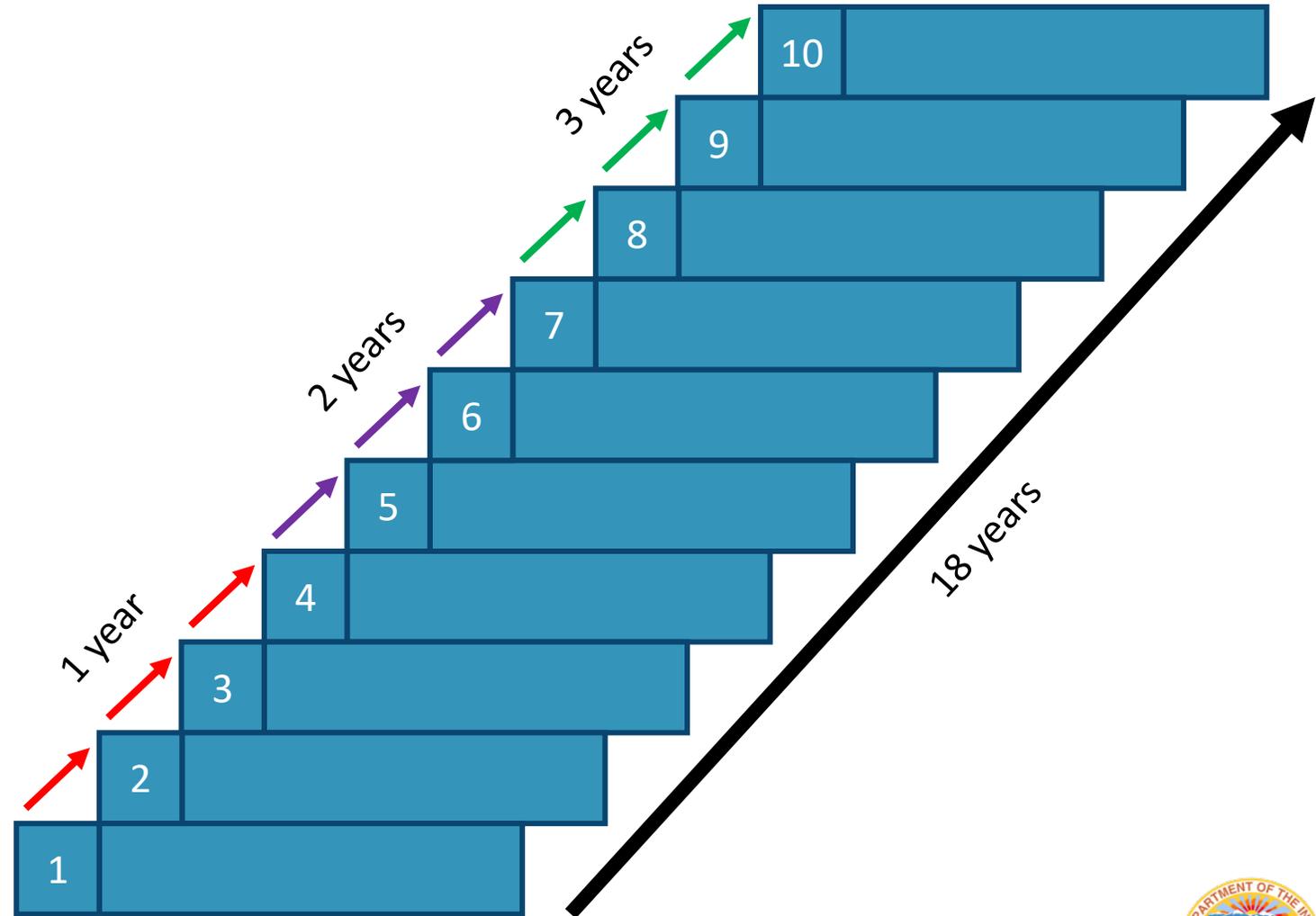


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9	59,756	61,748	63,739	65,731	67,723	69,714	71,706	73,698	75,690	77,681
10	65,805	67,999	70,193	72,387	74,581	76,775	78,969	81,163	83,357	85,551
11	72,299	74,709	77,120	79,531	81,941	84,352	86,762	89,173	91,583	93,994
12	86,657	89,546	92,435	95,324	98,213	101,102	103,991	106,880	109,770	112,659
13	103,046	106,481	109,916	113,351	116,786	120,221	123,656	127,091	130,526	133,961
14	121,769	125,828	129,887	133,945	138,004	142,063	146,121	150,180	154,239	158,297
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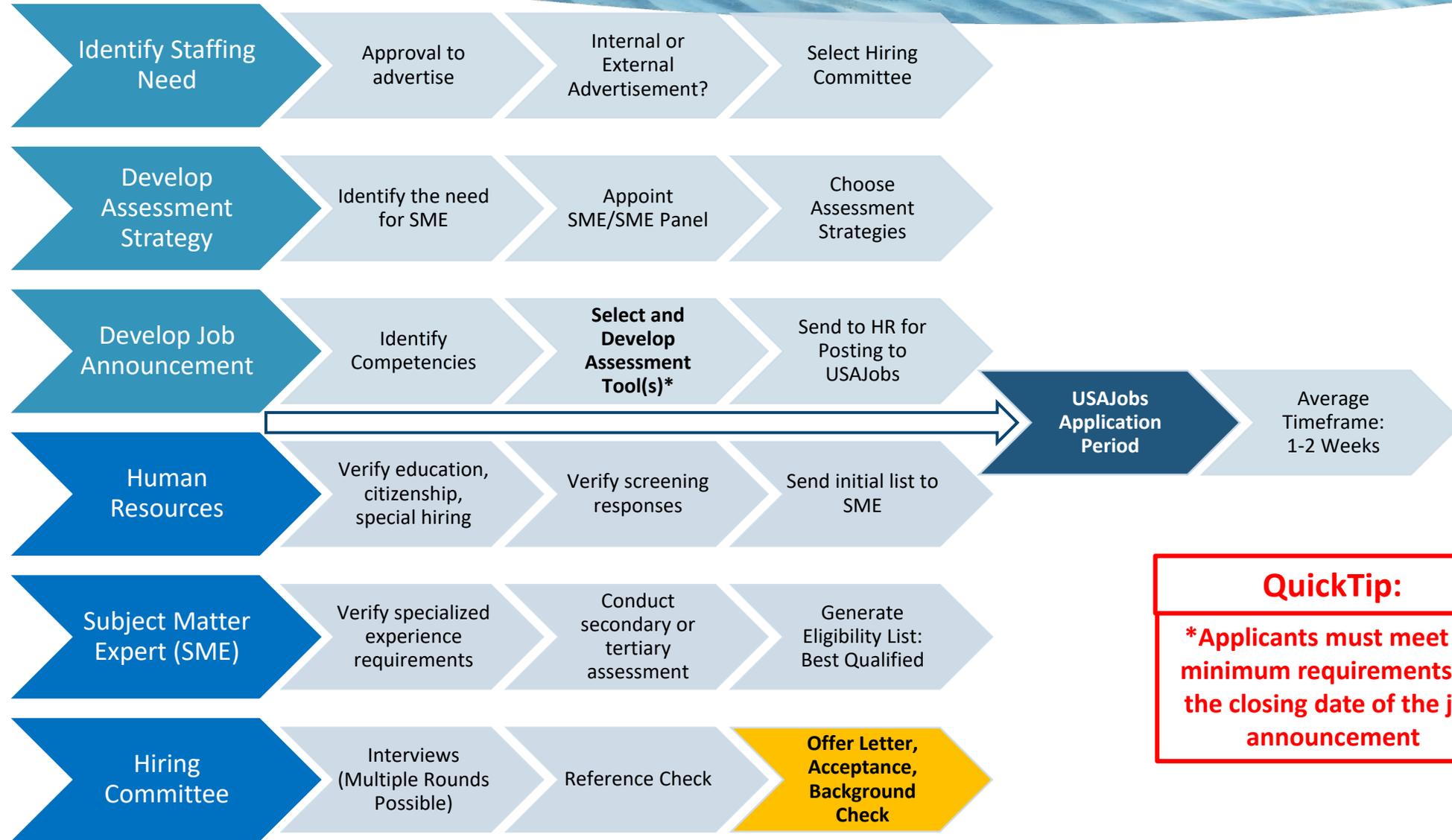


# In-grade Salary Increases: Steps

- New hires will typically start at a GS XX Step 1, unless they are able to negotiate a higher starting step
- Once an employee reaches their full promotion potential, they begin climbing the step ladder at the rates indicated on the graphic
- Exceptional performance ratings can allow employees a “quality step increase”



# Hiring Process: Overview



## QuickTip:

**\*Applicants must meet all minimum requirements by the closing date of the job announcement**



# Assessment Toolkit

- **General *and* Technical Competencies: Choose one.**
  - Self report technical questionnaire (KSA's), *or*
  - SME panel interview, *or*
  - SME review of written narratives
- **Technical Competencies only: Choose one or more**
  - SME panel interview
  - SME review of written narratives
  - SME structured resume review
- Click [here](#) to explore sample assessment schemes, rubrics, and questions.



# Example SME Assessment Phases

## Situation 1: Occupational Questionnaire + Writing Sample + SME Panel Interview (DEU)

### Phase 1: Applicant completes a short, multiple choice self-report questionnaire about their experience and expertise. Applicant submits application packet on USAJobs

- Scores for minimally qualified candidates vary from 70-100, SME recommends the cut-off score of 80.
- Eligible candidates with a score of 80 or above *and* veterans preference eligible candidates claiming 10 point preference or higher advance to the next assessment phase

### Phase 2: Eligible applicants are invited to submit a writing sample.

- Writing sample is reviewed by SMEs and scored using a structured rubric to assess the candidate's technical or writing skills. Scores vary from 0-100, SMEs recommend a cut-off score of 85.
- Eligible candidates with a score of 85 or above advance to the next assessment phase

### Phase 3: Applicants are invited to a SME Panel Interview

- Interviews are scored using a structured rubric. *Prior* to the interview process, the SME panel determines the cut-off score of 90 to generate an eligibility list of the **best** qualified candidates.
- Eligibility List: Qualified, Preference eligible candidates listed above qualified non-veterans

# Example SME Assessment Phases

## Situation 2: Job Knowledge Test + SME Resume Review (MP)

### Phase 1: Applicant completes an automated, multiple choice job knowledge test questionnaire consisting of 10-15 technical subject based questions.

- Job knowledge test is developed by the SMEs and contains questions related to technical knowledge required for the advertised position.
- Scores for minimally qualified candidates range from 70-100, SME recommends a cut-off score of 85.
- Eligible candidates with a score of 85 or above advance to the next assessment phase

### Phase 2: Structured SME Resume Review

- SME reviews eligible resumes for competencies (identified in job announcement). Resume contents are scored based on a pre-determined scoring matrix, with each competency receiving a numerical rating (0-5). SME panel determines a cut-off score that will be used to identify the best qualified candidates for the final eligibility list.
- Best Qualified Candidates will be contacted by the hiring committee to set up an interview.

# SME Process: Timeline and Next Steps

- **Timeline varies based on assessment tool(s) used**
  - Usually a minimum of 2 weeks but can be up to a month for large applicant pools.
- **At the conclusion of the SME assessment process, a list of eligible, best qualified candidates with accompanying documentation is sent to HR**
  - HR reviews the SME generated eligibility list and accompanying documentation to ensure the SME process was conducted fairly
  - **HR makes the final decision on the eligibility list.**
  - Final “Best qualified” list is sent to the selecting official
  - **\*\*Eligibility List Example\*\* Geologist 1350 GS 7-11**
    - A technical job advertised as a DEU GS 7-11 position will have three eligibility lists: GS7 DEU, GS9 DEU, and GS11 DEU.
    - A technical job dually advertised under DEU and MP for a GS 7-11 position will have six eligibility lists: GS7 MP, GS9 MP, GS11 MP, GS7 DEU, GS9 DEU, and GS11 DEU.
- **Selecting Official leads the hiring committee in conducting interviews**
  - An offer will be made to a candidate on one of the final eligibility lists.



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  - Assessment Toolkit
- **Before you Apply: How to Read Between the Lines of the Job Announcement**
  - Overview + Location: Multi-grade announcements, Multiple positions vs single vacancy
  - Duties: Responsibilities, Promotion Potential
  - Requirements: Education, Specialized Experience, or combination, Evaluation Criteria, Questionnaire preview
- **Applying for the Job**

# Job Announcement: Overview + Location

## Overview

[Help](#)

Accepting applications

**2** **Open & closing dates**  
🕒 02/18/2021 to 03/01/2021

**3** **Pay scale & grade**  
GS 4 - 9

**Service**  
Competitive

**3** **Salary**  
\$31,401 to \$80,874 per year  
See Responsibilities tab for more information.

**Appointment type**  
Internships

**Work schedule**  
Full-Time

**1**

## This job is open to

[Help](#)

### Students

Current students enrolled in accredited educational institutions from high school to graduate level. Includes internships, pathways and other student programs.

### Clarification from the agency

Students

**Apply**

🖨️ Print

🔗 Share

★ Save

## Location

[Help](#)

2 vacancies in the following location:

**4** 📍 **Anchorage, AK**  
2 vacancies

**5** **Relocation expenses reimbursed**  
No

**6** **Telework eligible**  
Yes as determined by agency policy

**Announcement number**  
BOEM-MMJJ-21-WL-037(PW) **7**

**Control number**  
592634400



# Overview + Location Summary

- 1. “This job is open to”:** Identifies who can apply for this position. The example position is only open to current students.
- 2. Application Window:** Assume the application closes at midnight eastern (8pm Alaska). Never wait until the last day to submit your application. All required qualifications including time in grade must be met by the closing date.
- 3. Pay Scale and Salary Ranges:** This position may be filled at a GS 4, GS 5, GS 7, or GS 9 level. Salary Range listed represents the range of pay for a GS4 Step 1 to a GS 9 Step 10. **\*\*First time hires to Federal Government generally start at the lower salary range of the grade level.**
- 4. Number of vacancies.** This announcement will be used to fill up to 2 vacant positions.
- 5. Relocation:** Yes/No, if yes – relocation expenses will be provided to move a new employee to the commuting area
- 6. Telework Status:** All employees are currently under maximum telework flexibility
- 7. Announcement Number (PW):** PW = Pathways. Other abbreviations include DEU (Delegated Examining Unit), MP (Merit Promotion), and DH (Direct Hire)



# Duties

- 1. Summary: Provides a brief introduction to the role being advertised. Be sure to research the mission of the agency to which you're applying**
- 2. Responsibilities: These are the elements the selected person will be responsible for at their full promotion potential.**

## Duties

### 1 Summary

#### Responsibilities

The Bureau of Ocean Energy Management (BOEM) manages the exploration and development of the nation's offshore resources. It seeks to appropriately balance economic development, energy independence, and environmental protection through oil and gas leases, renewable energy development and environmental reviews and studies. For information about our bureau go to: <http://www.boem.gov/>

### 2 This internship opportunity is within the Office of Resource Evaluation in the Alaska Regional Office located in Anchorage, Alaska.

At the full performance level GS-09 the major duties of this position include, but are not limited to the following:

1. Incumbent performs detailed geophysical, geological, or engineering studies on multiple OCS block areas, which involve moderate to complex Alaska structural and stratigraphic features, to determine the structure and stratigraphic delineation of oil and gas reservoirs on the Federal OCS and contiguous areas with minimal assistance from the staff geoscientists, engineers, and Section Supervisor.
2. The incumbent receives classroom and/or on-the-job training in support of oil and gas exploration and development, assessment of undiscovered resources, and fair market evaluation to assist more experienced staff.
3. Attends training courses, performs scientific studies related to resource evaluation under the guidance of senior employees, ability to work in the office and remotely, provides feedback on Pathways experience.
4. The incumbent conducts detailed subsurface mapping of oil and gas reservoir studies to support recommendations to management, with minimal assistance from staff and Section Supervisor. Projects involve determining the thickness and extent of the reservoirs for use in lease sales in support of fair market value, national assessment of undiscovered resources, and/or in support of the National Oil and Gas Leasing Program.
5. The incumbent will analyze, evaluate, and interpret geological, geophysical, and/or engineering information and related data to carry out moderately complex geoscientific investigations. Duties include subsurface mapping to estimate reservoir size and extent, identification of producing hydrocarbon plays, and possible exploration targets.
6. In coordination with an Alaska BOEM subject matter expert (SME) the incumbent may travel to different locations in Alaska meetings in support of BOEM programs.
7. Attends and participates as an observer in external meetings with industry professionals, lessees, lease operators, and various offices within the Alaska Region. Attends and participates in office meetings and provides feedback on internship experience.

The Office of Resource Evaluation has determined that the duties of this position are suitable for telework.

# Duties, continued

## 3. Identifies the position's highest non-competitive promotion potential

### Salary Information:

GS-04 Step 01 \$31,401- GS-04 Step 10 \$45,823 per annum.

### Special Salary

GS 05 Step 01 \$41,059 GS 05 Step 10 \$53,379 per annum.

GS-07 Step 01 \$50,860- GS 07 Step 10 \$66,120 per annum.

GS-09 Step 01 \$62,212- GS-09 Step 10 \$80,874 per annum.

First time hires to the Federal government normally start at the lower salary range of the grade level.

### Travel Required

Occasional travel - You may be expected to travel for this position.

### Supervisory status

No

3

### Promotion Potential

9



# Requirements

1. **Conditions of Employment: All conditions must be met in order to be hired.**
2. **Qualifications: These qualifications must be met by the closing date of the announcement.**
3. **Grade Specific Requirements: Higher grades will have more requirements. For non-pathways announcements, specialized experience or competency requirements are also listed here.**

## Requirements

### Conditions of Employment

1

- This position is subject to a pre-employment background investigation.
- Use of Direct Deposit is required.
- You will be required to sign a Pathways Participant Agreement
- Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service system, or are exempt from having to do so under the Selective Service Law. See <http://www.sss.gov/>.

### Qualifications

To be eligible for this internship all of the following requirements must be met:

2

1. You must be at least 16 years of age
2. You must be enrolled or accepted for enrollment in a degree or certificate program at a qualifying educational institution on a full or part-time basis.
3. If enrolled, you must be in good academic standing (At least a 2.0 GPA)
4. You must provide a transcript (official or unofficial) and proof of enrollment/acceptance.

NOTE: You must continue to meet these eligibility requirements throughout the duration of your appointment under the Pathways Internship Program.

#### GS-04 Qualification Requirements

To qualify for a GS-04 you must have completed 2 full academic years of post high school study or have an associate's degree.

3

#### GS-05 Qualification Requirements

To qualify for a GS-05 you must have completed 4 academic years of post-high school leading to a bachelor's degree or equivalent degree.

#### GS-07 Qualification Requirements

To qualify for the GS-07 grade level you must have completed one (1) full academic year of graduate level education; or have eligibility under the Superior Academic Achievement Provision and completion of a bachelor's degree.

#### GS-09 Qualification Requirements

To qualify for a GS-09 position you must have completed 2 academic years of graduate level education or a master's degree or equivalent graduate degree.



# Requirements, cont.

## 4. Education: Requirements will be listed here. If the announcement is interdisciplinary (more than one job series), education requirements may vary from series to series.

4

### Education

Education: You are required to submit verification of your current part-time or full time student enrollment, in addition to a copy of your official or unofficial transcripts in order to determine your eligibility and qualifications for this position.

Foreign Education: Education completed in colleges or universities outside the United States may be used to meet the specific educational requirements as stated above. You must provide acceptable documentation that the foreign education is comparable to that received in an accredited educational institution in the United States. For more information on how foreign education is evaluated, visit:

<http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=e4>

### Additional information

Applicants who include vulgar, offensive, or inappropriate language or information in their application package will be ineligible for further consideration for this position.

Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for and performance of higher-level duties.

The application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

**Important Note:** All Department of the Interior (DOI) employees are subject to the conflict of interest restrictions imposed upon all employees of the Executive Branch of the Federal Government and may be required to file a Financial Disclosure Report. In addition, DOI employees, GS-15 and above, who work in the Office of the Secretary; along with the Bureau of Ocean Energy Management (BOEM) and the Bureau of Safety and Environmental Enforcement (BSEE) employees (at ALL grade levels), are further restricted concerning their interests in Federal lands and resources administered or controlled by the Department of the Interior. This includes holding stock in energy corporations which lease Federal lands (e.g.: oil, gas, coal, alternative energy resources, etc.). If you have any such investments you should contact the DOI, BOEM or BSEE Ethics Office before accepting employment. DOI employees are held to the highest level of integrity. Employees must be objective and impartial in the performance of their work. All potential issues (e.g.: work-related interactions with friends, family members, or previous employers) must be disclosed at the time of application or during the interview process.

**NOTICE:** This employer participates in E-Verify and will utilize your Form I-9 information to confirm you are authorized to work in the U.S.

You will also earn annual and sick leave.

# Requirements, cont.

- 5. **“How you will be evaluated”**: Describes the assessment tools selected for this announcement.
- 6. **If available**: Always preview the questionnaire.

**5 How You Will Be Evaluated**

You will be evaluated for this job based on how well you meet the qualifications above.

All applicants who meet the basic eligibility and qualification requirements will be referred to the selecting official in veterans' preference order.

To preview the assessment questionnaire click: <https://apply.usastaffing.gov/ViewQuestionnaire/11038497> **6**

[Close](#)

**Background checks and security clearance**

Security clearance	Drug test required
<a href="#">Other</a>	No
Position sensitivity and risk	Trust determination process
<a href="#">Moderate Risk (MR)</a>	<a href="#">Credentialing</a> , <a href="#">Suitability/Fitness</a>



# Required Documents

- 1. Required Documents: Your application MUST have all of the identified documents attached to your final application packet.**

**\*Tip: Upload documents to USAJobs as they are available to you. Just finished Spring semester? Upload your new transcript to the system.**

**This way – they will be ready to attach to your application package when its time to apply.**

## Required Documents

Your resume must contain information sufficient to make a valid determination that you fully meet the specialized experience requirements as stated in this vacancy announcement and OPM qualification standards for each grade level(s) for which you are applying. It is strongly recommended that you use the USAJobs Resume Builder as it was designed to ensure that your resume includes the standard information needed. The Resume Builder is available at

[https://help.usajobs.gov/index.php/How\\_to\\_create\\_your\\_resume](https://help.usajobs.gov/index.php/How_to_create_your_resume).

1

Your application package must include: (1) Resume showing relevant experience as written in your own words; (2) Completed online Assessment Questionnaire; (3) College transcript for verification of qualifying education. Unofficial transcripts are acceptable; (4) Enrollment verification (5) Certificates, license, etc. (if applicable); (6) Form DD-214 OR VA letter and Standard Form 15.

NOTE: Applicants claiming veterans preference (TP, CP, CPS) must submit a copy of your DD-214, "Certificate of Release or Discharge from Active Duty," (Member 4 copy is preferred), showing the dates of active duty, type of discharge, and character of service (must be honorable); OR acceptable proof of verification of your preference (i.e., official document, dated 1991 or later, from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying that the veterans total combined serviced-connected disability rating is 10% or more).

You will find additional information on the following topics: (1) e-Verify; (2) Selective Service; (3) CTAP/ICTAP; (4) Education - accreditation; (5) Foreign education; (6) Veterans preference; (7) Special appointing authority documentation; and more can be found on our web site: <https://www.bsee.gov/careers/usajobs-assistance> OR <http://www.boem.gov/USAJobs-Assistance/>.

If you are claiming CTAP/ICTAP eligibility, you must submit proof by the closing date of the announcement that you meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP or you will not receive priority consideration. The proof includes a copy of the agency notice, your most recent Performance Rating, and your most recent SF-50 noting current position, grade level, and duty station. To be considered well-qualified and exercise selection priority for this vacancy, you must earn a minimum score of 85 or above (prior to the assignment of veteran's preference) on the rating criteria for this position.

### **If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

# “How to Apply” – HR Contact Info

- **Agency Contact Info: This contact person is available to answer posting related questions**

[? Help](#)

## How to Apply

Your complete application, including required documents, must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

To apply on-line, you must complete and submit an application by accessing the USAJOBS website at [www.usajobs.gov](http://www.usajobs.gov). To begin, click the Apply Online button near the bottom of this screen and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents.

To return to your saved application, log in to your USAJOBS account at [www.usajobs.gov](http://www.usajobs.gov) and click on "Application Status." Click on the position title, and then select Apply Online to continue.

Applicants who apply and "opt-in" under this job opportunity announcement agree to have their application, associated documents and applicable personal information shared with other Bureaus/Offices within the Department of the Interior (DOI) that have vacancies within the same occupational series, grade, promotion potential and in the same geographic location(s), including within the same metro/commuting area. Applying to this announcement does not replace the need to apply to other job opportunity announcements for which you wish to receive consideration.

[Close](#)

### Agency contact information

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# Presentation Outline

- **Introduction: So you want to work for the Federal Government?**
  - Types of Job Announcements (MP, DEU, Pathways, etc.)
  - GS Scale Explained
  - Overview of Hiring Process
  - Assessment Toolkit
- **Before you Apply: How to Read Between the Lines of the Job Announcement**
  - Overview + Location: Multi-grade announcements, Multiple positions vs single vacancy
  - Duties: Responsibilities, Promotion Potential
  - Requirements: Education, Specialized Experience, or combination, Evaluation Criteria, Questionnaire preview
- **Applying for the Job**
  - Use the job announcement to build your application package.
  - Resume Building: (**USAJobs resume builder**)
  - Application Checklist: Required Documents
  - Combining assistantships, research experience, and internships on your resume



# Tips for building a strong application package

- **Preview the Questionnaire/Assessment Tool**
  - For Self-Assessments: Rate yourself against your peers, not your superiors.
  - Ensure that your resume reflects your assessment responses. For example: If you claim to have experience ArcGIS, you should have at least one job/experience on your resume whose description includes how you used ArcGIS for that job.
- **Use the USAJobs Resume builder to input your resume.**
  - Use wording pulled from the responsibilities section and the qualifications section focusing on the defined “specialized experience” or competency description in the job announcement to describe your qualifying experience
  - Your resume is your opportunity to demonstrate to HR and the SME that you qualify for this position based on your individual experiences and abilities.
  - For entry level positions, always include relevant experience even if you meet the education requirement – demonstrate that you are well qualified, not just minimally qualified.

# Tips for building a strong application package

- **Apply for all grades advertised on the announcement whose GS-scale covers your acceptable minimum salary amount.**
  - Since multiple grades are advertised on a single announcement, you will only need one application package.
  - Tailor your application package to the highest grade. For example: In general, the requirements for the GS12 level are identical to the GS11 level plus an added or expanded technical competency requirement
- **Apply for all hiring authorities if the announcements are split. (See next slide for Example)**
  - If you are applying for more than one announcement, you will need to attach all documents to BOTH announcements.
  - **QuickTip:** Print your responses to any assessment questionnaires to ensure consistency across duplicated questions.



# Tips for building a strong application package

- **Additional Documents:**

- Feel free to attached your “private sector”, one-two page resume or your CV to your federal application, but be sure to ALSO build a resume using the USAJobs resume builder
- Cover Letters are generally not required, but are a good idea. Cover Letters are your opportunity to introduce yourself to the SME and the Hiring Committee prior to the interview process.

- 



# Hiring under multiple authorities.

Save this search. We'll email you new jobs as they become available.

A

Geologist GS-1350-11/12 **DEU**

Save Job

**Bureau of Reclamation**  
Department of the Interior  
Lakewood, Colorado

Starting at \$70,883 (GS 11-12)  
Permanent • Full-Time



Open 02/08/2021 to 02/22/2021

Geologist GS-1350-11/12 **MPP**

Save Job

**Bureau of Reclamation**  
Department of the Interior  
Lakewood, Colorado

Starting at \$70,883 (GS 11-12)  
Permanent • Full-Time



Open 02/08/2021 to 02/22/2021

VS.

Save this search. We'll email you new jobs as they become available.

B

Special Agent - Law Enforcement or Military Veteran Background

Save Job

**Federal Bureau of Investigation**  
Department of Justice  
Location Negotiable After Selection, United States

Starting at \$62,556 (GS 10)  
Must work a minimum of a 50-hour workweek, which may include odd hours, and be on call 24/7, including holidays and weekends. • Full-Time



Open 01/22/2021 to 01/21/2022

## A. Split Announcement

If you qualify for both announcements, you must apply separately for both jobs. **\*Be sure to attach required documents to BOTH application packets**

## B. Single Announcement

Single application for all hiring authorities. Attach your documentation to the single application packet.



# Closing thoughts

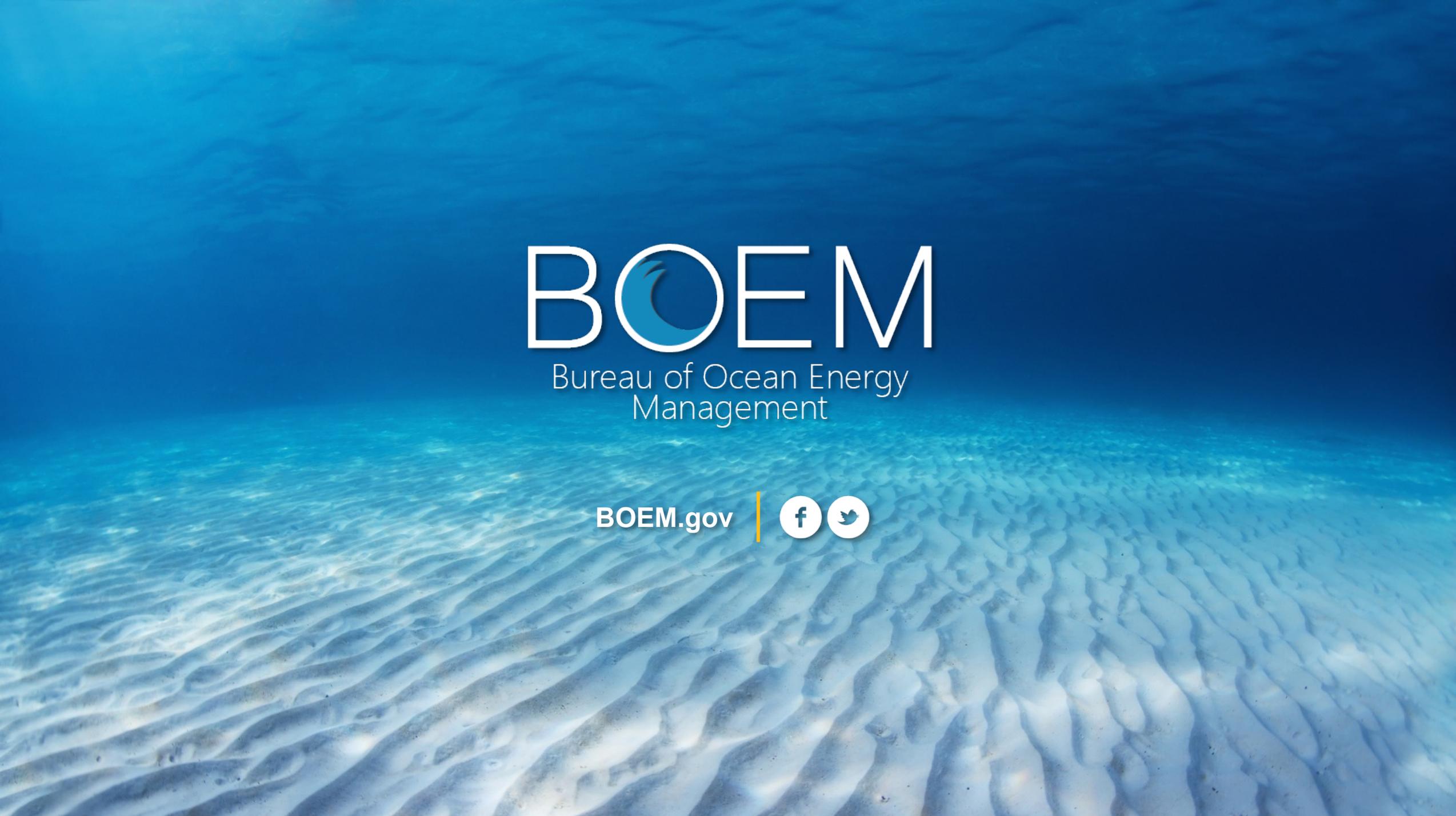
- Represent yourself honestly, but give yourself credit where credit is due
- Apply early, late applications are not accepted
- Double check that your required documents are up to date and attached to your application
- Contact your references ahead of listing them to ensure they are willing to give you a *good* reference
- Be patient! Sometimes it can take a month or two for your application status to be updated.
- Don't be discouraged if you don't get the first, third, or tenth job you apply to. Government employment is highly sought after, some job announcements receive hundreds of applications.
- Interview attire is still business professional, even for virtual interviews



# Resources

- **Description of Assessment Practices:**  
<https://www.doi.gov/sites/doi.gov/files/assessment-practices-guide-final-508.pdf>
- **Examples of Assessment Tools:**  
<https://www.opm.gov/policy-data-oversight/assessment-and-selection/structured-interviews/guide.pdf>



The background of the entire image is an underwater photograph showing rhythmic, wavy sand ripples on the seabed. The water is a clear, vibrant blue, and the lighting creates a sense of depth and movement. The ripples are illuminated from above, creating highlights and shadows that emphasize their texture.

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