



FREQUENTLY ASKED QUESTIONS (FAQs) FOR SCHEDULE A ELIGIBLE JOB SEEKERS

Do you have to be a U.S. Citizen to work at DOE?

Yes, you must be a U.S. Citizen or U.S. National (i.e., resident of American Samoa or Swains Island) to work as a federal employee at DOE.

How do I work at DOE as a Permanent Resident?

Generally, you must be a U.S. Citizen or U.S. National (i.e., resident of American Samoa or Swains Island) to work as a federal employee at DOE. In limited situations, we accept applications from Foreign Nationals, for example, the [Pathways Programs](#) for students and recent graduates. Agencies may hire non-U.S. citizens under any of the Pathways Programs provided that the individual meets applicable immigration requirements, and the agency has no budgetary restrictions upon paying a non-citizen for performing the duties of the position. However, a participant must be a U.S. Citizen to be eligible for non-competitive conversion to a permanent position or term position in the competitive service.

Should I apply for DOE jobs on USAJOBS or on DOE's Applicant Portal?

We encourage you to apply to DOE's many open positions posted on <https://www.USAJOBS.gov>. Department of Energy was approved to hire for many new positions because of funding from the Bipartisan Infrastructure Law (BIL), the Inflation Reduction Act (IRA), and the Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act. Because of our urgent and critical hiring need, our agency was approved for a Direct Hire Authority to be able to consider all eligible U.S. Citizens and Nationals when filling positions funded from these sources. We call these positions DOE's Clean Energy Corps. Therefore, you will see many of DOE's vacancy announcements on USAJOBS open to the public.

In addition, DOE has developed our very own applicant portal on our website at <https://www.energy.gov/applicant-portal>. From the DOE Applicant Portal, you'll be able to identify your specific areas of interest and submit your resume, which will be made available to multiple hiring managers throughout our agency. We encourage you to apply to **both** USAJOBS and to DOE's Applicant Portal for maximum consideration.

I've never applied to the DOE Applicant Portal. What is the referral code I should use when I apply?

When you apply to the [DOE Applicant Portal](#), in the Applicant Source section, we will ask you to let us know how you found out about us. You may select from the following options: LinkedIn, Twitter, YouTube, USAJOBS, Recruitment Event, and Other. If you select Other, you will be able to type the specific source/referral code who referred you. For example, the name of a DOE program office or the name of a DOE event.

I've already applied to the DOE Applicant Portal. Do I have to reapply?

You do not have to re-apply to the DOE Applicant Portal unless your preferences or resume has changed. If you would like to update your areas of interest or submit an updated resume, you may re-apply at <https://www.energy.gov/applicant-portal>.

How do I update my areas of interest or my resume on the DOE Applicant Portal?

To update your areas of interest or to update your resume, re-apply at <https://www.energy.gov/applicant-portal>. Your new submission will override any previous submissions.

After I apply to the DOE Applicant Portal, when can I expect to be contacted about a job?

We are unable to answer any questions on the status of applications. Each month, all candidates who applied to the DOE Applicant Portal will receive an email update notifying them of their status. If you are deemed a potential fit for a particular position, you will be contacted by a hiring manager directly for an interview. At this time, we cannot indicate when a candidate will be contacted. Don't be discouraged if it has been some time since you applied and you have not been contacted. Your application will remain on file in the DOE Applicant Portal, and you may be considered for future job openings.

Once I apply to the DOE Applicant Portal, will I receive a confirmation that my application has been received?

Yes, you will receive an email confirmation after applying to notify you that your application has been received. Each month, all candidates who applied to the DOE Applicant Portal will receive an email update notifying them of their status.

On USAJOBS, should I only apply for jobs open to Individuals with Disabilities?

No. We encourage you to apply for all vacancy announcements that you are eligible for, and for all positions that you are qualified to perform.

Department of Energy was approved to hire for many new positions because of the BIL, the IRA, and the CHIPS and Science Act. Because of our urgent and critical hiring need, our agency was approved for a Direct Hire Authority to be able to consider all eligible U.S. Citizens and Nationals when filling our Clean Energy Corps positions. Therefore, you will see many of DOE's announcements open to the public.

We recommend that you apply to all vacancy announcements that are open to the public, as well as to positions advertised towards individuals eligible under special hiring authorities such as Schedule A (u) hiring authority for certain persons with disabilities. There are also special hiring authorities available for certain veterans, military spouses, students, recent graduates, Peace Corps & AmeriCorps Vista volunteers, and other groups. Visit the [USAJOBS Help Center](#) on the topic of "[Explore hiring paths](#)" for more information.

What is the Schedule A (u) Hiring Authority?

Schedule A (u) is an excepted service hiring authority is used to appoint persons with severe physical disabilities, psychiatric disabilities, and intellectual disabilities. Severe physical disabilities include but are not limited to blindness, deafness, paralysis, missing limbs, epilepsy, dwarfism, and more. There are two types of hiring processes under Schedule A (u). In the *competitive* process, applicants compete with one another through a structured process that involves a formal vacancy announcement. In the *non-competitive* hiring process, agencies use a special authority (Schedule A) to hire persons with disabilities without requiring them to compete for the job through a formal vacancy announcement. The agency must have determined that the person is likely to succeed in performing the duties of the position to which they are being appointed to. The agency may rely on the applicant's employment, educational, or other relevant experience. After the individual satisfactorily completes a two-year trial period, they become eligible for conversion to permanent status. Visit [5 CFR 213.3102\(u\)](#) for more information on Schedule A (u).

To apply under schedule A, you must provide a:

- Resume; AND
- Schedule A Letter as proof of disability
 - The Schedule A Letter must be printed on *official letterhead* and *include a signature*. It may come from:
 - a licensed medical professional, or
 - a licensed vocational rehabilitation specialist, or

- a federal, state, District of Columbia, or local agency that issues or provides disability benefits.
- You may find sample Schedule A letter templates at <https://www.opm.gov/policy-data-oversight/disability-employment/getting-a-job/sampleschedaletters.pdf>

What is Excepted Service?

Generally, federal civilian positions are in the competitive service. This means that an individual must obtain the federal job by competing against other applicants in open competition through a structured process that involves a traditional vacancy announcement, usually posted on www.USAJOBS.gov. However, the federal government provides an exception to this, under excepted service hiring authorities [Schedule A](#), B, C, and D to fill special jobs or to fill any job in unusual or special circumstances. These excepted service authorities enable agencies to hire when it is not feasible or not practical to use traditional competitive hiring procedures and can streamline hiring. Most excepted service positions are not required to be posted on <https://www.USAJOBS.gov>. As a result, it is important to look at individual agency websites for job announcements.

What reasonable accommodations for persons with disabilities do you provide?

Federal agencies are required by law to provide reasonable accommodations to qualified applicants and employees with disabilities, unless doing so will result in undue hardship to the agency. The accommodations make it easier for an employee with a disability to successfully perform the duties of the position.

For example, an agency may offer:

- Interpreters, readers, or other personal assistance
- Modified position duties
- Flexible work schedules or work sites
- Accessible technology or other workplace adaptive equipment

How do I request reasonable accommodations?

You can request reasonable accommodations any time during the hiring process or at any time while on the job. Requests are considered on a case-by-case basis.

To request a reasonable accommodation:

1. Look at the job posting for instructions on requesting a reasonable accommodation.
2. Work directly with the person arranging the interviews.
3. Contact the agency [Selective Placement Program Coordinator](#).
4. Request a reasonable accommodation verbally or in writing; no special language is needed.

Visit OPM's page on [Reasonable Accommodations](#) to learn more.

How do I reach DOE's Local Reasonable Accommodations Coordinator?

Refer to the list posted at <https://www.energy.gov/hc/reasonable-accommodation-contacts> to find the Local Reasonable Accommodations Coordinator who supports their specific DOE organization.

Can I email you my resume for consideration?

All candidates must apply through USAJOBS at <https://www.USAJOBS.gov> and on the DOE Applicant Portal at <https://www.energy.gov/applicant-portal>. In addition, we recommend that you make your resume searchable in your USAJOBS profile. Making your resume searchable adds it to the USAJOBS resume bank. Human Resources Specialists and hiring managers from federal agencies use the resume bank to look for candidates (with a searchable resume in their USAJOBS profile) to fill their job vacancies. Visit the [USAJOBS Help Center](#) on the topic of "[How to make your resume and profile searchable.](#)"

Can you review my resume and provide me feedback?

We are not reviewing resumes via email. We encourage you to visit the [USAJOBS FAQs](#) page for answers to frequently asked questions on a broad range of topics related to the federal hiring process, particularly the topic of "[What should I include in my federal resume?](#)". Also check out the [USAJOBS YouTube Channel](#) for helpful videos on this subject.

We also recommend you visit the [Partnership for Public Service's Writing a Federal Resume](#) and other topics related to the federal application process.

What is the Workforce Recruitment Program?

The Workforce Recruitment Program (WRP) is managed jointly by the U.S. Department of Labor and the U.S. Department of Defense. The program is designed to provide employment opportunities in the federal and private sectors to qualified students and recent graduates who possess a disability. Upon acceptance into the program, your resume will be made available to employers for one year through the WRP database. Employers can contact you directly about positions that match your skills and qualifications. Visit https://www.wrp.gov/wrp?id=student_landing_page to learn more about WRP and how to register for the program.

What type of experience are you looking for?

The USAJOBS vacancy announcement will indicate the specialized experience requirements and the basic educational requirements for the occupational series (if applicable).

Who do I call for information about a particular job posted on USAJOBS or about the federal application process?

Please reach out to the agency contact listed under the How to Apply section of the USAJOBS vacancy announcement if you have questions about the job. You may visit the [USAJOBS FAQs](#) page for more information on "[How to contact an agency.](#)"

Why do I receive so many referred notifications from USAJOBS for the same position?

It is possible for a USAJOBS vacancy announcement to be used by multiple hiring managers who are hiring for similar positions. Please reach out to the agency contact listed under the How to Apply section of the USAJOBS vacancy announcement if you have questions about this notice and your status.

Why are some USAJOBS vacancy announcements open for months at a time?

Don't be discouraged when you see that some of our USAJOBS vacancy announcements are open for extended periods of time. These are called Open Continuous Announcements, which means that we have a need to fill multiple vacancies and anticipate an ongoing need for candidates for future vacancies. Also, don't be discouraged if it has been some time since you applied and you have not been contacted. Open continuous announcements are to gather applications for current and future vacancies that may or may not result in a referral or selection. Your application will remain on file for a specified period to be considered for future job openings. The vacancy announcement will state when your application is due to expire after receipt.

What questions will be asked of me once I click the Apply button in the USAJOBS vacancy announcement?

Most vacancy announcements on USAJOBS will allow you to preview the Assessment Questionnaire by clicking the preview link at the bottom of the How You Will Be Evaluated section. It will allow you to see all the questions that will be asked of you, should you apply for the position. The assessment questionnaire is a series of questions that you answer by selecting the option that best describes your training or experience. Use this information to jog your memory of your related work experiences to help you better explain them and document it in your resume before you apply. Your responses to the assessment questionnaire must be fully supported in your resume. If the training or experience you claim are not reflected in your resume, then you may be found "ineligible" or "not qualified" for the position.

Some assessment questionnaires will allow you to submit your application even if you have skipped a question. Do not make this mistake! Answer all questions before hitting Submit and completing your application.

What happens next after I apply to a USAJOBS vacancy announcement?

Once your online application is submitted, you will receive a confirmation notification by email. The status of your application will be updated in USAJOBS as it is evaluated. You can check the status by logging into USAJOBS. You may also sign up to receive automatic emails anytime the status of your application changes by logging into

your USAJOBS account and editing the notification settings. You will be contacted directly if an interview is required.

Once you've submitted your application, it will go through several levels of review. First, the HR Specialist listed on the announcement will screen your application to see if you meet the eligibility and qualifications requirements. If necessary, a Subject Matter Expert will also rate your application. If you are found to be among the best qualified, your application will be forwarded to the hiring manager, who will make the final selection, sometimes with the help of an interview panel.

What geographic areas are you hiring for?

We are hiring for positions in many duty locations across the United States, including remote (anywhere in the US). We encourage you to search <https://www.USAJOBS.gov> for current vacancy announcements in DOE. Select Department of Energy under the Department & Agency filter. Narrow your search even further by selecting your desired occupational series, location, work schedule

Does DOE cover relocation costs if I must move to accept the job?

The USAJOBS vacancy announcement will indicate whether relocation expenses will be reimbursed. This is also known as Permanent Change of Station or PCS. The USAJOBS vacancy announcement will also indicate whether a relocation/recruitment incentive may be authorized. Please read each vacancy announcement in its entirety. Should you be selected for a position where these may be offered, you may negotiate this with the Human Resources Specialist.

How long does it take to start once I receive a job offer?

If you receive and accept a tentative job offer, it may take a few weeks to a few months before you start the job. The pre-employment requirements such as satisfactory security and suitability and/or a pre-employment drug test must be met before a final job offer can be made. The length of these checks depends on the background investigative requirements of the position and your individual situation. Once the background investigation and additional requirements have been met, the hiring agency will extend a final job offer and set a start date. Each position's unique conditions of employment will be detailed in the Requirements section of the USAJOBS vacancy announcement.

Do DOE's jobs require a security clearance?

Some jobs require a security clearance. The security clearance level depends on the type of access to classified information and secure facilities that you'll need to perform your job. If you are selected for a job that requires a security clearance, you'll need to provide at least ten years of personal information and maybe more. Visit the [USAJOBS Help Center](#) on the topic of "[What are background checks and security clearances](#)" for more information. The security clearance level required for a position will be stated in the Requirements – Conditions of Employment section of the USAJOBS vacancy announcement.

Do you have internship opportunities available?

DOE offers many opportunities for students and recent graduates. Please visit our website at <https://www.energy.gov/careers/students-recent-graduates> for more information. Our [Students and Recent Graduate Opportunities at a Glance](#) lists many of these opportunities. To find opportunities in Science, Technology, Engineering, and Mathematics (STEM) for students and recent graduates, please visit [DOE's STEM](#) page.

Do you have volunteer opportunities available?

DOE's Student Volunteer Program provides students enrolled in an accredited high school, college, or university with opportunities to explore careers at DOE. These opportunities help students develop skills needed in today's workforce while learning about DOE's exciting mission. Visit the [Student Volunteer Program](#) page to learn more.

What careers are available in the National Laboratories?

DOE's 17 [National Laboratories](#) offer opportunities to work on cutting edge research alongside top scientists. There are many career opportunities posted on the labs' websites where you can apply. Click the logos at the bottom of the page to explore each lab's career pages.

What is the best keyword to filter for entry-level or recent graduate jobs in USAJOBS?

We do not recommend filtering entry-level or recent graduate jobs using keywords.

To search for recent graduate opportunities, go to <https://www.USAJOBS.gov/Search/Results> and on the right-hand side of the screen under Top Filters, check the box for Recent graduates. Next, click on Department & Agency and select Department of Energy.

To search for entry-level opportunities, go to <https://www.USAJOBS.gov/Search/Results> and on the right-hand side of the screen under Top Filters, click on Grades and select all grades at GS-9 and below as these are considered entry-level. Next, click on Department & Agency and select Department of Energy.

Are DOE positions eligible for Public Service Loan Forgiveness?

Public Service Loan Forgiveness (PSLF) is a program run by the U.S. Department of Education.

To qualify for PSLF, you must be:

- employed by a U.S. federal, state, local, or tribal government or qualifying not-for-profit organization; and
- work full-time for that agency or organization; and
- have Direct Loans (or consolidate other federal student loans into a Direct Loan); and
- repay your loans under an income-driven repayment plan or a 10-year standard repayment plan; and
- make a total of 120 qualifying monthly payments that need not be consecutive.

DOE is considered an eligible employer under the PSLF program. If you become a full-time federal employee at DOE, you may submit your PSLF form to Human Resources for us to complete the Employer Certification portion of the form.

Does DOE ever hire part-time workers?

At this time, we cannot indicate when a part-time job at DOE will become available. New DOE jobs are posted daily. Therefore, we encourage you to search USAJOBS for part-time positions at DOE and save your search. This way, the system will email you as new part-time jobs at DOE become available.

Does 30 hours per week qualify as full-time?

Generally, full-time requires an employee to work 40 hours per week, while part-time requires an employee to work 16 to 32 hours per week.

How do I save a search agent on USAJOBS?

New DOE jobs are posted daily. Therefore, we encourage you to save your search on USAJOBS. This way, the system will email you as frequently as daily as new jobs at DOE become available.

To save a search:

1. Sign into your USAJOBS account. If you don't yet have a profile, you will need to create one to able to save your searches.
2. Start a job search by using the filters on the right-hand side of the page. Under Department & Agency, select Department of Energy. Under Series, select your desired occupational series.
3. You may further narrow your results by typing a city and state or remote, selecting hiring paths, work schedule, appointment type, and more.
4. Click **Save this search** on the search results page.
5. Name your specific search and choose how frequently you want to be notified. We recommend daily since some jobs can open and close within a week. If you select daily, you'll receive one email per day IF new jobs have been posted that match your criteria.
6. Lastly, click **Save**.

What is remote work?

Remote work is an arrangement under which an employee is not expected to report to an agency worksite on a regular and recurring basis. The employee's pay will be based on the city and state of their home (or other approved alternative location where they are authorized to work and regularly perform their duties).

How is it determined if the job is remote or on site?

A job is eligible for remote if the major functions of the job can be performed successfully remotely. If you are selected for a remote position, you will be required to sign a remote work agreement that details remote working conditions and expectations for the position. Work may only be performed from a location in the United States.

To search USAJOBS for remote positions at DOE, go to <https://www.USAJOBS.gov/Search/Results> and on the right-hand side of the screen under Top Filters, click on Department & Agency and select Department of Energy. Then, click on More Filters, and select the button for "Only show remote jobs".

Do remote workers have to travel during employment?

A remote worker may be expected to travel occasionally for a position. The travel requirements for a particular position will be indicated on the USAJOBS vacancy announcement.

What is remote restricted?

A remote restricted position is approved for remote work full-time, but the employee will be expected to reside within a certain number of miles from a DOE worksite. If a position is remote restricted, it will be stated in the USAJOBS vacancy announcement.

May I apply for a remote job at DOE and perform the work overseas?

No. The work for a remote job may only be performed from a location in the United States.

At DOE, is Puerto Rico eligible for a remote duty station?

Yes.

Will I be notified of the status of my application in USAJOBS?

Once you submit your application in USAJOBS, your status will change to Application Received. You will receive a notification email when your application is Reviewed by a HR Specialist, and if you are found Qualified or Not Qualified. If you are found qualified, you will receive a notification email when your application is referred to the Selecting Official. Lastly, you will receive a notification email if you are Selected or Not Selected.

Do you recommend limiting my resume to one page or is it okay for my resume to be multiple pages?

It's perfectly okay and encouraged for your federal resume to be several pages in length. Unlike the private sector, you do not have to stick to a one-page resume. When possible, keep your resume to 2 to 4 pages in length.

How should I build my federal resume?

When applying for a federal position, your resume must be targeted and tailored to the position you are applying for. We recommend that you read the entire vacancy announcement. Look closely at the qualification statements and preview the assessment questionnaire in the USAJOBS vacancy announcement. Use this information to jog your memory of your related work experiences to help you better explain them and document it in your resume before you apply. Make sure that in your resume, you've addressed each of the specialized experience requirements for the position. List significant accomplishments you've made and awards you've received. Use numbers, percentages, dollar amounts, statistics, and other quantifiable data to describe your achievements and outcomes. Use plain language and avoid using acronyms and terms that are not easily understood. Use action verbs to describe your duties and accomplishments. Include any relevant volunteer work, roles held in community organizations, and other unpaid experiences that demonstrate leadership experience and your ability to do the job.

Will my resume be scanned for keywords by an automated system?

No. If your resume is reviewed, it will be reviewed by a real person who is a Human Resources Specialist. Once you submit your application, an automated system will perform an initial application review to screen all the required areas, and your answers to the assessment questionnaire. Then, a Human Resources Specialist will perform a manual review of your resume and supporting documents to validate the information you submitted in your application package.

Is a narrative resume acceptable?

We recommend following the USAJOBS format when building your resume. We recommend you visit the [USAJOBS Help Center](#) on the topic of “[How to create a resume](#)” and the [Partnership for Public Service’s Writing a Federal Resume](#).

The resume that you attach to your application must clearly state all relevant work experiences you possess for the time periods that you performed them:

- Format your resume in reverse chronological order starting with your most recent experience first and work your way back.
- For each work experience, list the name of the organization, your job title, and starting and ending dates (including month and year).
- Indicate the number of hours worked per week on average or indicate full-time or part-time.
- If you have held a federal job, make sure you indicate the pay plan, series, and grade.
- Detail the major duties, level and amount of responsibility, and significant accomplishments for each position held.
- Provide work examples in your resume that prove you can perform or have performed the tasks at the level required for the job.
- Provide details of *how* you performed the work. Indicate education, certifications, job-related training, language skills, professional organizations and affiliations, publications, and volunteer work.
- Lastly, include a list of 2-3 professional references.

Does DOE recommend the USAJOBS Resume Builder?

The [Resume Builder](#) feature in USAJOBS walks you through building a federal resume step by step to ensure your resume is in the correct format and captures all required information. You are more likely to thoroughly address all aspects of the application if you use the USAJOBS Resume Builder than uploading your own resume.

Some agencies will accept either an uploaded resume or a resume created using Resume Builder, while other agencies may only accept one or the other. The accepted method will be detailed in the USAJOBS vacancy announcement.

When applying to DOE’s jobs on USAJOBS, you may use *either* method; an uploaded resume or one created using Resume Builder.

If you choose to use your own resume and upload it, you must ensure you thoroughly describe your job-related qualifications that includes beginning and ending dates (including month and year) for each paid and non-paid position held; hours worked per week on average; annual salary or hourly salary, and description of job duties. Include the name and address of each employer, the name of your supervisor and their telephone number.

Regardless of which method you choose, we recommend you visit the [USAJOBS Help Center](#) on the topic of “[How to create a resume](#)” and “[What should I include in my federal resume?](#)”. Also check out the [USAJOBS YouTube Channel](#) for helpful videos on this subject. Another great resource is the [Partnership for Public Service’s Writing a Federal Resume](#).

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QUESTIONS: Contact [Disability Employment Program](#)

VISIT US: www.energy.gov



U.S. DEPARTMENT OF
ENERGY

