



# U.S. DEPARTMENT OF ENERGY

The U.S. Department of Energy (DOE) is responsible for ensuring the Nation's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions. DOE maintains the Nation's nuclear weapons stockpile, reduces the threat of nuclear proliferation, oversees the Nation's energy supply, leads the Nation in areas of federally sponsored basic research critical to U.S. innovation and international competitiveness, carries out the environmental clean-up from the Cold War nuclear mission and maintains those sites, and operates 17 National Laboratories.

DOE is honored to be named #1 in America's Best Employers for Veterans 2023 by Forbes, and #8 among mid-sized federal agencies in Best Places to Work in the Federal Government 2022 by the Partnership for Public Service.

DOE is committed to the recruitment, hiring, advancement, and retention of persons with disabilities. In fact, 14% of DOE employees are persons with disabilities, exceeding the U.S. Equal Employment Opportunity Commission's federal sector goal of 12%. We value the diversity and unique perspectives of our workforce. We recognize that differing perspectives contribute to the effective delivery of services to the public and to the accomplishment of our broad mission.

This guide is intended to provide general answers to frequently asked questions from Schedule A eligible job seekers. This document is not meant to be comprehensive, nor are all answers applicable in all situations. The answers to your individual case will depend on the circumstances and may vary from what is provided here.

We look forward to receiving your applications for DOE's open positions at <https://doe.usajobs.gov>.

## Frequently Asked Questions (FAQs) for Schedule A 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.

### **What opportunities are available at DOE for non-U.S. Citizens?**

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, under 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. Visit USAJOBS for a list of DOE's open opportunities under the federal [Pathways Programs](#).

Zintellect is a website that provides listings of internships, experiential learning opportunities, academic fellowships and scholarships funded by government and private sector organizations, including DOE. These programs are administered by the Oak Ridge Associated Universities (ORAU) and the Oak Ridge Institute for Science and Education (ORISE). These opportunities are open to U.S. Citizens, while some opportunities are also open to Lawful Permanent Residents; Foreign Nationals eligible for an Exchange Visitor J-1 visa status; and applicants for Lawful Permanent Residency, asylees, or refugees in the U.S. at the time of application with a 1) valid EAD card and 3) I-485 or I-589 forms in pending status. For more information on available programs administered by ORAU and ORISE and each program's eligibility requirements, visit <https://www.zintellect.com/Catalog>.

The 17 [National Laboratories](#) offer work opportunities for non-U.S. Citizens to work alongside top scientists on cutting edge research. Click the logos at the bottom of the page to explore each lab's career pages.

## How do I apply for DOE's jobs?

We invite you to apply to our many open positions posted at <https://doe.usajobs.gov>. Also, we encourage you to 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.](#)"

## What is the Schedule A (u) Authority for Certain Individuals with Disabilities?

Schedule A (u) is an excepted service hiring authority used to appoint people with intellectual disabilities, severe physical disabilities, or psychiatric disabilities. Severe physical disabilities include but are not limited to blindness, deafness, paralysis, missing limbs, epilepsy, dwarfism, and more. There is no limit to the number of times you can apply under the Schedule A (u) hiring authority.

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 individuals 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.

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 must also state that you are an individual with a documented disability and eligible for hire under 5 CFR 213.3102(u) for people with intellectual disabilities, severe physical disabilities, or psychiatric disabilities. The letter 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.
    - We recommend Schedule A Letters follow the sample language provided in these templates as closely as possible: <https://www.opm.gov/policy-data-oversight/disability-employment/getting-a-job/sampleschedaletters.pdf>

\*Schedule A Letters do not expire. However, if you are using an older letter, you should confirm that the contact information for the official who signed the letter is still correct. If not, you will need to acquire a new or updated letter. You will also need to acquire a new or updated letter if your name has changed. Your specific disability or medical history should not be listed in the Schedule A Letter beyond the three broad disability categories listed above. The letter should not state your diagnosis, prognosis, treatment, need for accommodation, or other medical information. Visit 5 CFR 213.3102(u) for more information on Schedule A (u).

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

We encourage you to apply for all vacancy announcements that you are eligible under, and for all positions that you are qualified to perform. These include announcements that are open to the public, as well as announcements advertised to those eligible under special hiring authorities such as current or former federal employees, certain veterans or military spouses, certain individuals with disabilities, 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.

## **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.

## **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 Human Resources 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?**

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, it will be reviewed by a real person. 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 federal 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](#).

## **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 <https://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 at <https://www.usajobs.gov>. As a result, it is important to look at individual agency websites for job announcements.

## **What is Career or Career Conditional Status?**

A person employed in the competitive service for other than temporary, time-limited, or indefinite employment is appointment as a career-conditional employee subject to a probationary period. With some exceptions, an employee must serve at least three years of creditable service to become a career employee. Visit [5 CFR Part 315](#) for more information on the career conditional employment system.

## **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> to learn more about WRP and how to register for the program.

## **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 a reasonable accommodation?**

You can request reasonable accommodations any time during the hiring process as an applicant, or at any time while on the job as an employee. Requests are considered on a case-by-case basis. All aspects of the reasonable accommodation process must be kept confidential. This includes the initial request, the decision, disability, and any medical information that is obtained during the process. The act of requesting an accommodation is considered a protected activity and should not be disclosed except to those with a need to know.

Examples of reasonable accommodations for applicants:

1. Readers and sign language interpreters; and,
2. Accessible locations for interviews, testing, and other components of the application process.

Examples of reasonable accommodations for employees:

1. Technology - larger or specialized computer monitor, screen magnification software, voice activation software, readers;
2. Worksite - physically accessible such as installing doors that automatically open and close; lowering the paper towel dispenser in an employee restroom or adjusting the lighting at an employee's workstation;
3. Tour of Duty/Leave Administration - telework; modified work schedules; advanced leave or leave without pay; and,
4. Performance - modifying supervisory methods such as communicating in writing rather than orally; sign language interpreters; job coaching; travel-related accommodations and reassignment.

\*Reasonable accommodations cannot be provided to care for family members with disabilities.

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.

## **What is Personal Care Assistance (PAS)?**

Personal Care Assistance (PAS) is assistance with performing activities of daily living that an employee would typically perform if they did not have a disability.

Activities which may require a PAS include, but are not limited to:

- Removing and putting on clothing;
- Eating;
- Using the restroom;
- Getting in and out of a vehicle at the worksite; and,
- Moving around the building.

PAS does not include performing medical procedures or monitoring, such as administering injections, monitoring blood pressure, or helping an employee with a disability perform job-related tasks.

A DOE employee with a disability may request for PAS at any time either orally or in writing. DOE employees with targeted disabilities can contact their supervisor, manager, or Local Reasonable Accommodations Coordinator to request a PAS. All aspects of the PAS process must be kept confidential.

## **What is a targeted disability?**

A targeted disability is any condition designated as a Targeted Disability or Serious Health Condition on the Office of Personnel Management's Standard Form 256 (SF-256) Self-Identification of Disability. They include developmental disabilities, traumatic brain injury, deafness or serious difficulty hearing, blindness or serious difficulty seeing, missing extremities, significant mobility impairment, partial or complete paralysis, epilepsy or other seizure disorders, intellectual disabilities, significant psychiatric disorders, dwarfism, and significant disfigurement.

Visit [https://www.opm.gov/forms/pdf\\_fill/sf256.pdf](https://www.opm.gov/forms/pdf_fill/sf256.pdf) to learn more.

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

Refer to the list posted at [www.energy.gov/hc/reasonable-accommodation-contacts](http://www.energy.gov/hc/reasonable-accommodation-contacts) to find the Local Reasonable Accommodations Coordinator who supports each specific DOE organization.

## **May I email you my resume for consideration?**

We are not accepting resumes via email. You may apply to our many open positions posted at <https://doe.usajobs.gov>. Also, we encourage you to 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.](#)"

## **May I send you my resume for your review and 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 type of experience are you looking for?**

The USAJOBS vacancy announcement will indicate the specialized experience required, and whether there is a positive education requirement for the occupational series.

## **What type of education are you looking for?**

The Office of Personnel Management has established minimum educational requirements for positions that are in the professional and scientific occupational group. These positions have a "positive education requirement" and generally require completion of degree requirements to meet minimum qualifications for the position. For positions with a positive education requirement, you must provide documentation supporting any education claims in your application. This documentation can include unofficial transcripts or any report that list the institution, course title, credits earned (semester or quarter hour), and final grade. It is your responsibility to provide adequate proof that you meet the educational requirements as stated in the vacancy announcement. If you are selected for the position, official transcripts will be required.

Visit <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Overview> to learn more.

## **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://doe.usajobs.gov> for current vacancy announcements in DOE. Narrow your search even further by selecting your desired occupational series, location, work schedule, and more.

## **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.

### **Can I work for DOE if I have a criminal record?**

Yes, you can work for the federal government if you have a criminal record and were formerly incarcerated. For most federal jobs, questions about your criminal history don't appear on the initial job application. However, if you receive a conditional offer of employment, you'll need to complete a Declaration for Federal Employment form (OF-306) and undergo a background investigation to establish your suitability or fitness for employment. Federal agencies will consider many factors when deciding your suitability. It's important that you provide all the required information about your criminal record when you apply for a federal job so the hiring agency can determine early if a specific prohibition exists.

### **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.

### **How do I search for DOE's student, recent graduate, or entry-level jobs in USAJOBS?**

To search for student opportunities, go to <https://doe.usajobs.gov>, and on the right-hand side of the screen under Filters, Hiring Path, check the box for Students.

To search for recent graduate opportunities, go to <https://doe.usajobs.gov>, and on the right-hand side of the screen under Filters, Hiring Path, check the box for Recent graduates.

To search for entry-level opportunities, go to <https://doe.usajobs.gov>, and on the right-hand side of the screen under Filters, click on Pay and select all grades at GS-9 and below as these are considered entry-level.

## **How do I search for federal internships across the federal government?**

The Federal Internship Portal and the Federal Internship Experience Program are the latest tools deployed to increase opportunities for early career professionals in the federal government. These tools advance the goals of the “Strengthening and Empowering the Federal Workforce” priority in the [President’s Management Agenda](#) and carries out [Executive Order 14035](#), Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce.

The Federal Internship Portal at <https://intern.usajobs.gov> is a one-stop shop for prospective candidates to find opportunities and apply for internships across the federal government.

The Federal Internship Experience Program at <https://www.opm.gov/intern> is a web-based toolkit for prospective interns, current interns, and intern supervisors. This program is designed to help early career talent find federal internships, succeed in their internships, acquire new skills, and grow their federal careers. This toolkit will serve as the central location for current federal interns to access training and development opportunities including workshops, mentoring and coaching, and networking events.

These efforts are designed to increase the number of paid interns, fellows, apprentices, and early career hires across the federal government and to decrease reliance on unpaid internships.

Applying for a federal internship is a competitive process and consists of multiple steps that may include a written test, an evaluation of the individual’s education and/or experience, and an evaluation of other attributes necessary for successful performance in the position to be filled. Each of these steps must be completed accurately to advance successfully through the federal hiring process.

Federal agencies primarily hire interns from applications submitted on USAJOBS, the federal government’s official employment site. Applications submitted to USAJOBS flow to the respective agency’s applicant tracking system where applications are evaluated and assessed.

## **What opportunities are available for early career job seekers who don’t have college degrees?**

Federal internships, such as the Federal Pathways Programs, by their very nature require a candidate to be a student or a recent graduate of a qualifying educational program. Eligibility for the Federal Pathways Internship and Recent Graduate Programs will be expanded effective June 11, 2024, to include those candidates with or without formal degrees who have completed qualifying career or technical education programs.

Job seekers who are early in their careers and do not possess a college degree need not apply to a federal internship to be considered for federal employment. They can apply for entry-level positions posted on USAJOBS and focus on occupations that have no positive education requirement. In recent years, the federal government has adopted skills-based hiring practices that places greater emphasis on an applicant’s competencies rather than their educational credentials.

One of the mission critical occupations at the U.S. Department of Energy (DOE) is the Management and Program Analyst. There are no positive education requirements to meet the minimum qualification standards for this occupation.

## **How do I apply for the Pathways Presidential Management Fellows Program?**

The Pathways Presidential Management Fellows Program is a 2-year developmental program whose goal is to provide graduate students with exciting and meaningful federal opportunities and to build future federal leaders. To be eligible, you must have completed an advanced degree from a qualifying educational institution or program within the past two years of the annual application opening date. You must first apply to this program during the application period in the fall season.

Then, after a rigorous interview process, the Office of Personnel Management will choose the next class of PMF Finalists to be eligible for appointment at a participating federal agency. Visit <https://www.pmf.gov> for more information.

## **What is the President's Management Agenda and how does it impact federal internships?**

Each Presidential Administration issues a President's Management Agenda that lays out the high-level priorities for the federal government. According to the [Biden-Harris Management Agenda Vision](#) released in November 2021, less than 7% of the federal workforce is under the age of 30 and nearly 28% of federal employees are eligible to retire in the next 5 years. Because of this, the priority placed on promoting and increasing internships and other student and early career programs in the federal government is expected to continue for the foreseeable future.

## **What opportunities are available in the federal government for someone who speaks multiple languages?**

For certain positions, the ability to speak a foreign language is an important, job-related task where a person cannot perform the job successfully unless he or she can communicate in that language. This information would be detailed in the position description and the vacancy announcement upon recruitment. In these types of situations, this special language requirement would be listed as a selective placement factor or "screen out" in the vacancy announcement. In other cases, the ability to speak a foreign language is not required but may enhance job performance. We recommend candidates follow the USAJOBS resume format and to include any foreign language skills in their resume. We encourage candidates to visit the [USAJOBS Help Center](#) for answers to frequently asked questions on a broad range of topics related to the federal hiring process, particularly the topic of "[How to build a resume](#)". Also, check out the [USAJOBS YouTube Channel](#) for helpful videos on this subject.

## **Does DOE have volunteer opportunities available?**

DOE's Student Experience Program provides students enrolled in an accredited high school, college, or university with experiential learning opportunities at DOE. These opportunities help students develop skills needed in today's workforce while learning about DOE's exciting mission. Visit the [Student Experience 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.

## **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.

### **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://doe.usajobs.gov> and on the right-hand side of the screen under 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 as a remote duty station?**

Yes, so long as the position can be performed successfully from that geographic location.

**APRIL 2024, VERSION 1**

**QUESTIONS: Contact [Disability Employment Program](#)**

**VISIT US: [www.energy.gov/careers](http://www.energy.gov/careers)**



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