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# I Need A Job...Now!

## Tips on Landing a Federal Career and How to Navigate to the Top

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**The Department of Energy's** overarching mission is to advance the national, economic, and energy security of the United States; to promote scientific and technological innovation in support of that mission; and to ensure the environmental cleanup of the national nuclear weapons complex.

The Department's strategic goals to achieve the mission are designed to deliver results along five strategic themes:

- **Energy Security:** Promoting America's energy security through reliable, clean, and affordable energy
- **Nuclear Security:** Ensuring America's nuclear security
- **Scientific Discovery and Innovation:** Strengthening U.S. scientific discovery, economic competitiveness, and improving quality of life through innovations in science and technology
- **Environmental Responsibility:** Protecting the environment by providing a responsible resolution to the environmental legacy of nuclear weapons production
- **Management Excellence:** Enabling the mission through sound management



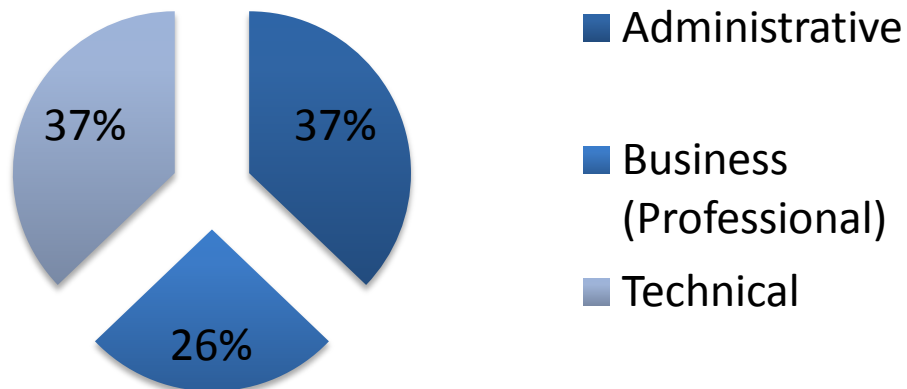
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# Workforce Demographics

70% of DOE professions fall in 3 categories: Administrative, Business (Professional), and Technical

## DOE Professions



## Why would I want a job in the Federal Government?

Benefits in the federal government outweigh private industry:

- 13-26 Vacation Days Annually
  - 6 hrs of annual leave accrual after 5 yrs of service
- 13 Sick Days Annually
- 401 (K) Style Retirement Savings Plan
- Benefits
  - Health
- Cafeteria-Style Selection (PPO, HMO, etc.)
- Approx. 20+ plans
  
- Career Development and Training
- Government outspends private industry
- Transfer anywhere in the federal government (US and overseas)
- Tele-work options
- 40 Hour-Work Week with Alternative Work Schedules
- Family-Friendly/Wellness Programs (i.e child, physical fitness)



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# Reality of Private Sector Employment & Benefits

General benefits are driven by the size of the company.

- Career development and training opportunities are a luxury
- Private sector 401k is not as lucrative as it used to be

Benefits do NOT transfer from private company to company

- Waiting period of 90 days for medical benefits

At-Will-Employment. What is it?

- Any hiring is presumed to be "at will"; that is, the employer is free to discharge individuals "for good cause, or bad cause, or no cause at all," and the employee is equally free to quit, strike, or otherwise cease work ([http://en.wikipedia.org/wiki/At-will\\_employment](http://en.wikipedia.org/wiki/At-will_employment))

Can not transfer from private company to company across geographic locations and maintain benefits or pay

Work-Life Balance benefits are minimal, depending on the a size of company.

- How important is it to you?
- During an economic downturn, these benefits (child care, gym, telecommute, etc) are seen as a luxury and impact the bottom-line
- Small-to-medium size companies cut these benefits first



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# Federal and Contractor Intern Programs

## Summer Internships (STEP)

- GS-1/2/3/4/5

## Presidential Management Fellow (PMF)

- GS-7/9
- Competitive process managed by the Office of Personnel Management
- Must be nominated through your school

## CO-OP (SCEP)

- GS4/5/7

## DOE Scholars Program

- Contracted Position
- For college Students or Post-Graduates
- Stipends of \$600 per week for undergraduate college students, \$650 per week for graduate students and post-graduates

## Minority Educational Institution Student Partnership Program (MEISPP)

- 10-week summer internship with the DOE
- Offers round-trip airfare to your duty station, paid housing, along with a stipend.



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# How do I write a Federal Résumé?

A Federal Résumé is different from a résumé that you would write for private sector employment

- Include information from the specific job announcement on the résumé
- Write educational information in chronological order
- Explain your experience in great detail
- Be Proactive
- Use Buzz Words
- Write for the Job you want, not the job you need
- Description of Duties: Input + Output = Outcome



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# Network, Network, Network!

- Find a mentor
- Be flexible
- Be prepared
  - Have an “elevator speech” ready that describes who you are, what you do, and what you’re looking for.
  - If you have business cards, keep them on hand
- Communication
  - Be Genuine
  - Ask open-ended questions in networking conversations
  - Listen to others instead of only trying to market yourself
- Hold volunteer/unpaid internship positions in the field
  - If you’re having difficulty landing full-time employment, an unpaid internship will lead to a lot of networking opportunities and experience
- Follow through quickly and efficiently on referrals you are given
  - After the event, send thank-you cards or emails to people you met
  - Ask references first, make sure they are comfortable being a reference



## LinkedIn

- Dos and Don'ts

### DO:

- Connect with previous employers, professors, and classmates
- Keep an up-to-date profile with current employment
- Ask your connections for recommendations or introductions to a job that you may be interested in.
- Join Groups
  - pick ones that fit your job-seeking interests and answer questions to show your expertise or post questions to facilitate discussions
- Customize your LinkedIn URL
  - Go to "Edit my profile" to change settings

### DON'T:

- Confuse quantity for quality
  - There's a difference between having a "big network" and a "strong network." Although you may have many connections, ask yourself if this person would be able to recommend you and vice/versa.
- Pass along questionable requests
  - If someone sends you a request that seems spammy, don't pass it along to your other connections
- List false information
  - Fabricating information on LinkedIn is just as bad as doing it on your résumé.

## Facebook

- Don't put pictures online that you wouldn't share with your parents
- Be careful of what you say or who has access to your profile/wall
- What gets deleted doesn't necessarily disappear

## Twitter

- You can use twitter to “follow” people in industries or companies where you'd like to work.
- Be aware of the difference between social and business networking – don't confuse the two!



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# Tips for Getting Your Foot In the Door

- Be flexible
  - be willing relocate
- Stand Out
  - Leave a Lasting Impression
- Take Initiative, Have a “Can Do” Attitude
- Apply for temporary appointments
- Volunteer for experience and networking
- Come on as a contractor

Once you land a Federal Job, things you can do to stay on the radar:

- Internal Networking
  - Keep an eye out for government training programs, they could lead to promotions or chances to collaborate with others in the field.
  - Volunteer for detail assignments
- Protocol
  - Get a good grasp on the general procedures in your office and be sure to stick to them.
- Be aware of generational differences
  - Baby Boomers, Gen X, Gen Y, and Millennials all behave differently in the workplace
  - This is the first time in American history that we've had *four* generations working side by side in the workplace
- Internal Personal Skills
  - Develop both your oral and written personal skills
  - Know the different styles of writing for government versus writing for the private sector.



# Internship Opportunities Points of Contact

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Q & A

*“If you don’t know where you’re going, you’ll probably end up somewhere else.” David Campbell*

